

**Town of Hooksett  
ARPA Subcommittee Meeting Minutes  
Friday, June 23, 2023**

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2 The ARPA Subcommittee met on Friday, June 23, 2023, at 9:00am in the Hooksett Municipal Building.

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4 **CALL TO ORDER**

5 Chair Lapierre called the meeting to order at 9:01 am.

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7 **PROOF OF POSTING**

8 Chair Lapierre provided proof of posting.

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10 **In Attendance:** Chair Randall Lapierre and Councilor Timothy Tsantoulis  
11 Staff Support: André Garron and Wendy Baker

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13 Chair Lapierre asked if anyone would like to speak for Public Input. There was no one for Public Input.

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15 **APPOINTMENTS**

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17 B. Berthiaume, Public Works Director and Chief Justin Sargent presented a project for a Safety Center  
18 Sign repair and addition of message board for ARPA funds consideration. The sign at the Safety  
19 Center is aging and in addition to a repair to the sign, they are proposing to add a 2 x 8' color message  
20 board since it is a high traffic area. The message board could be used for information from any  
21 department. The total cost for this project is \$32,050.

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23 T. Tsantoulis asked if the current sign is lit?

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25 B. Berthiaume answered there service to the area that provides electric for a light that shines up on it.

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27 Chair Lapierre asked how long ago it was hit by a car?

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29 Chief Sargent answered 4-5 years ago. He said DPW rebuilt the base of the sign from the accident but  
30 the rest of the sign has been failing over time.

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32 A. Garron said combing the message board with the Safety Center sign makes sense and it gets  
33 information out to the public.

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35 Chair Lapierre asked if the wood base would be changed back to brick?

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37 B. Berthiaume answered that they would take a look at that.

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39 Chief Sargent said there are other Police Departments that have message board signs and they have  
40 been very effective.

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42 Chair Lapierre said he likes to see things getting repaired although he is not sure ARPA is the right  
43 funding vehicle for this request but thinks it should be sent to Town Council for future discussion.

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45 T. Tsantoulis said this is something that will draw attention and he supports it going to a vote of full  
46 Town Council.

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**Chair Lapierre motioned to move the Safety Center Sign – Repair and Addition of Message Board Project to present to the full Council. Seconded by T. Tsantoulis.**

***All in favor 2-0***

Leann McLaughlin and Andre Garron presented their Administration Office Renovation Project for ARPA funds consideration. L. McLaughlin explained that there are two admins currently in one large office and there are multiple interruptions a day for each admin. This proposal will create a wall down the middle of the room with a door. A. Garron reiterated that there was previous talk about separating this room because of the sound being very loud and distracting as well as an issue of privacy. The total estimated cost for this project is \$16,033.17.

Chair Lapierre asked what will be done with the air conditioning since there is only one unit currently.

T. Tsantoulis suggested taking the larger unit out and putting in two smaller units. He also said he supports the project, the room is too open for a space that deals with the public.

Chair Lapierre asked if floor was looked at and included in the project?

L. McLaughlin answered no, it is not included in this proposed cost. She said she looked at the flooring as a need versus a want and was trying to keep the cost as low as possible. The last flooring estimate she got was \$5,000 for carpet.

Chair Lapierre recommended adding flooring to the project so that it could be completed all at once. He said he supports the project.

**T. Tsantoulis motioned to move the Administration Office Renovation Project, to include flooring to present to the full Council. Seconded by Chair Lapierre.**

***All in favor 2-0***

Rick Belanger, Dispatch Supervisor and Chief Justin Sargent presented the PD Network and Dispatch Workstation Project for ARPA funds consideration. R. Belanger explained that when they renovated the Safety Center, the network cables for Dispatch and the first floor were rerun but the cables for the second floor were not. These cables are too short which makes it difficult to do work on the rack without pulling the cables out. The estimate to rewire the second floor is \$4,200. The second request is for a workstation for the Dispatch Supervisor at the cost of \$2,379. The reason for this request is that the dispatch workstations are a much higher cost than an average desktop that the Administration budgets for. There was not enough in the budget to cover the costs of the needed dispatch workstations.

Chair Lapierre said he felt that the specs of the workstation was overkill.

R. Belanger said that they go on Block 5's recommendations for what is needed.

Chair Lapierre said he didn't see any back-up to show why this type of a system is needed.

A. Garron said Block 5 is our chosen IT provider and I do trust their opinion.

Chair Lapierre asked if it should last longer?

101 R. Belanger said his workstation is replaced every 5 years and the dispatch workstations are replaced  
102 every 3 years because they are used 24/7. His old workstation will be re-purposed in the building.

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104 Chair Lapierre said he would like to see what the performance statistics are on the current workstation  
105 and a comparison of that one against the new proposed workstation as well as the programs it needs to  
106 run.

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108 T. Tsantoulis said they will need an easier explanation for the full council to understand.

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110 **Chair Lapierre motioned to move the PD Network and Dispatch Workstation Project to present**  
111 **to the full Council. Seconded by T. Tsantoulis.**

112  
113 **All in favor 2-0**

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115 **OLD BUSINESS**

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117 The update on ARPA funds available is as follows:

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120	Projects	Obligated	Spent as of 6/15/2023	Balance
121	Edgewater Drive Broadband	-	-	-
122	Feasibility Study for Central Water	12,000.00	12,000.00	-
123	Two Police Cruisers	83,000.00	77,253.62	5,746.38
124	HYAA Score Board Installation	18,500.00	-	18,500.00
125	DPW Maintenance Van	47,335.00	-	47,335.00
126	Generator Switch (Town Hall)	13,865.89	13,865.89	-
127	Petersbrook Clubhouse	500,000.00	-	500,000.00
128	Sherwood Drive Drainage	17,545.00	17,545.00	-
129	Rte. 3A TIF District	300,000.00	-	300,000.00
130	Police Tasers	19,633.00	-	19,633.00
131	Safety Center Fitness Equipment & Flooring	25,000.00	-	25,000.00
132	Financial Software	60,000.00	-	60,000.00
133	<b>Totals</b>	<b>\$ 1,096,878.89</b>	<b>\$ 120,664.51</b>	<b>\$ 976,214.38</b>
134	Unobligated funds	\$ (425,517.97)		

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138 TIF Project Discussion

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140 A. Garron said in August of 2021 there was an MOU with the Water Precinct for \$300,000 and in the  
141 same year, a similar obligation to the Sewer Commission was made. Town Council approved \$300,000  
142 for the TIF District from ARPA for the Martin's Ferry Pump Station.

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144 Chair Lapierre read article 4 from the 2022 Warrant regarding the Martin's Ferry Pump Station. He  
145 asked if the \$300,000 that ARPA approved replacing it coming from TIF funds?

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147 A. Garron answered Yes.

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149 Chair Lapierre said the TIF Committee should look at why it couldn't fund it from TIF Funds.

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152 **NEW BUSINESS**

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154 T. Tsantoulis was contacted by a resident regarding using ARPA funds for traffic control monitoring  
155 equipment.

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157 Chief Sargent said we have 2 pieces of traffic control monitoring equipment and there is a pole  
158 mounted device that is not working at the moment. He said when we get complaints, the equipment  
159 gets moved around for approximately 2 weeks at a time. They also have a stealth box that records  
160 speeds but that piece is now obsolete.

161  
162 Chair Lapierre asked if the department thinks they need any more devices for this issue?

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164 Chief Sargent said he would look more into the need.

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166 **APPROVAL OF MEETING MINUTES**

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168 **Chair Lapierre motioned to approve the minutes of March 31, 2023 and May 12, 2023. Seconded**  
169 **by T. Tsantoulis.**

170  
171 **All in favor 2-0**

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173 **ADJOURNMENT**

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175 ***Chair Lapierre motioned to adjourn the meeting at 10:16 am. Seconded by T. Tsantoulis .***

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177 ***All in favor 2-0***

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179 Respectfully submitted,

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181 *Wendy Baker*

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183 Wendy Baker  
184 Executive Assistant