



AGENDA

Town of Hooksett Town Council

Wednesday, February 14, 2024 at 6:00 PM

A meeting of the Town Council will be held Wednesday, February 14, 2024 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **AGENDA OVERVIEW**
6. **PUBLIC HEARINGS**
 - 6.1. Public Hearing to enter into a PILOT Agreement with Central Rivers Hydro Power as allowed under RSA 72:74 (see 14.1) 5 - 12
[Staff Report - SR-24-024 - Pdf](#)
7. **SPECIAL RECOGNITION**
 - 7.1. Hooksett Municipal Employee - New Hire
8. **PUBLIC INPUT - 15 MINUTES**
9. **SCHEDULED APPOINTMENTS**
 - 9.1. Town Clerk, Karina Towne and Moderator, Todd Lizotte - January 23, 2024 Federal Primary Election Results & March 12, 2024 Town/School/Special General Election Preparations
 - 9.2. Leann McLaughlin, Project Coordinator and Tony Lacasse, Heritage Commission Chair - Light up the Village Event (Tabled at 1/24/2024 Town Council Meeting) 13 - 18
[Staff Report - SR-24-022 - Pdf](#)
 - 9.3. Carrie and Jason Hyde of 36 Edgewater Dr. request the Town of Hooksett unmerge lots that have been involuntarily merged per RSA 674:39-aa and Hooksett Zoning ordinance Article 26 section B1 and update the tax maps 19 - 40
[Staff Report - SR-24-026 - Pdf](#)
 - 9.4. Dana Pendergast, Chair JLMC (Joint Loss Management Committee) - Update and Safety Manual Review 41 - 49
[Staff Report - SR-24-025 - Pdf](#)
 - 9.5. Annual Update from the Hooksett Historical Society - James Sullivan, Member 51
[Staff Report - SR-24-010 - Pdf](#)
10. **CONSENT AGENDA**
 - 10.1. Accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the 53

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

Town of Hooksett, NH in the amount of \$1331.10 for Hooksett Fire-Rescue Department HazMat Team members overtime/backfill costs from October 21, 2023 - December 21, 2023 per NH RSA 31:95-b III(b).

[Staff Report - SR-24-012 - Pdf](#)

- 10.2. Accept the donation of \$7,500.00 from the Mary & John Elliot Charitable Foundation to the Town of Hooksett, NH for the Hooksett Fire Rescue Department to purchase and replace AEDs under RSA 31:95-b III (a) and to return that amount to the fire rescue department's ambulance revenue account. 55 - 59

[Staff Report - SR-24-023 - Pdf](#)

- 10.3. Granite Woods Commerce Center – Reduce Off-Site Bond by \$400,000 from \$500,000 to \$100,000 for the sewer and water main project 61 - 71

[Staff Report - SR-24-028 - Pdf](#)

- 10.4. Granite Woods Commerce Center - Reduce Site Bond by \$500,000 from \$2,131,380.00 to \$1,631,380.00 for the Hackett Hill Gravel Pit 73 - 83

[Staff Report - SR-24-029 - Pdf](#)

11. NOMINATIONS AND APPOINTMENTS

- 11.1. Mary Ecklund Application-Zoning Board Alternate 85 - 88

[Staff Report - SR-24-020 - Pdf](#)

- 11.2. Jesse Tringale Application- Economic Development Resident Member 89 - 92

[Staff Report - SR-24-021 - Pdf](#)

12. BRIEF RECESS

13. OLD BUSINESS

14. NEW BUSINESS

- 14.1. Enter into a PILOT Agreement with Central Rivers Hydro Power NH Hooksett, LLC pursuant to RSA 72-74 (see 6.1) 93 - 94

[Staff Report - SR-24-030 - Pdf](#)

- 14.2. Budget Transfer #2024-01 in the amount of \$5,000.00 from the Police's budget to the DPW's budget. 95 - 97

[Staff Report - SR-24-016 - Pdf](#)

- 14.3. Budget Transfer #2024-02 in the amount of \$13,000.00 from the Fire's budget to the Finance and Tax Collector's budget. 99 - 100

[Staff Report - SR-24-017 - Pdf](#)

- 14.4. Budget Transfer #2024-03 in the amount of \$23,533.00 from the Finance's budget to the Town Clerk's budget. 101 - 102

[Staff Report - SR-24-018 - Pdf](#)

- 14.5. Quarterly Financial Report as of December 31, 2023 103 - 121

[Staff Report - SR-24-019 - Pdf](#)

- 14.6. Fire Chief Contract

15. APPROVAL OF MINUTES

- 15.1. Public: January 24, 2024 123 - 129

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

- 16. **TOWN ADMINISTRATOR'S REPORT**
- 17. **TOWN COUNCIL FUTURE AGENDA ITEMS**
- 18. **INFORMATIONAL ITEMS AND CORRESPONDENCE**
- 19. **SUB-COMMITTEE REPORTS**
- 20. **PUBLIC INPUT**
- 21. **NON-PUBLIC SESSION NH RSA 91-A:3 II**
- 22. **ADJOURNMENT**

PUBLIC INPUT

- 1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
- 2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
- 3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
- 4. Council members may request a comment be added to New Business at a subsequent meeting.
- 5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

Town Council STAFF REPORT



To: Town Council
Title: Public Hearing to enter into a PILOT Agreement with Central Rivers Hydro Power as allowed under RSA 72:74
Meeting: Town Council - 14 Feb 2024
Department: Assessing
Staff Contact: Jon Duhamel, Town Assessor

BACKGROUND INFORMATION:

Enter into a PILOT Agreement with Central Rivers Hydro Power. CRP LLC operates a hydroelectric generating facility with a 1.6 Mega Watt capacity on the property. This would be advantageous for the Town of Hooksett as it would eliminate the yearly abatement requests from the taxpayer. That would not only result in savings from refunds, but also the cost of Legal fees and Utility expert fees. Additionally, the proposed agreement is for payment of \$60,000/year (\$30,000 each bill); at the current assessment and tax rate they pay roughly \$35,000/year.

Central Rivers Power will pay to the Town of Hooksett, in each Tax year during the term of this agreement, voluntary payments in lieu of taxes pursuant to New Hampshire RSA 72-74.

Central Rivers Power will pay \$60,000 per year on an annual basis for the Contract Year that ends on December 31 of each Tax Year. Payments shall be made in two equal installments of \$30,000 each and said payments are due by June 1st and December 1st of each Contract Year. For tax year 2023 only, the December payment will be in the amount of \$40,172 as \$19,828 has already been paid for the first half property taxes for the year.

This will be a five (5) year agreement, renewable at the option of the Parties.

RECOMMENDATION:

1. Chair will open Public Hearing
2. Listen to public input
3. Chair will close Public Hearing
4. Council discussion and motion are in the New Business Section of this agenda.

SUGGESTED MOTION:

To Enter into a PILOT agreement with Central Rivers Hydro Power as allowed under RSA 72:74.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Public Hearing. Listen to public input on the details of his PILOT agreement.

ATTACHMENTS:

[Central Rivers PILOT](#)

[RSA 72-74](#)

**TOWN OF HOOKSETT
PAYMENT IN LIEU OF TAXATION AGREEMENT**

This Payment in Lieu of Taxation Agreement (hereinafter “PILOT” or “Agreement”) is entered into by and between the Town of Hooksett, a New Hampshire municipal corporation, of Merrimack County, Hooksett, New Hampshire, 03106 (hereinafter referred to as the “Town”) and CRP NH Hooksett, LLC, a New Hampshire LLC with offices at 670 N. Commercial Street, Suite 204, Manchester, New Hampshire, 03101 (hereinafter “CRP Hooksett” or the “Taxpayer”). The Town and Taxpayer, individually, are each referred to as a “Party” and are collectively referred to as the “Parties”. In resolution of any and all tax disputes that may exist now, in the past or during the term of this Agreement, the Parties agree hereto as follows:

WHEREAS CRP Hooksett owns real and personal property located at 73 Merrimack Street, Hooksett, and further identified in the Town's records as Map 5 Lot 42 and Map 5 Lot 41 (hereinafter the “Property”) that is operated as the Hooksett Development, a Hydroelectric generating plant, which is licensed under FERC License P-1893; and

WHEREAS CRP Hooksett operates a hydroelectric generating facility with a 1.6 Mega Watt capacity on the Property; and

WHEREAS the Town intends that a PILOT entered into pursuant to RSA 72:74 shall apply only to a non-utility owned Renewable Generation Facility, as defined under RSA 72:73; and

WHEREAS it is in the best interests of the Town to encourage renewable energy generation;

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Town and CRP Hooksett agree to enter into a voluntary PILOT Agreement pursuant to RSA 72:74 as follows:

I. DEFINITIONS

“Agreement” shall mean this Agreement, which is also referred to as the PILOT or PILOT Agreement.

“Contract Year” shall mean the period beginning on January 1 and ending on December 31 of each year during the term of this Agreement.

“Payment in Lieu of Taxes” (“PILOT”) shall mean all payments made by CRP Hooksett to the Town under this Agreement in lieu of any and all taxes that would otherwise be assessed by the Town against CRP Hooksett.

“Project” shall mean Hooksett Development’s Hydroelectric power generation facility, located on the Property. The Project shall also include any and all real and personal property owned by CRP Hooksett and used in the production of electric power at the Project, including the land, all rights, easements and other interests thereto, including transmission lines from such facility, and all dams, buildings, structures and other improvements situated thereon which are necessary or incidental to the production of power at the Project.

“Tax Year” shall mean the period beginning on April 1st of a given year and ending on the following March 31st.

“Taxpayer” shall mean CRP Hooksett.

II. PAYMENTS IN LIEU OF TAXES

A. CRP Hooksett shall pay to the Town, in each Tax Year during the term of this Agreement, voluntary payments in lieu of taxes pursuant to New Hampshire RSA 72-74.

B. CRP Hooksett agrees to pay \$60,000 on an annual basis, for the Contract Year that ends on December 31 of each Tax Year. Payments shall be made in two equal installments of \$30,000 each and said payments are due by June 1st and December 1st of each Contract Year. For tax year 2023 only, the December payment will be in the amount of \$40,172 as \$19,828 has already been paid for the first half property taxes for the year.

C. Said PILOT payments shall constitute payment for any sums due to or collected by the Town for the taxable value of real and personal property interests as they exist as of the date of execution of this Agreement.

III. TERM

A. This Agreement shall be effective upon the date of execution of this agreement and remain in full force and effect for the period of five (5) years. This Agreement may be renewed at the option of the Parties, subject to the provisions of RSA 72:74 and any other requirements imposed by law or regulation. However, neither party shall be obligated to renew or extend this Agreement upon its termination.

IV. PAYMENT, ENFORCEMENT

A. Payments by CRP Hooksett to the Town shall be made under this Agreement no later than June 1st and December 1st each Contract Year. Failure to pay any portion of the PILOT by the due date may be deemed a breach of this Agreement. In the event that CRP Hooksett fails to make any payments as required herein, the Town shall be entitled to all rights

and remedies available to it in the collection of property taxes as contained in New Hampshire RSA Chapter 80, as amended, and such failure shall be subject to statutory interest lien process. CRP Hooksett hereby waives any remedies and/or tax exemptions that may be applicable during the effective period of this Agreement.

B. Notwithstanding the above, at the end of this Agreement, whether by expiration of the Term or otherwise, the final PILOT payment shall be due and payable on or before June 1st following the fifth (5th) Contract Year of this Agreement. If any portion of the final PILOT payment is not remitted by the due date, interest shall accrue on the PILOT amount due at the rate of 12% per annum beginning on the date of payment if before the date of lien; if the unpaid PILOT goes to lien, the interest rate will increase to the statutory 18% in addition to any statutory fees incurred under RSA Chapter 80 if the Town is required to exercise any rights or remedies to collect the payment, as if it was a tax, provided by law under RSA Chapter 80.

V. CHANGES IN USE OF THE PROPERTY

A. In the event that the Project owned and operated by CRP Hooksett no longer qualifies as a "Renewable Generation Facility" under RSA 72:73, this PILOT Agreement shall no longer apply to the Property as of the date of the change in use.

B. In the event that any portion of the real estate currently owned by CRP Hooksett at the Project site is used, occupied, leased, transferred, or sold to a third party that is not engaged in generating and selling electricity at the Project, this Agreement shall no longer apply to that portion of the real estate where a change in use has occurred.

C. In both cases, said real estate that is no longer used to generate and sell electricity at the specified Project shall be subject to ad valorem taxation as of the date of the change in use of the Project and taxes shall become due to the Town for the remainder of the tax year on a proportional basis, based on the number of months then remaining in the tax year.

VI. MISCELLANEOUS

A. This Agreement does not include real or personal property, ad valorem or other taxes, fees, charges, assessments or payments for other property interests, if any, owned now or in the future by Taxpayer in the Town.

B. This Agreement shall bind and inure to the benefit of the Parties hereto and their respective heirs, successors, transferees and assigns. The Parties hereto intend that the provisions hereof shall benefit only the Parties hereto and do not intend this Agreement to benefit any person or entity that is not a party to this Agreement other than the Parties' respective heirs, successors, transferees and assigns.

C. Upon execution, this Agreement and the terms herein shall satisfy the annual property tax burden of each Tax Year beginning with Tax Year 2023. Any property taxes assessed during that Tax Year shall be abated, and any amount of taxes paid in the tax year by CRP Hooksett shall be refunded or credited to reflect the Tax Year 2023 payment.

D. This Agreement and the performance hereof shall be governed by and construed in accordance with the laws of the State of New Hampshire.

E. All notices, requests, and other communications hereunder shall be in writing and shall be deemed to have been when delivered in hand to such party or mailed by certified mail, postage prepaid, return receipt requested, addressed:

If to Taxpayer:
CRP NH Hooksett, LLC
670 N. Commercial Street, Suite 204
Manchester, NH 03101

If to the Town:
Town of Hooksett
Andre Garron, Town Administrator
35 Main Street
Hooksett, NH 03106

F. The Section headings herein are for reference and convenience only and shall not affect the interpretation hereof.

G. This Agreement may be executed in any number of counterparts, each of which when so executed shall be an original, but all of the counterparts together shall constitute one and the same instrument.

H. If any terms of this Agreement or the application thereof to any person or circumstances shall, to any extent, be invalid, or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforced to the extent permitted by law.

I. The Town represents and warrants that it has all the requisite statutory power and authority to enter into this Agreement and the signatories hereto represent and warrant that they have all the requisite power and authority to bind the respective Parties to the terms of this Agreement.

IN WITNESS WHEREOF the parties have executed this instrument as of _____,
2024.

CRP HOOKSETT NH, LLC

By: _____
Upendra PraJapati, SVP of Tax
Duly Authorized

AND

TOWN OF HOOKSETT

By: _____
Andre Garron, Town Administrator
Duly authorized

TITLE V

TAXATION

CHAPTER 72

PERSONS AND PROPERTY LIABLE TO TAXATION

Payment in Lieu of Taxes for Renewable Generation Facilities

Section 72:74

72:74 Payment in Lieu of Taxes. –

- I. The owner of a renewable generation facility and the governing body of the municipality in which the facility is located may, after a duly noticed public hearing, enter into a voluntary agreement to make a payment in lieu of taxes. A lessee of a renewable generation facility which is responsible for the payment of taxes on the facility may also enter into a voluntary agreement with the municipality in which the facility is located to make a payment in lieu of taxes, provided the lessee shall send by certified mail to the lessor written notice which shall state that the property of the lessor may be subject to RSA 80 should the lessee fail to make the payments required by the agreement. A copy of such notice shall be provided to the municipality in which the facility is located.
- II. A renewable generation facility subject to a voluntary agreement to make a payment in lieu of taxes under this section shall be subject to the laws governing the utility property tax under RSA 83-F. Payments made pursuant to such agreement shall satisfy any tax liability relative to the renewable generation facility that otherwise exists under RSA 72. The payment in lieu of taxes shall be equalized under RSA 21-J:3, XIII in the same manner as other payments in lieu of taxes, but shall be excluded from the tax base used to determine the statewide education property tax in accordance with RSA 76:8, I(a). In the absence of a payment in lieu of taxes agreement, the renewable generation facility shall be subject to taxation under RSA 72.
- III. If a municipality that contains more than one school district receives a payment in lieu of taxes under this section, the proceeds shall be prorated to the districts in the same manner as local taxes are prorated to the districts, or in the case of a cooperative school district between the city or town and pre-existing school district.
- IV. The collection procedures in RSA 80 shall be used to enforce a voluntary agreement to make a payment in lieu of taxes authorized by this section.
- V. If a municipality enters into a voluntary payment in lieu of taxes agreement with an owner, or a lessee responsible for payment of taxes, of a renewable generation facility, the municipality, upon the request of the owner, or a lessee responsible for payment of taxes, of any other renewable generation facility located within the municipality, shall offer a comparable agreement to the owner or lessee of such facility.
- VI. Except as provided in paragraph VII, no voluntary agreement entered into under this section shall be valid for more than 5 years; however, any such agreement may be renewed or amended and restated for any number of consecutive periods of 5 years or less.
- VII. The owner of a renewable generation facility and the governing body of the municipality in which the facility is located may agree to a term exceeding 5 years if such term is necessary for the financing of the project or is otherwise advantageous to both parties and both parties agree to such term.

Town Council STAFF REPORT



To: Town Council
Title: Leann McLaughlin, Project Coordinator and Tony Lacasse, Heritage Commission Chair - Light up the Village Event (Tabled at 1/24/2024 Town Council Meeting)
Meeting: Town Council - 14 Feb 2024
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Ever since the initiation of the Light up the Village Event, the Heritage Commission has overseen its organization. However, the scale of this event surpasses the management capacity of the Heritage Commission and does not align with its designated responsibilities (see attached section of the Administration Code and the RSA that governs Heritage Commission's). It is recommended that the Town Council engage in a dialogue regarding the future direction of this event. This conversation should encompass considerations such as if the Town Council wishes to see this event happen annually and whether the Town Council wishes to form a new subcommittee for this event (similar to the Bicentennial Committee) or if they would rather an organization is formed similar to Old Home Day.

Should the Town Council decide to form a new subcommittee, a vote should be conducted to authorize the creation of a new trust fund specifically dedicated to supporting this event per RSA 31:19 I.

RSA 31:19 I. "Towns may take and hold in trust gifts, legacies, and devises made to them for the establishment, maintenance, and care of libraries, reading-rooms, schools, and other educational facilities, parks, cemeteries, and burial lots, the planting and care of shade and ornamental trees upon their highways and other public places, and for any other public purpose that is not foreign to their institution or incompatible with the objects of their organization." Private trusts are held with the Trustees of the Trust Funds, and are accounted for separately from and not commingled with tax dollars. Annual accounting and report of activities of the trust shall be presented and published in the annual report. When the trust is no longer needed council can close it and the monies in the trust are returned to the Treasurer. Section 5.14 of the Town Charter states, "The Council may, in accordance with the provisions of State law, apply for, accept and expend without further action by town meeting, money or gifts of personal property, which may be offered for any public purpose, from the state, federal, or other governmental units or a private source, which becomes available during the fiscal year." The Town Council set up a trust fund for the Bicentennial Committee on March 24, 2021. This would be similar to the establishment of that committee.

The Town Council tabled this item at their January 24th meeting with a request to obtain financial information relative to this event. Attached to this staff report is a spreadsheet that compares the expenditures to the donations.

RECOMMENDATION:

Discuss how the Town Council sees this event proceeding in the future.
Discuss who should manage this event (ex. should a new committee be established? Or should it be formed outside of the Town Council?)

SUGGESTED MOTION:

Motion to remove the item from the table.

OPTIONS:

1. Motion to recommend that the Light up the Village event becomes a resident run and organized event similar to Old Home Day.

OR

2. Motion to establish a Light up the Village subcommittee made up of _____ members.

If council motions for option 2, council should:

Motion to establish a new trust fund specifically for Light up the Village per RSA 31:19.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council will need to decide if they want this event to continue as an annual event. Second, decide the format in which the responsibility of its organization and execution each year will happen.

ATTACHMENTS:

[Heritage Commission - Admin Code](#)

[RSA 674.44](#)

[Expenditures and Donations](#)

4. **BOARDS, COMMISSIONS, COMMITTEES and OTHER OFFICIALS** (to include elected or appointed officials.)

The appropriate State laws, The Town Charter, and Town Ordinances, direct the listed Boards, Commissions, Committees and other Officials. The following descriptions are for guidance only in the daily conduct of business.

- 4.1 **Budget Committee** (9 Elected and 4 Appointed) - Review annual budgets submitted by the Town Council, School Board, all Precincts and the Sewer Department. Submit recommended budgets to the Town Voters and periodically review all expenditures.
- 4.2 **Cemetery Trustees** (Elected) - Arrange for cemetery lot visits and sales, maintain vital records relative to burials, manage day-to-day care of cemeteries, and manage expenditures of allocated funds.
- 4.3 **Conservation Commission** (Appointed) - Research and catalog all open space, natural, ecological, wetland or aesthetic areas within the Town; develop a program to protect listed areas; and obtain land in the name of the Town through gift, purchase, grant, bequest or other legitimate means for continued preservation.
- 4.4 **Economic Development Committee** (Appointed) – Enhance the vitality of the local economy by retaining existing businesses and attracting new ones.
- 4.5 **Health Officer** (Appointed) – Enforce the state public health rules and laws as well as local ordinances and regulations. Serve as a liaison between state officials and the local community on issues concerning local public health.
- 4.6 **Heritage Commission** (Appointed) – Handle transactions relating to all cultural resources including hiring consultants and contractors as needed and receiving gifts of money and property, both real and personal, in the name of the Town, subject to the approval of the Town Council. Such gifts shall be managed and controlled by the commission for their proper use.
- 4.7 **Library Trustees** (Elected) - Manage the Town Library and all property of the Town Library; control expenditures of funds received from Town appropriations, fines, gifts, and copying charges; and appoint and remove with due process the Librarian and other Library staff.
- 4.8 **Moderator** (Elected) - Preside over town meetings, regulate the business thereof, decide questions of order, and make a public declaration of every vote passed. May prescribe rules of procedure, but such rules may be altered by the town.
- 4.9 **Parks and Recreation Advisory Board** (Appointed) - Under the jurisdiction of the Town Council, assist the Public Works Department in an advisory capacity on recreational projects, recreational budgetary items, recreational capital

Section 674:44-a

674:44-a Heritage Commission. – A heritage commission may be established in accordance with RSA 673 for the proper recognition, use, and protection of resources, tangible or intangible, primarily man-made, that are valued for their historic, cultural, aesthetic, or community significance within their natural, built, or cultural contexts.

Source. 1992, 64:2, eff. June 19, 1992.

Section 674:44-b

674:44-b Powers. –

I.

Generally. Heritage commissions shall have advisory and review authority, specifically, as follows:

- (a) Survey and inventory all cultural resources.
- (b) Conduct research and publish findings, including reports to establish the legal basis for a district and preparation of historic district ordinances within the municipality prior to its adoption or amendment as provided in RSA 675:6.
- (c) Assist the planning board, as requested, in the development and review of those sections of the master plan which address cultural and historic resources.
- (d) Advise, upon request, local agencies and other local boards in their review of requests on matters affecting or potentially affecting cultural and historic resources.
- (e) Coordinate activities with appropriate service organizations and nonprofit groups.
- (f) Publicize its activities.
- (g) Hire consultants and contractors as needed.
- (h) Receive gifts of money and property, both real and personal, in the name of the city or town, subject to the approval of the city council in a city or the board of selectmen in a town, such gifts to be managed and controlled by the commission for its proper purposes.
- (i) Hold meetings and hearings necessary to carry out its duties.

II.

Property. The commission may acquire, in the name of the town or city, subject to the approval of the local governing body, by gift, purchase, grant, bequest, devise, lease, or otherwise, a fee or lesser interest, development rights, covenant, or other contractual right, including conveyances with conditions, limitations, or reversions, as may be necessary to acquire, maintain, improve, protect, limit the future use of, or otherwise conserve and properly use the cultural resources of the city or town, and shall manage and control the same; provided, however, that the city, town, or commission shall not have the right to condemn property for these purposes.

III.

Historic District Commission. Heritage commissions also may assume, if authorized by the local legislative body, the composition and duties of historic district commissions.

Source. 1992, 64:2. 1993, 32:1. 1995, 138:5, eff. July 23, 1995.

Section 674:44-c

674:44-c Separate Commissions. – A municipality may choose to maintain a separate and distinct heritage commission and historic district commission. In such cases, the heritage commission shall serve in an advisory capacity to the historic district commission as well as to the planning board and other local boards and residents.

Source. 1992, 64:2, eff. June 19, 1992.

Section 674:44-d

674:44-d Appropriations Authorized. –

- I. A town or city, having established a heritage commission under this subdivision, may appropriate money as deemed necessary to carry out its purposes. The whole or any part of money so appropriated in any year and any gifts of money received pursuant to RSA 674:44-b shall be placed in a heritage fund and allowed to accumulate from year to year. Money may be expended from such fund by the heritage commission for its purposes without further approval of the local legislative body.
- II. The town treasurer, pursuant to RSA 41:29, shall have custody of all moneys in the heritage fund and shall pay out the same only upon order of the heritage commission. The disbursement of heritage funds shall be authorized by a majority of the heritage commission. Prior to the use of such funds for the purchase of any interest in real property, the heritage commission

shall hold a public hearing with notice in accordance with RSA 675:7.

Source. 1992, 64:2. 1993, 32:3, eff. June 7, 1993.

2023 Light up the Village Event

Expenditure	Cost	Notes	Donations	\$9,425.00
Wastewater Electrical*	\$20.00	Per month		
HVWP Electrical*	\$70.00	Per month		
DPW Staff	\$2,200.00	6 staff members during event		
Lift Rental for Lights	\$1,500.00			
		4 detail officers - plus 2 hours of time for the		
		Police Chief, Police Captain and Patrol Lieutenant		
PD Staff	\$300.00	for planning purposes		
FD				
Hooksett Library-Color Copies of				
Flyers	\$110.00			
New England Light Co Installation				
for all lights	\$7,000.00			
Purchase of Bridge Lights	\$8,500.00	ARPA Funds (Lights to be replaced in 2026)		
Lease of Lights for Old Town Hall				
and Prescott Library	\$1,000.00	Annual Cost-2023 cost from ARPA		
TOTAL EVENT EXPENDITURES	\$20,700.00		TOTAL DONATIONS	\$9,425.00

Total 2023 Cost for Light up the Village Event \$11,275.00

Optional Costs for Future:

Handicapped Restroom	\$275.00 each
Regular Restroom	\$150.00 each
Deliverr Fee for each Restroom	\$20.00 each
Golf Cart	\$325.00 per cart

*2024 - a new electrical service needs to be installed for the bridge lights per the Code Enforcement Officer

Town Council

STAFF REPORT



To: Town Council
Title: Carrie and Jason Hyde of 36 Edgewater Dr. request the Town of Hooksett unmerge lots that have been involuntarily merged per RSA 674:39-aa and Hooksett Zoning ordinance Article 26 section B1 and update the tax maps
Meeting: Town Council - 14 Feb 2024
Department: Community Development
Staff Contact: Elizabeth Robidoux, Town Planner

BACKGROUND INFORMATION:

We are writing to seek a finding from the Hooksett NH Planning Department and Code Enforcement officer regarding our 2 lots of record as described in the deed recorded at the Merrimack Registry of Deeds, Book and Page OPR 2629/736 (please see attached) which are located on Hooksett Map 5, Lot 55.

The deed conveyed to Carrie and Jason Hyde on March 3 2004 describes 2 distinct lots while the town only acknowledges 1 lot, which does not match the dimensions of either lot recorded in the deed. This is incorrect and the town maps should reflect the reality of 2 distinct lots as described in the deed.

Per article 26 section B "Nonconforming Lots" of the Hooksett Zoning ordinance adopted 5/12/09:

"Lot of Record means a lot described by metes and bounds in a DEED or plan recorded by the Merrimack Registry of Deeds, prior to the adoption of this ordinance, or approved by the planning board."

It is our assertion that since the deed which describes in detail with metes and bounds, describes 2 separate and distinct lots, and was conveyed BEFORE the adoption of the aforementioned zoning ordinance, that the deed with its metes and bounds should be the controlling document required for the town to correct its faulty lot maps, tax records and zoning maps. No certified survey or plot plan is required per Hooksett Zoning Ordinances.

Since the town maps have been incorrectly showing one lot of record since at least 1983 this could indicate that the 2 lots were involuntarily merged by the town of Hooksett at some point prior to our ownership in 2004.

IF the Town asserts this is the case, please consider this letter a formal request for lot separation/restoration under the provisions of NH RSA 674:39-aa section II:

"Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district or any other municipality, SHALL at the request of the owner, be restored to their pre

merger status and all zoning and tax maps SHALL be updated to identify the pre merger boundaries of said lots or parcels as recorded at the appropriate registry of deeds"

As the town Zoning Ordinance and NH RSA 67 4:39-aa section 2 both call for the use of the DEED as the document used to properly describe lots of record it is our belief that the town code enforcement officer is factually mistaken in their assertion that a survey is required to remedy the incorrect lot description on map page 5, lot 55.

We are requesting that per Hooksett zoning ordinance Article 26 section 81, and RSA 67 4:39-aa the town of Hooksett separates the lots to match the lots described in the deed and corrects the faulty maps as soon as possible.

RECOMMENDATION:

Town of Hooksett unmerge the two (2) lots that have been involuntarily merged per RSA 674:39-aa and Hooksett Zoning ordinance Article 26 section B1 and update the tax maps

SUGGESTED MOTION:

Move to unmerge the two (2) lots that have been involuntarily merged per RSA 674:39-aa and Hooksett Zoning ordinance Article 26 section B1 and update the tax maps

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to the proposal submitted by the Hyde's. If sufficient information has been submitted for Town Council to render a decision to unmerge the lots based on Mr. and Mrs. Hyde's deed, then, in accordance with RSA 674:39-aa, support the recommended motion.

ATTACHMENTS:

[Hyde Lot5Map55 \(003\)](#)

[Section 67439-aa - Restoration of Involuntarily Merged Lots\(1\).PDF \(003\)](#)

[Hyde Deed](#)

[Vision Government Solutions \(003\)](#)

[zoning ordinance 2021 revised\(1\).PDF](#)

[Section 67439-aa - Restoration of Involuntarily Merged Lots\(1\)](#)

1/25/2024

Jason and Carrie Hyde
36 Edgewater Dr
Hooksett NH, 03106

To whom it may concern,

We are writing to seek a finding from the Hooksett NH Planning Department and Code Enforcement officer regarding our 2 lots of record as described in the deed recorded at the Merrimack Registry of Deeds, Book and Page OPR 2629/736 (please see attached) which are located on Hooksett Map 5, Lot 55.

The deed conveyed to Carrie and Jason Hyde on March 3 2004 describes 2 distinct lots while the town only acknowledges 1 lot, which does not match the dimensions of either lot recorded in the deed. This is incorrect and the town maps should reflect the reality of 2 distinct lots as described in the deed.

Per article 26 section B "Nonconforming Lots" of the Hooksett Zoning ordinance adopted 5/12/09:

"Lot of Record means a lot described by metes and bounds in a DEED or plan recorded by the Merrimack Registry of Deeds, prior to the adoption of this ordinance, or approved by the planning board."

It is our assertion that since the deed which describes in detail with metes and bounds, describes 2 separate and distinct lots, and was conveyed BEFORE the adoption of the aforementioned zoning ordinance, that the deed with its metes and bounds should be the controlling document required for the town to correct its faulty lot maps, tax records and zoning maps. No certified survey or plot plan is required per Hooksett Zoning Ordinances.

Since the town maps have been incorrectly showing one lot of record since at least 1983 this could indicate that the 2 lots were involuntarily merged by the town of Hooksett at some point prior to our ownership in 2004.

IF the Town asserts this is the case, please consider this letter a formal request for lot separation/restoration under the provisions of NH RSA 674:39-aa section II:

"Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district or any other municipality, SHALL at the request of the owner, be restored to their pre merger status and all zoning and tax maps SHALL be updated to identify the pre merger boundaries of said lots or parcels as recorded at the appropriate registry of deeds"

As the town Zoning Ordinance and NH RSA 674:39-aa section 2 both call for the use of the DEED as the document used to properly describe lots of record it is our belief that the town

code enforcement officer is factually mistaken in their assertion that a survey is required to remedy the incorrect lot description on map page 5, lot 55.

We are requesting that per Hooksett zoning ordinance Article 26 section B1, and RSA 674:39-aa the town of Hooksett separates the lots to match the lots described in the deed and corrects the faulty maps as soon as possible.

A written response to our request is expected within 5 business days of receipt of this letter.

Sincerely,

Jason and Carrie Hyde
603-867-2185
Jasonhyde6@protonmail.com

ARTICLE 26

NON-CONFORMING USES, LOTS, AND STRUCTURES

(Adopted 5/12/09)

Amendment No. 2 Relative to Non-conforming Uses, Lots and Structures

A. Nonconforming Uses

Where on the effective date of adoption of this Ordinance or applicable amendment, a lawful use of land exists which would not be permitted by the regulations imposed by this Ordinance, the use may be continued so long as it remains otherwise lawful, provided that:

1. Any legally existing nonconforming use may not be changed to another nonconforming use.
2. No such nonconforming use shall be enlarged or increased nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this Ordinance;
3. No such nonconforming use shall be moved, in whole or in part, to any portion of the lot other than that occupied by such use at the effective date of adoption or amendment of this Ordinance;
4. If any such nonconforming use of and ceases for any reason for a period of more than twelve (12) consecutive months, any subsequent use of such land shall conform to the regulations specified by this Ordinance for the district in which such use is located;
5. No additional structure not conforming to the requirements of this Chapter shall be erected in connection with such nonconforming use of land; and
6. No junkyard may continue as a nonconforming use for more than one (1) year after the effective date of the adoption of the first zoning ordinance of the Town of Hooksett, except that a junkyard may continue as a nonconforming use if within that period it was enclosed with a continuous solid fence, not less than eight feet (8') in any case as to screen completely the operations of the junkyard. Plans for such fence shall have been approved by the Town and satisfy the requirements of RSA 236:111-129 before they were erected.

B. Nonconforming Lots

1. "Lot of Record" means a lot described by metes and bounds in a deed or plan recorded in the Merrimack County Registry of Deeds, prior to the adoption of this Ordinance, or approved by the Planning Board.
2. Use of Lot of Record. A nonconforming Lot of Record which does not meet the requirements for area or Town requirements established by this Ordinance, may be used for the purposes provided in the district in which the property is located in the following manner:

- a. The lot has frontage, as defined by this Ordinance sufficient to provide access to the lot;
 - b. The Code Enforcement Officer determines that the use of the lot will not create potential health or safety problems due to inadequate areas for on-site waste disposal and water supply, access for police and fire protection or other factors.
- 3. All provisions of RSA 674:39-aa are adopted to include the opportunity to reverse previous involuntary mergers. *(Amended 5/8/12)*
- C. **Nonconforming Structures**
 - 1. A single family home located on a nonconforming lot may be enlarged so long as the enlargement will conform to all applicable setback and overlay district requirements and single-family residence are permitted in that district.
 - 2. The Zoning Board of Adjustment may, upon application, grant a special exception in accordance with Article 24.D., permitting the enlargement of a single-family home which does not conform to an applicable setback or overlay district requirement so long as the proposed enlargement will not increase the existing nonconformity, will not violate any other provision of the zoning ordinance and is a permitted use in the district.
 - 3. No nonconforming structure may be enlarged or altered in any way, except to decrease its nonconformity, and except as provided in paragraphs (1) and (2).
 - 4. A nonconforming building or structure, which is destroyed by fire or other hazard, may be restored to its former bulk provided that it was not destroyed voluntarily and restoration is begun within twelve (12) months after the act of destruction.

(End of Article 26)

(Section 674:39-aa - Restoration of Involuntarily Merged Lots - N.H. Rev. Stat. § 674:39-aa)

N.H. Rev. Stat. § 674:39-aa

Section 674:39-aa - Restoration of Involuntarily Merged Lots

I. In this section:

- (a) "Involuntary merger" and "involuntarily merged" mean lots merged by municipal action for zoning, assessing, or taxation purposes without the consent of the owner.
- (b) "Owner" means the person or entity that holds legal title to the lots in question, even if such person or entity did not hold legal title at the time of the involuntary merger.
- (c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

- (a) The request is submitted to the governing body.
- (b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

RSA 674:39-aa

Amended by 2021, 136:1, eff. 9/21/2021.

Amended by 2016, 327:2, eff. 8/23/2016.

Added by 2011, 206:4, eff. 7/24/2011.

2011, 206:4, eff. July 24, 2011; 2016, 327:2, eff. Aug. 23, 2016; 2021, 136:1, eff. Sept. 21, 2021

Section 674:39-aa - Restoration of Involuntarily Merged Lots N.H. Rev. Stat. § 674:39-aa



(Section 674:39-aa - Restoration of Involuntarily Merged Lots - N.H. Rev. Stat. § 674:39-aa)

N.H. Rev. Stat. § 674:39-aa

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- (c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

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RSA 674:39-aa

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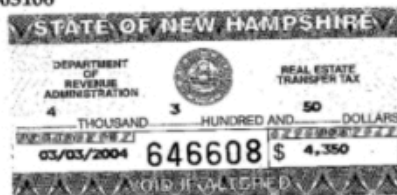
Section 674:39-aa - Restoration of Involuntarily Merged Lots N.H. Rev. Stat. § 674:39-aa



6
✓
Return to:
Jason M. Hyde and Carrie M. Hyde
36 Edgewater Drive
Hooksett, NH 03106

Doc# 551730
Book: 2629
Pages: 735 - 738
Filed & Recorded
03/03/2004 11:37:20 AM
KATHI L. BURY, CPO, REGISTER

MERRIMACK COUNTY REGISTRY OF DEEDS
RECORDING \$ 18.00
SURCHARGE \$ 2.00
TRANSFER TAX \$ 4,350.00
POSTAGE \$ 0.37



Book 2629 Page 736

4350.00 WARRANTY DEED

Tyler Builders, Inc. a New Hampshire Corporation with a principal place of business of 349 Mammoth Road, Londonderry, NH, for consideration paid grant to Jason M. Hyde and Carrie M. Hyde, husband and wife, of 7 Glenridge Avenue, Manchester, NH as joint tenants with rights of survivorship, with warranty covenants;

A certain parcel of land, with the buildings thereon, situated in the Town of Hooksett, County of Merrimack and State of New Hampshire, on the easterly side of the road leading from Hooksett Village to Concord, known as the "River Road", bounded and described as follows:

Beginning at the northwest corner of land, formerly of Howard L. Lamprey, the same being the southwest corner of the within described premises, and on the easterly side of said River Road;

Northerly by the easterly side of said road, about 147' to land, now or formerly of N. Migneault;

Easterly by said Migneault land to the Merrimack River;

Southerly by said Merrimack River, about 162' to land, formerly of said Lamprey;

Westerly by said Lamprey land to the easterly side of said River Road and to the place of beginning.

Line straightened by agreement of Messrs. Veneault and Stevens with Lamprey making the within-described premises about 3' longer on the highway than this deed calls for and about 3' less on the river.

Also, another certain parcel of land, with the buildings thereon, situated in the Town of Hooksett, County of Merrimack and State of New Hampshire, bounded and described as follows:

FD

Book 2629 Page 737

Beginning at a stake and stones on the River Road at the southeast corner;
Northeasterly by said road to land, now or formerly of William Mignault;
Northwesterly by land of said Mignault to the line of B&M Railroad;
Southeasterly by the line of said railroad to a stake and stones;
Easterly to the 1st mentioned bound.

Also, another certain parcel of land, with the buildings thereon, situated in the Town of Hooksett, County of Merrimack and State of New Hampshire, bounded and described as follows:

Beginning at an iron pipe driven into the ground on the easterly side of the highway leading from Hooksett Village to Concord and known as the "River Road", at a point 147' southerly from the southwesterly corner of land, now or formerly of William Mignault, and at the northwesterly corner of the herein described premises;

Southerly by the easterly line of said highway, about 105' to the center of a brook;

Southeasterly following the center of said brook to the westerly bank of the Merrimack River;

Northerly by the westerly bank of said river, about 160' to an iron pipe driven into the ground at the northeast corner of the herein-described premises;

Westerly by land, now or formerly of Springhie Worthley to an iron pipe driven into the ground on the easterly side of said highway and at the point of beginning.

Subject to the agreement in a warranty deed, recorded with the Merrimack County Registry of Deeds at Book 406, Page 355.

Meaning and intending to describe and convey the same premises conveyed to TYLER BUILDERS, INC. by deed of Christopher M. Evans, dated November 17, 2003, recorded at Book 2597, Page 339 at the Merrimack Registry of Deeds.

36 Edgewater Drive, Hooksett, NH 03106

41 EDGEWATER DRIVE

Location 41 EDGEWATER DRIVE

Mblu 5/ 55/ / /

Acct# 3247

Owner HYDE, JASON M.

PBN

Assessment \$11,900

PID 292

Building Count 1

Current Value

Assessment			
Valuation Year	Improvements	Land	Total
2023	\$0	\$11,900	\$11,900

Owner of Record

Owner HYDE, JASON M.
Co-Owner HYDE, CARRIE M.
Address 36 EDGEWATER DRIVE
HOOKSETT, NH 03106

Sale Price \$0
Certificate
Book & Page 2629/0736
Sale Date 03/03/2004
Instrument 00
Qualified U

Ownership History

Ownership History					
Owner	Sale Price	Certificate	Book & Page	Instrument	Sale Date
HYDE, JASON M.	\$0		2629/0736	00	03/03/2004
TYLER BUILDERS INC.	\$0		2597/0339	1G	11/18/2003
EVANS, CHRISTOPHER M.	\$75,000		2590/0340	1R	10/29/2003
MUSIAL, HENRY J. & PRISCILLA C.	\$0		0/0		

Building Information

Building 1 : Section 1

Year Built:
Living Area: 0
Replacement Cost: \$0
Building Percent Good:
Replacement Cost
Less Depreciation: \$0

Building Attributes	
Field	Description
Style:	Vacant Land
Model	
Grade:	
Stories:	
Occupancy	
Exterior Wall 1	

Building Photo



(<https://images.vgsi.com/photos/HooksettNHPhotos//default.jpg>)

Exterior Wall 2	
Roof Structure:	
Roof Cover	
Interior Wall 1	
Interior Wall 2	
Interior Flr 1	
Interior Flr 2	
Heat Fuel	
Heat Type:	
AC Type:	
Total Bedrooms:	
Total Bthrms:	
Total Half Baths:	
Total Xtra Fixtrs:	
Total Rooms:	
Bath Style:	
Kitchen Style:	
Location Adj	
Cndtn	
Num Park	
Fireplaces	
Fndtn Cndtn	
Basement	

Building Layout

(ParcelSketch.ashx?pid=292&bid=301)

Building Sub-Areas (sq ft)	Legend
No Data for Building Sub-Areas	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use		Land Line Valuation	
Use Code	1320	Size (Acres)	0.21
Description	RES ACLNUD	Frontage	0
Zone	MDR	Depth	0
Neighborhood	40	Assessed Value	\$11,900
Alt Land Appr Category	No		

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

Valuation History

Assessment			
Valuation Year	Improvements	Land	Total
2023	\$0	\$11,900	\$11,900
2022	\$0	\$6,800	\$6,800

2021	\$0	\$6,800	\$6,800
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ARTICLE 26

NON-CONFORMING USES, LOTS, AND STRUCTURES

(Adopted 5/12/09)

Amendment No. 2 Relative to Non-conforming Uses, Lots and Structures

A. Nonconforming Uses

Where on the effective date of adoption of this Ordinance or applicable amendment, a lawful use of land exists which would not be permitted by the regulations imposed by this Ordinance, the use may be continued so long as it remains otherwise lawful, provided that:

1. Any legally existing nonconforming use may not be changed to another nonconforming use.
2. No such nonconforming use shall be enlarged or increased nor extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of this Ordinance;
3. No such nonconforming use shall be moved, in whole or in part, to any portion of the lot other than that occupied by such use at the effective date of adoption or amendment of this Ordinance;
4. If any such nonconforming use ceases for any reason for a period of more than twelve (12) consecutive months, any subsequent use of such land shall conform to the regulations specified by this Ordinance for the district in which such use is located;
5. No additional structure not conforming to the requirements of this Chapter shall be erected in connection with such nonconforming use of land; and
6. No junkyard may continue as a nonconforming use for more than one (1) year after the effective date of the adoption of the first zoning ordinance of the Town of Hooksett, except that a junkyard may continue as a nonconforming use if within that period it was enclosed with a continuous solid fence, not less than eight feet (8') in any case as to screen completely the operations of the junkyard. Plans for such fence shall have been approved by the Town and satisfy the requirements of RSA 236:111-129 before they were erected.

B. Nonconforming Lots

1. "Lot of Record" means a lot described by metes and bounds in a deed or plan recorded in the Merrimack County Registry of Deeds, prior to the adoption of this Ordinance, or approved by the Planning Board.
2. Use of Lot of Record. A nonconforming Lot of Record which does not meet the requirements for area or Town requirements established by this Ordinance, may be used for the purposes provided in the district in which the property is located in the following manner:

- a. The lot has frontage, as defined by this Ordinance sufficient to provide access to the lot;
 - b. The Code Enforcement Officer determines that the use of the lot will not create potential health or safety problems due to inadequate areas for on-site waste disposal and water supply, access for police and fire protection or other factors.
- 3. All provisions of RSA 674:39-aa are adopted to include the opportunity to reverse previous involuntary mergers. *(Amended 5/8/12)*
- C. **Nonconforming Structures**
 - 1. A single family home located on a nonconforming lot may be enlarged so long as the enlargement will conform to all applicable setback and overlay district requirements and single-family residence are permitted in that district.
 - 2. The Zoning Board of Adjustment may, upon application, grant a special exception in accordance with Article 24.D., permitting the enlargement of a single-family home which does not conform to an applicable setback or overlay district requirement so long as the proposed enlargement will not increase the existing nonconformity, will not violate any other provision of the zoning ordinance and is a permitted use in the district.
 - 3. No nonconforming structure may be enlarged or altered in any way, except to decrease its nonconformity, and except as provided in paragraphs (1) and (2).
 - 4. A nonconforming building or structure, which is destroyed by fire or other hazard, may be restored to its former bulk provided that it was not destroyed voluntarily and restoration is begun within twelve (12) months after the act of destruction.

(End of Article 26)

(Section 674:39-aa - Restoration of Involuntarily Merged Lots - N.H. Rev. Stat. § 674:39-aa)

N.H. Rev. Stat. § 674:39-aa

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I. In this section:

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- (c) "Voluntary merger" and "voluntarily merged" mean a merger under RSA 674:39-a, or any overt action or conduct that indicates an owner regarded said lots as merged such as, but not limited to, abandoning a lot line.

II. Lots or parcels that were involuntarily merged prior to September 18, 2010 by a city, town, county, village district, or any other municipality, shall at the request of the owner, be restored to their premerger status and all zoning and tax maps shall be updated to identify the premerger boundaries of said lots or parcels as recorded at the appropriate registry of deeds, provided:

- (a) The request is submitted to the governing body.
- (b) No owner in the chain of title voluntarily merged his or her lots. If any owner in the chain of title voluntarily merged his or her lots, then all subsequent owners shall be estopped from requesting restoration. The municipality shall have the burden of proof to show that any previous owner voluntarily merged his or her lots.

III. All decisions of the governing body may be appealed in accordance with the provisions of RSA 676.

IV. Any municipality may adopt local ordinances, including ordinances enacted prior to the effective date of this section, to restore previously merged properties that are less restrictive than the provisions in paragraph I and II.

V. The restoration of the lots to their premerger status shall not be deemed to cure any non-conformity with existing local land use ordinances.

VI. Municipalities shall post a notice informing residents that any involuntarily merged lots may be restored to premerger status upon the owner's request. Such notice shall be posted in a public place no later than January 1, 2012 and shall remain posted through December 31, 2016. Each municipality shall also publish the same or similar notice in its 2011 through 2015 annual reports.

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Added by 2011, 206:4, eff. 7/24/2011.

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Town Council
STAFF REPORT



To: Town Council
Title: Dana Pendergast, Chair JLMC (Joint Loss Management Committee) - Update and Safety Manual Review
Meeting: Town Council - 14 Feb 2024
Department: Community Development
Staff Contact: Dana Pendergast, Code Enforcement Officer

BACKGROUND INFORMATION:

Dana Pendergast, JLMC Chair, will provide an update to the Council on workers compensation (WC) and property-liability (PL).

The Town's Safety Manual was last updated June 23, 2021. Primex, the Town's WC & PL Insurance carrier, recommends the manual be reviewed at this time. There are no recommended changes to this document by staff or Primex.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Approve the Safety Manual as of 02/14/2024 and Councilors to sign Statement of Commitment..

SUGGESTED MOTION:

Motion to approve the Safety Manual as of 02/14/2024 and Councilors to sign Statement of Commitment.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the recommended motion.

ATTACHMENTS:

[02142024 TC - Safety Manual 2024](#)



TOWN OF HOOKSETT, NH

SAFETY MANUAL

Adopted by Town of Hooksett:

Original - Town Council May 4, 1995
Amended – February 14, 2024



Town of Hooksett

Town Council

Statement of Commitment

The Hooksett Town Council supports the overall goal of providing a safe, accident-free and healthy workplace and environment for the employees and residents of the Town of Hooksett.

We, the Hooksett Town Council, adopt the amended Town of Hooksett, NH, Safety Manual, on February 14, 2024

Town of Hooksett Councilors,

35 Main Street ▪ Hooksett, New Hampshire 03106 ▪ Tel (603) 485-8471
Website: www.hooksett.org



Each year incidents to the Town of Hooksett employees cause untold suffering, loss of productivity, low morale, and inefficient use of thousands of dollars. Investigations have revealed that many of these incidents could have been prevented if the injured employee, fellow workers, or supervisor had used greater caution and expended a little extra effort in safely completing the task at hand. Many incidents have resulted simply because an employee or a supervisor failed to meet their responsibility for ensuring that safe work practices were continuously followed.

Every employee of the Town of Hooksett has the right to a workplace free from safety and health hazards (Lab 1403.01). A "Joint Loss Management" program is designed to prevent incidents and illnesses, and is established jointly between the employees and the management of the Town of Hooksett. This program provides the framework and structure for safety concerns to be managed like any other function of government through planning, organization, leadership, control and communication. It is an established fact that a well-trained, well-disciplined and well-supervised employee operating in a safe and healthful environment is less likely to have an incident.

This manual has been prepared in order to provide all Town of Hooksett personnel with a comprehensive set of written safety policies and procedures. Additional safety materials specific to individual departmental operations may be provided from time to time.

These policies and procedures have been developed, and are expected to be followed in an effort to minimize incidents in all departments and agencies. The material in this manual will be of no benefit unless it is periodically reviewed and used as intended. Every employee, supervisor and manager shall be expected to be thoroughly familiar with the contents of this manual and shall be held responsible for compliance with the directives contained herein.

Table of Contents

SECTION I THE TOWN OF HOOKSETT SAFETY PROGRAM	Error! Bookmark not defined.
100. Introduction	Error! Bookmark not defined.
101. Elements of the Safety Program	Error! Bookmark not defined.
102. Responsibilities of Individuals	Error! Bookmark not defined.
103. Physical Examinations and Physical Standards	Error! Bookmark not defined.
SECTION 2 JOINT LOSS MANAGEMENT COMMITTEE	Error! Bookmark not defined.
200. Purpose of Joint Loss Management Committee:.....	Error! Bookmark not defined.
201. Establishment of Joint Loss Management Committee:	Error! Bookmark not defined.
202. Duties and Responsibilities of Joint Loss Management Committee Lab	Error! Bookmark not defined.
SECTION 3 DEPARTMENTAL SAFETY PROGRAM ACTIVITIES	Error! Bookmark not defined.
300. Supervision and Coordination of Safety Program Activities:.....	Error! Bookmark not defined.
301. Scheduling of Safety Meetings:	Error! Bookmark not defined.
302. Purpose of Safety Meetings:	Error! Bookmark not defined.
303. Subjects Which Should Be Covered:	Error! Bookmark not defined.
304. Safety Meetings:	Error! Bookmark not defined.
305. Safety Material:	Error! Bookmark not defined.
306. Training Programs.....	Error! Bookmark not defined.
307. Workplace Violence Procedure.....	Error! Bookmark not defined.
PURPOSE:.....	Error! Bookmark not defined.
POLICY:.....	Error! Bookmark not defined.
DEFINITIONS:	Error! Bookmark not defined.
PROHIBITED BEHAVIOR:	Error! Bookmark not defined.
Town of Hooksett	Error! Bookmark not defined.
Date Reported:	Error! Bookmark not defined.
If anonymous, indicate method of notification:.....	Error! Bookmark not defined.
When (date) and where (physical location) did alleged threat or act of violence occur?	Error! Bookmark not defined.
Phone No: _____	Error! Bookmark not defined.
SECTION 4 REPORTING OF JOB INJURIES.....	Error! Bookmark not defined.
400. Reporting of Job Injuries by Employees:	Error! Bookmark not defined.
401. Reporting of Job Injuries by Departments:	Error! Bookmark not defined.

402. Verification of Statements:	Error! Bookmark not defined.
SECTION 5 FUNDAMENTALS OF INCIDENT PREVENTION	Error! Bookmark not defined.
500. Fundamental Activities for Incident Prevention:	Error! Bookmark not defined.
501. Incidents are Preventable:.....	Error! Bookmark not defined.
502. Causes of Incidents:	Error! Bookmark not defined.
503. Unsafe Acts:.....	Error! Bookmark not defined.
504. Unsafe Conditions:.....	Error! Bookmark not defined.
505. Control of Incident Causes:.....	Error! Bookmark not defined.
506. Elimination of Unsafe Conditions:.....	Error! Bookmark not defined.
507. Control of Work Habits:.....	Error! Bookmark not defined.
508. Safety Orientation of New Employees:.....	Error! Bookmark not defined.
SECTION 6 DISCIPLINE POLICY	Error! Bookmark not defined.
600. DISCIPLINE POLICY RATIONALE:	Error! Bookmark not defined.
601. DISCIPLINE POLICY.....	Error! Bookmark not defined.
Section 7 HANDLING OF INJURIES, INCIDENT REPORTING, and INVESTIGATION OF INCIDENTS	Error! Bookmark not defined.
700. Purpose:	Error! Bookmark not defined.
701. Handling Emergencies:	Error! Bookmark not defined.
702. Cases to be investigated:.....	Error! Bookmark not defined.
703. Persons Making Investigations:.....	Error! Bookmark not defined.
704. Procedures for Making Investigations:.....	Error! Bookmark not defined.
705. Reports of Investigation:.....	Error! Bookmark not defined.
SECTION 8 MOTOR VEHICLES	Error! Bookmark not defined.
800. Use of Vehicles:	Error! Bookmark not defined.
801. When an Incident Occurs:.....	Error! Bookmark not defined.
802. General Maintenance of Town Vehicles:.....	Error! Bookmark not defined.
803. Physical Safety of Town Vehicles:	Error! Bookmark not defined.
SECTION 9 WORKER'S RIGHT TO KNOW	Error! Bookmark not defined.
900. HAZARD COMMUNICATION PROGRAM.....	Error! Bookmark not defined.
901. Purpose	Error! Bookmark not defined.
902. Policy	Error! Bookmark not defined.
903. List of In-House Hazardous Chemicals	Error! Bookmark not defined.
904. Safety Data Sheets:.....	Error! Bookmark not defined.

905. Labels.....	Error! Bookmark not defined.
906. Training	Error! Bookmark not defined.
907. Contractor Employees	Error! Bookmark not defined.
908. Handling Chemicals	Error! Bookmark not defined.
SECTION 10 GENERAL SAFETY PRACTICES	Error! Bookmark not defined.
Lab 1403.01 Safety and Health Requirements.	Error! Bookmark not defined.
Lab 1403.02 Abrasive Blasting:.....	Error! Bookmark not defined.
Lab 1403.03 Abrasive Grinding:	Error! Bookmark not defined.
Lab 1403.04 Accident Reporting Requirements:	Error! Bookmark not defined.
Lab 1403.05 Aerial Lifts.....	Error! Bookmark not defined.
Lab 1403.06 Air Tools:	Error! Bookmark not defined.
Lab 1403.07 Belt Sanding Machines:	Error! Bookmark not defined.
Lab 1403.08 Blood-borne Pathogens:	Error! Bookmark not defined.
Lab 1403.09 Chains, Cables, Ropes, And Hooks:	Error! Bookmark not defined.
Lab 1403.10 Chipguards:	Error! Bookmark not defined.
Lab 1403.11 Compressed Air Use:	Error! Bookmark not defined.
Lab 1403.12 Compressed Gas Cylinders:	Error! Bookmark not defined.
Lab 1403.13 Concrete, Concrete Forms, and Shoring.....	Error! Bookmark not defined.
Lab 1403.14 Confined Space Entry	Error! Bookmark not defined.
Lab 1403.15 Cranes and Derricks	Error! Bookmark not defined.
Lab 1403.18 Ergonomics.....	Error! Bookmark not defined.
Lab 1403.19 Excavating and Trenching:	Error! Bookmark not defined.
Lab 1403.21 Fall Protections:	Error! Bookmark not defined.
Lab 1403.22 Flag person:	Error! Bookmark not defined.
Lab 1403.24 Floor Openings and Open Sides:.....	Error! Bookmark not defined.
Lab 1403.25 Forklift Trucks and Powered Industrial Trucks:.....	Error! Bookmark not defined.
Lab 1403.26 Guards:.....	Error! Bookmark not defined.
Lab 1403.27 Hand Tools:	Error! Bookmark not defined.
Lab 1403.28 Hoists.	Error! Bookmark not defined.
Lab 1403.29 Housekeeping.	Error! Bookmark not defined.
Lab 1403.32 Ladders.	Error! Bookmark not defined.
Lab 1403.33 Lasers. Remove this section unless surveying equipment is used	Error! Bookmark not defined.

Lab 1403.35 Lockout:	Error! Bookmark not defined.
Lab 1403.36 Machine Guarding:	Error! Bookmark not defined.
Lab 1403.37 Machinery in a Fixed Location:	Error! Bookmark not defined.
Lab 1403.38 Mechanical Power Presses.	Error! Bookmark not defined.
Lab 1403.39 Medical Services.	Error! Bookmark not defined.
Lab 1403.40 Mechanized Equipment:	Error! Bookmark not defined.
Lab 1403.41 Noise Exposure:	Error! Bookmark not defined.
Lab 1403.42 Overheads and Gantry Hoists and Cranes.	Error! Bookmark not defined.
Lab 1403.43 Personal Protective Equipment:	Error! Bookmark not defined.
Lab 1403.44 Portable Abrasive Wheel Machinery:	Error! Bookmark not defined.
Lab 1403.45 Portable Pneumatic Powered Tools:	Error! Bookmark not defined.
Lab 1403.46 Powder-Actuated Tools:	Error! Bookmark not defined.
Lab 1403.48 Railings:	Error! Bookmark not defined.
Lab 1403.49 Record Keeping:	Error! Bookmark not defined.
Lab 1403.50 Respiratory Protection.	Error! Bookmark not defined.
Lab 1403.52 Rollover Protective Structures (ROPS):	Error! Bookmark not defined.
Lab 1403.54 Saws.	Error! Bookmark not defined.
Lab 1403.55 Scaffolds:	Error! Bookmark not defined.
Lab 1403.58 Storage:	Error! Bookmark not defined.
Lab 1403.59 Tanks with Open-Surface:	Error! Bookmark not defined.
Lab 1403.60 Tire Cages:	Error! Bookmark not defined.
Lab 1403.61 Toxic Substance.	Error! Bookmark not defined.
Lab 1403.62 Traffic Control:	Error! Bookmark not defined.
Lab 1403.63 Trash:	Error! Bookmark not defined.
Lab 1403.64 Tree Care Operations:	Error! Bookmark not defined.
Lab 1403.65 Wall Openings:	Error! Bookmark not defined.
Lab 1403.66 Washing Facilities:	Error! Bookmark not defined.
Lab 1403.67 Welding and Cutting:	Error! Bookmark not defined.
Lab 1403.68 Welding in Confined Spaces:	Error! Bookmark not defined.
Lab 1403.69 Wire Ropes, Chains, and Rigging Equipment:	Error! Bookmark not defined.
Lab 1403.70 Woodworking Machinery:	Error! Bookmark not defined.
SECTION 11 ADDITIONAL SAFETY GUIDELINES	Error! Bookmark not defined.
SECTION 12 ADDITIONAL SAFETY PRECAUTIONS.	Error! Bookmark not defined.

Section 13 APPENDIX: Forms	Error! Bookmark not defined.
HOOKSETT SAFETY ORIENTATION FORM	Error! Bookmark not defined.
TOWN OF HOOKSETT ~ LIGHT DUTY PROGRAM	Error! Bookmark not defined.
Workers' Compensation Supervisor Incident Review	Error! Bookmark not defined.
AMENDMENTS	Error! Bookmark not defined.

Town Council
STAFF REPORT



To: Town Council
Title: Annual Update from the Hooksett Historical Society - James Sullivan, Member
Meeting: Town Council - 14 Feb 2024
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Historical Society will formally brief the council on their efforts, events and collection at the February 14th meeting.

RECOMMENDATION:

Listen to an update from James Sullivan on the Historical Society.

Town Council

STAFF REPORT



To: Town Council
Title: Accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$1331.10 for Hooksett Fire-Rescue Department HazMat Team members overtime/backfill costs from October 21, 2023 - December 21, 2023 per NH RSA 31:95-b III(b).
Meeting: Town Council - 14 Feb 2024
Department: Fire and Rescue
Staff Contact: Regina Howard, Administrative Assistant

BACKGROUND INFORMATION:

Since the mid-1990's HFR has been a member of the Southeastern NH HazMat Mutual Aid District Team. Several of our employees are team members and their overtime and backfill costs are reimbursed by the Team.

FINANCIAL IMPACT:

1331.10

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept reimbursement funds

SUGGESTED MOTION:

Motion to accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett, NH in the amount of \$1331.10 for Hooksett Fire-Rescue Department HazMat Team members overtime/backfill cost reimbursement from October 21, 2023 - December 21, 2023, per NH RSA 31:95-b III(b).

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council

STAFF REPORT



To: Town Council

Title: Accept the donation of \$7,500.00 from the Mary & John Elliot Charitable Foundation to the Town of Hooksett, NH for the Hooksett Fire Rescue Department to purchase and replace AEDs under RSA 31:95-b III (a) and to return that amount to the fire rescue department's ambulance revenue account.

Meeting: Town Council - 14 Feb 2024

Department: Fire and Rescue

Staff Contact: Joseph Stalker, Captain

BACKGROUND INFORMATION:

The Fire Rescue Department is seeking to replace some of the automated external defibrillators that are equipped on the apparatus. These life-saving devices are used to deliver a shock to someone's heart in the event of a cardiac arrest. In October of 2023, Captain Stalker submitted a written request to the Mary & John Elliot Charitable Foundation, seeking funds towards the replacement of these devices. The organization agreed to provide \$7,500.00 towards the purchase of these devices. The funding amount would be used to purchase 4 - 5 of these AED devices, replacing the current ones which are nearing the end of their recommended life cycle.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

Accept the donation of \$7,500.00 from the Mary & John Elliot Charitable Foundation to the Town of Hooksett, NH for the Hooksett Fire Rescue Department to purchase and replace AEDs under RSA 31:95-b III (a) and to return that amount to the fire rescue department's ambulance revenue account.

RECOMMENDATION:

Accept the donation of \$7,500.00 from the Mary & John Elliot Charitable Foundation to the Town of Hooksett, NH for the Hooksett Fire Rescue Department to purchase and replace AEDs under RSA 31:95-b III (a) and to return that amount to the fire rescue department's ambulance revenue account.

SUGGESTED MOTION:

Motion to accept the donation of \$7,500.00 from the Mary & John Elliot Charitable Foundation to the Town of Hooksett, NH for the Hooksett Fire Rescue Department to purchase and replace AEDs under RSA 31:95-b III (a) and to return that amount to the fire rescue department's ambulance revenue account.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the recommended motion.

ATTACHMENTS:

[ElliotAEDRequest_2024](#)

[Hooksett FD donation EH_2024](#)



Hooksett Fire-Rescue Department

15 Legends Drive, Hooksett, NH 03106
Phone: (603) 623-7272 Fax: (603) 626-6742
www.hooksettfire.org



Steven A. Colburn
Fire Chief

David J. Nadeau
Assistant Fire Chief

October 25th, 2023

Mary & John Elliot Charitable Foundation
Elliot Hospital
1 Elliot Way
Manchester, NH 03104

RE: Funding Request

Sir / Ma'am,

My name is Joseph P Stalker, Captain of EMS for the Hooksett Fire Rescue Department (HFRD). I am writing on behalf of the department in regards to a funding request for the purchase of sixteen (16) automated external defibrillators (AEDs) for our public safety services. These AED devices are vital and life-saving tools used in the delivery of emergency medical services in our community.

Our department is a modern and progressive, fire-based emergency medical service, providing advanced life support level care to our community. In 2010, our department took over the ambulance from a private service, where we transitioned from a 'first responder service.' Since then, our department has grown to a service providing advanced life support level care with three (3) ambulances and various other first response apparatus. Our providers are a mix of EMT, Advanced EMT and Paramedic level providers. We transport patients to three (3) area hospitals, two-thirds of which are brought to the Elliot Hospital.

One of the more important roles my position is responsible for is operational readiness and service delivery in regards to EMS. In 2019, our department was given two separate awards in regard to EMS service delivery. We were awarded the EMS Unit of the Year award from the NH Fire & EMS Committee of Merit. This was a great award for the department, as we had been operating as a transport service for a decade now and had achieved milestones in the process. Secondly, after a long and hard effort, the department and community achieved the AHA's HeartSafe Community designation. This award recognizes a community's effort and dedication towards preparedness and response to cardiac emergencies. This involved registering AEDs in the community, facilitating AEDs for emergency response and performing CPR classes in the community.

Our three (3) ambulances have cardiac monitor/defibrillators, but our other emergency response apparatus, including the fire engines, ladder truck, chiefs cars, etc, that are equipped with AEDs. The police department also has AEDs assigned to their patrol vehicles, as they are often first on the scene of medical emergencies and play a vital role in the chain of survival. Together these emergency response units being equipped with AEDs allow for operational readiness and quick response to cardiac arrest emergencies in our community. In addition to the two (2) AEDs accessible in Hooksett Safety Center (fire & police headquarters), our two departments

have a total of sixteen (16) AEDs. Unfortunately, these AEDs are at the end of their life-span and our current AED model has been discontinued. We are now left in a situation where replacement units and parts will be soon be unavailable and their replacement is inevitable. These AEDs are small enough that they are not capital purchases and therefore are not a forecasted budget item. The department is seeking financial assistance from your foundation towards the purchase of these sixteen (16) AED devices for the fire and police departments. Upgrading and obtaining these devices allows our department to continue providing this high level of service in our community.

Attached is a breakdown of the costs associated with this AED purchase, which includes the trade-in values of our current AEDs. The total cost for replacing sixteen (16) of our AEDs is \$32,059.36. Included also are product information sheets. Thank you for your consideration in this request and we look forward to hearing from you.

Respectfully Submitted,



Joseph P Stalker, FO, NRP, CICP

Captain – EMS

Hooksett Fire Rescue Department

15 Legends Drive

Hooksett, NH 03106

(603) 623-7272 ext 5 (HQ)

(603) 626-6742 (Fax)

(603) 315-7777 (Mobile)

jstalker@hooksettfire.org (work)

<http://www.hooksettfire.org>



To: Hooksett Fire Department

From: Kelli Rafferty, Executive Director of SolutionHealth Philanthropy & Elliot Hospital Community Benefit

Date: January 9, 2024

Re: Donation

Elliot Hospital is pleased to make a donation of \$7,500 for AED units for use by the Hooksett Fire Department.

The partnership in serving the emergency care needs between The Elliot and Hooksett Fire Department is critical to ensuring our communities are safe, healthy, and vibrant places to life and work.

We will need an invoice for the total amount of the equipment and a letter on Town letterhead to process this donation.

For any questions related to this donation, please contact me at krafferty@solutionhealth.org or at 603-663-3091.

Thank you for your service to our community.

Elliot Health System
Elliothospital.org
One Elliot Way Manchester, NH 03103

Town Council STAFF REPORT



To: Town Council
Title: Granite Woods Commerce Center – Reduce Off-Site Bond by \$400,000 from \$500,000 to \$100,000 for sewer and water main project
Meeting: Town Council - 14 Feb 2024
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The purpose of this off-site bond was to ensure that if the Contractor installing the sewer and water mains in the street defaulted, then the Town would have a source of funding to complete the pipe installation in the immediate area of construction. The bond for this off-site work is \$500,000.

At the present time, all of the sewer mains have been installed and trenches paved. All of the water mains have been installed with the exception of about 1,300'+/- of water main that will be installed with the grant funds recently awarded the Town. Photos of the completed work are attached.

The sewer main was quite deep, being 20'+/- for much of the project. By comparison, the water main will be approximately 6' deep, therefore relatively easy and quick to install.

At this time, the Developer is requesting that the off-site bond of \$500,000 be reduced by \$400,00 to \$100,000.

The bond that the Granite Woods Developer has with the contractor Park Construction will remain in place.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Release the Off-Site Bond of \$500,000 by \$400,000 to \$100,000. Return \$400,000 to the Philadelphia Indemnity Insurance Co. #PB00408200167.

SUGGESTED MOTION:

Motion to release the Off-Site Bond of \$500,000 by \$400,000 to \$100,000. Return \$400,000 to the Philadelphia Indemnity Insurance Co. #PB00408200167.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the recommended motion.

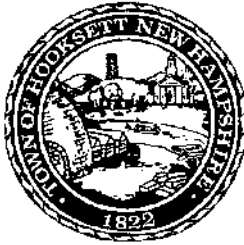
ATTACHMENTS:

[002 Bond release Memo](#)

[Bond documentation 1](#)

[Map showing Completed Work](#)

[Off-Site Photos](#)



TOWN OF HOOKSETT
COMMUNITY DEVELOPMENT DEPARTMENT

Bruce A. Thomas, P.E., Town Engineer

35 MAIN STREET
HOOKSETT, NEW HAMPSHIRE 03106

TELEPHONE (603) 419-4003 WEBSITE www.hooksett.org FAX (603) 485-4118

Memo

To: File
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc:
Date: February 1, 2024
Re: Granite Woods Distribution Center

The purpose of this off-site bond was to ensure that if the Contractor installing the sewer and water mains in the street defaulted, then the Town would have a source of funding to complete the pipe installation in the immediate area of construction. The bond for this off-site work is \$500,000.

At the present time, all of the sewer mains have been installed and trenches paved. All of the water mains have been installed with the exception of about 1,300' +/- of water main that will be installed with the grant funds recently awarded the Town. Photos of the completed work are attached.

The sewer main was quite deep, being 20' +/- for much of the project. By comparison, the water main will be approximately 6' deep, therefore relatively easy and quick to install.

At this time, the Developer is requesting that the off-site bond of \$500,000 be reduced by \$400,000 to \$100,000.

The bond that the Granite Woods Developer has with the contractor Park Construction will remain in place.

I recommend that the Town release the Off-Site Bond of \$500,000 by \$400,000 to \$100,000. Return \$400,000 to the Philadelphia Indemnity Insurance Co. #PB00408200167.

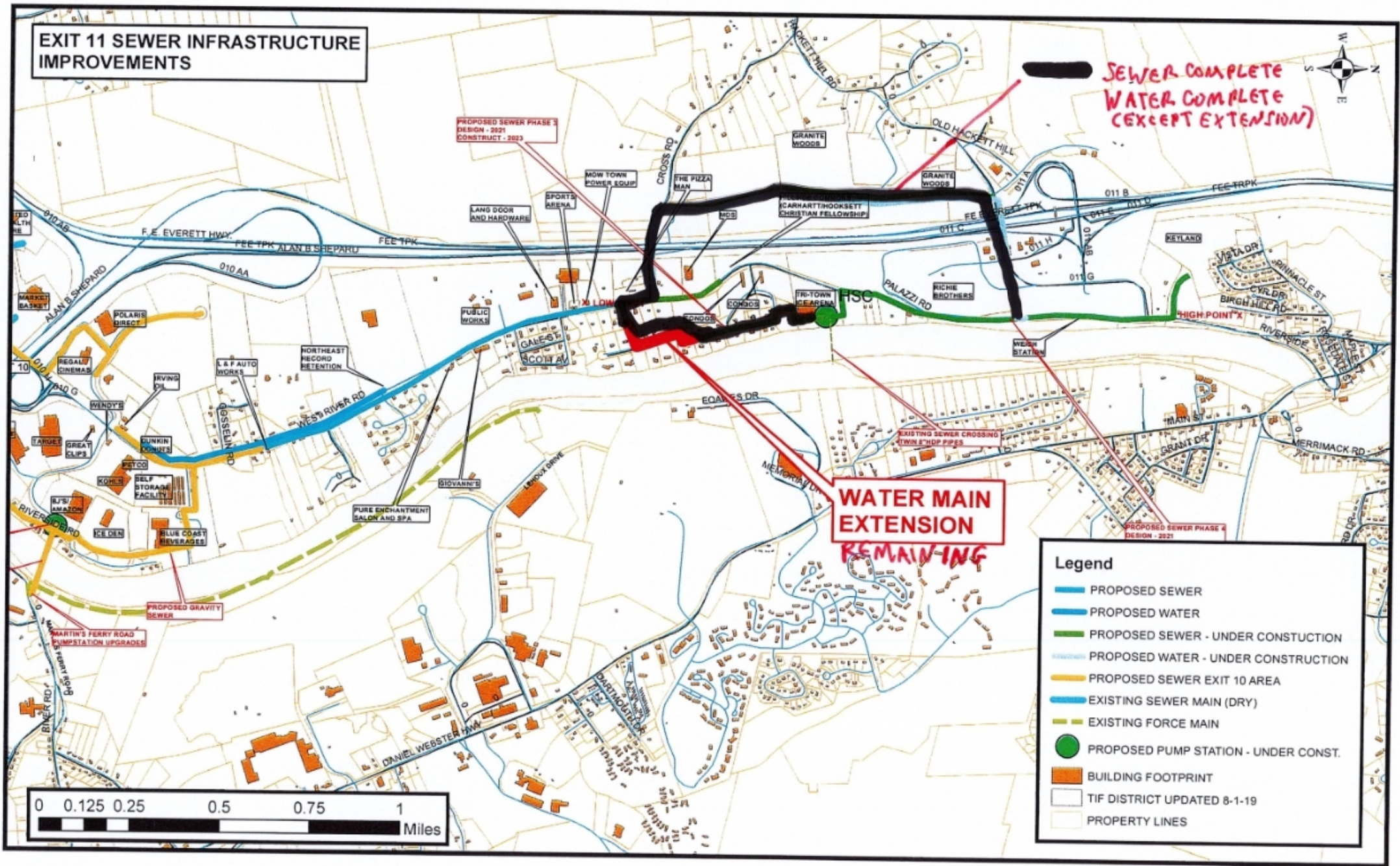
Please contact me with any questions or comments.

Town of Hooksett

1/31/2024

Performance Sureties Located at the Finance Dept

Project Name	Reason	Amount	Origination Date	Expiration Date	Released Date
Granite Wood Commerce Center Granite Woods SPE, LLC Philadelphia Indemnity Ins Co #PB00408200167	Subdivision Bond Covers Hackett Hill Grave Pit per N Williams email 11/10/22	2,131,380.00	09/28/22		
Granite Woods development JV Philadelphia Indemnity Ins Co #PB00408200170	Off-Street Improvements	500,000.00	11/10/22		





1 Meadowcrest Road 2024/02/01 13:12:16



2 Meadowcrest Road 2024/02/01 13:12:41



3 Meadowcrest Road 2024/02/01 13:13:17



4 Meadowcrest Road 2024/02/01 13:13:27



5 Cross Road 2024/02/01 13:14:53



6 Cross Road 2024/02/01 13:15:49



7 Cross Road 2024/02/01 13:16:18



8 West Bank Road 2024/02/01 13:18:11



9 West Bank Road 2024/02/01 13:18:31



10 West Bank Road 2024/02/01 13:19:02



11 West Bank Road 2024/02/01 13:19:18

Town Council
STAFF REPORT



To: Town Council
Title: Granite Woods Commerce Center - Reduce Site Bond by \$500,000 from \$2,131,380.00 to \$1,631,380.00 for the Hackett Hill Gravel Pit
Meeting: Town Council - 14 Feb 2024
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developer of the site has done a significant amount of work to raise the grade of the site. The work included the removal of clay areas within the site, filling in pits and regrading the steep side slopes around the site note that these side slopes are much lower with much less area to stabilize. In fact, the entire site has been leveled out, making reclamation far simpler than at the beginning of the project.

In light of the work completed, the Site Reclamation Bond of \$2,131,380.00 may be reduced by \$500,000 to \$1,631,380.00.

RECOMMENDATION:

Release the Site Reclamation Bond of \$2,131,380.00 by \$500,000 to \$1,631,380.00. Return \$500,000 to the Philadelphia Indemnity Insurance Co. #PB00408200167.

SUGGESTED MOTION:

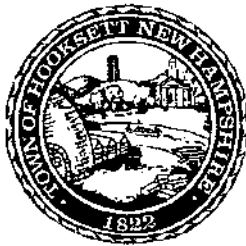
Motion to release the Site Reclamation Bond of \$2,131,380.00 by \$500,000 to \$1,631,380.00. Return \$500,000 to the Philadelphia Indemnity Insurance Co. #PB00408200167.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the recommended motion.

ATTACHMENTS:

[002 Bond release Memo](#)
[Bond documentation 1](#)
[Staff Report Photos c](#)



TOWN OF HOOKSETT
COMMUNITY DEVELOPMENT DEPARTMENT

Bruce A. Thomas, P.E., Town Engineer

35 MAIN STREET

HOOKSETT, NEW HAMPSHIRE 03106

TELEPHONE (603) 419-4003 WEBSITE www.hooksett.org FAX (603) 485-4118

Memo

To: File
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc:
Date: February 1, 2024
Re: Granite Woods Distribution Center

The developer of the site has done a significant amount of work to raise the grade of the site. The work included the removal of clay areas within the site, filling in pits and regrading the steep side slopes around the site note that these side slopes are much lower with much less area to stabilize. In fact, the entire site has been leveled out, making reclamation far simpler than at the beginning of the project.

In light of the work completed, the Site Reclamation Bond of \$2,131,380.00 may be reduced by \$500,000 to \$1,631,380.00.

Please contact me with any questions or comments.

Town of Hooksett

1/31/2024

Performance Sureties Located at the Finance Dept

Project Name	Reason	Amount	Origination Date	Expiration Date	Released Date
Granite Wood Commerce Center					
Granite Woods SPE, LLC					
Philadelphia Indemnity Ins Co #PB00408200167	Subdivision Bond	2,131,380.00	09/28/22		
	Covers Hackett Hill Grave Pit per N Williams email 11/10/22				
Granite Woods development JV					
Philadelphia Indemnity Ins Co #PB00408200170	Off-Site Improvements	500,000.00	11/10/22		



Granite Woods 1 - Start of Project 2024/02/01 10:07:10



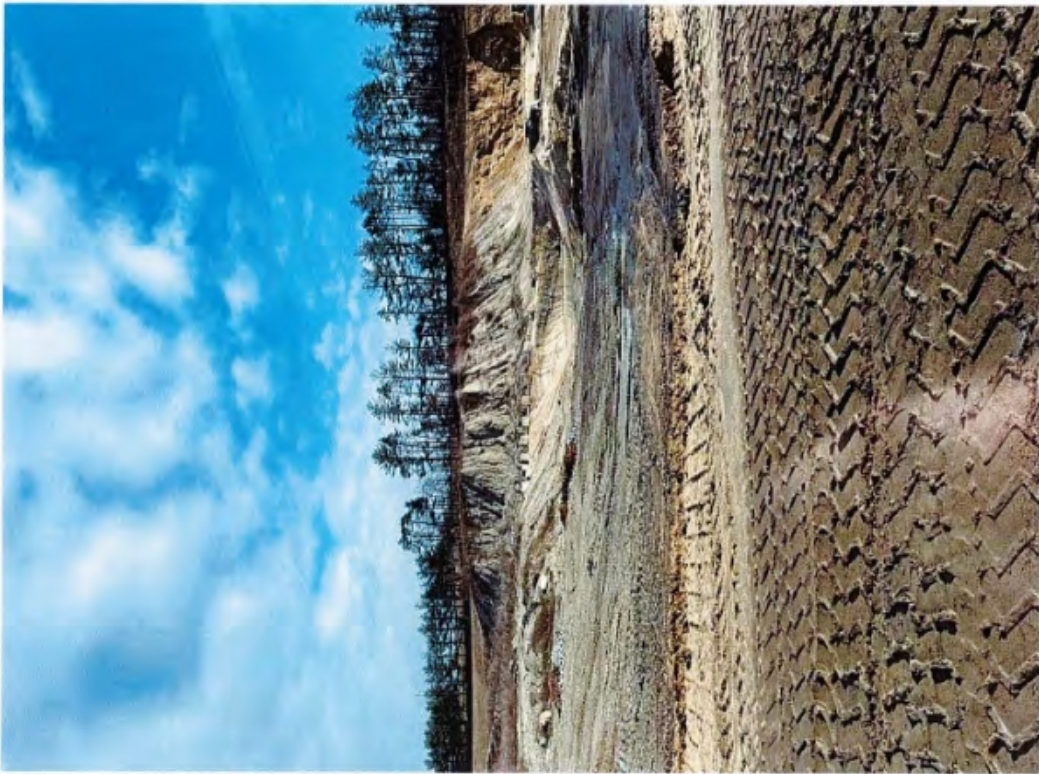
Granite Woods 2 - Clay Pit Removed 2024/02/01 10:06:27



Granite Woods 3 - Pit filled In 2024/02/01 10:06:11



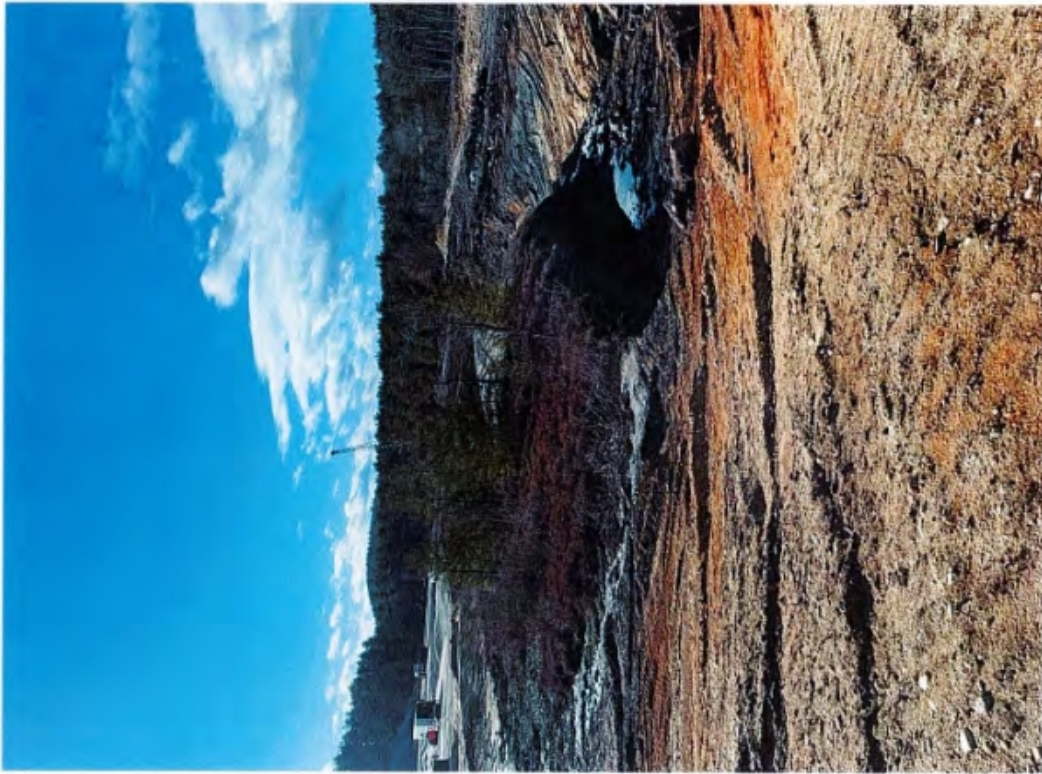
Granite Woods 4 - Filling and Grading Site 2022/11/29 13:17:58



Granite Woods 5 - Site has been leveled 2024/02/01 10:06:57



Granite Woods 6 - Filling and Grading Site 2024/02/01 10:05:09



Granite Woods 7 - Clay Pit Removed and Leveled 2024/02/01 10:06:38



Granite Woods 8 - Current Grading 2023/12/19 10:36:09

Town Council **STAFF REPORT**



To: Town Council
Title: Mary Ecklund Application and Fraud Policy
Meeting: Town Council - 14 Feb 2024
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

The Zoning Board of Adjustment had a recent resignation from an Alternate member. Mary Ecklund applied in July but unfortunately no openings were available. Mary is interested in filling the vacant Alternate position.

RECOMMENDATION:

Nominate and appoint Mary Ecklund as an Alternate to the Zoning Board of Adjustment.

SUGGESTED MOTION:

Motion to nominate and appoint Mary Ecklund as an Alternate to the Zoning Board of Adjustment with a term expiring 06/30/2027.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council will need to consider the volunteer application for the Alternate position on the Zoning Board of Adjustments (ZBA)

ATTACHMENTS:

[M. Ecklund Application and Fraud Policy](#)

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Signature: Mary V. Ecklund

<input type="checkbox"/>	Conservation Commission	<input type="checkbox"/>
<input type="checkbox"/>	Economic Development Advisory Committee	<input type="checkbox"/>
<input type="checkbox"/>	Heritage Commission	<input type="checkbox"/>
<input type="checkbox"/>	Parks & Recreation Advisory Board	<input type="checkbox"/>
<input type="checkbox"/>	Planning Board	<input type="checkbox"/>
<input type="checkbox"/>	Recycling & Transfer Advisory Committee	<input type="checkbox"/>
<input type="checkbox"/>	Town Hall Preservation Committee	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Zoning Board of Adjustment	<input type="checkbox"/> Alternate
<input type="checkbox"/>	Other (Please specify.) _____	<input type="checkbox"/>

How long have you been a resident of Hooksett?

7 years, 7 months

Why are you seeking this position?

Sought a variance before the ZBA earlier this year. Talked several of the board members about joining. I would like to participate in and contribute to my community. I learned a lot about the zoning board and some of the processes and how it works. I believe I could positively contribute to the ZB.

Do you have any specific goals or objectives?

To contribute my time and expertise to the town and board; to give back to my community.

To be an objective participant on the ZB, add my years of life and professional business experience in interpreting information/data to reach outcomes, conclusions, decisions.

Please list special skills, talents or experience pertinent to the position sought:

I work as a Principal Business Analyst for a large, high tech company. I am an experienced business professional, very detail oriented and analytical. I am able to take a lot of information (data), review, analyze, and interpret based on a set of guidelines and requirements.

I have excellent communication skills: verbal, written, presentation, public speaking.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

I do not believe there are any conflicts of interest.

Please list any work, volunteer, and/or educational experience you would like to have considered:

As stated above, I am currently a Principal Business Analyst in high tech. I have been with this company for 9 years. I have worked in high tech for the majority of my career.

I have a Bachelors degree in computer science and a Masters degree in Business Administration.

Please list any current/prior Town board membership and the dates of service:

None

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature:  _____

Print Name: _____

Date Signed: _____

Department Head Signature: _____

Town Council
STAFF REPORT



To: Town Council
Title: Jesse Tringale Application and Fraud Policy
Meeting: Town Council - 14 Feb 2024
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

Jesse Tringale has applied to be on the Economic Development Advisory Committee as a Resident member.

RECOMMENDATION:

Nominate and appoint Jesse Tringale to the Economic Development Advisory Committee.

SUGGESTED MOTION:

Motion to nominate and appoint Jesse Tringale to the Economic Development Advisory Committee as a resident member with a term expiring 06/30/2027.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council will need to consider the volunteer application to the Economic Development Advisory Committee (EDAC)

ATTACHMENTS:

[J. Tringale Application and Fraud Policy](#)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: _____

Name: _____ Phone: _____

Address: _____

Email Address: _____

Signature: _____

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to lmclaughlin@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Role Preference

Alternate, Regular, or None?

___ Conservation Commission	_____
___ Economic Development Advisory Committee	_____
___ Heritage Commission	_____
___ Parks & Recreation Advisory Board	_____
___ Planning Board	_____
___ Recycling & Transfer Advisory Committee	_____
___ Town Hall Preservation Committee	_____
___ Zoning Board of Adjustment	_____
___ Other (Please specify.)	_____

How long have you been a resident of Hooksett?

Why are you seeking this position?

Do you have any specific goals or objectives?

Please list special skills, talents or experience pertinent to the position sought:

Please list any potential conflicts of interest you may have if appointed for a board or commission:

Please list any work, volunteer, and/or educational experience you would like to have considered:

Please list any current/prior Town board membership and the dates of service:

Town of Hooksett

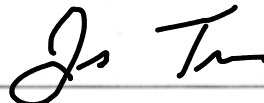
35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: 

Print Name: _____

Date Signed: _____

Department Head Signature: _____

Town Council

STAFF REPORT



To: Town Council
Title: Enter into a PILOT Agreement with Central Rivers Hydro Power NH Hooksett, LLC pursuant to RSA 72-74
Meeting: Town Council - 14 Feb 2024
Department: Assessing
Staff Contact: Jon Duhamel, Town Assessor

BACKGROUND INFORMATION:

Enter into a PILOT agreement with Central Rivers Hydro Power. CRP LLC operates a hydroelectric generating facility with a 1.6 Mega Watt capacity on the property. This would be advantageous for the Town of Hooksett as it would eliminate the yearly abatement requests from the taxpayer. That would not only result in savings from refunds, but also the cost of Legal fees and Utility expert fees. Additionally, the proposed agreement is for payment of \$60,000/year (\$30,000 each bill); at the current assessment and tax rate they pay roughly \$35,000/year.

Central Rivers Power will pay to the Town of Hooksett, in each Tax year during the term of this agreement, voluntary payments in lieu of taxes pursuant to New Hampshire RSA 72-74.

Central Rivers Power will pay \$60,000 per year on an annual basis for the Contract Year that ends of December 31 of each Tax Year. Payments shall be made in two equal installments of \$30,000 each and said payments are due by June 1st and December 1st of each Contract Tear. For Tax year 2023 only, the December payment will be in the amount of \$40,172 as \$19,828 has already been paid for the first half property taxes for the year.

This will be a five (5) year agreement, renewable at the option of the Parties.

See documents under Public Hearing to enter into a PILOT Agreement.

RECOMMENDATION:

To Enter into a PILOT agreement with Central Rivers Hydro Power as allowed under RSA 72:74.

SUGGESTED MOTION:

Motion to Enter into a PILOT agreement with Central Rivers Hydro Power as allowed under RSA 72:74.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen and review the Pilot Agreement submitted. The agreement is being recommended by legal counsel and Town Assessor.

Town Council
STAFF REPORT



To: Town Council
Title: Budget Transfer #2024-01 in the amount of \$5,000.00 from the Police's budget to the DPW's budget.
Meeting: Town Council - 14 Feb 2024
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Transfer needed to help cover the cost of replacing the condenser in the police dispatch area. The total project cost was \$11,578.00 and was not budgeted for but was much needed. The town building budget will cover the remaining share of the project.

FINANCIAL IMPACT:

No fiscal impact

SUGGESTED MOTION:

Motion to authorize the Chairman to sign Budget Transfer #2024-01 in the amount of \$5,000.00 from the Police's budget to the DPW's budget.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Budget Transfer 2024-01](#)

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2024-01

Please explain the purpose of this transfer request: Transfer needed to help cover the cost of replacing the condenser in the police dispatch area. The total project cost was \$11,578.00 and was not budgeted for but was much needed. The town building budget will cover the remaining share of the project.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-451.4194-436.000	TB Building Maintenance	138,526.00	5,000.00	143,526.00
Total			5,000.00	

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-400.4210-626.000	PD Fuel	68,600.00	(5,000.00)	63,600.00
Total			(5,000.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

ORIGINAL – Finance

COPY – Departments

Revision date 5/15/2012

Budget Information

×

GL #	Over Budget
001 400 4210-626.000	No

Ne

\$

\$

\$

\$

\$

Information as of: 06/30/2024

Selected GL Number: 001-400-4210-626.000

Description: PD Fuel

Footnotes:

Budget Checking Specific Details

Budget Check Type:	GL #
Amended Budget:	\$68,500.00
Activity To Date:	13,716.71
Encumbered:	0.00
Other:	0.00
Total Available:	\$50,583.30
Amount Requested:	\$0.00
Remaining Available:	\$50,583.30
% Budget Used:	26.26
Unposted BAs:	\$0.00

Close

Town Council
STAFF REPORT



To: Town Council
Title: Budget Transfer #2024-02 in the amount of \$13,000.00 from the Fire's budget to the Finance and Tax Collector's budget.
Meeting: Town Council - 14 Feb 2024
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Transfer needed to help cover the cost of health insurance due to increases in rates and employees changing plans. Funds came from the health insurance line in the Fire department that had vacant positions.

FINANCIAL IMPACT:

No fiscal impact

SUGGESTED MOTION:

Motion to authorize the Chairman to sign Budget Transfer #2024-02 in the amount of \$13,000.00 from the Fire's budget to the Finance and Tax Collector's budget.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Budget Transfer 2024-02](#)

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2024-02

Please explain the purpose of this transfer request: Transfer needed to help cover the cost of health insurance due to increases in rates and employees changing plans. Funds came from the health insurance line in the Fire department that had vacant positions.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**


Account #	Description	Current Budget	Amount Added	New Budget
001-300.4150-210.000	FIN Health Insurance	33,998.00	12,000.00	45,998.00
001-550.4150-210.000	TAX Health Insurance	42,392.00	1,000.00	43,392.00
Total			13,000.00	

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-350.4220-210.000	FD Health Insurance	713,418.00	(13,000.00)	700,418.00
Total			(13,000.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

Town Council
STAFF REPORT



To: Town Council
Title: Budget Transfer #2024-03 in the amount of \$23,533.00 from the Finance's budget to the Town Clerk's budget.
Meeting: Town Council - 14 Feb 2024
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Transfer needed to fund part-time clerk in the Town Clerk's office. Funds to come from Finance's part-time clerk, no longer needed.

FINANCIAL IMPACT:

No fiscal impact

SUGGESTED MOTION:

Motion to authorize the Chairman to sign Budget Transfer #2024-03 in the amount of \$23,533.00 from the Finance's budget to the Town Clerk's budget.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Budget Transfer 2024-03](#)

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2024-03

Please explain the purpose of this transfer request: Transfer needed to fund part-time clerk in the Town Clerk's office. Funds to come from Finance's part-time clerk, no longer needed.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

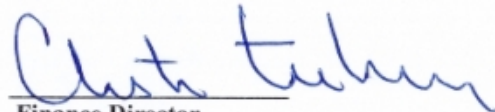
Account #	Description	Current Budget	Amount Added	New Budget
001-600.4140-113.000	TC Part-time employees	0.00	21,861.00	21,861.00
001-600-4140-220.000	TC FICA Taxes	2,250.00	1,672.00	3,922.00
Total			23,533.00	

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-300.4150-113.000	FIN Part-time Insurance	31,446.00	(21,861.00)	9,585.00
001-300.4150-220.000	FIN FICA Taxes	14,846.00	(1,672.00)	13,174.00
Total			(23,533.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

Town Council
STAFF REPORT



To: Town Council
Title: Quarterly Financial Report as of December 31, 2023
Meeting: Town Council - 14 Feb 2024
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to the Quarterly financial report provided by the Director of Finance, Christine Tewksbury.

ATTACHMENTS:

[PP Quarterly Financial Report for December 31, 2023](#)

Quarterly Financial Report for December 31, 2023

SECOND QUARTER OF FY 2023-24

UNAUDITED

ARPA - State and Local Fiscal Recovery Funds

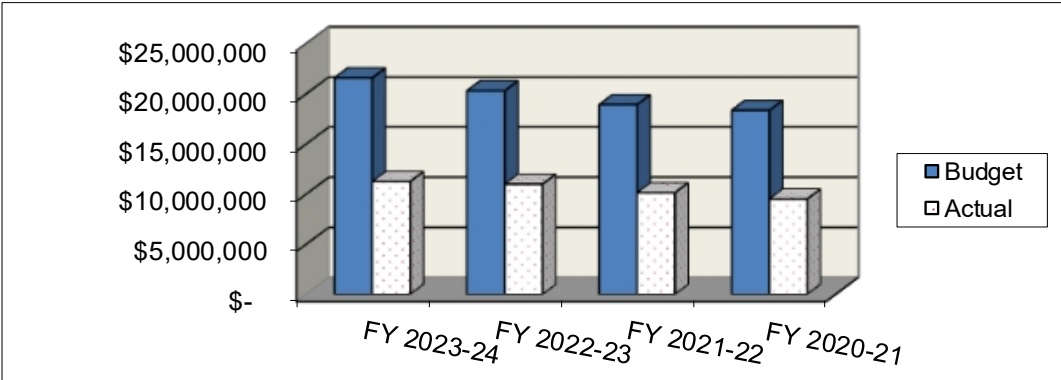
The town received \$1,522,396.86 in ARPA – State and Local Fiscal Recovery Funds.

The council approved \$1,484,895.89 in projects as of 1/29/2024 and has until 12/31/2024 to obligate the remaining \$37,500.97.

ARPA Local Fiscal Recovery Fund Projects	Obligated	Spent as of 1/29/24	Balance
Edgewater Drive Broadband	-	-	-
Feasibility Study for Central Water	12,000.00	12,000.00	-
Two Police Cruisers	83,000.00	83,000.00	-
HYAA Score Board Installation	18,500.00	-	18,500.00
DPW Maintenance Van	47,335.00	-	47,335.00
Generator Switch (Town Hall)	13,865.89	13,865.89	-
Petersbrook Clubhouse	500,000.00	155,639.26	344,360.74
Sherwood Drive Drainage	17,545.00	17,545.00	-
Rte. 3A TIF District	300,000.00	-	300,000.00
Police Tasers	19,663.00	19,663.00	-
Safety Center Fitness Equipment & Flooring	25,000.00	22,660.64	2,339.36
Financial Software	60,000.00	9,625.00	50,375.00
Town Hall Security	175,000.00	-	175,000.00
Food Pantry	50,000.00	-	50,000.00
Town Clerks' Office	15,400.00	1,216.00	14,184.00
PD 2nd floor wiring project	4,200.00	4,194.40	5.60
PD Dispatch Supervisor Workstation	2,379.00	2,379.00	-
Lights for Light up the Village Event	9,500.00	9,500.00	-
Technology Upgrades	38,000.00	31,469.98	6,530.02
Admin's Office	23,000.00	-	23,000.00
Ballistic Vest Carriers	10,836.00	1,361.75	9,474.25
Martins Ferry Roadway	15,723.00	-	15,723.00
Library Smoke Detectors	19,749.00	-	19,749.00
Lou Goodwin Concession Stands	24,200.00	-	24,200.00
Totals	\$ 1,484,895.89	\$ 384,119.92	\$ 1,100,775.97
Unobligated funds	\$ 37,500.97		

General Fund Operating Budget

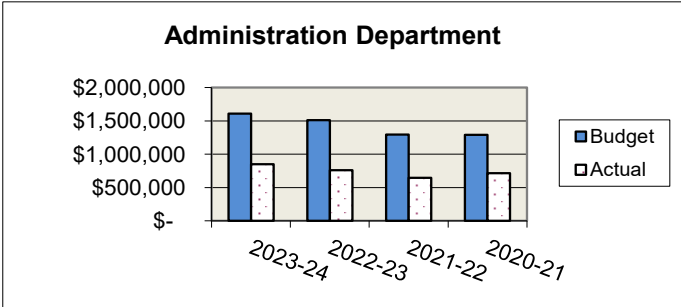
Year	¹ Budget	Actual	Remaining Budget	%
FY 2023-24	\$ 21,593,227	\$ 11,257,724	\$ 10,335,503	52%
FY 2022-23	20,306,980	10,994,525	9,312,455	54%
FY 2021-22	18,925,756	10,138,357	8,787,399	54%
FY 2020-21	18,356,199	9,513,597	8,842,602	52%



1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of 12/31 of each year.

Administration Department Expenditure

Administration Department			
Year	Budget	Actual	%
2023-24	\$ 1,609,878	\$ 848,934	53%
2022-23	1,511,407	760,610	50%
2021-22	1,293,017	644,817	50%
2020-21	1,290,140	715,376	55%



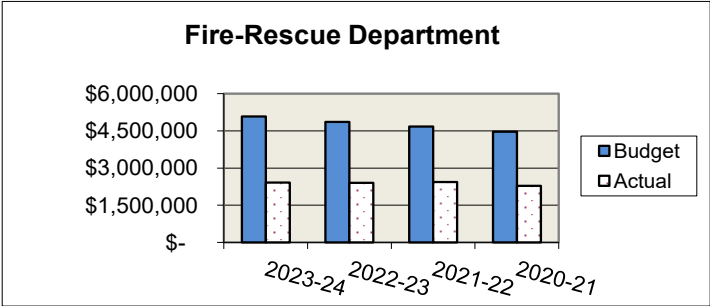
This department is responsible for large town-wide expenditures such as property liability insurance, workers compensation, legal services, and computers.

The budget has increased \$319,738 over the last four years. In the current budget (FY 2023-24) there were additional funds for property and liability insurances and worker's compensation insurance. In FY 2022-23 one full-time staff member was added. In FY 2021-22 there was an increase for the Bicentennial Celebration and software.

As of December 31st, the legal line was 69% spent. This compares to last December, when the legal line was 50% spent and December 31, 2021, when the line was 30% spent.

Fire-Rescue Department Expenditure

Fire-Rescue Department			
Year	Budget	Actual	%
2023-24	\$ 5,077,824	\$ 2,414,815	48%
2022-23	4,856,593	2,398,278	49%
2021-22	4,677,604	2,437,466	52%
2020-21	4,467,158	2,278,706	51%

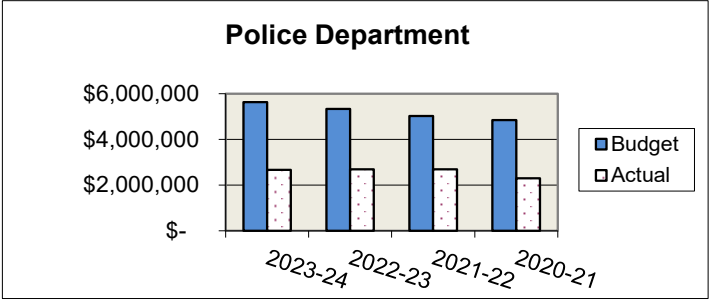


Over the last four fiscal years, this budget has increased \$610,666 or 14%. The 14% breaks down as follows: wages and overtime increased 6%; employer share of NH Retirement increased 2%; health insurance costs increased 3% and general operations increased 3% for items such as hydrant rentals, vehicle maintenance and new equipment.

Spending is just under December’s benchmark of 50%. Employees’ wages and benefits make up \$4.2 mill or 83% of the budget. The department was short three full-time firefighters for three months. Also one firefighter has been out all fiscal year. The operational portion of the budget is \$888,763 or 17% and includes fuel, water hydrant rentals, vehicle maintenance and equipment.

Police Department Expenditure

Police Department			
Year	Budget	Actual	%
2023-24	\$ 5,632,358	\$ 2,667,109	47%
2022-23	5,334,719	2,685,989	50%
2021-22	5,018,898	2,688,192	54%
2020-21	4,840,784	2,291,660	47%



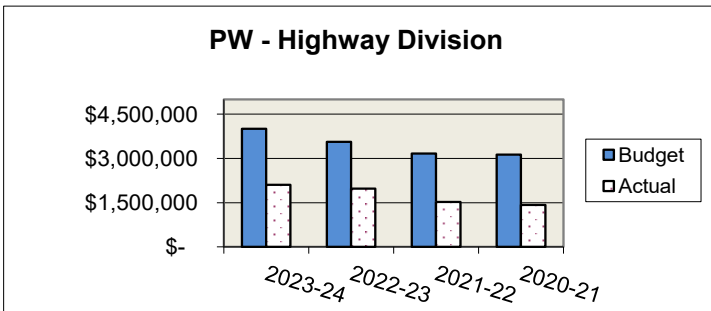
The overall increase in the Police budget for the last four fiscal years was \$791,574 or 16%. Wages and overtime increased 6%; health insurance increased 5%; employer’s share of retirement has increased 3.5% and general operations increased by 1.5%.

The department has underspent its budget due to vacant positions. In the current fiscal year, there has been six full-time vacancies. Three are filled and three are currently not filled. The average vacancies length is 4.33 months.

When you compare the FY 2020-21 budget to the current year’s budget, the amount budgeted for general operations is around 11% for both years. However, the FY 2020-21 budget had funds to replace two cruisers and the current budget has funds to replace three.

PW – Highway Division Expenditures

PW - Highway Division			
Year	Budget	Actual	%
2023-24	\$ 4,003,601	\$ 2,103,256	53%
2022-23	3,562,276	1,975,732	55%
2021-22	3,170,220	1,521,012	48%
2020-21	3,131,911	1,422,117	45%



This division of Public Works includes Administration, Roads, Fleet and Building Maintenance.

Each year part of the budget is encumbered into the following year's budget for projects like road paving and building maintenance.

Encumbrances:

FY 2023-24 budget includes \$433,618 from FY 2022-23.
 FY 2022-23 budget includes \$192,761 from FY 2021-22.
 FY 2021-22 budget includes \$122,522 from FY 2020-21.
 FY 2020-21 budget includes \$174,091 from FY 2019-20.

If you remove all the encumbrances from each of the budget years, the actual budget has increased \$612,163 or 20% over the four years.

PW – Highway Division Expenditures, continued

The \$612,163 or 20% breaks down as follows: 4.5% on wages and overtime; a 4% increase in health insurance; a 0.5% increase in employer share of NH Retirement and \$358,316 or 11% in general operations.

General operations increased \$358,316 over the four budget years. The largest increase was to the paving line, which went from \$600,000 in FY 2020-21 to \$900,000 in FY 2022-23. The current budget has funds to replace a 20-year-old carpet at the courthouse, and \$20,000 more for the salt and sand and the fuel lines. There have been some cost savings over the four years. Street lighting went from \$65,000 to \$30,000, NHDES Stormwater went from \$110,000 to \$35,000 and building maintenance was \$168,000 and now is \$138,000.

Year-to-date actuals are 53% of the budget. This is due to timing of the fall paving and the amount of paving completed and paid as of December of each year. Staffing levels for the Highway Division have remained the same for the past four years. There have been five full-time vacancies this fiscal year. Three positions have been filled and two are still vacant. The average length of each vacancies is 2.8 months.

PW – Recycling & Transfer Division Expenditures

PW- Recycling & Transfer Division			
Year	Budget	Actual	%
2023-24	\$ 1,410,482	\$ 643,378	46%
2022-23	1,310,940	633,091	48%
2021-22	1,262,096	502,897	40%
2020-21	1,240,149	472,721	38%

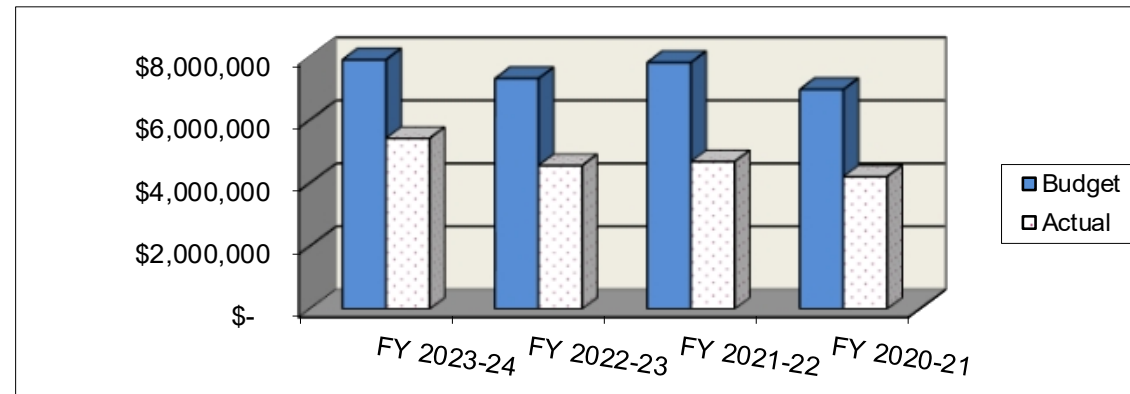


This budget has increased just over \$170,333 or 14% over the past four years. Wages and overtime have increased 3.5%. The town added one full-time Administrative Assistant to the FY 2020-21 budget as approved by the voters. Health insurance has decreased (0.5%). The town's share of NH Retirement has increased 1%. General operations have increased by \$122,249 or 10%, largely due to tipping fees.

Position vacancies explain why actuals are historically less than the December benchmark of 50%. Currently all full-time positions are filled but there have been two vacancies with the average length of the vacancies being 3.5 months.

General Fund Revenues

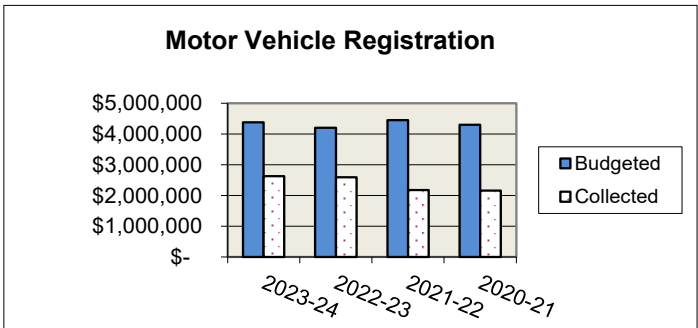
Year	¹ Budget	Actual	Uncollected Budget	%
FY 2023-24	\$ 7,906,503	\$ 5,413,189	\$ (2,493,314)	68%
FY 2022-23	7,309,039	4,550,855	(2,758,184)	62%
FY 2021-22	7,821,182	4,671,814	(3,149,368)	60%
FY 2020-21	6,964,737	4,195,892	(2,768,845)	60%



1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of 12/31 of each year.

Motor Vehicle Registration Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2023-24	\$4,375,000	\$ 2,626,937	60%
2022-23	4,200,000	2,585,613	62%
2021-22	4,450,000	2,175,782	49%
2020-21	4,300,000	2,152,980	50%



The top revenue source for the town is fees collected for registering motor vehicles. Each budget is based on the collection for the prior year.

June 2023, the town collected \$4,578,779.

June 2022 collections were \$4,191,355.

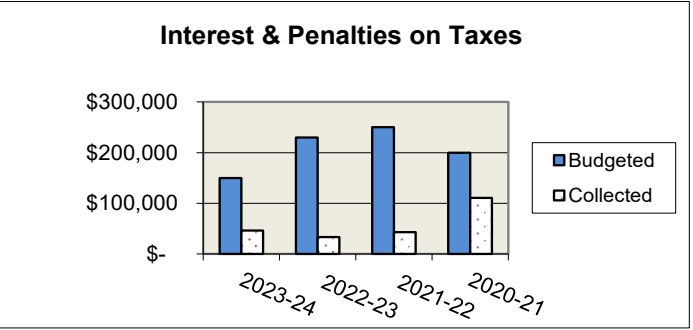
June 2021 collections were \$4,460,804.

Actuals collected are at 60%, which is higher than the benchmark of 50%. The Tax Collector believes most of this increase is related to timing for fleet registrations. In FY 2021-22 one larger fleet has changed from a June registration to September, which helps explain the increase in FY 2022-23 from the prior year.

Interest & Penalties on Tax Revenues

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2023-24	\$ 150,000	\$ 46,230	31%
2022-23	230,000	33,529	15%
2021-22	250,000	43,239	17%
2020-21	200,000	110,663	55%

This interest comes from property taxes not being paid on time, and the penalties are fees to execute liens and notices. Many property owners pay off delinquent taxes either to avoid the town deeding their property (generally in the spring) or when they want to sell their property.

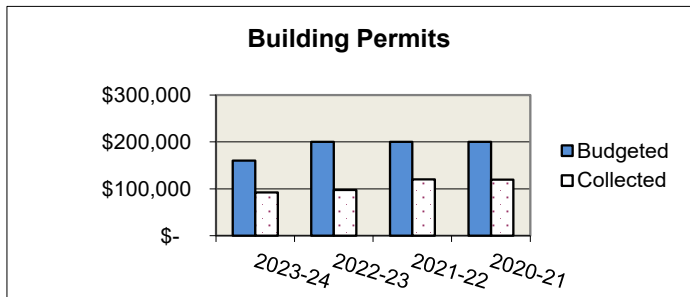


Collections for the last three years are as follows:

June 2023	\$120,293
June 2022	\$225,111
June 2021	\$287,072

Building Permit Revenues

Building Permits			
Year	Budget	Actual	%
2023-24	\$ 160,000	\$ 92,242	58%
2022-23	200,000	97,632	49%
2021-22	200,000	120,421	60%
2020-21	200,000	119,652	60%



These fees are generated by residential and commercial construction. Collections are above the benchmark in the current year, which was only achieved by lowering the budget. The budget was lowered based on actual collections over the last four years.

FY 2022-23 \$174,101

FY 2021-22 \$196,585

FY 2020-21 \$258,593

Number of permits issued in the first half of the year are as follows:

7/1/23 to 12/31/23 755

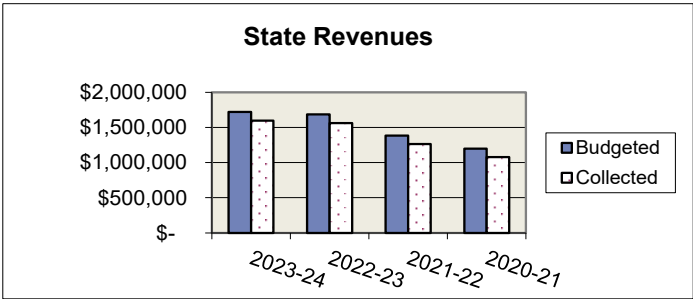
7/1/22 to 12/31/22 766

7/1/21 to 12/31/21 770

7/1/20 to 12/31/20 852

State of NH Revenues

State Revenues			
Year	Budget	Actual	%
2023-24	\$1,719,408	\$ 1,598,383	93%
2022-23	1,687,280	1,563,104	93%
2021-22	1,382,735	1,262,660	91%
2020-21	1,198,726	1,078,971	90%



In 2021 the State reduced the town’s share of Meals & Rooms Tax from 40% to 30%, but the State has funded the full 30%. Today the town’s share of Meals and Rooms Tax is just under \$1.4 million.

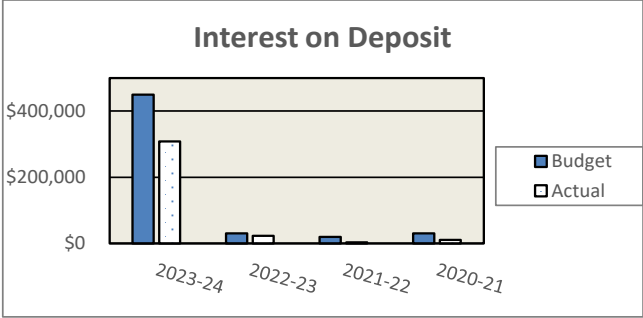
Highway Block Grant is \$302,564 in FY 2023-24.

The State allocated one-time payments of \$85,415.36 for road project(s) and \$58,354.02 for Bridge Aid. Both payments do not lower taxes or supplant the budget and will be used to fund the Martins Ferry Intersection project. In FY 2022-23 the State allocated a one-time payment of \$110,208.42 used to reduce taxes.

No State Shared Revenues have been received since FY 2009-10.

Interest on Deposit Revenues

Interest on Deposit			
Year	Budget	Actual	%
2023-24	\$450,000	\$308,573	69%
2022-23	30,000	22,775	76%
2021-22	20,000	3,239	16%
2020-21	30,000	10,271	34%



This revenue is the interest the town earns on the cash in our bank accounts. The Treasurer invests excess cash in accordance with the town’s investment policy. With interest rates increasing the town is already seeing higher returns for FY 2022-23.

Collections have gone down and then back up over the last three years to finish each year as follows:

June 2023 \$206,801
June 2022 \$9,506
June 2021 \$20,406

Ambulance Service Fund

The Ambulance Service Fund is reported separately from the Town's General Fund as approved by the voters at the May 2011 Town Meeting. It is the expectation that the fees from the users of the ambulance will cover the direct cost of the Ambulance Service.

Calls for Service						
	2020		2021		2022	2023
Elliot Hospital	629		783		693	842
CMC Hospital	283		419		309	342
Concord Hospital	104		113		142	96
Non-Transport	567		652		793	579
Total Calls for Service	1583		1967		1937	1859
Mutual Aid provided to others	210		345		197	149
Mutual Aid provided from others	15		21		38	37

In 2021 calls increased 24% from 2020 and calls for services have decreased in both the 2022 and the 2023 years.

Ambulance Service Fund, continued

The Town uses Comstar Inc. to issue bills to users and collect payments. Billing rates were increased in June 2021 as part of an annual review of rates.

Billing and Collection Data				
	2020	2021	2022	2023
Gross Commitments	1,153,646.23	1,418,709.34	1,335,435.17	1,500,841.87
Contractual Allowances	(499,710.49)	(562,567.67)	(644,800.10)	(669,519.87)
Net Commitments	\$ 653,935.74	\$ 856,141.67	690,635.07	\$ 831,322.00
Total Collected	\$ 524,743.38	\$ 599,800.45	\$ 612,012.46	\$ 635,247.73
% Collected	80%	70%	89%	76%
Total Uncollected for the period	\$ 129,192.36	\$ 256,341.22	\$ 78,622.61	\$ 196,074.27
% Uncollected for the period	20%	30%	11%	24%
Total Uncollected (all years)				\$1,099,351.72

Ambulance Service Fund, continued

Expenses				
	2020	2021	2022	2023
Full-time Employees	\$ 147,026.18	\$ 125,283.05	\$ 142,723.52	\$ 158,542.35
Health Insurance	22,639.24	12,129.80	16,087.74	20,483.76
Dental Insurance	206.28	34.18	269.54	411.00
Life & Disability Insurance	1,802.19	1,125.11	1,769.71	2,009.66
FICA Taxes	2,143.96	1,938.23	2,099.85	2,290.53
NH Retirement	40,316.36	37,261.41	44,756.59	47,390.73
Unemployment	353.53	225.49	231.90	224.13
Workers Compensation	7,984.30	7,212.73	8,313.08	9,531.30
Uniforms	-	334.16	-	-
Training & Dues	26,753.55	7,858.28	15,542.73	22,504.48
Banking Services	39.00	81.52	148.54	-
Professional Services	106,160.04	103,056.56	111,626.97	119,047.59
Software & Programs	113.70	-	1,200.00	1,298.00
Equipment Maintenance	13,188.83	12,090.27	14,290.01	13,856.02
Vehicle Maintenance	10,083.94	20,522.76	12,590.53	56,845.31
Telephone	1,670.58	1,493.73	2,069.14	3,034.67
Office Supplies	26.99	66.76	5.13	-
Medical Supplies	65,410.72	48,592.45	46,563.37	48,477.18
Fuel	8,012.17	11,429.73	20,865.18	17,123.10
New Equipment	14,382.52	12,295.25	73,870.87	21,326.47
Vehicle & Related Equipment	-	695.70	60,789.00	237,793.00
Overpayment Refunds	1,757.84	1,654.28	553.91	4,278.89
Total Expenses	\$ 470,071.92	\$ 405,381.45	\$ 576,367.31	\$ 786,468.17

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, January 24, 2024**

1
2 The Hooksett Town Council met on Wednesday, January 24, 2024, at 6:00 in the Hooksett Municipal
3 Building.
4

5 **CALL TO ORDER**

6 Chair Tsantoulis called the meeting of January 24, 2024, at 6:04.
7

8 **PROOF OF POSTING**

9 Chair Tsantoulis provided proof of posting.
10

11 **ROLL CALL**

12 **In Attendance:** Councilor James Sullivan, Councilor Jodi Pinard, Councilor Roger Duhaime (arrived at
13 6:14), Chair Timothy Tsantoulis, Councilor Alex Walczyk, Councilor Randall Lapierre, Councilor John
14 Durand (arrived at 6:30 left at 8:00), Councilor David Boutin, and Councilor Keith Judge.
15

16 **PLEDGE OF ALLEGIANCE**

17 Moment of silence for Chase Picard.
18
19

20 **AGENDA OVERVIEW**
21

22 **SPECIAL RECOGNITION**

23 Hooksett Municipal Employee - New Hire
24
25

26 A. Garron announced that William Bernard was promoted to Heavy Equipment Operator in the Public
27 Works Dept.
28
29

30 **PUBLIC INPUT - None**
31

32 **SCHEDULED APPOINTMENTS**

33 **Attorney John Bisson who represents Chelmsford Hooksett Properties, LLC requests to**
34 **discuss the highest and best use and Town of Hooksett interest in purchasing or acquiring land**
35 **parcels known as Map/Lot 9/34 and 34/1.**
36
37

38 J. Bisson-the notice and caption you just read, I am not sure how it was worded that way, but we are
39 actually not here to ask you to buy anything. We are here for two specific reasons. You are all familiar
40 with the Brady Sullivan property. We have a conceptual plan in front of you, this is an artist rendering.
41 There is a large commercial empty property of approximately 100,000 sq ft. It has been empty for some
42 time. Carry costs to run a year is \$200,000 empty. The two parcels that it sits on are both in your MU1
43 zone, there the only two properties in town in that zone. It is the most restrictive zoning allowing only
44 retail, labs, hotels motels, movie theaters, banks, personal service, office, restaurants without a drive
45 through. Brady Sullivan properties are one of the most experienced developers in the area. They feel
46 the restrictions of use in this area are not viable. Almost 2 years ago Brady Sullivan started the process
47 to apply for variance to convert the space into apartments. One of the reasons the variances were
48 rejected was based on the hardship analysis. What we are here for tonight is that we ask for your help.
49 The owners have gone through the traditional process, BS has gone to the EDC, we tried to get a joint
50 meeting between the Planning & Zoning Board and that was denied, the ZBA asked us to go to the PB
TOWN COUNCIL PUBLIC MINUTES 1-24-2024 1

51 first to get feedback, and the PB was not open to that idea. When we went to the ZBA they wanted the
52 full picture of what would happen to both parcels. We asked the Planning Board to present some sort of
53 re-zoning request and that went nowhere. We are stuck with this big property that due to the zoning
54 lends itself to a retaking. We are hoping that this council will create a steering committee that will give
55 us insight and help so that we can come up with a master plan and that you all have feedback in. BS
56 has hired David Chulinsky who is genius behind the development in Salem. His suggestion was to
57 come up with a committee to be involved in the development of this project. The 2nd request is as a
58 council here in Hooksett you have the authority to indicate your support for something that is not
59 allowed in the zone which we believe is apartments and some sort of mixed use. We are asking for
60 your support and help so this building does not sit idle and deteriorate.

61
62 J. Sullivan- We do not want to overstep our purview and step on the Planning and Zoning Board toes.
63 Our influence over the ZBA is restrictive. At EDC I think they were inclined to create a committee for
64 looking at the master plan to look at these two parcels.

65
66 A. Garron- Attorney Cronin was before the EDC a few weeks ago. At the EDC meeting the history of
67 the site was reviewed and discussion was had on the committee. The PB is still working on the Master
68 Plan.

69
70 J. Sullivan- once the master plan is done whose authority would it be to establish the committee? \

71
72 A. Garron – I think it is your ability, and I think the PB can create a subcommittee as well as they have
73 in the past.

74
75 D. Boutin- it would be my recommendation that we move this to PB.

76
77 T. Tsantoulis- based on what I have heard there is a process in play here, and working with what is
78 best for the Town. We do not want to step on any toes, but we are all looking at the same thing. March
79 is when the Master Plan will be finished and then we can move forward from there.

80
81 J. Sullivan- the master plan is under the PB and the PB has been working on it very slowly as it hasn't
82 been done in 20 years. The Town Planner has indicated the Town Master plan will be done in March.
83 When that is done the TA suggests that we form a subcommittee to look at this parcel individually.

84
85 R. Duhaime- what I suggested was that we have a joint meeting of the boards. We need to see what
86 the owner wants to do with this plan so we can see all sides of it, and I think the TC also needs to put
87 some input into this plan as well. If you get everybody to work together it is best for what this property
88 can do.

89
90 T. Tsantoulis- the suggestion made by the TA and myself, is that we hold onto this information until
91 March till the Master plan is finished and then see where we go from there.

92
93 R. Lapierre- the zoning did not change when Brady Sullivan bought the property.

94
95 J. Bisson- The point is if it is forced to stay the way it is, it will not look as pretty and runs the risk of
96 losing the tax revenue.

97
98 D. Boutin- I would like to table this matter.

99
100 T. Tsantoulis- There is no need to table this matter, the lawyer has made his presentation.

101

102 A. Walczyk- you have gone to PB, ZB, EDC and they all have not approved the use that you are
103 presenting?

104
105 J. Bisson- correct they have not approved the use of apartments.
106

107
108
109 **Annual Update from the Parks and Recreation Advisory Board - Andy Janosz and Scott Evans**
110

111 A. Janosz- we completed the foot bridge at Donati park. The other park was in Lamberts Park. We
112 scraped the idea of brick pavers; we have now since moved to paving the walkway. The boy scouts
113 built two benches, we added a horseshoe pit, which has been used. We are also looking at adding a
114 small playground which will draw more people in. We did about 150ft of shoreline cleanup along the
115 river.
116

117 S. Evans- we were asked to look at a property to find a place to build a park. We looked at a 7-acre
118 parcel on Hacket Hill, Andy went to the abutters to see what their thoughts were to have something built
119 there. The abutters did not really want anything built there. The biggest thing to overcome is the
120 wetlands that are there and where you can put good parking. It is a good viable option to put something
121 on that side of the river.
122

123 J. Sullivan- what were your ideas for over there?
124

125 A. Janosz- we would have to survey the land first, something small similar to the Fraser field.
126

127 T. Tsantoulis- I went out with them and I would agree that there is potential there, I would venture to
128 say that it could be used for that property on a smaller scale. People on that side have requested to find
129 something on that side of the river, we did that and now we have to see if we can move forward with
130 that.
131

132 A. Janosz- we were asked to look at a splash park. We visited an established site already called Whites
133 Parks in Concord. It cost \$650,000 to build. It has bathrooms and an attendant they have year passes,
134 daily passes and out of town passes. The average age is 5 and under. 50% of attendees are from out
135 of town. We visited Hunts Park in Manchester; it is open not fenced in and has no attendees and is
136 open to the public and I would not recommend making one like that. Then we went to Dawn Park in
137 Derry, it is also open without a fence. It is open to the public, and I did see a lot of cars from out of
138 state. We went to Bedford and that is a first-class park, they had an attendant, the average age is 3-5
139 the facility is huge with a large pump house.
140

141 S. Evans- they wanted to look at possible locations for this splash pad, and they all have pros and
142 cons. Fraser has Town water, Donati is built out already, Peters Brook is the up and coming park and it
143 would be easier to find a spot at that park as it is not built up yet and there is not any neighbors in the
144 area yet. The cost revenue for the cost of the splash pad was not worth it as the revenue was small and
145 the committee decided not really money well spent.
146

147 A. Janosz- the Brady Sullivan property is an idea.
148

149 J. Pinard- I want to add that although you point out that the splash pad will only serve a small number of
150 people. I want you to reconsider the others who cannot use the other parks due to them being full and
151 used.
152

153 J. Durand- I appreciate that you looked into this. For the short window we have in NH for swimming
154 pools, it is foolish. We are a town and not in the entertainment business and we should stick to the
155 budget. We also should be looking out for the elderly who are being taxed out of this town.

156
157 R. Duhaime- it is about quality of life and getting the biggest bang for your buck. What do you
158 recommend for the budget?

159 A. Janosz- we do not have a budget we are an advisory board.

160

162 **Tony Lacasse, Heritage Commission Chair and Leann McLaughlin, Project Coordinator - Light**
163 **up the Village Event.**

164

165 Leann McLaughlin- were here to discuss the Light up the Village event. The Heritage started this event,
166 but it is too large of an event for them and not really their responsibility. We are looking for directions as
167 to how the Council wants to move forward with this. Do you want it as an annual event, form a
168 subcommittee, formed like the Old Home Day group where it is citizen run.

169

170 T. Tsantoulis- we have two motions offered up as suggestions in the packet or we can wait and sit on it
171 as we have a year to move forward on this.

172

173 J. Durand- I would like to get more information on the costs.

174

175 ***J. Durand motioned to table discussions until we got more information; seconded by D. Boutin.***
176 ***Vote in favor 6-3***

177

178 L. McLaughlin- We did get a lot of donations and we will get that information to you. What information
179 would you like? Staff time? Etc.

180

181 J. Pinard- Tony what is your recommendation?

182

183 T. Lacasse- I appreciate that we have the finance dept backing the accounting on this, we would need
184 fire, police, DPW. I think this could be a citizen run committee.

185

186 A. Garron- we do have a motion on the table to gather the necessary information to know how much it
187 takes to run this event. One thing about the OHD committee, the only we provide is for fire and DPW,
188 police and we have about \$15,000 to \$20,000 that goes for the fireworks, logistics and staging. We do
189 have to work with them on the overages. We want to get a rein on what the actual budget is for this
190 event.

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CONSENT AGENDA- None

NOMINATIONS AND APPOINTMENTS- None

OLD BUSINESS

FY 2024-25 Budget and Warrant Articles

A. Walczyk motioned to recommend the FY 2024-25 operating budget in the amount of
\$24,475,753.00; seconded by D. Boutin.

Roll Call Vote #2

R. Duhaime Nay

TOWN COUNCIL PUBLIC MINUTES

1-24-2024

4

207 **J Durand** *Nay*
 208 **J. Pinard** *Aye*
 209 **R. Lapierre** *Aye*
 210 **A. Walczyk** *Aye*
 211 **D. Boutin** *Aye*
 212 **K. Judge** *Aye*
 213 **J. Sullivan** *Aye*
 214 **T. Tsantoulis** *Aye*

215
 216 **Vote in favor 7-2**

217
 218 **A. Walczyk** *motioned to sign the 2024 MS-DTB (default budget) in the amount of \$23,693,487.00;*
 219 *seconded by D. Boutin.*

220
 221 **Roll Call Vote #3**
 222 **D. Boutin** *Aye*
 223 **J. Pinard** *Aye*
 224 **A. Walczyk** *Aye*
 225 **J. Durand** *Aye*
 226 **R. Duhaime** *Aye*
 227 **J. Sullivan** *Aye*
 228 **R. Lapierre** *Aye*
 229 **K. Judge** *Aye*
 230 **T. Tsantoulis** *Aye*

231
 232 **Vote in favor 9-0**

233
 234 C. Tewksbury- Is everyone able to be there on the third? did the TA include a draft of the Town warrant
 235 in the packet or the TA report? The warrant has been put together, the town's attorney has reviewed it,
 236 DRA made a change as to calling for the two different funding sources for article 6 regarding Martins
 237 Ferry Rd.

238
 239
 240
 241 **Town Council 2023/2024 Goals Update**

242
 243 A. Garron- Goal #1: Improve community outreach Goal Summary: Improve communication and
 244 outreach to the community. Enhance the Town's Newsletter. Add to the Library's Newsletter. Add
 245 advertisements to the Transfer Station cabinet. Encourage the public to sign up for the website news
 246 alerts. Place electronic signs at various locations in Hooksett. Develop a community Facebook page.
 247 Goal #2: Set budget increase to no more than 2% (starting with 25/26 Budget) Goal Summary: Strive
 248 for a maximum 2% increase in the municipal budget.
 249 Goal #3: Remove the unnecessary utility poles Goal Summary: Remove Eversource utility poles that
 250 are no longer in use.
 251 Goal #4: Attendance notification for quorum purposes Goal Summary: Improve notification system of
 252 Council, Boards, Committees and Commissions if member cannot attend meetings.
 253 Goal #5: Develop network of access to connect various river front areas with appropriate
 254 sidewalks/trails Goal Summary: Improve access to the Merrimack River for active and passive
 255 recreation.

256
 257
 258 **NEW BUSINESS**
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APPROVAL OF MINUTES

D. Boutin motioned to approve the Town Council public minutes of January 10, 2024, as amended; seconded by K. Judge.

Vote in favor 9-0

Line 41 should read:

41 J. Sullivan motioned to seal the Non-Public minutes of *session #1* January 10, 2024, *except motions*; seconded by R. Lapierre.

Walczyk motion to rescind 12/13/2023 motion for tax deeding Map 21 lot 7. Second by Duhaime.

Vote 6-0 in favor.

Walczyk motion to direct the Tax Collector to issue a tax deed for land only Hooksett Rd Map 25 Lot 7 for the unpaid tax lien of 2020 and to give permission for the tax collector to sign the tax deed. Second by Sullivan.

Vote 6-0 in favor.

ADJOURNMENT

Council Chair Tsantoulis motioned to adjourn at 9:11pm. Second by Councilor Lapierre.

Vote 6-0 in favor.

D. Boutin motioned to approve the Town Council non- public minutes of January 10, 2024; seconded by J. Sullivan.

Vote in favor 9-0

TOWN ADMINISTRATOR'S REPORT

- Hooksett Town Deliberative Session- Saturday, February 3, 2024
 - The Deliberative Session will not be live stream as it was during COVID.
- The Filing Period for vacant seats is opening on Wednesday, January 24 through Friday, February 2 in the Town Clerk's office.
- Winter Carnival at Memorial School- January 27, 2024- 10am to 3pm
- Dressler Dental – Ribbon Cutting Ceremony
- Voter Guide- Deliberative Session version will include all financial items as is has in the past. The Town Meeting version of the voter's guide will include all zoning amendments in addition to the financial items.

Discussion was had by all about the at-large seats and the districts.

- Donati Bridge color- what color do we suggest we paint the footbridge at Donati Park?

J. Sullivan motioned to paint the bridge blue; seconded by D. Boutin.

Vote in favor 8-0

- South Bow Police/Fire Tower Replacement- this was planned for the 24.25 CIP plan for \$126,000. The PD, FD and dispatch have been working with Verizon and work with the Town of Bow as the tower is in Bow.

TOWN COUNCIL FUTURE AGENDA ITEMS- None

INFORMATIONAL ITEMS AND CORRESPONDENCE- None

SUB-COMMITTEE REPORTS- None

PUBLIC INPUT- None

NON-PUBLIC SESSION NH RSA 91-A:3 II- None

TOWN COUNCIL PUBLIC MINUTES 1-24-2024

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ADJOURNMENT

*D. Boutin motioned to adjourn the meeting; seconded by J. Pinard.
Vote in favor 7-1*

Respectfully submitted,

Alicia Jipson

Alicia Jipson

Recording Clerk