



AGENDA

Town of Hooksett Town Council

Wednesday, February 28, 2024 at 6:00 PM

A meeting of the Town Council will be held Wednesday, February 28, 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**
- 7. SPECIAL RECOGNITION**
 - 7.1. Hooksett Municipal Employee - New Hire
- 8. PUBLIC INPUT - 15 MINUTES**
- 9. SCHEDULED APPOINTMENTS**
 - 9.1. Kiwanis - Beautify Hooksett Day - April 20 from 1pm-3pm
- 10. NOMINATIONS AND APPOINTMENTS**
- 11. BRIEF RECESS**
- 12. OLD BUSINESS**
 - 12.1. Town Council 2023/2024 Goals Update 3 - 4
[Staff Report - SR-24-038 - Pdf](#)
- 13. NEW BUSINESS**
 - 13.1. Police Department Radio Antenna Purchase from Emergency Radio Reserve 5 - 6
[Staff Report - SR-24-037 - Pdf](#)
 - 13.2. Tax Increment Finance District (TIF) –Amendment to Memorandum of Understanding (MOU) Agreement between Town and Granite Woods Developer for \$609,170.00 7 - 12
[Staff Report - SR-24-034 - Pdf](#)
 - 13.3. Tax Increment Finance District (TIF) –Agreement with Hooksett Village Water Precinct to Fund Water Works Installation for \$225,000 13 - 16
[Staff Report - SR-24-035 - Pdf](#)
- 14. APPROVAL OF MINUTES**
 - 14.1. Public: February 14, 2024 17 - 27
[20240214 - Town Council - Minutes final](#)

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

14.2. Non-Public: February 14, 2024

- 15. **TOWN ADMINISTRATOR'S REPORT**
- 16. **TOWN COUNCIL FUTURE AGENDA ITEMS**
- 17. **INFORMATIONAL ITEMS AND CORRESPONDENCE**
- 18. **SUB-COMMITTEE REPORTS**
- 19. **PUBLIC INPUT**
- 20. **NON-PUBLIC SESSION NH RSA 91-A:3 II**
- 21. **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: Town Council 2023/2024 Goals Update
Meeting: Town Council - 28 Feb 2024
Department: Administration
Staff Contact: Geraldine Ciardelli, Executive Assistant

BACKGROUND INFORMATION:

Town Council had a workshop on August 9, 2023 to establish short and long-term goals that will move Town's vision forward. The following were the goals set forth with a plan to report updates at the second Council meeting of each month:

Goal #1: Improve community outreach

Goal Summary: Improve communication and outreach to the community. Enhance the Town's Newsletter. Add to the Library's Newsletter. Add advertisements to the Transfer Station cabinet. Encourage the public to sign up for the website news alerts. Place electronic signs at various location in Hooksett. Develop a community Facebook page.

Goal #2: Set budget increase to no more than 2% (starting with 25/26 Budget)

Goal Summary: Strive for a maximum 2% increase in the municipal budget

Goal #3: Remove the unnecessary utility poles

Goal Summary: Remove Eversource utility poles that are no longer in use

Goal #4: Attendance notification for quorum purposes

Goal Summary: Improve notification system of Council, Boards, Committees and Commissions if member cannot attend meetings

Goal #5: Develop network of access to connect various river front area with appropriate sidewalks/trails

Goal Summary: Improve access to the Merrimack River for active and passive recreation

FINANCIAL IMPACT:

TBD

POLICY IMPLICATIONS:

TBD

RECOMMENDATION:

Refer to Town Administrator's Recommendation(s) below

SUGGESTED MOTION:

TOWN ADMINISTRATOR'S RECOMMENDATION:

Goal #1- Looking into collaborating with the library to add town newsletter content to their newsletter.

Also investigating the best social media platform to move forward with.

Goal#2 - Will communicate to the Department Heads at the start of the FY24-25 budget process.

Goal #3- I've sent Communication to Eversource and will follow up with their direction to Hooksett.

Goal #4- Communication on quorum has improved but will seek a procedural modification.

Goal #5- I will get on the Conservation commission, Planning Board and Park and Rec. Advisory Board meeting agendas in January and February

TOWN ADMINISTRATOR'S RECOMMENDATION:

Goal #1- Looking into collaborating with the library to add town newsletter content to their newsletter.

Also investigating the best social media platform to move forward with.

Goal#2 - Based on decision made at the Town deliberative Session, discussion on this goal is warranted.

Goal #3- Update on Eversource's progress.

Goal #4- Communication on quorum has improved but will seek a procedural modification.

Goal #5- I am scheduled for the March Conservation Commission, and Park and Rec. Advisory Board meeting agendas.

Town Council
STAFF REPORT



To: Town Council
Title: Police Department Radio Antenna Purchase from Emergency Radio Reserve
Meeting: Town Council - 28 Feb 2024
Department: Police Department
Staff Contact: Justin Sargent, Chief of Police

BACKGROUND INFORMATION:

The Police Department is requesting to spend \$1,175.00 from the Emergency Radio Communications Capital Reserve Fund to purchase a replacement Antenna at the Hooksett Safety Center. This Antenna is being replaced as the previous antenna has failed and this replacement will ensure the backup radio system remains functional. The backup radio has been used several times in the past and it is critical it remains operational. The Antenna will be purchased from Ossipee Mountain Electronics who will also install the antenna. Ossipee Mountain Electronics is contracted by HPD for communications services.

FINANCIAL IMPACT:

\$1,175.00 spent from Emergency Radio Communications Fund. This fund currently has as of 1/31/24 \$326,253.07.

RECOMMENDATION:

I recommend the Town Council approve the purchase using these funds.

SUGGESTED MOTION:

Motion to utilize the Emergency Radio Communications Capital Reserve Fund to purchase a replacement antenna for the Police Department at the cost of \$1,175.00.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Hooksett PD QTE088256](#)



Quote **QTE088256**
Date **2/12/2024**
Page **1 of 1**
Service Call

Bill To
Hooksett Police Dept 15 Legends Dr Hooksett, NH 03106

Ship To
Hooksett Police Dept Attn: Chief Justin Sargent 15 Legends Dr Hooksett, NH 03106

PO Number	Customer No.	Salesperson	Shipping Method	Payment Terms	Order No.
	HOO460	Stephanie Porusta	OME Service	Net 30	

Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext Price
1.00	0.00	1.00	LCANOM1050	Antenna, VHF 134-174MHz, 4.5dBi Collinear Omni	225.00	225.00
1.00	0.00	0.00	221213	Weatherproof Kit, Connector (488136)	25.00	25.00
1.00	0.00	0.00	MISC.	Misc. Connectors, Jumper Cable, Install Hardware	75.00	75.00
1.00	0.00	0.00	LABOR	LABOR: Replace defective antenna for Dispatch back-up radio and test.	850.00	850.00
					Subtotal	1,175.00
					Additional Discount	0.00
					Freight	0.00
					Deposit Received	0.00
					Total	1,175.00

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254
TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587
www.omesbs.com

If payment is not received within 30 days of the invoice date, a finance charge of 2% per month will be assessed on all past due invoices. If purchaser fails to pay within 60 days of invoice date, purchaser shall be responsible for all reasonable Attorney's fees and collection fees incurred in the collection of all past due invoice and interest charges. WORK PERFORMED ON ALL REPAIRS WILL BE WARRANTED FOR 30 DAYS.

Town Council STAFF REPORT



To: Town Council
Title: Tax Increment Finance District (TIF) –Amendment to Memorandum of Understanding (MOU) Agreement between Town and Granite Woods Developer for \$609,170.00
Meeting: Town Council - 28 Feb 2024
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Town received a grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund for the installation of a critical section of new water main on West Bank Road and Meadowcrest Road that was included in the project plans but was not able to be funded with the original MOU and contract. The Grant for this work was accepted by the Town Council at its September 13, 2023 meeting. We now wish to amend the exiting MOU contract with Port One (Granite Woods) to add the grant work.

The first purpose of this amendment is to authorize Granite Woods to pay the offsite development contractor, Park Construction, for the work for this specific project under their existing construction contract based on the contractor's stated unit prices. The Town will reimburse Granite Woods for all costs associated with the project.

The section of new water main referenced above extends southward from West Bank Road cul-de-sac, crossing the cul-de-sac, then along Meadowcrest Road to a point approximately 400' from the intersection with Route 3A.

The second purpose of this amendment is to authorize the replacement of additional undersized water main at each end of the above-described work. Underwood Engineering has estimated the cost of this work at \$206,450. Hooksett Village Water Precinct (HVWP) has agreed to fund this work.

To facilitate the completion of this work, HVWP will provide **\$225,000** (anticipated cost plus contingency) to the Town prior to the start of construction. The Town will place those funds in an escrow account dedicated to the project. The Town will use these funds to reimburse Granite Woods for invoicing from Park Construction who will be installing the water mains, as described above. In the event that the costs incurred for main replacement exceed \$225,000, HVWP will reimburse the Town for those costs.

This second phase of work extends from the West Bank Road cul-de-sac northward to an existing right-of-way near the intersection of West Bank Road and Bayview Terrace and on Meadowcrest Road from the point referenced above westward to the intersection with RT3A.

The amendment is for \$609,170.00 ($\$384,170.00 + \$225,000.00 = \$609,170.00$).

The motion below should be passed in conjunction with a motion to approve of a contract between the Town of Hooksett and the HVWP to have the HVWP pay for the additional water main installation beyond the scope of the grant work.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

To approve of the Town Administrator signing Amendment No. 1 to the Memorandum of Understanding (MOU) Agreement between Town and Granite Woods Developer to add \$609,170.00 to the contract with the Hooksett Village Water Precinct reimbursing the Town with approximately \$225,000.00 of those funds.

SUGGESTED MOTION:

Motion to approve of the Town Administrator signing Amendment No. 1 to the Memorandum of Understanding (MOU) Agreement between Town and Granite Woods Developer to add \$609,170.00 to the contract with the Hooksett Village Water Precinct reimbursing the Town with approximately \$225,000.00 of those funds.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Granite Woods Off-Site Agreement Amendment 1 -FINAL 2-14-24
000 Water Main Expansion Plan](#)

Amendment No. 1

**ADDITIONAL WORK FOR THE
OFF-SITE DEVELOPMENT AGREEMENT**

The following Amendment No. 1 is for additional water main work for the Off-Site Development Agreement (the Agreement) between the Town of Hooksett (the Town) and the Granite Woods Development JV LLC (Granite Woods). This additional work consists of two components with a total value of \$590,620, as laid out below and shown on Sheets C3, C4 and C5 of the Route 3A Infrastructure Project Plans as amended on December 11, 2023 (the Additional Work).

The following changes are hereby made to the AGREEMENT:

Description: The Town has received a grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund for the installation of a critical section of new water main that was included in the construction plans as Add Alt #1 and Add Alt #2 but was not funded via the Agreement. The first purpose of this amendment is to authorize the Additional Work under the Agreement and lay out the payment terms. Granite Woods will use the funds to pay the offsite development contractor, Park Construction, for the Additional Work under their existing construction contract ("Contract #2") based on the contractor's stated unit prices as incorporated into the contract for construction via change order. The Town will reimburse Granite Woods for all costs associated with the Additional Work within thirty (30) days of the Town receiving an approved Payment Requisition by Underwood Engineering. In the event that the scope of work is expanded beyond the Additional Work via an additional change order, the Town will reimburse Granite Woods for those costs.

The section of new water main referenced above extends from Station 926+/- just north of the West Bank Road cul-de-sac, crossing the cul-de-sac, and along Meadowcrest Road to Station 937+50+/- which is approximately 400' from the intersection with Route 3A.

The second purpose of this amendment is to authorize the replacement of undersized water main at each end of the above-referenced work. This portion of the Additional Work was originally included in the construction plans but removed prior to execution of the Agreement due to funding concerns. Underwood Engineering has estimated the cost of this work at \$206,450. Hooksett Village Water Precinct (HVWP) has agreed to fund this work in accordance with its agreement with the Town titled CONSTRUCTION OF ADDITIONAL WATER MAIN IN THE MEADOWCREST ROAD AREA.

To facilitate the completion of this work, HVWP will provide \$225,000 to the Town prior to the start of construction. The Town will place those funds in an escrow account dedicated to the project. The Town will use these funds to reimburse Granite Woods for invoicing from Park Construction, as described above. In the event that the costs incurred for main replacement exceed \$225,000, HVWP will reimburse the Town for those costs.

This second phase of work extends from (a) Station 926+/- at the West Bank Road cul-de-sac northward to an existing right-of-way near the intersection of West Bank Road and Bayview Terrace, at Station 920+50+/- and (b) Station 937+50+/- on Meadowcrest Road westward to the intersection with RT3A, at Station 941+00+/-.

Justification: The Additional Work outlined above is critical to provide a reliable long-term supply of water to the TIF District. The Town is unlikely to have another chance to install this main and have it completely paid for by the State and HVWP. The timing is also critical, as it is more cost-effective to complete the project at the current pricing while the current work is underway. This will avoid material cost increases and minimize the disturbance to the roadway and to the area residents.

CHANGE IN CONTRACT PRICE:

This project will add \$590,620 to the amount agreed to with Granite Woods, with the cost reimbursed to Granite Woods by the Town. In turn, the Town will be reimbursed by HVWP for up to \$206,450, once the \$384,170 grant funds are expended.

CHANGE IN CONTRACT TIME:

The third purpose of this amendment is to adjust the Project Schedule referenced in the Agreement to align with the contracts for construction, as amended, for both Contract #2 with Park Construction and Contract #2A with PRB Construction. At the time of this Amendment #1, Final Completion of the Off-Site Improvements, as defined in the Agreement, is anticipated to be by 7/24/24. As such, the Contract Time for the Agreement is being amended to 7/24/24.

The conditions last referred to are as follows:

- a. The aforementioned change and work affected thereby are subject to all contract stipulations and covenants.
- b. The rights of the Local Public Agency are not prejudiced, and
- c. All claims against the Local Public Agency which are incidental to or as a consequence of the aforementioned change are satisfied.
- d. Except as specifically revised herein, the terms and conditions of the Off-Site Development Agreement remain in full force and effect.

[Signature Page to Follow]

IN WITNESS WHEREOF, the parties of this contract have hereunto set their hands and seals as of the day and year first above written.

Signed and sealed in presence of:

TOWN OF HOOKSETT

By: _____
Andre L. Garon
Town Administrator

GRANITE WOODS DEVELOPMENT JV LLC
By: Port One Development LLC, its Manager

By: _____
Peter W. Bartash
Manager

Date: _____

Town Council STAFF REPORT



To: Town Council
Title: Tax Increment Finance District (TIF) –Agreement with Hooksett Village Water Precinct to Fund Water Works Installation for \$225,000
Meeting: Town Council - 28 Feb 2024
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Town received a grant for \$384,170 from the New Hampshire Drinking Water & Groundwater Trust Fund for the installation of a critical section of new water main on West Bank Road and Meadowcrest Road. The Town will be funding this work.

Granite Woods will pay the offsite development contractor, Park Construction, for the work covered by the grant under their existing construction contract based on the contractor's stated unit prices. The Town with the grant funds will reimburse Granite Woods for all costs associated with the project.

The Hooksett Village Water Precinct (HVWP) wishes to replace additional undersized water mains at each end of the above-described work. The purpose of the additional work is to upgrade the water utility system to allow for a future water main river crossing near the southerly end of Bayview Terrace. Underwood Engineering has estimated the cost of this additional work at \$206,450. HVWP will fund this work.

HVWP will provide **\$225,000** (anticipated cost plus contingency) to the Town prior to the start of construction. The Town will place those funds in an escrow account dedicated to the project. The Town will use these funds to reimburse Granite Woods for invoicing from Park Construction, as described above. In the event that the costs incurred for main replacement exceed \$225,000, HVWP will reimburse the Town for those costs.

The motion below should be passed in conjunction with a motion to approve of a contract amendment between the Town and Port One (the Granite Woods Developer) for the entirety of the water main installation work.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

To approve of the Town Administrator signing an agreement with the Hooksett Village Water Precinct for \$225,000

SUGGESTED MOTION:

Motion to approve of the Town Administrator signing a contract with the Hooksett Village Water Precinct for \$225,000

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Agreement - HVWP - TIF Grant Work Liability_Final 2-14-24](#)

AGREEMENT
**CONSTRUCTION OF ADDITIONAL WATER MAIN IN THE
 MEADOWCREST ROAD AREA**

WHEREAS, the Town of Hooksett (herein called the Town) and the Hooksett Village Water Precinct (HVWP) wish to expand the water system in the Route 3A Tax Increment Finance (TIF) District on West Bank Road and Meadowcrest Road. This will be accomplished in part by the existing contractor, Park Construction, installing the infrastructure through a change order under their existing contract with Granite Woods Development JV LLC (Granite Woods), and Granite Woods through their existing Off-Site Development Agreement, dated 13th of May 2022, with the Town of Hooksett.

WHEREAS, the Town has accepted a \$384,170 Grant from the New Hampshire Drinking Water & Groundwater Trust Fund to partially cover the cost of the construction. The grant funds will be used to reimburse Granite Woods for new main installation costs incurred in the areas described as Add Alt #1 and Add Alt #2 in the existing contract.

WHEREAS, In the event that actual construction costs exceed estimated costs due to unforeseeable circumstances, (a) the Town agrees to cover the cost differential associated with the areas described as Add Alt #1 and Add Alt #2 in the existing contract and (b) HVWP agrees to reimburse the Town for the cost differential associated with areas outside of Add Alt #1 and Add Alt #2.

WHEREAS, HVWP funds will be used for main replacement costs incurred on West Bank and Meadowcrest Roads outside of the areas described as Add Alt #1 and Add Alt #2 in the existing contract. The estimate for HVWP's work by Underwood Engineering is \$206,450. To facilitate the completion of this work, HVWP will provide **\$225,000** to the Town prior to the start of construction to cover the estimated cost and contingencies.

WHEREAS, the Town will place those funds in an escrow account dedicated to the project. The Town will use these funds to reimburse Granite Woods for invoicing from Park Construction, as described above. All funds remaining in the escrow, including all interest received during the escrow period, shall be returned immediately to HVWP upon activation and acceptance of the replaced water main.

WHEREAS, HVWP will reimburse the Town for costs incurred in replacing the water main outside of the Add Alt #1 and Add Alt #2 areas once the \$384,170 grant funds are fully expended. Furthermore, HVWP shall review and approve all escrow withdrawals as well as any proposed change orders related to the work described above.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Town of Hooksett and the Hooksett Village Water
Precinct have executed this Agreement this _____ day of _____, 2024.

Attest:

TOWN OF HOOKSETT

By: _____

Andre L. Garron

Town Administrator

Attest:

HOOKSETT VILLAGE WATER
PRECINCT

By: _____

Name:

Board of Water Commissioners

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, February 14, 2024**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

The Hooksett Town Council met on Wednesday, February 14, 2024, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Tsantoulis called the meeting of 14 Feb 2024 to order at (6:02) pm.

PROOF OF POSTING

Town Administrator, Andre Garron, provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Keith Judge, Councilor John Durand, Councilor Randall Lapierre, Councilor Roger Duhaime, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Jodi Pinard, and Councilor Alex Walczyk.

PLEDGE OF ALLEGIANCE

AGENDA OVERVIEW- Presented by Chair Tsantoulis.

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)- POSTPONED

SPECIAL RECOGNITION

7.1 Hooksett Municipal Employee - New Hires/ Departures- None to report on.

PUBLIC INPUT - 15 MINUTES – None

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.

Todd Lizotte Town Moderator- The team looked at expanding the amounts of ballot clerks to account for the anticipated increase in voters. Overall, the numbers of voters were 4,757, 1,038 D, and 3,719 R. The number of absentee ballots was smaller than the last time. The Accuvote system worked with no issues.

Karina Towne- if Councilors can let us know ahead of time in the future if they can or cannot attend, that way we have a set schedule and set coverage.

TC MINUTES

2-14-2024

1

43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85

Todd Lizotte- We all know how we got into the positions that we are in, but the reality is that the Clerk and the Supervisors do all the work, and there is a lot of constant work that they are all doing.

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)

***D. Boutin motioned to remove the item from the table; seconded by R. Duhaime.
Vote in favor 8-1***

L. McLaughlin- at the January 24th meeting we discussed this event. It was discussed if you would like this to run annually, and if so, how you would like it to be run. I have provided costs that I was able to gather. So, in 2023 the total expenditure less the donations were about \$11,000. I do know in 2024 if the bridge lights are going to remain on then a new electrical service will need to be added. We do not want extension cords running everywhere. It seems to be a large event that is not within the purview of the Historical Society.

***J. Sullivan motioned to recommend that the Light up the Village event becomes a resident run and organized event similar to Old Home Day; seconded by J. Durand.
Vote in favor 9-0***

J. Sullivan- having this as a Heritage event is outside our purview according to the RSA. To continue on with this as an OHD type event is more appropriate. Of that total cost of the funds what portion of the \$20,000 could be town costs?

L. McLaughlin- based on this you have DPW, Police staff, new electrical service installed. If in the future, you wanted fireworks that would need to include FD staff. I think looking at the future you are looking at \$4,000 to \$5,000, they should also be able to fund raise for this event as well.

T. Tsantoulis- this event has grown from its origin, and we have to ask how much we want to put the town on the hook for and how far do we want to grow this and how do we want it run and by whom. I think the bulk of this should come from private sources.

A. Garron- if we are moving towards an Old Home Day run type of event, the committee will need to establish an appropriate budget and what they would be looking for from the Town for funds.

A. Walczyk- I have a question on how OHD came to be. The reason I am asking is that it takes a lot of work to do. OHD was an activity that was started by volunteers. Now we are kind of holding the hot potatoes for this event. How do we get volunteers?

J. Sullivan- by having this vote we recognize it will not be a town run event and will be run by volunteers who will decide the future of the event.

R. Duhaime- I think the town should support this but I think it should be run by volunteers and I think the town should help out a little financially to help. It is a quality-of-life event that I think is important for the residents.

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.

J. Hyde- we own 3 parcels of land on Edgewater Drive. We are here to seek a finding from the Hooksett NH Planning Dept, and Code Enforcement officer regarding out 2 lots of record as described in the deed recorded at the Merrimack Registry of deed. Book and page OPR 2629/736. 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 5/12/2009; "lot of record means a lot described by metes and bounds in a deed or plan recorded by the 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 record 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 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 RSA 674:39-aa section II. "Lots or parcels that were involuntary 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 deed." As the town zoning ordinance and NH RSA 674:39 aa section II 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. Garron- Everything Mr. Hyde said was accurate. This is the proper path to unmerge these lots. We then will send this deed to the tax mappers and the unmerging will occur then.

J. Sullivan motioned 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; seconded by D. Boutin.

Roll Call Vote #2

R. Duhaime Aye

J Durand Aye

J. Pinard Aye

TC MINUTES

2-14-2024

3

132 **R. Lapierre Aye**
 133 **A. Walczyk Aye**
 134 **D. Boutin Aye**
 135 **K. Judge Aye**
 136 **J. Sullivan Aye**
 137 **T. Tsantoulis Aye**

138
 139 **Vote in favor 9-0**

140
 141 **9.4 Dana Pendergast, Chair JLMC (Joint Loss Management Committee) - Update and Safety**
 142 **Manual Review**

143
 144 D. Pendergast- The Town's Safety Manual was last updated June 23, 2021. Primex, the Town's WC &
 145 PL Insurance carrier, recommends the manual be reviewed at this time. There are no recommended
 146 changes to this document by staff or Primex.

147
 148 **A. Walczyk motioned to approve the Safety Manual as of 02/14/2024 and Councilors to sign**
 149 **Statement of Commitment; seconded by D. Boutin.**

150 **Vote in favor 8-0**

151
 152 **Councilor Duhaime left meeting at 6:57pm (returned at 7:48pm).**

153
 154 **9.5 Annual Update from the Hooksett Historical Society - James Sullivan, Member.**

155
 156 J. Sullivan- we are celebrating our 50th year. We are in good shape adhering to our goals and
 157 guidelines. Financially we are in a great place with a donation of \$150,000 from Kathy Northrups estate,
 158 and we are investing that in a 6-month CD. Since the Prescott building is a Town building the roof has
 159 been replaced and repairs to the bulkhead have been made. There are some issues with the building
 160 that we continue to monitor. In our 50th year we continue with an association with the library which will
 161 assist us in maintaining our historical library. This will allow us to store our collection at the library. In
 162 the past it has been a case by case signing up. This will allow us to focus on 3D displays. During the
 163 past year we have received inquiries looking for information. We worked with them and provided
 164 information. We also provided information to the 2nd volume of the history book. We got inquiries on
 165 town incorporation paper, historical markers, and the covered bridge. We had outreach to other
 166 historical societies. Programs coming up for our 50th anniversary, we will hold a number of open
 167 houses. We are looking at showcasing a Hooksett Hall of fame for those that are famous beyond
 168 Hooksett's borders, we will have 2 events planned for that finding 20 people worthy of that
 169 reorganization.

170
 171 **CONSENT AGENDA**

172
 173 **D. Boutin motioned to approve the consent agenda 10.1, 10.2, 10.4 as presented; seconded by J.**
 174 **Sullivan.**

175
 176 **Roll Call Vote #3**

TC MINUTES

2-14-2024

4

177 **D. Boutin Aye**
 178 **J. Pinard Aye**
 179 **A. Walczyk Aye**
 180 **J. Durand Aye**
 181 **R. Duhaime NP**
 182 **J. Sullivan Aye**
 183 **R. Lapierre Aye**
 184 **K. Judge Aye**
 185 **T. Tsantoulis Aye**
 186 **Vote in favor 8-0**

187

188 10.1 Accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett,
 189 NH in the amount of \$1331.10 for Hooksett Fire-Rescue Department HazMat Team members
 190 overtime/backfill costs from October 21, 2023 - December 21,2023 per NH RSA 31:95-b III(b).

191

192 10.2 Accept the donation of \$7,500.00 from the Mary & John Elliot Charitable Foundation to the Town
 193 of Hooksett, NH for the Hooksett Fire Rescue Department to purchase and replace AEDs under RSA
 194 31:95-b III (a) and to return that amount to the fire rescue department's ambulance revenue account.

195

196 10.4 Granite Woods Commerce Center - Reduce Site Bond by \$500,000 from \$2,131,380.00 to
 197 \$1,631,380.00 for the Hackett Hill Gravel Pit.

198

199 B. Thomas- The developer of the site has done a significant amount of work to raise the grade of the
 200 site. The work included the removal of clay areas within the site, filling in pits and regarding the steep
 201 side slopes around the site note that these side slopes are much lower with much less area to stabilize.
 202 In fact, the entire site has been leveled out, making reclamation far simpler than at the beginning of the
 203 project. In light of the work completed, the Site Reclamation Bond of \$2,131,380.00 may be reduced by
 204 \$500,000 to \$1,631,380.00.

205

206 10.3 Granite Woods Commerce Center – Reduce Off-Site Bond by \$400,000 from \$500,000 to
 207 \$100,000 for the sewer and water main project – **POSTPONED**

208

209 **NOMINATIONS AND APPOINTMENTS**

210

211 **11.1 Mary Ecklund Application-Zoning Board Alternate**

212

213 **D. Boutin motioned to nominate and appoint Mary Ecklund as an Alternate to the Zoning Board**
 214 **of Adjustment with a term expiring 06/30/2027; seconded by J. Sullivan.**

215 **Vote in favor 8-0**

216

217 **11.2 Jesse Tringale Application- Economic Development Resident Member**

218

219 **D. Boutin motioned to nominate and appoint Jesse Tringale to the Economic Development**
 220 **Advisory Committee as a resident member with a term expiring 06/30/2027; seconded by J.**
 221 **Sullivan.**

222 **Vote in favor 8-0**

223

224 **OLD BUSINESS**

225

226 **NEW BUSINESS**

227

228 **14.1** Enter into a PILOT Agreement with Central Rivers Hydro Power NH Hooksett, LLC pursuant to
229 RSA 72-74 (see 6.1) **POSTPONED**

230

231 **14.2 Budget Transfer #2024-01 in the amount of \$5,000.00 from the Police's budget to the DPW's**
232 **budget.**

233

234 *A. Walczyk motioned to authorize the Chairman to sign Budget Transfer #2024-01 in the amount*
235 *of \$5,000.00 from the Police's budget to the DPW's budget; seconded by D. Boutin.*

236

237 **Roll Call Vote #4**

238 *A. Walczyk Aye*

239 *R. Lapierre Aye*

240 *J. Pinard Aye*

241 *R. Duhaime NP*

242 *J. Durand Aye*

243 *K. Judge Aye*

244 *J. Sullivan Aye*

245 *D. Boutin Aye*

246 *T. Tsantoulis Aye*

247 *Vote in favor 8-0*

248

249 **14.3 Budget Transfer #2024-02 in the amount of \$13,000.00 from the Fire's budget to the Finance**
250 **and Tax Collector's budget.**

251

252 *J. Sullivan motioned to authorize the Chairman to sign Budget Transfer #2024-02 in the amount*
253 *of \$13,000.00 from the Fire's budget to the Finance and Tax Collector's budget; seconded by D.*
254 *Boutin.*

255

256 **Roll Call Vote #5**

257 *J. Sullivan Aye*

258 *J. Pinard Aye*

259 *R. Duhaime NP*

260 *A. Walczyk Aye*

261 *R. Lapierre Aye*

262 *K. Judge Aye*

263 *J. Durand Aye*

264 *D. Boutin Aye*

265 *T. Tsantoulis Aye*

266 *Vote in favor 8-0*

267

268 **14.4 Budget Transfer #2024-03 in the amount of \$23,533.00 from the Finance's budget to the**
269 **Town Clerk's budget.**

TC MINUTES

2-14-2024

6

270

271

A. Walczyk motioned 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; seconded by D. Boutin.

272

273

274

Roll Call Vote #6

275

J. Durand Aye

276

R. Lapierre Aye

277

K. Judge Aye

278

D. Boutin Aye

279

J. Pinard Aye

280

J. Sullivan Aye

281

A. Walczyk Aye

282

R. Duhaime NP

283

T. Tsantoulis Aye

284

Vote in favor 8-0

285

286

Quarterly Financial Report as of December 31, 2023

287

288

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

289

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

290

the remaining \$37,500.97. In the Administration budget they are responsible for large town-wide

291

expenditures such as property liability insurance, workers compensation, legal services, and

292

computers. The budget has increased \$319,738 over the last four years. In the current budget (FY

293

2023-24) there were additional funds for property and liability insurances and worker's compensation

294

insurance. In FY 2022-23 one full-time staff member was added. In FY 2021-22 there was an increase

295

for the Bicentennial Celebration and software. As of December 31st, the legal line was 69% spent. This

296

compares to last December, when the legal line was 50% spent and December 31, 2021, when the line

297

was 30% spent. Fire Department budget over the last four fiscal years, this budget has increased

298

\$610,666 or 14%. The 14% breaks down as follows: wages and overtime increased 6%; employer

299

share of NH Retirement increased 2%; health insurance costs increased 3% and general operations

300

increased 3% for items such as hydrant rentals, vehicle maintenance and new equipment. Spending is

301

just under December's benchmark of 50%. Employees' wages and benefits make up \$4.2 mill or 83%

302

of the budget. The department was short of three full-time firefighters for three months. Also, one

303

firefighter has been out all fiscal year. The operational portion of the budget is \$888,763 or 17% and

304

includes fuel, water hydrant rentals, vehicle maintenance and equipment. The overall increase in the

305

Police budget for the last four fiscal years was \$791,574 or 16%. Wages and overtime increased 6%;

306

health insurance increased 5%; employer's share of retirement has increased 3.5% and general

307

operations increased by 1.5%. The department has underspent its budget due to vacant positions. In

308

the current fiscal year, there have been six full-time vacancies. Three are filled and three are currently

309

not filled. The average vacancies length is 4.33 months. When you compare the FY 2020-21 budget to

310

the current year's budget, the amount budgeted for general operations is around 11% for both years.

311

However, the FY 2020-21 budget had funds to replace two cruisers and the current budget has funds to

312

replace three. For the PW- Highway Division Budget they are at 53% spent. If you remove all the

313

encumbrances from each of the budget years, the actual budget has increased \$612,163 or 20% over

314

the four years. The \$612,163 or 20% breaks down as follows: 4.5% on wages and overtime; a 4%

315

increase in health insurance; a 0.5% increase in employer share of NH Retirement and \$358,316 or

316

11% in general operations. General operations increased \$358,316 over the four budget years. The

TC MINUTES

2-14-2024

7

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 the 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 vacancy is 2.8 months. In the PW- Recycling & Transfer Division 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.

Revenues- we are at 68% collected. 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 we are at 31% collected. 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. Building permits we are at 58% collected. 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. State revenues are at 93% collected. 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. Interest on deposit we are at 69% collected. 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. The ambulance service fund- in 2021 calls increased 24% from 2020 and calls for services have decreased in both the 2022 and the 2023 years. We are 76% collected on our ambulance billings.

APPROVAL OF MINUTES

J. Sullivan motioned to approve the Town Council public minutes of January 24, 2024, as amended; seconded by D. Boutin.
Vote in favor 8-0

363 **TOWN ADMINISTRATOR'S REPORT**

364

365 A. Garron – the Deliberative Session reduced Operating Budget to 23/24 level (\$23,657,820). The
366 default budget of \$23,693,487 (\$35,667) additional funds from reduced budget) is the other option if
367 Article 7, as amended, is defeated. From March 12 to April 12, Town must submit a revised budget to
368 DRA for the reduced operating budget. If Default budget is the result of Town Meeting, then budget has
369 already been included in our past filing. Guidance on Implementing the Operating Budget action of the
370 Deliberative Session. Reduced Operating Budget or Default Budget.

371

372 Depot Street “washout issues” will be addressed by SNHU. Drainage issues will be addressed with the
373 Martins Ferry Project.

374

375 NHDOT Rt 3 Expanded Workgroup held a meeting on Monday, February 12, taking into consideration
376 the discussions we had here with amendments to the proposed plan.

377

378 J. Sullivan- at that meeting they asked us to make a decision on roundabout or signalization at
379 Mammoth Road, when will that decision be made?

380

381 A. Garron- when we met at the December 11th meeting, that meeting ended with a question from DOT
382 that it was the consensus of the group to move forward with a roundabout at Mammoth Rd, and we
383 restated that question at the last meeting, and it was again stated that the roundabout is the plan
384 moving forward.

385

386 R. Lapierre- no one has been able to convince me this will work. It will force everyone coming out of
387 Agway and movie theater to take a right, you will not be able to take a left.

388

389 A. Garron- it has been suggested that left turns coming out of there will not work.

390

391 J. Pinard- I am going back on the record again that if business is taken away it won't get a yes vote
392 from me.

393

394 A. Garron- pinning ceremony for FD employees who have come off probation for FF Eric Allard and FF
395 Kerri Kennison.

396

397 **TOWN COUNCIL FUTURE AGENDA ITEMS**

398

399 **INFORMATIONAL ITEMS AND CORRESPONDENCE**

400

401 **SUB-COMMITTEE REPORTS**

402

403 T. Tsantoulis- a member of the Parks and Recreation advisory committee, has suggested all go and
404 look at the terrific work done at Lamberts Park.

405

406 **PUBLIC INPUT- None**

407

TC MINUTES

2-14-2024

9

408 Councilor Duhaime returned to meeting at 7:48pm.

409

410 **NON-PUBLIC SESSION NH RSA 91-A:3 II**

411

412 ***J. Pinard motioned to go into non-public session under NH RSA 91-A:3 II A, C, L at 8:07 pm***
 413 ***seconded by D. Boutin.***

414 (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or
 415 the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting
 416 and (2) requests that the meeting be open, in which case the request shall be granted.

417 (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a
 418 member of the public body itself, unless such person requests an open meeting. This exemption shall extend to
 419 any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay
 420 or poverty of the applicant.

421 (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of
 422 the public body, even where legal counsel is not present.

423 **Roll Call Vote #7**

424 ***J. Pinard Aye***

425 ***K. Judge Aye***

426 ***R. Lapierre Aye***

427 ***R. Duhaime Aye***

428 ***A. Walczyk Aye***

429 ***J. Durand Aye***

430 ***J. Sullivan Aye***

431 ***D. Boutin Aye***

432 ***T. Tsantoulis Aye***

433 ***Vote in favor 9-0***

434

435 ***D. Boutin motioned to leave non-public session of February 14, 2024, at 8:38 pm; seconded by***
 436 ***K. Judge. Vote 7 in favor, 2 opposed (Pinard, Duhaime). Chair Tsantoulis continued the non-***
 437 ***public session.***

438

439 ***D. Boutin motioned to leave non-public session of February 14, 2024, at 8:45 pm; seconded by***
 440 ***K. Judge.***

441

442 ***R. Lapierre motioned to seal the non-public minutes of February 14, 2024 with the exception of***
 443 ***motions and to redact name(s)/location(s) for ambulance write-offs); seconded by K. Judge.***

444

445 **Roll Call Vote #9**

446 ***J. Durand Aye***

447 ***D. Boutin Aye***

448 ***K. Judge Aye***

449 ***R. Duhaime Aye***

450 ***J. Pinard Aye***

451 ***A. Walczyk Aye***

452 ***J. Sullivan Aye***

453 **R. Lapierre Aye**
 454 **T. Tsantoulis Aye**
 455 **Vote in favor 9-0**

457 **MOTIONS MADE IN NON-PUBLIC SESSION**

459 **Ambulance Hardship**

460 **J. Durand motioned to grant (4) ambulance write-offs for a total of \$4,902.12 (DOS 08/01/2023**
 461 **\$1,225.53, DOS 09/24/2023 \$1,225.53, DOS 10/10/2023 \$1,225.53 & DOS 10/18/2023 \$1,225.53);**
 462 **seconded by J. Sullivan. Vote 9-0 in favor.**

464 **14.6 Fire Chief Contract**

465 **D. Boutin motioned to grant Hooksett Fire Chief Contract to Steven Colburn as presented, with**
 466 **the exception of a longevity bonus as described under section 4.a, contract includes:**

- 467 • **Term April 1, 2024-March 31, 2027**
- 468 • **Salary \$125,816**
- 469 • **5-weeks vacation**
- 470 • **Flextime**

471 **Seconded by R . Lapierre.**

473 **Roll Call Vote #8**

474 **R. Lapierre Aye**
 475 **R. Duhaime Naye**
 476 **J. Pinard Aye**
 477 **A. Walczyk Aye**
 478 **J. Durand Aye**
 479 **J. Sullivan Naye**
 480 **D. Boutin Aye**
 481 **K. Judge Aye**
 482 **T. Tsantoulis Aye**
 483 **Vote in favor 7-2 opposed (Duhaime, Sullivan).**

485 **ADJOURNMENT**

488 **D. Boutin motioned to adjourn the meeting at 8:46 pm, seconded J. Sullivan**
 489 **Vote in favor 9-0**

491 **Respectfully submitted,**

493 **Alicia Jipson**

494 **Alicia Jipson**

495 **Recording Clerk**