



AGENDA

Town of Hooksett Town Council

Wednesday, April 10, 2024 at 6:00 PM

A meeting of the Town Council will be held Wednesday, April 10, 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 – Adjustment of Hooksett Village Water Precinct Boundaries per RSA 52:1, 5 Village Districts. Mike Heidorn and Commissioners from the HVWP will be available to answer any related questions. Staff Report - SR-24-063 - Pdf	5 - 6
7. SPECIAL RECOGNITION	
7.1. Hooksett Municipal Employee - New Hire	
8. PUBLIC INPUT - 15 MINUTES	
9. SCHEDULED APPOINTMENTS	
9.1. Adjustment of Hooksett Village Water Precinct Boundaries per RSA 52:1, 5 Village Districts. Mike Heidorn and Commissioners from the HVWP will be available to answer any related questions. Staff Report - SR-24-064 - Pdf	7 - 22
9.2. Donati Street Bridge Route 93 Maintenance Project – Update on Closing the Bridge During Construction. John Bousquet from R.M. Piper will be available to Answer Any Questions. Staff Report - SR-24-065 - Pdf	23 - 34
9.3. Karina Towne, Town Clerk and Todd Lizotte, Moderator - March 12, 2024 Town Vote Recap	
9.4. Annual Update from the Heritage Commission - Tony Lacasse, Chair Staff Report - SR-24-043 - Pdf	35
9.5. Hooksett Old Home Day September 2024 and 2025 Staff Report - SR-24-055 - Pdf	37
9.6. Hooksett Youth Athletic Association - Brian Soucy Staff Report - SR-24-061 - Pdf	39

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

10.	CONSENT AGENDA	
10.1.	Donation(s) to the Town of Hooksett for the 2024 Hooksett Employee Appreciation Luncheon per RSA 31:95-b III (b) and RSA 31:95-e II Staff Report - SR-24-048 - Pdf	41
11.	NOMINATIONS AND APPOINTMENTS	
12.	BRIEF RECESS	
13.	OLD BUSINESS	
14.	NEW BUSINESS	
14.1.	Town of Hooksett to Proclaim National Small Business Week from April 29th – May 3rd, 2024 Staff Report - SR-24-057 - Pdf	43 - 45
14.2.	Budget Transfer #2024-04 in the amount of \$999.00 from DPW's Fleet budget to Admin's Computer budget. Staff Report - SR-24-058 - Pdf	47 - 49
14.3.	Budget Transfer #2024-05 in the amount of \$2,599.00 from Police's budget to Admin's Computer budget. Staff Report - SR-24-060 - Pdf	51 - 53
14.4.	Selection of the Town's Independent Auditors Staff Report - SR-24-062 - Pdf	55 - 56
14.5.	2021 Tax Deed Discussion Staff Report - SR-24-066 - Pdf	57 - 63
15.	APPROVAL OF MINUTES	
15.1.	Public: March 27, 2024 Town Council 03272024 Meeting Minutes	65 - 72
15.2.	Non-Public: March 27, 2024	
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 Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.	

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.

Town Council

STAFF REPORT



To: Town Council
Title: Public Hearing – Adjustment of Hooksett Village Water Precinct Boundaries per RSA 52:1, 5 Village Districts. Mike Heidorn and Commissioners from the HVWP will be available to answer any related questions.
Meeting: Town Council - 10 Apr 2024
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Open Public Hearing

The purpose of this Public Hearing is to discuss the adjustment of the boundaries of the Hooksett Village Water Precinct (HVWP) service area boundaries. The HVWP will present information to the Town Council.

Information will be presented, and public comment taken on the confirmation of the Hooksett Village Water Precinct (HVWP) service area boundaries to more accurately depict those boundaries at the parcel level and facilitate Town development, planning and engineering activities. No new infrastructure expansion is included.

Description and background information provided in “Scheduled Appointments” agenda item.

Close Public Hearing

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Open Public Hearing, hold public hearing and close Public Hearing

SUGGESTED MOTION:

Motion to Open Public Hearing
Motion to Close Public Hearing

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to input received at the public hearing

Town Council
STAFF REPORT



To: Town Council
Title: Adjustment of Hooksett Village Water Precinct Boundaries per RSA 52:1, 5 Village Districts. Mike Heidorn and Commissioners from the HVWP will be available to answer any related questions.

Meeting: Town Council - 10 Apr 2024
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Hooksett Village Water Precinct (HVWP) wishes to confirm the limits of their service area boundaries to more accurately depict those boundaries at the parcel level and facilitate Town development, planning and engineering activities. No new infrastructure expansion is included. A plan of the current service area is provided.

Per State requirements, the HVWP has petitioned and obtained the signatures of at least 10 Precinct voters to approve of the service area boundary delineation. The Petition dated February 27, 2024 is attached. Statutes require that the Petition be ratified by the Precinct's voters prior to it taking effect. To that end, it was approved at the HVWP's Annual Meeting held on February 27, 2024. A copy of the meeting minutes (Petition info is near the end) is attached.

At this time, the Petition must now be submitted to Town Council for consideration. The HVWP is requesting that the Town Council approve the Petition after holding a duly-noticed public hearing, in accordance with State requirements.

If TC approval is granted, documentation of that approval needs to occur in the records of the Town and Precinct within 60 days of the approval.

A description of the boundaries of the Precinct's current service area is attached. As shown on "HVWP Service Area, Hooksett, NH" attached hereto.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Approve of the HVWP Boundary changes as presented by the Hooksett Village Water Precinct.

SUGGESTED MOTION:

Motion to approve of the HVWP Boundary changes as presented by the Hooksett Village Water Precinct.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[003 2024 Petition to Clarify Boundaries - signed w att](#)

[005 Town of Hooksett Public Hearing Notice for Union Leader -HVWP Boundaries](#)

[007 Annual Meeting Minutes - 022724](#)

[008 RSAs](#)

PETITION PURSUANT TO RSA 52:5 TO CHANGE BOUNDARIES
OF HOOKSETT VILLAGE WATER PRECINCT

NOW COMES the undersigned, at least ten voters, from the Hooksett Village Water Precinct, to Petition the Town Council to change the boundaries of the Hooksett Village Water Precinct to match parcel lines in Hooksett, New Hampshire as described in Exhibit A in its entirety thus establishing a new fixed point for Precinct boundaries.

1. By way of further information, this clarifies the current Hooksett Village Water Precinct boundaries to facilitate development of land in and around the Precinct, and to provide boundaries that are as consistent and accurate as possible for planning and engineering purposes.

2. This Petition is submitted pursuant to RSA 52:5 and it is hereby requested that the Town Council approve this Petition in accordance with RSA 52:5 after giving notice to parties in interest and after a hearing has occurred. It will be submitted for ratification by the Precinct voters at either the Precinct's Annual Meeting or a Special Meeting.

3. The signatures are attached herewith.

Dated:

2/27/24

Respectfully submitted:
B.J. Branch, Esquire
Counsel to Hooksett Village Water

B.J. Branch

TRACY BELL
Name-Print

Tracy Bell
Signature

3 Cyr DR
Address

ARTHUR MERRIGAN
Name-Print

Arthur Merrigan
Signature

5 Cyr Dr.
Address

Lori A. Graf-Merrigan
Name-Print

Lori A. Graf Merrigan
Signature

5 Cyr Drive
Address

THOMAS PIOTROWSKI
Name-Print

Th. Piotrowski
Signature

7 Cyr DRIVE
Address

Gavin Piotrowski
Name-Print

Gavin Piotrowski
Signature

7 Cyr Drive
Address

Dennis Bell
Name-Print

Dennis Bell
Signature

3 Cyr DR.
Address

Nancy Philibotte
Name-Print

Nancy Philibotte
Signature

5 Morse Drive
Address

Jim Schlegel
Name-Print

J. Schlegel
Signature

11 Cyr Dr Hooksett
Address

Dianne Schlegel
Name-Print

Dianne Schlegel
Signature

11 Cyr Dr Hooksett
Address

Deane Bayce
Name-Print

Deane Bayce
Signature

7 Vista Dr.
Address Hooksett

Scott Ewing
Name-Print

[Signature]
Signature

8 B Manor Dr.
Address Hooksett NH 03106

RUSSELL PELLETIER
Name-Print

[Signature]
Signature

73 GRANITE ST.
Address HOOKSETT NH 03106

Michael Jacke
Name-Print

[Signature]
Signature

2 Donald St, Hooksett, NH
Address

Todd Smith
Name-Print

[Signature]
Signature

24 Main St Hooksett NH
Address

James J. O'Brien
Name-Print

[Signature]
Signature

4 Hummingbird Lane Hooksett NH
Address 03106

MICHAEL ST. GERMAN
Name-Print

[Signature]
Signature

28 MAIN ST. HOOKSETT NH
Address

Name-Print

Signature

Address

Name-Print

Signature

Address

Name-Print

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Name-Print

Signature

Address

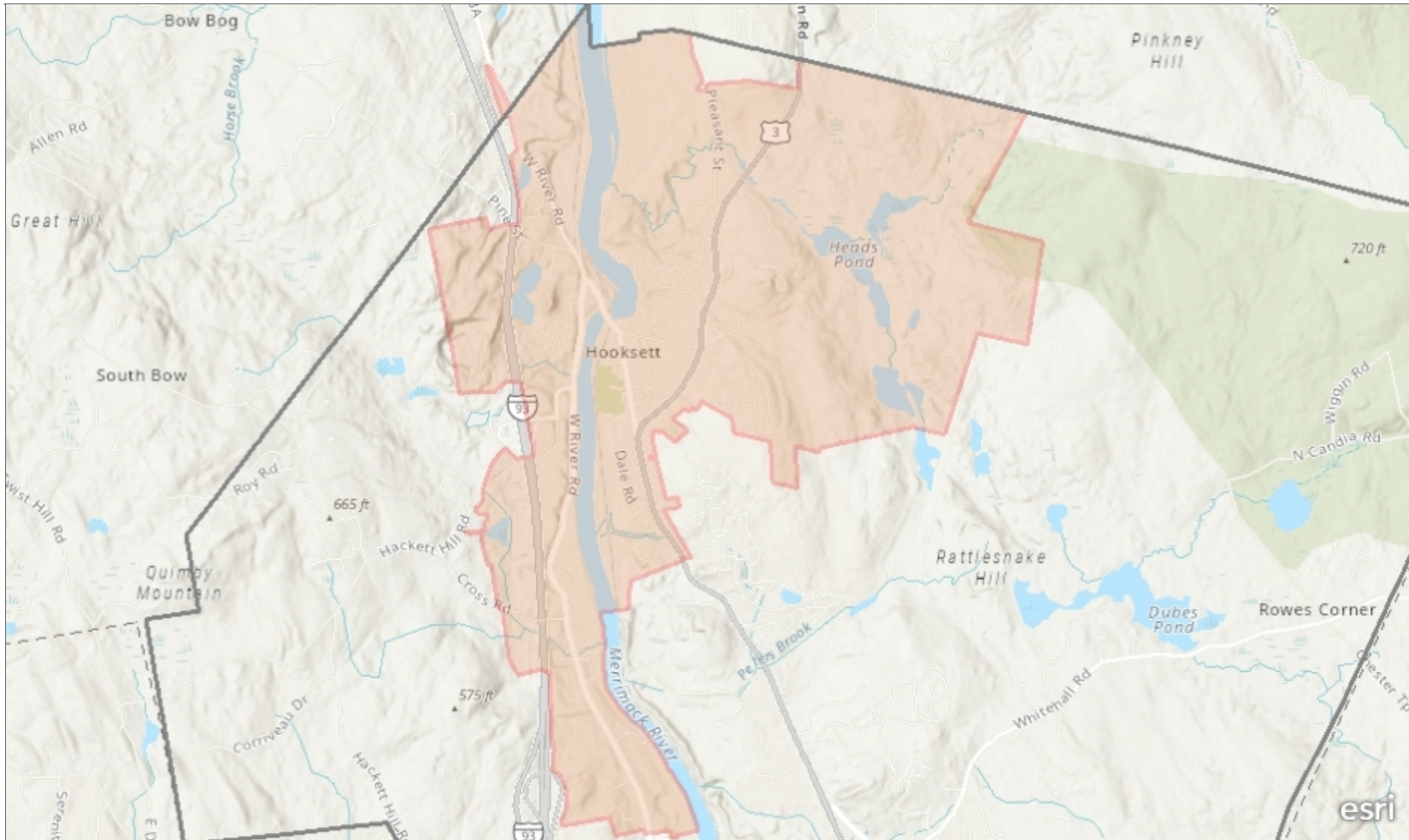
EXHIBIT A

Beginning at the upstream intersection of the Merrimack River with the Town of Hooksett's boundary, thence eastward along said boundary to a point approximately 100 feet west of Pleasant Street, thence southward along a line parallel to and 100 feet west of Pleasant Street to Lot 2-31, following the boundaries of Lot 2-31 to a point opposite the southern boundary of Lot 2-33-18, thence eastward along the southern boundaries of Lots 2-33-18, 2-33-18-7, 2-33-18-6, 2-33-1 and 2-33-2 to the westerly sideline of Route 3 (Daniel Webster Highway), thence northerly along the westerly sideline of Route 3 to the Hooksett town line, eastward along the Hooksett town line to the northeast corner of Lot 3-10-1, thence southward along the eastern boundary of Lot 03-E, thence eastward along the northern boundaries of Lots 03-19 and 03-18, thence southerly along the eastern boundaries of Lots 03-18 and 03-F, thence westward along the northern boundary of Lot 14-6 to the northeast corner of Lot 14-5, thence southward along the eastern boundary of Lots 14-5 and 14-4 to the northeast corner of Lot 14-10, thence westward along the northern boundary of Lot 14-10 to Lot 14-2, thence southward and westward along the southern boundary of Lot 14-2, thence generally westward along the southern boundaries of Lots 14-1-13, 14-1-12 and 14-1-10 to the northeast corner of Lot 14-32, thence generally southward along the western boundary of Lot 14-14 to the southeast corner of Lot 14-18, thence eastward along the southern boundary of Lot 14-14 to the eastern boundary of Lot 14-16, thence following the eastern and southern boundaries of Lot 14-16 to a point approximately 200 feet east of the easterly sideline of Route 3, thence southward along a line parallel to and 200 feet east of Route 3 to the northern boundary of Lot 18-8, thence westward along the northern boundary of Lot 18-8 to the easterly sideline of Route 3, thence across Route 3 to the southeast corner of Lot 18-3, thence westward along the southern boundary of Lots 18-3 and 18-3-2 to the eastern boundary of Lot 18-4, thence southward and westward along the boundary of Lot 18-4 to the eastern boundary of Lot 10-62, thence westward across Lot 10-62 to the east bank of the Merrimack River, thence due west across the Merrimack River to its west bank, thence southerly along the west bank of the Merrimack River to the southern boundary of Lot 29-28, thence westward along the southern boundary of Lot 29-28 to the easterly sideline of Route 3A (West River Road), thence across Route 3A to the northern boundary of Lot 29-71, thence along the northern boundary of Lot 29-71 to the eastern boundary of Lot 29-76-1, thence generally northward and westward along the eastern boundary of Lot 29-76-1 to the southern boundary of Lot 29-2, thence westward along the southern boundary of Lot 29-2 to the southwest corner of Lot 29-2, thence westward along the southern boundary of Parcel A as depicted on Plan #202200014296 recorded at the Merrimack County Registry of Deeds to the easterly sideline of Route 93N, thence northward along the easterly sideline of Route 93N to the northern boundary of Lot 24-59, thence westward to the southern boundary of Lot 23-5, thence westward along the southern boundary of Lots 23-5, 23-4 and 17-40, thence northward along the eastern boundary of Lot 17-40 and across Cross Road to the southwestern corner of Lot 17-39, thence northward along the western boundary of Lots 17-39, 17-9, 17-7 and 17-7-1 to the southerly sideline of Hackett Hill Road, thence northward

along the southerly sideline of Hackett Hill Road to the intersection with Cate Road, thence northward along the centerline of Cate Road to the northerly sideline of Brickyard Pond Road (the access road to Pike Quarry), thence southward along the northerly sideline of said access road to the centerline of Hackett Hill Road, thence eastward to the easterly sideline of Route 93N, thence northward along the easterly sideline of Route 93N and the western boundary of Lot 13-73 to the southwest corner of Lot 7-2, thence westward across Route 93N to the southern boundary of Lot 13-72, thence westward along the southern boundary of Lots 13-72 and 12-8, thence northward along the western boundary of Lots 12-8, 7-20, 7-22, 7-21 and 7-1, thence eastward along the northern boundary of Lot 7-1 to the southerly sideline of Pine Street, thence due east to the easterly sideline of Route 93, thence northward along the easterly sideline of Route 93 to the southwest corner of Lot 5-1, thence eastward along the southern boundary of Lot 5-1 to the westerly sideline of Route 3A, thence northward along the westerly sideline of Route 3A to the southeast corner of Lot 5-119, thence westward along the southern boundary of Lot 5-119 to the Hooksett town line, thence northward along the western boundary of Lot 44-2-134-A in the Town of Bow, thence eastward along the southern boundary of Lot 44-2-135 in the Town of Bow to the centerline of Route 3A, thence southerly along the centerline of Route 3A to the Hooksett town line, thence generally northward along the Hooksett town line back to the point of beginning.

As shown on "HVWP Service Area, Hooksett, NH" attached hereto. Lot references valid as of February 2024.

HVWP SERVICE AREA, Hooksett, NH



Boundaries of Hooksett Village Water Precinct's service area within Hooksett as of February 29, 2024.

Esri, NASA, NGA, USGS, FEMA | Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will hold a public hearing on Wednesday, April 10, 2024, at 6:00 p.m. in Council Chambers of Hooksett Town Hall, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to discuss confirmation of the Hooksett Village Water Precinct boundary lines in support of the Town's development, planning and engineering activities.

Questions should be directed to the Hooksett Village Water Precinct at (603) 485-3392.

HOOKSETT VILLAGE WATER PRECINCT
ANNUAL MEETING

Minutes for February 27, 2024

Present at the annual meeting were: Chairman/Commissioner Todd Smith, Commissioner Michael Jache, Commissioner Russell Pelletier, Commissioner Michael St.Germain, Commissioner James O'Brien, Office Manager/Clerk Nancy Philibotte, Treasurer Scott Ewing, Attorney BJ Branch, Supt. Michael Heidorn

Absent:

In person voters verified by Supervisor of the Voters check list-Michael Horne

Nancy Philibotte resigned as clerk. Todd Smith accepted.

Meeting opened at 6:00

Nancy Philibotte volunteered to act as Moderator for the meeting. Motion by Michael Jache seconded by Russell Pelletier. Vote taken. All approved.

Motion made by Michael Jache seconded by Russell Pelletier to have BJ Branch act as assistant Moderator for the meeting. Vote taken. All approved.

Motion made by James O'Brien seconded by Russell Pelletier to waive the reading of entire Warrant.

Warrant was read:

Village District of Hooksett Village Water
New Hampshire
Warrant
2024

The inhabitants of Hooksett Village Water Precinct in the state of New Hampshire qualified to vote in Precinct affairs are hereby notified that the Annual Precinct Meeting will be held as follows:

Date: February 27, 2024

Time: 6:00 PM

Location: Hooksett Village Water Precinct
7 Riverside Street, Hooksett NH

Article 01: To choose a Moderator for the ensuing year

Nomination for Moderator (1 Year): Nancy Philibotte made by Todd Smith seconded by Michael Jache. Other nominations: None. Motion to close nomination made by Michael Jache seconded by Russell Pelletier.

Article 02: To choose a Clerk for the ensuing year

Nomination for Clerk (1 Year): Nancy Philibotte made by Todd Smith seconded by Michael Jache. Other nominations: None. Motion to close nomination made by Michael Jache seconded by Russell Pelletier.

Article 03: To choose a Treasurer for the ensuing year

Nomination for Treasurer (1 Year): Scott Ewing made by Michael Jache seconded by Todd Smith. Other nominations: None. Motion to close nomination made by Michael Jache seconded by Russell Pelletier.

Article 04: To choose a Commissioner for the ensuing five years

Nomination for Commissioner (5 Years): Michael Jache made by Todd Smith seconded by Russell Pelletier. Other nominations: None. Motion to close nomination made by Todd Smith seconded by Russell Pelletier.

Article 05: General Precinct Operations

To see if the Village District will vote to raise and appropriate the sum of \$1,610,531.00 for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately. Motion to accept made by James O'Brien seconded by Michael Jache. Article passed.

Article 06: Transfer to Source Development & Infrastructure Preservation Trust Fund

To see if the Village District will vote to raise and appropriate the sum of \$25,00.00 (Twenty Five Thousand Dollars) to be added to the HVWP Source Development & Infrastructure Preservation Trust Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. Motion to accept made by James O'Brien seconded by Michael Jache. Article passed.

Article 07: Transfer to Repair and Replacement Trust Fund

To see if the Village District will vote to raise and appropriate the sum of \$108,186.00 (One Hundred Eight Thousand One Hundred Eighty Six Dollars) to be added to the Hooksett Village Water Precinct Repair & Replacement Trust Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation.

Motion to accept made by James O'Brien seconded by Michael St. Germain. Article passed.

Article 08: Rename and change purpose of HVWP Tank Maintenance Trust Fund

To see if the Village District will vote to change the purpose of the existing HVWP Tank Maintenance Capital Reserve Fund to the Hooksett Village Water Precinct Storage Tank

Capital Reserve Fund for costs, including but not limited to, the purchase, construction, permitting, inspections, preservation, cleaning, repairs, and/or replacements of any Hooksett Village Water Precinct water tanks, appurtenances, stand pipes and/or waterworks, and administrative costs and expenses associated therewith and further, to name the Hooksett Village Water Precinct Board of Commissioners as agents to expend. Motion to accept made by James O'Brien seconded by Russell Pelletier. Article passed.

Article 09: Discontinue HVWP Tank Capital Reserve Fund

To see if the Village District will vote to discontinue the Hooksett Village Water Precinct Tank Capital Reserve Fund created in 1990. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the Hooksett Village Water Precinct general fund. This article is contingent on the passing of the Article #8. Motion to accept made by James O'Brien seconded by Russell Pelletier. Article passed.

Article 10: Transfer to HVWP Tank Maintenance Trust Fund

To see if the Village District will vote to raise and appropriate the sum of \$28,500.00 (Twenty Eight Thousand Five Hundred Dollars) to be added to the HVWP Storage Tank Trust Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. This article is contingent upon the passing of Article #8 and Article #9. Motion to accept made by James O'Brien seconded by Michael St. Germain. Article passed.

Article 11: Establish Facility CRF, Add Funds & Name Agents

To see if the Village District will vote to establish a Hooksett Village Water Precinct Facility Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of expending funds for costs including, but not limited to, the purchase, construction, permitting, preservation, repairs, additions and/or replacements of any Hooksett Village Water Precinct buildings, lands and appurtenances, standpipes and/or water works and administrative costs and expenses associated therewith and to raise and appropriate the sum of \$10,000.00 to be placed in this fund to come from unassigned fund balance. No amount to come from taxation. Further, to name the Hooksett Village Water Precinct as agents to expend from said fund. Motion to accept made by James O'Brien seconded by Michael Jache Article passed.

Article 12: Acceptance of Unanticipated Sources of Funds

Shall the Village District accept the provisions of RSA 31:95-b providing that any village district at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the Commissioners to apply for, accept and expend, without further action by the Village District meeting, unanticipated money from a state, federal, or other governmental unit or a private source which becomes available during the fiscal year. Motion to accept made by James O'Brien seconded by Michael Jache. Article passed.

Article 13: Accept Gifts, Grants and Bequests

To see if the Precinct will vote to authorize the Board of Water Commissioners to accept gifts, grants and bequests and to expend the same for such legitimate purposes of the Precinct as may be specified by the donor. such gifts grants and bequests shall provide that said purpose will not require the expenditure of additional Precinct funds and for such other terms and conditions as the Board of Water Commissioners shall approve. Motion to accept made by James O'Brien seconded by Russell Pelletier Article passed.

Article 14: Ratify and Affirm Ordinances and By-Laws

To see if the Precinct will ratify and affirm as ordinances any By-Laws adopted by the Commissioners during the preceding year and affirm the Commissioners' written schedule of fees and charges. Recommended by the Commissioners Motion to accept made by Michael Jache seconded by Russell Pelletier. Article passed.

Article 15: To transact any other business

To transact any other business that may legally come before said Meeting. Motion to accept made by Michael Jache seconded by Russell Pelletier. Article passed.

Russell Pelletier made a motion seconded by Michael Jache to accept the warrant as presented. Vote taken. All approved.

Position of Moderator for one year: Vacant

Position of Clerk for one year: Nancy Philibotte

Position of Treasurer for one year: Scott Ewing

Position of Commissioner for five years: Michael Jache

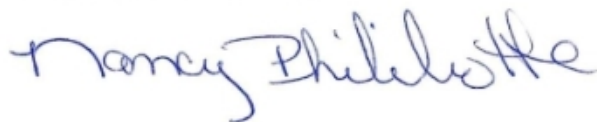
Oath was given by Attorney BJ Branch

Todd Smith made a motion for the Clerk to cast one ballot. Seconded by James O'Brien.

Motion made by James O'Brien seconded by Russell Pelletier to accept the petition to confirm Hooksett Village Water Precinct boundary lines in support of the Town's development, planning and engineering activities as described in Exhibit A of the Petition Pursuant To RSA 52:5 To Change Boundaries Of Hooksett Village Water Precinct dated 2/27/2024. Vote taken. All approved.

James O'Brien made the motion to adjourn Annual Meeting at 7: 01 pm. Motion was seconded by Russell Pelletier.

Respectfully Submitted by



Nancy Philibotte

Board of Water Commissioners
Hooksett Village Water Precinct

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 52

VILLAGE DISTRICTS

Section 52:1

52:1 Establishment. –

I. Upon the petition of 10 or more voters, persons domiciled in any village situated in one or more towns, the selectmen of the town or towns shall fix, by suitable boundaries, a district including such parts of the town or towns as may seem convenient, for any of the following purposes:

- (a) The extinguishment of fires;
- (b) The lighting or sprinkling of streets;
- (c) The planting and care for shade and ornamental trees;
- (d) The supply of water for domestic and fire purposes, which may include the protection of sources of supply;
- (e) The construction and maintenance of sidewalks and main drains or common sewers;
- (f) The construction, operation, and maintenance of sewage and waste treatment plants;
- (g) The construction, maintenance, and care of parks or commons;
- (h) The maintenance of activities for recreational promotion;
- (i) The construction or purchase and maintenance of a municipal lighting plant;
- (j) The control of pollen, insects, and pests;
- (k) The impoundment of water;
- (l) The appointing and employment of watchmen and police officers;
- (m) The layout, acceptance, construction, and maintenance of roads; and
- (n) The maintenance of ambulance services.

II. The voters who are domiciled in any village shall cause a record of the petition, pursuant to paragraph I, and their proceedings thereon to be recorded in the records of the towns in which the district is situate.

Source. 1849, 852:1. CS 116:1. GS 97:1. GL 107:1. 1889, 82:1. PS 53:1. 1909, 27:1. 1911, 5:1. PL 57:1. 1939, 108:1. RL 70:1. RSA 52:1. 1957, 179:1. 1961, 120:3. 1975, 13:1; 455:1. 1977, 154:1. 1981, 375:1. 2003, 289:14, eff. Sept. 1, 2003.

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 52

VILLAGE DISTRICTS

Section 52:5

52:5 Changing Boundaries.

I. The selectmen of towns in which any such district has been established upon petition, after notice to parties interested and a hearing, may change the boundaries thereof; and the district shall cause the petition and the return of the selectmen's proceedings and decision thereon to be recorded in the records of the district, and of the towns in which it is situated, within 60 days after the decision.

II. In the case of any district formed for the purpose of impoundment of water, any such change of boundaries shall be ratified before taking effect by the voters domiciled in the district and in any area proposed to be added to the district in the same manner as is required for the initial establishment of the district.

III. In the case of any district formed for the purpose of the supply of water for domestic and fire purposes, which may include the protection of sources of supply, any such change of boundaries shall be ratified before taking effect by the voters domiciled in the district and in any area proposed to be added to the district in the same manner as is required for the initial establishment of the district.

Source. 1853, 1421. GS 97:6. GL 107:6. 1887, 28:1. PS 53:4. PL 57:5. RL 70:5. RSA 52:5. 1975, 13:2. 2002, 174:2. 2003, 289:17, eff. Sept. 1, 2003.

Town Council

STAFF REPORT



To: Town Council

Title: Donati Street Bridge Route 93 Maintenance Project – Update on Closing the Bridge During Construction. John Bousquet from R.M. Piper will be available to Answer Any Questions.

Meeting: Town Council - 10 Apr 2024

Department: Community Development

Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

Continuing Discussion from the March 27th Town Council meeting where the Councilors voted but did not approve of closing the Donati Street Bridge. The Town Council requested confirmation that the Underhill School had no issues with closing the Bridge during construction. Councilor Lapierre requested that the Town Contact Underhill to get a current opinion on closing the bridge and to determine whether closing the bridge would impact bus transport time.

At the August 23, 2023 meeting of the Town Council, the Council voted to require the NHDOT to keep the Donati Bridge open for traffic during the course of construction. The reason for requiring the bridge to remain open was, in part, due to other construction projects that could occur during the same time period. As it turns out, both the Martins Ferry Road project and the Hooksett Road widening project will not begin until at least next spring (2025). This Donati Bridge project will take place this spring (2024) as soon as the spring term at Southern New Hampshire University ends (on April 28th). The contractor is requesting that the Council revisit their previous decision to keep the bridge open for construction.

John Bousquet, Vice President of R.M. Piper, Inc. requested that that they be allowed to temporarily close the bridge. Phased construction (allowing the project to be detoured) should take about 18-20 weeks, If the bridge is closed, the project should take about 10 -12 weeks to complete. Both scenarios assume an average amount of deck repair work. If more is found than anticipated, it will affect construction duration. Since this project is the only significant project being constructed in the area this summer. No other significant projects will interfere with or complicate the detour.

Attached are the two potential detour routes that could be used if the detour is allowed. Any detouring through the SNHU campus would require approval from SNHU.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Approval of the selected alternative as determined.

SUGGESTED MOTION:

Motion to rescind the prior votes of August 23, 2023 (to keep the bridge open during construction) and March 27, 2024 (a failed vote to approve the bridge closing),

Motion to approve the selected alternative as determined.

TOWN ADMINISTRATOR'S RECOMMENDATION:

If the information provided from the school regarding the impact of this project on their bus routes, then Council could consider the suggested motion.

ATTACHMENTS:

[001 Project Cover Sheet](#)

[002 Email Requesting Bridge Closure](#)

[003 Detour route Option 1](#)

[004 Hooksett 44098 Donati Drive detour plan DRAFT Opt 2](#)

[005 TC Meeting Minutes 7-26-23](#)

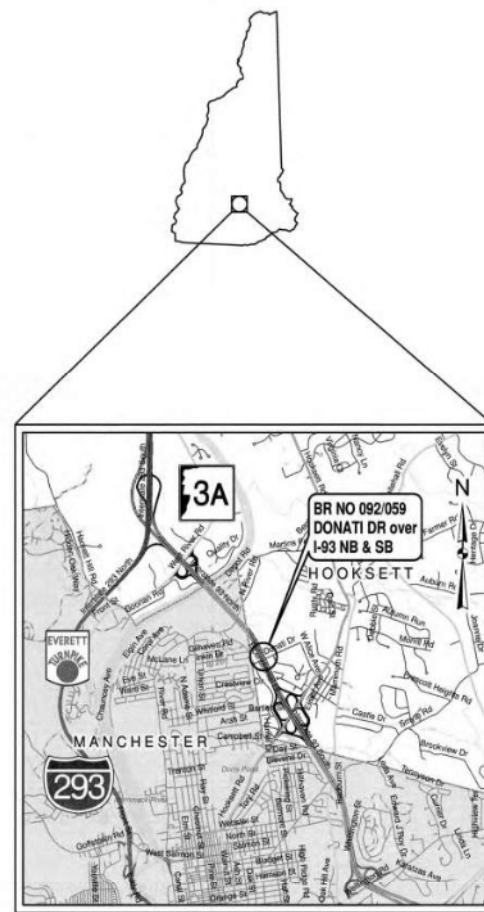
[006 TC Meeting Minutes 8-36-23](#)

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION PLANS
FEDERAL AID PROJECT**

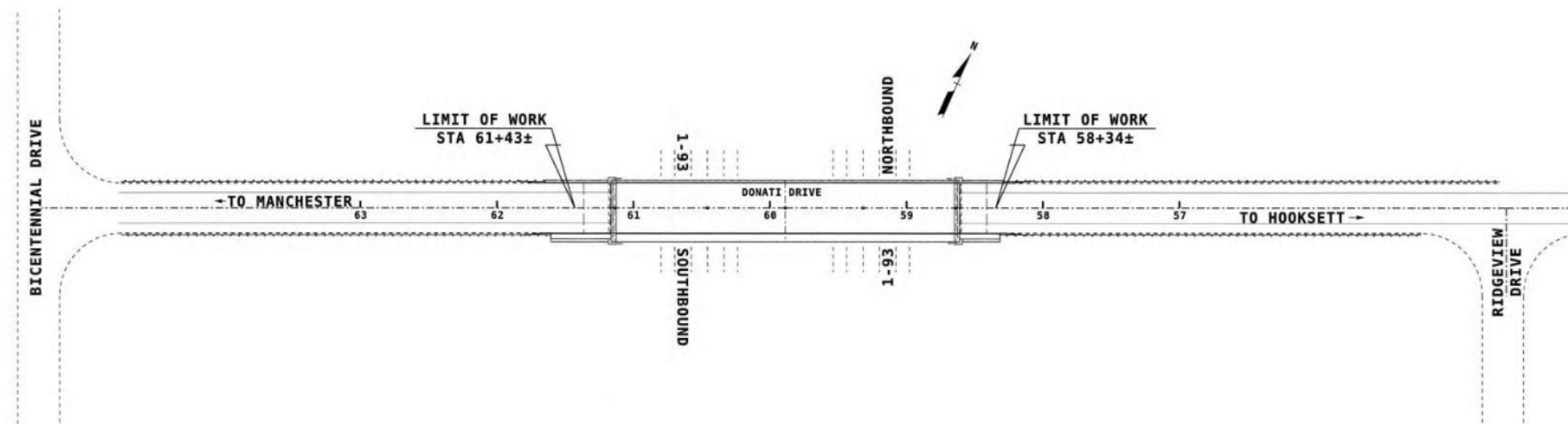
N.H. PROJECT NO. 44098

DONATI DRIVE

DESIGN DATA		
AVERAGE DAILY TRAFFIC 20	20	1866
AVERAGE DAILY TRAFFIC 30	42	2761
PERCENT OF TRUCKS		4
DESIGN SPEED		30
LENGTH OF PROJECT		255'



LOCATION MAP

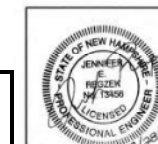


TOWN OF HOOKSETT

COUNTY OF MERRIMACK

SCALE: 1" = 50'


THESE PLANS HAVE BEEN REDUCED
PHOTOGRAPHICALLY TO
APPROXIMATELY 1/2 SCALE



NH-DO T THE STATE OF
NEW HAMPSHIRE
DEPARTMENT OF
TRANSPORTATION

RECOMMENDED FOR APPROVAL Win: M4 8/28/23
DIRECTOR OF PROJECT DEVELOPMENT DATE

APPROVED: [Signature] 8/23/23

		ASSISTANT COMMISSIONER AND CHIEF ENGINEER		DATE	
DRAWING NAME		FEDERAL PROJECT NO.	STATE PROJECT NO.	SHEET NO.	TOTAL SHEETS
44098fsc			44098	1	13

Bruce Thomas

From: John Bousquet <john.bousquet@rmpiper.com>
Sent: Tuesday, March 12, 2024 10:06 AM
To: Bruce Thomas
Cc: Rodrick, Kyle, Tedeschi, Gregory
Subject: Donati Bridge Rehab project
Attachments: Detour route.pdf; Project Cover Sheet.pdf

Hi Bruce,

As we discussed yesterday, R.M. Piper Inc. is under contract with the NHDOT to perform bridge preservation work to the Donati Bridge over Rte 93 this season.

Currently, the plan is to utilize phased construction, using traffic signals, maintaining traffic with an alternating, one way traffic pattern.

I have proposed to construct the project in one phase, utilizing a 1.5 mile detour. This detour will not begin until SNHU has completed the spring semester, currently scheduled for Sunday, April 28th.

I estimate that this will reduce the overall construction schedule, and impact to the traveling public, by six weeks, as opposed to phased construction.

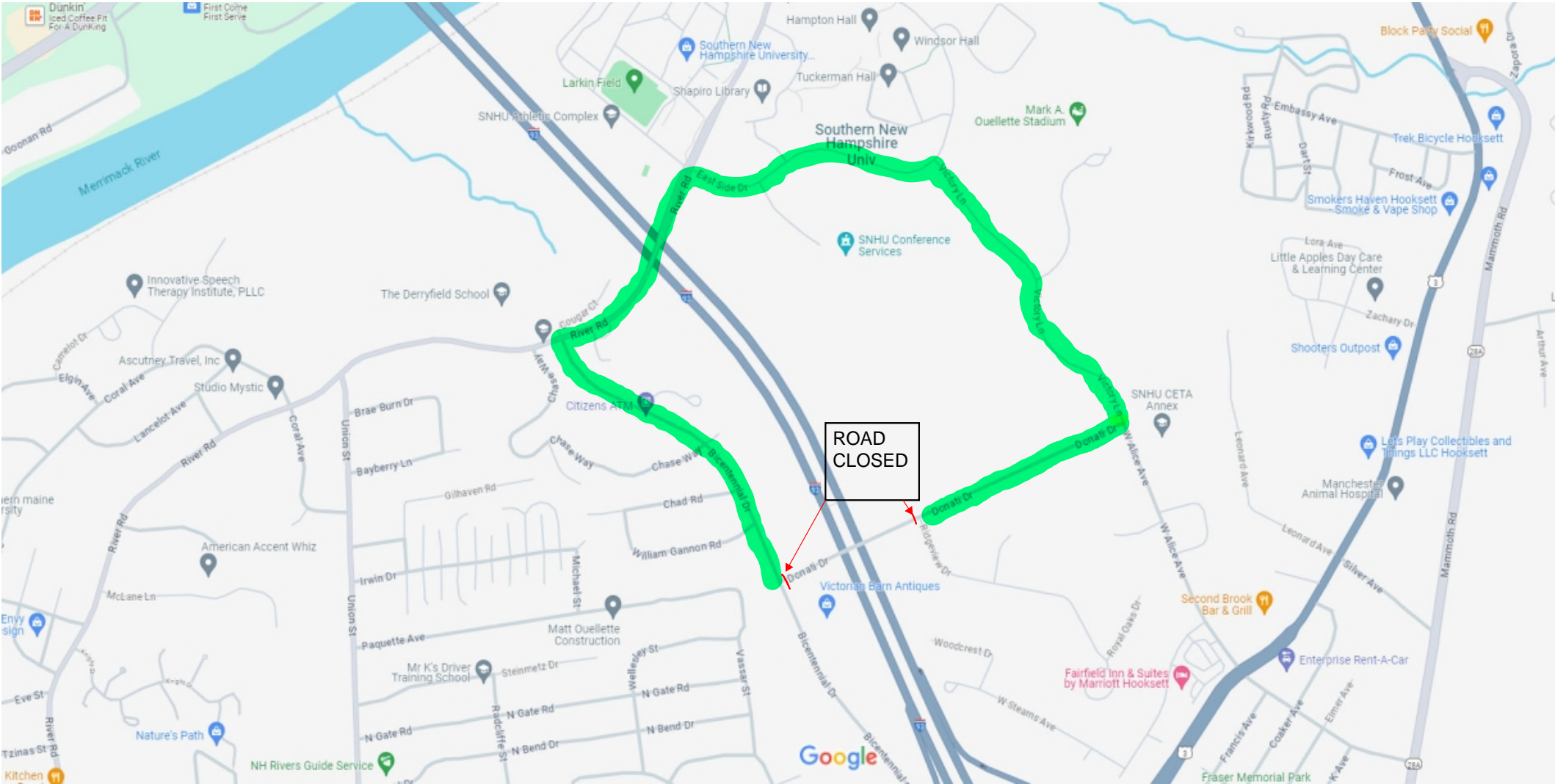
Please place me on the agenda to address the Town Council on March 28th to present my proposal.

Thanks.

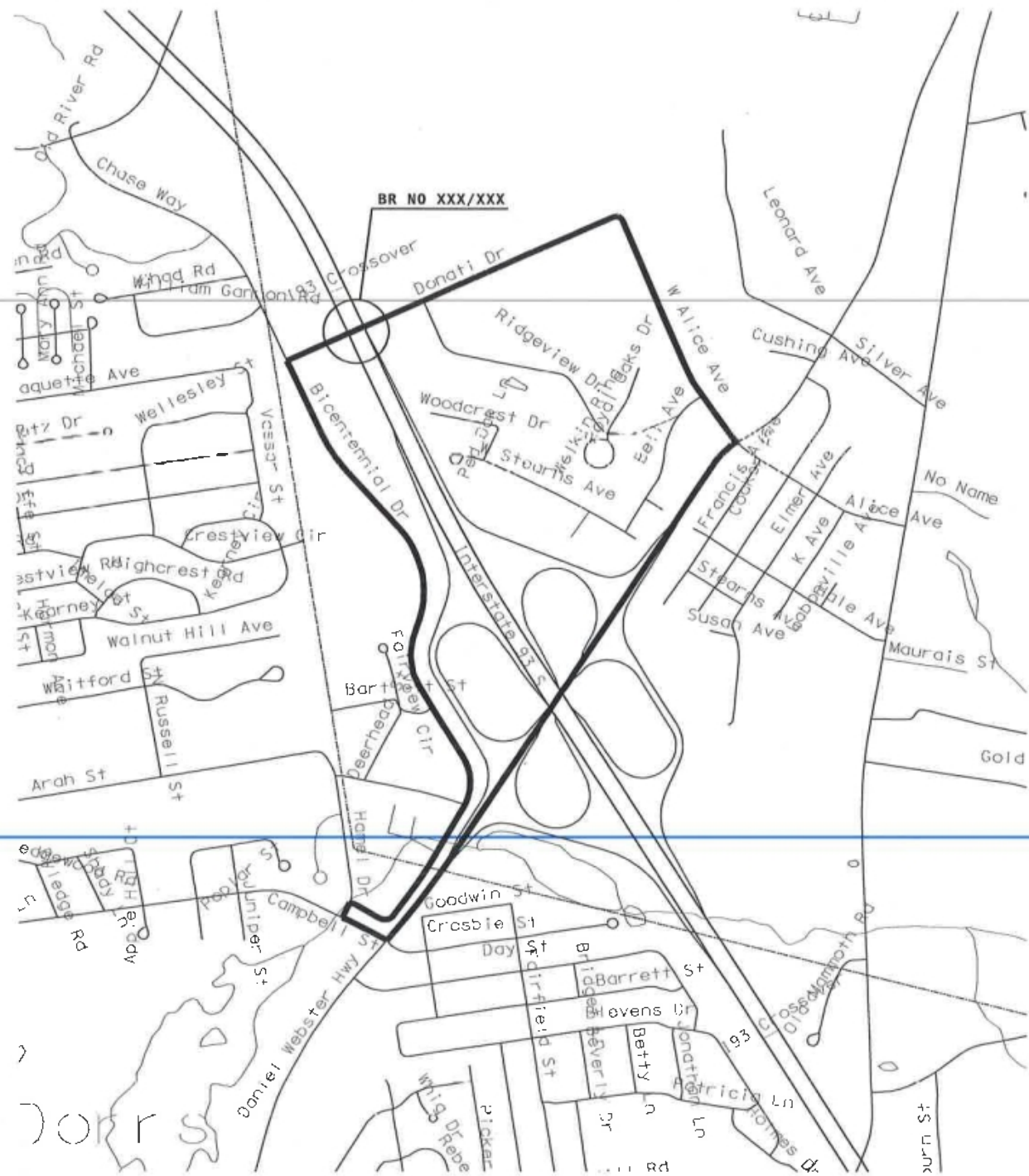
John C. Bousquet
Vice President

R.M. Piper Inc.
P.O. Box 490
Plymouth NH 03264

T 603-536-4154
C 603-481-0577



Map data ©2024 Google 500 ft



GRAPHIC SCALE

PLANS
SUBJECT TO CHANGE
 DATE 15-MAY-23

SUBDIRECTORY	DGN LOCATOR	SHEET SCALE
XX	44098Detour	AS NOTED

STATE OF NEW HAMPSHIRE									
DEPARTMENT OF TRANSPORTATION • BUREAU OF BRIDGE DESIGN									
TOWN HOOKSETT		BRIDGE NO. 0921059		STATE PROJECT		44098			
LOCATION DONATI DRIVE over I-93 NORTH & SOUTHBOUND									
DETOUR PLAN									
REVISIONS AFTER PROPOSAL		BY	DATE	CHECKED	BY	DATE	BRIDGE SHEET		
		XXX	XX/XX	XXX	XXX	XX/XX	XX of		
DESIGNED		XXX	XX/XX	CHECKED	XXX	XX/XX	FILE NUMBER		
DRAWN		XXX	XX/XX	CHECKED	XXX	XX/XX			
QUANTITIES		XXX	XX/XX	CHECKED	XXX	XX/XX			
ISSUE DATE		XX/XX	FEDERAL PROJECT NO.		SHEET NO.		TOTAL SHEETS		
REV. DATE		XX/XX			1		1		

Town of Hooksett
Town Council Meeting Minutes
Wednesday, July 26, 2023

TC mty w/ NHAAOT
7/26/23

The Hooksett Town Council met on Wednesday, July 26, 2023, at 6:00 in the Hooksett Municipal Building.

CALL TO ORDER

Chair Tsantoulis called the meeting of 26 Jul 2023 to order at (6:00) pm.

PROOF OF POSTING

Chair Timothy Tsantoulis provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Jodi Pinard, Councilor Randall Lapierre, Councilor David Boutin (left at 8:09), Councilor Timothy Tsantoulis, Councilor Keith Judge, and Councilor Alex Walczyk (arrived at 6:03).

Absent: Councilor Roger Duhaime, Councilor John Durand

PLEDGE OF ALLEGIANCE

AGENDA OVERVIEW

PUBLIC HEARINGS

Opened at 6:02 by T. Tsantoulis.

6.1 Public Hearing to accept a donation of dugouts for the upper softball fields at Donati Field from the Hooksett Youth Athletic Association (HYAA) to the Town of Hooksett for the Department of Public Works in the amount of \$10,467.06 per RSA 31:95-e, II.

G. Chambers- with HYAA, we have currently 4 dugouts at Donati. We have some that are getting repaired and some beyond repair that need to be replaced. There is a beautiful complex in CT, I reached out to the owner and he put me in touch with a guy who does dugouts with thick canvas. We would install fencing with the canvas wrapped around it, and then either plain on the top or the girls' softball logo on top. All in it is \$10,467 we are asking that the town take care of the fencing and we will take care of the canvas and Phil will do the demo.

B. Berthiaume- this was the original quote from HYAA, the town would do the demo and remove the structures. Then turn it over to HYAA to construct using Blue Ribbon Fence.

G. Chambers-If the town wants to lower this number and do some cost sharing, then we can rediscuss.

PH closed at 6:32

6.2 Public Hearing to accept a donation of \$14,000.00 from Amazon to the Hooksett Fire Department for the purchase of new fire equipment that will help them adequately service the Amazon site per RSA 31:95-b, III(a).

SCHEDULED APPOINTMENTS

9.1 NHDOT - Presentation on Donati Drive Bridge work in 2024

D. Scott- we are here to talk about a bridge preservation project Hooksett- Donati Drive.

R. Thomson- As part of the National Environmental Policy Act (NEPA) and other state and federal regulations, the NHDOT must investigate the potential impacts that our projects will have on the surrounding natural, cultural, and social environment. Identifying key resources early in the project development process enables the Department to avoid or minimize impacts as design proceeds. Part of the environmental review involves identifying historic resources. In accordance with Section 106 of the National Historic Preservation Act, the Department and the Federal Highway Administration are reviewing the project area in consultation with the NH Division of Historical Resources to determine if there are historic resources within the vicinity that would be impacted by the construction of this project. Historic properties can include buildings and structures fifty years old or older, as well as archaeological sites. In addition to age, it also must be determined if a structure maintains enough integrity to be eligible for the National Register of Historic Places. Please note that Section 106 of the National Historic Preservation Act offers those that possess a direct interest in historical resources, including town officials and Historical Societies, an opportunity to become more involved in an advisory role during project development as "Consulting Parties." Those interested would need to indicate so in writing to the Federal Highway Administration. Please see me after the meeting if you would like more information. We ask that if anyone has concerns about natural, cultural, or socioeconomic resources within or adjacent to the project area, they bring them to our attention tonight or contact us after this meeting.

D. Scott- the existing bridge was built in 1976. Constructed in 1976

256'-0" long IB-C

44'-3" bridge width

2,100 vehicles per day, 4% trucks

#10 on 2022 Tier 3&4 M&P List

Deck = 6, Super = 6, Sub = 7. The purpose and need Perform bridge preservation activities.

Bridge preservation activities will delay its regression to a lower condition state. Bridge deck received preservation in 1998. No other maintenance has been done since 1998. That work consists of Remove and replace bridge pavement and membrane. Partial and full depth deck repair. Replace expansion joints at each end of bridge. We propose to do the project in 2 phases. We are presenting here tonight a 2-phase project with 2 Reduce two lanes to one 12'-0" lane alternating two-way traffic Shift traffic to one side. Maintain single lane during construction.

- Reduce two lanes to one 12'-0" lane alternating two-way traffic

- Shift traffic to other side

- Maintain single lane during construction

Additional information

ROW

No ROW impacts

Utilities

No utility impacts

Environment

Anticipate NEPA by end of July 2023

No impacts to wetlands

No impacts to historic properties

No impacts to endangered species

Schedule

152 Ad Date - September 12, 2023

153 Bids Due - October 5, 2023

154 Completion Date - October 27, 2024

155 Construction Cost = \$1,000,000

156

157 D. Boutin- I think we should look at the 10-week option.

158

159 A. Garron- is there a preference from the DOT on what approach they choose?

160

161 D. Scott- our preference would be closure.

162

163 A. Garron- the 10-week time frame is that pretty solid?

164

165 D. Scott- that is pretty solid and in the contract.

166

167 T. Tsantoulis- if we were to agree to a bridge closure the project would take 10 weeks vs 20 weeks and
168 would save the tax payers roughly 200k, and if you were to come back to us in August, would you be
169 able to present to us where the traffic would be routed.

170

171 D. Scott- we send out invitations to the public, but typically the abutters, is there someone we should
172 also reach out to?

173

174 T. Tsantoulis- there is a private school and some businesses that are in the area that may want to
175 know.

176

177 D. Boutin- can we get the information available to us in our next packet.

178

179 J. Sullivan- this is just an informational hearing, would there be a PH?

180

181 D. Scott- in DOT world we would only hold a PH if we were taking property, and further discussion
182 would be had at your next meeting in August.

183

184 A. Garron- I know you are going to look at the detail in the report for the closure.

185

186 D. Scott- I also provided the municipal state agreement.

187

188 A. Walczyk- I think the PD and the FD should be in the loop for their input and the public works for
189 garbage collection.

190

191 F. Bishop 34 Mammoth Rd- for 30 years I lived in that area. the road thru the university is a private
192 road. that was once turned into a public road when in need. That might be a viable option to work out.

193

194 **CONSENT AGENDA**

195

196 **Recess- 7:04-7:09**

197

198 *J. Sullivan motioned to approve the consent agenda items 10.1 through 10.5 as presented;*
199 *seconded by K. Judge.*

200

201 **Vote in favor 6-0**

202

TC Meeting w/ N400T
8-23-23

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, August 23, 2023**

- 1
- 2
- 3 The Hooksett Town Council met on Wednesday, August 23, 2023 at 6:00 in the Hooksett
- 4 Municipal Building.
- 5
- 6 **1. CALL TO ORDER**
- 7 Chair Tsantoulis called the meeting of 23 Aug 2023 to order at 6:01 pm.
- 8
- 9 **2. PROOF OF POSTING**
- 10 Town Administrator, Andre Garron, provided proof of posting.
- 11
- 12 **3. ROLL CALL**
- 13 **In Attendance:** Councilor James Sullivan, Councilor John Durand, Councilor Randall
- 14 Lapierre, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Jodi Pinard, and
- 15 Councilor Alex Walczyk
- 16
- 17 **Absent:** Councilor Keith Judge
- 18
- 19 Councilor Roger Duhaime (arrived at 6:39 PM)
- 20
- 21 **4. PLEDGE OF ALLEGIANCE**
- 22
- 23 **5. AGENDA OVERVIEW**
- 24
- 25 D. Boutin: The goal of the consent agenda session is to address small donations. There are
- 26 five in this agenda. We should have a one line item for small donations received instead of all
- 27 individually.
- 28
- 29 T. Tsantoulis: We have not adopted that and we will not adopt it because the manner
- 30 presented is not correct. For this evening and until we adopt any new policy they will all be
- 31 handled as one if the council so desires.
- 32
- 33 D. Boutin: Are we going to move forward with it being as one item on the agenda?
- 34
- 35 T. Tsantoulis: We need to get clarification on that.
- 36
- 37 **6. PUBLIC HEARINGS**
- 38
- 39
- 40 Open Public hearing to obtain comments regarding the retention or sale of 17 town owned
- 41 properties (see new business item 14.4)
- 42
- 43 Robert Lind (9 Doris Drive): Map 27-114-6 and Map 26-114-17 are proposed lots for sale. In
- 44 1990 or 1991 when the development was built they made many wetland violations. Those lots
- 45 were deeded to the state as some kind of penalty. How did the town acquire them? What is
- 46 going to happen to the water from Whitehall Terrace that comes right toward us? What are you

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A. Derian: Would the town be amenable to organizing it so the sub-division can purchase it? You would leave it up to the neighborhood to bid on it. I think there would have to be some documentation.

R. Duhaime: I would love to see a park in that area. Maybe a walking path. It doesn't have to be sold.

7. SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hire

D. Fitzpatrick: A full time laborer, member of the library staff, and 3 firefighters have been hired.

8. PUBLIC INPUT - 15 MINUTES

Robert Lind: Thank you for listening. It is appreciated that you sent the notices out. Thank you for letting the public have an input.

9. SCHEDULED APPOINTMENTS

9.1 NHDOT - Continuation from 7/26/23 Meeting for more information on Donati Drive Bridge work in 2024

David L. Scott, PE showed the link to the former presentation. He also presented slides and discussed the project location, bridge preservation work, existing bridge details, purpose and need, maintenance of traffic - phase 1, maintenance of traffic - phase 2, close bridge and detour traffic (options 1 and 2), schedule and construction cost. He stated that he reached out to SNHU, Underhill and the Derryfield School and they have no objections. An issue came from public works directors regarding Friday closures that would add 15 minutes to trash collection. The fire department, Crown Trophy, and the Smoke Shop are not concerned about the closure.

J. Sullivan: This was discussed at the school district meeting and Underhill would meet their needs either way.

R. Duhaime: If we shut it down and there was a savings what would the state do with the savings?

D. Scott: Invest in other projects.

R. Duhaime: Would the money savings go to Hooksett?

D. Scott: It would go to the rest of the state.

236 A. Garron: Given your timeframe of April to October, the town has the Martins Ferry Project. If
237 that happens at the same time that could impact whether this is phased or shut down.

238

239 T. Tsantoulis: When you came here the first time the council asked that you come back with a
240 closure plan. It became more obvious that not closing the bridge would be more beneficial to
241 us as there is going to be other work going on.

242

243 D. Scott: If that project is going on it is valid to put in the two phases of construction.

244

245 ***J. Sullivan motioned to approve the DOT project for the Donati bridge and require that it***
246 ***be a 2 phase process with no closure. Seconded by D. Boutin. Based on additional*** ✱
247 ***information on the other project and on Martins Ferry Road and cannot be directed***
248 ***solely to Hooksett and there is no concern by anyone this would be the prudent way to***
249 ***go.***

250

251 J. Durand: What would the time frame be?

252

253 D. Boutin: We have to let the contractor know how he is going to bid so we need to know
254 today.

255

256 **Roll Call Vote #2**

257 ***R. Duhaime - No***

258 ***J. Durand - No***

259 ***D. Boutin - Yes***

260 ***R. Lapierre - Yes***

261 ***A. Walczyk - Yes***

262 ***J. Pinard - Yes***

263 ***K. Judge - NP***

264 ***J. Sullivan - Yes***

265 ***T. Tsantoulis - Yes***

266

267 **Vote in favor 6-2.**

268

269 D. Scott: Regarding a municipal agreement, there are some communities that have local laws
270 on the books that they need to provide police presence. State authority allows us to maintain
271 traffic control and we would like an authorization signed that the state is able to maintain traffic
272 control.

273

274 T. Tsantoulis: We do not have any restrictions.

275

276 D. Scott: Can I reach out to the town administrator for a signature on the agreement?

277

278 T. Tsantoulis: Yes.

279

280 **9.2 Jude Nuru and Dan Weeks, ReVision Energy - Present Options for Solar**
281 **Array at landfill site.**

282

Town Council
STAFF REPORT



To: Town Council
Title: Annual Update from the Heritage Commission - Tony Lacasse, Chair
Meeting: Town Council - 10 Apr 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 Heritage Commission will formally brief the council on their efforts and events at the April 10th meeting.

RECOMMENDATION:

Listen to an update from Tony Lacasse and ask questions as necessary.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Annual update as to the activities of the Heritage Commission

Town Council
STAFF REPORT



To: Town Council
Title: Hooksett Old Home Day September 2024 and 2025
Meeting: Town Council - 10 Apr 2024
Department: Administration
Staff Contact: Geraldine Ciardelli, Executive Assistant

BACKGROUND INFORMATION:

Hooksett Old Home Day is set for the third Saturday in September. The dates are September 21, 2024 and September 20, 2025.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to the presentation by Carrie Hyde regarding this annual event.

Town Council
STAFF REPORT



To: Town Council
Title: Hooksett Youth Athletic Association - Brian Soucy
Meeting: Town Council - 10 Apr 2024
Department: Administration
Staff Contact: Geraldine Ciardelli, Executive Assistant

BACKGROUND INFORMATION:

Brian Soucy would like to address Town Council regarding the HYAA, the town fields and the budgetary issues as they effect the upkeep of the fields.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Listen to Brian Soucy regarding the HYAA and the town fields

TOWN ADMINISTRATOR'S RECOMMENDATION:

Listen to Brian Soucy regarding the HYAA and the town fields

Town Council STAFF REPORT



To: Town Council
Title: Donation(s) to the Town of Hooksett for the 2024 Hooksett Employee Appreciation Luncheon per RSA 31:95-b III (b) and RSA 31:95-e II
Meeting: Town Council - 10 Apr 2024
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

Annually the Town Council hosts an employee appreciation luncheon. The Council, at their meeting of March 27, 2024, approved this year's event on Thursday, April 18, 2024 12:00-2:00pm at the Hooksett Public Library and have invited 160 active employees. After the event, department heads will make the decision to close for the remainder of this day based on operations.

Possible donation(s):

- food/drinks/set-up items for the luncheon
- gift cards/other items to be distributed to the employees at the event via a raffle

The Town Council to accept the donations at this last Council meeting before the event. Town may receive donations through to the day of the event.

FINANCIAL IMPACT:

Possible donation(s) and CY2023-2024 \$1,500.00 budget line #001-100.4130-800.010

POLICY IMPLICATIONS:

N/A

RECOMMENDATION:

Recommend that the Town Council accept donation(s) to the Town of Hooksett for the 2024 Hooksett Employee Appreciation luncheon through the day of the event per RSA 31:95-b III (b) and RSA 31:95-e II.

SUGGESTED MOTION:

Motion to accept donation(s) to the Town of Hooksett for the 2024 Hooksett Employee Appreciation luncheon through the day of the event per RSA 31:95-b III (b) and RSA 31:95-e II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

Town Council STAFF REPORT



To: Town Council
Title: Town of Hooksett to Proclaim National Small Business Week from April 29th – May 3rd, 2024
Meeting: Town Council - 10 Apr 2024
Department: Administration
Staff Contact: Geraldine Ciardelli, Executive Assistant

BACKGROUND INFORMATION:

The New Hampshire Office of the U.S Small Business Administration is celebrating National Small Business Week from April 29th – May 3rd.

Apparel Impact, 3 Crane Way, Hooksett, won the Veteran Owned Small Business Award For New Hampshire. On April 3rd Wednesday 9:05am our local SBA will congratulate Joseph Whitten and Ken Whitten for winning Veteran Owned Award.

As part of the celebration, they are asking each city and town in New Hampshire to declare that week "National Small Business Week" by completing the attached proclamation.

Also they will having the 2024 SBA Small Business Week Awards Celebration on Tuesday, April 30, 2024.

The registration flyer and template for the proclamation are attached.

RECOMMENDATION:

Motion to Proclaim National Small Business Week from April 29th – May 3rd and sign the Proclamation.

SUGGESTED MOTION:

Motion to Proclaim National Small Business Week from April 29th – May 3rd and sign the Proclamation.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[2024 Small Business Awards FLYER - Registration Open](#)
[SBA Hooksett Proclamation - TT Chair](#)



U.S. Small Business
Administration

THE 2024 SBA SMALL BUSINESS WEEK AWARDS CELEBRATION

**TUESDAY, APRIL 30, 2024
8:30 A.M. TO 11:30 A.M.**

BROUGHT TO YOU BY

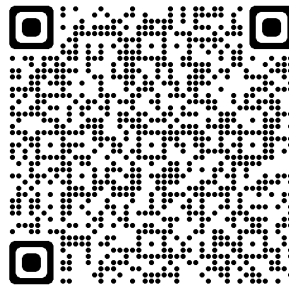
**THE NEW HAMPSHIRE OFFICE OF THE
U.S. SMALL BUSINESS ADMINISTRATION**

**LOCATION:
TUPELO MUSIC HALL
10 A STREET, DERRY**

BREAKFAST BUFFET

[Small Business Week Awards 2024 Registration](#)

**OR CONTACT CHERYL CROTO, CHERYL.CROTO@SBA.GOV FOR
MORE INFORMATION.**



National Small Business Week 2024 Proclamation Town of Hooksett, NH

WHEREAS the resilience of American small businesses continues to drive America's strongest economic growth in almost 40 years, fostering the competition and innovation that creates opportunities for families, workers, and neighborhoods; and

WHEREAS small businesses are the backbone of our communities and the American economy, employing more than half of our Nation's workers, enriching our Main Streets, making parts and products in America to fuel our supply chains, building our Nation's infrastructure, and innovating and inventing the products of tomorrow; and

WHEREAS the historic investments made through the President's American Rescue Plan, Infrastructure Investment and Jobs Act, CHIPS and Science Act, and Inflation Reduction Act are ensuring small businesses can access federal capital support, technical assistance, contracting opportunities, and other resources to help lead the way as we rebuild America's roads and bridges and build a clean energy economy for the future; and

WHEREAS when we support small businesses, jobs are created, and local communities preserve their unique culture and enjoy new opportunities to build generational wealth; and

WHEREAS entrepreneurship continues to be one of the best pathways to the American Dream, evidenced by the historic small business boom, with a record 16.5 million Americans applying to start a business since January 20, 2021, including 5.5 million last year; and

WHEREAS by renewing our commitment to supporting small businesses, we can maintain our global competitiveness and build a stronger Nation where everyone can succeed - from the bottom up and middle out; and

WHEREAS the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and

WHEREAS the Town of Hooksett, NH supports and joins in this national effort to recognize the contributions of small businesses to the American economy and their importance in ensuring that our local communities remain as vibrant tomorrow as they are today.

NOW, THEREFORE, I, Timothy Tsantoulis, Town Council Chairman, Town of Hooksett, NH, do hereby proclaim April 28 through May 4, 2024, as

NATIONAL SMALL BUSINESS WEEK

Dated _____ (day) _____ of _____ (month) _____, 2024.



*Timothy Tsantoulis, Town Council Chairman
Town of Hooksett, NH*

Town Council
STAFF REPORT



To: Town Council
Title: Budget Transfer #2024-04 in the amount of \$999.00 from DPW's Fleet budget to Admin's Computer budget.
Meeting: Town Council - 10 Apr 2024
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Transfer needed to fund replacement tablet for DPW's Fleet Division to support software for the TEXA diagnostic tool used to troubleshoot vehicle check engine lights for large trucks.

Fleet New Equipment line is under spent as of 3/20/24 by \$6,935.00 or 69%.

FINANCIAL IMPACT:

No fiscal impact

SUGGESTED MOTION:

Motion to authorize the Chairman to sign Budget Transfer #2024-04 in the amount of \$999.00 from DPW's Fleet budget to Admin's Computer budget.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion

ATTACHMENTS:

[Transfer 2024-04](#)

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2024-04

Please explain the purpose of this transfer request: Transfer needed to fund replacement tablet for DPW's Fleet Division to support software for the TEXA diagnostic tool used to troubleshoot vehicle check engine lights for large trucks.

Fleet New Equipment line is under spent as of 3/20/24 by \$6,935.00 or 69%.

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


Account #	Description	Current Budget	Amount Added	New Budget
001-100.4150-751.000	Comp New Equipment	22,032.00	999.00	23,031.00
Total			999.00	

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

Account #	Description	Current Budget	Amount Reduced	New Budget
001-450.4319-751.000	FLEET New Equipment	10,000.00	(999.00)	9,001.00
Total			(999.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

Budget Check Results



001 / 504319 / 51,000 FLEE NEW EQUIPMENT

Account Category Expenditures
 Information As Of 06/30/2024
 Budget Check Type Check Individual GL Numbers

Budget Footnotes	0
Amended Budget	\$10,000.00
Activity to Date	<u>\$33,650.00</u>
Encumbered	\$0.00
Other	\$0.00
Total Available	\$6,000.00
Amount Requested	\$0.00
Remaining Available	\$6,000.00

Town Council
STAFF REPORT



To: Town Council
Title: Budget Transfer #2024-05 in the amount of \$2,599.00 from Police's budget to Admin's Computer budget.
Meeting: Town Council - 10 Apr 2024
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

Transfer needed to purchase a First-net cellular modem to serve as a backup for the internet service to the Safety Center. This modem will be utilized when the Comcast connection fails, which has happened several times over the past year. When the Comcast connection fails the internet will automatically be switched over to the First-net modem which will provide broadband speeds to the Police and Fire departments allowing them to maintain workflow.

PD Full-time employees' line is under spent as of 3/22/24 by \$1,029,246.63 or 34%. The target balance as of this date should be 29%.

FINANCIAL IMPACT:

No fiscal impact

SUGGESTED MOTION:

Motion to authorize the Chairman to sign Budget Transfer #2024-05 in the amount of \$2,599.00 from Police's budget to Admin's Computer budget.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

ATTACHMENTS:

[Transfer 2024-05](#)

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2024-05

Please explain the purpose of this transfer request: Transfer needed to purchase a first-net cellular modem to serve as a backup for the internet service for the Safety Center. This modem will be utilized when the comcast connection fails, which has happened several times over the past year. When the comcast connection fails the internet will automatically be switched over to the first-net modem which will provide broadband speeds to the Police and Fire departments allowing them to maintain workflow.

PD Full-time employees' line is under spent as of 3/22/24 by \$1,029,246.63 or 34%. The target balance as of this date should be 29%.


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

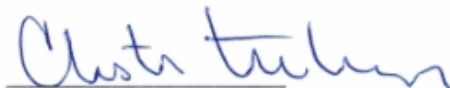
Account #	Description	Current Budget	Amount Added	New Budget
001-100.4150-751.000	COMP New Equipment	23,031.00	2,599.00	25,630.00
Total			2,599.00	

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

Account #	Description	Current Budget	Amount Reduced	New Budget
001-400.4210-111.000	PD Full-time Employees	3,079,846.00	(2,599.00)	3,077,247.00
Total			(2,599.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

Budget Check Results



001 400.4230 131 000 PD FULL TIME EMPLOYEES

Account Category Expenditures

Information As Of 06/30/2024

Budget Check Type Check Individual GL Numbers

Budget Footnotes



Amended Budget \$3,079,846.00

Activity to Date \$2,050,599.37

Encumbered \$0.00

Other \$0.00

Total Available \$1,029,246.63

Amount Requested \$0.00

Remaining Available \$1,029,246.63

Town Council

STAFF REPORT



To: Town Council
Title: Selection of the Town's Independent Auditors
Meeting: Town Council - 10 Apr 2024
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

The Town's Charter states in Sec. 5.9 Independent Audit, "Council shall request a new auditing firm perform an Independent Audit of the Town every five (5) years." The Town has used Vachon Clukay & Company to perform the Town's independent audit for the past five years from FY 2018 to FY 2023.

The Request for Proposals (RFP) was sent out in February and asked firms to estimate costs for three years, for both the Town and Sewer. I sent an email to four auditing firms in the State notifying them of this RFP in February, but unfortunately the town only received one proposal. In speaking to several colleagues, auditing firms have seen a decline in the number of people entering and staying in the accounting field. Many firms just don't have the capacity to pick up new clients.

Plodzick & Sanderson proposed costs are as follows:

	FY 2023-24	FY 2024-25	FY 2025-26
Town	19,000.00	20,225.00	21,430.00
Sewer	<u>4,500.00</u>	<u>4,775.00</u>	<u>5,070.00</u>
Total annual cost	\$23,500.00	\$25,000.00	\$26,500.00

The Town has used Plodzick & Sanderson P.A. in the past, most recently in FY 2011 to FY 2016. They have always provided excellent service to the Town. They currently audit the City of Lebanon, Somersowrth, the Town of Durham and the Hooksett SAU. Both Hookset library and the wastewater office staff feel very comfortable recommending Plodzick & Sanderson P.A. as the Town's independent auditing firms.

FINANCIAL IMPACT:

The request for proposals asked firms to estimate costs for three years, for both Town and Wastewater. These are estimates, the actual audit costs could be more or less depending on the circumstances.

The following chart summarizes the budget shortfall for next year's budget:

	Town	Wastewater
Budgeted funds in FY 2024-25	\$18,000.00	\$ 4,000.00
Proposed costs	<u>19,000.00</u>	<u>4,500.00</u>
Budget shortfall	\$ 1,000.00	\$ 500.00

RECOMMENDATION:

I'm recommending awarding the contract to Plodzik & Sanderson P.A. They have provided outstanding service for the Town in the past.

SUGGESTED MOTION:

Motion to authorize the Town Administrator to engage with Plodzik & Sanderson P.A. for the Town's independent audit for years ending June 30, 2024, 2025 and 2026 with the possibility of two one-year extensions.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

Town Council STAFF REPORT



To: Town Council
Title: 2021 Tax Deed Discussion
Meeting: Town Council - 10 Apr 2024
Department: Office of the Tax Collector
Staff Contact: Kimberly Blichmann, Tax Collector

BACKGROUND INFORMATION:

Regarding properties from 2021 that are eligible for Tax Deeding due to unpaid Property Tax per RSA 80:76, we must inform property owners via certified mail of our intention to Tax Deed their properties. This process is both time-consuming and costly. To exercise fiscal prudence, I am requesting the Town Council to evaluate the list and determine which properties will receive deed waivers. These properties will be exempt from the certified mail requirement. It's important to note that the Town Council retains the option to review properties that have been deed waived at any time. Some properties have received deed waivers in previous years; this is a recurring annual process. Further details will be provided in hard copy at the upcoming meeting.

FINANCIAL IMPACT:

TBD

RECOMMENDATION:

Town Council will review the list and determine **(by the next Town Council meeting on April 27, 2024)** which properties are to be issued a Tax Deed waiver.

SUGGESTED MOTION:

Motion to select properties for a Tax Deed waiver and have the Council Chairman sign the Tax Deed waivers

TOWN ADMINISTRATOR'S RECOMMENDATION:

Review the list of properties proposed (take the needed time to determine the final list), and decide how best Council wants to move forward with this request.

ATTACHMENTS:

[Tax Deed Worksheet 04102024 TC](#)

04/02/24 11:49

Town of Hooksett

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TAX DEED WORKSHEET
Sequences By: Taxpayer Name Range: First to Last
Levy Year: 2021

* Charges to be added

OWNER OR PERSON TAXED AND DESCRIPTION OF REAL ESTATE	VOLUME & PAGE	DATE OF EXECUTION	LIEN AMOUNT	AMOUNT DUE	LINKED ACCTS
PROPERTY: 004697 L/B 190 LONDONDERRY TURNPIKE MAP/LOT#: 0043-0002 OWNER: 018015 190 LONDONDERRY TPK LLC	3637 2761	05/07/22	L 8,662.45 I 2,598.26 C 92.00 O 0.00	T 11,352.71 * 77.00 G 11,429.71	MORTGAGE HOLDER(S)
PROPERTY: 001955 B/O 49 GARY AVENUE MAP/LOT#: 0018-0014-0049 OWNER: 011938 DANIEL BETTEZ	3180 1106	05/07/22	L 383.14 I 103.68 C 0.00 O 0.00	T 486.82 * 39.00 G 525.82	
PROPERTY: 000343 L/B 5 ROWES CORNER LANE MAP/LOT#: 0015-0070 OWNER: 000280 ESTATE OF RONALD A. BLACK	0 0	05/07/22	L 1,082.77 I 324.77 C 20.00 O 0.00	T 1,427.54 * 39.00 G 1,466.54	
PROPERTY: 000346 L/B 2 ROWES CORNER LANE MAP/LOT#: 0015-0074 OWNER: 000280 ESTATE OF RONALD A. BLACK	0 0	05/07/22	L 1,560.71 I 468.13 C 20.00 O 0.00	T 2,048.84 * 39.00 G 2,087.84	
PROPERTY: 002453 B/O 55 GARY AVENUE MAP/LOT#: 0018-0014-0055 OWNER: 001811 GILLIAN CAYES	2619 0063	05/07/22	L 339.11 I 101.71 C 38.00 O 0.00	T 478.82 * 39.00 G 517.82	
PROPERTY: 004402 L/B 5 OAK HILL ROAD MAP/LOT#: 0025-0017 OWNER: 001758 RONALD D. CLARKE OWNER2: 006753 ESTATE OF TRACY L. CLARKE	2020 1047	05/07/22	L 5,335.66 I 1,600.41 C 20.00 O 0.00	T 6,956.07 * 58.00 G 7,014.07	MORTGAGE HOLDER(S)
PROPERTY: 005978 B/O 1465 HOOKSETT ROAD 1332 MAP/LOT#: 0014-0014-1332 OWNER: 009315 PAMELA CURRIER	3033 1097	05/07/22	L 299.79 I 89.92 C 38.00 O 0.00	T 427.71 * 39.00 G 466.71	
PROPERTY: 001989 B/O 70 MARLETTE AVENUE MAP/LOT#: 0018-0014-0070 OWNER: 012355 RALPH L. CURTIS IV OWNER2: 012356 TRACIE L. CURTIS	3245 1614	05/07/22	L 369.50 I 110.83 C 20.00 O 0.00	T 500.33 * 39.00 G 539.33	
PROPERTY: 000996 L/B 11 WEST STEARNS AVENUE MAP/LOT#: 0044-0024 OWNER: 000796 DONALD M. DANCAUSE	00000 0	05/07/22	L 4,544.79 I 1,363.19 C 20.00 O 0.00	T 5,927.98 * 39.00 G 5,966.98	

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Town of Hooksett

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TAX DEED WORKSHEET
Sequences By: Taxpayer Name Range: First to Last
Levy Year: 2021

* Charges to be added

OWNER OR PERSON TAXED AND DESCRIPTION OF REAL ESTATE	VOLUME & PAGE	DATE OF EXECUTION	LIEN AMOUNT	AMOUNT DUE	LINKED ACCTS
PROPERTY: 000304 L/B 487 WEST RIVER ROAD MAP/LOT#: 0005-0049 OWNER: 004064 ROBERT P. DUHAIME	3032 0603	05/07/22	L 4,856.94 I 1,456.82 C 38.00 O 0.00	T 6,351.76 * 39.00 G 6,390.76	
PROPERTY: 001344 B/O 1560 HOOKSETT ROAD C1B MAP/LOT#: 0013-0047-000C-1-B OWNER: 013088 GERALD F. FENNELL OWNER2: 013089 PAUL F. HARRINGTON	3324 0895	05/07/22	L 1,185.51 I 355.59 C 20.00 O 0.00	T 1,561.10 * 39.00 G 1,600.10	
PROPERTY: 001444 L/B 8 ROWES CORNER LANE MAP/LOT#: 0015-0058 OWNER: 007413 ESTATE OF HENRY J. FITZ	0 0	05/07/22	L 4,756.36 I 1,426.65 C 20.00 O 0.00	T 6,203.01 * 58.00 G 6,261.01	MORTGAGE HOLDER(S)
PROPERTY: 001441 L/O ROWES CORNER LANE MAP/LOT#: 0015-0042 OWNER: 001123 MARGARET FITZ	0 0	05/07/22	L 1,763.70 I 529.01 C 20.00 O 0.00	T 2,312.71 * 58.00 G 2,370.71	MORTGAGE HOLDER(S)
PROPERTY: 001445 L/B 347 WHITEHALL ROAD MAP/LOT#: 0015-0061 OWNER: 002171 RICHARD A. FITZ	2379 0661	05/07/22	L 1,204.36 I 361.24 C 20.00 O 0.00	T 1,585.60 * 39.00 G 1,624.60	
PROPERTY: 004445 L/O 26 CHESTER TURNPIKE MAP/LOT#: 0015-0062 OWNER: 002171 RICHARD A. FITZ	2949 1636	05/07/22	L 1,301.25 I 390.30 C 20.00 O 0.00	T 1,711.55 * 39.00 G 1,750.55	
PROPERTY: 001513 B/O 3 CARPENTER STREET MAP/LOT#: 0039-0001-0019 OWNER: 017735 TINA GORDON	3626 1872	05/07/22	L 109.03 I 32.70 C 38.00 O 0.00	T 179.73 * 39.00 G 218.73	
PROPERTY: 001682 L/B 100 FARMER ROAD MAP/LOT#: 0026-0039 OWNER: 011774 SARAH B. GOULD	3611 0583	05/07/22	L 7,706.99 I 2,311.67 C 20.00 O 0.00	T 10,038.66 * 39.00 G 10,077.66	
PROPERTY: 006090 L/O HOOKSETT ROAD MAP/LOT#: 0014-0014 OWNER: 013320 C/O MARC PINA GRANITE HDC LLC	3359 0392	05/07/22	L 10,426.41 I 3,127.35 C 92.00 O 0.00	T 13,645.76 * 39.00 G 13,684.76	

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Town of Hooksett

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T A X D E E D W O R K S H E E T
Sequences By: Taxpayer Name Range: First to Last
Levy Year: 2021

* Charges to be added

OWNER OR PERSON TAXED AND DESCRIPTION OF REAL ESTATE	VOLUME & PAGE	DATE OF EXECUTION	LIEN AMOUNT	AMOUNT DUE	LINKED ACCTS
PROPERTY: 001773 L/B 1 HERITAGE DRIVE MAP/LOT#: 0026-0051 OWNER: 001363 ESTATE OF BARBARA GRENIER	0000 0	05/07/22	L 5,966.25 I 1,789.55 C 38.00 O 0.00	T 7,793.80 * 77.00 G 7,870.80	MORTGAGE HOLDER(S)
PROPERTY: 004950 L/O THAMES ROAD MAP/LOT#: 0014-0014-THAM OWNER: 007546 HOOKSETT DEVELOPMENT LLC	2435 0282	05/07/22	L 94.02 I 28.20 C 110.00 O 0.00	T 232.22 * 134.00 G 366.22	MORTGAGE HOLDER(S)
PROPERTY: 006133 L/O HOOKSETT ROAD MAP/LOT#: 0014-0014-000B OWNER: 007546 HOOKSETT DEVELOPMENT LLC	2322 0176	05/07/22	L 20,788.70 I 6,235.47 C 92.00 O 0.00	T 27,116.17 * 39.00 G 27,155.17	
PROPERTY: 005109 L/B 3 ALDERWOOD COURT MAP/LOT#: 0026-0003-0001 OWNER: 007121 MARION JACOBI REV TRUST	2178 1919	05/07/22	L 9,185.15 I 2,755.04 C 20.00 O 0.00	T 11,960.19 * 39.00 G 11,999.19	
PROPERTY: 003356 B/O 5 EMBASSY AVENUE MAP/LOT#: 0039-0001-0007 OWNER: 000362 SUZY LABIB	2414 1113	05/07/22	L 1,291.45 I 387.36 C 38.00 O 0.00	T 1,716.81 * 58.00 G 1,774.81	MORTGAGE HOLDER(S)
PROPERTY: 006134 L/O HOOKSETT ROAD MAP/LOT#: 0014-0014-000A OWNER: 008601 LAND ACQUISITION LLC WARRANT: 013450 FIRST HOOKSETT GH ASSOCIATES	3839 2886	05/07/22	L 9,325.52 I 2,797.15 C 20.00 O 0.00	T 12,142.67 * 39.00 G 12,181.67	WARRANTED OWNER
PROPERTY: 002615 L/B 64 WHITEHALL ROAD MAP/LOT#: 0026-0118 OWNER: 001949 ESTATE OF WILLIAM LAVALLEY JR	1390 0168	05/07/22	L 2,736.32 I 640.75 C 0.00 O 0.00	T 3,377.07 * 58.00 G 3,435.07	MORTGAGE HOLDER(S)
PROPERTY: 003113 B/O 1465 HOOKSETT ROAD 160 MAP/LOT#: 0018-0049-0160 OWNER: 022099 KATHERINE MARIE MCDONALD WARRANT: 002290 ESTATE OF SHARON MCDONALD	2022 -1312	05/07/22	L 2,802.79 I 840.68 C 38.00 O 0.00	T 3,681.47 * 39.00 G 3,720.47	WARRANTED OWNER
PROPERTY: 001269 B/O 1 CARPENTER STREET MAP/LOT#: 0039-0001-0017 OWNER: 011097 FREDERICK MCKINNEY	3070 0640	05/07/22	L 1,170.53 I 351.09 C 20.00 O 0.00	T 1,541.62 * 39.00 G 1,580.62	

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Town of Hooksett

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T A X D E E D W O R K S H E E T
Sequences By: Taxpayer Name Range: First to Last
Levy Year: 2021

* Charges to be added

OWNER OR PERSON TAXED AND DESCRIPTION OF REAL ESTATE	VOLUME & PAGE	DATE OF EXECUTION	LIEN AMOUNT	AMOUNT DUE	LINKED ACCTS
PROPERTY: 000560 B/O 6 DART STREET MAP/LOT#: 0039-0001-0067 OWNER: 021890 KEVIN P. MCLYNCH OWNER2: 021891 GAYE M. IVERSON WARRANT: 002100 ESTATE OF LEO O. BELEC JR	3841 119	05/07/22	L 2,074.65 I 622.28 C 20.00 O 0.00	T 2,716.93 * 39.00 G 2,755.93	WARRANTED OWNER
PROPERTY: 000774 L/B 11 BENTON ROAD MAP/LOT#: 0030-0001 OWNER: 019240 NHSD HOLDINGS LLC	3709 0806	05/07/22	L 69,379.63 I 20,810.09 C 92.00 O 0.00	T 90,281.72 * 115.00 G 90,396.72	MORTGAGE HOLDER(S)
PROPERTY: 002758 B/O 19 VINDALE ROAD MAP/LOT#: 0039-0001-0131 OWNER: 015255 K. G. PEDERSEN	3835 190	05/07/22	L 1,290.26 I 239.69 C 0.00 O 0.00	T 1,529.95 * 39.00 G 1,568.95	
PROPERTY: 003636 L/O 523 WEST RIVER ROAD MAP/LOT#: 0001-0002-0001 OWNER: 002695 PLOURDE SAND & GRAVEL CO.	3486 1697	05/07/22	L 9,095.04 I 2,728.01 C 56.00 O 0.00	T 11,879.05 * 115.00 G 11,994.05	MORTGAGE HOLDER(S)
Property not subject to tax deedding per Bankruptcy code 362 (a)					
PROPERTY: 003637 L/B 527 WEST RIVER ROAD MAP/LOT#: 0001-0002-0002 OWNER: 002695 PLOURDE SAND & GRAVEL CO.	0 0	05/07/22	L 74,088.97 I 22,222.63 C 56.00 O 0.00	T 96,367.60 * 115.00 G 96,482.60	MORTGAGE HOLDER(S)
Property not subject to tax deedding per Bankruptcy code 362 (a)					
PROPERTY: 003638 L/O WEST RIVER ROAD MAP/LOT#: 0001-0002-0003 OWNER: 002695 PLOURDE SAND & GRAVEL CO.	0 0	05/07/22	L 18.06 I 5.42 C 56.00 O 0.00	T 79.48 * 115.00 G 194.48	MORTGAGE HOLDER(S)
Property not subject to tax deedding per Bankruptcy code 362 (a)					
PROPERTY: 003639 L/O WEST RIVER ROAD MAP/LOT#: 0001-0002-0004 OWNER: 002695 PLOURDE SAND & GRAVEL CO.	0 0	05/07/22	L 18.06 I 5.42 C 56.00 O 0.00	T 79.48 * 115.00 G 194.48	MORTGAGE HOLDER(S)
Property not subject to tax deedding per Bankruptcy code 362 (a)					
PROPERTY: 000488 L/B 52 LONDONDERRY TURNPIKE MAP/LOT#: 0049-0054 OWNER: 000394 R & M LONDONDERRY TURNPIKE LLC	2744 1873	05/07/22	L 9,723.54 I 2,916.53 C 74.00 O 0.00	T 12,714.07 * 77.00 G 12,791.07	MORTGAGE HOLDER(S)
PROPERTY: 003391 L/B 6 FARMER ROAD MAP/LOT#: 0031-0020 OWNER: 002513 RONALD K. REED OWNER2: 010771 SHARON A. REED	2300 1090	05/07/22	L 724.43 I 217.29 C 38.00 O 0.00	T 979.72 * 58.00 G 1,037.72	MORTGAGE HOLDER(S)

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Town of Hooksett

Page 000005

TAX DEED WORKSHEET
Sequences By: Taxpayer Name Range: First to Last
Levy Year: 2021

* Charges to be added

OWNER OR PERSON TAXED AND DESCRIPTION OF REAL ESTATE	VOLUME & PAGE	DATE OF EXECUTION	LIEN AMOUNT	AMOUNT DUE	LINKED ACCTS
PROPERTY: 005877 B/O 15 MOUNT ST. MARY'S WAY S1 MAP/LOT#: 0014-0001-0002-S10 OWNER: 019567 CHELSI ROWE	3734 2254	05/07/22	L 152.66 I 45.79 C 56.00 O 0.00	T 254.45 * 39.00 G 293.45	
PROPERTY: 004608 B/O 12 BUDDY STREET MAP/LOT#: 0039-0001-0040 OWNER: 003327 CAROL SANDERS-SHEEHAN	2799 1463	05/07/22	L 1,127.56 I 338.21 C 18.07 O 0.00	T 1,483.84 * 39.00 G 1,522.84	
PROPERTY: 005454 L/B 12 BARBERRY STREET MAP/LOT#: 0026-0078-0006 OWNER: 009225 MATTHEW SCOTT	3019 1626	05/07/22	L 5,433.41 I 1,629.73 C 38.00 O 0.00	T 7,101.14 * 58.00 G 7,159.14	MORTGAGE HOLDER(S)
PROPERTY: 004093 B/O 6 VINDALE ROAD MAP/LOT#: 0039-0001-0109 OWNER: 003038 JAMES L. SEVERANCE OWNER2: 010487 SHEILA J. SEVERANCE	2678 1822	05/07/22	L 862.18 I 258.61 C 38.00 O 0.00	T 1,158.79 * 39.00 G 1,197.79	
PROPERTY: 003488 B/O 18 KIRKWOOD ROAD MAP/LOT#: 0039-0001-0115 OWNER: 014450 KATRINA SOUNIA	3457 0022	05/07/22	L 1,299.33 I 389.73 C 20.00 O 0.00	T 1,709.06 * 39.00 G 1,748.06	
PROPERTY: 003114 B/O 1465 HOOKSETT ROAD 43 MAP/LOT#: 0018-0049-0043 OWNER: 004730 ALAN D. SPRINGER OWNER2: 010021 DEBRA A. SPRINGER	2738 1857	05/07/22	L 177.03 I 29.94 C 0.00 O 0.00	T 206.97 * 58.00 G 264.97	MORTGAGE HOLDER(S)
PROPERTY: 001111 L/B 1121 HOOKSETT ROAD MAP/LOT#: 0041-0015 OWNER: 000789 WILLIAM V STEWART	2167 0601	05/07/22	L 3,365.02 I 1,009.32 C 56.00 O 0.00	T 4,430.34 * 77.00 G 4,507.34	MORTGAGE HOLDER(S)
PROPERTY: 003812 L/B 22 GRANITE STREET MAP/LOT#: 0006-0050 OWNER: 014827 JEREMY TINKER	3479 0145	05/07/22	L 6,276.88 I 1,882.72 C 20.00 O 0.00	T 8,179.60 * 39.00 G 8,218.60	
PROPERTY: 005301 L/B 20 STIRLING AVENUE MAP/LOT#: 0019-0011-0054 OWNER: 005369 BRYAN M. TRASK OWNER2: 006096 ALICIA M. TRASK	2792 1823	05/07/22	L 724.31 I 217.25 C 38.00 O 0.00	T 979.56 * 115.00 G 1,094.56	MORTGAGE HOLDER(S)

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Town of Hooksett

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T A X D E E D W O R K S H E E T
Sequences By: Taxpayer Name Range: First to Last
Levy Year: 2021

* Charges to be added

OWNER OR PERSON TAXED AND DESCRIPTION OF REAL ESTATE	VOLUME & PAGE	DATE OF EXECUTION	LIEN AMOUNT	AMOUNT DUE	LINKED ACCTS
PROPERTY: 001638 L/B 27 LONDONDERRY TURNPIKE	3427 1051	05/07/22	L 65.91	T 105.68	
MAP/LOT#: 0049-0010-0002			I 19.77	* 39.00	
OWNER: 013992 TWO AND A HALF MEN LLC			C 20.00	G 144.68	
			O 0.00		
PROPERTY: 003501 B/O 32 EMBASSY AVENUE	3841 790	05/07/22	L 1,467.69	T 1,927.92	
MAP/LOT#: 0039-0001-0063			I 440.23	* 39.00	
OWNER: 021894 SUSAN J. WHITNEY REV TRUST			C 20.00	G 1,966.92	
OWNER2: 021895 SUAN & SHAUN WHITNEY			O 0.00		
WARRANT: 009409 WILLIAM R. WHITNEY					WARRANTED OWNER

Totals From Accounts Receivable			Totals With Calculated Charges		
Report Totals:	L - Lien Amount.....	296,613.82	N - Owner Notice Chg.....		893.00
	I - Interest Due....	88,606.18	L - Linked Owner Chg.....		0.00
	C - Charges Due.....	1,704.07	S - Mortgagee Search.....		940.00
	O - Penalty/Fees....	0.00	M - Mort. Notice Chg.....		855.00
	T - Total AR Due....	386,924.07	* - Total Charges.....		2,688.00
Lien Recording Starting At: <<< Not Defined >>>			G - Total AR & Chrgs.....		389,612.07

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, March 27, 2024**

The Hooksett Town Council met on Wednesday, March 27, 2024, at 6:00 pm in the Hooksett Municipal Building.

CALL TO ORDER

Chair Tsantoulis called the meeting of 27 Mar 2024 to order at 6:00 pm.

PROOF OF POSTING

Town Administrator, Andre Garron, provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor John Durand (arrived at 6:39), Councilor Randall Lapierre, Councilor David Boutin, Councilor Timothy Tsantoulis, Councilor Jodi Pinard, and Councilor Alex Walczyk

Absent: Councilor Keith Judge and Councilor Roger Duhaime.

PLEDGE OF ALLEGIANCE

AGENDA OVERVIEW

SPECIAL RECOGNITION

Hooksett Municipal Employee - New Hire

A. Garron- Matthew Gardner in the Public Works Department.

PUBLIC INPUT - None

SCHEDULED APPOINTMENTS

9.1 NHDOT Donati Street Bridge Route 93 Maintenance Project – Traffic Detour Discussion with John Bousquet, Vice President of R.M. Piper, Inc.

B. Thomas- At the August 23, 2023, meeting of the Town Council, the Council voted to require the NHDOT to keep the Donati Bridge open for traffic during the course of construction. The reason for requiring the bridge to remain open was, in part, due to other construction projects that could occur during the same time period. As it turns out, both the Martins Ferry Road project and the Hooksett Road widening project will not begin until at least next spring (2025). This Donati Bridge project will take place this spring (2024) as soon as the spring term at Southern New Hampshire University ends (on April 28th). The contractor is requesting that the Council revisit their previous decision to keep the bridge open for construction.

John Bousquet, Vice President of R.M. Piper, Inc.- we were the chosen contractor by the NHDOT for this project. We are requesting that we be allowed to temporarily close the bridge. Phased construction (allowing the project to be detoured) should take about 18-20 weeks, If the bridge is closed, the project should take about 10 -12 weeks to complete. Both scenarios assume an average amount of deck repair work. If more is found than anticipated, it will affect construction duration. Since this project is the only

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significant project being constructed in the area this summer. No other significant projects will interfere with or complicate the detour. This will save money on the project. This is a very short detour, and safety is very important to us, and we think it is a better scenario for everyone.

J. Sullivan- We have the minutes and I know in August we voted 6-2 to keep it open and have it in two phases, as long as there is no impact on the schools then I am in favor of closing it.

R. Lapierre- what did the school say? Will this increase the time they are on the bus? If the school board says they can figure out a way that this does not increase the time they are on the bus, that may work out too.

T. Tsantoulis- the only reason I recall was that two projects were running concurrently. This will save money for the state and the alternating signal is a pain, and it is not a heavily trafficked road.

D. Boutin motioned to approve the closure of the bridge as presented; seconded by T. Tsantoulis.

Motion fails 3-3

R. Lapierre- do we have a start date?

J. Bousquet- I was looking at the end of April after SNHU closed the semester.

A. Garron- going back to our August meeting of 2023 the schools had been spoken to and they did not have an issue, the fire department, and other businesses did not have an issue with it.

D. Boutin- call the question.

A. Walczyk- it was mentioned last time that there was a road through SNHU as an option to alleviate some of the traffic.

R. Lapierre- was Underhill included in that? And was that back in August? That was before the school year started. If someone wants to reach out to them and see what their stance is now, then I would reconsider.

A. Garron- right now they have an approval for a 1 lane closure, to go to a 2 lane closure if the council is willing to table this rather than vote on this and allow me to reach out to the schools and see if they have an issue with it, as well as reach out to other staff.

T. Tsantoulis- we already voted, and it failed, the best we can do is vote to reconsider at a later date.

B. Thomas- can I suggest a 3rd option and have you approve the proposal subject to Underhill's approval?

J. Pinard- No

CONSENT AGENDA

10.1 \$2,000 check(s) (\$1,500 Town & \$500 Library) from HealthTrust to the Town of Hooksett for the 2024 town-wide wellness program(s) per RSA 31:95-b, III (b).

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100 **D. Boutin motioned to accept \$2,000 check(s) (\$1,500 Town & \$500 Library) from HealthTrust to**
 101 **the Town of Hooksett for the 2024 town-wide wellness program(s) per RSA 31:95-b, III (b);**
 102 **seconded by R. Lapierre.**

103
 104 **Vote in favor 6-0**

105
 106 **OLD BUSINESS**

107
 108 **13.1 2024 MS-232 Report of Appropriations Actually Voted totaling \$25,738,820.00.**

109
 110 C. Tewksbury- you have in front of you the report to DRA regarding what passed at the Town Meeting,
 111 we had four that failed. The Martins Ferry RD intersection, the CRF for the Air packs, tools &
 112 equipment, GIS, and the \$60,000 for the revaluation. The rest passed giving us an operating budget of
 113 \$25,738,820.00.

114
 115 **J. Sullivan motioned to sign the "2024 MS-232 Report of Appropriations Actually Voted" totaling**
 116 **\$25,738,820.00; seconded by D. Boutin.**

117
 118 **Roll Call Vote #2**

119 **R. Duhaime NP**

120 **J Durand NP**

121 **J. Pinard Aye**

122 **R. Lapierre Aye**

123 **A. Walczyk Aye**

124 **D. Boutin Aye**

125 **K. Judge NP**

126 **J. Sullivan Aye**

127 **T. Tsantoulis Aye**

128 **Vote in favor 6-0**

129
 130 **13.2 Town Administrator Recommendations to comply with the vote to the default Operating**
 131 **Budget FY2024-2025 of \$23,693,487 as voted on at Town elections on March 12, 2024.**

132
 133 A. Garron- at the last meeting I went through each department and made certain decreases to the
 134 budget to meet the default budget. I met that goal and then made some additional restorations.

135
 136 C. Tewksbury- one of the questions was regarding the Cemetery and the reductions in their budgets.
 137 The reductions do not have an impact on the headstone restoration.

138
 139 A. Garron- a proposal on the resurfacing is we can pull in other lines at the end of the year and
 140 encumber funds and pull them forward. It may not cover it all but will help.

141
 142 J. Sullivan motioned to approve the TA proposed recommendations on the reductions in the budget to
 143 meet the default budget.

144
 145 C. Tewksbury- a motion is not necessary, just a consensus that you agree with our proposal and
 146 recommendations moving forward.

147
 148
 149

13.3 Town Council 2023/2024 Goals Update

A. Garron- we have updated the website; we are looking to work with the library to utilize a portion of their newsletter to get information out to the community. As far as putting up electronic signs we will look at next year's budget on how to cover those costs, and we will discuss how many signs to put up and the locations. Regarding goal number 2, and how we want to move forward with setting the budget increase.

D. Boutin- I believe the council should maintain the 2% budget increase.

J. Sullivan- if you can strive to maintain that 2%, I would support that and if you can show a good reason what we need to deviate from that and show.

A. Garron- there will be changes that are natural that we are already committed to that we cannot control.

J. Pinard- I would agree with the 2% and not include the health insurance increase in the 2% figure.

D. Boutin- I am very concerned to hear you say that the 2% is a goal and if we go past it oh well.

T. Tsantoulis- a goal is a goal. There are items we have no control of. If we set the goal at 2% and we go past that and we get in a jam with things we cannot control.

A. Garron – goal #3 and the removal of the unnecessary utility poles, I have been getting updates that he poles are coming down, but I am unable to get a solid answer as far as to how far along they are in the process. Goal #4 the council has been responsive if they are not going to be here, so we have a quorum. I also met with the Conservation Commission and the council's desire to improve the trail system and the utility of the Merrimack River. The planning Board held a workshop on the Master Plan. The goals are aligned with the council and the Master plan.

NEW BUSINESS

14.1 Safety Center Roof and Drainage Review and Design Change Order in the amount of \$18,500.00.

D. Boutin motioned to approve the additional services provided by Gale Associates for structural reinforcement design changes costs of \$18,500.00; seconded by J. Sullivan.

Roll Call Vote #3

D. Boutin Aye

J. Pinard Aye

A. Walczyk Aye

J. Durand Aye

R. Duhaime NP

J. Sullivan Aye

R. Lapierre Aye

K. Judge NP

T. Tsantoulis Aye

Vote in favor 7-0

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201 B. Berthiaume- On 5/24/2023, the Town Council approved and awarded the RFP to Gale Associates for
 202 a total of \$58,500, \$51,000 for evaluation and design services plus \$7,500.00 contingencies for
 203 masonry and roofing contractor costs to be funded from the Building Maintenance Capital Reserve
 204 Account. The original design scope did not include costs for structural reinforcement design changes as
 205 it was assumed at the time of RFP development that none would be required. During Gale Associates
 206 site visits, review of the original design documents, and evaluation of the new roofing system, they have
 207 determined that additional structural design is required.

208

209 **14.2 Phase III Town Owned Properties**

210

211 A. Garron- this is phase 3, and as you know all the phase 3 properties have issues with the title. The
 212 proposal is to move forward with NH Tax Deeding. They will take care of all the issues with the tax
 213 deeds. The properties that did not sell in phase 2, they will roll that into phase 3 of the auction. They are
 214 going to take care of the troubled deeded properties and there would be no additional costs to the town.

215

216 J. Durand- I do not think we should base it off them doing the paperwork or not. I think we should go
 217 with St. Jeann auctions and get the most back for our taxpayers. I think their reputation speaks for
 218 themselves, again we said we were going to go with the company that did the better job, and they are
 219 willing to take that job on.

220

221 R. Lapierre- do you have the final costs on the project?

222

223 A. Garron- some of the legal work was chargeable to the sale, and some of the additional costs are
 224 attributable to the interpleader and the costs associated with that.

225

226 L. Mcglaughlin- I do not have all the invoices but I can get that to you. The reason this is presented is
 227 because they all need significant title research that could cost a few thousand dollars each. This is the
 228 last phase, St. Jeanne was great to work with and they did a good job, and NH Tax Deeding is able to
 229 provide us additional services that we need at this time without having to dip into the budget.

230

231 J. Sullivan- I think we need a little bit more information before we can move on with this.

232

233 ***J. Sullivan motioned to table discussion until we can get more information on what we paid after***
 234 ***auction in legal expenses and staff time; seconded by D. Boutin.***

235 **Vote in favor 7-0**

236

237 A. Walczyk- it sounds like we are still working on phase 1, and we might not have all the information,
 238 correct?

239

240 **APPROVAL OF MINUTES**

241

242 ***D. Boutin motioned to approve the Town Council public minutes of March 13, 2024, seconded***
 243 ***by R. Lapierre.***

244 **Vote in favor 7-0**

245

246 **TOWN ADMINISTRATOR'S REPORT**

247

248 • Employee Appreciation Luncheon is scheduled for Thursday, April 18th from 12pm-2pm at the
 249 Hooksett Library.

250

J. Sullivan Motioned to hold the Employee Appreciation Luncheon is scheduled for Thursday, April 18th from 12pm-2pm at the Hooksett Library and allow employees to be dismissed from work duties if allowed by dept head; seconded by D. Boutin.

Vote in favor 7-0

- Congressman Pappas-contact my office about the Community funding Request-\$1.5 million Martins Ferry Roadway and Bridge project realizing that it did not get the votes needed and suggested we apply for another funding source through his office, and we have a legal review if we apply for it even though it was voted down at Town Meeting. We have to move forward with that project, it is unsafe to keep the jersey barriers there.
- Senator Shaheen- Environmental Improvement Project- \$2M TIF District Infrastructure project
- Community Development Dept.- Farmer Market Application has been put together so that we can cover all our bases if an application is brought forward, and an event is held. We are also adding a nominal fee for the application, we want to have a process in how we react.
- Charter changes effective date is July 1st, 2024. And the 9-7 councilors will take effect in 2025.
- ARPA Obligation Deadline- Dec. 31, 2024
- Review and update financial, personnel and operational policies. We did make changes to

Amendments to Administrative Financial Policies and Procedures to include increasing the \$3,000 threshold to \$5,000 and the \$15,000 threshold to \$20,000 and removing language that refers to three competitive bids.

- Personnel Plan amendments
 - o Health Insurance Stipend Agreement
 - o Juneteenth addition
 - o Operational
 - o Sign on bonuses (Police, Fire and DPW)
 - o Revision PPA

Upcoming Meetings:

Planning Board- April 1, 2024- Town Hall @ 6pm
 Conservation Commission- April 8, 2024- Town Hall @ 4:30p
 Zoning Board of Adjustment- April 9, 2024-Town Hall @ 6:30p
 Town Council-April 10, 2024- Town Hall @ 6pm
 Planning Board – April 15, 2024- Town Hall @ 6 pm
 Parks & Rec. Advisory Committee- April 16, 2024-Town Hall @ 6pm
 Economic Development Advisory Committee- April 17, 2024- Town Hall @ 5 pm
 Town Council- April 24, 2024-Town Hall @6pm

SUB-COMMITTEE REPORTS

R. Lapierre- ARPA Subcommittee meeting coming April 12th at 9am if anyone has a project to propose.

A. Walczyk- will be working with staff & the Town Councils for the Employee Appreciation luncheon, on April 18th there is a Beautify Hooksett Day through the Conservation Commission. On May 16th there is a grand opening of the River Walk Trail.

J. Sullivan- the master plan was finalized, and we will be discussing that on Monday.

T. Tsantoulis- I serve on the Board of Assessors and we had 109 abatements that came through, and the state came in and did the audit and the categories that they audited us on we passed, and they were happy. No Youth Achiever nominations.

PUBLIC INPUT- None

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

T. Tsantoulis motioned to enter NON-PUBLIC SESSION per NH RSA 91-A:3 II E; seconded by D. Boutin.

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

Roll Call Vote #4

A. Walczyk Aye
R. Lapierre Aye
J. Pinard NP
R. Duhaime NP
J. Durand Aye
K. Judge NP
J. Sullivan Aye
D. Boutin Aye
T. Tsantoulis Aye
Vote in favor 7-0

J. Sullivan motioned to leave the non-public session at 8:13; seconded by D. Boutin.

Vote in favor 7-0

T. Tsantoulis motioned to seal the Non-Public minutes of March 27, 2024; seconded by J. Sullivan.

Roll Call Vote #5

J. Sullivan Aye
J. Pinard Aye
R. Duhaime NP
A. Walczyk Aye
R. Lapierre Aye
K. Judge NP
J. Durand Aye
D. Boutin Aye
T. Tsantoulis Aye
Vote in favor 7-0

ADJOURNMENT

T. Tsantoulis motioned to adjourn the meeting at 8:14; seconded by R. Lapierre

Vote in favor 7-0

Respectfully submitted,

Alicia Jipson

Alicia Jipson

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351 Recording Clerk
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