

# **AGENDA**

# Town of Hooksett Town Council Wednesday, January 10, 2024 at 5:50 PM

A meeting of the Town Council will be held Wednesday, January 10, 2024 in the Hooksett Municipal Building commencing at **5:50 PM**.

Page 1. **CALL TO ORDER** 2. PROOF OF POSTING 3. **ROLL CALL** 4. **NON-PUBLIC SESSION NH RSA 91-A:3 II** 5. PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC **SESSION NOTED ABOVE** PLEDGE OF ALLEGIANCE 6. 7. **AGENDA OVERVIEW** 8. **PUBLIC HEARINGS** 8.1. Public Hearing to accept the unanticipated revenue in the amount of 5 \$58,354.02 from the State of New Hampshire Bridge Aid in accordance with RSA 31:95-b, III(a) (see 16.1 for details) Staff Report - SR-23-227 - Pdf 8.2. Public Hearing to discuss a bond/note to finance part of the reconstruction of 7 - 23the intersection of Martins Ferry Road and North River Road in the amount of \$750,000 per RSA 33:8-a. (see 15.1) Staff Report - SR-23-229 - Pdf SPECIAL RECOGNITION 9. 9.1. Hooksett Municipal Employee - New Hire 10. **PUBLIC INPUT - 15 MINUTES** 11. SCHEDULED APPOINTMENTS 11.1. Mr.JR Hoell, Genesis Systems, Route 3 Widening Meeting Request (go to 25 - 26 www.hooksett.org>special projects for project plan (s) and other details) Staff Report - SR-23-232 - Pdf 11.2. Hooksett Library, Heather Rainier Library Director and Mark Glisson Assistant 27 - 29 Director - ARPA funds for Smoke Detectors Staff Report - SR-23-223 - Pdf 12. **CONSENT AGENDA** 12.1. Accept the donation of \$500.00 from Global Montello Group which operates 31 the AllTown gas stations in Auburn and Manchester, NH to the Town of Hooksett for the Hooksett Police K-9 program per RSA 31:95-b:III(b).

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

## Staff Report - SR-23-231 - Pdf

13.	NOMINATIONS AND APPOINTMENTS						
14.	BRIEF RECESS						
15.	OLD BUSINESS						
	15.1.	FY 2024-25 Budget and Warrant Articles (to include Monetary Petitioned Warrant item(s), if applicable)  Staff Report - SR-23-230 - Pdf	33				
16.	NEW BUSINESS						
	16.1.	Accept unanticipated revenue in the amount of \$58,354.02 from the State of New Hampshire Bridge Aid in accordance with RSA 31:95-b, III(a)	35				
		Staff Report - SR-23-228 - Pdf					
	16.2.	ARPA Lou Goodwin Concessions Renovation Staff Report - SR-23-233 - Pdf	37 - 41				
	16.3.		43 - 47				
17.	APPROVAL OF MINUTES						
	17.1.	Public: December 13, 2023  TC Minutes 121323	49 - 65				
	17.2.	Non-Public: December 13, 2023 session #1					
	17.3.	Non-Public: December 13, 2023 session #2					
18.	TOW	TOWN ADMINISTRATOR'S REPORT					
19.	TOW	TOWN COUNCIL FUTURE AGENDA ITEMS					
20.	INFORMATIONAL ITEMS AND CORRESPONDENCE						
21.	SUB-	SUB-COMMITTEE REPORTS					
22.	PUBLIC INPUT						
23.	NON-PUBLIC SESSION NH RSA 91-A:3 II						
24.	ADJOURNMENT						
	PUBLIC INPUT						
	1.	Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.					
	2.	No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.					
	3.	Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved					

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

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.

## STAFF REPORT



**To:** Town Council

**Title:** Public Hearing to accept the unanticipated revenue in the amount of \$58,354.02

from the State of New Hampshire Bridge Aid in accordance with RSA 31:95-b,

III(a)

Meeting: Town Council - 10 Jan 2024

**Department:** Finance

Staff Contact: Christine Tewksbury, Finance Director

#### **BACKGROUND INFORMATION:**

The NH 2023 legislative session provided state aid to local governments. HB 2 provided \$10 million in Bridge Aid to be distributed among the municipalities. 50% was based on the municipal bridge deck surface area and the other 50% was based on population. Hooksett's share of \$58,354.02 were received in early December. These funds can be used to maintain, construct or reconstruct municipally owned bridges.

Public Hearing notice was in the December 27, 2023, edition of the Union Leader.

#### FINANCIAL IMPACT:

\$58,384.02 can be used to fund repairs, maintenance, construction or reconstruct of municipally owned bridges. These funds will "supplement not supplant" local budgets, meaning these funds must add to (supplement) and not replace (supplant) local budgets. Staff is recommending to Council, these funds be used towards the Martins Ferry Road reconstruction project.

#### **POLICY IMPLICATIONS:**

None

#### **RECOMMENDATION:**

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

#### TOWN ADMINISTRATOR'S RECOMMENDATION:

Public Hearing. Listen to public input on the reception of this Bridge aid in the amount of \$58,354.02

# STAFF REPORT



**To:** Town Council

**Title:** Public Hearing to discuss a bond/note to finance part of the reconstruction of the

intersection of Martins Ferry Road and North River Road in the amount of

\$750,000 per RSA 33:8-a.

Meeting: Town Council - 10 Jan 2024

**Department:** Finance

Staff Contact: Christine Tewksbury, Finance Director

#### **BACKGROUND INFORMATION:**

## Martins Ferry Road Intersection Project – Project Description

The Town needs to reconstruct the intersection of Martins Ferry Road and North River Road including roadway realignment and construction of a new bridge. The purpose of the project will address speed concerns and will eliminate the risk of flooding and erosion and redirect the stream to its natural course. It will also eliminate significant maintenance concerns regarding the existing guardrails and drainage culvert.

Currently, the guardrails on both sides of the bridge are in disrepair. The guardrail on the southeast corner must be replaced with a bridge rail because replacing the guardrail will not meet code requirements. Installing a bridge rail will include removing all of the pavement over the entire culvert, dismantling and replacing a portion of the concrete slab on top of the culvert, re-forming the concrete slab to accept the bridge rail, then installing the new slab, with a new membrane over the entire culvert structure and replacing the pavement. In addition to the above, any other areas where the culvert has deteriorated will have to be repaired or replaced.

If the warrant article is not passed and the work isn't done, the Town will remain at risk of erosion along the steep embankment of Messer Brook. The stream edge is extremely close to the near vertical slope against Martins Ferry Road. Restoring the channel to its original flow pattern will completely eliminate this potential issue and any future slope maintenance. Two years ago the Town spent \$133,970 on erosion repair along Martins Ferry Road. Because the slope between Martins Ferry Road and Messer Brook is so steep, the likelihood of additional erosion remains.

The brook as it exists presents a flooding hazard. The 90 degree angles that the brook takes could result in debris getting hung up and causing backups. In addition, there is an existing sewer main that runs through the culvert at an elevation close to the water line creating additional risk of flow restrictions.

The intersection as it currently exists is very flat over the culvert. The minimal cover over the culvert makes it impossible to properly grade the road to direct runoff away from the road. The proposed project will include the proper slopes and drainage infrastructure to handle runoff.

The existing culvert has been posted no trucks due to its low structural rating. A new bridge will be safe for all vehicles to pass over it (although posting the roadway "No Thru Trucks" is still an option if the Town Council chooses to do this). The design will be completed based on a design speed of 30 miles per hour with a fairly sharp curve to slow traffic down.

If constructed, the bridge will be inspected by the State of New Hampshire Department of Transportation Bridge Inspection Division every two years (at no cost to the Town). In addition, the bridge will qualify for State/Federal Funding for future maintenance.

Putting Messer Brook on its natural course has garnered the enthusiastic support of several natural resource agencies, such as the New Hampshire Wetlands Bureau, the New Hampshire Natural Heritage Bureau, the New Hampshire Fish and Game Division and the U.S. Army Corps of Engineers.

The proposed project calls for a Timber Bridge that will beautify and enhance the area. If the warrant article is not passed and the work isn't done the Town will spend significant funds replacing these guardrails.

#### Warrant article language

"To see if the town will vote to raise and appropriate the sum of \$1,500,000 (gross budget) for the reconstruction of the intersection of Martins Ferry Road and North River Road including roadway realignment and construction of a new bridge ("the Project"); of that amount, to appropriate \$349,277.00 from the State of NH highway block grants and bridge aid; to appropriate \$385,000.00 of that amountfrom Roadway Impact Fees; to appropriate \$15,723.00 of that amount from Federal Local Fiscal Recovery Funds; and to authorize the issuance of bonds or notes of not more than \$750,000.00 of that amount in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Town Council to fix the date, maturities, denominations, interest rate and other details of said bonds or notes; to authorize the Town Council to apply for, accept and expend any federal, state, or private funds that are available in respect of the Project to reduce the amount that must be bonded or to pay debt service on such bonds or notes; and furthermore to raise and appropriate the sum of \$20,000.00 from taxation for the bond issuance costs and first years debt service payments on such bonds or notes?"

Public Hearing notice was in the December 27, 2023, edition of the Union Leader.

#### FINANCIAL IMPACT:

The estimated cost of the project is \$1,500,000 and will be funded follows: 1) State's portion comes from one-time funding thought 2022 SB401 and 2023 SB270 for a total of \$349,277, 2) The Town Council has obligated Roadway Impact Fees in the amount of \$385,000, 3) Federal portions of \$15,723 from APRA Local Fiscal Recovery Funds, and 4) a bond in the amount of \$750,000.

#### **RECOMMENDATION:**

1. Chair will open Public Hearing

- 2. Town Engineer will give presentation
- 2. Listen to public input
- 3. Chair will close Public Hearing
- 4. Council discussion and motion are in this agenda under the Old Business Section FY 2024-25 Budget and Warrant Article.

#### TOWN ADMINISTRATOR'S RECOMMENDATION:

Public Hearing for the proposed bond to fund the Martin Ferry Road project.

#### ATTACHMENTS:

Martins Ferry Bonds Public Hearing Notice Martins Ferry Warrant Article Request Form 000 Martins Ferry Alternative 2 Martins Ferry Photos

# TOWN OF HOOKSETT PUBLIC HEARING NOTICE

Town of Hooksett Town Council will be holding a public hearing in accordance with RSA 33:8-a on Wednesday, January 10, 2024, at 6:00 pm at the Town Hall, 35 Main Street, Hooksett, NH. The purpose of this public hearing is to discuss a bond/note to finance the reconstruction of the intersection of Martins Ferry Road and North River Road including roadway realignment and construction of a new bridge in the amount of \$1,500,000.00. For documentation or questions contact the Town Engineer at (603) 419-4003.



# Town of Hooksett WARRANT ARTICLE REQUEST FORM

Name of Department Submitting Request: Community Development

## 1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of \$1,500,000 (gross budget) for the reconstruction of the intersection of Martins Ferry Road and North River Road including roadway realignment and construction of a new bridge ("the Project"); of that amount, to appropriate \$349,277.00 from the State of NH highway block grants and bridge aid; to appropriate \$385,000.00 of that amount from Roadway Impact Fees; to appropriate \$15,723.00 of that amount from Federal Local Fiscal Recovery Funds; and to authorize the issuance of bonds or notes of not more than \$750,000.00 of that amount in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the Town Council to fix the date, maturities, denominations, interest rate and other details of said bonds or notes; to authorize the Town Council to apply for, accept and expend any federal, state, or private funds that are available in respect of the Project to reduce the amount that must be bonded or to pay debt service on such bonds or notes; and furthermore to raise and appropriate the sum of \$20,000.00 from taxation for the bond issuance costs and first years debt service payments on such bonds or notes?

## 2. What is the intent and purpose of article?

To reconstruct the intersection of Martins Ferry Road and North River Road including roadway realignment, realignment of Messer Brook and construction of a new bridge. The purpose of the project will address speed concerns and will eliminate the risk of flooding and erosion and redirect the stream to its natural course. It will also eliminate significant maintenance concerns regarding the existing guardrails and drainage culvert.

# 3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

If the warrant article is not passed, the Town will spend significant funds replacing guard rails and performing other repairs of the existing culvert including dismantling and replacing a portion of the top concrete slab on top of the culvert and replacing the pavement. In addition, the Town will remain at risk of erosion

Latest revision: October 2011

FINANCE/Forms/Warrant Articles Request Form

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along the steep roadway embankment adjacent to Messer Brook. In addition, safety will not be improved.

Note that two years ago the Town spent \$133,970 on erosion repair along Martins Ferry Road. Because the slope between Martins Ferry Road and Messer Brook is so steep, the likelihood of the occurrence of additional erosion remains. This project eliminates the possibility of any significant erosion.

#### 4. Estimated cost?

The estimated cost of the project is \$1,500,000 and will be funded as follows: 1) State's portion comes from one-time funding thought 2022 SB401 and 2023 SB270 for a total of \$349,277, 2) The Town Council has obligated Roadway Impact Fees in the amount of \$385,000, 3) Federal portions of \$15,723 from APRA Local Fiscal Recovery Funds, and 4) a bond in the amount of \$750,000.

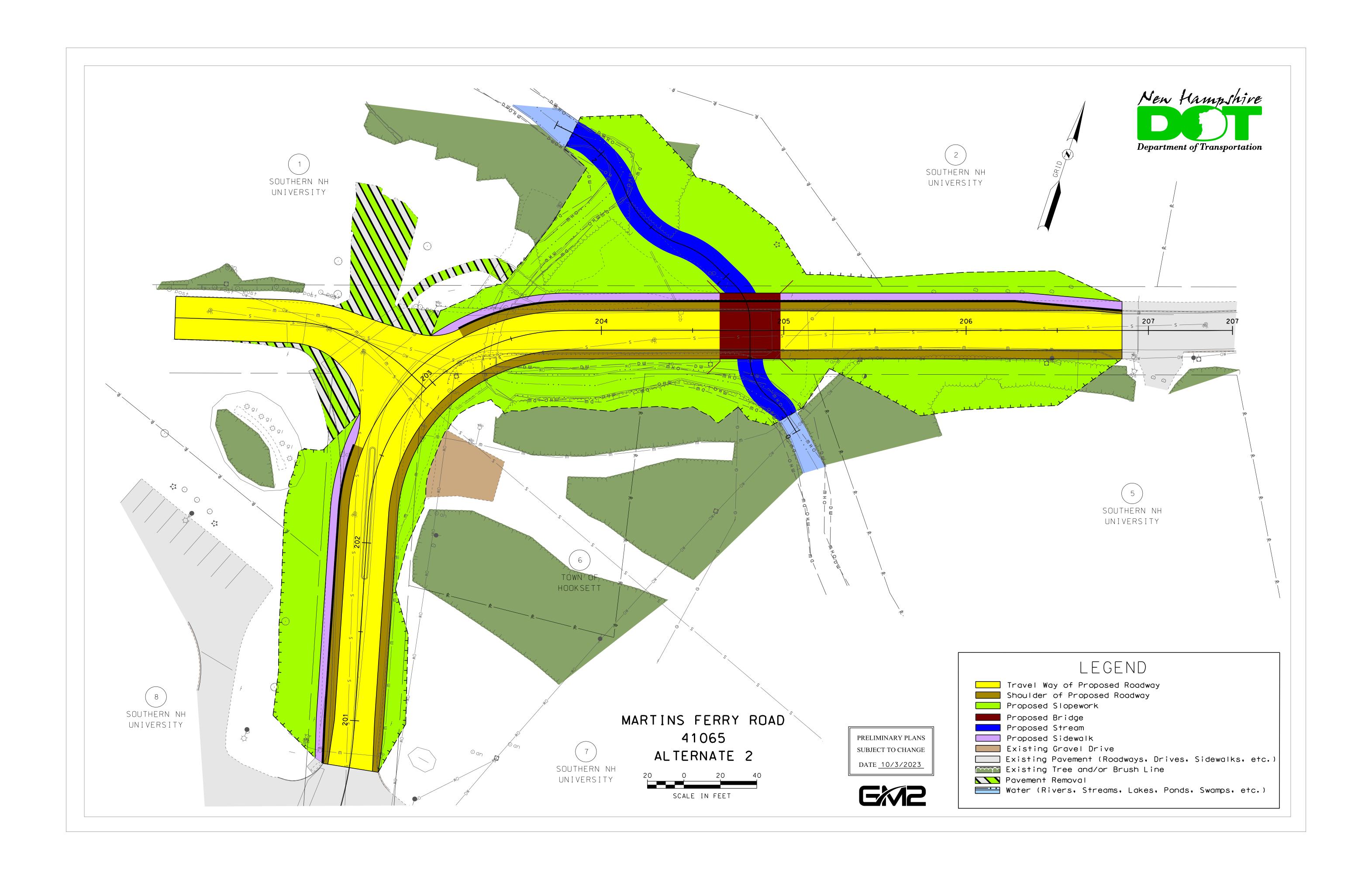
Bonding options are based on the July 2023 bond sale from the NH Municipal Bond Bank and are conservative for budgeting purposes.

		Total	Average	Tax
	Interest	Interest	Annual	rate
Options	rate	on Bond	Payment	Impact
5-Year	4.50%	103,125.00	170,625.00	5 cents
10-Year	4.75%	196,875.00	94,865.00	3 cents

## 5. Is any further information necessary for the deliberation?

If constructed, the bridge will be inspected by the State of New Hampshire Department of Transportation Bridge Inspection Division every two years (at no cost to the Town). In addition, the bridge will qualify for State/Federal Funding for future maintenance

Putting Messer Brook on its natural course has garnered the support of several natural resource agencies, such as the New Hampshire wetlands bureau, the New Hampshire Natural Heritage Bureau, the New Hampshire Fish and Game Division and the U.S. Army Corps of Engineers.























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# STAFF REPORT



To: Town Council

Title: Mr.JR Hoell, Genesis Systems, Route 3 Widening Meeting Request

Town Council - 10 Jan 2024 Meeting:

Department: Administration

Staff Contact: Geraldine Ciardelli, Executive Assistant

#### BACKGROUND INFORMATION:

Mr. Hoell, representing the business community along Rt. 3, requested a meeting with Town Council to discuss the latest design of the proposed Rt. 3 widening from Alice Ave. to Whitehall Road. NHDOT HOOKSETT 29611 Project, Rt. 3 Widening from Alice Ave. to Whitehall Road. The New Hampshire Department of Transportation (NHDOT) is evaluating alternatives that will improve the safety and mobility of all users (motorists, non-motorists and transit) along US 3 in Hooksett, New Hampshire. The project area extends from Alice Avenue/West Alice Avenue north for 1.4 miles to the intersection of NH 27 (Whitehall Road) and Martins Ferry Road.

The following is a brief history of the Workgroup (WG) meetings and decisions, Public Input (PI) sessions and Hearings with Planning Board and Town Council with decisions on the 3 land versus 5 lane design alternatives.

WG #1 - 11/18/2020 - Presented corridor deficiencies and drafted project vision and Purpose & Need statement

- WG #2 01/20/2021 Presented traffic counts and preliminary improvements at the signalized intersections
- WG #3 06/11/2021 Presented 5-lane alternative and impacts. Discussed Mammoth Road signalized intersection and roundabout. Discussed additional turning lanes at signalized intersections
- WG #4 10/18/2021 Presented 3-lane alternative and impacts.
- Compared the 5-lane to the 3-lane alternative
- PI Meeting #1 02/22/2022 Presented corridor traffic growth, 5lane/3-lane comparison, natural and cultural resources. Many questions for specific properties, mixed feedback on alternatives

February 25 to March 22, 2022: Opened MetroQuest Survey to the public

- WG #5 05/23/2022 PI meeting recap, public survey results. Presented signalized intersection and roundabout comparison
- 06/06/2022: Town Planning Board Meeting Voted unanimously 7-0 in support for the 5-lane alternative. No consensus on the sidewalk locations or Mammoth Road intersection solution.
- 07/06/2022: Town Council Public Meeting Voted unanimously 8-0 in favor of the 5-lane alternative. No further comments on the roundabout. Town Council voted in favor (5 vs. 3 votes) for sidewalk on one side vs two sides of Route 3

- WG #6 01/04/2023 Summary of impacts for 5-lane design, proposed roundabout at Mammoth Road to facilitate U-turns, sidewalks on both sides for increased pedestrian connectivity and traffic calming
- PI Meeting #2– 10/24/2023 Presented 5-lane design alternative, negative public feedback on median island design and questions on roundabout, sidewalk locations and number of lanes

Following the October 23, 2023 public meeting, NHDOT met with the business owners within the project area to hear and discuss their concerns with the proposed design alternative (5 Lane Alternative). At the request of the business owners within the project area about being included in the Workgroup, NHDOT Workgroup was expanded to include members of the business community within the project area. On December 11, 2023, the newly expanded Workgroup met to discuss the latest iteration of the roadway design.

#### **FINANCIAL IMPACT:**

TBD

#### **POLICY IMPLICATIONS:**

**TBD** 

#### **RECOMMENDATION:**

Informational Q and A

#### TOWN ADMINISTRATOR'S RECOMMENDATION:

Resident requested a scheduled meeting with Town Council to discuss the decision of a 5-lane alternative as opposed to a 3 Lane alternative.

# STAFF REPORT



**To:** Town Council

Title: Hooksett Library, Heather Rainer Library Director and Mark Glisson Assistant

Director - ARPA funds for Smoke Detectors

Meeting: Town Council - 10 Jan 2024

**Department:** Library

**Staff Contact:** Heather Rainier, Chief Librarian

#### **BACKGROUND INFORMATION:**

ARPA Subcommittee funding request: Hooksett Library smoke detector replacement

The Library's current smoke detectors relay invaluable information on the fire panel, indicating whether the triggered alarm is on the first floor, second floor, or in the HVAC system. However, they do not report what specific part of the building a fire or smoke incident happens to be in terms of actual smoke detector locations. Our proposal is to replace the current detectors (installed in1998) with new standards-compliant smoke detectors that are equipped with addressable detector bases that will inform the responding fire fighters via the upstairs and downstairs fire panels exactly where the fire trigger is located before even entering the building.

We have consulted with Captain Tewksbury on this project and he has confirmed the need to make these upgrades.

We obtained a price estimate in May 2022 which we had updated following our visit to the ARPA subcommittee (with some delays from the vendor). The updated cost is \$19,749, an increase from the original price estimate in May 2022 for \$16,218.

The impact on the Town of Hooksett is increased safety precautions for the Library facility, its assets, and those within the Library, as well as potentially reduced damage in the event of fire incidents.

#### Consult with Ian T.:

I arranged a brief consultation meet up with Ian T. of HFD to solicit his feedback on upgrading our Fire equipment, such as the fire alarm panel, smoke detectors and enunciator devices. He shared his recommendations: Replace the smoke detectors, including ones that should be the upstairs ductwork, since it's forced hot air upstairs. Replace the fire panel and enunciator and include graphical floor plan maps of zones. Move the fire panel to upstairs closet adjacent to the front door entrance.

SEE ATTACHED ESTIMATE FOR DETAILS

#### FINANCIAL IMPACT:

ARPA funds

#### **POLICY IMPLICATIONS:**

**TBD** 

#### **RECOMMENDATION:**

Motion to approve Hooksett Public Library Smoke Detectors in the amount of \$19,749.00 from ARPA funds

## **SUGGESTED MOTION:**

Motion to approve Hooksett Public Library Smoke Detectors in the amount of \$19,749.00 from ARPA funds

#### TOWN ADMINISTRATOR'S RECOMMENDATION:

The Library met with the ARPA Committee at its September 13, 2023 meeting. The committee recommended by a vote of 2-0 to present project to Town Council.

#### **ATTACHMENTS:**

Est 5181 from Electronic Security Protection 32548 20231118ver

**Electronic Security Protection** Date 720 E. Industrial Park Drive Estimate # Manchester, NH 03109 11/17/2023 5181 Ship To Name / Address Hooksett Library 31 Mount St Mary's Way Hooksett, NH 03106 Description Qty Item PSN-64 6AMP, 4 NAC Power Supply PAD200-PD Addressable Photo Detector (Smoke) 43 PAD100-HD Analog Addressable Rate Of Rise and Fixed Temp Heat. Selectable From 135°-185°. 11 PAD100-4DB/6DB 54 4"/6" Addressable Detector Base. PAD100-6DB Will Mount on Single Or Double Gang, or Octagon and 4" Square. 22 To 14AWG Wire PAD200-DUCTR Duct Detector with Relay 3 3 4 4 1 PAD-100PSDA Dual Action Pull Station DST5 5' sampling tube RTS151KEY Remote test switch for duct smoke PAD100-CD Addressable CO Detector SLAA12-18NB 12 Volt 18amp Battery Hardware Miscellaneous parts needed for a working system. Installation of above listed equipment. Installation 1 Test & Inspection Test and Inspection of fire alarm system 1 PAD 100-RM 100 Relay Module For ARC/AFC Series **Total** \$19,749.00

# STAFF REPORT



To: Town Council

Title: Accept the donation of \$500.00 from Global Montello Group which operates the

AllTown gas stations in Auburn and Manchester, NH to the Town of Hooksett for

the Hooksett Police K-9 program per RSA 31:95-b:III(b).

Meeting: Town Council - 10 Jan 2024

**Department:** Police Department

Staff Contact: Justin Sargent, Chief of Police

#### **BACKGROUND INFORMATION:**

Global Montello Group which operates the AllTown gas stations in Auburn and Manchester NH has made a generous donation of \$500.00 to the K-9 Trust.

#### **FINANCIAL IMPACT:**

The Police K-9 Line will gain \$500.00 in its account balance

#### **POLICY IMPLICATIONS:**

None

#### **RECOMMENDATION:**

I recommend that the Town of Hooksett accepts this gracious donation to assist with K-9 Costs.

#### SUGGESTED MOTION:

Motion to accept the donation of \$500.00 from Global Montello Group which operates the AllTown gas stations in Auburn and Manchester, NH to the Town of Hooksett for the Hooksett Police K-9 program per RSA 31:95-b:III(b).

#### TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

# STAFF REPORT



**To:** Town Council

Title: FY 2024-25 Budget and Warrant Articles

Meeting: Town Council - 10 Jan 2024

**Department:** Finance

Staff Contact: Christine Tewksbury, Finance Director

#### **BACKGROUND INFORMATION:**

## **Operating Budget:**

#### **Warrant Articles:**

1) Martins Ferry Road Intersection Project \$1,500,000 to reconstruct the intersection of Martins Ferry Road and North River Road.

2) Other Possible Articles

#### FINANCIAL IMPACT:

The tax rate impact will be provided on each of the articles.

#### **SUGGESTED MOTION:**

- 1) Motion to recommend the Martins Ferry Reconstruction article in the amount of \$1,500,000 and moved it to the 2024 Town warrant. (roll call needed)
- 2) Designate Councilors to first and second the article(s) at the Deliberative Session Saturday February 3rd.

#### TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

# STAFF REPORT



To: Town Council

Title: Accept unanticipated revenue in the amount of \$58,354.02 from the State of New

Hampshire Bridge Aid in accordance with RSA 31:95-b, III(a)

Meeting: Town Council - 10 Jan 2024

**Department:** Finance

Staff Contact: Christine Tewksbury, Finance Director

#### **BACKGROUND INFORMATION:**

The NH 2023 legislative session provided state aid to local governments. HB 2 provided \$10 million in Bridge Aid to be distributed among the municipalities. 50% was based on the municipal bridge deck surface area and the other 50% was based on population. Hooksett's share of \$58,354.02 were received in early December. These funds can be used to maintain, construct or reconstruct municipally owned bridges.

Public Hearing notice was in the December 27, 2023, edition of the Union Leader.

#### **FINANCIAL IMPACT:**

\$58,384.02 can be used to fund repairs, maintenance, construction or reconstruct of municipally owned bridges. These funds will "supplement not supplant" local budgets, meaning these funds must add to (supplement) and not replace (supplant) local budgets. Staff is recommending to Council, these funds be used towards the Martins Ferry Road reconstruction project.

#### **POLICY IMPLICATIONS:**

None

#### **RECOMMENDATION:**

After consideration of public input, accept unanticipated revenue from State of New Hampshire Bridge Aid.

#### **SUGGESTED MOTION:**

Motion to accept the unanticipated revenue in the amount of \$58,354.02 from the State of New Hampshire Bridge Aid in accordance with RSA 31:95-b, III(a).

## TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

### **Town Council**

# STAFF REPORT



To: Town Council

Title: Lou Goodwin Concessions Renovation

Meeting: Town Council - 10 Jan 2024

**Department:** Public Works

Staff Contact: Ben Berthiaume, Public Works Director

#### **BACKGROUND INFORMATION:**

DPW is submitting a request to utilize ARPA funding for renovations of the Lou Goodwin Concessions building located at Donati Park. The building currently does not meet the requirements of the Department of Health and Human Services for concessions to be allowed on a weekly basis. This building needs to be updated in order for the Town to obtain a food license. Items that are required to be updated or added to the concessions side of the building include the following:

- Installation of a new hand wash sink.
- Correct plumbing for food prep sink to include air gap on drain.
- Installation of 3-bay wash sink and associated plumbing.
- New fire suppression system in exhaust hood over cooktop.
- Professional cleaning of exhaust hood and fan system.
- · Relocation of fire extinguisher.
- Full cleaning of the room and fresh paint on the walls.

Included with this request is the need to update the bathroom facilities at this location. Currently there are two bathrooms in poor condition and they do not currently meet ADA standards. The work included for the bathroom updates includes:

- Demo of existing toilets and sinks.
- Full cleaning, fresh paint, removal of existing doors and frames.
- Installation of new doors and frames with a change in the swing direction to meet ADA standards.
- Installation of new ADA grab bars.
- Installation of new toilets and sinks plus associated plumbing.

To help save on costs, DPW staff will perform the required demolition work, cleaning and prepping of walls for paint, labor for the painting, labor to install new partitions and ADA grab bars, and will purchase the new fixtures for the bathrooms and concessions.

The ARPA subcommittee approved the use of ARPA funds on 9/13/2023 with a 2-0 vote (see attached minutes).

#### FINANCIAL IMPACT:

The total requested funding from ARPA for this project is \$24,200.00.

#### **POLICY IMPLICATIONS:**

None.

#### **RECOMMENDATION:**

To approve the Lou Goodwin renovations project for \$24,200.00 to be funded from ARPA.

#### **SUGGESTED MOTION:**

Motion to approve the Lou Goodwin renovations project for \$24,200.00 to be funded from ARPA.

#### TOWN ADMINISTRATOR'S RECOMMENDATION:

ARPA request for consideration by Town Council. ARPA Committee voted 2-0 to support the project.

#### **ATTACHMENTS:**

arpa subcommittee minutes 091323 0

# Town of Hooksett ARPA Subcommittee Meeting Minutes Wednesday, September 13, 2023

1 2 The ARPA Subcommittee met on Wednesday, September 13, 2023, at 5:00pm in the Hooksett 3 Municipal Building. 4 5 **CALL TO ORDER** 6 Chair Lapierre called the meeting to order at 5:00 am. 7 8 **PROOF OF POSTING** 9 Chair Lapierre provided proof of posting. 10 11 In Attendance: Chair Randall Lapierre and Councilor Timothy Tsantoulis 12 Staff Support: André Garron and Wendy Baker 13 14 Chair Lapierre asked if anyone would like to speak for Public Input. 15 16 Kathy McLean, resident of Hooksett presented her idea of having shade canopies at the Donati Park 17 Playground. She shared pictures of the canopies and of how hot the playground was this summer. 18 She said she met with Andy from the Parks & Recreation Advisory Committee and they were going to 19 look into estimates. At this time there were no estimates to review. 20 21 **APPOINTMENTS** 22 23 Leann McLaughlin and Andre Garron presented their Project for Necessary Technology Upgrades for 24 ARPA funds consideration. L. McLaughlin said in their review of IT needs they found a number of 25 areas throughout town that was in need of upgrades. The budget will be focused going forward and 26 there will be an introduction of an IT Capital Reserve Fund. The total cost for this project is \$37,631.98. 27 28 Chair Lapierre motioned to move the Project for Necessary Technology Upgrades to present to 29 the full Council. Seconded by T. Tsantoulis. 30 31 All in favor 2-0 32 33 Chief Sargent presented Outer Carriers & Uniforms Project for ARPA funds consideration. Chief 34 Sargent had an Officer present to model the new outer carrier and said this takes all of the weight off 35 the officers hips and displaces it evenly. It also has a mounting for body cameras. The total estimated 36 cost for this project is \$10,836.00. 37 38 T. Tsantoulis asked if they could purchase half now and half later? 39 40 Chief Sargent said he would rather purchase them all together because of the training program and the 41 need for everyone to train at the same time. 42 43 T. Tsantoulis motioned to move the Outer Carriers & Uniforms Project to present to the full 44 Council. Seconded by Chair Lapierre.

ARPA SUBCOMMITTEE MINUTES

All in favor 2-0

45 46

47

9-13-2023

48 49 50 51 52	Ben Berthiaume, Public Works Director presented the Lew Goodwin Concessions Project for ARPA funds consideration. B. Berthiaume explained that the concessions cannot currently be operated because of the permitting and food license. The upgrades will bring in into compliance. The bathroom also do not meet ADA and he has included that upgrade in the proposal as well. The total cost for this project is \$24,200.00	
53 54 55	T. Tsantoulis asked if the building is too old to save?	
56 57 58	Chair Lapierre asked if HYAA wants to see if up and running and have they said if they will contribute the project?	0
59 60	B. Berthiaume answered they do want to see it up and running but they have not offered to contribute.	
61 62 63	Chair Lapierre motioned to move the Lew Goodwin Concessions Project to present to the full Council. Seconded by T. Tsantoulis.	
64 65	All in favor 2-0	
66 67 68 69 70	Ben Berthiaume, Public Works Director presented the Parks & Recreation Equipment Trailer Project fo ARPA funds consideration. B. Berthiaume said they have 24' enclosed trailers from 2012 that need to be replaced and thought ARPA would be a good way to have one replaced. The total cost for this project is \$16,500.00.	
71 72	After discussion there was no motion to move the project to full Council.	
73 74 75	Ben Berthiaume, Public Works Director presented the Softball Dugouts Project for ARPA funds consideration. This is a cost sharing with HYAA. The total cost for this project is \$6,000.00.	
76 77 78	Chair Lapierre felt there should be one more try at changing the cost sharing with HYAA or perhaps fundraising for it.	
79 80	After discussion there was no motion to move the project to full Council.	
81 82 83 84	Heather Rainier and Mark Glisson from the Library presented the Library Smoke Detector Upgrade for ARPA funds consideration. H. Rainier explained that the current detectors are from 1998. The total cost for this project is \$16,218.00	
85 86 87	Chair Lapierre motioned to move the Library Smoke Detector Upgrade Project to present to the full Council. Seconded by T. Tsantoulis.	
88 89	All in favor 2-0	
90 91	OLD BUSINESS	
92 93	Update on ARPA funds available – there was no time to discuss this.	
94 95	NEW BUSINESS	
96 97	APPROVAL OF MEETING MINUTES	
98	T. Tsantoulis motioned to approve the minutes of June 23, 2023. Seconded by Chair Lapierre.	
	ARPA SUBCOMMITTEE MINUTES 9-13-2023	2

99	
100	All in favor 2-0
101	
102	ADJOURNMENT
103	
104	Chair Lapierre motioned to adjourn the meeting at 5:55 am. Seconded by T. Tsantoulis .
105	
106	All in favor 2-0
107	
108	Respectfully submitted,
109	
110	Wendy Baker
111	
112	Wendy Baker
113	Executive Assistant

## **Town Council**

# STAFF REPORT



**To:** Town Council

Title: Execution of Easement Release - South Bow Road

Meeting: Town Council - 10 Jan 2024

Department: Community Development

Staff Contact: Elizabeth Robidoux, Town Planner

#### **BACKGROUND INFORMATION:**

The Planning Board will be seeing an application requesting a revision to a previously approved subdivision plan (2016, Map 12, Lot 14-2), removing one of the conditions of approval relating to a sight distance easement. The condition stated if the landowner did not maintain the sight distance, the town had the authority to remove the vegetation and then bill the landowner for labor costs. This was challenged and the Court determined the condition needed to be removed from the plan. As part of that process, a new sight distance easement will need to be recorded. This requires the release of the existing easement. Staff is requesting Town Council to authorize the release of the easement and designate authority to the Town Administrator to sign the easement release.

#### **FINANCIAL IMPACT:**

None.

#### **POLICY IMPLICATIONS:**

None.

#### **RECOMMENDATION:**

Staff recommends Town Council authorize the Town Administrator to sign the sight distance easement release.

#### **SUGGESTED MOTION:**

Move to authorize the release of the existing sight distance easement for Map 12, Lot 14-2, recorded at MCRD at Book 3535, Page 2703-2704, on October 30, 2016; and to allow the Town Administrator the authority to sign the easement release on behalf of the Town of Hooksett.

#### TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motion.

#### **ATTACHMENTS:**

Release of Existing Easement(84581677.1)
Original Sight Distance Easement 2016

#### RELEASE OF SITE DISTANCE EASEMENT

KNOW EVERYONE BY THESE PRESENTS, that the Town of Hooksett, of 35 Main Street, Town of Hooksett, County of Merrimack, State of New Hampshire, for legal and valuable consideration received, hereby, releases and discharges all of its rights to and benefits of a certain Site Distance Easement to cut, trim, clear trees, stumps, grass, and/or other vegetation within said Site Distance Easement across the parcel identified by the Town of Hooksett Tax Collector as Map 12, Lot 14-2, having been conveyed and delivered to the Town of Hooksett by Christopher J. Bolton, managing member of BW Land Co., LLC on October 18, 2016, being depicted and more particularly set forth on a plan entitled "Subdivision Plan of Land, Tax Map 12, Lot 14-2, South Bow Road, Hooksett, NH, Scale: 1 inch = 50 feet, prepared by Eric C. Mitchell and Associates, Inc., dated March 29, 2016, and recorded in the Merrimack County Registry of Deeds as Plan #2016000118491.

Meaning and intending to release and discharge the Site Distance Easement conveyed to the Town of Hooksett in the Site Distance Easement recorded in the Merrimack County Registry of Deeds at Book 3535, Pages 2703-2704, on October 30, 2016.

Witness its hand and seal this day of	January, 2024
Town of Hooksett, New Hampshire,	
Dated:	By and Through the Duly-Authorized Town Administrator:
	Signed:André Garron

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK

On this, the day of January, 2023, personally appeared before me, André Garron,
Town Administrator for the Town of Hooksett, New Hampshire, and acknowledged that he
executed the foregoing document, a Release, for the purposes set forth therein on behalf of said
Town.
Notary Public / Justice of the Peace
My commission expires:

EFiled 201600020223 Recorded in Merrimack County, NH In the Records of Kathi L. Guay, CPO. Register BK; 3535 PG; 2703, 10/31/2016 8;33 AM RECORDING \$14,00 \$URCHARGE \$2,00

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OWEN LAW OFFICES, PLLC 10 CORPORATE DR. SUITE 1103 BEDFORD, NH 03110 (603) 471-7070

#### SITE DISTANCE EASEMENT

KNOW EVERYONE BY THESE PRESENTS, THAT Christopher J Bolton, managing member of BW Land Co., LLC a New Hampshire Limited Liability Corporation, having a piace of business at 1225 River Road, Town of Weare, County of Hillsborough, State of New Hampshire, for consideration paid, grants to the Town of Hooksett, of 35 Main Street, Town of Hooksett, County of Merrimack, State of New Hampshire, With Warranty Covenants, the perpetual right of a site distance easement to cut, trim, clear trees, stumps, grass, vegetation in the event the property owner of lot 14-2, current and subsequent, who is required and responsible to clear and remove all trees and shrubs including stumps and maintain short grass all within the site distance easement areas including the area within the South Bow Road right of way on an ongoing and perpetual basis, all as shown on plan entitled "Subdivision Plan of Land, Tax Map 12 Lot 14-2, South Bow Road, Hooksett, NH, Scale: 1 inch = 50 feet, prepared by Eric C Mitchell and Assoc.,inc., datedMarch 29, 2016 and recorded in the Merrimack County Registry of Deeds as Plan # 2016000118491.

In the event the site distance area is not maintained by the owner or subsequent owners of lot 14-2 then the town has the right to perform the duties specified above such as clearing and maintaining the easement area and EFiled 201600020223 Recorded in Merrimack County, NH In the Records of Kathi L. Guay, CPO. Register BK; 3535 PG; 2704, 10/31/2016 8;33 AM RECORDING \$14,00 SURCHARGE \$2,00

> charge the owner for reimbursement of the towns costs and expenses to perform these duties or place a tax lien on the owner's property.

The right and easement herein granted shall benefit and extend to the Grantee, its successors and assigns and shall run with the land of the Grantor.

For title reference see aeed to Grantor recorded in Merrimack County Registry of Deeds dated September 1, 2016 and recorded in Book 3529 Page 1243.

Witness its hand and seal this 18th day of October 2016

STATE OF NEW HAMPSHIRE COUNTY OF MERRIMACK

On this 7.8° day of comment, and personally appeared the above named Christopher J Bolton, managing member of BW Land Co.; ELC, and acknowledged that he executed the same for purposes therein on befall of the Limited Liability Corporation.

Notary Public/ Justice of the PATRICIA MoGEE, Notary Public My Commission Expires November 6, 2018

Sent from my iPad

Peace

# Town of Hooksett Town Council Meeting Minutes Wednesday, December 13, 2023

1	
2	The Hooksett Town Council met on Wednesday, December 13, 2023, at 5:39 in the Hooksett Municipal
3	Building.
4	
5	CALL TO ORDER
6	Chair Tsantoulis called the meeting of December 13, 2023, to order at 6:53 pm.
7	
8	PROOF OF POSTING
9	Chair Tsantoulis provided proof of posting.
10	
11	ROLL CALL
12	In Attendance: Councilor James Sullivan, Councilor Roger Duhaime, Councilor David Boutin, Chair
13	Timothy Tsantoulis, Councilor Keith Judge (arrived at 6:14), Councilor Alex Walczyk, Councilor John
14	Durand (arrived at 6:23), Councilor Randall Lapierre.
15	
16	Absent: Councilor Jodi Pinard
17	
18	NON-PUBLIC SESSION NH #1 per RSA 91-A:3 II A and C
19	
20	J. Sullivan motioned to enter NON-PUBLIC SESSION NH RSA 91-A:3 II A and C at 5:39pm; seconded by
21	R. Lapierre.
22	(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such
23	employee, or the investigation of any charges against him or her, unless the employee affected (1) has
24	a right to a meeting and (2) requests that the meeting be open, in which case the request shall be
25	granted.
26	
27	(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person,
28	other than a member of the public body itself, unless such person requests an open meeting. This
29	exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.
30	other levy, it based on mability to pay or poverty of the applicant.
31 32	Poll Call Voto #2
33	Roll Call Vote #2 R. Duhaime Aye
34	J Durand NP
35	J. Pinard NP
36	R. Lapierre Aye
37	A. Walczyk Aye

TOWN COUNCIL PUBLIC MINUTES 12-13-2023

38	D. Boutin Aye
39	K. Judge NP
40	J. Sullivan Aye
41	T. Tsantoulis Aye
42	
43	Vote in favor 6-0
44	
45	J. Sullivan motioned to leave the non-public session at 6:49; seconded by T. Tsantoulis.
46	Vote in favor 8-0
47	
48	R. Lapierre motioned to seal the Non-Public minutes of December 13, 2023; seconded by A. Walczyk
49	
50	Roll Call Vote #3
51	D. Boutin Aye
52	J. Pinard NP
53	A. Walczyk Aye
54	J. Durand Aye
55	R. Duhaime Aye
56	J. Sullivan Aye
57	R. Lapierre Aye
58	K. Judge Aye
59	T. Tsantoulis Aye
60	
61	Vote in favor 8-0
62	
63	PLEDGE OF ALLEGIANCE
64	
65	AGENDA OVERVIEW
66	
67	PUBLIC HEARINGS
68	
69	8.1 Public Hearing to accept the unanticipated revenue in the amount of \$85,415.36 from the State
70	of New Hampshire Highway Block Grant Aid in accordance with RSA 31:95-b, III(a) (see item 16.2)
71	
72	Chair Tsantoulis opened the Public Hearing at 6:53 pm.
	Chair Tsantouils opened the Public Hearing at 6.55 pm.
73	
74	B. Thomas- the State has a surplus of funds, and our share is \$85,415.36 and later on we will discuss
75	where to spend it, and I highly recommend the Town accepts it.
76	
77	D. Ross 56 Sherwood Drive- I have no problem accepting this money but after the PH you need to
78	decide on how to spend it.

79	
80	Chair Tsantoulis closed the Public Hearing at 6:56 pm.
81	
82	8.2 Public hearing for Hooksett Cemetery Commission to update Cemetery regulations and
83	interment fees. (see item 11.3)
84	
85	Chair Tsantoulis opened the 2 <sup>nd</sup> Public Hearing at 6:56 pm.
86	
87	M. Horne and Nancy Philbrick- the regulations have not been updated since 1990. We posted that the
88	regulations were being updated. We also looked at other towns to see what they were doing as far as
89	regulations. We also put in the language that the Town can fix headstones if there is no next of kin
90	around.
91	
92	Chair Tsantoulis closed the Public Hearing at 7:03 pm.
93	
94	T. Tsantoulis- the Salvation Army is looking for Bell Ringer volunteers.
95	
96	SPECIAL RECOGNITION
97	
98	9.1 Hooksett Municipal Employee - New Hire
99	
00	New Hires
01	Police Dept = Police Officer Matthew Webber DOH 11/20/2023
02	<ul> <li>Administration Dept = Executive Asst Geralyn Ciardelli DOH 11/27/2023</li> </ul>
03	
04	End Employment
05	Police Dept = School Resource Officer Angela Bergeron 11/20/2023 (went to State JPP)  Police Dept = School Resource Officer Angela Bergeron 11/20/2023 (went to State JPP)  Police Dept = School Resource Officer Angela Bergeron 11/20/2023 (went to State JPP)
06 07	<ul> <li>Public Works (Recycling &amp; Transfer) = part-time Saturday Kevin Kokoszka 11/20/2023 (retiring after 11 yrs, with Town)</li> </ul>
07 08	<ul> <li>after 11 yrs. with Town)</li> <li>Police Dept = Administrative Records Clerk Sheryl Kiley 12/29/2023 (retiring after 10 yrs. with</li> </ul>
09	Town)
10	
11	<u>Promotions</u>
12	<ul> <li>Public Works Dept (Parks &amp; Rec) = Robert Hebert promoted to Crew Chief (was Parks Asst Crew</li> </ul>
13	Chief)
14 15	Public Works Dept (Recycling & Transfer) = Shawn Dumont promoted to Crew Chief (was  Lighway Asct Crow Chief)
15 16	Highway Asst Crew Chief)
17	PUBLIC INPUT
18	i oblicità oi
10	

Jeanne Thurber- I have 3 questions. My main concern is why were we never notified about the work being done on route 3? This major work takes place right in front of my business. How did the town come to the decision that part of the road needed to be done first? The problem is North of that area. None of the business owners at the South end see why the project is starting there. What are the tax implications that are going to take place with the road being widened? Where is all the snow going to go? I had to pay out of hand to move the snow. I have had to pay for drainage into my parking lot.

125 126

127

128

129

T. Tsantoulis- Route 3 is a State Road and is not a Town project. We have little say on that road. We don't pave that road; we don't plow that road. The State has had an informational session on what is taking place on that Road, why you were not notified was not on us. We don't have any jurisdiction over that roadway. We don't have all the answers for you tonight, but we do recognize your business concerns.

130 131

132 J. Thurber- I have been to these meetings and the State told me the Town wanted that area fixed first.

133134

135

136

A. Garron- Bruce and I have met with Mrs. Thurber on this issue and when we look at who selected this plan, it was suggested by the Governor and Council and placed on the States 10-year plan back in some years ago. In 2019 the Town requested that this project be placed back on 10-year plan. On Monday we had a working group with the business groups.

137138139

140

141

142

143

144

D. Ross 56 Sherwood Drive- the council does have say on what the State does on the roads and the public and the businesses should be informed and invited to the meetings. Lot 19 at SNHU just paved over that section and did no drainage or catch basins. The rocks wash out and cross over Depot Street and goes off into the river. There is damage occurring to the delta in that area. Something wrong is going on over there. This is the Merrimack River and is important. I went to the railroad tracks again and see the situation is still an issue, and I have not seen it on your agenda yet to discuss. I have also heard some talk on fines for ordinances.

145146

#### **SCHEDULED APPOINTMENTS**

147148

11.1 Teamsters Local 633 and Town of Hooksett NH Police Supervisors Collective Bargaining
 Agreement July 1, 2024-June 30, 2027

151 152

J. Sullivan motioned to accept the tentative agreement for Teamsters Local 633 and Town of Hooksett NH Police Supervisors Collective Bargaining Agreement July 1, 2024-June 30, 2027, to include appendix (A) wage chart; seconded by D. Boutin.

154 155

153

- 156 Roll Call Vote #4
- 157 A. Walczyk Aye
- 158 R. Lapierre Aye
- 159 J. Pinard NP

TOWN COUNCIL PUBLIC MINUTES 12-13-2023

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160
      R. Duhaime Aye
161
      J. Durand Aye
162
      K. Judge Abstain conflict of interest
163
      J. Sullivan Aye
164
      D. Boutin Aye
165
      T. Tsantoulis Aye
166
167
      Vote in favor 7-0-1
168
169
      J. Sullivan will 1st at the Deliberative and R. Lapierre will be the 2nd.
170
171
      11.2 IAFF Local 3264 and Town of Hooksett NH Firefighters Collective Bargaining Agreement July 1,
172
      2024-June 30, 2027
173
174
      J. Sullivan motioned to accept the tentative IAFF Local 3264 and Town of Hooksett NH Firefighters
175
      Collective Bargaining Agreement July 1, 2024-June 30, 2027, to include appendix (A) wage chart;
176
      seconded by D. Boutin.
177
178
      Roll Call Vote #5
179
      J. Sullivan Aye
180
      J. Pinard NP
181
      R. Duhaime Nay
182
      A. Walczyk Aye
183
      R. Lapierre Aye
184
      K. Judge Aye
185
      J. Durand Aye
186
      D. Boutin Aye
187
      T. Tsantoulis Aye
188
      Vote in favor 7-1
189
190
191
      T. Tsantoulis will 1st at the Deliberative and K. Judge will 2nd.
192
193
      11.3 Hooksett Cemetery Commission - update Cemetery regulations and interment fees.
194
195
      R. Duhaime motioned to approve updates to Cemetery regulations and interment fees as presented;
196
      seconded by D. Boutin.
197
198
      Vote in favor 8-0
199
200
      11.4 YMCA Karen Provost - 2024 Hooksett Summer Camp
      TOWN COUNCIL PUBLIC MINUTES
                                              12-13-2023
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201	
202	K. Provost- there are not a lot of changes in the MOU. The fees have increased a little. The deposit
203	amount has changed. This will be our 6 <sup>th</sup> summer running the program. Last year we accommodated
204	120 and a wait list.
205	
206	D. Boutin motioned to approve the 2024 Hooksett-YMCA Summer Program Agreement as presented;
207	seconded by A. Walczyk.
208	
209	Vote in favor 8-0
210	
211	A. Garron- this has been reviewed and approved by the Town and the School. The only suggestion was
212	if you could widen that time frame for Hooksett residents to sign up.
213	
214	CONSENT AGENDA
215	
216	D. Boutin motioned to approve consent agenda items 12.1, 12.2, 12.3, 12.4, 12.5, 12.6 as presented;
217	seconded by J. Sullivan.
218	
219	Vote in favor 6-2
220	
221	12.1 Accept the donation of \$1,000.00 from the Rice Family Charitable Fund to the Town of Hookset
222	Conservation Commission fund per RSA 31:95-b:III(b).
223	
224	12.2 Accept donations to the Town of Hooksett for the Family Services Department for the Holiday
225	Assistance Program for a total dollar value not to exceed \$10,000, as well as any other donations the
226	Family Services Department may receive prior to the holiday, per RSA 31:95-b, 111 (b) and RSA
227	31:95-e, II
228	
229	12.3 Accept Southeastern NH HazMat Mutual Aid District funds reimbursed to the Town of Hooksett,
230	NH in the amount of \$944.19 for Hooksett Fire-Rescue Department HazMat Team members
231	overtime/backfill costs from Aug 1, 2023 - October 20, 2023, per NH RSA 31:95-b III(b).
232	
233	12.4 Surety Release of \$6,000 plus interest for 36 Churchill Drive.
234	
235	12.5 Surety Release of \$13,790 plus accumulated interest for 1134 Hooksett Road
236	
237	12.6 Surety Release of \$56,834.20 – Marmon Aerospace, 18 Legends Drive
238	
239	NOMINATIONS AND APPOINTMENTS
	TOWN COUNCIL PUBLIC MINUTES 12-13-2023 6
	1. AVVIN A ALIIN AL EUDI II. AVIINUTEA - 1.7-1.3-2.07.3

240	
241	13.1 A. Stein Application and Fraud Policy
242	
243	J. Sullivan motioned to nominate and appoint Alan Stein as a full member to the Conservation
244	Commission with a term expiring June 30, 2026; seconded by D. Boutin.
245	
246	Vote in favor 7-0
247	
248	J. Sullivan motioned to nominate and appoint Abby Milonas as a full member to the Heritage
249	Commission with a term expiring June 30, 2026; seconded by D. Boutin.
250	
251	Vote in favor 7-0
252	
253	J. Sullivan- D. Winterton is stepping down from the Planning Board, leaving a Vacancy. The Planning
254	Board requests the appointment of David Russel to move from an alternative position to a full-time
255	position.
256	
257	J. Sullivan motioned to appoint David Russel to the Planning Board from an alternative position to a
258	Full member; seconded by D. Boutin.
259	
260	Vote in favor 7-0
261	
262	OLD BUSINESS
263	
264	15.1 Tax Increment Finance District (TIF) –Amend the Tax Increment Finance Plan to Remove Parcel
265	17-39 from the TIF District
266	
267	J. Sullivan motioned to recommend approval to remove parcel 17-39 from the TIF District; seconded
268	by D. Boutin.
269	
270	Roll Call Vote #6
271	J. Durand Aye
272	R. Lapierre Aye
273 274	K. Judge Aye D. Boutin Aye
274 275	J. Pinard NP
276	J. Sullivan Aye
277	A. Walczyk Aye
278	R. Duhaime NP
279	T. Tsantoulis Aye
	TOWN COUNCIL PUBLIC MINUTES 12-13-2023

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280	
281	Vote in favor 7-0
282	
283	B. Thomas- the sewer from the TIF District was designed going up Cross Street. Our intention all along
284	was to go across the 2 state properties, but we didn't know where the property line was and now that
285	the project is complete, it does not need to be in the TIF District, and it is being recommended that we
286	remove the lot.
287	
288	15.2 FY 2024-25 Budget and Warrant Articles (Revaluation Tabled at 11/01/2023 Town Council
289	Meeting) (January 9, 2024, Council Special Meeting should monetary petitioned warrant article(s) be
290	submitted)
291	
292	J. Sullivan motioned to move the FY 2024-25 Default Budget in the amount of \$23,693,487.00 to the
293	Budget Committee; seconded by R. Lapierre.
294	
295	Vote in favor 7-1
296	
297	15.3 Proposed Town Charter Amendments for March 2024 Ballot
298	
299	J. Sullivan motioned to recommend the bundling of the 2 Charter changes of eliminating the districts
300	and reducing the number of Councilors from 9 to 7; seconded by R. Lapierre
301	
302	Vote in favor 6-1
303	
304	J. Sullivan motioned to approve changing the warrant article from a super majority vote to a simple
305	majority vote; seconded by R. Lapierre.
306	
307	Vote in favor 5-2
308	
309	J. Sullivan motioned to increase the stipend to each Town Councilor by \$500; seconded by A. Walczyk.
310	
311	Roll Call Vote #7
312	J. Pinard Np
313	K. Judge Aye
314	R. Lapierre Nay
315	R. Duhaime NP
316	A. Walczyk Nay
317 318	J. Durand Aye J. Sullivan Aye
319	D. Boutin Nay
•	•
	TOWN COUNCIL PUBLIC MINUTES 12-13-2023 8

320 321	T. Tsantoulis Aye
322 323	Vote in favor 4-3
324 325 326 327	J. Sullivan will first and T. Tsantoulis will second the DPW Teamsters Contact article at the Deliberative Session Saturday February 3rd. The list will be finalized at the January 24th Council meeting.
328 329 330	D. Boutin motioned to recommend adding an article following each of the union articles to allow the governing body to hold one special meeting if the union article fails; seconded by J. Sullivan.
331 332	Vote in favor 8-0
333 334 335	J. Sullivan motioned to remove the Revaluation Capital Reserve warrant article from the table; seconded by R. Lapierre.
336 337	Vote in favor 8-0
338 339 340	J. Duhamel- the reason the amount going on the ballot was increased was because the article failed last year, and we are now \$30,000 behind. A full update is needed.
341 342 343	R. Lapierre motioned to recommend the Revaluation Capital Reserve article in the amount of \$60,000 and moved it to the 2024 Town warrant; seconded by A. Walczyk.
344 345 346 347 348 349 350 351 352 353 354 355 356 357	R. Lapierre Aye R. Duhaime Aye J. Sullivan Aye A. Walczyk Aye J. Durand Aye J. Pinard NP D. Boutin Aye K. Judge Aye T. Tsantoulis Aye  Vote in favor 8-0  A. Walczyk to first and J. Sullivan will second the articles at the Deliberative Session Saturday
358 359	February 3rd.

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Discussion to amend the Body Worn Cameras warrant article to \$200,000.
 J. Sargent- there have been a few different reps that I have had to deal with,

J. Sargent- there have been a few different reps that I have had to deal with, and the quotes I have gotten have been all over the place and not solidified. They have given me just estimates so far and I don't have a solid quote, so the \$200,000 I feel at this point is a safe number to land at.

We will leave it as is and if the quote comes in by the deliberative session, we will amend it then.

J. Sullivan motioned to hold a public hearing on January 10, 2024, to consider a municipal bond or note for the Martins Ferry Reconstruction project; seconded by R. Duhaime.

#### Vote in favor 8-0

C. Tewksbury- The estimated cost of the project is \$1,500,000 and will be funded as follows: 1) State's portion comes from one-time funding thought 2022 SB401 and 2023 SB270 for a total of \$375,923. 2) The Town Council has obligated Roadway Impact Fees in the amount of \$385,000. 3) Federal portions of \$89,077 from APRA Local Fiscal Recovery Funds, and 4) a bond in the amount of \$650,000.

T. Tsantoulis- if the article fails what happens to the money that we have already allocated for this project?

C. Tewksbury- we wont loose the ARPA until we spend it. Most of these funds are already obligated to this fund.

#### 15.4 Town Council 2023/2024 Goals Update

A. Garron- Town Council had a workshop on August 9, 2023, to establish short and long-term goals that will move the Town's vision forward. The following were the goals set forth with a plan to report updates at the second Council meeting of each month (November 15, 2023, Council meeting cancelled due to no quorum & only one meeting in December on 13th due to holiday). Goal #1: Improve community outreach Goal Summary: Improve communication and outreach to the community. Enhance the Town's Newsletter. Add to the Library's Newsletter. Add advertisements to the Transfer Station cabinet. Encourage the public to sign up for the website news alerts. Place electronic signs at various locations in Hooksett. Develop a community Facebook page. Goal #2: Set budget increase to no more than 2% (starting with 25/26 Budget) Goal Summary: Strive for a maximum 2% increase in the municipal budget Goal #3: Remove the unnecessary utility poles Goal Summary: Remove Eversource utility poles that are no longer in use Goal #4: Attendance notification for quorum purposes Goal Summary: Improve notification system of Council, Boards, Committees and Commissions if member cannot attend meetings Goal #5: Develop network of access to connect various river front area with

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399 400	appropriate sidewalks/trails Goal Summary: Improve access to the Merrimack River for active and passive recreation.	
401 402	T. Tsantoulis- in November we had a appointment of a vacancy for Judges seat. The question came u	ın
403	if he would need to re-run. Word from legal was that due to time constraints and he only missing on	•
404	week was not means for him to need to re-run. An attorney at NHMA was also asked his opinion on	_
405	this. What we are looking at is 2 different attorneys with different opinions.	
406	tins. What we are looking at 13.2 amerent attorneys with amerent opinions.	
407	R. Lapierre- point of order we have a legal response from our legal rep in October and then hearsay	
408	from another attorney, I don't understand why we are still talking about it. It seems to keep coming	un
409	because a certain councilor doesn't like the answer.	чρ
410	because a certain councilor doesn't like the answer.	
411	J. Sullivan motioned per 3.3 in the charter that K. Judge hold office until the next regular election;	
412	seconded by T. Tsantoulis.	
413	Seconded by 1. Isumouns.	
414	R. Lapierre- the way I see it and backed by other legal opinions. The council reconsidered a vote from	n a
415	previous meeting and rescinded the action form that motion, effectively that seat was never vacated	
416	so K. Judge should still serve out the remainder of his term.	•
417	30 K. Judge should still serve out the remainder of his term.	
418	R. Duhaime- this motion and this vote does not need to take place.	
419	N. Dunaime- this motion and this vote does not need to take place.	
420	Roll Call Vote #9	
420 421	J. Durand NP	
422	D. Boutin Nay	
423	J. Pinard NP	
424	R. Duhaime Abstained not needed	
425	K. Judge Nay	
426	A. Walczyk Nay	
427	J. Sullivan Aye	
428	R. Lapierre Nay	
429	T. Tsantoulis Nay	
430		
431	Vote in favor 1-5-1	
432		
433	NEW BUSINESS	
434		
435	16.1 Transfer Station Winter and Holiday Schedule	
436		
437 438	B. Berthiaume- this is the same request that we had last year. It seemed to work really well with the employees. We requested this last year to help with winter maintenance, as they help with plowing	
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439 440 441	during the winter during the week and not have to work on a Saturday. The 2 <sup>nd</sup> part of the request is for Christmas to allow for the station to be closed on Saturday the 23 <sup>rd</sup> .
442 443 444	R. Lapierre- right now it is cardboard season for all, and anything we can do to make cardboard recycling easier would be great. Maybe consider having a box outside by the road.
445 446 447	B. Berthiaume- we have looked at that, but there are logistics to consider like how to keep it dry and keep all other material out of it.
448 449 450 451	A. Walczyk motioned to approve Transfer Station's winter weekend schedule from January 1st through April 1st, Recycling and Transfer Station will be open only on the 1st and 3rd Saturdays of the month seconded by D. Boutin.
452 453	Vote in favor 8-0
454 455 456	A. Walczyk motioned to approve the Transfer Station to be closed on Saturday, December 23rd to give our staff the time to spend Christmas with their families; seconded by D. Boutin.
457 458	Vote in favor 8-0
459 460 461	16.2 Accept the unanticipated revenue in the amount of \$85,415.36 from the State of New Hampshire Highway Block Grant Aid in accordance with RSA 31:95-b, III(a)
462 463 464 465	R. Lapierre motioned to accept the unanticipated revenue in the amount of \$85,415.36 from the State of New Hampshire Highway Block Grant Aid in accordance with RSA 31:95-b, III(a); seconded by A. Walczyk.
466 467 468 469	Roll Call Vote #10 K. Judge Aye J. Sullivan Aye R. Lapierre Aye
470 471 472	J. Pinard NP  D. Boutin Aye  J. Durand NP
473 474 475	A. Walczyk Aye R. Duhaime Aye T. Tsantoulis Aye
476 477 478	Vote in favor 7-0

479	16.3 Establishment of the Municipal Transportation Improvement Fee
480	
481	The fee is set aside in a municipal transportation improvement capital reserve fund, which is used
482	exclusively for improvement to the local and regional transportation systems. The MIT fee is a unique
483	option that enhances the Town's control over operating and capital cost of public transportation
484	systems. By placing this fee on auto registrations, it focuses the cost of transportation on the users
485	instead of the property owners. Attached to this staff report is a 2015 study by Vital Communities,
486	which looks at this fee. The Town Council can determine the amount of the fee. The RSA allows for a
487	maximum of \$5.00 per registration on all vehicles, both passenger and commercial, with the exception
488	of all terrain vehicles, antique motor vehicles, farm tractors and motorcycles. Data collected from
489	other communities shows the majority are charging \$5.00. The estimated annual collection for this
490	fee is \$100,000. (\$5.00 x 20,000 registration). The Town Council can limit what the municipal
491	transportation fee is used for. The RSA allows for "improvements in the local or regional
492	transportation systems including roads, bridges, bicycle and pedestrian facilities, parking and
493	intermodal facilities, electric vehicle charging stations, and public transportation. The fund can be used
494	for engineering, right-of-way acquisitions, and construction costs of transportation facilities, including
495	electric vehicle charging stations, and for operating and capital cost of public transportation." If
496	Council would like to move forward with establishing this fee. The RSA requires a public hearing before
497	it can be placed on the ballot. The public hearing would be held on the Council meeting of January 10,
498	2024, to meet the require deadlines. After the public hearing, Council can modify the fee and the use
499	of the funds or not move forward with the fee at all.
500	
501	A. Walczyk motioned to move the establishment of the Municipal Transportation Improvement to a
502	public hearing on January 10, 2024; seconded by D. Boutin.
503	
504	Vote failed 3-4
505	
506	A. Walczyk- how did this come up? What would we use these funds for?
507	,
508	C. Tewksbury- J. Pinard brought this up at a meeting. It has been brought up before and moved
509	nowhere. I recommend we don't specify what the funds are used for, I suggest you to leave it open
510	ended.
511	ended.
512	16.4 IRS penalty assessment for late filing of the 2021 Form W-2
	10.4 In 5 penalty assessment for fate filling of the 2021 Form W-2
513	D. D. Indiana and Company of the 195 and the 196 and the 196 and 196 a
514	R. Duhaime motioned to pay the IRS penalty in the amount of \$20,790.00 from ARPA State and Local
515	Fiscal Recovery Funds; seconded by T. Tsantoulis.
516	
517	A. Walczyk motioned to amend the motion to use funds from the operating budget and not ARPA
518	funds; seconded by K. Judge.
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519	
520	Roll Call #11
521	J. Sullivan Aye
522	R. Lapierre Aye
523	J. Durand NP
524	J. Pinard NP
525	K. Judge Aye
526	A. Walczyk Aye
527	R. Duhaime Aye
528	D. Boutin Nay
529	T. Tsantoulis Nay
530	
531	Vote in favor 5-2
532	
533	R. Duhaime motioned to pay the IRS penalty in the amount of \$20,790.00 from the general fund;
534	seconded by T. Tsantoulis.
535	•
536	Roll Call Vote #12
537	D. Boutin Abstained
538	A. Walczyk Aye
539	J. Durand NP
540	J. Pinard NP
541	K. Judge Aye
542	R. Lapierre Aye
543	J. Sullivan Aye
544	R. Duhaime Aye
545	T. Tsantoulis Aye
546	
547	Vote in favor 6-0
548	
549	A. Garron- the IRS is assessing this penalty because the Town of Hooksett was late in its W-2 filings.
550	Historically the Town of Hooksett has always been on time. We appealed the penalty, and the IRS still
551	denied the appeal. We also solicited a letter from the PO indicating that it was filed on time and got
552	nowhere with that letter. Unfortunately, time is not on our side, and we have to have this paid by
553	December 15 <sup>th</sup> . And we are concerned that the fine will grow if we don't get a timely response to our
554	appeal. I hate that we even have to pay this. If our appeal is approved, then they will return our check
555	to us.
556	
557	A. Walczyk- I don't agree with where we take the money from. I don't think it should come from ARPA.
558	, , , , , , , , , , , , , , , , , , ,
559	R. Lapierre- I agree with not taking it from ARPA, also I think if we do get the funds back, we cannot put
560	it back into ARPA.
-	TOWN COUNCIL PUBLIC MINUTES 12-13-2023 14

561		
562	APPROVAL OF MINUTES	
563		
564	J. Sullivan motioned to approve the public minutes of October 25, 2023; seconded by K. Judge	
565		
566	Vote in favor 7-0	
567		
568	R. Lapierre motioned to approve the public minutes of November 1, 2023; seconded by D. Boutin.	
569		
570	Vote in favor 7-0	
571	Connect M. House to M. House	
572 573	Correct M. Horn to M. Horne	
574	R. Lapierre motioned to approve the non-public minutes of October 25, 2023; seconded by D. Bouti	n
575	Vote in favor 7-0	••
576		
577	R. Lapierre motioned to approve the non-public minutes of November 1, 2023; seconded by D.	
578	Boutin.	
579	Vote in favor 7-0	
580		
581		
582	TOWN ADMINISTRATOR'S REPORT	
583	-Primex Letter for Fire Vehicle-Authorization for the TC Chair to sign moved by J. Sullivan seconded b	У
584	R. Duhaime	
585	Vote in favor7-0	
586	-Fire Chief gave a background on the accident that occurred.	
587	-NH Tax Deed and Property Auction was held on Saturday, December 9 <sup>th</sup> , 2023, at Fred C. Underhill	
588	School, 2 Sherwood Drive. Registration started at 10:00AM Auction started at 11:00AM. 4 properties	
589	did not receive any bids. 7 sold. Total bids were \$55,300.	
590		
591	J. Sullivan motioned to give the auction house the power of authority to close the results of the	
592	auction; seconded by R. Lapierre.	
593		
594	Vote in favor 6-0	
595		
596	-Bell Ringing Volunteers needed for the Salvation Army	
597	-Fire Department-New Engine 2 was delivered to us and is now in operation in our Fire Department.	
598	-DPW-Shawn Dumont-Asst. Crew Chief and Tom Bartula, Crew Chief received Road Scholar Awards.	
599	-Rt. 3 Workgroup met on Monday, December 11, 2023, from 9am-11:45 am-Current Info On Town	
600	Website. They expanded the work group to include business owners.	
500	website. They expanded the work group to include business owners.	
	TOWN COUNCIL BURN O MINISTER 40 40 0000	4-
	TOWN COUNCIL PUBLIC MINUTES 12-13-2023	15

601	-Rt. 3A/Hackett Hill Project had it first meeting on Tuesday, December 12, 2023-Current Info On Tow	/n
602	Website. We will continue to have alternatives meetings in the future.	
603	-Unfair Labor Practice Withdrawn by Teamster Local 633.	
604	-Rezoning request on land (M33 L3) abutting Town owned land. MUD4 (Mixed Use District) to MDR	
605	(Medium Density Residential).	
606		
607	Chair Tsantoulis moved to extend the meeting.	
608		
609	Vote in favor 6-0	
610		
611	NON-PUBLIC SESSION NH RSA 91-A:3 II A, C, D	
612		
613	J. Sullivan motioned to enter NON-PUBLIC SESSION #2 per NH RSA 91-A:3 II C and D at 9:41 pm; and	d
614	will adjourn the meeting after; seconded by K. Judge.	
615	and the same and t	
616	(c) Matters which, if discussed in public, would likely adversely affect the reputation of any person,	
617	other than a member of the public body itself, unless such person requests an open meeting. This	
618	exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or	-
619	other levy, if based on inability to pay or poverty of the applicant.	
620	(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in	
621	public, would likely benefit a party or parties whose interests are adverse to those of the general	
622	community.	
623	community.	
624	Roll Call Vote #13	
625	K. Judge Aye	
626	D. Boutin NP	
627	J. Sullivan Aye	
628	R. Lapierre Aye	
629	A. Walczyk Aye	
630	R. Duhaime Aye	
631	J. Durand NP	
632	J. Pinard NP	
633	T. Tsantoulis Aye	
634		
635	Vote in favor 6-0	
636	Alex masses Tou Callaster Win Disharan	
637	Also, present Tax Collector, Kim Blichmann	
638		
639	J. Sullivan motioned to leave non-public at 10:00; seconded by K. Judge.	
640	Vote in favor 6-0	
641	TOWN COUNCIL BURLIO MINUTES	
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642	J. Sullivan motioned to seal the Non-Public #2 minutes of December 13, 2023, with the exception of
643	discussion #4- Tax Deeding; seconded by K. Judge.
644	
645	Roll Call Vote #14
646	R. Duhaime Aye
647	J Durand NP
648	J. Pinard NP
649	R. Lapierre Aye
650	A. Walczyk Aye
651	D. Boutin NP
652	K. Judge Aye
653	J. Sullivan Aye
654	T. Tsantoulis Aye
655	
656	Vote in favor 6-0
657	
658	J. Sullivan motioned to direct the Tax Collector to issue a tax deed for 1101 Hooksett Road M41L72
659	for unpaid tax lien of 2020 and permit Tax Collector to sign tax deed; seconded by K. Judge.
660	Vote in favor 6-0
661	
662	J. Sullivan motioned to direct the Tax Collector to issue a tax deed for M21L7 Land only for unpaid tax
663	lien of 2020 and permit tax collector to sign tax deed; seconded by K. Judge.
664	Vote in favor 6-0
665	
666	ADJOURNMENT
667	
668	R. Lapierre motioned to adjourn the meeting at 10:00 pm. Seconded by T. Tsantoulis
669	
670	All in favor 6-0
671	
672	
673	Respectfully submitted,
674	
675	Alicia Jipson
676	
677	
678	Alicia Jipson
679	Recording Clerk