



AGENDA

Town of Hooksett Town Council

Wednesday, January 24, 2024 at 6:00 PM

A meeting of the Town Council will be held Wednesday, January 24, 2024 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

1. **CALL TO ORDER**
2. **PROOF OF POSTING**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **AGENDA OVERVIEW**
6. **PUBLIC HEARINGS**
7. **SPECIAL RECOGNITION**
 - 7.1. Hooksett Municipal Employee - New Hire
8. **PUBLIC INPUT - 15 MINUTES**
9. **SCHEDULED APPOINTMENTS**
 - 9.1. Attorney John Cronin and Chelmsford Hooksett Properties, LLC request to discuss highest and best use and Town of Hooksett interest to purchase or acquire land parcels known as Map/Lot 9/34 and 34/1. 3 - 10
[Staff Report - SR-24-007 - Pdf](#)
 - 9.2. Annual Update from the Parks and Recreation Advisory Board - Andy Janosz and Scott Evans 11
[Staff Report - SR-24-005 - Pdf](#)
 - 9.3. Tony Lacasse, Heritage Commission Chair and Leann McLaughlin, Project Coordinator - Light up the Village Event 13 - 17
[Staff Report - SR-24-004 - Pdf](#)
 - 9.4. Town Clerk, Karina Towne and Moderator, Todd Lizotte - January 23, 2024 Federal Primary Election Results & March 12, 2024 Town/School/Special General Election Preparations
10. **CONSENT AGENDA**
11. **NOMINATIONS AND APPOINTMENTS**
12. **BRIEF RECESS**
13. **OLD BUSINESS**
 - 13.1. FY 2024-25 Budget and Warrant Articles 19 - 38
[Staff Report - SR-24-003 - Pdf](#)
 - 13.2. Town Council 2023/2024 Goals Update 39 - 40

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

14. NEW BUSINESS

15. APPROVAL OF MINUTES

15.1. Public: January 9, 2024 (Special Meeting) THIS MEETING WAS CANCELLED

15.2. Public: January 10, 2024

41 - 53

[01102024 TC Minutes](#)

15.3. Non-Public: January 10, 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 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: Attorney John Cronin and Chelmsford Hooksett Properties, LLC request to discuss highest and best use and Town of Hooksett interest to purchase or acquire land parcels known as Map/Lot 9/34 and 34/1.
Meeting: Town Council - 24 Jan 2024
Department: Administration
Staff Contact: Geraldine Ciardelli, Executive Assistant

BACKGROUND INFORMATION:

Attorney John Cronin and Chelmsford Hooksett Properties, LLC request to discuss highest and best use and Town of Hooksett interest to purchase or acquire land parcels known as Map/Lot 9/34 and 34/1. Applicant wishes to determine two things. The first is if there is any interest from the Town of Hooksett to purchase. The second is for the applicant to present a Master Plan and what that would entail.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council to listen to the proposal presented by Atty. Cronin. Hooksett has not considered purchasing land for municipal purposes over the past 4 years. The Master Plan will be finalized in February 2024. Once approved, it will be reviewed to see if this the type of project recommended in the plan.

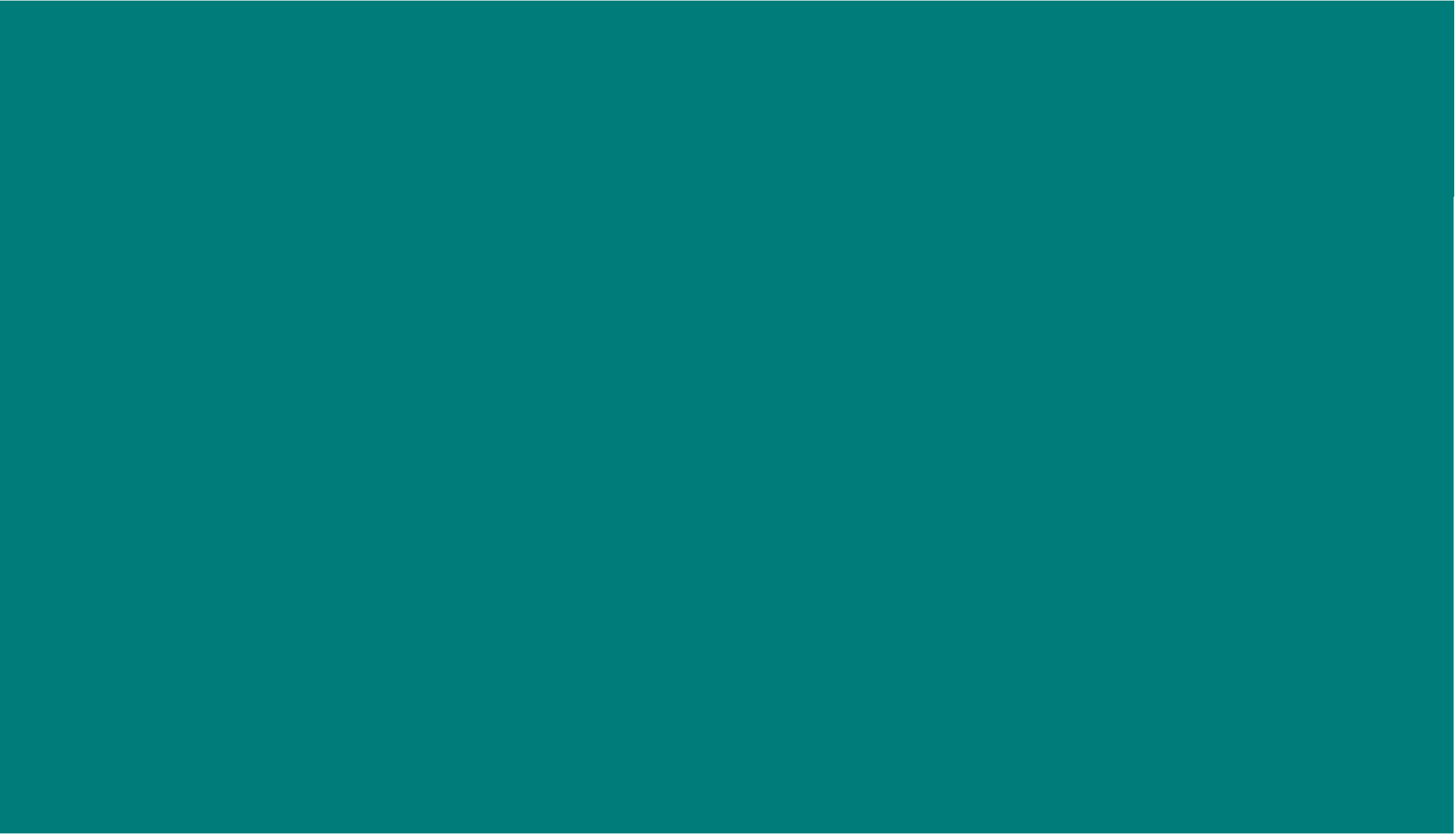
ATTACHMENTS:

[2022-11-10 - College Park Master Plan](#)

College Park Masterplan

Hooksett, NH
Brady Sullivan

Concept Site Plan
11 / 10 / 2022



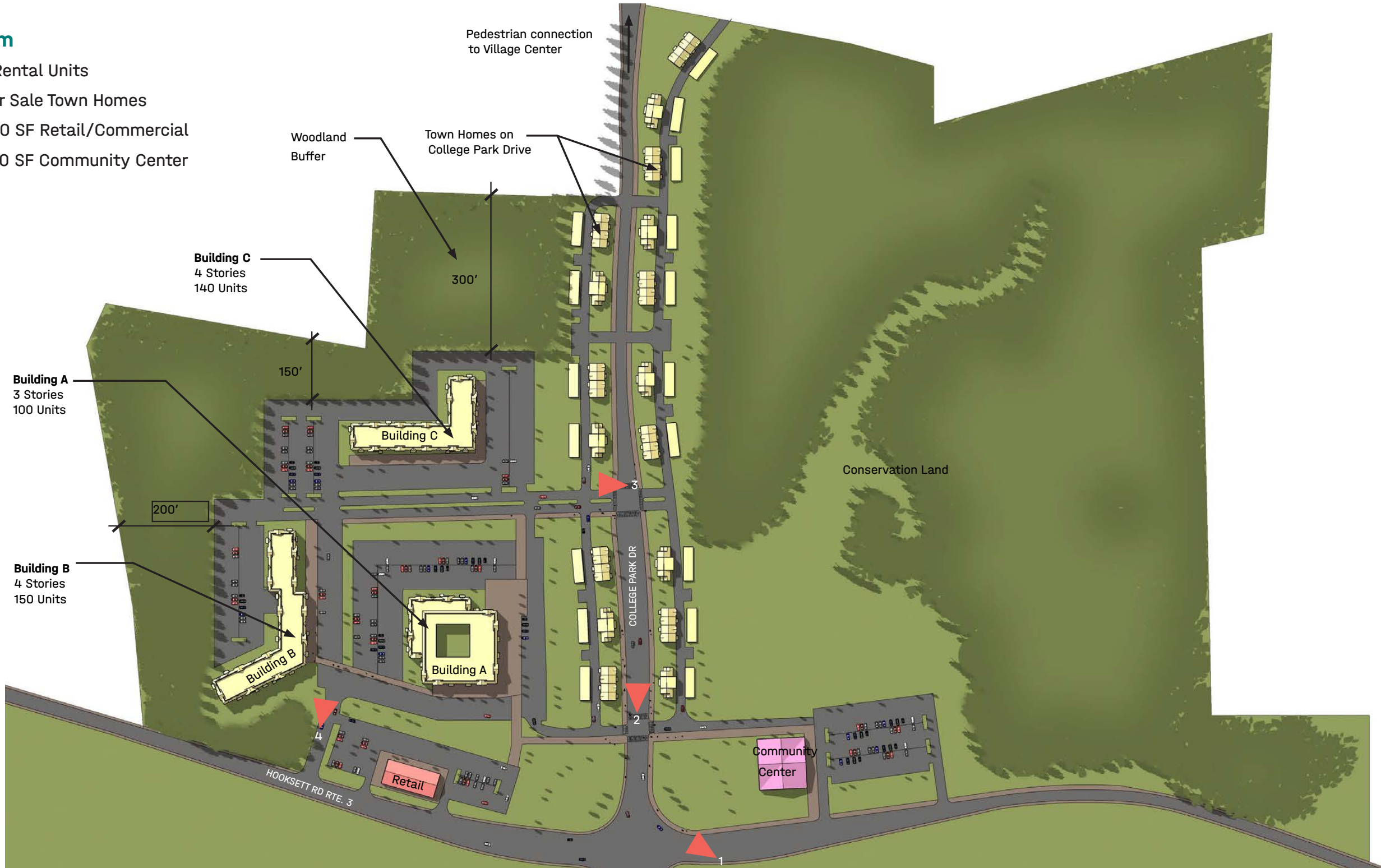
Architecture
Interiors + Planning

PCA

01 Rendered Site Model

Program

- 390 Rental Units
- 70 For Sale Town Homes
- 10,000 SF Retail/Commercial
- 15,000 SF Community Center



02 Aerial Composite



03 Massing View 1 from North Approach



03 Massing View 3 - College Park Looking West



03 Massing View 3 - Entry Mid-College Park



03 Massing View 4 – South Entry off Hooksett Road



Town Council STAFF REPORT



To: Town Council
Title: Annual Update from the Parks and Recreation Advisory Board - Andy Janosz and Scott Evans
Meeting: Town Council - 24 Jan 2024
Department: Administration
Staff Contact: Geraldine Ciardelli, Executive Assistant

BACKGROUND INFORMATION:

Hooksett's Town Charter requires Town Boards and Committees to come before Town Council annually and report on their activity. The Parks and Recreation Advisory Board have requested January 24th to formally brief the council on the Board's efforts, answer questions and promote coordination between the two bodies.

FINANCIAL IMPACT:

TBD

POLICY IMPLICATIONS:

TBD

RECOMMENDATION:

Listen to an update from the Parks and Recreation Advisory Board

SUGGESTED MOTION:

Listen to an update from the Parks and Recreation Advisory Board

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council can take the opportunity to request that the Park and Recreation Advisory Committee examine creating recreational opportunities on the west side of the river. Also, look into creating a trailway network to and along the Merrimack River.

Town Council STAFF REPORT



To: Town Council
Title: Tony Lacasse, Heritage Commission Chair and Leann McLaughlin, Project Coordinator - Light up the Village Event
Meeting: Town Council - 24 Jan 2024
Department: Administration
Staff Contact: Leann McLaughlin, Project Coordinator

BACKGROUND INFORMATION:

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

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

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

RECOMMENDATION:

Discuss how the Town Council sees this event proceeding in the future.

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

SUGGESTED MOTION:

OPTIONS:

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

OR

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

If council motions for option 2, council should:

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

TOWN ADMINISTRATOR'S RECOMMENDATION:

Town Council to discuss the merits of establishing a committee to take this event on (Much like the Bicentennial Committee), if event is approved by Council, or recommending that a separate group be established to oversee this event (Much like the Old Home committee).

ATTACHMENTS:

[Heritage Commission - Admin Code](#)

[RSA 674.44 Heritage Commission](#)

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

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

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

Section 674:44-a

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

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

Section 674:44-b

674:44-b Powers. –

I.

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

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

II.

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

III.

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

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

Section 674:44-c

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

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

Section 674:44-d

674:44-d Appropriations Authorized. –

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

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

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

Town Council

STAFF REPORT



To: Town Council
Title: FY 2024-25 Budget and Warrant Articles
Meeting: Town Council - 24 Jan 2024
Department: Finance
Staff Contact: Christine Tewksbury, Finance Director

BACKGROUND INFORMATION:

1) Operating Budget:

The Town Council recommended a budget of \$21,717,184.00 and the Sewer Commission recommended a budget of \$ 2,747,677.00 for a combined total of \$24,464,861.00.

The Budget Committee reviewed these budgets and made the following changes:

Worker's compensation was reduced by \$10,919.00.

Computer software and programs increased by \$522.00.

Heritage Commission was increased by \$3,000.00.

Fire Department's professional services was increased by \$837.00.

Police Department's fuel was decreased by \$6,030.00.

Tax Collector's postage was increased by \$483.00.

Election new equipment was increased by \$13,999.00.

Parks & Recreation's ground maintenance was increased by \$9,000.00.

The Budget Committee's recommended operating budget is **\$24,475,753.00**.

2) Default Budget:

Approve and sign the FY 2024-25 Default Budget in the amount of **\$23,693,487.00**. See attached State form 2024 MS-DTB and 2024-25 Default.

3) Warrant:

Confirm attendance of the Deliberative Session and reassign articles if necessary. See attached Warrant Article List.

FINANCIAL IMPACT:

The operating budget of \$24,475,753.00 less anticipated revenues in the amount of \$10,256,936.00 has a net effect on the tax rate of \$4.49. The current town share of the tax rate including all approved warrant articles is \$5.17.

SUGGESTED MOTION:

1) Motion to recommend the FY 2024-25 operating budget in the amount of \$24,475,753.00. (tally vote needed).

2) Motion to sign the 2024 MS-DTB (default budget) in the amount of \$23,693,487.00.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur with the suggested motions.

ATTACHMENTS:

[2024 MS-DTB](#)

[2024-25 DEFAULT](#)

[Warrant Article List](#)



New Hampshire
Department of
Revenue Administration

2024
MS-DTB

Default Budget of the Municipality
Hooksett

For the period beginning July 1, 2024 and ending June 30, 2025

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

This form was posted with the warrant on: _____

GOVERNING BODY OR BUDGET COMMITTEE CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Name	Position	Signature
Timothy Tsantouslis	Chair District 1	
James Sullivan	Vice-Chair At Large	
Randall Lapierre	Secretary District 6	
David Boutin	District 2	
Roger Duhaime	District 3	
Jodi Pinard	At Large	
John Durand	District 4	
Keith Judge	District 5	
Alex Walczyk	At Large	

This form must be signed, scanned, and uploaded to the Municipal Tax Rate Setting Portal:

<https://www.proptax.org/>

For assistance please contact:
NH DRA Municipal and Property Division
(603) 230-5090

<http://www.revenue.nh.gov/mun-prop/>



New Hampshire
Department of
Revenue Administration

2024
MS-DTB

Default Budget of the Municipality

Account	Purpose	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	Default Budget
General Government					
4130	Executive	\$650,373	\$0	\$0	\$650,373
4140	Election, Registration, and Vital Statistics	\$57,099	\$0	\$0	\$57,099
4150	Financial Administration	\$866,036	\$4,649	(\$22,628)	\$848,057
4152	Property Assessment	\$226,697	\$1,865	\$0	\$228,562
4153	Legal Expense	\$110,000	\$0	\$0	\$110,000
4155	Personnel Administration	\$298,659	\$1,778	\$0	\$300,437
4191	Planning and Zoning	\$422,461	\$12,815	\$0	\$435,276
4194	General Government Buildings	\$571,723	\$0	\$0	\$571,723
4195	Cemeteries	\$6,730	\$0	\$0	\$6,730
4196	Insurance Not Otherwise Allocated	\$288,644	\$0	\$0	\$288,644
4197	Advertising and Regional Associations	\$15,000	\$0	\$0	\$15,000
4198	Contingency	\$0	\$0	\$0	\$0
4199	Other General Government	\$1	\$0	\$0	\$1
General Government Subtotal		\$3,513,423	\$21,107	(\$22,628)	\$3,511,902
Public Safety					
4210	Police	\$5,624,531	\$77,606	(\$50,000)	\$5,652,137
4215	Ambulances	\$0	\$0	\$0	\$0
4220	Fire	\$5,026,609	\$7,862	\$0	\$5,034,471
4240	Building Inspection	\$128,700	\$0	\$0	\$128,700
4290	Emergency Management	\$7,727	\$0	\$0	\$7,727
4299	Other Public Safety	\$0	\$0	\$0	\$0
Public Safety Subtotal		\$10,787,567	\$85,468	(\$50,000)	\$10,823,035
Airport/Aviation Center					
4301	Airport Administration	\$0	\$0	\$0	\$0
4302	Airport Operations	\$0	\$0	\$0	\$0
4309	Other Airport	\$0	\$0	\$0	\$0
Airport/Aviation Center Subtotal		\$0	\$0	\$0	\$0
Highways and Streets					
4311	Highway Administration	\$306,375	\$0	\$0	\$306,375
4312	Highways and Streets	\$2,310,556	\$4,455	\$0	\$2,315,011
4313	Bridges	\$1	\$0	\$0	\$1
4316	Street Lighting	\$30,001	\$0	\$0	\$30,001
4319	Other Highway, Streets, and Bridges	\$265,912	\$0	\$0	\$265,912
Highways and Streets Subtotal		\$2,912,845	\$4,455	\$0	\$2,917,300
Sanitation					
4321	Sanitation Administration	\$193,773	\$2,297	\$0	\$196,070
4323	Solid Waste Collection	\$326,193	\$0	\$0	\$326,193
4324	Solid Waste Disposal	\$885,520	\$0	\$0	\$885,520
4325	Solid Waste Facilities Clean-Up	\$0	\$0	\$0	\$0
4326	Sewage Collection and Disposal	\$0	\$0	\$0	\$0



New Hampshire
Department of
Revenue Administration

2024
MS-DTB

Default Budget of the Municipality

4329	Other Sanitation	\$0	\$0	\$0	\$0
Sanitation Subtotal		\$1,405,486	\$2,297	\$0	\$1,407,783
Water Distribution and Treatment					
4331	Water Administration	\$0	\$0	\$0	\$0
4332	Water Services	\$0	\$0	\$0	\$0
4335	Water Treatment	\$0	\$0	\$0	\$0
4338	Water Conservation	\$0	\$0	\$0	\$0
4339	Other Water	\$0	\$0	\$0	\$0
Water Distribution and Treatment Subtotal		\$0	\$0	\$0	\$0
Electric					
4351	Electric Administration	\$0	\$0	\$0	\$0
4352	Generation	\$0	\$0	\$0	\$0
4353	Purchase Costs	\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance	\$0	\$0	\$0	\$0
4359	Other Electric Costs	\$0	\$0	\$0	\$0
Electric Subtotal		\$0	\$0	\$0	\$0
Health					
4411	Health Administration	\$1	\$0	\$0	\$1
4414	Pest Control	\$0	\$0	\$0	\$0
4415	Health Agencies and Hospitals	\$0	\$0	\$0	\$0
4419	Other Health	\$0	\$0	\$0	\$0
Health Subtotal		\$1	\$0	\$0	\$1
Welfare					
4441	Welfare Administration	\$130,968	\$0	\$0	\$130,968
4442	Direct Assistance	\$0	\$0	\$0	\$0
4444	Intergovernmental Welfare Payments	\$35,443	\$0	\$0	\$35,443
4445	Vendor Payments	\$0	\$0	\$0	\$0
4449	Other Welfare	\$0	\$0	\$0	\$0
Welfare Subtotal		\$166,411	\$0	\$0	\$166,411
Culture and Recreation					
4520	Parks and Recreation	\$702,592	\$5,013	\$0	\$707,605
4550	Library	\$1,108,422	\$0	\$0	\$1,108,422
4583	Patriotic Purposes	\$2,945	\$0	\$0	\$2,945
4589	Other Culture and Recreation	\$11,500	\$0	\$0	\$11,500
Culture and Recreation Subtotal		\$1,825,459	\$5,013	\$0	\$1,830,472
Conservation and Development					
4611	Conservation Administration	\$1,095	\$0	\$0	\$1,095
4612	Purchase of Natural Resources	\$0	\$0	\$0	\$0
4619	Other Conservation	\$0	\$0	\$0	\$0
4631	Redevelopment and Housing Administration	\$0	\$0	\$0	\$0



New Hampshire
Department of
Revenue Administration

2024
MS-DTB

Default Budget of the Municipality

4632	Other Redevelopment and Housing	\$0	\$0	\$0	\$0
4651	Economic Development Administration	\$1,000	\$0	\$0	\$1,000
4652	Economic Development	\$0	\$0	\$0	\$0
4659	Other Economic Development	\$0	\$0	\$0	\$0
Conservation and Development Subtotal		\$2,095	\$0	\$0	\$2,095

Debt Service

4711	Principal - Long Term Bonds, Notes, and Other Debt	\$295,000	\$5,000	\$0	\$300,000
4721	Interest - Long Term Bonds, Notes, and Other Debt	\$102,383	(\$15,045)	\$0	\$87,338
4723	Interest on Tax and Revenue Anticipation Notes	\$1	\$0	\$0	\$1
4790	Other Debt Service Charges	\$0	\$0	\$0	\$0
Debt Service Subtotal		\$397,384	(\$10,045)	\$0	\$387,339

Capital Outlay

4901	Land	\$1	\$0	\$0	\$1
4902	Machinery, Vehicles, and Equipment	\$0	\$0	\$0	\$0
4903	Buildings	\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings	\$0	\$0	\$0	\$0
Capital Outlay Subtotal		\$1	\$0	\$0	\$1

Operating Transfers Out

4911	To Revolving Funds	\$0	\$0	\$0	\$0
4912	To Special Revenue Funds	\$0	\$0	\$0	\$0
4913	To Capital Projects Funds	\$0	\$0	\$0	\$0
4914A	To Airport Proprietary Fund	\$0	\$0	\$0	\$0
4914E	To Electric Proprietary Fund	\$0	\$0	\$0	\$0
4914O	To Other Proprietary Fund	\$0	\$0	\$0	\$0
4914S	To Sewer Proprietary Fund	\$2,647,148	\$0	\$0	\$2,647,148
4914W	To Water Proprietary Fund	\$0	\$0	\$0	\$0
4915	To Capital Reserve Funds	\$0	\$0	\$0	\$0
4916	To Expendable Trusts	\$0	\$0	\$0	\$0
4917	To Health Maintenance Trust Funds	\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds	\$0	\$0	\$0	\$0
4919	To Fiduciary Funds	\$0	\$0	\$0	\$0
Operating Transfers Out Subtotal		\$2,647,148	\$0	\$0	\$2,647,148

Total Operating Budget Appropriations		\$23,657,820	\$108,295	(\$72,628)	\$23,693,487
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New Hampshire
Department of
Revenue Administration

2024
MS-DTB

Default Budget of the Municipality

Account	Explanation
4150	Eliminated PT employee; 3rd Year MM Union Contract
4220	3rd Year MM Union Contract
4312	3rd Year MM Union Contract
4721	Reduced bond interest costs
4155	3rd Year MM Union Contract; 2nd Year Police Union Contract
4191	3rd Year MM Union Contract
4210	2nd Year of Police Union Contract; reduced one police cruiser
4711	Increase bond principal costs
4152	3rd year MM Union Contract
4321	3rd Year MM Union Contract

Town of Hooksett
DEFAULT BUDGET CALCUALTION

9/28/2023

Department	2023-24	Contractual	Remove	2024-25
	Approved Budget			Default Budget
Administration	1,606,304	1,778	0	1,608,082
Assessing	226,697	1,865	0	228,562
Community Development	551,162	12,815	0	563,977
Family Services	166,411	0	0	166,411
Finance	302,746	1,733	(22,628)	281,851
Fire-Rescue	5,034,336	7,862	0	5,042,198
Police	5,624,531	77,606	(50,000)	5,652,137
Public Works	5,597,645	11,765	0	5,609,410
Tax Collector	326,703	2,916	0	329,619
Town Clerk & Elections	57,099	0	0	57,099
Operating Budget	19,493,634	118,340	(72,628)	19,539,346
Budget Committee	8,407	0	0	8,407
Capital Leases	0	0	0	0
Cemetery Commission	1,730	0	0	1,730
Conservation Commission	1,095	0	0	1,095
Debt Principal	295,000	5,000	0	300,000
Debt Interest	102,383	(15,045)	0	87,338
Debt TAN interest	1	0	0	1
Library	1,108,422	0	0	1,108,422
Total Operating Budget	21,010,672	108,295	(72,628)	21,046,339
Wastewater Department	2,647,148	0	0	2,647,148
Grand Totals	23,657,820	108,295	(72,628)	23,693,487

Increased the default:

2nd year Police Union Contract \$78,513
 3rd year Mid Management Contract \$39,827
 TIF Bond Principal \$5,000

Decreased the default:

Remove 3rd Police Cruiser \$50,000
 Bond Interest \$15,045
 Eliminated Part-time finance employee \$22,628

DEFAULT BUDGET CALCUALTION - DETAILS

9/28/2023

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
Dept 100.4130-Adm Executive Expense					
001-100.4130-110.000	ADMIN Public Officials Council	14,000			14,000
001-100.4130-111.000	ADMIN Full-Time Employees	351,999			351,999
001-100.4130-113.000	ADMIN Part-Time Employees	35,575			35,575
001-100.4130-130.000	ADMIN Overtime	1			1
001-100.4130-210.000	ADMIN Health Insurance	102,010			102,010
001-100.4130-212.000	ADMIN Dental Insurance	2,394			2,394
001-100.4130-214.000	ADMIN Life & Disability Ins	4,186			4,186
001-100.4130-220.000	ADMIN FICA Taxes	29,678			29,678
001-100.4130-230.000	ADMIN NH Retirement	45,283			45,283
001-100.4130-290.000	ADMIN Uniforms	0			0
001-100.4130-294.000	ADMIN Training & Dues	6,571			6,571
001-100.4130-298.000	ADMIN Employment Testing	10,000			10,000
001-100.4130-330.000	ADMIN Professional Services	2,500			2,500
001-100.4130-430.000	ADMIN Equipment Maintenance	560			560
001-100.4130-434.000	ADMIN Vehicle Maintenance	2,500			2,500
001-100.4130-440.000	ADMIN Rental & Leases	5,824			5,824
001-100.4130-530.000	ADMIN Telephone	5,046			5,046
001-100.4130-540.000	ADMIN Advertising	4,500			4,500
001-100.4130-550.000	ADMIN Printing	6,355			6,355
001-100.4130-560.000	ADMIN Postage	6,765			6,765
001-100.4130-580.000	ADMIN Mileage	1			1
001-100.4130-600.000	ADMIN Office Supplies	4,900			4,900
001-100.4130-614.000	ADMIN Public Relations	1,500			1,500
001-100.4130-626.000	ADMIN Fuel	1,225			1,225
001-100.4130-630.000	ADMIN Meals & Food	3,000			3,000
001-100.4130-751.000	ADMIN New Equipment	2,000			2,000
001-100.4130-800.010	ADMIN Appreciation Night	2,000			2,000
Total Dept 100.4130-Adm Executive Expense		650,373	0	0	650,373
Dept 100.4150-Adm Computers Expense					
001-100.4150-340.000	COMP IT Tech Support	83,100			83,100
001-100.4150-342.000	COMP Software & Programs	122,866			122,866
001-100.4150-532.000	COMP Internet Services	1,884			1,884
001-100.4150-751.000	COMP New Equipment	20,330			20,330
Total Dept 100.4150-Adm Computers Expense		228,180	0	0	228,180
Dept 100.4153-Adm Legal Expense					
001-100.4153-320.000	ADMIN Legal Services	110,000			110,000
Total Dept 100.4153-Adm Legal Expense		110,000	0	0	110,000
Dept 100.4155-Adm Benefits Expense					
001-100.4155-250.000	BEN Unemployment Compensation	3,461	152		3,613
001-100.4155-260.000	BEN Workers' Compensation	295,197	1,626		296,823
001-100.4155-330.000	BEN Professional Services	1			1
Total Dept 100.4155-Adm Benefits Expense		298,659	1,778	0	300,437
Dept 100.4196-Adm Liability Insurance Expense					
001-100.4196-520.000	ADMIN Liability	288,644			288,644
Total Dept 100.4196-Adm Liability Insurance Expense		288,644	0	0	288,644
Dept 100.4197-Adm Planning Expense					
001-100.4197-800.012	ADMIN NH Municipal Assoc.	15,000			15,000
Total Dept 100.4197-Adm Planning Expense		15,000	0	0	15,000

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
Dept 100.4199-Adm Miscellaneous Expense					
001-100.4199-899.000	ADMIN Unanticipated	1			1
Total Dept 100.4199-Adm Miscellaneous Expense		1	0	0	1
Dept 100.4520-Adm Culture Expense					
001-100.4520-800.000	ADMIN Amoskeag Rowing Club	1			1
Total Dept 100.4520-Adm Culture Expense		1	0	0	1
Dept 100.4583-Adm Patriotic Expense					
001-100.4583-800.014	ADMIN Memorial Day	2,945			2,945
Total Dept 100.4583-Adm Patriotic Expense		2,945	0	0	2,945
Dept 100.4589-Adm Other Culture Expense					
001-100.4589-800.002	ADMIN Hooksettites	3,000			3,000
001-100.4589-800.004	ADMIN Historical Society	1,000			1,000
001-100.4589-800.006	ADMIN Old Home Day	5,000			5,000
001-100.4589-800.016	ADMIN Heritage Commission	2,500			2,500
001-100.4589-800.030	ADMIN Bicentennial	0			0
Total Dept 100.4589-Adm Other Culture Expense		11,500	0	0	11,500
Dept 100.4651-Adm Economic Development Expense					
001-100.4651-600.000	ED Office Supplies	1,000			1,000
Total Dept 100.4651-Adm Economic Development Expense		1,000	0	0	1,000
Dept 100.4901-Adm Land Expense					
001-100.4901-710.000	ADMIN Land Purchase	1			1
Total Dept 100.4901-Adm Land Expense		1	0	0	1
Total Administration		1,606,304	1,778	0	1,608,082
Dept 150.4152-Assg Expense					
001-150.4152-111.000	ASSG Full-Time Employees	132,151	1,519		133,670
001-150.4152-113.000	ASSG Part-Time Employees	0			0
001-150.4152-130.000	ASSG Overtime	1	13		14
001-150.4152-210.000	ASSG Health Insurance	33,011			33,011
001-150.4152-212.000	ASSG Dental Insurance	609			609
001-150.4152-214.000	ASSG Life & Disability Ins	1,837			1,837
001-150.4152-220.000	ASSG FICA Taxes	10,110	117		10,227
001-150.4152-230.000	ASSG NH Retirement	17,881	216		18,097
001-150.4152-290.000	ASSG Uniforms	1			1
001-150.4152-294.000	ASSG Training & Dues	2,700			2,700
001-150.4152-324.000	ASSG Revaluation	1			1
001-150.4152-330.000	ASSG Professional Services	21,700			21,700
001-150.4152-344.000	ASSG Property Record Maintenance	100			100
001-150.4152-430.000	ASSG Equipment Maintenance	260			260
001-150.4152-440.000	ASSG Rental & Leases	384			384
001-150.4152-530.000	ASSG Telephone	1,100			1,100
001-150.4152-550.000	ASSG Printing	100			100
001-150.4152-560.000	ASSG Postage	4,200			4,200
001-150.4152-600.000	ASSG Office Supplies	550			550
001-150.4152-751.000	ASSG New Equipment	1			1
Total Assessing		226,697	1,865	0	228,562
Dept 200.4191-CD Planning & Engineering Expense					
001-200.4191-111.000	CD Full-Time Employees	258,627	10,654		269,281
001-200.4191-113.000	CD Part-Time Employees	6,868			6,868
001-200.4191-130.000	CD Overtime	2,000	68		2,068

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-200.4191-210.000	CD Health Insurance	57,376	(234)		57,142
001-200.4191-212.000	CD Dental Insurance	1,012			1,012
001-200.4191-214.000	CD Life & Disability Ins	3,545			3,545
001-200.4191-220.000	CD FICA Taxes	20,463	820		21,283
001-200.4191-230.000	CD NH Retirement	35,263	1,507		36,770
001-200.4191-294.000	CD Training & Dues	3,500			3,500
001-200.4191-330.000	CD Professional Services	2,000			2,000
001-200.4191-342.000	CD Software & Programs	200			200
001-200.4191-344.000	CD Property Record Maintenance	500			500
001-200.4191-430.000	CD Equipment Maintenance	820			820
001-200.4191-434.000	CD Vehicle Maintenance	2,000			2,000
001-200.4191-440.000	CD Rental & Leases	384			384
001-200.4191-530.000	CD Telephone	2,271			2,271
001-200.4191-550.000	CD Printing	800			800
001-200.4191-580.000	CD Mileage	1			1
001-200.4191-600.000	CD Office Supplies	750			750
001-200.4191-626.000	CD Fuel	650			650
001-200.4191-630.000	CD Meals & Food	1			1
001-200.4191-751.000	CD New Equipment	1			1
001-200.4191-800.018	CD Southern NH Planning Comm	10,750			10,750
Total Dept 200.4191-CD Planning & Engineering Expense		409,782	12,815	0	422,597
Dept 201.4191-PB Planning Board Expense					
001-201.4191-110.000	PB Public Officials	1,700			1,700
001-201.4191-220.000	PB FICA Taxes	130			130
001-201.4191-294.000	PB Training & Dues	200			200
001-201.4191-540.000	PB Advertising	1,000			1,000
001-201.4191-560.000	PB Postage	4,500			4,500
Total Dept 201.4191-PB Planning Board Expense		7,530	0	0	7,530
Dept 202.4240-CEO Building Inspections Expense					
001-202.4240-111.000	CEO Full-Time Employees	73,530			73,530
001-202.4240-113.000	CEO Part-Time Employees	0			0
001-202.4240-130.000	CEO Overtime	3,500			3,500
001-202.4240-210.000	CEO Health Insurance	22,012			22,012
001-202.4240-212.000	CEO Dental Insurance	403			403
001-202.4240-214.000	CEO Life & Disability Ins	1,040			1,040
001-202.4240-220.000	CEO FICA Taxes	5,893			5,893
001-202.4240-230.000	CEO NH Retirement	10,422			10,422
001-202.4240-290.000	CEO Uniforms	200			200
001-202.4240-294.000	CEO Training & Dues	1,000			1,000
001-202.4240-330.000	CEO Professional Services	1			1
001-202.4240-342.000	CEO Software & Programs	200			200
001-202.4240-430.000	CEO Equipment Maintenance	130			130
001-202.4240-434.000	CEO Vehicle Maintenance	2,500			2,500
001-202.4240-440.000	CEO Rental & Leases	192			192
001-202.4240-530.000	CEO Telephone	1,596			1,596
001-202.4240-550.000	CEO Printing	200			200
001-202.4240-560.000	CEO Postage	0			0
001-202.4240-626.000	CEO Fuel	5,880			5,880
001-202.4240-751.000	CEO New Equipment	1			1
Total Dept 202.4240-CEO Building Inspections Expense		128,700	0	0	128,700
Dept 202.4411-CEO Public Health Expense					
001-202.4411-330.000	PH Professional Services	1			1
Total Dept 202.4411-CEO Public Health Expense		1	0	0	1
Dept 203.4191-ZBA Zoning Board Expense					

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-203.4191-110.000	ZBA Public Officials	1,300			1,300
001-203.4191-220.000	ZBA FICA Taxes	99			99
001-203.4191-294.000	ZBA Training & Dues	250			250
001-203.4191-540.000	ZBA Advertising	1,500			1,500
001-203.4191-560.000	ZBA Postage	2,000			2,000
Total Dept 203.4191-ZBA Zoning Board Expense		5,149	0	0	5,149
Total Community Development Division		551,162	12,815	0	563,977
Dept 250.4441-Family Services Expense					
001-250.4441-113.000	FS Part-Time Employees	43,975			43,975
001-250.4441-130.000	FS Overtime	1			1
001-250.4441-220.000	FS FICA Taxes	3,364			3,364
001-250.4441-294.000	FS Training & Dues	200			200
001-250.4441-342.000	FS Software & Programs	1,800			1,800
001-250.4441-430.000	FS Equipment Maintenance	130			130
001-250.4441-440.000	FS Rental & Leases	192			192
001-250.4441-530.000	FS Telephone	1,004			1,004
001-250.4441-550.000	FS Printing	1			1
001-250.4441-560.000	FS Postage	200			200
001-250.4441-600.000	FS Office Supplies	100			100
001-250.4441-751.000	FS New Equipment	1			1
Total Dept 250.4441-Family Services Expense		50,968	0	0	50,968
Dept 250.4442-Family Services Direct Assistance Expense					
001-250.4442-510.000	FS Town Welfare	80,000			80,000
Total Dept 250.4442-Family Services Direct Assistance Expense		80,000	0	0	80,000
Dept 250.4444-Family Services Agency Expense					
001-250.4444-800.020	FS Community Action Program	14,000			14,000
001-250.4444-800.022	FS Visiting Nurses	7,402			7,402
001-250.4444-800.026	FS Home Health & Hospice Care	1			1
001-250.4444-800.028	FS Bus Transportation	14,040			14,040
Total Dept 250.4444-Family Services Agency Expense		35,443	0	0	35,443
Total Family Services		166,411	0	0	166,411
Dept 300.4150-Finance Expense					
001-300.4150-110.000	FIN Public Officials	1,800			1,800
001-300.4150-111.000	FIN Full-Time Employees	160,721	1,421		162,142
001-300.4150-113.000	FIN Part-Time Employees	31,446		(21,020)	10,426
001-300.4150-130.000	FIN Overtime	100	3		103
001-300.4150-210.000	FIN Health Insurance	33,998			33,998
001-300.4150-212.000	FIN Dental Insurance	1,197			1,197
001-300.4150-214.000	FIN Life & Disability Ins	2,107			2,107
001-300.4150-220.000	FIN FICA Taxes	14,846	109	(1,608)	13,347
001-300.4150-230.000	FIN NH Retirement	21,287	200		21,487
001-300.4150-294.000	FIN Training & Dues	800			800
001-300.4150-314.000	FIN Banking Services	6,000			6,000
001-300.4150-321.000	FIN GASB Compliance	4,500			4,500
001-300.4150-322.000	FIN Audit Services	18,000			18,000
001-300.4150-430.000	FIN Equipment Maintenance	260			260
001-300.4150-440.000	FIN Rental & Leases	384			384
001-300.4150-530.000	FIN Telephone	1,200			1,200
001-300.4150-550.000	FIN Printing	1,050			1,050
001-300.4150-560.000	FIN Postage	2,000			2,000
001-300.4150-600.000	FIN Office Supplies	1,000			1,000
001-300.4150-751.000	FIN New Equipment	50			50
Total Finance		302,746	1,733	(22,628)	281,851

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
Dept 350.4220-Fire-Rescue Expense					
001-350.4220-111.000	FD Full-Time Employees	1,803,918			1,803,918
001-350.4220-111.002	FD Full-Time Employees - Admin	480,901	5,421		486,322
001-350.4220-113.000	FD Part-Time Employees	50,441			50,441
001-350.4220-130.000	FD Overtime	351,348	426		351,774
001-350.4220-210.000	FD Health Insurance	713,418			713,418
001-350.4220-212.000	FD Dental Insurance	15,379			15,379
001-350.4220-214.000	FD Life & Disability Ins	28,146			28,146
001-350.4220-220.000	FD FICA Taxes	46,107	86		46,193
001-350.4220-230.000	FD NH Retirement	789,161	1,929		791,090
001-350.4220-290.000	FD Uniforms	41,100			41,100
001-350.4220-294.000	FD Training & Dues	57,753			57,753
001-350.4220-298.000	FD Employment Testing	6,600			6,600
001-350.4220-330.000	FD Professional Services	85,181			85,181
001-350.4220-342.000	FD Software & Programs	20,363			20,363
001-350.4220-430.000	FD Equipment Maintenance	26,000			26,000
001-350.4220-430.002	FD Office Equipment Maintenance	2,000			2,000
001-350.4220-434.000	FD Vehicle Maintenance	110,000			110,000
001-350.4220-440.000	FD Rental & Leases	288,675			288,675
001-350.4220-500.000	FD Forest Fires	2,000			2,000
001-350.4220-530.000	FD Telephone	7,116			7,116
001-350.4220-532.000	FD Internet Services	4,800			4,800
001-350.4220-550.000	FD Printing	700			700
001-350.4220-560.000	FD Postage	500			500
001-350.4220-580.000	FD Mileage	1			1
001-350.4220-600.000	FD Office Supplies	3,500			3,500
001-350.4220-600.004	FD Fire Prevention	6,500			6,500
001-350.4220-614.000	FD Public Relations	3,000			3,000
001-350.4220-626.000	FD Fuel	37,000			37,000
001-350.4220-630.000	FD Meals & Food	1,500			1,500
001-350.4220-751.000	FD New Equipment	35,500			35,500
001-350.4220-751.002	FD Operating Equipment	8,000			8,000
001-350.4220-752.000	FD Vehicle & Related Pruch	1			1
Total Dept 350.4220-Fire-Rescue Expense		5,026,609	7,862	0	5,034,471
Dept 350.4290-Fire-Rescue Emergency Management Expense					
001-350.4290-294.000	EM Training & Dues	1			1
001-350.4290-294.008	EM EOC Exercises	500			500
001-350.4290-330.000	EM EOC Professional Services	0			0
001-350.4290-530.000	EM Telephone	1,176			1,176
001-350.4290-751.000	EM New Equipment	4,500			4,500
001-350.4290-800.024	EM American Red Cross	1,550			1,550
Total Dept 350.4290-Fire-Rescue Emergency Management Expense		7,727	0	0	7,727
Total Fire-Rescue		5,034,336	7,862	0	5,042,198
Dept 400.4210-Police Department Expenses					
001-400.4210-111.000	PD Full-Time Employees	3,079,846	55,395		3,135,241
001-400.4210-113.000	PD Part-Time Employees	50,086			50,086
001-400.4210-130.000	PD Overtime	187,263	3,878		191,141
001-400.4210-210.000	PD Health Insurance	823,120			823,120
001-400.4210-212.000	PD Dental Insurance	15,881			15,881
001-400.4210-214.000	PD Life & Disability Ins	40,533			40,533
001-400.4210-220.000	PD FICA Taxes	100,300	1,433		101,733
001-400.4210-230.000	PD NH Retirement	881,299	16,900		898,199
001-400.4210-240.000	PD Education (contractual)	6,000			6,000

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-400.4210-290.000	PD Uniforms	40,900			40,900
001-400.4210-294.000	PD Training & Dues	48,637			48,637
001-400.4210-298.002	PD Selection Process	1,670			1,670
001-400.4210-330.000	PD Professional Services	3,431			3,431
001-400.4210-332.000	PD Communication Maintenance	22,535			22,535
001-400.4210-342.000	PD Software & Programs	19,010			19,010
001-400.4210-430.000	PD Equipment Maintenance	1,241			1,241
001-400.4210-434.000	PD Vehicle Maintenance	39,991			39,991
001-400.4210-440.000	PD Rental & Leases	10,662			10,662
001-400.4210-506.000	PD Animal Control Operation	250			250
001-400.4210-530.000	PD Telephone	12,560			12,560
001-400.4210-532.000	PD Internet Services	2,280			2,280
001-400.4210-540.000	PD Advertising	0			0
001-400.4210-550.000	PD Printing	1,000			1,000
001-400.4210-560.000	PD Postage	800			800
001-400.4210-580.000	PD Mileage	1			1
001-400.4210-600.000	PD Office Supplies	4,500			4,500
001-400.4210-600.012	PD K-9 Supplies	1			1
001-400.4210-614.000	PD Public Relations	2,000			2,000
001-400.4210-626.000	PD Fuel	68,600			68,600
001-400.4210-630.000	PD Meals & Food	2,350			2,350
001-400.4210-751.000	PD New Equipment	4,500			4,500
001-400.4210-751.002	PD Police Equipment	3,284			3,284
001-400.4210-752.000	PD Vehicle & Related Purchases	150,000		(50,000)	100,000
Total Police Department		5,624,531	77,606	(50,000)	5,652,137

Dept 450.4311-DPW Administration Expense

001-450.4311-111.000	DPW ADMIN Full-Time Employees	173,477			173,477
001-450.4311-113.000	DPW ADMIN Part-Time Employees	0			0
001-450.4311-130.000	DPW ADMIN Overtime	0			0
001-450.4311-210.000	DPW ADMIN Health Insurance	51,005			51,005
001-450.4311-212.000	DPW ADMIN Dental Insurance	1,197			1,197
001-450.4311-214.000	DPW ADMIN Life & Disability Ins	2,321			2,321
001-450.4311-220.000	DPW ADMIN FICA Taxes	13,271			13,271
001-450.4311-230.000	DPW ADMIN NH Retirement	23,472			23,472
001-450.4311-290.000	DPW ADMIN Uniforms	10,250			10,250
001-450.4311-294.000	DPW ADMIN Training & Dues	2,725			2,725
001-450.4311-342.000	DPW ADMIN Software & Programs	9,450			9,450
001-450.4311-344.000	DPW ADMIN Property Record Maintenance	1			1
001-450.4311-440.000	DPW ADMIN Rental & Leases	3,145			3,145
001-450.4311-530.000	DPW ADMIN Telephone	4,068			4,068
001-450.4311-532.000	DPW ADMIN Internet Services	2,040			2,040
001-450.4311-540.000	DPW ADMIN Advertising	2,250			2,250
001-450.4311-550.000	DPW ADMIN Printing	1			1
001-450.4311-560.000	DPW ADMIN Postage	200			200
001-450.4311-580.000	DPW ADMIN Mileage	1			1
001-450.4311-600.000	DPW ADMIN Office Supplies	2,000			2,000
001-450.4311-604.000	DPW ADMIN Safety Supplies	2,000			2,000
001-450.4311-630.000	DPW ADMIN Meals & Food	3,500			3,500
001-450.4311-751.000	DPW ADMIN New Equipment	1			1
Total Dept 450.4311-DPW Administration Expense		306,375	0	0	306,375

Dept 450.4312-DPW Highway & Streets Expense

001-450.4312-111.000	RD MNT Full-Time Employees	423,811	2,444		426,255
001-450.4312-130.000	RD MNT Overtime	105,890	1,216		107,106
001-450.4312-210.000	RD MNT Health Insurance	203,377			203,377
001-450.4312-212.000	RD MNT Dental Insurance	4,397			4,397

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-450.4312-214.000	RD MNT Life & Disability Ins	5,709			5,709
001-450.4312-220.000	RD MNT FICA Taxes	40,522	280		40,802
001-450.4312-230.000	RD MNT NH Retirement	71,669	515		72,184
001-450.4312-330.000	RD MNT Professional Services	76,680			76,680
001-450.4312-330.010	RD MNT NPDES Stormwater Permit	20,000			20,000
001-450.4312-430.000	RD MNT Equipment Maintenance	1,500			1,500
001-450.4312-434.000	RD MNT Vehicle Maintenance	100,000			100,000
001-450.4312-440.000	RD MNT Rental & Leases	3,000			3,000
001-450.4312-616.000	RD MNT Road Salt & Sand	200,000			200,000
001-450.4312-618.000	RD MNT Signage	7,000			7,000
001-450.4312-626.000	RD MNT Fuel	65,000			65,000
001-450.4312-720.000	RD MNT Resurfacing	900,000			900,000
001-450.4312-722.000	RD MNT Construction Materials	60,000			60,000
001-450.4312-751.000	RD MNT New Equipment	2,000			2,000
001-450.4312-752.000	RD MNT Vehicle & Related Purch	1			1
001-450.4312-754.000	RD MNT Plow Edges & Chains	20,000			20,000
Total Dept 450.4312-DPW Highway & Streets Expense		2,310,556	4,455	0	2,315,011
Dept 450.4313-DPW Bridges					
001-450.4313-330.000	DPW Bridge Professional Services	1			1
Total Dept 450.4313-DPW Bridges		1	0	0	1
Dept 450.4316-DPW Street Lighting Expense					
001-450.4316-330.000	DPW Lights Professional Service	1			1
001-450.4316-622.000	DPW Lights Electric	30,000			30,000
Total Dept 450.4316-DPW Street Lighting Expense		30,001	0	0	30,001
Dept 450.4319-DPW Fleet Expense					
001-450.4319-111.000	FLEET Full-Time Employees	127,073			127,073
001-450.4319-130.000	FLEET Overtime	15,000			15,000
001-450.4319-210.000	FLEET Health Insurance	59,394			59,394
001-450.4319-212.000	FLEET Dental Insurance	1,588			1,588
001-450.4319-214.000	FLEET Life & Disability Ins	1,766			1,766
001-450.4319-220.000	FLEET FICA Taxes	10,869			10,869
001-450.4319-230.000	FLEET NH Retirement	19,222			19,222
001-450.4319-342.000	FLEET Software & Programs	5,100			5,100
001-450.4319-430.000	FLEET Equipment Maintenance	1,000			1,000
001-450.4319-606.000	FLEET Shop Supplies & Hand Tools	14,900			14,900
001-450.4319-751.000	FLEET New Equipment	10,000			10,000
Total Dept 450.4319-DPW Fleet Expense		265,912	0	0	265,912
Dept 451.4194-DPW Town Building Expense					
001-451.4194-111.000	TB Full-Time Employees	50,695			50,695
001-451.4194-113.000	TB Part-Time Employees	56,471			56,471
001-451.4194-130.000	TB Overtime	5,000			5,000
001-451.4194-210.000	TB Health Insurance	10,999			10,999
001-451.4194-212.000	TB Dental Insurance	206			206
001-451.4194-214.000	TB Life & Disability Ins	684			684
001-451.4194-220.000	TB FICA Taxes	8,581			8,581
001-451.4194-230.000	TB NH Retirement	7,536			7,536
001-451.4194-330.000	TB Professional Services	0			0
001-451.4194-410.000	TB Other Utilities	4,000			4,000
001-451.4194-411.000	TB Sewer	5,000			5,000
001-451.4194-412.000	TB Water	12,500			12,500
001-451.4194-413.000	TB Heating	60,000			60,000
001-451.4194-420.000	TB Custodial Supplies	14,800			14,800
001-451.4194-434.000	TB Vehicle Maintenance	1,500			1,500
001-451.4194-436.000	TB Building Maintenance	138,526			138,526

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-451.4194-440.000	TB Rental & Leases	11,863			11,863
001-451.4194-530.000	TB Telephone	600			600
001-451.4194-622.000	TB Electric	99,100			99,100
001-451.4194-626.000	TB Fuel	4,825			4,825
001-451.4194-751.000	TB New Equipment	1			1
Total Dept 451.4194-DPW Town Building Expense		492,887	0	0	492,887
Dept 452.4194-DPW Court House Expense					
001-452.4194-111.000	TB CH Full-Time Employees	1			1
001-452.4194-113.000	TB CH Part-Time Employees	22,269			22,269
001-452.4194-130.000	TB Overtime	1			1
001-452.4194-220.000	TB CH FICA Taxes	1,704			1,704
001-452.4194-230.000	TB CH NH Retirement	1			1
001-452.4194-410.000	TB CH Other Utilities	480			480
001-452.4194-413.000	TB CH Heating	7,000			7,000
001-452.4194-420.000	TB CH Custodial Supplies	2,500			2,500
001-452.4194-436.000	TB CH Building Maintenance	30,700			30,700
001-452.4194-622.000	TB CH Electric	14,000			14,000
001-452.4194-630.000	TB Meals & Food	180			180
Total Dept 452.4194-DPW Court House Expense		78,836	0	0	78,836
Total Highway Division		3,484,568	4,455	0	3,489,023
Dept 450.4520-DPW Parks & Recreation Expense					
001-450.4520-111.000	P&R Full-Time Employees	327,388	3,967		331,355
001-450.4520-113.000	P&R Part-Time Employees	5,482			5,482
001-450.4520-130.000	P&R Overtime	8,000	152		8,152
001-450.4520-210.000	P&R Health Insurance	106,697			106,697
001-450.4520-212.000	P&R Dental Insurance	2,227			2,227
001-450.4520-214.000	P&R Life & Disability Ins	4,470			4,470
001-450.4520-220.000	P&R FICA Taxes	26,077	315		26,392
001-450.4520-230.000	P&R NH Retirement	45,378	579		45,957
001-450.4520-290.000	P&R Uniforms	6,046			6,046
001-450.4520-342.000	P&R Software & Programs	1,250			1,250
001-450.4520-421.000	P&R Water	36,000			36,000
001-450.4520-430.000	P&R Equipment Maintenance	10,000			10,000
001-450.4520-434.000	P&R Vehicle Maintenance	10,000			10,000
001-450.4520-438.000	P&R Ground Maintenance	38,000			38,000
001-450.4520-440.000	P&R Rental & Leases	3,000			3,000
001-450.4520-530.000	P&R Telephone	888			888
001-450.4520-532.000	P&R Internet Services	2,436			2,436
001-450.4520-600.000	P&R Office Supplies	1			1
001-450.4520-600.010	P&R Recreation Supplies	1			1
001-450.4520-604.000	P&R Safety Supplies	1,000			1,000
001-450.4520-622.000	P&R Electric	18,000			18,000
001-450.4520-626.000	P&R Fuel	21,250			21,250
001-450.4520-751.000	P&R New Equipment	19,000			19,000
001-450.4520-800.006	P&R Old Home Day	10,000			10,000
Total Dept 450.4520-DPW Parks & Recreation Expense		702,591	5,013	0	707,604
Dept 450.4195-DPW Cemetery					
001-450.4195-438.000	DPW CEM Grounds Maintenance	5,000			5,000
Total Dept 450.4195-DPW Cemetery		5,000	0	0	5,000
Total Parks, Recreation and Cemetery Division		707,591	5,013	0	712,604
Dept 500.4321-R&T Adm Sanitation Expense					
001-500.4321-111.000	R&T ADMIN Full-Time Employees	102,111	1,753		103,864
001-500.4321-130.000	R&T ADMIN Overtime	7,000	135		7,135
001-500.4321-210.000	R&T ADMIN Health Insurance	44,010			44,010

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-500.4321-212.000	R&T ADMIN Dental Insurance	806			806
001-500.4321-214.000	R&T ADMIN Life & Disability Ins	1,424			1,424
001-500.4321-220.000	R&T ADMIN FICA Taxes	8,347	144		8,491
001-500.4321-230.000	R&T ADMIN NH Retirement	14,763	265		15,028
001-500.4321-290.000	R&T ADMIN Uniforms	1,756			1,756
001-500.4321-294.000	R&T ADMIN Training & Dues	3,150			3,150
001-500.4321-342.000	R&T ADMIN Software & Programs	4,250			4,250
001-500.4321-430.000	R&T ADMIN Equipment Maintenance	1			1
001-500.4321-502.000	R&T ADMIN Facility Permits	235			235
001-500.4321-530.000	R&T ADMIN Telephone	450			450
001-500.4321-532.000	R&T ADMIN Internet Services	2,820			2,820
001-500.4321-560.000	R&T ADMIN Postage	200			200
001-500.4321-600.000	R&T ADMIN Office Supplies	1,000			1,000
001-500.4321-604.000	R&T ADMIN Safety Supplies	750			750
001-500.4321-630.000	R&T ADMIN Meals & Food	400			400
001-500.4321-751.000	R&T ADMIN New Equipment	300			300
Total Dept 500.4321-R&T Adm Sanitation Expense		193,773	2,297	0	196,070
Dept 500.4323-R&T Solid Waste Collection Expense					
001-500.4323-111.000	R&T COLL Full-Time Employees	135,500			135,500
001-500.4323-130.000	R&T COLL Overtime	12,000			12,000
001-500.4323-210.000	R&T COLL Health Insurance	56,695			56,695
001-500.4323-212.000	R&T COLL Dental Insurance	1,197			1,197
001-500.4323-214.000	R&T COLL Life & Disability Ins	1,851			1,851
001-500.4323-220.000	R&T COLL FICA Taxes	11,284			11,284
001-500.4323-230.000	R&T COLL NH Retirement	19,957			19,957
001-500.4323-290.000	R&T COLL Uniforms	2,709			2,709
001-500.4323-434.000	R&T COLL Vehicle Maintenance	45,000			45,000
001-500.4323-626.000	R&T COLL Fuel	40,000			40,000
Total Dept 500.4323-R&T Solid Waste Collection Expense		326,193	0	0	326,193
Dept 500.4324-R&T Solid Waste Disposal Expense					
001-500.4324-111.000	R&T Full-Time Employees	104,736			104,736
001-500.4324-113.000	R&T Part-Time Employees	19,659			19,659
001-500.4324-130.000	R&T Overtime	8,000			8,000
001-500.4324-210.000	R&T Health Insurance	26,998			26,998
001-500.4324-212.000	R&T Dental Insurance	609			609
001-500.4324-214.000	R&T Life & Disability Ins	1,410			1,410
001-500.4324-220.000	R&T FICA Taxes	10,128			10,128
001-500.4324-230.000	R&T NH Retirement	15,253			15,253
001-500.4324-290.000	R&T Uniforms	1,881			1,881
001-500.4324-330.000	R&T Professional Services	11,795			11,795
001-500.4324-421.000	R&T Tipping Fees	600,000			600,000
001-500.4324-421.002	R&T Hazardous Waste Disposal	10,000			10,000
001-500.4324-430.000	R&T Equipment Maintenance	10,000			10,000
001-500.4324-434.000	R&T Vehicle Maintenance	28,000			28,000
001-500.4324-606.000	R&T Shop Supplies & Hand Tools	8,000			8,000
001-500.4324-626.000	R&T Fuel	29,050			29,050
001-500.4324-751.000	R&T New Equipment	1			1
Total Dept 500.4324-R&T Solid Waste Disposal Expense		885,520	0	0	885,520
Total Recycling & Transfer Division		1,405,486	2,297	0	1,407,783
Total Department of Public Works		5,597,645	11,765	0	5,609,410
Dept 550.4150-Tax Collection Expenses					
001-550.4150-111.000	TAX Full-Time Employees	209,854	2,243		212,097
001-550.4150-113.000	TAX Part-Time Employees	0			0
001-550.4150-130.000	TAX Overtime	4,000	153		4,153
001-550.4150-210.000	TAX Health Insurance	42,392			42,392

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
001-550.4150-212.000	TAX Dental Insurance	1,000			1,000
001-550.4150-214.000	TAX Life & Disability Ins	2,861			2,861
001-550.4150-220.000	TAX FICA Taxes	16,359	183		16,542
001-550.4150-230.000	TAX NH Retirement	28,934	337		29,271
001-550.4150-294.000	TAX Training & Dues	1,025			1,025
001-550.4150-330.000	TAX Professional Services	7,981			7,981
001-550.4150-344.000	TAX Property Record Maintenance	1,000			1,000
001-550.4150-430.000	TAX Equipment Maintenance	830			830
001-550.4150-440.000	TAX Rental & Leases	960			960
001-550.4150-530.000	TAX Telephone	1,440			1,440
001-550.4150-550.000	TAX Printing	1			1
001-550.4150-560.000	TAX Postage	7,150			7,150
001-550.4150-580.000	TAX Mileage	0			0
001-550.4150-600.000	TAX Office Supplies	556			556
001-550.4150-751.000	TAX New Equipment	360			360
Total Tax Collection		326,703	2,916	0	329,619
Dept 600.4140-Clerk-Elections & Registrations Expense					
001-600.4140-110.000	TC Public Officials	30,000			30,000
001-600.4140-111.000	TC Full-Time Employees	0			0
001-600.4140-113.000	TC Part-Time Employees	0			0
001-600.4140-130.000	TC Overtime	0			0
001-600.4140-210.000	TC Health Insurance	0			0
001-600.4140-214.000	TC Life & Disability Ins	0			0
001-600.4140-220.000	TC FICA Taxes	2,295			2,295
001-600.4140-230.000	TC NH Retirement	0			0
001-600.4140-294.000	TC Training & Dues	1,150			1,150
001-600.4140-330.000	TC Professional Services	1			1
001-600.4140-430.000	TC Equipment Maintenance	130			130
001-600.4140-440.000	TC Rental & Leases	192			192
001-600.4140-530.000	TC Telephone	310			310
001-600.4140-540.000	TC Advertising	500			500
001-600.4140-550.000	TC Printing	772			772
001-600.4140-560.000	TC Postage	3,348			3,348
001-600.4140-600.000	TC Office Supplies	150			150
001-600.4140-751.000	TC New Equipment	1			1
Total Dept 600.4140-Clerk-Elections & Registrations Expense		38,849	0	0	38,849
Dept 601.4140-Elections & Registrations Expense					
001-601.4140-110.000	ELEC Public Officials	2,600			2,600
001-601.4140-220.000	ELEC FICA Taxes	199			199
001-601.4140-310.000	ELEC Checklists	0			0
001-601.4140-311.000	ELEC Town Deliberative & Election	6,175			6,175
001-601.4140-311.002	ELEC State/Federal	8,600			8,600
001-601.4140-312.000	ELEC Special Town Meeting	1			1
001-601.4140-430.000	ELEC Equipment Maintenance	674			674
001-601.4140-751.000	ELEC New Equipment	1			1
Total Dept 601.4140-Elections & Registrations Expense		18,250	0	0	18,250
Total Town Clerk & Elections		57,099	0	0	57,099
Dept 650.4150-Budget Committee Expense					
001-650.4150-110.000	BC Public Officials	1,850			1,850
001-650.4150-113.000	BC Part-Time Employees	5,462			5,462
001-650.4150-220.000	BC FICA Taxes	559			559
001-650.4150-294.000	BC Training & Dues	285			285
001-650.4150-540.000	BC Advertising	250			250
001-650.4150-560.000	BC Postage	1			1
Total Budget Committee		8,407	0	0	8,407

GL NUMBER	DESCRIPTION	2023-24 Amended Budget	Contractual Items	Remove One-time Items	2024-25 Default
Dept 660.4195-Cemetery Commission Expense					
001-660.4195-294.000	CEM Training & Dues	180			180
001-660.4195-330.000	CEM Professional Services	300			300
001-660.4195-342.000	CEM Software & Programs	500			500
001-660.4195-438.000	CEM Grounds Maintenance	750			750
001-660.4195-600.000	CEM Office Supplies	0			0
Total Cemetery Commission		1,730	0	0	1,730
Dept 670.4611-Conservation Commission Expense					
001-670.4611-294.000	CC Training & Dues	1,000			1,000
001-670.4611-330.000	CC Professional Services	1			1
001-670.4611-504.000	CC Scholarship	1			1
001-670.4611-540.000	CC Advertising	1			1
001-670.4611-550.000	CC Printing	50			50
001-670.4611-560.000	CC Postage	15			15
001-670.4611-600.000	CC Office Supplies	25			25
001-670.4611-751.000	CC New Equipment	1			1
001-670.4611-830.000	CC Transfer To Conservation Ac	1			1
Total Conservation Commission		1,095	0	0	1,095
Dept 680.4220-Capital Leases Expense					
001-680.4312-752.000	Lease	0			0
Total Capital Leases		0	0	0	0
Dept 681.4711-Debt Principal Expense					
001-681.4711-850.002	2018 SC Imp & Fire Truck	95,000			95,000
001-681.4711-850.003	2019 TIF Sewer & Other Infrastructure	200,000	5,000		205,000
Total Principal		295,000	5,000	0	300,000
Dept 681.4721-Debt Interest Expense					
001-681.4721-850.002	2018 SC Imp & Fire Truck	26,648	(4,845)		21,803
001-681.4721-851.003	2019 TIF Sewer & Other Infrastructure	75,735	(10,200)		65,535
Total Interest		102,383	(15,045)	0	87,338
Dept 681.4723-Debt Principal Expense					
001-681.4723-851.000	Bond Interest Payments	1			1
Total Tax Anticipation Note		1	0	0	1
Dept 684.4550-Library Expense					
001-684.4550-830.002	LIB Appropriation	1,108,422			1,108,422
Total Library Expense		1,108,422	0	0	1,108,422
Dept 875.4914-Wastewater Expense					
001-875.4914-830.004	Wastewater Appropriation	2,647,148			2,647,148
Total Wastewater Expense		2,647,148	0	0	2,647,148
Grand Total		23,657,820	108,295	(72,628)	23,693,487

Town of Hooksett

BUDGET AND WARRANT ARTICLE with ESTIMATED IMPACT ON TAX RATE

Warrant Articles for 2024-25

Tax base of \$3,167,283,324 (2023 tax base)

Warrant	Request	Town Admin	Council	Budget Comm	Tax Effect
Elected Officials					
Charter Amendment					
Martins Ferry Road Intersection	1,500,000	1,500,000	1,500,000		0.03
Operating Budget	14,673,494	13,274,593	14,507,925	14,378,023	4.49
Town	21,882,753	20,483,852	21,717,184	21,728,076	
Wastewater	2,747,677	N/A	N/A	2,747,677	
Revenues	(9,956,936)	(7,209,259)	(7,209,259)	(10,097,730)	
DPW Union Contract		204,689	204,689		0.06
Non-Union Raises		126,490	126,490		0.04
Police Supervisors Union Contract		54,521	54,521		0.02
Fire Union Contract (\$110,600 for taxes and \$10,355 from AS Fund)		120,955	120,955		0.03
CR Fund - Public Works' Vehicles (CIP increased funding from \$200K to \$250K)	250,000	250,000	250,000		0.08
CR Fund - Fire Apparatus (Department request \$25K more)	275,000	250,000	250,000		0.08
CR Fund - Town Building Maintenance	200,000	200,000	200,000		0.06
Semi Tractor without trailer R&T Solid Waste Fund	185,000	185,000	185,000		-
CR Funds - Fire (\$27.5K Air Packs; \$150K Tools & Equipment, \$0 Cistern) CIP Increased Tools \$100 for radios.	177,500	177,500	177,500		0.06
Body-Worn Cameras	175,645	175,645	175,645		0.06
CR Fund - GIS Digital Parcel Recompile (CIP increased by \$35k)	135,000	135,000	135,000		0.04
CR Fund - Drainage Upgrades	100,000	100,000	100,000		0.03
CR Fund - Revaluation (department increased from \$30K to 60K)	60,000	60,000	60,000		0.02
DPW R&T - Additional Full-time Laborer	55,598	55,598	55,598		0.02
Scale house Engineering and Design	55,000	55,000	55,000		-
CR Fund - Emergency Radio Communications	50,000	50,000	50,000		0.02
CR Fund - Police Equipment (NEW)	50,000	50,000	50,000		0.02
CR Fund - Parks & Recreation Facilities Development	50,000	50,000	50,000		0.02
CR Fund - Information Technology (NEW)	40,000	40,000	40,000		0.01
CR Fund - Automated Collection Equipment	30,000	30,000	30,000		0.01
CR Fund - Improvements of Conservation Land	30,000	30,000	30,000		0.01
Repairs to headstones and monuments at cemeteries	10,000	10,000	10,000		0.003
Total	\$16,602,237	\$ 15,178,336	\$ 18,288,421	\$ 14,378,023	5.25

2024 Potential Town Share of Tax Rate	5.25
2023 Town Share of Tax Rate	4.61
Estimated Increase in Town Share of Tax Rate	0.64

Town Council

STAFF REPORT



To: Town Council
Title: Town Council 2023/2024 Goals Update
Meeting: Town Council - 24 Jan 2024
Department: Administration
Staff Contact: Geraldine Ciardelli, Executive Assistant

BACKGROUND INFORMATION:

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

Goal #1: Improve community outreach

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

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

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

Goal #3: Remove the unnecessary utility poles

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

Goal #4: Attendance notification for quorum purposes

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

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

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

FINANCIAL IMPACT:

TBD

POLICY IMPLICATIONS:

TBD

RECOMMENDATION:

Refer to Town Administrator's Recommendation(s) below

TOWN ADMINISTRATOR'S RECOMMENDATION:

Goal #1-Looking into collaborating with the library to add town newsletter content to their newsletter. Also investigating the best social media platform to move forward with.

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

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

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

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

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, January 10, 2024**

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The Hooksett Town Council met on Wednesday, January 10, 2024, at 5:50 pm in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 10 Jan 2024 to order at (6:02) pm.

PROOF OF POSTING

Chair Tsantoulis provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor Jodi Pinard, Councilor Roger Duhaime, Chair Timothy Tsantoulis, Councilor Alex Walczyk, Councilor Randall Lapierre

Absent: Councilor John Durand, Councilor David Boutin, and Councilor Keith Judge.

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

J. Sullivan motioned to enter NON-PUBLIC SESSION #1 per NH RSA 91-A:3 II D at 5:55pm; seconded by R. Lapierre.

(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

Roll Call Vote #2

R. Duhaime Aye

J Durand NP

J. Pinard Aye

R. Lapierre Aye

A. Walczyk Aye

D. Boutin NP

K. Judge NP

J. Sullivan Aye

T. Tsantoulis Aye

Vote in favor 6-0

J. Sullivan motioned to leave the non-public session at 5:58; seconded by R. Lapierre.

Vote in favor 6-0

J. Sullivan motioned to seal the Non-Public minutes of January 10, 2024; seconded by R. Lapierre.

43 **Roll Call Vote #3**

44 ***D. Boutin NP***

45 ***J. Pinard Aye***

46 ***A. Walczyk Aye***

47 ***J. Durand NP***

48 ***R. Duhaime Aye***

49 ***J. Sullivan Aye***

50 ***R. Lapierre Aye***

51 ***K. Judge NP***

52 ***T. Tsantoulis Aye***

53

54 ***Vote in favor 6-0***

55

56 **PLEDGE OF ALLEGIANCE**

57

58 T. Tsantoulis acknowledged Mr. Mercier from Macie Industries for their work on the pedestrian
59 walkway for constructing the Donati Bridge at Donati park.

60

61 **AGENDA OVERVIEW**

62

63 **PUBLIC HEARINGS**

64

65 T. Tsantoulis opened the PH at 6:07 pm.

66

67 **8.1 #1 Public Hearing to accept the unanticipated revenue in the amount of \$58,354.02 from the**
68 **State of New Hampshire Bridge Aid in accordance with RSA 31:95-b, III(a) (see 16.1 for details)**

69

70 B. Thomas- HB 2 provided \$10 million in Bridge Aid to be distributed among the municipalities. 50%
71 was based on the municipal bridge deck surface area and the other 50% was based on population.
72 Hooksett's share of \$58,354.02 was received in early December. These funds can be used to maintain,
73 construct, or reconstruct municipally owned bridges.

74

75 With no public comment, Chair T. Tsantoulis motioned to close the Public Hearing at 6:11 pm.

76

77 ***J. Sullivan motioned to accept unanticipated revenue in the amount of \$58,354.02 from the State of***
78 ***New Hampshire Bridge Aid in accordance with RSA 31:95-b, III(a); seconded by A. Walczyk.***

79

80 **Roll Call Vote #4**

81 ***A. Walczyk Aye***

82 ***R. Lapierre Nay***

83 ***J. Pinard Nay***

84 ***R. Duhaime Aye***

85 ***J. Durand NP***

86 ***K. Judge NP***

87 *J. Sullivan Aye*
 88 *D. Boutin NP*
 89 *T. Tsantoulis Aye*

90
 91 ***Vote in favor 4-2***

92
 93 T. Tsantoulis opened the 2nd Public Hearing at 6:12 pm.

94
 95 **8.2 #2 Public Hearing to discuss a bond/note to finance part of the reconstruction of the intersection**
 96 **of Martins Ferry Road and North River Road in the amount of \$750,000 per RSA 33:8-a. (see 15.1)**
 97

98 B. Thomas- The Town needs to reconstruct the intersection of Martins Ferry Road and North River
 99 Road including roadway realignment and construction of a new bridge. The purpose of the project will
 100 address speed concerns and will eliminate the risk of flooding and erosion and redirect the stream to
 101 its natural course. It will also eliminate significant maintenance concerns regarding the existing
 102 guardrails and drainage culvert. Currently, the guardrails on both sides of the bridge are in disrepair.
 103 The guardrail on the southeast corner must be replaced with a bridge rail because replacing the
 104 guardrail will not meet code requirements. Installing a bridge rail will include removing all of the
 105 pavement over the entire culvert, dismantling and replacing a portion of the concrete slab on top of
 106 the culvert, re-forming the concrete slab to accept the bridge rail, then installing the new slab, with a
 107 new membrane over the entire culvert structure and replacing the pavement. In addition to the
 108 above, any other areas where the culvert has deteriorated will have to be repaired or replaced. If the
 109 warrant article is not passed and the work is not done, the Town will remain at risk of erosion along the
 110 steep embankment of Messer Brook. The stream edge is extremely close to the near vertical slope
 111 against Martins Ferry Road. Restoring the channel to its original flow pattern will eliminate this
 112 potential issue and any future slope maintenance. Two years ago, the Town spent \$133,970 on erosion
 113 repair along Martins Ferry Road. Because the slope between Martins Ferry Road and Messer Brook is
 114 so steep, the likelihood of additional erosion remains. The brook as it exists presents a flooding hazard.
 115 The 90-degree angles that the brook takes could result in debris getting hung up and causing backups.
 116 In addition, there is an existing sewer main that runs through the culvert at an elevation close to the
 117 water line creating additional risk of flow restrictions. The intersection as it currently exists is very flat
 118 over the culvert. The minimal cover over the culvert makes it impossible to properly grade the road to
 119 direct runoff away from the road. The proposed project will include the proper slopes and drainage
 120 infrastructure to manage runoff. Agenda Item #8.2. Page 7 of 65The existing culvert has been posted
 121 no trucks due to its low structural rating. A new bridge will be safe for all vehicles to pass over it
 122 (although posting the roadway "No Thru Trucks" is still an option if the Town Council chooses to do
 123 this). The design will be completed based on a design speed of 30 miles per hour with a sharp curve to
 124 slow traffic down. If constructed, the bridge will be inspected by the State of New Hampshire
 125 Department of Transportation Bridge Inspection Division every two years (at no cost to the Town). In
 126 addition, the bridge will qualify for State/Federal Funding for future maintenance. Putting Messer
 127 Brook on its natural course has garnered the enthusiastic support of several natural resource agencies,
 128 such as the New Hampshire Wetlands Bureau, the New Hampshire Natural Heritage Bureau, the New
 129 Hampshire Fish and Game Division and the U.S. Army Corps of Engineers. The proposed project calls
 130 for a Timber Bridge that will beautify and enhance the area. If the warrant article is not passed and the
 131 work is not done the Town will spend significant funds replacing these guardrails.

132

133 R. Lapierre- has anyone talked to SNHU about this bridge?

134

135 B. Thomas- they support the project; they asked if the sidewalk could remain in place. I have kept in
136 contact with them the whole time during the project.

137

138 A. Garron- we reached out to them a number of times and their responses were limited.

139

140 J. Sullivan- maybe an official request from the Council asking for a donation to the bridge.

141

142 B. Thomas- my hope is that this has unanimous support from the council.

143

144 Chair T. Tsantoulis closed the Public Hearing at 6:28 pm.

145

146 **SPECIAL RECOGNITION**

147

148 **9.1 Hooksett Municipal Employee - New Hire**

149

150 A. Garron- End of employment Sean Spreen Firefighter. New Hires: Jacon Bond Truck Driver Laborer.
151 Promotions: Joshua Hebert, Public Works/Highway, Assistant Crew Chief, Shawn Dumont, Public
152 Works/R&T, Crew Chief. Ricky Demers, Public Works/P&R , Assistant Crew Chief. Robert Hebert,
153 Public Works/P&R Crew Chief.

154

155 **PUBLIC INPUT - 15 MINUTES**

156

157 Pro Technologies Owner- As it sits right now with the highway design, we may lose our building, we will
158 lose our parking in the front, we may be required to purchase land adjacent to our building with may
159 not be possible. We have 14 employees. This is going to have a huge impact on Pro Technologies. We
160 are getting pushed out of Hooksett and what we have invested in this Town. I ask that you consider us
161 in your decisions regarding this project.

162

163 D. Ross 56 Sherwood Drive- is there a plan available for the Martins Ferry Bridge project? What we
164 have there is a 3-way intersection. On the other side of the school, we have the same situation. There
165 were no problems at that intersection. Why would you want to curve a road that you want to slow
166 traffic on? The speed bump needs to go, and you voted on removing it. The bump outs are damaging
167 people's cars. Cars are going out of alignment. That is unreasonable, we are supposed to make them
168 safer. Put a new concrete deck on that, put a new guardrail, make it a 90' intersection. I still have not
169 seen Depot Street being addressed on your agenda. If the State is going to take Pro Tech, then they
170 should tell them in advance. I have also not seen anything addressed about the private dump at the
171 cinemas.

172

173 **SCHEDULED APPOINTMENTS**

174

175 **11.1 Mr. JR Hoell, Genesis Systems, Route 3 Widening Meeting Request.**

176

177 JR Hoell State Representative- the plan that was presented in October was unworkable. The DOT has
178 fixed some of the issues and the additional sidewalks also present some issues. This is going to take
179 away a lot of front yards to these businesses. The DOT has been working hard on this and reworking
180 the area. I am asking as a taxpayer in the Town that you revisit what you are asking for. I do not think
181 you need sidewalks on both sides. Losing one side of sidewalks would give you more room for
182 businesses to not be losing their frontage. I am asking that since this is a new Town Council, that you
183 revisit your original letter and the requests that you have made. I do not think that all involved really
184 saw the impact this would have until more took a closer look, especially the businesses. What was in
185 that last letter may not be what is still appropriate now, will you please let the DOT know that you will
186 readdress this. I put in my letter a number of items that I feel you need to address.

187
188 R. Duhaime- this is the dilemma living in Hooksett. Many surroundings' towns cut through this town.
189 This is not just a town issue it is a state issue. I am fine with slowing this project down to ensure safety.
190 People want to stop urban sprawl, but you cannot. I see my town changing and it is inevitable. I think
191 this is on the state to get this done right.

192
193 JR Hoell- there are all sorts of things that you can talk about. Most accidents happen at the South end
194 of Alice Road, if we do this right, we can fix this.

195
196 R. Lapierre- this project seems to be one that I cannot get my head around. One of the things that I
197 have been against is roundabouts.

198
199 JR Hoell- roundabouts are at least designed to accommodate 18 wheelers doing a U-turn. They are not
200 pretty but they are functional at getting what they need to do. I can see why DOT likes these because
201 they function as they were designed to. They do have negatives as the business around them do not
202 like to see them in front of them. All I am asking is that you have the right discussions on this project.
203 How do we manage the median and how do we manage Alice Rd and Mammoth Rd, and how do we
204 manage the sidewalks? These people built their businesses and some almost right to the road and
205 space matters.

206
207 A. Garron- the letter that was sent out, the minutes from the Planning Board, on June 6, 2022 then the
208 Town Council meeting of July 7, 2022, at both meetings the project was discussed, and both agreed
209 that a 5-lane cross section was what they recommended based on the information they received. As
210 well as the roundabout at the Mammoth Road intersection. Town Council took action on the 5-lane
211 cross section 1 sidewalk on one side of the road. In the modified plan I believe there is 1 sidewalk and 2
212 sidewalks in some areas in a residential area.

213
214 J. Sullivan- I am pleased to hear that the DOT has invited the businesses in on the discussions. It looks
215 like Pro tech is the only one losing their building. I think we can encourage the State to look specifically
216 at that property as he is losing his business, and the others are just losing a little frontage.

217
218 A. Garron- I think this project is still in the planning stages. The Council and State will need to know
219 what proposal they want to move forward with. Right now, you have a 4-lane going to 2 lanes and that
220 creates a pinch point. The feedback from surveys was that the 5-lane was the best option.

221
222 B. Thomas- Dave Smith from the DOT is here to address any questions you have.

223

224

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Dave Smith NHDOT Project Manager- The October 24th, 2023, design concept being referenced is not the current concept. The design has undergone significant refinements since October 24th, 2023, public informational meeting due in large part to direct collaboration and coordination with the majority the entities noted in this letter, as well as by meetings with many abutters not noted below. Since the October 24th, 2023, public informational meeting timeframe, the following has happened with regard to public outreach and plan refinements: 9 formal meetings with individual property owners/residents have occurred, with Community Plaza Condominiums, Eversource, Sunoco, Shooter's Outpost, Pro Technologies, Mr. Bee's, Paquette's Pool & Spa, Crown Trophy, and Chantilly's. email and phone call correspondence with additional property owners/residents. one meeting with business Owner Group that submitted this letter on November 24th, 2023. One project working group meeting on December 11, 2023, at which revised plans were shared reflecting most of the refinement, which are near continuous median islands, left turn openings only at Silver/Leonard Ave and Zachary Drive, 7,000 feet of roadway that restricted all left turns, access restrictions at all 60 businesses/residences along the corridor.

T. Higgins- at the December 11, 2023, meeting the plan featured: significant reduction to the median islands to areas where safety improvements are paramount (i.e., southern segment of the corridor from Alice Ave to Silver/Leonard Ave) or where raised islands are required to protect queued vehicles in a left turn lane. Only about 900' of median islands would not permit access to or left turns from businesses/residents. Access restrictions at 11 businesses/residences. Additional lengths of median islands in areas where there are no access impacts or where businesses/residences approve of access restrictions (i.e., Eversource and Supreme Plaza). Shifted driveways in some locations (i.e., Paquette's and Shooter's Outpost) are necessary.

R. Lapierre- right now the taking a left hand turn out of Cinemagic is because of the light at Mammoth and Hooksett Road and it is not really an issue, but I think with the roundabout and a steadier flow of traffic it will be.

T. Higgins- the 12/11/2023 plan featured: significant reduction to the median islands to areas where safety improvements are paramount (i.e., southern segment of the corridor from Alice Ave to Silver/Leonard Ave) or where raised islands are required to protect queued vehicles in a left turn lane. Only about 900' of median islands would not permit access to or left turns from businesses/residences. Access restrictions at 11 businesses/residents. Additional lengths of median islands in areas where there are no access impacts or where businesses/residents approve of access restrictions (i.e., Eversource and Supreme Plaza). Shifted driveways in some locations) i.e., Paquette's and Shooter's Outpost) are necessary.

D. Smith- the NHDOT Team has been working diligently, and will continue to do so, to find the best level of improvement that will balance the need to address safety and congestion needs along the corridor while minimizing impacts to the abutters in as much as practical.

J. Pinard- would the state be assisting him with acquiring that land?

D. Smith – yes, we have had that discussion as well as with other businesses.

269 J. Pinard- would they be compensating him with market value? If you are going to close business doors,
270 I will never support that.

271

272 D. Smith- the acquisition starts with a ROW appraisal document, and they are based on fair market
273 value. The property also has the opportunity to conduct their own appraisal and the cost of doing so is
274 also compensated. We gather the proposals and start discussions and start the negotiations process.

275

276 A. Garron- I know back in the 80's the concept of a roundabout was not accepted and unheard of and
277 we have now progressed into using and accepting them, I hear people say they zoom through
278 roundabout, but you can't zoom through, it forces you to slow down.

279

280 JR Hoell- the reason I said yes to a roundabout was because it handled commercialized traffic better. A
281 signal does not. We have a lot of businesses taking a lot of that commercial traffic daily. With the
282 roundabout what you will see is. Again, thank you for taking the time, I did not want to take more time
283 I request that you look at the letter again.

284

285 A. Walczyk- what about moving the national guard property.

286

287 D. Smith- the issue there is ledge and a retention basin and strike a balance with the impacts to
288 Protech's business.

289

290 D. Smith also touched on the following points:

291

292 **The NHDOT recommends the roundabout for the following reasons** promotes better traffic flow and
293 lower corridor speeds, Number of crashes typically 50% lower than signal and less severe. Roundabout
294 provides opportunity for aesthetics/landscaping. Roundabout requires less maintenance than
295 signalized intersection.

296

297 **The 5-lane version vs. the 3-lane version:**

298 The 5-lane version section provides the following benefits when compared to the 3-lane typical:

299 minimal traffic congestion (level of service) through 2045 and beyond. Reduced number of accidents
300 due to more fluid and uniform traffic patterns. Less pollution due to less stop and go traffic. Reduced
301 travel time along the corridor. Uniformity with the roadway sections to the south and north.

302 The 5-lane typical does incur an additional 11' of impact along the frontage of the abutting parcels. In
303 the instance, that the 3-lane typical section is constructed, the NHDOT would recommend to the Town
304 that the acquisition of the additional 11' width occur now to support another future widening which
305 would be required in the near future to eliminate congestion once traffic escalates. On June 2, 2022,
306 the Town Planning Board unanimously voted 7-0 for the 5-lane alternative. On July 7, 2022, the Town
307 Council unanimously voted 8-0 for the 5-lane alternative. Given the prior vote by the Town Council and
308 Planning Board, NHDOT has stated that this aspect of the improvements is not being reconsidered. The
309 NHDOT, while understanding the impacts along the corridor, also supports the implementation of the
310 5-lane typical section.

311 **The use of sidewalks on both sides of the road-** the current design concept reflects 6' sidewalks on
312 both sides of US 3 from Mammoth Road to the South and a single sidewalk along the west side of US 3
313 to the north of Mammoth Road intersection. The NHDOT supports sidewalks on both sides of US 3
314 south of Mammoth Road due to the pedestrian generators in the Brace Avenue, Leonard Ave, Silver

315 Ave, Zachary Drive and Embassy Ave neighborhoods, as well as Carrington Farms Condominium
 316 Association. The presence of pedestrians along this corridor was acknowledged during many
 317 discussions with abutters, as well as noted during our project team site visits as shown in the Public
 318 Informational and PWG meeting presentations. There was a pedestrian fatality in February 2020 near
 319 Silver Ave. Bruce Thomas- Town Engineer, during the PWG meeting, noted that an additional
 320 pedestrian fatality occurred on this segment prior to the February 2020 incident. The standard NHDOT
 321 typical section includes a 6' grassed panel in areas where sidewalks are not constructed. The 6' grassed
 322 panel provides an area for snow storage and for location of utilities. As a result, the width of the
 323 roadway typical section is not reduced if the sidewalk is not constructed. The Town voted 5-3 for
 324 sidewalks along only a single side along the length of the US 3. Additional discussion is needed in this
 325 regard.

326 **The inclusion of bicycle lanes along this section of road-** the 5' shoulders, in conjunction with the 11'
 327 outside lane, match the lane and shoulder width combination of 16', to the north and south of this
 328 segment. The 5' shoulder width is an integral element to the standard NHDOT typical for roadways of
 329 this nature. The accommodation of bicycles is a secondary component to the aspects noted above and
 330 will better accommodate bicyclists along the corridor that the 0' to 2' existing shoulders do.

331

332 **Recess at 8:00- 8:08 pm**

333

334 **11.2 Hooksett Library, Heather Rainier Library Director, and Mark Glisson Assistant Director –**
 335 **Request for ARPA funds for Smoke Detectors.**

336

337 H. Rainer- The Library's current smoke detectors relay invaluable information on the fire panel,
 338 indicating whether the triggered alarm is on the first floor, second floor, or in the HVAC system.
 339 However, they do not report what specific part of the building a fire or smoke incident happens to be
 340 in terms of actual smoke detector locations. Our proposal is to replace the current detectors (installed
 341 in 1998) with new standards-compliant smoke detectors that are equipped with addressable detector
 342 bases that will inform the responding fire fighters via the upstairs and downstairs fire panels exactly
 343 where the fire trigger is located before even entering the building. We have consulted with Captain
 344 Tewksbury on this project, and he has confirmed the need to make these upgrades.

345

346 ***J. Sullivan motioned to approve Hooksett Public Library Smoke Detectors in the amount of***
 347 ***\$19,749.00 from ARPA funds; seconded by R. Lapierre.***

348

349 **Roll Call Vote #6**

350 ***J. Durand NP***

351 ***R. Lapierre Aye***

352 ***K. Judge NP***

353 ***D. Boutin NP***

354 ***J. Pinard Aye***

355 ***J. Sullivan Aye***

356 ***A. Walczyk Aye***

357 ***R. Duhaime Aye***

358 ***T. Tsantoulis Aye***

359

360 **Vote in favor 6-0**

361

362 R. Lapierre- this was brought to the ARPA subcommittee, and it was a compelling ask and need that
363 was approved.

364

365 A. Walczyk- I think this is a great way to spend ARPA funds. The funds were originally meant to support
366 a project like this.

367

368 R. Duhaime- do you have a building maintenance fund that we do allocate funds to?

369

370 H. Rainer- we do overspend that budget often; the building has issues it depends on year to year.

371

372 A. Garron- at our last management meeting the total left for ARPA funds was \$97,172 left to be
373 allocated from Sept 30, 2023. If the Library, Martins Ferry, and the Concession were to be passed then
374 all the funds would be depleted.

375

376 **CONSENT AGENDA**

377

378 **12.1 Accept the donation of \$500.00 from Global Montello Group which operates the All-Town gas**
379 **stations in Auburn and Manchester, NH to the Town of Hooksett for the Hooksett Police K-9 program**
380 **per RSA 31:95-b: III(b).**

381

382 *J. Sullivan motioned to accept the donation of \$500.00 from Global Montello Group which operates*
383 *the All-Town gas stations in Auburn and Manchester, NH to the Town of Hooksett for the Hooksett*
384 *Police K-9 program per RSA 31:95-b: III(b). seconded by J. Pinard.*

385

386 **Vote in favor 6-0**

387

388 **NOMINATIONS AND APPOINTMENTS- none**

389

390 **OLD BUSINESS**

391

392 **15.1 FY 2024-25 Budget and Warrant Articles (to include Monetary Petitioned Warrant item(s), if**
393 **applicable)**

394

395 *T. Tsantoulis motioned to recommend the Martins Ferry Reconstruction article in the amount of*
396 *\$1,500,000 and moved it to the 2024 Town warrant; seconded by R. Duhaime.*

397

398 **Roll Call Vote #5**

399 *J. Sullivan Aye*

400 *J. Pinard Aye*

401 *R. Duhaime Aye*

402 *A. Walczyk Aye*

403 *R. Lapierre Nay*

404 *K. Judge NP*

405 **J. Durand NP**
 406 **D. Boutin NP**
 407 **T. Tsantoulis Aye**

408
 409 **Vote in favor 5-1**

410
 411 R. Duhaime will first, and J. Sullivan will second the article(s) at the Deliberative Session, Saturday
 412 February 3rd.

413
 414 **NEW BUSINESS**

415
 416 **16.2 ARPA Lew Goodwin Concessions Renovation**

417
 418 B. Berthiaume- DPW is submitting a request to utilize ARPA funding for renovations of the Lew
 419 Goodwin Concessions building located at Donati Park. The building currently does not meet the
 420 requirements of the Department of Health and Human Services for concessions to be allowed on a
 421 weekly basis. This building needs to be updated in order for the Town to obtain a food license. Items
 422 that are required to be updated or added to the concessions side of the building include the following:
 423 ☐ Installation of a new hand wash sink. ☐ Correct plumbing for food prep sink to include air gap on
 424 drain. ☐ Installation of 3-bay wash sink and associated plumbing. ☐ New fire suppression system in
 425 exhaust hood over cooktop. ☐ Professional cleaning of exhaust hood and fan system. ☐ Relocation of
 426 fire extinguisher. ☐ Full cleaning of the room and fresh paint on the walls. Included in this request is the
 427 need to update the bathroom facilities at this location. Currently there are two bathrooms in poor
 428 condition, and they do not currently meet ADA standards. The work included for the bathroom
 429 updates includes: ☐ Demo of existing toilets and sinks. ☐ Full cleaning, fresh paint, removal of existing
 430 doors and frames. ☐ Installation of new doors and frames with a change in the swing direction to meet
 431 ADA standards. ☐ Installation of new ADA grab bars. ☐ Installation of new toilets and sinks plus
 432 associated plumbing. To help save on costs, DPW staff will perform the required demolition work,
 433 cleaning and prepping of walls for paint, labor for the painting, labor to install new partitions and ADA
 434 grab bars, and will purchase the new fixtures for the bathrooms and concessions.

435
 436 **J. Sullivan motioned to approve the Lew Goodwin renovations project for \$24,200.00 to be funded**
 437 **from ARPA; seconded by R. Lapierre.**

438
 439 **Roll Call Vote #7**

440 **J. Pinard Aye**
 441 **K. Judge NP**
 442 **R. Lapierre Aye**
 443 **R. Duhaime Aye**
 444 **A. Walczyk Aye**
 445 **J. Durand NP**
 446 **J. Sullivan Aye**
 447 **D. Boutin NP**
 448 **T. Tsantoulis Aye**

449

450 **Vote in favor 6-0**

451

452 **16.3 Execution of Easement Release - South Bow Road**

453

454 ***J. Sullivan motioned to authorize the release of the existing sight distance easement for Map 12, Lot***
 455 ***14-2, recorded at MCRD at Book 3535, Page 2703-2704, on October 30, 2016; and to allow the Town***
 456 ***Administrator the authority to sign the easement release on behalf of the Town of Hooksett;***
 457 ***seconded by A. Walczyk.***

458

459 **Vote in favor 6-0**

460

461 E. Robidoux Town Planner- there is a revised subdivision coming before the Planning Board the request
 462 is to remove a condition of approval for a site distance easement. There is a site distance easement
 463 that benefits the Town, part of the approval was that if the owner of the property did not maintain the
 464 site distance, then the Town would come in cut the vegetation then bills the landowner. The courts
 465 decided that was not an appropriate condition to be on a plan, so therefore we will have a revised plan
 466 removing that. In order to that we need to designate the authority to the Town Administrator to sign
 467 off for the Town. This is a recorded plan and is approved. The only change will be condition.

468

469 **APPROVAL OF MINUTES**

470

471 ***A. Walczyk motioned to approve the public minutes of December 13, 2023; seconded by J. Sullivan.***

472 ***Vote in favor 5-0-1***

473

474 ***R. Lapierre motioned to approve the #1 non-public minutes of December 13, 2023; seconded by J.***
 475 ***Sullivan.***

476 ***Vote in favor 5-0-1***

477

478 ***R. Lapierre motioned to approve the #2 non-public minutes of December 13, 2023; seconded by J.***
 479 ***Sullivan.***

480 ***Vote in favor 5-0-1***

481

482 **TOWN ADMINISTRATOR'S REPORT**

483

- Pennichuck East Utility, Inc.- Notice of Intent to File a Rate Case with PUC (24.1% Increase over last approved rate) I do not believe the PUC has ruled on that.

484

- Tax Rate: \$15.98- Bills sent out on December 27, 2023-Bill Due: January 29, 2024-Article was placed on the Town website for reference as to why the delay.

485

- Town Hall Homeland Security Grant Submission authorization. Approval to move forward with a grant application through Homeland Security was granted on June 28, 2023, by the Town Council.

486

487

488

489 ***A. Walczyk motioned to allow the TA to sign the grant and submit the grant application; seconded by***
 490 ***R. Lapierre.***

491

492 **Vote in favor 6-0**

493

495

496

- NH Presidential Primary- January 23, 2024- Sign-up sheet for the councilors to be at the polls.

497

- Donati Bridge Complete-

498

- The filing period for elected officials starts on January 24th through February 2nd.

499

500

R. Lapierre- D. Ross has been here a number of times talking about Depot Road, it sounds like it is serious, has town staff looked into it?

501

502

503

A. Garron- I will verify if staff has gone out and looked at it.

504

505

TOWN COUNCIL FUTURE AGENDA ITEMS

506

507

INFORMATIONAL ITEMS AND CORRESPONDENCE

508

509

J. Sullivan motioned that the Council draft a letter to SNHU seeking some input and financial contribution for the Martin's Ferry Bridge project; seconded by R. Duhaime.

510

511

512

Vote in favor 6-0

513

514

R. Duhaime- I heard from a lot of people in my district and they are very unhappy with the property taxes.

515

516

517

T. Tsantoulis- property values did go up, but our tax rate went down. This is nothing unique to Hooksett, it is happening all around. This was a big year for labor and contracts and there was a lot that was not in our control.

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J. Sullivan- the Council is very cognizant of what is presented to the voters and ultimately the voters are the final say on the budget. The budget we prepare is what we feel is necessary.

522

523

524

PUBLIC INPUT- None

525

526

NON-PUBLIC SESSION #2 per NH RSA 91-A:3 II

527

528

T. Tsantoulis motioned to enter NON-PUBLIC SESSION #2 per NH RSA 91-A:3 II C and I at 8:52 pm; and will adjourn the meeting after; seconded by J. Sullivan.

529

530

(c) Matters which, if discussed in public, would adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This 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.

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534

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

535

536

537

Roll Call Vote #8

538

R. Lapierre Aye

539 ***R. Duhaime Aye***
 540 ***J. Sullivan Aye***
 541 ***A. Walczyk Aye***
 542 ***J. Durand NP***
 543 ***J. Pinard Aye***
 544 ***D. Boutin NP***
 545 ***K. Judge NP***
 546 ***T. Tsantoulis Aye***
 547
 548 ***Vote in favor 6-0***
 549
 550 ***J. Sullivan motioned to leave the non-public session at 9:10; seconded by T. Tsantoulis.***
 551 ***Vote in favor 6-0***
 552
 553 ***R. Duhaime motioned to seal the Non-Public minutes of January 10, 2024; seconded by A. Walczyk.***
 554
 555 **Roll Call Vote #9**
 556 ***J. Durand NP***
 557 ***D. Boutin NP***
 558 ***J. Pinard Aye***
 559 ***R. Duhaime Aye***
 560 ***K. Judge NP***
 561 ***A. Walczyk Aye***
 562 ***J. Sullivan Aye***
 563 ***R. Lapierre Nay***
 564 ***T. Tsantoulis Aye***
 565
 566 ***Vote in favor 5-1***
 567
 568
 569 **ADJOURNMENT**
 570
 571 Respectfully submitted,
 572
 573 ***Alicia Jipson***
 574 Alicia Jipson
 575 Recording Clerk