

As of 9/21/11

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, September 28, 2011

- I. 6:30 PM - CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF MINUTES**
September 14, 2011
September 14, 2011 Non-Public
- V. AGENDA OVERVIEW**
- VI. CONSENT AGENDA**
11-90 Street Name Approval – Legends Drive
11-91 Bond Release – AV Hooksett Landscaping for \$26,700
- VII. PUBLIC INPUT: 15 Minutes**
- VIII. NOMINATIONS AND APPOINTMENTS**
- IX. SCHEDULED APPOINTMENTS**
11-92 7:00 PM - Joint Town Council and Conservation Commission Public Hearing re:
Proposed Conservation Easement.

11-93 7:15 PM – Public Hearing re: Acceptance of Donation of rescue equipment valued at
\$14,079.46 to Fire Department per RSA 31:95-e.
- X. 15 MINUTE BREAK**
- XI. OLD BUSINESS**
11-78 Best Boards Win Seminar Follow-up
11-68 Town Council Rules & Procedures and Riggins Rules
- XII. NEW BUSINESS**
11-94 Tanker Bid Acceptance
11-95 School Impact Fees
11-96 17 Granite Street – Wall Replacement
11-97 Town Council Priorities
11-98 Town Council SWOT (Strengths, Weaknesses, Opportunity, Threats) Analysis
- XIII. TOWN ADMINISTRATOR'S REPORT**
- XIV. SUB-COMMITTEE REPORTS**
- XV. PUBLIC INPUT**
- XVI. NON-PUBLIC SESSION**
- XVII. ADJOURNMENT**

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

STAFF REPORT
QUIMBY HILL EASEMENT SALE & PETER BROOK LAND PURCHASE
SEPTEMBER 28, 2011

Background: At the 2011 Town Meeting, Article #4, line item 4199, Other General Government, was amended, increasing that line by \$202,000, and correspondingly increasing the operating budget by a like amount. The purpose was to purchase property at Peter Brook Drive for athletic field purposes with funding from the sale of a conservation easement to the Conservation Commission on Town owned land in the Quimby Hill area.

Issue: The required steps to implement the 2011 Town Meeting action.

Discussion: There are two P & S (Purchase and Sales) agreements attached. One for the purchase the Peter Brook Drive property from its owner, Lee Hooksett Realty, LLC, by Hooksett, and one for the sale of the conservation easement to the Hooksett Conservation Commission from Hooksett. This sale of the easement must precede the purchase of the Peter Brook Drive property as this is where the purchase funds come from.

Hooksett's attorney has provided and/or reviewed the title research, appraisals and Purchase and Sale agreements for these property and easement transfers. He recommends title insurance for the Peter Brook Drive property as it was a foreclosed property. He has also reviewed the required procedural steps for these transfers, which are included below in recommendations. (See his attached letter.)

The Purchase and Sales agreement between the Town and the Conservation Commission assigns the easement to another non-profit conservation organization, recommended by the Commission's attorney and with the Town's attorney concurring, in order to insure that future governing bodies could not negate the conservation provisions of the easement.

Because the appraised value of the Quimby Hill easement is less than the \$202,000 sale price, the Purchase and Sales agreement between the Town and the Conservation Commission also includes conservation easements on additional town-owned properties, as agreeable to both parties, so that the total appraised value of easements will equal \$202,000.

Fiscal Impact: None.

Interim Town Administrator Recommendation: The following recommended separate actions, each recorded in the minutes, are in the required sequence:

1. Conservation Commission and Town Council hold a properly advertised joint public hearing at the September 28, 2011 Town Council meeting relative to the proposed conservation easement;
2. Conservation Commission, at its properly noticed September 28, 2011 meeting, approves its purchase of the proposed conservation easement;
3. Town Council votes to consent to the Conservation Commission's purchase of this conservation easement.
4. Town Council votes to authorize the Town Administrator to sell this and other conservation easements to the Conservation Commission via the proposed Purchase and Sale Agreement; and then
5. Town Council votes to authorize the Town Administrator to purchase property on Peter Brook Drive from Lee Hooksett Realty, LLC via the proposed Purchase and Sale Agreement, as well as purchasing the related recommended title insurance.

Concur
D. E. Shankle

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council and Conservation Commission will be holding a joint public hearing on Wednesday, September 28, 2011 at 7:00 pm at Hooksett Town Offices, Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to obtain public input on a proposed conservation easement. Questions should be directed to the Administration Department at 485-8472.

Legal Notice

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(UL - Sept. 9)

AGENDA NO. 11.93
DATE: 9.28.11

Staff Report
Hooksett Fire-Rescue
Happy Helpers Donation
September 28, 2011

Background: Per RSA 31:95-E, Acceptance of personal property donated to the town with values \$5000.00 or over, the Town Council shall hold a public hearing on the proposed acceptance.

Issue: To accept the donations of numerous pieces of rescue equipment, see the items listed below.

Discussion: The Hooksett Happy Helpers have donated the following items to the Hooksett Fire-Rescue Department. The Happy Helpers raise money through clothing sales and donate a portion of those funds raised to the Hooksett Fire-Rescue Department.

- BPC Rescue equipment, numerous pieces of rescue ropes, gloves, rope bags, rescue harnesses, act.
- 1 Masimo Rad 57 handheld oximeter.
- 12 New Ferno medical first in bags.

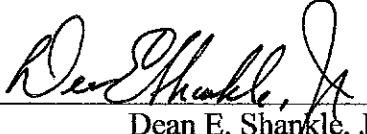
Total of all Equipment donated: **\$14,069.70**

Fiscal Impact: The donation is a gift to the Town of Hooksett. No fiscal impact

Recommendation: Motion to accept the donation of all this rescue equipment in the sum of \$14,069.70 under RSA 31:95-E

Prepared by: Chief Michael Williams

Town Administrator Recommendation: Concur with recommendation.


Dean E. Shackle, Jr.
Town Administrator

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AGENDA NO. 11.94
DATE: 9.28.11

Staff Report
Hooksett Fire-Rescue
Tanker Bid Acceptance
September 28, 2011

Background: Hooksett Voters approved \$340,000.00 for the lease purchase of a new Fire Tanker which will replace our current Tanker 3. This new vehicle will carry more water than our current tanker vehicle, for our rural areas of town. We have received six bids back from area vendors outlined below.

Issue: This new fire tanker will replace our current 1990 International 1500 gallon fire tanker with a new 2012 International 2500 gallon fire tanker.

- **Discussion:** Listed below outlines the six bids received on our fire tanker. These bids also include the trade in value offered on our current tanker. Four out of the six bids exceeded the approved warrant article dollar amount and were eliminated due to that fact. We are recommending HME Lakes Region Fire Apparatus and not the lowest bid, due to the fact that their vehicle's height, length, and many other aspects of their bid do not meet the specification which we sent out. HME Lakes Region Fire Apparatus meets our requested specifications.


• Valley Fire Equipment:	\$379,860.00
• New England Fire Equipment & Apparatus:	\$358,492.00
• Northeast Fire Specialists	\$346,416.00
• North American Equipment Fire Apparatus:	\$342,864.00
• HME Lakes Region Fire Apparatus:	\$334,000.00
• Yankee Fire and Rescue	\$312,418.00

Fiscal Impact: 7 year lease payment of \$55,711.00 based on \$334,000.00

Recommendation: After reviewing all bids, I would recommend to the Town Council to accept the Lakes Region Fire Apparatus's bid in the amount of \$334,000.00.

Prepared By: Chief Michael Williams

Town Administrators recommendation: Concur with recommendation.


Dean E. Shankle, Jr.
Town Administrator

AGENDA NO. 11.95
DATE: 9.28.11

**Staff Report
School Impact Fees
September 28, 2011**

Background:

The Town of Hooksett collects school impact fees at the time the Town issues occupancy permits. These fees are collected in order to offset the cost of growth for the new developments.

Discussion:

Each year at this time, the Town transfers the fees collected during the year to the School District to offset the cost of the new middle school and renovations at Memorial School. Back in 2003, these two projects were funded with a 20-year bond and it was determined they met the criteria for impact fees use.

As of August 31, 2011, the school impact fee special revenue fund had a balance of \$118,107.31. A transfer of \$118,107.31 is recommended at this time.

Fiscal Impact:

This transfer will reduce the amount of property taxes needed to support the School District.

Recommendation:


Motion to transfer \$118,107.31 from the school impact fee special revenue fund to the Hooksett School District.

Prepared by:

Christine Soucie, Finance Director

Town Administrator Recommendation:

Concur with recommendation.



Dean E. Shackle Jr.
Town Administrator

Town of Hooksett's Impact Fee Summary

9/9/2011

ROADWAY IMPACT FEE

Council voted on and approved this policy on 10/26/2005

Use or return date: November 5, 2012

Revenue Collected	924,716.02
Interest Earned	19,368.70
Amount Refunded	-
Purchases	-
May 2011 Hourglass Project on Route 3A in Zone 1 (Obligated \$12,180)	(8,853.99)

Balance as of August 31, 2011

935,230.73

SCHOOL IMPACT FEE

Zoning Ordinance posted on 3/8/01

Use or return date: June 21, 2016

Revenue Collected	1,273,112.48
Interest Earned	14,234.83
Amount Refunded	(11,240.00)
School Funding Dec 2003	(500,000.00)
School Funding Nov 2004	(250,000.00)
School Funding Jan 2006	(75,000.00)
School Funding Sep 2006	(70,000.00)
School Funding Oct 2007	(80,000.00)
School Funding Oct 2008	(85,000.00)
School Funding Oct 2009	(43,000.00)
School Funding Sep 2010	(55,000.00)

Balance as of August 31, 2011

1,187,107.31

Note: Feel free to request the detail of these impact fees.

Staff Report
17 Granite Street – Wall Replacement
September 28, 2011

AGENDA NO. 11.96
DATE: 9.28.11

Background: This area has a high incline in the back yards as well as fronts. Since the heavy rains from May 2009 the slope has failed and has been moving when rains are heavy. I have a letter from the home owner dated October 9, 2010 asking for the town to replace the existing wood wall that is coming down into the street.

Issue: This is one of the items I think is very important to look at, for if we hit this wall during winter months with the plow or wing it could be quite a project to deal with or if it was to fail during a bad rain storm and wash out into the street. I also noticed that after the large rains we had during Irene that it did move a bit more.

Discussion: My intentions are to install a block retaining wall. These are called London Boulders. What they are, 18"high x 48" in length x 32" in width. They would be the fastest and best appearance then replacing the wood that is currently in place, and it will last long and be stronger. The complete hill should be done but, at this time it would be too costly. The area that is really in need is the area where the existing wall is now. It is a total of 110 feet plus or minus and will be about 4 feet in height.

I have installed this type of wall in the past and they are a durable wall.

Listed below is and itemized list of materials that would be needed to build the wall.

Foundation block	19	\$95 each	\$1,805.00
Full Block	82	\$95 each	\$7,790.00
Corner Blocks	8	\$95 each	\$ 760.00
Caps	17	\$65 each	\$1,105.00
Stone 1 ½	80 tons	\$12.50 per ton	\$ 840.00
Silt Cloth	2 rolls	\$350 each	\$ 700.00
Tree Removal	1 day	\$950 per day	\$ 950.00(with crane and bucket truck)
Brick for Basin	224	\$.62 each	\$ 138.00
Cement for Basin	5 bags	\$8.50 each	\$ 42.50
Sand	2 tons	\$10.50 per ton	\$ 21.00
Excavator Rental	1 Month		\$7,950.00
Total Cost			\$22,101.50

I know this is high and we do not have it budgeted, but we do have money in our line item 01-437-21-421 construction materials which as of August 31, 2011, has a balance of \$58,328.00 this will take a good chunk out of this line item but I do think the work must be done. Hopefully we do not have a bad winter and we do not use the entire salt budget as that could help with possibly offsetting the cost as well,

I do not understand why this was not budgeted for seeing that it has been in this condition for some time.


Fiscal Impact: The impact would be felt in the construction materials line of the Public Works budget in the amount of \$22,101.50.

Recommendation: I recommend the Town Council approve this expenditure as it is a safety concern that needs to be addressed prior to the wall falling into the roadway.

Prepared by:

Leo Lessard, Public Works Director

Town Administrator Recommendation: Concur with recommendation.



Dr. Dean E. Shankle, Jr.
Town Administrator

**HOOKSETT TOWN COUNCIL PRIORITIES
THIRD DRAFT FOR DISCUSSION PURPOSES ONLY**

1. Orientation of Town Council member requirements regarding state and charter roles & responsibilities
2. Development of clearly defined Town Council procedures, rules, roles, and responsibilities
3. Development of identification, recruitment, retention and training of town boards, committees, and town council member strategies and procedures.
4. Review and update Town Master Plan
5. Identification of Town priorities
6. Provide leadership for the development of 2011-12 town budget
7. Creation of a team approach with Town Council members, boards and committees

Appropriately Respond to the Following Hooksett Current Issues

1. Transition and orientation of recently employed town administrator
2. Provide leadership and assistance with Town Committees and boards i.e. planning, budget, sewer, conservation, police commission, and others
3. Review current and proposed Town Charter revisions (2012-2013)
4. Provide leadership and begin the 2011-12 budget development process
5. Resolve old town hall preservation opportunities and repairs of Safety Center
6. Introduction and implementation of single stream re-cycling

Town of Hooksett Priorities

1. Further develop vision & priorities for Hooksett as part of Master Plan review
2. Address public safety, health and quality of life issues
3. Protect and enhance quality public schools
4. Broaden tax base with further development of commercial and industrial development
5. Building a family friendly community

Next Steps

1. September 17th Orientation and Best Practice Session
2. Master Plan Review by committees and town council
3. Strengthen communications with town committees, commissions, boards and the media
4. Begin exploration of infrastructure needs for further development at Exits 10 and 11
5. Revisit and launch efforts regarding old town hall preservation issues and repairs of Safety Center
6. Promote and market Hooksett as the place to do business and live

September 22, 2011

Economic Development Plan

TOWN OF HOOKSETT – SWOT

STRENGTHS:

**Proximity to key infrastructure (airport, highways, Manchester, Concord)
East Access (highway exits, Rt 3/28 and Rt 3A)
Moderate tax rates
Balanced tax revenue (residential/business)
Natural beauty (Merrimack River, green spaces)
Professional Town Staff
Exit 10 Retail Center**

WEAKNESSES:

**Limited infrastructure on West side of river (no sewer)
Negative reputation among some developers
Poor curb appeal (empty/decaying buildings in high visibility areas, poor landscaping in high visibility areas)
Some negative PR**

OPPORTUNITY:

**Exit 10 and 11
Lots of developable land
Seize on next wave of development
Lease/rent existing empty business location
Outperform area towns regarding coordinated economic development plan and effort
Reverse negative reputation in developer community**

THREATS:

**Other towns seize economic development opportunities
Negative PR**