

As of 10/18/12

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, October 24, 2012

- I. 6:30 PM - CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF MINUTES**
October 10, 2012
- V. AGENDA OVERVIEW**
- VI. CONSENT AGENDA**
12-125 Acceptance of Donation to the Police Department per RSA 31:95-b - \$185
12-126 Acceptance of Grant Fund Reimbursement for Fire Department - \$3,094.24
- VII. TOWN ADMINISTRATOR'S REPORT**
- VIII. PUBLIC INPUT: 15 Minutes**
- IX. NOMINATIONS AND APPOINTMENTS**
- X. SCHEDULED APPOINTMENTS**
12-127 Public Hearing, re: Acceptance of Conservation License Plate Grant in the Amount of \$9,528 per RSA 31:95-b.
12-128 Karin Cataldo, 18 Highland Street, re: 16 Highland Street
- XI. 15 MINUTE RECESS**
- XII. OLD BUSINESS**
12-124 16 Monroe Drive
12-116 Surety Bond Release, Walmart Off-Site Improvements - \$36,412-60
12-96 Media Relations Policy
12-95 Town Charter Amendments
12-119 Comcast Cable Advisory Board
12-122 Police Commission Sub-Committee
12-103 Town Council Goals
- XIII. NEW BUSINESS**
12-129 Roadway Impact Fees - \$80,000 for CMAQ Project, College Park Drive Sidewalks
12-130 Quarterly Financial Report
12-131 Diane Boyce, Recycling & Transfer Superintendent, re: Purchase of a Front End Wheeled Loader
12-132 Neighborhood Heritage Project Contract
- XIV. SUB-COMMITTEE REPORTS**
- XV. PUBLIC INPUT**

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

XVI. NON-PUBLIC SESSION

XVII. 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.

AGENDA NO. 12-125
DATE: 10-24-12

Staff Report
Acceptance of Donation to the Police Department
October 24, 2012

Background: Per RSA 31:95-b, III (b) for such amount less than \$5,000. Council shall post notice in the agenda and shall include notice in the minutes of a Council meeting in which such moneys are discussed.

Issue: To accept a donation of \$185.00 donated to the Hooksett Police Department R.A.D. Program. (Rape Aggression Defense Class)

Discussion: Donations came from participants that attended the R.A.D. Training Classes. (Rape Aggression Defense Class)

Fiscal Impact: The donation is a gift to the Hooksett Police Department R.A.D. Program (Rape Aggression Defense Class) for a total amount of \$185.00, no fiscal impact.

Recommendation: Motion to accept the donation of \$185.00 under RSA 31:95-b, III (b).

Prepared by: Francine Swafford, Executive Assistant

Town Administrator Recommendation: Concur with recommendation.



Dean E. Shankle, Jr., Ph.D.
Town Administrator

Staff Report
Acceptance of Grant Fund Reimbursement for Fire Department
October 24, 2012

Background: Per RSA 31:95-b, III (b) for such amount less than \$5,000. Council shall post notice in the agenda and shall include notice in the minutes of a Council meeting in which such moneys are discussed.

Issue: To accept grant funds for reimbursement of Fire Department operating costs and move those funds into the Fire Department overtime wage line.

Discussion: The New Hampshire Fire Academy acquired grant funds specifically for “boots on the ground training.” This “one time” money will give the New Hampshire first responder community an outstanding opportunity to raise the training and preparedness levels of full time, call and volunteer first responders while keeping the training cost neutral to participating communities.

The unique “once-in-a-lifetime” funding of training is made possible by significant changes to the administering of funds from the Homeland Security Grant Program. Those taking part in a specific training program will be eligible for overtime and backfill costs. Full time department members will have the cost of their participation covered by overtime or backfill. Figures listed below include both wages and benefits estimate costs.

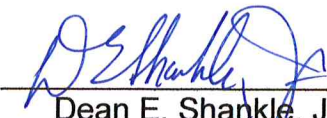
Training programs offered include a host of specific technical rescue courses which include rescue skills, trench rescue, technical rope rescue, confined space rescue, and swift water rescue, among others.

Fiscal Impact: Costs related to grant funded course applications for the timeframe of October 1-20, 2012, equal approximately \$3,094.24. It is requested to move this amount to the Fire Department overtime wage line for reimbursement of expenses.

Recommendation: Motion to accept grant fund reimbursement for an approximate amount of \$3,094.24 under RSA 31:95-b, III (b).

Prepared by: Assistant Fire Chief Dean Jore

Town Administrator Recommendation: Concur with recommendation.



Dean E. Shankle, Jr., Ph.D.
Town Administrator

Costs for Grant funded programs; October 1-20, 2012; backfill, overtime & medicare estimates

Firefighter Rob Wolinski: IAFF Ground Survival TtT program

Training location: NH Fire Academy

Course Cost: No Cost- Grant funded

Course dates & times: October 9-12-2012; 8:00am-5:00pm

Back fill: October 10; 11 hours total; 11 hours @ \$31.66/hr. = \$348.26

Overtime: October 9,11,12: OT: 27 hours @ \$29.59/hr. = \$798.93

Total backfill and OT costs: \$ 1147.19

Total hourly wage expense approximation: \$1147.19
Benefits cost (Health, Retirement, Medicare) expenses (35%) approximation: \$ 401.52
Total requested reimbursement for this member: \$1548.71

Firefighter Zane Sundquist: FF III Trench Rescue

Training location: NH Fire Academy

Course Cost: No Cost- Grant funded

Course dates & times: October 15-18-2012; 8:00am-5:00pm

Back fill: October 16; 11 hours total; 11 hours @ \$28.33/hr. = \$311.63

Back fill: October 18; 11 hours total; 11 hours @ \$31.12/hr. = \$342.32

Total Backfill costs: \$653.95

Overtime: October 15, 17; 18 hours; total OT: 18 hours @ \$26.86/hr. = \$483.48

Total backfill and OT costs: \$ 1137.43

Total hourly wage expense approximation: \$1147.43
Benefits cost (Health, Retirement, Medicare) expenses (35%) approximation: \$398.10
Total requested reimbursement for this member: \$1545.53

Total requested reimbursement to HFR overtime Wage line: \$3094.24

Hourly wage rates taken from Fire Department Overtime Worksheet, FY 2012/2013.

Applicant's overtime rate is used for above OT calculations

AGENDA NO. 12.127
DATE: 10.24.12

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will hold a public hearing on Wednesday, October 24, 2012 at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a Conservation License Plate Grant in the amount of \$9,528 per RSA 31:95-b. The grant will be used to conserve Town inventories dated 1825 through 1865. Questions should be directed to the Tax Office (603-485-9534).

Public Notices

TOWN OF HOOKSETT PUBLIC HEARING NOTICE THE HOOK

TOWN OF HOOKSETT PUBLIC HEARING NOTICE The Hooksett Town Council will hold a public hearing on Wednesday, October 24, 2012 at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a Conservation License Plate Grant in the amount of \$9,528 per RSA 31:95-b. The grant will be used to conserve Town inventories dated 1825 through 1865. Questions should be directed to the Tax Office (603-485-9534).

Appeared in: *The Union Leader* on Monday, 10/08/2012

[Back](#)



STATE OF NEW HAMPSHIRE



NEW HAMPSHIRE STATE LIBRARY

Department of Cultural Resources • Division of Libraries

20 Park Street • Concord, New Hampshire 03301

September 24, 2012

Kimberly Blichmann
Tax Collector
Town of Hooksett
35 Main St.
Hooksett, NH 03103

Dear Ms. Blichmann:

I am pleased to inform you that the Town of Hooksett has been awarded a 2012/2013 Conservation License Plate grant in the amount of \$9,528 to conserve town inventories dated 1825 to 1865. I commend you for preparing a successful grant proposal.

In the weeks ahead, you will receive instructions to accept your grant award from Janet Eklund, Administrator of Library Operations.

Thank you for recognizing the need to conserve and protect these irreplaceable documents and for your role in increasing public access to New Hampshire's written history.

Sincerely,

Michael York
State Librarian

**Staff Report
Roadway Impact Fees – Zone 2 for CMAQ Project - Sidewalks on
College Park Drive
October 24, 2012**

Background: In March of 2010, the Town of Hooksett submitted an application for the Congestion Mitigation and Air Quality (CMAQ) Grant. This application was supported by both the Town Council and the Planning Board. The town's application was for the need to provide an excellent safe connection from residential areas to the library, conservation and recreation area along with the village core. This was to provide pedestrian access by means of a sidewalk along College park Drive. The town had also agreed to pay 20% of the cost of this project that would be paid with Roadway Impact Fees. The total estimate of this project at the time was \$370,649.

In February of 2011, the town of Hooksett was informed that we had been award a grant in the amount of \$296,519.20 leaving \$74,129.80 to paid by the town utilizing Roadway Impact Fees for Zone 2.

Issue: To have the Town Council obligate \$80,000 from Zone 2 of the Roadway Impact Fees.

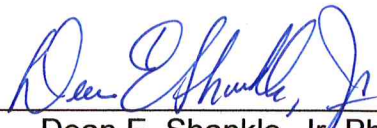
Discussion: The amount of \$44,282.88 is due to be returned to the developer on November 5, 2012 if we do not obligate these funds. By obligating these funds now it will assist the town in beginning the design phase of this project. The DPW has been in talks with the DOT in regards to this project and what it will take to get the project started. Employees have taken workshops to become more familiar with how to utilize these funds appropriately and a representative from the DOT has stated he will assist us in working on this project. I am asking the Town Council to obligate \$80,000 from the Zone 2 Roadway Impact Fees to begin this project as it will cost at least this much for the Town share.

Fiscal Impact: None

Recommendation: Town Council to obligate \$80,000 from the Zone 2 Roadway Impact Fees to be utilized for the CMAQ Project which is to build a sidewalk along College Park Drive.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation:


Dean E. Shankle, Jr. Ph.D.
Town Administrator

2010-2011 CMAQ PROJECT SELECTION FINAL LIST

Funded Projects													
Application ID	App Town or City	RPC	Description	AQ Reduction VOX (kg/Day)	AQ Reduction NOX (kg/Day)	AQ Reduction Total (kg/Day)	Ranking for Regional	Ranking for Statewide	Ranking for CMAQAC	Total points	Average	Fed share (\$)	Running Sum(\$)
10-09CMAQ	Manchester	Southern NH Regional Planning Commission	Campbell Street Improvement Project. Make traffic operations and safety improvements to the congested intersections of US Route 3 and Campbell Street, Hamel Drive and Campbell Street, and Biscanternial Drive and Campbell Street.	89,522	29,668	119,190	18	18	18	54	18,000	\$975,000.00	\$975,000.00
10-01CMAQ	Durham	Stratford Regional Planning Commission	UNH seeks to increase ridership, reduce emissions and improve passenger information dissemination through the implementation of Automated Vehicle Location Technology in the current UNH bus fleet.	9,436	13,531	22,967	18	17	16	51	17,000	\$262,500.00	\$1,237,500.00
10-17CMAQ	Pleislow	Rockingham Regional Planning Commission	Extend MBTA commuter rail service from Haverhill MA north to Pleislow. Construct a platform and enclosed waiting area. Acquire an easement for construction of a rail siding. Acquire land for a locomotive layover facility. Operate 10 trails round trips	99,59	61,95	131,54	18	12	15	45	15,000	\$2,371,056.00	\$3,608,556.00
10-13CMAQ	NHDOT Bureau of Rail & Transit	NHDOT	Create Bus service between Portsmouth & Manchester. Connect the Portsmouth Transportation Center, downtown Manchester, and Manchester-Boston Regional Airport.	25,758	27,289	53,047	18	10	13	41	13,667	\$2,500,000.00	\$6,108,556.00
10-14CMAQ	NHDOT Bureau of Traffic	NHDOT	Evaluate existing signal phasing and timing plans at 65 signalized intersections in the non-attainment region and implement optimized timing plans to improve traffic flow and reduce delays.	162,69	72,155	234,84	6	16	17	39	13,000	\$240,000.00	\$6,348,556.00
10-06CMAQ	Hampton	Rockingham Regional Planning Commission	Reconfigure and signalize (3 way) of the US 1 / Winnacumet Road intersection to a more typical intersection layout with pedestrian crossing controls and shorter crossing distances to improve safety. Signal coordination of this intersection with other si	28,677	11,568	40,245	14	15	9	38	12,667	\$192,000.00	\$6,540,556.00
10-12CMAQ	NHDOT	NHDOT	Through capital equipment purchases and operating support the project will increase peak-hour transit services on COAST Route 2 (Rochester - Portsmouth), UNH Wildcat transit route 4 (Durham - Portsmouth), and COAST route 40/41 (Pease-Portsmouth Trolley).	44,057	35,888	79,945	14	11	12	37	12,333	\$5,267,453.00	\$11,808,009.00
10-08CMAQ	Hudson	Nashua Regional Planning Commission	Upgrade 3 sets of traffic lights that control traffic from the 3 main corridors in Hudson. NH 111, US 3A and NH 102.	24,45	9,885	34,335	18	9	6	35	11,667	\$174,400.00	\$11,982,409.00
10-05CMAQ	Goffstown	Southern NH Regional Planning Commission	Improve two problem intersections along the Route 114 and Route 13 corridor through the town. The town seeks to reconstruct the Mast Road / Pleasant Street intersection and replace the current intersection with a modern roundabout.	20,734	6,628	27,362	14	13	6	33	11,000	\$446,270.00	\$12,428,679.00
10-15CMAQ	NHDOT Bureau of Traffic TMC	NHDOT	This project will implement several direct measures to reduce congestion and delay among motorists in the non-attainment area of NH. The core is the implementation of software that will leverage existing and new ITS equipment to automate the process of d	110.6	229.3	339.9	2	14	14	30	10,000	\$1,596,800.00	\$14,025,479.00

Funding Limit
Approximately
\$18M

2010-2011 CMAQ PROJECT SELECTION FINAL LIST

Application ID	App Town or City	RPC	Description	AQ Reduction VOC kg/Day	AQ Reduction NOX kg/Day	AQ Reduction Total kg/Day	Ranking for Regional	Points for Statewide Ranking	Points for CMAQAC Ranking	Total points	Average	Fed share (\$)	Running Sum(\$)
10-03CMAQ	Durham	Stratford Regional Planning Commission	Replace 3 diesel powered 2000 blue bird CSRE transit coaches with 3 bio-diesel buses. (All quality numbers and cost benefit analysis are based on bio-diesel purchases)	1,159	19,096	20,255	14	7	7	28	9.333	\$677,500.00	\$14,902,979.00
10-11CMAQ	Milford	Nashua Regional Planning Commission	Intersection of NH Rte 13 / Emerson Road / Armony Road signal modification and additional turning lanes to address congestion and air quality related impacts.	12,942	4,535	17,477	14	4	10	28	9.333	\$360,000.00	\$15,262,979.00
10-16CMAQ	NHDOT Project Development	NHDOT	Construct a 201 space park-n-ride lot adjacent to US Route 202 (Washington Street) in the City of Rochester just off Exit 13 of the Spaulding Turnpike. C&J & Coast have expressed an interest to service this lot.	25,162	25,57	50,732	10	2	11	23	7.667	\$1,008,000.00	\$16,270,979.00
10-18CMAQ	Portsmouth	Rockingham Regional Planning Commission	Upgrade 5 existing antiquated traffic controllers and interconnection on Woodbury Avenue / Market Street from Durgin Lane to Portsmouth boulevard and the granite Street at Woodbury Avenue intersection.	17,512	7,041	24,553	10	6	5	23	7.667	\$269,941.60	\$16,540,920.60
10-02CMAQ	Durham	Stratford Regional Planning Commission	Implement new public transit services in Stratford County between Rochester and Durham / UNH along the NH125 corridor. The service will provide vital weekday commuter and general transit services between UNH and Rochester.	4,577	4,349	8,926	10	6	4	20	6.667	\$968,563.00	\$17,529,483.60
10-10CMAQ	Manchester	Southern NH Planning Commission	Complete the construction of the previously designed trail from Gold Street to Gorfs Falls Road to continue to meet the transportation needs of the local residents, alleviate congestion and improve air quality caused by traffic volumes and congestion along	3,389	2,651	6,040	10	5	3	18	6.000	\$465,350.00	\$18,014,833.60
10-19CMAQ	Portsmouth	Rockingham Regional Planning Commission	Construct Approx. 2,600 linear feet of new sidewalk and 6,000 linear feet of striped bicycle shoulders and associated drainage on Peverly Hill to promote safe biking and walking.	2,017	1,523	3,542	6	3	2	11	3.667	\$366,226.27	\$18,381,059.87
10-07CMAQ	Hooksett	Southern NH Planning Commission	Facilitate a safe, alternative pedestrian access route in the Town of Hooksett between the Hooksett Village area with a newer commercial area along US 3.	0,786	0,586	1,372	6	1	1	8	2.667	\$296,519.20	\$18,677,579.07

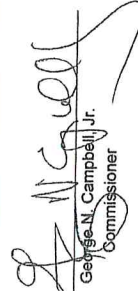
Funding Limit Approximately \$16M

Funded Projects

Note:

Funding for 10-17CMAQ Plaistow is for PE and ROW only. Approval would be for the full amount requested which is \$5,940,976. PE & ROW funds will be programmed for this fiscal year. Construction funds will be programmed for later years but when the project is ready to advertise funds will be authorized and it will not have to return to the CMAQAC for approval.

Approved By:


George N. Campbell Jr.
Commissioner

Date

2/1/11

Plan Support

Attached are pages 6-19, 6-20 and 11-7 of the 2004 Hooksett's Master Plan. The Master Plan that was written by Town volunteers, with town input provided at numerous public hearings and public work sessions clearly identify not only the intent of the construction of sidewalks along the Connector road but also the need and benefit to the present and future plans of the Town.

- B. The addition of both north and southbound turning lanes at Hackett Hill Road, to improve safety and capacity at the I-93 Exit 11 interchange.
- C. The addition of both north and southbound turning lanes at Cross Road
- D. The addition of both north and southbound turning lanes at the entrance to the Highway Department/Transfer Station complex.

F. NH Route 28A (Mammoth Road)

Recommendations:

- The following issues should be studied and evaluated:
 - a. The need for an exclusive left-turn lane at the intersection of Mammoth Road and Alice Avenue when and if the Parkway is built, or if Alice Avenue is reconstructed;
 - b. The need for a sidewalk or bike lanes along Alice Avenue to the intersection with Route 3.

G. The Connector Road (College Park Drive)

This proposed new road connection will provide a new, more direct connection from US Route 3 to the Main Street Bridge in the "Village Area". It will be an east-west collector road, about one half mile in length, starting near the Cigna building and terminating at Main Street near a redesigned Merrimack Street intersection. The road will align with a new planned road in the North Campus development east of US Route 3. The NHDOT and the 3A Development Company (developer of sites abutting US Route 3 near the Cigna building) have agreed to fund the road.

It is expected that this new road will have a positive impact on the Village Area. It will provide immediate relief to people living on Merrimack and Granite Streets; since travelers attempting to bypass congestion further south on US Route 3 often use these narrow streets. It will also reduce traffic on Main Street and allow the town or the State the option to restrict turning at the dangerous intersection of Main Street and US Route 3. Furthermore, it will provide a new northern gateway to Hooksett and enhance the Village Area. It will provide for quick and direct highway access to the area, increasing the potential for professional office park development in the immediate area.

Given the increased traffic volumes predicted for the Village Area as a result of the proposed Connector Road, improvements to the Main Street/NH Route 3A intersection discussed in Section E should be completed in advance of or together with construction of the Connector Road.

Roads and Transportation

Recommendations:

1. Work is ongoing between the Town and the developers of the North Campus and it is anticipated that the Connector Road will be completed by October 2005.
2. The Town should consider aesthetics and scale, so that this road serves to enhance the character and appeal of the Village Area.
3. The Town should consider safety and pedestrians aspects, such as sidewalks, streetlights, etc. along the Connector Road corridor and at its intersections.
4. The intersections with Main Street, Merrimack Street and US Route 3 should provide adequate turning lanes, signalization and pedestrian accommodations.
5. A closed drainage system should be considered.
6. Improvements to the Main Street/NH Route 3A intersection should be made prior to or part of this project.

H. Alternate North/South Parkway

The alternate north-south Parkway is envisioned to relieve traffic on US Route 3 and provide additional capacity as Hooksett grows. This road has been included in Hooksett Master Plans for more than 30 years. The proposed corridor it will follow has remained relatively unchanged during this time. In 2002, however, prospects for the road were advanced when the townspeople voted to approve the removal of the prime wetlands designation from Heads Pond. Manchester Sand and Gravel envisions donating a 102-foot wide right of way to the Town for the portions of the road passing through their land, encompassing approximately 75 percent of the proposed corridor.

1. Objectives

In the 1990's SNHPC conducted a preliminary evaluation of a partial U.S Route 3 alternative corridor for a 4-lane controlled access roadway. The objectives of this consideration were to:

(a) Reduce demand on a significant portion of the existing US Route 3; (b) to improve safety and convenience for local traffic; (c) to separate through traffic from local traffic and improve its movement through the community; and (d) to suggest a means of accessing vacant land in the center of Town while minimizing potentially adverse impacts to Route 3. Those objectives are still relevant today.

2. Proposed Corridor for the Southern and Northern Legs of the Parkway

The Southern Leg of the Parkway would extend northerly from the corner of Route 3 and West Alice Avenue, pass northeast of the SNHU campus, and cross the westerly end of Martins Ferry Road near the North River Road intersection. It would continue northerly through the industrial district on the westerly side of Route 3 and connect with the southernmost leg of Industrial Park Drive.

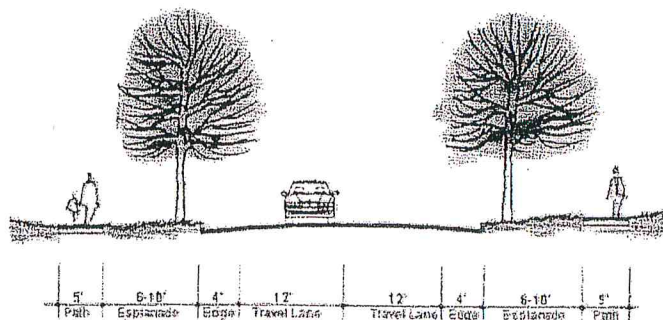
C. The Connector Road

The construction of the Connector Road linking the Main Street Bridge to Route 3 (opposite Mount Saint Mary's apartments) is much closer to reality now that approvals from state and local entities have been granted. The realization of this road will have important implications for the future of Hooksett Village. On one hand, this road will provide significant traffic relief to portions of Main Street on the east side of the river as well as other streets such as Granite Street, Merrimack Street, Pleasant View Drive, and Thompson Avenue that are now used as short cuts between the bridge and Route 3. It will add safety to the roadway pattern by eliminating the dangerous left turn from Route 3 onto Main Street, and will reduce the traffic using the steep portion of Granite Street and the hazardous intersection with Merrimack Street.

On the other hand, this roadway will result in increased traffic through the Village as it facilitates the development of a significant amount of housing east of Route 3. A significant number of new vehicle trips will use this new road through the Village to gain access to Route 3A and Exit 11 of Interstate 93. This impact will probably be greatest on the portion of Main Street on the west side of the river and on the intersection of Main Street with Route 3A.

The design of the Connector Road has already been accepted by the Town and by the NH Department of Transportation. The road will be a "street" rather than a "highway". It is designed to have one through travel lane in each direction with designated left-turn lanes where needed. As the construction of the road is completed (target date: October 2005) and development occurs along it, this road will need to balance the competing interests of providing improved movement between Route 3 and the Main Street bridge, and the need to maintain the quality of life in the Village. The *Design Study* recommends that as development occurs that sidewalks be added to the road, increasing the character of the Village area by connecting the residential neighborhoods west of Route 3 to the Library and the conservation and recreation areas east of Route 3. Street trees should be provided along the length of the Connector Road. Curb cuts that provide direct access to buildings or parking lots should be controlled and minimized. Figure 11-4 provides a sketch of an appropriate future cross-section for the facility.

Figure 11-4 - Connector Road Cross Section





THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



GEORGE N. CAMPBELL, JR.
COMMISSIONER

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

March 31, 2010

Carol Granfield
Hooksett Town Administrator
35 Main Street
Hooksett, NH 03106

Reference: College Park Drive (the Connector Road) CMAQ Sidewalk Grant Application
Hooksett, NH

Dear Ms. Granfield,

It is my understanding that the Town of Hooksett will be submitting an application for the 2009-2010 Congestion Mitigation & Air Quality (CMAQ) Program Grant through NHDOT for a sidewalk along the south side of the Connector Road, between Main Street and Route 3.

As discussed, if this sidewalk is constructed, the Town will be responsible for its maintenance. In consideration of this, the District 5 office is supportive of this project.

Very truly yours,

Richard C. Radwanski, PE
Assistant District Engineer

File with Town of Hooksett

RECEIVED

MAR 31 2010

TOWN OF HOOKSETT
PLANNING DEPT.

March 31, 2010

Town of Hooksett, New Hampshire
Attn: Carol Granfield, Town Administrator
35 Main Street
Hooksett, NH 03160

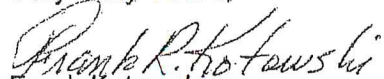
**Re: College Park Drive (The Connector Road) CMAQ Sidewalk Grant Application
Hooksett, NH**

Dear Ms. Granfield:

It is my understanding that the Town of Hooksett will be submitting an application for the 2009-2010 Congestion Mitigation & Air Quality (CMAQ) Program Grant through NHDOT for a side walk along the south side of the Connector Road, between Main Street and Route 3 in Hooksett.

I feel this project would greatly benefit the Town by providing a link via a pedestrian route between the village area along Main Street and Merrimack Street and the commercial and residential area along Route 3.

Very Truly Yours,



Frank Kotowski

NH House of Representatives

Hooksett Public Library

1701-B Hooksett Road
Hooksett, New Hampshire 03106
Telephone (603) 485-6092

March 30, 2010

Town of Hooksett, New Hampshire
Attn: Carol Granfield, Town Administrator
35 Main Street
Hooksett, NH 03160

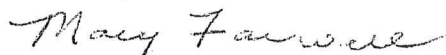
Reference: College Park Drive (The Connector Road) CMAQ Sidewalk Grant Application
Hooksett, NH

Dear Ms. Granfield:

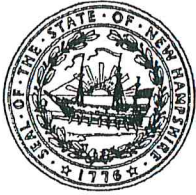
We understand that the Town of Hooksett is preparing to submit an application for the 2009-2010 Congestion Mitigation & Air Quality (CMAQ) Program through NHDOT for State funds for the construction of a sidewalk along the College Park Drive, between Main Street and Route 3 in Hooksett.

This project would greatly benefit the Town Library by inviting pedestrian access from the Hooksett Village area to the Library. The Town has the full and enthusiastic support of the Hooksett Library for this effort.

Very Truly Yours,



Mary Farwell
Chair
Hooksett Library Board of Trustees



The Senate of the State of New Hampshire

107 North Main Street, Room 302, Concord, N.H. 03301-4951

DAVID BOUTIN
District 16

Office 271-2709

TTY/TDD
1-800-735-2964

March 31, 2010

Ms. Carol Granfield
Hooksett Town Administrator
35 Main Street
Hooksett, New Hampshire 03106



RE: College Park Drive (The Connector Road)
CMAQ Sidewalk Grant Application, Hooksett, NH

Dear Ms. Granfield:

It is my understand that the Town of Hooksett will be submitting an application for the 2009-2010 Congestion Mitigation & Air Quality (CMAQ) Program Grant through the NHDOT for a sidewalk along the south side of the Connector Road, between Main Street and Route 3 in Hooksett.

I feel this project would greatly benefit the town by providing a link via pedestrian route between the village area along Main Street and Merrimack Street and the commercial and residential area along Route 3.

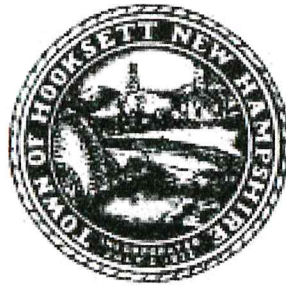
Very Truly Yours,

David Boutin
NH State Senator, District 16
Hooksett Town Councilor

DB/dm

AGENDA NO. 12.130
DATE: 10.24.12

Town of Hooksett New Hampshire



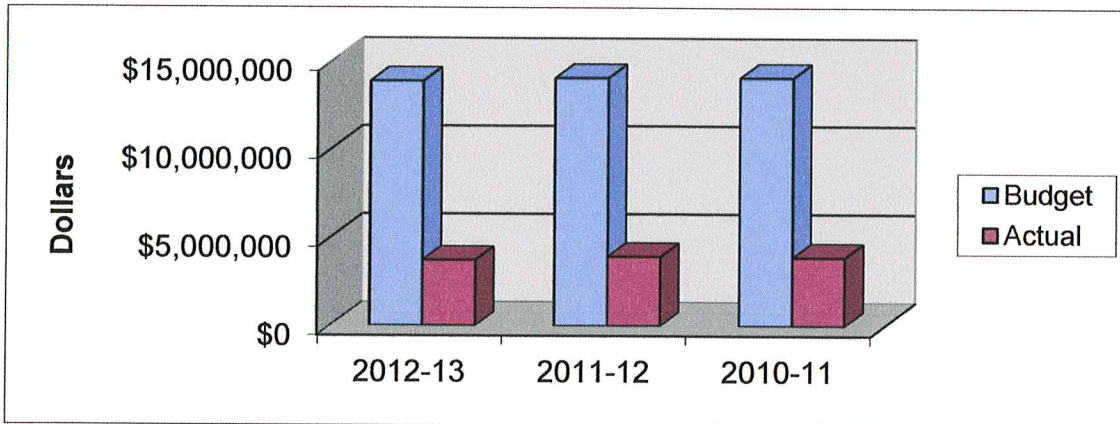
Quarterly Financial Report For September 30, 2012

First Quarter of FY 2012-13

Unaudited

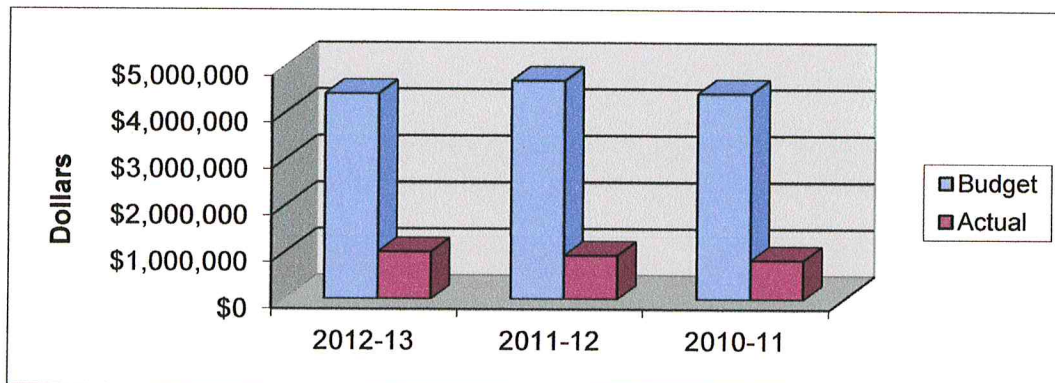
Total General Fund Operating Budget

Year	¹ Budget	Actual	Remaining Budget	%
2012-13	13,877,746	3,728,956	10,148,790	27%
2011-12	14,063,337	3,935,790	10,127,547	28%
2010-11	14,089,386	3,898,693	10,190,693	28%



Total General Fund Revenues

Year	Budget	Actual	Actuals Under Budget	%
2012-13	4,410,893	1,014,594	(3,396,299)	23%
2011-12	4,692,969	940,583	(3,752,386)	20%
2010-11	4,420,571	840,527	(3,580,044)	19%



Note: Removed the Sewer from both the Operating Budget and the Revenues.

1) Budget amounts include transfers, grants, and donations approved by Council.

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2012-13

September 30, 2012

25% of the year has expired

13 pay weeks of 52 weeks has expired or 25%

Department	* 2012-13 Appropriation	2012-13 Actual YTD	(Over) Under Expended YTD	Percent Expended
Administration	881,430	426,614	454,816	48.40%
Assessing	165,468	32,863	132,605	19.86%
Building & ZBA (renamed Code Enforcement under Public Works)				
Community Development & Planning Board	203,513	51,248	152,265	25.18%
Family Services	219,809	67,895	151,914	30.89%
Finance	199,444	47,459	151,985	23.80%
Fire-Rescue	3,652,643	885,051	2,767,592	24.23%
Public Works	2,744,231	592,899	2,151,332	21.61%
Recycling & Transfer	1,093,857	187,631	906,226	17.15%
Tax Collection	243,839	52,749	191,090	21.63%
Town Clerk	20,966	5,017	15,949	23.93%
Administration's Budget	9,425,200	2,349,428	7,075,772	24.93%
Budget Committee	8,658	562	8,096	6.49%
Capital Leases	85,377	56,712	28,665	66.43%
Cemetery Commission	850	-	850	0.00%
Conservation Commission	10,140	2,975	7,165	29.34%
Debt Principal	260,000	260,000	-	100.00%
Debt Interest	5,200	5,200	-	100.00%
Debt Tax Anticipation Note (TAN)	1	-	1	0.00%
Library	537,731	322,639	215,092	60.00%
Police Commission	3,544,589	731,440	2,813,149	20.64%
Total General Fund Operating Budget	13,877,746	3,728,956	10,148,790	26.87%
Sewer Department	1,952,077	-	1,952,077	0.00%
Town Building Maintenance CR	150,000	150,000	-	100.00%
Front End Loader Purchase	160,000	-	160,000	0.00%
Plow Dump Truck CR	80,000	80,000	-	100.00%
Fire Apparatus CR	50,000	50,000	-	100.00%
Emergency Radio CR	50,000	50,000	-	100.00%
Drainage Upgrade CR	50,000	50,000	-	100.00%
Financial Software Purchases	47,000	-	47,000	0.00%
Diesel Tank & Fuel Dispenser CR	25,000	25,000	-	100.00%
Fire Personal Protection Gear Purchase	24,000	-	24,000	0.00%
Fire Air Packs & Bottles CR	20,000	20,000	-	100.00%
Parks & Rec Facilities Development CR	10,000	10,000	-	100.00%
Automated Collection Equipment CR	10,000	10,000	-	100.00%
Riverside Cemetery Fence Replacement	7,500	-	7,500	0.00%
2012-13 Grand Totals	16,513,323	4,173,956	12,339,367	25.28%

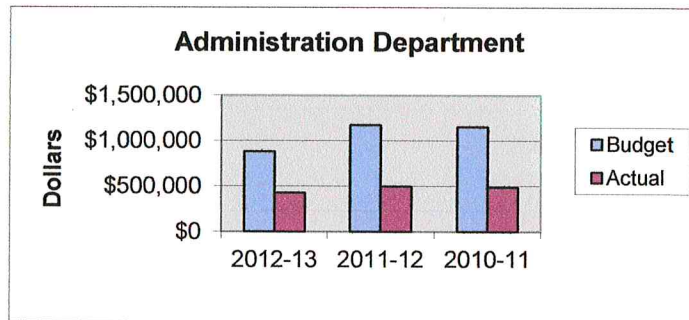
* Includes Budget Transfer Authorized by Council

Quarterly Financial Overview First Quarter of FY 2012-13

The Quarterly Financial Report summarizes expenditure and revenue projections for the Town of Hooksett. This report shows a three year history of the major expenditures and revenues. Budget Summary reports are provided monthly which report year-to-date expenditures and revenues in detail.

Major Department Expenditure

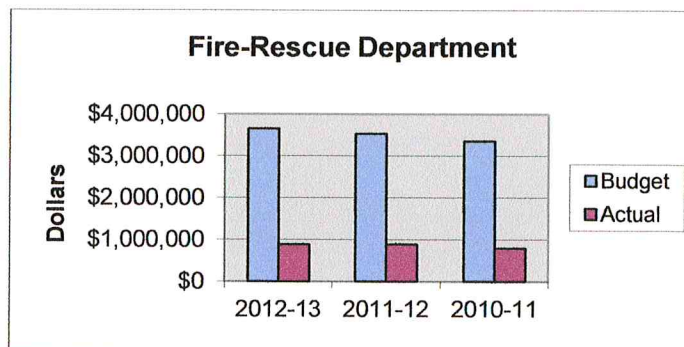
Administration Department			
Year	Budget	Actual	%
2012-13	881,430	426,614	48%
2011-12	1,170,453	497,646	43%
2010-11	1,152,680	485,284	42%



Administration Department - The 2012-13 year is showing 48% spent to date, this is higher than the prior years due to the lower budget. The reduction in the budget from 2011-12 to 2012-13 is due to one-time purchase of the Petersbook property and moving Emergency Management to Fire-Rescue. The 2010-11 to 2011-12 reduction is due to reclassifying the rental payments for the fire hydrants to the Fire-Rescue department.

The administration department has larger one-time expenses, such as, workers' compensation in the amount of \$120,535 and property liability insurance in the amount of \$170,658, both are paid in full for the year in July; therefore, the percentage spent is higher than other departments.

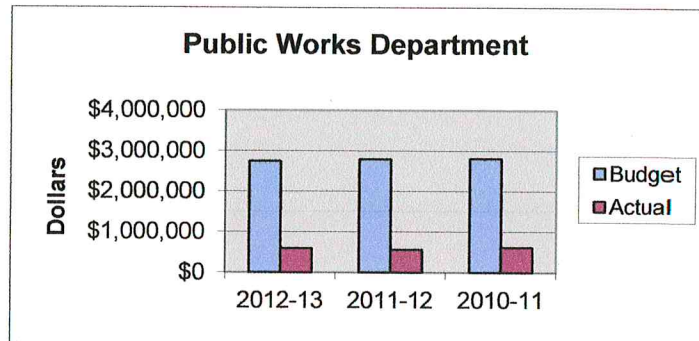
Fire-Rescue Department			
Year	Budget	Actual	%
2012-13	3,652,643	885,051	24%
2011-12	3,528,764	889,969	25%
2010-11	3,351,430	795,687	24%



Fire-Rescue Department - This department is 24% spent and is keeping pace with the prior years. This department includes Fire, Forest Fire, Emergency Management and Ambulance until January 2012. Starting in January 2012 ambulance expenses are being reported in their own fund. The increase in the budget from 2011-12 to 2012-13 is the union contract and the increase in employer rates for NH Retirement System. Over the last three fiscal years the employer rate for group II has increased 4.37%. The increase in the budget from 2010-11 to 2011-12 is the reclassification of the rental payments for fire hydrant from the administration budget.

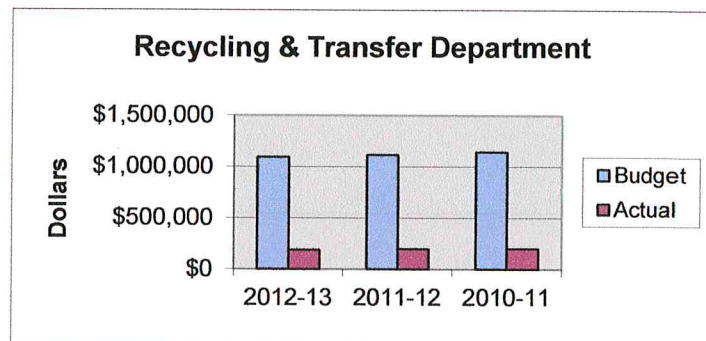
Major Department Expenditures, Continued

Public Works Department			
Year	Budget	Actual	%
2012-13	2,744,231	592,899	22%
2011-12	2,789,528	561,860	20%
2010-11	2,803,899	610,261	22%



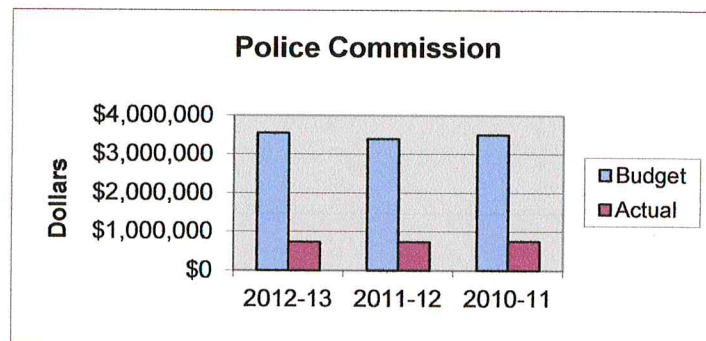
Public Works Department - This department covers Highway, Parks and Recreation, Building Maintenance and Code Enforcement, formally known as the Building & ZBA Department. There are large seasonal items, such as, winter plowing that are not expended until later in the budget year. The Highway division has completed paving of Goffstown Road costing \$122,292, additional paving project may be done in the spring.

Recycling & Transfer Department			
Year	Budget	Actual	%
2012-13	1,093,857	187,631	17%
2011-12	1,115,260	196,574	18%
2010-11	1,143,791	198,851	17%



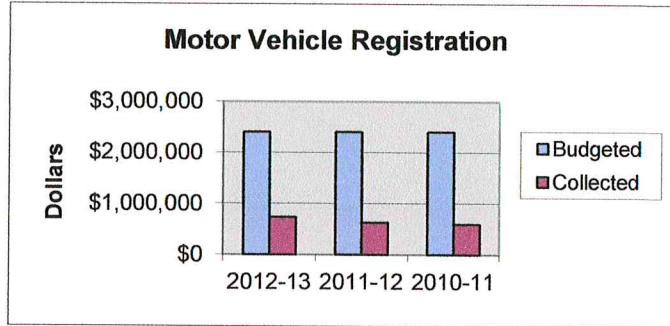
Recycling & Transfer Department - This department is 17% spent and is keeping pace with prior years spending. This department has not been fully staffed for a few years and has relied on temporary help to cover shortages.

Police Commission			
Year	Budget	Actual	%
2012-13	3,544,589	731,440	21%
2011-12	3,385,135	728,334	22%
2010-11	3,499,460	743,037	21%



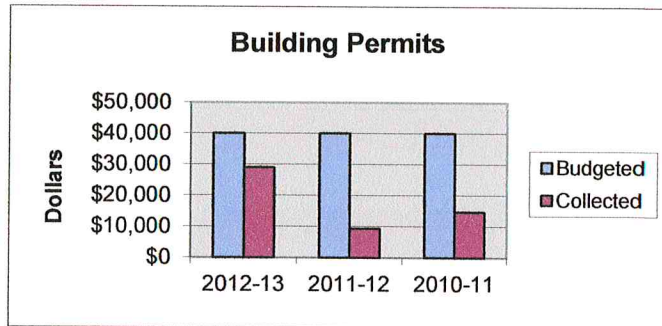
Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2012-13	2,400,000	734,273	31%
2011-12	2,400,000	628,816	26%
2010-11	2,400,000	597,600	25%



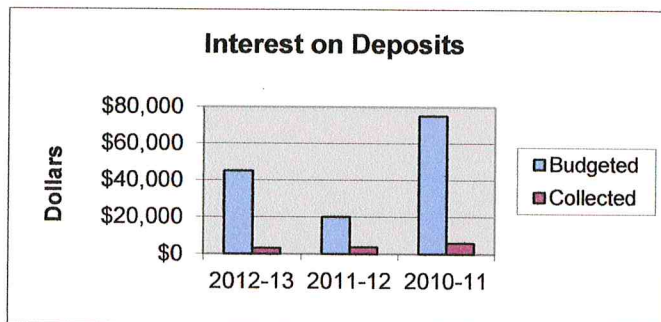
Motor Vehicle Registration - The top revenue source for the Town are fees collected for registering motor vehicles. The budgeted numbers will be revised to reflect the current economic conditions at the end of October. It is anticipated that the 2012-13 budget will be increased to \$2.5 million.

Building Permits			
Year	Budget	Actual	%
2012-13	40,000	28,998	72%
2011-12	40,000	9,343	23%
2010-11	40,000	14,633	37%



Building Permits - These fees are paid by builders for residential and commercial construction. The 2012-13 budget is anticipated to be revised to \$60,000 for the year. The large increase in revenue is due to the SNHU and University Heights Apartments.

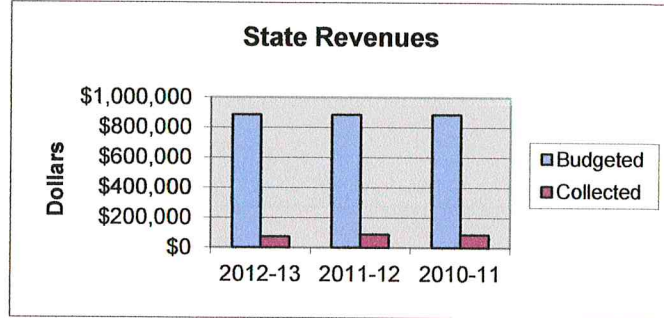
Interest on Deposits			
Year	Budget	Actual	%
2012-13	45,000	3,075	7%
2011-12	20,000	3,494	17%
2010-11	75,000	5,748	8%



Interest on Deposits - These are revenues earned on cash investments. Still waiting for interest rates to recover, but not expected in the near term.

Major Governmental Revenues, Continued

Year	State Revenues		%
	Budget	Actual	
2012-13	884,699	73,061	8%
2011-12	884,699	87,180	10%
2010-11	885,167	85,059	10%



State Revenues - The Town has not received the "State Shared Revenues" since FY 2009-10. The Meals and Rooms tax and the Highway Block Grants are holding steady.

STAFF REPORT
PURCHASE OF WHEELED FRONT END LOADER
October 24, 2012

Background: On May 8th, 2012 voters approved, via a warrant article, to purchase a new front end wheeled loader for the Recycling and Transfer Station.

Discussion: On September 11th, 2012 we opened 11 bids. One specification was that it be an extended boom to 14'2" for the ability to load trailers. In some cases, vendors needed to bid larger sized units to accommodate that high lift. No bid was "apples to apples" because of the vendor variables. Attached is the entire bid list.

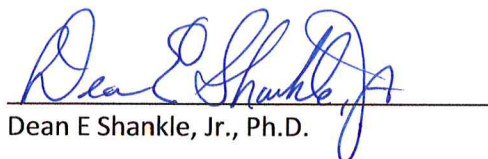
Fiscal Impact: This unit will be purchased from money put aside in the Solid Waste Revenue Funds. A total of \$160,000 was voted out on May 8th. There is no budgetary impact.

Recommendation: I would like to recommend the purchase of the Milton Cat 924K. We presently have a 2000 924G (purchased then for \$130,000) which has been an outstanding machine and will now be shared with the highway department. This machine has all of the specifications needed. It was built to be mechanic friendly with easy access for maintenance and parts can be purchased locally. We would like to upgrade the cab for an additional \$1,860.00 to allow for a display which will notify any maintenance issues and could eventually be used as a screen for a backup camera. We would also like to add another \$1,600.00 for extended warranties for powertrain and hydraulic (recommended by the fleet mechanic)

Milton Cat 924K loader	\$118,650.00
Upgraded cab	1,860.00
Extended warrantee	1,500.00
Total purchase price	\$122,010.00

Prepared by: Diane Boyce, Recycling and Transfer Department Superintendent

Town Administrator Recommendation:


Dean E Shankle, Jr., Ph.D.

Bid #12-06
Wheeled Front End Loader
September 11, 2012 at 10 am.

Attendees: Dean E Shankle Jr., Town Administrator; Christine Soucie, Finance Director; Diane Boyce, Superintendent

<u>Anderson Equipment Company</u>	<u>No Bid</u>
<u>NORTRAX</u>	<u>\$ 185,628.00</u>
<u>Doosan Infracore DL300HL-3</u>	<u>\$ 194,635.82</u>
<u>Doosan Infracore DL250HL-3</u>	<u>\$ 146,959.90</u>
<u>Chadwick - BaRoss, Inc.</u>	<u>\$ 139,958.13</u>
<u>Milton Cat</u>	<u>\$ 118,650.00</u>
<u>e.w. sleeper Company Inc.</u>	<u>\$ 153,332.58</u>
<u>Beauregard Equipment Inc. Case 521</u>	<u>\$ 116,500.00</u>
<u>Beauregard Equipment Inc. Case 721</u>	<u>\$ 167,200.00</u>
<u>Chappell Tractor Pemberton Attachments</u>	<u>\$ 147,405.00</u>
<u>Chappell Tractor Craig Attachments</u>	<u>\$ 149,562.00</u>

Bid opening closed: 10:12 am