

Revised: 11/20/12

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, November 28, 2012

I. 6:00 PM – NON-PUBLIC SESSION

RSA 91-A:3, II (e) "Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph."

II. 6:30 PM - CALL TO ORDER

III. ROLL CALL

IV. PLEDGE OF ALLEGIANCE

V. APPROVAL OF MINUTES

October 24, 2012

VI. AGENDA OVERVIEW

VII. CONSENT AGENDA

12-133 Acceptance of Donation to the Police Department for the R.A.D. Program - \$25

12-134 Acceptance of Donation to the Heritage Commission for the Veterans' Memorial Project - \$319

12-135 Approval of 2013 Health and Dental Insurance Rates

VIII. TOWN ADMINISTRATOR'S REPORT

IX. PUBLIC INPUT: 15 Minutes

X. NOMINATIONS AND APPOINTMENTS

XI. SCHEDULED APPOINTMENTS

12-136 Public Hearings

a. Acceptance of Grant Fund Reimbursement for Fire Department in the amount of \$5,193.45.

b. Acceptance of Legends Drive (Road A) Roadway Extension

c. Comcast Cable Franchise Renewal

12-137 Dan Kern, Bear Paw, re: Acceptance of Clay Pond II and Quimby Mountain Conservation Easements

XII. 15 MINUTE RECESS

XIII. OLD BUSINESS

12-116 Surety Bond Release, Walmart Off-Site Improvements - \$36,412.60

12-127 Acceptance of Conservation License Plate Grant for \$9,528 per RSA 31:95-b

12-122 Police Commission Sub-Committee

12-103 Town Goals

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

12-95 Town Charter Amendments
12-119 Comcast Cable Franchise Renewal

XIV. NEW BUSINESS

12-138 16 Main Street (Old Town Hall) Trust Fund
12-139 2005 & 2009 Tax Deeding Overview
12-140 Bonds Increase – University Heights Phase 1
12-141 Letter of Credit Reduction – University Heights Phase 1B
12-142 Bond Release – University Heights Phase 1B Reclamation
12-143 Bond Reduction - Pine Street Road
12-144 Technology Bid Award
12-145 Revaluation Bid Award
12-146 Town Boards Membership – Conflict of Interest

XV. SUB-COMMITTEE REPORTS

XVI. PUBLIC INPUT

XVII. NON-PUBLIC SESSION

RSA 91-A:3, II (c) *“Matters which, if discussed in public, would likely affect adversely 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.”*

XVIII. 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.

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

Staff Report
Acceptance of Donation to the Police Department
November 28, 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 \$25.00 donated to the Hooksett Police Department R.A.D. Program. (Rape Aggression Defense Class)

Discussion: This donation was received from a participant 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 \$25.00, no fiscal impact.

Recommendation: Motion to accept the donation of \$25.00 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

AGENDA NO. 12:134
DATE: 11.28.12

Staff Report
Acceptance of Donation for the Veterans' Memorial Project
November 28, 2012

Background: Per RSA 674:44-b Heritage Commission shall receive 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 to be managed and controlled by the commission for its proper purposes.

Issue: Acceptance of \$319.00 donation for the Veterans' Memorial fund.

Fiscal Impact: \$319.00

Recommendation: Motion to accept the donation of \$319.00 per RSA 674:44-b.

Prepared by: Evelyn Horn, Administrative Assistant

Town Administrator Recommendation: Concur with recommendation.



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

AGENDA NO. 12-135
DATE: 11-28-12

Staff Report
Approval of 2013 Health & Dental Insurance Rates
November 28, 2012

Background: The health and dental insurance premium rates for Town employees and other entities under the Town's umbrella are set annually by the Local Government Center "LGC". The rates are set in late October and go into effect January 1st each year. All entities receive a separate billing. The Town's umbrella includes:

- Central Hooksett Water Precinct
- Hooksett Public Library
- Town of Hooksett NHRS retirees
- Hooksett Sewer Department
- Town of Hooksett
- Hooksett Village Water Precinct

Issue: The 2013 health and dental insurance rates need to be approved by the Town Council.

Discussion: FY 2012/13 January to June was budgeted for a 10% increase. Health insurance increased an "average" of 3.9%. Dental insurance increased 1.2%. See attached.

Fiscal Impact:

Health insurance rates increased 3.9%
Health Insurance Budget (FY 2012-13) \$1,626,048
Estimated actual (with 3.9% increase for Jan to June) 1,439,954
Estimated remaining budget \$ 186,094 *

*The Police health insurance line makes up 65% of the remaining budget.


Dental insurance rates increased 1.2%
Dental Insurance Budget (FY 2012-13) \$53,280
Estimated actual (with 1.2% increase for Jan to June) 51,049
Estimated remaining budget \$ 2,231 *

*The Police dental insurance line makes up 58% of the remaining budget.

Recommendation: Approve the 2013 health and dental insurance rates.

Prepared by: Liz Dionne, HR Coordinator. Fiscal impact information from Christine Soucie, Finance Director.

Town Administrator's Recommendation: Concur with recommendation.



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

=====

Dental Coverage and Rates

January 2013 Dental Renewal

The following rates are guaranteed from January 1, 2013 to December 31, 2013

Anniversary Month January
 Probationary Period 0M

Coverage	Single	2-Person	Family
OPTION 1 FLEX	\$44.41	\$85.95	\$156.36
OPTION 2A	\$39.43	\$75.84	\$132.97
OPTION 2A FLEX	\$43.37	\$83.42	\$146.26
OPTION 5 FLEX	\$15.73	\$30.75	\$60.54

Monthly rates are based on at least 75% participation of eligible employees.

If there is an employee contribution for dependents, 50% of subscribers with dependents must agree to enroll all of their eligible dependents and keep them enrolled for the term of the contract year

BENEFIT SCHEDULE

Coverage	Cov A	Cov B	Cov C	Cov D	Ortho	Ded	BPM
OPTION 1 FLEX	100%	80%	50%	50%	\$1,000	\$25/\$75	\$1,000
OPTION 2A	100%	80%	50%	N/A	\$0	\$0	\$750
OPTION 2A FLEX	100%	80%	50%	N/A	\$0	\$0	\$750
OPTION 5 FLEX	50%	50%	N/A	N/A	\$0	\$0	\$500

*PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

None



Town of Hooksett

Current Benefit Renewal:

Coverage Type	Contract Type	Employee Counts	1/12 Rates	1/13 Rates	% Change
BC2T10+(01)-RX10/20/45	1 Per	28	\$633.29	\$657.71	3.9%
	2 Per	31	\$1,266.57	\$1,315.41	3.9%
	Family	54	\$1,709.87	\$1,775.80	3.9%
MTB10IPDED(01)-RX10/20/45	1 Per	0	\$565.89	\$597.66	5.6%
	2 Per	0	\$1,131.77	\$1,195.33	5.6%
	Family	4	\$1,527.89	\$1,613.69	5.6%
LUMENOS2500(01)	1 Per	0	\$452.90	\$470.73	3.9%
	2 Per	0	\$905.81	\$941.46	3.9%
	Family	0	\$1,222.84	\$1,270.97	3.9%
MC3(01)-RX10/20/45	1 Per	11	\$421.24	\$434.08	3.0%
MCNRX(01)	1 Per	0	\$168.50	\$173.63	3.0%
Monthly Total		128	\$160,073.97	\$166,316.43	3.9%



Town of Hooksett

Current Dental Benefit Renewal:

Coverage Type	Contract Type	Employee Counts	1/12 Rates	1/13 Rates	% Change
Option 1 FLX	1 Per	14	\$43.88	\$44.41	1.2%
	2 Per	14	\$84.93	\$85.95	1.2%
	Family	30	\$154.51	\$156.36	1.2%
Option 2A	Single	2	\$38.96	\$39.43	1.2%
	2-Person	3	\$74.94	\$75.84	1.2%
	Family	2	\$131.39	\$132.97	1.2%
Option 2A FLX	Single	12	\$42.86	\$43.37	1.2%
	2-Person	11	\$82.43	\$83.42	1.2%
	Family	18	\$144.53	\$146.26	1.2%
Option 5 FLX	1 Per	7	\$15.54	\$15.73	1.2%
	2 Per	3	\$30.39	\$30.75	1.2%
	Family	5	\$59.82	\$60.54	1.2%
Monthly Total		121	\$11,525.80	\$11,663.96	1.2%

AGENDA NO. 12.136-a
DATE: 11.28.12

Staff Report
Acceptance of Grant Fund Reimbursement for Fire Department
November 28, 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 funding for this training is made possible by significant changes to the administering of funds from the Homeland Security Grant Programs. Those taking part in a specific training programs will be eligible for overtime and backfill costs. Full time department members will have the cost of their participation covered by overtime and/or backfill. Figures listed below include both wages and benefits estimate costs.

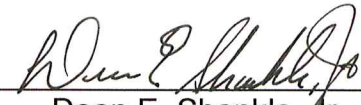
Training programs offered include a host of specific technical rescue courses which include hazardous materials training and rescue skill courses including trench rescue, technical rope rescue, confined space rescue, and swift water rescue, etc.

Fiscal Impact: Costs related to grant funded course applications for the timeframe of September 10, 2012 for \$485.18 and November 1-20, 2012 for \$4708.27, total \$5,193.45. 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 \$5,193.45 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 OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will hold a public hearing on Wednesday, November 28, 2012 at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept reimbursement for Fire Department's "boots on the ground training" in the amount of \$5,193.45 per RSA 31:95-b. Funding for this training was acquired by the New Hampshire Fire Academy through Homeland Security Grant programs. Questions should be directed to the Fire Department (603-623-7272).

Legal Notice

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will hold a public hearing on Wednesday, November 28, 2012 at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept reimbursement for Fire Department's "boots on the ground training" in the amount of \$5,193.45 per RSA 31:95-b. Funding for this training was acquired by the New Hampshire Fire Academy through Homeland Security Grant programs. Questions should be directed to the Fire Department (603-623-7272).

(UL - Nov. 14)

Grant funded program Costs; November 1-20, 2012; backfill, overtime & benefits estimates

Captain Steve Colburn: Cargo Tank Emergencies, Safe Transportation Training Specialists
Training location: Windham Fire Dept., Windham, NH

Course Cost: No Cost- Grant funded
Course dates & times: September 10, 2012; 8:00am-5:00pm

Overtime: September 10; 9 hours; total OT: 9 hours @ \$41.30/hr. = \$371.70
Benefits expenses for OT costs: \$113.48

Total hourly wage expense approximation: \$ 371.70
Benefits expenses: \$ 113.48
Total requested reimbursement for this training: \$ 485.18

Firefighter Eric Uitts: IAFF Fire Ground Survival TtT program
Training location: NH Fire Academy

Course Cost: No Cost- Grant funded
Course dates & times: November 13-16-2012; 8:00am-5:00pm

Back fill: November 13; 11 hours total; 11 hours @ \$29.59/hr. = \$325.49
November 15; 11 hours total; 11 hours @ 29.90/hr. = \$328.90
Benefits expenses for backfill coverage: \$199.79

Overtime: November 14 & 16: OT: 18 hours @ \$32.46/hr. = \$584.28
Benefits expenses for OT costs: \$178.38

Total hourly wage expense approximation: \$1238.67
Benefits expenses: \$ 378.17
Total requested reimbursement for this training: \$1616.84

Firefighter John Hill: IAFF Fire Ground Survival TtT program
Training location: NH Fire Academy

Course Cost: No Cost- Grant funded
Course dates & times: November 13-16-2012; 8:00am-5:00pm

Back fill: November 13; 11 hours total; 11 hours @ \$30.18/hr. = \$331.98
November 15; 11 hours total; 11 hours @ 28.33/hr. = \$311.63
Benefits expenses for backfill coverage: \$196.49

Overtime: November 14 & 16: OT: 18 hours @ \$32.58/hr. = \$586.44
Benefits expenses for OT costs: \$179.04

Total hourly wage expense approximation: \$1230.05
Benefits expenses: \$ 375.53
Total requested reimbursement for this training: \$1605.58

Firefighter Tobey Gamache: IAFF Fire Ground Survival TtT program

Training location: NH Fire Academy

Course Cost: No Cost- Grant funded

Course dates & times: November 13-16-2012; 8:00am-5:00pm

Overtime: November 13- 16: OT: 36 hours @ \$31.62/hr. = \$1138.32

Benefits expenses for OT costs: \$347.53

Total hourly wage expense approximation:	\$1138.32
Benefits expenses:	\$ 347.53
<u>Total requested reimbursement for this training:</u>	<u>\$1485.85</u>

Total requested reimbursement to HFR overtime Wage line: **\$5,193.45**

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

Department Member's overtime rates are used for above calculations

Staff Report
Roadway Extension Acceptance – Legends Drive (Road A)
November 28, 2012

Background: In October of 2011, a cost estimate was developed for the roadway extension of Legends Drive that would give access to the new PSNH facility. It was decided that this roadway would be paid for by impact fees and completed by the developer; this was agreed upon previously by the town council. The roadway has been completed and monitored to ensure everything was done properly.

Issue: I would like the town council to accept the roadway extension of Legends Drive.

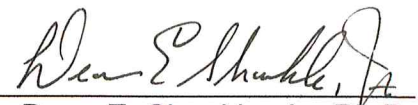
Discussion: To have the town council accept the roadway extension of Legends Drive. This project is now complete. The roadway was monitored during the entire construction phase and was done in accordance with of the rules and regulations of the Standard Specifications for Construction. I have been out to site numerous times and found that all of the requirements have been met.

Fiscal Impact: None

Recommendation: I recommend the Town Council accept the roadway extension of Legends Drive.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: *Concur*



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

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, November 28, 2012 at Hooksett Town Offices, Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to receive public input on (1) the acceptance of a roadway extension on Legends Drive and (2) the proposed Comcast Cable Franchise Renewal. Questions should be directed to the Administration Department, 603-485-8472.



Stantec Consulting Services Inc.
5 Dartmouth Drive Suite 101
Auburn NH 03032
Tel: (603) 669-8672
Fax: (603) 669-7636

Stantec

October 11, 2012
File #: 195112487

Ms. Jo Ann Duffy, Town Planner
Community Development Department
35 Main Street
Hooksett, NH 03106

**Reference: Hooksett, NH
PSNH CT & M Facility
Remaining Work Items – Site Visit #2 - "Road A" Extension**

Dear Ms. Duffy:

At the request of TF Moran, we visited the subject roadway on October 11, 2012 to monitor the completion of the required work associated with the extension of "Road A". It appears that the road work has been completed, and the remaining work items identified in our September 13, 2012 letter have been addressed. Considering the typical 2-year surety has been waived, we recommend the Town accept this section of "Road A".

Please call with any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.

J. Daniel Tatem
Project Manager
Tel: (603) 669-8672
Fax: (603) 669-7636
dan.tatem@stantec.com

c: Leo Lessard, DPW Dept.
Nick Golon, TFM (email)
Dennis Plante, PSNH
Rene LaBranche, Stantec

Staff Report
Surety Bond Release – Wal-Mart Off-Site Improvements
November 28, 2012

Background: In August 2007, Wal-Mart put a surety bond in place for the new off-site improvements as per the approval for this plan required. This bond is in the amount of \$36,412.60. This was to ensure the project would be completed. This was brought to the town council on October 10, 2012 for release but questions were raised. I am now coming back requesting the release of the bond in the amount of \$36,412.60

Issue: I would like the Town Council to release this surety bond for the off-site improvements in the amount of \$36,412.60 to Wal-Mart. Questions were raised about the project being complete and what exactly this bond consisted of. This bond was put into place for three different intersections around the Wal-Mart site. The intersections are Bemis Savoie Road and Route 3A; West River Bank Road and Route 3A; and Hackett Hill Road and Route 3A. The first two roadways are located in Hooksett and the work has been completed. The intersection of Hackett Hill Road and Route 3A is in the city of Manchester. The town of Hooksett has no say in what Manchester does in their roadways and as such I feel the surety should be released.

Discussion: After reviewing the file, completing a site visit and after further research I find the surety bond should be released. The work that was required within the town of Hooksett has been completed and with no authority regarding what construction happens at the intersection of Hackett Hill Road and Route 3A our portion of enforcement of this project is complete.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the release of the Surety Bond that has been put into place by Wal-Mart in the amount of \$36,412.60.

Prepared by: Leo Lessard, Director of Public Works

Town Administrator Recommendation:

Concur.


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



Stantec Consulting Services Inc.
5 Dartmouth Drive Suite 101
Auburn NH 03032
Tel: (603) 669-8672
Fax: (603) 669-7636

Stantec

September 17, 2009
File #: 195111550

Mr. Peter Rowell, CEO
Hooksett Building Department
35 Main Street
Hooksett, NH 03106

Mr. Dale Hemeon, Manager
Hooksett Highway Department
210 West River Road
Hooksett, NH 03106

**Reference: Hooksett, NH
Wal-Mart Super Center – On and Off-site
Remaining Work Items and Site Plan Surety Recommendation #3**

Dear Mr. Rowell:

The purpose of this letter is to identify remaining work and to provide site plan surety reduction recommendations. At the request of the Town we visited the subject project on September 14, 2009 to review the as-built plan provided, via email, by Bohler Engineering. The plan appears to accurately show the required site improvements. Stamped, paper copies of the as-built plan must be provided to Stantec and the Town for the project files.

One item remains to be completed:

1. The off-site work, in Manchester, at the Hackett Hill and Route 3A intersection. We understand that the owners of the property outside of the Town and State right-of-ways have not released the required easement(s) to complete the work. Reportedly, NHDOT has agreed to obtain this required easement. If NHDOT cannot obtain the required easement within three years, then the applicant not be required by NHDOT to complete these improvements. We recommend this issue be discussed with the Planning Board. At this point we do not recommend release of the surety for this item.

The Town is holding several sureties for the on-site and off-site work for the project. We recommend the Town release all surety except for the following:

- *The off-site work at the Hackett Hill intersection - \$11,790.72

* Original estimate work sheets attached.

Stantec

September 17, 2009

Mr. Peter Rowell

Page 2 of 2

**Reference: Hooksett, NH
Wal-Mart – On and Off-Site
Site Work Remaining and Surety Release Recommendation #3**

Please call with any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.



J. Daniel Tatem

Project Manager

Tel: (603) 669-8672

Fax: (603) 669-7636

dan.tatem@stantec.com

attachments: Subdivision Plan Improvements Bond Estimate Worksheet (off-site)

c: Jo Ann Duffy, Community Development Department
Emi Gwin, WP2DC
Rich Radwanski, NHDOT
Scott Rogers, Steve Decoursey Bohler Engineering
Rene LaBranche, S. Potter, Stantec

**TOWN OF HOOKSETT, NEW HAMPSHIRE
SUBDIVISION PLAN IMPROVEMENTS BOND ESTIMATE WORKSHEET**

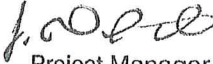
Project: Wal-Mart/Lowes Off-site Improvements

August 15, 2007

Location: Hackett Hill Road Intersection With Rte. 3A

ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
1 Site Work				
a Excavation	300	C.Y.	\$2.75	\$825.00
b Grading	111	S.Y.	\$0.10	\$11.10
c Erosion Control	120	L.F.	\$4.00	\$480.00
2 Paving				
a Bank Run Gravel	50	C.Y.	\$5.25	\$262.50
b Crushed Gravel	50	C.Y.	\$9.75	\$487.50
c Paving, Binder Course	30	Tons	\$46.00	\$1,380.00
d Paving, Wearing Course	10	Tons	\$46.00	\$460.00
e Cold Planing	125	S.Y.	\$3.00	\$375.00
f Prep Work	60	L.F.	\$1.00	\$60.00
g Tack Coat	266	S.Y.	\$0.75	\$199.50
h Pavement Cutting	40	L.F.	\$2.00	\$80.00
i Pavement Striping	1	L.S.	\$350.00	\$350.00
3 Drainage Work				
a Underdrains	60	L.F.	\$30.00	\$1,800.00
b Catch basins/Manholes	1	EA.	\$1,500.00	\$1,500.00
4 On-site Improvements				
a Landscaping Loam & Seed	111	S.Y.	\$5.00	\$555.00
5 Miscellaneous				
a As-built plans	1	Sheet	\$1,000.00	\$1,000.00
			SUBTOTAL	\$9,825.60
6 Contingencies (10% of Subtotal)			=	\$982.56
7 Escalation Factor (10% of Subtotal)			=	\$982.56
			TOTAL	\$11,790.72

Estimated by: J. Daniel Tatem

Signature: 
 Title: Project Manager
 Date: August 15, 2007
 Tele. #: 603-669-8672



Stantec

August 15, 2007

Mr. Dale Hemeon
Hooksett Highway Dept. Manager
210 West River Road
Hooksett, NH 03106

Michelle Bonsteel
Hooksett Building Department
16 Main Street
Hooksett, NH 03106

**Reference: Hooksett, NH
Wal-Mart & Lowes Site Plan Bonding and Monitoring Estimates
File #195110635 / 195110610**

Dear Mr. Hemeon & Ms. Bonsteel:

Enclosed are the following site plan compliance (SPC) and construction monitoring (CM) estimates, for the subject projects, for your review:

- Wal-Mart Site Plan Compliance Monitoring Estimate
- Lowes Site Plan Compliance Monitoring Estimate
- Wal-Mart and Lowes Off-site Construction Monitoring Estimate

Also enclosed are the following bond estimate worksheets, for the subject projects, for your review:

- Off-Site Bond Estimate Worksheet for the Intersection of Bemis Savoie Road and Route 3A
- Off-Site Bond Estimate Worksheet for the Intersection of Hackett Hill Road and Route 3A
- Off-Site Bond Estimate Worksheet for the Intersection of West River Bank Road and Route 3A

Please note these are just estimates. Because Stantec does not control the pace of the work, the associated costs to provide the required construction monitoring and site plan compliance monitoring can vary greatly. In addition, if the Developer's approach on the project is adversarial and/or poorly organized, construction monitoring costs can increase significantly. Conversely, a cooperative, organized project approach can reduce these costs.

We have attached separate on-site SPC estimates for each project. We recommend that the developers for each site set up separate escrow accounts for their respective projects. These

August 15, 2007
Mr. Hemeon / Ms. Bonsteel
Page 2 of 2

Reference: Hooksett, NH – Wal-Mart & Lowes Bond and Monitoring Estimates

were estimated assuming that the two projects will be built separately. Reportedly, it is anticipated that a majority of the site work will be completed, by the same contractor as one project. If this is the case, it may be assumed that many of the estimated points of monitoring will overlap and the over all cost of monitoring will be reduced.

The off-site improvements bond amounts were estimated separately, for each Town road affected. These bond amounts are as follows:

- Hackett Hill Road - \$11,790.72
- West River Bank Road - \$7,926.60
- Bemis Savoie Road - \$16,695.28

The total bond amount for the off-site improvements, with regard to the Town's roads is \$36,412.60. As had been done by the two applicants with post cost sharing, we recommend that they split the bonding costs between them and submit one bond for the total amount to the Town of Hooksett.

The Town of Hooksett also requires that this off-site work be monitored by the Towns Consulting Engineer. We recommend that the two applicants split this cost as well, and submit the escrow, estimated at \$7,600, into one account for all three Town road improvements.

Please call with any questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.



J. Daniel Tatem
Project Manager
Tel: 603-669-8672
Fax: 603-669-7636
dan.tatem@stantec.com

Attachments: Bond Estimates
Construction Monitoring Estimates

- c. Jo Ann Duffy, Planning Department
S. Decoursey, S. Rogers, Bohler Engineering
Glen Wills, Tetra Tech Company
R. LaBranche, Stantec

**TOWN OF HOOKSETT, NEW HAMPSHIRE
SUBDIVISION PLAN IMPROVEMENTS BOND ESTIMATE WORKSHEET**


Project: Wal-Mart/Lowes Off-site Improvements

August 15, 2007

Location: Bemis Savoie Road Intersection With Rte. 3A

ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
1 Site Work				
a Erosion Control	100	L.F.	\$4.00	\$400.00
2 Paving				
a Bank Run Gravel	50	C.Y.	\$5.25	\$262.50
b Crushed Gravel	50	C.Y.	\$9.75	\$487.50
c Paving, Binder Course	34	Tons	\$46.00	\$1,564.00
d Paving, Wearing Course	26	Tons	\$46.00	\$1,196.00
e Cold Planing	120	S.Y.	\$3.00	\$360.00
f Prep Work	30	L.F.	\$1.00	\$30.00
g Tack Coat	311	S.Y.	\$0.75	\$233.25
h Pavement Striping	1	L.S.	\$200.00	\$200.00
3 On-site Improvements				
a Landscaping Loam & Seed	200	S.Y.	\$5.00	\$1,000.00
4 Temporary Access				
a Reclaiming - Rte 3A to Entrance	462	S.Y.	\$2.00	\$924.00
b 4" Pavement Cross Section	462	S.Y.	\$13.54	\$6,255.48
5 Miscellaneous				
a As-built plans	1	Sheet	\$1,000.00	\$1,000.00
			SUBTOTAL	\$13,912.73
6 Contingencies (10% of Subtotal)			=	\$1,391.27
7 Escalation Factor (10% of Subtotal)			=	\$1,391.27
			TOTAL	\$16,695.28

Estimated by: J. Daniel Tatem

Signature: 

Title: Project Manager

Date: August 15, 2007

Tele. #: 603-669-8672

**TOWN OF HOOKSETT, NEW HAMPSHIRE
SUBDIVISION PLAN IMPROVEMENTS BOND ESTIMATE WORKSHEET**

Project: Wal-Mart/Lowes Off-site Improvements

August 15, 2007

Location: West River Bank Road Intersection With Rte. 3A

ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
1 Site Work				
a Erosion Control	100	L.F.	\$4.00	\$400.00
2 Paving				
a Bank Run Gravel	50	C.Y.	\$5.25	\$262.50
b Crushed Gravel	50	C.Y.	\$9.75	\$487.50
c Paving, Binder Course	28	Tons	\$46.00	\$1,288.00
d Paving, Wearing Course	30	Tons	\$46.00	\$1,380.00
e Cold Planing	100	S.Y.	\$3.00	\$300.00
f Prep Work	30	L.F.	\$1.00	\$30.00
g Tack Coat	250	S.Y.	\$0.75	\$187.50
h Pavement Cut	35	L.F.	\$2.00	\$70.00
i Pavement Striping	1	L.S.	\$200.00	\$200.00
3 On-site Improvements				
a Landscaping Loam & Seed	200	S.Y.	\$5.00	\$1,000.00
4 Miscellaneous				
a As-built plans	1	Sheet	\$1,000.00	\$1,000.00
SUBTOTAL				\$6,605.50
5 Contingencies	(10% of Subtotal)	=		\$660.55
6 Escalation Factor	(10% of Subtotal)	=		\$660.55
TOTAL				\$7,926.60

Estimated by: J. Daniel Tatem

Signature:



Title:

Project Manager

Date:

August 15, 2007

Tele. #:

603-669-8672

**TOWN OF HOOKSETT, NEW HAMPSHIRE
SUBDIVISION PLAN IMPROVEMENTS BOND ESTIMATE WORKSHEET**

Project: Wal-Mart/Lowes Off-site Improvements

August 15, 2007

Location: Hackett Hill Road Intersection With Rte. 3A

ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
1 Site Work				
a Excavation	300	C.Y.	\$2.75	\$825.00
b Grading	111	S.Y.	\$0.10	\$11.10
c Erosion Control	120	L.F.	\$4.00	\$480.00
2 Paving				
a Bank Run Gravel	50	C.Y.	\$5.25	\$262.50
b Crushed Gravel	50	C.Y.	\$9.75	\$487.50
c Paving, Binder Course	30	Tons	\$46.00	\$1,380.00
d Paving, Wearing Course	10	Tons	\$46.00	\$460.00
e Cold Planing	125	S.Y.	\$3.00	\$375.00
f Prep Work	60	L.F.	\$1.00	\$60.00
g Tack Coat	266	S.Y.	\$0.75	\$199.50
h Pavement Cutting	40	L.F.	\$2.00	\$80.00
i Pavement Striping	1	L.S.	\$350.00	\$350.00
3 Drainage Work				
a Underdrains	60	L.F.	\$30.00	\$1,800.00
b Catch basins/Manholes	1	EA.	\$1,500.00	\$1,500.00
4 On-site Improvements				
a Landscaping Loam & Seed	111	S.Y.	\$5.00	\$555.00
5 Miscellaneous				
a As-built plans	1	Sheet	\$1,000.00	\$1,000.00
			SUBTOTAL	\$9,825.60
6 Contingencies (10% of Subtotal)			=	\$982.56
7 Escalation Factor (10% of Subtotal)			=	\$982.56
			TOTAL	\$11,790.72

Estimated by: J. Daniel Tatem

Signature:



Title: Project Manager

Date: August 15, 2007

Tele. #: 603-669-8672

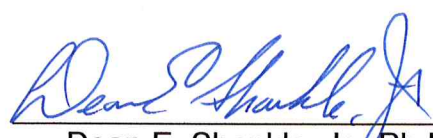
STAFF REPORT
Town Charter Amendments
November 28, 2012

Background: Council discussed potential amendments to the charter and asked me to draft wording for the Town Meeting. I also added one possible amendment that was not discussed.

Issue: The four possible warrant articles are:

1. To see if the Town will vote to adopt certain amendments to the Hooksett Town Charter that will amend Sec. 8.3.A. regarding Referendum Petitions so that 10% of registered voters are required to sign such petitions rather than the 20% now required.
2. To see if the Town will vote to adopt certain amendments to the Hooksett Town Charter that will amend Sec. 11.1.A. to remove the "Town Administrator and one other member of the Town administration appointed by the Town Administrator" from the Planning Board and replace these with two (2) members to be appointed by the Council, bringing the number of appointed members to eight (8), in addition to the Council representative.
3. To see if the Town will vote to adopt certain amendments to the Hooksett Town Charter that will remove reference to "Police Commissioners" from Sec. 11.6. to avoid any potential conflict with NH state law.
4. To see if the Town will vote to adopt certain amendments to the Hooksett Town Charter that will clarify that Sec.5.4.C. is meant to include the first and second Saturdays as well as the days between.

Recommendation: Council should discuss and determine if they would like these reviewed by the Town's attorneys in preparation for inclusion on Town Meeting Warrant.


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

AGENDA NO. 12.138
DATE: 11.28.12

Staff Report
Create a Trust Fund for 16 Main Street Town Hall Preservation
and accept donation
November 28, 2012

Background: Per RSA 31:19, allows the Town to 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 any other public purpose that is not foreign to institution or incompatible with the objects of the Town.

Issue: The Deerhead Sportsman's Club has donated \$500 for 16 Main Street Town Hall Preservation.

Discussion: Town Council must vote to establish a Trust Fund under 31:19 for the purpose of 16 Main Street Town Hall Preservation and appoint agents to expend. All private funds with the same purpose can be deposited into the fund. The monies will be in the custody of the Trustee of the Trust funds, and will not be commingled with public funds (tax dollars).

Once the trust fund is created, a second motion to accept the donation will be needed.


Fiscal Impact: Offset upcoming expense.

Recommendation: Motion to establish a trust fund under 31:19 for the purpose of 16 Main Street Town Hall Preservation and to name the Town Council as the agents to expend.

Motion to accept the \$500.00 donation to the 16 Main Street Town Hall Preservation trust fund from the Deerhead Sportsman Club.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: Concur with recommendation.



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

AGENDA NO. 12.139
DATE: 11.28.12

**Staff Report
2005 & 2009 Tax Deeding Overview
November 28, 2012**

Background: Per RSA 80:77 the Town of Hooksett is required to instruct the Tax Collector to issue a Tax Deed on any property, which after 2 years from the execution of the real estate tax lien, the lien has not been paid in full.

Issue: For the Town Council to be given a list of all deedable properties for 2005 and 2009.

Discussion: Please review the lists that are included with this staff report. There are two different lists, one for 2005 and one for 2009. Please be aware that any property that is in bankruptcy is not able to be deeded. I have made a note in the column on the right of the properties that are in Bankruptcy and I have also listed those who have established payment plans. I am presenting this information to the Town Council to allow time for review of the properties before the deeding time frame is upon us. This time frame will also allow the Code Enforcement Officer time to inspect the properties.

Fiscal Impact: Full amount of revenue is unknown at this time. That amount will be available once the final deeding list has been given to the Tax Collector and the deeds have taken place. However the amount of the outstanding taxes for the year 2005 and 2009 as of this meeting is \$402,883.85 including penalties and interest.

Recommendation: For the Town Council to review the properties in question and at a meeting to be determined, give instructions on which properties the Tax Collector will be issuing a tax deed on. The properties that the Town Council will not be deeding will have to have deed wavers signed.

Prepared by: Kimberly Blichmann, CTC, Tax Collector

Town Administrator's Recommendation: Concur with recommendation.



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

Staff Report
Bond Increases – University Heights Phase 1
November 28, 2012

Background: The University Heights project is a multi-phase project that is being constructed behind the Library. This project has been in the construction for a few years and has multiple bonds attached to it. Last year I went out to the site and reviewed the plans. After doing this and consulting with both Stantec and the developer I am recommending the following changes to these bonds.

Issue: I would like to increase the following bond amounts for Phase 1 of this project. I would like to increase the bond regarding Campus Drive and Blackwater Road from \$117,595.75 to \$272,642.98. This would be an increase of \$155,047.23. I would also like to increase the second bond in this phase with regards to University Circle from \$177,463 to \$262,856. This would be an increase of \$85,393.

The reason I am recommending these increases is there is more work to complete in the project than had been originally thought. I also increased these do to the release of the reclamation bond. This is to ensure this project is done correctly in accordance with the Standard Specification for Construction that is utilized by Hooksett.


Discussion: To have the town council increase the following bonds Campus Drive and Blackwater Road from \$117,595.75 to \$272,642.98. This would be an increase of \$155,047.23 and the second bond in this phase with regards to University Circle from \$177,463 to \$262,856. This would be an increase of \$85,393.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the increase the following bonds Campus Drive and Blackwater Road from \$117,595.75 to \$272,642.98. This would be an increase of \$155,047.23 and the second bond in this phase with regards to University Circle from \$177,463 to \$262,856. This would be an increase of \$85,393.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: *Concur.*


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



Stantec Consulting Services Inc.
 5 Dartmouth Drive Suite 101
 Auburn NH 03032
 Tel: (603) 669-8672
 Fax: (603) 669-7636

Stantec

September 26, 2012
 File: 195111564

Mr. Leo Lessard, Director
 Department of Public Works
 210 West River Road
 Hooksett, NH 03106

**Reference: Recommended Surety Reduction and Unit Cost Update
 University Heights - Phase I**

- University Circle, Sta. 0+00 to 23+50
- Blackwater Road, Sta. 0+00 to 12+00
- Campus Drive, Sta. 100+00 to 128+00

University Heights - Phase IB

- University Circle, Sta. 244+00 to 259+00
- Crawford Lane, Sta. 300+00 to 315+00

Dear Mr. Lessard:

At the request of the Hooksett DPW we have revised the surety amounts for Phase I and Phase IB of the subject project and provided additional revisions to the previous February 3, 2012 surety update letter per the values provided by RJB Engineering (RJB) and approved by the Hooksett DPW. It should be noted that Stantec did not view the recent site work and did not quantify the surety adjustments, as noted below:

Phase I

	<u>Existing Surety</u>	<u>Surety Adjustment</u>	<u>Recommended Surety</u>
Blackwater Road & Campus Drive:	\$117,595.75	+\$155,047.23	\$272,642.98
University Circle:	\$177,463.00	+ \$85,393.00	\$262,856.00
Sub Total:	\$295,058.75	+\$240,440.23	\$535,498.98

Phase IB

	<u>Existing Surety</u>	<u>Surety Adjustment</u>	<u>Recommended Surety</u>
University Circle & Crawford Lane:	\$190,090.00	(\$24,633.75)	\$165,456.25
Phase IB Reclamation:	\$345,675.00	(\$345,675.00)	\$ 0.00
Sub Total:	\$535,765.00	(\$370,308.75)	\$165,456.25
Totals:	\$830,823.75	(\$129,868.52)	\$700,955.23

September 26, 2012
Mr. Leo Lessard
Page 2 of 2

Reference: Hooksett, NH – University Heights Bond and LOC Reduction & Updates

Phase I – Revised Surety Amounts:

- Blackwater and Campus Drive Bond - Adjusted from \$117,595.75 to **\$272,642.98**
- University Circle Bond - Adjusted from \$177,463.00 to **\$262,856.00**

Phase IB – Surety Amount:

- The Phase IB surety amount was not adjusted from **\$165,456.25**, as recommended in our February 3, 2012 letter

Total Revised Surety Amounts:

- The total revised surety amount for Phase I and Phase IB is **\$700,955.23**

Please call with any additional questions.

Sincerely,

STANTEC CONSULTING SERVICES INC.



J. Daniel Tatem
Project Manager
Tel: 603-669-8672
Fax: 603-669-7636
dan.tatem@stantec.com

Attachments: Surety Reduction & Updated Estimates
Proposed reduction spreadsheets from RJB and approval from DPW

- c. Jeff Burd, RJB Engineering (email)
Duke Pointer, Green View Management
Rene LaBranche, Stantec

TOWN OF HOOKSETT, NEW HAMPSHIRE
SUBDIVISION PLAN IMPROVEMENTS SURETY REDUCTION ESTIMATE WORKSHEET

Name of Project: **University Heights - Phase I**

Blackwater Road Sta. 0+00 to 12+00				
ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
1 Site Work				
a Erosion Control	125	L.F.	\$4.00	\$500.00
2 Paving				
a 1-1/2" Paving, Finish Course	345	Tons	\$100.00	\$34,500.00
b Sidewalks/Handwork	85	Tons	\$115.00	\$9,775.00
c Prep Work	4000	L.F.	\$1.00	\$4,000.00
d Tack Coat	4050	S.Y.	\$0.75	\$3,037.50
3 On-site Improvements				
a Signs	2	EA.	\$150.00	\$300.00
4 Miscellaneous				
a Granite Bounds	20	EA.	\$200.00	\$4,000.00
b As-built plans	4	Sheets	\$500.00	\$2,000.00
c Deeds or Agreements	1	L.S.	\$1,000.00	\$1,000.00
d Construction Monitoring	1	L.S.	\$2,000.00	\$2,000.00
			SUBTOTAL	\$61,112.50
5 Contingencies (10% of Subtotal)				\$6,111.25
			Blackwater Road TOTAL	\$67,223.75

Campus Drive Sta. 100+00 to 128+00				
ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
1 Site Work				
a Erosion Control	950	L.F.	\$4.00	\$3,800.00
2 Paving				
a 1-1/2" Paving, finish course	875	Tons	\$100.00	\$87,500.00
b Sidewalks/Handwork	50	Tons	\$115.00	\$5,750.00
c Curbing:	1400	L.F.	\$22.00	\$30,800.00
d Remove and Reset Vert. Granite Curb	85	L.F.	\$7.00	\$595.00
e Remove and Replace Vert. Granite Curb	240	L.F.	\$25.00	\$6,000.00
f Prep Work	3000	L.F.	\$1.00	\$3,000.00
g Tack Coat	9333	S.Y.	\$0.75	\$6,999.75
3 Drainage Work				
a CB's/Manholes Raise Grates/Clean Sumps	38	EA.	\$250.00	\$9,500.00
4 On-site Improvements				
a Signs	2	EA.	\$150.00	\$300.00
b Landscaping Loam & Seed	600	S.Y.	\$5.00	\$3,000.00
5 Miscellaneous				
a Granite Bounds	80	EA.	\$200.00	\$16,000.00
b As-built plans	5	Sheets	\$500.00	\$2,500.00
c Deeds or Agreements	1	L.S.	\$1,000.00	\$1,000.00
d Construction Monitoring	1	L.S.	\$10,000.00	\$10,000.00
			SUBTOTAL	\$186,744.75
6 Contingencies (10% of Subtotal)				\$18,674.48
			Campus Drive TOTAL	\$205,419.23
			TOTAL	\$272,642.98

Date: September 26, 2012
 Tele. #: 603-669-8672

Note: This document has been modified by Stantec based on the values provided by RJB and approved by the Hooksett DPW.

TOWN OF HOOKSETT, NEW HAMPSHIRE
SUBDIVISION PLAN IMPROVEMENTS SURETY REDUCTION ESTIMATE WORKSHEET

Name of Project: **University Heights - Phase I**
 University Circle Sta. 0+00 to 23+50

ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
1 Site Work				
a Erosion Control	900	L.F.	\$4.00	\$3,600.00
2 Paving				
a 1-1/2" Paving, finish course	620	Tons	\$100.00	\$62,000.00
b Sidewalks/Handwork	150	Tons	\$115.00	\$17,250.00
c Curbing	100	L.F.	\$22.00	\$2,200.00
d Remove and Reset Vert. Granite Curb	200	L.F.	\$7.00	\$1,400.00
e Remove and Replace Vert. Granite Curb	140	L.F.	\$25.00	\$3,500.00
f Prep Work	2350	L.F.	\$1.00	\$2,350.00
g Tack Coat	7400	S.Y.	\$0.75	\$5,550.00
3 Drainage Work				
a CB's/Manholes (Raise grates/Clean Sumps)	29	EA.	\$250.00	\$7,250.00
b Swales				
Loam & Seed	50	S.Y.	\$5.00	\$250.00
c Rip-Rap/Filter Material	20	C.Y.	\$12.50	\$250.00
d Treatment Swales	0.5	EA.	\$10,000.00	\$5,000.00
4 On-site Improvements				
a Signs	6	EA.	\$150.00	\$900.00
b Landscaping Loam & Seed	1000	S.Y.	\$5.00	\$5,000.00
c Park Gravel Parking Area	1	L.S.	\$10,000.00	\$10,000.00
d Overlay Library Parking Area	1	L.S.	\$15,000.00	\$15,000.00
e Dam Reconstruction	1	L.S.	\$30,000.00	\$30,000.00
f 600' Gravel Watermain Access Road	1	L.S.	\$16,860.00	\$16,860.00
5 Miscellaneous				
a Granite Bounds	80	EA.	\$200.00	\$16,000.00
b As-built plans	4	Sheets	\$500.00	\$2,000.00
c Deeds or Agreements	1	L.S.	\$1,000.00	\$1,000.00
d Construction Monitoring	1	L.S.	\$5,000.00	\$5,000.00
6 Remedial Work - Station 0+00 to 10+00				
a 1.5" Shim prior to Overlay	1	LS	\$26,600.00	\$26,600.00
			SUBTOTAL	\$238,960.00
7 Contingencies (10% of Subtotal)			=	\$23,896.00
			University Circle - TOTAL	\$262,856.00

Date: September 26, 2012
 Tele. #: 603-669-8672

Note: This document has been modified by Stantec based on the values provided by RJB and approved by the Hooksett DPW.

Road Surety Estimate

Date: February 1, 2011
Date Revised: February 3, 2012

Subdivision Name: University Heights, Hooksett
Street Name: University Circle 1,570 lf
Crawford Lane 1,530 lf

Developer Name: 3A Development, LLC
Engineer Name: Jeff Burd / Revised by Stantec
Street Construction Length: 3,100

ITEM	QTY	UNIT	UNIT PRICE	COST
Prep, sweep & tack roadway	9,650	S.Y.	\$0.50 =	\$ 4,825.00
Hot bituminous pavement 1-1/2" wearing (403)*	825	Ton	\$100.00 =	\$ 82,500.00
Hot bituminous pavement sidewalks (1-1/2 binder, 1" wearing)*	77	Ton	\$115.00 =	\$ 8,855.00
Remove and reset vert. granite curb	60	L.F.	\$7.00 =	\$ 420.00
Remove and replace vert. granite curb	40	L.F.	\$25.00 =	\$ 1,000.00
Fabric for slope or channel stabilization	500	S.Y.	\$4.00 =	\$ 2,000.00
Loam and turf establishment	1	S.Y.	\$2,500.00 =	\$ 2,500.00
Fill, regrade, and stabilize temporary sediment basins	2	EA.	\$6,000.00 =	\$ 12,000.00
Silt fence removal	300	EA.	\$2.00 =	\$ 600.00
Granite bounds	120	EA.	\$200.00 =	\$ 24,000.00
As-built drawings	5	EA.	\$1,000.00 =	\$ 5,000.00
Construction Monitoring	1	L.S.	\$5,000.00 =	\$ 5,000.00
			Subtotal	\$ 143,875.00
			Contingencies (15% of Subtotal)	\$ 21,581.25
			Total	\$ 165,456.25



J. Daniel Tatem, Project Manager

Staff Report
Letter of Credit Reduction – University Heights Phase 1B
November 28, 2012

Background: The University Heights project is a multi-phase project that is being constructed behind the Library. This project has been in the construction for a few years and has multiple bonds attached to it. Last year I went out to the site and reviewed the plans. After doing this and consulting with both Stantec and the developer I am recommending the following changes to these bonds.

Issue: I would like to reduce the letter of credit from 190,090 to \$165,456.25. This would be a reduction of \$24,633.75. This amount of work has been completed and the reduction is warranted.

Discussion: To have the town council approve the letter of credit reduction so that the project can continue move forward.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the reduction of the Letter of Credit in the amount of \$190,090 to \$165,456.25 for the University Heights Phase 1B project.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: *Concur.*



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

AGENDA NO. 12.142
DATE: 11.28.12

Staff Report
Bond Release – University Heights Phase 1B Reclamation
November 28, 2012

Background: The University Heights project is a multi-phase project that is being constructed behind the Library. This project has been in the construction phase for a few years and has multiple bonds attached to it. Last year I went out to the site and reviewed the plans. After doing this and consulting with both Stantec and the developer I am recommending the following bond release.

Issue: I would like to release the bond in the amount \$345,675 for reclamation. This bond is no longer needed. This was put in place to protect all of the roadways for Phase 1 & Phase 1B. I have readjusted all of the bonds associated with project to reflect the roads in each of these phases.


Discussion: To have the town council release the bond in the amount of \$345,675 for reclamation of this project. This one bond would be release and other bonds associated with the project have been increased to reflect the appropriate phases and not the project as a whole.

Fiscal Impact: None

Recommendation: I recommend the Town Council release the bond in the amount \$345,675 for reclamation for the University Heights Subdivision.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: *Concur*



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

AGENDA NO. 12.143
DATE: 11.28.12

Staff Report
Surety Bond Release – Pine Street Road Repairs
November 28, 2012

Background: In November of 2008, Severino Trucking was required to put a bond in the amount of \$88,474 into place for possible road repairs to Pine Street. This was required as part of their approval to store and haul gravel out of their Pine Street location. The DPW will not be requiring Severino to renew this bond as they are no longer trucking on Pine Street daily. I have inspected the road and no damage has occurred

Issue: I would like the Town Council to release this surety bond for road repairs in the amount of \$88,474. The road has no damage and Severino is no longer trucking on Pine Street daily.


Discussion: After completing a site visit and speaking with Severino Trucking I find the surety bond should be released. They are no longer trucking daily on Pine Street and the roadway shows no sign of needing repairs.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the release of the Surety Bond that has been put into place by Severino Trucking for Pine Street road repairs in the amount of \$88,474.

Prepared by: Leo Lessard, Director of Public Works

Town Administrator Recommendation: Concur with recommendation.


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

**Staff Report
Technology Services RFP
November 28, 2012**

Background: Over the past few years, the Town has worked to strengthen its IT network. Back in 2010 an IT audit revealed the Town was not compliant with Microsoft Office licensing requirements, backup of data was not being done constantly, there was concerns around security of the network and most of the pc's were eight to ten years old. The Town has invested the time and money to address all of these issues.

Discussion: On November 9th the Town opened five bids for Technology Service. The chart below outlines the bids:

<u>Vendors</u>	<u>Hours Provided</u>	<u>Annual Costs</u>
RMON Networks	Unlimited	\$ 43,000
Mainstay Technologies	280	\$ 34,584
Mainstay Technologies	Unlimited	\$ 47,580
Technology Seed	Unlimited	\$ 50,779
Acapella Technologies	355	\$ 31,950

As indicated in the attached letter from Ass't. Fire Chief Jore, a panel evaluated each of the bids based on three factors:

- 1) Professional qualifications and adequate resources to provide 24 hour service.
- 2) Municipal experience
- 3) Cost of services - Due to the current state of Town's network the panel felt unlimited service was not necessary.

At this time, the panel believes Mainstay Technologies is the best fit based on their qualifications, service history with the Town, and their extensive municipal experience with other communities big and small. Mainstay indicates in their Option 1 280 hours proposal the ability to purchase additional hours if necessary.

Fiscal Impact: The current budget for IT Technical Service is \$37,275.

Recommendation: Motion to award the Technology Services contract to Mainstay Technologies, Option 1 in the amount of \$34,584.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation:

Concurs


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

HOOKSETT FIRE-RESCUE DEPARTMENT

15 LEGENDS DRIVE
HOOKSETT, NEW HAMPSHIRE 03106
Phone: (603) 623-7272 • Fax (603) 626-6742
www.hooksettfire.org



November 15, 2012

Dr. Dean Shankle
Hooksett Town Administrator
35 Main Street
Hooksett, NH 03106

Dr. Shankle,

The returned proposals from the Town of Hooksett Technology Services Bid # 10-12 RFP, were reviewed at the Safety Center this afternoon. Those in attendance were Finance Officer Christine Soucie, Fire Chief Michael Williams, Ass't. Fire Chief Dean Jore and Deputy Fire Chief Michael Hoisington.

Our discussion revolved around those areas identified as most significant: capability of assigned personnel, professional qualifications, and adequate resources to provide the services requested in a timely manner; demonstrated experience with New Hampshire municipalities and this type of work; and cost of services. Further recognized was the familiarity of our existing technology.

After review, it is our recommendation that Mainstay Technologies be awarded the bid for their service option 1 proposal.

Thank you for allowing us to assist in this process. I hope that you will find our recommendation helpful.

If I can be of any further service, please do not hesitate to ask.

Respectfully,

A handwritten signature in black ink that reads "Dean Jore". The signature is written in a cursive style and is positioned above a horizontal line.

Dean Jore
Ass't. Fire Chief
Hooksett Fire-Rescue Department

Cc: Fire Chief M. Williams
Cc: Deputy Fire Chief M. Hoisington
Cc: Finance Officer Christine Soucie

**Staff Report
Revaluation Bid Award
November 28, 2012**

AGENDA NO. 12.145
DATE: 11.28.12

Background: The State Constitution – Section 2 Article 6 and State Statute Section 75:8a, states that a Revaluation/Statistical Update of all properties will be conducted once every 5 years. Department of Revenue requires that Revaluation/Statistical Update be performed by Certified New Hampshire Assessor Supervisors. The previous Statistical Update was completed in 2008 by Granite Hill Municipal Services.

Discussion: The chart below outlines three bid options for the Town’s Statistical Update

	Option A	Option B	Option C
Residential	Vision Appraisals \$63,000	Granite Hill Municipal Services \$65,500	Granite Hill Municipal Services \$65,500
Commercial	Vision Government Solutions \$34,000	Vision Government Solutions \$34,000	Property Valuation Advisors \$43,500
Utilities	George E. Sansoucy \$24,000	George E. Sansoucy \$24,400	George E. Sansoucy \$24,400
TOTAL	\$121,000	\$123,500	\$133,400

All three options award the Utility Statistical Update to George E. Sansoucy; which was the only bid for this component of the RFP.

Option A

Is the lowest bid and would award the contract to Vision Government Solutions for both the residential and commercial components. Vision Government Solutions is a large company which has performed numerous statistical updates and is currently the CAMA software which the town utilizes for its property record data base.

Option B

Differs in cost from option A by \$2,500. This option awards the commercial component to Vision Government Solutions; and the residential component to Granite Hill Municipal Services. Granite Hill Municipal Services successfully conducted the revaluation in 2008. Granite Hill Municipal Service has performed 7 revaluations in the past 5 years and currently is the contracted Assessor for the Town of Hooksett.

Option C

Differs in cost from option A and B by approximately \$10,000. The main cost difference is in the commercial component. Property Valuation Advisors successfully conducted the commercial statistical update in 2008. Property Valuation Advisors has also successfully defended values for the town at the Board of Land and Tax Appeals.

Fiscal Impact: Currently there is \$44,000 in the capital reserve fund to assist the funding of the statistical up date. Because this is a mandated responsibility of the town by the state and is contractual; the remainder of the funding will budgeted into the 2012 – 2013 operating and default budget.


	Option A	Option B	Option C
	\$121,000	\$123,500	\$133,400
Capital Reserve Funding:	-\$44,000	-\$44,000	-\$44,000
Remainder to Budget:	\$77,000	\$79,500	\$89,400

Recommendation: All the above mentioned companies are reputable and would efficiently complete the Statistical Update. Therefore economically, option A and B are fiscally responsible choices for the community.

Motion to approve awarding the Statistical Update contracts to the companies listed in either option A or B.

Prepared by: Cheryl Akstin, Real Estate Appraiser

Town Administrator Recommendation: Concur with recommendation; *option A is lowest qualified bid.*


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

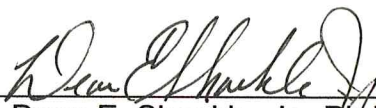
AGENDA NO. 12.146
DATE: 11.28.12

STAFF REPORT
Town Boards Membership - Conflict of Interest
November 28, 2012

Background: A question arose at the Economic Development Committee meeting as to whether it would be appropriate for a member of the Planning Board to also be a member of the Committee.

Issue: Whether the Town Council feels that the above situation would create a potential conflict.

Recommendation: Council should discuss and let the Economic Development Committee know their thoughts.



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