

As of 12/06/12

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, December 12, 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

November 28, 2012 Regular Meeting
November 28, 2012 Non-Public Meeting (1st Session)
November 28, 2012 Non-Public Meeting (2nd Session)
November 29, 2012 Non-Public Meeting

VI. AGENDA OVERVIEW

VII. CONSENT AGENDA

12-147 Acceptance of Donation to the Fire Department per RSA 31:95-e - \$272.

VIII. TOWN ADMINISTRATOR'S REPORT

IX. PUBLIC INPUT: 15 Minutes

X. NOMINATIONS AND APPOINTMENTS

XI. SCHEDULED APPOINTMENTS

Library Trustees - Interdepartment Cooperation
12-148 CIP Committee - 2013-2014 CIP (Capital Improvement Program) Plan

XII. 15 MINUTE RECESS

XIII. OLD BUSINESS

12-135 Approval of 2013 Health & Dental Insurance Rates
12-136 a) Acceptance of (\$5,193.45) Grant Fund Reimbursement for Fire Department per RSA 31:95-b.
b) Acceptance of Legends Drive (Road A) Roadway Extension
c) Approval of Comcast Cable Franchise Renewal Agreement
12-121 Administration Department Reorganization
12-95 Town Charter Amendments

XIV. NEW BUSINESS

12-149 Surety Bond Release – PSNH CT & M Facility - \$857,173.14

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

12-150 2013-2014 Budget Presentation

- a) Overview
- b) Administration and Agencies
- c) Assessing
- d) Budget Committee
- e) Cemetery Commission
- f) Conservation Commission
- g) Debt and Leases

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.

AGENDA NO. 12.147
DATE: 12.12.12

**Staff Report
Donation Acceptance
December 12, 2012**

Background: Per RSA 31:95-e 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 gift of 34 T-shirts from Lakes Region Fire Apparatus for every firefighter in Hooksett.


Discussion: The Hooksett Fire Department was given a gift of 34 HME T-shirts which say Tanker 1 on them. This was a gift for purchasing the Tanker fire truck from LRFA.

Fiscal Impact: The donation is a gift to the Hooksett Fire-Rescue Department for a total amount of 34 T-shirts x \$8.00 per shirt = \$272.00. No fiscal impact

Recommendation: Motion to accept the donation/gift of 34 T-shirts under RSA 31:95-e.

Prepared by: Fire Chief Michael Williams

Town Administrator Recommendation: Concur with recommendation.



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

AGENDA NO. 12.148
 DATE: 12.12.12

12/4/2012

For Fiscal year 2013-14 to 2018-19

Project Description	Year of last Purchase	Estimated Year of Purchase	Balance in Trust Fund	*** Projects Recom. by Town Admin.	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Total Project Cost
General Government											
Revaluation Capital Reserve Fund	2008	2012-13	44,003	30,000	30,000	30,000	30,000	30,000	30,000	30,000	Ongoing
Master Plan Capital Reserve Fund		As needed	16,601	0	12,031	12,031	12,031	5,000	5,000	5,000	60,000
Feasibility Study for Southern Leg of Parkway (N/S Hwy. Fees. Study)		2016-17	59,998	0						100,000	150,000
Improvements and Infrastructure of Conservation Land Capital Reserve		As needed	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	Ongoing
Fire-Rescue											
Fire Apparatus Capital Reserve Fund		As needed	50,075	50,000	50,000	50,000	50,000	50,000	50,000	50,000	Ongoing
Boat #1	1988	2014-15	0	0	28,000						28,000
Boat #2		2016-17	0	0				32,000			32,000
Car #1	2007	2017-18	0	0					50,000		50,000
Car #2	2005	2015-16	0	0			50,000				50,000
Car #3	2005	2017-18	0	0					50,000		50,000
Car #5	1999	2013-14	0	30,000							30,000
Utility 1	2008	2018-19	0	0						50,000	50,000
Rescue #1	2007	2016-17	35,000	0			250,000				250,000
Rescue #2	2009	2018-19	0	0							250,000
SCBA Replacement Capital Reserve Fund		2020	122,660	20,000	20,000	20,000	20,000	20,000	20,000	275,000	275,000
Fire Station #3 at Exit 10 leased from Manchester(20 year Lease)		2015-16	0	0	50,000	50,000	50,000	50,000	50,000	50,000	3,036,700
Fire Engine for Station #3 - Impact fees & Taxation .5yr / 4.5% lease		2015-16	0	0	75,000	75,000	75,000	75,000	75,000	75,000	375,000
Police Commission											
Emergency Radio Communications System Development Fund		As needed	225,296	N/A	50,000	50,000	25,000	25,000	25,000	25,000	425,000
Public Works											
Drainage Upgrade Capital Reserve Fund		As needed	50,075	50,000	50,000	50,000	50,000	50,000	50,000	50,000	Ongoing
Plow Dump Truck Capital Reserve Fund		As needed	80,121	80,000	80,000	80,000	80,000	85,000	85,000	85,000	Ongoing
1 Ton Pickup with Utility Body and Bucket		2013-14	0	0	90,000						90,000
Sidewalk Plow (5 year lease @ 4.5%)	1996	2014-15	0	0			31,320	31,320	31,320	31,320	156,600
Rubber Tire Excavator (7 year lease @ 4.5%)		2013-14	0	0	38,364	38,364	38,364	38,364	38,364	38,364	268,548
Loader (Highway)	2001	2015-16	0	0	75,000	75,000	50,000				200,000
1/2 Ton Pickup	1998	2014-15	0	0	34,000						34,000
1/2 Ton Pickup	1995	2014-15	0	0	34,000						34,000
Crew Cab Highway	2008	2014-15	0	0	32,000						32,000
Lee Boy Roller (Highway)	2004	2014-15	0	0	15,000						15,000
4X4 Highway	2008	2015-16	0	0			32,000				32,000
3/4 Ton Pickup (Highway)	2001	2015-16	0	0			35,000				35,000
Utility Body 4x4	2010	2017-18	0	0				42,000			42,000
Parks and Recreation Facilities Development Reserve Fund		As needed	30,982	15,000	15,000	15,000	15,000	15,000	15,000	15,000	Ongoing
1 Ton Dump w/ Plow (Parks & Rec)	2001	2014-15	0	0	25,000						55,000
4X4 Truck (Parks & Rec)	2008	2016-17	0	0			32,000				32,000
Town Building Maintenance Capital Reserve Fund		As needed	288,759	100,000	100,000	75,000	75,000	75,000	75,000	75,000	Ongoing
Pickup Truck for Building Inspections	2002	2014-15	0	0	20,000						20,000

Town's future projected needs											
Project Description	Year of last Purchase	Estimated Year of Purchase	Balance in Trust in Fund	*** Projects Recom. by Town Admin.	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Total Project Cost
Grand Total All Requests Total Cost				488,000	1,057,364	1,136,715	1,157,715	1,020,715	1,095,684	1,261,684	8,956,848
Off-setting Revenues											
Ambulance Fund								250,000		275,000	525,000
Fire Impact Fees											0
Solid Waste Disposal Fund					68,000	120,000	95,000		95,000	120,000	498,000
Sewer Fund											0
Total off-setting Revenues				0	68,000	120,000	95,000	0	95,000	120,000	498,000
Grand Total CIP Request Net Cost (Taxation)				488,000	989,364	1,016,715	1,062,715	###	1,000,684	1,141,684	8,458,848

Staff Report
Approval of 2013 Health & Dental Insurance Rates
December 12, 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)	<u>1,439,954</u>
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)	<u>51,049</u>
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

Town of Hooksett

Medical Coverage and Rates *Traditionally-rated Group*

January 2013 Medical Renewal

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

Anniversary Month January Pool Placement Individual
Probationary Period 0M

Coverage	Single	2-Person	Family
BC2T10+(01)-RX10/20/45	\$657.71	\$1,315.41	\$1,775.80
MTB10IPDED(01)-RX10/20/45	\$597.66	\$1,195.33	\$1,613.69
LUMENOS2500(01)	\$470.73	\$941.46	\$1,270.97
MC3(01)-RX10/20/45	\$434.08		
MCNRX(01)	\$173.63		

*Monthly rates are based on at least 75% participation of eligible employees.
Local Government Center HealthTrust reserves the right to revisit these rates if there is a +/- 10% change in enrollment.*

*PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

None

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. 12-121
DATE: 12-12-12

Staff Report
Administration Department Reorganization
December 12, 2012

Background: In October the Council approved a change in the Administration Department that included the addition of a project coordinator. At that time I indicated that I would be bringing in further changes to the department.

Discussion: I am requesting that the remainder of the reorganization be approved which includes:

- Creating the position of Administrative Services Coordinator (proposed job description attached)
- Eliminating the position of Human Resources Coordinator and changing the Administrative Code sec. 3.1 to eliminate the reference to the position
- Approve the lay off the present Administrative Assistant
- Updating the Classification Plan as required in the Personnel Plan, Section 3, pg. 15

Recommendation: Approve the remainder of this reorganization as outlined above.

Town Administrator's Recommendation: A motion as follows:

I move that we approve the reorganization as outlined in the town administrator's staff report.


Dean E. Shankle, Jr. Ph.D.

**Town of Hooksett Job Description Administration Department
“Administrative Services Coordinator”
Grade 14**

Date: December 12, 2012

General Position Description: Under general supervision of the Town Administrator; performs a variety of technical, analytical, and administrative support duties in providing responsible staff support to Town departments; and performs related duties as assigned. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee to whom it applies. May be appointed by Town Council to act in the Town Administrator’s place in the absence of the Town Administrator.

Distinguishing Characteristics: The Administrative Services Coordinator works with department or division heads on human resource management, training, document management, committee support functions, risk management, special projects, reports, or other assignments, performing a variety of administrative support functions that involve an in-depth knowledge of a wide range of Town policies, procedures and technical work processes. The Administrative Services Coordinator is expected to, assist the Town Administrator in completion of a variety of special and/or technical projects, reports, and other related duties, many of which involve requirements by other public agencies or enforcement of Town ordinances, while executing some, but not all, administrative and office support functions expected of an Administrative Assistant.

Essential Duties and Responsibilities: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical extension of an assignment. .

Responsible for identifying loss exposures for all Town real and personal property and threats of personal injury, and developing and implementing risk reduction programs.

Responsible for working with Town Departments to ensure compliance with established human resources policies and to assist them in developing the skill sets necessary to carry out these functions appropriately.

Responsible for maintaining all town employee personnel (including health) records.

Responsible for collaborating with the Finance Department in the procurement and administration of health, dental, and pharmaceutical programs for employees and retirees.

Responsible for developing and coordinating training programs for all Town personnel and maintaining training jackets documenting the same.

Responsible for working in conjunction with Town Administrator on union negotiations, grievances and contract compliance.

Responsible for coordinating with the various boards, commissions and committees to work to ensure that they are provided with the appropriate level of staff support, including taking of minutes and proper document management.

Responsible to work with Town Administrator during the budget process to ensure that there is appropriate funding requested for each of the administrative support functions.

Receives and screens visitors and/or telephone calls providing general and specialized information regarding assigned function that may require the use of judgment, tact and sensitivity and the interpretation of policies, rules and procedures; skillfully handles complaints and inquiries regarding Town functions and responsibilities; researches and responds to requests or refers complaints and requests to other staff when warranted.

Researches and collects financial, statistical, technical and specialized data from multiple sources for assigned research and special projects, including the compilation and completion of a variety of complex and time-sensitive reports as required by other public agencies or for the Town's internal use; as necessary, performs data analyses and comparisons; develops and maintains spreadsheets to facilitate data interpretation and manipulation.

Composes, revises and edits a variety of routine to moderately difficult correspondence, reports, and informational materials; from rough notes, drafts, dictation, or brief oral instructions, types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, contracts, agreements, technical charts, tables and other specialized materials ranging from routine to complex; proofreads and checks typed and other materials for accuracy and completeness and for compliance with policies and regulations.

As assigned, designs, develops and/or maintains specialized databases using standard spreadsheet software; utilizes software systems and programs, including the development and maintenance of work order tracking database; utilizes and maintains other software utilized by the Town; as required, provides support to staff in mid-range computing functions and applications for specialized and technical hardware, programs and applications, including the telephone.

Other Duties: May act as backup to Family Services. May assist in supervising and scheduling student volunteers and community service participants.

Desired Minimum Qualifications:

Knowledge of: Municipal government functions specifically related to human resources, training, risk management and general administration; basic informational technology practices and usages; methods of report presentation; office administration practices and procedures; principles and practices of sound business communication; Town Charter, organization,

ordinances, rules, policies and procedures applicable to departmental operations; basic functions of public agencies, including the role of an elected Town Council and appointed boards, committees, and commissions; advanced uses of word processing, spreadsheet, database and other standard software to create documents and materials requiring the interpretation and manipulation of data; recordkeeping, filing and purchasing practices and procedures.

Ability to: Prepare clear, accurate and concise reports, records and other materials; communicate clearly and concisely, orally and in writing; operate a computer using word processing, database and spreadsheet software; collect, evaluate and interpret varied information and data; interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures; coordinate multiple assignments and meet critical deadlines; organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility; type accurately at a speed necessary to meet the requirements of the position; compose correspondence from brief instructions; understand and follow written and oral instructions both with Town staff and customers; use tact and discretion in dealing with sensitive situations and concerned people and customers; establish and maintain effective working relationships with Town managers, staff and others encountered in the course of work.

Cognitive and Sensory Requirements:

Vision: Necessary for visual operation in all aspects of the position such as reading, observing, creating.

Hearing: Necessary for receiving instructions, attendance during meetings, assisting the public, and for safety while working.

Speaking: Necessary for communicating with employees, residents, and the general public.

Taste and Smell: Necessary for detecting fumes and gases.

Dexterity: Necessary for operating equipment, handwriting, and computer keyboard operations, etc.

Mobility: Needed to walk around the departments and other municipal locations as well as other outside locations in order to perform all functions of the job in, out, and around vehicles and equipment.

Physical Requirements:

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: frequently required.

Lift 26 to 50 pounds: occasionally required.

Lift over 50 pounds: rarely required. Assistance may be available.

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: occasionally required.
Carry over 50 pounds: rarely required. Assistance may be available.
Balancing: regularly required.
Push/pull: regularly required.
Reach above shoulder height: frequently required.
Reach at shoulder height: constantly required.
Reach below shoulder height: frequently required.
Sit: one total hour per day.
Stand: six plus hours per day.
Walk: four plus hours per day.
Twisting: occasionally required.
Bending: frequently required.
Crawling: rarely required.
Squatting: rarely required.
Kneeling: rarely required.
Crouching: rarely required.
Climbing: occasionally required.
Driving: occasionally required.

Fine motor skills:

Grasping: constantly required.
Handling: constantly required.
Controls and equipment: office equipment.

Work Surfaces: Office area includes workstation with desk, computers and cupboards. Table, filing cabinets, closet with shelves, bookshelf and bulletin boards. All surfaces are at various heights.

Summary of Occupational Exposures: Most work occurs within the office setting. Some travel in a motor vehicle is required. May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office. When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

Training, Skills, and Experience Requirements: A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with a bachelor's degree in a field that provides an appropriate background, with a minimum of two years of increasingly responsible administrative experience; or an equivalent combination of training and experience. Experience in a government setting is highly desirable. NH driver's license. Any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.

Schedule: Normal work day is 8:00 am to 4:30 pm but is expected to attend Council meetings and other evening or weekend events as assigned by the Town Administrator.

Staff Report
Surety Bond Release – PSNH CT& M Facility
December 12, 2012

Background: In November of 2010, PSNH CT & M Facility was required to put a bond in the amount of \$857,173.14 into place for the Site Surety and Plan Compliance to start the project. This project was for the facility at the end of Legends Drive. This project is now complete and we are requesting a bond release for this project.

Issue: I would like the Town Council to release this surety bond for the site surety and plan compliance in the amount of \$857,173.14. This project is now complete and the bond should be released


Discussion: After completing a site visit and reviewing the as-built I find the surety bond should be released. They are no longer doing any work on site as the project has now been completed. They are putting the required landscaping bond surety in place in the amount of \$36,762.62 that will be held for the required 2 year period.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the release of the Surety Bond that has been put into place by PSNH for the CT & M Facility located on the end of Legends Drive in the amount of \$857,173.14.

Prepared by: Leo Lessard, Director of Public Works

Town Administrator Recommendation: Concur with recommendation.



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

December 3, 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
2nd Remaining Work Items & As-Built Plan Review**

Dear Ms. Duffy:

At the request of PSNH, we visited the subject project on September 29, 2012 and September 30, 2012, to monitor the completion of the required site work items and to review the as-built plan, prepared by TFM dated September 18, 2012, revised on November 29, 2012.

The remaining work items listed in our September 25, 2012 have been completed and the revised as-built plan addresses the outstanding plan review comments from our letter. In addition, we take no exception to the attached landscaping estimate of \$34,762.62 provided by the designers. Considering the landscaping estimate does not include the removal of the remaining silt fence and stone check dams, we recommend the Board increase the 2-year landscaping surety to \$36,762.62, to include an additional \$2,000 for these items.

With the condition that an acceptable form of surety in the amount of \$36,762.62 is provided to the Town, we recommend the release of the \$857,173.14 site surety currently being held by the Town.

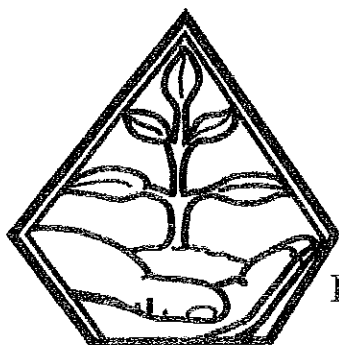
Please call with any questions.

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)
David Plante, PSNH
Rene LaBranche, Stantec



FAULKNER'S
Landscaping & Nursery, Inc.
"Built on Integrity and Pride"

1130 Hooksett Road, Hooksett, New Hampshire 03106
 Tel: (603) 627-9573 Fax: (603) 627-3734 Email Address: falknersnursery@gmail.com
 Stephen Faulkner, Proprietor

PSNH Testing & Maintenance Facility
Hooksett, NH

11-Oct-12

#	Description	Size	Plant Cost	Total
Plant Cost: Trees, Shrubs & Perennials				
6	Acer Rubrum 'October Glory' Red Maple	3.0"-3.5" Cal. B&B	\$327.15	\$1,962.91
4	Malus 'Spring Snow' Crabapple	2.0"-2.5" Cal. B&B	\$199.65	\$798.61
1	Nyssa Sylvatica Tupelo	3.5"-4.0" Cal. B&B	\$561.05	\$561.05
15	Platanus X. Acrefolia 'BloodGood London Planetree	3.0"-3.5" Cal. B&B	\$271.15	\$4,067.27
11	Picea Glauca White Spruce	7'-8' B&B	\$241.15	\$2,652.66
11	Pinus Strobus White Pine	6'-7' B&B	\$180.15	\$1,981.66
23	Chamaecyparis P. F. Mops Threadleaf Falsecypress	18"-24" Cont.	\$43.15	\$992.48
12	Cotoneaster Horizontalis Rockspray	18"-24" Cont.	\$43.65	\$523.82
70	Juniperus Horizontalis 'Plumosa Compacta' Youngstown Juniper	18"-24" Cont.	\$43.15	\$3,020.59
23	Myrica Pensylvanica Northern Bayberry	3'-4' Cont.	\$44.65	\$1,026.98
7	Physocarpus O. 'Diablo'	3'-4' Cont.	\$56.15	\$393.06
19	Spirea X. Bumaldi 'Anthony Waterer'	18"-24" Cont.	\$43.15	\$819.87
24	Taxus M. Greenwave yew	2.0"-2.5' B&B	\$67.65	\$1,623.63
6	Thuja Occidentalis 'Techny' Mission Arborvitae	5'-6' B&B	\$95.65	\$573.91
Total Plant Cost				\$20,998.50
Landscape Cost				
	Bark Mulch (4" depth): yd ³	85 yd ³ @ \$48/yd ³		\$4,080.00
	Hydroseed (ft ²) (power and hand raking)	80701 ft ² @ \$0.12/ ft ²		\$9,684.12
Total Landscape Cost				\$13,764.12
Total				\$34,762.62