

Revised: 12/17/2013

**TOWN COUNCIL AGENDA  
Special Meeting  
Wednesday, December 18, 2013**

**1. 6:30 PM - CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF MINUTES**

- a. Public: 12/11/2013
- b. Non-public: 12/11/2013

**5. AGENDA OVERVIEW**

**6. CONSENT AGENDA**

13 – 121 Donations to Family Services

**7. TOWN ADMINISTRATOR'S REPORT**

**8. PUBLIC INPUT: 15 Minutes**

**9. NOMINATIONS AND APPOINTMENTS**

Swearing in of Police Officers

**10. SCHEDULED APPOINTMENTS**

- a. Kayla White to talk about her Hackett Hill Project
- b. Robert McGuigan re POW/MIA Memorial Chair

**11. 15 MINUTE RECESS**

**12. OLD BUSINESS**

**13. NEW BUSINESS**

- a. 13 – 122 Snow Melt Purchase Order
- b. 13 – 123 Discussion of CMAQ Grant (public hearing last week)
- c. 13 – 124 Parking Ordinance Discussion
- d. 13 – 125 Discuss possible changes to Council Rules of Procedure

**14. SUB-COMMITTEE REPORTS**

**15. PUBLIC INPUT**

**16. NON-PUBLIC SESSION**

**NH RSA 91-A:3 II(a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her,

**NH 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.

**17. ADJOURNMENT**

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

## **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. B-12-1

DATE: 12/18/13

**Staff Report  
Adopt-A-Family Donation  
December 18, 2013**

**Background:**

Per RSA 31:95-b, III (b) for such amount less than \$5,000.00 Council shall post notice in the agenda and shall include notice in the minutes of a Council meeting in which such monies are discussed.

**Issue:**

To accept donations of gift cards to be used for the 2013 Adopt-A-Family program.

**Discussion:**

The Hooksett community has generously donated \$2,815.00 in gift cards to the Hooksett Family Services 2013 Adopt-A-Family program. These gift cards will be distributed to families in need.

\$1,000.00 donation from resident, Jay Rainville

\$1,000.00 donation from resident, Peter White

\$200.00 donation from resident, Bill Statires

\$150.00 donation from Cawley Middle School Cheerleaders

\$150.00 donation from resident, Helen Mercurio

Remaining \$315.00 donations of gift cards are from anonymous donors

**Fiscal Impact:**

Hooksett families in need will benefit from these very generous donations.

**Recommendation:**

Motion to accept a donation from the Hooksett community of gift cards totaling \$2,815.00 under RSA 31:95-b, III (b).

**Prepared by:**

Joy Buzzell, Family Services Director

**Town Administrator Recommendation:** Concur

  
\_\_\_\_\_  
Dean E Shankle, Jr.

**Dean Shankle**

SCHEDULED  
APPOINTMENT b.

**From:** Bob McGuigan <rjmcguigan@gmail.com>  
**Sent:** Thursday, November 14, 2013 7:12 PM  
**To:** Dean Shankle  
**Subject:** POW/MIA Memorial Chair  
**Attachments:** hooksett-letter.docx; goffstown-chair.JPG; pow-mia chair.jpg; pow-mia-chair.jpg

Town of Hooksett, Town Council

My name is Robert McGuigan and I'm writing to you on behalf of the Rolling Thunder © organization.

Rolling Thunder © was incorporated in 1995 as a class 501(c) (4) non-profit organization which now has over 90 chartered chapters throughout the United States and members abroad. The main mission of Rolling Thunder© is to educate the public that many American Prisoners of war were left behind after all previous wars.

To further our mission an idea was born, and acted upon, in public municipalities, private corporations, and at public venues, a chair was dedicated as a Memorial to the POW/MIAs. This Memorial chair is usually placed at a place of honor in the facility, and is painted black, with the POW/MIA insignia placed upon it. This Memorial chair should remain empty, signifying the absence of the POW/MIA member. In addition a plaque or letter should be included with the Memorial explaining the purpose of it, and to remind everyone of the over 92,000 POW/MIAs still missing.

A Memorial chair like this placed in a public venue for all to see is a tool to further the education value and the remembrance of the Veterans that have served and are still missing. The Memorial chair also helps the family and friends of the missing, to know that we have not forgotten them or their loved one.

This process has been carried out locally at various Stadiums in New Hampshire and Massachusetts, as well as several towns in New Hampshire, and over 40 towns in Massachusetts. Goffstown was New Hampshire's first town to install a Memorial chair in the Town Hall. Auburn installed a Memorial bench in the town's common area, while both Manchester and Nashua, installed a chair in their City's Stadium.

My request is for the Town of Hooksett to support our effort, and to place a similar Memorial chair at a town facility such as the Town Hall. I feel that the Town of Hooksett could benefit greatly by providing this service to all Veterans and Veteran organizations, as a showing of the Town's dedication to all that have served in the Military, who are currently serving, and who will serve in the future.

The Town of Hooksett could use the unveiling/dedication of the Memorial chair as a great media event to show how the town supports the military, and Veterans. The constant display of this Memorial chair could be referenced many times by the town in various media events, to emphasize how the town supports the Veterans.

While other facilities were able to place the Memorial chair in a place of honor, that would not be a necessity. It should be placed in a position where it is visible to as many people in as possible.

We believe that the cost to do this is minimal. The only requirements are a chair to be used in the Town Hall, preferably a chair that has some town history, a few flags to flank the chair, and a plaque which explains the purpose of the Memorial. It need not be a new chair, preferable painted black with the POW/MIA logo applied..

We would be willing to work with the town and provide as much assistance as we could, to reach this goal.

I have enclosed a few pictures that were taken at Goffstown and a few other Towns memorials in Massachusetts as an example of what the chair would look like.

Thank You,

Robert McGuigan

Rolling Thunder© NH1

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Bob McGuigan

[rjmguigan@gmail.com](mailto:rjmguigan@gmail.com)

**Staff Report**  
**Environmentally Snow Melt**  
**December 18, 2013**

AGENDA NO. 13 - 122  
DATE: 12/18/13

**Background:**

The Town uses on an average of 2500 to 2800 tons of salt per year. This gets applied usually three time per average storm and on snow dustings without any accumulation we could go out at least six times. This environmentally safe chemical will be added to the salt.

**Issue:**

Last season we put down 2800 tons of salt. With the additive we could possible save 20 to 30 percent of salt depending on how we install it. the price for this is \$19.00 per ton.

**Discussion:**

I have checked with other town that have been using this for some time and back the item. They not only are saving salt but they are saving man hours. With this we can pretreat before a storm and save on overtime. We can also save on call ins, example once we finish a storm and drop our final treatment, at times we have to return by early morning for freezing has occurred over night. With this, we should not have to return in early, it should take that call in away on most occasions. I have received two bids from the only two companies that provide this particular chemical. One was for \$21.00 per ton the other was for \$19.00 per ton.

**Fiscal Impact:**

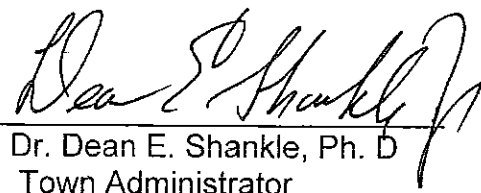
Could save the Town up to 30% in cost of salt. On a \$140,000.00 salt budget we could save \$42,000.00, and save on the overtime of the crews along with fuel and wear and tear on the vehicles.

**Recommendation:**

I would like to have a purchase order for the \$42,000.00 to use as we treat the incoming salt, which is at \$19.00 per ton to treat. This would give me a PO for the season to work off of. With the savings I do not think we will use the entire amount. I would recommend that the council go with N H ice melt for the \$19.00 per ton.

**Prepared by:** Leo Lessard, Public Works Director

**Town Administrator Recommendation:** Concur

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



**SIMA**  
THE ASSOCIATION OF  
 ICE & SNOW MANAGERS

ICE & SNOW MANAGEMENT

www.gsmagicsalt.com

Phone: (603) 279-9008 Fax: (603) 279-9052  
 470 Dw. Hwy • Meredith, NH 03253

**WINTER SERVICES PROPOSAL**

Name: TOWN OF HOOKSETT  
 Hm #: \_\_\_\_\_ Wk #: 1608-8019  
 Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: 210 WEST RIVER RD.  
HOOKSETT NH 03106

**Comments:** Town of Hooksett - Public Works Dept.  
ATTN: LEO LESSARD  
Llessard@Hooksett.org

**Winter Services**

Stockpile treating -> treat Rock Salt with  
Quote 8 Gallons per ton of  
ICE B GONE MAGIC

\$ 2013-2014 \$21.- / ton

Labor & Materials included

www.realgreenlc.com

**REALGREEN**

**LAWN CARE**

PROFESSIONAL TURF SERVICES

Licensed Turf Pesticide/  
 Fertilizer Specialist

e-mail: info@realgreenlc.com



Winter Service Total \$ \_\_\_\_\_

**Customer Acceptance**

Payment Terms: Net 10 Days. Delinquent accounts carry interest at 2% per month. Service will NOT continue unless previous application has been paid in full.

Cancellation Terms: This agreement will be in effect for an initial period of one year but the customer has the option to contract for a period of up to two years. Either party may cancel the agreement with just cause during such term upon 30 days written notice to either party. Just cause is defined as either party failure to comply with the terms and conditions of this service agreement.

**Your Winter Service Specialist**

By [Signature]  
 Title OWNER Date 10/17/13

**Customer Authorized Signature**

By \_\_\_\_\_  
 Date \_\_\_\_\_



**ICE B'GONE MAGIC.**

**Safer For People, Plants, Pets & Our Planet**

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15 King Street  
Auburn, NH 03032  
Ph 603.222.2292  
Fax 603.792.0229

email:office@nhicemelt.com  
www.IBGMagic.com

## Proposal

10/18/13

Leo Lessard  
Public Works Director  
Town Of Hooksett  
210 West River Rd  
Hooksett, NH 03106

Winter 2013-2014 – Stockpile treating with Ice B' Gone Magic liquid at a rate of 8 Gallons per ton of rock salt. \$19. Per ton. (materials and labor included).

Sincerely,

Matthew Scott  
NH Ice Melt



**Staff Report**  
**Accept CMAQ Grant for College Park Drive**  
**December 18 2013**

AGENDA NO. 13-123  
DATE: 12-18-13

**Background:**

The purpose is to accept the CMAQ grant for the construction of the College Park Drive sidewalks in the awarded amount of 80% state funds at \$296,519.20 and 20% Town funds \$74,129.8 for a total of \$370,649 per RSA 31:95-b III

**Discussion:**

Public hearing was held last week.

The project has been in discussions since March of 2010 when an application to the State of New Hampshire DOT was accepted to help fund the project with an 80%-20% split. The Towns portion is coming from zone 2 impact fees will be the amount of \$74,129.80 the Federal funds will be \$296,519.20

**Fiscal Impact:**


None

**Recommendation:**

Motion to accept \$296,519.20 from CMAQ for the expenses for the States portion and \$74,129.80 the Town share which is paid from impact fees for the sidewalks on College Park Dive

**Prepared by:** Leo Lessard, Public Works Director

**Town Administrator Recommendation:** Concur.

  
\_\_\_\_\_  
Dr. Dean E. Shankle, Ph. D.  
Town Administrator

AGENDA NO. 13-124  
DATE: 12-18-13

**Staff Report**  
**Proposed Change to Town Ordinance #00-28**  
**"Administrative Enforcement of Parking Violations"**  
**December 18, 2013**

**Background:** On January 22, 1997 the Town of Hooksett adopted Town Ordinance # 00-28 titled: Administrative Enforcement of Parking Violations.

**Issue:** To change the violation fine amount for "Disability Place" parking from \$50.00 to \$100.00. After 7 days the fine amount would change from \$75.00 to \$200.00

To change the violation fine amount after 7 days for "Night Parking Prohibited" from \$15.00 to \$30.00.

**Discussion:** The current Town Ordinance #00-28 titled Administrative Enforcement of Parking Violations was adopted back in 1997. At that time all other fine amounts in the ordinance violations double in amounts after 7 days with the exception of the above listed violations. The change proposed is to bring the two above listed fine amounts in line with the other violation amounts in the ordinance. In the upcoming conversion of the new Police CAD/RMS program to be utilized by the Police Department, fine amounts need to be adjusted to the above listed amounts in order to be electronically tracked and billed in the new system. The proposed fine amount changes are the first to be proposed since the adoption of Town Ordinance in 1997.

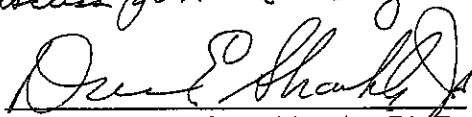
**Fiscal Impact:** There is no fiscal impact to the town should the above listed changes be adopted. The result of the changes would be an increase in revenue to the town as the fine amounts in the above listed two categories would increase after 7 days.

**Recommendation:** To change the violation fine amount for "Disability Place" parking from \$50.00 to \$100.00. After 7 days the fine amount would change from \$75.00 to \$200.00

To change the violation fine amount after 7 days for "Night Parking Prohibited" from \$15.00 to \$30.00.

**Prepared by:** Captain Jon Daigle, Hooksett Police Department

**Town Administrator Recommendation:**

*Discuss possible changes*  


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

**Staff Report  
Council Rules Change  
12/18/2013**

AGENDA NO. 13-125

DATE: 12-18-13

**Background:** At the Council meeting in November there was discussion regarding allowing the Chair to sign celebratory letters. Draft language change to accomplish this attached.

**Fiscal Impact:** None

**Prepared by:** Dean Shankle

**Town Administrator's Recommendation:** Discussion and decision.



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

- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

11. Community Outreach

- a. The Council Chair has the authority to act on the Council's behalf to present and/or sign letters of achievement for community outreach to include but not limited to Town of Hooksett departments, businesses, residents, and volunteer or membership groups.