

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, November 12, 2014**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SPECIAL RECOGNITIONS**
- 5. APPROVAL OF MINUTES**
 - a. Public: October 22, 2014
 - b. Non-public: October 22, 2014
- 6. AGENDA OVERVIEW**
- 7. PUBLIC HEARINGS**
- 8. CONSENT AGENDA**
 - a. Donation from Heritage Commission to the THPC: \$238
 - b. Donation from Kathie Northrup from sale of t-shirts to THPC: \$190
 - c. Acceptance of donation in Honor of Robert Willard to Fire-Rescue: \$140
- 9. TOWN ADMINISTRATOR'S REPORT**
- 10. PUBLIC INPUT: 15 Minutes**
- 11. NOMINATIONS AND APPOINTMENTS**
- 12. SCHEDULED APPOINTMENTS**
 - a. Library Trustees
- 13. 15 MINUTE RECESS**
- 14. OLD BUSINESS**
 - a. 14 – 090 Hooksett Hackett Hill Road and Rte. 3A intersection improvement design
 - b. 14 – 066 Village/Lilac Bridge Update
 - c. 14 – 091 University Heights Bond Release
- 15. NEW BUSINESS**
 - a. 14 – 092 Merrimack St. Retaining Wall
 - b. 14 – 093 DPW Excavator Lease
 - c. 14 – 094 Primex contract renewal
 - d. 14 – 095 OTT contract extension
 - e. 14 – 096 Health Insurance contract
 - f. 14 – 097 Technology Services contract
 - g. 14 – 098 2015 Holiday Schedule
- 16. SUB-COMMITTEE REPORTS**
- 17. PUBLIC INPUT**
- 18. 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.

19. 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.

TOWN COUNCIL MEETING MINUTES
Wednesday, October 22, 2014

CALL TO ORDER

Chair Sullivan called the meeting to order at 6:30 pm.

ROLL CALL – ATTENDANCE

Donald Winterton, Nancy Comai, Todd Lizotte, James Levesque, Adam Jennings, David Ross (arrived 7:26 pm), Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)
Missed: Robert Duhaime, Susan Orr

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: October 8, 2014

A. Jennings motioned to accept the public minutes of October 8, 2014. Seconded by T. Lizotte. Vote unanimously in favor.

b. Non-public: September 24, 2014 and October 8, 2014

T. Lizotte motioned to accept the non-public minutes of September 24, 2014 and October 8, 2014. Seconded by A. Jennings. Vote unanimously in favor.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

a. Hooksett Hackett Hill Road and Rte. 3A intersection roadway improvement design(s)
J. Sullivan: We have 2 members of the NHDOT who will give us info on what is going on. *The purpose of the public hearing is to give the public input and get their comments on project alternatives for the roadway improvements design(s) at the Hooksett Hackett Hill Road and Rte. 3A intersection. Proposed plan designs are available for viewing in the Community Development Dept. I will declare this public hearing open.*

Nick Golon, Engineer, TF Moran and C.R. Willeke, Project Manager for NH DOT

N. Golon: We are here to provide an overview of the options we are proposing and get direction to move forward.

C. Willeke: We are funding and overseeing at the state level. State aid is 2/3 and the town's share is 1/3. The project is in design phase and we have a 3-step design process: engineering study, preliminary plans and final design. The state wants to see the town and engineers develop options with the public and come out of the engineering study with preferred alternative. Then we get into refining preferred alternatives to where we assess property impact to abutters to get exactly what the design is going to entail. We typically don't allow that type of work to happen until the preferred alternative is determined by the town and DOT.

N. Golon: 3 options are being presented: The first one is Alternative A5 - 4-Lane Signal (Dual northbound thru lanes and dual eastbound left turn lanes). This includes improvements to Hackett Hill Rd and Rt 3A with a signalized intersection. Pros: This alternative provides better levels of service and queuing than signal option A7, especially in future years. Cons: It is more expensive than the 3-lane signal, it requires extensions of the Brickyard Brook culvert on both sides, and has more environmental impacts. This option requires a section of retaining wall along the steep slope west of NH3A. There is some blocking of the heavy right turn movement by SBT queues during the 95th percentile am peak. However, it does accommodate the 50th percentile queue, and it is the longest practical storage bay length given the steep slope constraint to the south of Sta. 115+00. All proposed improvements require extensions of the Brickyard Brook culvert. The right hand turn lane gets obstructed and the queue would be too long for people to get into that lane. That is the first option. It cures the safety concern, but anytime you put in a light you are slowing down the main flow of traffic. Next is Alternative A6 -

Roundabout (Single circulating lane, with northbound and southbound slip lanes). Pros: Level of service and queue values are the most favorable in opening and future years in this scenario. Cons: It has a slightly higher cost than Alternative A5. It has slightly more private property impacts. Temporary traffic control will be more difficult during construction. This is the best bang for your buck. It addresses the safety issue and the queuing issue. It is about \$200,000 more than the next option. There are more property impacts, but mostly to DOT-owned land. Between 4,000 to 12,000 feet of impact to land owners impacted by project. The abutters are amenable to working up a temporary traffic pattern so if that comes to fruition, the negative may become a positive. The third and final option is Alternative A7- 3-Lane Signal (northbound left turn lane, southbound right turn lane, existing eastbound lanes). Pros: This is the least expensive of the three options considered. There are reduced property and environmental impacts due to the reduced width required along NH3A. Cons: The eastbound left turn from Hackett Hill Road does show a low F value (100 sec) in the 2034 pm peak hour, starting from a low D (39.1 sec) in 2014. Southbound and northbound queues are increased in comparison to the other alternatives. The dedicated turn pockets on 3-A and Hackett Hill would remain the same. It does not address the constraints of moving people through that intersection. It really only satisfies the safety issue, however it is more cost effective due to the smaller footprint. Those are the 3 options that we are evaluating and we are here to hear from Council and the public to see which option is the preferred one.

J. Sullivan: Any public questions or comments?

M. Sorel, 54 Cross Rd: I'm at a disadvantage as a member of the public. We don't have what is in front of you so we can't read and understand what is in front of you. As a public hearing, shouldn't this be available for us to view this evening?

J. Sullivan: It is on the website, but for future reference, we may want to consider including hard copies of information. Thank you for that suggestion.

M. Sorel: There is extensive tractor trailer traffic at that intersection on both the north and south from the interstate. The Village fire station services the west side, and I hope that information has gone into the traffic study that has been done.

N. Golon: The evaluation of all options takes into account turns for those tractor trailers.

M. Sorel: Tractor trailers aren't always comfortable or friendly to roundabouts in NH. It would have to be a rather large one to handle the extensive tractor trailer traffic. I haven't had a chance to study the drawing but hope this input goes into what is the final decision of the town.

N. Golon: One of the design benefits is it incorporates slip lanes so instead of one round of travel, there are slip lanes to make less of an arduous turn and can continue unimpeded.

M. Sorel: The slip lanes would be on either side of the roundabout so it would allow a vehicle to avoid going into the roundabout if they choose to?

N. Golan: The northbound slip lane allows you to, but they do have to go through the roundabout on the southbound. The turn lane can easily accommodate those larger sized vehicles.

M. Sorel: The slip lanes are critical and needed and should be included if you are going to do a roundabout and you need them north and south for it to be effective, in my opinion.

J. Sullivan: If Mr. Sorel has more questions, he can speak with Joanne Duffy, the town planner.

M. Miville: How is this being funded on the town side, impact fees? If you decide on a roundabout, I would agree with Mr. Sorel, as far as the speed that cars and trucks would go through there. And since an island is there, something inevitably would have to go there, such as a statue or fir tree. I'd advise Council to keep it low so traffic has visibility all the way around the roundabout.

J. Duffy: When this started, it was 2 projects: Hackett Hill Rd and hourglass. The state decided to combine the two so it's one project in 2 phases. Total amount of both is \$3.2M estimated, and if we didn't have enough to do the Hackett Hill project, we'd take money allocated for the hourglass fund. We have

met with DOT and abutters and we probably won't address this intersection for another 20 years so it would be nice to do it right the first time while we have funds from the state. \$435,521 (zone 1 impact fees) is earmarked for these projects in impact fees and \$259,000 from Market Basket for the hourglass. If sewer comes in from Walmart, we will take in additional roadway impact fees to be used in the future if the hourglass needs to be done. There is a problem at Hackett Hill and the hourglass doesn't seem to need to be addressed right now. The town's share is \$491,525 for the roundabout. The total is \$1.4M plus some additional for engineering and land acquisition. The state's share would be \$983,050.

A. Beauchemin, abutter: My wife and I own one of the parcels at Hackett Hill Rd (the farm stand) and one across 3-A along the river. We really appreciate the efforts being taken by the state, town and TF Moran. *(Read attached letter)* We fully support the roundabout concept. There seem to be a lot of benefits. In the summertime we access our riverside property through the box culvert. As we get into further plans, we know there is a cost and are willing to pay our fair share of the design and installation of the pedestrian crossing. This is consistent with the town's master plan that has long talked about pedestrian connections between Exit 11 and the Village. I have approval for seaplane landing in the river. We have the ability to fly off the river. Approval from the state is in your packet. The current seaplane operator has been in business for 4 years, currently doing business out of Laconia, and looking to expand into charter flights. We'd like to see the easements for our future driveway any access under the highway.

N. Golon: We have been working closely with them through this process and they have been wonderful.

A. Beauchemin: Council needs to back us on pushing this pedestrian crossing. The engineers need to understand that. If there is an extra cost, we are prepared to own that.

J. Sullivan: All designs indicate the culvert needs to be repaired. Would it be more expensive to design one allowing for pedestrian traffic?

N. Golon: Yes, that is correct.

L. Lessard: We have been working with TF Moran and I think the roundabout is the way to go. They are doing a good job addressing the tractor trailers. We are trying to eliminate the cobble stones in the middle which will be easier for the plowing and the tractor trailers.

J. Sullivan: Since the state is contributing 2/3, if we happen to decide on the higher priced option, the state would still contribute 2/3?

C. Willeke: Yes, since they are similar in cost, I think, since this is municipally managed, as long as it's reasonable, we are willing to do that. These are still state highways so we will still maintain the infrastructure.

J. Sullivan: Does DOT have a preference on which option we choose?

C. Willeke: No.

J. Levesque: Is there another roundabout similar to this one in the state?

C. Willeke: Nothing I am aware of. There are a fair amount of single lane roundabouts. There is one in Keene on 101 towards Vermont; Winchester St. is the side road, but it is much bigger. It handles about 60,000 cars per day.

N. Comai: Plymouth has a small one.

C. Willeke: Meredith has one as well.

M. Sorel: Didn't DOT replace a light in Penacook, west of the Merrimack River (Boscawen) with a roundabout?

C. Willeke: That one doesn't have slip lanes.

M. Sorel: I think it's a good idea; do it right, do it once, but I think slip lanes on both sides is critical.

J. Sullivan: On the slip lanes, going north on the river side, the slip lane would make more sense. Can you explain the one going up the Hackett Hill side?

N. Golon: The slip lane allows you to go through with some change in direction for the purposes of slowing traffic down. You'd have one to exit on Hackett Hill Rd on the south; you enter the roundabout and continue through heading southbound. I think it's fair to say there are slip lanes on both sides just serving different purposes.

J. Sullivan: What is the next step?

N. Golon: The town would provide a letter to DOT with the preferred option and the DOT would respond with a letter giving approval to move forward with the next step.

C. Willeke: Final version of the engineering study would be submitted with the proposed alternative.

J. Sullivan: Are we waiting to make a decision? When should it be made, tonight?

Dr. Shankle: Is there a big rush?

N. Golon: We move as fast as you want us to.

Dr. Shankle: Given the nature of this, I'd say we discuss again at our next meeting in 2 weeks to give people time to look at it and ask questions of Joanne. We're not going to work on this intersection while the state has the Main St. Bridge closed down.

J. Sullivan: You are working on Rt 3, then the bridge, then this and then the hourglass. Based on Dr. Shankle's suggestion, we will put this on our next agenda and will be looking for a motion.

CONSENT AGENDA

a. Hooksett Community Profile Event(s) 2014 Donations

T. Lizotte motioned to accept the consent agenda as written. Seconded by A. Jennings. Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- I'd like to mention that next month the meeting schedule is different due to Thanksgiving. We will meet on 11/12 and 11/19.
- There is an election before that meeting we will need your help with. Keep that in mind.
- Friday night is the Conservation Commission Dinner. I will be in attendance.
- I got an email from Carolyn Cronin (Read Letter of Support for Recreational Trail Program 2015, Merrimack Riverfront Project – see attached)

T. Lizotte motioned to authorize the Chair to sign, on behalf of Council, the letter of recommendation for the Merrimack Riverfront Project Trails Program Grant. Seconded by A. Jennings.

Vote unanimously in favor.

- NH Municipal Association is having a conference on 11/12 and 11/13. The theme is "Local Government Making It Happen." If you'd like to go, we'd be happy to pay for you.
- Received a letter from XFINITY stating XFINITY 3-D is no longer available as of 12/18/14
- Received notice from UNH Cooperative Extension announcing Forest Laws for Municipal Officials Workshops. This workshop is 11/6 in the Community Building in Enfield, NH or 11/18 in Chesterfield, NH.
- Community Profile event is coming up; Mark Miville will be on Rich Girard's radio show tomorrow morning at 7:20 am.
- I mentioned last time that fire station 1 wasn't being staffed at night because of the work being done; it is now fully operational. I'd suggest you stop by and I'm sure they'd be glad to give you a tour.

- Trainings we've had: Federal Aid Training - Jessica Call; National Traffic Incident Management Responder Course - Doug Urquhart; Snow Plow Operator Safety - Public Works staff; Environmental Hazards (working outdoors in the winter months) - Public Works staff
- Economic Development Advisory Committee met and they are going to be coming in to give you an update. They have a new program, like Community Development, also aimed toward helping update the Master Plan. One of the members resigned, Daryl Dreffs, can't make meetings due to work commitments.

***T. Lizotte motioned to accept the resignation of Daryl Dreffs from the Economic Development Advisory Committee. Seconded by D. Winterton.
Vote unanimously in favor.***

J. Sullivan: Our thanks to Daryl. Are they looking to us for direction?

Dr. Shankle: They are going to ask for your support and give them that direction. They felt it would give them the direction they have been looking for.

- Continuing to work on budgets and union negotiations.

PUBLIC INPUT: 15 Minutes

D. Riley, Town Moderator: November 4 is state general election. *Read from NH Constitution, part 2, article 32.* It came up in the primary and fortunately Councilor Winterton was there. The AG's office auditor called us on the fact that a quorum of Council was not present. That was a shock to me and to Councilor Winterton. What I have learned is that for a primary, the NH Municipal Association does not agree with the AG that this article does not pertain to a primary, only to a state general election. November 4 is a state general election, and according to the NH Constitution, a quorum is committed to attending. The more the merrier. The number of ballots we have received from the Secretary of State is 7100. They keep track of data to determine the amount to send to each community. Secretary Gardner anticipates a big turnout, as that represents about 70% of the registered voters in town. We are working hard to define the process of conducting an election. We have a draft that is detailed and supported by exhibits. We are working to formalize that at some point so we have continuity going forward.

D. Winterton: Regarding the Municipal Association not agreeing with the AG on the primary, but they do agree on the general election?

D. Riley: Steve Buckley provided that information and was silent on that issue and I would assume based on his silence, he takes no exception to the way the AG is interpreting that for the state general election.

D. Winterton: If we are required to be there, what are our requirements under 91: A?

D. Riley: I don't know.

Dr. Shankle: We would post it as a meeting.

D. Riley: The way the constitution is written, the election is a meeting.

D. Ross: It's like town meeting; we're not voting on things. We are there to advise voters. We are officiating and making sure things are operating the way they should be. It's our responsibility to operate elections in the town.

D. Riley: I need 3 at the end so we can sign the sealing of the ballots. It's nice to have at least one of you there during the day, so the more that come, I'll appreciate every one of you.

J. Sullivan: We will ask staff to send a sign up email to Councilors and strive to get at least 3 at the end.

Dr. Shankle: If people have specific times you are going to be there, just let us know. It sounds like constitutionally you are required to be there.

J. Sullivan: We should all be there and if for some reason if you can't, please let us know.

T. Lizotte: Can you look into, legally, if this is a meeting where we are not voting, can we form a quorum by proxy? Can we rewrite our bylaws?

Dr. Shankle: My guess is it would be somewhat problematic, but it won't happen between now and the next election.

D. Ross: Did we get the tape to seal the boxes?

D. Riley: I'm not sure but I will have to check. This is to provide the chain of evidence. It's tamper proof tape.

M. Miville: I'm not sure what you authorized for donations for Community Profile on the Consent Agenda because I'm still working on it. Was this in general?

J. Sullivan: Yes, Dr. Shankle suggested we approve it in general to accept any we receive.

M. Miville: We are seeking door prizes from local businesses. We have worked hard to get food and we are going to be calling it A Taste of Hooksett – we have trays from the 99, Back Room, Applebee's, Tucker's Restaurant. There will be some good food sampling for residents. Hooksettites – I was there for 90 minutes and signed up 24 people. I'll be on the radio with Charlene Baxter from UNH Cooperative Extension; we are working on potential fireworks for this event. I spoke to the police Chief today – it's not official, but we are still working on it. Next meeting is tomorrow night and we hope to finalize these plans. Budget Committee is meeting on October 30 for our first meeting. I have a comment about the election quorum – several Councilors could be on the election line at some point. What is the guidance for that? If Councilors are holding signs outside – does the quorum have to be inside our can they be considered part of the quorum while outside on the line?

D. Ross: We can discuss this at a later time, as that's been proven to be problematic during public input.

NOMINATIONS AND APPOINTMENTS

SCHEDULED APPOINTMENTS

OLD BUSINESS

a. 14 – 066 Village (Lilac) Bridge Update

Dr. Shankle: We have information from the engineer. There are various options anywhere from \$1.6M to \$7M. This is going to the state committee on Cultural Resources. We are telling them you would like them to consider giving us permission to tear down the bridge. We are hoping they will say any of these is OK and will come back to Council for a final decision. There are some interesting possibilities (pedestrian bridge, use for the sewer line). We are waiting to hear if the bridge can be demolished or not.

D. Ross: Have we heard from sewer on their thoughts?

Dr. Shankle: No more than when they were here.

N. Comai: It's my interpretation they were waiting for us.

D. Ross: Relocating the pipe now or soon onto the pilings would be a more secure way to deal with this, regardless of what we do with the bridge. Those pilings aren't going anywhere.

Dr. Shankle: If the purpose is to not have the pipes go into the water, if the bridge falls on the pipe that would go in the water. If we relocate the pipes, they would still be under the existing bridge.

D. Ross: The likelihood is far less if the pipe is attached to the pilings. The bridge is sitting on the pilings and the pipe is hanging off the bridge, as opposed to if it was on the pilings.

Dr. Shankle: Everyone is waiting to see what our options are and presuming the bridge is not going to fall down in the next month.

D. Ross: My concern is what happens if the bridge does fall? What is the worst case scenario? Do we have insurance to cover such a loss (sewer line failing)?

Dr. Shankle: They have said they have a plan in place to divert it if they need to do that. They keep saying that the amount of sewer we put in there is no more than what happens in Manchester when they have a large storm and their sewer overflows. We're talking about more than we want to put in the river but this would not be an ecological disaster. I don't think they want to spend \$1M right now.

T. Lizotte: All indications are that the bridge needs to be stabilized before you can do any work. Even if we were moving the pipe, it would have to be stabilized. *"Since the tension chord has failed construction crews would first have to temporarily repair the bridge prior to placing any loads on it or removing it."*

N. Comai: I believe the Commission mentioned they would divert from land, not going on the bridge.

T. Lizotte: I was saying if you had to go under the bridge to take the pipe out.

D. Ross: I was thinking of putting a new pipe and having it there.

J. Sullivan: NH Historical Resources I think is the group. Do we know when they are meeting next?

Dr. Shankle: It's November 13 – it will be that group and Cultural Resources. There are several of us planning on going.

NEW BUSINESS

a. 14 – 087 Ebola/Enterovirus Briefing

Dr. Shankle: There was a statewide briefing and they are reporting back to the local board of health.

Matt Lavoie, Code Enforcement and Health Officer: NH RSA 128:3 states, *"Secretary of Local Board – The health officer shall be the secretary and executive officer of, and, with the selectmen, shall constitute the local board of health for the town."* Ebola – first found in 1976 and there are 4 cases currently in the US. 2 have survived. There is no cure. In Africa, there is a 10% survival rate and in the US it's about 50/50. The vaccine was derived from tobacco plants (which is all used up now). They inject Ebola into these plants and harvest antigens. The state of NH has designated Dartmouth Hitchcock in Lebanon as the hospital for any kind of outbreak in NH. There are 600,000 people in patient care throughout the US, and only 4 Ebola cases. The state of NH is taking steps to prepare for an outbreak. Symptoms are similar to flu/cold and Enterovirus is similar to that. The CDC has put out guidelines for contact with the virus, but the chances are rare. Coming in contact with bodily fluids of a patient or touching the patient and touching a mucous membrane – you cannot catch it by sneezing. It takes 5-7 days for symptoms to present and there is an incubation period of 2 to 21 days while they quarantine the patient. The state has said they narrowed down where it came from – a fruit bat came into contact with a 2-year old in Africa.

N. Comai: If you come across something suspicious, what is your first course of action?

M. Lavoie: I don't think Hooksett has a concern, but if there was, I'd call the state and they would come down to test right away. They provided emergency personnel with emergency protocols for any kind of situation in regards to this. Enterovirus D-68: There are over 100 different kinds of viruses, and they typically attack children from 2-16. It is not taken care of by hand sanitizer; bleach is the only way to cure it. Wash hands for 20 seconds, avoid touching hands, nose and mouth, and stay home if you are sick. I have flyers I will be posting and can provide to the schools if necessary. It's similar to common cold and hard to identify. There are currently about 17 or 18 cases in the US. There are 1 or 2 cases in NH.

D. Ross: Do we know for certain the schools have been provided with this information? As well as any daycare in town, they may not have the same access as schools.

A. Jennings: Is there a rapid test for Enterovirus?

M. Lavoie: They are getting better. Once they confirm that it is Enterovirus, there is another to determine which type.

A. Jennings: What is the mortality rate?

M. Lavoie: Relatively low; higher in children who have a respiratory illness prior to contracting the virus.

b. 14 – 088 Naming of Driveway into Donati

J. Sullivan: This idea started from Town Hall Preservation Committee. There was a need to change the number or assign a new street name to the buildings at Donati Park and it was suggested to use this as a fundraiser to give street naming rights to that road and the funds raised would go to Town Hall Preservation Commission. Dr. Shankle received info from the fire department indicating it didn't have to be changed. If Council thought it was a good idea, it should be a one-time name change. We want to get your guidance and suggestions.

N. Comai: It's a great idea and the school has taken advantage of that (Cawley). Could it be the number is on the street sign (Main St) and underneath put the new name so you could follow through with this idea and satisfy the 9-1-1 requirements?

Dr. Shankle: That was one of the reasons they suggest we not do it because it's a problem. They have had issues because it's not shown as a street in Hooksett.

J. Sullivan: If we're going to allow it, we will not change it.

D. Ross: I don't like the idea at all. The tradition of naming streets, bridges, tunnels are an honor to someone, not something you buy. I think it sets a bad precedent that the town is for sale. There are other ways to do fundraising (brick walkway, plaque, etc).

T. Lizotte: I agree. I think it sets a bad precedent. The Cawley street naming isn't money driven. Once we do this, another group will come forward and want to do it for fundraising.

J. Levesque: We should leave it as a Main St. number.

D. Winterton: I agree. We talk about public safety and if the fire chief says the Cawley street name is a problem, I'd rather have everyone know where they are going.

N. Comai: Should Council ask Cawley not to do it anymore? The problem is it's been done for many years.

T. Lizotte: The difference is I'm not sure what the premise is and how it came about for the school.

J. Sullivan: I understand the precedents, but if this is going to be done, it would be permanently named that so 911 would register it as the new street name. It would not change annually. That would be the requirement.

T. Lizotte: Let's not set a precedent on the municipal side.

J. Sullivan: We will not pursue that anymore. We do have other fundraising ideas.

D. Ross: Reserved parking spaces are a fundraising item. Towns rent parking spaces all the time.

c. 14 – 089 Newsletter

K. Rosengren: Traditionally Council has voted to allow a newsletter to be included with the tax bill.

N. Comai motioned to allow the town newsletter to be inserted along with the November 2014 tax bill. Seconded by T. Lizotte.

K. Rosengren: At the latest, we hope they will go out the first week in November.

J. Sullivan: If it doesn't come in time, will we still include it?

K. Rosengren: Yes.

Vote unanimously in favor.

J. Sullivan: Are there any changes?

D. Winterton: Can we add "per ton" under Mandatory Recycling? (Saves \$66.00 *per ton* in trash disposal fees.)

J. Sullivan: Thank you Katie.

SUB-COMMITTEE REPORTS

J. Levesque: I didn't make ZBA last Tuesday, there was no assessors meeting and transfer is next week.

D. Ross: Nothing to report.

D. Winterton: There was a short planning meeting on Monday and I couldn't make the Economic Development meeting yesterday. Dr. Shankle talked about the UNH program. Andre from UNH Cooperative Extension came to make a presentation. It sounds like it will do what the committee is looking for as guidance.

J. Sullivan: Old Town Hall is meeting on 10/24 at 12:00 with UK Architects – via Skype. Discussing 3 initial reports (existing plans, project program summary and project program detail); historical aspects and how to approach (original windows, flat arch window, tin ceiling – moose plate grant, expose SW corner and remove aluminum siding?). Do we modify the roof to expose windows on the south? We may have a new member but nothing is confirmed yet. Heritage Commission – 3 events were successful for History Week – Sunday, 10/19 was the historical marker dedication at Mt. St. Mary's. We had 100 in attendance, including Sister Amy (last president of Mt. St. Mary's, which was the first women's school in state, Mr. Shapiro and Dick Anagnost, the developer, Councilor Lizotte spoke and a reception followed. There were many members from St. A's and past students, including a 90-yr-old attendee. I'd like to thank everyone for coming, including Councilor Lizotte. The 7th historical marker has been placed; a handful have been donated. 2 more are planned for 2015 – Old Hooksett Manchester Airport and one for Elm House. Sales of souvenirs (Mt. St. Mary's) are good; we are ordering quite a few of those. There is an article in the town newsletter.

N. Comai: Union negotiations for DPW, police and fire are ongoing.

A. Jennings: Parks & Rec met last night and discussed updating the 5 year plan and the letter of support for the Merrimack Riverfront Project.

T. Lizotte: Nothing to report.

PUBLIC INPUT

J. Sullivan: Seeing none, I am going to close the public hearing on the roadway improvement designs at the Hackett Hill Road and Rte. 3A intersection.

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.

J. Sullivan motioned to enter non-public session at 8:15pm. Seconded by T. Lizotte.

Roll Call

D. Ross – yes
J. Levesque – yes
A. Jennings – yes
N. Comai – yes
D. Winterton – yes
T. Lizotte – yes
J. Sullivan - yes

Vote unanimously in favor.

***J. Sullivan motioned to exit non-public at 8:50pm. Seconded by T. Lizotte.
Vote unanimously in favor.***

***T. Lizotte motioned to seal the non-public minutes of 10/22/14. Seconded by A. Jennings.
Vote unanimously in favor.***

***T. Lizotte motioned to adjourn at 8:50pm. Seconded by A. Jennings.
Vote unanimously in favor.***

NOTE: The Town website www.hooksett.org may have attachments to these Town Council minutes for documents referred to in the minutes, reading file material, and/or ancillary documents that the Town Council Chair has signed as agent to expend as a result of the Council's prior approval of the documents.

Respectfully Submitted,

Tiffany Verney
Recording Clerk

AGENDA NO. Consent
DATE: 11/12/14

Staff Report
Acceptance of Donations in Honor of Robert Willard
11-12-2014

Background: Per RSA 31:95-b III 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 or donations are discussed.

Issue: To accept the donation we received in the total amount of \$140.00 from donations we have received in Honor of Robert Willard.

Discussion: The Willard family chose to donate funds to Hooksett Fire-Rescue in lieu of gifts. Gifts were received from the following people:

Mr. & Mrs. Raymond Dubois
Mr. & Mrs. Thomas Siciliano
Mr. & Mrs. Bradford Willard
Joanne E. Meshna
Patricia M. Baynes

Fiscal Impact: The donation is a gift to the Hooksett Fire Department.

Recommendation: Motion to accept the donation of \$140.00 in honor of Robert Willard to the Hooksett Fire Rescue Dept. per RSA 31:95-b III.

Prepared by: Fire Chief Michael Williams

Town Administrator Recommendation: *concur*



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

AGENDA NO. 14-090
DATE: 11/12/14

TOWN COUNCIL MEETING MINUTES
Wednesday, October 22, 2014

CALL TO ORDER

Chair Sullivan called the meeting to order at 6:30 pm.

ROLL CALL - ATTENDANCE

Donald Winterton, Nancy Comai, Todd Lizotte, James Levesque, Adam Jennings, David Ross (arrived 7:26 pm), Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)
Missed: Robert Duhaime, Susan Orr

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: October 8, 2014

A. Jennings motioned to accept the public minutes of October 8, 2014. Seconded by T. Lizotte. Vote unanimously in favor.

b. Non-public: September 24, 2014 and October 8, 2014

T. Lizotte motioned to accept the non-public minutes of September 24, 2014 and October 8, 2014. Seconded by A. Jennings. Vote unanimously in favor.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

a. Hooksett Hackett Hill Road and Rte. 3A intersection roadway improvement design(s)

J. Sullivan: We have 2 members of the NHDOT who will give us info on what is going on. *The purpose of the public hearing is to give the public input and get their comments on project alternatives for the roadway improvements design(s) at the Hooksett Hackett Hill Road and Rte. 3A intersection. Proposed plan designs are available for viewing in the Community Development Dept. I will declare this public hearing open.*

Nick Golon, Engineer, TF Moran and C.R. Willeke, Project Manager for NH DOT

N. Golon: We are here to provide an overview of the options we are proposing and get direction to move forward.

C. Willeke: We are funding and overseeing at the state level. State aid is 2/3 and the town's share is 1/3. The project is in design phase and we have a 3-step design process: engineering study, preliminary plans and final design. The state wants to see the town and engineers develop options with the public and come out of the engineering study with preferred alternative. Then we get into refining preferred alternatives to where we assess property impact to abutters to get exactly what the design is going to entail. We typically don't allow that type of work to happen until the preferred alternative is determined by the town and DOT.

N. Golon: 3 options are being presented: The first one is Alternative A5 - 4-Lane Signal (Dual northbound thru lanes and dual eastbound left turn lanes). This includes improvements to Hackett Hill Rd and Rt 3A with a signalized intersection. Pros: This alternative provides better levels of service and queuing than signal option A7, especially in future years. Cons: It is more expensive than the 3-lane signal, it requires extensions of the Brickyard Brook culvert on both sides, and has more environmental impacts. This option requires a section of retaining wall along the steep slope west of NH3A. There is some blocking of the heavy right turn movement by SBT queues during the 95th percentile am peak. However, it does accommodate the 50th percentile queue, and it is the longest practical storage bay length given the steep slope constraint to the south of Sta. 115+00. All proposed improvements require extensions of the Brickyard Brook culvert. The right hand turn lane gets obstructed and the queue would be too long for people to get into that lane. That is the first option. It cures the safety concern, but anytime you put in a light you are slowing down the main flow of traffic. Next is Alternative A6 -

Roundabout (Single circulating lane, with northbound and southbound slip lanes). Pros: Level of service and queue values are the most favorable in opening and future years in this scenario. Cons: It has a slightly higher cost than Alternative A5. It has slightly more private property impacts. Temporary traffic control will be more difficult during construction. This is the best bang for your buck. It addresses the safety issue and the queuing issue. It is about \$200,000 more than the next option. There are more property impacts, but mostly to DOT-owned land. Between 4,000 to 12,000 feet of impact to land owners impacted by project. The abutters are amenable to working up a temporary traffic pattern so if that comes to fruition, the negative may become a positive. The third and final option is Alternative A7- 3-Lane Signal (northbound left turn lane, southbound right turn lane, existing eastbound lanes). Pros: This is the least expensive of the three options considered. There are reduced property and environmental impacts due to the reduced width required along NH3A. Cons: The eastbound left turn from Hackett Hill Road does show a low F value (100 sec) in the 2034 pm peak hour, starting from a low D (39.1 sec) in 2014. Southbound and northbound queues are increased in comparison to the other alternatives. The dedicated turn pockets on 3-A and Hackett Hill would remain the same. It does not address the constraints of moving people through that intersection. It really only satisfies the safety issue, however it is more cost effective due to the smaller footprint. Those are the 3 options that we are evaluating and we are here to hear from Council and the public to see which option is the preferred one.

J. Sullivan: Any public questions or comments?

M. Sorel, 54 Cross Rd: I'm at a disadvantage as a member of the public. We don't have what is in front of you so we can't read and understand what is in front of you. As a public hearing, shouldn't this be available for us to view this evening?

J. Sullivan: It is on the website, but for future reference, we may want to consider including hard copies of information. Thank you for that suggestion.

M. Sorel: There is extensive tractor trailer traffic at that intersection on both the north and south from the interstate. The Village fire station services the west side, and I hope that information has gone into the traffic study that has been done.

N. Golon: The evaluation of all options takes into account turns for those tractor trailers.

M. Sorel: Tractor trailers aren't always comfortable or friendly to roundabouts in NH. It would have to be a rather large one to handle the extensive tractor trailer traffic. I haven't had a chance to study the drawing but hope this input goes into what is the final decision of the town.

N. Golon: One of the design benefits is it incorporates slip lanes so instead of one round of travel, there are slip lanes to make less of an arduous turn and can continue unimpeded.

M. Sorel: The slip lanes would be on either side of the roundabout so it would allow a vehicle to avoid going into the roundabout if they choose to?

N. Golon: The northbound slip lane allows you to, but they do have to go through the roundabout on the southbound. The turn lane can easily accommodate those larger sized vehicles.

M. Sorel: The slip lanes are critical and needed and should be included if you are going to do a roundabout and you need them north and south for it to be effective, in my opinion.

J. Sullivan: If Mr. Sorel has more questions, he can speak with Joanne Duffy, the town planner.

M. Miville: How is this being funded on the town side, impact fees? If you decide on a roundabout, I would agree with Mr. Sorel, as far as the speed that cars and trucks would go through there. And since an island is there, something inevitably would have to go there, such as a statue or fir tree. I'd advise Council to keep it low so traffic has visibility all the way around the roundabout.

J. Duffy: When this started, it was 2 projects: Hackett Hill Rd and hourglass. The state decided to combine the two so it's one project in 2 phases. Total amount of both is \$3.2M estimated, and if we didn't have enough to do the Hackett Hill project, we'd take money allocated for the hourglass fund. We have

met with DOT and abutters and we probably won't address this intersection for another 20 years so it would be nice to do it right the first time while we have funds from the state. \$435,521 (zone 1 impact fees) is earmarked for these projects in impact fees and \$259,000 from Market Basket for the hourglass. If sewer comes in from Walmart, we will take in additional roadway impact fees to be used in the future if the hourglass needs to be done. There is a problem at Hackett Hill and the hourglass doesn't seem to need to be addressed right now. The town's share is \$491,525 for the roundabout. The total is \$1.4M plus some additional for engineering and land acquisition. The state's share would be \$983,050.

A. Beauchemin, abutter: My wife and I own one of the parcels at Hackett Hill Rd (the farm stand) and one across 3-A along the river. We really appreciate the efforts being taken by the state, town and TF Moran. *(Read attached letter)* We fully support the roundabout concept. There seem to be a lot of benefits. In the summertime we access our riverside property through the box culvert. As we get into further plans, we know there is a cost and are willing to pay our fair share of the design and installation of the pedestrian crossing. This is consistent with the town's master plan that has long talked about pedestrian connections between Exit 11 and the Village. I have approval for seaplane landing in the river. We have the ability to fly off the river. Approval from the state is in your packet. The current seaplane operator has been in business for 4 years, currently doing business out of Laconia, and looking to expand into charter flights. We'd like to see the easements for our future driveway any access under the highway.

N. Golon: We have been working closely with them through this process and they have been wonderful.

A. Beauchemin: Council needs to back us on pushing this pedestrian crossing. The engineers need to understand that. If there is an extra cost, we are prepared to own that.

J. Sullivan: All designs indicate the culvert needs to be repaired. Would it be more expensive to design one allowing for pedestrian traffic?

N. Golon: Yes, that is correct.

L. Lessard: We have been working with TF Moran and I think the roundabout is the way to go. They are doing a good job addressing the tractor trailers. We are trying to eliminate the cobble stones in the middle which will be easier for the plowing and the tractor trailers.

J. Sullivan: Since the state is contributing 2/3, if we happen to decide on the higher priced option, the state would still contribute 2/3?

C. Willeke: Yes, since they are similar in cost, I think, since this is municipally managed, as long as it's reasonable, we are willing to do that. These are still state highways so we will still maintain the infrastructure.

J. Sullivan: Does DOT have a preference on which option we choose?

C. Willeke: No.

J. Levesque: Is there another roundabout similar to this one in the state?

C. Willeke: Nothing I am aware of. There are a fair amount of single lane roundabouts. There is one in Keene on 101 towards Vermont; Winchester St. is the side road, but it is much bigger. It handles about 60,000 cars per day.

N. Comai: Plymouth has a small one.

C. Willeke: Meredith has one as well.

M. Sorel: Didn't DOT replace a light in Penacook, west of the Merrimack River (Boscawen) with a roundabout?

C. Willeke: That one doesn't have slip lanes.

Staff Report
University Heights Apartments Bond Release
November 12, 2014

AGENDA NO. 14-091

DATE: 11/12/14

Background:

.the plan includes 204 apartment units in nine apartments building's, a clubhouse with office space, model apartment, associated roadway, parking and storm water management infrastructure.

Issue:

To release the site bond put In place back in April of 2012. This bond was on the Council agenda on May 14, 2014 but was asked to table for at that time I did not have a full set of documents. All plans and as-builds are now in hand.

Discussion:

The site is totally completed as of site work as of fall 2013, the buildings are pretty much all occupied. I have reviewed the site against the plans and all is in place and acceptable. Pilot Construction is asking for the release of the \$449,913.00 site bond. The landscaping bond is in hand.

Fiscal Impact:

There is no impact issues

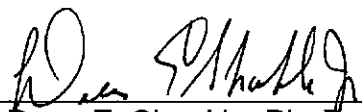
Recommendation:

I recommend that the Town Council release the site bond of \$449,913.00 to pilot construction, we receive the landscaping bond \$192,647.00

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation:

over



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

Staff Report
50 Merrimack Street – Retaining wall
November 12 2014

AGENDA NO. 14-092
DATE: 11/12/14

Background:

The back yard of 50 Merrimack Street has an existing retaining wall which most likely was installed years ago to build Granite Street. The existing granite slab wall is in failer and in need of replacement.

Issue:

The wall through the years of frost thaw along with vertical pressure of vehicles and trucks is in failer at this time. As you can see from the pictures it has been repaired with shims. At this time the wall being only two and half feet from the hose is falling in against the house. The slant of the wall is about 18" inwards. If this wall was to collapse it would do significant damage to the home. It would also collapse the road way which may disrupt utilities such as the sewer main and water main.

Discussion:

I have worked with Keach Nordstrom Engineering and Michie Corp to engineer a new retaining wall for this area. With months of back and forth we have a design a product for the wall. We will use ready blocks from Michie Corp. the plan and face block is attached. I have also gone out for bids on the erection of the wall the department will assist in some of the process to try and keep the cost down. At that this time the department has invested a total of \$4862.58 in design fees and \$8570.50 in a purchase order waiting for purchase from Michie Corp. a total of \$13,433.08 thus far.

Fiscal Impact:


At this time the three bids for the erection of the wall is Viking Constriction at \$23,115.00 Pichette Brothers Construction at \$44,240.00 and Leighton A. White at \$34,817.00. See attached bids

Recommendation:

I would like to recommend the Town Council approve the bid to Viking Construction in the amount of \$23,115.00 which is also the low bid. I would like to also state that this wall has been in failer for some time and I would like to get this done before the winter months. This is a large safety concern and needs to be attended to as soon as possible.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: *concur*


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



Leighton A White, Inc.
468 Route 13 South
Milford, NH 03055
Phone: 603-673-2294
Fax: 603-672-8320
Website: www.leightonawhite.com

PROPOSAL/CONTRACT #2548

Date: October 16, 2014

To: Leo Lessard, Public Works Director
Address: Town of Hooksett
210 West River Road
Hooksett, NH 03106

Telephone: 603-668-8019 **Cell:** 603-732-8952

E-mail: llessard@hooksett.org

Project: Town of Hooksett Granite Street Redi-Rock Wall Installation

Owner: Town of Hooksett, NH

SCOPE OF WORK: Subject to the exclusions and notes shown below, all equipment and labor required to complete the following work on the above referenced project (the "work"):

This proposal has been priced from the following information. Documents include:

1. Site plan labeled S1.0 by SFC Engineering Partnership Inc. of Auburn, NH titled "Retaining Wall Reconstruction Granite Street Hooksett, NH Redi-Rock Wall Design Drawings" dated 9/23/14.

Items listed below only represent work priced.

This proposal is for Labor & Equipment ONLY.

We have excluded from this bid:

- Initial control points and layout
- Licensed Land Surveyor and/or Professional Engineer (by others)
- SWPPP preparation, reporting and/or monitoring
- Wetland delineation and marking
- Soils or environmental engineering and/or testing
- Blasting, rock excavation and Hoe Ram rental
- Removal of hazardous or contaminated materials &/or Petroleum laced material
- Asbestos inspection, reporting and monitoring (NESHAP)
- Asbestos abatement and removal
- Removal and replacement of unsuitable materials
- Shoring, bracing and/or pinning
- Permits and fees associated
- Utility service and connection fees
- Underground gas utilities, any and all work related
- Unload redi-rock wall blocks and stack on project site
- Bollards
- Fence and/or guardrail
- Stairs and/or deck
- Remove, hold and/or relocate existing utility poles, guy wires or over-head wires
- Transformer pads, sector cabinets, telephone manholes, pull boxes and wire - by others
- All concrete flat work and ADA detectable warning plates
- Concrete conduit encasement
- Flowable fills-furnished and/or placed
- Rigid insulation, vapor barrier and/or drainage board
- Landscape plantings, beds, bark mulch, pavers or hardscapes
- Sod, any and all work related
- Site irrigation and/or sleeves
- Lawn seed watering & growth maintenance
- Snow plowing and winter provisions

Escalation Clause: Pavement prices are quoted based on the current cost index of liquid asphalt materials. Prices are subject to increase at anytime as they are not guaranteed by the suppliers. The price index used for the preparation of this quote is \$622.00 per liquid ton, and will be the basis of escalation for this project.

Price Disclaimer: This proposal is valid for 30 days from date shown above.

Leighton A. White, Inc. and the contractor shall mutually agree on a scheduled start and completion date for said project.

**PICHETTE BROTHERS CONSTRUCTION
1650 ELM STREET
MANCHESTER N.H. 03101
603 625 6756 PHONE
603 625 9059 FAX**

TOWN OF HOOKSETT MICHIE WALL AT GRANITE STREET

October 14, 2014

Saw Cut Road
Remove Existing Asphalt
Set up Jersey Barriers
Remove Existing Cable in Work Area
Remove Existing Retaining Wall
Base Prep for Upper Wall
Set Upper Wall Base
Set Upper Wall Mid and Tops
Base Prep for Lower Wall
Set Lower Wall Base
Set Lower Wall Mid and Tops
Stone for Drainage Area
Structural Backfill
Filter Fabric
Unloading of Trailers
Shim Gravels
Base Pave
Top Coat

\$ 44,240.00

NO WALL FROM MICHIE INCLUDED

NO GRANITE CURB INCLUDED

GRAVELS ARE IN THE WALL BACK FILL PRICE

NO GUARD RAIL

NO SEWER REPAIR

NO FENCING

NO TRAFFIC CONTROL

All work to be done from Granite Street. Road Closurers by others.

This work will take approx 1 week to complete. We will need both lanes for day work but can move the barriers to allow for 1 lane at night for safety reasons.

Viking Excavation LLC

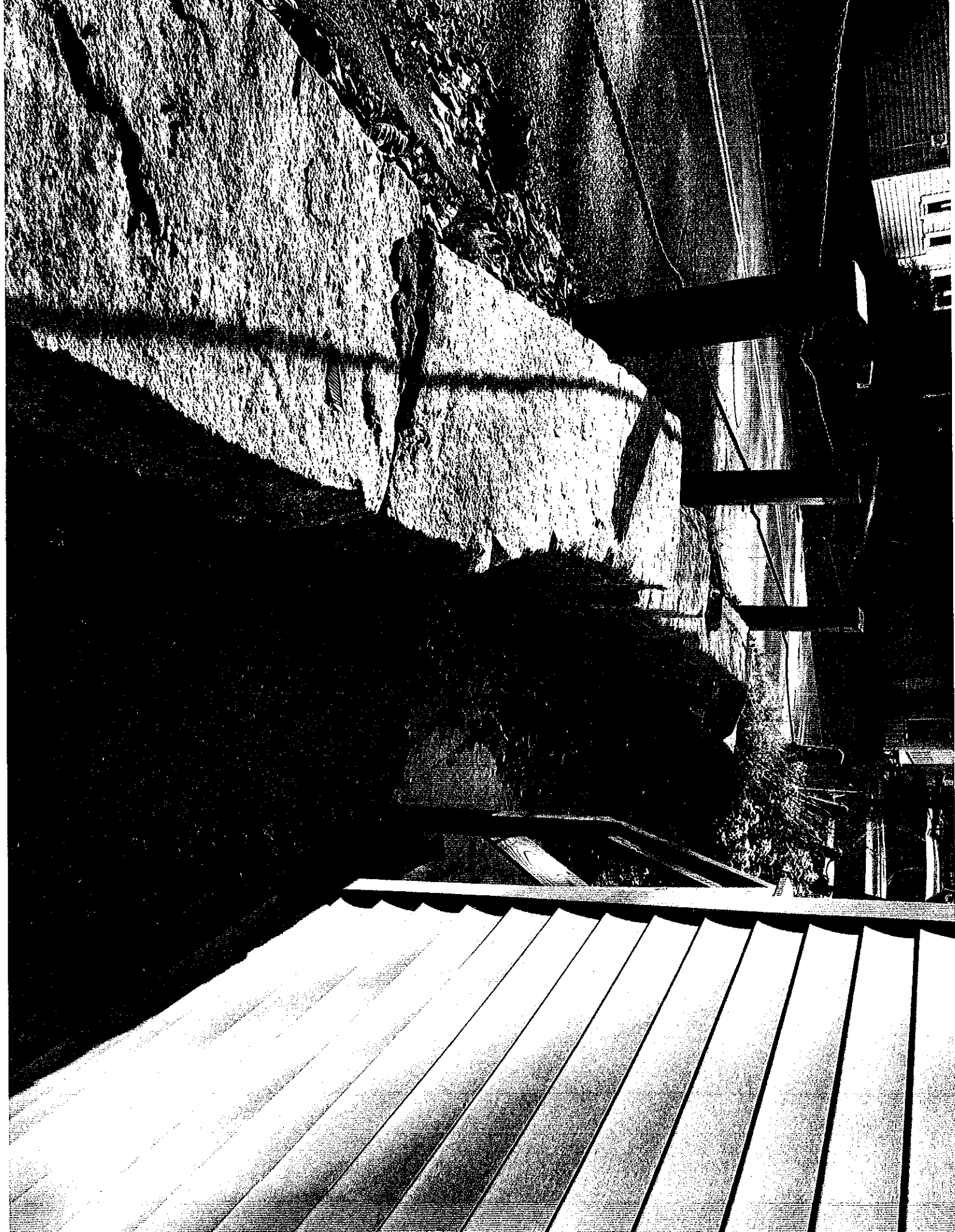
118 Palmer Road
Candia, NH 03034

Estimate

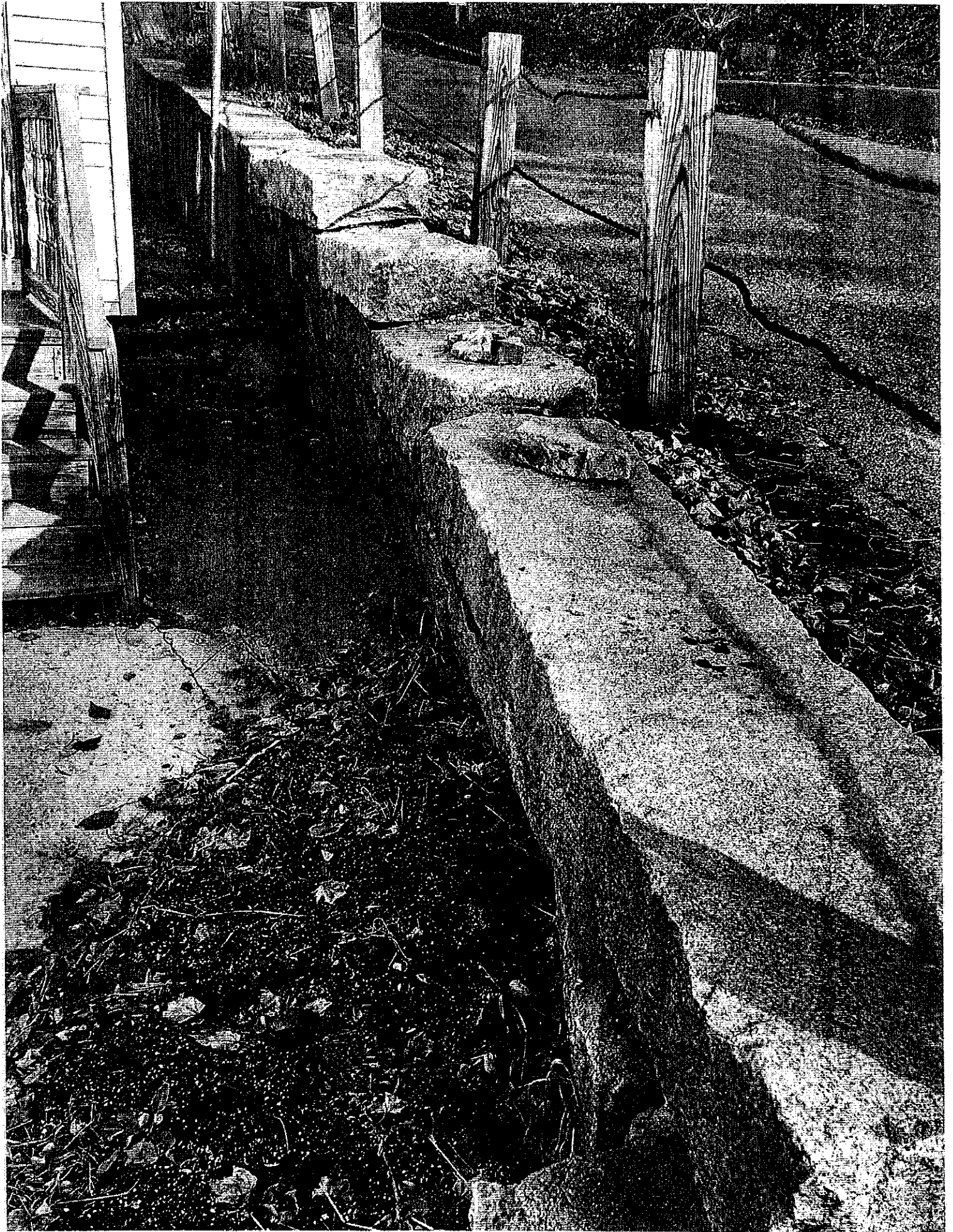
Date	Estimate #
10/10/2014	131

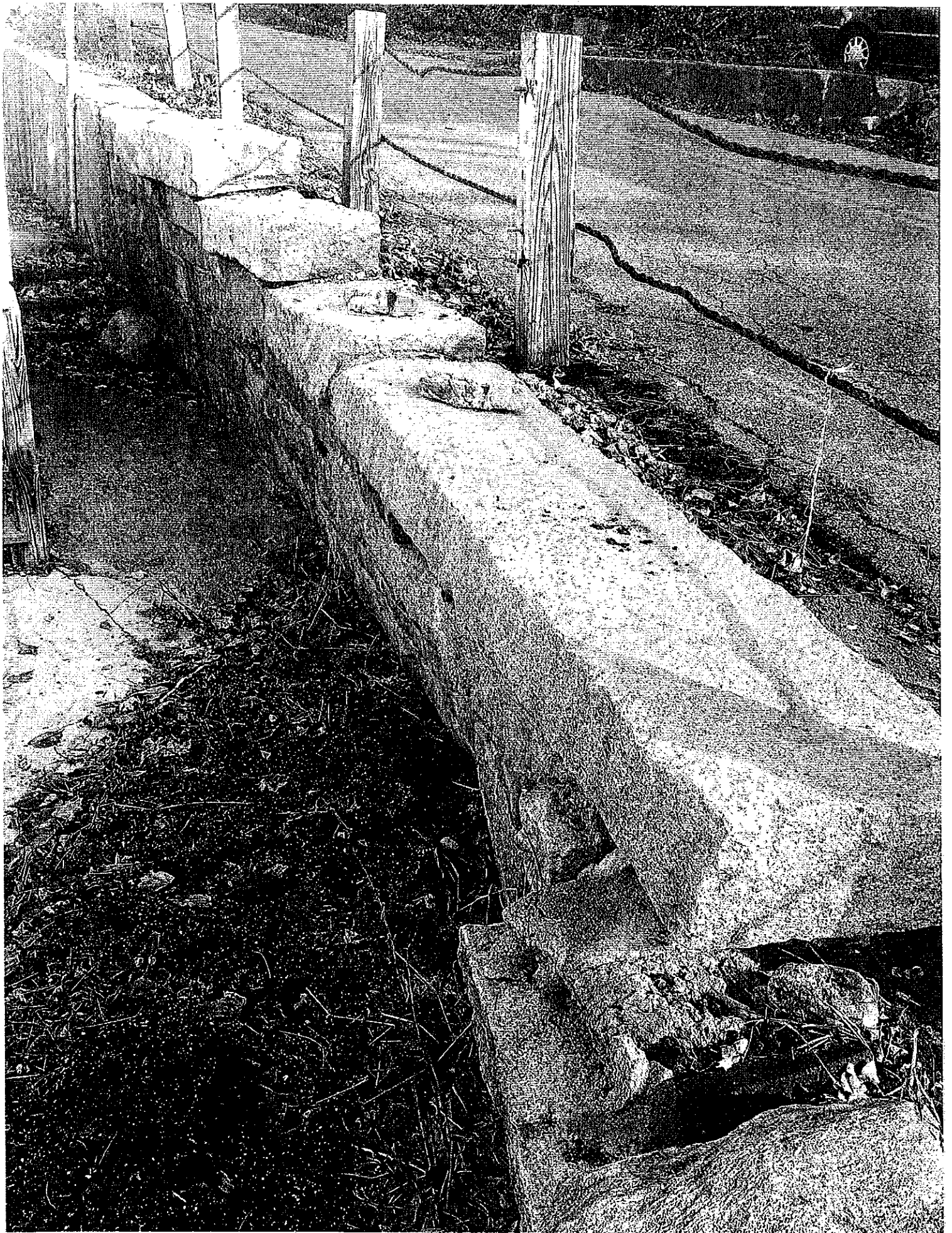
Name / Address
Town of Hooksett-DPW 210 West River Road Hooksett, NH 03106

				Project
Description	Qty	U/M	Rate	Total
Excavate and remove existing retaining wall			4,300.00	4,300.00
Sawcut and remove existing pavement			4,300.00	4,300.00
Install retaining wall per plan			12,875.00	12,875.00
Install underdrain per plan			140.00	140.00
Construction clean up and finish			1,500.00	1,500.00
			Total	\$23,115.00









AGENDA NO. 14-093

DATE: 11/12/14

Staff Report
Selection of Financial Institution for
DPW Excavator Lease
November 12, 2014

Background: With the passing of Article #12 in May 2014, Council as the authority to enter into a 7-year lease purchase for an Excavator. On July 23, 2014 Council approved the bid from Chappell Tractor for a cost not to exceed \$248,000.00.

Discussion: I requested interest rates for a 7-year lease from the following financial institutions:

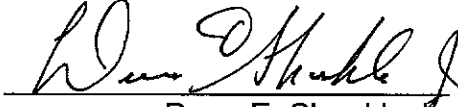
<u>Institution</u>	<u>Rate</u>
Citizens Bank	3.29%
TD Bank	Unable to quote
Tax-Exempt Leasing Corp.	2.87%
People's United Bank	Unable to quote

Fiscal Impact: The voters approved financing \$248,400.00 at 4.5% over seven years for a total cost of \$290,031.00. The Town will actually finance \$248,000.00 at 2.87% for a total cost of \$277,275.00. A savings of \$12,756.00 for the life of the lease.

Recommendation: Motion to lease purchase the Excavator through Tax-Exempt Leasing Corp. at a rate of 2.87%.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *concur*



Dean E. Shankle Jr.
Town Administrator

AGENDA NO. 14-094
DATE: 11/12/14

**Staff Report
Workers' Compensation Extension
November 12, 2014**

Background: In July 2014 the Town entered into a one-year contract with Primex³ for workers' compensation coverage, which will be ending June 30, 2015.

Issue: To approve an extension of the contract until June 30, 2017 with a maximum 10% cap increase each year.

Discussion: In 2014 the Town did bid out the workers' compensation coverage and Primex³ was the lowest bidder. Primex³ is very proactive, offering training and safety classes/seminars to its members, which the Town has already participated in.

The 10% increase is capped each year. The actual rate changes each year are based on both the Town's and the pool's risk performance and exposure changes. This extension provides the Town with the security that the rates will not increase more than 10% each year.

Fiscal Impact: The current cost for FY 2014-15 is \$164,711.00.

Holding payroll at the current level would mean:

A maximum increase for FY 2015-16 is \$16,471 for a total cost of \$181,182.00.

A maximum increase for FY 2016-17 is \$18,181 for a total cost of \$199,363.00.

Hooksett has an excellent workers' compensation experience and it is unlikely to see an increase as large as the cap's, having said that, it only takes one or two large claims to increase rates.

Recommendation: Motion to allow the Town Council Chair to sign the extension for workers' compensation coverage with Primex³ ending June 30, 2017.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *Concur*

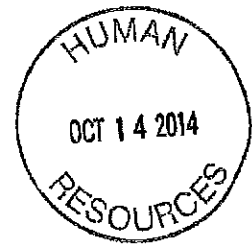


Dr. Dean E. Shankle
Town Administrator

Bow Brook Place
46 Donovan Street
Concord, NH 03301-2624
(603) 225-2841
(800) 698-2364
www.nhprimex.org

October 6, 2014

Town of Hooksett
Donna Fitzpatrick, Administrative Services Coordinator
35 Main Street
Hooksett, NH 03106



RE: **Contribution Assurance Program (CAP)** for FY 2016 and 2017 for the Workers' Compensation Program

Dear Donna:

Primex³ is pleased to offer the Town of Hooksett the option of participating in the **Contribution Assurance Program (CAP)** for the next two years. For members who have demonstrated commitment to the Primex³ pool, CAP provides stability by creating a limit on your Workers' Compensation contributions for future renewals.

The following years qualify for the Workers' Compensation Contribution Assurance Program (CAP):

FY 2016 July 1, 2015 to June 30, 2016
(maximum 10% increase over July 1, 2014 to June 30, 2015 contribution)

FY 2017 July 1, 2016 to June 30, 2017
(maximum 10% increase over July 1, 2015 to June 30, 2016 contribution)

Based on your performance, we are pleased to offer you a **CAP Agreement** that provides you the opportunity to participate in CAP until June 30, 2017. (See enclosed CAP Agreement and Resolution.) Please return your executed CAP Agreement and Resolution on or before **November 7, 2014** to ensure budgetary peace of mind for the next two renewals.

The percentage listed is a maximum. Actual increases will not exceed that percentage, but could actually be lower, based on each member's and the pool's risk management performance and exposure changes. Performance still impacts contribution amounts, so it remains important for both Primex³ and our members to leverage our partnership to effectively manage risks and any claims that occur.

Our goal has always been to provide members with the best programs at the best value. Now, add the best long-term contribution assurance and you have a commitment like no other. CAP provides predictable contributions in the Workers' Compensation program that you and your taxpayers can count on for budgetary stability.

Please contact your Member Services Consultant or myself with questions at 800-698-2364.

Sincerely,

A handwritten signature in black ink, appearing to read "Carl Weber".

Carl Weber
Director of Member Services

Enclosures

AGENDA NO. 14-095

DATE: 11/12/14

**Staff Report
Telephone Contract Extension
November 12, 2014**

Background: In April 2011 the Town entered into a four-year contract with OTT Communications for telephone services, which will be ending in April 2015.

Issue: To approve an extension of the contract until June 30, 2017 with no increase in rates.

Discussion: In 2010 the Town did bid out the telephone services and OTT Communications was the lowest bidder. Since that time we have had reliable services from OTT.

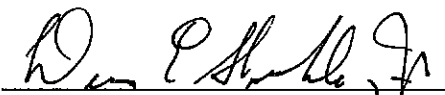
Our current service for Town Hall and Public Works is Voice Over Internet Protocol that allows greater functionality over a traditional phone service. Police, Fire and Recycling are currently using copper lines and a phone system. The extension will provide for all lines, OTT internet, and 8000 minutes of free long distance, which we have never gone over. The benefit of extending this contract is the end date of June 30th; this will align the next contract with our fiscal year.

Fiscal Impact: The monthly cost is \$1,981.98 or \$23,783.00 yearly and is currently budgeted.

Recommendation: Motion to allow the Town Administrator to sign the extension for telephone services with OTT Communications ending June 30, 2017.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *concur*



Dr. Dean E. Sharkle
Town Administrator

AGENDA NO. 14-096
DATE: 11/12/14

**Staff Report
Health and Dental Insurance Rates
November 12, 2014**

Background: The Town currently provides health and dental insurance to its full-time employees through HealthTrust.

The Town pays 90% for the Bluechoice and Matthew Thornton, 100% of the Lumenos High Deductible health plan and 100% of the Option 5 dental plan.

Employees pay 10% of the Bluechoice and Mathew Thornton and the difference between the dental plan of their choice and the Option 5 dental plan.

Issue: To approve a contract with HealthTrust for calendar year 2015 for health insurance with an average increase of 2.5% and dental insurance with no increase.

Discussion: In 2011 the Town formed an insurance committee comprised of employees from various departments and unions as well as management. The committee reviewed plan options and recommend increased prescription copays to the employees to reduce premiums. In late October 2011, Council agreed with the recommendations of the committee.


HealthTrust has determined the rates for these same plans with higher prescriptions coverage to increase on average of 2.5% for calendar year 2015.

Fiscal Impact: The Town share for health insurance for FY 2014-15 budgeted at \$1,886,276. A 2.5% increase would add and estimated \$47,156.90. The budgeted amount for dental insurance is \$51,621 for FY 2014-15.

Recommendation: Motion to allow the Town Administrator to sign the one year contract with HealthTrust for health and dental insurance ending December 31, 2015.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *concur*


Dr. Dean E. Shankle
Town Administrator



Town of Hooksett

Current Benefit Renewal:

Coverage Type	Contract Type	Employee Counts	1/14 Rates	1/15 Rates	% Change
BC2T10+(01)-RX10/20/45	1 Per	30	\$770.45	\$789.25	2.4%
	2 Per	30	\$1,540.89	\$1,578.50	2.4%
	Family	48	\$2,080.20	\$2,130.97	2.4%
MTB10IPDED(01)-RX10/20/45	1 Per	2	\$700.11	\$730.13	4.3%
	2 Per	1	\$1,400.23	\$1,460.25	4.3%
	Family	5	\$1,890.31	\$1,971.34	4.3%
LUMENOS2500(01)	1 Per	0	\$551.42	\$574.60	4.2%
	2 Per	1	\$1,102.84	\$1,149.21	4.2%
	Family	5	\$1,488.83	\$1,551.43	4.2%
MC3(01)-RX10/20/45	1 Per	15	\$501.86	\$496.84	-1.0%
MCNRX(01)	1 Per	0	\$200.72	\$198.69	-1.0%
Monthly Total		137	\$197,516.69	\$202,455.23	2.5%

Benefit Options for Consideration:

We have reviewed your current plan offerings and enrollment. Below are some lower cost alternative options available for your consideration. If you are interested in learning more about these plans or other plans offered by HealthTrust, Inc., please contact your Benefits Advisor.

Coverage Type	Contract Type	1/15 Rates
BC2T20(01)-R10/25/40M10/40/70	1 Per	\$731.17
	2 Per	\$1,462.34
	Family	\$1,974.16
MTBSOS20/40/1KDED(01)-R10/25/40M10/40/70	1 Per	\$544.33
	2 Per	\$1,088.67
	Family	\$1,469.70
MC3(01)-R10/25/40M10/40/70	1 Per	\$480.66

AGENDA NO. 14-097
DATE: 11/12/14

**Staff Report
Technology Services RFP
November 12, 2014**

Background: The Town's current contract for technology services with Mainstay Technologies expires on November 30, 2014.

Discussion: The Town received seven bids for the Technology Services RFP in October. The chart below outlines the bids:

Vendor	Hours	Annual Cost
Spaulding Hill Networks, LLC	Unlimited hours	\$35,700
Cocci Computer	600 hours, \$40/hr after hours	\$39,775
Boston Systems & Solutions	Unlimited business hours, \$160/hr after hours	\$40,200
Acapella Technologies, LLC	Unlimited at \$75/hr	\$44,475
Twinstare Technologies	Unlimited business hours, \$155.25/hr after hours	\$62,532
Neoscope Technology Solutions	593 hours, \$120/hr after hours	\$63,420
Mainstay Technologies	594 hours, \$202.5/hr after hours	\$85,764

Staff is recommending the lowest bidder, Spaulding Hill Networks, LLC. In addition to being the lowest bidder, Spaulding Hill Networks offers unlimited hours (including outside of business hours) which is important as Police & Fire-Rescue run 24-hour operations. They have provided services to the towns of Londonderry, Gilford and Weare.

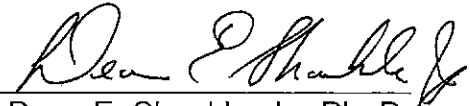
At this time, staff is recommending Spaulding Hill Networks, LLC due to the cost of their services, their qualifications and experience with municipalities.

Fiscal Impact: The current budget for IT Technical Support is \$38,000.

Recommendation: Motion to award the technology services contract to Spaulding Hill Networks, LLC.

Prepared by: Katie Rosengren, Project Coordinator

Town Administrator's Recommendation: *concur*


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

Staff Report

2015 HOLIDAY SCHEDULE

November 12, 2014

Background:

Annually in October/November the holiday schedule for the following calendar year is created and distributed to all staff of the Town of Hooksett. All Town offices (with the exception of emergency services) are closed on these holiday dates. The schedule is created in accordance with the Personnel Plan section 9 Holiday Leave.

Attachments

2015 Holiday Schedule and Personnel Plan section 9 Holiday Leave.

Fiscal Impact:

None.

Recommendation:

Recommend that the Town Council adopt the 2015 Holiday Schedule and approve its distribution to all staff.

Prepared by:

Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation: *concur*


Dr. Dean E. Shankle, Jr.
Town Administrator



2015 HOLIDAY SCHEDULE

All Town offices (with the exception of emergency services) will be closed on the below dates in observance of the associated holidays.

A holiday that falls on a Saturday will be observed the day before on Friday.
A holiday that falls on a Sunday will be observed the following day on Monday.

<u>Holiday</u>	<u>Date closed</u>
<u>New Year's Day (observed)</u>	<u>Thursday, January 1, 2015</u>
<u>Martin Luther King Jr/Civil Rights Day</u>	<u>Monday, January 19, 2015</u>
<u>Washington's Birthday/Presidents' Day</u>	<u>Monday, February 16, 2015</u>
<u>Memorial Day</u>	<u>Monday, May 25, 2015</u>
<u>Independence Day</u>	<u>Friday, July 3, 2015</u>
<u>Labor Day</u>	<u>Monday, September 7, 2015</u>
<u>Columbus Day</u>	<u>Monday, October 12, 2015</u>
<u>Veterans' Day (observed)</u>	<u>Wednesday, November 11, 2015</u>
<u>Thanksgiving Day</u>	<u>Thursday, November 26, 2015</u>
<u>Day after Thanksgiving</u>	<u>Friday, November 27, 2015</u>
<u>Christmas Day (observed)</u>	<u>Friday, December 25, 2015</u>

9. LEAVES of ABSENCE.

Holiday Leave. Full-time employees and non-union Police Department personnel, with the exception of Police Sergeants, are entitled to the paid holidays listed below. Holidays are observed in accordance with the laws of the State of New Hampshire. The following list of holidays are observed by the Town of Hooksett.

New Year's Day
Martin Luther King Jr./Civil Rights Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday, will be observed on the following Monday. Employees who are absent without authorization, on a work day directly preceding or following a holiday will not be paid for the holiday. Full-time employees who do not work on holidays will be paid for the holidays at their regular straight time rate. Those absent without pay on an extended authorized leave of absence will not be paid holiday pay. Straight holiday pay shall be considered actual hours worked and shall be figured in when calculating overtime pay. Employees who work on holidays will be paid for the holiday at the rate of one and one-half (1½) times for each hour worked, but in no case will such employees be credited with less than two hours of work.

Holiday Leave – Police Department Sergeants. Police Sergeants shall be granted a floating holiday in lieu of the Day after Thanksgiving holiday. This day is to be granted in accordance with the employee's preference and the needs of the Department.

The Police Sergeants shall be eligible to receive holiday pay provided the employee works the scheduled day preceding and the scheduled day following the holiday unless that employee's failure to work on either day results from an excused absence. An "excused absence" shall be defined as vacation leave, pre-scheduled sick leave, personal leave, workers' compensation leave, military leave or compensatory leave. Any leave taken by the employee must be authorized in accordance with the General Orders or Standard Operating Procedures of the Department.

If a Police Sergeant is scheduled to work on a holiday with the exception of the floating holiday, in addition to the holiday pay, he/she will be paid time and one-half (1.5) of his/her regular rate of pay for the hours worked on the day designated as the holiday by the Department. In the event that a Sergeant is required to perform unscheduled work on a holiday with the exception of a floating holiday, in addition to his/her holiday pay, he/she shall be paid two (2) times his/her regular rate of pay for the hours worked on the day designated as the holiday by the Department.

The Police Sergeants holiday pay will be paid in two checks. The dates of payment will be the second pay period of July and the first pay period in December. Holidays shall be calculated on a calendar year basis without regard to the fiscal year of the Town. The payment due during the first pay period in December shall only relate to holidays falling within that calendar year and the Sergeants are only eligible for payment if they were employed by the Hooksett Police Department on the date the holiday fell. Should a Sergeant terminate employment in any year between the first pay period in December and Christmas Day, the holiday pay for Christmas Day shall be deducted from his/her final paycheck.