

Revised: 02/24/2014

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, February 26, 2014**

1. 6:30 PM - CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
 - a. Hooksett Youth Achiever of the Month
 - b. Swearing in of Police Officers
4. APPROVAL OF MINUTES
 - a. Public: 02/12/2014
 - b. Non-public: 02/12/2014
5. AGENDA OVERVIEW
6. CONSENT AGENDA
 - a. Northeast Record Retention \$2,650 letter of credit release
 - b. Fire Rescue Department: acceptance of \$100 donation from Priscilla Bussiere
 - c. Neighborworks bond releases: \$7,692 and 14,008
 - d. Family Services gift cards from Police Association: \$440
7. TOWN ADMINISTRATOR'S REPORT
8. PUBLIC INPUT: 15 Minutes
9. NOMINATIONS AND APPOINTMENTS
10. SCHEDULED APPOINTMENTS
 - a. Tom Walsh re: sign ordinance
 - b. CMA Engineering re College Park Drive sidewalks
 - c. Steven Keach re discussion of donation of land on South Bow Road
11. 15 MINUTE RECESS
12. OLD BUSINESS
 - a. 13 – 099 Mandatory Recycling Ordinance
 - b. 13 – 123 NH DOT bridge fund acceptance
 - c. 13 – 119 Budget: Police Union Contract
13. NEW BUSINESS
 - a. 14 – 22 Tax Collector re tax deeding process
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.

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

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

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, February 12, 2014

CALL TO ORDER

Chair Sullivan called the meeting to order at 6:32 pm.

ROLL CALL – ATTENDANCE

Chairman James Sullivan, Donald Winterton, David Ross, Todd Lizotte, Adam Jennings, Susan Orr, Robert Duhaime, James Levesque (6:40 pm)

Missed: Nancy Comai, Dr. Dean E. Shankle, Jr. (Town Administrator)

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

- a. Public: January 22, 2014

***T. Lizotte motioned to approve minutes with edits. Seconded by S. Orr.
Vote unanimously in favor.***

- b. Non-public: January 22, 2014

***T. Lizotte motioned to approve non-public minutes. Seconded by D. Ross.
Vote unanimously in favor. A. Jennings abstained due to absence.***

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

CONSENT AGENDA

- a. 14 – 012 Donation to Fire-Rescue – Owen & Alice Pierce \$100.00 gift certificate to Supreme House of Pizza
- b. 14 – 013 Donation to Fire-Rescue – Dionne family \$286.50
- c. 14 – 014 Donation to Fire-Rescue – HealthTrust, Inc. \$500.00 for fitness-wellness programs
- d. 14 – 015 Donation to Family Services – Home Depot large storage unit (replacement cost new \$200.00)
- e. 14 – 016 Donation to Town Clerk – Frank Kotowski printer/scanner/fax (replacement cost new \$299.00)
- f. 14 – 017 Bond release for Public Works: Dunkin Donuts Hooksett Rd. \$50,260.81 (conditional \$10,500 2 yr. landscape bond is in place)
- g. 14 – 018 Donation of exercise equipment from town hall by Bob Lind. \$200

***T. Lizotte motioned to approve Consent Agenda. Seconded by A. Jennings.
Vote unanimously in favor.***

TOWN ADMINISTRATOR'S REPORT (Donna Fitzpatrick, Administrative Services Coordinator)

- Spending majority of time on budgets in preparation for Town Meeting
- Police negotiations are ongoing and committee is meeting at least once a week
- Attended the 2014 Access Greater Manchester annual meeting. Discussed how TIF districts and other programs impacted economic development initiatives. JoAnne and Carolyn from the Community Development Department also attended.
- Bass Pro Shops opening Feb. 19 – Councilors invited to attend. Please arrive at 5:30 pm. Grand opening on Feb. 20 at 8 am. 50% of sales on that evening will go to NH conservation organizations.
- Sen. Boutin is moderating a business round table with the Hooksett Chamber of Commerce on Feb. 26 from 6:30- 8 pm at Hooksett Library. DRED and Hooksett Legislators have been invited to attend.
- Mandatory recycling to be discussed at next meeting on 2/26
- Educating community on upcoming election – banner ½ page is \$702 for one run; full page \$1404; ½ page \$600 each time and full page is \$1200 each time (for running twice)
- Annual review for Town Administrator; town agreed to provide 5% increase in salary; contract is on the website www.hooksett.org

- Received letter from Candia police department thanking Chief Bartlett and Town Administrator for donation of (4) used laptops and mounts

PUBLIC INPUT: 15 Minutes

None

NOMINATIONS AND APPOINTMENTS

None

SCHEDULED APPOINTMENTS

- a. Public hearing NHDOT bridge aid funds reimbursement for Benton Road culvert \$138,215.66 per RSA 31:95-b III (a)

J. Sullivan: The purpose of this public hearing is to accept NHDOT Bridge Aid funds for reimbursement for the Benton Road Culvert project in the amount of \$138,215.66 per RSA 31:95-b, III (a). The public hearing is now open.

C. Soucie: This started in 2007 under former DPW director, Town Administrator and Stantec. The state contacted us in December, and is waiting for our final invoice.

D. Winterton: Where does this money go?

C. Soucie: General fund revenue.

D. Winterton: We are getting reimbursed money we have already paid?

C. Soucie: Yes, we have paid it over the past few fiscal years and we didn't get the money at the same time so it goes into revenue.

J. Sullivan: We will close this hearing at the end of the second public input.

- b. Doug MacGuire, The Dubay Group, Inc. – Autumn Frost 18-lot subdivision proposed 25 mph speed limit

D. MacGuire: I am also here with David Scarpetti, the owner of the subdivision. We are here to request the Council to allow for a posted speed limit of 25 mph. This 18-lot subdivision is proposed to be a public roadway 1100' long. This would be a low volume, dead end roadway. Because it's conservation, there is no possibility of connecting to this road. Currently we are in front of the Planning Board and working with Stantec. They have completed their review and we have addressed their comments. We are scheduled to be at the Planning Board meeting in March and anticipate getting a conditional approval at that point. We both live in subdivisions with a posted speed limit of 25 mph. We feel this is the right thing to do for this type of roadway. I have a list of all public roadways in town from DPW and I have noted what roads are currently posted at 25 mph. It's over 20 roads in town that are posted at 25 mph and over 50 roads are part of these developments. We have over 200 roads in town so that means 25% of the roads are posted at 25 mph. The Austin Woods subdivision (2010) also requested the speed limit from Council and it appears that this was voted unanimously to accept.

D. Winterton: This has been presented to the Planning Board and consensus was we would be in favor of this.

J. Levesque: This being a subdivision, I assume there would be a lot of children so I am fully in favor of doing this.

T. Lizotte: Is there anything physically different from those roads versus what you are proposing?

D. MacGuire: Our road is designed to meet the speed limit we are requesting.

R. Duhaime: This road is narrower than most town roads because it's a conservation subdivision and it has a sidewalk.

T. Lizotte: Is there different criteria for a 25 mph road and below versus 25 mph and above?

D. MacGuire: Any new road designs are using the AASHTO requirements. We are following the standards for this road based on town regs and AASHTO.

D. Ross: It's narrow, short and a dead end. There are a lot of good reasons to post it.

S. Orr: Are there standards for building a new road to what the recommended speed limit is? In order to have enforceable speed limit, you have to have done a traffic study. Because this is a new development, there is no road so there is no study. If we decide to lower the speed limit, is that going to be enforceable since it's different from what the regs are and there has been no traffic study?

D. MacGuire: The Council is allowed per RSA 265:63 – alteration of limits. That allows local roadways' jurisdictional body (Town Council) to decrease speed to 25 mph or increase up to 60 mph based on engineering or traffic investigation. I have performed an engineering study and met all applicable AASHTO requirements. This road has been reviewed by Stantec and they agree this road has been designed properly for this speed. I feel this more than meets the requirements of the RSA.

L. Lessard: I spoke to the attorney and this is classified as a rural area. According to DOT, rural roads should be designed at 35 mph. Town Council can lower that and it has been designed at 25 mph. I have spoken to Dr. Shankle and we don't know how the speed limits in town were set. We want to do it correctly from this point on.

S. Orr motioned to establish a 25 mph speed limit for the Autumn Frost subdivision off of Summerfare Street. Seconded by J. Levesque.

T. Lizotte: Since the town will take over this road; do you have any concerns over designing it for 25 vs. 35 mph?

L. Lessard: If you design for 35 mph, your sight distance would be better than at 25 mph.

T. Lizotte: Regarding narrowness – is there any safety issue? Will fire services be able to get through?

L. Lessard: The width is fine.

T. Lizotte: With regard to drainage, is there any concern about anything?

L. Lessard: No, all closed drainage is adequate. The road is designed to town regulations.

D. Ross: I don't think we are changing anything, we are just establishing the speed limit.

J. Sullivan: The other roads adjoining this road will be 30 or 35 mph, so posting will alleviate any confusion as to the correct speed limit.

J. Levesque: Will the speed limit extend the life of the road?

L. Lessard: No.

A. Jennings: The sight lines...where does it change?

D. MacGuire: At a higher designed speed, you need longer sight distances. If we were designing for 35 mph, we would modify the design to accommodate that speed. If the road is designed for higher speed, vehicles will naturally go that speed because it feels comfortable. They recommend against designing for a higher speed because it will promote going at a higher rate of speed.

L. Lessard: Development regs should state differently if we are going to start doing this in smaller neighborhoods.

D. Winterton: The Planning Board has given staff the charge to review development regs and make them more realistic to what we want to do in this town.

Roll Call

S. Orr – Yes
A. Jennings – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
J. Levesque – Yes
T. Lizotte – Yes
J. Sullivan – Yes

Vote unanimously in favor.

c. Todd Rainier, Hooksett Kiwanis – Hooksett youth projects

T. Rainier: Kiwanis been around since 2000; since then they we taken on a few good sized projects. We've had a hand in refurbishing Frazier Park, the skate park by safety center, and been the liaison for trails across from Green's Marine. In an effort to determine our next project, we are focusing on kids. WE had a focus group that brainstormed and voted on ideas. Splash pad was the idea that came out on top. We have a gap with access to anything to do with water. There are playgrounds, but no town pool. It was determined by the committee that one of the first steps is to approach HYAA and Parks and Rec advisory board to get their feedback and input. We have received resounding support from both groups and I'm here tonight to let you know that we are looking at this. There is currently no timeline or park in mind, but Leo Lessard thinks it would be great in Donati. Impact Fees could be used and we will keep discussing with Parks and Rec advisory board.

J. Sullivan: What is a splash pad?

T. Rainier: It's primarily a concrete slab that is tapered and has water jets. There are some in NH already. I have gotten in touch with Peterborough, N. Conway and Derry who already have splash pads to get feedback regarding operations cost, maintenance, red flags to look out for. Peterborough sent me a list of things to think about in advance.

R. Duhaime: Since we lost Lambert Park to the state, this is a great idea to move forward on.

T. Rainier: Focus on young kids – this gives them another thing to do while older siblings are playing sports. It will fill a void that many feel this town has. Kiwanis has looked at a town pool – but that is a significantly different project.

T. Lizotte: For supplying water is this a closed loop system?

T. Rainier: There is a company in Maine that provides parts for these and they have a good relationship with Blue Ribbon Fences (Dennis Sweeney is a member of our club). He said there are different styles of providing water: 1) flow through, 2) holding cistern, and 3) a filtration system which still has a cistern underneath but has a system of filters that recirculates the water. I don't have any figures on the amount of water required. You want to make sure you build it to accommodate for the future.

S. Orr: I think this is fantastic and a wonderful addition to our parks. I appreciate the work you are putting into this.

R. Duhaime: The larger the pump, the more electricity you use. That's the only thing I can think of that would be a large expense to the town.

T. Rainier: Kiwanis wants to do planning and get a proposal with hard numbers and sizes and see things through the building process. This would be a great thing to use impact fees for.

D. Winterton: Have you checked this is appropriate usage of parks and rec impact fees?

T. Rainier: They felt it was. They recognized we need to branch out a little more and this would be going in that direction.

R. Duhaime: This isn't specific to the East or West side of the River – it's town wide.

D. Winterton: University Heights is building a park up there and I think Donati Park is a more appropriate place. That might be a place to start – to see about amending their plans. I think this is a great project.

d. Paul Scarpetti re: Edgewater Drive

P. Scarpetti: Our land is at the end of Edgewater Dr. It's an hourglass design and approximately 11 acres. We bought the property as 4 parcels from 3 owners. We bought it 9 years ago and it was neglected. We cleared a roadway and made it passable to the field. We noticed a lot of dumping from years past. We gated it and the gate got cut – people were building rope swings and it's been an ongoing battle. We had a sign stating it was private property that residents could use it but respectful of. It's a secluded area. The Class VI road is non-existent. We have a farmer that hays it but 4WD pick-ups have been tearing up the field. We've had to grade the land. It's a hidden gem – great place to walk and we've enjoyed maintaining it and having it accessible to the town's people.

Jennifer McCourt, McCourt Engineering: The Class V portion of Edgewater Dr. is maintained by the town. 4000' goes up to Bow/Hooksett town line. It's a Class VI which the town does not maintain. On the Merrimack River side, Hooksett tax map shows a lot 6. We cannot find any deed where lot 6 was sold. If the town were to discontinue Class VI road, what rights would they be giving up and what would be the benefits/disadvantages to the public? To discontinue the Class VI road, Mr. Scarpetti would construct an 18' wide paved driveway and have a smaller path around the houses up to the town line and grant public access to the town on the road. The granting of this easement would be to get people around the houses and also grant public rights to the open space so they can get to the river. It will allow us to move the road away from the shoreline. We would only restrict the area in front of the houses for their privacy. We would construct parking spaces and a cul de sac to town standards. There would be a gate on the property but there would be a side entrance for the non-motorized recreational activities. We had Fish and Game out because we have to be cognizant of the eagles when we relocate the road. We have presented this to the Conservation Commission and they were in favor. They just wanted more detail and to get Council's feedback.

R. Duhaime: The town easement is 18' wide, correct?

J. McCourt: The right of way is 33'.

R. Duhaime: Whose land is on the river side? It's listed as town property – technically we own the right of way and the lot on the other side, is that what you're saying?

J. McCourt: The town got an easement on top of the land. We don't have a deed saying it's anybody's. We can't find where the eastern part of the right of way was deeded to the town.

R. Duhaime: It's vague on who owns what. The town has an easement on the roadway.

P. Scarpetti: On the northern part we do have one, and it's still up in the air as far as the title of that piece. I met with Mike Horne and John Pironi through Kiwanis and they are both in favor of it. Mike mentioned Bow does still have rights to that easement and there is interest to make this a trail system. We would put signage at the north and south side that it's a trail system.

R. Duhaime: Parking is not on the plan. Did I not see it? You are looking at this as a walking trail?

P. Scarpetti: The rest of the land is open space for residents to use. It's all open for the town to use. We are going to use the cul de sac for parking.

J. McCourt: We are at the very beginning of this and meeting to see how to make this all work. We haven't gotten to access – banks are fairly steep so it will take some construction to get down to the river.

R. Duhaime: You are adding water frontage to 5 homes. How much access will the town have?

P. Scarpetti: Your access has disappeared where the road has washed away. There is land but it's not usable. The road I built is 2100' long and people are using that.

J. McCourt: We are allowing 2620' of shoreline access with a year round privately maintained driveway.

R. Duhaime: What is the amount of land the town would give up?

J. McCourt: It would still be the right of way; they own land underneath the town easement.

Joe Wichert, Land Surveyor: The 33' wide right of way goes from Edgewater to the town line. The right of way has eroded away. We wanted to take this right of way and relocate to an area that is maintained by the applicant. In return, in the area of the 5 houses, the discontinuance would release the public rights. You can have gaps from 100-400'. Most of the travel surface is on the westerly half of the right of way because the easterly half is in the river. The discontinuance would eliminate the public rights for privacy.

T. Lizotte: The presentation has room for negotiation. I want to evaluate the concept of access to the water. I think there is room to conceptualize it. If it's an engineering feat to make it happen, we can concede but we should see if there are any pitfalls. I think we've got enough understanding on the board – there is an opportunity for both parties and we can come up with a solution. Mr. Duhaime's point on access is valid. I would rather listen to my fellow Councilor's comments at this point.

D. Ross: We discussed this at Conservation. There is a tradeoff – I think conceptually speaking, we are gaining better access that doesn't exist now. Access to the river would continue along the entire strip except where these houses are. The town is gaining better and more riverfront property than it has now. The "dock" area could be part of the negotiations as to what that could turn into. I think it's an improvement in many ways.

J. McCourt: We may have to designate areas for fishing so that traffic doesn't beat down vegetation and have erosion again. We still need to discuss and work out river access.

J. Levesque: By moving the right of way over you are giving good access to the river. When you get to the first property line that is where the access ends. I think it's a good proposal.

D. Winterton: The residents are going to be able to drive to their property, but the public will have to walk the driveway. How do you figure out who gets in and who doesn't?

P. Scarpetti: I was planning on having an automatic gate and have a stone wall on the cul de sac and have an opening with signage for the trail system.

D. Winterton: From the parking area to the dock area is how long?

P. Scarpetti: ¼ mile. We have the cul de sac also and that might be an access point too. It's all subject to permits.

S. Orr: I think it's a great compromise and the town will receive access to the river that we didn't have an interest in working on until this point. I would suggest that we have contracts in writing for the people whose property it abuts so they will have some protection. I suggest we table this discussion and continue when the Town Administrator is present to be part of the conversation. Maybe you will have answers as to who owns lot 6. I would love to be involved in any sub group that is put together to talk about this more. I would love a site walk because I have never been out there and it would help me visualize what you are talking about here. I think there is an advantage to everyone involved.

J. Sullivan: This is the first step of a couple more discussions. We want to have Dr. Shankle lead us in the next step.

K. Rosengren: It has been confirmed by legal that you have power. We also received a memo from the conservation commission that they are looking for more info before voting. If you want to incorporate that into a motion – Dr. Shankle suggested you direct staff to explore other options.

D. Ross: This is something that we have to put the horse before the cart and have the Town Administrator prepare a document that will fulfill the request we made tonight. We need to give up this

right of way before we can get into the planning they need to do. The focus is releasing the right of way in lieu of this agreement that is allowing us another right of way and shoreline access. We should instruct staff and Town Administrator to formulate an agreement we feel comfortable moving forward with, at the next meeting perhaps. These properties and easements will be in writing so they are perpetual.

D. Ross motioned to instruct the Town Administrator and staff to formulate an agreement that we feel comfortable moving forward with. Seconded by T. Lizotte.

S. Orr: Are you stuck until we discontinue the Class VI designation or can you continue the process?

P. Scarpetti: I think we are stuck. I think we need to do that first to see what the next step is. I think this is a win-win for everyone.

J. Sullivan: This would be a conservation easement? What role does the conservation commission have?

J. McCourt: It would be an easement to the town – we wouldn't be asking the conservation commission to take it over. We are trying to keep the cost to the town very minimal.

J. Sullivan: We want their recommendation to support it but would not need their approval to proceed.

Vote unanimously in favor.

5 MINUTE RECESS

OLD BUSINESS

a. 13-119 Warrant Articles

C. Soucie: You can make any changes to the warrant articles and make a recommendation so it can go to the Budget Committee. You put the warrant articles on the ballot at the previous meeting.

D. Ross motioned to recommend \$100,000 be placed in the Town Building Maintenance Capital Reserve Fund. Seconded by T. Lizotte.

Roll Call

T. Lizotte – Yes

S. Orr – Yes

A. Jennings – No

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – Yes

J. Levesque – Yes

J. Sullivan – Yes

Vote 7-1 in favor.

S. Orr motioned to recommend establishing a new Public Works Capital Reserve Fund with the sum of \$100,000 to be placed in this fund, and to name the Town Administrator as the agent to expend. Seconded by T. Lizotte.

T. Lizotte: It was clearly articulated by DPW director that they will have more versatility in acquiring vehicles on an as needed basis instead of funds specifically targeting types of vehicles. It gives the department authority to make purchases in a timely manner.

Roll Call

J. Levesque – Yes

T. Lizotte – Yes

S. Orr – Yes

A. Jennings – Yes

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – Yes
J. Sullivan – Yes

Vote unanimously in favor.

T. Lizotte motioned to recommend \$91,844 for salary and benefits for a Town Engineer in the Community Development Department with an estimated tax rate impact of \$0.06. Seconded by D. Winterton.

C. Soucie: We can add the breakdown into the town newsletter, but we can't put it in the warrant article.

D. Winterton: How do we know what the benefits are based on who we hire?

C. Soucie: We always budget for family plans since that is the most expensive.

T. Lizotte: Can we modify motion to include benefits broken out upon confirmation that it's appropriate to do so?

C. Soucie: These are all drafts so they still need to be reviewed.

T. Lizotte: I see an opportunity to capture costs we outsource and reduce the cost to developers and builders in town by allowing us to charge a lower rate to facilitate more generation of a greater tax base in town.

Roll Call

D. Ross – No
J. Levesque – Yes
T. Lizotte – Yes
S. Orr – No
A. Jennings – No
R. Duhaime – Yes
D. Winterton – Yes
J. Sullivan – Yes

Vote 5-3 in favor.

S. Orr motioned to recommend \$50,000 be placed in the Fire Apparatus Capital Reserve Fund. Seconded by T. Lizotte.

Roll Call

D. Winterton – Yes
D. Ross – Yes
J. Levesque – Yes
T. Lizotte – Yes
S. Orr – Yes
A. Jennings – No
R. Duhaime – Yes
J. Sullivan – Yes

Vote 7-1 in favor.

R. Duhaime motioned to recommend \$50,000 be placed in the Drainage Upgrades Capital Reserve Fund. Seconded by T. Lizotte.

T. Lizotte: This goes direct to the aging drainage system and as it begins to fail that the appropriate funds are available to rectify the situation as soon as possible for those in the community.

Roll Call

R. Duhaime – Yes
D. Winterton- Yes
D. Ross – Yes
J. Levesque – Yes

T. Lizotte – Yes
S. Orr – Yes
A. Jennings – Yes
J. Sullivan – Yes

Vote unanimously in favor.

D. Winterton motioned to recommend entering into a seven year lease agreement for \$248,400 for the purpose of leasing a rubber tire excavator for the Public Works Department and to put \$41,433 into the first year's payment for that purpose. Seconded by T. Lizotte.

D. Winterton: We were told by DPW director that we have had to rent in the past. By leasing we will have the use year round and we can rent it out.

Roll Call

R. Duhaime – Yes
D. Winterton- Yes
D. Ross – Yes
J. Levesque – Yes
T. Lizotte – Yes
S. Orr – Yes
A. Jennings – Yes
J. Sullivan – Yes

Vote unanimously in favor.

S. Orr motioned to recommend \$30,000 be placed in the Revaluation Capital Reserve Fund. Seconded by J. Levesque.

S. Orr: We have to pay this by law. Either we start saving now or come up with the full amount in 5 years. I think this is a no brainer.

Roll Call

A. Jennings – No
R. Duhaime – Yes
D. Winterton- Yes
D. Ross – Yes
J. Levesque – Yes
T. Lizotte – Yes
S. Orr – Yes
J. Sullivan – Yes

Vote 7-1 in favor.

T. Lizotte motioned to recommend \$20,000 be placed in the Air Pack and Bottles Capital Reserve Fund. Seconded by R. Duhaime.

T. Lizotte: This is to set aside funds for the safety of our firemen – putting a small amount in each year to make sure they can purchase them when they need replacing.

Roll Call

S. Orr – Yes
A. Jennings – Yes
R. Duhaime – Yes
D. Winterton- Yes
D. Ross – Yes
J. Levesque – Yes
T. Lizotte – Yes
J. Sullivan – Yes

Vote unanimously in favor.

R. Duhaime motioned to recommend \$20,000 be placed in the Automated Collection Equipment Capital Reserve Fund. Seconded by J. Levesque.

R. Duhaime: Even if you hadn't gone to recycling you would still have to replace the garbage truck so this is not an extra expense.

Roll Call

T. Lizotte – No
S. Orr – Yes
A. Jennings – No
R. Duhaime – Yes
D. Winterton- Yes
D. Ross – No
J. Levesque – Yes
J. Sullivan – Yes
Vote 5-3 in favor.

D. Winterton motioned to recommend \$15,000 be placed in the Parks and Recreation Facilities Development Capital Reserve Fund. Seconded by D. Ross.

Roll Call

J. Levesque – Yes
T. Lizotte – Yes
S. Orr – No
A. Jennings – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
J. Sullivan – Yes
Vote 7-1 in favor.

D. Winterton: We had negotiations yesterday and further negotiations are scheduled for next Wednesday for the Police Union.

J. Sullivan: When is the last day to place items on a warrant article?

C. Soucie: The date the collective bargaining agreement goes to Budget Committee is Feb. 27.

NEW BUSINESS

a. 14 – 019 FY 2014-15 Default Budget

C. Soucie: The total default for '14-'15 is \$16,451,761. We started with last year's operating budget and looked at contractual obligations of the town and removed the \$126,000 for revaluation.

D. Winterton: Why is the revaluation contract reduced?

C. Soucie: We did not have money put aside – we only had \$30,000 so we had to budget for the full amount last year. We paid 80% - 90% and the rest is encumbered into the next year.

D. Winterton: There is a reduction because we are not revaluating this year?

C. Soucie: Yes.

D. Winterton: If the warrant article is defeated for the next 4 years, in 5 years if we have a default budget, that \$150,000 would be in there because it's contractually required.

D. Ross motioned to accept and sign the FY 2014-15 Default Budget of the Town totaling \$16,451,761. Seconded by T. Lizotte.

T. Lizotte: Our finance department breaks everything down as transparently as possible and everything looks in order. I have confidence in the default.

A. Jennings: The biggest increase is health insurance and that is coming down from higher up. It's frustrating to see it's only 1.17% less than what we are recommending but I would like to see local governments stay small.

D. Winterton: These are numbers we can control but they have been contractually made so we can't control them in this budget.

R. Duhaime: Looking at all the numbers in the budget, healthcare is huge. We discussed possibly taking one department at a time and going through each one looking for efficiencies so we can save the tax payers as much money as possible.

T. Lizotte: We have made some good investments in efficiencies. If we can find more technology solutions that would be good. I also believe the Town Administrator was tasking staff with doing performance comparisons with other towns. I think we should do that on a per department basis and approach it as we might need to bring some radical ideas for discussion and talk it out. We might find something we all agree on to reduce costs.

Roll Call

- D. Ross – Yes
- J. Levesque – Yes
- T. Lizotte – Yes
- S. Orr – Yes
- A. Jennings – Yes
- R. Duhaime – Yes
- D. Winterton – Yes
- J. Sullivan – Yes

Vote unanimously in favor.

b.14 – 020 Fire-Rescue purchase of Atmospheric Monitoring Equipment using impact fees

J. Sullivan: According to legal counsel, this is not eligible for impact fees.

c.14 – 021 UNH Cooperative Extension – memorandum of understanding for Community Profile Steering Committee

Katie Rosengren, Project Coordinator: Molly Donovan came in a few weeks ago to discuss what the program offers. Hooksett conducted a community profile project in 2001. It assisted in the Master Plan development so the idea is it would support upcoming Master Plan revisions and the community building initiative.

D. Ross: Are there any costs the town will incur?

K. Rosengren: \$2500 plus any additional materials such as invitations and programs.

T. Lizotte motioned to authorize the Chair to sign the Memorandum of Understanding agreement with UNH Cooperative Extension. Seconded by R. Duhaime.

R. Duhaime: They do a great job and I believe the Master Plan is outdated so we are on track to update it this year.

S. Orr: Where is the money coming from?

K. Rosengren: I don't know for certain but I would imagine Administration. I can find out and follow up.

D. Winterton: This is very nice and probably needs to be done but I'm not in favor of spending this money this way. My feeling is you are going to get the same 12 people involved and until we can get volunteers, I'd rather not spend the money this way.

T. Lizotte: I think we did the survey and it gave us some feedback and I think this Council has made small initiatives such as the Hooksett Youth Achiever program and this is just one more incremental step. I do agree it's hard to get volunteers but I think we still need to continue to take incremental steps. This is something for the Town Administrator and staff to spearhead.

S. Orr: I agree with Councilor Lizotte. The survey results indicated that people felt there weren't enough avenues in town to become involved. We spent a lot of money on the survey if we don't take the next forward step to try to reach out to people who are not engaged. I think this is a good method to do it and the value would be huge in the long run.

K. Rosengren: The Steering Committee would reach out to the community to get them engaged.

J. Sullivan: We haven't had a full discussion on the results of the survey. Should we review that first?

***D. Ross motioned to move the question.
Vote unanimously in favor.***

Roll Call

D. Winterton – No

D. Ross – Yes

J. Levesque – Yes

T. Lizotte – Yes

S. Orr – Yes

A. Jennings – Yes

R. Duhaime – Yes

J. Sullivan – No

Vote 6-2 in favor.

***D. Ross motioned to extend meeting for 15 minutes. Seconded by T. Lizotte.
Vote unanimously in favor.***

SUB-COMMITTEE REPORTS

A. Jennings: Nothing to report.

R. Duhaime: No sewer meeting next week because of the holiday so we will meet the following Monday.

S. Orr: Nothing to report.

J. Sullivan (for N. Comai): I attended a MRC meeting held on January 9th. Todd Rainier led the meeting and is moving in the right direction to establish necessary retention policies as well as proper tasks and employee functions to follow. The committee is working toward a policy draft taking into consideration other towns policies as well as guidance from the LGC. The fire department will be called upon to evaluate present record locations. A list of proper records, responsibilities and process is also being drafted. Moving forward the committee will meet monthly and schedule meetings prior to Town Council meetings.

J. Sullivan: Good movement on Old town Hall. Katie has more information.

K. Rosengren: Committee is working with an architect and waiting for DPW to get quotes on hazmat inspection and structural engineering services. After that, we can reevaluate the budget and if possible renegotiate the contract with the architect.

D. Winterton: Hooksett Youth Achiever subcommittee met and made a selection for Feb. Since our next meeting is during vacation week, I'm not sure if we can make the presentation at our next meeting. We are getting more and more nominations. Planning Board – resident asking to have impact fees waived on house for hardship that was denied. I said I would mention to Council that we should evaluate whether impact fees are appropriate amounts and positive/negative for the town in commercial and residential.

S. Orr: Who sets impact fees? Town Council? I think that would be appropriate.

D. Winterton motioned to direct staff to see who sets impact fees and when the last time they were changed was along with recommendations on where we should go and survey surrounding towns and provide any additional helpful information. Seconded by D. Ross

T. Lizotte: Southern New Hampshire Planning has a package that talks about developing impact fees. I think it's geared towards setting things like schools. We should think about that and maybe have a workshop on it. We should look at the master plan linking in growth. When will we hit capacity at the schools?

Vote unanimously in favor.

S. Orr: We should address that school capacity question as well. We need to make sure we are covering our needs for the future.

D. Winterton: Sign committee has finished its job and the work they did was spectacular. Public hearings start before the Planning Board and I expect it to be on the ballot.

D. Ross: Conservation committee met on Monday. Pike Industries is trying to work out how they are going to accommodate impact on plant expansion. Nothing has moved on that yet. The Summit View subdivision on S. Bow Rd. to make presentation and moved further on it but still have more questions to answer. Clay Pond maintenance RFP – there are 3 bids in for that. Town owned land compilation still ongoing. Late spring/early summer we are going to invite Bearpaw and other groups to bring them up to speed on what has been happening in conservation.

J. Levesque: Transfer Advisory Committee met – got a new pick-up truck with a plow on it. Trash agreement is down to \$65/ton instead of \$72. Recycle went up to \$15/ton. Maintenance cost was over budget by \$10,000 – new DOT regulations are driving the costs up. Single stream Nov-Dec went up 16 tons. Slowly going up (Oct was 93, Nov was 102 and Dec was 118). She is not sure what Council wants her to come back with regarding mandatory recycling. ZBA - Jeffrey Larrabee owns pit on Hackett Hill Rd. and submitted a proposal to put a sign up on the highway that is 700 sq. ft. with a 450' lit section – going to be called Lilac Park. He envisions a conference center, winery section and 2 areas for an event ground. He needs to advertise because people don't know it's there. If we give the variance for the sign, we have to live with it. Jutras sign is doing the development.

T. Lizotte: Budget Committee met to handle the Police Budget and the public hearing for water district and sewer. We had the Hooksett Youth Achiever meeting and ZBA. Nothing else to report.

***D. Ross motioned to extend meeting the meeting by 5 minutes.
Vote 6-2 in favor.***

PUBLIC INPUT

J. Sullivan: We will now close the public hearing to accept NHDOT Bridge Aid funds for reimbursement for the Benton Road Culvert project in the amount of \$138,215.66 per RSA 31:95-b, III (a).

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 9:45pm. Seconded by A. Jennings.

Roll call

R. Duhaime – Yes
D. Winterton – Yes
D. Ross - Yes

J. Levesque – Yes
T. Lizotte – Yes
S. Orr - No
A. Jennings – Yes
J. Sullivan - Yes

Vote 7 in favor and 1 opposed. Motion carried.

***T. Lizotte motioned to exit non-public at 9:50pm. Seconded by T. Lizotte.
Vote unanimously in favor.***

***D. Ross motioned to seal the non-public minutes of 2/12/14. Seconded by T. Lizotte.
Vote unanimously in favor.***

***T. Lizotte motioned to adjourn at 9:50pm. Seconded by D. Ross.
Vote unanimously in favor.***

Respectfully Submitted,

Tiffany Verney
Recording Clerk

Staff Report
Northeast Record Retention
February 26, 2014

AGENDA NO. Consent
DATE: 2-26-14

Background:

May of 2013 a cash surety was established for the addition at NERR in the amount of \$2650.00 for the excavation site bond. The site has been completed at this time. After review of the site, DPW finds all requirements have been meet.

Issue:

DPW would like Town Council to release the cash surety that was established for the amount of \$2650.00

Discussion:

After review, the Public Works Director finds the site has meet the requirements of the site plan.

Fiscal Impact:

None

Recommendation:

I recommend that the Town Council approve the release of the cash surety set as the bond in the amount of \$2650.00

Prepared by:

Leo Lessard, Public Works Director

Town Administrator Recommendation:

Consent


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

AGENDA NO. Council
DATE: 2-26-14

Staff Report
Acceptance of Donation from Priscilla Bussiere
February 26, 2014

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

Issue: To accept the donation of \$100.00 from Priscilla Bussiere

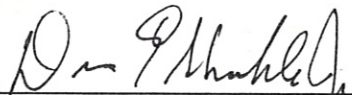
Discussion: Priscilla Bussiere donated \$100.00 to Hooksett Fire-Rescue Department as a way of saying thank you for assisting her family at a medical emergency.

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

Recommendation: Motion to accept donation of \$100.00 under RSA 31:95-b III (b).

Prepared by: Fire Chief Michael Williams

Town Administrator Recommendation: *concur*



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

Staff Report
Holt-Neighborhood Works
February 26, 2014

AGENDA NO. cesset
DATE: 02-26-14

Background: on August 14, 2013, Holt Neighborhood Works was required to put a bond in the amount \$7,692.00 for this project. This would leave the required 2 year landscaping bond in the amount of \$14,008.

Issue: I would like the Town Council to release this surety bond for the site surety to zero dollars for this project. And the landscape surety as well from \$14,008.00 to zero dollars

Discussion: After completing a site visit and reviewing the as-built in November of 2013 I find that the site is complete and all landscaping is in place and past the two year completion

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the surety release in the amount of \$7,692 and the landscaping bond be released the required 2 year landscaping bond in the amount of \$14,008. This project has completed the required site improvements.

Prepared by: Leo Lessard, Director of Public Works

Town Administrator Recommendation: *cesset*



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

Staff Report
February 26, 2014

AGENDA NO. consent
DATE: 2-26-14

Issue:

To accept the donation of \$440.00 in gift cards from the Hooksett Police Association per RSA 31:95-b III (b).

Discussion:

The Hooksett Police Association held a fundraiser in December Of 2013 to benefit the Hooksett Family Services Department. The officers raised a total of \$440.00 in donations by growing beards and mustaches. The Police Association will provide this donation to Family Services in the form of gas gift cards and Walmart gift cards. These gift cards will be given to residents in need at the discretion of the Family Services Director.

Recommendation:

Motion to accept the donation of gift cards to the Hooksett Department of Family Services RSA 31:95-b III (b).

Prepared by:

Joy Buzzell, Family Services Director

Town Administrator Recommendation: *concur*



Dean E Shankle, J
Town Administrator

PROPOSED

AGENDA NO. appointments
DATE: 2-26-14

ARTICLE 20

SIGNS

(Amended 2014)

A Permit Required

No sign shall be permitted in the Town of Hooksett, except in accordance with this Ordinance. No sign, other than those specified in Sections E.1., E.3., and E.6. of this Article, shall be erected or placed, nor shall any existing sign be altered in structure or material, relocated or replaced, in the Town without issuance of a permit by the Code Enforcement Officer after he has satisfied himself that the sign will meet all the requirements of this Article. Application for a sign permit shall include plan, sketches, photographs, and written information adequate to clearly identify the size, materials, message, and location of the sign.

1. Definitions

- (a) Address Sign: The street address shall be included at the topmost part of a directory/monument sign and shall be illuminated if logo and lettering are illuminated at night. Address shall measure approximately three and one-half (3.5) to four (4) inches.
- (b) Animated or Moving Sign: Any sign that has moving or rotating components, flashing lights, or special materials to illustrate action or create a special effect or scene.
- (c) Awning Sign: A sign that is mounted, painted, or attached to an awning or other window or door canopy.
- (d) Banner Sign: A temporary sign of lightweight material (paper, plastic or fabric) hung either with or without frames.
- (e) Canopy Eaveline; Eaveline: The bottom of the roof eave or canopy eave. An eave as defined herein does not include the parapet of a flat roof building. (See Figure 20 (1))
- (f) Center Identification Sign: A freestanding sign that is either a monument or directory type. (See Figure 20 (2)).
- (g) Direct Lighting: Illumination resulting from light emitted directly from a lamp, luminary, or reflector and is not light diffused through translucent signs or reflected from other surfaces such as the ground or building faces.
- (h) Directional Sign: Sign limited to directional messages necessary for on-site public safety and convenience such as "one way," "entrance," or "exit;" no greater than four (4) square feet. May include business logo.
- (i) Directory Sign: A separate structure supported from the sides used for identification of the business or center as a whole and for listing the major tenants and their building numbers/address numbers. (See Figure 20 (2))
- (j) Double-Faced Sign: A single, freestanding structure designed with the intent of providing advertising on both sides.
- (k) Height of Sign: The greatest vertical distance measured from the finished ground below the middle of the sign to the highest element of the sign.
- (l) Identification Sign: Sign that illustrates the name, name and logo, type of business, or identifies a particular establishment.
- (m) Illuminated Sign: A sign lit with either an internal or external artificial light source.

- (n) Indirect Lighting: Illumination that is so arranged that the light is reflected from the sign to the eyes of the viewer.
- (o) Internally Illuminated: A sign illuminated directly or indirectly by a light fixture located within the sign structure. Internal illumination includes illumination designed to project light against the surface behind the sign lettering or graphic, commonly referred to as backlit channel lettering or halo lighting.
- (p) Monument Sign: A separate structure, commonly known as a ground sign, supported from grade to the bottom of the sign with a base or wall that is larger than the sign. Used for identification of the business or center as a whole and for listing the major tenants and their building numbers/address numbers. (See Figure 20 (2))
- (q) Nonconforming Sign: A legally established sign that fails to conform to the regulations as presented or referenced herein.
- (r) Nonpermanent Sign: A temporary, changeable, moveable sign designed to be transported, including, but not limited to, signs to be transported on wheels. Includes portable marquis-style signs and electronic or digital message signs.
- (s) Sign: Any device, display, structure, or part thereof, visible from a public place, which is used to advertise, identify, display, or attract attention to or communicate information about products, accommodations, services, or activities.
- (t) Sign Area: The entire face, including the surface and any molding, framing, and projections, but not including the base, wall or column supports. Individual letters and logos mounted on a building shall be measured by the area enclosed by four (4) straight lines outlining each word and logo.
- (u) Wall Sign: A sign fastened or painted onto a wall.
- (v) Window Sign: A permanent sign affixed to a window or door or any other sign inside the building containing a message legible from the public right-of-way or adjacent property clearly intended for public recognition outside the building.

B Location of Signs

1. No part of any sign shall be located in or over the public Right-of Way, except for traffic control devices and directional signs authorized by the Town or State agencies.
2. No sign in a Non-Residential District shall be located within twenty-five (25) feet of a Residential boundary.
3. Outdoor advertising signs or structures designated for any other purpose than to direct attention to a use contained on the premises, where such a sign or structure is located, are not permitted in any district. Existing legally authorized, installed and maintained off-premises signs shall only be relocated or replaced in accordance with this Article.
4. No sign or signs shall be located or placed where they will interfere with safe sight distance, traffic flow, pedestrian traffic, views or vistas, or any aspect of public safety. Signs or their supports shall not be placed in such position or manner as to obstruct or interfere, either physically or visually, with any fire alarm, police alarm, traffic signal or sign, or any devices maintained by or under public authority; or with vehicular or pedestrian ingress or egress to or from any public or private right-of-way, roadway, driveway, or sidewalk.

C. Signs Permitted in Residential District

1. The following signs shall be allowed by permit, unless noted otherwise:
 - a) Two advertising signs not greater than six (6) square feet each, identifying a permitted use.
 - b) One (1) sign, not greater than twenty (20) square feet identifying a legally maintained, non-conforming use.
 - c) Those signs designated in Section E (1) + (6) of this Ordinance.
2. No signs in these districts shall be placed within five (5) feet of a property line, nor exceed eight (8) feet in height above the surrounding ground surface to the top of the sign, nor shall any part project above the lowest point of the nearest roof line.

D. Signs Permitted in Commercial, Industrial and Multi-Use Districts

Figure 20 (1)

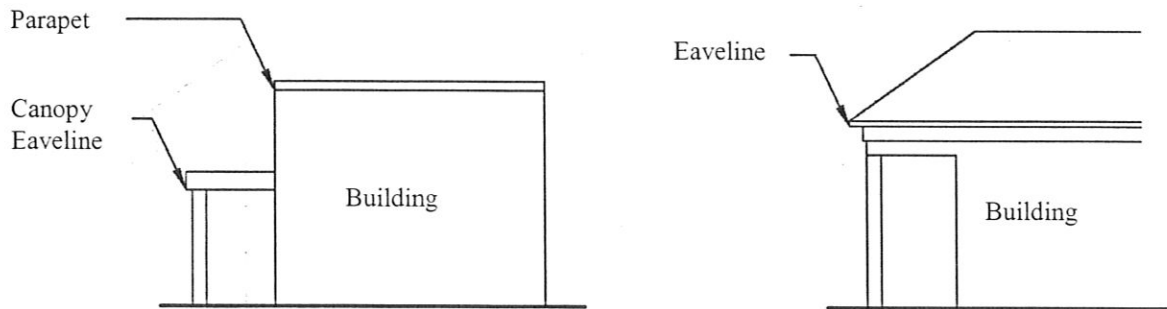
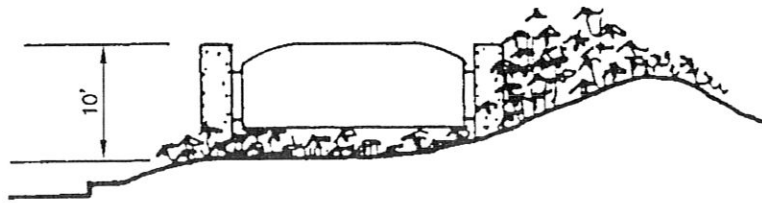
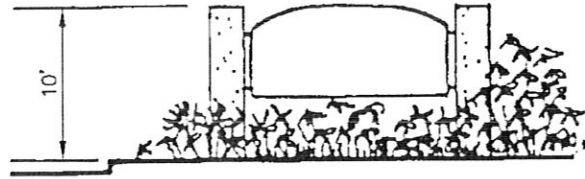
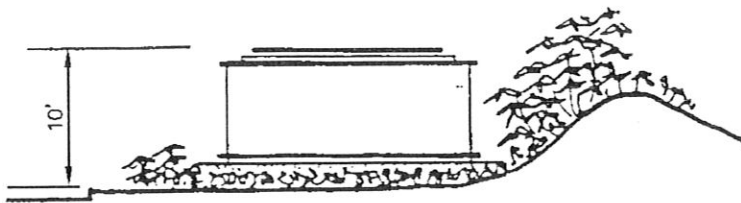
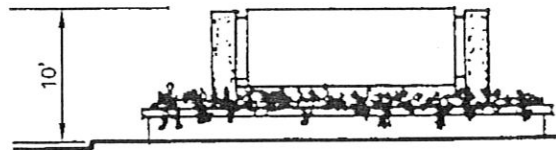


Figure 20 (2) Center Identification Sign (Freestanding)



Directory Type



Monument Type

1. General Provisions

a) Direct and Indirect Lighting

- (1) Direct and indirect lighting methods are allowed provided that they are not unnecessarily bright and consistent with Article 31, Outdoors Lighting Standards of the Hooksett Zoning Ordinance.
- (2) Internally illuminated panels shall be opaque and only the lettering and logo shall appear to be illuminated. (See Figure 20 (3)).
- (3) Externally lit signs shall be illuminated with direct lighting.

b) Prohibited Signs

- (1) Animated, moving, flashing and noise making signs are not permitted.
- (2) Off premises temporary signs, streamers, and flags, with the exception of flags specified in Section G. 1 of this ordinance.

c) Lettering on a Sign

The letter area, as it relates to the overall sign background area, shall be in proportion. In general, letters shall not appear to occupy more than seventy-five (75) percent of the sign panel area.

Figure 20 (3) Internally Illuminated Panels



2. Identification Sign (Building)

- a) Signs on a building wall or eaveline shall be compatible with the predominant visual elements of the building.

- b) Where there is more than one (1) sign, all signs shall be complementary to each other as follows:
 - (1) Letter size and style of text;
 - (2) Sign support method;
 - (3) Sign configuration;
 - (4) Sign shape and proportion; and
 - (5) Construction materials (text and background surfaces)
 - c) The use of internally illuminated, individually cut letter signs is encouraged.
 - d) All identification signs (building) shall comply with the Table of Wall Sign Standards.
3. Center Identification Sign (Freestanding)
- a) Freestanding signs shall include:
 - (1) The identification of the business or center as a whole; and
 - (2) Major tenant and street address range included within the center.
 - b) A freestanding sign shall be either a monument or directory type sign, (See Figure 20 (2)); no other form of Center Identification Sign shall be allowed.
 - c) A minimum of ten (10) percent of the sign area shall be devoted to the identification of the building or center by name.
 - d) Freestanding monument signs or directory signs shall be placed perpendicular to approaching vehicular traffic.
 - e) All free-standing signs and the premises surrounding same shall be landscaped in an aesthetically pleasing or appropriate manner with hardy plant materials, groundcover, lawn or hard surfaces that will remain attractive throughout the year and be maintained by the owner thereof clear of rubbish and weeds.
4. All Center Identification Signs (Freestanding) shall comply with the Table of Monument/Directory Sign Standards.
5. Awning Signs
- a) Awnings above windows or entryways may include:
 - (1) Business logo, but shall not include lettering or text.
6. Window Signs
- a) No permanent window sign shall occupy more than twenty (20) percent of the area of an individual window area. (See Figure 20 (4)).

Figure 20 (4) Permanent Window Sign



Table of Identification/Wall Sign Standards

Maximum Number of Signs	Allowable Sign Area*	Maximum Sign Height
In buildings where the entire first floor is occupied by a single tenant, that tenant shall be permitted to have a maximum of three (3) wall signs for each road frontage or parking lot frontage on which the building is situated, provided that the total of all sign areas does not exceed the maximum area specified in the "Allowable Sign Area" column of this table.	Allowable sign area shall be determined by one and one-half (1.5) times the building's linear frontage.	Shall not project above eaveline or canopy eaveline.
In buildings with two tenants on the first floor, OR more than two tenants on the first floor, OR multiple tenants on multiple floors, each tenant with a separate public entrance shall be permitted to have a maximum of three (3) wall signs, provided that the total of all sign areas does not exceed the maximum area specified in the "Allowable Sign Area" column of this table.	Allowable sign area shall be determined by one and one-half (1.5) times the unit's linear frontage.	Shall not project above eaveline or canopy eaveline. Shall not project above first floor line or twelve (12) feet, whichever is less.

***Distance Bonus:**

Any wall sign located more than five-hundred (500) feet from the edge of the right-of-way providing frontage may increase the sign area by one and one-half (1.5) square feet times the allowable sign area. In a multi-tenant building, the tenant farthest from the road determines the distance bonus for all other tenants in the building.

Table of Monument/Directory Sign Standards

Number of Building Tenants	Maximum Number of Signs	Maximum Sign Area	Maximum Sign Height
One (1)	One (1) double-faced sign per lot.	Thirty-two (32) square feet per sign face.	Twenty (20) feet above grade.
Two (2)	One (1) double-faced sign per lot.	Sixty-four (64) square feet per sign face.	Twenty (20) feet above grade.
Three (3)	One (1) double-faced sign per lot.	Ninety-six (96) square feet per sign face.*	Twenty (20) feet above grade.
Four (4)	One (1) double-faced sign per lot.	One-hundred and twenty-eight (128) square feet per sign face.*	Twenty-five (25) feet above grade.
Five (5) or more	One (1) double-faced sign per lot	One-hundred and sixty-five (165) square feet per sign face.*	Thirty (30) feet above grade

*Signs greater than sixty-four (64) square feet may be required to have a fifteen (15) foot setback from the road.

E. Nonpermanent Signs

1. Signs for sale or lease of the property:

- (1) A maximum of two (2) signs, with a total area of five (5) square feet in a Residential District or thirty-two (32) square feet in a Non-Residential District shall be allowed by right.
- (2) No permit is required for these signs.
- (3) The signs must relate to the sale or lease of the lot on which they are placed and must be removed upon sale or lease of such property.

2. Banners

- a) Temporary banners shall be allowed by permit for a time limit determined by the Code Enforcement Officer, based on individual circumstances.

3. Promotional Signs & Decorations

(Includes but is not limited to sandwich boards, lawn signs, feather/sail flags, “air dancers”, or other non-permanent means of promotion.)

- a) Shall be allowed only in Non-Residential Districts.
- b) Shall be placed on-premises only.
- c) Must have a separation of twenty (20) to thirty (30) feet apart.
- d) Must have a four (4) foot wide unobstructed path if in the pedestrian right-of-way.

- e) Shall be displayed during operating business hours only, and must be stored indoors or removed from the premises when the business is closed.

4. Seasonal Signs

- a) Non-permanent seasonal signs, including but not limited to Farmers' Market, Farm Stand, or Christmas Tree Sales, shall be allowed by permit.
- b) Seasonal signs shall be located on the lot of the applicant only, and shall not be located off-premises.
- c) Multiple signs of any type are allowed provided that the total of all sign areas does not exceed thirty-two (32) square feet.
- d) No seasonal sign shall be placed without a permit. A new permit shall be required, and a new fee charged, for each (30) thirty-day period for the same sign. A maximum of four (4) permits (30-day periods) shall be allowed per year for each business. Four (4) consecutive thirty (30) day periods is permitted. Each seasonal sign application shall specify the date of placement and the date of removal. A sign shall be physically removed from the premises at the end of each permit period.

5. Portable Signs

- a) Portable signs shall be allowed only in Non-Residential Districts and by permit only.
- b) Only one (1) portable sign shall be allowed on a lot at a given time.
- c) Portable signs shall not display off-site advertising or commercial messages.
- d) Portable signs shall not exceed thirty-two (32) square feet in area.
- e) Portable signs shall be located on the business lot only, and shall not be located off-premises.
- f) No portable sign shall be placed without a permit. A new permit shall be required, and a new fee charged, for each thirty (30) day period for the same sign. A maximum of four (4) permits (30-day periods) shall be allowed per year for each business. Four (4) consecutive thirty (30) day periods is permitted. Each portable sign application shall specify the date of placement and the date of removal. A sign shall be physically removed from the premises at the end of each permit period.

6. Political Signs

- a) No political advertising shall be placed on or affixed to any public property including highway rights-of-way or private property without the owner's consent. All political advertising shall be removed by the candidate no later than the second Friday following the election unless the election is a primary and the advertising concerns a candidate who is a winner in the primary. Signs shall not be placed on or affixed to utility poles or highway signs. Political advertising may be placed within state-owned rights-of-way as long as the advertising does not obstruct the safe flow of traffic and the advertising is placed with the consent of the owner of the land over which the right-of-way passes. No person shall remove, deface, or knowingly destroy any political advertising which is placed on or affixed to public property or any private property except the owner of the property, persons authorized by the

owner of the property, or a law enforcement officer removing improper advertising. Political advertising placed on or affixed to any public property may be removed by state, city, or town maintenance or law enforcement personnel. Political advertising removed prior to election day by state, city, or town maintenance or law enforcement personnel shall be kept for one week at a place designated by the state, city, or town so that the candidate may retrieve the items. (per RSA 664:17 Placement and Removal of Political Advertising)

- b) Political signs are not to exceed six (6) square feet in area in Residential Districts nor twelve (12) square feet in area in Non-Residential Districts. Such signs are permitted, no sooner than thirty (30) days prior to a primary, regular, or special election.
- c) No permit is required for these signs, but they must conform to all requirements of Sections B and G.2. of this Article.
- d) All political advertising signs shall, at all times, be in complete compliance with applicable State and Federal laws regulating same. *(Amended 5/13/03)*

F. Signs for Special Events and Non-Profit Organizations

1. Non-Profit Events

- a) Temporary signs for public, neighborhood, or institutional events occurring within the Town shall be allowed by right for a period not to exceed twenty (20) days.
- b) The signs shall be placed only in Non-Residential Districts and shall be limited to thirty-two (32) square feet in area per lot on which a sign is placed. Except that two additional signs, not exceeding six (6) square feet, may be placed on a site if the event is to occur in a Residential District.
- c) A permit shall be required for each sign and shall state the dates of placement and removal. The date of placement shall not precede the event by more than ten (10) days and the date of removal shall be the last day of the event.
- d) Temporary signs for yard sales and all similar sales, as described in the Yard Sale Ordinance #00-22, may be placed in accordance with this section.
 - (1) There shall be no fee charged.
 - (2) All pertinent requirements of this Article shall be adhered to, such as, location, size, number, etc.
 - (3) The maximum duration of placement of such signs shall be three (3) days at any one time and no longer than six (6) days per calendar year.
 - (4) There shall be no more than two (2) signs per yard sale and each sign shall not exceed six (6) square feet in size.

G. Sign Movement and Illumination

- 1. No sign shall move or create an illusion of movement through shimmering or rippling. Nor shall any sign contain parts which move except those parts unrelated to advertising

and which indicate only date, time, and temperature. No strings of flags or streamers or banner shall be permitted with the exception of State or National Governmental flags. One (1) flag, with measurements no greater than three (3) feet by five (5) feet, with the word "Open" printed on the flag will be allowed for each business.

2. No sign shall be intermittently illuminated nor of a traveling, or tracing, light type. No sign shall contain or be illuminated by animated or flashing lighting except those parts which indicate only date, time and temperature.
3. No sign or related lighting fixture shall be so placed as to create a hazard to vehicles traveling within the public right-of-way, nor as to be a nuisance to any abutting residence.
4. Signs shall comply with Sections 16.10 Illuminated Signs and 16.11 Electronic Signs of the Town of Hooksett Development Regulations, which state:

16.10 Illuminated Signs

It is the intent of this section to allow illuminated signs but to ensure that they do not create glare or unduly illuminate the surrounding area. All signs in Hooksett shall meet the requirements of Article 20 of the Hooksett Zoning Ordinance. The applicant shall provide the Planning Board with sufficient technical and design information to demonstrate that the following provisions are met, which shall include the following:

- 1) The average level of illumination shining onto the vertical surface of the sign shall not exceed 10 foot-candles, and the uniformity ratio shall be at least 20:1.
- 2) The lighting fixtures illuminating signs shall be carefully located, aimed, and shielded so that the light is directed only onto the sign façade. Lighting fixtures shall not be aimed toward adjacent streets, roads, or properties.
- 3) Light fixtures illuminating signs shall be of the type such that the light source (bulb) is not directly visible from adjacent roads, streets or properties.
- 4) To the extent practicable, fixtures used to illuminate signs shall be top mounted and directed downward. (i.e. below the horizontal).
- 5) Internally Illuminated, Free-Standing Signs: In order to prevent internally illuminated signs from becoming light fixtures in their own right, it is the intent of this section that such signs consist of light lettering or symbols on a dark background.
 - a) The lettering or symbols shall constitute no more than forty (40) percent of the surface area of the sign.
 - b) The luminous transmittance for the lettering symbols shall not exceed thirty five (35) percent.
 - c) The luminous transmittance for the background portion of the sign shall not exceed fifteen (15) percent.
 - d) Light sources shall be fluorescent tubes, spaced at least twelve (12) inches on center, mounted at least 3.5 inches from the translucent source material.

16.11 Electronic Signs

Electronic Signs, Electronic Message Display Signs shall be subject to the following criteria:

- 1) Electronic Message Displays shall display static messages for a period not less than 8 seconds;
- 2) Transitions from one static message to the next static message may include the use of frame effects, so long as such effects do not utilize flashing, scrolling or in any manner imitate movement;

3) Electronic Message Displays shall have automatic dimming technology which automatically adjusts the sign's brightness levels. The daytime brightness shall not exceed 7,500 nits and the nighttime brightness shall not exceed 500 nits.

4) The owner/installer of Electronic Message Displays shall certify as part of the application that signs will not exceed the brightness levels noted in item 16.10 c. above.

H. Construction Requirements

The materials and construction of any sign shall be in accordance with the Hooksett Building Code and/or such other requirements as the Code Enforcement Officer shall dictate.

All signs and their supporting structures shall be maintained in a safe, neat, and legible condition or may be ordered removed by the Code Enforcement Officer. A separate Electrical Permit shall be required for the installation and connection of any sign erected. No sign shall be painted directly onto any building, wall or roof, or onto any fence or similar structure. No sign shall be affixed to any tree, utility pole, rock or other similar object.

I. Existing Signs – Amended 05/08/07

1. All sign structures that are legally in existence at the time of adoption of this Article are grandfathered regarding subsequent zoning changes.
2. Any proposed change to the sign structure (height, width, foundation, etc.) shall require that all parts of the sign and its structure come into conformance with the existing zoning ordinance.
3. If any change to the lettering on an internally illuminated sign involves the removal of the background panel on which the lettering is placed, then the background panel shall become opaque (not translucent) and the lettering shall become illuminated.
4. Signs may be replaced only with a conforming sign or signs, regardless of how the original sign was approved or erected.
5. A new or separate permit will be required to change, alter, add or otherwise modify any signs within the Town of Hooksett.
6. Nothing in these sections shall be construed to prohibit the normal maintenance and upkeep of legally existing and conforming signs, in so far as they retain their existing sign, configuration, etc.

J. Fees

The fee for each sign permit shall be established by the Town Council with the recommendation of the Hooksett Planning Board.

(end of Article 20)

A Comprehensive Guide to Changes in the Proposed Sign Ordinance

The proposed Sign Ordinance is a single article to cover all zones and districts in Hooksett. The previous Zoning Ordinance included three separate articles for signs: one a general article, one for the Route 3 Performance Zone, and one for the 3A Corridor. The proposed ordinance would apply the same sign regulations to all parts of Town, eliminating redundancy and making for a more user-friendly and comprehensive Sign Ordinance.

The proposed ordinance is much more business-friendly by allowing more signs, larger signs, and new types of signs. This should significantly decrease the number of waivers and variances for signage that appear before the Planning Board and Zoning Board of Adjustment.

The new ordinance is restrictive in that it prohibits off-premises signs and regulates temporary/nonpermanent signs, in an effort to minimize the amount of sign pollution by temporary signs and promotional materials, which can be hazardous if they end up in the public right of way. The proposed, more lax regulations on wall signs should curtail the need for the aforementioned temporary signs, as businesses will be able to more clearly identify themselves and uniquely express their business.

The following outlines the specific changes proposed to the sign ordinance.

1. Definitions

Addresses will continue to be included on directory signs, but will have to appear at the topmost part of the sign and be lighted, if the sign is lighted. This is a recommendation from Hooksett Fire so that they will be able to easily find businesses and buildings in the event of an emergency.

Awnings will be added to the definitions and will be allowed to include logos, but not lettering or text.

Banner Sign will be added to the definitions for clarity: "A temporary sign of lightweight material (paper, plastic or fabric) hung either with or without frames.

Directional Signs that convey messages such as one way, entrance, or exit will be allowed to include business logos and will be added to the definitions: "Sign limited to directional messages necessary for on-site public safety and convenience such as

'one way,' 'entrance,' or 'exit;' no greater than 4 square feet. May include business logo."

Nonpermanent Sign will be added to the definitions: "A temporary, changeable, moveable sign designed to be transported, including, but not limited to, signs to be transported on wheels. Includes portable marquis-style signs and electronic or digital message signs."

Signs will be defined more clearly than previously:

Previous Definition: Any object, device, display, structure or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event or location by any means including words, letters, figures, design, symbols, fixtures, colors, illumination, or projected images.

Proposed Definition: Any device, display, structure or part thereof, visible from a public place, which is used to advertise, identify, display, or attract attention to or communicate information about products, accommodations, services, or activities.

Window Signs will be added to the definitions with a stipulation that no permanent window sign (i.e. adhesive or painted on signs) shall occupy more than 20% of the area of an individual window area.

2. Prohibited Signs

All temporary signs, streamers and flags must be on-premises. All off-premises signs, permanent or non-permanent, will be considered prohibited.

3. Wall Signs

The current Table of Sign Standards will be repealed and replaced with a new table to reflect the changes of the following:

Allowable Sign Area will be determined by a formula of 1.5 times the building or unit's linear frontage to provide a sign that is proportional to the business frontage, as opposed to the previous ordinance which set two specific sign sizes (32 square feet and 16 square feet) for all businesses, despite their size.

Distance Bonus may be added to any wall sign that is located more than 500 feet from the right of way for an additional 1.5 times the allowable sign area. This will

especially benefit business in plazas and strip malls set back from the road. The previous ordinance also had a distance bonus; however it was based solely on the distance from the road, not taking into account the size of the frontage which caused businesses of varying sizes to be permitted the only one size sign.

Maximum number of signs will be increased from one sign to a maximum of three signs, provided the total area of each sign face does not exceed the Allowable Sign Area. This would allow a business with 50 feet of frontage the option to have one 75 square foot sign, two 37.5 square foot signs, three 25 square foot signs, OR any size combination thereof (one 25 sf sign and one 50 sf sign, etc.), allowing them to uniquely express their business in a way of their choosing.

4. Monument/Directory Signs

The current Table of Sign Standards will be repealed and replaced with a new table to reflect the changes of the following:

Maximum Sign Area and Height will be increased overall and will be increased on a scale according to number of tenants for better visibility from motorists and the like.

Previous Max. Sign Area and Height	Proposed Max. Sign Area and Height
1 or 2 tenants: 32 sf and 10 ft. tall	1 tenant: 32 sf and 20 ft. tall
2 to 3 tenants: 50 sf and 10 ft. tall	2 tenants: 64 sf and 20 ft. tall
4 or more tenants: 100 sf and 15 ft. tall	3 tenants: 96 sf and 20 ft. tall
	4 tenants: 128 sf and 25 ft. tall
	5 or more tenants: 165 sf and 30 ft. tall

While these increases look significant, there are already many signs of these larger sizes around town, permitted by waivers or variances. Since they have proven not to be a detriment to the community or the visual landscape, this size option should be extended to all businesses in Town. These sizes were based on research from the United States Sign Council and provide for ideal visibility for motorists on multi-lane roads at the travel speeds allowed in Town. These signs will be easier to see and read at a glance, thereby ensuring traffic safety.

Setback from the road may be required for signs greater than 64 square feet to provide for proper site distance.

5. Nonpermanent Signs

Banners for temporary use shall be allowed by permit for a time limit determined by the Code Enforcement Officer. Previously, there was a 10-day limit on banner permits; however this proved to not be enough time to serve their purpose as a

temporary business sign until a permanent sign was made. This gives applicants the chance to discuss their individual needs and circumstances for a banner and gives the Code Enforcement Officer the ability to determine a more flexible time limit for the banner at his discretion.

Promotional Signs and Decorations pertain to items such as sandwich boards, lawn signs, feather/sail flags and air dancers. While they were previously restricted altogether, businesses chose to display them anyway, making it impossible for Code Enforcement to keep up. As alternative to banning these types of nonpermanent promotional items, the proposed ordinance seeks to regulate them in a way that businesses can promote themselves, public right of ways are protected, and can be properly enforced by the Town. The safety of public right of ways is of utmost important as these temporary materials can come unattached and find their way into roads (especially during inclement weather) and can potentially block sidewalks from pedestrians, especially the handicapped that need an unobstructed path.

By the proposed ordinance, promotional signs and decorations shall be allowed in non-residential districts only, shall be placed on-premises only, must have a separation of 20 to 30 apart, must have a 4 foot wide unobstructed path if in the pedestrian right of way, and shall be displayed during business hours only (must be stored indoors or removed from the premises when the business is closed).

Section G.2. Special Sale and Promotional Events will be repealed from the ordinance. This section regulated that temporary signs in windows (such as weekly grocery store promotions) must be rotated every 10 days. It also regulated streamers and banners for temporary use. The proposed ordinance would allow window promotional signs to be at the discretion of the business, and would adhere streamers and banners to the regulation mentioned previously.

Seasonal Signs will be addressed in a new addition to the ordinance. They would be allowed by permit, as they are currently, but they would be allowed more signage and larger signage (multiple signs of any type, provided the total of all sign areas does not exceed 32 square feet).

Portable Signs will be allowed by permit, as they are currently, but must be on-premises only and shall not display off-site advertising.

Political Signs will not change and will comply with RSA 664:17; however, the text of this RSA will be added to ordinance, so the information will all be in one place.

6. Illuminated Signs & Electronic Signs

Regulations on illuminated signs will not change, but the Illuminated Sign and Electronic Sign sections from the Hooksett Development Regulations will be added to the ordinance, so that one would not need to look through both the Zoning Ordinance and the Development Regulations to find the information they need. It will all be in one place.

An image for Back Lit Panels will be added to clarify the currently required opaque background. In the proposed ordinance, the logo will be allowed to be illuminated, in addition to the currently allowed lettering.

The time period for rotating electronic messages will be reduced from 15 seconds to 8 seconds, allowing businesses with electronic signs to display messages at a faster rate.

Staff Report
College Park Drive Sidewalks
February 26, 2014

AGENDA NO. appartnt
DATE: 2-26-14

Background:

In 2010 a CMAQ application was applied for by Town Administrator, Mrs. Carol Grandfield. This was for construction of approximately 2200 linear feet of sidewalk along the southern side of College Park Drive. This will connect the existing walks from Main Street to the Library, and the existing walks on Merrimack Street.

Issue:

CMA Engineering, will in public meeting, discuss the design of the new College Park Drive sidewalks to be constructed by the help of the CMAQ program (Congestion Mitigation and Air Quality).

The CMAQ program is an 80% 20% split. The share which comes from impact fees, are from contractors that develop in town, and the 80% will come from the New Hampshire Department of Transportation's, Federal Highway funds. At this point the total cost of the job is looking to be \$370,649.00.

Discussion:

The funds will be \$296,519.20 from the Federal Highway funds, and \$74,129.80 will be the town's portion, which will be paid with impact fees. This leaves the tax payers with a zero cost.

When the application was submitted to the NHDOT March 31, 2010 by Mrs. Grandfield, she had the full support of the Town Council and Planning Board.

Fiscal Impact:

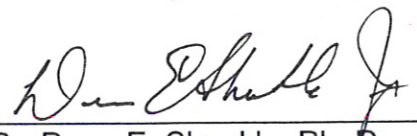
There will be no cost to the tax payers for the project.

Recommendation:

The presentation from CMA Engineering will show the new sidewalk that will be presented to the NHDOT for review. At this time, this is one of two public presentations that CMA Engineering will perform for the town's input. I recommend that the Council accept the design and move forward.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: *concur*



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

AGENDA NO. appointed
DATE: 2-26-14

Dean Shankle

From: Steven Keach <skeach@keachnordstrom.com>
Sent: Thursday, February 06, 2014 3:28 PM
To: Dean Shankle
Cc: Carolyn Cronin; Jo Ann Duffy; keithc@longbeachdevelopment.com; keith@my-sterling-home.com; pjulia@keachnordstrom.com
Subject: Summit View - Open Space Subdivision - South Bow Road - Hooksett, NH

Dean:

Thank you for your prompt response to my recent telephone call concerning disposition of open space planned as part of the subject land development proposal. As we discussed, our client (Sterling Homes, LLC) has proposed a 38 lot open space subdivision involving parcels identified on Hooksett Tax Map 12 as Lots 1 & 24. The combined area of these parcels, situated immediately southeast of the Hooksett/Bow town line, is approximately 100.3 acres. The project also contemplates 8 new lots in Bow at Lot 43-2-30. Attached, please find both the Cover Sheet and project Overview Plan taken from the full set of project plans currently on file at the Hooksett Planning Department. The Cover Sheet includes a tax map excerpt which depicts the location of the subject parcels. The Overview Plan identifies the proposed layout of the planned subdivision, including 58.9 acres of open space pursuant to the requirements of the Hooksett Zoning Ordinance. The majority of the planned open space (54.36 out of 58.9 acres) is to be situated on one contiguous parcel bordering the Brickyard Brook to the east of that portion of the development parcel upon which homes are scheduled to be situated. I understood one reason public, rather than private, ownership of the planned open space may be favored by some is the fact that the planned open space parcel is located immediately adjacent to 3 town-owned parcels (Map 12 - Lots 2, 3 & 4), as well as conservation land owned by the Town of Bow (Lot 43-2-43C) and perhaps other open space or conservation land in Hooksett (such as open space within the Austin Woods subdivision).

As we discussed, I contacted your office seeking placement on an upcoming agenda of the Town Council based upon a suggestion made by Councilman Winterton at Monday evening's Planning Board meeting. As the minutes of the January 13th meeting to the Hooksett Conservation Commission (HCC) suggest, the Commission has expressed strong interest in public ownership of the planned open space and voted to forward a recommendation to that effect to both the HPB and Council. While our clients initially anticipated this open space would ultimately be owned, in undivided interest, by each of the 38 future homeowners within the subdivision and be managed by a homeowners association, they are not opposed to public ownership and have advised both the HCC and Planning Board (HPB) of their willingness to convey the open space to the Town for conservation purposes if in fact that is the pleasure of Town Council. Obviously, all parties are aware that the question of public acceptance rests with the Council.

From a timing standpoint, our client's proposal is scheduled to next be considered by the HPB as part of its upcoming March 3rd agenda. Based on your advice, I understand this item is eligible for discussion as part of the 02/26/14 Town Council agenda. What my client, the HPB and the HCC would like to know in preparation for the HPB's 03/03/14 agenda is whether or not Council wishes to ultimately accept title to the open space land discussed above. If you have questions or require additional information, please contact me directly at your earliest opportunity.

Steve K.

Steven B. Keach, P.E.; President
Keach-Nordstrom Associates, Inc.
10 Commerce Park North – Suite 3
Bedford, New Hampshire 03110

HOOKSETT DENSITY CALCULATION:
 GROSS TRACT AREA: 100.3 ACRES
 CONSTRAINED LAND:
 WETLANDS = 8.7 ACRES
 ROW (15%) = 15.1 ACRES
 TOTAL CONSTRAINED LAND = 23.8 ACRES
 TOTAL UNCONSTRAINED LAND = 76.5 ACRES
 ALLOWABLE DENSITY:
 76.5 ACRES X 1 LOT/2 ACRES = 38.25 LOTS
 PROPOSED DENSITY: 38 LOTS

HOOKSETT OPEN SPACE:
 REQUIRED OPEN SPACE: 50% GROSS TRACT AREA
 = 0.50 X 100.3 AC. = 50.2 AC.
 REQUIRED UNCONSTRAINED OPEN SPACE: 50% REQUIRED OS
 = 0.50 X 50.2 AC. = 25.1 AC.
 CONSTRAINED AREAS IN OPEN SPACE: WETLANDS + STEEP SLOPES
 = 15.9 ACRES
 PROPOSED OPEN SPACE = 58.9 AC. (58.7%)
 UNCONSTRAINED = 43.0 AC. (73.0%)

BOW DATA LISTING:
 1. AREA OF LAND SURVEYED (1+1-2-30) = 27.58 ACRES.
 2. NUMBER OF PROPOSED BUILDING LOTS (4+3-2-30) = 8 LOTS.
 3. LENGTH OF PROPOSED STREET (SIGNAL CROSSING) = 1,194 LINEAR FEET (574' TO 574').
 4. PLEASE REFER TO THE COVER SHEET FOR PROJECT ADJUSTERS LIST.



PERMIT PLANS		SHEET 1 OF 75													
MAP 12 LOTS 1 & 24 AND MAP 43 BLK 2 LOT 30 PROJECT OVERVIEW SUMMIT VIEW SOUTH BOW ROAD HOOKSETT/BOW NEW HAMPSHIRE		PREPARED FOR: STERLING HOMES, LLC 724 EAST INDUSTRIAL PARK DRIVE - UNIT 13 MANCHESTER, NEW HAMPSHIRE 03109													
ENGINEER OF RECORD KIMLEY-HORN AND ASSOCIATES, INC. Civil, Mechanical, Land Surveying, Landscape Architecture 18 Commercial Park, North Andover, MA 01861 Phone (985) 887-1200 Fax (985) 887-2821															
long beach development associates, inc. P.O. BOX 74 Derry, NH 03038 (603) 266-0861		<table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>REVISION DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>01-22-14</td> <td>REVISED PER MUNICIPAL REVIEW</td> </tr> <tr> <td>2</td> <td>11-25-13</td> <td>REVISED PER ENGINEERING REVIEW</td> </tr> <tr> <td>1</td> <td>10-02-13</td> <td>ADDED AUSTIN WOODS NOTATION</td> </tr> </tbody> </table>		NO.	DATE	REVISION DESCRIPTION	3	01-22-14	REVISED PER MUNICIPAL REVIEW	2	11-25-13	REVISED PER ENGINEERING REVIEW	1	10-02-13	ADDED AUSTIN WOODS NOTATION
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SHEET #: C1		SCALE: 1"=200'													
DATE: AUGUST 19, 2013		JOB #: 12-007													

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be acceptable. Therefore, we have no concern with it.

D. Marshall: That is going to be fenced?

S. Keach: Yes.

F. Kotowski motioned to grant a waiver from 4:1 to 2:1 and 4:1 to 3:1 grading on the detention pond. Seconded by D. Marshall. Motion granted unanimously.

S. Keach: When we go to Council and talk about the question that Keith raised regarding the small strip of land, you have no preference either way?

D. Rogers: If we can avoid the homeowners association, I think that would be the way to go. Leaving it in the buffer is the way you described it. I also think from a homeowners standpoint their land would be less encumbered and simpler.

S. Keach: Basically, leave it the way it is.

D. Rogers: To the extent that can be done acceptably to the Council.

S. Keach: Ok.

F. Kotowski: The other issue is there is no public access to that strip.

S. Keach: There would be. It has frontage on Merrill.

D. Rogers: On the far left end.

S. Keach: So it is ok to relay to Council your preference would be keep the drawing as it is?

D. Rogers: On that, yes.

S. Keach: We will see you on the 3rd after the Council meeting. We will get JoAnn those sketches of the 4 lots she asked for and copy Dan on that. At that point, I look forward to taking up the criteria for the special permit and hopefully the application.

D. Winterton: Is the reason that both cisterns are on the Hooksett side because, once the cistern comes in, Hooksett, as a town, must maintain it and if it were 10' the other way, Bow would have to maintain it?

Keith Coviello: The fire chief in Hooksett wanted 3 cisterns. This is a way to only have 2 by having it a little closer in Hooksett. That is why it is located where it is. At one point it was located in Bow with the access in Hooksett, but in working with the fire department in both communities, this is where they negotiated everything to be.

Recycling and Transfer Department Ordinance

This Policy is created to establish control of solid waste in the Town of Hooksett, implementing rules and regulations for the operation of the Transfer and Recycling Center (Center), curbside collection of trash and recycling, and setting of fees for the use of the facility. Control and regulation of solid waste will serve the public interest, protect health and safety of Town residents and conserve our natural resources.

SECTION 1
DEFINITIONS AND WORD USAGE

As used in this Policy, the following terms shall have the following meanings:

ACCEPTABLE WASTE – Household garbage, trash, rubbish and refuse originating within the boundaries of the Town, normally collected or disposed of as a result of residential pickups or deliveries.

AUTOMATED COLLECTION – shall mean a method of collecting refuse and recycling through the use of mechanical collection equipment and special carts issued for the storage and collection of rubbish and recyclables.

AUTOMATED COLLECTION CART – shall mean a specially designed cart with wheels, approved by the Town of Hooksett to be used for the storage of acceptable refuse or recyclables in the automated collection operation.

COMMERCIAL – Commercial entities doing business in the Town of Hooksett including but not limited to contractors, multifamily dwellings of more than four (4) units, commercial establishments of any size .

CONSTRUCTION DEBRIS – Non-putrescible waste building materials and rubble

CURB LINE – shall mean the area directly behind or adjacent to the curb; in the absence of a curb, the area adjacent to the edge of pavement or road.

CURBSIDE COLLECTION – shall mean the pickup of acceptable trash and recyclables at certain residences in the Town

CUSTOMER – shall mean any resident who delivers waste to the facility or receives trash and or recycling service from the Town

DEMOLITION WASTE – See Construction Debris

DESIGNATED COLLECTION POINT – shall mean the place where the automated cart shall be placed for service, as determined by the Recycling and Transfer Department.

EXTRA REFUSE – shall mean any refuse placed on, or around automated collection cart in excess capacity of the automated cart.

HAZARDOUS WASTE – shall mean any material which has been identified as hazardous waste by the New Hampshire Department of Environmental Services. Such wastes include, but are not limited to, those which are ignitable, irritants, or strong sensitizers, or which generate pressure through decomposition, heat, or other means. Such term also encompasses any solid, semisolid, liquid or contained gaseous waste, or any combination of these wastes which, because of either quantity, concentration, or physical, chemical or infectious characteristics may: a) cause or contribute to an increase in mortality or an increase in irreversible or incapacitating reversible illness; and/or b) pose a present or potential threat to humans or the environment when improperly treated, stored, transported, disposed of, or otherwise mismanaged.

HOUSEHOLD HAZARDOUS WASTE – hazardous waste generated from non-commercial usage by persons in their living abodes.

INFECTIOUS WASTE - Any waste which, because of its infectious nature, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

MANDATORY – Officially required.

METAL GOODS (METAL). Metal goods include household appliances, air conditioners, aluminum lawn chairs, aluminum windows, outside grills, hot water tanks, and other metallic items that can be readily recycled and marketed.

MOTOR VEHICLE WASTE – Used motor oil, motor vehicle batteries, antifreeze, and tires from motorized vehicles.

MULTI-FAMILY RESIDENTIAL PROPERTY – shall mean more than one (1) but not more than four (4) dwelling units in a building.

RECYCLABLE – Any item within the town recycling program which can be recycled with the intent of reusing that item.

RECYCLING – The collection, storage processing, and redistribution of separated solid waste as to return material to the marketplace.

REFUSE – Any solid waste product which is composed wholly or partly of such materials as garbage, swill, sweepings, cleanings, trash, rubbish, litter, industrial solid wastes, organic wastes, and domestic solid wastes.

RESIDENT – a person who is domiciled or has a place of abode in the Town of Hooksett and who has, through all of his or her actions, demonstrated a current intent to designate that place of abode as his or her principal place of physical presence for the indefinite future to the exclusion of all others.

RESIDENTIAL PROPERTY – shall mean a single-family or multi-family housing building that consists of four (4) or fewer dwelling units.

SOLID WASTE – Any matter consisting of putrescible material, refuse, and other discarded or abandoned material. It includes solid, liquid, semisolid, or contained gaseous material resulting from industrial, commercial, mining and agricultural operations and from community activities. For the purposes of this Ordinance, it does not include hazardous waste as defined in RSA147A:2 or infectious waste as defined in this Section.

USER FEE – A charge, usually by a municipality, to users of a service.

YARD WASTE – Leaves, grass clippings, weeds, hedge clippings, garden waste, and twigs.

SECTION II

CURBSIDE AUTOMATED COLLECTION

It shall be **required** for curbside collection in the Town of Hooksett that all designated recyclable materials will be separated from the solid waste stream and disposed of in the approved recycling containers, either at the curb-side, in the mobile recycling trailer or at the Recycling and Transfer Center. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at www.hooksett.org under the Recycling and Transfer Department.

- a. The purpose of this section is to establish minimum standards for the storage, collection, transportation and disposal of solid waste and recycling, utilizing an automated collection program to promote the health, safety, and welfare of the Town's residents, employees and environment, and to minimize the amount of trash generated in the Town.
- b. The Superintendent shall have the direct responsibility for the administration of this section subject to the direction and control of the Town Administrator and the Town Council.
- c. The Town will provide curbside collection of residential solid waste from public schools, municipal buildings, single family dwellings, multi-family dwellings (not more than 4 units)
- d. Two automated collection carts, one for trash, one for recycling, and instructions for use will be distributed for residents who receive collection services from the Town. Additional recycling carts may be issued in certain circumstances, upon recommendation of the Superintendent, determination will be made on a case by case situation by the Recycling and Transfer Advisory Committee.

- e. It will be the resident's responsibility to assure that automated collection carts are placed in the appropriate location designated by the Town, by 7:00 am on collection day. The Superintendent or his/her designee shall have the authority to review and approve or disapprove placement of the collection carts. Alternative sites may be necessary to safeguard public safety and minimize risk of damage to public or private property during the collection process.
- f. It is the resident's responsibility to remove the automated cart from the curb line by the end of the collection day.
- g. It is prohibited to overload automated carts in a manner that is likely to cause damage to the collection vehicle, the automated cart or to create a litter condition or to impede collection. It shall be an infraction to place or deposit any refuse whatsoever in or around an automated cart owned or provided for the use of another customer without that customer's approval.
- h. The Town shall not be responsible for collection if there are any infractions of any section of this policy, or if there are any circumstances that are beyond the control of the Town. Infractions or circumstances include, but are not limited to, automated cart overload, unacceptable materials, improperly loaded automated cart, blocked access, automated cart inaccessibility, improper carts or dangerous situations.
- i. Automated Carts:
 - 1. All automated carts are the property of the Town of Hooksett and are not to be removed from the property even in the event of a change in ownership or resident status. All automated carts will be assigned to a street address and have an imprinted number for identification purposes. One cart shall be used for trash and one cart for mixed recyclables.
 - 2. Any repairs to the containers will be performed by the Town. The property owner/customer shall contact the Recycling and Transfer office to report damage and request a repair. Containers damaged beyond repair will be replaced by the Town. If the containers are subject to neglect or other preventable damage as determined by the Superintendent, the Superintendent will require a charge for the replacement. The property owners are the ultimate party responsible for all damages or removed containers by tenants. The owner shall pay the cost of \$50.00 for any replacement containers. The owner should work to educate the household members on the proper use and maintenance of the containers.
 - 3. All trash and recyclables shall be placed into the appropriate containers so that the lid can be securely shut. No trash or recyclables placed on the ground or in any unapproved containers shall be picked-up by the town. The containers shall not be overfilled or arranged in any manner that will prevent the lid from remaining closed at all times to prevent water from filling the container, and access by animals. In the event of overflow, residents may bring the extra material to the facility or must wait till the next scheduled collection day.

j. Placement of Carts

It shall be the duty of each customer to place the carts as follows:

1. Within two (2) feet of the curb line or where directed by the Town.
2. At least five (5) feet away from all objects such as fences, mailboxes, and utility poles, and clear of overhanging vegetation, utility wires, etc. to allow for the unimpeded operation of collection vehicles.
3. So that the automated cart handle is facing the dwelling unit.
4. At least two (2) feet from the other cart.
5. At least ten (10) feet away from parked vehicles.

k. Approved Materials for Automated Curbside Collection

1. All approved recyclables shall be placed in the containers loose. No plastic bags should be recycled or used to contain recyclable material. The complete list of acceptable recyclables will be prepared by the Superintendent and distributed to all residents. The list shall be available on the website at www.hooksett.org or at the Recycling and Transfer Department. The list may be modified given market conditions or other factors. Recyclable materials, such as cereal boxes, and cardboard boxes should be flattened so that the recycling container does not become overfilled too quickly during a given collection week. All recyclable items shall be empty
2. All household trash must be bagged before placing into the trash container. All materials must be separated and placed into the appropriate container for the automated curbside program.
3. ONLY recyclables and household trash will be collected at the curb. All other material for disposal must be brought to the Recycling and Transfer Center at 210 West River Rd.

ENFORCEMENT

Section II Collection

It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident or tenant violates any provision of this section (Section II) it may result in the issuance of notices, warnings and possible ~~loss of collection~~ fines.

First Violation – A courtesy notice will be issued. If the violation is the disposal of any unacceptable material, the cost of disposal (user fee) may be incurred.

Second Violation – A written warning will be issued. If the violation is the disposal of any unacceptable material the cost of the disposal (user fee) will be incurred.

2. Inspection procedures;
3. Hours of operation; and
4. Establishing fees.

USE OF CENTER

It is **mandatory**, that residents, who use the facility to drop off material, will separate all designated recyclable materials from the solid waste stream and dispose of them in the approved recycling containers. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at www.hooksett.org under the Recycling and Transfer Department.

A. Permit Required.

Permits will be issued for all residents who use the facility if the vehicle is registered in Hooksett. Residents who do not have a registered vehicle must show proof of residency in the way of a tax bill or license with Hooksett address.

B. Removal of material

No material shall be removed from the Center without authorization.

C. Designated Areas

Solid waste shall be disposed of only in the designated areas.

D. Unauthorized Entry

No person shall enter or attempt to enter the Center at times other than during the posted operating hours.

E. Acceptable Solid Waste

Solid waste which is allowed to be received at the Center includes refuse, recycling, construction debris and demolition waste, motor vehicle waste, yard waste, residential brush, appliances, and scrap metal. User fees may apply. See website at www.hooksett.org or call facility 669-5198.

1. Clean demolition, wood, sheetrock(kept separate), asphalt shingles (kept separate)
2. Furniture
3. Metal items and appliances will be accepted. Appliances with freon will be kept separately
4. Yard Waste (grass clippings, garden waste, leaves and branches no larger than 3" in diameter) must be brought to the designated area (compost pile). Yard waste brought in plastic bags must be emptied.
5. Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.

F. Unacceptable Solid Waste

Materials which will not be accepted at the Center shall include, but not be limited to, the following:

1. Hazardous waste. Hazardous waste or material which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.

~~Third Violation – A third violation~~ Chronic violation will result in the issuance of fines. The violator will be fined \$50.00 for the third violation and \$100.00 for each offense after that. ~~loss of collection privileges, for an amount of time. The determined by the Superintendent, with approval by the Town Administrator .~~ The violator shall have the right to appeal to the Town Council.

SECTION III

CONDOMINIUMS

Condominiums will be required to provide for the collection and disposal of domestic trash within their communities. The Town will reimburse tonnage at a maximum of 31 pounds per unit per week at the Town budgeted rate (for trash disposal), paid semi-annually, upon submission and verification of paid invoices by the condominium association. The Town may rescind or amend this section at any time.

SECTION IV

RECYCLING AND TRANSFER CENTER

The Center is operated and maintained in accordance with RSA 149-M:17 solely to receive, transport, and dispose of authorized solid waste generated within the geographical boundaries of the Town.

These regulations have been recommended by the Recycling and Transfer Advisory Committee and adopted by the Town Council pursuant to the authority granted the Council by RSA 149-M:17, II and 31:39, I (f). These regulations are intended to:

1. Prevent unauthorized entrance into and/or use of the Center;
2. Prohibit the disposal of illegal and/or unacceptable waste;
3. Control the disposal of authorized solid waste to facilitate compliance with operating standards, improve efficiency and productivity, require recycling and reuse of our resources, and maximize the life of the Center; and
4. Establish permit procedures.

The Superintendent of the Center is authorized to promulgate additional regulations subject to the approval of the Town Council which may include, but are not limited to, the following subjects:

1. Separation of solid wastes and other materials;

2. Other. Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.
 3. Tires on rims.
- G. Stumps and Logs. Also branches greater than three inches in diameter or three feet in length.

ENFORCEMENT

Use of Recycling and Transfer Facility

It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident, tenant or Hooksett Commercial Business violates any provision of this section (Section IV) it may result in the issuance of notices, warnings and possible fines ~~loss of privileges at the facility.~~

Staff Report
NHDOT Bridge Aid for Benton Road
February 12, 2014

26

13-123
Scheduled
AGENDA NO. agoutat
DATE: 02-12-14
26

Background:

Per RSA 31:95-b, III (a) Council shall hold a public hearing for all unanticipated monies in the amount of \$5,000 or more.

The objective of the Benton Road Culvert project was to stop the flooding of Dalton Brook at Benton Road. The flooding resulted in shutting down several businesses along US Route 3. To stop the flooding, a box culvert was installed in place of a smaller concrete culvert. The project started in July 2008 and was completed three years later.

Issue:

To accept NHDOT Bridge Aid funds for reimbursement for the Benton Road Culvert project in the amount of \$138,215.66.

Discussion:

The Benton Road Culvert project cost a total of \$462,758.10 to complete. The Town received revenue in the amount of \$289,988.52 from FEMA. With the receipt of this payment from the State in the amount of \$138,215.66, the Town cost was \$34,553.92 which was funded from the Public Works' Budget over the lifetime of the project.

Fiscal Impact:

This final payment from NHDOT Bridge Aid will be reported as income to the Town in accordance with the budget law.

Recommendation:

Motion to accept \$138,215.66 from NHDOT Bridge Aid for the expenses related to the Benton Road Culvert project in accordance with RSA 31:95-b, III (a).

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *concur*



Dean E Shankle, Jr.
Town Administrator



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

January 3, 2014

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Christine Soucie, Finance Director
Town of Hooksett
35 Main Street
Hooksett, NH 03106-1397

RECEIVED
JAN 07 2014

BY: [Signature]

RE: HOOKSETT, #15328
Benton Road over Dalton Brook - Br. #102/085
FINAL REIMBURSEMENT

Dear Ms. Soucie:

This letter will serve as notification that our office has processed your request for reimbursement. The payment will be sent directly to the City/Town from the State of NH Treasury Department. If you do not receive reimbursement within three weeks, please contact our office at 271-2108.

The above-mentioned reimbursement will represent final payment in the amount of \$138,215.66 for the State's share of project-related charges. The breakdown is as follows:

Table with 2 columns: Description and Amount. Rows include Preliminary Engineering (Stantec \$93,956.79), Construction (Town Force Account 319,044.17, Stantec, CE 49,757.14), Total Project Cost \$462,758.10, Less FEMA & Other Payments 289,988.52, State Aid Bridge Share \$172,769.58, and 80% State Reimbursement \$138,215.66.

If you have any other questions or concerns, please feel free to contact me.

Sincerely,

[Signature of Nancy J. Mayville]

Nancy J. Mayville, P.E.
Municipal Highways Engineer
Bureau of Planning and Community Assistance
Telephone: (603) 271-2107

NJM/sdb

cc: Finance & Contracts

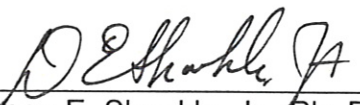
AGENDA NO. 14-22

DATE: 2-26-14

Staff Report
Tax Deeding Process
February 26, 2014

Background: The annual tax deeding is approaching and the tax collector would like to provide the Council with an overview of the process.

Prepared by: Town Administrator



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

