

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, November 19, 2014**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SPECIAL RECOGNITIONS**
- 5. APPROVAL OF MINUTES**
 - a. Public: 11/12/2014
 - b. Non-public: 11/12/2014
- 6. AGENDA OVERVIEW**
- 7. PUBLIC HEARINGS**
- 8. CONSENT AGENDA**
 - a. Hooksett Permanent Firefighters donation to Family Services approx.. \$3,500
- 9. TOWN ADMINISTRATOR'S REPORT**
- 10. PUBLIC INPUT: 15 Minutes**
- 11. NOMINATIONS AND APPOINTMENTS**
- 12. SCHEDULED APPOINTMENTS**
 - a. Trustee of Trust Funds
 - b. Moderator
 - c. Budget Committee
 - d. Economic Development Committee
- 13. 15 MINUTE RECESS**
- 14. OLD BUSINESS**
 - a. 14 – 066 Village/Lilac Bridge Update and Payment Request
- 15. NEW BUSINESS**
 - a. 14 – 099 Business Retention & Expansion Program
- 16. SUB-COMMITTEE REPORTS**
- 17. PUBLIC INPUT**
- 18. NON-PUBLIC SESSION**

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

NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.
- 19. ADJOURNMENT**

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

Public Input

1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

Staff Report
Lilac Bridge Emergency Repair
November 19, 2014

AGENDA NO. 14-066
DATE: 11/19/2014

Background:

The Lilac Bridge from 1909 is a three truss bridge, reportedly the last remaining bridge in its type in New Hampshire. The Village Bridge was originally designed by John W. Storrs and built in 1909. It is a three span Pratt truss bridge, approximately 490 feet long. Span 1 was reconstructed after it was damaged in 1936 floods. In 1976 the bridge was closed to vehicular traffic. In 2008 this bridge was placed on the New Hampshire State Register Places.

Although the intent was to have the bridge evaluated and has had an engineering review done so as to revive the bridge for pedestrians crossing. The Bridge has no remaining safe calculated load capacity and is now considered to be unsafe for any and all loading. Due to the imminent risk of the bridge failure this bridge requires emergency attention.

Issue:

The cost if this failure would accrue would be catastrophic for the town. At this time the Council has appropriated the funds from impact monies for the engineering review of \$81,000.00 the low bid for the review was CMA Engineering of \$61,600.00. The council on August 27, 2014 awarded the emergency repair engineering review to CMA engineering. Originally the intent was to use impact fees for this work. I feel that even though it is an engineering study, the thought process for the study is now changed. Were the original studies was for a sidewalk and impact fees were too used, now it is for an emergency repair or demolition of the bridge. I feel that the impact moneys should not be used for this.

Discussion:

Although the DPW budget does not have a line specific for emergency as this. I suggest it be taken from the professional service line. 001-450.432-330.000

Fiscal Impact:


At this time the invoice is at \$72,364.14. This will cover up to date with \$10,764.14 should be reimbursed from the sewer department. The original invoice is \$96,000.00 which includes \$23,000.00 for historic consultants which was removed for that would have to be a different phase if needed.

Recommendation:

I would recommend that the council approve the \$72,364.14 which this work has been done on an emergency status, for it could not go out to bid for the DOT had the pressure on the town to move forward immediately once they information was given to them.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: *concur*


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

Town of Hooksett, NH
 Village (Ilac) Bridge - NHDOT Br. No. 083/150
 CMA Engineers, Inc. project billing status as of Nov. 5, 2014

Preliminary Evaluation (Billed under Invoice 1)			
Task 1 - Letter Report			Budget < \$500
Thru Sept '14	\$	424.41	
Oct '14	\$	-	
Emergency Assessment and Repairs (Billed under Invoice 2 - Present)			
Task 1	Initiation and Data Collection		Original Budget \$ 61,600.00
Thru Sept '14	\$	8,865.40	CO # 1 - Sewer \$ 4,500.00
Oct '14	\$	-	Total \$ 66,100.00
Task 2	Bridge Rating and Analysis		
Thru Sept '14	\$	8,288.39	
Oct '14	\$	-	
Task 3	Conceptual Plans and Quantity Estimating		
Thru Sept '14	\$	19,349.84	
Oct '14	\$	1,442.15	
Task 4	Meetings, Coordination, and Project Management		
Thru Sept '14	\$	5,366.24	
Oct '14	\$	4,470.59	
Task 5	Sewer Evaluation and Design		
Thru Sept '14	\$	4,917.45	
Oct '14	\$	1,346.69	
Subtotals	Task 1-5		
Thru Sept '14	\$	46,787.32	
Oct '14	\$	7,259.43	
Totals			
Thru Oct '14	\$	54,046.75	Remaining Budget Thru Oct '14 \$ 12,053.25
Check Totals:			
Inv 2	\$	14,392.75	Reimburse bale Sewer services to-date
Inv 3	\$	32,394.57	\$ 6,264.14
Inv 4	\$	7,259.43	
	\$	54,046.75	OK

Proposed PO amount to get to NEPA / Section 106 decision of compliance

Original budget	\$	61,600.00
Sewer services to date for stabilization design	\$	6,264.14
Proposed sewer services for interim relocation	\$	4,500.00
Historic consultant HAER services budget	\$	11,500.00
Historic consultant mitigation services budget	\$	11,500.00
	\$	95,364.14
		72,364.14
Say	\$	96,000.00
		72,364.14

**Staff Report
Village (Lilac) Bridge
August 27, 2014**

Background:

There is an opportunity to restore the 1909 truss bridge, reportedly the last remaining bridge of its type in New Hampshire. The site has particular local significance as the main connector of the historic village of Hooksett. According to the 2008 NHDHR individual inventory form, the restored bridge will "provide a pedestrian walkway, a place for community events, and a spot from which to enjoy the view and access the river and nearby parks and business. The bridge project would supplement other economic revitalization plans for the village.

Issue:

The Village Bridge was originally designed by John W. Storrs and built in 1909. It is a three span Pratt truss bridge, approximately 490 feet long. Span 1 was reconstructed after it was damaged in 1936, and the timber deck and gusset plates were replaced in 1970, but most of the bridge structure is original. In 1976 the bridge was closed to vehicular traffic, and today is closed completely. In 2008 this bridge was placed on the New Hampshire State Register Places.

Although the intent was to have the bridge evaluated and have an engineering review done so as to revive the bridge for pedestrians crossing.

On August 13th of 2014 I received a phone call from Nicholas Goulas P. E. from NHDOT, stating that in an investigation done on the bridge a few days earlier, it was found that the lower chord is severed/fracture in span #3, approximately 36 feet from the north abutment.

Discussion:

The bridge has no remaining safe calculated load capacity and is now considered to be unsafe for any and all loading. Due to the imminent risk of the bridge failure this bridge requires emergency stabilization or partial/ complete demolition to mitigate risk. Were the bridge has a sewer main attached to it, if it was to fall into the river it would create an environmental hazard. The two bridges downstream could also be damaged if the bridge would fall into the river.

Fiscal Impact:

The cost if this failure would accrue would be catastrophic for the town. At this time the Council has appropriated the funds for the engineering review of \$81,000.00 the low bid for the review was CMA Engineering of \$61,600.00

Recommendation:

I would recommend that CMA Engineering be the engineering firm to do the review study and be used to at this time to put a temporary fix to the structure so it would be safe for the sewer main to continue its job on the bridge. Once we know that the bridge is in a non-hazardous state, we could continue with the process of evaluating the future of the bridge.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation:

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

Staff Report
Business Retention & Expansion Program
UNH Cooperative Extension
November 19, 2014

AGENDA NO. 14-099

DATE: 11/19/2014

Background:

This program will foster and enhance the relationships between the Town and local area businesses.

Issue:

The Business Retention and Expansion Program is coordinated through the UNH Cooperative Extension Program. The purpose of this program is to assist the community to foster a friendly business climate and help improve the competitiveness of local businesses. The Economic Development Committee and other interested parties will receive training on how to conduct a local BR&E Visitation Program. They will call on businesses and interview the owners to discuss their needs. A task force will then review the survey results and a strategic planning process be established. The entire process will take 2-3 years to complete.

Fiscal Impact:

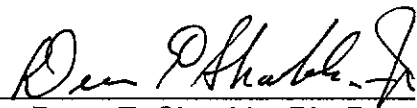
The cost of this program is \$1,500.

Recommendation:

I recommend the Town Council authorize the Town Administrator to enter into a contract with UNH Cooperative Extension in the amount of \$1,500 for development of a Business Retention and Expansion Program for the Town of Hooksett. The Hooksett Economic Development Committee also voted unanimously to support this program.

Prepared by: Jo Ann Duffy, Town Planner

Town Administrator Recommendation: *concur*



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



Memorandum of Understanding
Business Retention and Expansion Program

1. UNH Cooperative Extension

We, UNH Cooperative Extension (UNHCE), agree to provide the following information, facilitation, and assistance to enable the town of **Hooksett** to form a Business Retention and Expansion (BR&E) Program Leadership Team and Taskforce, to engage community residents and businesses in this community in a visitation program, which will entail a business survey aimed at identifying issues and concerns, as well as, examine opportunities to strengthen the local business environment. The findings from the visitation survey will be summarized in a report, which will be the basis for the development and implementation of an action plan for the town of **Hooksett**. For its part in the program, UNH Cooperative Extension agrees to provide the following:

- a. Informational materials to guide the community in implementation of the UNHCE BR&E program
- b. Guidance, consultation, and support to the Program Leadership Team and Taskforce to implement the BR&E program, which includes:
 1. Facilitating the development of the Leadership Team and Taskforce.
 2. Training Leadership Team, Taskforce and business visitors on conducting business visitations.
 3. Providing the survey instrument to be used for the business visitations and analyzing and summarizing the survey results
 4. Development and drafting of the research report within 45 days of the completion of the business visitations.
 5. Facilitation of the BR&E retreat and development of the economic development strategy & goals.
 6. Participation in project team meetings on a quarterly basis (as needed).

2. Town of Hooksett

We, the Town Hooksett, agree to the following:

- a. Provide overall organizational support for the creation of the Leadership Team, Taskforce and the recruitment of visitors from the community, survey businesses, and provide completed survey to UNH Cooperative Extension for tabulation.
- b. Provide space for meetings, note taking, all BR&E related mailings, copies and ancillary meeting materials
- c. Maintain communication and active participation with UNH Cooperative Extension throughout all three steps of the Business Retention and Expansion program process.
- d. Ensure that all publicity and promotional materials concerning the Business Retention and Expansion program process contain the following Acknowledgment: **“This Business Retention and Expansion Program event is facilitated by UNH Cooperative Extension in collaboration and sponsorship of the Town of Hooksett and Hooksett Economic Development Committee.**
- e. Submit a check in the amount of **\$1,500** to the UNH Cooperative Extension (i.e. BR&E



materials, travel expenses, report writing, etc.). This fee is due within 30 days of signing this agreement. **Please make out a check payable to the University of New Hampshire (Memo section: UNHCE BR&E Program) and mail it, along with the MOU, to:**

Andre L. Garron, Economic Development Specialist
University of New Hampshire Cooperative Extension
204B Nesmith Hall, 131 Main Street
Durham, NH 03824

3. Agreement:

Town of Hooksett
Authorized Representative

_____ Signature

_____ Date

UNH Cooperative Extension
Authorized Representative

_____ Signature

_____ Date