



**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, June 22, 2016
6:30 PM
Council Chambers**

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

5. APPROVAL OF MINUTES

5.a Public: 06/08/2016
[TC Minutes 06082016-U.docx](#)

5.b Non-Public: 06/08/2016

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

7.a Public hearing for the Town Council to accept 140 acres of conservation easement land from Pike Industries, Inc. to the Town of Hooksett located at Tax Map 7, Lots 23, 24 & 25 Off Hackett Hill Road & F.E. Everett Turnpike in Hooksett, NH per RSA 36-A & NH RSA 477:45-47
[062216 TC Pike ConCom Easement.doc](#)

[Staff Report 5-27-16 Accept 140 acre conservation easement from Pike Industries inc.pdf](#)

[041116_Minutes_O.pdf](#)

[Pike DES decision.pdf](#)

[P5047 EASEMENT PLAN - NORTH AREA.pdf](#)

[P5047 EASEMENT PLAN 2 SHEET 1.pdf](#)

[P5047 EASEMENT PLAN 2 SHEET 2.pdf](#)

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

[P5047 EASEMENT PLAN 2 SHEET 3.pdf](#)

[P5047 EASEMENT PLAN 2 SHEET 4.pdf](#)

8. CONSENT AGENDA

8.a Release Bonds from White Mountain Cable Construction for excavation permit work performed on Joanne Drive and Symth Road; Bond #016066105 for \$15,630 on Joanne Drive and Bond#016066104 for \$11,619 on Symth Road.

9. TOWN ADMINISTRATOR'S REPORT

10. PUBLIC INPUT - 15 MINUTES

11. NOMINATIONS AND APPOINTMENTS

11.a Nominations - Reappointment(s) and New Member(s) as of 7/1/2016
[June 2016 Noms Appts.pdf](#)

11.b Appointments - Reappointment(s) and New Member(s) as of 7/1/2016

12. SCHEDULED APPOINTMENTS

12.a Lee Ann Moynihan to discuss various assessing items.

13. 15 MINUTE RECESS

14. OLD BUSINESS

14.a Comparison of Town of Hooksett Manual and Automated Collection Systems
[Staff Report - Comparison Manual Automated Collection Programs.pdf](#)

[Recycle Comparison Data.xls](#)

[Recycling and Transfer Transportation Cost.xls](#)

[Recycling and Transfer Transportation Cost \(2\).xls](#)

14.b Hiring of a temporary full time temporary Recreation Director
[Staff Report - Hiring of temporary full time Recreation Director.pdf](#)

[Job Description Recreation Director 6-6-16.docx](#)

[6-6-16 Recreation Director Contract.docx](#)

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

14.c 16-031 Hooksett Recreation - Approval of Job Descriptions for Town of Hooksett Recreation School Aged Before and After School Program

14.d 16-031 Hooksett Recreation - Approval of Contract Agreement with Hooksett Schools and the Town of Hooksett for the Recreation School Aged Before and After School Program
Staff Report - Contract Agreement for Before and After School Program.pdf

Hooksett Recreation Extended Care Agreement (revised).docx

Before and After School Program Estimated revenues and expenditures.xlsx

14.e 16-043 FY 2015-16 Budget Encumbrances
Encumbrances - 2016.pdf

Encumbrance List.pdf

15. NEW BUSINESS

15.a FY 2017-18 Budget Goals
SR Budget Goals (3).doc

15.b Technology Services RFP
Staff Report 62216 Tech Services RFP.pdf

15.c Annual Town & School Report
Staff Report 62216 Town Report.pdf

15.d Town Personnel Plan - Remove Section 4 Workplace Conduct "Firearms and other deadly weapons"
TPP Firearms.pdf

15.e Authorize Town Administrator to negotiate and execute a sidewalk easement with SNHU.

16. SUB-COMMITTEE REPORTS

17. PUBLIC INPUT

18. NON-PUBLIC SESSION

18.a 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,

18.b 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.**



TOWN COUNCIL MINUTES - UNOFFICIAL
Regular Meeting
Wednesday, June 08, 2016
5:30 PM
Council Chambers

1. CALL TO ORDER

Chairman Sullivan called the meeting to order at 5:30 p.m.

2. ROLL CALL

In attendance: Roll Call #1: Councilors Donald Winterton, Nancy Comai, Timothy Tsantoulis, James Levesque, Robert Duhaime, Marc Miville and Chairman James Sullivan. Town Counsel, Matt Serge, was also in attendance.

Absent: Councilor David Ross.

3. NON-PUBLIC SESSION

In accord with RSA 91-A:3 II (c), *Councilor ?? moved, second by Councilor ??, to enter non-public session at 5:31 p.m.* Roll Call #2: Councilor Duhaime-yes, Councilor Miville-yes, Councilor Levesque-yes, Councilor Jennings-yes, Councilor Comai-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Chairman Sullivan-yes. Motion passed unanimously, 7-0.

Councilor ?? moved, second by Councilor ??, to exit non-public session at ??? p.m. Motion passed unanimously, 7-0. Chairman Sullivan advised that while the Council met in non-public session no motions were made and no formal votes were taken. The Board discussed a matter that could affect adversely one's reputation, other than a member of the public body itself.

4. PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION ABOVE

Chairman Sullivan called the public session of the meeting to order at 6:33 p.m. A moment of silence was held for David Pearl who recently passed away. Mr. Pearl served the community in a number of capacities, most recently as Chair of the Budget Committee.

Councilor Winterton moved, second by Councilor Duhaime, to tax deed map 18-25. Roll Call #3: Councilor Comai-yes, Councilor Jennings-yes, Councilor Miville-yes, Councilor Duhaime-yes, Councilor Tsantoulis-yes, Councilor Levesque-yes, Councilor Winterton-yes, Chairman Sullivan-yes. Motion passed unanimously, 7-0.

5. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

6.. APPROVAL OF MINUTES

5.a. Public: 05/25/2016

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- [TC Minutes 05252016.docx](#)
- [052516 TC Attach-1.pdf](#)
- [052516 TC Attach-2.pdf](#)
- [052516 TC Attach-3.pdf](#)

Councilor Duhaime moved, second by Councilor Tsantoulis, to approve the May 25, 2016 meeting minutes, as amended. Motion passed 6-0-1 [Councilor Comai abstained].

5.b. Non-Public: 05/25/2016

Councilor Duhaime moved, second by Councilor Miville, to approve the non-public May 25, 2016 meeting minutes, as presented. Motion passed 6-0-1 [Councilor Comai abstained].

7. AGENDA OVERVIEW

8. PUBLIC HEARINGS

7.a. Public hearing for the donation from HYAA to the Town of Hooksett of a new scoreboard (replacement) for Donati Field valued \$10,438 under RSA 31:9-e II, acceptance of gifts more than \$5,000

- [060816 HYAA Scoreboard.doc](#)
- [Staff Report Donation of Scoreboard from HYAA 6-8-16.pdf](#)
- [HYAA Scoreboard Donation.pdf](#)

At 6:41 p.m. Chairman Sullivan opened the public hearing and read the notice posted per RSA 31:95-e II, for a donation of a scoreboard with a value greater than \$5,000. Diane Boyce, DPW Director, indicated that the Hooksett Youth Athletic Association (HYAA) would like to donate a new scoreboard valued at \$10,438 to replace the old scoreboard at Donati Field. Chairman Sullivan held the public hearing open.

9. CONSENT AGENDA

8.a. Donation of three benches by Tim Duffy (Eagle Scout Project) to Town of Hooksett for Heritage Park valued at \$515.00 under RSA 31:9-e II, acceptance of gifts less than \$5,000.

- [Staff Report -Donation of three benches to Heritage Park by Tim Duffy \(Eagle Scout Project\).pdf](#)
- [Eagle Scout - Heritage Park.pdf](#)

Chairman Sullivan noted that Scout Master, Jeff Scott, was in the audience. Tim Duffy, from the Daniel Webster Chapter of the Boy Scouts, Unit 292, came forward to present the town with an Eagle Scout Project. He proposed building and installing three benches at Heritage Park (off of Veterans Drive). The benches would be placed along the water or near the water and built with pressure treated wood and cemented to the ground. Mr. Duffy provided pictures of the area where the benches will be placed. He intends to hold a car wash fundraiser and expects to begin construction in August.

Councilor Winterton said Tim did a "nice job" and asked where the car wash would be held. Mr. Duffy said the car wash would take place at the Burger King in Manchester, close to Hannaford's. Councilor Winterton suggested the Town Administrator put the information on the newsletter. Chairman Sullivan asked if there was concern with flooding if the benches are placed too close to the water. Mr. Duffy said there was a good amount of height and he didn't think flooding would be an issue.

103

104 Councilor Miville said he loves Eagle Scout projects in town and with regard to an email from
 105 Kathie Northrup the park should be referred to as Heritage Landing Park, not Heritage Park.
 106 Councilor Duhaime said the area where the benches will be placed provide some of the best
 107 views in Hooksett and it will be nice to have benches there. Dr. Shankle said that people
 108 come from all over to see eagles from that spot. All councilors thought it was a wonderful
 109 idea and thanked Mr. Duffy.

110

111 *Councilor Miville moved, second by Councilor Jennings, to accept the donation from Tim*
 112 *Duffy of three wooden benches for Heritage Landing Park to the Town of Hooksett valued at*
 113 *\$515 under RSA 31:9-3 II, acceptance of gifts less than \$5,000. Motion passed unanimously,*
 114 *7-0.*

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116 10. TOWN ADMINISTRATOR'S REPORT

117

118 Dr. Shankle asked that the Town Clerk, Todd Rainier, speak to the election of a new Town
 119 Moderator. Mr. Rainier said a well qualified person was elected to the moderator position to
 120 take the place of Don Riley whose term ends on June 30th. After the election, Mr. Rainier
 121 learned that there was a conflict for the individual to serve as moderator. State law points to
 122 the Supervisor of the Checklist appointing an individual. Mike Horn, Supervisor of the
 123 Checklist, appointed Don Riley to a one-year term. Mr. Riley has accepted this interim
 124 position.

125

126 Cindy Robinson was elected but the town's charter does not allow the town moderator to hold
 127 another position within town government. Ms. Robinson serves on the Conservation
 128 Commission and is not interested in resigning from that position.

129

130 Attorney Serge read the relevant section of the town charter. Sec. 7.1.C. reads "any person
 131 elected moderator or councilor shall not simultaneously hold another town office, board
 132 membership, commission membership or trusteeship unless otherwise required by law or this
 133 charter". The current charter is perhaps as old as 30 years, and could be relaxed. The
 134 charter would need to be amended by the Town Council and approved at the town meeting.
 135 Going forward, if the town has trouble finding moderators, a charter amendment may be in
 136 order.

137

138 The Council need not accept Ms. Robinson's resignation since she had not yet been sworn
 139 in. Chairman Sullivan said that until the charter is changed, a potential moderator or
 140 councilor would need to talk with the Town Clerk so that this stipulation is shared with future
 141 office holders of the respective positions.

142

143 Mr. Rainier spoke to the Secretary of State's office and the town can choose to change its
 144 charter. Councilor Miville suggested placing the issue on the agenda at the Council's next
 145 workshop. Councilor Comai felt that the charter may have been written as is because of the
 146 heavy workload of a Moderator. Councilor Jennings commended Mr. Riley for agreeing to
 147 serve an additional year. Chairman Sullivan thanked Ms. Robinson for her willingness to
 148 serve and urged volunteers to "keep up the good work". It's appreciated.

149

150 Dr. Shankle said a donation was received for the Summer Camp program that came in after
 151 the meeting agenda was mailed out. *Councilor Duhaime moved, second by Councilor*

152 *Jennings, to accept a \$210 donation to the Summer Camp program. Motion passed*
153 *unanimously, 7-0.*

154

155 Dr. Shankle asked for volunteers to serve on the Negotiating Committee for contract
156 negotiations with Firefighters Local 3324 to be worked out by the end of December.
157 Councilor Winterton volunteered to continue to serve on the committee. Chairman Sullivan
158 indicated that all Council members will continue to serve on the Council other than Councilor
159 Comai so the Council could make appointments now and re-confirm in July. Councilor
160 Jennings was concerned about his ability to attend meetings if they are held early in the day.
161 Chairman Sullivan wondered if there were restrictions in having an alternate. Councilor
162 Comai said there was no advantage to having an alternate. It was agreed that Councilors
163 Winterton, Duhaime, and Jennings will serve and be re-appointed in July.

164

165 Other information reported by Dr. Shankle includes:

166

- 167 • Community garden is up and running again.
- 168 • Flowers on Main Street Bridge – got a \$4,536 quote.
- 169 • The automatic sprinkler system was previously moved and voted on.
- 170 • Preserving a part of the Lilac Bridge. There was a meeting last week with people
171 involved.
- 172 • The Fire and Police Departments have prepared and made presentations to school
173 groups on the drug epidemic. Councilor Winterton suggested the presentation be
174 made available to the public in general. That will be done on August 3rd at the public
175 library. More information will be forthcoming as the time comes near. Councilor
176 Miville suggested placing the presentation on the town's website. Dr. Shankle will
177 follow-up.
- 178 • Fire Deputy Chief Winton has retired. He is looking forward to moving south in the
179 next year or so.
- 180 • Dr. Shankle and Attorney Serge did some brainstorming about the Firebird this
181 afternoon.
- 182 • Dr. Shankle will provide an update at the next meeting on the restructuring of the
183 assistant position in Community Development.
- 184 • Regarding the Firebird fence, the state told them to fix it and instead they took it
185 down. A letter will be sent to the Firebird to tell them to put the fence back up.
- 186 • Dr, Shankle asked the Council's thoughts on limiting, or not allowing, smoking in
187 Donati Park. There is no ordinance on the matter so it cannot be enforced. On
188 occasion there are complaints from parents that people are smoking around the kids.
189 Dr. Shankle asked whether staff should move forward in putting together an
190 ordinance. Councilor Winterton said he is reluctant to add further restrictions on
191 people, especially if they are outdoors. He would tread lightly before creating more
192 ordinances. Councilor Comai said the schools have "no smoking on school property"
193 rules. The Council agreed to bring the matter up for further discussion at its next
194 workshop meeting.
- 195 • Dr. Shankle said a couple of bids have opened -- for IT, cameras and video
196 equipment. Councilor Levesque asked if more speed signs could be placed on
197 Hackett Hill Road. Dr. Shankle asked to let him know where the signs should be
198 placed.

199

5

200

201 Councilor Miville wanted to add that Captain Jon Daigle, Assistant Chief Dean Jore, Lt.
202 Joseph Stalker, and JoLynn Bonin all did a great job in contributing to the Forum on Opioid
203 and Drug Prevention that was presented at the Cawley Middle School on May 24th.

204

205 **11. PUBLIC INPUT - 15 MINUTES**

206

207 **12. NOMINATIONS AND APPOINTMENTS**

208

209 11.a. Nominations - Reappointment(s) and New Member(s) as of 7/1/2016

210 [Nominations June 2016.pdf](#)

211

212 A list of available appointed positions and nominations were provided in the Council packet.
213 Katie Ambrose came forward stating that there is no overlap in appointments and the idea
214 was that the Council approve the nominations tonight and appoint at the next Council
215 meeting so that newly appointed members can vote at their respective July meetings.
216 *Councilor Comai moved, second by Councilor Winterton, to approve the nominations as*
217 *presented.*

218

219 Councilor Miville asked if he should abstain since Debra Miville was included on the list of
220 appointees. It was pointed out that the Council was nominating so there was no vote to be
221 taken. Ms. Ambrose said that Debra Miville is going from an Alternate to a full member and
222 once Ms. Miville is appointed by the Council, David Hess will serve as Alternate. The Council
223 accepted the nominations as presented. Councilor Levesque affirmed that if two positions
224 were vacant and three people indicated their interest, all three would be nominated and the
225 councilors would name the top two. All Councilors approved of the nominations as
226 presented.

227

228 **13. SCHEDULED APPOINTMENTS**

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230 **14. 15 MINUTE RECESS**

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232 **15. OLD BUSINESS**

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234 **16. NEW BUSINESS**

235

236 16.a. 16-039 Certificate of Recognition - Eagle Scout

237 [Eagle Scout Certificate Staff Report.pdf](#)

238 [Scoutmaster Letter.pdf](#)

239 [Eagle Scout Certificate.pdf](#)

240

241 The Town Council received a letter from the Troop 292 Scoutmaster announcing that Thomas
242 E. Maille has attained the rank of Eagle Scout and requesting a letter or certificate to present
243 at his ceremony on June 17th. *Councilor Jennings moved, second by Councilor Tsantoulis, to*
244 *send a certificate of recognition for Thomas E. Maille on behalf of the Hooksett Town Council*
245 *for attaining the rank of Eagle Scout. Motion passed unanimously, 7-0. The Councilors*
246 *discussed who might be available to present the certificate on June 17th.*

247

248 16.b. 16-040 Police Training Grant from New Hampshire Police Standards & Training Council in
249 the amount of \$3,166.67

250 [Staff Report - Police Grant - Crash School.pdf](#)

251 [Grant Crash School.pdf](#)

252

253 Captain Jon Daigle reminded the Council that during the budget process, the NH Police
 254 Standards and Training Academy was forced to cut back on some of the free training offered
 255 to officers. Three of the classes removed were the ones required to become certified in crash
 256 reconstruction. Some additional funding was appropriated for the Training Academy and the
 257 Training Council decided to offer Training Grants to help cover the costs incurred by
 258 departments who now had to pay for the training. When notified of the opening of the grant
 259 period, the Police Department applied for and was granted funds to cover the costs
 260 associated with sending two officers to the training.

261

262 *Councilor Jennings moved, second by Councilor Levesque, to accept the Training Grant from*
 263 *the State of NH Police Standards & Training Council in the amount of \$1,900 to help cover*
 264 *the cost associated with the "At-Scene Crash Investigation" class and \$1,266.67 to help*
 265 *cover the cost associated with the "Advanced Crash Investigation" class for a total of*
 266 *\$3,166.67. Motion passed unanimously, 7-0.*

267

268 15.c. 16-041 Donation of Scoreboard (replacement) from HYAA to the Town of Hooksett for
 269 Donati Field valued at \$10,438 under RSA 39:9-e II, acceptance of gifts over \$5,000

270

271 Chairman Sullivan closed the subject public hearing at 7:39 p.m. *Councilor Winterton*
 272 *moved, second by Councilor Jennings, to waive the rule to accept the donation tonight.*
 273 *Motion passed unanimously, 7-0.*

274

275 *Councilor Winterton moved, second by Councilor Jennings to accept, with thanks, the*
 276 *donation of a scoreboard from HYAA to the Town of Hooksett for Donati Field and valued at*
 277 *\$10,438. Roll Call #4: Councilor Jennings-yes, Councilor Levesque-yes, Councilor*
 278 *Duhaime-yes, Councilor Miville-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes,*
 279 *Councilor Comai-yes, Chairman Sullivan-yes. Motion passed unanimously, 7-0*

280

281 15.d. 16-042 Award BID#16-07. Safety Complex Video Monitoring System project.

282 [Staff Report 5-27-16 Police Monitoring System.pdf](#)

283 [Addendum No. 1 BID#16-07 Hooksett Safety Complex - 2016 Video Monitoring System May 27 2016.pdf](#)

284 [bid#16-07 DWGS A-2.1, A-2.2 AND A-2.3 - Original Hooksett Safety Complex - Floor Plans.pdf](#)

285 [List of Camera Locations Addendum No 1 5-27-16.pdf](#)

286 [BID#16-07 Hooksett Mandatory pre-Bid Meeting May 27 2016 List of Attendees.pdf](#)

287

288 Jim Donison, Town Engineer and Assistant DPW, and Richard Belanger, Communications
 289 Supervisor for the Hooksett Police Department, came forward to report that seven bids were
 290 received for the Safety Complex Video Monitoring System project. The project involves the
 291 following: 32 interior cameras, eight exterior cameras, three video recorders and switching
 292 units, a computer workstation and software specific to video recording, interview room control
 293 and monitoring system and video recorder system, booking room and cells audio and video
 294 recording system and an annual maintenance program. Bids were received as follows: 1)
 295 WB Hunt \$38,277.46; 2) 911 Security \$59,500; 3) Pro-Technologies \$61,337.90; 4) Setronics
 296 Security \$61,775.24; 5) Pelmac Industries \$63,367; 6) Green Mountain Communications
 297 \$64,785; and 7) Pasek \$85,606. Bids were evaluated on vendor qualifications, municipal
 298 experience, pricing, and delivery of services.

299

300 Mr. Donison, Mr. Belanger, and Chief Daigle did some research with references and
 301 recommend the bid be awarded to Pro-Technology of Hooksett for their bid amount of

302 \$61,337.90. Mr. Belanger said the two lowest bidders did not provide exactly what was
303 required. The second lowest bidder was difficult to get a hold of and have nothing in the
304 Northeast. They recently opened in Lawrence and that brought the team to the next lowest
305 bidder, Pro-Technology. Mr. Belanger said that Pro-Technology has done work in the past in
306 Merrimack County. Chairman Sullivan pointed out that Pro-Technology was the lowest bidder
307 who met all specifications. Councilor Winterton asked how long such a system lasts for
308 \$60,000 plus. Mr. Belanger said that they got 15 years out of the current system, and can no
309 longer get parts for it, and they have been slowly mix matching cameras. He said the video is
310 in catastrophic failure and things that should be recorded everyday are not. Mr. Donison said
311 they were meeting with the architect for upgrades so that things don't get re-wired and can
312 ensure the work is done in appropriate sequence. In response to Councilor Comai regarding
313 where funds were coming from, Mr. Donison said the current operating budget. Councilor
314 Miville asked where Pro-Technology was located and would there be recurring cost of
315 maintenance. Pro-Technology is in the same building as Portland Glass on Embassy
316 Avenue. Mr. Belanger said servicing will be done annually; the first year of a three year
317 contract will be under warranty. Telephone support will be provided as well.

318

319 *Councilor Duhaime moved, second by Councilor Winterton, to award the bid for the Safety*
320 *Complex Video Monitoring System to Pro-Technology for the amount of \$61,337.90. Roll*
321 *Call #5: Councilor Tsantoulis-yes, Councilor Duhaime-yes, Councilor Jennings-yes,*
322 *Councilor Levesque-yes, Councilor Winterton-yes, Councilor Miville-yes, Councilor Comai-*
323 *yes, and Chairman Sullivan-yes. Motion passed unanimously, 7-0.*

324

325 15.e. 16-043 FY 2015-16 Budget Encumbrances

326 [Encumbrances - 2016.pdf](#)327 [Budget Encumbrances.pdf](#)

328

329 Christine Soucie, Finance Director, presented nine proposed encumbrances to move from
330 this year's budget into next year's budget. In accordance with RSA 32:7 all appropriations
331 shall lapse at the end of the fiscal year unless it meets one of six exceptions. Director Soucie
332 went through each of the nine contracts that met at least one of the exceptions. Total
333 encumbrances amount to \$556,685.00. Ms. Soucie said that requests came from individual
334 departments; most from DPW. She said the Martins Ferry Road Improvements contract
335 encumbrance total did not include SNHU's contribution.

336

337 Councilor Comai was not sure she agreed with moving all funds listed from this year to next
338 year. Dr. Shankle explained that all of the contracts listed were approved this year
339 "presuming we were going to use this year's money". Budget line items were not overspent;
340 the work didn't get done. Director Soucie added that if all listed funds are encumbered there
341 will still remain approximately \$1 million to be returned to taxpayers. Councilor Jennings also
342 noted that funds are not hidden; the work is not going to get started by June 30th so the
343 obligated funds will be used next year. Councilor Winterton said "this is money we thought
344 we would spend this year and we may still spend some this year".

345

346 Councilor Miville said a while ago there was a volunteer picnic where Councilor Winterton
347 spent his own money; about \$700 of his own money, and suggested that Councilor Winterton
348 be reimbursed. Councilor Winterton appreciated the thought but would not accept the
349 reimbursement. Going forward he agreed that it should be a budget line item. Dr. Shankle
350 will include Councilor Winterton's donation as a Consent item on the next Council meeting
351 agenda.

352

353 **17. SUB-COMMITTEE REPORTS**

354

355 Councilor Tsantoulis said he had no subcommittee report but did want to commend the
356 performance of the Police and Fire Department staff in dealing with a "Jerry Springer" like
357 event that transpired in his neighborhood over the weekend. He said it was a dangerous
358 situation and he was impressed with the way ambulance and PD staff handled the situation.
359 All of the officers were very professional.

360

361 Councilor Duhaime commented that during the Memorial Day Parade the amplifier system
362 wasn't working and should be reconnected.

363

364 Councilor Miville reported that the next Budget Committee meeting will be held on July 14th,
365 and they will be soliciting another person to serve given Mr. Pearl's passing.

366

367 Councilor Comai said it was her last council meeting in her capacity as Councilor and her
368 time of service confirmed her thinking that one person can make a difference. She hopes the
369 Council is able to fill her seat soon and she'll be watching. Councilors applauded and
370 thanked Councilor Comai for her service and expressed having had a good experience
371 working with her.

372

373 Chairman Sullivan indicated that the Town Hall assessment committee met last Monday to
374 review the assessment. The Chairman had nothing to report from the Heritage Commission.

375

376 Councilor Winterton said the Hooksett Youth Achiever Committee will meet on June 22nd. He
377 said last Monday, the Planning Board had a full agenda. A 300 room SNHU dormitory was
378 approved. It is a beautiful building housed in Hooksett. SNHU's other dormitories have been
379 in Manchester. Councilor Winterton said he is working with Mr. Monihan on what part of the
380 building is taxable and it means 300 new voters in town. The Planning Board also took up
381 the Bluebird Self Storage's -- an enclosed self-storage facility next to University Heights near
382 Mount St. Mary's -- assessed impact fee of \$108,000. The organization has up to four or five
383 buildings that are climate controlled. The impact in Bedford was zero, in Manchester \$24,000
384 and the Planning Board re-calculated it from \$108,000 to \$70,000. In accord with state and
385 town regulations, the Planning Board cannot waive impact fees unless the building is
386 restricted to 55 year olds and over and/or impacting the school portion. Councilor Winterton
387 said for the first time in history since the impact fee regulations were enacted, the Planning
388 Board granted an appeal of an impact fee. They will have their own road maintained by
389 them. The real impact on the facilities is minimal. The applicant offered to pay and the
390 Planning Board chose to accept the appeal for \$29,000. The vote was unanimous.

391

392 This spurred discussion of what impact fees are doing for Hooksett. The Economic
393 Development Committee and the Planning Board will further discuss whether fees are doing
394 anything for Hooksett. He said Londonderry has eliminated them; they are zero, and all want
395 to encourage commercial and industrial development in Hooksett.

396

397 Councilor Levesque said the Zoning Board will be meeting next week. Chairman Sullivan
398 asked Councilor Winterton to provide a legislative update on the bill that would alleviate the
399 opioid problem in the state.

400

401 Councilor Winterton said the Senate passed, but the House bill failed by one vote, to provide
402 \$1.5 million for Granite Hammer funding to communities because of an attachment to the
403 legislation regarding a contribution for retired state employees. The Legislature will meet next
404 Wednesday to reconsider the bill. Chairman Sullivan asked how Hooksett representatives
405 voted and suggested sending a letter to support the legislation.

406

407 *Councilor Winterton moved, second by Councilor Miville, to have the Town Administrator*
408 *prepare letters to Hooksett's four representatives and senator in support of the Granite*
409 *Hammer legislation.*

410

411 Councilor Miville encouraged towns people to volunteer and express interest in serving as
412 District 6 Councilor to replace outgoing Councilor Comai.

413

414 Councilor Winterton said the NH State Retirement Board reduced its municipal contribution
415 from \$7.75 to \$7.25 so a change in contributions to employees is expected in the near future.

416

417 **18. PUBLIC INPUT**

418

419 **19. NON-PUBLIC SESSION**

420

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

423

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

426

427 **20. ADJOURNMENT**

428

429 *Chairman Sullivan moved to adjourn the meeting, second by Councilor Comai, at 8:25 p.m.*
430 *Motion passed unanimously, 7-0. The Council again applauded Councilor Comai's service on*
431 *the Council and wished her well.*

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440 **Note:** The town website may have attachments to these Town Council minutes for
441 documents referred to in the minutes, reading file material, and/or ancillary documents that
442 the Town Council Chai has signed as agent to expend as a result of the Council's prior
443 approval of the documents.

444

445

446

447 Respectfully submitted,

448

449 Suzanne Beauchesne

450 Recording Clerk

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, June 22, 2016 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is for the Town Council to accept 140 acres of conservation easement land from Pike Industries, Inc. to the Town of Hooksett located at Tax Map 7, Lots 23, 24 & 25 Off Hackett Hill Road & F.E. Everett Turnpike in Hooksett, NH. Compensatory mitigation includes a one-time stewardship payment of \$17,855.00 dollars to the Hooksett Conservation Commission, a one-time payment of \$200,000 dollars into the Aquatic Resource Mitigation Fund (ARM), and management of 1.4 acres of turtle habitat within the preservation parcel. This notice is per NH RSA 36-A & NH RSA 477:45-47. Boundary survey and easement plan are available for viewing in the Community Development Department. Questions should be directed to the Administration Department 603-485-8472.

Staff Report

Title: Accept Conservation Land from Pike Industries

Date: 06/08/2016

Background and Discussion of Issues

On 4/11/16 the Conservation Commission voted with conditions to recommend that the Town accept a total of 140 acres of new conservation easement land from Pike Industries, Inc. This proposed donation of 140 acres of conservation easement land results from Pike Industries, Inc's proposed quarry/site expansion which resulted in a wetlands impact and was a condition of the NHDES wetlands permit approval.

The conservation easement land is located adjacent to Pike Industries quarry off of Hackett Hill Road.

Recommendation (including suggested motion, if appropriate)

It is recommended that the Town accept 140 acres of conservation easement land from Pike Industries, Inc.

Fiscal Impact

No costs to the town except for the Town attorney to review the final conservation easement documents.

Prepared by: James Donison, Asst DPW/Town Eng

Town Administrator Recommendation

Concur

TOWN OF HOOKSETT, NH
CONSERVATION COMMISSION MEETING MINUTES
April 11, 2016

Steve Couture called the meeting to order at 4:00 p.m.

Conservation Commission Attendance: Steve Couture, Chair, Cindy Robertson, Vice-Chair, Phil Fitanides, member, Dave Hess, member (arrived at 4:18 pm), Deborah Miville, alternative. member, David Ross, Town Council Representative. JoCarol Woodburn, alternative. member, excused.

Staff: James Donison

Public Input: none

Meeting Minutes: Cindy Robertson moved to approve the meeting minutes for March 28, 2016, seconded by Phil Fitanides. Motion passed unanimously.

Appointments:

1. Kate Gittinger, 145 Merrimack Street, Forage Plot Proposal

Kate stated that she is intending on replanting the tree with surrounding mulch which was removed. She is unable to replace the oak tree, but would like to replant "forage mix" in the area which is a ground-cover type planting. This planting will encroach on the conservation land which is why she is seeking approval.

Dave Ross moved to permit Kate to move forward with the forage mix planting which would encroach on the conservation land. Motion seconded by Phil Fitanides. Motion passed unanimously.

2. Ryan Crosbie and Rob Dietel, Pike Industries,

Crosbie and Dietel presented an update with respect to the issues raised by the Conservation Commission from prior meetings. They have had extensive discussions with Attorney Mark Dunn at the request of the Conservation Commission. Attorney Dunn was also present during the meeting. There were three outstanding issues to be addressed.

- a. Ryan represented that all of the property has been surveyed, but not yet flagged. They are in the process of getting quotes for the flagging/blazing of the area.
- b. Pike will be able to retrieve the abandoned tire which is in the woods, but would like to remove it later in the season when the ground is more firm.
- c. Title Issues
 - a. Attorney Dunn presented on the exceptions he found in the chain of title when he did his title search. He has discussed these with Pike and some changes have been made.
 - i. There was a boundary dispute referenced on a Superior Court document, but settlement of this dispute is documented.
 - ii. There are two mortgages on the title.
 1. Portland Realty Group had a mortgage at one time which was passed down to Citizens Bank. This note has now been discharged and recorded as of March 16, 2016.
 2. There is a 1983 mortgage to Audley Company on the southern portion of the property. There is evidence of this

mortgage until April 13, 1983 at which point the history simply drops off. Pike has reached out to Audley in order to resolve this issue and reported that Audley is still looking into it. It is Pike's belief that Audley will sign a discharge statement. Attorney Dunn had suggested that Pike put up some type of small performance bond of \$5000 in the event the discharge is not forthcoming and there is a dispute in the future. Attorney for Pike said he would talk to his client about this suggestion, but would prefer to have some time to see if Audley will agree before having to post a bond. If Audley will not agree, then Pike will file a Petition to Quiet Title in Superior Court.

Steve asked where Pike was in the process of moving forward with the easement. Pike indicated that it wants to move forward. It is looking for approval from the ConCom so that it can move onto the Town Council. They are hoping to get the title issues with Audley resolved within the week as that is the only outstanding issue. Cindy asked what their position was on the performance bond recommendation. Pike reiterated that they would rather not have one, but would be willing to do so if we required it. Steve suggested a conditional approval so that if Pike is not able to resolve this issue with Audley, then Pike will get the performance bond. Dave Ross asked whether there could still be a lien on the property. Pike indicated that there could be, but the Town would not be responsible as it wouldn't rise to a "practical concern". Pike again stated that it believes Audley will be willing to discharge the mortgage. Attorney Dunn suggested that Pike also provide the Town with a hold harmless agreement in addition to the bond. The mortgage will expire in 2033. Dave Hess asked if Pike would be willing to provide a performance bond and a hold harmless agreement. Pike agreed.

Pike is hopeful that all three remaining issues will be resolved before the next Town Council meeting.

Dave Hess moved to recommend that that the Town accept the conservation easement on the condition that the following items are satisfied 1) Item C7 (mortgage dispute w/Audley discussed above) has been resolved or a \$5000 performance bond plus a hold harmless agreement is in place, 2) documentation has been produced evidencing that the boundary blazing has been completed and 3) there is a written agreement that the tire will be removed by March, 2017 or else the Town can charge Pike for its removal. David Ross seconded. Motion passed unanimously.

3 Assured Realty Trust Subdivision, Special Exception – South Bow Rd., Map 12, Lot 14-2

There was no one present to present the special exception request, therefore the appointment item was not discussed.

4 SNHU, Gordon Levy, Landscape Architect, Variance For Wetlands Buffer – North river Rd., Map 33, Lot 67

Seeking advice to ZBA for utility construction of new athletic building. There is a large piece of undeveloped property that SNHU would like to build on. It is anticipated that it would relocate those athletic activities currently in the middle of the campus to this site. Anticipates creating a track and field

with 300 parking spaces in two lots. There will be zero impact on the wetlands, but 970 sq. ft. total impact on the wetland buffers, which is why a zoning variance is required. The existing woods road will be used. They intend to install an 8" gravity sewer line and a 2" gas line, then restore the woods road to its original condition. (The 970 sq. ft. impact is arrived at with 3 foot wide trench for each utility times the length of the impact with some room for the excavation of the trench). SNHU is currently in discussions with the Planning Board about overflow parking during big events. A thorough parking assessment has been conducted for the campus, but it will be subject to a parking plan. There will be no access to the facility from the wetland side. They are proposing to clear as necessary then restore the area with a natural landscape in the back area. There will be fairly significant retention ponds. It was represented that there will not be any drainage coming off this site that won't be retained and treated. They are doing everything they can to be sensitive to the wildlife in the area.

David Ross expressed concern about the sewer department requirements for clearing on both sides of the sewer pipes due to tree roots.

Steve asked about the timing needed for approvals. Gordon stated that they have submitted the plans to the Planning Board and the plans have been accepted for review. They will be going to the Zoning Board on April 12, 2016 and then to the Planning Board on April 18, 2016.

There is no requirement for mitigation because the impact is less than 1,000 sq. ft.

Steve moved that this move forward to the ZBA with the variance request. Dave Hess seconded. Motion passed unanimously.

Other Business:

1. Merrimack Riverfront Trails

- a. There is approximately \$42,000 available from our overall \$250,000 budget for the project. There will be a groundbreaking ceremony scheduled once the bridge is completed. Steve will discuss the possibility of performing additional construction work with Stantec as project funding is available and request that options and costs be provided. Steve reported that he, Dave Hess and Cindy Robertson walked the area with Nancy Smith and came to an agreement about the location of the fencing and signage to help prevent people from going onto her property.
- b. Invoice from Stantec, Inc for \$3,027.42. **Motion made by Phil and seconded by Dave Ross to approve invoice to be paid from Conservation Fund. Motion passed unanimously.**
- c. Invoice from Morello Construction, Inc. for \$15,555.60 as recommended for approval by Stantec, Inc. **Motion made by David Ross and seconded by Cindy to approve invoice to be paid from Impact Fees account. Motion passed unanimously**

2. Clay Pond

Dave Hess suggested doing a side-by-side comparison of the Heroux draft easement with the Hinmond Pond easement. There is also another round of grant funding coming up for trails with \$80,000 maximum (\$68,000 in grant funds/\$12,000 in match). Steve talked to Dan Kern (BearPaw) who indicated they are interested in signage, a kiosk, and funds for parking. Dan will come up with some specific ideas.

3. Parks and Rec Advisory Board

Carolyn Cronin put together a list identifying each conservation property that has access needs. This list was distributed at the meeting. This list will serve as ConCom's input to Parks & Rec's project and to the master plan update. Deb Milville will present the list to the advisory board.

No update from Town Council or Planning Board.

4. Mosquito Control

This is an issue raised by Phil. He has an interest in exploring the benefits of bringing dragon flies into the Town to help regulate mosquitos as an alternative to spraying. The town has not sprayed for a number of years. Phil reported that other towns such as Ogunquit and Wells, Maine have been using dragon flies for this purpose successfully. Phil will continue to get information on this alternative.

5. NH Association of Natural Resource Scientists-Quarterly Meeting

Steve motioned to approve payment of \$45.00 for Deb to attend the NHARNS meeting and that money come from the Conservation fund unless money is available in the operating budget. Phil seconded. Motion passed unanimously.

6. Town of Hooksett Land – Potential Easement

There is \$47,000 still to be used from the Peters Brook deal with the Town. Suggest that it might be used to shore up the Merrimack Riverfront property. Steve presented an update on the easement under consideration with BearPaw located on the property located south of Bow and west of Hackett Hill Road (Map 12 Lots 2, 3, 4, & 5). Steve walked the site with David Hess and Dan Kearn. This property along with the Austin Woods property would conserve more than 300 acres in this area. Dave Hess noted that this area is one of the five priority areas on the 2004 Master Plan because it abuts the Nottingcook Forest in Bow. Question whether this easement should be fractured between ConCom and BearPaw. Steve reported that Dan provided him with an estimate of \$21,000 to do the easement work which would include \$7,500 for the stewardship. This is also related to the Peters Brook exchange.

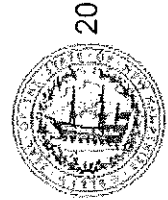
Motion made and seconded to adjourn meeting. Meeting adjourned at 6:04 p.m.

Minutes Respectively submitted by:

Cindy Robertson and James Donison



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Thomas S. Burack, Commissioner

April 16, 2015

Pike Industries Inc
3 East Gage Hill Rd
Belmont, NH 03220

RE: Pike Industries Inc. - File #2012-3271 - Hooksett; Tax Map/Lot #12:7

Dear Sir/Madam:

The Department of Environmental Services (DES) Wetlands Bureau has concluded its review of file #2012-03271. DES issues this approval notice for the application to dredge and fill 4.87 acres of forested and scrub-shrub wetlands to expand the existing mining area at the Hooksett Crushed Stone Quarry. Wetland impacts consist of removal of the identified wetland impact areas and associated overburden for mining of the underlying bedrock. Wetland impacts also include berm construction along wetland areas that will be truncated on the border of the expansion site. Compensatory mitigation for wetland impacts consists of a one-time payment of \$200,000.00 dollars into the Aquatic Resource Mitigation Fund ("ARM"), preservation of an approximately 140 acre parcel, management of 1.4 acres of turtle habitat within the preservation parcel and a one-time stewardship payment of \$17,855.00 dollars to the Hooksett Conservation Commission.

The decision to approve this application was based on the following conditions being met:

1. All work shall be in accordance with plans and narratives by Gove Environmental Services Inc., plan date September 18, 2013, narratives dated January 13, 2015 and OneSource Properties & Permitting, LLC plan date 11/15/2013 and narratives dated July 17, 2014, as received by the NH Department of Environmental Services (DES) on January 20, 2015.
2. This permit is contingent on a one-time payment of \$200,000.00 dollars into the Aquatic Resource Mitigation Fund ("ARM"). The payment shall be received by DES within 120 days of the date of the approval letter or the application will be denied.
3. This permit is contingent on approval by the DES Alteration of Terrain Bureau.
4. This permit is contingent on approval by the DES Watershed Management Bureau.
5. This permit is contingent on approval by the DES Drinking Water and Groundwater Bureau.
6. Work shall be done during low flow.
7. A qualified professional shall monitor the project during construction to assure it is constructed in accordance with the approved plans, status reports, and narratives and to assure no water quality violations occur.
8. In accordance with RSA 482-A:3 XIV-b. a permit issued under this chapter that is associated with the excavation or mining of construction aggregate materials and quarry stone from the earth shall not expire for the life of the project identified in the permit application, provided that the permit holder submits revised project plans and a written update of the project's status every 5 years from the date of the permit issuance using a form obtained from the department as specified in department rules. Permitted impacts to aquatic resources shall not occur until such impacts become necessary for the operation of the excavation or mining area. If there has not been excavation or mining of construction aggregate materials and quarry stone during any 5 year period, the project shall be deemed abandoned and the permit deemed expired. When or if a new proposal to develop the property for a different use is proposed, a new application shall be submitted.

DES Web site: www.des.nh.gov

P.O. Box 95, 29 Hazen Drive, Concord, New Hampshire 03302-0095

Telephone: (603) 271-3503 • Fax: (603) 271-6588 • TDD Access: Relay NH 1-800-735-2964

9. The applicant shall provide the department a detailed impact plan and narratives for the wetland impacts that will occur in the first 5 years of the permit. The plans and narratives shall be submitted 60 days prior to conducting the work.
10. The following 5 year status reports and accompanying plans and narratives shall be submitted for each consecutive 5 year from the date of the original permit decision. The reports shall be submitted to the department for review and comment 60 days prior to conducting the work.
11. The wetland areas and surrounding upland areas projected to be impacted within the following 5 years shall be identified (including type of impacts) in each status report.
12. If it is determined by the permittee that the planned work identified in the previous status report must be adjusted, an updated status report shall be submitted to the department a minimum 30 days in advance of the proposed work.
13. The permittee shall designate a New Hampshire Certified Wetland Scientist ("CWS") who will have the responsibility to assure monitoring of each truncated wetland. The department shall be notified of the designated CWS prior to the start of work and if there is a change of the designated CWS during the project.
14. The CWS shall submit a sampling/monitoring protocol and location plan (for the truncated wetlands) for review and approval by the department prior to conducting the wetland impacts.
15. Monitoring of the truncated wetlands shall commence a minimum of one full growing season before the wetland is impacted and monitored biannually thereafter. If no impacts are observed after 5 years of consecutive monitoring (or as approved by the department) the monitoring of the truncated wetland will no longer be required. If impacts are identified the applicant shall propose remedial actions to the department for review and approval.
16. The approved vernal pool wetland impacts shall not be conducted between the months of April 1 and June 1. Where possible the applicant shall plan to extend the impact limit date to September 1. If impacts to vernal pools are planned to occur before September 1 of each year a qualified professional shall remove and relocate all egg masses in the pools. The egg masses shall be removed between April 25 and May 5 and deposited in vernal pools within the proposed conservation area. Timing of the vernal pool impacts shall be included in the required status reports.
17. Appropriate siltation/erosion/turbidity controls shall be in place prior to construction, shall be maintained during construction, and remain in place until the area is stabilized. Silt fence(s) must be removed once the area is stabilized.
18. Discharge from dewatering of work areas shall be to sediment basins that are: a) located in uplands; b) lined with hay bales or other acceptable sediment trapping liners; c) set back as far as possible from wetlands and surface waters, in all cases with a minimum of 20 feet of undisturbed vegetated buffer.
19. Dredged material shall be placed outside of the jurisdiction of the DES Wetlands Bureau.
20. Within three days of final grading, all exposed soil areas shall be stabilized by seeding and mulching during the growing season, or if not within the growing season, by mulching with tack or netting and pinning on slopes steeper than 3:1.
21. Where construction activities have been temporarily suspended within the growing season, all exposed soil areas shall be stabilized within 14 days by seeding and mulching.
22. Where construction activities have been temporarily suspended outside the growing season, all exposed areas shall be stabilized within 14 days by mulching and tack. Slopes steeper than 3:1 shall be stabilized by matting and pinning.
23. The contractor responsible for completion of the work shall utilize techniques described in the New Hampshire Stormwater Manual, Volume 3, Erosion and Sediment Controls During Construction (December 2008).
24. Construction equipment shall be inspected daily for leaking fuel, oil and hydraulic fluid. Faulty equipment shall be repaired immediately.
25. The contractor shall have appropriate oil spill kits on site and readily accessible at all times during construction and each operator shall be trained in its use.
26. All refueling of equipment shall occur outside of surface waters or wetlands.

Compensatory Mitigation:

27. This approval is contingent on receipt by DES of a one-time payment of \$200,000.00 dollars to the DES Aquatic Resource Mitigation (ARM) Fund. The payment shall be received by DES within 120 days of the date of the approval letter or the application will be denied.
28. This permit is contingent upon the execution of a conservation easement on a 140 acre preservation parcel as depicted on plan dated October 17, 2014 titled "Proposed Quarry Expansion Mitigation: Preservation Overview" as received by DES on January 20, 2015.
29. This approval is contingent a one-time stewardship payment of \$17,855.00 dollars to the Hooksett Conservation Commission. A copy of the payment shall be provided to DES as confirmation that this has been completed.
30. This approval is contingent on coordination with NHFGD, Nongame and Endangered Wildlife Program on the management of the 1.4 acres of turtle habitat located within the existing and approved 140 acre preservation parcels, as noted on plan dated October 1, 2014, as received by DES on January 20, 2015.
31. Following permit issuance and prior to recording of the conservation easement deed, the natural resources existing on the conservation easement parcel shall not be removed, disturbed, or altered without prior written approval of DES and the easement holder.
32. The conservation easements to be placed on the preservation areas shall be written to run with the land, and both existing and future property owners shall be subject to this easement.
33. The survey plan noting the conservation easement boundaries with a copy of the final easement language shall be recorded with the Registry of Deeds Office for each appropriate lot. A copy of the recording from the County Registry of Deeds Office shall be submitted to the DES Wetlands Bureau prior to the start of construction.
34. The applicant shall prepare a report summarizing existing conditions within the conservation area. Said report shall contain photographic documentation of the easement area, and shall be submitted to the DES and the grantee prior to construction to serve as a baseline for future monitoring of the easement area.
35. The conservation easement area shall be surveyed by a licensed surveyor, and marked by monuments [stakes] prior to construction. The monuments used for the easement section along the quarry boundary shall be permanent free standing posts with permanent placards approved by DES and the easement holder.
36. The Wetlands Bureau shall be notified of the placement of the easement monuments to coordinate on-site review of their location prior to construction.
37. There shall be no removal of the existing vegetative undergrowth within the easement area and the placement of fill, construction of structures, and storage of vehicles or hazardous materials is prohibited.
38. Activities in contravention of the conservation easement shall be construed as a violation of RSA 482-A, and those activities shall be subject to the enforcement powers of DES (including remediation and fines).

The decision to approve this application was based on the following findings:

1. This is a major impact project per Administrative Rule Env-Wt 303.02(c) Projects that involve alteration of nontidal wetlands, nontidal surface waters, and banks adjacent to nontidal surface waters in excess of 20,000 square feet in the aggregate.
2. The need for the proposed impacts has been demonstrated by the applicant per Env-Wt 302.01.
3. The applicant provided a demand and project volume analysis (see file for applicant's "Response to Request for More Information" dated January 13, 2015) for the market area of the quarry to further document the need for the 101.7 acre expansion area over the next 50 years. It was found that the minimum expected demand requires a minimum of 21 million cy of reserves over the next 50 years. The current proposed excavation yields approximately 26.5 million cy, based on calculations made for the NHDES Alteration of Terrain permit application.

4. The applicant has provided evidence which demonstrates that this proposal is the alternative with the least adverse impact to areas and environments under the department's jurisdiction per Env-Wt 302.03.
5. The applicant has demonstrated by plan and example that each factor listed in Env-Wt 302.04(a) Requirements for Application Evaluation, has been considered in the design of the project.
6. The applicant has revised the original proposal to further minimize impacts to wetlands by removing four wetland impact areas from the proposal, all of which include vernal pool breeding habitat.
7. The revised proposal also includes the removal of 11.8 acres of land from the expansion area and increasing the proposed preservation parcel from 97 acres to 140 acres.
8. The applicant had an extensive reptile field study conducted for the project by Oxbow Associates, Inc., see file for "2012 Rare Reptile Field Study", dated March 4, 2013.
9. There were no State listed species encountered within the proposed construction area.
10. As a result of the field study, findings on the adjacent (and proposed) mitigation parcel and coordination with New Hampshire Fish and Game Department's Nongame and Endangered Wildlife Program ("NHFGD") the project will include 1.4 acres of turtle habitat management within the proposed mitigation parcel.
11. The permit is contingent on approval by NHFGD of the proposed turtle habitat management.
12. To reduce potential impacts to vernal pool dependent species there will be no impacts to vernal pools between the months of April 1 and June 1 and remove egg masses if work planned before September 1.
13. The applicant will monitor the truncated wetlands along the border of the expansion area to assure no impacts to the remaining section of the wetland. This approval is conditioned on the submittal of a remedial action plan to the department for review and approval for any impacts to the truncated wetlands identified during the 5 year monitoring period.
14. In the original application proposal and discussions the applicant requested that all wetland impacts be conducted within the duration of the 5 year permit with an additional 5 year time extension.
15. While the applicant's original proposal was being reviewed by the department, House Bill 1258 was passed which established a "Life of Project" permit for excavation or mining of construction aggregate materials and quarry stone.
16. The applicant requested the department issue a "Life of Project" permit established through the passage of House Bill 1258 and adoption of RSA 482-A:3, XIV-b. "A permit issued under this chapter that is associated with the excavation or mining of construction aggregate materials and quarry stone from the earth shall not expire for the life of the project identified in the permit application, provided that the permit holder submits revised project plans and a written update of the project's status every 5 years from the date of the permit issuance using a form obtained from the department as specified in department rules. Permitted impacts to aquatic resources shall be postponed until such impacts become necessary for the operation of the excavation or mining area. If there has not been excavation or mining of construction aggregate materials and quarry stone during any 5 year period, the project shall be deemed abandoned and the permit deemed expired. When or if a new proposal to develop the property for a different use is proposed, a new application shall be submitted".
17. The applicant has provided documentation for the need for the proposed impact areas over the next 50 years, however, issuance of the Life of Project permit ("LOP") will allow for planning and timing of specific upland and wetland impacts areas, provides immediate compensatory mitigation for all future wetland impacts within the expansion area and will prevent wetland impacts from occurring if demand for quarry materials is reduced or use of the site changes.
18. The LOP permit and permit conditions will allow for further minimization of impacts to the onsite vernal pools by allowing the vernal pools and surrounding habitat to remain intact until expansion is needed over the next 50 years and beyond.
19. The applicant has indicated that the initial wetland impacts within expansion area will be wetlands areas identified as "N" and "I" and the associated uplands areas and upland areas along the existing power line right-of-way.
20. The approval is conditioned on specific reporting requirements in accordance with RSA 482-A:3, XIV-b.

21. The department issued the LOP permit in accordance with RSA 482-A:3, XIV-b.
22. The permit is contingent on approval by the DES Alteration of Terrain Bureau.
23. The permit is contingent on approval by the DES Watershed Management Bureau.
24. The permit is contingent on approval by the DES Drinking Water and Groundwater Bureau.
25. The project requires an Individual Permit from United States Army Corps of Engineers ("ACOE").
26. The applicant has submitted an application to the ACOE.
27. The Hooksett Conservation Commission did not provide any comments in objection to the project.
28. The proposed compensatory mitigation for the wetlands impacts consists of a one-time payment of \$200,000.00 dollars into the Aquatic Resource Mitigation Fund ("ARM"), preservation of a 140 acre parcel, management of 1.4 acres of turtle habitat within the preservation parcel and a one-time stewardship payment of \$17,855 to the Hooksett Conservation Commission.
29. The Hooksett Conservation Commission will be the easement holder for the 140 acre preservation parcel.
30. The department has determined that the proposed compensatory mitigation complies with Administrative Rules Part Env-Wt 803.
31. The ACOE issued a public notice November 19, 2013 through December 19, 2013 for the proposed project.
32. The ACOE only received comments from the United States Environmental Protection Agency ("EPA").
33. DES has not received any public comments in objection to the proposed project or application.
34. In accordance with RSA 428-A:8, DES finds that the requirements for a public hearing do not apply as the permitted project is not of substantial public interest, and will not have a significant impact on or adversely affect the values of the palustrine resource, as identified under RSA 482-A:1.

Any person aggrieved by this decision may appeal to the N.H. Wetlands Council ("Council") by filing an appeal that meets the requirements specified in RSA 482-A:10, RSA 21-O:14, and the rules adopted by the Council, Env-WtC 100-200. The appeal must be filed **directly with the Council within 30 days** of the date of this decision and must set forth fully **every ground** upon which it is claimed that the decision complained of is unlawful or unreasonable. Only those grounds set forth in the notice of appeal can be considered by the Council. Information about the Council, including a link to the Council's rules, is available at <http://nhcc.nh.gov/> (or more directly at <http://nhcc.nh.gov/wetlands/index.htm>.) Copies of the rules also are available from the DES Public Information Center at (603) 271-2975.

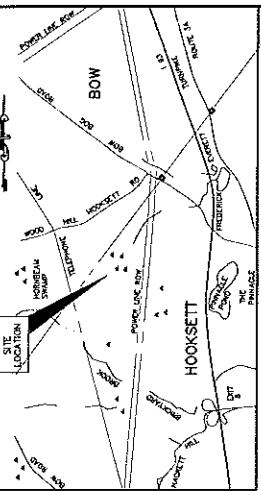
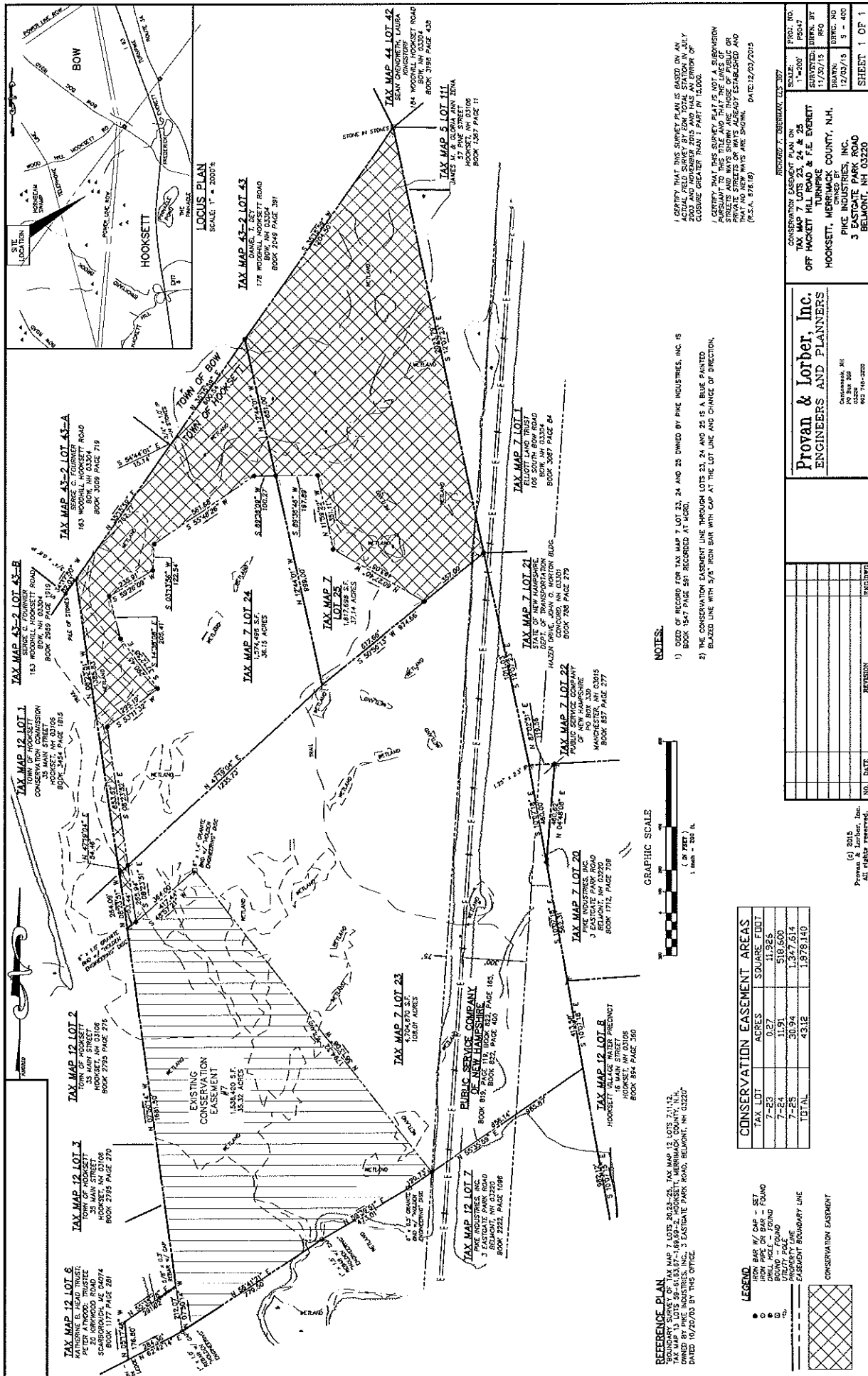
This permit is contingent on receipt of a one-time payment of \$200,000.00 dollars to the DES Aquatic Resource Mitigation (ARM) Fund. **The payment should be received after the 30-day reconsideration period or after May 16, 2015. If the payment is not received by DES by August 14, 2015 or 120 days from the approval decision, DES will deny the application. Please include a copy of this letter with the payment.** If you have any questions please contact me at (603) 271-4059 or via e-mail, lori.sommer@des.nh.gov.

Sincerely,



Lori Sommer
Wetland Mitigation Coordinator
DES Wetlands Bureau

cc: Hooksett Conservation Commission
Hooksett Board of Selectmen
Hooksett Municipal Clerk



REFERENCE PLAN
 BOUNDARY SURVEY OF TAX MAP 7 LOTS 20, 21, 22, 23, 24, 25, TAX MAP 12 LOTS 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, TAX MAP 13 LOTS 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

NOTES:
 1) COED OF RECORD FOR TAX MAP 7 LOT 20, 21, 22, 23, 24 AND 25 OWNED BY PIKE INDUSTRIES, INC. IS BOOK 1547 PAGE 59 RECORDED AT RECORD.
 2) THE CONSERVATION EASEMENT LINE THROUGH LOTS 23, 24 AND 25 IS A BLUE PAINTED BLAZED LINE WITH 5/8" IRON BAR WITH CAP AT THE LOT LINE AND CHANGE OF DIRECTION.

LEGEND
 IRON BAR W/ CAP - 5/8"
 IRON BAR - 1/2"
 IRON BAR - 3/4"
 IRON BAR - 1"
 IRON BAR - 1 1/2"
 IRON BAR - 2"
 IRON BAR - 3"
 IRON BAR - 4"
 IRON BAR - 6"
 IRON BAR - 8"
 IRON BAR - 10"
 IRON BAR - 12"
 IRON BAR - 14"
 IRON BAR - 16"
 IRON BAR - 18"
 IRON BAR - 20"
 IRON BAR - 24"
 IRON BAR - 30"
 IRON BAR - 36"
 IRON BAR - 42"
 IRON BAR - 48"
 IRON BAR - 54"
 IRON BAR - 60"
 IRON BAR - 72"
 IRON BAR - 84"
 IRON BAR - 96"
 IRON BAR - 108"
 IRON BAR - 120"
 IRON BAR - 144"
 IRON BAR - 168"
 IRON BAR - 192"
 IRON BAR - 216"
 IRON BAR - 240"
 IRON BAR - 288"
 IRON BAR - 336"
 IRON BAR - 384"
 IRON BAR - 432"
 IRON BAR - 480"
 IRON BAR - 528"
 IRON BAR - 576"
 IRON BAR - 624"
 IRON BAR - 672"
 IRON BAR - 720"
 IRON BAR - 768"
 IRON BAR - 816"
 IRON BAR - 864"
 IRON BAR - 912"
 IRON BAR - 960"
 IRON BAR - 1008"
 IRON BAR - 1056"
 IRON BAR - 1104"
 IRON BAR - 1152"
 IRON BAR - 1200"

CONSERVATION EASEMENT AREAS

| TAX LOT | ACRES | SQUARE FOOT |
|--------------|--------------|------------------|
| 7-23 | 0.27 | 11,926 |
| 7-24 | 11.91 | 518,600 |
| 7-25 | 30.94 | 1,347,614 |
| TOTAL | 43.12 | 1,878,140 |

GRAPHIC SCALE
 1 inch = 200 feet

PROVAN & LORBER, INC.
 ENGINEERS AND PLANNERS
 300 DATE
 BELMONT, NH 03220

PROVAN & LORBER, INC.
 ENGINEERS AND PLANNERS
 300 DATE
 BELMONT, NH 03220

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 ENGINEERS AND PLANNERS
 300 DATE
 BELMONT, NH 03220

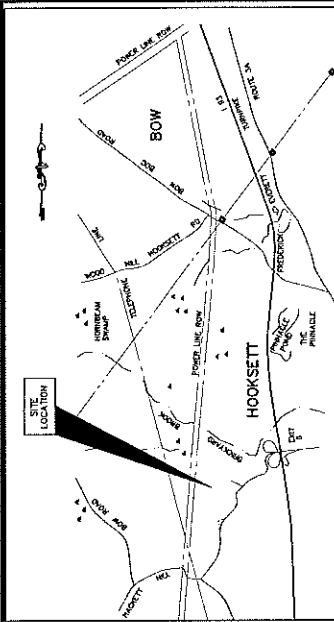
PROVAN & LORBER, INC.
 ENGINEERS AND PLANNERS
 300 DATE
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 ENGINEERS AND PLANNERS
 300 DATE
 BELMONT, NH 03220



LOCUS PLAN
SCALE: 1" = 2000'

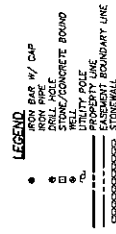
REFERENCE PLANS:

- 1) PROPERTY SURVEY - MARGUERITE DURON, HACKETT HILL ROAD, HOOKSETT, NH, BY A.R. HYDE, SURVEYOR, DATED NOVEMBER, 1988, DATED 6-12-1989 AND RECORDED AT MCRD AS PLAN # 2426.
- 2) PLAN - PART OF FRANK ZELDINSKI, HOOKSETT, NH, BY A.R. HYDE, SURVEYOR, DATED NOVEMBER, 1988, AND RECORDED AT MCRD AS PLAN # 2177.
- 3) PROPOSED GRADING PLAN, HARLAN A. NOTES, ARNOLD CORLISS AND FRANK D. & MARION C. GATE, HOOKSETT, NEW HAMPSHIRE, BY DICKSON, HOLDEN AND ASSOCIATES, INC. DATED 6-12-1980, REVISED 12-7-1983, MCRD AS PLAN # 6399.
- 4) THOMPSON SUB-DIVISION, BOW, NH, BY BELLANTONE, FORTÉ, HOWARD, INC. DATED 8-12-1980 AND RECORDED AT MCRD AS PLAN # 6399.
- 5) SUBDIVISION PLAN OF LAND OWNED ROBERT S. AUGLEY, BY RUDDY CAMPBELL, U.S. DATED FEB. 1981, AND RECORDED AT MCRD AS PLAN # 7327.
- 6) SUBDIVISION & LOT CONSOLIDATION PLAN OF A PORTION OF PIKE INDUSTRIES LAND OFF OLD HACKETT HILL ROAD, HOOKSETT, NH, BY DANIEL YOUNG & ASSOCIATES, DATED AUGUST 1986.
- 7) FRONT OF WAY LAYOUT OFF OLD HACKETT HILL ROAD, HOOKSETT, MERRIMACK COUNTY, NEW HAMPSHIRE, FOR CATS PARK CONSTRUCTION, BY STEVEN J. SMITH, ASSOCIATES, INC. DATED 3-1-1991, AND RECORDED AT MCRD AS PLAN # 1914.
- 8) "SAVED" PLAN SUBDIVISION PLAN, MAP # 17, LOTS 1 & 2, HACKETT HILL ROAD, HOOKSETT, NH, PREPARED FOR CATS PARK CONSTRUCTION, BY DUVAL SURVEY, INC. DATED 7-15-1989, AND RECORDED AT MCRD AS PLAN # 15168.
- 9) MHODOT PROJECT # LS 1073, SHEET 21.
- 10) MHODOT PROJECT # LS 1073 (1), SHEETS 49, 50A, 51-53.
- 11) MHODOT PROJECT # LS 1073 (2), SHEETS 109-111.
- 12) "BOUNDARY SURVEY OF TAX MAP 7, LOTS 2023-25, TAX MAP 12, LOTS 7, 11, 12, TAX MAP 13, LOTS 59-61, 63, 67-71, 83, 85-92, HOOKSETT, MERRIMACK COUNTY, N.H., OWNED BY PIKE INDUSTRIES, INC., 3 EASTGATE PARK ROAD, BELMONT, N.H. 03220" DATED 12/16/13 BY THIS OFFICE.

I CERTIFY THAT THIS SURVEY PLAN IS BASED ON AN ACTUAL FIELD SURVEY BY EDW. TOTAL STATION IN JULY 2003, THAT THE SURVEY IS IN ACCORDANCE WITH THE REQUIREMENTS OF THE ENGINEERING CURSIVE, GREATER THAN 1 PART IN 15,000.

I CERTIFY THAT THIS SURVEY PLAN IS NOT A SUBDIVISION PLAGIARISM TO THIS TITLE AND THAT THE LINES OF THE SURVEY ARE NOT A SUBDIVISION OF ANY LAND OR PRIVATE STRAIGHT OR CURVED WAYS AS SET FORTH IN THE PUBLIC RECORDS OF THE STATE OF NEW HAMPSHIRE, U.S.A. 676:10

DATE: _____



PREPARED BY: OVERBROOK, LLC 2007

| | | | |
|---------------------------|----------|-----------|----------|
| PROJ. NO. | 1"-100' | PROJ. NO. | 1 OF 4 |
| SCALE | 1"-100' | DATE | 12/16/13 |
| SUBMITTED BY | DRWN. BY | DATE | 5 - 401 |
| TAX MAP 12 LOTS 7, 11, 12 | RFO | | |
| TAX MAP 13 LOT 89 | | | |
| OWNED BY | | | |
| PIKE INDUSTRIES, INC. | | | |
| 3 EASTGATE PARK ROAD | | | |
| BELMONT, NH 03220 | | | |

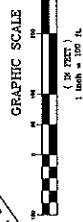
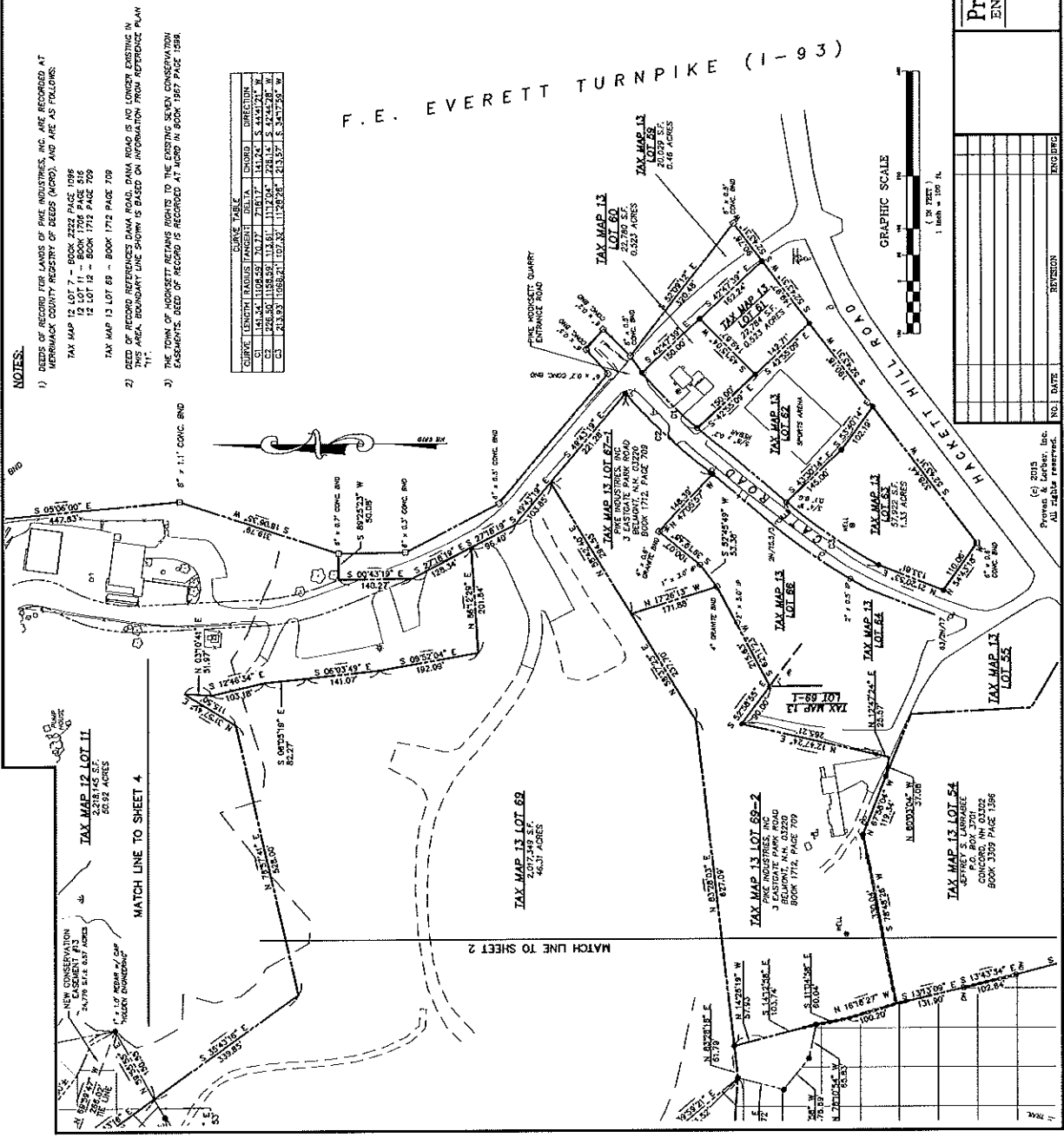
Provan & Lorber, Inc.
ENGINEERS AND PLANNERS

CONCORD, NH
603 241-3600
603 741-3600

- NOTES:
- 1) DEEDS OF RECORD FOR LANDS OF PIKE INDUSTRIES, INC. ARE RECORDED AT MERRIMACK COUNTY REGISTRY OF DEEDS (MCRD), AND ARE AS FOLLOWS:
TAX MAP 12 LOT 7 - BOOK 2322 PAGE 1098
12 LOT 11 - BOOK 1705 PAGE 516
12 LOT 12 - BOOK 1712 PAGE 709
 - 2) TAX MAP 13 LOT 69 - BOOK 1712 PAGE 709
 - 3) DEEDS OF RECORD REFERENCES DAMA ROAD, DAMA ROAD IS NO LONGER EXISTING IN THIS AREA. BOUNDARY LINE SHOWN IS BASED ON INFORMATION FROM REFERENCE PLAN "1".
 - 4) THE TOWN OF HOOKSETT RETAINS RIGHTS TO THE EXISTING SEVEN CONSERVATION EASEMENTS. DEED OF RECORD IS RECORDED AT MCRD IN BOOK 1987 PAGE 1588.

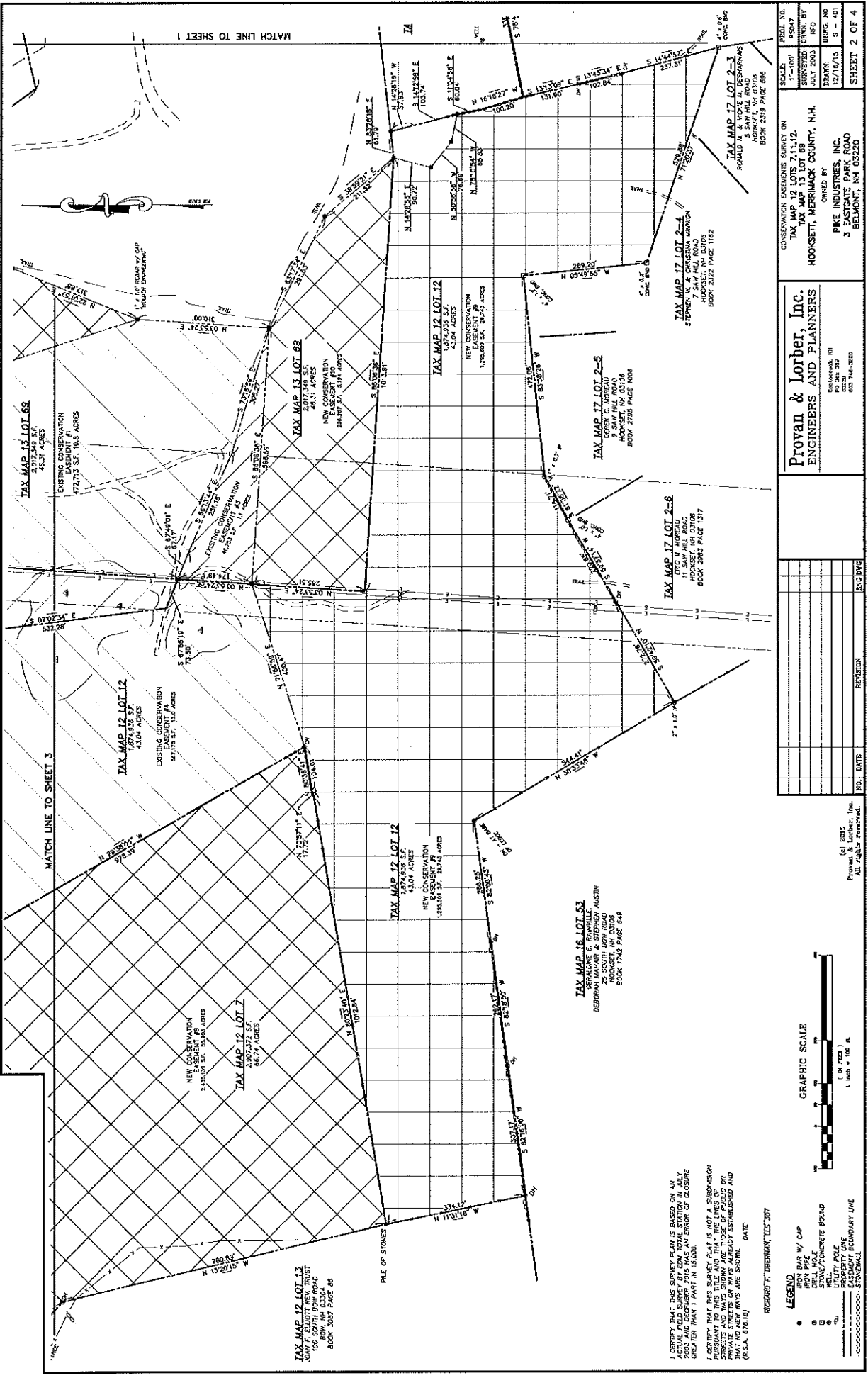
| CURVE | LENGTH | RADIUS | ANGLE | DELTA | CHORD | DIRECTION |
|-------|---------|----------|---------|---------|---------|----------------------|
| C1 | 141.54' | 1109.63' | 70.77° | 71.81° | 141.72' | S. 24.54° W. 71.81° |
| C2 | 143.83' | 1088.94' | 107.52° | 113.00° | 143.52' | S. 34.12° E. 113.00° |
| C3 | 143.83' | 1088.94' | 107.52° | 113.00° | 143.52' | S. 34.12° E. 113.00° |

F. F. EVERETT TURNPIKE (I-93)



| NO. | DATE | REVISION | ENGR/CHK |
|-----|------|----------|----------|
| | | | |
| | | | |
| | | | |
| | | | |

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MATCH LINE TO SHEET 1

MATCH LINE TO SHEET 3

PILE OF STONES

TAX MAP 12 LOT 12
 42.04 ACRES
 EXISTING CONSERVATION
 EASEMENT # 1
 1874.935 S.F.
 42.04 ACRES

TAX MAP 12 LOT 7
 86.74 ACRES
 NEW CONSERVATION
 EASEMENT # 1
 2423.071 S.F.
 86.74 ACRES

TAX MAP 13 LOT 68
 46.31 ACRES
 NEW CONSERVATION
 EASEMENT # 1
 2017.349 S.F.
 46.31 ACRES

TAX MAP 12 LOT 12
 42.04 ACRES
 NEW CONSERVATION
 EASEMENT # 1
 1874.935 S.F.
 42.04 ACRES

TAX MAP 12 LOT 12
 42.04 ACRES
 NEW CONSERVATION
 EASEMENT # 1
 1874.935 S.F.
 42.04 ACRES

TAX MAP 16 LOT 53
 1.00 ACRES
 NEW CONSERVATION
 EASEMENT # 1
 100.00 S.F.
 1.00 ACRES

TAX MAP 17 LOT 2-4
 1.00 ACRES
 NEW CONSERVATION
 EASEMENT # 1
 100.00 S.F.
 1.00 ACRES

TAX MAP 17 LOT 2-5
 1.00 ACRES
 NEW CONSERVATION
 EASEMENT # 1
 100.00 S.F.
 1.00 ACRES

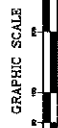
TAX MAP 17 LOT 2-6
 1.00 ACRES
 NEW CONSERVATION
 EASEMENT # 1
 100.00 S.F.
 1.00 ACRES

TAX MAP 17 LOT 2-3
 1.00 ACRES
 NEW CONSERVATION
 EASEMENT # 1
 100.00 S.F.
 1.00 ACRES

1. CERTIFY THAT THIS SURVEY PLAN IS BASED ON AN ACTUAL FIELD SURVEY BY EDM TOTAL STATION IN JULY 2003 AND DECEMBER 2013 HAS AN ERROR OF CLOSURE GREATER THAN 1 PART IN 10,000.
 2. CERTIFY THAT THIS SURVEY PLAN IS NOT A SUBDIVISION OF LAND AND THAT THE BOUNDARIES OF THE PLOTS, STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE RECORD AND HAVE BEEN ESTABLISHED AND THAT NO NEW LOTS OR ARE BEING.
 (P.S.A. 676.14) DATE: _____

RICHARD F. O'BRIEN, LIS 307

- LEGEND**
- IRON BAR W/ CAP
 - DRILL HOLE
 - ▣ CONCRETE BOUND
 - WELL
 - UTILITY POLE
 - EASEMENT BOUNDARY LINE
 - STONEWALL

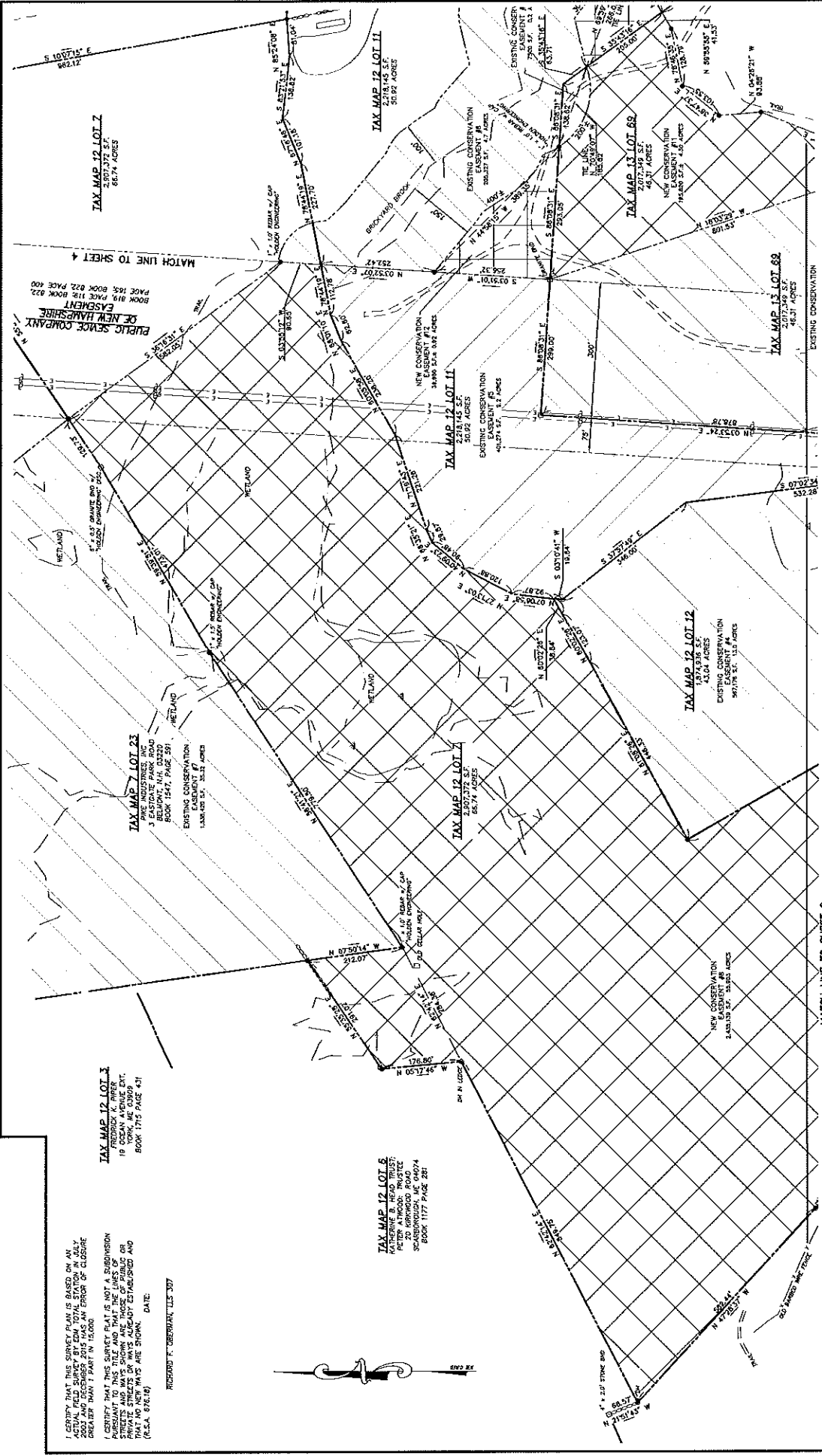


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| | |
|-------------|-----------|
| PROJECT NO. | 17-007 |
| DATE | JULY 2003 |
| DRIVER | 12/16/13 |
| BOOK | 209 |
| PAGE | 69 |
| SHEET | 2 OF 4 |

Provan & Lorber, Inc.
 ENGINEERS AND PLANNERS
 200 South 300
 Hooksett, NH 03106
 603 744-2320

CONSERVATION EASEMENTS SURVEY ON
 TAX MAP 12 LOTS 7, 11, 12,
 TAX MAP 13 LOT 68
 HOOKSETT, MERRIMACK COUNTY, N.H.
 OWNED BY
 PIKE INDUSTRIES, INC.
 3 EASTGATE PARK ROAD
 BELMONT, NH 03220



I CERTIFY THAT THIS SURVEY PLAN IS BASED ON AN ANGLE OF 2003 AND DECEMBER 2015 WAS AN ERROR OF CLOSURE GREATER THAN 1 PART IN 15,000.

I CERTIFY THAT THIS SURVEY PLAN IS NOT A SUBDIVISION PURSUANT TO THIS TITLE AND THAT THE LINES OF OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED AND THAT NO NEW WAYS ARE SHOWN. DATE: (REG. 976.10)

ROBERT T. GEBRMAN, LLS 307

TAX MAP 12 LOT 6
 KATHERINE B. REED TRUST
 PUBLIC
 20 WINDWOOD ROAD
 SCARBOROUGH, ME 04074
 BOOK 1177 PAGE 281

TAX MAP 12 LOT 3
 PROVINCE INC
 19 CEDAR STREET
 NEW YORK, NY 10008
 BOOK 1715 PAGE 431

TAX MAP 12 LOT 23
 PIKE INDUSTRIES, INC
 3 EASTGATE PARK ROAD
 BELMONT, NH 03320
 BOOK 1547 PAGE 391

TAX MAP 12 LOT 7
 PUBLIC SERVICE COMPANY OF NEW HAMPSHIRE
 1000 STATE STREET
 NASHUA, NH 03103
 BOOK 819 PAGE 115 BOOK 822 PAGE 400

TAX MAP 12 LOT 11
 NEW CONSERVATION EASEMENT #8
 34,840.00 SQ. FT. 7.99 ACRES
 EXISTING CONSERVATION EASEMENT #10
 40,271.57 SQ. FT. 9.17 ACRES

TAX MAP 12 LOT 11
 2,018.14 SQ. FT. 46.27 ACRES

TAX MAP 12 LOT 7
 2,607.37 SQ. FT. 66.74 ACRES

TAX MAP 12 LOT 12
 197,636.57 SQ. FT. 45.27 ACRES
 EXISTING CONSERVATION EASEMENT #4
 90,076.51 SQ. FT. 20.66 ACRES

TAX MAP 13 LOT 6B
 46.37 ACRES

TAX MAP 12 LOT 6B
 46.37 ACRES

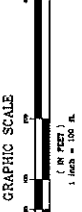
PROJ. NO. P5047
 1"=100'
 SURVEYED BY: JULY 2003
 DRAWN BY: 12/15/15
 SHEET 3 OF 4

CONSERVATION EASEMENTS SURVEY ON
 TAX MAP 12 LOTS 7, 11, 12,
 TAX MAP 13 LOT 6B
 HOOKSETT, MERRIMACK COUNTY, N.H.
 OWNED BY
 PIKE INDUSTRIES, INC.
 3 EASTGATE PARK ROAD
 BELMONT, NH 03320

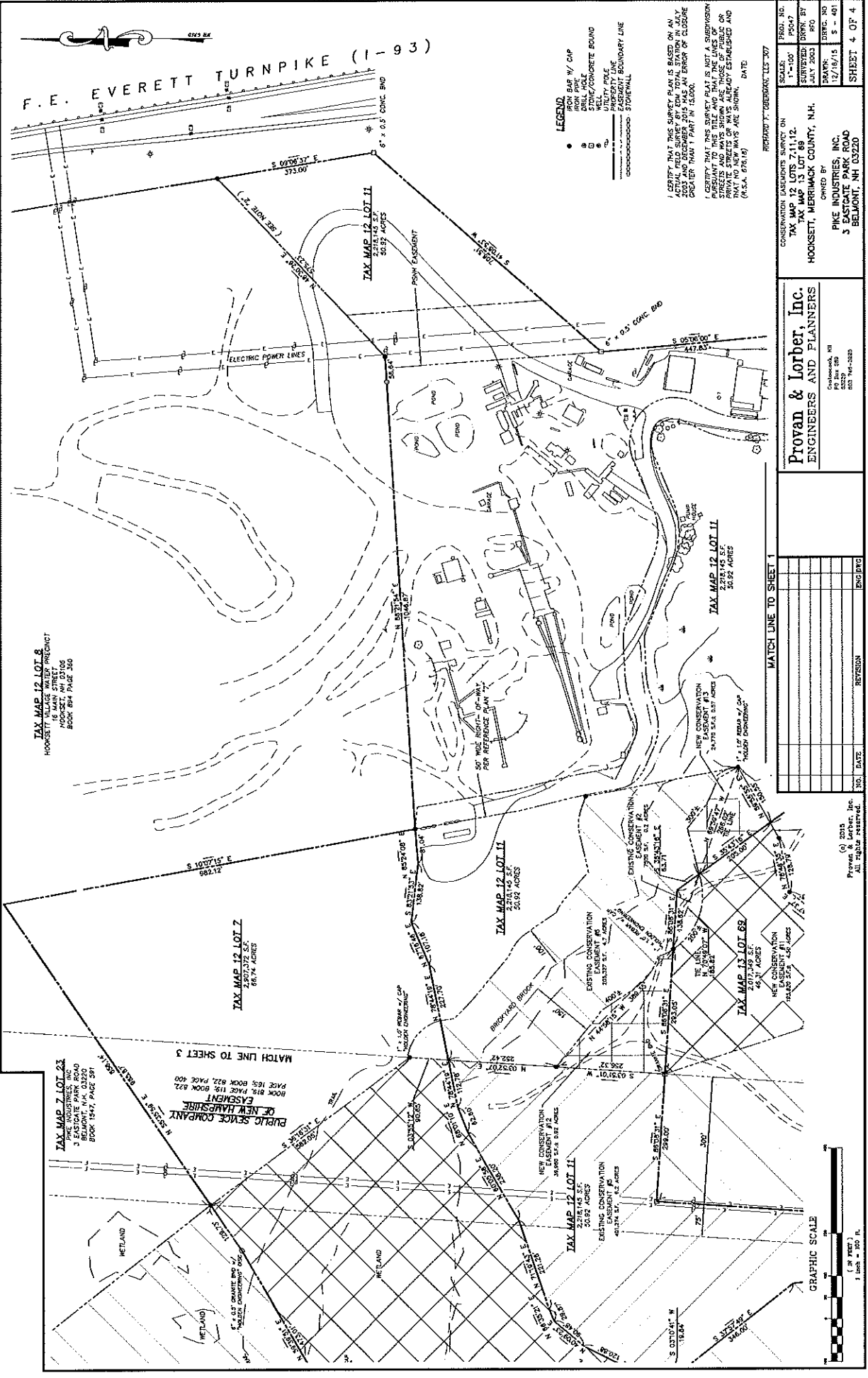
Provan & Lorber, Inc.
 ENGINEERS AND PLANNERS
 CHICHESTER, NH
 PO BOX 300
 603.744-2330

| NO. | DATE | REVISION | BY | CHK | BY |
|-----|------|----------|----|-----|----|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

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- LEGEND**
- IRON BAR W/ CAP
 - DRILL HOLE
 - ▭ BRICK/CONCRETE BOUND
 - ▭ STONE/CONCRETE BOUND
 - ▭ UTILITY POLE
 - ▭ EXISTING BOUNDARY LINE
 - ▭ STONE WALL



F.E. EVERETT TURNPIKE (I-93)
 6' x 0.5' CONC. BND

- LEGEND**
- BAS W/ CAP
 - IRON PIPE
 - DRILL HOLE
 - SLIP/CONCRETE BOUND
 - WELL
 - EASEMENT
 - EASEMENT BOUNDARY LINE
 - EXISTING BOUNDARY LINE
 - STONEWALL

I CERTIFY THAT THIS SURVEY PLAN IS BASED ON AN ACTUAL FIELD SURVEY BY TOTAL STATION IN JULY 2003 AND THAT THE INFORMATION CONTAINED HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT NO NEW WAYS ARE SHOWN. DATE: 07/18/15

RICHARD J. OBERMAYR, L.S. 207
 CONSERVATION EASEMENTS SURVEY ON
 TAX MAP 12 LOTS 7,11,12,
 TAX MAP 13 LOT 68
 HOOKSET, MERRIMACK COUNTY, NH.
 OWNED BY
 PIKE INDUSTRIES, INC.
 5 EASTGATE PARK ROAD
 BELMONT, NH 03220

Provan & Lorber, Inc.
 ENGINEERS AND PLANNERS
 CONCORD, NH
 P.O. Box 500
 603.745.2320

MATCH LINE TO SHEET 1

| NO. | DATE | REVISION | ENCLOSURE |
|-----|------|----------|-----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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TOWN OF HOOKSETT
AVAILABLE APPOINTED POSITIONS

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Resident Members
(2) Hooksett Business Members

HERITAGE COMMISSION

(2) Full Members, exp. 6/2016
(1) Full Member, exp. 6/2018
(1) Alternate Member, exp. 6/2017
(1) Alternate Member, exp. 6/2018

RECYCLING & TRANSFER ADVISORY COMMITTEE

(1) Alternate Member, exp. 6/2018

TOWN HALL PRESERVATION COMMITTEE

(5) Full Members

ZONING BOARD OF ADJUSTMENT

(1) Alternate Member, exp. 6/2016

PARKS AND RECREATION ADVISORY BOARD

(1) Full Member, exp. 6/2016

Openings for Terms Starting July 1st, 2016

CONSERVATION COMMISSION

(2) Full Members, exp. 6/2019

PARKS AND RECREATION ADVISORY BOARD

(1) Full Member, exp. 6/2019
(1) Full Member, exp. 6/2017
(1) Alternate Member, exp. 6/2019

TOWN HALL PRESERVATION COMMITTEE

(5) Full Members

PLANNING BOARD

(2) Full Members, exp. 6/2019
(1) Alternate Member, exp. 6/2019

RECYCLING & TRANSFER ADVISORY COMMITTEE

(1) Full Member, exp. 6/2019
(1) Alternate Member, exp. 6/2019

SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

(1) Representative, exp. 6/2020

ZONING BOARD OF ADJUSTMENT

(2) Full Members, exp. 6/2019
(1) Alternate Member, exp. 6/2019

These are unpaid volunteer positions. If interested in being nominated for an appointed position, please fill out the volunteer application form and send it to:
Town of Hooksett, Administration Department, 35 Main Street, Hooksett, NH 03106.

Appointments

CONSERVATION COMMISSION

Philip Fitanides: Reappointment-Full Member, exp. 6/2019

Deborah Miville: Alternate Member to Full Member, exp. 6/2019

PLANNING BOARD

Thomas R. Prasol: Reappointment-Full Member, exp. 6/2019

Paul Scarpetti: Reappointment-Full Member, exp. 6/2019

Denise Grafton: Reappointment-Alternate Member, exp. 6/2019

RECYCLING & TRANSFER ADVISORY COMMITTEE

Richard Bairam: Reappointment- Full Member, exp. 6/2019

Robert Schroeder: Reappointment-Alternate Member, exp. 6/2019

SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

Richard G. Marshall: Reappointment- Representative, exp. 6/2020

ZONING BOARD OF ADJUSTMENT

Gerald Hyde: Reappointment-Full Member, exp. 6/2019

Nominations

CONSERVATION COMMISSION

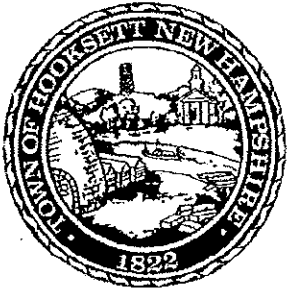
David Hess: Alternate Member, exp. 6/2017

TOWN HALL PRESERVATION COMMITTEE

Kristen Payton: Full Member

ZONING BOARD OF ADJUSTMENT

Roger Duhaime: Reappointment-Full Member, exp. 6/2019



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: APRIL 2, 2016

Name: PHILIP FITANIDES Phone: 603-606-2827

Address: 1407 HOOKSETT ROAD, HOOKSETT, NH 03106

Email Address: DOCTORNITRO@COMCAST.NET

Signature: *Philip Fitandis*

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to kambrose@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify.)

How long have you been a resident of Hooksett?

SINCE 1971

Why are you seeking this position?

PROTECT HOOKSETT LAND, AIR, WATER, CONSERVE WILDLIFE

Do you have any specific goals or objectives?

MORE USE OF CONSERVATION LANDS IN HOOKSETT FOR RECREATION

Please list special skills, talents or experience pertinent to the position sought:

HOSPITALITY AND RECREATION

Please list any potential conflicts of interest you may have if appointed for a board or commission:

N/A

Please list any work, volunteer, and/or educational experience you would like to have considered:

6 YEARS CAMPBELL UNIVERSITY, UNIVERSITY, NEW HAMPSHIRE & FLORIDA STATE UNIVERSITY

Please list any current/prior Town board membership and the dates of service:

HOOKSETT TOWN COUNCIL - 2003 - 2006
CONSERVATION COMMISSION 2003 - 2016

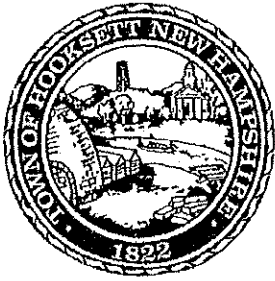
Katie Ambrose

From: mmiville@comcast.net
Sent: Thursday, May 26, 2016 7:45 AM
To: Katie Ambrose
Subject: Conservation Commission Appointment

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Council Mtg

Good morning Katie:. This message is to inform you that I would like to ask the Town Council to consider and recommend me as a Full Time Member rather than an Alternate Member of the Hooksett Conservation Commission.
Sincerely Deb Miville



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 6-10-2015

Name: Deborah A. Miville Phone: 603-268-0398

Address: 42 Main Street Hooksett, NH 03106

Email Address: debm@c-nh.com

Signature: Deborah A. Miville

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to krosengren@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission *Steve Couture states that there is an opening.*
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board *unless mike Horne has already applied.*
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify)

How long have you been a resident of Hooksett?

13 years

Why are you seeking this position?

I feel that it is time for me to get involved in community service closer to home.

Do you have any specific goals or objectives?

Trying to implement some of the goals that the people of Hooksett stated as priorities at the Community Profile meeting

Please list special skills, talents or experience pertinent to the position sought:

30 years as a teacher have taught me patience and the art of getting people to make the right choices.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

If Mike Noone has already applied to be on the Parks and Rec Advisory Board then I rescind my application for that Board.

Please list any work, volunteer, and/or educational experience you would like to have considered:

Teacher of pre-schoolers

Home School Teacher

Daughter participated in Hooksett sports for 10 years

Please list any current/prior Town board membership and the dates of service:

Katie Ambrose

From: Tom Prasol <tom.prasol@gmail.com>
Sent: Tuesday, April 05, 2016 11:02 AM
To: Katie Ambrose
Subject: Planning Board Reappointment

Categories: Council Mtg

Hi Katie! I wanted to send you a quick note that I would love to be reappointed to the planning board when my term expires on June 30th. The current application you have on file remains accurate. Please let me know if you need anything further. Thanks again!!

Tom Prasol

Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/30/2013

Name: Thomas R. Prasol Phone: 413.320.1523

Address: 27 Crawford Lane, Hooksett, NH 03106

Email Address: tom.prasol@gmail.com

Signature: X

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Katie Rosengren, Project Coordinator or email to krosengren@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board (full member)
- Police Commission (Requires at least 5 years residency and copies of MV and Criminal Records)
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify.)

How long have you been a resident of Hooksett?

I have been a resident of Hooksett since September 2011.

Why are you seeking this position?

I am currently an alternate member of the planning board and with a full seat opening up, I would like to make the transition to a full member position.

Do you have any specific goals or objectives?

It is my goal to make Hooksett a better place for businesses and families.

Please list special skills, talents or experience pertinent to the position sought:

Working in the Government affairs field in Concord, NH, I am constantly remaining up-to-date on ever changing state regulations. I have also been an alternate member of the planning board for the past 7 months where I have gain critical institutional knowledge of Hooksett rules and regulations.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

I do not foresee any potential conflicts of interest on the board.

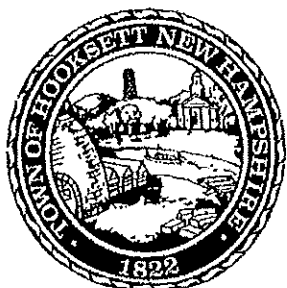
Please list any work, volunteer, and/or educational experience you would like to have considered:

I am currently a full member of the Hooksett Parks and Recreation Advisory Board and an alternate member of the Hooksett Planning Board.

Please list any current/prior Town board membership and the dates of service:

Hooksett Planning Board - 10/2012 - present

Hooksett Parks and Recreation Advisory Board - 10/2012 - present



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: May 2, 2016

Name: Paul Scarpetti Phone: 603-647-6739

Address: 7 Marcel Way

Email Address: pscarpetti@comcast.net

Signature: *Paul Scarpetti*

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to kambrose@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify.)

How long have you been a resident of Hooksett?

22 years

Why are you seeking this position?

I would ask you to allow me to serve another term, because I feel I have the construction and development experience to work with fellow board members, and help guide the town's development in a positive direction.

Do you have any specific goals or objectives?

To continue to help improve the quality of the commercial development and preserve the character of the residential neighborhoods.

Please list special skills, talents or experience pertinent to the position sought:

I have owned and operated Sierra Homes for the past 30 years. I have been a co-owner of Profile Self Storage for the past 10 years. So I do have experience in real estate development and business management.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

From time to time I may present a project for approval to be able to build or develop in Hooksett.

Please list any work, volunteer, and/or educational experience you would like to have considered:

I am also serving on the economic development committee and try to volunteer when time allows for various projects in Hooksett.

Please list any current/prior Town board membership and the dates of service:

I have served one three year term on the Hooksett Planning Board which is due to expire June 30, 2016

Katie Ambrose

From: Denise Grafton <denise.grafton@yahoo.com>
Sent: Tuesday, March 08, 2016 5:33 PM
To: Katie Ambrose
Subject: Reappointment / Fraud Policy
Attachments: GraftonDeniseM2016FraudPolicy0001.pdf

Categories: Council Mtg

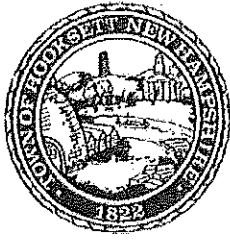
Hi Katie!

Received your letter requesting the following be acknowledged:

- 1 - Yes, I am requesting a Reappointment to the Planning Board with no changes to the application.
- 2 - attached is a signed copy of the Fraud Policy.

If you should need anything else feel free to reach me through this email.

Sincerely,
Denise Grafton
Planning Board Alternate



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 11 June 2015

Name: DENISE M. GRAFTON Phone: 603-836-5453

Address: 1465 HOOKSETT Rd 1323 HOOKSETT NH 03106

Email Address: denise.grafon@yahoo.com

Signature: *Denise M. Grafton*

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to krosengren@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify)

How long have you been a resident of Hooksett?

Nov 2013

Why are you seeking this position?

To take an active interest in the community and its growth.

Do you have any specific goals or objectives?

None

Please list special skills, talents or experience pertinent to the position sought:

While serving as President for the Scott Enlisted Spouse Club of Scott Air Force Base, IL; the position was also involved with the Senior Leadership Council. The goal was to work w/ the surrounding communities to assist military families in the transition of local community life and education.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

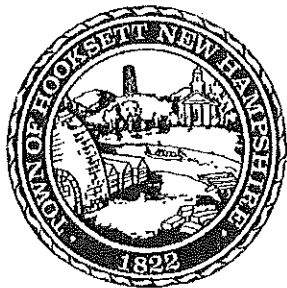
None

Please list any work, volunteer, and/or educational experience you would like to have considered:

None

Please list any current/prior Town board membership and the dates of service:

None



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/9/12

Name: RICHARD BAIRAM Phone: 603-623-3219

Address: 7 FARMER RD

Email Address: RBAIRAM@COMCAST.NET

Signature: Richard Bairam

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Evelyn F. Horn, Administrative Assistant or email to ehorn@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Police Commission (Requires at least 5 years residency and copies of MV and Criminal Records)
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify.)

How long have you been a resident of Hooksett?

71 YRS

Why are you seeking this position?

To Help The Town

Do you have any specific goals or objectives?

NO

Please list special skills, talents or experience pertinent to the position sought:

LIFELONG Resident

LOCAL BUSINESS OWNER 36 YRS BEFORE RETIREMENT

Please list any potential conflicts of interest you may have if appointed for a board or commission:

NONE

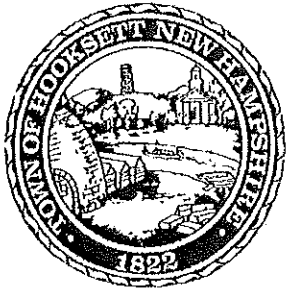
Please list any work, volunteer, and/or educational experience you would like to have considered:

| | | |
|-------------------|-----------|-----------------|
| ZBA | ALTERNATE | 2007 TO 2008 |
| " | FULL TIME | 2009 TO PRESENT |
| Recycle + TRANS. | | 2007 TO PRESENT |
| Police Commission | | 1998 TO 2006 |

Please list any current/prior Town board membership and the dates of service:

ZBA





Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: MARCH 11, 2016

Name: ROBERT SCHROEDER Phone: 603 485-5021

Address: 27 GOFFSTOWN RD HOOKSETT NH 03106

Email Address: robertwschroeder@comcast.net

Signature: [Handwritten Signature]

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to kambrose@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify.)

How long have you been a resident of Hooksett?

50 YEARS

Why are you seeking this position?

WAS SEVERAL YEARS COMMITTEE W/ FORMER

Do you have any specific goals or objectives?

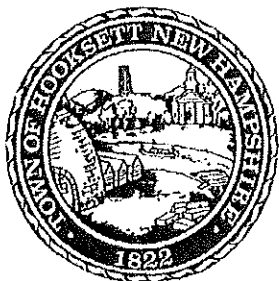
KEEPING GOOD SERVICE TO RESIDENTS AND
KEEPING COSTS AS LOW AS POSSIBLE

Please list special skills, talents or experience pertinent to the position sought:

Please list any potential conflicts of interest you may have if appointed for a board or commission:

Please list any work, volunteer, and/or educational experience you would like to have considered:

Please list any current/prior Town board membership and the dates of service:



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 1 MAY 2012

Name: RICHARD MARSHALL Phone: 669-2805

Address: 6 LANCELOT DRIVE, HOOKSETT

Email Address: bumpaclaus@comcast.net

Signature: *Richard Marshall*

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Evelyn F. Horn, Administrative Assistant or email to ehorn@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Police Commission (Requires at least 5 years residency and copies of MV and Criminal Records)
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment

How long have you been a resident of Hooksett?

45 YEARS

Why are you seeking this position?

I BELIEVE I CAN BE AN ASSET TO THE PLANNING BOARD
BASED ON EXPERIENCE AND EDUCATION.

Do you have any specific goals or objectives?

MAINTAIN A BALANCED GROWTH WITHIN THE COMMUNITY

Please list special skills, talents or experience pertinent to the position sought:

REGISTERED PROFESSIONAL ENGINEER (RET)
MEMBER - HOOKSETT PLANNING BOARD (1973-2012)
35 YEARS AS AN ENGINEER WITH NHDOT

Please list any potential conflicts of interest you may have if appointed for a board or commission:

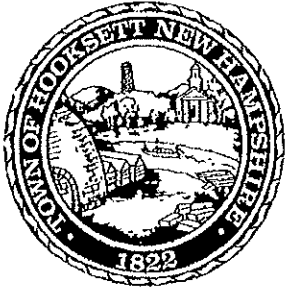
NONE THAT I AM AWARE OF.

Please list any work, volunteer, and/or educational experience you would like to have considered:

BSCOE - UNH - 1961 (MAJOR - CIVIL ENGINEERING)
MSCE - PURDUE - 1962 (MAJOR - TRANSPORTATION PLANNING)
HOOKSETT PLANNING BOARD (1973-2012)
COMMISSIONER - SOUTHERN N.H. PLANNING COMMISSION

Please list any current/prior Town board membership and the dates of service:

HOOKSETT PLANNING BOARD (1973-2012)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 3/15/16

Name: Gerald Hyde Phone: 603-935-7732

Address: 49 Prescott Heights Rd.

Email Address: ghyde@hooksett.org

Signature: [Handwritten Signature]

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to kambrose@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify.)

How long have you been a resident of Hooksett?

10yrs

Why are you seeking this position? I've been doing work on the ZBA for at least 8yrs now. I find enjoyable and a good way to be involved in my community.

Do you have any specific goals or objectives?

I have always had the goal of helping people use the property they pay for to the fullest while still maintaining the natural aesthetic of Hooksett.

Please list special skills, talents or experience pertinent to the position sought:

- current ZBA member
- 6yrs. legal real estate work
- 2yrs. real estate investing experience

Please list any potential conflicts of interest you may have if appointed for a board or commission:

n/a

Please list any work, volunteer, and/or educational experience you would like to have considered:

I worked for an attorney doing legal real estate title work in Boston MA for 6 years. I also own my own real estate investment firm for 2 years. I took all the necessary courses to become a licensed Real Estate Agent.

Please list any current/prior Town board membership and the dates of service:

ZBA ~ 2008 - present.

From: Dave Hess
Sent: Thursday, June 09, 2016 10:54 AM
To: Katie Ambrose
Re: ConsCom Alternate Position

Katie,

Thx for the reminder. Yes, I am interested in and would like to be considered by the Council as an Alternate Member on the Hooksett Conservation Commission. My qualifications are basically unchanged from three years ago except to note that I no longer serve on either the LCHIP Board or on the Development Committee of the Society for the Protection of New Hampshire Forests, although I have extensive contacts in both conservation organizations. I have, however, served 6 years on the HCC and would like to continue. I have also been invited to, and plan to become active in Bear Paw Regional Greenways, which has been a frequent partner of the HCC over the last 10 years. Thank you for presenting this to the Council for their consideration.

Dave Hess

Town of Hooksett

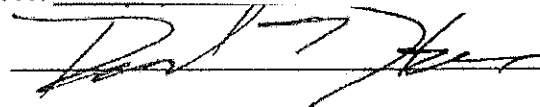
APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: _____

Name: David W. Hess Phone: 603-485-9027

Address: 68 Pine Street, Hooksett 03106

Email Address: _____

Signature: 

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Katie Rosengren, Project Coordinator or email to krosengren@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Police Commission (Requires at least 5 years residency and copies of MV and Criminal Records)
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify.)

How long have you been a resident of Hooksett?

41 YEARS

Why are you seeking this position?

I'm serving my 2nd term, drafted the conservation section in our Master Plan & have been active with the Forest Society & Board of Regional Greenways - & have many contracts in DES - over 3 decades

Do you have any specific goals or objectives?

Acquire all the conservation lands - & fulfill the conservation goals - set forth in the 2007 Master Plan

Please list special skills, talents or experience pertinent to the position sought:

Retired attorney with 37 years experience including specialization in municipal & land use planning law & environmental law.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

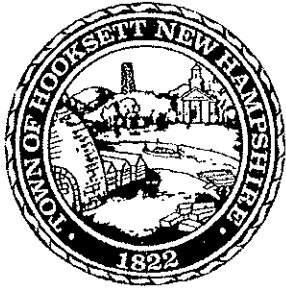
None

Please list any work, volunteer, and/or educational experience you would like to have considered:

Town & School Moderator: 24 years total
Budget Committee: 3 years
Town Legal Counsel: 13 years
St. Representative: 24 years

Please list any current/prior Town board membership and the dates of service:

See Above



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: June 12, 2016

Name: Kristen A Payton Phone: 603-625-5132

Address: 10 Silver Avenue Hooksett NH 03106

Email Address: KPMMANSONFAN@AOL.COM

Signature: Kristen A Payton

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to kambrose@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify.)

How long have you been a resident of Hooksett?

I have been a resident of Hooksett for over 23 years.

Why are you seeking this position?

To become more involved in the progress and future of Hooksett and its community.

Do you have any specific goals or objectives?

To work in a team environment, grow through learning and development my communications skills

Please list special skills, talents or experience pertinent to the position sought:

Detailed orientated. Have skills in the area of investigation and research.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

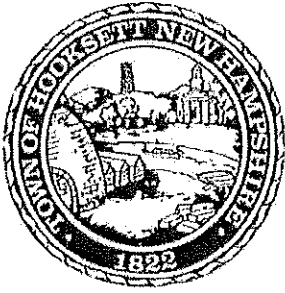
Work full time and conduct audits for my place of employment. Specific dates are required for web base workshops to attend.

Please list any work, volunteer, and/or educational experience you would like to have considered:

Work skills in conducting research. Can perform detailed orientated work. Can seek clarifying questions to ensure job goals and research materials presented are accurate and correct.

Please list any current/prior Town board membership and the dates of service:

No prior membership



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: June 14, 2016

Name: Roger Duhaime Phone: 396-8026

Address: 19 Saw Hill Hooksett NH 03106

Email Address: rogerduhaime@comcast.net

Signature: Roger Duhaime

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to kambrose@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify.)

How long have you been a resident of Hooksett? I estimate
between thirty and forty years.

Why are you seeking this position? To volunteer for my town.

Do you have any specific goals or objectives? No

Please list special skills, talents or experience pertinent to the position sought: None

Please list any potential conflicts of interest you may have if appointed for a board or commission:
None

Please list any work, volunteer, and/or educational experience you would like to have considered:
None

Please list any current/prior Town board membership and the dates of service: Previous
Zoning Board and Recycling & Transfer Committee

Staff Report

Title: Comparison of Manual/Automated Collection

Date: 6-22-16

Background and Discussion of Issues

In 2011 the Town supported by vote to establish a curbside recycling program and to purchased automated trucks and barrels for the collection of trash and recycling.

There has been a request for information regarding the comparison of manual and automated collection. After being provided with a list of questions, the information was gathered by myself and put into an Analysis form by Katie Ambrose.

Recommendation (including suggested motion, if appropriate)

I recommend that the Council review the information.

Fiscal Impact

This is informational only.

Prepared by: Diane Boyce, DPW Director

Town Administrator Recommendation

I concur.

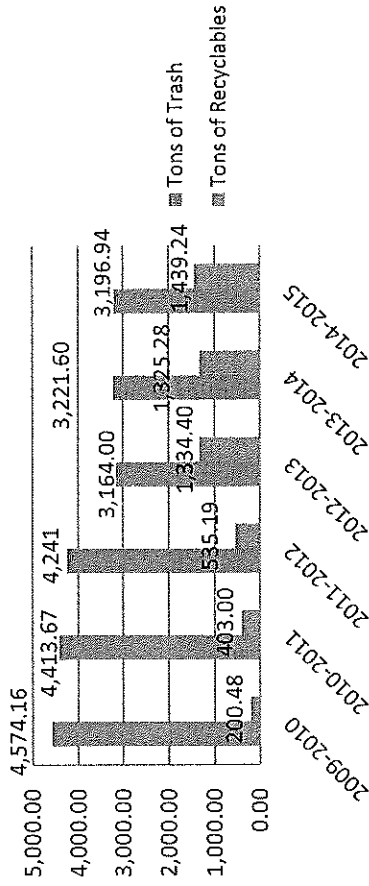
Recycling & Transfer Data for Automated and Manual Collection

Expenditures & Revenues

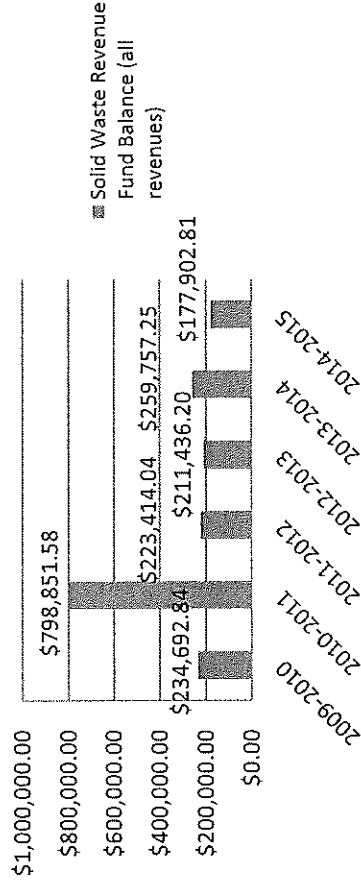
Rate of Trash & Recycling Disposal Fees (per ton)

| Year | Trash | Recycle |
|-----------|-----------|-----------|
| 2009-2010 | \$68-\$76 | \$0 |
| 2010-2011 | \$68-\$70 | \$0 |
| 2011-2012 | \$70-\$72 | \$0 |
| 2012-2013 | \$72-\$74 | \$15 |
| 2013-2014 | \$65 | \$14-\$20 |
| 2014-2015 | \$66 | \$24-\$32 |

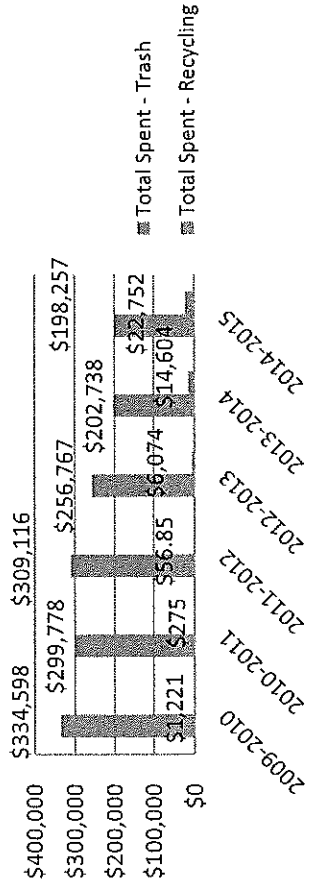
Tons of Trash & Recycling Moved



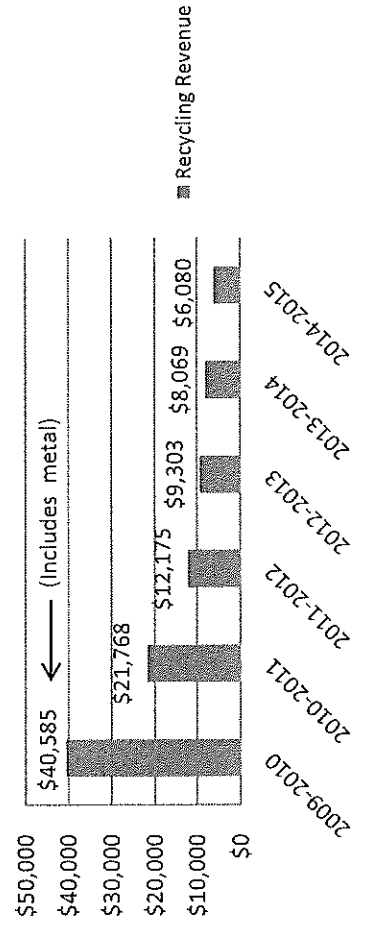
Solid Waste Revenue Fund Balance



Total Trash & Recycling Spent Per Year (Fees)



Recycling Revenue



Recycling & Transfer Data for Automated and Manual Collection

Collection Fleet

Manual Collection Trucks (will not be replaced)

| Truck | When Purchased | Purchase Price | Maintenance Cost* (7/1/12-4/30/16) | Mileage |
|--------------------------|----------------|----------------|------------------------------------|--------------------------|
| 2001 Peterbilt Packer | 2000 | \$129,976 | \$7,187 | 70,159 |
| 2004 Freightliner Packer | 10/1/2003 | \$127,000 | \$20,229 | 27,212 (on 2nd odometer) |

Automated Collection Trucks

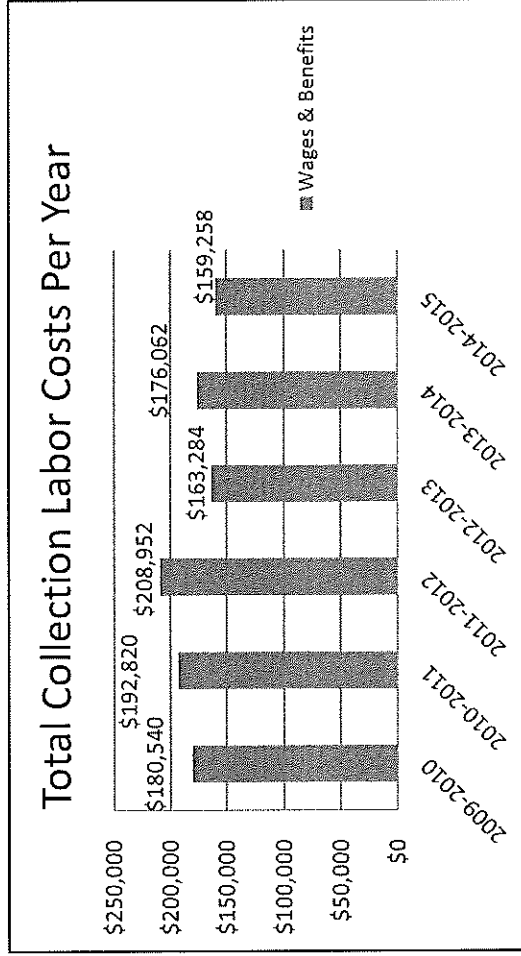
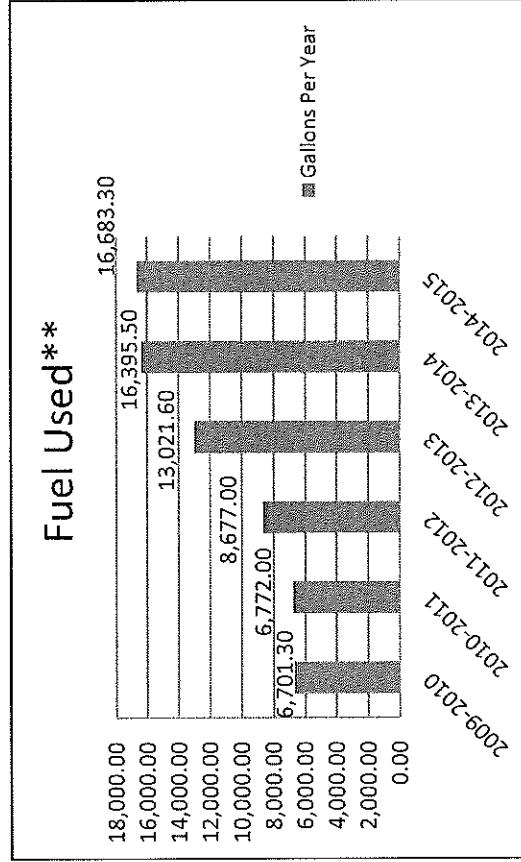
| Truck | When Purchased | Purchase Price | Maintenance Cost (7/1/12-4/30/16) | Mileage | Est. Replacement Year |
|------------------------------|----------------|----------------|-----------------------------------|---------|-----------------------|
| Auto I (Recycling) | 5/1/2012 | \$232,000 | \$66,782 | 56,374 | 2022 |
| Auto II (Trash) | 5/1/2012 | \$232,000 | \$64,150 | 51,154 | 2022 |
| Auto III (Backup small unit) | 4/1/2015 | \$183,000 | \$661.00 | 5915 | 2025 |

STARTED SINGLE STREAM 12/2010

STARTED CURBSIDE RECYCLE 6/2012

Barrels

| When Purchased | Price | Est. Replacement Year |
|----------------|-----------|-----------------------|
| 5/1/2012 | \$389,446 | 2022 |



*Maintenance costs prior to 2012 fell under the Highway Fleet Maintenance line (were not broken out)

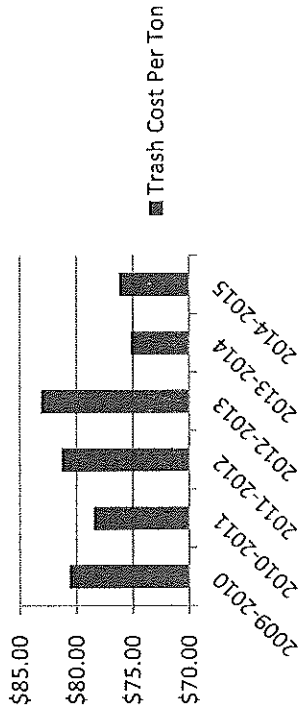
** New fuel tanks November 2013

Recycling & Transfer Transportation Costs

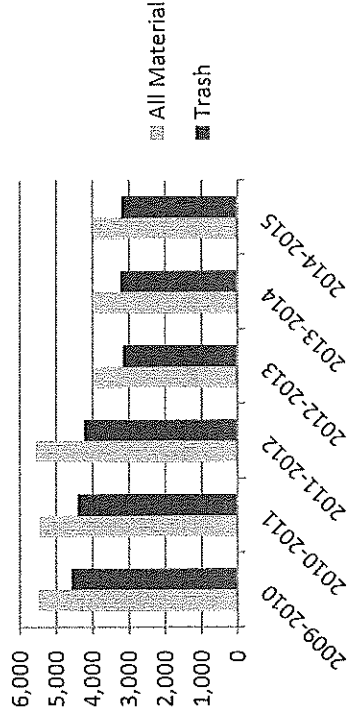
Trash Only

| Year | Tons Hauled | Average Trash Disposal Fees | Transportation Cost/Ton | Total Cost/Ton |
|-----------|-------------|-----------------------------|-------------------------|----------------|
| 2009-2010 | 4,574 | \$72 | \$8.64 | \$80.64 |
| 2010-2011 | 4,414 | \$69 | \$9.48 | \$78.48 |
| 2011-2012 | 4,241 | \$71 | \$10.32 | \$81.32 |
| 2012-2013 | 3,164 | \$73 | \$10.12 | \$83.12 |
| 2013-2014 | 3,222 | \$65 | \$10.15 | \$75.15 |
| 2014-2015 | 3,196 | \$66 | \$9.90 | \$76.20 |

Cost to Transfer Trash Each Year Per Ton



Tons of Material Hauled Per Year



All Material (Including Trash)

| Year | Tons Hauled | Transportation Cost/Ton |
|-----------|-------------|-------------------------|
| 2009-2010 | 5,518 | \$8.52 |
| 2010-2011 | 5,464 | \$9.23 |
| 2011-2012 | 5,579 | \$9.64 |
| 2012-2013 | 3,948 | \$9.97 |
| 2013-2014 | 4,000 | \$10.21 |
| 2014-2015 | 3,980 | \$9.80 |

Total Collection Labor

wages/insurance

| | | Fuel used: (in gallons) |
|-----------|-----------|-------------------------|
| 2009-2010 | \$180,540 | 6,701.30 |
| 2010-2011 | \$192,820 | 6,772.00 |
| 2011-2012 | \$208,952 | 8,677.00 |
| 2012-2013 | \$163,284 | 13,021.60 |
| 2013-2014 | \$176,062 | 16,395.50 |
| 2014-2015 | \$159,258 | 16,683.30 |

Yearly trash and recycling disposal fees and rate

| | per ton | Trash | Recycle | Total Trash | Total Recycle | Spent |
|-----------|-----------|-----------|-----------|-------------|---------------|----------|
| 2009-2010 | \$76-\$68 | \$0 | \$0 | \$334,598 | | \$1,221 |
| 2010-2011 | \$68-\$70 | \$0 | \$0 | \$299,778 | | \$275 |
| 2011-2012 | \$70-\$72 | \$0 | \$0 | \$309,116 | | \$56.85 |
| 2012-2013 | \$72-\$74 | \$15.00 | \$15.00 | \$256,767 | | \$6,074 |
| 2013-2014 | \$65.00 | \$14-\$20 | \$14-\$20 | \$202,738 | | \$14,604 |
| 2014-2015 | \$66.30 | \$24-\$32 | \$24-\$32 | \$198,257 | | \$22,752 |

| Cost | Solid Waste Revenue Fund Balances | | Recycling Revenues | |
|----------|-----------------------------------|-----------|--------------------|----------------------|
| | 2009-2010 | 2010-2011 | 2009-2010 | 2010-2011 |
| \$16,397 | \$20,708 | \$31,463 | \$234,692.84 | \$40,585 (includes n |
| \$57,941 | \$59,024 | \$45,354 | \$798,851.58 | \$21,768 |
| | | | \$223,414.04 | \$12,175 |
| | | | \$211,436.20 | \$9,303 |
| | | | \$259,757.25 | \$8,069 |
| | | | \$177,902.81 | \$6,080 |

| tons | Recycle | |
|----------|-----------|-----------|
| | 2009-2010 | 2010-2011 |
| 4,574.16 | 4,241 | 200.48 |
| 4,413.67 | 3,164.00 | 403.00 |
| 3,221.60 | 3,196.94 | 535.19 |
| | | 1,334.40 |
| | | 1,325.28 |
| | | 1,439.24 |

| Trash Only | Average Trash Disposal Fees | Transportation Cost/Ton |
|-------------------|------------------------------------|--------------------------------|
| 2009-2010 | \$72 | \$8.64 |
| 2010-2011 | \$69 | \$9.48 |
| 2011-2012 | \$71 | \$10.32 |
| 2012-2013 | \$73 | \$10.12 |
| 2013-2014 | \$65 | \$10.15 |
| 2014-2015 | \$66 | \$9.90 |

| Transfer per ton | Average Total Transfer Disposal Fees | Transportation Cost/Ton |
|-------------------------|---|--------------------------------|
| 2009-2010 | \$72 | \$8.52 |
| 2010-2011 | \$69 | \$9.23 |
| 2011-2012 | \$71 | \$9.64 |
| 2012-2013 | \$88 | \$9.97 |
| 2013-2014 | \$82 | \$10.21 |
| 2014-2015 | \$94 | \$9.80 |

Total Cost/Ton

\$80.64
\$78.48
\$81.32
\$83.12
\$75.15
\$76.20

Total Cost/Ton

\$80.52
\$78.23
\$80.64
\$97.97
\$92.21
\$103.80

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|-------------------|------------------------------------|--------------------------------|
| 2009-2010 | \$72 | \$8.64 |
| 2010-2011 | \$69 | \$9.48 |
| 2011-2012 | \$71 | \$10.32 |
| 2012-2013 | \$73 | \$10.12 |
| 2013-2014 | \$65 | \$10.15 |
| 2014-2015 | \$66 | \$9.90 |

| Transfer per ton | Average Total Transfer Disposal Fees | Transportation Cost/Ton |
|-------------------------|---|--------------------------------|
| 2009-2010 | \$72 | \$8.52 |
| 2010-2011 | \$69 | \$9.23 |
| 2011-2012 | \$71 | \$9.64 |
| 2012-2013 | \$88 | \$9.97 |
| 2013-2014 | \$82 | \$10.21 |
| 2014-2015 | \$94 | \$9.80 |

Total Cost/Ton

\$80.64

\$78.48

\$81.32

\$83.12

\$75.15

\$76.20

Total Cost/Ton

\$80.52

\$78.23

\$80.64

\$97.97

\$92.21

\$103.80

Staff Report

Title: Hire temporary full time Recreation Director

Date: 6/22/16

Background and Discussion of Issues

In an effort to address the Community Profile survey to develop more recreational programs in the Town of Hooksett, we would like to propose to hire a temporary full time Recreation Director as a pilot program to see if the position itself can be self funded through the Recreation Revolving Fund and to move forward and try to create other recreation programs for a variety of residents.

Recommendation (including suggested motion, if appropriate)

I recommend that we move forward and hire a temporary full time Recreation Director (contracted) to be paid for through the Recreation Revolving Fund

Fiscal Impact

All wages to be paid for from the Recreation Revolving Fund

Prepared by: Diane Boyce

Town Administrator Recommendation

I concur. *This one year contract will allow us to see if the program is working and allow you to put it on the next Town Meeting warrant to see if people agree w/ the position*

Town of Hooksett Job Description

Public Works Department

Contracted Temporary Full Time "Recreation Director"

Date: May, 2016__

General Position Description: This position will supervise all Recreation Division employees and work in conjunction with the Parks, Recreation and Cemetery Division, within the Department of Public Works, to explore and initiate recreational events and programs.

Accountability: Reports to the Director of Public Works

Equipment Used: Must be computer oriented and proficient with spreadsheets and word documents. Must have working knowledge of playground and sports equipment.

Environment: Inside: 35% Outside: 65%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

- Plans and manages a comprehensive town-wide recreation program including before and after school care, day camps, special events and other programs as added.
- Ensures the proper registration and collection of fees for all programs.
- Trains, supervises and evaluates work performance of program staff.
- Prepares schedules and assignments for recreation personnel assuring the appropriate number of staff for each program while tracking employee hours and timesheets.
- Provides for risk management practices; ensures all safety rules, regulations and procedures are followed.
- Makes sure that employees are trained in safety procedures to ensure injury prevention and reporting.
- Coordinates purchases of supplies for recreation programs.
- Help manage the Recreation website and help manage the Parks and Recreation Advisory Board website.
- Monitors contracts and insurance agreements for recreation programs.
- Communicate with community members to determine their needs and interests.
- Research sport and recreation programs, funding sources and project requirements and possible implementation with the guidance of the Public Works Director.
- Act as the main point of contact for all parent interaction including but not limited to registrations, collection of payments, or for other risk management purposes.
- Frequently and consistently review all functions of each recreation program to identify and implement process improvement techniques.
- Perform other duties as directed or required.

Cognitive and Sensory Requirements:

- **Vision:** Corrected to a level necessary for reading documents, operating playground equipment, observance of vehicle traffic, observance of children, paperwork, etc.

- **Hearing:** Necessary for receiving instructions and for safety while supervising children. Also necessary for listening to instructions and questions.
- **Speaking:** Necessary for communicating with children, employees, residents, vendors, etc.
- **Taste and Smell:** Necessary for detecting fumes and gases.
- **Dexterity:** Necessary for operating all equipment and toys, handwriting, etc.
- **Mobility:** Needed to perform all functions of the job to include moving equipment, moving groups of children, moving around in general inside and outside, various program sites, on and off Town property, etc.

Physical Requirements:

- Lift up to 10 pounds: constantly required.
- Lift 11 to 25 pounds: frequently required.
- Lift 26 to 50 pounds: occasionally required.
- Lift over 50 pounds: rarely required. Assistance may be available.
- Carry up to 10 pounds: constantly required.
- Carry 11 to 25 pounds: frequently required.
- Carry 26 to 50 pounds: occasionally required.
- Carry over 50 pounds: rarely required. Assistance may be available.
- Balancing: constantly required.
- Push/pull: constantly required.
- Reach above shoulder height: frequently required.
- Reach at shoulder height: constantly required.
- Reach below shoulder height: frequently required.
- Sit: one plus hour per day.
- Stand: six plus hours per day.
- Walk: six plus hours per day.
- Twisting: frequently required.
- Bending: frequently required.
- Crawling: regularly required.
- Squatting: constantly required.
- Kneeling: regularly required.
- Crouching: regularly required.
- Climbing: regularly required.

Hand Manipulation:

- Grasping: constantly required.
- Handling: constantly required.
- Torqueing: occasionally required.
- Fingering: frequently required.
- Controls and equipment: Playground equipment, arts and crafts, games, etc.

Work Surfaces: Wet, slippery terrain, grass, bark mulch, sandy beach, woodland trails, dirt, concrete floor, school bus interiors, playground areas, playground equipment, field trip locales, table tops, etc. Interior and exterior surfaces at various heights.

Summary of Occupational Exposures:

- May be exposed to herbicides, pesticides, fertilizers, and fuels.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Some travel in a school bus is required.

License/Certification Requirements:

- NH driver's license preferred but not required.
- CPR/AED certified.
- Basic First Aid certified.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule:

Work hours fall between 7:00 AM – 6:00 PM depending on programs and events scheduled, Monday – Friday under the discretion of the Director of Public Works.

Employment Agreement

This Employment Agreement is entered into on this July 1, 2016 by and between the Town of Hooksett (Town) , New Hampshire and Steven E. Schack (the "Employee").

1. For a term commencing on July 1, 2016 and extending through June 30 2017, the Town agrees to employ the Employee, and the Employee agrees to accept employment, in the position of temporary full time Recreation Director for the Town of Hooksett, New Hampshire.
2. Throughout the term of this Employment Agreement, the employee will be expected to perform all duties of a Recreation Director as set forth in the Job Description approved by the Town Council and the Town Administrator; and all additional duties reasonably requested by the Town Administrator.
3. During the term of this Employment Agreement, the Employee will be part-time during "offseason" time with eligibility for full-time during "in-season" time, and will be paid at a rate of seventeen dollars per hour (\$17), less all ordinary and regular withholdings required by law and agreed to by the Employee.
4. During this Employment Agreement beginning on July 1, 2016, the Employee's work schedule will not exceed forty (40) hours per week to include office hours and program coverage as needed.
5. During the term of this Employment Agreement, the Employee will be provided with six (6) "Staff Shirts" to identify as an agent of the Hooksett Parks and Recreation Division. The Employee will also receive any other ordinary and necessary equipment. Employer will provide the same allowance for repairs, replacement, and cleaning as is provided to other Department employees.
6. During the term of this Employment Agreement, the Employee will be entitled to eight (8) excused days without pay.
7. By signing below, the parties acknowledge and agree that the Employee has been offered health insurance in compliance with the Affordable Care Act, but that the Employee has voluntarily declined such coverage and provided the Town with copy of certificate of insurance as being covered under other subscriber. It is also understood that the employee is not eligible for the Health Insurance Stipend.
8. During the term of this Employment Agreement, the Employee will not be entitled to any other compensation or employment benefits unless specifically agreed to in writing by the Employee and the Town

9. During the term of this Employment Agreement, the Town will provide the Employee with an office/desk at the Hooksett Town Hall and/or the Hooksett Public Works Office. It is the parties' expectation and intent that the Employee will perform his duties on-site, at either the Hooksett Town Hall or the Hooksett Public Works Office, during regular business hours.
10. During the term of this Employment Agreement, the Employee will receive a Town issued cell phone.
11. This Employment Agreement may be terminated for cause by the Town at any time prior to June 30, 2017, without any further obligation to the Employee, only upon the occurrence of one of the following events: (a) the death of the Employee; (b) inability on the part of the Employee carry out the essential functions of the position of Recreation Director either with or without reasonable accommodation; (c) failure on the part of the Employee to comply with any term or condition of this Employment Agreement, (d) Arrest and conviction of a misdemeanor or felony; (e) violation of the laws, rules and regulations of the State of New Hampshire that constitutes malfeasance; or (f) violation of the Municipal Charter of the Town of Hooksett that constitutes malfeasance.
12. This Employment Agreement may be terminated by the Employee by providing the Town with thirty (30) days' advance written notice. The Employee will not be entitled to any compensation or employment benefits after his thirty (30) day notice period has expired.
13. The Town will Indemnify and hold the Employee harmless from any and all claims, demands, actions, suits or judgment (including reasonable attorney's fees and other expenses of defense) arising out of any act or omission of the Employee while acting in good faith and within the scope of his employment.
14. No change or modification of this Employment Agreement will be valid or enforceable unless it is in writing and signed by both parties.
15. This Employment Agreement shall be construed and governed by the laws of the State of New Hampshire.
16. If any clause or provision of this Employment Agreement shall be determined to be void or against public policy, the remainder of this Employment Agreement shall still remain fully in force.
17. This contract is non renewable.

Date

Employee Signature

Date

Town Administrator Signature

Date

Witness Signature

Staff Report

Title: Contract for School/Town Before and After School Program

Date: 6/22/16

Background and Discussion of Issues

On the May 25, 2016 Council meeting, the Town Council voted to support a school aged recreation before and after school program. This is the contract that needs to be signed with the school to move forward.

I have also attached a copy of the "estimated" proposed revenues and expenditures from this program.

Recommendation (including suggested motion, if appropriate)

I suggest the Council approve the signing of the contract between the schools and the Town.

Fiscal Impact

All expenditures will be spent from the Recreation Revolving Fund, no impact in regular budget

Prepared by: Diane Boyce, DWP Director

Town Administrator Recommendation

I Concur

**Before and After School Program Agreement
Between
Town of Hooksett
And
The Hooksett School District**

AGREEMENT made this June 22nd, 2016 by and between Town of Hooksett/Fred C. Underhill and Hooksett Memorial Schools Before and After School Program (“the Program”), a public recreation program provider and the Hooksett School District (Fred C. Underhill and Hooksett Memorial Schools), 90 Farmer Road, Hooksett, New Hampshire (“the District”)

WHEREAS, the Program wishes to provide a supervised schedule of education activities and child care for the Hooksett elementary children whose parents are not home in the morning and afternoon, and

WHEREAS, the District is willing to provide space at the Fred C. Underhill and Hooksett Memorial Schools for such purpose:

Now, therefore, it is agreed:

1. For the beginning on September 1, 2016 and ending on the last school day in the 2016-2017 school year, the District shall provide space to the Program at the Fred C. Underhill and Hooksett Memorial Schools for the following rental fees:

2016-2017 \$1,500

The above rental fees shall be paid in two equal payments. Payments shall be due on November 1st and April 1st of each year. Payments shall be made to the Hooksett School District, 90 Farmer Road, Hooksett, New Hampshire, 03106.

2. The space to be provided to the Program will ordinarily consist of the multi-purpose room and gym and will be determined by agreement between the Program and the Principal of the affected school.
3. The number of children participating in the Program at the school shall not exceed licensed capacity except by permission of the Principal of the affected school.
4. The Program is solely responsible for its conduct and activities, and shall maintain liability insurance in the amount of \$1,000,000 naming the Hooksett School District as a co-insured during the term of this Agreement. A certificate of insurance stating the Program uses school district facilities must be provided to the District by September 1st of each school year. The insurance certificate will also list the school district as an additional insured.
5. The School District shall be solely responsible for the maintenance and care of the space provided for the Program, and shall maintain insurance in the amount of \$1,000,000 naming the Town of Hooksett as a co-insured during the term of this Agreement. The insurance certificate will also list the Town of Hooksett as an additional insured.

6. This agreement may be terminated by either party upon thirty (30) days written notice. The Program shall be responsible for the payment of any rental amount due for those days the facility was in use up to the date of termination.
7. This agreement supersedes all prior or contemporaneous communications and negotiations, both oral and written and constitutes the entire agreement between the parties.
8. This agreement may be amended in writing, signed by both parties.

**TOWN OF HOOKSETT/HOOKSETT SCHOOL DISTRICT BEFORE AND AFTER SCHOOL
PROGRAM**

Dean E. Shankle Jr., Ph.D.
Date:

HOOKSETT SCHOOL DISTRICT

By: Karen F. Lessard, Business Administrator
Date

By: Michael Berry, Chairperson
Date

After School Program Income Statement

| Account | Individual Price | Number of Registrations | Daily Total | School Days | Program Total |
|----------------------|------------------|-------------------------|-------------|-------------|----------------------|
| Base Registration | \$ 12.00 | 50.00 | \$ 600.00 | 180.00 | \$ 108,000.00 |
| Sibling Registration | \$ 10.00 | 15.00 | \$ 150.00 | 180.00 | \$ 27,000.00 |
| After School Total | | 65.00 | | | <u>\$ 135,000.00</u> |

Before School Program Income Statement

| Account | Individual Price | Number of Registrations | Daily Total | School Days | Program Total |
|--------------------------|------------------|-------------------------|-------------|-------------|-----------------------------|
| Paper Registrations | \$ 5.00 | 10.00 | \$ 50.00 | 180.00 | \$ 9,000.00 |
| Electronic Registrations | \$ 4.00 | 40.00 | \$ 160.00 | 180.00 | \$ 28,800.00 |
| Before School Total | | 50.00 | | | <u>\$ 37,800.00</u> |
| PROGRAM TOTAL | | | | | <u><u>\$ 172,800.00</u></u> |

After School Program Expense Sheet

| Account | Individual Cost | Number | Hours Per Week | Weekly Expense | Total Weeks | Total Expense | Notes |
|-----------------------------|-----------------|--------|----------------|----------------|-------------|------------------------|-------------------|
| Payroll | | | | | | | |
| After School Counselors | \$ 12.00 | 8.00 | 16.00 | \$ (1,536.00) | 38.00 | \$ (58,368.00) | AFTER SCHOOL ONLY |
| Site Leader | \$ 15.00 | 1.00 | 16.00 | \$ (240.00) | 38.00 | \$ (9,120.00) | AFTER SCHOOL ONLY |
| Before School Counselors | \$ 12.00 | 6.00 | 11.00 | \$ (792.00) | 38.00 | \$ (30,096.00) | BEFORE HOURS ONLY |
| Site Leader | \$ 15.00 | 1.00 | 11.00 | \$ (165.00) | 38.00 | \$ (6,270.00) | BEFORE HOURS ONLY |
| Staff Hiring/Training | | 14.00 | | | | \$ (5,500.00) | |
| PAYROLL TOTAL | | | | | | \$ (109,354.00) | |
| Employment Expense | | | | | | | |
| Employment Total | | | | | | \$ (10,000.00) | |
| | | | | | | \$ (10,000.00) | |
| Supplies | | | | | | | |
| Craft Supplies | | | | \$ (50.00) | 38.00 | \$ (1,900.00) | WEEKLY LIMIT |
| Experiment Supplies | | | | \$ (50.00) | 38.00 | \$ (1,900.00) | WEEKLY AVERAGE |
| Sports Equipment | | | | \$ (25.00) | 38.00 | \$ (950.00) | WEEKLY LIMIT |
| School Supplies | | | | \$ (25.00) | 38.00 | \$ (950.00) | WEEKLY AVERAGE |
| SUPPLIES TOTAL | | | | | | \$ (5,700.00) | |
| Custodial | | | | | | | |
| Before School Custodial | \$ (1,500.00) | | | | | \$ (1,500.00) | |
| After School Custodial | \$ (1,500.00) | | | | | \$ (1,500.00) | |
| CUSTODIAL FEES TOTAL | | | | | | \$ (3,000.00) | |
| ARBITRARY EXPENSES | | | | | | | |
| | | | | \$ (150.00) | 38.00 | \$ (5,700.00) | CONTINGENCY FUND |
| Program Total | | | | | | \$ (133,754.00) | |

Notes: The ARBITRARY EXPENSES near the bottom just accounts for an emergency fund for any unexpected expenses. This statement depicts the MAXIMUM expenses that these programs will have.

Staff Report

Title: FY 2015-16 Budget Encumbrances

Date: June 22, 2016

Background and Discussion of Issues

In accordance with RSA 32:7, all appropriations shall lapse at the end of the fiscal year unless it meets one of six exceptions:

- I. Encumbered by a legally enforceable obligation created by contract
- II. Capital Reserve Funds and Trust Funds
- III. Issuance of Bonds or Notes
- IV. Anticipated Grants from State, Federal or private sources
- V. Special warrant article at properly noticed meeting for which appropriations is available
- VI. Special warrant articles that are written longer than one year, but not over five years

See attached list of possible contracts that meet the one of these exceptions.

Recommendation (including suggested motion, if appropriate)

Motion to encumber items 1 to 9 in the amount of \$ _____ from the FY 2015-16 budget under RSA 32:7(I).

Fiscal Impact

Budget Summary will be provided at the meeting.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation

Concur

Encumbrances

| | | |
|---------------------------|--|----------------------|
| 1 | Alarm Panel Old Town Hall - 001-451.4194-436.012 - Contract with D.P. Ross home Electronics to install. | \$ 1,700.00 |
| 2 | Lilac Bridge Engineering - 001-450.4313-330.000 - Contract with Dubois & King, Inc for engineering services | \$ 13,245.00 |
| 3 | Permitting Software for Community Development - 001-100.4150-342.000 - Contract with ViewPoint Government Solutions for software. | \$ 3,738.00 |
| 4 | Old Town Hall Condition Assessment - 001-451.4191-436.012 - Contract with E. Durfee Hengen for assessment - Town share of grant | \$ 1,533.00 |
| 5 | Martins Ferry Road Improvements - 001-450.4312-720.000; - Contract with Advance Excavating (25K SNHU; 80K impact fees) | \$ 369,522.00 |
| 6 | Crack & Seal Roads - 001-450.4312-720.000 - Contract with All State Asphalt. | \$ 144,400.00 |
| 7 | 2 Mobile Radios - 001-350.4220-751.00 - Order with Ossipee Mountain Electronics, Inc | \$ 8,226.00 |
| 8 | 5 Sets of Personal Protective Gear -001-350.4220-751.000 - Order with Bergeron Protective Clothing | \$ 14,318.00 |
| 9 | Video Recording for Police Safety Center - 001-400.4210-751.000 - Contract with 911 Security Cameras, Inc. | \$ 59,500.00 |
| 10 | Replace server for PD - 001-100.4150-751.000 -Spaulding Hill | \$ 11,634.00 |
| 11 | Update Traffic Impact Fee Matrix - 001-200.4191-330.000 - Vanase Hangen Brustlin, Inc. | \$ 5,800.00 |
| Total Encumbrances | | \$ 633,616.00 |

**Staff Report
FY 2017-18 Budget Goals
June 22, 2016**

Background: To provide management a general direction of the priorities and objectives for the development of the FY 2017-18 general fund operating budget.

Discussion:

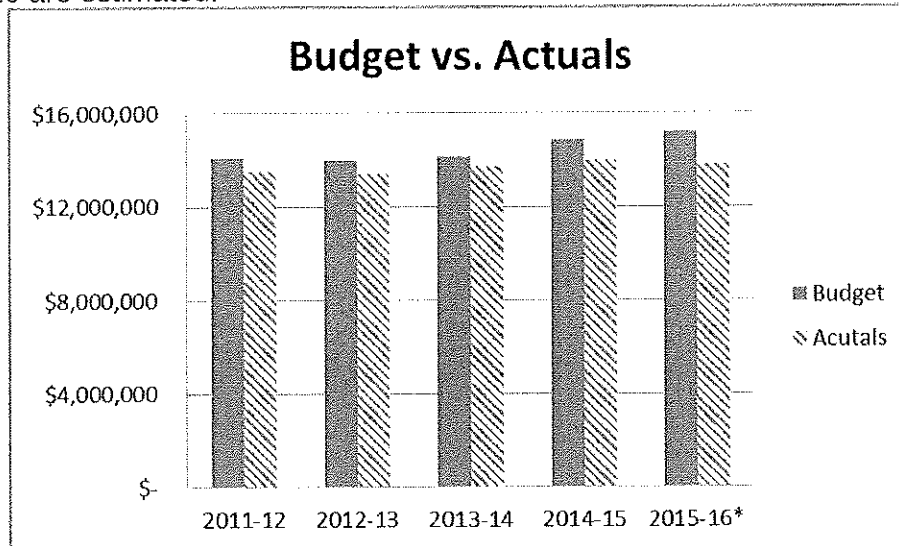
Last year's Town Council set a budget goal to construct a budget that provides level services with reductions when possible and justification for enhanced services.

FY 2016-17 Operating Budget is \$15,397,707(not including Wastewater, reserves or encumbrances).

This chart compares current year to next year's change in types of appropriations.

| Appropriations | FY 16 | FY 17 | Change | % Chng |
|-----------------------|-----------|-----------|--------|--------|
| Personal Services | 11,638,71 | 11,773,41 | 134,69 | |
| Other Operation Costs | 2,953,165 | 2,968,211 | 15,046 | 0.5% |
| Capital/Equipment | 617,949 | 656,084 | 38,135 | 6.2% |
| Debt Service | 0 | 0 | 0 | 0.0% |
| Totals | 15,209,83 | 15,397,70 | 187,87 | 1.2% |

The chart below is a five-year history of budget and actuals. *Actuals for FY 2015-16 are estimated.

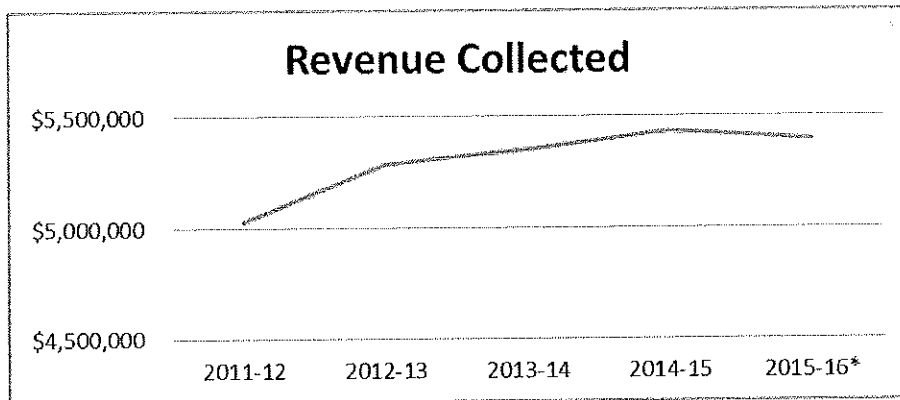


Challenges:

1. All three Union contracts are up for negotiations
2. State budget is under development
3. NH Retirement rates for employers will be increasing

Positives:

1. General fund revenue collections are slightly less than the prior year. For the last three years, the Town received large refunds from its health insurance carrier for overpayment of premiums; these refunds will not be available in the future. *Revenues for FY 2015-16 are estimated.



2. No long-term debt is related to General Fund
3. Long term planning (CIP) continues to be supported by voters.
4. Fund Balance has met the long term goal of 8% as of June 30, 2014.

Budget Objectives:

Manage risk

- Maintain long-term health of the General Fund
- Maintain infrastructure and reserves for capital items

Spend responsibly

- Maintain core public safety services
- Small and effective government

Possible budget goals: (could be one or a combination)

- a. Construct budgets that provide a cost effective government to achieve level or enhanced services.
- b. Explore all opportunities to enhance non-property tax revenues.
- c. Explore potential contracting service opportunities

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation:

Dean E. Shankle Jr.

Staff Report

Title: Technology Services RFP

Date: June 22, 2016

Background and Discussion of Issues

The Town's current contract for technology services with Spaulding Hill Networks expires on June 30, 2016. The Town received six bids for the Technology Services RFP. The following material provides further information on the bids.

Recommendation (including suggested motion, if appropriate)

Although Spaulding Hill Networks, LLC is not the lowest bidder, staff recommends their bid based on their municipal experience, CJIS compliance, cost of services, personnel and the fact that we have been satisfied with their current services. Since they are our current provider we would also save staff time transferring administration of servers, networks etc. and familiarizing a new vendor with our assets and facilities. I would also recommend a two-year agreement to secure the same price for FY 2017-2018. Motion to award the technology services contract to Spaulding Hill Networks, LLC for a two-year agreement.

Fiscal Impact

\$35,700 per year for a 1 or 2-year agreement. The 2016-2017 budget for IT Technical Support is \$42,000.

Prepared by: Katie Ambrose, Project Coordinator

Town Administrator Recommendation

Concur

| RFP 16-06 Technology Services Bids | | | | | | |
|---|--|--------------------|---------------------------------|-----------------------------|------------------------|--|
| Vendor | Hours | Annual Cost | Cost for Additional Year | Municipal References | CJIS Compliance | |
| Acapella Technologies, LLC | Unlimited, more than 1 onsite day/week = \$115/hr | \$35,000 | \$35,000 | None | Yes | |
| Spaulding Hill Networks, LLC | Unlimited hours, more than 1 onsite day/week = \$142/hr | \$35,700 | \$35,700 | 4 | Yes | |
| GSC IT Solutions | After hours = \$40/hr, 575 hours included after that cost is \$85/hr and after hours is \$125/hr | \$48,500 | \$53,530 | 4 | No | |
| Boston Systems & Solutions | Unlimited business hours, \$160/hr after hours, emergency calls = \$240/hr after hours 4 hr minimum | \$85,800 | \$81,600 | 3 | | |
| Neoscope Technology Solutions | Silver Pricing: unlimited remote hours, onsite hours = \$120/hr, onsite afterhours = \$160/hr | \$87,300 | \$89,919 | 3 | | |
| RMON Networks | Unlimited, monthly price changes w/ addition or removal of devices, emergency support cost not specified | \$91,800 | Not Provided | 6 | Yes | |

Staff Report

Title: Annual Town & School Report

Date: June 22, 2016

Background and Discussion of Issues

Each year the Town Council discusses procedure for generating the Council's report. Typically, the Council uses their report from the Town Meeting Guide as guidance for the Town Report, and authorizes the Chair to put it together with approval at a later meeting.

Recommendation (including suggested motion, if appropriate)

Motion to authorize the Chair to draft the Council's annual report.

Fiscal Impact

None

Prepared by: Katie Ambrose, Project Coordinator

Town Administrator Recommendation

Concur

4. WORKPLACE CONDUCT

Workplace violence

Firearms and deadly weapons

Prescription and over-the-counter medicine

Smoking

Workplace searches

Standards of conduct

Drugs and alcohol in the workplace and testing

Employees must, as a condition of employment, abide by the terms of this entire Workplace Conduct section. A violation of any part of this section will result in disciplinary action, up to and including dismissal and may also have legal consequences including the notification of law enforcement and prosecuting violators to the fullest extent of the law. If you become aware of a violation of any part of this section, you are required to immediately report the matter to your supervisor, Human Resources, or the Town Administrator.

The Town reserves the right to require any employee to submit to a fitness for duty exam when there is a reasonable basis to believe that the employee may be under the influence of alcohol or drugs, may be otherwise unfit for duty, or may be violating any part of this section. Fitness for duty exams may include, but are not limited to, tests for the presence of drugs, alcohol, psychological fitness, etc. Employees must consent to fitness for duty exams as a condition of employment. The cost of any such fitness for duty exams will be covered by the Town.

Workplace violence. Unfortunately, violence in the workplace has become a reality for many employers. The Town hopes that we never have to face this growing problem. The Town therefore prohibits employees from bringing weapons of any type onto any Town property. Violence, verbal or physical threats of violence of any type in the workplace or on Town property will not be tolerated

Firearms and other deadly weapons. The possession of a firearm or a deadly weapon by any employee of the Town on any Town property is strictly prohibited, regardless of whether the person is on-duty or not. Employees required to carry a weapon in the performance of their official duties are exempt from this policy. Possession includes carrying on one's person or being within the control of the firearm, such as contained in a handbag, holster, purse, container, locker, file cabinet, drawer, Town equipment, etc, or having the firearm or deadly weapon in a private vehicle. The possession of a firearm by any employee while on duty regardless if they are on or off Town property is also strictly prohibited. A firearm and deadly weapon means a handgun, pistol, revolver, rifle, shotgun, hunting knife, sling shot, BB gun, tomchucks, brass knuckles, bombs, explosives, or any type of a device used for causing harm or fear. Mace and pepper spray are exempt from this policy as long as they are carried with the intent of self-protection only.

Prescription medication and over-the-counter medication. In order to provide for a safe work environment for all employees and the public, it's required that any employee who uses certain types of medications as described below talk to their Department Head about it. All discussions will be kept confidential with the exception of Human Resources. This type of information is important for the Town to know about for liability purposes in order to protect the public, co-workers, and the employee himself. By having this information, the Town also would be able to assist during a medical emergency or urgent situation involving the employee himself. The Town maintains the following reporting requirements concerning authorized medicines, unauthorized medicines, and over-the-counter medicines:

- Any employee who is taking medication that may impair his or her ability to safely perform job functions must inform their Department Head immediately, and must not perform any work until authorized to do so by the Department Head.