



**TOWN COUNCIL AGENDA**  
**Regular Meeting**  
**Wednesday, September 28, 2016**  
**6:00 PM**  
**Council Chambers**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. SPECIAL RECOGNITIONS**

**5. APPROVAL OF MINUTES**

5.a Public: 09/07/2016  
[TC Budget Meeting Minutes 090716-U.pdf](#)

5.b Public: 09/14/2016  
[TC Minutes 091416-U.docx](#)

**6. AGENDA OVERVIEW**

**7. PUBLIC HEARINGS**

**8. CONSENT AGENDA**

8.a Accept donations to the Town of Hooksett for the 2016 Hooksett Employee Appreciation Picnic per RSA 31:95-b III (b) and RSA 31:95-e II  
[2016 Employee Picnic Donations.pdf](#)

8.b Donation of an air hockey game, various arts and craft items and tennis rackets and balls valued at \$425.00 to the Town of Hooksett, for the Parks Recreation and Cemetery Division, Fun in the Sun Camp by David Dwyer of Hooksett, under RSA 31:95-e II, acceptance of gifts of less than \$5,000.  
[Staff Report - Donation of Various Materials for Town of Hooksett.pdf](#)

**9. TOWN ADMINISTRATOR'S REPORT**

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

**10. PUBLIC INPUT - 15 MINUTES**

**11. NOMINATIONS AND APPOINTMENTS**

**12. SCHEDULED APPOINTMENTS**

**13. 15 MINUTE RECESS**

**14. OLD BUSINESS**

14.a Budget Reviews:  
Library Tab 15  
Wastewater Tab16

**15. NEW BUSINESS**

15.a Purchase of 100' steel walking floor trailer for Recycling and Transfer Division.  
Staff Report - purchase of 100 yard steel walking floor.pdf

M & T Solutions Trailer Bid.pdf

Spector Trailer Bid.pdf

15.b 2016 Halloween Trick-or-Treat - date & time  
2016 Halloween TOT.pdf

15.c Employee Appreciation Letter  
2016 Letter - Employee Appreciation.pdf

**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.**

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

1 **TOWN COUNCIL MINUTES - DRAFT**

2  
3 **Budget Meeting**

4  
5 **Hooksett Town Hall**  
6 **(35 Main Street, 1<sup>st</sup> floor room 105 - Chambers)**

7  
8 **Wednesday, September 7, 2016**  
9

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13 **I. CALL TO ORDER**

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15 Chairman James Sullivan called the meeting to order at 6:05 p.m.  
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17 **II. ROLL CALL #1**  
18

19 In attendance: Councilors John Giotas, Adam Jennings, Robert Duhaime, Marc Miville,  
20 David Ross and Chairman Sullivan. Excused: Councilors Donald Winterton, Timothy  
21 Tsantoulis, and James Levesque.  
22

23 **III. PLEDGE OF ALLEGIANCE**  
24

25 **IV. BUDGET OVERVIEW**  
26

27 Dr. Dean Shankle, Town Administrator, provided a 2017-18 budget overview to include:  
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- 29
- 30 • The Town Administrator's recommendation of \$15,965,556, excluding  
31 Wastewater, is an increase of \$567,849, or four percent, from the current year  
32 budget.
  - 33 • Contractual items outside of the Administrator's control are more than three  
34 percent of that increase and are as follows: \$300,000 for Reconstruction of  
35 Roads Capital Project that was approved by the voters to be included in the  
36 budget for the next four years and \$140,000 for increases in the employer share  
37 of New Hampshire Retirement.
  - 38 • Other non-contractual items that increased are property liability insurance for  
39 \$24,000, and employee health insurance which is budgeted for at six percent  
40 costing an estimated \$108,000. This year we did change the way we budget for  
41 vacant positions in the larger departments. For Police, Fire-Rescue and DPW,  
42 vacant positions are budgeted at a 2-person plan and all other departments are  
43 budgeted at a family plan. This change reduced the estimated increase by  
44 \$82,000; therefore, the budget for health insurance only increased by  
45 approximately \$26,000.
  - 46 • The recommendation includes no new full-time and one new part-time employee  
47 for the library (123 full-time employees – 38 part-time employees).

48 Councilor Ross asked if the Reconstruction Capital Project would have a tax impact this  
49 year. Christine Soucie, Finance Director, said the \$300,000 would not impact the tax  
50 rate and that the tax impact would be the same this year as it was last year.

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## V. BUDGET REVIEWS

- Conservation Commission Tab 14

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Steve Couture, Chairman of the Conservation Commission, came forward to request a budget of \$1,277. Councilor Miville asked about the \$1,000 request for training and dues. Mr. Couture said the NH Association of Conservation Commissions puts on a day long event that is applicable to new commission members and the Natural Resources Scientists and Soil Scientists put on good training, and some are put on by the Department of Environmental Resources, that help increase member knowledge.

***Councilor Ross moved, second by Councilor Miville, to accept and approve the Conservation Commission's FY 2017-18 budget request of \$1,277. Motion passed unanimously, 6-0.***

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- Cemetery Commission Tab 13

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Mike Horne, Chairman of the Cemetery Commission, came forward. He thanked the Councilors for their service. The departmental request totaled \$2,640 and included funds for maintenance at Head's and Martin's cemeteries, web base programs, and minor supplies for burials. Town Administrator Shankle moved \$1,800 from the maintenance line to the DPW budget for pavement repair, and leaving a final budget request of \$841.

***Councilor Ross moved, second by Councilor Jennings, to accept and approve the Cemetery Commission's FY 2017-18 budget request of \$841. Motion passed unanimously, 6-0.***

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- Budget Committee Tab 11

The Budget Committee's request was deferred to next week.

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- Public Works Tab 8

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Diane Boyce, DPW Director came forward and went through each section of her department's budget starting with Community Development, Planning and Engineering.

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Any changes to the budget are contractual. Chairman Sullivan pointed out the \$54,106 default budget amount which is \$11,000+ less than the requested sum. Councilor Miville asked about the Assistant Planner position. Director Boyce reminded the Councilor that the Council had authorized replacing the planner position with an Administrative Assistant position at \$14.95 per hour plus overtime with a possible increase of two percent after 6 months of employment for a total annual salary of approximately \$31,000. Councilors discussed the savings from the full-time budget line to include wages, FICA, and retirement.

97  
98 **Councilor Miville moved, second by Councilor Jennings, to reduce the CD full**  
99 **time wage line by \$21,300. Motion passed unanimously, 6-0.**

100  
101 Planning Board

102  
103 Director Boyce indicated there was no change from last year's budget request of  
104 \$9,430.

105  
106 Building Inspection

107  
108 Councilor Jennings noted a drop in health insurance. Christine Soucie, Finance  
109 Director, stated that was due to the employee share of the cost going up. Councilor  
110 Ross asked why the training costs were up to \$3,000 from \$1,800. Director Boyce was  
111 not sure and will get more information on that question.

112  
113 **Chairman Sullivan moved, second by Councilor Ross, to remove \$1,000 from the**  
114 **training & dues training line, pending more information from Director Boyce.**  
115 **Motion passed unanimously, 6-0.**

116  
117 Councilor Ross questioned the professional services line going up \$2,000 since there is  
118 now an engineer on staff. Director Boyce suggested vendor services are required for  
119 things like bed bug inspections, and the like, which are not under the purview of the  
120 town engineer. Councilor Jennings noted zero activity in this area as of 6/30/16.  
121 Director Boyce said "so far so good". Director Soucie noted that those funds are used  
122 for mosquito control when necessary. Dr. Shankle pointed out that with work being  
123 done to address matters with the Firebird Motel, attorneys could recommend an outside  
124 inspector to look at the issue so the budget line should probably be kept open and not  
125 eliminated altogether. Chairman Sullivan said it makes sense to have it and asked if  
126 motels get inspected by the state or the town, as restaurants are inspected by the state.  
127 Councilor Ross noted that "professional services" is not yet part of the default budget.

128  
129 **Councilor Ross moved, second by Chairman Sullivan, to reduce the CEO**  
130 **professional services budget line by \$1,500. Motion passed unanimously, 6-0.**

131  
132 Zoning Board of Adjustments

133  
134 Director Boyce noted a slight increase in the advertising and postage lines.

135  
136 Highway Division

137  
138 Diane Boyce said the only changes in this division are contractual items and a slight  
139 increase in health insurance administration. Councilor Jennings noted a small increase  
140 in the supply line, and Councilor Miville asked if uniforms were exchanged, cleaned and  
141 returned every week. Director Boyce said a contract was signed a couple of years ago  
142 for cleaning pants for 15 people at \$15 a week. Councilor Miville asked if the Parks and  
143 Recreation Director position was in this budget. Director Boyce said no. Chairman  
144 Sullivan asked if the position was in the budget anywhere. Dr. Shankle said no, that it

145 would be presented as a warrant article which can be discussed now or when warrant  
146 articles come up.

147

148 ***Councilor Miville moved, second by Councilor Jennings, to remove \$175 for the***  
149 ***National Parks and Recreation Association member dues, and direct the Town***  
150 ***Administrator to leave a dollar balance in the budget line. Motion passed***  
151 ***unanimously, 6-0.***

152

153 Councilor Miville asked Director Boyce to describe what the overtime is. Director Boyce  
154 said the computations were for a minimum of 18 winter events for a full crew at eight  
155 hours of overtime each, plus call-ins and union addition wages after 16 hours straight.

156

#### 157 Road Maintenance

158

159 Director Boyce said a bit was added to the professional services line because the  
160 sweeper truck is not deep enough so they had to call in a professional trapper and  
161 added that to the budget. Chairman Sullivan asked if the stormwater permit was new.  
162 Director Boyce said yes, over the last couple of years.

163

164 Councilor Duhaime suggested that the professional services line going from a FY 14-15  
165 budget of \$127,997 to a FY 17-18 budget of \$40,000 was attributed to hiring a town  
166 engineer. Director Boyce agreed. Councilor Jennings pointed out vehicle maintenance  
167 going down from \$120,000 to \$106,000 to \$100,000. Director Boyce said with the two  
168 new trucks they are seeing fewer break downs

169

170 Councilor Ross questioned the increase in Road Salt and Sand because there was less  
171 plowing done due to a less severe winter. Director Boyce said "we have a full bin [of  
172 salt]", and they are not using additives because it was clumping up. The Town  
173 Administrator reduced the requested budget by \$19,000. Councilor Miville asked if the  
174 rental cost of \$2,500 was for the bucket truck. Director Boyce said the budget was for  
175 contracting with a tree company.

176

177 Councilor Ross noted an expense of \$20,000 for plow edges and chains and asked why  
178 skids and wheels were not used. Director Boyce said they go through a lot of edges  
179 and chains. Councilor Miville asked how many plow edges does \$20,000 buy. Director  
180 Boyce said at least one for each of the vehicles and a spare; at least 20 a year. She  
181 said once a chain breaks, it can't be used and there are three different sizes of blades.

182

183 Bridges/Street Lighting -- No particular comments were made.

184

#### 185 Fleet

186

187 Director Boyce said the increase was due to new equipment requested for safety  
188 reasons. Councilor Miville noted that the new equipment department request was  
189 \$11,500 and the Town Administrator reduced that amount to \$1,000. He asked what  
190 was being purchased. Director Boyce wasn't sure. Dr. Shankle said purchases were  
191 made from this year's budget and included \$1,000 in case anything was needed.

192

#### 193 Building Maintenance

194  
195 Chairman Sullivan asked if funds would be available for court expansion. Dr. Shankle  
196 said "it depends on what we're going to do". He said funds would be available for basic  
197 maintenance and if more is done, can get reimbursed via their lease. Councilor  
198 Duhaime pointed out the cost of a new furnace for the courthouse at \$10,000.  
199 Councilor Miville asked if custodial staff had received a raise. Dr. Shankle said non-  
200 union part-timers get a raise. Courthouse and town hall staff got raises. Diane Boyce  
201 said there has been a lot of turnover at the courthouse and, in response to Councilor  
202 Miville, said the positions were being filled at the same rate.

203  
204 Councilor Duhaime asked whether the \$20,000 set aside for the windows and bathroom  
205 upgrades in the Old Municipal Building was accurate. Director Boyce said it was an  
206 estimate.

207  
208 Chairman Sullivan mentioned that work on and in the Old Municipal Building has been  
209 done and is moving in stages – when ceiling goes up, the second floor comes down.  
210 They've talked about the ceiling, replacement of windows, the restroom facility, kitchen,  
211 and other projects in between. Next steps include looking for grants and determining  
212 how to break up the continuing work needing to be done. Director Boyce said the  
213 building has an aging heating/air conditioning system.

214  
215 Parks, Recreation, Cemeteries

216  
217 Director Boyce said the water line was doubled. Councilor Ross noted that ground  
218 supplies had gone up. Director Boyce said that funds are needed to gravel the road  
219 and parking area at Petersbrook Park and repairs to the roadway into Donati Park.  
220 Loam, sand, stone, and clay need to be purchased for all fields and fence repairs are  
221 necessary at all parks.

222  
223 Regarding HYAA (Hooksett Youth Athletic Association), Director Boyce said "we need  
224 to decide how to manage and determine who is responsible for what". Councilor Ross  
225 said there was not clear delineation. Chairman Sullivan agreed that the Council must  
226 discuss the field responsibility of the town versus those activities that should be the  
227 responsibility of HYAA. Dr. Shankle said that is part of the conversation when we talk  
228 about a recreation director; typically that's who keeps track of those activities which are  
229 very time-consuming given the number of fields. Councilor Duhaime said if not for the  
230 HYAA, the town would probably have a recreation director. He said looking at the  
231 \$7,000 Parks and Recreation electric costs and \$16,000 for Petersbrook Park electric,  
232 it's likely this will increase next year. Director Boyce said "yes" and there are four more  
233 fields going into Petersbrook. She felt the responsibility for turning off the lights should  
234 be the town's. Chairman Sullivan acknowledged that no one is saying that HYAA is not  
235 doing a good job. Dr. Shankle indicated that HYAA focuses on programs while the town  
236 needs to focus on land. Councilor Miville suggested the matter be placed on a future  
237 Council meeting agenda. Chairman Sullivan thought the Parks and Recreation  
238 Advisory Commission could serve as the Council's agent in talking with HYAA. Director  
239 Boyce agreed and felt a group of people should be making this kind of decision.

240  
241 There was discussion about a water slide. Chairman Sullivan said Frasier Park is also  
242 a good area. Councilor Miville brought up paying for overtime for HYAA work, and



243 asked it those costs shouldn't be in the school budget. Director Boyce said the town  
244 doesn't charge the school either and the matter may be another requiring further  
245 discussion.

246  
247 Councilor Ross said there was a \$2,000 difference between the departmental request  
248 and the Town Administrator's request and asked what will transfer to the default budget.  
249 Director Boyce said they decided not to purchase golf carts and instead get port-a-  
250 potties, and that the New Equipment line was reduced to \$1.00 and recommends  
251 developing a warrant article for Sand Pro.

252  
253 Recycling and Transfer Division

254  
255 Collection/Disposal

256  
257 Director Boyce said most of the increases are contractual, and there was no decrease  
258 from the current year budget. She said projected decreases in fuel and health  
259 insurance costs covered the increase request for vehicle maintenance. Director Boyce  
260 said the disposal fee is up to \$2 a ton. Also, electronics, including tipping fees, are  
261 going up. Director Boyce said it has been the worse year ever for vehicle maintenance.  
262 Councilor Miville confirmed that those cost come out of the operating funds.

263  
264 Chairman Sullivan suggested that any questions go to Dr. Shankle. The final vote on  
265 the budget will take place at the Council's September 21<sup>st</sup> meeting.

- 266  
267 • Tax Collector – Tab 9

268  
269 Dr. Shankle stated that the budget went down because of change in personnel. New  
270 equipment went up a bit for the purchase of adjustable desks and there was an increase  
271 in the preservation of tax records. Councilor Jennings asked if ergonomic desks might  
272 garner some health insurance savings. Councilor Duhaime questioned the cost of four  
273 phones at \$1,500. Finance Director Soucie said it was voice over Ethernet and the fax  
274 is a copper line.

275  
276 ***Councilor Jennings moved, second by Councilor Ross, to accept and approve the***  
277 ***tax collector's budget in the amount of \$264,568. Motion passed unanimously, 6-***  
278 ***0.*** Councilor Jennings pointed out that this amount is less than the default budget and  
279 less than last year's budget.

- 280  
281 • Town Clerk and Election – Tab 10

282  
283 Dr. Shankle noted that this budget always goes up and down depending on the number  
284 of elections. In addition, funds have been included for records preservation where the  
285 oldest, at-risk documents will be handled first. Councilor Jennings asked what they do  
286 and noted that the Town Administrator lowered the budget line request from \$3,170 to  
287 \$2,500. Christine Soucie said they provide microfiche and offer other options; copies  
288 are sent to the state, and Dr. Shankle said the work will take a number of years; hence,  
289 his smaller requested amount.

290

291 **Councilor Miville moved, second by Councilor Giotas, to accept and approve the**  
292 **Town Clerk and Election budget in the amount of \$29,348. Motion passed**  
293 **unanimously, 6-0.**

- 294
- 295 • Capital Lease & Debt Tab 12
- 296

297 **Chairman Sullivan moved, second by Councilor Jennings, to accept and approve**  
298 **the Debt and Leases budget in the amount of \$67,474. Motion passed**  
299 **unanimously, 6-0.**

- 300
- 301 • Finance Tab 5
- 302

303 Dr. Shankle said he reduced overtime and telephone by \$50 each based on actuals.  
304 Finance Director Soucie noted that GASB compliance is needed this year at an  
305 estimated cost of \$5,000. Chairman Sullivan asked about the health insurance line  
306 going from \$40,856 to \$31,091. Director Soucie said that is due to employees picking  
307 up a larger share of the cost. Director Soucie also mentioned an increase in the  
308 auditing services of \$2,000 since the town's audit will be done by a new firm and the  
309 cost is generally higher the first year. Chairman Sullivan confirmed that a change in  
310 auditing firm is done every five years. Councilor Duhaime asked about the phone costs.  
311 Director Soucie said the costs are all the same – one contract that is up for renewal in  
312 2018. The price hasn't increased in 4.5 years and long distance is free.

313  
314 Councilor Miville questioned the cost of \$950 for an office chair. Director Soucie said it  
315 was a good, supportive chair which is needed for employees, ergonomically.

316  
317 Getting back to the phone lines, Chairman Sullivan noticed that the tax collector had  
318 three lines for \$1,500 and finance has four lines for \$1,500. Director Soucie will double  
319 check the figures.

320  
321 **Councilor Duhaime moved, second by Councilor Jennings, to accept and approve**  
322 **the finance department budget of \$233,235. Motion passed unanimously, 6-0.**

- 323
- 324 • Assessing Tab 3
- 325

326 In response to Councilor Jennings question on why there is an increase in professional  
327 services, Dr. Shankle said they contracted with an assessor for commercial property.  
328 He said once LeAnne moves into the assessing position and they add a part-time  
329 person, they can eliminate the contracted services. Councilor Miville said the contract is  
330 in effect through next June and LeAnne will have graduated by that time. Dr. Shankle  
331 said that LeAnne is doing more and more and they have been using contracted services  
332 less but kept the funds in the budget in case it is needed. They will only spend what is  
333 needed. Councilor Ross questioned the FY15-16 actual cost of professional services at  
334 \$16,731 and the current year request of \$40,000. Chairman Sullivan said the line item  
335 is the amount of the actual contract, and the contract amount is the default budget.  
336 Councilor Miville noted that the new equipment budget was reduced by half and asked if  
337 one or two printers are to be purchased. Director Soucie said she thought the printer is  
338 in this year's budget.

340 **Councilor Duhaime moved, second by Chairman Sullivan, to reduce the new**  
341 **equipment line in the assessing department to \$300, and revisit if necessary.**  
342 **Motion passed unanimously, 6-0.**  
343

344 **Councilor Jennings moved, second by Councilor Ross, to accept and approve the**  
345 **assessing department budget of \$179,131. Motion passed unanimously, 6-0.**  
346

347 • Administration Tab 2  
348

349 Dr. Shankle said that five percent of the administration budget is contractual. \$13,000 is  
350 needed to replace the server for Fire Rescue. He said there is an increase in  
351 employment testing as they want to make sure that Fun in the Sun employees are  
352 tested every year when they come back. Advertising is increased to advertise more  
353 positions. In response to Councilor Ross on the software cost, Dr. Shankle said the  
354 whole town must be kept upgraded. Director Soucie indicated that back-up servers are  
355 costly but very necessary so that down time is limited if necessary. Dr. Shankle said the  
356 Administration budget increased in total \$42,273. The budget includes a five percent  
357 increase in the wages in accordance with his employment contract as well as an  
358 increase in the number of part time hours available. He said the federal government  
359 has changed guidelines relative to overtime pay. Property liability insurance went up  
360 from \$241,000 to \$265,000 and reflects the current rate of services. Also, Heritage  
361 Commission increased by \$3,000 based on the commission's request. Finance Director  
362 Soucie said the workmen's compensation and property liability lines went up because of  
363 the amount covered, not because of the rate. Councilor Ross noticed postage at  
364 \$6,000 but totaled \$3,707 at the end of June 2016. Councilor Miville asked about  
365 tablets. Dr. Shankle said if people want them, they'll get them. Dues to the Hooksett  
366 and Manchester Chambers of Commerce was mentioned. Dr. Shankle said Joanne  
367 goes to the Hooksett one and he goes to Manchester if the discussion is applicable to  
368 Hooksett. Chairman Sullivan said councilors could go if interested. Dr. Shankle said  
369 the problem is that they meet on the same day as council meeting dates every month.  
370

371 **Councilor Giotas moved, second by Councilor Duhaime, to accept and approved**  
372 **the Administration budget of \$1,103,396. Motion passed unanimously, 6-0.**  
373

374 **V. OTHER**  
375

376 There was no vote taken on the public works budget. Dr. Shankle said he hopes to get  
377 budget work done by September 21<sup>st</sup> since at the end of the month he is going to ICMA  
378 so won't be here for the last meeting of the month, and neither will Director Soucie.  
379

380 Councilor Miville brought up the cost of a pavilion and suggested it could be done for  
381 less as the school did for \$150,000. Dr. Shankle said they did a barn raising and got a  
382 lot of volunteer help. Chairman Sullivan thought the Parks and Recreation committee  
383 might discuss and can be taken up later. Councilor Miville said it was part of the profile.  
384

385 **VI. DELIBERATION**  
386

387 **VII. ADJOURNMENT**  
388

389 ***Councilor Miville moved, second by Councilor Ross, to adjourn the meeting at***  
390 ***8:49 p.m. Motion passed unanimously, 6-0.***

391

392

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

397

398

399 Respectfully submitted,

400

401 Suzanne Beauchesne

402 Recording Clerk

403

404

405

406

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**TOWN COUNCIL MINUTES -- UNOFFICIAL**  
**Regular Meeting**  
**Wednesday, September 14, 2016**  
**6:00 PM**  
**Council Chambers**

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10 **1. CALL TO ORDER**

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12 Chairman Sullivan called the meeting to order at 6:02 p.m.  
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14 **2. ROLL CALL #1**

15  
16 In attendance: Councilors Donald Winterton, John Giotas, Timothy Tsantoulis, James  
17 Levesque, Adam Jennings, Marc Miville, and Chairman James Sullivan. Councilor Robert  
18 Duhaime arrived the meeting at 6:11 p.m.  
19

20 Not In Attendance: Councilors David Ross.  
21

22 **3. PLEDGE OF ALLEGIANCE**

23  
24 **4. SPECIAL RECOGNITIONS**

25  
26 **5. APPROVAL OF MINUTES**

27 5.a Public: 08/24/2016  
28 [TC Minutes 08242016.pdf](#)  
29

30 *Councilor Winterton moved, second by Councilor Tsantoulis, to approve the August 24, 2016*  
31 *public meeting minutes, as amended. Motion passed unanimously, 7-0.*  
32

33 5.b Non-Public: 08/24/2016  
34

35 *Councilor Winterton moved, second by Councilor Miville, to approve the August 24, 2016*  
36 *non-public meeting minutes, as presented. Motion passed unanimously, 7-0.*  
37

38 **6. AGENDA OVERVIEW**

39  
40 **7. PUBLIC HEARINGS**

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42 **8. CONSENT AGENDA**

43  
44 8.a Acceptance of a donation from Judith A. Fortier in the amount of \$25.00 to the Town of  
45 Hooksett for Hooksett Fire-Rescue in memory of Albert Dionne per RSA 31:95-b III (b).  
46 [HFR DONATION FORTIER 091416.pdf](#)  
47

48 [\\$25 Donation - A. Dionne.pdf](#)  
49

50 *Councilor Winterton moved, second by Councilor Jennings, to approve the Consent Agenda,*  
51 *as presented. Motion passed 7-0.*  
52

53 **9. TOWN ADMINISTRATOR'S REPORT**

54  
55 On behalf of Town Administrator, Dr. Dean Shankle who was not in attendance, Donna  
56 Fitzpatrick stated that they have had some difficulty in uploading the Planning Board and  
57 Zoning Board of Adjustment meetings so the videos may not be as readily available for  
58 viewing. Other information provided includes:

- 59
- 60 • A new project coordinator has been hired. Nicholas Germaine has a background in  
61 communications which is in line with the goals of the Council. He interned with the  
62 Portsmouth Housing Authority. Mr. Germaine starts work next Monday and will be  
63 attending the next Council meeting on September 21<sup>st</sup>.
  - 64
  - 65 • The NH Municipal Association's Legislative Policy Conference will be held on  
66 September 23<sup>rd</sup> from 9:00 a.m. until noon. The conference will be held in Concord. She  
67 asked for one volunteer Councilor to attend on behalf of the Council. Chairman Sullivan  
68 asked any Councilor who is able and willing to attend to let Ms. Fitzpatrick know of their  
69 interest.
  - 70
  - 71 • A letter from Michael Sorel dated August 25<sup>th</sup> was addressed to the Library Board of  
72 Trustees and provided a 2016 progress report on the Sorel's gift to the library. Donna  
73 Fitzpatrick read the letter [attached].

74  
75 **[Councilor Robert Duhaime arrived the meeting at 6:11 p.m.]**

- 76
- 77 • Donna reminded everyone that Hooksett Old Home Day will be held on Saturday and  
78 the Town Council Booth will have information on a number of town activities.

79  
80 Chairman Sullivan thanked the fire and police departments for the great video in  
81 remembrance of September 11<sup>th</sup>, 2001 that is available at the Safety Center where a piece of  
82 the New York tower has been placed.

83  
84 **10. PUBLIC INPUT - 15 MINUTES**

85  
86 There was no public input provided.

87  
88 **11. NOMINATIONS AND APPOINTMENTS**

- 89
- 90 11.a Appointment - Marika Yakubovich to Parks & Recreation Advisory Board  
91 [MarikaYakubovichApp.pdf](#)  
92 [BOARDS COMMITTEES Open July 2016.pdf](#)

93  
94 *Councilor Jennings moved, second by Councilor Giotas, to appoint Marika Yakubovich who*  
95 *came and addressed the Board at its last meeting, to the Parks and Recreation Advisory*  
96 *Board. Motion passed unanimously, 8-0.*

97  
98 **12. SCHEDULED APPOINTMENTS**

- 99
- 100 12.a David Campbell, Attorney for Manchester, Sand & Gravel - Lehoux Drive Right-of-Way  
101 [LEHOUX ROW.pdf](#)  
102 [PROPOSED+LANGUAGE+FOR+DEED\\_0.pdf](#)

104 David Campbell, Attorney for Manchester Sand and Gravel, came forward with Ron  
105 Corriveau and Eric Stevenson.

106  
107 Attorney Campbell provided slides proposing deeding property to the town for a 60-foot wide  
108 parcel of land running from the end of Lehoux Drive to the southern boundary of land owned  
109 by CMI Leading Corporation (known as Map 18, Lot 7). He pointed out the lot which abuts  
110 land owned by Manchester Sand and Gravel that they do not want to tie a road to until the  
111 quarry has ceased, some 75 years down the road. Sunset Rock has an easement over the  
112 lot and they feel the town would be better served to have the right-of-way as long as their  
113 rights are preserved. The Sewer Commission could use the extra land in the interim years.  
114 Attorney Campbell said if the Town Council approves, they will take draft restrictions and  
115 work with the Town Attorney and Administrator and get back to the Council.

116  
117 Councilor Winterton said he was present at the Sewer Commission meeting when Attorney  
118 Campbell presented this proposal to the commissioners. He said the Sewer Commissioners  
119 think this should be approved. *Councilor Winterton moved, second by Councilor Duhaime, to*  
120 *direct the Town Administrator to work with the Town Attorney and Attorney Campbell to*  
121 *propose a resolution and bring back to the Council for final approval.*

122  
123 Councilor Miville asked if the extension is zoned industrial and whether it was part of the  
124 feasibility study. Attorney Campbell said it is zoned as a multi-use district, not residential,  
125 and that it was not part of the feasibility study. Councilor Winterton commented that there is  
126 potential in the strip for solar panels which could be something to talk about given that the  
127 Sewer Commission's largest expense is the cost of energy. Chairman Sullivan noted that the  
128 lot was deeded to the Sewer Commission originally. Attorney Campbell said it is in the hands  
129 of the Council and he did not believe a public hearing is required; it will be a donation to the  
130 town. *A vote on the motion was called and passed unanimously, 8-0.*

131  
132 **13. 15 MINUTE RECESS**

133  
134 **14. OLD BUSINESS**

135  
136 14.a Budget Reviews:

137  
138 Capital Improvement & Long Term Budgeting Plans -- Tab 22

139  
140 Finance Director, Christine Soucie, provided a draft Capital Improvement Plan for FY ending  
141 2018-2023 and included a Long-Term Budget Plan for FY ending 2018-2023. Councilor  
142 Winterton asked if a vote was necessary to dissolve the \$62,118 balance remaining in the  
143 Feasibility Study for the Southern Leg of the Parkway reserve fund. Director Soucie said  
144 dissolving funds must be handled via a warrant article. Chairman Sullivan asked is the  
145 purpose of the fund could be renamed and funds reapplied to another CIP program. Director  
146 Soucie said it was possible but more involved and would take 3/5 of the community to change  
147 it.

148  
149 In response to Councilor Miville regarding the two separate reports, Director Soucie said they  
150 split items to more truly reflect a capital project versus a long-term planning project.  
151 Chairman Sullivan suggested having someone look into a third site for the fire station.  
152 Councilor Levesque said the area behind Market Basket is all ledge. Councilor Miville in  
153 referencing Car #4, said "we've had issues with vehicles with the Fire Department".

154 Councilor Winterton said discussion would be more appropriate later since CIP was being  
155 discussed now.

156  
157 Director Soucie said the document she distributed was a planning tool and does not need to  
158 be approved by the Council.

159  
160 Family Services -- Tab 4

161  
162 Joy Buzzle came forward to go over the Family Services Department budget. She said there  
163 was a small decrease in the postage line. The welfare line request was reduced by \$25,000  
164 not because of needs but because of very strong community organizations, such as the  
165 Salvation Army, who help to offset the cost. The Salvation Army raised \$80,000 over the last  
166 couple of years. Ms. Buzzle said there was a new line in the budget, Bus Transportation.  
167 She said the town gets calls every week from folks that need rides to their doctor, or to pick  
168 up food and medicine. A study was done a few years ago and there is still a huge need for  
169 public transportation. She and Joanne Duffy, Town Planner, have been working as part of a  
170 Regional Transportation Committee and the town has an opportunity to take advantage of a  
171 shuttle service which would come to town twice a week and is offered by a federal grant  
172 provided through the NH Department of Transportation. The 14 passenger van would come  
173 to Hooksett on Tuesdays and Thursdays. The Manchester Transit Authority would set up the  
174 door-to-door pick ups at no cost to the residents. Eighty percent of the \$25,000 cost is  
175 reimburseable. Councilor Winterton noted that \$5,000 per year amounts to \$100 a week, and  
176 \$50 a day which is cheaper than a taxi ride across town. He asked if residents had to meet  
177 any financial requirements to participate in the program. Ms. Buzzle said "no and there was  
178 no restriction on where riders we're going". Councilor Miville said he was recently speaking  
179 with an elderly at the pool who expressed the need for such a service. He indicated that  
180 many elderly live on Lindsay Road that is very hilly and hard for residents to get down the hill.  
181 A bus coming directly to the house will be very helpful for many. Finance Director Soucie  
182 said the Council could only budget for one year, funds cannot be obligated for a second year.  
183 She suggested funding from this fiscal year if funds are available. Ms. Buzzle will talk with  
184 Ms. Soucie and Dr. Shankle about that possibility.

185  
186 *Councilor Winterton moved, second by Councilor Miville, to approve the Family Services FY*  
187 *17-18 department budget of \$193,587. Motion passed unanimously, 8-0.*

188  
189 Police -- Tab 7

190  
191 Police Chief Bartlett stated that two full time positions were included in the budget adding  
192 \$194,000 to the salary line. He said most of the other lines are either level or have gone  
193 down, including the fuel line. The Chief said that last year they were purchasing fuel from  
194 DOT at \$2.67 a gallon while the retail price ranged from \$1.63 to \$1.70 on average. The PD  
195 used 21,066 for a total cost of \$46,880.83 and he feels the fuel line at \$50,000 is adequate in  
196 case fuel costs rise a little.

197  
198 Councilor Winterton noted that \$67,000 of the \$80,000 increase in the NH retirement line is  
199 outside of the Town Administrator's and Police Chief's control so the net impact for hiring two  
200 full time employees is only \$13,000. Director Soucie said savings can be attributed to  
201 vacancy throughout the year and the way health insurance is funded. She said the town use  
202 to use the family plan for all vacancies but now use the two person plan. Councilor Duhaime



203 asked how the [police] academy is paid. Chief Bartlett said from the salary line; it is funded  
204 out of the selection process line, not under education.

205  
206 *Councilor Winterton moved, second by Councilor Jennings, to approve the Police*  
207 *Department budget of \$4,472,240.*  
208

209 Councilor Miville asked about the selection process expense. Chief Bartlett said funds in this  
210 budget line are expended for the purchase of written exams which cost \$100 apiece. Other  
211 expenses in that category include advertising. Councilor Miville questioned the expense of  
212 miscellaneous professional services. Chief Bartlett said those services include state police  
213 terminals used for license checks. Professional services are used for blood specimens,  
214 medical expenses for evidence gathering, court transcripts to County Attorney, bleeds in car  
215 clean-ups, the 911 system, secure shredding, Trans Union for investigative work, and any  
216 other such services as required.

217  
218 Councilor Levesque asked about repairs to firearms. Chief Bartlett said they bought brand  
219 new weapons for the Drug Task Force. New weapons would most likely come under the  
220 equipment budget. The Chief said officers must qualify for "use of force" training and  
221 defensive tactics. A software program has training modules on it.

222  
223 Councilor Miville noted that vehicle repair has gone down slightly. The Chief said a lot of the  
224 repairs have come out of extended warranty. Councilor Miville said the purchase of two  
225 vehicles has helped to reduce maintenance costs. Councilor Miville asked about the camera  
226 purchases. Chief Bartlett said digital cameras are issued to every officer and they cost about  
227 \$100 apiece and are crucial for documenting evidence.

228  
229 In response to Councilor Miville, Chief Bartlett noted that \$9,800 was included for the  
230 purchase of tactical active shooter ballistic vests that should **not** have been included since  
231 eight vests were purchased last year. The Chief said that vests have to be replaced every  
232 five years.

233  
234 *Councilor Winterton moved, second by Councilor Miville, to amend the earlier motion and*  
235 *approve the FY 17-18 Police Department budget of \$4,462,440. Motion passed*  
236 *unanimously, 8-0. Director Soucie said \$9,800 will be deducted from the Default Budget line*  
237 *as well.*  
238

239 Councilor Jennings stated that the budget needed an additional adjustment to the  
240 photography line. Chief Bartlett and Director Soucie stated that \$1,100 in photography was  
241 moved to the new equipment line. Councilor Miville mentioned the cost of dispatch chairs at  
242 \$1,500, \$920 for firearms, and \$78,000 for two vehicles. Chief Bartlett said with the vacancy  
243 of command staff, he is looking to reorganize the command structure and may change a  
244 patrol lieutenant to a police lieutenant temporarily.

245  
246 There was discussion about radio communications that was lost to lightning some time in  
247 2014. CIP had been building up and they got insurance money to purchase radios for the  
248 cruisers. The chief said that a radio system's life expectancy is about ten years. After that,  
249 parts are no longer made or available so the system cannot be repaired. In 2024 and 2026 a  
250 replacement will be needed at a cost of one-half million dollars. The most prudent way to get  
251 the necessary funds is building the CIP. The current CIP balance is \$86,850.

252

253 Fire-Rescue -- Tab 6

254

255 Fire Chief Burkush came forward along with Captain Steve Colburn who explained that their  
256 24/7 operation cannot be staffed without overtime which they prefer to call "replacement".  
257 Per Article 15 of the May 2015 Town Meeting, the overtime line was reduced by one  
258 employee, or \$72,454. A major issue has been vehicle maintenance with expenses of  
259 \$89,295.79 as of June 30, 2016.

260

261 Chairman Sullivan noted that the Town Administrator had reduced the department request in  
262 the overtime line. Chief Burkush said when a firefighter position was filled there was  
263 discussion with reducing the overtime, which had been reduced twice in the past. Director  
264 Soucie said both firefighter positions were moved out of the operations fund and into the  
265 ambulance fund during the same year the town approved the overtime reduction. Councilor  
266 Winterton is concerned that the Warrant Article indicated that by adding the position, there  
267 would be no tax impact because overtime wages would be reduced for one full time officer.  
268 Chairman Sullivan suggested that the Council may have been too optimistic of what voters  
269 were told. He said he would be inclined to support an increase in that budget line.

270

271 Councilor Winterton went over the difference in coverage from six full-time or seven full-time  
272 employees. Chief Burkush said every department struggles and running seven full-time  
273 employees is more efficient. Councilor Winterton asked why \$76,850 was moved for  
274 dispatch cost to the Ambulance Fund. Chief Burkush said he would be happy with moving  
275 half of the funds back. Councilor Winterton felt moving at least half back into overtime would  
276 make sense since the ambulance line has the potential to increase revenue. Director Soucie  
277 said the Town Administrator moved half of the dispatch cost to ambulance. In response to  
278 questions, Chief Burkush said:

279

- 280 • In July and August, most people take vacations; hunting season is also a busy time.  
281 After summer, the average cost goes down around \$4,000 a week; \$16,000 a month.
- 282 • Eliminating the Deputy Chief position, and hiring a firefighter, would not change the  
283 complement of the department. The budget is predicated on current staffing levels.

284

285 The Councilors continued to discuss staffing and various options for addressing the costs of  
286 overtime. Councilor Winterton stated that changes in administration may provide savings of  
287 \$50,000 or \$60,000 that could cover the cost of overtime. Chairman Sullivan said it may be  
288 necessary to revisit the matter. Chief Burkush said people get hurt, things happen, and  
289 overtime/replacement is fluid and should not be reduced. Councilor Tsantoulis  
290 acknowledged that injuries cannot be predicted but planning for vacations can be controlled.  
291 Councilor Duhaime said \$300,000 spent in the fiscal year ending June 30, 2016 is "a lot of  
292 money" and it would be nice to see a drop going forward. Chief Burkush said it is the  
293 department's goal to continue to build up the EMS portion so they have a way to deal with  
294 situations more economically. Chairman Sullivan said a vote will be taken when more  
295 information is provided. Finance Director Soucie indicated that more information will be  
296 provided at next week's Council meeting.

297

298 Councilor Miville asked about the surviving spouse benefit. Director Soucie said it is still in  
299 effect. Councilor Miville asked about Car 4. Chief Burkush said it is not road worthy.  
300 They've requested two vehicles; Dr. Shankle dropped it down to one. The Chief said that  
301 three of the five vehicles in the fleet have over 100,000 miles, and he'd like to recycle  
302 vehicles every two years. Councilor Levesque was surprised to hear of the 100,000 miles.

303 Chief Burkush said there has been an increase in calls, the town is busier, and Exit 10  
304 continues to grow.

305

306 **15. NEW BUSINESS**

307

308 15.a Police Lieutenant Job Description

309 [Police Lieutenant Job Description 2016.pdf](#)

310 [Police Lieutenant 2016.doc](#)

311

312 15.b SafeStation Program on the opioid epidemic

313 [Safe Station 091416.pdf](#)

314

315 Chief Burkush said the Safe Station is an offering to residents who need a connection to  
316 rehabilitation. It's voluntary and will be rolled-out in mid-October. Councilor Winterton  
317 commended the Chief and staff for their efforts and said he supports them 100 percent.  
318 Chief Burkush said the program that was held at the library was not well attended,  
319 unfortunately.

320

321 *Councilor Winterton moved, second by Councilor Levesque, to thank the Fire and Police*  
322 *Departments for recognizing the opioid epidemic and working towards increasing public*  
323 *awareness and public safety. Motion passed unanimously, 8-0.*

324

325 15.c Award of RFP#16-12Petersbrook Athletic Field project

326 [Staff Report 9-14-24-16 Contract Award RFP#16-12 Peters Brook Athletic Field Construction.pdf](#)

327 [Bid Tabulation RFP 16-12 REBID Aug 24 16 Peters Brook Athletic Fields.pdf](#)

328 [Additional reference list from david w white and son.pdf](#)

329

330 Town Engineer and Assistant Public Works Director, Jim Donison, stated that three bids were  
331 received for RFP#16-12 for the Peters Brook Athletic Fields construction. The contract is for  
332 an Irrigation System, Lighting Pole bases and electrical conduits and Loam and  
333 establishment of grass for one full size soccer field, one reduced size soccer field, one  
334 lacrosse field and three smaller soccer "nipper" fields. The three bidders were: David W.  
335 White and Sons, Inc. of Bow, NH; Advanced Excavating and Paving, Inc. of Suncook; and  
336 Alvin J. Coleman & Sons, Conway, NH. Mr. Donison recommends the bid be awarded to the  
337 lowest bidder, David W. White and Sons, Inc. of Bow, NH with a total base bid amount of  
338 \$217,490 and total bid Alt. No. 1 amount of \$220,140. Mr. Donison did a reference check  
339 and everyone spoke highly of the company. Mr. Donison said the work will begin soon and  
340 the company will do their best to get the fields seeded this fall and play time should not be  
341 delayed. The funds for this contract will come from Parks & Recreation impact fees which  
342 have an available balance amount of \$217,900.

343

344 *Councilor Winterton moved, second by Councilor Jennings, to award and approve a contract*  
345 *with David W. White and Sons, Inc. of Bow for the amount of \$217,490.00 which is the base*  
346 *bid amount for RFP#16-12 Peters Brook Athletic Fields Construction Project. Roll Call No 2:*  
347 *Councilor Duhaime-yes, Councilor Miville-yes, Councilor Levesque-yes, Councilor Jennings-*  
348 *yes, Councilor Giotas-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Chairman*  
349 *Sullivan-yes. Motion passed unanimously, 8-0.*

350

351 Councilor Miville brought up a matter discussed during the last Council meeting regarding an  
352 extra \$10,000 being used to pave more of Main Street. Mr. Donison said the extra cost for  
353 drainage; i.e., additional catch basins because of curbing, were going to take up \$8,000 so

354 the extra funds are not available for paving as was discussed. Councilor Miville asked if the  
355 same number of trees would be planted. Mr. Donison said ten trees are scheduled to be  
356 delivered next Wednesday. Councilor Miville asked if the street is narrowed because of the  
357 curbing. Mr. Donison said the road was 26 or 28 feet but will be narrower, 24 feet, from curb  
358 to curb. An additional four catch basins will reduce curbing to prevent water from entering  
359 driveways. Councilor Levesque said that Mr. Lembo is very happy. Councilor Jennings  
360 asked if a narrower road might have any traffic calming effect. Mr. Donison said it would  
361 have some impact. He said the road stripping will be done on October 3<sup>rd</sup>.

362  
363 15.d School Impact Fee Transfer  
364 [School Impact Fee Transfers Request.pdf](#)  
365

366 *Councilor Jennings moved, second by Councilor Winterton, to transfer \$91,274.36 from the*  
367 *School Impact Fee Special Revenue fund to the Hooksett School District. Roll Call #3:*  
368 *Councilor Giotas-yes, Councilor Jennings-yes, Councilor Miville-yes, Councilor Duhaime-yes,*  
369 *Councilor Tsantoulis-yes, Councilor Levesque-yes, Councilor Winterton-yes, Chairman*  
370 *Sullivan-yes. Motion passed unanimously, 8-0.*

371  
372 15.e Budget Transfers  
373 [Budget Transfer Request 2017-01.pdf](#)  
374

375 *Councilor Winterton moved, second by Councilor Tsantoulis, to approve the transfer of*  
376 *\$3,000 from the Parks & Recreation Full-Time Wages budget line, 001-450-4520-111-000, to*  
377 *the Administration Old Home Day budget account line of 001-100-4589-800-006. Roll Call*  
378 *#4: Councilor Jennings-yes, Councilor Levesque-yes, Councilor Duhaime-yes, Councilor*  
379 *Miville-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes, Councilor Giotas-yes, and*  
380 *Chairman Sullivan-yes. Motion passed unanimously, 8-0. [attached]*

381  
382 **16. SUB-COMMITTEE REPORTS**  
383

384 Councilor Levesque attended last night's Zoning Board of Adjustments meeting. There were  
385 a number of items on the agenda. Supreme Industries wants to sell mulch which the  
386 Planning Board has approved. There is a question about the roadway on Hackett Hill Road.  
387 They are looking to provide access to their office and mulch sale area. A car wash was  
388 approved to be held at Auto Wholesalers. A request to build a garage with not enough buffer  
389 was considered and approved. Another matter included building a garage where the town  
390 owned a right-of-way. The project didn't impact anything but Councilor Levesque asked who  
391 would represent the town if the town is an abutter to a project. Chairman Sullivan said the  
392 question is one for the Town Administrator. Eversource Energy requested a special  
393 exception to permit the installation of a 120 foot tall telecommunications tower to be located  
394 on CT&M Facility property.

395  
396 Councilor Winterton said the Planning Board has been busy. Long Beach Development is  
397 requesting a waiver to build on a lot, since the cistern is not yet in. SNHU has conducted a  
398 road study and will do another in the fall when things are back to normal. There was  
399 discussion on Supreme Industries' request for a special exception. Harmony Place will be  
400 coming back with new site plans. He said the Eversource tower is great since it will  
401 electronically turn off sections of Hooksett if there is a power outage. Councilor Tsantoulis  
402 said the purpose has to do more with truck and vehicle communication.

403

404 Councilor Winterton said pet owners will be pleased to know that a vet rehabilitation facility  
405 will open on DW Highway. The TIFF is moving along and will be coming to the Planning  
406 Board with a presentation. Meetings are going great. Councilor Miville asked if there were  
407 any minutes of the TIFF meetings. Councilor Winterton said Katie Ambrose use to take the  
408 minutes.

409  
410 Councilor Miville said the Budget Committee met last Thursday. Jason Hyde was elected  
411 Chair, and Chris Morneau, Vice Chair. The Budget Committee budget was approved and  
412 another member was brought on the committee, Michael (?).

413  
414 Councilor Jennings stated that the Parks and Recreation Commission will be meeting next  
415 week. They are still down one full-time and one part-time member.

416  
417 Councilor Tsantoulis said he had nothing to report from the Board of Assessors and indicated  
418 that the Youth Achievers Committee has had no activity of late. Councilor Winterton asked  
419 all councilors to talk up the Youth Achiever award in general and in particular at the Old  
420 Home Day Celebration.

421  
422 In response to Councilor Miville, Donna Fitzpatrick said all councilors will be working the Old  
423 Home Day Town Hall booth which will display some larger, ongoing projects; i.e., the  
424 roundabout, lilac bridge, SNHU and the Martins Ferry work. Information on the March  
425 election will be available along with nomination forms and available committee positions, and  
426 the Town Report.

427

428 **17. PUBLIC INPUT**

429

430 **18. NON-PUBLIC SESSION**

431

432 **19. ADJOURNMENT**

433

434 *Councilor Winterton moved, second by Councilor Duhaime, to adjourn the meeting at 8:37*  
435 *p.m. Motion passed unanimously, 8-0.*

436

437 **Note:**

438

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

443

444 Respectfully submitted,

445

446

447 Suzanne Beauchesne

448 Recording Clerk

449

450

451

## Staff Report

**Title:** 2016 Hooksett Employee Appreciation Picnic Donations

**Date:** September 28, 2016

### Background and Discussion of Issues

Annually the Town Council hosts an employee appreciation picnic. The Council has approved this year's event to take place on Friday, October 7, 2016. Local businesses donate

- food items for a picnic luncheon and
- gift cards to be distributed to the employees at the event via a raffle.

The Town Council needs to accept the donations for the 2016 Hooksett Employee Appreciation Picnic per RSA 31:95-b III (b) and RSA 31:95-e II. The acceptance would not be for a specific amount as we will continue to receive donations up to the event.

### Recommendation (including suggested motion, if appropriate)

Recommend that the Town Council accept donations for the 2016 Hooksett Employee Appreciation Picnic per RSA 31:95-b III (b) and RSA 31:95-e II.

### Fiscal Impact

None.

**Prepared by:** Donna Fitzpatrick, Administrative Services Coordinator

### Town Administrator Recommendation

Concur

## Staff Report

**Title:** Donation of Air Hockey Game, Various Arts and Crafts and Tennis Rackets and Balls for Town of Hoo

**Date:** September 28, 2016

### Background and Discussion of Issues

David Dwyer, a resident in Town has donated an air hockey game, various arts and craft materials and tennis rackets and tennis balls to the Town of Hooksett, for the Parks, Recreation and Cemetery Division, Fun in the Sun camp. The items are valued at \$425.00 and should be accepted under RSA 31:9-3 II, acceptance of gifts less than \$5,000

### Recommendation (including suggested motion, if appropriate)

I recommend that the Town Council accept the Donation from David Dwyer of an air hockey game, various arts and craft materials and tennis rackets and balls to the Town of Hooksett for the Parks, Recreation and Cemetery Division, Fun in the Sun valued at \$425.00 under RSA 31:9-3 II, acceptance of gifts less than \$5,000

### Fiscal Impact

There is no fiscal impact

Prepared by: Diane Boyce, DPW Director

### Town Administrator Recommendation

I concur.

## Staff Report

**Title:** Purchase of 100 yard steel walking trailer

**Date:** September 28, 2016

### Background and Discussion of Issues

This year at the Town Meeting held on May 10th residents voted to approve the purchase of a 100 yard steel walking floor trailer for the Recycling and Transfer Division. The old trailer was used as a trade in to reduce the price. The Town approved the \$60,000 for the new trailer to come out of the Solid Waste disposal account. The overall bids with the trade were as follows

Spector Manufacturing	\$63,000
M & T Solutions	\$60,685.75

### Recommendation (including suggested motion, if appropriate)

I recommend that we accept the bid from M & T Solutions for the purchase of a 100 yard steel walking trailer in the amount of \$60,685.75 (to include trade in)

### Fiscal Impact

\$60,000 will be coming from the Solid Waste Special Revenue Fund  
\$685.75 will be coming from the 2016-2017 budget

Prepared by: Diane Boyce, DPW Director

### Town Administrator Recommendation

I concur



8/15/16

M&T Solutions, LLC  
PO Box 1993  
Derry, NH 03038-1993  
email: [mitsolutions17@gmail.com](mailto:mitsolutions17@gmail.com) Phone: (603) 327-4060

Hooksett Municipal Center  
35 Main Street  
Attn: Dean E. Shankle Jr., Town Administrator  
Hooksett, NH 03106

RE: **BID #16-11 Steel Walking Floor Refuse Trailer**

To whom it may Concern:

I have enclosed a sealed proposal for bid# 16-11, Steel Walking Floor Refuse Trailer our offer conforms to your specifications. The trade of 1999 Spec Tec live floor trailer is \$6,500.00. M&T Solutions, LLC is a newly formed company which has been up and running for a few years, previous to the new name we were doing business as David DeVito. We have been in the waste recycling business and dealing with refuse trailers since the mid 80's. We have sold trailers in the past years to other municipalities such as Town of Merrimack, Town of Windham and Town of Hooksett as well as many other companies. I have included a list of references below. We would like to take this opportunity to thank you for taking the time to review our proposal. We look forward to hearing from you soon and hope we can do business and the near future.

ReEnergy Holding 87 Lowell Rd Salem NH 03079 Contact: Dave Guilherme P: (603) 231-0887	Town of Windham 2 Ledge Rd Unit 1 Windham NH Contact: Dave Fuisson P: (603) 426-5102	Town of Hooksett 210 West River Rd Hooksett NH 03106 Contact: Diane Boyce P: (603) 669-5198
--	--	---

\*Pricing on above bid#16-11 honored for 12mo.

Sincerely,

David DeVito  
(603) 327-4060

**BID PROPOSAL FORM**

Price for one (1) Steel Walking Floor Refuse Trailer (including delivery):

In Figures \$ 60,685.15

PRICE TO INCLUDE TRADE IN OF 1999 SPECTRA LIVE BOTTOM TRAILER

Price in Words

\$ Sixty Thousand six hundred eighty five dollars and seventy five cents.

**DELIVERY OF TRAILER:** The Bidder has 120 days to deliver the trailer to the Department of Public Works, 210 West River Road, Hooksett, New Hampshire. Bidder must preschedule the delivery date for the new trailer with the Public Works Department.

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, the instruction to bidder's specifications and agrees to the terms and conditions set forth herein. Bidder understands that the bid price shall include delivery FOB to the address identified in the bid documents and bid price shall be firm for at least 10 days. Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Submitted by Authorized Agent:

David DeLito  
(Print Name & Title)

Signature: [Handwritten Signature]

Date: 8/15/16

Company: M+T Solutions, LLC

Address: PO Box 1993

City/State/Zip: Derry NH 03038 - 1993

E-mail address: mt solutions 17 @ gmail . com

Telephone: (603) 227-4060

Town of Hooksett, Department of Public Works

Specifications for Steel Walking Floor Refuse Trailer

Body type:	Steel
Length:	45' x 102" wide
Sides:	100" x 12 gauge 50,000# minimum yield
Top Rail:	6" x 4" x 1/4 x 20' centered
Flat Bar Top Rail:	1/2" x 4" x 20' centers
Rear Post:	4" x 3" x 3/8" structural tube
Box Bracing:	No
Tarp Hooks:	Standard
Floor:	4" hi-impact
Crossmember:	4" I-beams on 12" centers
Tailgate:	Barn door hinged roadside
Bulkhead:	10 gauge full wrap mesh window center of bulkhead Front driver side in and out
Ladders:	OSHA style
Cat Walk:	10" I-beam, rear to landing gear
Chassis:	5" round, 5/8" wall, 25,000# capacity
Axles:	16 1/2" x 7: air w/auto slack adjusters
Brakes:	ABS 4S/2M brake system
Wheels:	10 hole hub piloted, outboard drums
Rims:	8.25 x 24.5" steel disc
Tires:	Michelin 11R24.5 16PR XZE
Suspension:	Reyco 21B, 52,000# capacity
King Pin:	36" on a 3/8" king pin
Fifth Wheel Ht.:	Standard 49"
Landing Gear:	Holland Mark V
Tire Carrier:	n/a
Lights:	LED, rear lights in gate
Light Plug:	7 way
Flaps:	Standard front and rear of suspension
Bumper:	Standard pusher w/tow hook
Hyd. Fittings:	(1) 5100-SS-16B pressure (1) 5100-S2-16B return
Hyd. Hoses:	Two-108" x 1"
Paint:	Slate Gray
Options:	Spreaders Bars, front, rear and center Manual Side to side tarp. (will specify which side)

Any specifications that deviate from the list need to be addressed separately.

**BID PROPOSAL FORM**

Price for one (1) Steel Walking Floor Refuse Trailer (including delivery):  
In Figures \$ 63,000.00  
PRICE TO INCLUDE TRADE IN OF 1999 SPECTRA LIVE BOTTOM TRAILER

Price in Words  
\$ SIXTY THREE THOUSAND DOLLARS

**DELIVERY OF TRAILER:** The Bidder has 120 days to deliver the trailer to the Department of Public Works, 210 West River Road, Hooksett, New Hampshire. Bidder must preschedule the delivery date for the new trailer with the Public Works Department.

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, the instruction to bidder's specifications and agrees to the terms and conditions set forth herein. Bidder understands that the bid price shall include delivery FOB to the address identified in the bid documents and bid price shall be firm for at least 10 days. Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Submitted by Authorized Agent:

CHARLES SPECTOR SALES  
(Print Name & Title)

Signature: \_\_\_\_\_

Date: 8-15-2016

Company: SPECTOR MANUFACTURING INC.

Address: PO BOX 158

City/State/Zip: ST. CLAIR PA 17970

E-mail address: cspector@spectee.biz

Telephone: 570-429-2510 cell: 570-573-9058

SPECTOR MANUFACTURING INC.  
 P.O. BOX 158  
 SAINT CLAIR, PA 17970  
 570-429-2518

CUSTOMER: TOWN OF HOOKSET, NH  
 CONTACT: DEAN SHANKLE  
 STEEL OPEN TOP MOVING FLOOR

REV# 15-15  
 DATE: 7/13/2016  
 QUOTE #: 716124

QUANTITY:	ONE (1)	CUBIC YARDS:	100
BODY TYPE:	STEEL	PRICE:	\$53,000.00
LENGTH:	45' X 102' WIDE	F.E.T.:	MUNICIPAL
SIDES:	100" X 12 GA. 50,000# MIN YIELD	FREIGHT:	DELIVERED
TOP RAIL:	8" X 4" X 1/4" STRUCTURAL TUBE	TOTAL EACH:	\$53,000.00
ANGLE TOP RAIL:	1/2" X 4" X 20" FLAT BAR CENTERED		
SIDE POSTS:	8" X 10 GAUGE ON 24" CENTERS		
REAR POST:	4" X 3" X 3/8" STRUCTURAL TUBE		
BOX BRACING:	NA		
CLEANER PL.:	OUTSIDE		
TARP:	NA		
TARP HOOKS:	STD.		
FLOOR:	HALLCO 4000 SERIES TRIPLE RIDGE #41-4184		
CROSS MEMBER:	4" JUNIOR BEAMS ON 12" CENTERS		
TAILGATE:	BARN DOOR HINGED DRIVERSIDE W/TURNBUCKLE D.S.		
BULKHEAD:	10 GAUGE FULL WRAP 1/2" X 12" MESH WINDOW		
LADDERS:	BULKHEAD IN & OUT		
CAT WALK:	OSHA STYLE		
CHASSIS:	10" X 17# H-BEAM, REAR TO LANDING GEAR		
AXLES:	TP 3" ROUND, 5/8" WALL 25,000# CAPACITY		
BRAKES:	16-1/2" X 7" AIR W/ AUTO SLACK ADJUSTERS		
WHEELS:	4S/2M ABS BRAKE SYSTEM		
RIMS:	10 HOLE HUB PILOTED, OUTBOARD DRUMS		
TIRES:	8.25" X 22.5" TUBELESS STEEL DISC		
SUSPENSION:	YOKOHAMA RY023 11R22.5 16 PLY		
AIR RIDE/AIR LIFT:	HUTCH CH49700/3 LEAF SPRINGS 8-1" SPREAD		
KING PIN:	NA		
FIFTH WHEEL HEIGHT:	36" ON A 3/8" KING PIN		
LANDING GEAR:	STANDARD 48"		
TIRE CARRIER:	HOLLAND MARK V		
LIGHTS:	NA		
LIGHT PLUG:	LED, REAR LIGHTS IN GATE		
FLAPS:	7-4WAY		
BUMPER:	STANDARD FRONT & REAR OF SUSPENSION		
HYDRAULIC FITTINGS:	STANDARD PUSHER W/TOW HOOK		
HYDRAULIC HOSES:	(1) 5100-55-16B PRESSURE / (1) 5100-52-16B RETURN		
PAINT:	TWO - 108" X 11"		
SPREADER BARS:	SLATE GRAY #50-36243		
OPTIONS:	FRONT, CENTER & REAR		

SELLER: \_\_\_\_\_ BUYER: \_\_\_\_\_

## Staff Report

**Title:** 2016 Halloween Trick-or-Treat

**Date:** September 28, 2016

### Background and Discussion of Issues

The Council has motioned in past years for the Halloween trick-or-treat date and time. Last year the Council set the date for October 31, 2015 from 6:00pm-8:00pm. This date and time is typically how Hooksett has celebrated this event.

Police Chief Bartlett recommends this event be held on Sunday, October 30, 2016 6:00pm-8:00pm, since there is less traffic than on a work day. He also suggests the Council direct him, as Chief of Police, to set this event annually.

Fire Chief Burkush has no concerns with whatever date and time is set for this event.

### Recommendation (including suggested motion, if appropriate)

Council motion to set 2016 Halloween trick-or-treat.

### Fiscal Impact

None.

**Prepared by:** Donna Fitzpatrick, Administrative Services Coordinator

### Town Administrator Recommendation

Concur

## Staff Report

**Title:** 2016 Employee Appreciation Letter

**Date:** September 28, 2016

### Background and Discussion of Issues

Annually the Town Council hosts an employee appreciation picnic. This year's picnic is on Friday, October 7, 2016. Town offices, with the exception of emergency personnel, will be able to close for business at noon. From 12:00pm-1:30pm employees will gather in the Town Hall gymnasium for a picnic luncheon and to enter into a raffle drawing for a chance to win gift cards.

To announce the above event, and more importantly to inform employees of the Council's appreciation for all their hard work, the Council creates & signs an employee appreciation letter that is delivered to each employee.

### Recommendation (including suggested motion, if appropriate)

Council motion to approve the 2016 Employee Appreciation Letter as presented.

### Fiscal Impact

Donations & budgeted.

**Prepared by:** Donna Fitzpatrick, Administrative Services Coordinator

### Town Administrator Recommendation

Concur