



**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, April 13, 2016
6:30 PM
Council Chambers**

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

4.a Police Department - swearing in of new Patrol Officer

5. APPROVAL OF MINUTES

5.a Public: 03/23/2016
[TC Minutes 03.23.16-U.docx](#)

5.b Public: 04/02/2016
[TC MINUTES 040216-U.pdf](#)

6. AGENDA OVERVIEW

7. MARTINS FERRY ROAD - PUBLIC INPUT (30 MINUTES)

7.a Extended public input for the Town to provide the public with information on Martins Ferry Road for proposed sidewalks and traffic calming measures and for the Town to receive public comments on this proposal.

[2016 Roadway Construction Project april 13 2016 town council mtg.pdf](#)

8. PUBLIC HEARINGS

9. CONSENT AGENDA

9.a Donation of Approximate total dollar amount for materials \$215.00 and Donation of labor will not exceed monetary value requiring a public hearing for the Hooksett Fire Station 1 Cub Scout Garden Project. This is in compliance with RSA 31:95-e II.

[Station 1 Cub Scout Garden project - Staff report.pdf](#)

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

Station 1 garden picture.JPG

10. TOWN ADMINISTRATOR'S REPORT

11. PUBLIC INPUT - 15 MINUTES

12. NOMINATIONS AND APPOINTMENTS

13. SCHEDULED APPOINTMENTS

13.a Planning Board

14. 15 MINUTE RECESS

15. OLD BUSINESS

15.a Richard Fitz Proposal for Selective Timber Cut
Fitz 04062016.pdf

15.b Deliberative Session 04/02/16

16. NEW BUSINESS

16.a 16-015 Contract Award for Architectural Services for the Hooksett Safety Complex - 2016
Police Station Renovations RFP#16-02
Staff Report April 13 2016 Town Council RFP 16-02 Police Station.pdf

SMP Architecture proposal RFP 16-02 Police Station Improvements.pdf

16.b 16-016 Contract Award for Fire Alarm System for Hooksett Old Town Hall
Staff Report - Fire Alarm system Old town Hall.pdf

D. Ross bid - Old Town Hall.pdf

Hampshire Fire Bid Old Town Hall.pdf

Tyco Bid Old Town Hall.pdf

16.c 16-017 Town Administrator Annual Performance Review Process
Staff Report TA Eval 041316.pdf

16.d 16-018 Old Home Day Town Council Booth - 09/17/16
STAFF REPORT 2016 OLD HOME DAY TC BOOTH.pdf

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

2016 Vendor Registration.pdf

2016 OHD vendor guidelines.pdf

16.e 16-019 Heritage Day Proclamation 05/21/2016
Heritage Day Proclamation 2016.doc

17. SUB-COMMITTEE REPORTS

18. PUBLIC INPUT

19. NON-PUBLIC SESSION

19.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,

19.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.

20. ADJOURNMENT

Public Input

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

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

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TOWN COUNCIL MINUTES -- UNOFFICIAL



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Regular Meeting
Wednesday, March 23, 2016
6:30 PM
Council Chambers

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1. CALL TO ORDER

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Chairman James Sullivan called the meeting to order at 6:30 p.m.

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2. ROLL CALL #1

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In attendance: Chairman Sullivan, Councilors Donald Winterton, Tim Tsantoulis, James Levesque, Adam Jennings, Marc Miville, and David Ross. Dr. Dean Shankle was also in attendance. Councilor Robert Duhaime arrived shortly after the roll call.

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Absent: Councilor Comai.

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3. PLEDGE OF ALLEGIANCE

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4. SPECIAL RECOGNITIONS

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4.a Hooksett Youth Achiever

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Councilor Winterton presented this month's Hooksett Youth Achiever award to Zachary Denbow. Councilor Winterton said the award was very special for him because Zach is a swimmer and he was a swimmer with Zach's coach who has coached hundreds of kids. Zach is one of the best breaststrokers in the area. Zach is getting this award because he has done something special. Zach has been swimming competitively since he was five years old and competes at a high level all over New England and New York and has qualified for the Eastern Zone Sectional Championships for the last three years. Councilor Winterton noted that Zach only got his license last April and prior to that Mom and Dad got Zach to practice. Zach acknowledged that he's been successful and couldn't have done it without the support of his Mom and Dad, grandmother and friends. Zach swims at Pinkerton and in 2015 he helped lead the Astros to a Division 1 state championship. In 2016 he won the 100 yard breast stroke, came in second in the 200 individual medley and swam on two relays, breaking four school records at the high school championships. All over NE and NY Zach Denbow represents Hooksett. Academically, Zach is an Honor Roll student and member of the National Honor Society. Councilor Winterton presented Zach with the Youth Achiever Award certificate and pin and suggested Zach look at the pin 20 years from now to remember the pride with which this honor was awarded. On behalf of the Council and to the applause of those in

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attendance, Councilor Winterton offered Zach sincere congratulations for his many special efforts.

5. APPROVAL OF MINUTES

5.a Public: 03/09/2016
[TC MINUTES 03.09.16-U.pdf](#)

Councilor Duhaime moved, second by Councilor Jennings to approve the March 9, 2016 Town Council meeting minutes, as amended. Motion passed 6-0-2 (Councilors Levesque and Ross abstained).

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

8. CONSENT AGENDA

Councilor Winterton asked that 8.e be removed from the Consent Agenda. Chairman Sullivan moved, second by Councilor Duhaime, to approve Consent Agenda items 8.a through 8.d as presented. Motion passed unanimously, 8-0.

8.a Decrease Cash Surety for SNHU Depot Road Improvements from \$116,903.25 to \$20,000.

[Staff Report Cash Surety Reduction SNHU Depot Road Improvements.pdf](#)

8.b Decrease Cash Surety for SNHU Depot Road Parking Lot Improvements from \$43,550 to \$10,000.

[Staff Report Cash Surety Reduction SNHU Depot Road Parking Lot Improvements.pdf](#)

8.c Decrease Cash Surety for SNHU North River Road Parking Lot Improvements from \$146,970 to \$10,000.

[Staff Report Bond Reduction SNHU North River Rd Parking Lot Improvements.pdf](#)

8.d Decrease Cash Surety for SNHU East Side Drive to Alice Road Connector Road Improvements from \$90,095 by \$70,095 to \$20,000.

[Staff Report Bond reduction SNHU connector rd at east side drive.pdf](#)

8.e Release Bond No 0109940 for Berry Hill Estates, Off-Site Improvements to Berry Hill Road for the amount of \$225,000.

[Staff Report Release Bond Berry Hill estates March 2016.pdf](#)

[Thibeault Corp Bond Reduction request Berry Hill Road Oct 2015.pdf](#)

Chairman Sullivan stated that he and other Council members received an email regarding the subject bond. Councilor Tsantoulis said the email was with regard to the transfer of ownership of property with bonds in place that have not been addressed. He asked "what will happen to those bonds?" One bond relates to paving of the main road; the other to Route 27 where the original bond amount may have been sufficient ten years ago but is now an insufficient amount carried over or passed on to the new owner. Dr. Shankle said the turn lane has been done and the issue is between the owner and the state because it

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94 is a state road, and is kicked off by building a certain number of houses. When the 51st
95 house is built, work must be performed based on an agreement between the developer
96 and the NH Department of Transportation. Thirty six homes have been built but there
97 hasn't been anything formalized. Chairman Sullivan stated that the release of the
98 \$225,000 bond would not impact the two bonds being talked about that are still in effect.

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100 Jim Donison, Town Engineer said the \$225,000 work on Berry Hill Road only has been
101 completed. He asked the Council to release the Performance Bond No. 0109940 for the
102 amount of \$225,000.

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104 *Councilor Ross moved, second by Councilor Duhaime, to release the Performance Bond*
105 *No. 0109940 which is for the amount of \$225,000.*

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107 Mr. Donison said that everything on the attached itemized list has been completed. It
108 was mentioned that if anyone wants to re-visit other bonds, they must go before the
109 Planning Board. Counselor Tsantoulis wants to make sure that Project DH# 7140013.03
110 – Berry Hill Offsite Improvements dated April 5, 2005 deals with Berry Hill only and not
111 the estate. Chairman Sullivan said the offsite improvements do not affect the other roads.
112 Councilor Tsantoulis asked if the President of the Homeowners Association could
113 address the Council. Chairman Sullivan said in accordance with the rules he could
114 entertain the question with a majority vote and would do so momentarily. Councilor
115 Tsantoulis maintained that materials are still being hauled out of the area which could
116 impact the roadway. He asked how the town could be protected from Route 27 to the
117 entrance. Mr. Donison said nobody anticipated that this project would last ten years.

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119 Councilor Duhaime asked how many years ago was the paving done. Council members
120 discussed the fact that more construction on the estate is necessary which requires the
121 need for heavy trucks and possible damage to the road within the development.
122 Councilor Miville said if there was more construction on the estate, another bond will have
123 to be sought. Councilor Levesque said he had talked with residents of Berry Hill who
124 were satisfied with the work performed. Chairman Sullivan repeated that the bond
125 release has nothing to do with the estate.

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127 Councilor Ross said people that did come in were satisfied as Councilor Levesque
128 mentioned. The bond work has already been done. As these projects get permitted,
129 that's the time to build in the safety mechanism. If the road is built to specifications, then
130 it should be able to handle traffic. Dr. Shankle said "we're very clear on what you are
131 interested in seeing and we will do what we can. It is not a complicated site – one way in
132 and one way out. We'll look into that". Councilor Tsantoulis said there are two separate
133 issues and materials continue to be removed from the area. He is concerned that
134 releasing the bond and then later the road is damaged, leaving the town financially
135 unprotected. Dr. Shankle said staff will look to see if "we can put some bond in place".
136 This was for work that's been done, and the Council needs to release the bond for what
137 they did. Councilor Tsantoulis asked again what assurances could be provided to
138 townspeople if damage is done. Dr. Shankle said if the town doesn't get a bond, it's the
139 town's responsibility to fix the road.

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141 Councilor Duhaime followed up on Councilor Tsantoulis' concern stating that "we had this
142 happen in '89 and '90 and we are still going over bonds that should have been released

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six years ago. Chairman Sullivan said perhaps there was need for a different approach. Dr. Shankle said the Planning Board had no reason to think when it approved this that it would take this long.

Mr. Martel, President of the Homeowners Association said that when they saw this on the agenda and researched it, they sent an email to their representative on the Council stating that they did not have any issue with releasing the \$225,000 bond. Mr. Martel is concerned with protecting Crown Hill, Thorn Hill, Shaker Hill and up. Chairman Sullivan asked Mr. Martel to get in touch with Dr. Shankle with any concerns that he might have.

The motion was passed by a vote of 7-0-1 (Councilor Duhaime abstained). Councilors Tsantoulis and Miville, too, expressed concern that the town might not be on solid ground in the matter.

9. TOWN ADMINISTRATOR'S REPORT

Town Administrator, Dr. Shankle, reported as follows:

- indicated that the meeting with the state regarding the Lilac Bridge went well. The room was full. He read parts of a letter received from the state indicating that they had no concerns other than doing things "according to the plan". The other issue was on the utility licenses. Dr. Shankle sought counsel's advice on whether the utilities that have been using the old bridge could re-negotiate their license transfer to the new bridge. According to counsel, the utilities have rights to the property as easement holders. It would not open the doors to re-negotiate by itself. The engineer would like a letter stating the town's position. Councilor Ross said the nature of the crossing has changed and the town shouldn't have to pay for this. Dr. Shankle said "we're just giving them an easement". Councilor Tsantoulis said his question was "who is taking responsibility for the conduit". If the two utilities pay, that's the way it should be. Dr. Shankle will send a letter.
- Fire Department Captain, Fred Debow, retired after 20 years. He was presented with a clock.
- Received a timber contract from Mr. Fitz. Will do some due diligence and bring back to the Council at its next meeting.

Councilor Miville asked when bids were due on the bridge sale. Donna Fitzpatrick responded that the bridge sale bids are due April 5, 2016 at 2:00 p.m.

10. PUBLIC INPUT - 15 MINUTES

Michael Stetora of Michaels Road said a couple of days ago signs were changed and asked why residents weren't given a chance to comment. He said Benton Road is still a drag strip and he heard there will be a re-design of the road. Dr. Shankle has to find out if a speeding study has been done. Diane Boyce, DPW Director, said they have been changing signs from 30 to 25 mph speed limits and Benton Road has been 25 mph – changed about a week and a half ago, and no one was notified. People on Martin's Ferry Road have been notified. Dr. Shankle said that residents of Martins Ferry Road came to

191 the town. Police had a concern that they couldn't enforce any speed limit. DPW is
192 changing the signs around town. Mr. Stetora said he is fine with 30 mph speed limit but
193 somebody should enforce it. Also, there are no sidewalks and he has a 7 year old
194 grandson and just trying to have a safe street. Councilor Miville asked that a list of street
195 sign changes be distributed to Council members so that they are aware. Director Boyle
196 will follow up.

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198 **11. NOMINATIONS AND APPOINTMENTS**

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200 **12. SCHEDULED APPOINTMENTS**

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202 12.a Don Riley, Town Moderator - Deliberative Session
203 Motions.doc
204 Council Report.docx

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206 Town Moderator, Don Riley, came forward asking who will be making Warrant Article
207 motions and seconds at the deliberative session to be held on April. Assignments were
208 agreed to as follows:

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- 210 Article 3: Councilor Miville will move, second by Chairman Sullivan
- 211 Article 4: Councilor Duhaime will move, second by Councilor Jennings.
- 212 Article 5: Councilor Jennings (Ryan) will move, second by Councilor Levesque.
- 213 Article 6: Chairman Sullivan will move, second by Councilor Duhaime
- 214 Article 7: Councilor Winterton will move, second by Councilor Miville
- 215 Article 8: Councilor Comai will move, second by Councilor Ross
- 216 Article 9: Councilor Levesque will move, second by Councilor Jennings
- 217 Article 10: Councilor Tsantoulis will move, second by Councilor Duhaime
- 218 Article 11: Councilor Miville will move, second by Councilor Winterton
- 219 Article 12: Councilor Ross will move, second by Councilor Levesque (or Sullivan)
- 220 Article 13: Councilor Ross will move, second by Councilor Winterton
- 221 Article 14: Councilor Jennings will move, second by Councilor Tsantoulis
- 222 Article 15: Councilor Duhaime will move, second by Councilor Tsantoulis
- 223 Article 16: Councilor Comai will move, second by Councilor Winterton
- 224 Article 17: Chairman Sullivan will move, second by Councilor Jennings

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226 Town Moderator Riley asked if Town Counsel and the Department of Revenue
227 Administration had reviewed the warrants. He was informed that Attorney Matt Serge will
228 be in attendance during the deliberative session. Mr. Riley said in the past, it was
229 helpful to have the balance of the Capital Reserves included in the voters' guide and
230 hopes that will continue because it eliminates many questions. Chairman Sullivan stated
231 that the Voters' Guide design will be the same as in the past. Mr. Riley indicated that he
232 had three charter changes with the latest revision of the charter being July 1st, 2013.
233 Some paragraphs are incorrect. He went through sections of the Charter as referenced
234 in Article 17.

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- 236 1.6 section – a and a b – b is affected – importance is insignificant – section has no
- 237 mention of the election – 1.6 is not incorrect, just not specific
- 238 5.3 a b c – a b not affected
- 239 5.3 a b c doesn't exist – 5.4 does

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9.2 ok
10.2.b is affected

Chairman Sullivan said he will offer an amendment. Councilor Miville stated that next year's election will be held on March 14th; the deliberative session on February 4th. Mr. Riley, whose term ends in June 2016, asked who was going to run the election. He said he and Todd [Town Clerk] have done some preliminary research and the most logical way to proceed is that the Town Moderator has responsibility for the election. The assistant is generally the School Moderator. At the end of the evening, school ballots are given to the school moderator.

Chairman Sullivan indicated that a short form and long form which explains the articles more thoroughly will be available to voters. On the long form, section 5.3 is removed and replaced with 5.3 a b c. Chairman Sullivan will explain each aspect and there may not be a need to offer an amendment. Chairman Sullivan said that Hooksett is organized, thanks to Mr. Riley. Moderator Riley said the whole team is "top notch". He said he and Todd were going to a presentation in Manchester to discuss electronic processing of ballots which is done by 32 states and is much more accurate. The deliberative session will be held on April 2nd. Council members went through a draft letter to the citizens and voters of Hooksett and made suggested changes: The first sentence of the second paragraph should read: The official ballot will include the election of town officers and will also have zoning amendments. In paragraph four, include "and Budget Committee" after Town Council. The second sentence of the fifth paragraph should begin as "The Budget Committee approved the Town Council budget without change and it is \$51,869..." In the sixth paragraph, remove the word "about" before \$8,917. in the seventh paragraph, the word "decreases" should be singular, not plural, and before \$39,976, remove the word "about". The ninth paragraph should read: "There are five new (non-traditional) warrant articles due to additional personnel, road repairs and improvements on conservation lands. These are requests for two full-time police patrol officers to meet the full complement of officers originally approve in 2004, a 5-year program.....conservation land, be applied to the already established conservation fund, and....". *Councilor Tsantoulis moved, second by Councilor Winterton, to approve the letter to citizens, as amended. Motion passed unanimously, 8-0.*

13. 15 MINUTE RECESS

14. OLD BUSINESS

14.a 15-047 Martin's Ferry Road – Discussion of Sidewalks and Traffic Calming measures for 2016 Roadway Improvements
[Staff Report Martins Ferry Road 2016 Improvements.pdf](#)
[Martins Ferry Rd 2016 Project.pdf](#)

Jim Donison, Town Engineer, came forward to report back to the Town Council on the proposed design improvements to Martins Ferry Road to address the previous comments made regarding traffic speed issues. Martins Ferry Road is scheduled for roadway improvements in 2016. Alternatives include extending 7 inch high reveal bituminous curbing along both sides of the roadway, 5 feet bituminous sidewalk along the north side for the entire length from Route 3 to North River Road/SNHU, a wooden bridge crossing

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Messer Brook. The assumptions on the wooden bridge are that SNHU will provide an easement for the location and will contribute to paying for at least the superstructure. Additional alternatives also include extending the sidewalk up Sherwood Drive to the entrance of Fred C. Underhill School on the west side of the roadway and continuing with the sidewalk on North River Road in front of SNHU continuing to the existing sidewalk.

traffic calming measures involve four proposed "bump-outs" which are raised curbing extensions on each side of the roadway, approximately 10 feet in length, extending out into the roadway by one foot on each side creating a narrowing of the roadway from 24 feet to 22 feet – all within the right-of-way. Property owners will need to be approached to discuss the new sidewalk and cutting of trees with the 50-foot right-of-way. A number of Councilors and Dr. Shankle mentioned that it is important to delineate the right-of-way and make clear that the sidewalk is all on the right-of-way. Mr. Donison said the bump-outs will not have a dramatic taper – a one foot taper, and curbing will be painted yellow. Councilor Ross said he thinks the bump-outs are a terrible idea that will not slow people down and the school buses need the full length. Councilor Duhaime said that bump-outs do work. Councilor Ross said the bottom of the road is rapidly deteriorating and needs to be stabilized. The bump-outs are another maintenance nightmare.

he Council discussed putting up stakes along the roadway within the town right-of-way. Mr. Donison said the curbing will not be granite given the cost difference. Speed tables were brought up and Mr. Donison said police and fire departments are not in favor of speed tables because when they are responding to a call they have to slow down with a speed table. Councilor Miville said he has talked with residents and high speeds are worse on the west side of Cemetery Road than the east side and suggested the speed bump be closer to the hairpin turn.

Mr. Donison provided a PowerPoint presentation on the proposed re-construction. He said a fifth bump-out could be added. Councilor Ross mentioned the need to relocate mailboxes and asked how that would be coordinated. Mr. Donison said that mailboxes would have to be relocated on the opposite side of the roadway. Chairman Sullivan said having to cross the street to get mail may be an issue. Mr. Donison said you could put in mailboxes so they don't have to cross the road.

Mr. Donison said the proposed roadway improvements, including roadway mill, shim, overlay, curbing, sidewalks, bump-outs and the wooden pedestrian bridge, is estimated at \$400,000. The available roadway funding is \$300,000 and there is presently \$74,000 available in impact fees for this zone which can be applied towards the sidewalk costs. The \$24,000 shortfall may require that the wooden bridge that crosses the Messer Brook, the sidewalks on Sherwood Drive and North River Road not be constructed at this time. The advertisement for bids will be structured to allow flexibility in awarding the contract and eliminating these items.

Councilor Ross noted that the sidewalks that go up behind the library are plowed by the town. Chairman Sullivan said there is a requirement that the town plow sidewalks. Dr. Shankle stated that there has been a court ruling stating that if you put sidewalks in, it is your responsibility to maintain. The Council discussed the need for bump-outs and where they should be placed and speed cables. Councilor Jennings said that widening the

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roadway will encourage higher speeds. Councilor Tsantoulis said that widening requires different construction standards and may cost more.

Councilor Ross feels that the work will benefit SNHU more than residents so they should bear the costs. Councilor Winterton noted that with the projects going on at SNHU – the Gustafson athletic center and proposed new dorm -- impact fees will be generated. Councilor Duhaime said SNHU wanted to build a walking campus. They took out a huge parking lot. They want their kids to walk.

Mr. Donison said he hopes to be able to advertise for bids earlier in order to get more favorable prices. Dr. Shankle suggested making copies for the deliberative session. In response to Councilor Miville, Mr. Donison confirmed that funds would come out of this year's budget. This road plus Main Street will be available July 1st, conditioned on the warrant article passing.

15. NEW BUSINESS

15.a 16-013 2013 Tax Deeding overview
2013 Tax Deed Staff Report for TC 3-23-2016.pdf

The tax deed date for the unpaid 2013 tax liens is May 25, 2016. *Councilor Ross moved, second by Councilor Jennings, to authorize the Town Administrator to accept payment plans for the 2013 Tax Deed as long as there is not forgiveness of principal or interest amounts. Motion passed unanimously, 8-0.*

15.b 16-014 Merchants Request for Reimbursement of Legal Bills \$477.50 for 18 Benton Road, Hooksett, NH
Merchants Letter 030816.pdf

Dr. Shankle referred to a letter received from Merchants Fleet Management seeking reimbursement for legal fees in the amount of \$477.50 that resulted from their "trying to help the Town resolve the issue of cleaning up the unsightly debris in the yard of 18 Benton Road". Dr. Shankle said a court order was in effect to clean up the area and the author of the letter, Michael Sydney, "asked me to put the request forward". *Councilor Winterton moved, second by Councilor Duhaime, to place the letter on file and directed the Town Administrator to inform Mr. Sydney of the Council's decision. Motion passed unanimously, 8-0.*

16. SUB-COMMITTEE REPORTS

Councilor Levesque said he couldn't attend the transfer station meeting but had talked with DPW Director; recycling has gone down and regular garbage has remained the same.

Councilor Ross indicated that the Conservation Commission had a meeting and workshop. He was not able to attend the workshop. Northrup trail sign and historic marker – scheduling site walk one of the property acquiring.

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Councilor Winterton stated that the Planning Board had met on Monday. SNHU asked for their new soccer field but must come back to the Board. Harmony Place that is not too far from here has issues about a new million dollar water tank. The Zoning Board of Adjustment is asking for opinions/comments from the Planning Board. The Planning Board replied to both questions. They'll have to come back to the Planning Board.

Chairman Sullivan said the Heritage Commission discussed recommendations for guidelines for the bridge monument. Heritage Day in May will be scheduled. He had nothing to report on the old town hall – moving slowly but steadily.

Councilor Miville said the Budget Committee's work is done. Economic Development is meeting tomorrow at 5:00 p.m., but Councilor Miville cannot attend. They haven't met since October.

Councilor Duhaime had nothing to report but asked if the Planning Board had two open positions.

Councilor Jennings said the Recreation Committee was updating its 5-year plan, bidding on lights and building outfield.

Councilor Tsantoulis said the Assessors Meeting met in early March. Councilor Tsantoulis asked about Amendment 2 on the warrant regarding Lindsay Road and the fact that homes are being built which have not yet been approved. Councilor Winterton said they had gotten a waiver to build from the ZBA.

Councilor Winterton asked if exit interviews were being conducted from retiring personnel. Dr. Shankel said "yes".

17. PUBLIC INPUT

18. NON-PUBLIC SESSION

19. ADJOURNMENT

Chairman Sullivan moved, second by Councilor Winterton, to adjourn the meeting at 9:25 p.m. Motion passed unanimously, 8-0

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

Respectfully submitted,

15
434 Suzanne Beauchesne
435 Recording Clerk
436

TOWN COUNCIL MEETING MINUTES
Special Meeting
Saturday, April 2, 2016

This special meeting of the Council began at the conclusion of the deliberative session at the Cawley Middle School.

CALL TO ORDER

Chair Sullivan called the meeting to order at 11:20am.

ROLL CALL – ATTENDANCE

Donald Winterton, Nancy Comai, Timothy Tsantoulis, James Levesque, Adam Jennings, Robert Duhaime, Marc Miville, David Ross, Chairman James Sullivan, and Dr. Dean E. Shankle, Jr. (Town Administrator)

OLD BUSINESS

- a. 15-092 Warrant Amendments from 4/2/16 deliberative session – recommendations by Council

N. Comai motioned to recommend Warrant Article 12 with amendment from deliberative session "To see if the town will vote to raise and appropriate the sum of up to \$25,000 to be placed in the Conservation Fund . . .". Seconded by J. Levesque.

Roll Call

R. Duhaime – yes

M. Miville – yes

D. Ross – No

J. Levesque – yes

A. Jennings – yes

N. Comai – yes

D. Winterton – yes

T. Tsantoulis – yes

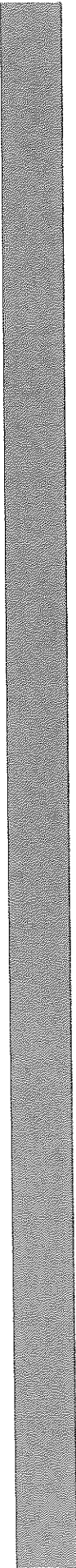
J. Sullivan – yes

Motion 8 in favor, 1 opposed. Motion carries.

D. Ross motioned to adjourn at 11:25am. Seconded by D. Winterton. Vote unanimously in favor.

Respectfully Submitted,

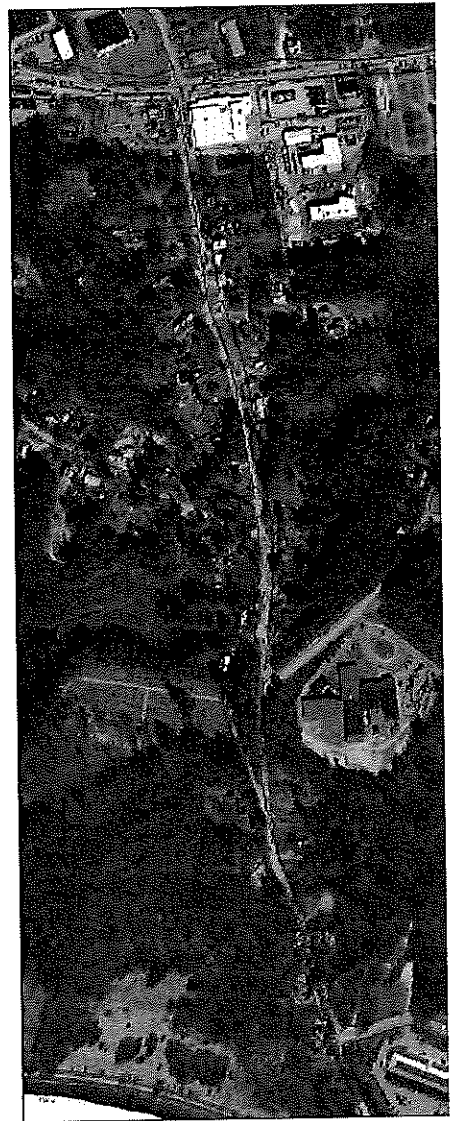
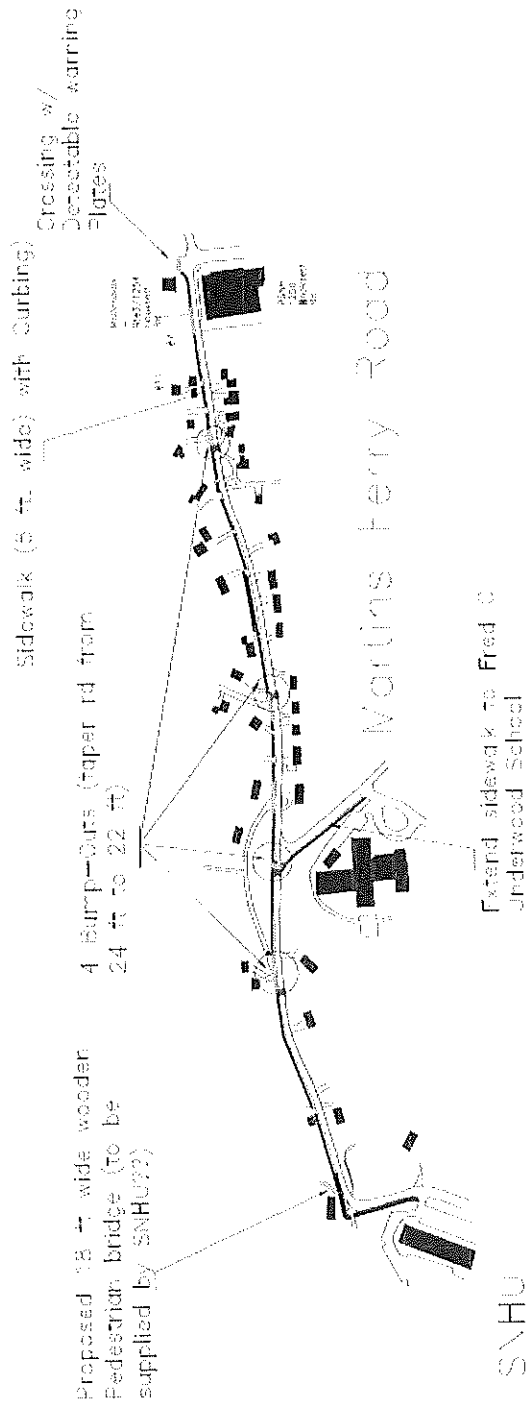
Donna Fitzpatrick
Recording Clerk



2016 ROADWAY CONSTRUCTION PROJECT

Town of Hooksett

Martins Ferry Road



2016 Roadway Reconstruction - Martins Ferry Road

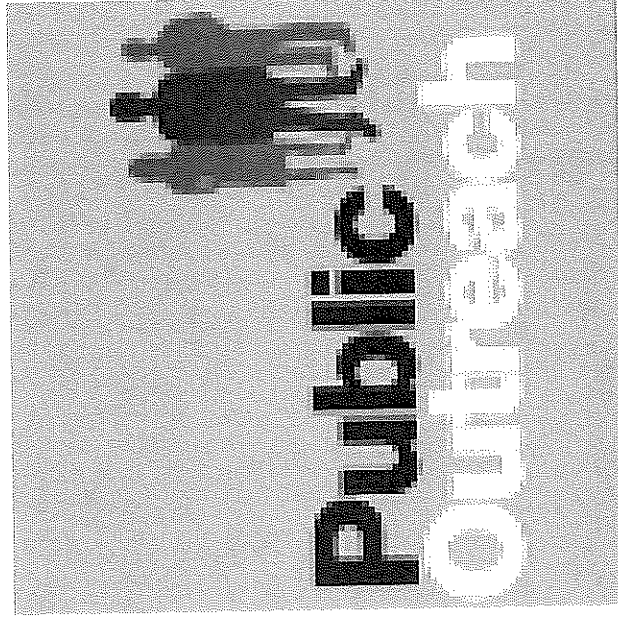
DATE	
PROJECT NO.	

STATE OF NEW HAMPSHIRE
 DEPARTMENT OF TRANSPORTATION
 2016 ROADWAY RECONSTRUCTION

DATE	
PROJECT NO.	

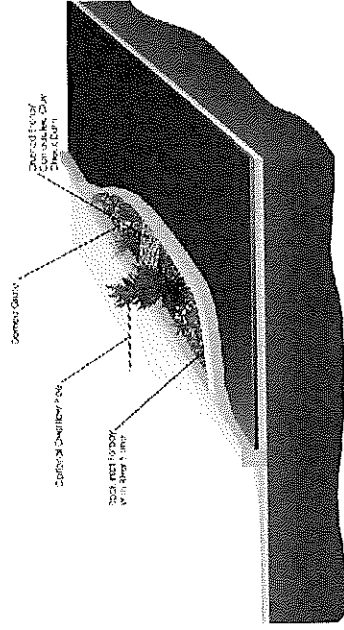
Martins Ferry Road

- Public Outreach to discuss the new sidewalk and cutting of trees with the 50 ft right-of-way



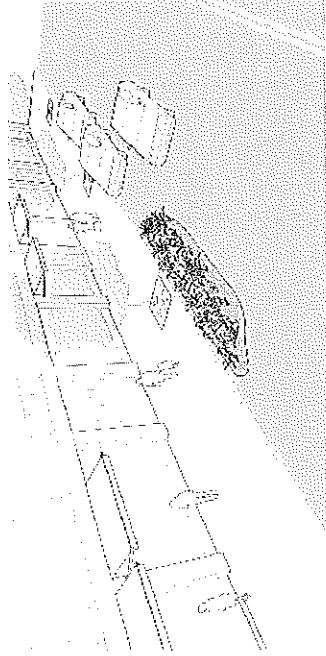
Martins Ferry Road – Traffic Calming with Bump-Outs

Page 1 of 1

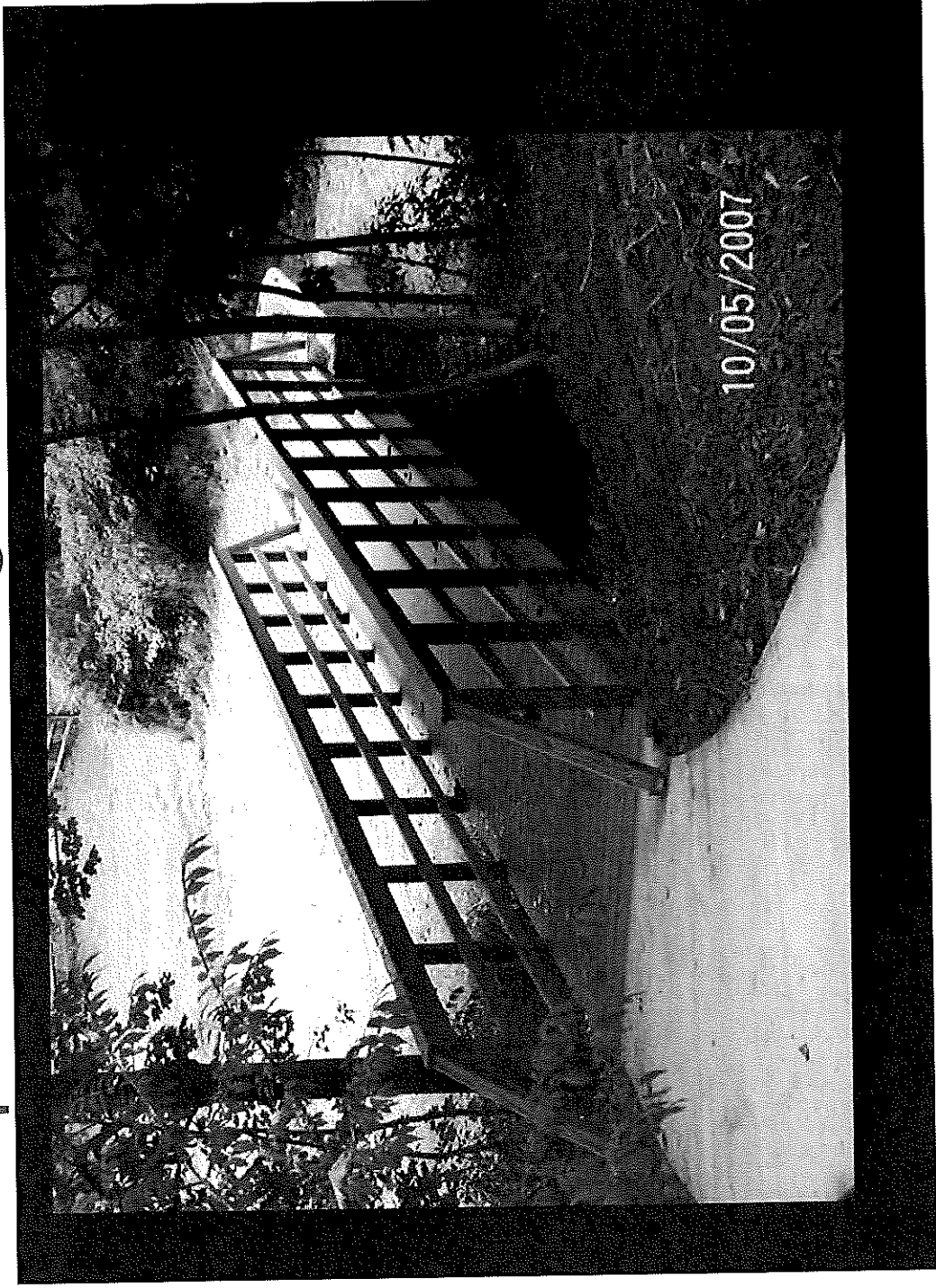


Martins Ferry Road – Traffic Calming with Bump Outs

Page 1 of 1



Martins Ferry Road – Request SNHU to provide pedestrian bridge across brook



Martins Ferry Road

• <u>Construction Cost Opinion:</u>	
• Roadway Mill, Shim and Overlay	
• + Contingencies	\$220,000
• Bridge Substructure and Installation (assume SNHU supplies the bridge Superstructure)	
• Sidewalk	\$ 20,000
• Bump Outs	\$100,000
• Contingencies	\$ 10,000
• <u>TOTAL</u>	\$ 50,000
	<u>\$400,000</u>

Staff Report

Title: Fire Station 1 Cub Scout Garden Project

Date: April 13, 2016

Background and Discussion of Issues

In October of 2015, Hooksett Cub Scout Pack 292 Wolf den leader Amanda Williamson inquired about revitalizing the garden around the Firefighter statue at Hooksett Fire Station 1, as a Scout project. Amanda described her request as the following:
Our Hooksett Pack 292 Wolf Den 2 is made up of nine 2nd grade old boys (7-8 years old). We are looking to clean out and replant the Fire Station 1 statue garden (photo of area attached). This will involve the following:

- Removing stones and any weed barrier.
- Add new garden soil and bring the soil level up to the height of the pavers.
- Plant perennials. • Add mulch.
- We're also requesting ongoing permission to maintain the garden (weed, prune, etc.) as needed.

• Donations: Hooksett Agway and Knott's Landcare have given verbal commitment to providing soil, mulch, and plant material for this project. Agway has agreed to donate \$40 worth of perennials. That will likely be in the form of 8 1-quart pots.
Knott's Landcare has agreed to provide the following materials and services:
1 yard of compost (\$25.00)
1 yard of mulch (\$25.00)
Material delivery (\$125.00)

Approximate total dollar amount for material donations: \$215.00
Donation of labor will not exceed monetary value requiring a public hearing. This is in compliance with RSA 31:95-e II.

Because temperatures can still fluctuate in May, Agway suggested waiting until early June to plant. The project date would likely be June 2nd (Thursday) at 6:30pm. That is a Scout meeting date. On going maintenance of this garden would be mutually provided by both the Wolf Den Cub Scouts and the assigned Station 1 firefighting personnel. If the project proved successful by engaging the Scouts in this way, another small garden area in front of the large rock structure, behind the statue area, may be considered towards improving the building appearance further.

Recommendation (including suggested motion, if appropriate)

Recommend to allow Cub Scout Pack 292, Wolf Den members and Leaders to obtain flower and garden material donations from local garden centers and accept donation of Cub Scout Troop labor for garden improvements at the Hooksett Fire Station 1.

Fiscal Impact

Materials and labor will be donated. Maintenance will be mutually provided by the Wolf Den Scouts and Leaders and the assigned Station # 1 personnel.

Prepared by: Acting Fire Chief Dean Jore

Town Administrator Recommendation

Concur



Staff Report

Title: Timber Cut Proposal

Date: 04/13/2016

Background and Discussion of Issues

Richard Fitz made a proposal regarding cutting timber on town land. The Council asked me to work with him on it and do due diligence and bring back information so they could make a decision.

I talked to people at the state who both assess timber and keep an eye on timber cuts. It seems that the prices he is proposing paying are reasonable.

The only issue that was raised was whether or not the Town's property could be clearly delineated on the ground. Obviously, we would not want him to accidentally cut timber that is on adjacent properties not owned by the town. Since clearly it would be cost-prohibitive to have this property surveyed, Council needs to get a level of comfort that this would not be a problem.

I have asked the Town Engineer to work with Mr. Fitz to see if there is a solution that gives us a level of comfort regarding the entrance to the property and the bounds.

Recommendation (including suggested motion, if appropriate)

If the issues outlined above are resolved to the Council's satisfaction prior to the meeting, I would recommend that Council approve the proposed Timber Contract :
"I move that the Town Administrator be authorized to sign the Timber Contract with R.A. Fitz & Son, Inc. for the Town owned property on Map 23 Lot 14."

Fiscal Impact

Payments from the company for the timber; amounts unknown.

Prepared by: Dean Shankle

Town Administrator Recommendation

Concur

Staff Report

Title: Contract Award for Architectural Services - Police Station Renovations

Date: April 13, 2016

Background and Discussion of Issues

The Town received four (4) proposals from architectural firms on 3/23/2016 in response to "RFP #16-02 – Proposal for Architectural Services for the Town of Hooksett Safety Complex – 2016 Police Station Renovations Project". The scopes of services will include coordination with the Police Department for the conceptual design, preliminary design, final design, public involvement, and the preparation of final construction contract documents for renovations to the Police Station. The consultant shall also provide bidding/negotiation and construction administration services.

The selection committee interviewed three of the four firms on 3/31/2016 and ranked the RFP's based upon the following criteria: 1. Understanding of the Project, 2. Proposed project approach, 3. Proposed schedule, 4. Quality of proposal, 5. Experience of assigned personnel and sub-consultants, 6. Experience of firm on similar Police projects and 7. Cost/Fee.

Three firms which were interviewed were: (1) SMP Architecture, Concord, NH (2) Dennis Mires, P.A. The Architects, Manchester, NH and (3) Corzilius Matuszewski Krause Architects, Manchester, NH.

The following table summarizes the selection committee's ranking of the three interviewed firms:

Firm	Score-Selection Committee Member 1	Score-Selection Committee member 2	Proposed Fee
SMP Architecture	11.8	11.0	\$54,125
Dennis Mires, P.A. The Architects	9.5	7.7	\$42,800
Corzilius Matuszewski Krause Architects	9.3	8.6	\$27,000

The fourth firm of Lavallee Brensinger Architects, although very qualified, was not interviewed as their proposed fee of \$97,500 was substantially higher than the other three architecture firms.

SMP Architecture's proposal and presentation was the most specific to the RFP requirements and their fee was the most comprehensive without concern that they would request a change order for extra design fees. Dennis Mires nor CMK Architects did not provide very detailed project specifics in their proposal. The concern with CMK's proposed fee was that it was based upon a construction improvement estimate of \$300,000, which could increase depending on the actual scope of work and their fee could increase accordingly requiring a change order to their contract.

SMP Architecture has previously performed architecture services for the Town's Fire Station No. 1 renovations. This was a very successful project and the Town was very satisfied with SMP Architecture's service.

Recommendation (including suggested motion, if appropriate)

Recommend that RFP #16-02 – Proposal for Architectural Services for the Town of Hooksett Safety Complex – 2016 Police Station Renovations Project be awarded to SMP Architecture of Concord, NH for the amount of \$54,125.

Fiscal Impact

Funding for this \$54,125 will come from the already approved Police Impact Fee account which was obligated and approved by Town Council on 10/28/2015

Prepared by: Police Chief Peter Bartlett/James Donison-Assistant DPW Director/Town Engineer

Town Administrator Recommendation

Concur

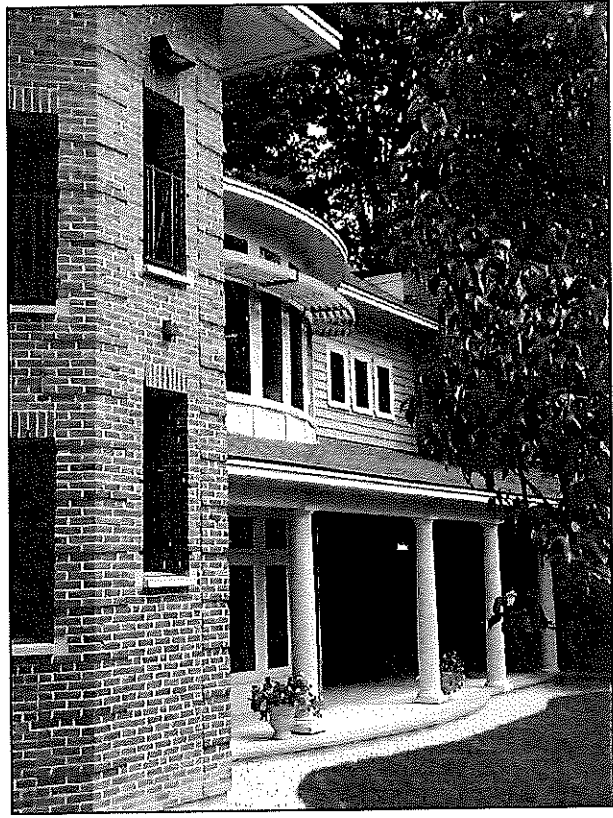


smp

WWW.SHEERR.COM

HOOKSETT POLICE DEPARTMENT
PROPOSAL FOR ARCHITECTURAL SERVICES
FOR THE HOOKSETT SAFETY COMPLEX
2016 POLICE STATION RENOVATIONS
BID #16-02
QUALIFICATIONS AND PROPOSAL
MARCH 22, 2016

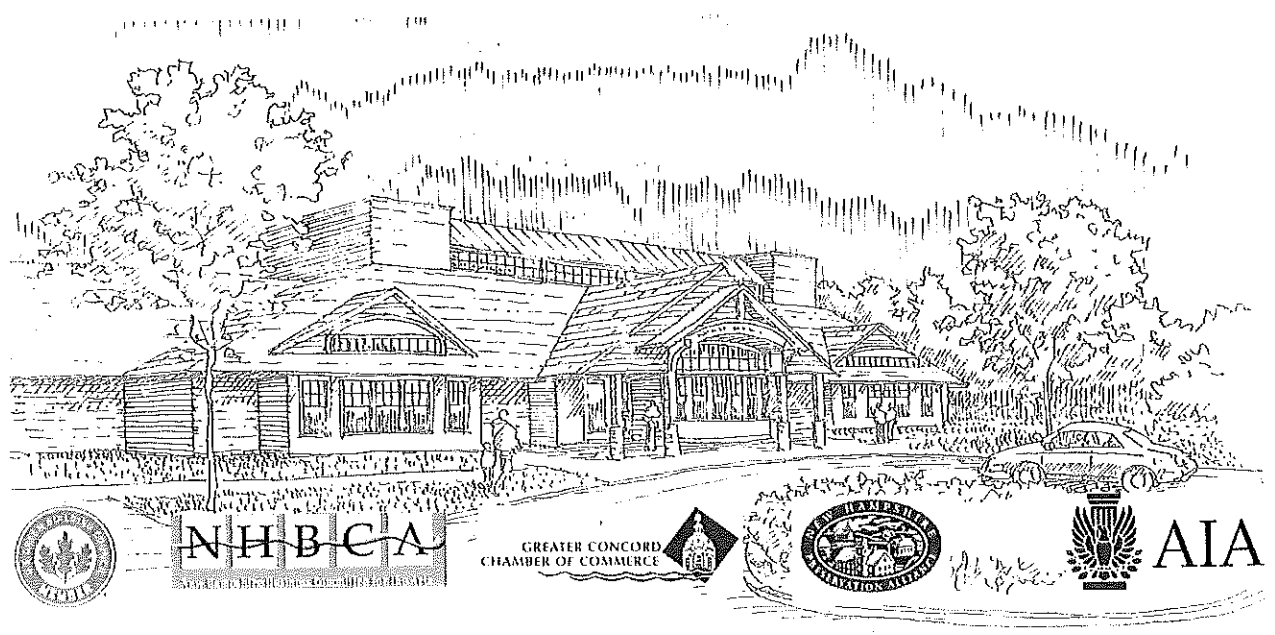
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Representative Projects	10-23
Project List	24+25
References	26+27

Fee Proposal

- Project Understanding
- Compensation
- Scope of services
- Project approach
- Exclusions
- Project Schedule



NHBCA
NATIONAL HOME BUILDERS COUNCIL

GREATER CONCORD
CHAMBER OF COMMERCE



AIA
AMERICAN INSTITUTE OF ARCHITECTS

March 21, 2016

Town of Hooksett NH, Administration Department
Attn: Dr. Dean Shankle Jr., Town Administrator
35 Main Street
Hooksett NH 03106

RE: **Proposal for Architectural Services for the Hooksett Safety Complex—2016 Police Station Renovations Project, Bid #16-02**

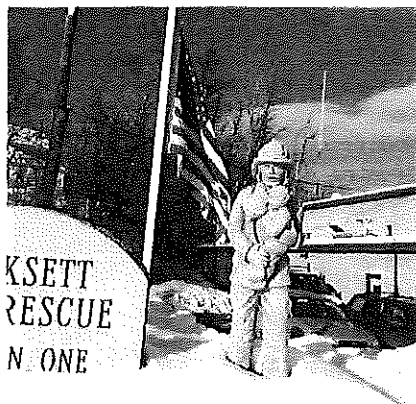
Firm Name: Sheerr McCrystal Palson Architecture, Inc.
DBA: SMP Architecture

Type of Organization: Corporation, Taxpayer ID number: 02-0503207

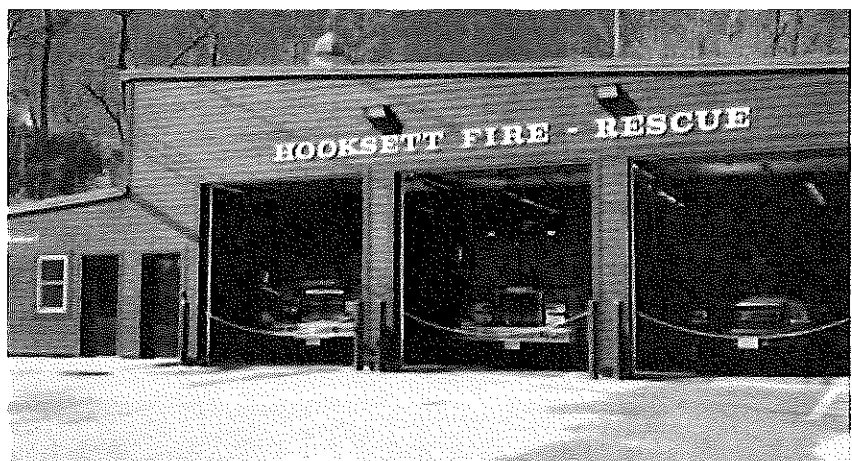
Principals: Eric Palson AIA NH #2359, MA #6625, VT #80392
Jason LaCombe AIA NCARB LEED AP NH #3549, VT #2676

Nature of Business: Commercial architectural firm specializing in municipal work through out northern New England with a focus on New Hampshire and Vermont.
Services include: architectural design, facility programming, feasibility studies, campus & master planning, historical preservation, interior design, and code / ADA compliance review.

Time in Business: 32 years total; 17 years in current corporate structure
Office Location: 30 South Main Street, Building 2, Concord NH
Principal Contact: Jason LaCombe AIA Email: jlacombe@sheerr.com
Phone: 603.228.8880



Hooksett Fire Station 1



Dr. Shankle,

I would like to express our sincere interest in the police station renovations project and our availability to meet your anticipated timeline. We had a wonderful experience working with the Town on the renovations to Station One in 2014 and are fully prepared to make this another great project the Town can be proud of. We toured the safety complex a few times during the development of station one plans and met with Chief Bartlett last summer to discuss this specific project. You have very clear, achievable goals and are intimately aware of the department needs and process you are about to undertake.

We have a strong understanding of your building, your plan and safety facilities in general, having completed several in our history. We have also completed the only New Hampshire Community Based Corrections Facility for Sullivan County and are currently developing a second for Belknap County. Prior to joining SMP Architecture I led the design for the Pelham Municipal Complex, which included the Town office, Library and Police Station.

Our staff has practical construction experience having worked "on the other side of the table" as construction managers and mechanical contractors. This understanding and experience will help us propose pragmatic solutions to your facility issues and clearly outline the scope of work for the bidders.

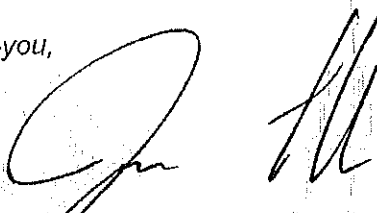
SMP Architecture has never been in bankruptcy, or any other financially unstable condition in its history. We proactively manage our work as well as our costs and financial obligations.

Our firm has never been disqualified or terminated by any client, public or private, in our history.

We acknowledge the insurance requirements outlined in RFP and have coverage that meets or exceeds these limits. Certificates will be provided upon our selection and execution of an agreement.

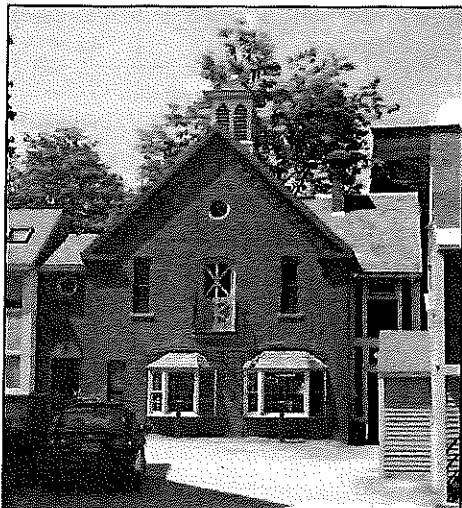
Our team is ready and available to engage with the town and the police department to begin work on this project. We look forward to hearing from you and talking more about your needs.

Thank-you,



Jason LaCombe • Architect
Principal • SMP Architecture

Firm Profile:



The Carriage House
home of SMP Architecture

Sheerr McCrystal Palson Architecture Incorporated, dba SMP Architecture specializes in high quality, one-of-a-kind residential, municipal, commercial and institutional projects. Founded in 1983, our firm continues to garner recognition for outstanding community projects and enjoys an excellent reputation for delivering high quality buildings and providing personal service. We combine a high level of thoroughness, professionalism and design sophistication with the unique ability to get the most value for our clients' dollars.

We are committed to buildings that fit their settings, are thoughtfully designed and are energy efficient environments. By listening closely and understanding your goals we develop buildings specific to the needs

and values of your community.

We do all this through an inclusive team approach to our overall project management system. Ultimately this is what keeps our clients happy and informed sparing them anxiety and saving time and money.

Hopefully you will see from this qualification package that SMP has significant experience working with local communities, in proactive engaging ways. An open dialogue shows a rigorous due-diligence process to the community, builds consensus around the project and yields positive support when it comes time to vote. This dialogue begins with the high level planning of the project, its site, and your needs and extends through the technical details and construction process.

Our years of assisting municipal clients through the planning and construction process, along with our practical experience working on the contractors side, makes SMP well positioned to assist with your project.

"Our experience with Sheerr McCrystal Palson Architecture was highly positive and successful. Eric was able to bring all the parties together and satisfy their diverse needs with calm reasoning and good humor."

Chief Dale K. Casewell
Canterbury Fire and Rescue

Our Firm's Values:

Sustainability:

Environmental Stewardship is a core value for SMP Architecture. We incorporate sustainable thinking throughout the design and construction process with the goal of delivering a high performance building that creates a healthy environment to live, work and learn in. We select construction materials that offer the highest degree of sustainability by their superior recycling characteristics, reduced negative impact on the environment, energy efficiency, low maintenance, and reduced life cycle costs.

SMP is a long standing member of the USGBC and led the design effort on the second Gold rated building in NH, the McLane Center for the Audubon Society in Concord NH.



Communication:

Open communication is inherent in our daily work environment and naturally extends to our consultant team, our clients and their communities. We diligently present your project to the committee and interested parties through 3D renderings, colorful images, public appearances and simple clear language.

Please see our "Engage the Public" Page form more information on how we clearly and effectively communicate your needs, goals and vision through our design.



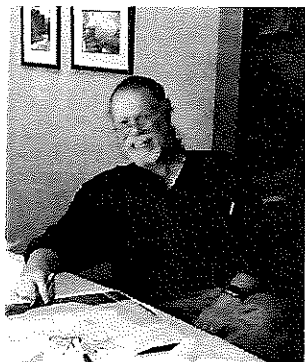
Preservation:

New Hampshire, and northern New England, has an extensive array of historic buildings and SMP is proud to be a part of restoring, revitalizing and rehabilitating many of them. We are proud members of the NH Historical Preservation Alliance and assist many private property owners, churches and municipalities with Historical Assessment Reports and sympathetic restoration of their buildings. We frequently reference their guiding document: *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*



Your Project Team:

Eric Palson and Jason LaCombe, principal architects, will be leading the work for SMP and will be your primary contacts for the design team. Both are available to meet your projects schedule and satisfy the project goals.



Eric joined the firm in 1995 and became owner and president following the passing of Clinton Sheerr in 1997. He has been an architect since 1986, and has been designing projects in Northern New England since 1991, with special concentration on Municipal and non-profit clients. He was formerly an associate with Benjamin Thompson Associates in Cambridge, MA, and a professor at three architectural colleges. He is a graduate of the Massachusetts Institute of Technology and the University of California, Berkeley.

Jason brings over 17 years of practical experience both as an architect and construction manager. His unique experience brings a pragmatic approach to design, based on sustainable building principles and guided by collaborative efforts with the client and builder. Prior to joining SMP, Jason was the lead architect on the South Cove Activity Center at Eastman, a LEED gold facility that was selected as the 2010 sustainable building of the year as well as the Pelham Town Library. His other work included private residences, community centers and institutional and commercial projects.



We work in an open studio and involve our entire staff every project. They enrich your project through their diverse backgrounds, design sensitivity and expertise. Most have practical field construction and business experience. The breadth and depth of this entrepreneurial experience translates into practical creative solutions that are the hallmark of our practice. Please see the appendix for complete staff resumes.

We have also included the necessary engineering sub-consultants to fulfill the needs outlined in the RFP. We regularly engage these firms and find they are vital team members for their experience and insight.

“We proceeded under your guidance, including the unique concept of having a public charrette to gather community input. The final building is a tribute to all who have worked on both the design and actual construction.”


**Charles Palm - Ret. Fire Chief
Meredith Fire Department**


Jason will be leading the work for your project and will serve as the point of contact for SMP Architecture. Eric, Anthony and the rest of the staff will assist in the review and development of the work as well as coordination with the consultant team.

Together we represent over 50 years of experience in the field.



MEP/FP systems engineer:

 WV Engineering is a full service HVAC, Energy Analysis, Electrical and Communications Wiring consulting engineering firm located in Keene, NH.

 We serve clients in Northern New England and New York State with cost efficient, practical engineering solutions for renovation and new construction projects.

Our staff of experienced Professional Engineers is available to assist you with construction engineering related tasks, including Facility Evaluations, Building Analysis/Energy Modeling, System Commissioning, and LEED Designs

WV Engineering Relevant Experience	
Keene City Hall	Keene, NH
Hollis Town Hall	Hollis, NH
Derry Town Offices,	Derry, NH
Chesterfield Town Offices & Police Station,	Chesterfield, NH
Opera House Square Town Offices	Claremont, NH
Mendon Town Office	Mendon, Vt
Milford Police Station	Milford, NH
Newbury Town Offices	Newbury, NH
Newport Sullivan County Office Building	Newport, NH

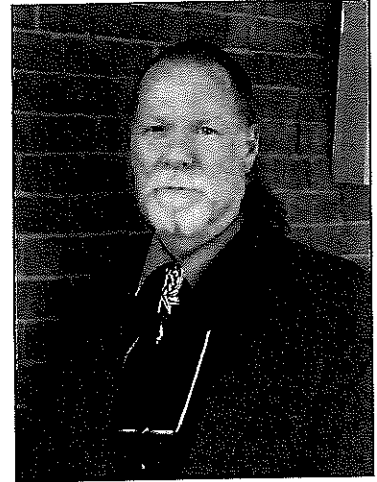
Cost Estimator:

We always engage a professional cost estimator to develop budgets and cost analysis on our projects. This team member will be selected upon our selection for the project.



ERIC PALSON ■ ARCHITECT**PRESIDENT**

President of Sheerr McCrystal Palson since 1998. Eric has been a registered architect since 1986, designing a wide range of commercial, institutional and residential projects. He is licensed in New Hampshire, Massachusetts and Vermont. His verbal and drawing skills can be called upon to create special presentations for groups or for fundraising. Eric was the President of the NH Chapter of American Institute of Architects in 2004. Reach Eric directly by email at epalson@sheerr.com or call 228-8880 where there is an even chance he will pick up the telephone.

**EDUCATION**

Massachusetts Institute of Technology, B.S.A.D. 1978;
University of California at Berkeley, M. Arch. 1980

PROFESSIONAL EXPERIENCE**SHEERR McCRYSTAL PALSON ARCHITECTURE, INC.**

Concord NH
1995—Present

BROOK DESIGN ASSOCIATES, INC., Concord NH 1992-1995:

Associates, responsible for all aspects of project implementation.
Most significant projects; Blue Cross/Blue Shield of NH Headquarters,
Manchester, NH; Capitol Center for the Arts, Concord, NH.

BENJAMIN THOMPSON ASSOCIATES, INC. Cambridge, MA, 1985-1991:

Associate, responsible for architectural and urban planning projects.
Most significant projects: Harvard University School of Continuing Education,
Cambridge, MA; Royal Victoria Dock Redevelopment Masterplan, London,
UK. Selected as AIA national firm of the year in 1987.

OFFICE OF TIMOTHY LAPUT, Canton, MA, 1985:

Job Captain, responsible for 180 unit condominium project in Peabody, MA.

OFFICE OF MICHAEL ROSENFELD, Concord, MA, 1983-1985:

Job Captain, responsible for residential and small institutional design/build
projects. Participated in successful application for Architectural Record
House award in 1984.

THE BOSTON ARCHITECTURAL CENTER, Boston, MA 1983-1984:

Design studio instructor.

UNIVERSITY OF WISCONSIN-MILWAUKEE, Milwaukee, WI, 1980-1983:

Assistant Professor in the Department of Architecture, responsible for
design studio instruction and drawing courses. Director of the London
Studies Program in 1983. Writer/Producer for instructional videos on the
history of perspective and the future of architectural practice.

UNIVERSITY OF CALIFORNIA AT BERKELEY, Berkeley, CA, 1980:

Adjunct Professor at the College of Environmental Design,

**PROFESSIONAL & CIVIC
ASSOCIATIONS:**

AMERICAN INSTITUTE OF
ARCHITECTS, AIA
New Hampshire
Chapter: Past President

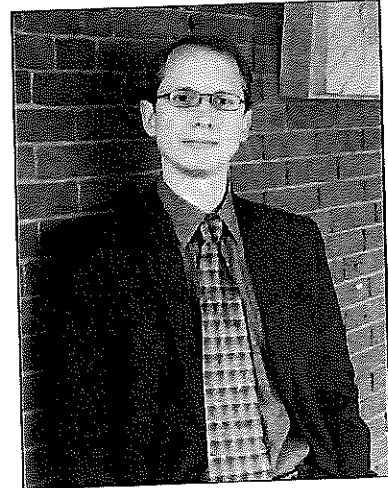
CAPITOL CENTER
FOR THE ARTS
Board of Trustees

REGISTRATION:
New Hampshire #2359
Massachusetts #6625
Vermont #80392

JASON LACOMBE ■ ARCHITECT

PRINCIPAL

Jason maintains a commitment to quality design, sustainability, and effective project management built throughout his 17 years in both architecture and construction management. His uncommon skills and experience allow for involvement in all construction activities. Jason's pragmatic approach and collaborative nature enhance the SMP tradition of teamwork with owners and builders.



EDUCATION

PHILADELPHIA UNIVERSITY, B Arch 1998

PROFESSIONAL EXPERIENCE

SHEERR McCRYSTAL PALSON ARCHITECTURE, INC.

Concord NH

JASON LACOMBE—ARCHITECT, Hopkinton, NH 2011:

Self-Employed Architect focusing on client service and integrated design solutions through the process of architectural exploration and collaborative efforts with builders, artists, craftsmen and other design professionals.

WARRENSTREET ARCHITECTS INC. Concord, NH, 2007-2011:

Architect primarily responsible for residential and community based projects.

Most significant projects: South Cove Activity Center at Eastman,

Grantham, NH; Claremont Community Center, Claremont, NH;

Building on Hope, Krol House, Manchester, NH

BREADLOAF CORPORATION, Middlebury, VT, 2005-2007:

Assistant Project Manager working on large scale construction management projects. Primary responsibilities include coordination detailing, LEED Project Management, change management, and conflict resolution. Served as liaison between the construction team and project architects.

Most significant projects: Williams College Paresky Center, Polshek Partnership; Mars Education Center at Fort Ticonderoga, Tonnetti Associates.

BREADLOAF CORPORATION, Middlebury, VT, 1998-2005:

Project architect and team leader, directly responsible for profitable execution of successful designs created and carried out in an integrated design-build environment.

Most significant projects: East Academic Building at Landmark College, Putney, VT; Pelham Municipal Center, Pelham, NH; Ferrisburge Grange Hall, Ferrisburge, VT.

PROFESSIONAL & CIVIC ASSOCIATIONS:

NCARB Certified

LEED Accredited Professional

AMERICAN INSTITUTE OF ARCHITECTS
New Hampshire

BOARD MEMBER
Former Concord 2020
Capital Region Habitat for
Humanity

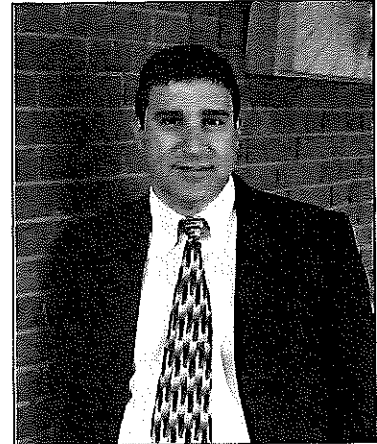
COMMITTEE MEMBER
Municipal Operations
Improvement
Committee, Town of Hopkinton
Fire Station Committee,
Town of Hopkinton

REGISTRATION:
New Hampshire #03549
Vermont #2676

ANTHONY MENTO ■ Assoc.AIA

PROJECT MANAGER

Anthony brings a unique background as a former small business owner, hands-on tinkerer and arts collaborator. He also has specialized knowledge of mechanical / plumbing systems and installation, BIM and state-of-the-art CAD systems. Here at SMP, he has over ten years' experience at providing management skill and design creativity to our key projects. His dedication, outgoing nature and special skill for connecting with a wide range of people has also put him in top demand with our clients *and* our contractor colleagues. By virtue of these qualities, Anthony has recently taken on job development among his other duties.



PROFESSIONAL EXPERIENCE

SHEERR McCRYSTAL PALSON ARCHITECTURE, INC.
Concord NH

KPMB ENTERPRISES LLC. Mechanical Contractor
Bow, NH 2011-2012

Project design & construction oversight for the mechanical & plumbing systems of three new state-of-the-art elementary schools for the City of Concord NH.

SHEERR McCRYSTAL PALSON ARCHITECTURE, INC.
New London, NH, 2000-2011
Senior Designer / Project Manager

Significant Projects:

Meredith Fire Department, Meredith, NH, Red River Theatre at Capital Commons, Concord, NH, AG Edwards & Sons at Capital Commons, Concord, NH, Sulloway & Hollis Counselors of Law, Concord, NH, Capitol Center for the Arts, theater, Concord, NH, American Red Cross Concord Chapter, Concord, NH, Concord Community Music School, Concord, NH, Farwell Block historical renovation, Claremont, NH

COVERED BRIDGE FRAME & GALLERY

Contoocook, New Hampshire 1990-2000

Owner operator of a successful small business for ten years. Displaying fine art and providing custom picture framing in historic village center. Represented 45 artists with 6 gallery shows per year. Designed award-winning archival picture frames and custom presentations. Sold concern in 2000 for new adventures.

Achievements:

Completed the AIA + 2030 Professional Series
The New Hampshire Union Leader-40 Under Forty Award: up-and-coming community leaders
MSF Certified Motorcycle Rider Coach

PROFESSIONAL & CIVIC ASSOCIATIONS:

Associate AIA
AMERICAN INSTITUTE OF ARCHITECTS
New Hampshire

COMMITTEE MEMBER

WARNER FIRE DEPT.
BUILDING COMMITTEE

MAIN STREET CONCORD Inc.

CHAIRMAN: ODD FELLOWS
BUILDING COMMITTEE

WARNER NH SMART
GROWTH
PLAN NH, WARNER EXIT 9
REDEVELOPMENT

OPENSTUDIO



wv engineering associates, pa www.wvengineering.com 11 king court . keene, new hampshire 03431 t:
603.352.7007

MARK D. VINCELLO, PE, CEM, HFDP, CxA

Education

B.S. Mechanical Engineering, Syracuse University, May, 1978
B.A., Architecture, Syracuse University, May 1978
H.S. Graduate, Wayland, MA, June 1972

Registration (Mechanical)

Maine, Massachusetts, New Hampshire, New Jersey, New York, North Carolina Pennsylvania, Vermont,
Connecticut, Rhode Island, Nevada

Affiliations

American Institute of Architects - Associate AIA
American Society of Heating, Refrigerating and Air Conditioning Engineers
National Council of Examiners for Engineering and Surveying
Healthcare Facility Design Professional (HFDP)
Certified Energy Manager (CEM)
Building Commissioning Agent (CxA)

Employment Experience

1991 - Present WV Engineering Associates, PA

Senior Mechanical Engineer and Owner. Responsible for all facets of mechanical engineering design and project management from concept through project commissioning for commercial/industrial, institutional and large residential clients in Vermont, New Hampshire, Massachusetts and New York. Each project is approached from a holistic, comprehensive standpoint, and designed with thoughtful, efficiencybased ideas. Large central HVAC systems controlled with state of the art control devices, backed by simple control sequences are a specialty.

1990-1991 Engineered Systems Inc./Wintermeyer-Penney-Cobb, Inc.

Senior Mechanical Engineer with responsibilities as noted above. A significant portion of the work accomplished at ESI/WPC focused on providing ICP format studies to institutions and TAR services to utilities, associated design work, and support in engineering and administrative services required by utility staff engineers and program managers. Included in this work were packaged rooftop HVAC system comparisons for small commercial buildings typically installed in drugstores and professional offices. Extensive building modeling skills required. Representative clients include Rutland Regional Medical Center and St. Johnsbury Work Camp.

1978-1990 Robson & Woese, Inc.

Vice President and Mechanical Engineering Department head with responsibilities as noted above and direct supervision of a technical staff of 18 engineers and designers. Provided extensive engineering services to clients in upstate New York, including many hospitals, schools, universities and work for industrial plants.

Firm's Experience:

The majority of our clients are municipalities and community based organizations; that is to say those with large committees and many stake holders who need to be well informed about the project. Effective communication, proactively addressing comments and concerns, and maintaining flexibility are crucial aspects to your projects' success and are key factors in what makes SMP stand out from our peers.

Experience with Municipal Planning projects:

SMP has assisted many NH communities with masterplanning from individual highway, fire, police departments to village centers to all town owned buildings / properties. This experience helps us to understand the needs of each department and their interactions with each other and the residents. We develop pragmatic solutions to the staffs needs as well as create environments which improve service to the public.

We frequently begin working with a town on a space needs analysis and long term visioning, only to extend our services into the design and implementation of that plan.

Additionally, we fully recognize and work within the budgetary constraints most communities have and work hard with all parties to bring the project in at the financial goal.

Municipal Planning Experience:

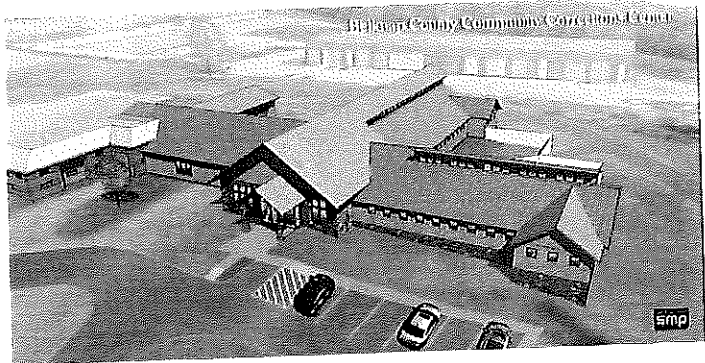
- Hooksett Fire Station One
- City of Lebanon, City Hall renovation Master Plan
- Barrington Village Master Plan
- Barrington, Town Hall
- Canterbury Village Master Plan
- Canterbury Municipal Complex
- Town of Rye Facility Study and Master Plan
- Town of Rye, Town Hall
- Bow Safety Complex needs Assessment and Master Plan
- Milford Safety Complex site and Needs study
- Milford City Hall, Renovation Master Plan
- Fall Mountain Regional School District, SAU 60, High School Campus Master Plan
- Fall Mountain Regional School District, SAU 60, Alstead Elementary School Campus master plan
- Easter Seals NH, Auburn Street Facility Programming, Master Plan, and Implementation Plan

The following pages contain detailed information on the above referenced projects.

Representative Projects:

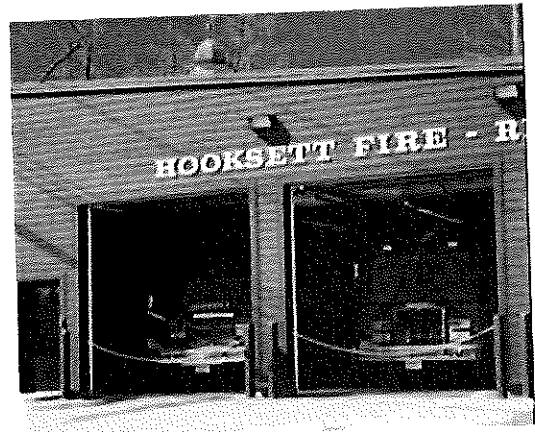
Belknap County Community Correction, Laconia, NH

SMP Architecture has been engaged by the County to develop the programming and design of a new community corrections facility, the second to be built in New Hampshire. In a brief 10 week period, our experienced team developed the initial programming, site analysis, building design and budget for review by the county delegation. We then assisted in ushering the project through the county approval process and are now moving toward construction in June of 2016.



Hooksett Fire– Rescue: Station One, Hooksett, NH

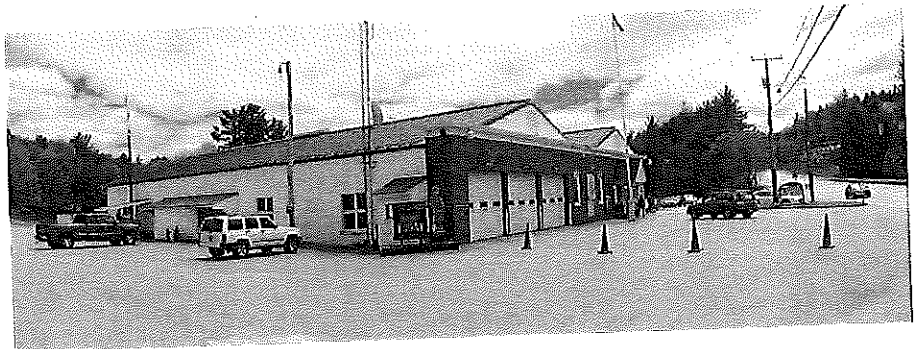
SMP Architecture was selected to assist the Hooksett Fire-Rescue through planning, design and construction of the Station One Renovations. This project repurposed underutilized equipment areas for bunk rooms, a day room, more functional office areas and a training mezzanine. We also upgraded the thermal envelope and re-sided the building to be more compatible with the other Hooksett town center buildings.

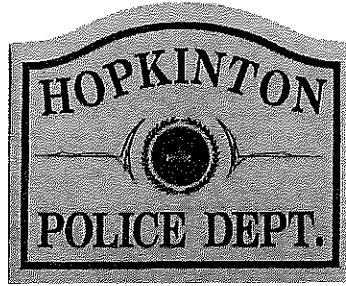


Bow Fire Station, Bow, NH

The Bow Fire station has been the subject of a series of studies and reports over the last 10 years. SMP Architecture was first engaged by the town in 2006 when we completed the facility assessment report on the building. That report continues to be referenced in town and has been the basis of several warrant articles to replace the Fire Station. The current proposal, which was recently passed by the voters, creates an all new facility on a different site leaving this building empty.

We have now been engaged to re-assess the building and plan for renovations turning it into a community center complete with meeting rooms and a small gymnasium.

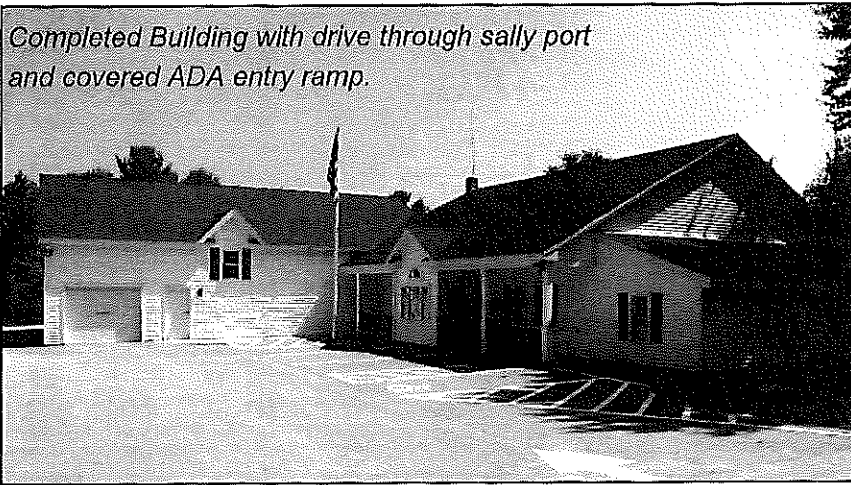




Hopkinton Police Department
Hopkinton, New Hampshire

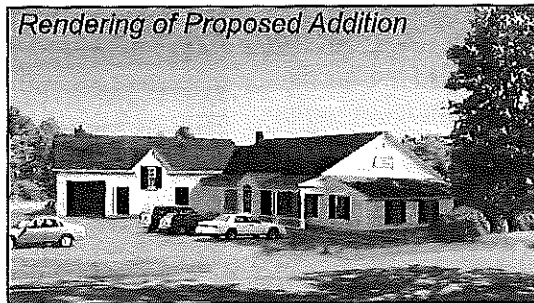
The Hopkinton Police Department is another example of clever reuse and adaptation combined with dedicated community involvement yielding a far better facility than could have otherwise been built.

The charge to Sheerr McCrystal Palson was to make over an old office building and add to it a large wing to house the garages, sally port, booking room, separate adult and juvenile cells, and a secure evidence room with a controlled locker/ delivery system. The patrol room, reception, break area, offices, training and interview rooms were to remain in the old structure.

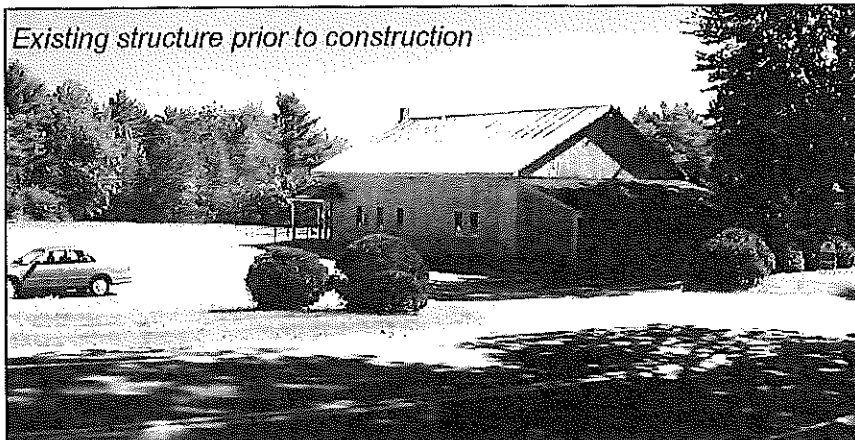


Completed Building with drive through sally port and covered ADA entry ramp.

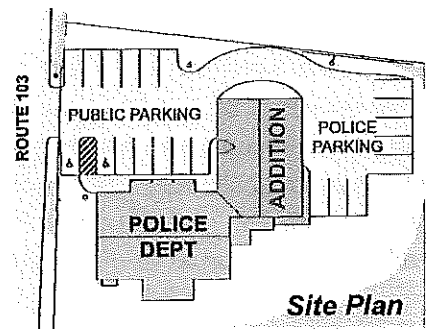
Through the adaptive reuse of an existing structure and significant effort contributed by the police themselves coupled with the flexible approach of the contractor, the entire project was realized for significantly less than comparable facilities.



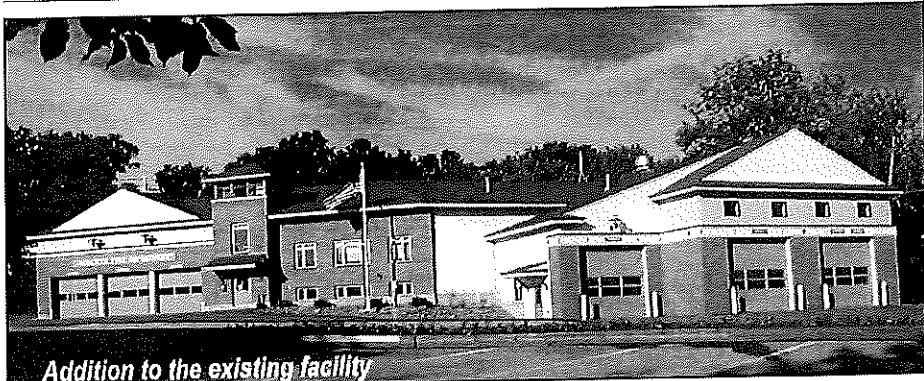
Rendering of Proposed Addition



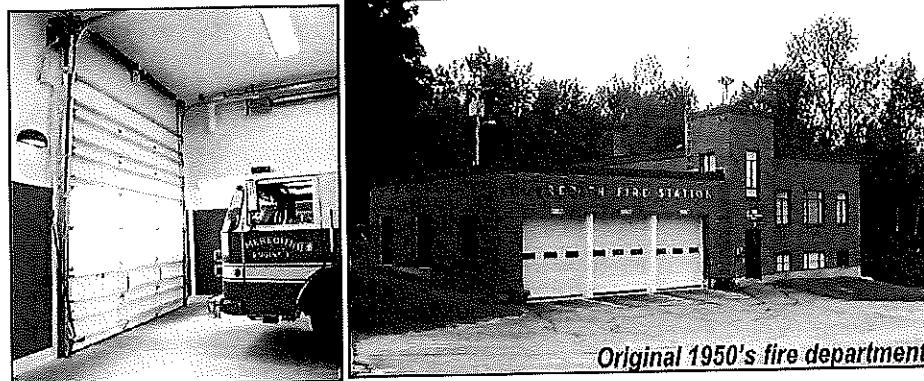
Existing structure prior to construction



- Date Completed: Winter 2000
- Building size: 4,900 SF
- Cost per SF: \$55
- Const. Cost: \$265,000
- Project Cost: \$445,000
- Construction: Slab-on grade, wood stud, and vinyl clapboard siding.
- Contractor: Three Generation Builders



Addition to the existing facility



Original 1950's fire department

"Under your guidance, including the unique concept of having a public charrette to gather community input. The final building is a tribute to all who have worked on both the design and actual construction."

**-Charles Palm
Ret. Fire Chief
Meredith Fire Department**

- Date Completed: Spring 2009
- Bldg. Size: 15,243 SF
- Const. Cost: \$2,240,000
- Project Cost: \$2,400,000
- Construction: Wood framing
- Contractor: Bauen Corporation

Meredith Fire Station
Meredith, New Hampshire

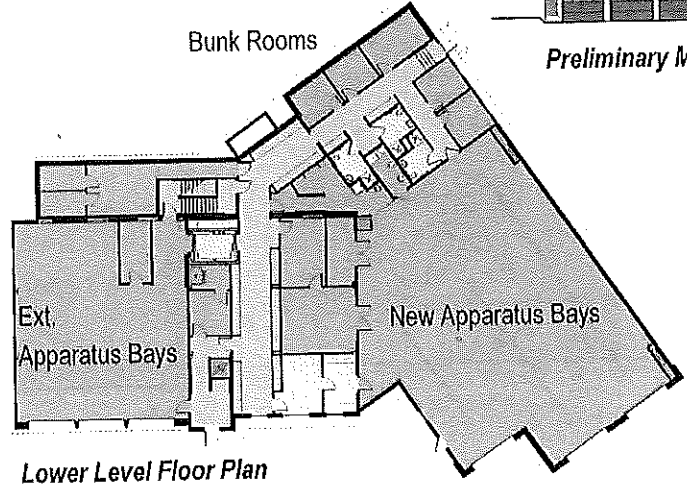
The existing station (6,267 SF), built in 1950, had served the department well but was undersized for current needs (for example a proposed ladder truck would not fit in the existing bays) and lacked proper building systems such as sprinklers and ventilation.

The original site was determined to be the best location in town, despite a tight triangular lot that sloped 12' from one end to the other and was bordered by a stream and two roads.

The program included: dorm space, offices and dayroom to accommodate future on-site firefighters. To add to the mix the station had to remain in use during construction.



Preliminary Marketing image



Lower Level Floor Plan

The new design allowed the existing station to be used during construction and renovations were started once the new bays were complete. Final project came in under budget by about \$40,000.

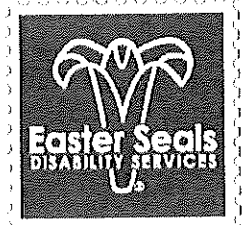
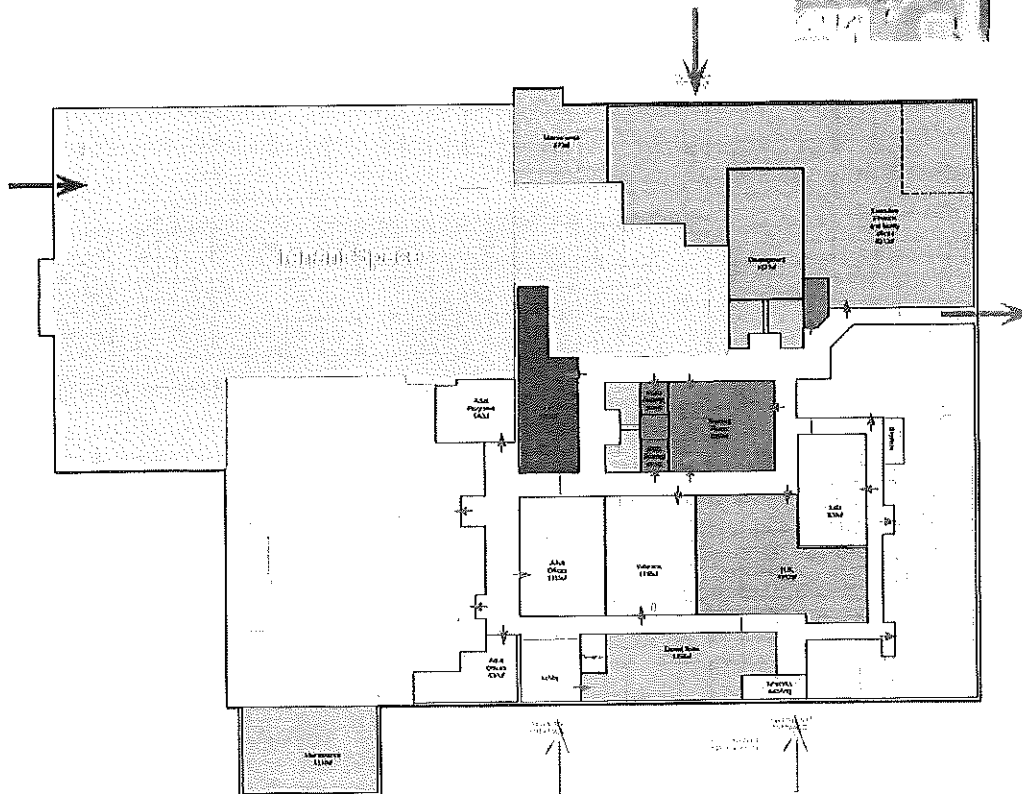
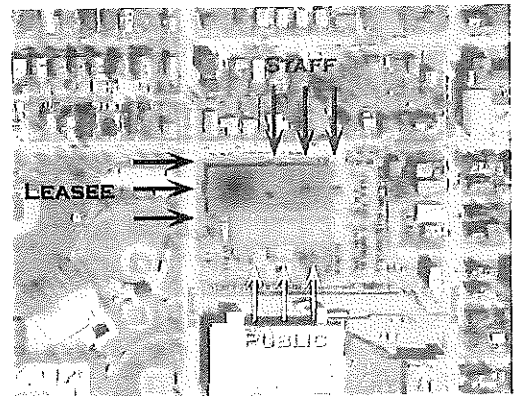
Easter Seals NH—Auburn Street Facility Masterplanning Manchester, NH

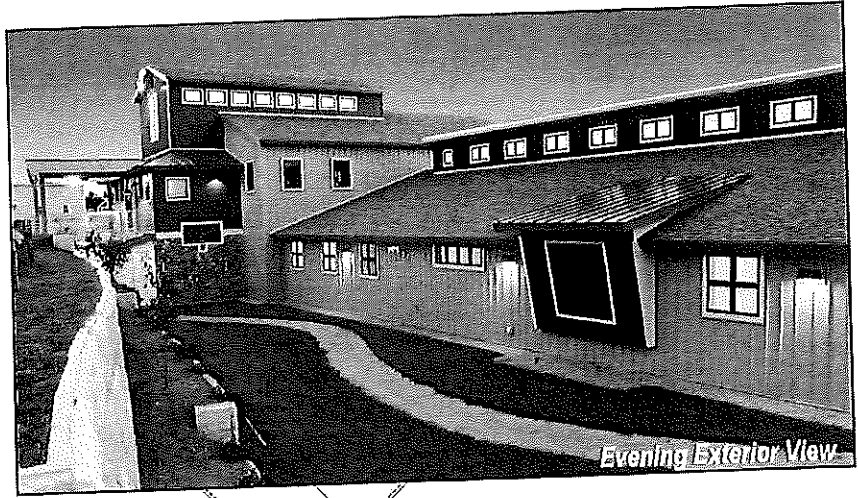
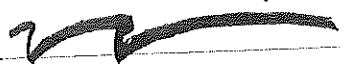
SMP has recently started working with Easter Seals NH on a long term renovation master plan for their 60,000 SF facility in Manchester. The aging building houses the organizations main administrative offices, as well as several programs including a daycare, a dental clinic and Veterans rehabilitation center.

Working closely with the facilities department, the COO and the staff SMP has assembled a space needs program for the various departments and started to develop a conceptual plan to renovate the facility, addressing long-term maintenance issues and maximizing the use of the space.

Our initial plan separates the various building users, streamlines the admin office areas, anticipates program growth and creates a potential tenant space within the building. This plan begins to address the core functional issues of the organization, increase service to the customers using the programs and does so in a way that maximizes revenue to offset the project capital costs.

We will continue this project further development of the building design, the budget and implementation of the project.

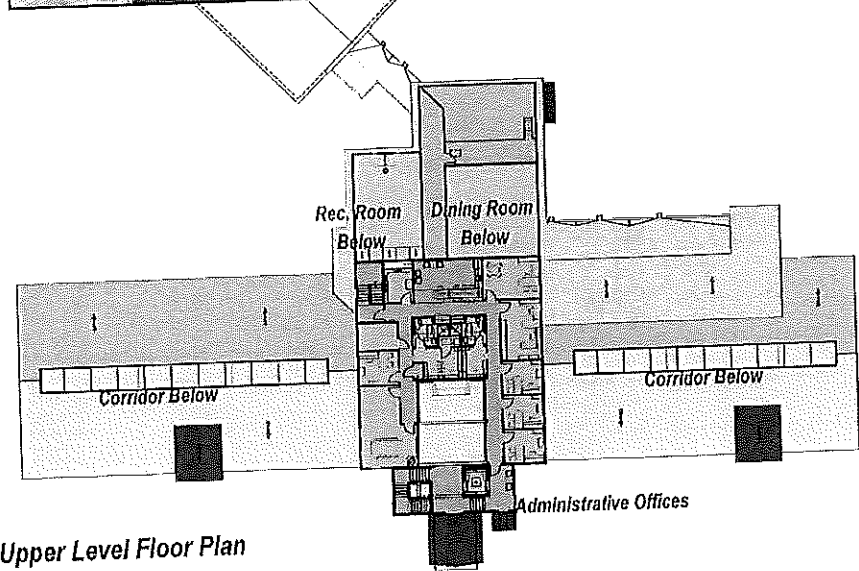




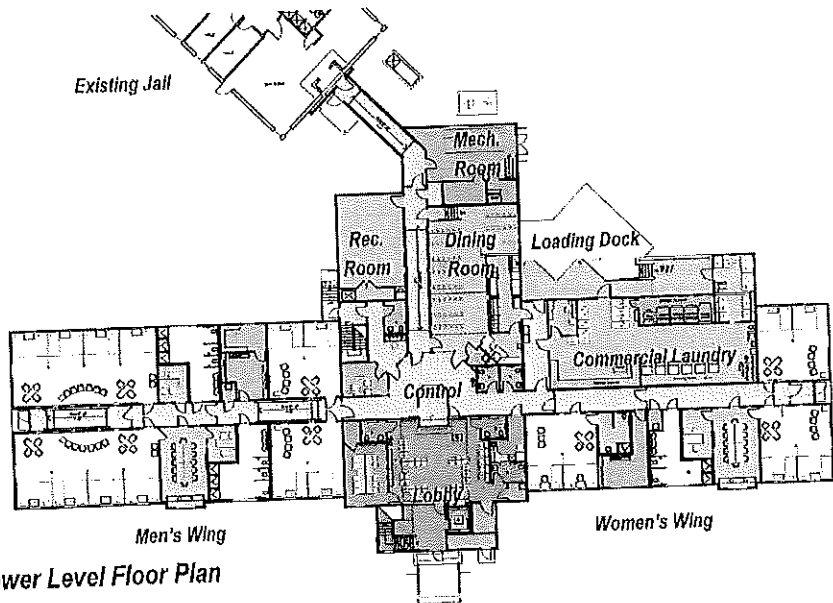
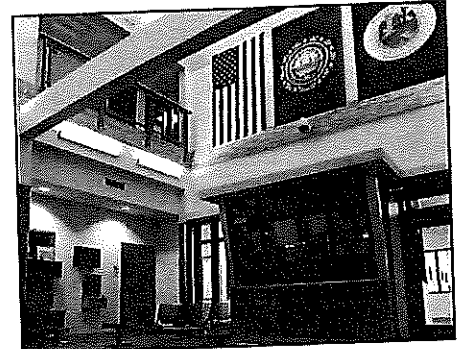
Evening Exterior View

Sullivan County Community Correction Center Unity, New Hampshire

This minimum security facility represents a new approach to corrections in our region focusing on gradual transition back into the community. The County did not require the \$35 million maximum security facility the industry tried encouraging them to build. What they wanted was a well-built practical building, locally designed, that fit in with the rural campus and supported staff, visitors and 72 residents.



Upper Level Floor Plan



Lower Level Floor Plan



Date Completed: August, 2010
Bldg. Add. Size: 20,476 SF
Const. Cost: \$4,998,000
Project Cost: \$5,750,000
Contractor: North Branch Const. & All Seasons Const. Corp.

Space needs study and facility master plan for Lebanon City Hall Lebanon NH

After an extensive selection process SMP was hired by the City of Lebanon to develop a long term renovation master plan for the historic building. SMP engaged in a very rigorous process:

- Detailed Space needs analysis of each department
- Review meetings with the City manager
- Options for renovations with budget ranges
- Final renovation plan incorporating the future needs of the staff
- Develop a phasing and implementation plan
- Develop the detailed design and construction drawings of phase one

The design of phase one sets the tone for the entire redesign of the building. The design respects the historic nature of the building saving and highlighting key elements, yet ingrates a new modern aesthetic for contrast.

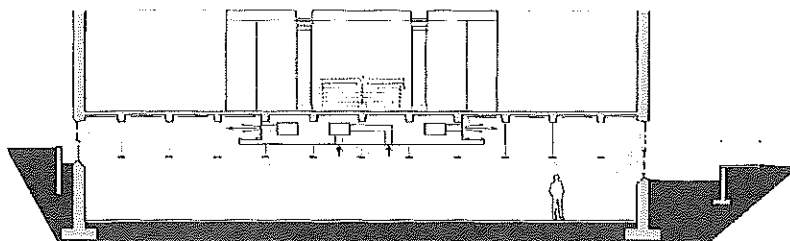
The new layout and department structure creates clear organization and wayfinding for the public and highly efficient and organized work areas for the staff. Once complete we believe this plan will serve the City very well for many decades to come.

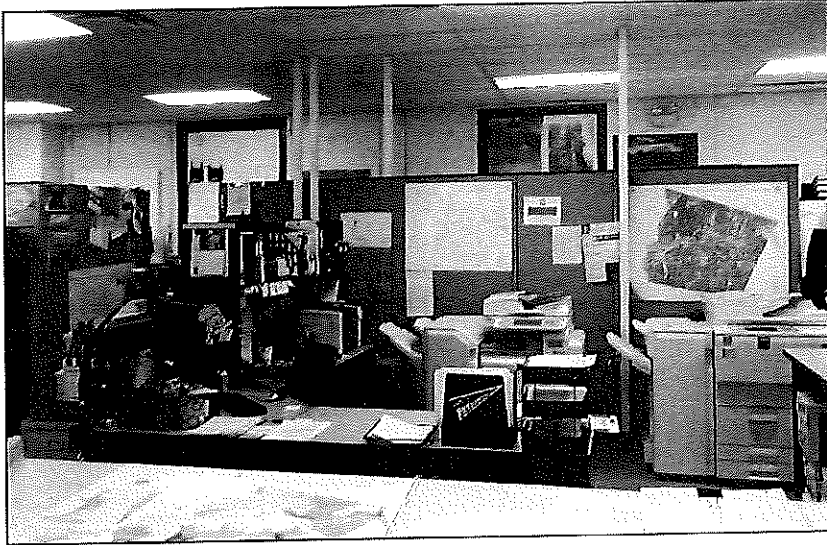
Contact: Gregory Lewis

City Manager during the project

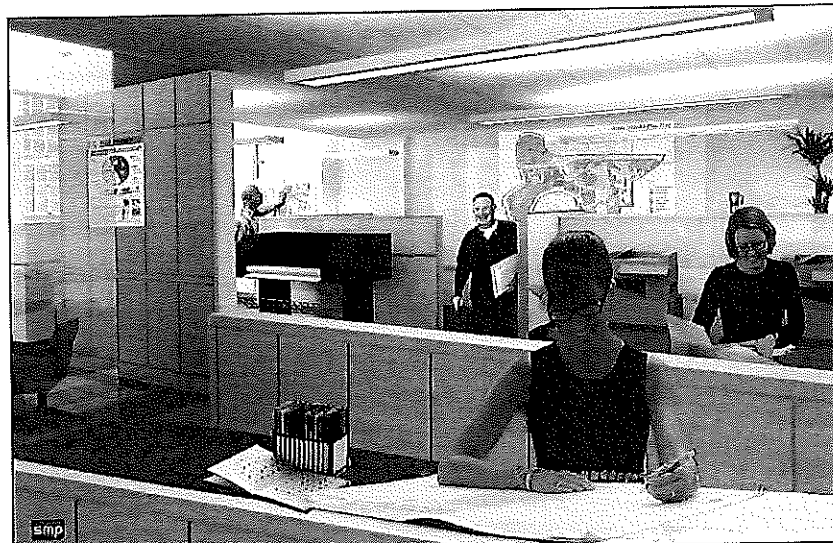
Phone: (716) 550-2805

Email: gdlewis3303@gmail.com

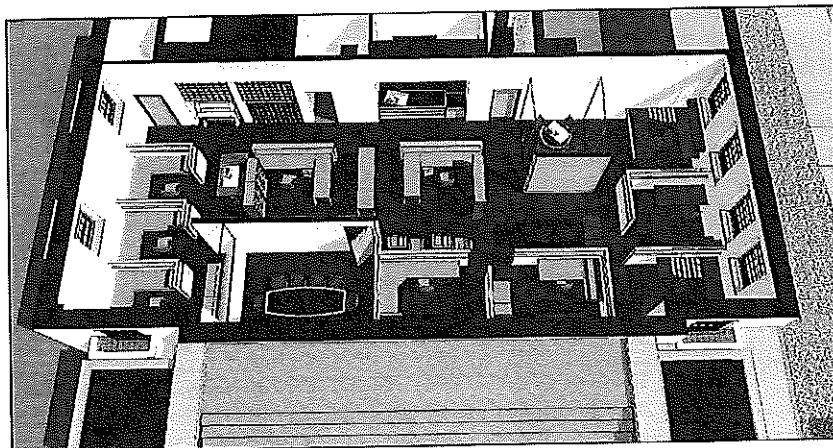




Existing lower level office



Final rendering of the proposed lower level office



New interior space planning and furniture layout

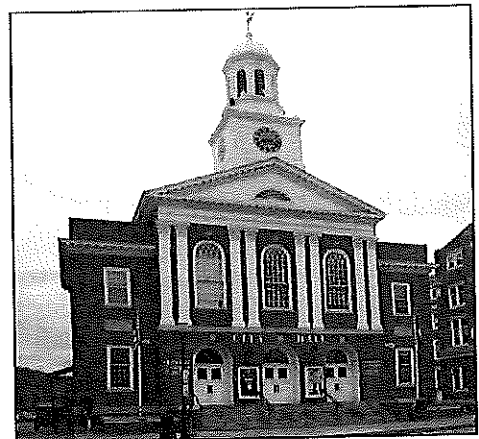
Lebanon City Hall

Lebanon, New Hampshire

The Historic City Hall Opera House building sits prominently on the community square and has served the public extremely well for years. The City Manager however understood the office layout was inefficient, lacked storage and required modernization to effectively deliver City services.

Through an extensive review process, SMP was secured to assist with space planning, visioning and to develop a multi-phase renovation master-plan for this historic building. SMP also developed an implementation plan which the City will systematically tackle over the coming years.

The renovation plans for Phase 1 lower level Planning and IT Departments are complete. Project is awaiting funding by the council to move forward further.



Barrington Town Hall Programming and re-use study Barrington NH

SMP was selected to assist the town of Barrington with a space needs analysis of the town departments, as well as the Library, and SAU and then to integrate those needs into a renovation master plan of their old, vacant town hall building.

SMP developed a needs questionnaire for each staff member to fill out and add comments, we then analyzed this data, and followed up with more detailed interviews of the departments heads.

Once we collected and formalized the needs of the town, Library and SAU we developed several options to renovate the old building.

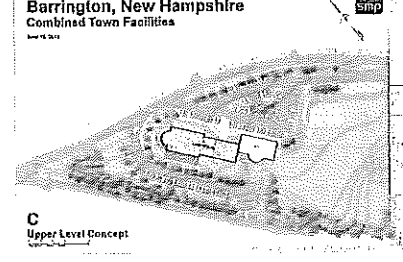
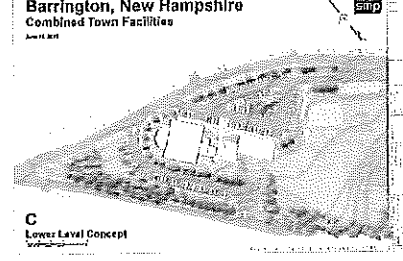
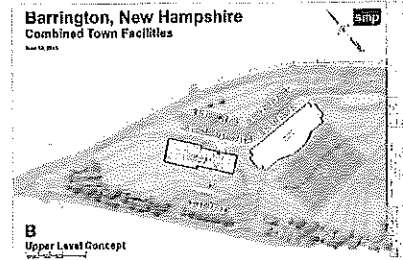
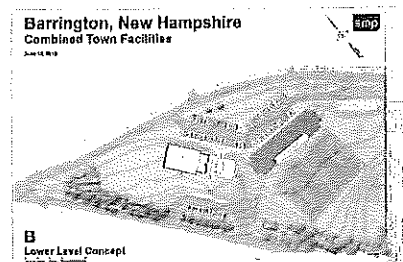
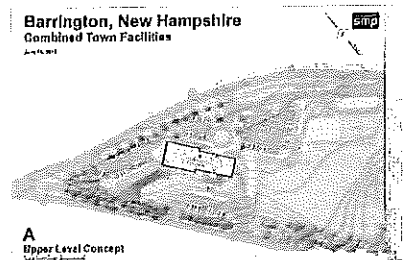
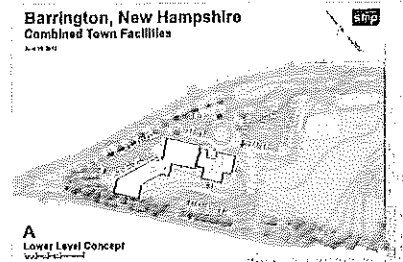
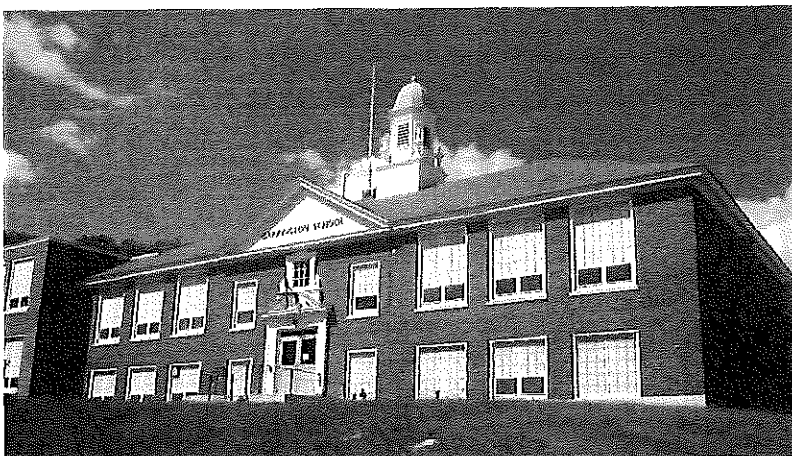
The plan and site quickly lead to engaging the recreation department as well, which has an adjacent field and playground.

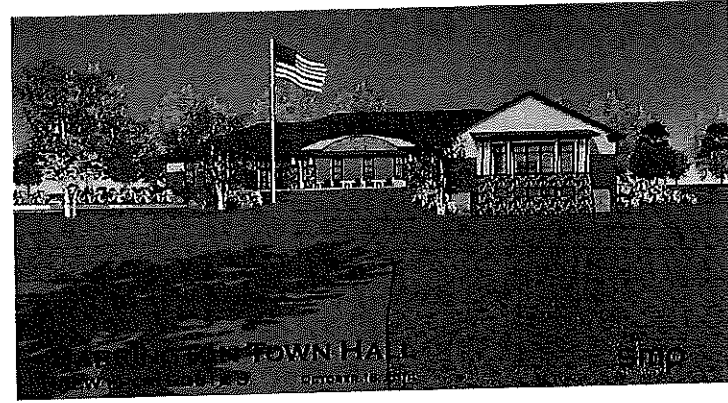
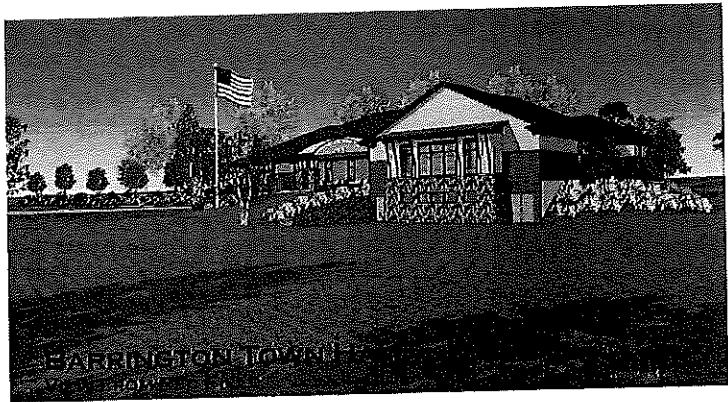
During this process the town concluded several things:

- The SAU office should be house on school grounds
- Separate town and library facilities would provide greater flexibility and service to the townspeople
- The cost to renovate the old building would likely be more than the town could bear

The main factors caused the project focus to evolve. Our staff easily and quickly adjusted the conversation to the needs of each individual department. We were then engaged to develop a plan for a new town only office building, with plans for a future library on the same site.

Contact: John Scruton
 Town Administrator
 Phone: (603) 664-9007
 Email: barringtonTA@gmail.com





Barrington Town Offices

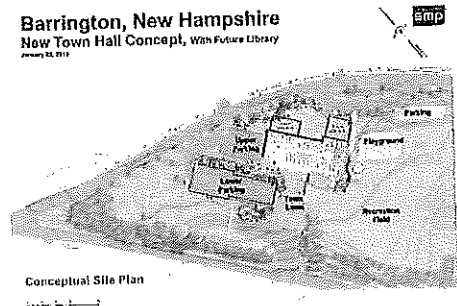
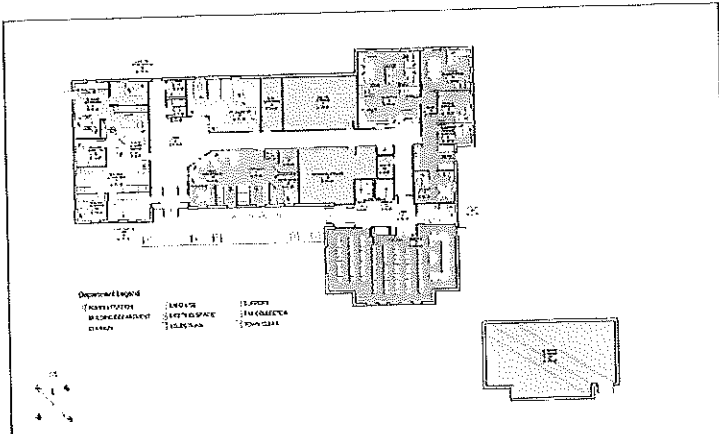
Barrington, New Hampshire

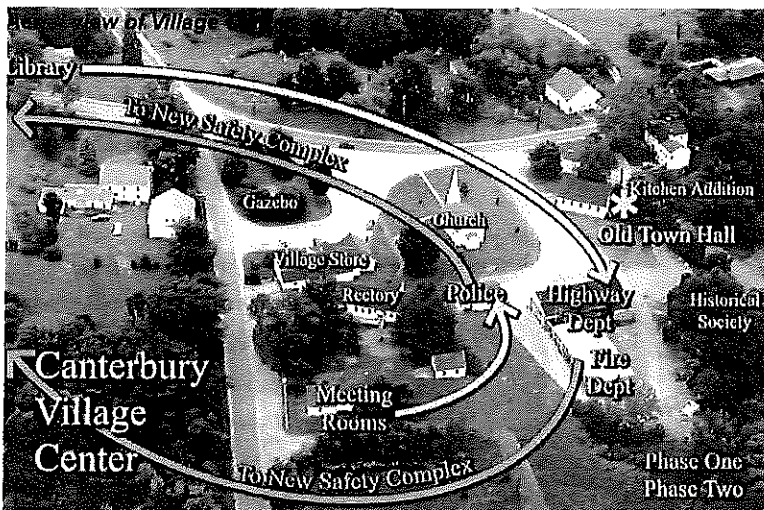
Following a detailed analysis of the towns current and long term needs SMP develop a design for a new town office facility.

Located on the site of the former town hall, the new one story structure is designed for superior service to the residents, easy wayfinding throughout the building, convenient access to the departments and a large community meeting space. The focal point of the design is a large south facing porch, responding to traditional New England vernacular, and creating a strong arrival point to the building. A large lobby just inside from the porch is surrounded by the most commonly access departments, with the other departments more removed.

A secondary lobby provides access to the meeting space and allows for easy after hours functions.

High efficiency mechanical systems, coupled with a high performing insulating concrete wall system provide a long lasting structure with low heating and cooling bills.



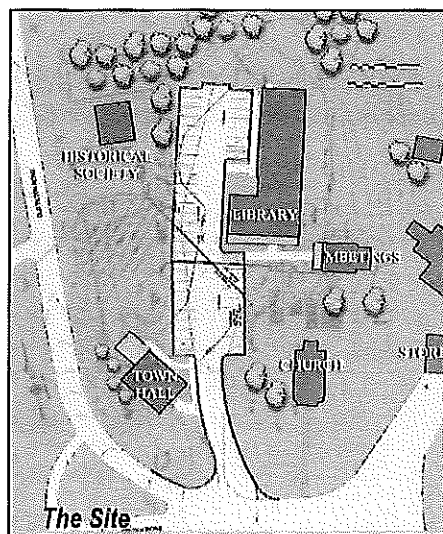
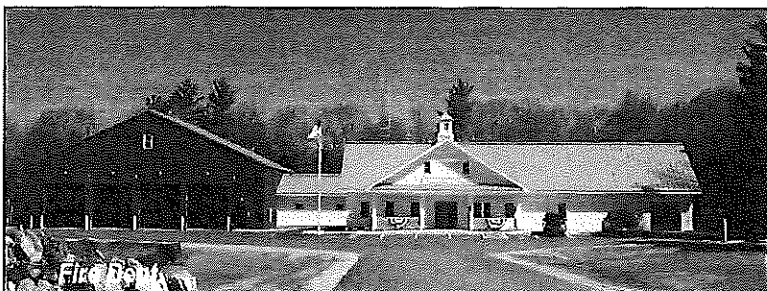
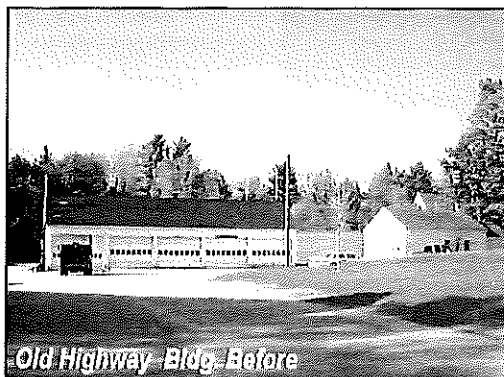


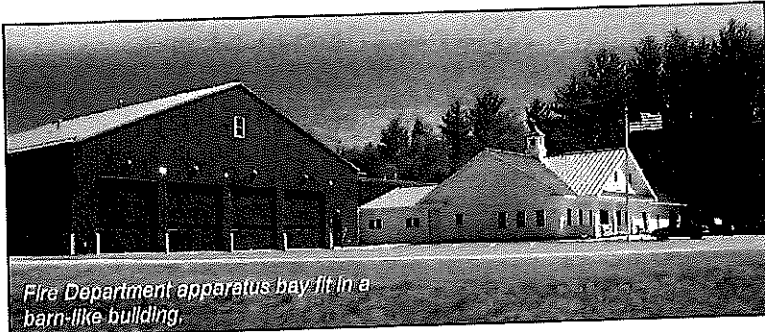
Town Planning Canterbury Village Center

Canterbury, New Hampshire

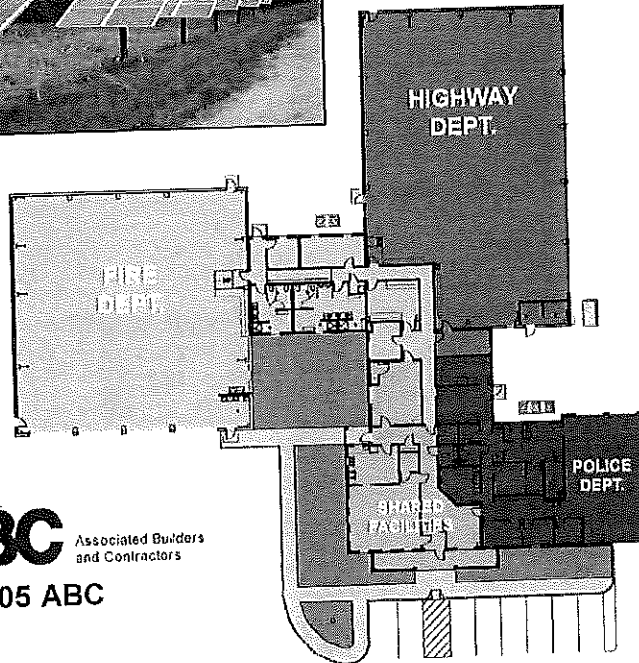
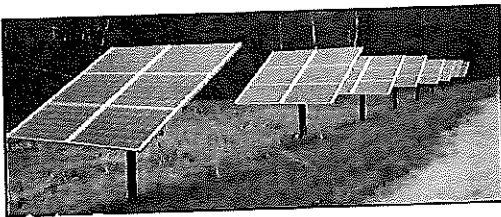
Sheerr McCrystal Palson was selected to make a comprehensive evaluation of Canterbury's town center facilities and to synthesize a masterplan and building plans on two separate sites. Municipal services involved included the fire department, the highway department, the police department, the public library, the historical society and the town offices. Coordination with the development plan of the village store and church was also required. Reconfiguration of public outdoor space, including the green, bandstand and parking facilities was also a major component of the plan.

ABC Associated Builders and Contractors
2005 ABC
Award of Excellence





Fire Department apparatus bay fit in a barn-like building.



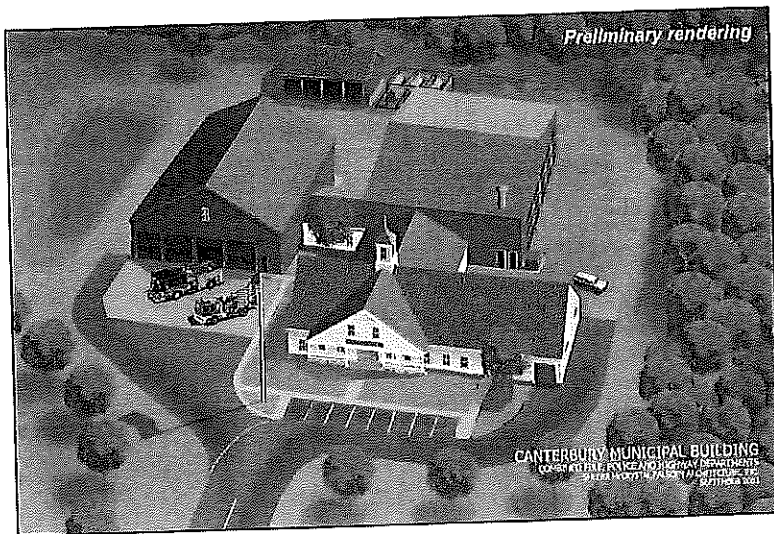
ABC Associated Builders and Contractors
2005 ABC

Canterbury Municipal Complex

Canterbury, New Hampshire

The project was part of this small town's multi-phased effort to reorganize its public facilities for the coming decades. Our responsibilities included the police, fire and highway departments, library and old town hall on two sites in the central historic district. In moving the highway and emergency services to a new home off the town green we were charged with achieving the following:

- An efficient plan to maximize cooperation and shared facilities.
- An affordable solution that would still fit within the historic district and gain other support.
- Building access and organization clearly understandable to the public.
- Minimal operational impact on residential and middle school neighbors.
- Capacity to handle anticipated growth.
- Low maintenance costs.



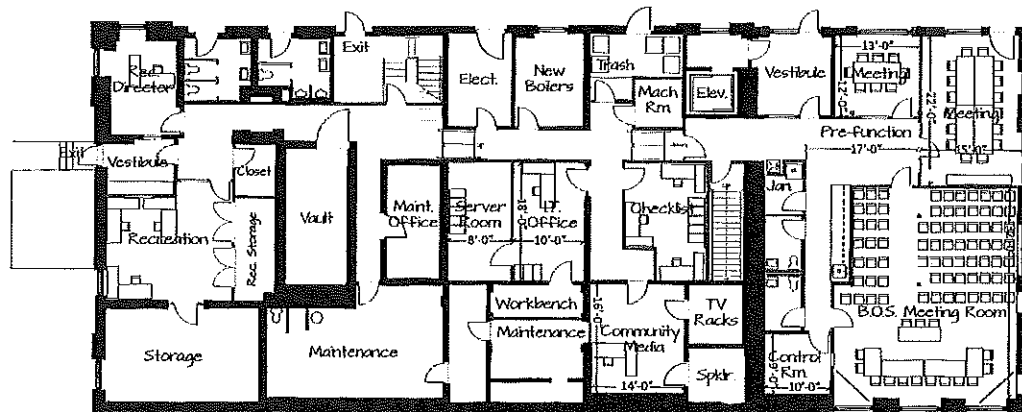
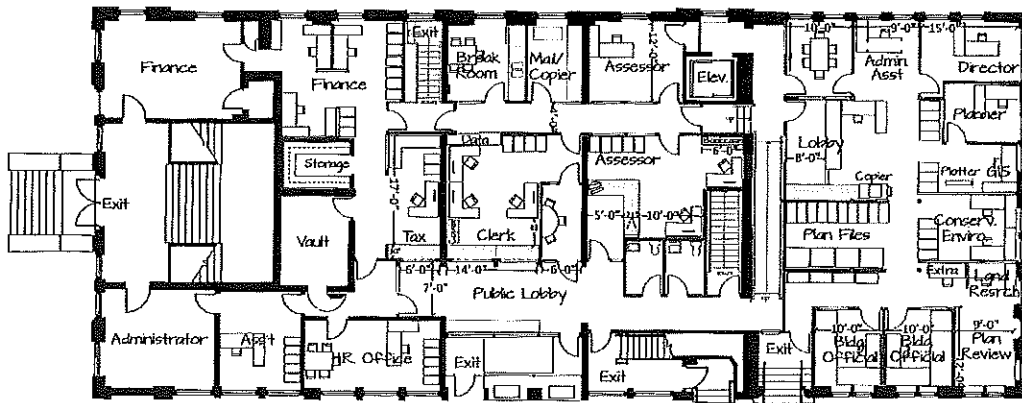
PRELIMINARY RENDERING
CANTEBURY MUNICIPAL BUILDING
FOR FIRE, POLICE AND HIGHWAY DEPARTMENTS
SOUTH WORTH VALLEY HIGH SCHOOL
SOUTH WORTH VALLEY

Milford Town Hall

Milford, New Hampshire



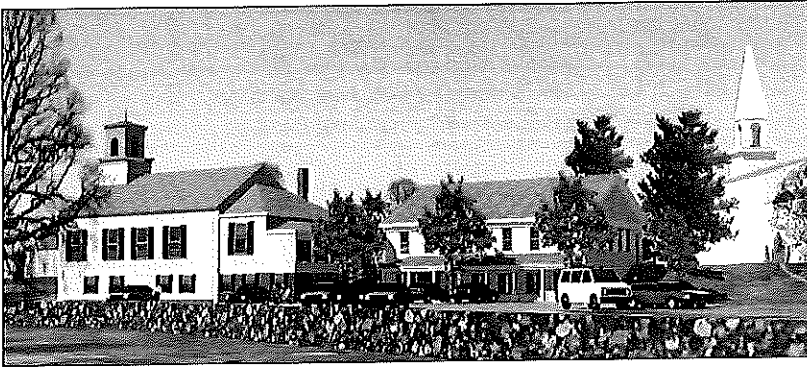
The Town of Milford has on multiple occasions retained the services of SMP. In 2013 the Town Administrator asked us to analyze the Historic Town Hall and develop a space needs assessment. The result was a detailed report on the existing conditions of the facility, an outline of the municipal needs and a recommendation on how to most efficiently reconfigure the building to better serve the public.



NEW CONSTRUCTION

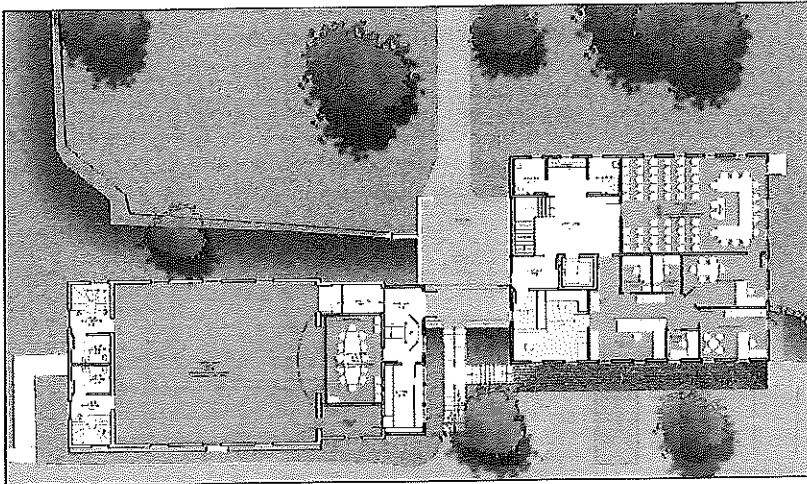
Rye Town Hall

Rye, New Hampshire



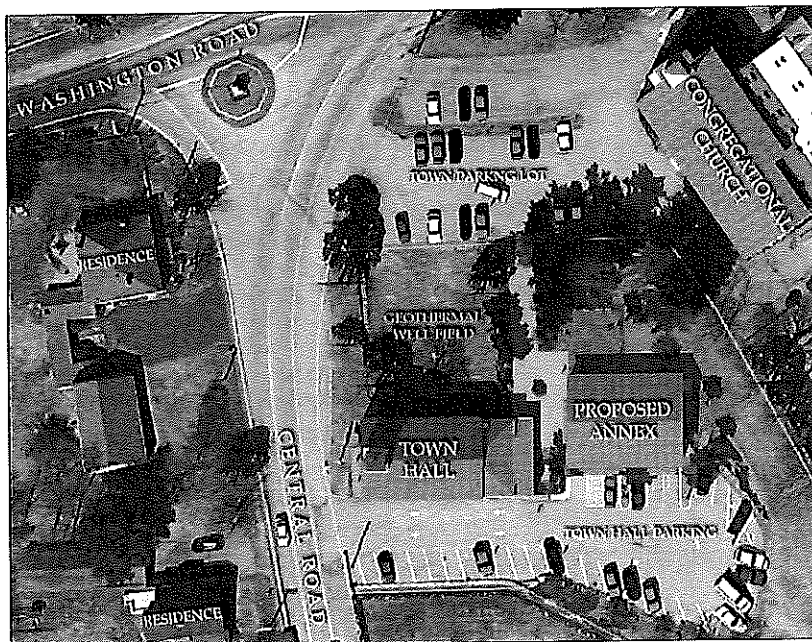
The goals of the project are:

- to correct safety and code issues
- to enhance public use and access
- to provide functional staff space
- to enhance security and privacy
- to restore the use of the meeting hall
- to preserve the historic character



The proposed annex is located behind the existing Town Hall; a separate building, but linked by a corridor under the outdoor stairs. The annex will be built within Town requirements for setback, lot coverage, height & historic district requirements.

By remaining a separate building, the annex preserves the look of the original Town Hall. It is lower and smaller than the Town Hall. The annex will be built with traditional materials as is required in the historic district. The form of the building is intended to compliment the older hall without mimicking it. With the annex in place, the original function of the Town Hall as a large meeting space can be restored.



The new complex is laid out for the convenience of the visitor and the utility of the staff. Offices that interact with each other are placed in proximity to maximize operation efficiency and staff communication.

SMP Project List:

Academic

Contoocook School- NFI North, Hopkinton
 Fall Mountain Regional High School, Langdon
 Kearsarge Regional High School, Sutton
 Kearsarge Regional High School 2nd Floor Addition, Sutton
 Kearsarge Regional High School, Auditorium
 Kearsarge Regional School District, Kindergarten Additions,
 Sutton, New London, Bradford, & Warner
 Lamson Library at Plymouth State College, Plymouth
 Phillips Exeter Academy, Gilman House, Exeter
 Phillips Exeter Academy, Bell house, Exeter
 Plymouth State University Learning Commons, Plymouth
 New England College, Simon Center, Henniker,
 Vilas School, Alstead FMRSD
 Masticola Elementary School, Merrimack NH

Arts & Cultural

Capitol Center for the Arts, 3 separate phases, Concord
 Concord Community Music School, Concord
 Concord Theater Feasibility Study, Concord
 League Of New Hampshire's Craftsman, Concord
 Newmarket Mills Arts & Cultural Center, Newmarket
 North Country Center for the Arts, Lincoln
 Red River Theatre, Concord
 Slusser Aviation Learning Center & Museum, Manchester

Corporate

Anthem Blue Cross, Interior Fit-up, Manchester
 Berlin Clean Power, Berlin
 Charter Trust Companies, Concord
 Concord Steam Plant, Concord
 Country Houses Real Estate, Newbury
 Country Houses Real Estate New London
 Geographic Data, Hanover
 Gerber Dental, Hooksett
 Nobis Engineering Offices, Concord
 PC Connection Corporate Headquarters, Merrimack
 PC Connection Corporate Offices, Dover
 PC Connection - Gov. Connection , Merrimack
 PC Connection- 732 Milford Rd., Merrimack
 Pleasant View Gardens, Loudon
 The Taylor Group Corporate Headquarters, Bedford
 Weaver Brothers Construction, Bow NH

Financial

AG Edwards Offices, Concord
 AG Edwards Offices, New London
 Charter Trust Companies, Concord
 Franklin Savings Bank, Franklin
 Laconia Savings Bank Office Renovation, Gilford
 Sugar River Saving's Bank, New London

Healthcare

Compassion Veterinary Hospital, Bradford
 Little Rivers Health Care, East Corinth, VT
 New England Center for Integrative Health, Lyme
 Russell Animal Hospital, Concord

Historical Preservation

Danbury Community Center, Danbury
 Davison Block, Hanover
 Epsom Meeting House, Epsom
 Farwell Block Façade Renovation, Claremont
 Kimball House LCHP Application, Concord
 Library / Town Hall, Dunbarton
 New Hampshire Charitable Foundation, Concord
 South Newbury Historic Buildings, S. Newbury
 Stevens-Buswell School, Bedford
 Tilton Inn Renovations, Tilton
 Town Hall Renovation Feasibility, Hopkinton
 Union Block, Claremont

Housing

Bascetta Residence, Newbury
 Blumenauer Residence, Plainfield
 Carlin Residence, New London
 Concord Housing Authority, Concord
 Habitat for Humanity, Multiple Locations
 Head Residence, Hopkinton
 Private Residence, Lake Sunapee
 Lake Houses at Christmas Island, Laconia
 Nabstedt Residence, Concord
 Schlepfforst Residence, Hopkinton
 South End Redevl. Masterplan, Concord Housing Auth.
 St. Teresa's Rectory, Henniker
 Ten Hutchins Multi-Family Housing, Concord
 Tomlinsen Residence, Meriden
 Walker Residence, New London
 Washington Park Estates, Manchester
 West Bed & Breakfast, Newbury

Industrial

Alfa Aesar Plant Addition, Haverhill, MA
 Alfa Aesar II Shelly Road, Haverhill, MA
 Alfa Aesar III, Haverhill, MA
 Alfa Aesar IV, Tianjin, China
 Alfa Aesar Storage Facility, Haverhill, MA
 VHG Labs, Corporate Offices, Manchester
 Crown Point Cabinetry, Claremont

Law

Shaheen & Gordon Law Offices, Concord
 Sulloway & Hollis Counselors at Law, Concord

Libraries

Aaron Cutler Library Renovation, Litchfield
 Barrington Public Library, Barrington
 Canterbury Library
 Durham Public Library, Durham
 Enfield Library, Enfield
 Exeter Public Library
 Gilsum Public Library, Gilsum
 Hall Memorial Library, Northfield
 Hopkinton Public Library, Hopkinton
 Lamson Library at Plymouth State College, Plymouth
 Pillsbury Free Public Library, Warner
 Plaistow Public Library, Plaistow
 Rockingham Free Public Library, Bellows Falls VT
 South Berwick Library, South Berwick, ME
 Tracy Memorial Library Renovation, New London
 Tuftonboro Free Library

Municipal / Government

Bow Safety Complex, needs assessment, Bow
 Barrington Town Hall, Barrington
 Barrington Village Masterplan
 Canterbury Town Center, Canterbury
 Canterbury Police, Fire, Highway Dept. Complex
 Canterbury Town Hall
 City of Laconia, Zoning Ordinance Development
 Hooksett Fire-Rescue Station One
 Hopkinton Police Department, Hopkinton
 Lebanon City Hall, Lebanon
 Meredith Fire Department, Meredith
 Milford Safety Complex needs Assessment
 New London Town Hall Feasibility, New London
 Sullivan County Community Corrections, Sullivan County
 Sullivan County Jail, Sullivan County
 Whipple Memorial Hall, New London

Non-Profit

American Red Cross, Concord Area Chapter, Concord
 Camp Spaulding, Concord
 Hopkinton Community Center Feasibility, Hopkinton
 John Hay National Wildlife Sanctuary, Newbury
 Kearsarge Community Center, New London
 McLane Center, Audubon Society of NH, Concord
 New Hampshire Aviation Museum, Manchester
 New London Community Center, New London
 Silk Farm Nature Center Feasibility, Concord
 Slusser Senior Center, Hopkinton
 Wilmot Community Center, Wilmot

Religious

Bartlett Union Congregational Church, Bartlett
 Bow Mills United Methodist Church, Bow
 Christ Church Exeter, Exeter NH
 Contoocook United Methodist Church
 First Baptist Church of Meredith
 First Unitarian Universalist Society of Exeter
 Sunapee United Methodist Church, Sunapee
 South Congregational Church, Concord
 Saint Joseph Church, Nashua
 St. Jude Parish Feasibility, Londonderry
 Saint Theresa's Church, Henniker
 Temple Israel, Dover
 Wilmot Baptist Church, Wilmot

Retail

125 Newport Road Holding, New London
 Jacques Fine European Pastries, Suncook
 Peter Christian's Tavern, New London
 Sunapee Harbor Riverway, Sunapee
 WRENville Market Place, Bethlehem

Architectural Assessment

South Newbury Grange Hall Historical Report
 Town Hall Historical Report, Freedom
 Village Country Inn, Manchester VT
 Equinox Hotel, Manchester VT
 Boscawen 1913 Library

References

As with any quality business, honesty, integrity, trust and good communication is essential; SMP Architecture has continually maintained these standards. It influences our approach to design, to work, and to our relationships with clients and teammates. We look forward to working with you and showing you first hand how wonderful this process can be. Please see the project reference list below, we encourage you too contact our past clients and ask about our level of service.

REFERENCES: OWNERS AND OWNER'S REPRESENTATIVES

- Project: **Durham Public Library, Durham, NH**
 Type: Design for new library building.
 Reference: Doug Bencks, Board of Trustees, (603) 862-2791
 Thomas Madden, Library Director (603) 868.6699
- Project: **Barrington Public Library, Barrington, NH**
 Type: New library-- programming and site analysis complete
 Reference: Marie Harris, (603) 664.7654
- Project: **Barrington Town Office, Barrington NH**
 Type: New Town Office Facility
 Reference: John Scruton, Town Administrator (603) 664-7395
- Project: **Tuftonboro Public Library**
 Type: New Facility - (Pending final design and funding)
 Reference: David Ford, Committee Chair; (Wolfboro DPW Director) 603-569-8177
- Project: **Rye Town Office—Rye New Hampshire**
 Type: Historic restoration, renovation and addition
 Reference: Paul Goldman, Building Committee Chairperson: 603-964-1554, Cell: 603-553-8224
- Project: **Sullivan County Community Correction Center, Unity, NH**
 Type: Addition/Renovation to existing facility and new community center building.
 Reference: John Cressy, County Facilities Director (603) 542-9511 ext. 273
 Ross Cunningham, Dept. of Corrections, Superintendent (603) 796-3602
- Project: **Meredith Fire Station, Meredith, NH**
 Type: Renovation and Addition
 Reference: Andre Kloetz, Deputy Chief (603) 279-7660
- Project: **Exeter Public Library**
 Type: Renovation and Addition
 Reference: Hope Godino, Library Director (603) 772-3101
- Project: **Pillsbury Free Library**
 Type: Historic assessment report and long range historic preservation plan
 Reference: Nancy Ladd, Library Director (603) 456-2289
- Project: **Town of Bow**
 Type: Building assessment Report / Community Center Planning
 Reference: Jack Crisp esq. Committee Chair/Selectman (603) 225-5252



SMP Architecture has built a strong reputation for personal service, flexibility and creativity of our 32 years in business. We are true team players; we meet deadlines; we maintain budgets; we create great buildings specific to the client, not our own style or desire; we have broad expertise in design and construction; we have fun and stay flexible through the whole process.

No need to take our word for it, just ask our references!

"Your work is truly commendable. You gave us planning creativity, budget guidelines, thorough meeting minutes (with aviation embellishments which made sure we actually read the minutes!) and provided a process that was enjoyable, informative and resulted in a facility even better than our dream."

-Phyllis Stibler, President NH Aviation Historical Society

"As you know, the Library's Board of Trustees selected SMP over the competition because of the innovative and creative initial design you presented. That combined with your previous experience working on libraries (some of which we were able to visit) and with the design/build process sold us. What we didn't know at the time was how dedicated your group would be to the project, how you were there with us every step of the way, how you heard our concerns and addressed them, and how in meeting with local government officials as well as Durham residents, you assured the town that we knew what we were doing and that this was a project worth supporting."

- Thomas Madden, Library Director

"The design work undertaken by SMP required performing architectural design for both new construction and historic renovation, along with meeting a very tight schedule, and working with a Town Hall Committee whose membership was comprised of diverse backgrounds, experiences, and opinions. In fact, one of the most difficult challenges faced by SMP, in addition to the architectural design work itself, was the Town Hall Committee's propensity to revisit and re-question decisions previously made. This activity continued to exhaust the precious schedule time we had for this architectural design. SMP rose very successfully to these challenges and guided us through to the architectural design conclusions, on time, for this project."

- Paul Goldman, Chair Rye Town Hall Committee

SMP has done excellent work for the town of Barrington. The firm did a complete and thorough space needs study. SMP principals, especially Jason LaCombe, interviewed the staff in all the impacted departments observing and measuring each of the spaces; reviewed past space needs studies; analyzed relationships between departments; determined what worked well and what didn't in the current set-up; and then developed a very detailed draft of the space needs. He worked well with me to avoid the 'wishlist' syndrome. He met with the governing board and walked through the existing offices explaining the draft in detail. As a result there was very good buy-in by both staff and the elected board on the space needs. He then followed this to the next step with an excellent design for a new building incorporating the findings of the space needs. I would have no hesitation using SMP again.

- John Scruton, Town Administrator, Barrington NH

Thank-you!

Please learn more about our firm on Facebook, Linked –in or our website.

www.sheerr.com

facebook

Linked in



Town of Hooksett New Hampshire
 Police Station Renovation Bid #16-02
 Fee Proposal - Design and Engineering Services
 March 22, 2016



Client Information
 Hooksett Administration Department
 35 Main Street
 Hooksett NH 03106
 Attn: Dr. Dean Shankle, Jr. Town Administrator
 603.624.1560
 Email: dshankle@hooksett.org

Project Location
 15 Legends Drive
 Hooksett NH

Proposal for Architectural Services for the Hooksett Safety Complex 2016 Police Station Renovations Project Bid #16-02

Project Understanding

We understand your intent is to renovate the police station space within the existing Public Safety Complex located on Legends Drive. Your goal is to relocate the dispatch area to the front of the building to be accessible to the public during non-business hours. Furthermore you intend to expand the locker room areas, storage, booking, and office functions to address the current and anticipated growth of the department and to better serve the community.

We understand this may be a phased project depending on the cost and funding allocated by the council. We intend to develop a total renovation plan to address all your needs and goals, as well as a phasing plan for how the work can be put in place.

We have included the necessary sub-consultants on the team as follows:

- Mechanical, electrical, plumbing – WV Engineering
- Estimating – TBD after award.

Compensation: \$ 54,125

The above is a fixed amount for the respective scope of services. Reimbursable expenses shall be invoiced above this fee per the attached terms and conditions.

Scope of Services

Conceptual Design Phase: 5 to 7 weeks

1. We will review the existing drawings, provided by you, but have also included time to confirm existing conditions of the building;
 - a. Photograph building as needed
 - b. Produce CAD based floor plans
2. Assemble a program of spaces based on your functional requirements;
3. Develop conceptual sketch options (2-3) for initial review;
 - a. Revise sketches 2 times to achieve an agreed-upon conceptual design solution;
4. Perform additional investigations on the existing building conditions as needed;
5. We will conduct a building code review;
6. Engage consulting engineers on their work, including existing conditions documentation;
7. Engage a third party construction estimator to develop a construction budget for the project;
8. Produce a total project budget including the construction budget, equipment, furniture and associated soft costs.
9. Attend up to 2 Review meetings during the course of this work.

Town of Hooksett, New Hampshire
 Police Station Renovation Bid #17-02
 Final Proposal - Design and construction services
 March 23, 2016



Final Design Phase: 6 to 8 weeks

1. SMP and our consulting engineers will develop a set of Construction Documents; including, but not limited to:
 - a. Demolition and phasing plans
 - b. Floor and Ceiling renovation plans
 - c. Enlarged plans and details
 - d. Building sections and wall details
 - e. Interior elevations
 - f. Door, window and finish schedules
 - g. Engineering work Mechanical, plumbing and electrical disciplines;
 - h. Fire protection work if any, will be an outline performance spec. only by WV Engineering and issued for "design build" proposals by the contractor.
2. Full project manual including:
 - a. Division 0- Bidding and Procurement requirements
 - b. Division 1 – Project Administration Requirements
 - c. Divisions 2-32 (as needed) – Technical specifications; basis of design products may be noted on the drawings.
3. Meet with the town to present 60% and 90% complete documents;
4. Update the project budget based on the 60% complete documents;
5. Attend **2 Public information sessions** to present the project;
6. Attend **up to 2 review meetings** with the town.

Bidding and Negotiation: 4 weeks

SMP will provide bidding and procurement assistance to the town;

1. Prepare and advertise the invitation to bid;
2. Provide documents in PDF format to local print house (Signature Digital) for bidder distribution;
3. Facilitate a pre-bid meeting and walk-thru
4. Respond to RFI's and issue addenda and clarifications as needed;
5. Review and tabulate bids and make recommendations on award to the town.

Construction Administration:

SMP and our sub-consultants will provide the necessary support to the team during the construction of the project.

1. Attend a pre-construction meeting with awardee, town and police representative(s);
2. Respond to RFI's and issue addenda and clarifications as needed;
3. Review submittals and shop drawings issued by the contractor;
4. Perform site visits and attend project meetings, **5 total visits and meetings are anticipated;**
5. Produce project field reports as needed;
6. Produce a project punch list at or near completion;
7. Review contractor application for payment;
8. Review contractor supplied record drawings.



Town of Hooksett, New Hampshire
Public Works Department #1541
Job Proposal - Design and Engineering Services
March 12, 2016

Work not included in this proposal:

- 1. Permitting and Regulatory applications, meetings, hearings etc.
- 2. City council meetings, presentations, etc. beyond those specifically listed above;
- 3. Surveying, Civil, and Structural Engineering (none anticipated);
- 4. Septic Design, Geo-Tech Consultants, Wetlands and/or Environmental Assessments;
- 5. Building systems Commissioning;
- 6. Hazardous Material Assessments;
- 7. Archeological Study and NHSP0 Historic 106 Review;
- 8. LEED Building Design Consultant;
- 9. Landscape Architecture;
- 10. Interior design and furniture selection;
- 11. Acoustical Engineering or Security Systems Design;
- 12. Construction testing and IBC special inspections;
- 13. Record Drawings and Post-Construction Completion Assessments.

Schedule

Our anticipated timeframe is indicated above for each phase, work will start upon receipt of signature of this proposal. The Client acknowledges that the Schedule may need to be adjusted to meet certain approval and review meeting dates, which are not determined at this time.

Form of Agreement:

This proposal is a firm offer and is good for **60 Days**. Upon acceptance by the town and notification of award, we will assemble an AIA B101-2007 form of agreement, to which this proposal will be attached.

Thank-you again for the consideration on this project, we look forward to working with you and your staff.

Respectfully,

Jason LaCombe • AIA
Principal • SMP Architecture

Hooksett Police Station Renovations
 Design Schedule
 March 22, 2016



Task	2016												2017			
	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April
Finalize design agreement(s)					①											
Start-up Meeting					→											
Confirm/Draw Existing Conditions					→											
Confirm project scope, goals					→											
Develop conceptual plan options					→											
Produce project narrative/outline spec					→											
Schematic Review meetings					②											
Produce Project Budget					→											
Submit drawings and budget to Town					→											
Owner review and approval of project					→											
Authorization to proceed with CD's					→											
Produce construction drawings																
60% set of drawings																
Owner review of 60% documents																
Update Project Budget																
Progress review meeting																
Produce Specifications																
90% set of drawings																
Owner review of 90% documents																
Finalize Construction Documents																
Issue bid set to Owner																
Project Bidding																
Award Project, finalize Contract																
Mobilize / Construction Start																
Construction - (4 months anticipated)																
Building start-up/ Move-in																
Fully Operational																

Winner Condition → Post occupancy work if needed →

Staff Report

Title: Fire Alarm System for Old Town Hall

Date: 4/13/16

Background and Discussion of Issues

A new fire alarm system needs to be installed at the Old Town Hall. Using the plans that were submitted the Town received three quotes for the installation.(see attached)

Recommendation (including suggested motion, if appropriate)

I would recommend D.P. Ross Home Electronics for the fire alarm system installation

Fiscal Impact

This money was designated for the 2015-2016 fiscal budget.

Prepared by: Diane Boyce

Town Administrator Recommendation

Concur

D.P.ROSS

Home Electronics - 56 Sherwood Dr. Hooksett, NH 03106
603-387-7777

Hooksett Highway Dept.
210 West River Road
Hooksett, NH, 03106

February 29, 2016

RE: Old Town Hall Proposal
ref.#160229

PROPOSAL

D.P. Ross will provide and install a FireLite MS9200UDLS Intelligent addressable Fire Alarm Control Panel with Built-In Digital Communicator in the property located at 16 Main Street, Hooksett, NH. 03106, commonly known as "The Old Town Hall". Sixteen combination smoke/heat detectors and sixteen combination heat/rate-of-rise detectors will be installed and connected to this panel. Five manual pull stations, eleven combination horn/strobe indicating devices, and one exterior strobe indicating device will be installed, tested and connected. All detection and indicating circuits will be wired using 16 gauge, solid copper, type FPLR, twisted-pair cabling.

Equipment included:

16 FireLite AD 355A Smoke detectors	\$1,040.00
16 FireLite H355HTA Heat detectors	\$880.00
11 FireLite SPS Speaker/Strobe	\$660.00
5 FireLite BG-12LX Pull Stations	\$350.00
1 Firelite MS9200 Control Panel	\$880.00
Cabling, boxes, misc. parts, etc.	\$700.00

PROPOSAL OFFERED

\$9,700.00

Thank You !

FIRE ALARM QUOTE



8 No. Wentworth Ave. • Londonderry, NH 03053 • (603) 432-5224 • Fax: (603) 432-8128
 104 Ethna Road • Lebanon, NH 03766 • (603) 448-5461 • Fax: (603) 448-7334
 277 Old Homestead Highway • Swanzey NH 03466 • (603) 358-6736 • Fax: (603) 356-6832
 mbedford@hampshirefire.com

PROPOSAL SUBMITTED TO:	PHONE	DATE
Hooksett Town Hall	603-588-0853	February 17, 2016
STREET	JOB LOCATION	
16 Main Street	Same	
CITY	ARCHITECT	
Hooksett, NH 03106	Mike Bedford	
ATTENTION TO:	E-MAIL	
John Soulia	jsoulia@hooksett.org	

Scope of work:

We are pleased to submit a proposal for New Complete Fire Alarm System for reconstructed building

Proposal includes:

This proposal will be for turnkey installation of New Addressable Fire Alarm System for Hooksett Town Hall. Proposal is based upon basic hand drawing supplied and with adjusted counts of devices to comply with NFPA 72, ADA, ANSI 1171 and NFPA 70 code requirements. Quote includes (1) New Addressable Fire Panel with built-in Dual line digital dialer, (1) Weatherproof Red exterior beacon, (5) Addressable Pull station, (17) Addressable smoke detectors, (10) Addressable rate of rise heat detectors, (8) 200 degree fixed heat detectors on (2) Addressable monitor modules, (3) Wall mounted ADA Strobes only, (8) Wall mounted ADA Horn Strobes, (2) back up batteries, (2) RJ31X jack and cords, all Fire Wire, hardware and fittings. Submittal package to Hooksett Fire department using drawings submitted to us for quote. Quote includes temporary install of Fire Panel with additional wiring so as to be moved to new permanent wall to be determined.

PRICE PENDING FIRE DEPARTMENT FINAL APPROVAL OF PLANS, PERMIT FEE NOT INCLUDED

Total Cost: \$14,923.50

Proposal Excludes:

Any additional parts or labor needed will be at additional cost.

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum of: Fourteen Thousand Nine Hundred Twenty-Nine Dollars and 50 cents

Payment to be made as follows: Net 30

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, theft and other necessary insurances. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: Todd Joyce

Todd Joyce / Fire Alarm Division

This proposal may be withdrawn

30 DAYS

Acceptance Of Proposal
 Kindly sign and return a copy of this proposal so we may schedule the work.

Signature: _____

Date: _____

FIRE ALARM QUOTE



8 No. Wentworth Ave. • Londonderry, NH 03053 • (603) 432-8221 • Fax: (603) 432-8128
 104 Elma Road • Lebanon, NH 03756 • (603) 448-5461 • Fax: (603) 448-7334
 277 Old Homestead Highway • Swanzey NH 03465 • (603) 358-5736 • Fax: (603) 358-6832

mbedford@hampshirefire.com

PROPOSAL SUBMITTED TO:	PHONE	DATE
Hooksett Town Hall	603-566-0853	October 26, 2015
STREET	JOB LOCATION	
16 Main Street	Same	
CITY	ARCHITECT	
Hooksett, NH 03106	Mike Bedford	
ATTENTION TO:	E-MAIL	
John Soulia	jsoulia@hooksett.org	

Scope of work:

We are pleased to submit a proposal for New Complete Fire Alarm System for reconstructed building

Proposal includes:

This proposal will be for turnkey installation of New Addressable Fire Alarm System for Hooksett Town Hall. Proposal is based upon basic hand drawing supplied and with adjusted counts of devices to comply with NFPA 72, ADA, ANSI 117.1 and NFPA 70 code requirements. Quote includes (1) New Addressable Fire Panel with built-in Dual line digital dialer, (1) Weatherproof Red exterior beacon, (5) Addressable Pull station, (17) Addressable smoke detectors, (10) Addressable rate of rise heat detectors, (8) 200 degree fixed heat detectors on (2) Addressable monitor modules, (3) Wall mounted ADA Strobes only, (8) Wall mounted ADA Horn Strobes, (2) back up batteries, (2) RJ31X jack and cords, all Fire Wire, hardware and fittings. Submittal package to Hooksett Fire department using drawings submitted to us for quote. Quote includes temporary install of Fire Panel with additional wiring so as to be moved to new permanent wall to be determined.

PRICE PENDING FIRE DEPARTMENT FINAL APPROVAL OF PLANS, PERMIT FEE NOT INCLUDED

Total Cost: \$14,525.50

Proposal Excludes:

Any additional parts or labor needed will be at additional cost.

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum of:

Fourteen Thousand Nine Hundred Twenty-Nine Dollars and 50 cents

Payment to be made as follows:

Net 30

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be allocated only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tempest and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: *Todd Joyce*

Todd Joyce Fire Alarm Division

This proposal may be withdrawn by us if not accepted within 30 DAYS

Acceptance Of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Kindly sign and return a copy of this proposal so we may schedule the work.

Signature: _____

Date: _____



35 Progress Ave
 NASHUA, NH 03062-3301
 (603) 886 1100
 FAX: (603) 598 2567
 www.simplexgrinnell.com

SimplexGrinnell Quotation

TO:
 SimplexGrinnell - 114 Nashua
 35 Progress Ave
 NASHUA, NH 03062-3301

Project: Old Hooksett Town Hall
 Customer Reference:
 SimplexGrinnell Reference: 114419396
 Date: 02/17/2016
 Page 1 of 5

SimplexGrinnell is pleased to offer for your consideration this quotation for the above project.

QUANTITY	MODEL NUMBER	DESCRIPTION
		Fire Alarm System
		New Material List
1	4007-9201	4007ES FACP, IDNAC, RED
1	4007-9806	SDACT MODULE
1	2081-9274	BATTERY 10AH
16	4098-9714	PHOTO SENSOR
16	4098-9792	SENSOR BASE
14	4098-9733	HEAT SENSOR
14	4098-9792	SENSOR BASE
4	5604	SINGLE-CIRCUIT 194 FIXED
1	4090-9001	SUPERVISED IAM
1	4090-9810	BRACKET, IAM
1	4090-9806	COVER-ADDRESS MODULE FLUSH
6	4099-9006	STATION-LED, DA PUSH ADDR
6	2975-9178	BACKBOX MANUAL STATION
8	49AV-WRF	AV Wall Red FIRE
3	49VO-WRF	VO Wall Red FIRE
1	CO1224TR	CO DETECTOR W/TEST 4W 12/24V
1	4090-9001	SUPERVISED IAM
1	4090-9810	BRACKET, IAM
1	4090-9806	COVER-ADDRESS MODULE FLUSH
1	4090-9806	DP SVCS (PERMITS/FEES/BONDS)
1	DPSVC	ETHERNET-NETWORK COMPATIBLE
1	ETHEDROP	Professional Services - Fire Alarm System
		DESIGN LABOR
		CAD LABOR
		PROJECT/CONSTRUCTION MGMT
		Technical Services - Fire Alarm System
		TECH LAB
		TECHNICAL SERVICE
		Installation

THIS QUOTATION AND ANY RESULTING CONTRACT SHALL BE SUBJECT TO THE GENERAL TERMS AND CONDITIONS ATTACHED HERETO.
 Fire, Security, Communications, Sales & Service
 Offices & Representatives in Principal Cities throughout North America



Project: Old Hooksett Town Hall
Customer Reference:
SimplexGrinnell Reference: 114419396
Date: 02/17/2016
Page 2 of 5

SimplexGrinnell Quotation

QUANTITY	MODEL NUMBER	DESCRIPTION
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	DPINSTAL New Material List	INSTALLATION/CONDUIT/WIRE
--	-------------------------------	---------------------------

Total net selling price, FOB shipping point, \$24,608.00

Comments

Quotation is based on counts and material requested.
This quotation is based on the acceptance of delivery of all equipment within one year.
This quotation includes final connections and one functional test of the system by a factory trained Simplex representative. Testing and labor is based on being performed between 8AM and 5PM, Monday - Friday excluding holidays.
Labor to perform head end terminations is included.
Conduit/wire/permits included. Fire Dept test included.
Add \$950 if an outside red surface mounted strobe is required by the fire department.

Staff Report

Title: Town Administrator Annual Evaluation Timeline and Process

Date: April 13, 2016

Background and Discussion of Issues

Below is the proposed timeline and process for the Town Administrator (TA) annual evaluation for period 7/1/2015 – 6/30/2016:

1. 4/27/16 = at Town Council meeting Councilors to review TA blank evaluation for format and content
2. 5/11/16 = at Town Council meeting Councilors to receive Dr. Shankle's self-evaluation, contract, job description and TA blank evaluation (with edits if necessary from 4/27/16)
3. 5/25/16 = Councilors are to complete and submit the TA evaluation form no later than 5/25/16 via e-mail to JSullivan@hooksett.org and cc: DFitzpatrick@hooksett.org (or hand deliver to Donna at meeting)
4. Date TBD = Chair Sullivan and Donna Fitzpatrick to meet the week of May 30th and consolidate each Councilors data into one TA evaluation report
5. 6/8/16 = Councilors to review consolidated evaluation report and establish goals for period 7/1/2016-6/30/2017
6. 6/22/16 = Donna will submit completed evaluation for period 7/1/2015 – 6/30/2016 for Councilors to review with Dr. Shankle.

Recommendation (including suggested motion, if appropriate)

Recommend the Town Council approve the Town Administrator Annual Evaluation Timeline and process as presented.

Fiscal Impact

As per the Town Administrator contract "There may be an increase of up to five percent (5%) after each annual performance evaluation in June, commencing June 2016, as determined by the Council to be effective July 1st."

Prepared by: Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation

Concur

Staff Report

Title: 2016 Old Home Day Town Council Booth

Date: April 13, 2016

Background and Discussion of Issues

Annually the Council has hosted an Old Home Day Town Council Booth. Councilors have volunteered their time to work the booth and share information with the public on the Town's large construction projects, website access, Boards & Committees, Civic Groups, Community Directory, Newsletter, Land Use FAQs, etc. Additionally to promote Town collaboration the Conservation Commission and Heritage Commission have booths on either side to share their respective information.

The Administrative Services Coordinator is seeking Council participation for a 2016 Old Home Day Town Council Booth. The following items are to be addressed:

1. Coordinate Event - assign one/two Councilor(s) to work with Administration
2. Event Date & Time - Saturday, September 17, 2016 – 8:00am to 6:00pm
3. Information Sharing – Same as noted in background above.
4. Voter Registration – Direct public to location for voter registration.
5. Volunteer Sign-up Sheet – Councilor(s) volunteer to sign-up for day of event set-up, working booth, and break-down.

Recommendation (including suggested motion, if appropriate)

Recommend that the Town Council approve the 2016 Old Home Day Town Council Booth as presented.

Fiscal Impact

None.

Prepared by: Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation

Concur

Hooksett Old Home Day 2016 Vendor Registration Form

Saturday, September 17, 2016

MAILING ADDRESS: P.O. Box 16039, Hooksett, NH 03106

Event location: Donati Park/Hooksett Town Hall - Main Street, Hooksett

For More Information Contact: Joan Lydon 603-867-8471 or 1009OHD.Joan@gmail.com

For directions, go to: www.hooksettoldhomeday.org

1. Name of Organization/Business: _____
2. Contact name: _____
3. Address: _____
4. Phone number: _____ cell: _____
5. Web Address: (a link to your site from OHD website) _____
6. Email _____
7. Size of the Area required - Standard Retail : 12 x12' _____ Food : 20x20' _____
8. Trailer as booth? (please include dimensions when set up): _____
9. Will a generator be used? _____ 10. I have read the guidelines _____
11. Type of items/information to be sold or distributed (please be specific): _____

A vendor coupon for clipping (2"W x 1.8"H) in the OHD calendar (for details - see guidelines): \$5 _____

12. Coupon message: _____

Signature: _____

This is a rain or shine event. Please prepare for inclement weather. **No breakdown before 5pm. No vehicles allowed on the field before 6pm. Initial here** _____

Please mail Registration and Check payable to "Hooksett Old Home Day" to:

Hooksett Old Home Day Booth • P.O. Box 16039 • Hooksett, N.H. 03106

DEADLINE AUGUST 31, 2016 - NO REFUNDS AFTER JUNE 1, 2016

Fees: Crafters/Vendors: \$40 _____ or \$35 plus a raffle item/basket _____

Food Vendors: \$50 _____, Non-Profit Organizations - \$15.00 _____

Clip-out coupon \$5 _____, Paid (cash/check) # _____, Total amount: \$ _____

If you are able to donate a small item from your business for our raffle, please indicate below.

Please have raffle items ready at check-in on the day of the event. Thank You.

ITEM _____

For Sponsorships and/or advertising in the 2016-2017 Old Home Day Calendar:
contact Carrie Hyde at 603-785-6639 or hooksettoldhomeday@gmail.com

Hooksett Old Home Day

Saturday, September 17, 2016

Joan Lydon, Vendor Coordinator
603-867-8471
1009ohd.joan@gmail.com

GUIDELINES FOR BOOTHS / VENDORS

- Prices for booth space are \$50.00 for food vendors, \$40 (or \$35.00 & a raffle item/basket) for non-food vendors and \$15 for non-profit organizations. **There will be no rain date. This is a rain or shine event. Please come prepared for inclement weather.**
- There will be a center section of 2" x 1.8" clip-out coupons. Vendors may purchase them for \$5.00 each. These coupons will contain a short incentive to shop with that vendor.
- This is a full day event. **You must be ready for sales at 10am and *may NOT START BREAK DOWN UNTIL 5PM. Vehicles will be not be allowed to move on and off the field BEFORE 6PM.*** Vendors may choose to stay until after the fireworks conclude. If you stay until after the fireworks conclude you must remove all gear and vehicles by 9pm. We encourage everyone to stay as late as possible to enjoy the evening shows. Special caution should be taken to avoid any pedestrian foot-traffic during set up and breakdown. Children's amusements will remain in operation until time noted in the program.
- Upon arrival, all vendor traffic will be routed through the check-in point at Donati Park. ***If you are providing a raffle prize, please have raffle prize available when you check in.*** When unloading at assigned location please do not block neighboring vendors from accessing their site. Please unload your vehicle and go park your car BEFORE setting up your booth. This will minimize congestion on the field and reduce your setup stress.
- The field will be open for vendor arrival at 7:00 AM. **All vehicles must be removed from the field by 9:30 AM.** Food vendors will have road access for replenishment of supplies. Please specify if you are bringing a generator or trailer (include dimensions) so we can try to accommodate. *Vendor parking will be at the Cigna Health Source parking lot on College Park Drive during the time of the event. There will be continuous shuttle bussing from 7:30am to 7:30 pm between Cigna and the Town Hall parking lot.* On the day of the event, questions should be directed to the event staff at the OHD Booth on the field.
- We encourage our loyal vendors from years prior to submit your registrations ASAP. ***In order to help make everyone successful, we reserve the right to limit the number of vendors in each category, both food and craft vendors. The vendor committee has final determination on acceptance.*** I.E.: we have local organizations who sell french fries, hamburgers and hot dogs so we will not be allowing competing vendors for these items. Please feel free to modify your menu/wares to help bring variety to the event.

- All food and craft vendors will provide their own table, tent, canopy, chairs, water, generators, etc. *There is no electricity available at sites. Please specify if you are bringing a generator so we can place your site accordingly.* Canopies and/or tents are encouraged. Please use anchor stakes, tie-downs or weights in case of wind. If you have side flaps, please bring them in case of rain. Trash must be removed from your booth space upon departure. *Real, toy or electric cigarettes, real or toy weapons of any kind, cap guns, snap-its, silly string, stink bombs, explosive poppers, spray paint and hair dye are not allowed.* Hooksett OHD Committee is not responsible for any damage or loss of items. Vendors must carry their own liability insurance. *All food vendors must have a charged, unexpired fire extinguisher. There is No Smoking at Vendor Booths or on the grounds. This is a NON SMOKING EVENT.*

*Thank you in advance for respecting the guidelines.
We look forward to a great day for everyone!*

**PRESERVATION MONTH 2016
PROCLAMATION BY HOOKSETT TOWN COUNCIL**

BE IT PROCLAIMED THAT WHEREAS, historic preservation is an effective tool for managing growth, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

WHEREAS, historic preservation is relevant for communities across the nation, both urban and rural, and for Americans of all ages, all walks of life and all ethnic backgrounds; and

WHEREAS, it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that have shaped us as a people; and

WHEREAS, “This. Place. Matters.” is the theme for National Preservation Month 2016 by the National Trust for Historic Preservation; and

WHEREAS, in celebration of this occasion, the Hooksett Heritage Commission, Robie’s Country Store Historic Preservation Corp., the Town Hall Preservation Committee & Robie’s Country Store will sponsor Hooksett Heritage Day on May 21, 2016;

NOW, THEREFORE, I, James A. Sullivan, Chair, on behalf of the Town Council, do proclaim May as National Preservation Month in Hooksett and May 21, 2016, as Hooksett Heritage Day, and call upon the people of Hooksett to join their fellow citizens across the United States in recognizing and participating in this special observance.

Proclaimed on this, the 13th Day of April in the year Two Thousand and Sixteen, A.D. by the Hooksett Town Council.

Date: _____

James A. Sullivan,
Chair Hooksett Town Council