



TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, May 25, 2016
6:30 PM
Council Chambers

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

4.a Hooksett Youth Achiever

5. APPROVAL OF MINUTES

5.a Public Minutes: 05/11/2016
[TC Minutes 051116-U.docx](#)

[TC Added Material 051116.pdf](#)

5.b Non-Public Minutes: 05/11/2016

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

7.a 16-034 Donation of new(replacement) scoreboard from Hooksett Youth Athletic Association (HYAA) valued at \$10,438.00 to Town of Hooksett for Donati Field per RSA 31:95 e II.
[052516 HYAA Scoreboard.doc](#)

[Donation of Scoreboard from HYAA.pdf](#)

[HYAA Scoreboard Donation.pdf](#)

8. CONSENT AGENDA

9. TOWN ADMINISTRATOR'S REPORT

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

10. PUBLIC INPUT - 15 MINUTES

11. NOMINATIONS AND APPOINTMENTS

11.a Appointment - Leslie Boswak to SNHPC
[Boswak SNHPC Application.pdf](#)

12. SCHEDULED APPOINTMENTS

12.a Parks & Recreation Advisory Board

12.b Budget Committee

13. 15 MINUTE RECESS

14. OLD BUSINESS

14.a Discussion of Election Results
[District 6 Open.docx](#)

15. NEW BUSINESS

15.a 16-028 Kiwanis 5K Race 09/17/16
[2016 Letter to Town of Hooksett.doc](#)

[2016 5k Race Course.pdf](#)

15.b 16-030 Donations from IAFF Local 3264 to cover the cost of irrigation/landscape/hardscape material with labor, signage, and ceremonial bell valued at \$20,483.36 for the Hooksett Safety Center Memorial Park to the Town of Hooksett per RSA 31:95-b III(a) & RSA 31:95-e II.
[Staff Report Memorial Park.pdf](#)

[Safety Center Memorial Park Packet.pdf](#)

15.c 16-031 Hooksett Recreation - The establishment of a Hooksett Recreation Before and After School Care Program
[Staff Report - Before and After Recreation School Program.pdf](#)

[After School Program Framework.docx](#)

[Hooksett Recreation Before and After School Care Calendar.pdf](#)

15.d 16-032 Award Project Bid No 16-03 to Advance Excavating and Paving for Part A - Martins Ferry Road from current roadway funds and for Part B - Main Street from funds which will be available on July 1, 2016
[Staff Report 2016-143 Award of 2016 Roadway Project.pdf](#)

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

[Bid Results BID#6-03 5-13-16.pdf](#)

15.e 16-033 Roadway Cracksealing and Chipsealing Project Bid#16-04
[Staff Report 2016-145 Award of 2016 Roadway Cracksealing and Chipsealing Project.pdf](#)

[Bid Results BID#6-04 5-13-16.pdf](#)

15.f 16-034 Donation of new(replacement) scoreboard from Hooksett Youth Athletic Association (HYAA) valued at \$10,438.00 to Town of Hooksett for Donati Field per RSA 31:95 e II.
[052516 HYAA Scoreboard.doc](#)

[Donation of Scoreboard from HYAA.pdf](#)

[HYAA Scoreboard Donation.pdf](#)

15.g 16-035 Town Council Meeting Schedule July 2016 to June 2017
[2016-17TC Meeting Schedule.pdf](#)

[2016-17 TC MEETING SCHEDULE 052516.doc](#)

15.h 16-036 Council sign MS-232 for Appropriations Actually Voted
[SR MS- 2.doc](#)

[MS 232 AppropriationsVoted.xlsx](#)

15.i 16-037 Non-Union full-time wage increase & health insurance premium contribution increase AND part-time wage increase effective 07/01/16
[Wage-Health 070116.pdf](#)

15.j 16-038 Purchase of planer and high flow pump attachments for Bobcat
[Staff Report - purchase of planer 5-25-16.pdf](#)

[Quote Bobcat planer high flow pump.pdf](#)

16. SUB-COMMITTEE REPORTS

17. PUBLIC INPUT

18. NON-PUBLIC SESSION

19. ADJOURNMENT

Public Input

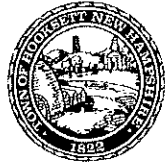
Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

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, May 11, 2016
6:30 PM
Council Chambers

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1. CALL TO ORDER

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

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ATTENDANCE:

13 Chair James Sullivan, Nancy Comai, James Levesque, Marc Miville, Timothy Tsantoulis,
14 David Ross, Robert Duhaime, Donald Winterton and Dr. Dean E. Shankle, Jr. .

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Missed: Adam Jennings

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NON-PUBLIC SESSION

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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,

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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.

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26 ***J. Sullivan motioned to enter non-public session at 5:32pm. Seconded by T. Tsantoulis.***

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Roll Call

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30

R. Duhaime – yes

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M. Miville – yes

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D. Ross – yes

35
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J. Levesque – yes

37
38

N. Comai – yes

39
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D. Winterton - yes

41
42

T. Tsantoulis - yes

43

J. Sullivan - yes

Vote unanimously in favor.

40 ***J. Sullivan motioned to exit non-public at 6:20pm. Seconded by D. Ross.***

41 ***Vote unanimously in favor.***

42 ***J. Sullivan motioned to seal the non-public minutes of 05/11/16. Seconded by J.***

43 ***Levesque. Vote unanimously in favor.***

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Chair Sullivan called for a 10 minute recess with public session to commence at 6:30pm.

Chairman Sullivan called the public meeting to order at 6:30 p.m. In attendance: Chairman Sullivan, Councilors Robert Duhaime, Marc Miville, David Ross, James Levesque, Nancy Comai, Donald Winterton, and Tim Tsantoulis. Absent: Councilor Adam Jennings.

5. PLEDGE OF ALLEGIANCE

6. SPECIAL RECOGNITIONS

7. APPROVAL OF MINUTES

Councilor Miville moved, second by Councilor Tsantoulis, to remove from the table the Town Council meeting minutes of April 13, 2016. Motion passed unanimously, 8-0.

7.a. Public: 04/13/2016
[TC Minutes 041316-U.pdf](#)

Chairman Sullivan moved, second by Councilor Miville, to approve the April 13, 2016 Town Council meeting minutes, as amended. Motion passed unanimously, 8-0.

7.b. Public: 04/27/2016
[TC Minutes 04272016-U.pdf](#)

Councilor Duhaime moved, second by Councilor Miville, to approve the April 27, 2016 Town Council meeting minutes, as presented. Motion passed unanimously, 7-0-1 (Councilor Winterton abstained).

7.c. Non-Public: 04/27/2016

Councilor Ross moved, second by Councilor Levesque, to approve the April 27, 2016 Town Council non-public meeting minutes, as presented. Motion passed unanimously, 7-0-1 (Councilor Winterton abstained).

8. AGENDA OVERVIEW

Chairman Sullivan went over the agenda and re-ordered agenda item 14.a Appearance by Moderator, Don Riley; 17.a. Discussion of Firebird Motel; and 17.d. Boston Post Cane Award. There were no objections.

9. PUBLIC HEARINGS

9.a. Public Hearing for the donations to cover the cost of irrigation/landscape/hardscape material with labor, signage, and ceremonial bell valued at \$20,483.36 for the Hooksett Safety Center Memorial Park to the Town of Hooksett per RSA 31:95-b III(a) & RSA 31:95-e II.
[051116 Memorial Park.pdf](#)

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94

95 Chairman Sullivan read the public hearing notice and opened the hearing at 6:40 p.m.
96 Donna Fitzpatrick read a written statement from Chief of Police Bartlett who is outside the
97 area attending training. [attached].

98

99 Councilor Ross asked who made the donation. It doesn't say it came from Happy Helpers.
100 Happy Helpers gave a check to the union and the union provided a gift to the town. Dr.
101 Shankle said he'll be more careful in wording public notices. He said "it was not clear to us
102 where it [the donation] came from". Chairman Sullivan said that the town is required to
103 accept all donations to the town and is traditionally handled under "consent". In this case, the
104 donation is above the threshold amount of \$15,000. The Chairman said "that is why we had
105 a public hearing on the cardiac monitor". Councilor Ross felt it was improperly posted and
106 didn't have enough information for the public to come participate and it needs to be amended.
107 He also said there was missing paperwork and he wanted to see invoices. Dr. Shankle said
108 there is no backup information because it was inaccurate and he pulled it before the notice
109 was properly posted. All agreed to continue with the public hearing. Councilor Levesque
110 said that if the donation was given to the union, wouldn't that have had to be approved by the
111 Town Council. Dr. Shankle said, no, the union is a separate group. He said originally it
112 looked like this was suppose to be a town project and somehow the union interjected.
113 Councilor Winterton was not comfortable with the discussion while the town was in current
114 negotiations with the union and he felt the discussion should end. Councilor Miville said the
115 Happy Helpers almost every year donates to the Fire Department with a lot of fanfare. The
116 former chief accepted a defibrillator. Dr. Shankle said when he got to Hooksett he asked if
117 this had been approved by the Town Council and was told "yes". He was misled. Councilor
118 Tsantoulis said he agreed with Councilor Winterton and since there are so many questions he
119 suggested placing the matter on a back burner.

120

121 *Councilor Tsantoulis moved, second by Councilor Ross, to table the matter. Motion passed*
122 *unanimously, 8-0. Chairman Sullivan closed the public hearing at 6:58 p.m.*

123

124 14. SCHEDULED APPOINTMENTS – Don Riley, Moderator

125

126 Town Moderator Don Riley and Todd Grenier, Town Clerk, came forward. Mr. Riley thanked
127 the Chairman for moving this item up on the agenda. He reported that there were 9834
128 registered voters for yesterday's election; one registered yesterday. 359 voters cast votes; 8
129 were by absentee ballot. The volunteer team worked well. The checklist tally needs to agree
130 with the tape and "we missed by one". There were many write-ins – a tedious process to sort
131 out. Councilor Ross received the most write-ins for the Councilor-at-Large position. In
132 District 6 there were no candidates; four write-ins, each getting one vote. Mr. Riley said all
133 was completed by 9:00 p.m. Mr. Riley said he appreciates the voters and volunteers being
134 respectful of the process over the last five years. He said he appreciates the Town Council's
135 support. Council members have always been at the polls throughout the day and been there
136 at the end of the day to provide the three required signatures on the sealed tape. He said he
137 was glad Councilor Ross got written in because he is instrumental in the whole process.
138 Within 30 minutes the signs were down and put away, thanks to Councilor Ross. He thanked
139 the Department of Public Works for their support in setting up the booths. He said the booth
140 vendor is no longer in business. Mr. Riley thanked the Police Department as well saying that
141 three officers were in and out throughout the day. Thanks, too, went out to the School
142 District. It was a school day and there was very little cross over between the two sides of the
143 building. He thanked Dr. Shankle who every election day comes by, showing interest in what

140 the team is doing and he expressed deep appreciation to the team whose execution gets
141 better and better. Mr. Riley said he was not sad to leave his position. Chairman Sullivan
142 thanked him for his good work. The Council expressed their thanks with applause.

143

144 Chairman Sullivan said that District 6 will have a vacancy and with the charter change
145 approval, both the town and the school will have the same election day. Todd Grenier gave a
146 shout-out to Sally Humphries for her time and dedicated contributions to the team. Of the
147 four write-ins in District 6, two are not qualified, one is an employee, and the fourth is closing
148 on their house and will be moving out of town, which leaves Councilor Comai. If she is not
149 willing to accept, she must formally decline in writing to the Town Council who will then
150 appoint someone to the Councilor position within 30 days. Mr. Grenier said the Budget
151 Committee vote produced a tie. He will reach out to both and schedule a time to flip a coin to
152 break the tie. Councilor Miville thought the committee had jurisdiction. Mr. Grenier said he
153 has to establish a winner and will keep everyone informed.

154

155 17. NEW BUSINESS – 17.a Firebird Motel

156

157 Police Captain Daigle came forward to provide an update on the situation at the Firebird as
158 described by residents at the last Council meeting and in a letter to the Council dated April
159 22nd and signed by a number of residents. Captain Daigle said there has been an uptick in
160 activity at the Firebird Motel. He has spoken with code enforcement and other members of
161 the town and they are in compliance with rules and regulations and are current on their room
162 and meals tax. The Police Department (PD) has put a lot of enforcement in the area. PD has
163 been monitoring and trying to keep on top of what's transpiring there. The last homicide in
164 town occurred at the Firebird. During the first four months of 2016, the number of arrests
165 made eclipsed the number of arrests for the entire year of 2015 and at least half of the
166 arrests were based on proactive activity by officers. The PD has stepped up its efforts and
167 there have been a lot of drug arrests. Manchester SWOT came to assist when an armed
168 individual refused to come out. A subsequent search of the premises revealed a weapon that
169 was loaded. Chairman Sullivan then opened the meeting to public comment.

170

171 Ian Cote of One West Stearns Avenue said it is unbelievable what is going on and it is not
172 within residents' grasp and needs to be handled at the town level. He said he lives in a
173 residential area with a brothel 100 yards from his house. There are heroin needles sprinkled
174 around. He asked if there is some way to see if the motel should be there at all. He said
175 residents must have some rights. Dr. Shankle said PD has been working with code
176 enforcement and the health officer and there are no violations; same thing with the Fire
177 Department, they are up to code.

178

179 Councilor Duhaime suggested a site plan review since they access a town road, not a state
180 road. Chairman Sullivan said a code review could be undertaken. He also wondered, given
181 the opioid crisis, if the state could create a drug free zone. Councilor Ross stated that there
182 use to be a chain-linked fence there that has disappeared and makes foot traffic easier. He
183 asked if that was a violation and whether the fence could be put back up. Councilor Duhaime
184 said the site plan review could get the land owner's attention. Councilor Winterton said he
185 would be happy to bring the situation to the attention of the Planning Board. Councilor Miville
186 said the PD has been doing yeoman's work and inquired whether the person assigned to the
187 drug enforcement program could be utilized to help.

188

189 Captain Daigle said the chief has spent time in the Firebird Motel parking lot and they are
190 renting by the hour. On one visit, the owner's son was manning the desk and acknowledged
191 tenants had local addresses but would have to check with his father on the exact price per
192 hour.

193

194 Jackie Faucher of 3 West Stearns Avenue read through documentation describing a "public
195 health nuisance". She said in accordance with a NH Public Health Nuisance Guidance
196 Document, "a public nuisance is a behavior that unreasonably interferes with the health,
197 safety, peace, comfort or convenience of the general community". Captain Daigle said that
198 business people have actually participated in neighborhood watches that have led to arrests
199 and he applauded residents for keeping PD apprised of goings-on in the area.

200

201 Matt Daust said last night 11 vehicles were in and out; 9 minutes, the longest; 3 minutes- the
202 shortest.

203

204 Dan LaTouche of 16 Bell Avenue said that the motel is a series of rooms used as a
205 convenience store for all types of illegal activity; it's not used as a motel. It is the most
206 dangerous place in Hooksett. Mr. Latouche asked "would your family feel safe living close to
207 the motel"? He said he appreciates the efforts of the PD.

208

209 Councilor Winterton said it is a horrific situation and appreciated the courage it took for
210 residents to come to the meeting tonight. The budget passed yesterday will allow for hiring 4
211 more police officers part-time and two full-time so hopefully more arrests can be made and
212 more criminals taken off the streets. He encouraged everyone to call 911 to get as much
213 cleaned up as we can. He made a personal commitment, and on behalf of the Council, "to do
214 whatever we can do until the area is cleaned up". Captain Daigle said the owner knows
215 what's going on and the activity is around the clock.

216

217 Catherine Rice said that since 1969 she's operated a children's learning center. She has 31
218 parents that come and go with 3, 4, 5 year old children and they are out doing practice fire
219 drills and are in the playground in good weather. Quite a few parents have voiced their
220 concerns about the neighborhood. She and her staff are responsible for the safety of the
221 children.

222

223 Don Latouche, father of Dan who spoke earlier, said his son lives in his rental house because
224 he's lost three tenants over the situation. It is difficult to get the property rented. The
225 property was appraised and we have to deduct 20 percent off the value because of the
226 Firebird. He thanked Captain Daigle for the PD's efforts and said he hopes the PD and
227 Council can help them.

228

229 Chairman Sullivan thanked everyone for coming in and giving the Council the prodding to
230 push forward and check into all of the options mentioned. Councilor Tsantoulis said he had
231 no idea that the Firebird presented such a problem. He commended the PD and said the
232 Council will "put our heads together and come up with the right solution". He urged residents
233 to be patient and continue doing what they are doing. He said his youngster went to Mrs.
234 Rice's school and there are other good businesses in the area and "you have my support".

235

236 Ian Cote said he has an eight year old son and 17 month old daughter. His son has already
237 seen someone passed out. Cathy Brodsky said she lives in Manchester and is a Latouche

238 friend. She said the area is close to Route 93 which makes it a state problem and a problem
239 beyond Hooksett.

240

241 Councilor Duhaime said he is glad residents brought the matter to the Council's attention and
242 "we'll make sure to get this fixed". Councilor Comai said she didn't realize the severity of the
243 situation and thanked residents for the courage to step up and assured them the Council
244 would do something about it. Councilor Miville said it is shocking to learn that the number of
245 arrests made in four months eclipsed the number of arrests made for the whole of 2015.
246 Councilor Ross pointed out the financial impact caused in addition to the safety, peace and
247 quiet concerns and the town must hold their feet to the fire. Councilor Winterton thanked
248 residents for bringing awareness to the entire Hooksett community. Chairman Sullivan
249 thanked everyone for coming.

250

251 17.d BOSTON POST CANE AWARD

252

253 Chairman Sullivan stated that the Boston Post Cane recipient, Virginia Kalariotes, passed
254 away on March 27th. The recipient is Sophie Dlugosz who recently celebrated her 99th
255 birthday. Sophie moved to Hooksett after marrying her husband and Hooksett native
256 Rudolph, and together they operated R.J. Dlugosz Oil Company. They raised two children in
257 town and although she currently resides in Manchester, she still owns their family home in
258 Hooksett's District 4, Councilor Miville's district. The award will be presented to her at her
259 residence.

260

261 *Councilor Miville moved, second by Councilor Duhaime, to present the Boston Post Cane*
262 *Award to Sophie Dlugosz. Motion passed unanimously, 8-0. Dr. Shankle will arrange a time*
263 *for the presentation.*

264

265 **11. TOWN ADMINISTRATOR'S REPORT**

266

267 Dr. Shankle reported as follows:

268

- 269 • He brought to the attention of the Council the television sets on the wall which will be
270 tied to computers when done and new cameras where everyone can be seen.
- 271 • Volunteer Appreciation Night is scheduled for Friday, June 24th at 6:00 p.m. before the
272 end of the fiscal year.
- 273 • Lilac Bridge, he said, has gotten interesting. There was one bid. He has met with the
274 Historical Society who want more detail, and he's working through the pile of steel on
275 Jeff Larrabee's property.
- 276 • There have been questions about community development and the planner leaving.
277 Working with Jim Donison, Town Engineer, and he really wants to assist the planner
278 that is left. The administrative assistant was moved to highway garage and the
279 highway garage administrative assistant moved upstairs. Both are happy with the
280 move. Originally when building and planning were combined the idea was to have
281 one administrative assistant handle both sides. Jim Donison would like to let that
282 settle in and see what we've got. Because of that, at the Planning Board meeting, the
283 Master Plan came up. The next meeting of the Planning Board is May 21st. Mr.
284 Donison and Dr. Shankle will handle.
- 285 • The Hooksettites Annual Lunch will be held on May 19th at the Derryfield Country
286 Club. Dr. Shankle and Councilor Duhaime plan to attend.

- 287 • Dr. Shankle said he has been invited to attend an ICMA (International City/County
288 Management Association) program during the last two weeks in July in China. In
289 response to Councilor Tsantoulis, Dr. Shankle said there would be no financial impact
290 to the town. The cost is paid for by the university for two or three people per year.
291

292 Councilor Ross indicated that moving the Lilac Bridge could be a massive expenditure
293 and cautioned against placing too many restrictions or too much pressure on the person
294 doing the project to not inhibit it. Preservation could be an Old Man on the Mountain
295 attraction for Hooksett. Dr. Shankle said "the bid was for us to move it". The matter
296 hasn't gone to the Planning Board and the state wants to make sure there is a 10-year
297 timeframe to set up. Councilor Ross said "if we're paying to move it, that's our scrap".
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299 **12. PUBLIC INPUT - 15 MINUTES**

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301 **13. NOMINATIONS AND APPOINTMENTS**

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303 Councilor Winterton indicated that Leslie Bosniak will be nominated to the Southern NH
304 Planning Commission, pending communications with her. She hasn't filled out the volunteer
305 application.
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307 **14. SCHEDULED APPOINTMENTS**

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309 14.a. Don Riley, Moderator – Taken up Earlier
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311 **15. 15 MINUTE RECESS**

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313 **16. OLD BUSINESS**

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315 16.a Donation of a LifePak 15 Cardiac Monitor/Defibrillator from The New England
316 Heart & Vascular Institute (CMC Hospital) valued at \$28,321.82 to the Hooksett Fire-
317 Rescue Dept. as per RSA 31:95-e II.
318 [042716 TC LIFEPAK DONATION HFD.doc](#)
319 [Cardiac Monitor Donation.pdf](#)
320 [LP Quote _ 3-2016.pdf](#)
321

322 *Councilor Ross moved, second by Councilor Levesque, to accept the donation from the New*
323 *England Heart and Vascular Institute and Catholic Medical Center for the LifePac 15 Cardiac*
324 *Monitor/Defibrillator for use by the Hooksett Fire Rescue Department. Motion passed*
325 *unanimously, 8-0. Councilor Ross suggested sending a letter of thanks to the Catholic*
326 *Medical Center. Dr. Shankle will arrange.*
327

328 16.b Discussion of Town Meeting Results
329

330 **17. NEW BUSINESS**

331

332 17.a 16-024 Firebird Motel 10 Bell Avenue -- Law Enforcement – Taken Up Earlier
333 [BELL AVE LTR 042716.pdf](#)
334

335 17.b 16-025 Other Ways to Govern the Town of Hooksett

336 [Court case related to forms of government in NH.pdf](#)

337

338 Dr. Shankle referenced the information provided from the NH Municipal Association. There
 339 appears to be a lot of flexibility within the law on changing the charter and the document does
 340 a good job explaining what can and can't be done. Dr. Shankle will go over the document
 341 with Town Counsel. It is good that the town moved the election time. Councilor Winterton
 342 stated that 3.6 percent of the electorate is determining how the town should be run and that is
 343 troubling. He said all the work we do can be changed by less than 3.6 percent. People of
 344 Hooksett are familiar with Manchester and Concord who expect elected officials to do their
 345 job. Here they don't come out. He is concerned by the ultra-minority and feels the Council
 346 should take a closer look at the issue.

347

348 Chairman Sullivan thought starting earlier working toward the election might help. Councilor
 349 Ross said some booths are handicapped and some had difficulty reading the type. Booths
 350 with magnifiers would be helpful. Councilor Miville said the Council really needs to focus on
 351 getting out the vote and informing the public in a proactive way; perhaps consider a
 352 newsletter prior to an election. Chairman Sullivan said that a public notice was put in the
 353 paper and the Union Leader reporter has put stories in. Councilor Winterton said he hasn't
 354 heard back from Merchants Motors about putting something on their sign. He said it's been
 355 suggested that maybe the town needs to spend the money on a postcard mailer before the
 356 election – similar to a "Save the Date" mailer, and maybe share the cost with the school
 357 district. Councilor Comai felt a postcard would be treated like junk mail and social media was
 358 the way to go. Chairman Sullivan said he doesn't know what drives people to come out and
 359 vote but doesn't want to spend money to get people to come out to vote. Councilor Comai
 360 said the Council should create a list of all electronic boards in town that could be accessed.
 361 Councilor Miville said there were four electronic boards in town that could be reserved for
 362 Public Service Announcements (PSA) that rotate every eight seconds.

363

364 17.c 16-026 Town Newsletter
 365 [5112016 Newsletter Staff Report.pdf](#)

366

367 It has been the practice to place town newsletters in with the tax bill. It typically cost \$600 to
 368 print and insert the newsletter in with the tax bill. A copy of the May 2016 newsletter was
 369 included in the Council packet for review and recommended changes.

370

371 Councilor Miville said more than half the first page is filled with information about the
 372 Southern New Hampshire Planning Commission and space could be better utilized by
 373 including information pertinent to the average voter. Councilor Comai suggested included the
 374 phrase SEE Something/SAY Something and perhaps including election results and that
 375 boards and committees still need volunteers. Councilor Ross suggested a blurb on calling
 376 authorities if syringes are found so that they can be properly disposed of. Dr. Shankle said
 377 that he and Katie were in the process of updating the town website. Suggested changes will
 378 be made to the newsletter.

379

380 *Councilor Tsantoulis moved, second by Councilor Duhaime, to allow the town newsletter to*
 381 *be inserted along with the May 2016 tax bill. Motion passed unanimously, 8-0.*

382

383 [0516.pdf](#)

384

385 17.d 16-027 Boston Post Cane Award – Taken Up Earlier

388 **18. SUB-COMMITTEE REPORTS**

390 Councilor Ross said the Conservation Commission approved a change order. There was
391 discussion to authorize the Chair to approve change orders. He opposed stating that even
392 town administration has limits. He doesn't agree that one person alone be making decisions
393 with public money. He said Blue Ribbon Fencing got the low bid. There was discussion
394 about putting additional signs besides Conservation Commission signs reminding people that
395 it is a felony to damage public property, and that the post should be steel, not wood.

397 Hooksett Youth Achievers met today. Councilor Winterton suggested everyone be proactive
398 in submitting nominations. The Planning Board is getting busy. SNHU is moving along with
399 its 100 million dollars worth of projects and getting approvals for the new dorm and athletic
400 field. Regarding tennis courts, six new NCAA qualified courts are being built as part of the
401 complex. He said Victory Lane is open part-time. Dr. Shankle has been asked to have
402 assessing come in to explain what parts of those buildings are taxable. SNHU really wants to
403 be good neighbors. The site plan for the soccer field is approved, pending lighting plans and
404 they are willing to contribute to the Martins Ferry Road bridge and sidewalk.

406 Bloomberg Self Storage by the library is looking for a reduction in impact fees. There are 20
407 trips in and out every day. They are hoping that the town will re-visit impact fees if they do
408 what the town wants. The impact fees were set in 2005.

410 A mini golf course was approved as part of Lilac Development on Hackett Hill which will be
411 under construction this summer. Next year, a smoke house restaurant will be attached. They
412 extended the Beaver Brook application for another year. Berry Hill's new owner bought a
413 bunch of lots, 18 or 19 lots, for this over 55 community

415 Chairman Sullivan said the next meeting of the Heritage Commission will be on May 21.
416 Councilor Comai said she will not be attending the next Council meeting.

418 Councilor Miville said Economic Development met last week. They are wrapping up the
419 business survey. They tried to recruit 100 businesses in town – 31 responded. UNH
420 Extension will conduct a campus review in July. Other reviews will occur and in September,
421 businesses who participated in the survey will retreat and work down to five major projects.
422 The report will be finalized and presented to Town Council in October.

424 The committee will review the impact fee structure. Councilor Miville suggested developing a
425 list of potential businesses that Hooksett does not currently have; find open properties and
426 recruit businesses proactively while retaining the businesses already here.

428 The Budget Committee will meet next Thursday and will probably have two or three meetings
429 in the summertime. Old members and new will be invited. They are moving forward to
430 improve the process and streamlining forms sent out – making them similar across the board.

432 Councilor Tsantoulis reiterated Councilor Winterton's comments about Youth Achievers. He
433 had nothing of note to report from the Board of Assessors and thanked the voters for electing
434 him from his appointed position.

10

436 **19. PUBLIC INPUT**

437

438 **20. NON-PUBLIC SESSION**

439

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

443

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

446

447 **21. ADJOURNMENT**

448

449 *Chairman Sullivan moved, second by Councilor Tsantoulis, to adjourn the meeting at 9:14*
450 *p.m. Motion passed unanimously, 8-0.*

451

452

453

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

458

459 Respectfully submitted,

460

461

462

463 Suzanne Beauchesne

464 Recording Clerk

highways.”¹ When this interference substantially and unreasonably affects the use and enjoyment of a single or small group of properties it is considered a private nuisance.² When an activity unreasonably interferes “with a right common to the general public,” it is considered a public nuisance.³ As such, a public nuisance is a “behavior that unreasonably interferes with the health, safety, peace, comfort or convenience of the general community.”⁴ A public nuisance could include public health threats such as pest infestations, unsanitary living conditions, smoke from outdoor wood boilers, or properties with unreasonable accumulation of garbage. At times, conduct may be both a private and a public nuisance if it causes both a particular harm to a specific property and a more generalized harm to the greater community.⁵ However, the local Health Officer’s focus is to play an important role in addressing the health threat presented by public nuisances.

To understand the scope of the Health Officer’s authority to abate public nuisances, it is helpful to understand the source of this authority - the police powers of the state government. However, to determine the scope of state government authority you must first look to the U.S. Constitution and the concept of federalism. Federalism is the division of power between the federal government and state governments. The basis of federalism in the United States is the 10th Amendment, which states that any powers not “delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.” Under this broad reservation of power, states have police powers. Police powers are the authority to enact and enforce legislation and regulations to protect the welfare, health, and safety of the population. These police powers provide the basis for a state’s nuisance abatement authority. However, the relationship between state and local governments is different than the concept of federalism. Local governments are generally recognized as subsidiaries of their respective states. Any power that local authorities exercise is delegated from the state. The

¹ Black’s Law Dictionary, Ninth Edition (2009)

² Dunlap v. Daigle, 122 N.H. 295, 298 (1982).

³ Robie v. Lillis, 112 N.H. 492, 495 (1972).

⁴ Id.

⁵ Urie v. Franconia Paper Co., 107 N.H. 131, 133(1966).

14 Bell Ave.
Hooksett, NH 03106-1036
Res: 603-669-2674
Cell: 603-396-5168
email: rondens@comcast.net

April 22, 2016

Hooksett Town Council
Hooksett, New Hampshire 03106

Re: Firebird Motel
10 Bell Ave., Hooksett, NH

TO WHOM IT MAY CONCERN:

We, the undersigned, are abutters and/or neighbors residing and/or working in the area of the above captioned motel.

Since attending the Neighborhood Watch program in 2015, we have noticed an up-tick/proliferation of activity in the coming & going of clients at the Firebird. To our dis-like, there seems to be a lack of "preventive maintenance" on management's part that might otherwise preclude a number of incidents, now increasing in intensity and frequency.

While the Police Department should be commended for its vigilance in attempting to keep some measure of safety in & around our neighborhood, and we so appreciate its untiring efforts, we remain reactive to what is transpiring at that address, rather than being pro-active in deterring malicious behavior.

We will appreciate an open discussion at the town council regarding steps that can be initiated to regain our appreciation of living in this section of Hooksett.

Sincerely,

Ronald A. Latouche
Ronald A. Latouche

- Denise Latouche 14/18 Bell Ave. Hooksett*
- Catherine Rice Children's Country Learning Ctr.*
- Carl and Audrey Carter 5 Bell Ave Hooksett*
- IAN & CANDICE COTE 1 WEST STEVENS AVE HOOKSETT*
- Michelle & Bob Kramer 7 Bell Ave Hooksett*
- Maudette L. Blackburn 6 Bell Ave Hooksett NH*
- Paul Parker 3 W STEVENS AVE HOOKSETT NH*
- Don Roberts 16 BELL AVE. HOOKSETT*
- Yvonne 14 BELL AVE PAW FRINTZ DOG GROOMING*

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, May 25, 2016 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a donation of a new (replacement) scoreboard from the Hooksett Youth Athletic Association (HYAA) valued at \$10,438.00 to the Town of Hooksett, NH for Donati Field per RSA 31:95-e II. Questions should be directed to the Administration Department at 603-485-8472.

Staff Report

Title: Donation of Scoreboard from HYAA

Date: 5/25/16

Background and Discussion of Issues

The HYAA is replacing the old scoreboard at Donati Field. They would like to donate a new scoreboard valued at \$10,438.00. A public hearing has been posted per RSA 31:95-e II, for a donation of a value greater than \$5,000.00

Recommendation (including suggested motion, if appropriate)

Recommend Council approve and accept the donation from the HYAA for the scoreboard from New England Facility Sales, Inc. for Donati Field in the amount of \$10,438.00 .

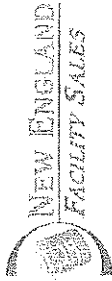
Fiscal Impact

This is a donation from HYAA, there is not fiscal impact to the Town of Hooksett

Prepared by: Diane Boyce, DPW Director

Town Administrator Recommendation

I concur.



166 Masons Island Road
Mystic, CT 06355

Quote #: 050216 HYAA
Date: 5/2/16
Page: 1 of 1

District Sales Office: Mike Ward
1 Quarry Road
Hooksett, NH 03106
Phone: 603-621-0254 (office) 203-232-3041 (cell)

WE ARE PLEASED TO QUOTE THE FOLLOWING:

To: Hooksett Youth Athletic Assoc. Attn: Stacey Howe
Re: Scoreboard Quotation

- 1 All American Model 8318 Baseball Scoreboard
8" high x 8" wide, 18" & 16" LED digits
Control Console, Wireless Operation, Console Storage Case inc'd
ELECTRONIC TEAM NAMES INCLUDED.
Choice of 9 standard colors for scoreboard face
Polycarbonate Scoreboard Face is Standard Equipment and included.

Polycarbonate face can withstand baseballs at 100 mph.

TOTAL COST FURNISHED & DELIVERED\$ 10,438.00

Quote Clarifications:

- 1. "Delivery" is tailgate delivery, Hooksett, NH
- 2. If a standard model 8318 is desired (no electronic team names, just standard "GUEST & HOME", you may deduct (\$1,600.00) from the above total.

Notes:

> Quote Valid For 30 Days from above date.

Terms: Standard NETS Payment Terms Net 30 days
Delivery: 4-5 Weeks after receipt of order.

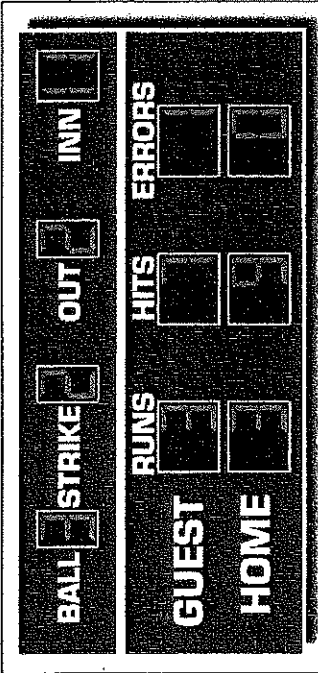
Michael J. Ward
New England Facility Sales, Inc.
Sales Representative
603-621-0254



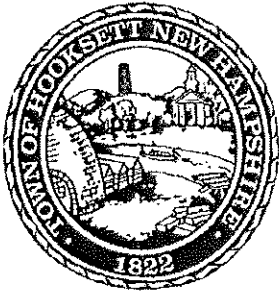
SCOREBOARDS
OUTDOOR SCOREBOARD
8318
 Baseball

STAGEY, SHOW HOME
 STD. "GUEST + HOME"
 I QUOTED ELECTRONIC
 TEAM NAMES.

PRODUCT SPECIFICATIONS
MODEL 8318 LED BASEBALL SCOREBOARD



OVERALL DIMENSION	8" high x 18" wide x 4.7" deep (including built-in mounting channel).
INFORMATION DISPLAYED	Home and Guest Score, Ball, Strike, Out, Inning, Hits, Errors.
DIGITS	18", 16" Bright Red, 7-Segment LEDs.
INDICATORS	None.
CAPTIONS	White vinyl letters.
HORN	Horn not included. External 100 dB Vibrating Horn or 120dB Trumpet Horn are available.
CONSTRUCTION	Extruded aluminum frame, .093" thick. Faces made from 22ga galvalume steel with shatter proof polycarbonate windows. Backs made from 22ga galvanized steel.
STANDARD COLORS (Custom Colors Available)	BLACK NAVY BLUE LIGHT BLUE PURPLE BURGUNDY RED FOREST GREEN UNISEN
ELECTRONICS	Black, Navy, Blue, Light Blue, and Red have a "Vynal" finish, other standard and custom colors are powder coated or painted enamel.
SERVICING	100% solid state, microprocessor controlled system.
MICROPROCESSOR CONTROL CONSOLE	Front access for ease of servicing. Plug in modules for ease of replacement. Sold separately. Extruded Aluminum, high impact low profile microprocessor control console, latest state of the art, user friendly. Size: 13.25" wide x 5" high x 9" deep. Weight: 6 lbs. Microprocessor to be supplied with 25 feet of cable (hardwire). Microprocessor control console with membrane keyboard provides for direct entry of all information. Radio Control is available.
JUNCTION BOX	One outdoor rated Junction box, 5" x 3" with cover and ethernet cable. (Hardwire)
DATA CABLE	Twisted pair, direct burial, RJ45 Connectors (Hardwire).
POWER REQUIREMENTS	115/230 VAC. 50/60 Hz. Minimum one 20A circuit is recommended.
INSTALLATION	Base model typically installed on two posts. Each add-on typically requires an additional post. Mounting kits are supplied with scoreboard. <i>NOTE: Number of posts must be determined locally by licensed engineer.</i>
WEIGHT	Base Model: Net 800 lbs / Shipping 1115 lbs. PC & DL Models: Net 1064 lbs / Shipping 1420 lbs. PCDL Model: Net 1330 lbs / Shipping 1725 lbs.
WARRANTY	Five year guarantee against defects in materials and workmanship. Factory repair service for parts in warranty. Union label, UL Certified.
STANDARD VARIATIONS - Add suffix to model number in order that they appear below (see examples on next page)	
Model + PC	Additional 8" high x 6" wide cabinet added to display Pitcher and Pitch Count.
Model + DL	Additional 8" high x 6" wide cabinet added to display At Bat and On Base Indicators.
Model + RV2	Radio upgrade. 2.4 GHz spread spectrum, 1500' expected range.



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/13/16
Name: Leslie Boswel Phone: _____
Address: 6 Orchard Dr
Email Address: LBOSWAL@GMAIL.COM
Signature: Leslie Boswel

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

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

BOARDS, COMMISSIONS & COMMITTEES

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

How long have you been a resident of Hooksett? Since 1989

Why are you seeking this position? I previously served as an alternate Commissioner for the SWTPC while I was employed by the Town of Deerfield. I attended almost all meetings during that time to be certain that the town was well represented at the SWTPC.

Do you have any specific goals or objectives? To make certain that Hooksett's needs are expressed at the SWTPC.

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

Local government employment 25 years

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

Not aware of any

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

See above.

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

Town Councilor, Economic Development, Village School Reuse, Charter Committee, various dates.

From: Nancy Comai
Sent: Monday, May 16, 2016 7:39 AM
To: Todd Rainier
Cc: James Sullivan; Dean Shankle
Subject: FW: District 6 - formal

Good Morning,

It has been a pleasure to serve with you.

It is true, one person can make a difference. That has been the premise of my volunteering from the beginning when I served on the budget committee to this June when I complete my term as district 6 councilor. It was an honor to have been elected and confirms "one person can make a difference".

That said, please accept this email as a formal notice that I will not pursue another term at this time.

Thank you for all that you do. I truly appreciate everything that has been done to make Hooksett a better place to live.

Keep doing the right thing, and everything else will fall into place.

All my best!

Nan Comai
Hooksett Town Councilor
District #6
(603) 623-3701



Kiwanis[®]

HOOKSETT, NH

Hooksett Kiwanis Foundation, a 501c3 non profit corporation, Tax ID 35-2219078
PO Box 16443 Hooksett, NH 03106 www.hooksettkiwanis.org

May 9, 2016

Town of Hooksett
Dean Shankle
35 Main Street
Hooksett, NH 03106

Dear Dr. Shankle,

The Hooksett Kiwanis Foundation would like to thank you for your assistance last year in helping us make the "Book It to the Library" race a success. In addition, we would like to run the race again this year and are seeking your approval to use your land owned by the town. The event is planned for Saturday, September 17th at 8:30 AM which will coincide with Old Home Days. We will be using the same course that we used last year – a map is attached to this letter.

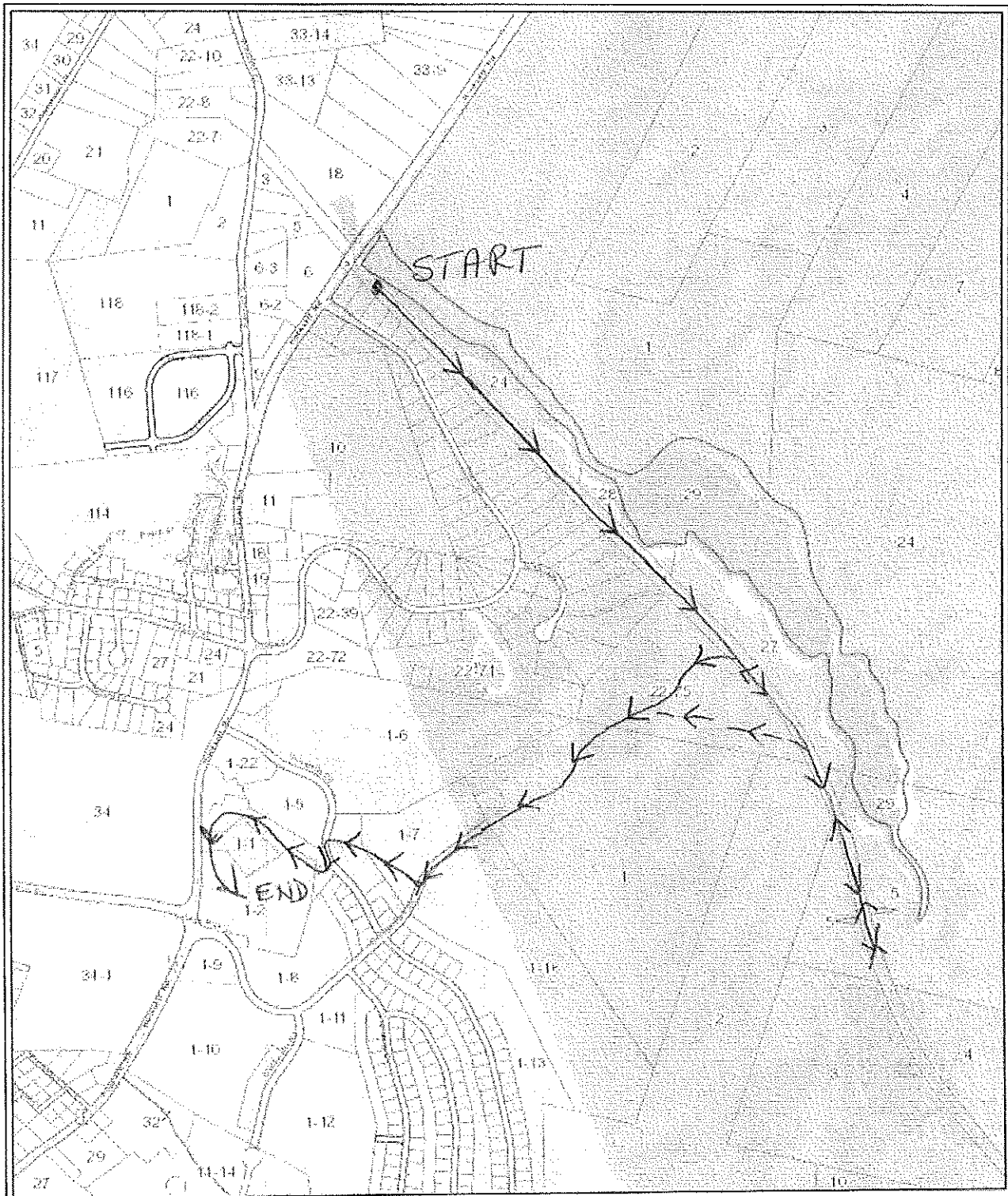
We are requesting permission of the Town of Hooksett to direct a portion of a 5K Road Race through land owned by the town. We will provide a certificate of insurance showing \$1 million in liability limits, naming the Town of Hooksett as an additional insured as their liability may arise from all activities related to this 5K race. We'll also have indemnification agreements built into all race registrant's documents whereby the racers will indemnify all property owners, Town of Hooksett and the Hooksett Kiwanis Club.

Would it be possible to be put on the agenda for one of the upcoming Town Council meetings? We could review in detail the roads to be used, police detail, port-a potties, traffic cones, barricades, EMTs, trail equipment and anything else pertaining to the race.

Thank you for your support and consideration!

Sincerely,

Sue Willey
Hooksett Kiwanis 5k Race Committee
603-485-3821



Hooksett, NH
1 Inch = 1103 Feet



Data shown on this map is provided for planning and informational purposes only. The municipality and Cartographic Associates, Inc. are not responsible for any use for other purposes or misuse or misrepresentation of this map.

www.cai-info.com
CARTOGRAPHIC ASSOCIATES, INC.

Staff Report

Title: Safety Center Memorial Park

Date: May 25, 2016

Background and Discussion of Issues

After the 9-11-01 terrorist attacks, artifacts from ground zero in NYC were made available to fire departments, to honor the sacrifices made there. Hooksett Fire requested and received an artifact. It has been on display for 5 years in the Safety center Lobby. The artifact was present at the time of the 10 year anniversary that was observed at the Safety Center. In 2009, the Hooksett Fire Honor Guard along with Hooksett Police members wanted to build a memorial park area on the Safety Center grounds for any fitting event. Planning progressed and the scope and committees grew and reduced until the park supplies came together. Hooksett Fire Local 3264 membership coordinated and directed the physical assembly of the park. The Hooksett Happy Helpers organization offered to assist with the project and several items were purchased with their financial assistance. In the conceptual stages of the memorial park, Hooksett Fire and Hooksett Police had discussions regarding financial and labor contributions towards the creation of the park. As plans evolved, the finished product took shape with the design including planting trees for each Hooksett Fire Chief and placing signs to denote their times of service, expanded irrigation and additional landscaping as well as a patio event area. The Council approved the plans in October of 2009 and again in March of 2011. In 2013, the irrigation, planting and patio-block area were installed by both the contracted landscaper and members of Hooksett Fire Rescue. In 2015, signs denoting the years of service for past Fire Chiefs were placed inside the bark mulch area of the new trees as Hooksett Permanent Firefighters (L-3264) members continue to contribute time and labor towards the upkeep of this project. At this time, the memorial area is complete.

A detailed breakdown of expenditures/donations is attached separately.

Recommendation (including suggested motion, if appropriate)

Recommend that the Hooksett Town Council accept the gift from the Hooksett Happy Helpers organization, Hooksett Local 3264 membership and private donations for the Hooksett Safety Center Memorial Park with the donated value of \$20,483.36, under RSA 31:95-e II, donation of property in excess of \$5,000.00.

Fiscal Impact

The fiscal impacts are for grounds care, already provided by the DPW. Irrigation was installed prior to this project, but had not been maintained. Servicing and improving the irrigation system was completed as part of this project. Continued maintenance of the irrigation will need to be accounted for. The grounds maintenance time impact has increased only minimally.

Prepared by: Ass't. Fire Chief Dean Jore

Town Administrator Recommendation

Expenditures for Hooksett Safety Center Memorial Park

<u>Vendor</u>	<u>Item</u>	<u>Cost</u>
Crown Trophy	Engraved Signs	\$329.56
B. Fournier Landscaping	Lawn weed & feed	\$61.60
B. Fournier Landscaping	Winterize Irrigation system	\$65.00
McShane Bell Foundry	20 lb ceremony bell casting	\$1295.00
B. Fournier Landscaping	Plantings, Patio materials, Granite Bench, loan, Hydro seeding, Labor, Irrigation system improvements	\$18,732.20

Total: \$20,483.36

Donations for Hooksett Safety Center Memorial Park

<u>Individual/Organization</u>	<u>\$ Amount</u>
Kathy Ricky	\$20.00
Patricia Bona	\$50.00
Kathy & Denis Ricky	\$100.00
Hooksett Grange Hall 148	\$500.00
Hooksett Happy Helpers	\$19,502.50
Hooksett FFs Local 3264	\$310.86
	Total: \$20,483.36

TOWN OF HOOKSETT
PUBLIC HEARING NOTICE

The Hooksett Town Council will be holding a public hearing on Wednesday, May 11, 2016 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept donations to cover the cost of irrigation/landscape/hardscape material with labor, signage, and ceremony bell valued at \$20,483.36 for the Hooksett Safety Center Memorial Park to the Hooksett Fire-Rescue Dept. per RSA 31:95-b III(a) & RSA 31:95-c II. Questions should be directed to the Administration Department at 603-485-8472.

Was supposed to be joint policy/fin project

Donation is from Union

Did not go through normal procurement process

Why - looking into "why"

Police Chief requests you hold off.



Donna Fitzpatrick

From: Peter Bartlett <PBartlett@hooksettpolice.org>
Sent: Wednesday, May 04, 2016 1:53 PM
To: Jon Daigle
Cc: Dean Shankler; Donna Fitzpatrick
Subject: RE: Memorial Park

Capt.

After reviewing the document sent and the minutes of the 2009 meeting allowing the memorial park to be built I wanted to give my opinion regarding this project as requested. Firstly, I support the project and the idea of a memorial dedicated to Hooksett Police and Fire. However, it saddens me that in the three plus years I have been here there was no communication from Fire regarding what the memorial would be, how it was funded or what the final product would look like until I asked. I see in the meeting minutes that the council voted to allow this as a "joint project".

When I first came to Hooksett I asked about the steel beam in the lobby. I was told that the beam was a piece of the World Trade Center and was to be used for a memorial park to be built outside the station. I was not given plans or an opportunity to be part of any conversation for this project. When I observed that all trees on the public safety center property one day last year had been donned with a plaque memorializing only fire chief's I inquired and was told that this was the plan for the memorial and the fire fighters association had constructed the plaques with the funding coming from the Happy Helpers. Additionally, I was told by then acting Chief Jore that I could feel free to add any police chief name to the tees that I wanted. This didn't seem right and I did not want to proceed without an understanding of what the final memorial was to look like. Apparently it is finished and the steel beam is to remain in the lobby.

I am very much in favor of a memorial, however, this should be joint project with solidified planning and vision as to what the final product will look like and what significants it has. I know there are statements that say police had input on the committee, but since 2009 there is no mention of police involvement. Who were the officers? Is there any police representation at the current memorial? Does the memorial span the entire public safety property? What did the plans call for regarding police officers? Where are the figurines talked about in the meeting minutes?

Obviously there are many questions I have regarding this. I look forward to meeting with Chief Burkush when I return for the NA.

Thanks,
Pete

INVOICE

**BRYAN M. FOURNIER
LANDSCAPING & IRRIGATION, LLC**
177 Pattee Hill Road
Goffstown, NH 03045

DATE **9/9/13** INVOICE # **13167**

(603) 497-8339 • Fax (603) 622-7773
www.bfournierlandscaping.com

BILL TO:

**HOOKSETT FIRE DEPARTMENT
ATTENTION: TOBY GAMACHE
15 LEGENDS DRIVE
HOOKSETT, NH 03106**

QUANTITY	DESCRIPTION	TERMS	PROJECT	AMOUNT
		Due on receipt		
	R4 - Late Summer/Fall Application on - 9/9/13 Application of a balanced granular slow release feeding and broadleaf weed control.			61.60
			TOTAL	\$61.60

Payments are due on receipt of invoice. A finance charge of 2% per month (APR 24%) will be assessed on all accounts 30 days from billing date.

WE THANK YOU FOR YOUR BUSINESS!
Billing questions & credit card payments call (603) 622-3773

HOOKSETT PERMANENT FIRE FIGHTERS ASSOC.
(AEP-LOCAL 3264)
P.O. BOX 16989
HOOKSETT, NH 03106

1371
54-3114
4

10/1/73

Pay to the Order of Brian Fournier Landscaping & Irrigation \$ 61.60

Sixty One & 60/100 Dollars



Bank
America's Most Convenient Bank

For FedEx account credit - received Jan. 1974

⑆011400071⑆ 92430229621⑆ 137⑆

10/2/73

INVOICE

**BRYAN M. FOURNIER
LANDSCAPING & IRRIGATION, LLC**
177 Pattee Hill Road
Goffstown, NH 03045

INVOICE # **13546**
DATE **10/10/13**

(603) 497-8339 • Fax (603) 622-7773
www.bfournierlandscaping.com

BILL TO:

**HOOKSETT FIRE DEPARTMENT
ATTENTION: TOBY GAMACHE
15 LEGENDS DRIVE
HOOKSETT, NH 03106**

QUANTITY	DESCRIPTION	TERMS	PROJECT
	Irrigation system winterizing on 10/10/13	Due on receipt	
		RATE	AMOUNT
		65.00	65.00

P.O. NUMBER TERMS PROJECT	1372 54-7/114 11-7-13 DATE \$ 65.00 Dollars
---------------------------------	--

HOOKSETT PERMANENT FIRE FIGHTERS ASSOC. IAFF LOCAL 3264 P.O. BOX 16269 HOOKSETT, NH 03106	Pay to the order of <u>Bryan Fournier Landscaping & Irrigation</u> Sixty Five Dollars \$ 65.00 J. R. Fournier American's Most Convenient Bank For Winterize Irrigation 924302296218 1372
--	---

WE THANK YOU FOR YOUR BUSINESS! Billing questions & credit card payments call (603)622-3773	TOTAL \$65.00
--	---------------

Payments are due on receipt of invoice. A finance charge of 2% per month (APR 24.9%) will be assessed on all accounts 30 days from billing date.

OFFICIAL CHECK

Bank

20408378-5

52-0123
112

RE: HOOKSETT PERMANENT FIRE FIGHTE DATE 05/24/2013

PAY TO THE ORDER OF ***BRYAN FOURNIER LANDSCAPING***
Eighteen Thousand Seven Hundred Thirty Two AND 20/100 \$18,732.20



DRAWER: TD BANK, N.A.
AUTHORIZED SIGNATURE
[Handwritten Signature]

⑆ 2040837851⑆ ⑆ 011201335⑆ 62650092021⑆

INVOICE

**BRYAN M. FOURNIER
LANDSCAPING & IRRIGATION, LLC**

177 Pattee Hill Road
Goffstown, NH 03045

(603) 497-8339 • Fax (603) 622-7773
www.bfournierlandscaping.com

DATE: 5/23/13
INVOICE #: 12677

BILL TO:

HOOKSETT FIRE DEPARTMENT
ATTENTION: TOBY GAMACHE
15 LEGENDS DRIVE
HOOKSETT, NH 03106

QUANTITY	DESCRIPTION	P.O. NUMBER	TERMS	PROJECT
		Due on receipt		AMOUNT
			RATE	
	SCOPE OF WORK COMPLETE:			
	MAPLE TREES: Picked-up/Delivered and Installed (16) Fifteen 3 to 3.5 inch CAL Autumn Blaze Maple Trees.		6,400.00	6,400.00
	ASSORTED PLANTINGS: Materials and Labor to install bed and assorted plantings around flag poles and at entrance sign.		620.00	620.00
	BELGARD CIRCLE INSTALLATION: Materials and Labor to install a 20 foot Belgard Circle in area near flag poles.		6,480.00	6,480.00
	LOAM INSTALLATION: Installation of loam in area in front of safety complex measuring 125 X 75' = 9,375 square feet. Five (5) inches of loam spread in area. Area Harley raked and prepped for Hydroseeding.		645.00	645.00
1	GRANITE BENCH		349.00	349.00
120	YARDS OF SCREENED LOAM DELIVERED		16.00	1,920.00
9,375	SQUARE FEET OF HYDROSEEDING		0.06	562.50
<small>Payments are due on receipt of invoice. A finance charge of 2% per month (APR 24%) will be assessed on all accounts 30 days from billing date.</small>				

TOTAL

WE THANK YOU FOR YOUR BUSINESS!
Billing questions & credit card payments call (603)622-3773

INVOICE

BRYAN M. FOURNIER
LANDSCAPING & IRRIGATION, LLC
 177 Pattee Hill Road
 Goffstown, NH 03045

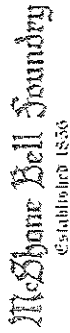
DATE **5/23/13**
 INVOICE # **12677**

(603) 497-8339 • Fax (603) 622-7773
 www.bfournierlandscaping.com

BILL TO:

HOOKSETT FIRE DEPARTMENT
ATTENTION: TOBY GAMACHE
15 LEGENDS DRIVE
HOOKSETT, NH 03106

QUANTITY	DESCRIPTION	P.O. NUMBER	TERMS	PROJECT
			Due on receipt <td></td>	
			RATE <td>AMOUNT</td>	AMOUNT
	IRRIGATION SYSTEM INSTALLED ON 5/21/13: Irrigation System Installation in front of Safety Complex, Area measures 125 x 75' Irrigation connected to existing system. Materials and Labor scope of work: 18 - Hunter PGP rotor spray heads 4 - Hunter PGP Jar Top Zone Valves 1 - Valve Box 300 - Feet of Poly Pipe 100 - Feet of multi-cable wire Miscellaneous Parts & Fittings		1,340.00	1,340.00
1	Hour Irrigation repairs to existing system on 5/21/13		65.00	65.00
3	Replaced 3/zone valves, controller & wire.		26.75	80.25
1	Hunter PGP Jar top valves		155.00	155.00
1	Hunter Pro C - Base Station Controller		50.00	50.00
1	Hunter Pro C Modula 3/Station		1.87	1.87
35	Feet of 18 gage wire			
	IRRIGATION SYSTEM WARRANTY: 2/Years on parts - 3 Years on workmanship			
<p>Payments are due on receipt of invoice. A finance charge of 2% per month (APR 24%) will be assessed on all accounts 30 days from billing date.</p>				
<p>WE THANK YOU FOR YOUR BUSINESS! Billing questions & credit card payments call (603)622-3773</p>				TOTAL
				\$18,732.20



Contract Agreement

Agreement Date: June 9, 2011

Contract Number: 060911 A

Contractor: McShane Bell Foundry
400 Arundel Corporation Rd.
Building C
Glen Burnie, MD 21060

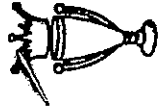
**Customer or
Organization:** Hooksett Permanent Firefighters Association
Fire - Police Ceremonial Park
15 Legends Drive
Hooksett, NH 03106

McShane Bell Foundry has been authorized to cast (1) McShane 20lb. Executive Ships Bell for the Hooksett Permanent Firefighter Association (address listed above). The project also to include Custom logo to be cast in relief on the bell with bronze clapper and bronze bas bracket. The bell to be pure and have a resonant tone with correct control of the partial tones. All work to be thoroughly completed to strict McShane standards of excellence.

The customer agrees to the contract amount of (\$1295) with a 1/2 deposit (\$648) at time of contract and the full balance to be paid prior to bell being shipped to the department site.

The customer, Hooksett Permanent Firefighters Association IAFF Local 3264 will be responsible for all installation of bell.

The customer and or contractor agree to the following scope of work listed:



CROWN TROPHY

1 Alice Ave
 Hooksett NH 03106
 603-645-1022

SIGNS
 By CROWN

Invoice

DATE	INVOICE NO.
10/2/2014	96274

BILL TO	SHIP TO
Hooksett Permanent Firefighters Tobey Garnache	

P.O. NO.		TERMS	DUE DATE	Work Order
Tobey		Credit Card	10/2/2014	IP
QTY	ITEM	DESCRIPTION	Price Each	AMOUNT
16	9951	Engraved Sign 6" x 15" Gold/Blk Metalgraph Chief (NAME) Years	25.20	403.20
	9996	Subtotal		403.20
		Qty Price less 20%	-20.00%	-80.64
1	9952	Engraved Plate Donated by The Hooksett Happy Helpers	7.00	7.00
<i>Paye</i>				
Total				\$329.56

Phone #	Fax #	E-mail	Web Site	Tax ID
603-645-1022	603-645-1410	awards@crowntrophy18.com	www.crowntrophy.com	02-047-6061



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T

STATEMENT OF ACTIVITY



01589706BD1B011010000
HOOKSETT PERMANENT FIRE FIGHTER ASSOC
IAFF LOCAL 3264
PO BOX 16269
HOOKSETT NH 03106-6269

Page: 1 of 2
Statement Period: Nov 01 2012-Nov 30 2012
Cust Ref #: 9243022962-723-T-###
Primary Account #:

Business Core Checking

HOOKSETT PERMANENT FIRE FIGHTER ASSOC
IAFF LOCAL 3264

Account #:

ACCOUNT SUMMARY

Beginning Balance	767.80	Average Collected Balance	778.46
Deposits	20.00	Annual Percentage Yield Earned	0.00%
Ending Balance	787.80	Days in Period	30

DEBIT ACCOUNT ACTIVITY

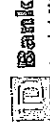
Deposits				
11/15	DEPOSIT		20.00	AWARD
Subtotal:			20.00	

DEBIT ACCOUNT SUMMARY

10/31	767.80
11/15	787.80

Donation from Kathy Ricky

11:51AM 11/15/12 2962CONFER DEP \$20.00 44



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1-888-751-9008 | www.tdbank.com

Thank You

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01589706BD1B01028130

01589706BD1B01028130



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016875 08BD1701 1 01/0000
HOOKSETT PERMANENT FIRE FIGHTER ASSOC
IAFF LOCAL 3264
PO BOX 16289
HOOKSETT NH 03106-6289

Page: 1 of 2
Statement Period: May 01 2012-May 31 2012
Cust Ref #: 9243022962-723-T-###
Primary Account #:

Business Core Checking

HOOKSETT PERMANENT FIRE FIGHTER ASSOC
IAFF LOCAL 3264

Account #

ACCOUNT SUMMARY

Beginning Balance	217.80	Average Collected Balance	222.63
Deposits	50.00	Annual Percentage Yield Earned	0.00%
Ending Balance	267.80	Days in Period	31

DAILY BALANCE SUMMARY

DEPOSIT

5/29

DEPOSIT

50.00

Subtotal:

50.00

DAILY BALANCE SUMMARY

4/30	217.80
5/29	267.80



America's Most Convenient Bank®

05-17PM 2012/05/29 12:29:52 CONSUMER DEP

859.00 44

Thank You

1-888-751-9000
www.vtbank.com

PT Memorial Chaplain Pat Bony

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL
ALL ITEMS ARE SUBJECT TO VERIFICATION
COLLECTION AND THE PROVISIONS OF AN APPLICABLE COLLECTION AGREEMENT.
TM BNY

50-0175 09/09

Call 1-800-224-5663 for 24-hour Bank-by-Phone services or connect to www.vtbank.com

Bank Name: BNY Bank Branch: 1101 Broadway New York, NY

016875 08BD1701 025067 V1.8.4.6-147498



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016762 08BD1011 000100
HOOKSETT PERMANENT FIRE FIGHTER ASSOC
IAFF LOCAL 3264
PO BOX 16269
HOOKSETT NH 03108-6269

Page: 1 of 2
Statement Period: Sep 01 2012-Sep 30 2012
Cust Ref #: 9243022962-723-T-##
Primary Account #:

Business Core Checking

HOOKSETT PERMANENT FIRE FIGHTER ASSOC
IAFF LOCAL 3264

Account #

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ACCOUNT SUMMARY	
Beginning Balance	267.80
Deposits	500.00
Ending Balance	767.80
Average Collected Balance	617.80
Annual Percentage Yield Earned	0.00%
Days in Period	30

DEPOSITS		
9/10	DEPOSIT	500.00
Subtotal:		500.00

DEBITS	
8/31	267.80
9/10	767.80



America's Most Convenient Bank®

Thank You

1-888-751-9900
www.tdbank.com

Hooksett Grange 148
Donation Berubes
Hooksett Grange 148
11-50491 09/10/12*2D62CONMER DEP \$500.00 44

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL
UNTIL THE NEXT BUSINESS DAY. ALL ITEMS ARE SUBJECT TO VERIFICATION
COLLECTION AND THE PROVISIONS OF ANY APPLICABLE COLLECTION AGREEMENT.
TD BANK, N.A.

178 09/09



Bank

America's Most Convenient Bank®

T

STANDARD CHECK

015763 06BD1P01 1 010000
HOOKSETT PERMANENT FIRE FIGHTER ASSOC
IAFF LOCAL 3264
PO BOX 16269
HOOKSETT NH 03106-6269

Page: 1 of 2
Statement Period: Feb 01 2013-Feb 28 2013
Cust Ref #: 9243022962-723-T-##
Primary Account #:



Business Core Checking

HOOKSETT PERMANENT FIRE FIGHTER ASSOC
IAFF LOCAL 3264

Account #

ACCOUNT SUMMARY

Beginning Balance	787.80	Average Collected Balance	877.08
Deposits	100.00	Annual Percentage Yield Earned	0.00%
Ending Balance	887.80	Days in Period	28

DAILY ACCOUNT ACTIVITY

DATE	DESCRIPTION	DEPOSIT	AMOUNT
2/4	DEPOSIT		100.00
	Subtotal:		100.00

EARLY BALANCE SUMMARY

DATE	DEPOSIT	AMOUNT
1/31	787.80	
2/4	887.80	

Deposit to FF Memorial Bank Kathy & Denis Rieky

16-A3341 62/04/13*2902C07HER DEF \$100.00 139

*From
Kathy + Denis
Rieky*



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5078 6979

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014809 06BD1N01 1 001000
HOOKSETT PERMANENT FIRE FIGHTER ASSOC
IAFF LOCAL 3264
PO BOX 16269
HOOKSETT NH 03106-6269



Page: 1 of 2
Statement Period: May 01 2013-May 31 2013
Cust Ref #: 9243022962-723-T-###
Primary Account #:

Business Core Checking

HOOKSETT PERMANENT FIRE FIGHTER ASSOC
IAFF LOCAL 3264

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ACCOUNT SUMMARY

Beginning Balance	887.80	Average Collected Balance	11,324.49
Deposits	18,207.50	Annual Percentage Yield Earned	0.00%
Other Withdrawals	18,732.20	Days in Period	31
Ending Balance	363.10		

DEBIT ACCOUNT ACTIVITY

DATE	DESCRIPTION	AMOUNT
5/6	DEPOSIT	18,207.50
	Subtotal:	18,207.50

Other Withdrawals

DATE	DESCRIPTION	AMOUNT
5/24	DEBIT	18,732.20
	Subtotal:	18,732.20

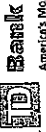
DEBIT ACCOUNT SUMMARY

DATE	DESCRIPTION	AMOUNT
4/30	887.80	363.10
5/6	19,095.30	

Hooksett Helps Donations

10:07AM 05/06/13*2962CONMER DEP \$18,207.50 136

Donation- Hooksett Helps Heroes



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Thank You

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FDIC insured | TD Bank, N.A. | Member FDIC

014809 06BD1N01 022496 V13A48-147438

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 20392188-6
 9-88726302
 OPTICAL CHECK
 BANK OF AMERICA
 2188-6
 9-88726302
 BANK OF AMERICA
 20392188-6
 9-88726302
 OPTICAL CHECK
 BANK OF AMERICA

- C. Granfield: It was more time sensitive to move forward and the money was already committed.
- C. Granfield: The Council in August or September voted to allocate the money for the park. We had the public hearing tonight because it was part of the motion. The Council can now vote to reconsider if they wish.
- D. Hemeon: When we originally talked about the park at Lambert Park, I said I would have a public hearing with the abutters. Once it was moved to the skate rink, there were no abutters except the Courthouse, which we spoke with and Carol spoke with June from the Rowing Club. I don't recall hearing anything about a public hearing.
- D. Ross: As far as the public hearing, I was surprised and thought we were going to come back and hear prices and plans. That area was never for the club to use. They don't own the property so they are not abutters and the Administrator said that we don't need to have a public hearing. The Advisory Committee looked at other sites and recommended this site. We have a lot of residents in town that live in condos and we have nothing for dog owners. Parks are not just for children. The public hearing issue is a mountain made out of a molehill. I think there's no negative impact. It is just a fence, which you can see through. This area doesn't get used now and if it gets more use, it will be a good thing.
- G. Longfellow: I think it is the wrong place for a dog park, whether it is built already or not. What do you think the public will say when they see this? They will not know that this is from impact fee.

Recognition of Yervant Nahikjan & Robert Duhaltine

B. Gahara presented a plaque in recognition of the contributions made as part of the Aesthetics Committee to Yervant Nahikjan and Robert Duhaltine.

Proposed Fire/Police Ceremonial Park

C. Granfield: This is a project proposed by both Police and Fire Personnel.

Chief Williams and Earl Lincoln presented their proposal for a Ceremonial Park at the Safety Center. It will be a joint project with the Police and Fire Departments. The construction will have no fiscal impact. The Highway Department will assist with the labor and fundraising will cover the costs. All maintenance will be done by the Firefighters and the Police Officers. The park will be used for induction ceremonies as well as memorial services. The park will feature a ceremonial ball, two figurines, one police and one fire as well as a possible piece of steel from the site of the 9/11 attacks.

*D. Ross motioned to approve moving forward with this project and request this be brought back to the Council prior to approving work to be done by the Highway Department. Seconded by J. Gorton.
Vote unanimously in favor*

Kathie Northrup, Heritage Commission Chair, re: Head School Project Update- Continued
Head School Open House is Saturday, October 17th at noon.

OLD BUSINESS

Goals for Town Administrator/Town

The goals are listed in the staff report. Based on input from the Council, we confirmed the first 10 goals and there should be an emphasis on improving community perceptions and the computer system. The second piece is the ideas. There were 45 ideas.

The following goals were discussed:

- Electronic tax payments through a bank
- Issue of the Old Town Hall and investigate the use as an incubation space for businesses.
- Address vacant and dilapidated buildings in town.
- Consistency with the Town's Master Plan

NOMINATIONS/APPOINTMENTS

Available Board Positions
District 1 Councillor, exp. 6/2012
Heritage Commission, Alternate, exp. 6/2012
Heritage Commission, Full, exp. 6/2013
Town Hall Preservation Committee
Conservation Commission – Council Representative (meets on 1st Tuesday of the month)

SCHEDULED APPOINTMENTS

Public Hearing re: School District Maintenance Warrant Article

Warrant Article #19

Shall we adopt the provisions of RSA 31:95-c to restrict 100% of revenues from Hooksett School District for snow plowing & grass mowing to expenditures for the purpose of Public Works provided maintenance and equipment for the school's parking lots and grounds, including plowing, sweeping, mowing, painting of fields etc.? Such revenues and expenditures shall be accounted for in a special revenue fund known as the Parking Lots and Grounds Maintenance fund, separate from the general fund. Any surplus in said fund shall not be deemed part of the general fund accumulated surplus and shall be expended only after a vote by the legislative body to appropriate a specific amount from said fund for a specific purpose related to the purpose of the fund or source of the revenue. Majority vote required."

The public hearing was opened at 7:50 pm.

Mark Miville, 42 Main Street expressed his concerns about the School District maintenance warrant article. He stated it appears to be a double taxation.

D. Pearl stated he agreed with Mr. Miville's statement. It averts the CIP process.

JR Ouellette, 3 Summerfare Street asked the Council to reconsider the warrant article. It is not transparent and deceitful.
Michael Sorel, 54 Cross Road commented on the Budget Committee Chair, Mark Miville's letter to the Town Administrator and the Council. The letter does not represent the view of the Budget Committee and needs to be substantiated.

Tom Keach, Pinnacle Street, Budget Committee Vice Chair stated there was no consensus on the issue at the Budget Committee meeting. Mr. Miville did say to him the letter represented his personal opinion and not of the board.

Nancy Comai, 21 Elmer Avenue stated as a point of order that this is a public hearing on the warrant article. What transpired has nothing to do with the public hearing.

The public hearing was closed at 8:05 pm.

N. VanScoy moved to reconsider Warrant Article 19. Motion seconded by G. Longfellow. Roll call vote carried unanimously.

N. VanScoy moved to rescind Warrant Article 19 from the ballot. Motion seconded by G. Longfellow. Roll call vote carried unanimously.

OLD BUSINESS

Request to Use Safety Center Property for Ceremonial Park
This was first presented to the Council in October, 2009.

FF Earl Lincoln, Co-Chair of the Ceremonial Park Committee asked for approval to use the property to be able to start fundraising activities. The Ceremonial Park will be used for both Fire and Police events. The project will take about a year to complete.

D. Paradis moved to grant the request to use the property. Motion seconded by G. Longfellow. Motion carried unanimously.

Town Warrant and Meeting Date

C. Granfield explained as a result of the warrant not being posted on Friday, March 18th, the Town Meeting date had to be moved to April 9th.

V. Lembo moved to hold the Town Meeting/Deliberative Session on Saturday, April 9, 2011 at 9 am. Motion seconded by G. Longfellow. Motion carried unanimously.

On March 15th, Atty. Jay Hodas attended the Special Town Council meeting. At that meeting, he advised the Council that according to the bill enacted to rescind an action creating the Hooksett Police Commission, a warrant has to be submitted by virtue of a petitioned warrant article as provided in RSA 39:3.

Atty. Hodas stated he misled the Council by giving them an incorrect advice. He based his comment on the special act passed giving the Town the power to abolish the Police Commission. He failed to mention another statute, RSA 31:131, "Any question which an enabling statute authorizes to be placed in the warrant for a town meeting by petition may also be inserted by the selectmen, even in the absence of any petition." Under the Charter the Town Council has the same if not more power than a Board of Selectmen. There are two ways to place the warrant article, one by petition and one by the Council's action.

Currently, the Town Warrant does not include the Police Commission warrant.

V. Lembo moved to reconsider the motion. Motion seconded by J. Levesque.

M. Pischetola clarified someone who voted in the affirmative has to make the motion to reconsider.

The motion and second were withdrawn.

No motion was made.

NEW BUSINESS

Warrant Articles – Motions & Seconds

The Council assigned who will make the motion, second and speak on each warrant.

TOWN ADMINISTRATOR'S REPORT

C. Granfield informed the Council of the following:

1. Regarding the sewer disks incident, information was added on the website. She has met with the state and other officials. The Town contracted with Enpro Services, Inc. with the cleanup. Emergency Management Director, Dan Pike is the point of contact for the Town. Disks showed up in MA. There were reports that disks also showed up in NY but these were not Hooksett sewer disks.
2. Sign up period for Town Offices is March 23rd – April 1st. There are 6 Councilor slots available.
3. Effective immediately, the Town Council minutes will reflect a summary and actions rather than verbatim. Lately, there have been a lot of dialogues in the minutes. Meeting tapes are available for up to three years as a backup.
 - N. VanScoy stated she is against providing less detail in the minutes.
4. Fire Captain Gary Lambert is retiring April 1st after 25 years of service. A plaque will be presented to Capt. Lambert at the retirement ceremony.





Staff Report

Title: Recreation - Before and After School Care

Date: 5/25/16

Background and Discussion of Issues

In an effort to address the Community Profile Survey to development more recreational programs in the Town of Hooksett and to eventually establish the position of Recreation Director, a list of possible revenue producing programs was produced. Along with the summer camp, FIS, a before and after school care program was researched. Presently, the school system has a contracted before and after school program called New Morning. The contract is ready to expire. This would be a great time to begin a Town, Recreation Division before and after school program. The Town cost would be slightly less than presently being paid by residents. If it is a Town program, students who presently can't afford to attend, may qualify for financial assistance and can apply for full or partial scholarships through the Salvation Army.

This program was voted on unanimously by the Hooksett School Board. It would take place at the Underhill School. The School Board would be interested in signing a one year contract.

Recommendation (including suggested motion, if appropriate)

I would recommend that the Council approve a one year contract with the Hooksett School Board for the implementation of a Recreation Before and After School Program.

Fiscal Impact

There is no fiscal impact, all money generated and spent would come from the Hooksett Recreation Revolving Fund

Prepared by: Diane Boyce, DPW Director

Town Administrator Recommendation

I concur.



Town of Hooksett
Parks & Recreation Division
School Age Before & After School Program Handbook

Program Introduction

Welcome to Hooksett Recreation's Before and After School Program! This is a School Age Program that is run through the Town of Hooksett's Parks and Recreation Division. Before and after school care is available to all Hooksett residents from 5 years to 13 years of age. It is a requirement that children being registered must be current students of one of the Hooksett Schools. Drop off for before school begins at 7:00 AM and continues until school begins. After school care runs from the time schools dismiss and all registered students must be picked up no later than 6:00 PM. Both Programs are located at the Fred C. Underhill School in Hooksett.

Program Contact:

Program Director, Steve Schack
Cell: (603) 391-4659
Email: sschack@hooksett.org

Program Availability:

This program will be available to all Hooksett students during both Fall, and Spring semesters. There is Before and After School care for every regular school day in the SAU15 district. The times of availability are Monday through Friday with morning drop-off **beginning at 7:00AM at Fred C. Underhill School**, then After School Care is available until **6:00PM also at the Fred C. Underhill School**.

Availability Exceptions:

This program will not be available during school holidays, teacher workshops, and weather-related cancellations. **PLEASE BE AWARE OF SCHOOL HOLIDAY CHILD CARE OFFERED BY HOOKSETT!**

Location:

The Hooksett Recreation's Before School Program will be held at Fred C. Underhill Elementary School. The After School Program will also be held at the Fred C. Underhill School. When weather permits, children will be able to use the equipment and spaces around the school. There is a playing field, a playground, and a basketball court available to children registered for the program.

Method of Transportation:

For the morning, registered students will be dropped off at the Underhill School no earlier than 7:00 AM. Students of Underhill School will be dismissed from the program directly to school. Students attending Memorial School will be dismissed from the program to a bus that will take them directly to Hooksett Memorial School. **For the afternoon**, registered students will be taken by bus from Hooksett

[Type text]

[Type text]

[Type text]

Memorial School to Underhill School. Registered students at Underhill will remain at the school to be dismissed into the care of the program.

Daily Schedule and Program Content

Before School Care

Staff on Duty at 7:00 AM

7:00 AM 8:15 AM

8:15 AM buses load for Memorial School/students dismissed to Underhill

After School Care

Staff on Duty at 3:15 PM

Arrival 3:30 PM – 3:45 PM

15 minutes for a snack upon arrival

20-25 minutes of homework time

1 hour of choice time

5:30 PM 6:00 PM is free play in the gymnasium for pick-up time

****Staff on Duty at 12:45 PM for Early Release Days****

Choice Time Activity Examples:

⇒ Sports

⇒ Arts & Crafts

⇒ Music & Theatre

⇒ Nature & Outdoors

⇒ Reading

⇒ Science Experiments

⇒ Movies

⇒ Academ-X-Games

Snack/Homework Time:

This time slot is not a choice, as ALL students will take the first 15 minutes to eat a snack and then the next 20-25 minutes to do homework. There will be staff available to assist with homework in any subject. Once the snack and homework times are finished, students will still have time and space to continue doing homework as other students enter choice time.

Choice Time:

Each day, there will be choices available from the list above depending on the skills and interests of both the children and the staff.

Academ-X-Games:

Children will have the opportunity to participate in activities that combine certain areas such as sports, music, science, math, and history. Some of these activities will include competitive formats similar to that of Jeopardy, or Science and Math Olympiads.

Hooksett Library:

For one day each week, the Hooksett Library will be in attendance with crafts, stories, science experiments, and other really cool activities!

Our Staff:

Our staff for this After School Program has undergone up-to-date background checks, drug/alcohol screenings, and a thorough interview process to work with us here caring for your children. Keep an eye out for the "Employee Bio's" that will be posted to the Parks & Recreation Division webpage and circulated through program send-outs so you can get to know the counselors too!

Fee Schedule

Base Price Policy:

The price for each child is \$12 for each day and for siblings, the price is \$10 for each day.

Program Capacity:

The capacity of the Before School Care is 75 children and the capacity for After School Care is 100 registered children for each day.

Late Pick-Up Policy:

The charge for picking up late is \$1 for every minute late, for each child (if you are picking up two children, the late fee is multiplied by 2). **If you know that you are going to be late to pick up and you do not inform the Program Director, a \$25 fee will be added to the original late fee.**

Registration

How to Register:

Print off and fill out the registration packet that can be found online at hooksett.org

1. Registration Form
2. Medical History and Records of Immunization Form
3. Reservation Sheet
4. Pick-Up Authorization Form
5. Conduct Policy Agreement

Payments:

Payments must be made by **check** or **money order**.

Please make checks out to:

Town of Hooksett

How to Reserve and Pay:

- ✓ ALL required materials must be submitted more than 7 days in advance of your child's first day to better assure availability of spots.
- ✓ Failure to turn in required documents and payment on time may result in the loss of your spot in the program.
- ✓ Return completed registration packets to **Steve Schack at 210 West River Road, Hooksett, NH.**
- ✓ Include the payment for the week with the completed registration packet.
- ✓ **AFTER** your child's first week, payments will be due on Friday before the next registered week; or at least 7 days before your child's first day of the program.

[Type text]

[Type text]

[Type text]

Day-Of Registration:

- ✓ If you would like to register for a 'last-minute' occurrence, you **MUST** contact the Program Director to confirm that there is space.

Early Release Days:

There **WILL** be After School Program on all scheduled Early Release Days! These days will cost \$17 and will run from the moment children are dropped from the bus ride from school to the normal closing time of 6:00 PM. Please pack additional food so that your child has plenty to eat for the longer day.

Conduct Policy

Basic Rules:

- 1.
2. **HAVE FUN!!!**
3. Hands to yourself and your own belongings!
4. **ALWAYS** listen to Program Staff.
5. **NEVER** wander from the group.
6. **NEVER** leave for the bathroom alone.
7. Dress appropriately for a program of 1st – 8th grade children!
8. No weapons, drugs, or foul language at the After School Program.

Personal Item Policy:

1. Kids are discouraged from bringing any items that are not on the list of recommended supplies.
2. If you choose to bring any personal items from home, these items may be taken for the day until Pick-up time.
3. Hooksett Parks and Recreation is **NOT** responsible for any items that are lost or stolen while at the After School Program.

System of Discipline:

1. There is **NO 3-strike system** or **probationary period** for children.
2. The Program Director may dismiss any child at any time if that child is compromising the sanctity of a safe and fun atmosphere for other children.
3. Reasons that could result in an automatic dismissal include theft of ours, or another child's property; assault against another child; bullying/harassing other children; inappropriate language/conversation topics, or habitually breaking rules of the program.

Transportation/Drop-off:

Drop off at the Before School Program at Fred C. Underhill School will begin at 7:00AM. For the After School Program, there will be bus transportation from the Hooksett Memorial School to the Underhill School.

Program Attendance Control

Children will be signed in by their parents at the Before School Program upon their arrival. For the After School Program, children will check in with the Program Director, or with their assigned age group attendance keeper so that the After School Program can guarantee accurate attendance each day.

After School Program Pick-up Procedure:

- ⇒ Pick-up time begins at 5:00 PM but you may pick your child up from the After School Program at any time. If you are picking up earlier than 5:00 PM, please notify the Program Director to avoid any panic or confusion.
- ⇒ When picking up from the After School Program, identification must be shown at the sign out table. If you are picking a child up and you are not on the “approved pick-up list”, the parent must contact the Program Director before the child can be released to the person trying to pick-up.

Policy for Late Pick-up:

There is a late fee for picking up after 6:00 PM and that is as follows: Every minute late will be a charge of \$1. If you are 23 minutes late, the charge is \$23. If you have more than one child, the fee is multiplied by the number of children that you have. The **ONLY** way to avoid the late pick-up fee is to pick-up at, or before 6:00 PM. If you are going to be late and you do not contact the Program Director, a fee of \$25 will be added to the existing late fee.

Recommended Items:

The program will provide all supplies and equipment being used during this After School Program. Children are discouraged from bringing personal items from home such as sports equipment, toys, and electronics. The recommended list of items for each day can be found below:

1. Backpack with school supplies.
2. Lunchbox with at least one snack in it.
3. Proper clothing for the weather (jackets, hats, gloves for cold weather).
4. Proper footwear (sneakers for warm weather or boots for snow/cold).
5. Other recommended items will be communicated to parents via group email or direct contact.

Electronics Policy:

Although children are **highly discouraged** from bringing personal items from home, we may sometimes allow time and space for students to use personal electronic devices. These devices must **NOT** be able to access the Internet and cannot contain any inappropriate music, games, or other content. If there are any issues with abiding by the Personal Items and Electronics policy, the Program Director reserves the right to implement a **FULL ELECTRONICS BAN** at any time.

Safety and Risk Management

Incident Reports:

Incident Reports will be filled out to document any injuries, behavior issues, altercations, or other incidents/emergencies that require full documentation and disclosure. These reports will be kept on-site, at the After School Program until the Program Director can file the report(s). Copies will be made at the occurrence of each incident and distributed to the parent/guardian of each child involved.

Child Safety Risk Management

1. Signing the registration form and submitting all pertinent documents are yours and your family’s consent to the responsibility of reading and understanding the entirety of this handbook.

[Type text]

[Type text]

[Type text]

2. The Before and After School Care staff will be the only additional persons with access to your children. In the event of court-ordered restrictions, all pertinent information must be provided to the Program Director. This information includes the name, description, current address, and phone number of the person. All information must be provided in writing to be kept in the confidential file of each child.
3. In the event of an intruder on the program, the staff will be briefed on how to properly handle an uninvited guest.
4. All fire inspections and fire drills are and will be conducted as they are legally required.

Medical & Health Risk Management

1. Please be aware that children will be playing at the After School Program. We do not have body bubbles to supply for everyone, so cuts, scrapes, and accidents are likely to happen.
2. ALL of our counselors are First Aid & CPR/AED Certified and are trained to handle emergency situations involving adults and children.
3. Children are not allowed to carry or administer any medication themselves.
4. At no time is any staff member permitted to administer medication to your child. If you would like your child to take a certain medication, you must make arrangements to personally administer the medication.
5. In the case of an emergency, if we are unable to get in touch with parents or emergency contacts listed on your registration, your child will be taken to the closest emergency facility equipped to effectively handle the situation at hand.
6. Please provide a detailed list of allergies, medications, or medical conditions that you feel the Program Director should have in-depth knowledge of. It is important that the Program Director is aware of any information that could affect your child's ability to have a safe and happy school year with us at the After School Program!

If you have any questions about the content of this Handbook, please email Steve at sschack@hooksett.org

HOOKSETT SCHOOL DISTRICT
2016 - 2017 CALENDAR Adopted 1/5/16

AUGUST				
M	T	W	T	F
PD	PD	PD		

SEPTEMBER				
M	T	W	T	F
			1	2
H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	PD

OCTOBER				
M	T	W	T	F
3	4	5	6	7
H	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER				
M	T	W	T	F
	PTC	2	3	4
7	PD	9	10	H
14	15	16	17	18
21	22	H	H	H
28	29	30		

DECEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
V	V	V	V	V

August 29 - 31
September 1
September 5
September 30
October 10
November 1
November 8
November 11
November 23 - 25
December 26 - January 2
January 16
February 20
February 27 - March 3
April 24 - 28
May 29
June 19

June 20 - 30

Professional Development
First Day of School
Labor Day
Professional Development
Columbus Day
Parent/Teacher Conferences
Professional Development
Veteran's Day
Thanksgiving Break
Winter Vacation
Martin Luther King Civil Rights Day
President's Day
February Vacation
April Vacation
Memorial Day
Last Day for Students*
(* Early Release)
Possible Make-Up Days
(If more than 5 cancellations)

186 Days (180 Teaching)

H: Holiday
V: Vacation
PD: Professional Development (No School for Students)
PTC: Parent/Teacher Conferences (No School for Students)

*Early Release Times:
Middle School: 12:00 p.m.
Elementary Schools: 12:50 p.m.

Certified staff will complete 186 workdays, per contract, with any emergency cancellations to be made up at the end of the year

Day 180: Middle School = 1094.4 Hours
Day 180: Elementary School = 1005 Hours

JANUARY				
M	T	W	T	F
V	3	4	5	6
9	10	11	12	13
H	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
H	21	22	23	24
V	V			

MARCH				
M	T	W	T	F
		V	V	V
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
V	V	V	V	V

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
H	30	31		

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19*	20	21	22	23
26	27	28	29	30

Staff Report

Title: Project Bid#16-03 2016 Roadway Project Award

Date: 5-25-16

Background and Discussion of Issues

Bids were received on 5/13/16 for Project Bid No. 16-03 for Martins Ferry Road and Main Street roadway improvements. Two bids were received with the lowest and most reasonable bid from Advanced Excavating and Paving of Suncook, NH. See attached bid results. The summary of bid results for Advanced Excavating and Paving are as follows:

Part A Martins Ferry Road:
Base Bid - Roadway improvements \$325,810
Bid Alternative No 1 - Sidewalks \$122,340
Bid Alternative No 2 - Pedestrian Bridge over the Messer Brook \$50,410
Bid Alternative No 3 - Realignment of Benton Road into a "TEE" intersection \$34,410
Total Part A Martins Ferry Road \$532,972

Part B Main Street:
Base Bid - Roadway improvements \$244,689
Bid Alternative No. 4 - Sidewalk \$64,795
Total Part B Main Street \$309,484

Two bid items for retroreflective thermoplastic pavement markings for the Martins Ferry road base bid for \$22,340 and Main Street roadway base bid for \$20,800 can be eliminated and the Town can direct contract as part of the annual paint stripping contract for significantly less for regular pavement markings.

SNHU has committed \$25,000 towards the Messer Brook pedestrian bridge.
\$80,000 is available from Zone 2 impact fees towards the cost of the Martins Ferry Road sidewalk.
\$64,795 is available from previously obligated impact fees (May 2013) for the Main Street sidewalk.

As an option to awarding Bid alternative No. 3 for the realignment of Benton Road into a "TEE" intersection, an alternative approach can be to perform paint marking of the intersection to from a TEE intersection as part of the Town's annual line painting contract.

Recommendation (including suggested motion, if appropriate)

It is recommended that a contract be awarded to Advanced Excavating and Paving of Suncook, NH for Project Bid No. 16-03 for \$474,522 for Part A Martins Ferry Road for the Base Bid, Bid Alternate 1 and Bid Alternate No 2 and \$288,684 for Part B Main Street for the Base Bid and Bid Alternative No 4 for a total contract award amount of \$763,206; and it is recommended to obligate \$80,000 of Zone 2 impact fees for the Martins Ferry Road sidewalks.

Fiscal Impact

The funding for Martins Ferry Road roadway improvements will be from current DPW funds, from impact fees for a portion of the sidewalk costs, and a contribution of \$25,000 from SNHU towards the pedestrian bridge and for Main Street from either current available DPW funds or from funds that will be available on July 1, 2016.

Prepared by: James Donison, Assistant PWD/Town Engineer

Town Administrator Recommendation

Concur

TOWN OF HOOKSETT, NEW HAMPSHIRE
Hooksett 2016 Roadway Improvements Project Bid # 16-03

PART A – MARTINS FERRY ROAD

PART A - Base Bid – Roadway Improvements

ITEM	UNIT	ESTIMATE	UNIT BID PRICE DESCRIPTION	Engineer's estimate		Advanced Excavating		Pike Industries	
				UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
403.11	TON.	1,620	Hot Mix Asphalt 1-1/2" base course and 1-1/2" final overlay, machine method	\$ 75.00	\$ 121,500.00	\$ 62.60	\$ 101,412.00	\$ 78.00	\$ 126,360.00
403.12	TON	60	Hot Mix Asphalt Hand Method (driveways)	\$ 125.00	\$ 7,500.00	\$ 120.00	\$ 7,200.00	\$ 150.00	\$ 9,000.00
306.112	S.Y.	9,500	Reclaimed Stabilized Base Processed In Place, 12" deep (roadway)	\$ 2.50	\$ 23,750.00	\$ 1.40	\$ 13,300.00	\$ 2.50	\$ 23,750.00
604.4	EA	22	Lower, Raise and Adjust Catch basin Frame and Grate	\$ 250.00	\$ 5,500.00	\$ 375.00	\$ 8,250.00	\$ 485.00	\$ 10,670.00
604.5	EA	1	Lower, Raise and Adjust Manhole Frame and Cover	\$ 250.00	\$ 250.00	\$ 375.00	\$ 375.00	\$ 1,000.00	\$ 1,000.00
604.5	EA	12	Lower, Raise and adjust Sewer Manhole Frame and Cover	\$ 250.00	\$ 3,000.00	\$ 425.00	\$ 5,100.00	\$ 485.00	\$ 5,820.00
604.72A	EA.	22	Clean Catch Basin Sumps	\$ 100.00	\$ 2,200.00	\$ 125.00	\$ 2,750.00	\$ 125.00	\$ 2,750.00
609.82	L.F.	7,100	Bituminous Curbing, 7" reveal	\$ 4.00	\$ 28,400.00	\$ 5.00	\$ 35,500.00	\$ 10.00	\$ 71,000.00
1001	L.F.	240	Traffic Calming Bump-Outs (1 ft. indentations, 10 taper in, 10 ft. parallel and 10ft taper back) x 8 bump-outs (pair opposite each other), Bituminous Curbing with 7" reveal including 8 approach signs "Road Narrows" on each side	\$ 30.00	\$ 7,200.00	\$ 19.50	\$ 4,680.00	\$ 20.00	\$ 4,800.00
1002	EA.	1	Speed Table – 12 inches high, full width with 12" opening on edges to allow drainage to pass, 10 ft. slope approaches on each side, 10 to table and 10 ft. slope with paint stripping and approach signs "Speed Table" on each side	\$ 5,000.00	\$ 5,000.00	\$ 6,230.00	\$ 6,230.00	\$ 7,500.00	\$ 7,500.00
611.9	EA	3	Lower, Raise and Adjust water Gate Valve Box 1" or 2" riser	\$ 250.00	\$ 750.00	\$ 400.00	\$ 1,200.00	\$ 250.00	\$ 750.00
604.12	EA	1	Catch Basin (4 ft. depth) with 3 ft. sump with Type B Fame and Grate (to be located near bridge with pipe outlet to stone ditch)	\$ 2,500.00	\$ 2,500.00	\$ 3,450.00	\$ 3,450.00	\$ 2,750.00	\$ 2,750.00
603.8222	LF	50	15" Diameter HDPE Pipe Type S (from CB to stone ditch near bridge)	\$ 100.00	\$ 5,000.00	\$ 47.00	\$ 2,350.00	\$ 80.00	\$ 4,000.00
603.3315	EA	1	15" Flared End Section HDPE (new pipe outlet near bridge)	\$ 500.00	\$ 500.00	\$ 185.00	\$ 185.00	\$ 250.00	\$ 250.00
???	LS	1	Remove and dispose of existing 6 wooden posts	\$ 1,000.00	\$ 1,000.00	\$ 800.00	\$ 800.00	\$ 910.00	\$ 910.00
202.7	LF	300	Remove and dispose of existing Guardrail and posts	\$ 5.00	\$ 1,500.00	\$ 5.50	\$ 1,650.00	\$ 1.60	\$ 480.00
606.12	LF	300	Beam Guardrail with steel posts	\$ 25.00	\$ 7,500.00	\$ 24.25	\$ 7,275.00	\$ 20.00	\$ 6,000.00
606.127	EA	2	Beam Guardrail Terminal End Unit – Type G2 with Steel Posts	\$ 1,500.00	\$ 3,000.00	\$ 750.00	\$ 1,500.00	\$ 575.00	\$ 1,150.00
606.12	LF	2	Beam Guardrail Terminal End Unit – Type EAGRT 25 with steel posts	\$ 2,500.00	\$ 5,000.00	\$ 2,152.50	\$ 4,305.00	\$ 1,800.00	\$ 3,600.00
615.014	EA.	5	Remove and Relocate Traffic signs	\$ 100.00	\$ 500.00	\$ 115.00	\$ 575.00	\$ 240.00	\$ 1,200.00
618.7	HR.	500	Flaggers	\$ 20.00	\$ 10,000.00	\$ 25.20	\$ 12,600.00	\$ 30.00	\$ 15,000.00
618.61	HR.	50	Uniformed Officer with Vehicle	\$ 85.00	\$ 4,250.00	\$ 82.50	\$ 4,125.00	\$ 75.00	\$ 3,750.00
619.1	L.S.	1	Maintenance of Traffic	\$ 1,000.00	\$ 1,000.00	\$ 42,000.00	\$ 42,000.00	\$ 40,000.00	\$ 40,000.00
632.0104	L.F.	14,000	Retroreflective thermoplastic Pavement Marking 4" Line	\$ 0.20	\$ 2,800.00	\$ 1.62	\$ 22,680.00	\$ 1.30	\$ 18,200.00
632.0112	L.F.	400	Retroreflective thermoplastic Pavement Marking 12" Line	\$ 1.00	\$ 400.00	\$ 3.40	\$ 1,360.00	\$ 2.00	\$ 800.00
641	S.Y.	2,400	Mulch and Loam and Seed, 3 ft. each side or roadway	\$ 5.00	\$ 12,000.00	\$ 5.85	\$ 14,040.00	\$ 5.00	\$ 12,000.00
692	LS	1	Mobilization & Clean Up and all other Miscellaneous Items including dust control	\$ 5,000.00	\$ 5,000.00	\$ 12,000.00	\$ 12,000.00	\$ 90,000.00	\$ 90,000.00
1008	L.S.	1	Construction Contingency Allowance (as ordered by Town)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
PART A BASE BID AMOUNT:					\$ 277,000.00		\$ 325,812.00		\$ 473,490.00

PART A, ADDITIVE BID ALTERNATE 1 - SIDEWALK

ITEM	UNIT	ESTIMATE	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
203.1	C.Y.	1,000	Common Excavation for sidewalk, 15" deep	\$ 15.00	\$ 15,000.00	\$ 14.00	\$ 14,000.00	\$ 25.00	\$ 25,000.00
304.3	CY	800	Crushed Gravel for Sidewalk, 9" thick x 6 ft. wide	\$ 20.00	\$ 16,000.00	\$ 41.00	\$ 32,800.00	\$ 45.00	\$ 36,000.00
403.11	TON.	200	Hot Mix Asphalt 1-1/2" base course and 1-1/2" final overlay, SIDEWALKS, machine method	\$ 110.00	\$ 22,000.00	\$ 120.00	\$ 24,000.00	\$ 135.00	\$ 27,000.00
609.0119	LF	300	Vertical Granite Curbing behind sidewalk – 12" to 18" back reveal	\$ 100.00	\$ 30,000.00	\$ 43.40	\$ 13,020.00	\$ 65.00	\$ 19,500.00
609.0119	LF	50	Reset Vertical Granite Curbing at Rte. 3 (McDonalds side and CVS side) and McDonald's driveway entrance (6 lf each) for sidewalk tipdowns and ramp)	\$ 40.00	\$ 2,000.00	\$ 145.00	\$ 7,250.00	\$ 500.00	\$ 25,000.00
203.1	CY	185	Common Excavation for Slope work for Sidewalk behind guardrail (150 lf)	\$ 10.00	\$ 1,850.00	\$ 14.00	\$ 2,590.00	\$ 17.00	\$ 3,145.00
203.1	CY	185	Common fill for 3:1 Slope work for Sidewalk behind guardrail (150 lf)	\$ 20.00	\$ 3,700.00	\$ 14.00	\$ 2,590.00	\$ 40.00	\$ 7,400.00
641	SY	550	Slope Slope - mulch, loam and seed for 3:1 Slope work for Sidewalk behind guardrail (150 lf)	\$ 10.00	\$ 5,500.00	\$ 7.80	\$ 4,290.00	\$ 8.00	\$ 4,400.00
608.54	EA	30	Detectable warning Plate, Cast Iron (2' x 2' each)	\$ 200.00	\$ 6,000.00	\$ 145.00	\$ 4,350.00	\$ 200.00	\$ 6,000.00
1019	EA	6	Tree cutting including grinding of stump and disposal (6" to 18" diameter)	\$ 750.00	\$ 4,500.00	\$ 1,175.00	\$ 7,050.00	\$ 1,000.00	\$ 6,000.00
1020	EA	3	Tree cutting including grinding of stump and disposal (18" to 36" diameter)	\$ 1,500.00	\$ 4,500.00	\$ 2,300.00	\$ 6,900.00	\$ 2,200.00	\$ 6,600.00
658	LS	1	Relocate 16 shrubs behind sidewalk	\$ 800.00	\$ 800.00	\$ 1,800.00	\$ 1,800.00	\$ 3,400.00	\$ 3,400.00
1012	EA	10	Removal of existing mailboxes and setting new Mail Boxes parallel to road including 1" dia post and 2 ft. long receiving sleeve set into ground at backside of curb (in front of sidewalk)	\$ 100.00	\$ 1,000.00	\$ 170.00	\$ 1,700.00	\$ 350.00	\$ 3,500.00
PART A - ADDITIVE BID ALTERNATE 1 - SIDEWALK BID AMOUNT:					\$ 112,850.00		\$ 122,340.00		\$ 172,945.00

PART A, ADDITIVE BID ALTERNATE 2 – PEDESTRIAN BRIDGE

ITEM	UNIT	ESTIMATE	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
206.11	C.Y.	120	Common Structure Excavation for Abutments	\$ 10.00	\$ 1,200.00	\$ 45.00	\$ 5,400.00	\$ 50.00	\$ 6,000.00
304.4	CY	10	Crushed Stone Bedding for Abutments	\$ 100.00	\$ 1,000.00	\$ 62.00	\$ 620.00	\$ 60.00	\$ 600.00
304.11	CY.	120	Common Backfill for Bridge abutments	\$ 20.00	\$ 2,400.00	\$ 27.00	\$ 3,240.00	\$ 55.00	\$ 6,600.00
520.01	CY	10	Concrete Class AA (4,000 psi) including steel reinforcing bars	\$ 800.00	\$ 8,000.00	\$ 585.00	\$ 5,850.00	\$ 3,000.00	\$ 30,000.00
1013	LS	1	Furnish and Install 20 ft. span x 10 ft. wide pedestrian bridge including all items including erosion control silt fence and stabilization Bridge 90 psf live load and 200 psf ground snow load – Sawn Timber Stringer Trail bridge per standard Trail Plan – US Dept. of Agriculture Forest Service Dwg STD_062-10-02b. Abutment per Section 1 Dwg S-1.00 with notes. Bridge shall be manufactured by: Nop's Metal Works, 1479 Route Seven South Middlebury, Vermont 05753, Office (802) 388 3043, Fax (802) 382-9300, nopsmetalworks.com or approved equal	\$ 25,000.00	\$ 25,000.00	\$ 35,300.00	\$ 35,300.00	\$ 75,000.00	\$ 75,000.00
PART A - ADDITIVE BID ALTERNATE 2 – PEDESTRIAN BRIDGE BID AMOUNT:					\$ 37,600.00		\$ 50,410.00		\$ 118,200.00

PART A, ADDITIVE BID ALTERNATE 3 – Benton Road TEE Intersection

ITEM	UNIT	ESTIMATE	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
			Realignement of Benton Road intersection into a "Tee" intersection including all items (per Figure 18 & 19).						
	CY	440	Reclaim Pavement	\$ 5.00	\$ 2,200.00	\$ 1.40	\$ 616.00	\$ 8.00	\$ 3,520.00
	LS	0	Relocate Stone Wall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CY	160	Excavate 21" Roadbox	\$ 25.00	\$ 4,000.00	\$ 24.00	\$ 3,840.00	\$ 25.00	\$ 4,000.00
CY	90	Bankrun Gravel	\$ 20.00	\$ 1,800.00	\$ 31.00	\$ 2,790.00	\$ 35.00	\$ 3,150.00
CY	45	Crushed Gravel	\$ 25.00	\$ 1,125.00	\$ 36.00	\$ 1,620.00	\$ 35.00	\$ 1,575.00
CY	160	Remove existing reclaim material	\$ 15.00	\$ 2,400.00	\$ 15.80	\$ 2,528.00	\$ 16.00	\$ 2,560.00
SY	220	Loam seed and mulch	\$ 5.00	\$ 1,100.00	\$ 5.80	\$ 1,276.00	\$ 12.00	\$ 2,640.00
TON	100	4" Pavement	\$ 75.00	\$ 7,500.00	\$ 85.00	\$ 8,500.00	\$ 85.00	\$ 8,500.00
LS	1	Fine Grading	\$ 2,500.00	\$ 2,500.00	\$ 1,700.00	\$ 1,700.00	\$ 12,000.00	\$ 12,000.00
LS	1	Miscellaneous	\$ 10,000.00	\$ 10,000.00	\$ 11,540.00	\$ 11,540.00	\$ 25,000.00	\$ 25,000.00
PART A - ADDITIVE BID ALTERNATE 3 - Benton Road TEE Intersection								
BID AMOUNT:				\$ 32,625.00		\$ 34,410.00		\$ 62,945.00

PART B - MAIN STREET

PART B - Base Bid - Roadway Improvements

ITEM	UNIT	ESTIMATE	UNIT BID PRICE	DESCRIPTION	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
304.39	CY	100	\$ 25.00	Crushed Aggregate for Shoulders, 2ft wide x 6" thick	\$ 24.00	\$ 2,400.00	\$ 27.00	\$ 2,700.00		
403.11	TON	1,500	\$ 75.00	Hot Mix Asphalt 1-1/2" base course and 1-1/2" final overlay, machine method	\$ 63.40	\$ 95,100.00	\$ 78.00	\$ 117,000.00		
403.12	TON	100	\$ 125.00	Hot Mix Asphalt Hand Method (driveways)	\$ 120.00	\$ 12,000.00	\$ 150.00	\$ 15,000.00		
417	S.Y.	10,000	\$ 1.50	Cold Planning Bituminous Surfaces	\$ 2.25	\$ 22,500.00	\$ 3.00	\$ 30,000.00		
417	S.Y.	100	\$ 1.50	Cold Planning Bituminous Surfaces (driveways)	\$ 18.50	\$ 1,850.00	\$ 16.00	\$ 1,600.00		
604.4	EA	20	\$ 250.00	Lower, Raise and Adjust Catch basin Frame and Grate	\$ 375.00	\$ 7,500.00	\$ 485.00	\$ 9,700.00		
604.5	EA	4	\$ 250.00	Lower, Raise and Adjust Manhole Frame and Cover	\$ 375.00	\$ 1,500.00	\$ 1,000.00	\$ 4,000.00		
604.5	EA	10	\$ 250.00	Lower, Raise and adjust Sewer Manhole Frame and Cover	\$ 425.00	\$ 4,250.00	\$ 485.00	\$ 4,850.00		
604.72A	EA	20	\$ 100.00	Clean Catch Basin Sumps	\$ 125.00	\$ 2,500.00	\$ 125.00	\$ 2,500.00		
609.82	L.F.	3000	\$ 4.00	Bituminous Curbing, 7" reveal	\$ 5.00	\$ 15,000.00	\$ 10.00	\$ 30,000.00		
611.9	EA	6	\$ 250.00	Lower, Raise and Adjust water Gate Valve Box 1" or 2" riser, gas valve box and electrical box	\$ 40.00	\$ 240.00	\$ 250.00	\$ 1,500.00		
615.01	EA	4	\$ 100.00	Remove and Relocate traffic signs	\$ 115.00	\$ 460.00	\$ 250.00	\$ 1,000.00		
618.7	HR	320	\$ 25.00	Flaggers	\$ 25.20	\$ 8,064.00	\$ 30.00	\$ 9,600.00		
618.61	HR	50	\$ 85.00	Uniformed Officer with Vehicle	\$ 82.50	\$ 4,125.00	\$ 75.00	\$ 3,750.00		
619.1	L.S.	1	\$ 1,000.00	Maintenance of Traffic	\$ 21,800.00	\$ 21,800.00	\$ 20,000.00	\$ 20,000.00		
632.0104	L.F.	12,000	\$ 0.20	Retroreflective thermoplastic Pavement Marking 4" Line	\$ 1.62	\$ 19,440.00	\$ 2.50	\$ 30,000.00		
632.0112	L.F.	400	\$ 1.00	Retroreflective thermoplastic Pavement Marking 12" Line	\$ 3.40	\$ 1,360.00	\$ 2.50	\$ 1,000.00		
641	S.Y.	2,000	\$ 5.00	Mulch and Loam and Seed, 3 ft. each side or roadway	\$ 5.80	\$ 11,600.00	\$ 6.00	\$ 12,000.00		
692	LS	1	\$ 1,000.00	Mobilization & Clean Up and all other Miscellaneous Items including dust control	\$ 8,000.00	\$ 8,000.00	\$ 70,000.00	\$ 70,000.00		
1008	L.S.	1	\$ 5,000.00	Construction Contingency Allowance (as ordered by Town)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
PART B BASE BID AMOUNT:				\$ 199,100.00		\$ 244,689.00		\$ 371,200.00		

PART B, ADDITIVE BID ALTERNATE 3 - SIDEWALK

ITEM	UNIT	ESTIMATE	UNIT BID PRICE	DESCRIPTION	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
203.1	C.Y.	250	\$ 20.00	Common Excavation for sidewalk, 15" deep	\$ 17.00	\$ 4,250.00	\$ 25.00	\$ 6,250.00		
304.3	CY	200	\$ 25.00	Crushed Gravel for Sidewalk, 9" thick x 6 ft. wide	\$ 41.00	\$ 8,200.00	\$ 45.00	\$ 9,000.00		
403.11	TON	100	\$ 125.00	Hot Mix Asphalt 1-1/2" base course and 1-1/2" final overlay, (850 lf x 5 ft. wide sidewalk) - machine method	\$ 120.00	\$ 12,000.00	\$ 135.00	\$ 13,500.00		
609.82	L.F.	850	\$ 4.00	Bituminous Curbing, 7" reveal, in front of sidewalk	\$ 5.00	\$ 4,250.00	\$ 10.00	\$ 8,500.00		
608.54	EA	6	\$ 200.00	Detectable warning Plate, Cast Iron [2' x 2' each]	\$ 145.00	\$ 870.00	\$ 200.00	\$ 1,200.00		
1015	SY	500	\$ 25.00	Remove existing pavement between roadway and sidewalk (650 lf) and place loam and seed and mulch between new bituminous curbing along roadway and existing sidewalk	\$ 13.85	\$ 6,925.00	\$ 12.00	\$ 6,000.00		
652.1	EA	8	\$ 750.00	Furnish and Install Deciduous Tree - Bradford Pear (3.5" Caliper) PRYUS CALLERYANA, BRADFORD. Plant in equal distances in area as part of Item 1015	\$ 1,220.00	\$ 9,760.00	\$ 1,000.00	\$ 8,000.00		
1016	LF	100	\$ 50.00	Wooden rail behind sidewalk at culvert area (per Figure 17)	\$ 58.00	\$ 5,800.00	\$ 55.00	\$ 5,500.00		
1017	EA	2	\$ 2,500.00	Relocate existing fire hydrant behind new sidewalk including 5 ft. of 6" diameter DIP Class 52 watermain for each hydrant	\$ 3,700.00	\$ 7,400.00	\$ 5,500.00	\$ 11,000.00		
1012	EA	2	\$ 100.00	Removal of existing mailboxes and setting new Mail Boxes parallel to road including 1" dia post and 2 ft. long receiving sleeve set into ground at backside of curb (in front of sidewalk)	\$ 170.00	\$ 340.00	\$ 350.00	\$ 700.00		
1008	L.S.	1	\$ 5,000.00	Construction Contingency Allowance (as ordered by Town)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		
PART B - ADDITIVE BID ALTERNATE 3 - SIDEWALK										
BID AMOUNT:				\$ 60,800.00		\$ 64,795.00		\$ 74,650.00		

SUMMARY

PART A

PART A BASE BID AMOUNT:	\$ 277,000.00	\$ 325,812.00	\$ 473,490.00
PART A - ADDITIVE BID ALTERNATE 1 - SIDEWALK			
BID AMOUNT:	\$ 112,850.00	\$ 122,340.00	\$ 172,945.00
PART A - ADDITIVE BID ALTERNATE 2 - PEDESTRIAN BRIDGE			
BID AMOUNT:	\$ 37,600.00	\$ 50,410.00	\$ 118,200.00
PART A - ADDITIVE BID ALTERNATE 3 - Benton Road TEE Intersection			
BID AMOUNT:	\$ 32,625.00	\$ 34,410.00	\$ 62,945.00
TOTAL PART A			
PART A TOTAL of BASE BID, Bid Alternate 1, Bid Alternate 2 and Bid Alternate 3	\$ 460,075.00	\$ 532,972.00	\$ 827,580.00

PART B

PART B BASE BID AMOUNT:	\$ 199,100.00	\$ 244,689.00	\$ 371,200.00
PART B - ADDITIVE BID ALTERNATE 3 - SIDEWALK			
BID AMOUNT:	\$ 60,800.00	\$ 64,795.00	\$ 74,650.00
TOTAL PART B			
PART B TOTAL of BASE BID and Bid Alternate 3	\$ 259,900.00	\$ 309,484.00	\$ 445,850.00

Staff Report

Title: Project Bid#16-04 2016 Roadway Crack & Chipsealing award

Date: 5-25-16

Background and Discussion of Issues

Bids were received on 5/13/16 for Project Bid No 16-04 for Roadway Cracksealing and Chipsealing. Two bids were received with the lowest and most reasonable bid from All States Asphalt, Inc. of Sunderland, MA. The total bid amount was \$144,400. See attached bid results.

Recommendation (including suggested motion, if appropriate)

It is recommended that a contract be awarded to All States Asphalt, Inc. of Sunderland, MA for the Project Bid No.16-04 for the amount of \$144,400

Fiscal Impact

The funding for the cracksealing and chipsealing roadway improvements will be from the current DPW budget or from next years DPW budget.

Prepared by: James Donison, Asst DPW/Town Engineer

Town Administrator Recommendation

Concur

TOWN OF HOOKSETT, NEW HAMPSHIRE
 Hooksett 2016 Roadway Crack and Chip Sealing Project Bid # 16-04
 Bid Sheet of Unit Prices –

May 13, 2016 10:00 am Bid Opening

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

ITEM	UNIT	ESTIMATE	UNIT BID PRICE DESCRIPTION	Engineer's estimate		All States Asphalt, Inc, Sunderland, MA 01375		Sealcoating, Inc., Braintree, MA 02184	
				UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
	1 Gallons.	5,000	CRACK SEAL - Polymer & Crumb Rubber Modified with Fibers	\$ 10.00	\$ 60,000.00	\$ 11.00	\$ 66,000.00	\$ 10.24	\$ 61,440.00
	2 Sq Yd	20,000	Chip Seal	\$ 2.50	\$ 50,000.00	\$ 2.40	\$ 48,000.00	\$ 2.96	\$ 59,200.00
	618.7 HR.	400	Flaggers	\$ 25.00	\$ 10,000.00	\$ 25.00	\$ 10,000.00	\$ 26.08	\$ 10,432.00
	618.61 HR.	200	Uniformed Officer with Vehicle	\$ 85.00	\$ 17,000.00	\$ 72.00	\$ 14,400.00	\$ 108.70	\$ 21,740.00
	619.1 L.S.	1	Maintenance of Traffic Plan	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00
	1008 L.S.	1	Construction Contingency Allowance (as ordered by Town)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
BID AMOUNT:					\$ 143,000.00		\$ 144,400.00		\$ 160,312.00

Hooksett 2016 Roadway Crack and Chip Sealing Project Bid # 16-04

Staff Report

Title: 2016-2017 Town Council Meeting Schedule

Date: May 25, 2016

Background and Discussion of Issues

The Town Council meeting schedule is based on the fiscal year with meetings occurring on the 2nd and 4th Wednesdays of each month. The May 10th voter outcome was in favor of the Town Charter change to move the Town vote to March vs. May. The attached proposed meeting schedule reflects the Town Charter Changes.

Recommendation (including suggested motion, if appropriate)

Council motion to approve the Town Council meeting schedule for July 2016-June 2017 as presented.

Fiscal Impact

None.

Prepared by: Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation

Concur

TOWN COUNCIL MEETING SCHEDULE

July 2016 – June 2017

Council Chambers @ 6:30 pm

July 13, 2016	Regular Meeting	Council Chambers
July 27, 2016	Regular Meeting	Council Chambers
August 10, 2016	Workshop	Council Chambers
August 24, 2016	Regular Meeting	Council Chambers
September 14, 2016	Regular Meeting	Council Chambers
September 28, 2016	Regular Meeting	Council Chambers
October 12, 2016	Regular Meeting	Council Chambers
October 26, 2016	Regular Meeting	Council Chambers
November 9, 2016	Regular Meeting	Council Chambers
November 16, 2016	Regular Meeting	Council Chambers
December 14, 2016	Regular Meeting	Council Chambers
January 11, 2017	Regular Meeting	Council Chambers
January 25, 2017	Regular Meeting	Council Chambers
February 8, 2017	Regular Meeting	Council Chambers
February 22, 2017	Regular Meeting	Council Chambers
March 7, 2017	Town Election	Cawley School
March 8, 2017	Regular Meeting	Council Chambers
March 22, 2017	Regular Meeting	Council Chambers
April 12, 2017	Regular Meeting	Council Chambers
April 26, 2017	Regular Meeting	Council Chambers
May 10, 2017	Regular Meeting	Council Chambers
May 24, 2017	Regular Meeting	Council Chambers
June 14, 2017	Regular Meeting	Council Chambers
June 28, 2017	Regular Meeting	Council Chambers

*Meetings are subject to change with at least a week's notice.

AS OF 05/25/16

Staff Report
DRA Form MS-232 - Report of Appropriations Actually Voted
May 25, 2016

Background: The Town is required to complete the State Form MS-232 Report of Appropriations Actually Voted. This report informs the State on the gross appropriations that were passed at town meeting. Revenues are reported to the State in the fall.

Discussion:

Article #	Description	Passed	Failed
3	Operating Budget	\$ 17,206,349	
4	Reconstruction of Town Roads Capital Project \$1,500,000	300,000	
5	CR Fund - Public Works' Vehicles	200,000	
6	Police Officers (2) new full-time	194,293	
7	CR Funding	170,000	
	Town Building Maintenance \$75,000		
	Automated Collection Equipment \$30,000		
	Drainage Upgrades \$50,000		
	Parks & Recreation Facilities Development \$15,000		
8	CR Funding	70,000	
	Fire Apparatus \$50,000		
	Air Packs & Bottles \$20,000		
9	Live Bottom Trailer from Solid Waste Disposal Fund	60,000	
10	CR Funding	40,000	
	Revaluation \$30,000		
	Master Plan \$10,000		
11	CR Fund - Sidewalks		\$ 25,000
12	Sale of Timber to Conservation	25,000	
13	CR Fund - Improvements of Conservation Land	10,000	
	Total	\$ 18,275,642	\$ 25,000

Recommendation: Motion to authorize the Town Council to sign the "2016 MS-232 Report of Appropriations Actually Voted" totaling of \$18,275,642.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation:

Concur

Dean E Shankle Jr.



Report of Appropriations Actually Voted: Hooksett

Form Due Date: 20 Days after the Meeting

For Assistance Please Contact:
NH DRA Municipal and Property Division
 Phone: (603) 230-5090
 Fax: (603) 230-5947
<http://www.revenue.nh.gov/mun-prop/>

CERTIFICATION OF APPROPRIATIONS VOTED

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Governing Body Certifications		
Name	Position	Signature
Timothy Tsantoulis	District 1	
Donald Winterton	District 5	
Adam Jennings	At Large	
David Ross	At Large	
James Levesque	District 3	
Nancy Comai	District 6	
Marc Miville	District 4	
James Sullivan	At Large	
Robert Duhaime	District 2	

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:
NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487

Appropriations

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations As Voted
General Government			
0000-0000	Collective Bargaining		\$0
4130-4139	Executive	03	\$375,011
4140-4149	Election, Registration, and Vital Statistics	03	\$42,773
4150-4151	Financial Administration	03	\$636,584
4152	Revaluation of Property	03	\$176,694
4153	Legal Expense	03	\$95,000
4155-4159	Personnel Administration	03	\$189,910
4191-4193	Planning and Zoning	03	\$409,420
4194	General Government Buildings	03	\$490,007
4195	Cemeteries	03	\$2,147
4196	Insurance	03	\$241,000
4197	Advertising and Regional Association	03	\$13,000
4199	Other General Government	03	\$1
Public Safety			
4210-4214	Police	03,06	\$4,392,372
4215-4219	Ambulance		\$0
4220-4229	Fire	03	\$3,727,200
4240-4249	Building Inspection	03	\$105,152
4290-4298	Emergency Management	03	\$4,251
4299	Other (Including Communications)		\$0
Airport/Aviation Center			
4301-4309	Airport Operations		\$0
Highways and Streets			
4311	Administration	03	\$206,355
4312	Highways and Streets	03,04	\$1,766,716
4313	Bridges	03	\$1
4316	Street Lighting	03	\$62,300
4319	Other	03	\$189,648
Sanitation			
4321	Administration	03	\$143,210
4323	Solid Waste Collection	03	\$272,304
4324	Solid Waste Disposal	03,09	\$711,632
4325	Solid Waste Cleanup		\$0
4326-4329	Sewage Collection, Disposal and Other		\$0
Water Distribution and Treatment			
4331	Administration		\$0
4332	Water Services		\$0
4335-4339	Water Treatment, Conservation and Other		\$0
Electric			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
Health			
4411	Administration	03	\$2,000
4414	Pest Control		\$0
4415-4419	Health Agencies, Hospitals, and Other		\$0
Welfare			
4441-4442	Administration and Direct Assistance	03	\$172,420
4444	Intergovernmental Welfare Payments	03	\$21,403
4445-4449	Vendor Payments and Other		\$0

Appropriations

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations As Voted
Culture and Recreation			
4520-4529	Parks and Recreation	03	\$579,489
4550-4559	Library	03	\$712,733
4583	Patriotic Purposes	03	\$2,945
4589	Other Culture and Recreation	03	\$12,250
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	03	\$1,277
4619	Other Conservation		\$0
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development	03	\$500
Debt Service			
4711	Long Term Bonds and Notes - Principal		\$0
4721	Long Term Bonds and Notes - Interest		\$0
4723	Tax Anticipation Notes - Interest	03	\$1
4790-4799	Other Debt Service		\$0
Capital Outlay			
4901	Land	03	\$1
4902	Machinery, Vehicles, and Equipment		\$0
4903	Buildings		\$0
4909	Improvements Other than Buildings		\$0
Operating Transfers Out			
4912	To Special Revenue Fund	12	\$25,000
4913	To Capital Projects Fund		\$0
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914S	To Proprietary Fund - Sewer	03	\$2,002,935
4914W	To Proprietary Fund - Water		\$0
4915	To Capital Reserve Fund	05,07,08,10,13	\$490,000
4916	To Expendable Trusts/Fiduciary Funds		\$0
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Agency Funds		\$0
Total Voted Appropriations			\$18,275,642

Staff Report

Title: Wage Increase & Health Contribution 07/01/16

Date: May 25, 2016

Background and Discussion of Issues

May 10, 2016 elections Article 3 operating budget was approved by the voters. This budget includes a 3% wage increase for non-union full-time employees and a 2% wage increase for non-union part-time employees. Employees will also contribute 3% more (12% to 15%) towards their health insurance premiums.

Wastewater Dept. employees have a 2% wage increase and do not contribute to health insurance premiums.

The above wage increases and health insurance employee contribution increases are effective July 1, 2016.

Recommendation (including suggested motion, if appropriate)

Council to motion to approve the wage increases and health insurance employee contribution increases effective July 1, 2016 as per the operating budget approved by voters under Article 3 of the May 10, 2016 elections.

Fiscal Impact

As per the 2016/2017 Operating Budget.

Prepared by: _____

Town Administrator Recommendation

Concur

Staff Report

Title: Purchase of Planer and High Flow Pump for Bobcat

Date: 5/25/16

Background and Discussion of Issues

The Department would like to purchase a planer attachment for the bobcat. The planer would be able to grind larger sections of pavement for repair vs. filling areas with multiple potholes. The larger "repaired" sections last longer than potholes keeping the road in better shape. Last summer we rented a planer for 5 days costing the Town close to \$2,000. We would be able to address more roads if it was available to us at all times. We would also save on materials (both stone and asphalt or cold patch) We do not have "other" quotes because it is Bobcat specific. The installation of the high flow pump would also enable us to use this Bobcat as a backup for the sidewalk plow. There are not three bids for this item because it is specific to Bobcat.

Recommendation (including suggested motion, if appropriate)

I recommend that the Council vote to support the purchase of the planer and high flow pump, and to allow the Town Administrator, as agent to expend, release the amount of \$20,168.16 from the Public Works Vehicle/Equipment Capital Reserve Funds.

Fiscal Impact

\$20,168.16 from the Public Works Vehicle/Equipment Capital Reserve Fund

Prepared by: Diane Boyce, DPW Director

Town Administrator Recommendation



Product Quotation

Quotation Number: 25341D025519
Date: 2016-05-03 07:42:46

Ship to	Bobcat Dealer	Bill To
Transfer Station 210 West River Road Hooksett, NH 03106 Phone: (603) 669-5198	Bobcat of New Hampshire,Chichester,NH 9 DOVER ROAD # 4 CHICHESTER, NH 03258-6515 Phone: (603) 224-1234 Fax: (603) 798-4787	Transfer Station 210 West River Road Hooksett, NH 03106 Phone: (603) 669-5198
	Contact: Tyler Flanders Phone: 6032241234 Fax: 6037984787 E Mail: inside-sales@bobcamb.com	

RECEIVED
MAY 03 2016
CIT DPW

Description	Part No	Qty	Price Ea.	Total
18" Planer, High Flow	M7018	1	\$13,574.00	\$13,574.00
--- Drum 18 Fastcut	M7018-R01-C10	1	\$3,120.00	\$3,120.00
--- Attachment Control, 7 Pin (M-Series)	7128426	1	\$360.00	\$360.00
Total of Items Quoted				\$17,054.00
Quote Total - US dollars				\$17,054.00

Notes :

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes.
Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance: _____ Purchase Order: _____

Authorized Signature: _____ Sign: _____ Date: _____

Print: _____

Finance Work Sheet



9 Dover Road
Chichester, NH 03258
603-224-1234
Fax: 603-798-4787

2 Tracy Lane
Hudson, NH 03051
603-579-9955
Fax: 603-579-4747

www.bobcatnh.com

Ship To: TOWN OF HOOKSETT
5570 HIGH FLOW

Invoice To: TOWN OF HOOKSETT
35 MAIN ST
HOOKSETT NH 03106

Branch 02 - CHICHESTER		
Date 05/03/2016	Time 7:54:20 (O)	Page 1
Account No HOOKS002	Phone No 6036688019	Est No 01 001228
Ship Via	Purchase Order	
Tax ID No	Salesperson 023	

ESTIMATE EXPIRY DATE: 08/10/2016
SERVICE ESTIMATE - NOT AN INVOICE

MS #: ALMA13553

Stock #: 924658 5570 T4 SSL
Make: BC Model: 5570

Is to have the following work done

INSTALL HIGH FLOW
ADDITIONAL DESCRIPTION:
REMOVE GEAR PUMP. INSTALL HIGH-FLOW PUMP AND PLUMBING.
UPDATE CONTROLLER AND TURN ON HIGH FLOW.

Part#	Description	Qty	Unit	Price	Amount
6669049	BLK GOLD ISCA	1	FT	16.96	84.80
6682949	SEAL	3	EA	3.88	11.64
7001898	PUMP SEAL	1	EA	1850.55	1850.55
6717885	ELBOW	1	EA	131.87	131.87
7010242	VALVE SH	1	EA	73.00	73.00
7120693	DIGIT	1	EA	21.97	21.97
5HM27	CLEAN	2	EA	13.26	26.52
7155661	HOSE	1	FT	27.12	27.12
7197489	HOSE, HYD TUBE ASSY	1	EA	80.33	80.33
10K8	HOSE, HYD TUBE	1	EA	11.97	11.97
15KB0812	FITTING, HYD CONDUIT	1	EA	5.37	5.37
15KB1008	FITTING, HYD CONDUIT	1	EA	3.38	3.38
7155660	FITTING	1	EA	5.66	5.66
MISCELLANEOUS CHARGES:					
SHOP SUPPLIES					148.29
TOTAL:					3114.16

Authorization: _____

Parts: 2165.87
Labor: 800.00
Miscellaneous: 148.29
TOTAL: 3114.16

Thank You For Your Business!