



**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, June 08, 2016
5:30 PM
Council Chambers**

1.. 5:30PM CALL TO ORDER

2.. ROLL CALL

3.. NON-PUBLIC SESSION

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.

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

5.. PLEDGE OF ALLEGIANCE

4.. SPECIAL RECOGNITIONS

6.. APPROVAL OF MINUTES

5.a. Public: 05/25/2016
[TC Minutes 05252016.docx](#)

[052516 TC Attach-1.pdf](#)

[052516 TC Attach-2.pdf](#)

[052516 TC Attach-3.pdf](#)

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

7.. AGENDA OVERVIEW

8.. PUBLIC HEARINGS

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

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

060816 HYAA Scoreboard.doc

Staff Report Donation of Scoreboard from HYAA 6-8-16.pdf

HYAA Scoreboard Donation.pdf

9.. CONSENT AGENDA

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

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

Eagle Scout - Heritage Park.pdf

10.. TOWN ADMINISTRATOR'S REPORT

11.. PUBLIC INPUT - 15 MINUTES

12.. NOMINATIONS AND APPOINTMENTS

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

Nominations June 2016.pdf

13.. SCHEDULED APPOINTMENTS

14.. 15 MINUTE RECESS

15.. OLD BUSINESS

16.. NEW BUSINESS

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

Eagle Scout Certificate Staff Report.pdf

Scoutmaster Letter.pdf

Eagle Scout Certificate.pdf

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

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

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

[Grant Crash School.pdf](#)

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

15.d. 16-042 Award BID#16-07. Safety Complex Video Monitoring System project.
[Staff Report 5-27-16 Police Monitoring System.pdf](#)

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

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

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

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

15.e. 16-043 FY 2015-16 Budget Encumbrances
[Encumbrances - 2016.pdf](#)

[Budget Encumbrances.pdf](#)

17.. SUB-COMMITTEE REPORTS

18.. PUBLIC INPUT

19.. NON-PUBLIC SESSION

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

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

20.. ADJOURNMENT

Public Input

1. **Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.**

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

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 25, 2016
6:30 PM
Council Chambers**

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1. CALL TO ORDER

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

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2. ROLL CALL #1

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In attendance: Councilors Donald Winterton, Timothy Tsantoulis, James Levesque, Robert Duhaime, Marc Miville, David Ross, and Chairman James Sullivan. Councilor Jennings arrived at 6:40 p.m.

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Absent: Councilor Nancy Comai

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3. PLEDGE OF ALLEGIANCE

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4. SPECIAL RECOGNITIONS

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4.a Hooksett Youth Achiever

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Councilor Winterton said this is the 4th year since the Hooksett Youth Achiever program was started and it remains his favorite part of serving as a Councilor. He said tonight's award was being presented to two young ladies, Aurora Knickerbocker and Acadia Knickerbocker, sisters who he admires greatly. One of the major issues that the Planning Board has faced recently was an ordinance about keeping chickens. Many puns were jokingly heard such as "whose going to run with the flock" and "I've been henpecked before". The issue, however, is a serious one to a large constituency in Hooksett. Two of those constituents are the young ladies being honored tonight for their courage, organization, and preparation who came before the Planning Board with presentations that "blew every Board member away" and convinced the Planning Board to rewrite the ordinance that was satisfactory to all. A short section of the presentation videos were shown. Councilor Winterton presented Aurora and Acadia with a certificate and pin and asked them to remember in the future how proud the Town of Hooksett was tonight of them and their efforts.

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5. APPROVAL OF MINUTES

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5.a Public Minutes: 05/11/2016

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[TC Minutes 051116-U.docx](#)

[TC Added Material 051116.pdf](#)

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Councilor Levesque moved, second by Councilor Tsantoulis, to approve the May 11, 2016 Town Council meeting minutes, as amended. Motion passed unanimously, 7-0-1 (Councilor Jennings abstained.)

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

Councilor Winterton moved, second by Councilor Ross, to approve the May 11, 2016 non-public Town Council meeting minutes, as presented. Motion passed unanimously, 7-0-1 (Councilor Jennings abstained.)

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](#)

Chairman Sullivan read the public notice and, in accord with RSA 31:95-e II, opened the public hearing at 6:44 p.m. DPW Director, Diane Boyce, recommended that the Council accept a donation from the Hooksett Youth Athletic Association (HYAA) to replace the old scoreboard at Donati Field valued at \$10,438. Stacey Howe, Chairman of the HYAA, said they had two scoreboards to donate valued at \$20,076. He provided a handout of what the scoreboards look like. Chairman Sullivan noted that a second hearing would have to be scheduled to receive and accept the second scoreboard even though the presentation will be identical to this one. Mr. Howe said the scoreboards are state-of-the-art and the one difference from the old warn-out scoreboard is that the actual team names, rather than "guest" and "home", can be included electronically. The second scoreboard will replace the main scoreboard at the football field.

Councilor Winterton asked if the purchase had gone out to bid and was told "no". He praised HYAA's fundraising success and asked what their major source of funding was. Mr. Howe said their \$10 membership fees go into the General Fund for purchases of scoreboards and the like. He said this year they will be awarding two \$1,000 scholarships and their program has grown. In the past they had a golf fundraiser and comedy nights to raise funds, and will likely get back to those events next year. Mr. Howe said funds are raised through registration fees and private donations as well. Councilor Miville followed up asking who determines how funds are distributed. Mr. Howe said HYAA has an executive board including four at large members who vote on where the money will be spent. Councilor Miville asked if parents' input was sought. Mr. Howe said if they spend outside HYAA activities they would let parents know. He said this year flag football brought in an additional 140 kids to the program. He said "we don't spend a lot of money"; money spent is either field related or sports related. If funds are distributed outside of those areas, they would seek membership input. Councilor Miville recalled an appreciation picnic being funded for the town. Mr. Howe said funding is completely different today. Councilor Duhaime asked how old the scoreboards are and who maintains them. Mr. Howe said the scoreboards were donated by Pepsi in the early 90s. A

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95 sponsor label will be placed at the top of the scoreboards. Director Boyce said the town has
 96 not maintained them. Mr. Howe said the HYAA has always maintained them. Mike Horne
 97 who serves on the Parks & Recreation Advisory Board thanked the HYAA for their generosity
 98 and work over the years. There was applause from the audience. Chairman Sullivan asked
 99 how many sports HYAA supports and what their membership is. Mr. Howe said seven
 100 individual sports and they just added flag football last fall. HYAA's membership totals 2500 to
 101 3000. The public hearing remains open.

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103 **8. CONSENT AGENDA**

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

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107 Dr. Shankle reported on the following:

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- 109 • He has been working with Counsel regarding the Firebird Motel issue. Dr. Shankle
 110 said some states have a Criminal Activity Nuisance ordinance and they are checking
 111 the possibility of having such an ordinance in NH. They are looking at possible
 112 changes to other ordinances as well.
- 113 • The Planning Board had a meeting on Monday night and has started working on a
 114 Master Plan. Given his background in planning and having served as the first
 115 Community Development Director in Merrimack, Dr. Shankle offered his assistance but
 116 it was declined.
- 117 • He, along with Councilor Miville, presented Virginia Kalariotes with the Boston Post
 118 Cane award. Mrs. Kalariotes recalled much that no longer exists in Hooksett; i.e., the
 119 Pic & Save, Sky Ray, the China Dragon restaurant that burned to name just a few. In
 120 1941 there were no banks in town, now there are three, and the bus service back-and-
 121 forth to Concord is no longer available.
- 122 • Dr. Shankle encouraged the Hooksettites to get some of this kind of information written
 123 down and record some of these things. Councilor Ross said that Kathy Northrup has
 124 been doing that.
- 125 • Tax bills will be out May 31st and are due July 1, 2016.
- 126 • The Town Engineer has contacted the state about repairing the chain-linked fence at
 127 the Firebird Motel. The state doesn't intend to replace it, but the Town Engineer will
 128 follow-up.

129

130 Councilor Levesque asked about an email received about solar energy which was received
 131 by a number of Council members. Dr. Shankle will follow-up on the matter. He said a couple
 132 of companies do it; it's a big, long-term project. It can be a good thing. Peterborough has
 133 done it; Durham is in the process.

134

135 Chairman Sullivan asked if there was an update on the Lilac Bridge. It seems the state wants
 136 more conversation with the person who may buy it before they'll make a commitment. Dr.
 137 Shankle was hoping to get the bid out in June but that will have to wait until the state
 138 uncertainty is resolved. Chairman Sullivan asked about a meeting that took place two days
 139 ago about the utilities. Town Engineer, Jim Donison, said a week ago they met with all
 140 utilities presently on the bridge. The meeting included Robert Schroder, DuBois & King
 141 engineer and Kathy Northrup. He said Comcast is looking to put poles on each side of the
 142 river and a temporary line across the river. They asked us to contact Eversource to have
 143 their cable placed on the existing H pole. The response from Eversource was that it's

144 possible but they have to make the request themselves and fill out the application. They said
145 they were not allowed to put in their own pole so there is still some confusion. The Heritage
146 Commission is looking for a permanent solution which would be a conduit under the
147 pedestrian bridge. Councilor Ross asked if there was concern about using the conduit and
148 said the idea of using a temporary pole was ridiculous. They are making money. It's their
149 business; if the bridge goes down, wires go down and they should pay for the temporary and
150 permanent conduit. Chairman Sullivan confirmed with Mr. Donison that if there is a change,
151 the utilities must get approval from the Council, the Heritage Commission, and the Historical
152 Society.

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154 **10. PUBLIC INPUT - 15 MINUTES**

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156 Mr. Horne thanked councilors for their time and asked that the town work with the state to get
157 safe shoulders on route 3 and 3A. He drives through Allenstown, Pembroke and into
158 Bowcawen and those towns have done it right. He said there are many bicyclists and the
159 town needs to provide safe passageways on the side of the highways. The second thing Mr.
160 Horne brought up was regarding the After School Program. He's concerned that town
161 government would be competing with business. The proposal will serve only a small
162 community and create more work – payroll and human resources – and he is very concerned
163 about the liability.

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165 **11. NOMINATIONS AND APPOINTMENTS**

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

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170 *Councilor Ross moved, second by Councilor Winterton, to appoint Leslie Boswak to the*
171 *Southern NH Planning Commission. Motion passed unanimously, 8-0.*

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173 **12. SCHEDULED APPOINTMENTS**

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175 12.a Parks & Recreation Advisory Board

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177 Councilor Jennings said the Chair of the Parks & Recreation Board, Jacqui McCartin, wants
178 to step down effective June 30th. Ms. McCartin said she had been a member for
179 approximately seven years and has enjoyed her participation on the Board.

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181 *Councilor Winterton moved, second by Councilor Jennings, to accept, with regret and thanks,*
182 *Jacqui McCartin's resignation from the Parks & Recreation Advisory Board. Motion passed*
183 *unanimously, 8-0.*

184

185 Jacqui McCartin and Mr. Horne came forward to provide a yearly update of the activities of
186 the Parks and Recreation Advisory Board. Ms. McCartin provided a handout of what the
187 Advisory Board does. Its next meeting is scheduled for June 21st. They liaison with the
188 Conservation Commission, Heritage Commission, Parks & Recreation Committee, Cemetery
189 Committee and other town entities. Impact fees are monitored and utilized rather than
190 returned. The Board has played an instrumental part on a number of projects in town;
191 Pinnacle Trail, Merrimack Riverfront Project, the sports field due to the loss of the Tri Town
192 field. Allocation of impact fees are ongoing and supported by the Board. Last summer's
193 intern with the Conservation Commission shared some information with the Board on the

194 Dalton Brook Pond which is behind the Tap House and led to further research which is
 195 ongoing in compiling a list of all town owned parcels that could have recreational potential.

196

197 HYAA attends meetings regularly with updates on programs and developments and the town
 198 owes them much gratitude for all they do. One of the things the Advisory Board does is try to
 199 make sure recreation in the town is more visible and they would like to see improvement on
 200 placement of recreational activities on the website. The five year plan is in review and
 201 revision; they've added a couple of new items -- disc golf and pickleball. At the end of June
 202 there will be two vacancies and one alternate vacancy on the Board and Ms. McCartin urged
 203 the Council to fill the positions with people who are enthusiastic and knowledgeable about the
 204 town and have a desire to contribute ideas for recreational activities and who work towards
 205 collaborative realization of those ideas. Councilor Winterton thanked Ms. McCartin and
 206 suggested one way to share information about recreational activities with residents might be
 207 by including the information in with their tax bill. Councilor Duhaime thought it was a good
 208 idea to prepare an inventory of town owned property with recreational potential. Mr. Horne
 209 mentioned a property between Hackett Hill and Corriveau Road where public hearings were
 210 held but people did not want to use the parcel for recreational activity. He said many people
 211 are working hard but better communication is necessary. Knowing what's in the budget, too,
 212 would allow the Board to plan better. Dr. Shankle said the reason for the Before and After
 213 School Program was to generate funds to have a full time director who could help move
 214 those program forward. It's always been the position that any recreational program must be
 215 self-funded. Dr. Shankle asked if the Advisory Board had a position on the matter. Ms.
 216 McCartin said it had not been officially presented to the Board. Mr. Horne said if the pros and
 217 cons are weigh out perhaps that is a way to fund it. Ms. McCartin said she likes the
 218 enthusiasm and said Steve Schack has been attending committee meetings and coming in
 219 with new ideas.

220

221 Chairman Sullivan said there was a disconnect between and among the various committees
 222 and over the years not much information has been provided for inclusion in the annual report.
 223 He said he was intrigued by the interactive Google map that could include historical sites,
 224 recreational sites, and conservation lands. Mr. Horne said he does not recall being asked to
 225 put anything in the Annual Report. Councilor Miville agreed with the Chairman about a
 226 disconnect in sharing information and thinks it would be a good idea to put the Advisory
 227 Board in the Annual Report. Also, Councilor Miville said he agrees that the Advisory Board
 228 needs more collaboration from people who are advising the Advisory Board and thanked the
 229 Board for all they have been doing, and suggested they come before the Council more often.
 230 There was discussion on improving communications between all related committees, staff
 231 and Council and perhaps seeking the Advisory Board's thoughts on matters such as the Sun
 232 in the Fun program change. Councilor Ross said the Fun in the Sun program change hasn't
 233 come before the Council either. Dr. Shankle said they have kept the director on part time to
 234 work on the Fun in the Sun and trying to expand the program which, like other recreational
 235 programs, must be self-funded. They are trying to do something with the funds made from
 236 the Sun in the Fun program and it may be too late for this year.

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238 Chairman Sullivan thanked Ms. McCartin for her eight years of service and all those serving
 239 on committees.

240

241 12.b Budget Committee

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243 David Pearl, Chair of the Budget Committee, came forward and provided a PowerPoint
244 presentation. He said the committee started with a full complement of members, they lost
245 two and picked up another two. Both appointees were elected so now they are down to one
246 vacancy. Mr. Pearl feels confident they'll have a full committee to start off the budget season.

247

248 Issues that arose included Roberts Rules for motions only, and getting timely data primarily
249 from the school; this wasn't an issue with the town. The committee spent time thinking about
250 moving the election date. At his first meeting as Chair, there was a room full of concerned
251 citizens and all were allowed to speak; some recognized more than once. The meeting
252 lasted until 10:30 but Mr. Pearl feels the exercise was valuable to the public and to committee
253 members. They are looking at that as a public hearing model. The committee then went
254 through resignations and appointments. The committee had a planning meeting on May 19th
255 where old and new members of the committee are invited to attend. Councilor Ross
256 attended. One thing people noticed upon entering the meeting room were the huge screens
257 and they talked about trying to utilize technology more for presentations. The other question
258 that came up was a budget summary which he believes the town has but could be
259 standardized across other budgets to get an overview. Another idea was for Budget
260 Committee members to visit town and school facilities at a time not within the budget cycle;
261 maybe two days in September where members can get a frame of reference when various
262 budget discussions occur. The idea seemed popular with new members. The committee is
263 talking about asking the school district for a school transportation report because of issues
264 that came up last year since "we are not obliged to transport high school kids". We're going
265 to ask for these things to create a realistic report.

266

267 One slide on the 2017 budget development timeline, which hasn't yet been approved, moves
268 school up by two weeks and starts the town at the end of September. The idea was that the
269 town would jump in front of the school. They talked about doing budgets at the same time
270 but that didn't seem practical so they'll finish a budget before starting on the other. There
271 was discussion on when to hold the deliberative session. At the next meeting they'll approve
272 the budget schedule. A public hearing seemed to be the most popular idea. The public
273 hearings tend to not be heavily attended so the thought was to get two public hearings done
274 in one evening and people would have to come out once. At the Budget Committee's next
275 meeting on July 14, 2016, Mr. Pearl hopes to get the schedule approved, finalize the ideas
276 and hopefully have a selection of people to appoint and decide on one so that come
277 September the committee will be ready to go. Councilor Miville noted that the last date the
278 hearing could be held is February 11th. More discussion occurred on when best to hold the
279 public hearing. Councilor Miville encouraged everyone to attend the public hearings and the
280 deliberative session. Mr. Pearl thanked Christine and LeAnn in putting together the
281 presentation and all of their assistance.

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283 **13. 15 MINUTE RECESS**

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285 **14. OLD BUSINESS**

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287 14.a Discussion of Election Results

288 District 6 Open.docx

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290 Chairman Sullivan read a letter received by Councilor Comai as follows:

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292 "It has been a pleasure to serve with you. It is true one person can make a difference. That
293 has been the premise of my volunteering from the beginning when I served on the budget
294 committee to this June when I complete my term as district 6 councilor. It was an honor to
295 have been elected and confirms "one person can make a difference". That said, please
296 accept this email as a formal notice that I will not pursue another term at this time. Thank you
297 for all that you do. I truly appreciate everything that has been done to make Hooksett a better
298 place to live. Keep doing the right thing and everything else will fall into place." Signed Nan
299 Comai, Hooksett Town Councilor, District 6.

300

301 Donna Fitzgerald described the process for appointing a District 6 Councilor. The vacancy
302 will be posted to the website, at town hall and other buildings, and placed in the Union
303 Leader. Interested parties must reside in District 6 and indicate their interest by June 30th.
304 The person chosen will serve for a one-year term. The candidate will be invited to the Town
305 Council meeting of July 13th, where the Town Council can make their decision and the Town
306 Clerk or Deputy Town Clerk can swear them in, and participate in the meeting. Councilor
307 Miville said he did hear of someone who is interested in serving.

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309 **15. NEW BUSINESS**

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311 15.a 16-028 Kiwanis 5K Race 09/17/16

312 [2016 Letter to Town of Hooksett.doc](#)

313 [2016 5k Race Course.pdf](#)

314

315 Sue and Bob Willey came forward on behalf of the Hooksett Kiwanis Foundation seeking
316 permission to use land owned by the town for the "Book it to the Library" race. The event is
317 planned for September 17th at 8:30 a.m. which coincides with Old Home Day. The 5K Road
318 Race will be using the same course as used last year which will start at Heads Pond and
319 finish in the parking lot of the library.

320

321 *Councilor Duhaime moved, second by Councilor Levesque, to approve the use of Hooksett*
322 *land for the "Book it to the Library" race to be held on September 17th, with details to be*
323 *provided regarding police detail, porta potties, traffic cones, barricades, EMTs, and trail*
324 *equipment. Motion passed unanimously, 8-0.*

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326 15.b 16-030 Donations from IAFF Local 3264 to cover the cost of
327 irrigation/landscape/hardscape material with labor, signage, and ceremonial bell valued at
328 \$20,483.36 for the Hooksett Safety Center Memorial Park to the Town of Hooksett per
329 RSA 31:95-b III(a) & RSA 31:95-e II.

330

331 Dr. Shankle noted that the Council held a public hearing on this matter at its last meeting. He
332 recommended not accepting the donation for the Hooksett Safety Center Memorial Park, and
333 instead get the Fire Chief and Police Chief together to figure out what they want. For now, he
334 recommended the Council table the matter or vote as recommended. Councilor Winterton
335 said he'd prefer to vote rather than table the matter so that the Council can have another
336 public hearing and have a better opportunity to ask questions when it is resurrected.

337

338 *Councilor Winterton moved, second by Councilor Duhaime, to approve the gift from the*
339 *Hooksett Happy Helpers. Councilor Winterton said he will vote no and encouraged others to*
340 *do the same. Councilor Levesque said he liked the Town Administrator's idea for the Police*
341 *Chief and Fire Chief to get together. He said he will vote no as well. Councilor Tsantoulis*

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342 said he was having a hard time figuring out why this is a problem. Dr. Shankle said the
343 project was conceived to honor both the police and fire which didn't happen with DPW doing
344 the work. The project was given to a private contractor by the union. Dr. Shankle said that
345 when he got to Hooksett he was told the Council had approved the project and he didn't
346 check on it further.

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348 Councilor Miville said his memory, having attended the meeting, and as noted on Page 45 of
349 the Board packet, was that Chief Williams accepted the donation from the Happy Helpers.
350 He didn't know about the union involvement until two weeks ago. Councilor Ross who was
351 on the Council in 2009, said it was suppose to be a town DPW project and procedures were
352 not followed. There needs to be something in place that says it will not happen again. He
353 said public employees shouldn't be accepting money from the public.

354

355 Councilor Levesque said the minutes provided on page 44 of the Board packet states they
356 went completely against what was agreed upon by the Council. They did what they wanted
357 and spent the money the way they pleased. Councilor Winterton repeated that he was not
358 comfortable voting and will not vote to accept a donation from a union that the town is in
359 negotiations with. Dr. Shankle said there is a process and by law the process should have
360 been followed. Councilor Miville pointed out that \$20,000 should have been collecting
361 interest for the town over all these years. Councilor Levesque said he spoke to Bernadette
362 who said the Happy Helpers paid the money to whom they were told to pay. Councilor
363 Tsantoulis said it seems the intent was good but someone was sleeping at the switch and he
364 doesn't want this to discourage people from making donations. Councilor Winterton said he
365 was concerned where the funds came from and how they got intermingled. He suggested
366 the Town Administrator seek the Town Counsel's advice on whether any RSAs were violated
367 by anyone involved. Dr. Shankle will follow up on the matter. Councilor Levesque said they
368 knew what they were doing and had the check made out to the union; there was a changing
369 of the guard. Councilor Miville said in looking at Pages 47 and 48, the park has already been
370 created though two figurines are not there yet. He also mentioned that the sign was an Eagle
371 Scout project. Dr. Shankle said there are some parts of it that are non-moveable. They
372 dedicated each tree to a different firefighter so some things are changeable.

373

374 A vote on the motion was called. *Roll Call #2: Councilor Duhaime-no, Councilor Miville-no,*
375 *Councilor Ross-no, Councilor Levesque-no, Councilor Jennings-no, Councilor Winterton-no,*
376 *Councilor Tsantoulis-yes, and Chairman Sullivan-no. Motion failed 7-1.*

377

378 15.c 16-031 Hooksett Recreation - The establishment of a Hooksett Recreation Before
379 and After School Care Program

380 [Staff Report - Before and After Recreation School Program.pdf](#)

381 [After School Program Framework.docx](#)

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

383

384 DPW Director, Diane Boyce, and Fun in the Sun summer Program Director, Steve Schack
385 came forward to recommend that the Council approve a one year contract with the School
386 Board for the implementation of a Recreation Before and After School Program. In an effort
387 to address the Community Profile Survey to develop more recreational programs in the town
388 and to eventually establish the position of Recreation Director, a list of possible revenue
389 producing programs was produced. Along with the summer camp, FIS, a before and after
390 school care program was researched. Presently, the school system has a contracted before
391 and after school program called New Morning. The contract is ready to expire. This would

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392 be a great time to begin a town Before and After School Program. The town cost would be
 393 slightly less than presently being paid by residents. If it is a town program, students who
 394 presently can't afford to attend, may qualify for financial assistance and can apply for full or
 395 partial scholarships through the Salvation Army. Director Boyce said that Steve Schack did a
 396 fantastic presentation before the School Board. The program was voted on unanimously by
 397 the Hooksett School Board. It would take place at the Underhill School. Town Administrator
 398 Shankel said it would serve as a pilot program for the school and for the person running it.

399

400 Councilor Jennings said this issue has been before the Town Council before; it is not coming
 401 out of the blue, an asked if other towns do this. Mr. Schack said he has worked with the town
 402 for five summers and there are other towns that do this. Mr. Schack talked about a similar
 403 program out of Farmington. Councilor Winterton asked if there were other competing day
 404 camps in the area and would the town prices for a Before and After School program reflect
 405 similar prices as private industry and are "we putting someone out of business". Mr. Schack
 406 said the private business we contract with is New Morning out of Bedford. They run 16 other
 407 programs so they don't really need this program to stay afloat. Councilor Winterton
 408 confirmed that there is a program being run currently. The town's price for the program would
 409 be less.

410

411 Dr. Shankle said the town will offer an enhanced program. Mr. Schack said he communicated
 412 directly with the schools to have a program that ties more closely to what they are doing and
 413 offer it at a lower price. Councilor Ross said it "sounds like a school project," designed for
 414 school children so he's not surprised the School Board is in favor. This is a school thing. He
 415 continued saying "we're a town, not here to make money". He would like to see more town
 416 services privatized and entangling the school with the town has never been a good idea.
 417 Further, it sets the town up for liability issues and why should the town take on employees to
 418 support a school project. Councilor Ross said he is not in favor of this.

419

420 Councilor Tsantoulis disagreed with a lot of what Councilor Ross said. He feels the taxpayer
 421 would benefit and there is no financial impact to the town for this one year program. He
 422 asked "why not go with the initial commitment"? There is nothing to lose and if it works out,
 423 taxpayers and residents may thank us. Councilor Duhaime thought it might be worth trying
 424 for a year but he is concerned about assessing late fees.

425

426 Councilor Miville felt his toes "stepped on". He said finding out about something happening in
 427 town while its already happening is embarrassing to him. He asked why this hadn't been
 428 brought before the Town Council months ago. Dr. Shankle said he's pretty sure he
 429 mentioned it to the Council more than once and details were not brought forward until it went
 430 before the School Board. Councilor Jennings remembers bringing it up during committee
 431 reports. Dr. Shankle said the proposal was based on things brought up from surveys about
 432 recreational opportunities. He said "if Mr. Schack hadn't done it, we still wouldn't be doing it".
 433 There were 30 people in Sun in the Fun five years ago, "look at what we have now" over 200
 434 children involved in the program. It's the best programming around. There is no one trying to
 435 undercut this Council. Dr. Shankle said they wanted to bring the Council something to work
 436 with. Director Boyce said we have a waiting list of kids wanted to get into the camp, and
 437 they've brought in the Garden Club, Seniors coming in to share knowledge and this program
 438 is great for the people of Hooksett.

439

440 Chairman Sullivan said if the Council wants a different approach from the Town Administrator
 441 perhaps we can address any disconnect at a future workshop. Councilor Miville was

13

442 astonished that the School Board knew about this before the Council did and felt that Mr.
443 Schack was "pitching for a new position". Dr. Shankle said it will be on the warrant and
444 funded out of the revolving fund. Councilor Miville said he agrees with Councilor Ross that
445 the town should not be collecting revenue, and as Councilor Winterton said, we're taking
446 away from legitimate businesses. Councilor Miville asked about bus costs. Mr. Schack said
447 the school district pays for buses.

448

449 Councilor Tsantoulis recalls Dr. Shankle specifically bringing this to the attention of the
450 Council and it might be worth trying. He doesn't like Mr. Schack being beat up. He is "just
451 trying to provide us with a service" and doing what administration asked him to do.

452

453 Councilor Ross said the Fun in the Sun program is a success story so why take it away and
454 go in another direction. He is not questioning that it is a valuable thing but feels this is
455 another way for the schools "getting our money" and should be handled by the schools.
456 Perhaps the town should expand the Fun in the Sun and not trying to do what should be
457 handled by the school.

458

459 Chairman Sullivan said one of the goals for the administrator is to work with
460 intergovernmental relations and if we can't work with someone in our own back yard... He
461 said he forgot that Dr. Shankle had brought it up to the Council and the Council was kept in
462 the loop.

463

464 Councilor Duhaime remembers Dr. Shankle bringing this forward and he'd like the Council to
465 move forward on this. Councilor Miville mentioned that the written document states the
466 development of more recreation programs and eventually establish the position of Recreation
467 Director. He said "he's drumming up his own business". Director Boyce said that "for at least
468 three years we've been talking about eventually needing a recreation director and that it
469 wouldn't be done unless it is self-funded". She said the timing is now right and this
470 addresses the community profile. In response to a question by Dr. Shankle, Director Boyce
471 said the School Board approved this on May 3rd. Dr. Shankle said up until then the idea was
472 just a pipe dream.

473

474 Councilor Winterton said he met Steve but likes to think that the Council functions as a Board
475 of Directors and, as such, doesn't need to meet every employee. He doesn't want to meet
476 every employee, and feels that is not the Council's role. The role of the Council, he stated, is
477 to develop policies and "clearly they want to do something". He said he has reservations
478 about getting into that business. He understands that it would be good for Hooksett to have a
479 Recreation Director and has concerns about the status of employees and whether they'll be
480 entitled to benefits, etc. Those are policy issues that he'd like to address.

481

482 *Councilor Duhaime moved, second by Councilor Ross, to extend the meeting. Motion*
483 *passed unanimously, 8-0.*

484

485 Councilor Miville said he didn't need to know every employee but the Council should be made
486 aware when one's role is extended to a higher level role.

487

488 *Councilor Jennings moved, second by Councilor Tsantoulis, to approve a one year contract*
489 *with the Hooksett School Board for the implementation of a Recreation Before and After*
490 *School Program.* Councilor Jennings said Bedford has a similar program and no one has
491 been put out of business, and liability is already there with the Fun in the Sun program.

14

21

492 Councilor Ross asked about finding people with the required certifications. Mr. Schack spoke
493 to the issue and explained where staff is recruited from. Councilor Ross said taking on the
494 school's liability is the issue.

495

496 *A vote on the motion was called. Roll Call # 3: Councilor Ross-no, Councilor Jennings-yes,*
497 *Councilor Miville-no, Councilor Duhaime-yes, Councilor Tsantoulis-yes, Councilor Levesque-*
498 *yes, Councilor Winterton-yes, and Chairman Sullivan-yes. Motion passed 6-2.*

499

500 Councilor Tsantoulis left the meeting at 9:40 p.m.

501

502 15.d 16-032 Award Project Bid No 16-03 to Advance Excavating and Paving for Part A -
503 Martins Ferry Road from current roadway funds and for Part B - Main Street from funds
504 which will be available on July 1, 2016

505

506 Councilor Duhaime recused himself from the proceeding. *Councilor Winterton moved,*
507 *second by Councilor Jennings to award to Advanced Excavating and Paving of Suncook for*
508 *Project Bid No. 16-03 for \$474,522 for Part A Martins Ferry Road for the Base Bid, Bid*
509 *Alternate 1 and Bid Alternate 2 and \$288,684 for Part B Main Street for the Base Bid and Bid*
510 *Alternative No. 4 for a total contract award amount of \$763,206; and it is recommended to*
511 *obligate \$80,000 of Zone 2 impact fees for the Martins Ferry Road sidewalks.*

512

513 Town Engineer, Jim Donison, said two bids were received on May 13th for Project No. 16-03
514 for Martins Ferry Road and Main Street roadway improvements. Two bids were received with
515 the lowest and most reasonable bid from Advanced Excavating and Paving of Suncook. The
516 summary of bid results is as follows:

517

518 Part A Martins Ferry Road: Roadway improvements \$325,810; Bid Alternative No. 1 –
519 Sidewalks \$122,340; Bid Alternative No. 2 – Pedestrian Bridge over the Messer Brook
520 \$50,410; Bid Alternative No. 3 – Realignment of Benton Road into a “T” intersection \$34,410.
521 Total Part A: \$532,972.

522

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

525

526 Mr. Donison said that two bid items for retroreflective thermoplastic pavement markings for the
527 Martins Ferry Road base bid for \$22,340 and Main Street roadway base bid for \$20,800 can
528 be eliminated and the town can direct contract as part of the annual pain stripping contract for
529 significantly less for regular pavement markings. SNHU has committed \$25,000 towards the
530 Messer Brook pedestrian bridge. \$80,000 is available from Zone 2 impact fees towards the
531 cost of the Martins Ferry Road sidewalk and \$64,795 is available from previously obligated
532 impact fees (May 2013) for the Main Street sidewalk. Mr. Donison said that as an option to
533 awarding Bid Alternative No. 3 for the realignment of Benton Road into a “T” intersection, an
534 approach can be to perform paint marking of the intersection to form a “T” intersection as part
535 of the town's annual line painting contract.

536

537 Councilor Duhaime and Councilor Winterton withdrew their motion.

538

539 *Chairman Sullivan moved, second by Councilor Miville, to waive obtaining three bids as*
540 *required by Town Charter. Roll Call #4: Councilor Jennings-yes, Councilor Levesque-yes,*

15

541 *Councilor Ross-yes, Councilor Miville-yes, Councilor Winterton-yes, Chairman Sullivan-yes.*
 542 *Motion passed unanimously, 6-0. (Councilor Duhaime recused).*

543

544 Finance Director, Christine Soucie, said the motion as stated is "good". In response to
 545 Councilor Miville, Mr. Donison said Sherwood Drive is not included in the work. Councilor
 546 Ross asked about the mailboxes. Mr. Donison said the mailboxes will be parallel with the
 547 road at the curb. They will be basic black boxes and post. He will talk with each resident on
 548 whether they may want to keep the granite post. The South side will not involve turning
 549 mailboxes.

550

551 *Councilor Winterton moved, second by Councilor Jennings to award to Advanced Excavating*
 552 *and Paving of Suncook for Project Bid No. 16-03 for \$474,522 for Part A Martins Ferry Road*
 553 *for the Base Bid, Bid Alternate 1 and Bid Alternate 2 and \$288,684 for Part B Main Street for*
 554 *the Base Bid and Bid Alternative No. 4 for a total contract award amount of \$763,206; and it*
 555 *is recommended to obligate \$80,000 of Zone 2 impact fees for the Martins Ferry Road*
 556 *sidewalks. Roll Call #5 – Councilor Ross-yes, Councilor Jennings-yes, Councilor Levesque-*
 557 *yes, Councilor Winterton-yes, Councilor Miville-yes, Chairman Sullivan-yes. Motion passed*
 558 *unanimously, 6-0. [Councilor Duhaime recused].*

559

560 15.e 16-033 Roadway Cracksealing and Chipsealing Project Bid#16-04

561

562 *Councilor Jennings moved, second by Councilor Winterton, to waive obtaining three bids as*
 563 *required by Town Charter. Motion passed unanimously, 7-0.*

564

565 *Councilor Jennings moved, second by Councilor Winterton, to award Project Bid #16-04 to*
 566 *All States Asphalt, Inc. of Sunderland, MA for the amount of \$144,400.*

567

568 James Donison, Asst DPW/Town Engineer, received two bids on May 13th for Project Bid No.
 569 16-04 for roadway crack sealing and chip sealing. Two bids were receive from the lowest and
 570 most reasonable bid from All States Asphalt, Inc. of Suderland, MA. The total bid amount is
 571 \$144,400. Mr. Donison said that chip sealing extends the life of the roadway by five to ten
 572 years. Crack sealing includes asphalt and roll in stone, a rougher surface. In response to
 573 Councilor Jennings, Mr. Donison said they are taking a "pavement preservation approach"
 574 which should extend 15-20 years to Martins Ferry and 10-15 years to Main Street. Mr.
 575 Donison said the goal is to try 75 miles of roadway per year. Councilor Winterton asked
 576 about the number of hours required of flaggers and how that equates to what police charge
 577 which is \$85 an hour – their quote is \$72. Mr. Donison said he will work with the Police Chief
 578 and have coverage in areas of heavy traffic and will use flaggers instead of police whenever
 579 possible.

580

581 *Councilor Winterton moved, second by Chairman Sullivan, to extend the meeting to 11:00*
 582 *p.m. Motion passed unanimously, 7-0.*

583

584 A vote on the motion was called. *Roll Call #7: Councilor Ross-yes, Councilor Winterton-yes,*
 585 *Councilor Levesque-yes, Councilor Duhaime-yes, Councilor Jennings-yes, Councilor Miville-*
 586 *yes and Chairman Sullivan-yes. Motion passed unanimously, 7-0.*

587

588 15.f 16-034 Donation of new(replacement) scoreboard from Hooksett Youth Athletic
 589 Association (HYAA) valued at \$10,438.00 to Town of Hooksett for Donati Field per RSA 16
 590 31:95 e II.

25

591 [052516 HYAA Scoreboard.doc](#)
592 [Donation of Scoreboard from HYAA.pdf](#)
593 [HYAA Scoreboard Donation.pdf](#)

594
595 15.g 16-035 Town Council Meeting Schedule July 2016 to June 2017
596 [2016-17TC Meeting Schedule.pdf](#)
597 [2016-17 TC MEETING SCHEDULE.052516.doc](#)

598

599 Donna Fitzpatrick stated that the Town Council meeting schedule is based on the fiscal year
600 with meetings occurring on the 2nd and 4th Wednesdays of each month. The May 10th voter
601 outcome was in favor of the Town Charter change to move the Town vote to March vs. May.
602 The proposed meeting schedule reflects the Town Charter changes and noted the Council
603 Workshop will be held in August rather than July and the town election will be held on March
604 14th.

605

606 *Chairman Sullivan moved, second by Councilor Ross, to adjust the calendar as proposed*
607 *with the Town Election being held on March 14th, 2017. Motion passed unanimously, 7-0.*

608

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

612

613 *Chairman Sullivan moved, second by Councilor Levesque, to authorize the Town Council to*
614 *sign the "2016 MS-232 Report of Appropriations Actually Voted" totaling \$18,275,642.*
615 *Motion passed unanimously, 8-0.*

616

617 Chairman Sullivan closed the public hearing on the HYAA donation.

618

619 *Councilor Jennings moved, second by Councilor Duhaime, to waive the rules on accepting*
620 *the HYAA donation. Motion passed unanimously, 7-0.*

621

622 *Councilor Ross moved, second by Councilor Duhaime, to accept the donation from the HYAA*
623 *for the scoreboard from New England Facility Sales, Inc. for Donati Field in the amount of*
624 *\$10,438.00. Motion passed unanimously, 7-0.*

625

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

629

630 Article 3 of the operating budget was approved by the voters on May 10, 2016 which includes
631 a three percent wage increase for non-union full time employees and a two percent wage
632 increase for non-union part-time employees. Employees will also contribute three percent
633 more (12% to 15%) towards their health insurance premiums. Wastewater Department
634 employees have a two percent wage increase and do not contribute to health insurance
635 premiums. Wage increases and health insurance employee contribution increases are
636 effective July 1, 2016.

637

638 *Councilor Jennings moved, second by Councilor Winterton, to approve the wage increases*
639 *and health insurance employee contribution increases effective July 1, 2016 as per the*
640 *operating budget approved by the voters under Article 3 at the May 10, 2016 elections.*
641 *Motion passed unanimously, 7-0.*

17

27

642

643 15.j 16-038 Purchase of planer and high flow pump attachments for Bobcat

644 [Staff Report - purchase of planer 5-25-16.pdf](#)

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

646

647 *Councilor Jennings moved, second by Councilor Levesque, that the Council vote to support*
648 *the purchase of the planer and high flow pump, and to allow the Town Administrator, as agent*
649 *to expend, release the amount of \$20,168.16 from the Public Works Vehicle/Equipment*
650 *Capital Reserve Funds, and to waive obtaining three bids as required by Town Charter.*

651

652 DPW Director, Diane Boyce, said DPW would like to purchase a planer attachment for the
653 bobcat. The planer would be able to grind larger sections of pavement for repair versus filling
654 areas with multiple potholes. The larger "repaired" sections last longer than potholes keeping
655 the road in better shape. Last summer, DPW rented a planer for five days costing the town
656 close to \$2,000. There are not three bids because the planer is bobcat specific. The
657 installation of the high flow pump would also enable us to use this bobcat as a backup for the
658 sidewalk plow. Councilor Winterton preferred taking the funds from the CRF and if
659 underbudget, decide to return to voters

660

661 A vote on the motion was called. *Roll Call #8: Councilor Levesque-yes, Councilor Duhaime-*
662 *yes, Councilor Jennings-yes, Councilor Miville-yes, Councilor Ross-yes, Councilor Winterton-*
663 *yes, Chairman Sullivan-yes. Motion passed unanimously, 7-0.*

664

665 **16. SUB-COMMITTEE REPORTS – No subcommittee reports were provided.**

666

667 **17. PUBLIC INPUT – No input was provided**

668

669 **18. NON-PUBLIC SESSION**

670

671 Chairman Sullivan moved to enter non-public session at 10:17 p.m.

672

673 **NON-PUBLIC SESSION**

674

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

677

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

680

681 ***J. Sullivan motioned to enter non-public session at 10:18pm. Seconded by D.***
682 ***Winterton.***

683

684 **Roll Call**

685 M. Miville – yes

686 D. Ross – yes

687 R. Duhaime – yes

688 D. Winterton – yes

689 A. Jennings – yes

690 J. Levesque – yes

691 J. Sullivan - yes

692 ***Vote unanimously in favor.***

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DISCUSSION #2 – 2013 Tax Deeding

K. Blichmann: Facilitated discussion on 2013 tax deeding to include: \$116,162.18 received in principal penalties & interest, 81 accounts with tax liens, 30 accounts paid-in-full and 28 payment plans. This is also the first time the Town has been contacted by mobile home owners.

J. Sullivan motioned to allow the Town Council designee to sign all of the tax deed waivers on behalf of the entire Town Council for the 2013 tax deeding period.

Seconded by D. Ross.

Vote unanimously in favor.

J. Sullivan motioned to allow the Tax Collector to sign approved payment plans for the 2013 tax deeding period. Seconded by A. Jennings.

Vote unanimously in favor.

D. Ross motioned to allow the Tax Collector to postpone the 2013 tax deeding until the next Town Council meeting of June 8, 2016, as supported by Matthew Serge, Town legal counsel. Seconded by D. Winterton.

Vote unanimously in favor.

J. Sullivan: August 10, 2016 Town Council Workshop - add the first two deeding motions above to the Town Council Rules of Procedure for the Council's first meeting each July.

J. Sullivan motioned to exit non-public at 11:22pm. Seconded by D. Winterton.

Vote unanimously in favor.

J. Sullivan motioned to seal the non-public minutes of 05/25/16 with the exception of DISCUSSION #2 – 2013 Tax Deeding. Seconded by J. Levesque.

Vote unanimously in favor.

19. ADJOURNMENT

J. Sullivan motioned to adjourn the public session at 11:22pm. Seconded by J. Levesque.

Vote unanimously in favor.

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

Respectfully submitted,

31
742
743 Suzanne Beauchesne
744 Recording Clerk
745



New Hampshire
Department of
Revenue Administration

2016
MS-232

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/Certification		
Name	Position	Signature
Timothy Tsantoulis	District 1	<i>[Signature]</i>
Donald Winterfon	District 5	<i>[Signature]</i>
Adam Jennings	At Large	<i>[Signature]</i>
David Ross	At Large	<i>[Signature]</i>
James Levesque	District 2	<i>[Signature]</i>
Nancy Comal	District 6	<i>[Signature]</i>
Marc Miville	District 4	<i>[Signature]</i>
James Sullivan	At Large	<i>[Signature]</i>
Robert Duhalme	District 2	<i>[Signature]</i>

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	Fiscal Year	Appropriation
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	\$536,584
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/Airfield			
4301-4309	Airport Operations		\$0
Highways and Streets			
4311	Administration	03	\$206,353
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 Pollution 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
Other			

Appropriations

Account Code	Purpose of Appropriation	Water Utility	Appropriation Assigned
4441-4442	Administration and Direct Assistance	03	\$172,420
4444	Intergovernmental Welfare Payments	03	\$21,403
4445-4449	Vendor Payments and Other		\$0
Cultural 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			
4511-4512	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 Available Appropriations			
			\$3,827,562

Staff Report

Tax Deed Waivers

5-25-2016

Background:

Tax deed waivers are signed when the Town Council elects not to issue a tax deed for a property that "in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks" RSA 80:76 ll-a."

I am asking for permission from the Town Council to allow a Town Council designee to sign all of the tax deed waivers on behalf of the entire board. This has been done for the past tax deeding's.

Fiscal Impact:

Recommendation:

To allow the Town Council designee to sign all of the tax deed waivers on behalf of the entire board.

Prepared by: Kimberly A Blichmann CTC

Town Administrator Recommendation:

Dr. Dean E. Shankle, Jr.
Town Administrator

Staff Report

Payment Plans

5-25-2016

Background:

To request permission for the Tax Collector to sign approved payment plans for the 2013 tax deeding. These payment plans have already been approved by the Town Administrator. The Town council had already given permission for the Town Administrator to approve payment plans on their behalf.

Fiscal Impact:

There will be payments made on outstanding back taxes. The payments received are unique to each approved payment plan.

Recommendation:

To allow the Tax Collector to sign approved payment plans.

Prepared by: Kimberly A Blichmann CTC

Town Administrator Recommendation:

Dr. Dean E. Shankle, Jr.
Town Administrator

Staff Report

Tax Deed Date Extension

5-25-2016

Background:

To request permission from the Town Council to postpone the 2013 Tax Deeding till the next Town Council meeting on June 8, 2016. The reason for this request is due to a proof reading error on the delinquent notices that listed a deeding date of May 27, 2016, not the actual tax deed date of May 25, 2016. The notice of impending tax deed had the correct tax deed date of May 25, 2016 and that notice of impending tax deed was mailed out after the delinquent notice. I did speak with Matthew Serge Town legal counsel regarding this and he advised the best course of action would be to wait until after the May 27, 2016 date to prevent any complications.

Fiscal Impact:

The only fiscal impact would be addition interest that would accrue between now and the new date of June 8, 2016. This would also allow the remaining property owners to request payment plans.

Recommendation:

To have the Town Council give permission to allow the Tax Collector to postpone the 2013 Tax Deed until the next Town Council meeting of June 8, 2016. This was also supported by Matthew Serge Town legal counsel.

Prepared by: Kimberly A Blichmann CTC

Town Administrator Recommendation:

Dr. Dean E. Shankle, Jr.
Town Administrator

Katie Ambrose

From: Jacqui McCartin <jacqui.mccartin@verani.com>
Sent: Tuesday, May 17, 2016 8:47 PM
To: Katie Ambrose
Subject: Stepping Down from P&RAB

Katie,

Let this serve as notification the I will be stepping down as the Hooksett Parks and Recreation Advisory Board member/chair, effective June 30, 2016.

I need to terminate my appointment due to numerous obligations.

I have been a member for approximately seven years, and have been happy to have contributed to the town in this capacity. When my circumstances change, I may very well find another opportunity to be of service to the Hooksett community.

I am not certain of the exact process, please let me know if there is anything additional you will need from me.

All the Best,
Jacqui



Jacqui McCartin

Broker-Associate, CRS, ABR, CREM, e-Pro, Realtor
Berkshire Hathaway HomeServices - Verani Realty

“Good to Know”™

C: 603.340.0187
D: irect: 603.472.1513
O: 603.472.1010 x1513
F: 603.474.4421 [e-Fax]
E: jacqui.mccartin@verani.com
New Hampshire License: 060822

Visit my **Website** -> www.JacquiMcCartin.com

Click here & “Like” my Business Facebook Page

**“How Much Is That House I Just Drove By??” - Just..
Click and Download My Mobile Search App for your Smartphone!**

344713
 8318 - Forest Green
 32" x 18' Ad Panel - White

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BALL STRIKE OUT INN
 3 2 2 1

GUEST RUNS HITS ERRORS
 3 3 8 0
 3 1 1 1
 ATTAMERICAN SCOREBOARDS

Everbrite

DISCLAIMER: Renderings are for graphic purposes only and not intended for actual construction dimensions. For detailed requirements, actual dimensions and mounting detail, please refer to engineering specifications and install drawings. These drawings and designs are the exclusive property of Everbrite LLC. Use of or duplication in any manner without express written permission of Everbrite LLC is prohibited.

Order: SCOREBOARDS	Scale:		Customer Signature	DATE
Act No: 344713.1s	Drawn By: KG		Customer Approval: Graphics and colors on file will be used unless otherwise specified. Please review drawing carefully. By signing below, you agree to graphics as shown above, and to location of sign as shown. Please return signed copy back to Everbrite.	LANDLOP SIGNATURE
Date: 5/18/2016				
Location & Site No.: RH00KSETADR				

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, June 8, 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: 6/8/16

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. to the Town of Hooksett for Donati Field in the amount of \$10,438.00 under RSA 31:95-e II, for a donation of a value greater than \$5,000.

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 NEFS 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

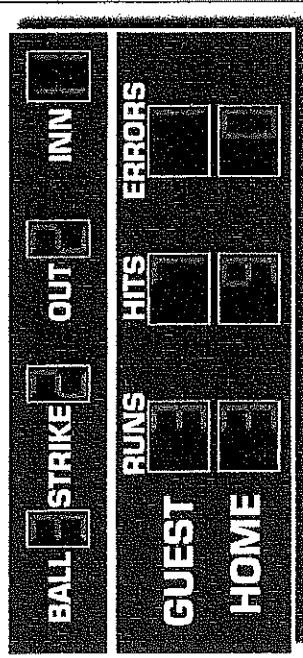
ALL AMERICAN

SCOREBOARDS OUTDOOR SCOREBOARD 8318

Baseball

STACEY, SHOWY HERE
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 galvanized 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 PINK GREEN Black, Navy, Blue, Light Blue, and Red have a "Rivet" finish, other standard and custom colors are powder coated for published standard.
ELECTRONICS	100% solid state, microprocessor controlled system.
SERVICING	Front access for ease of servicing. Plug in modules for ease of replacement.
MICROPROCESSOR CONTROL CONSOLE	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 + BVZ	Radio upgrade. 2.4 GHz spread spectrum, 1500' expected range.



Staff Report

Title: Donation of three wooden benches by Tim Duffy (Eagle Scout Project) to the Town of Hooksett

Date: 6/8/16

Background and Discussion of Issues

Tim Duffy from the Daniel Webster Chapter of the Boy Scouts, Unit 292, has presented the Town with an Eagle Scout Project. Tim originally proposed the building and installation of a picnic table and a fishing bench at Heritage Park (off of Veterans Drive). After a discussion with myself, Phil Arnone and some concerns of local residents it was decided that we did not want to promote people bringing food into the park as trash in the water has been an issue in the past. Tim is now proposing to build and install three benches on the property.

Recommendation (including suggested motion, if appropriate)

I recommend that the Town Council accept the Donation from Tim Duffy (Eagle Scout Project) of three wooden benches for Heritage Park to the Town of Hooksett valued at \$515.00 under RSA 31:9-3 II, acceptance of gifts less than \$5,000

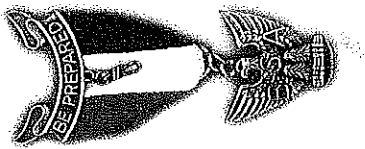
Fiscal Impact

There is no fiscal impact

Prepared by: Diane Boyce, DPW Director

Town Administrator Recommendation

I concur.



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA

Eagle Scout candidate's full legal name Timothy Michael Duffy

Eagle Scout Service Project Name Heritage Park Additions

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. **It appears to be feasible.** You must show the project is realistic for you to carry out.
3. **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate	
Name: Timothy Michael Duffy	Birth date: 4/17/99
Email address: tduff5567@gmail.com	BSA PID number*: 127454401
Address: 35 Autumn Run	City: Hooksett State: NH Zip: 03106
Preferred telephone(s): 669-4969	Life board of review date: 9/17/15
* BSA PID No. found on the BSA membership card	
Current Unit Information	
Check one: <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship <input type="checkbox"/> Unit Number: 292	Name of Council: Daniel Webster
Name of District: Massachusetts	
Unit Leader Check one: <input checked="" type="checkbox"/> Scoutmaster <input type="checkbox"/> Varsity Coach <input type="checkbox"/> Crew Advisor <input type="checkbox"/> Skipper	
Name: Jeffrey Scott	Preferred telephone(s): 587-0658
Address: 19 Andrea Ave.	City: Hooksett State: NH Zip: 03106
Email address: fedcompst@comcast.net	
Unit Committee Chair	
Name: Art Burns	Preferred telephone(s): 622-6586
Address: 8 Springwood Drive	City: Hooksett State: NH Zip: 03106
Email address: lisartcollin@comcast.net	
Unit Advancement Coordinator (If your unit has one)	
Name:	Preferred telephone(s):
Address:	City: State: Zip:
Email address:	
Project Beneficiary (Name of religious institution, school, or community)	
Name: Hooksett Parks and Recreation	Preferred telephone(s): 603-485-5322
Address: 210 West River Road	City: Hooksett State: NH Zip: 03106
Email address: pamone@hooksett.org	
Project Beneficiary Representative (Name of contact person for the project beneficiary)	
Name: Philip Arnone	Preferred telephone(s): 321-0111
Address: 210 West River Road	City: Hooksett State: NH Zip: 03106
Email address: pamone@hooksett.org	
Your Council Service Center	
Contact name: Daniel Webster Council	Preferred telephone(s): 603-625-6431
Address: 571 Holt Ave.	City: Manchester State: NH Zip: 03109
Council or District Project Approval Representative (Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)	
Name:	Preferred telephone(s):
Address:	City: State: Zip:
Email address:	
Project Coach (Your council or district project approval representative may help you learn who this will be.)	
Name: Alan Steinh	Preferred telephone(s): 603-669-5529
Address: 17 Autumn Run	City: Hooksett State: NH Zip: 03106
Email address: a.stein@comcast.net	

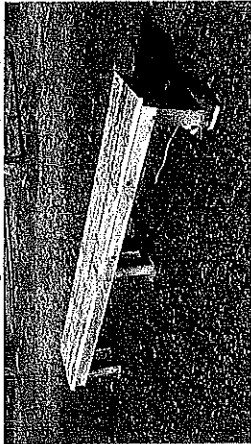
Project Description and Benefit

Briefly describe your project.

I plan to add a fishing bench and a picnic table. I will secure the picnic table with cement and a chain and the bench with posts that go deep into the ground.

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



The fishing bench will be modeled after this one.



There is a lot of space in the park, and the picnic bench will go in the large opening in the middle of the picture.



The view of the Merrimack River from the park.



The view of the Lilac Bridge from the park.

Tell how your project will be helpful to the beneficiary. Why is it needed?

The tables will add functionality to the park, allowing it to be used for more activities. The park will also be used more often due to a pedestrian bridge possibly being built nearby, and a sign being put up in the entrance to the park.

When do you plan to begin carrying out your project? June

When do you think your project will be completed? August

Giving Leadership

Approximately how many people will be needed to help on your project? 15

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

Troop members, friends from other troops, friends of the troop

What do you think will be most difficult about leading them?

Gathering enough people to help me install and transport materials.

Materials

Materials are things that become part of the finished project, such as lumber, nails, and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4, deck screws, nuts, bolts, 3/4 x 1 1/2s, 5/4 x 4s, cement, chain, lock

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tamps, safety supplies, and garbage bags.

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. pizza, water, cement tube mold, garbage bags, gasoline,

Tools

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Post-hole-digger, power saw, power drill, screwdriver, shovel, cement-mixing bucket, sander, tape measure, Nitrile gloves

Include tools, and also equipment, that will be borrowed, rented, or purchased.

Other Needs

What other needs do you think you might encounter?
Truck for transporting materials, Parks and Rec may need to dig the post holes

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

Permits and Permissions

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take? Permission from the town to do the project. I have approval from the director of parks and recreation, and I will go to the town council for final approval. That will be either May 11th or 25th.

Note that property owners should obtain and pay for permits.

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below: (include sales tax if applicable)	Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.
Materials:	\$410.00
Supplies:	\$85.00
Tools:	\$20.00
Other:	\$0.00
Total costs:	\$515.00

Car wash, donations or discounts at Home Depot or another hardware store,

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one-line descriptions are sufficient.

1. Final design for benches are made
2. Search for discounts or donations
3. Fundraising
4. Gather supplies and help
5. Building the bench and table
6. Installation & clean up the park a bit
- 7.
- 8.

Logistics

Check with your council service center to determine if a Tour and Activity Plan is required.

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

- Helpers will drive themselves to the park or their parents will
- need to find someone with a truck or wood will be delivered
- truck to transport the bench and table to the park
- no tour and activity plan

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

- Describe the hazards and safety concerns you and your helpers should be aware of.
- Power equipment can be dangerous, so who ever uses it will be "Guide to Safe Scouting" approved.
- Nitrile gloves should be worn when dealing with cement

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

- List some action steps you will take to prepare your project plan. For example: "Complete a more detailed set of drawings."
- Make the bench drawing more precise and correct.
- go to town council and get the project approved
- gather volunteers to help with construction
- gather supplies (Wood, Screws, etc.)

Candidate's Promise*

Sign below before you seek the other approvals for your proposal.

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed _____ Date _____
 *Remember: Do not begin any work on your project, or raise any money, until your project proposal has been approved.

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed _____ Date _____
 Name (Printed) _____

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project: Information for Project Beneficiaries."

Yes No

Signed _____ Date _____
 Name (Printed) _____

While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (). Council or district approval, however, must come after the others.

TOWN OF HOOKSETT
AVAILABLE APPOINTED POSITIONS

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Resident Members
(2) Hooksett Business Members

HERITAGE COMMISSION

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

RECYCLING & TRANSFER ADVISORY COMMITTEE

(1) Alternate Member, exp. 6/2018

TOWN HALL PRESERVATION COMMITTEE

(5) Full Members

ZONING BOARD OF ADJUSTMENT

(1) Alternate Member, exp. 6/2016

PARKS AND RECREATION ADVISORY BOARD

(1) Full Member, exp. 6/2016

Openings for Terms Starting July 1st, 2016

CONSERVATION COMMISSION

(2) Full Members, exp. 6/2019

PARKS AND RECREATION ADVISORY BOARD

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

PLANNING BOARD

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

RECYCLING & TRANSFER ADVISORY COMMITTEE

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

SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

(1) Representative, exp. 6/2020

ZONING BOARD OF ADJUSTMENT

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

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

Nominations

CONSERVATION COMMISSION

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

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

PLANNING BOARD

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

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

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

RECYCLING & TRANSFER ADVISORY COMMITTEE

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

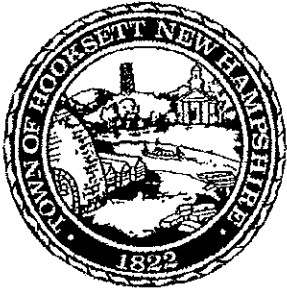
Robert Schroeder: Reappointment-Alternate Member, exp. 6/2019

SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

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

ZONING BOARD OF ADJUSTMENT

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



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: APRIL 2, 2016

Name: PHILIP FITANIDES Phone: 603-606-2827

Address: 1407 HOOKSETT ROAD, HOOKSETT, NH 03106

Email Address: DOCTORNITRO@COMCAST.NET

Signature: *Philip Fitandes*

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

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

BOARDS, COMMISSIONS & COMMITTEES

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

How long have you been a resident of Hooksett?

SINCE 1971

Why are you seeking this position?

PROTECT HOOKSETT LAND, AIR, WATER, CONSERVE WILDLIFE

Do you have any specific goals or objectives?

MORE USE OF CONSERVATION LAND IN HOOKSETT FOR RECREATION

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

HOSPITALITY AND RECREATION

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

N/A

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

6 YEARS CAMPBELL UNIVERSITY, UNIVERSITY NEW HAMPSHIRE FLORIDA STATE UNIVERSITY

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

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

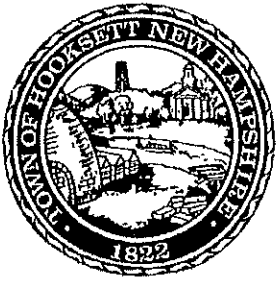
Katie Ambrose

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

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Council Mtg

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



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 6-10-2015

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

Address: 42 Main Street Hooksett, NH 03106

Email Address: debm@c-nh.com

Signature: Deborah A. Miville

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

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

BOARDS, COMMISSIONS & COMMITTEES

Conservation Commission *Stew Courte states that there is an opening.*

Economic Development Study Committee

Heritage Commission

Parks & Recreation Advisory Board *unless mike Horne has already applied.*

Planning Board

Recycling & Transfer Advisory Committee

Town Hall Preservation Committee

Zoning Board of Adjustment

Other (Please specify)

How long have you been a resident of Hooksett?

13 years

Why are you seeking this position?

I feel that it is time for me to get involved in Community Service closer to home.

Do you have any specific goals or objectives?

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

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

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

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

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

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

Teacher of Pre-schoolers

Home School Teacher

Daughter participated in Hooksett Sports for 10 years

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

Katie Ambrose

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

Categories: Council Mtg

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

Tom Prasol

Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/30/2013

Name: Thomas R. Prasol Phone: 413.320.1523

Address: 27 Crawford Lane, Hooksett, NH 03106

Email Address: tom.prasol@gmail.com

Signature: X

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

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

BOARDS, COMMISSIONS & COMMITTEES

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

How long have you been a resident of Hooksett?

I have been a resident of Hooksett since September 2011.

Why are you seeking this position?

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

Do you have any specific goals or objectives?

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

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

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

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

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

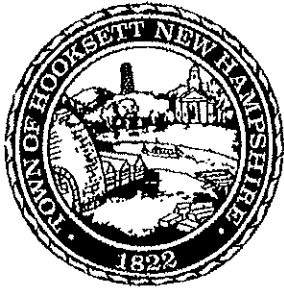
Please list any work, volunteer, and/or educational experience you would like to have considered:

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

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

Hooksett Planning Board - 10/2012 - present

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



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: May 2, 2016

Name: Paul Scarpetti Phone: 603-647-6739

Address: 7 Marcel Way

Email Address: psarpetti@comcast.net

Signature: *Paul Scarpetti*

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

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

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

BOARDS, COMMISSIONS & COMMITTEES

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

How long have you been a resident of Hooksett?

22 years

Why are you seeking this position?

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

Do you have any specific goals or objectives?

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

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

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

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

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

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

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

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

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

Katie Ambrose

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

Categories: Council Mtg

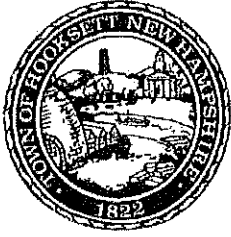
Hi Katie!

Received your letter requesting the following be acknowledged:

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

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

Sincerely,
Denise Grafton
Planning Board Alternate



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 11 June 2015

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

Address: 1465 HOOKSETT Rd 1323 HOOKSETT NH 03106

Email Address: denise.grafton@yahoo.com

Signature: *Denise M. Grafton*

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

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

BOARDS, COMMISSIONS & COMMITTEES

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

How long have you been a resident of Hooksett?

Nov 2013

Why are you seeking this position?

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

Do you have any specific goals or objectives?

None

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

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

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

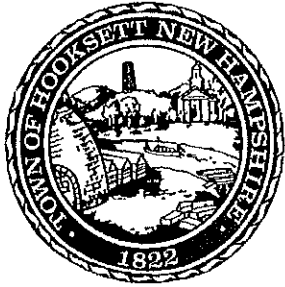
None

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

None

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

None



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/7/12

Name: RICHARD BAIRAM Phone: 603-623-3219

Address: 7 FAIRWAY RD

Email Address: RBAIRAM@COMCAST.NET

Signature: Richard Bairam

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

Attn: Evelyn F. Horn, Administrative Assistant or email to ehorn@hooksett.org.

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

BOARDS, COMMISSIONS & COMMITTEES

Conservation Commission

Economic Development Study Committee

Heritage Commission

Parks & Recreation Advisory Board

Planning Board

Police Commission (Requires at least 5 years residency and copies of MV and Criminal Records)

Recycling & Transfer Advisory Committee

Town Hall Preservation Committee

Zoning Board of Adjustment

Other (Please specify.)

How long have you been a resident of Hooksett?

71 YRS

Why are you seeking this position?

To Help The Town

Do you have any specific goals or objectives?

NO

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

LIFELONG Resident

LOCAL BUSINESS OWNER 36 YRS Before Retirement

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

NONE

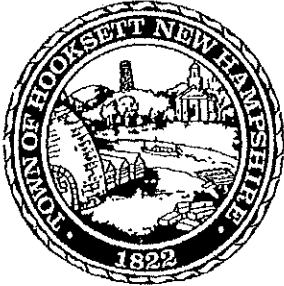
Please list any work, volunteer, and/or educational experience you would like to have considered:

ZBA	ALTERNATE	2007 TO 2008
IC	FULL TIME	2009 TO PRESENT
Recycle TRANS.		2007 TO PRESENT
Police Commission		1999 TO 2006

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

ZBA





Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: MARCH 11, 2016

Name: ROBERT SCHROEDER Phone: 603 485-5021

Address: 27 GOFFSTOWN RD HOOKSETT NH 03106

Email Address: robertw@schroeder.com & ATT.COM

Signature: [Handwritten Signature]

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

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

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

BOARDS, COMMISSIONS & COMMITTEES

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

How long have you been a resident of Hooksett? *50 YEARS*

Why are you seeking this position?
WAS SOLID INC'S COMMITTEE WAS FORMED

Do you have any specific goals or objectives?
*KEEPING GOOD SERVICE TO RESIDENTS AND
KEEPING COSTS AS LOW AS POSSIBLE*

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

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

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

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



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 1 MAY 2012

Name: RICHARD MARSHALL Phone: 669-2805

Address: 6 LANCELOT DRIVE, HOOKSETT

Email Address: bumpaclus@comcast.net

Signature: *Richard Marshall*

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

Attn: Evelyn F. Horn, Administrative Assistant or email to ehorn@hooksett.org.

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

BOARDS, COMMISSIONS & COMMITTEES

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

How long have you been a resident of Hooksett?

45 YEARS

Why are you seeking this position?

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

Do you have any specific goals or objectives?

MAINTAIN A BALANCED GROWTH WITHIN THE COMMUNITY

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

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

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

NONE THAT I AM AWARE OF.

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

B.S.C.E. - UNH - 1961 (MAJOR - CIVIL ENGINEERING)
M.S.C.E. - PURDUE - 1962 (MAJOR - TRANSPORTATION PLANNING)
HOOKSETT PLANNING BOARD (1973-2012)
COMMISSIONER - SOUTHERN N.H. PLANNING COMMISSION

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

HOOKSETT PLANNING BOARD (1973-2012)



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 3/15/16

Name: Gerald Hyde Phone: 603-935-7732

Address: 49 Prescott Heights Rd.

Email Address: ghyde@hooksett.org

Signature: [Handwritten Signature]

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

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

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

BOARDS, COMMISSIONS & COMMITTEES

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

How long have you been a resident of Hooksett?

10yrs

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

Do you have any specific goals or objectives?

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

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

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

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

N/A

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

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

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

ZBA ~ 2008 - present.

Staff Report

Title: Certificate of Recognition - Eagle Scout

Date: June 8, 2016

Background and Discussion of Issues

The Town Council received a letter from the Troop 292 Scoutmaster announcing that Thomas E. Maille has attained the rank of Eagle Scout and requesting a letter or certificate to present at his ceremony on June 17th.

Recommendation (including suggested motion, if appropriate)

Motion to send a certificate of recognition for Thomas E. Maille on behalf of the Hooksett Town Council for attaining the rank of Eagle Scout.

Fiscal Impact

N/A

Prepared by: Katie Ambrose, Project Coordinator

Town Administrator Recommendation

Concur

TROOP 292 of HOOKSETT, NH



May 15, 2016

Hooksett Town Council
35 Main Street
Hooksett, NH 03106

RE: Eagle Scout Court of Honor

Dear Sirs,

The leaders of Hooksett Boy Scout Troop 292 are pleased to announce that **Thomas E. Maille** has attained the rank of Eagle Scout. This being a very significant event, on behalf of the Troop I am requesting a letter or certificate of congratulations to Thomas from your office to recognize this exemplary accomplishment.

Thomas will be presented this highest scouting rank at his Eagle Court of Honor on Friday, June 17th at 6:00 PM. While having this letter or certificate be delivered by you or a representative would be an honor, I know that may not be possible. If someone can not attend the ceremony, one of the Troop leaders will present the letter or certificate on your behalf. Please mail the letter/certificate to Jeff Scott, 19 Andrea Ave., Hooksett, NH 03106.

Should you or a representative be able to attend the June 17th event, please contact Jeff Scott at 603-587-0658 or fedcompsrv@comcast.net. The Court of Honor will be held at the Hooksett Public Library, 31 Mount Saint Mary's Way, Hooksett, NH.

Sincerely,

A handwritten signature in black ink that reads "Jeff Scott". The signature is written in a cursive, slightly slanted style.

Jeff Scott
Scoutmaster, Troop 292

HOOKSETT TOWN COUNCIL
CERTIFICATE OF RECOGNITION

AWARDED TO

Thomas E. Maille

For outstanding achievement in exceptional leadership and citizenship evidenced by his attainment of the rank of Eagle Scout.

Awarded this 8th day of June, 2016

James A. Sullivan
Town Council Chair

Staff Report

Title: Training Grant

Date: 06-08-2016

Background and Discussion of Issues

The New Hampshire Police Standards & Training Academy was forced due to budget issues to cut back on some of the free training offered to officers. Three of the classes removed were the ones required to become Certified in Crash Reconstruction. Some additional funding was appropriated for the Training Academy and the Training Council decided to offer Training Grants to help cover the costs incurred by departments who now had to pay for the training. Upon notification the of opening of the grant period the department applied for and was granted funds to cover the costs associated with sending two officers to the training. This Staff Report is being submitted to cover the maximum of \$1,900 awarded to the Hooksett Police Department to cover the cost of the "At-Scene Crash Investigation training for two officers and \$1,266.67 to offset the cost of the "Advanced Crash Investigation" class for two officers.

Recommendation (including suggested motion, if appropriate)

It is recommended that the Hooksett Town Council accept the Training Grant from the State of New Hampshire Police Standards & Training Council in the amount of \$1,900 to help cover the cost associated with the "At-Scene Crash Investigation class and \$1,266.67 to help cover the cost associated with the "Advanced Crash Investigation" class for a total of \$3,166.67.

Fiscal Impact

No Fiscal Impact. The classes were paid from the training and dues line and the department submitted a newly opened training grant to cover the cost associated with training which was not available at the Police Academy due to Fiscal issues. Money will be returned to the department under the grant with no further expenditures.

Prepared by: Captain Jon Daigle

Town Administrator Recommendation

I concur with the above listed recommendation.



State of New Hampshire
POLICE STANDARDS & TRAINING COUNCIL
 ARTHUR D. KEHAS
 LAW ENFORCEMENT TRAINING FACILITY & CAMPUS
 17 Institute Drive — Concord, N.H. 03301-7413
 603-271-2133 FAX 603-271-1785
 TDD Access: Relay NH 1-800-735-2964



Chief Anthony F. Colarusso, Jr.
 Chairman

Donald L. Vitum
 Director

May 6, 2016

COPY

Acting Chief Jon Daigle
 Hooksett Police Department
 15 Legends Drive
 Hooksett, NH 03106

Dear Acting Chief Daigle,

This letter is to confirm that the Police Standards & Training Council, at their meeting on April 26, 2016, considered your training grant requests for the following courses.

IPTM At-scene Crash Investigation, April 18-29, 2016
 Approved for a maximum of \$1,900 for two officers to attend

IPTM Advanced Crash Investigation, May 23 – June 3, 2016
 Approved for a maximum of \$1,266.67 for two officers to attend

IPTM Traffic Crash Reconstruction, June 20 – July 1, 2016
 Since this course occurs in a new fiscal year, it was not considered at this time as we do not yet know what funds will be available for FY17. This grant will be re-considered at the June or July Council meeting.

Rental car fees and in-state travel are not a permissible expense under the Council's published guidelines, and disbursement of grant funds will be made only after the department sends PSTC staff all receipts for expenses incurred in conjunction with the training. Upon the officer's completion of the program, the Council requires that the department forward certificates of completion from the training organization to my attention. These certificates of completion must accompany the receipts in order to receive reimbursement of training grant funds.

Further, the Council has instituted a policy regarding the disbursement and distribution of training grant funds; that is, when training grants are awarded the agency will have 30 days from the completion date of the approved training to submit all required paperwork to receive reimbursement. If the agency does not comply with this policy, the approved monies will be returned to the Specialized Training Grant Fund to fund future grant requests.

If you have any questions regarding this matter, please feel free to contact me at 271-8278.

Sincerely,

Captain Benjamin R. Jean
 Support Bureau Commander

Staff Report

Title: Award Bid#16-07

Date: 06/08/2016

Background and Discussion of Issues

Bids (BID#16-07) were received by the Town on June 3, 2016 for the Safety Complex Video Monitoring System project. The project involves the following: 32 interior cameras, 8 exterior cameras, 3 video recorders and switching units, a computer workstation and software specific to video recording, interview room control and monitoring system with video recorder system, booking room and cells audio and video recording system and an annual maintenance program.

A summary of the bids that were received will be provided at the Town Council meeting.

Recommendation (including suggested motion, if appropriate)

It is recommended that the bid be awarded to the firm that best satisfies the bid requirements. A recommendation will be provided at the town council meeting.

Fiscal Impact

Funding for the safety complex video monitoring system will be from Police current year operating budget.

Prepared by: James Donison, Asst DPW/Town Eng

Town Administrator Recommendation

Concur

Town of Hooksett



Police Department – Police Chief Peter Bartlett

ADDENDUM

BID #16-07 – Town of Hooksett Safety Complex – 2016 Video Monitoring System Project.

Number: 1

Issued: May 27, 2016

The following listed items are clarifications, modifications, additions, substitutions or deletions to or from the above – captioned project:

Contract Document:

1. Add the attached building drawings 1 and 2 to the project information.
2. Add the attached list of attendees at the Mandatory Pre-Bid mtg on May 27, 2016.
3. Bid Sheet of Unit prices, Page 7: Change Estimated quantity for bid item no 3 from 7 exterior dome cameras to 8 exterior dome cameras.
4. Bid Sheet of Unit prices, Page 8: Change bid item no 7 from “Removal and disposal of current rack and video monitors on 2nd floor...” to read “Removal and furnish to Police Department who will be responsible for disposal of current rack and video monitors on 2nd floor...”
5. Delete tables of interior and exterior camera locations on pages 15 and 16 and insert the revised attached tables of interior and exterior camera locations.

-
- Due Date / Time for receipt of proposals remains as: Friday, June 3, 2016 at 1:00 p.m.
 - Please acknowledge receipt of this addendum on your proposal sheet when submitted

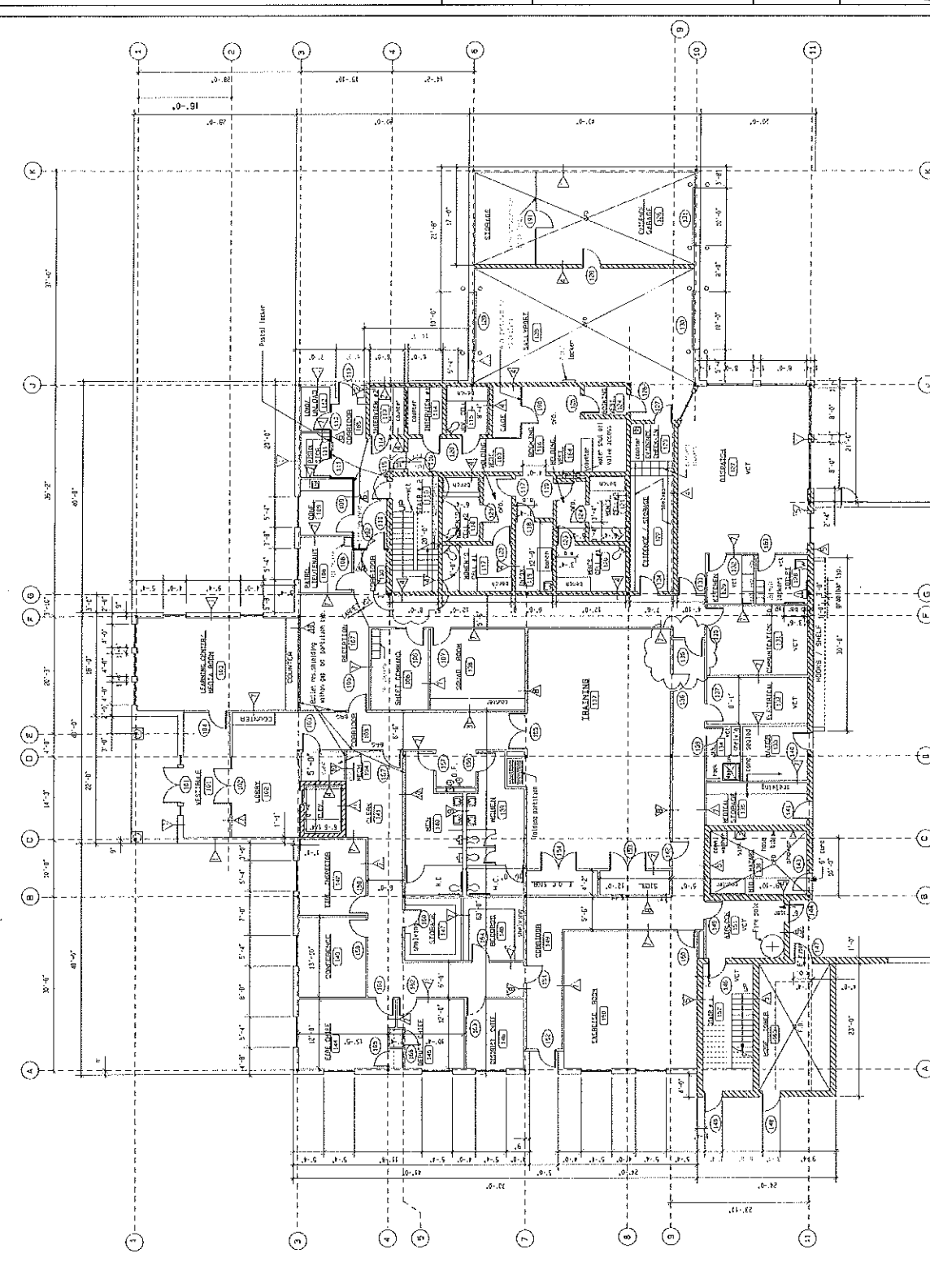
END OF ADDENDUM

Town Administrator, Dr. Dean E. Shankle Jr., Dshankle@hooksett.org.



FIRST FLOOR PLAN
SCALE: 3/8" = 1'-0"

NOTED FOR THE TOWN OF HOOKSETT SAFETY COMPLEX 2010 VIDEO MONITORING SYSTEM PROJECT



REV: 11-1-98
DATE: 9-9-98
BY: J.E. 98-126
CHECKED: J.E. 98-126
CONDITIONS PLAN

A-2.1

DENNIS MIBES, P.A.
THE ARCHITECTS
637 Main Street & Union Street
Hooksett, New Hampshire 03104
Tel: 603-651-4548 Fax: 603-651-1057

HOOKSETT SAFETY CENTER
LEGENDS DRIVE
HOOKSETT, NH

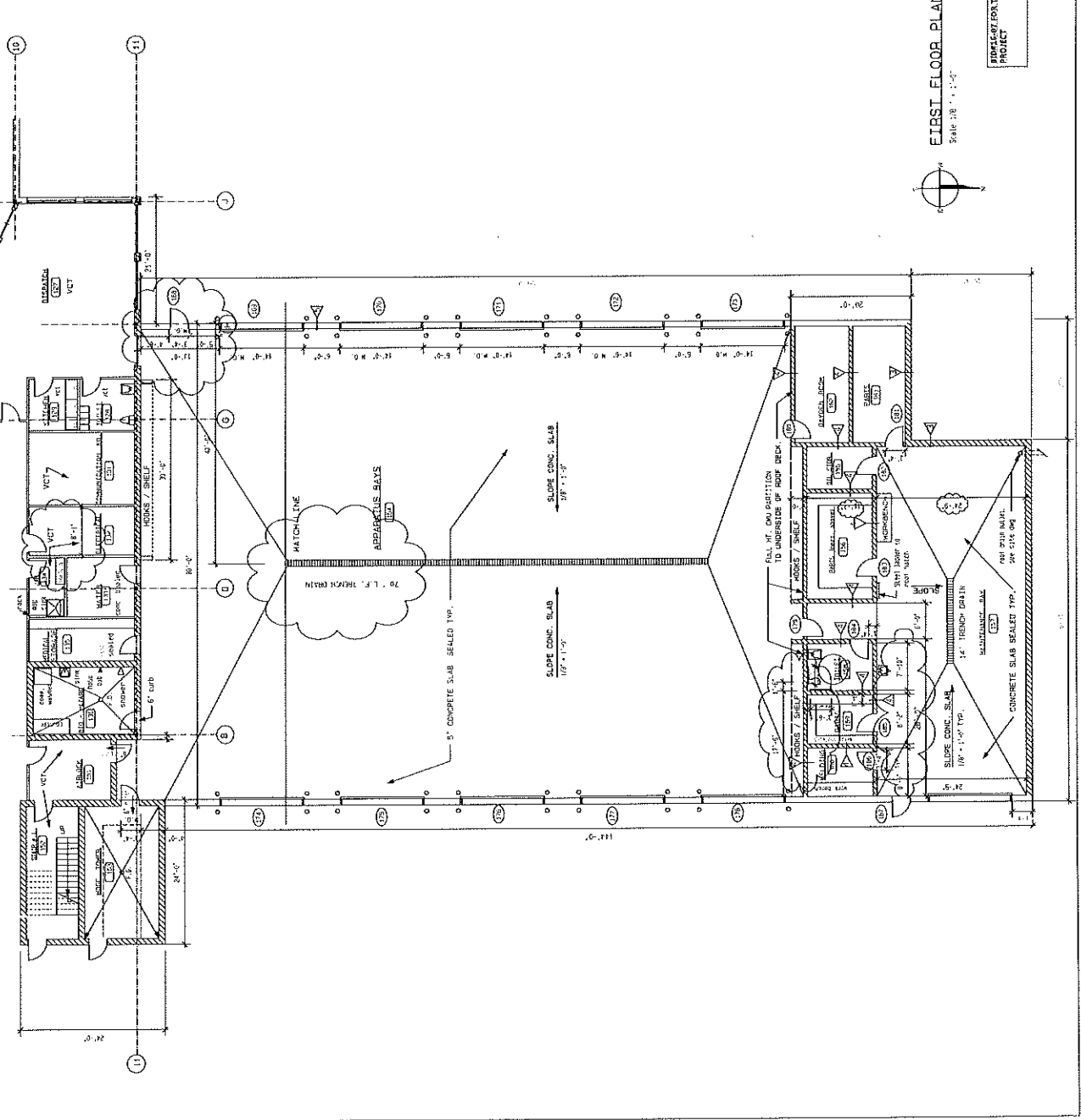
DATE:
 DRAWN BY:
 CHECKED BY:
 CONDITIONS PLAN

A-2.2

DENNIS MIRS ARCHITECTS P.A.
 627 Union Street, Suite 100, Hooksett, NH 03042
 TEL: 603-653-6652 FAX: 603-653-1657

HOOKSETT SAFETY CENTER
 LEGENDS DRIVE
 HOOKSETT, NH.

△	PARTITION SCHEDULE
1	INTERIOR EXTERIOR WALL: 4" BRICK VENEER W/ BRICK TIES. AIR SPACE: THREE BARS. JOINTS: 1/2" CSFSE GLASS. GROUT. INSULATION: 2" POLYURETHANE. METAL STUD: 6-21. VAPOR BARRIER: 5/8" GYP BE TAPERED. PRIME. PAINTED. JUMP ON ALL WINDOWS / DOOR OPENINGS W/ 1/2" FELT PAPER & COVER. ON WALL: 2" BK AIR CAVITY AT JOINTS W/ P.T. CONT. BLOC.
2	EXTERIOR WALL: 4" BRICK VENEER W/ BRICK TIES. FRAMING: 2" RIGID INSULATION MATRIC WATERPROOFING. ON 8" x 8" BLOCK. FILL CORES W/ PERLITE. INCL. ON ISL. JOINTS: 1/2" POLYURETHANE. METAL STUD: 6-21. VAPOR BARRIER: 5/8" GYP BE TAPERED. PRIME. PAINTED. JUMP ON ALL WINDOWS / DOOR OPENINGS W/ 1/2" FELT PAPER & COVER. ON WALL: 2" BK AIR CAVITY AT JOINTS W/ P.T. CONT. BLOC.
3	INTERIOR EXTERIOR WALL: 2" GYPSUM BOARD. 1/2" POLYURETHANE INSULATION. METAL STUD: 6-21. VAPOR BARRIER: 5/8" GYP BE TAPERED. PRIME. PAINTED. JUMP ON ALL WINDOWS / DOOR OPENINGS W/ 1/2" FELT PAPER & COVER. ON WALL: 2" BK AIR CAVITY AT JOINTS W/ P.T. CONT. BLOC.
4	INTERIOR WALL: 5/8" GYP BE. FILL CORES W/ PERLITE. INSULATION ON ISL. SEE STRUCTURAL DWG. JOINTS: 1/2" POLYURETHANE. METAL STUD: 6-21. VAPOR BARRIER: 5/8" GYP BE TAPERED. PRIME. PAINTED. JUMP ON ALL WINDOWS / DOOR OPENINGS W/ 1/2" FELT PAPER & COVER. ON WALL: 2" BK AIR CAVITY AT JOINTS W/ P.T. CONT. BLOC.
5	EXTERIOR WALL: 5/8" GYP BE. FILL CORES W/ PERLITE. INSULATION ON ISL. SEE STRUCTURAL DWG. JOINTS: 1/2" POLYURETHANE. METAL STUD: 6-21. VAPOR BARRIER: 5/8" GYP BE TAPERED. PRIME. PAINTED. JUMP ON ALL WINDOWS / DOOR OPENINGS W/ 1/2" FELT PAPER & COVER. ON WALL: 2" BK AIR CAVITY AT JOINTS W/ P.T. CONT. BLOC.
6	EXTERIOR WALL: 5/8" GYP BE. FILL CORES W/ PERLITE. INSULATION ON ISL. SEE STRUCTURAL DWG. JOINTS: 1/2" POLYURETHANE. METAL STUD: 6-21. VAPOR BARRIER: 5/8" GYP BE TAPERED. PRIME. PAINTED. JUMP ON ALL WINDOWS / DOOR OPENINGS W/ 1/2" FELT PAPER & COVER. ON WALL: 2" BK AIR CAVITY AT JOINTS W/ P.T. CONT. BLOC.
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FIRST FLOOR PLAN
 Scale: 1/8" = 1'-0"
 NORTH ARROW

PROJECT: FOR THE TOWN OF HOOKSETT SAFETY CENTER, 2014 VIDEO MONITORING SYSTEM PROJECT

A-2.3

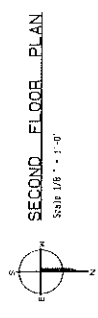
EXISTING CONDITIONS PLAN

DATE: 9-19-95
REV: 11-1-95

PROJECT: HOOKSETT SAFETY CENTER
TOWN OF HOOKSETT, NH.

DENNIS MIRS, P.A.
THE ARCHITECTS
637 UNION STREET & UNION SQUARE
METHUEN, NEW HAMPSHIRE 03104
TEL: 603-623-4252 FAX: 603-623-1657

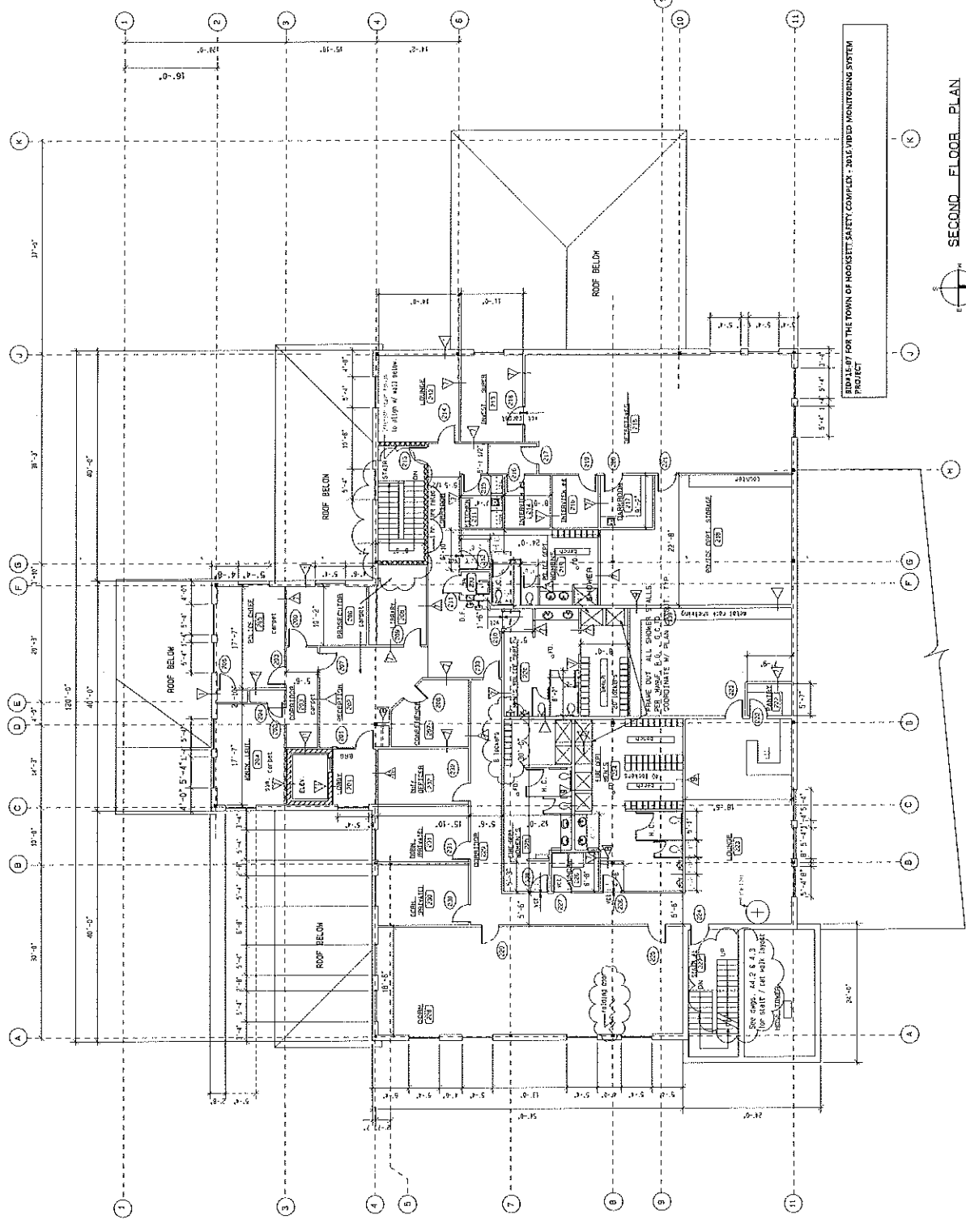
HOOKSETT SAFETY CENTER
LEGENDS DRIVE
HOOKSETT, NH.



SECOND FLOOR PLAN

Scale 1/8" = 1'-0"

PROJECT FOR THE TOWN OF HOOKSETT SAFETY CENTER - JAIL VIDEO MONITORING SYSTEM PROJECT



RFP#2016-06 Town Safety Complex Video Monitoring System

TABLE 1

Interior Camera Locations

1	Interior	outside dispatch doors (views dispatch door and evidence room door)
2	Interior	Reception Area (look into lobby)
3	Interior	Interior Lobby
4	Interior	exterior vestibule (relocate to end of wall)
5	Interior	Employee door/armory door (move camera to see armory door better)
6	Interior	Booking room - to be live video/audio only, not recorded
7	Interior	Booking Room - back of officer work station - to be live video/audio only, not recorded
8	Interior	Booking room - view of prisoner- to be live video/audio only, not recorded
9	Interior	Juvenile cell (camera needs to be block off lower portion of body)
10	Interior	Womans cell hall
11	Interior	Womans cell no 1 - same location
12	Interior	Womans cell no 2 - same location
13	Interior	Mens cell no 1 - same location
14	Interior	Mens cell no 2 - same location
15	Interior	Intoxilization room - same location
16	Interior	Sally Port (impound area) - same location
17	Interior	Impound area / garage bay - new location to be determined (area is unlit without windows)
18	Interior	Evidence room - location to be determined
19	Interior	Detectives hallway
20	Interior	Womans hallway
21	Interior	Stairway
22	Interior	Stairway
23	Interior	Mens locker and admin door area
24	Interior	Admin officer area and walk thru door to elevator
25	Interior	2nd floor elevator and exit room
26	Interior	Interview room - in room (Camera dedicated to special Network Video Recorder) NOTE: On-off switch for recording of video and audio
27	Interior	Interview room - internal affairs(Camera dedicated to special Network Video Recorder)
28	Interior	Detective storage area
29	Interior	Fire Administration office (note there is wire present, however camera has been removed)
30	Interior	to be determined
31	Interior	to be determined
32	Interior	Fire Dept - interior hallway

Exterior Camera Locations

1	Exterior	Fire Dept- Employee Parking area and Fire permit doors (move so it can view the side entrance door and the tow fire permit doors)
2	Exterior	Fire Dept - east side bay doors
3	Exterior	Generator area on north side - may be relocated to western edge of bldg (to capture generator and fuel tanks)
4	Exterior	Front doors to safety complex
5A	Exterior	Directed to FD west side bay doors
5B	Exterior	Directed to Sally Port doors on north side
6A	Exterior	Carport Exterior - Directed to employee entrance door and employee parking area
6B	Exterior	Sally Port door on south side
7	Exterior	Front of Building - Parking area
8	Exterior	Front - Fire Dept employee parking area

Note - cameras 5A and 5B to be combined into one
Note - cameras 5A and 5B to be combined into one
Note - cameras 6A and 6B to be combined into one
Note - cameras 6A and 6B to be combined into one

Town of Hooksett

BID # 16-07

Hooksett Safety Complex
2016 Video Monitoring System

MANDATORY PRE-BID
 MTC

SLON IN SHEET

James Donnan, Assistant DPW/Town Engineer
 603-247-2441 jdonnan@hooksett.nh.gov

Capt. Jon Daye, Hooksett PD
 Communication Supervisor Richard Belanger Hooksett PD

- ✓ Keith Donna Pelmac Industries 603-231-0219 donna@pelmac.com
- ✓ Jimmy Garcia - Pelmac Industries, Auburn NH, 603-603-8916 x40, jgarcia@pelmac.com
- ✓ John Sweeney - WB HUNT 617-852-3573
- ✓ Joe Sweeney - WB Hunt 617-794-6043
- ✓ Stan Goldberg, WB Hunt Co: Mgr. Law Enforcement Sales Div. 617-680-4627
- ✓ Andy Wilder Setronics 978-835-9571 qwilder@setronics.com
- ✓ Mark spires Pasek 617-593-3714 mspires@pasek.com
- ✓ DANIELLE DIMARZIO - PRO TECHNOLOGIES - 603-624-4221
- ✓ STEVE LAWRENCE PRO TECHNOLOGIES - 603-624-4221
- ✓ Bill O'Quirk/Paul Trappone Protection 1 - 603-498-4938
- ✓ BRUCE BELIVEAU - GREEN MOUNTAIN COMM 603-313-5538
- ✓ Sean Carbonneau - Green Mountain Comm 603-717-6316 sean.carbonneau@greenmtncomm.com
- ✓ Heyward Samuel 911 Security Cameras Inc rfp@911security.com
 866-618-2267

Staff Report

Title: FY 2015-16 Budget Encumbrances

Date: June 8, 2016

Background and Discussion of Issues

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

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

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

Recommendation (including suggested motion, if appropriate)

Review and discuss items to be recommended at the June 22nd Council meeting.

Fiscal Impact

Budget Summary will be provided at the June 22nd meeting along.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation

Concur

Encumbrances

1	Alarm Panel Old Town Hall - 001-451.4194-436.012 - Contract with D.P. Ross home Electronics to install.	\$ 1,700.00
2	Lilac Bridge Engineering - 001-450.4313-330.000 - Contract with Dubois & King, Inc for engineering services	\$ 13,245.00
3	Permitting Software for Community Development - 001-100.4150-342.000 - Contract with ViewPoint Government Solutions for software.	\$ 3,738.00
4	Old Town Hall Condition Assessment - 001-451.4191-436.012 - Contract with E. Durfee Hengen for assessment - Town share of grant	\$ 1,533.00
5	Martins Ferry Road Improvements - 001-450.4312-720.000; - Contract with Advance Excavating (25K SNHU; 80K impact fees)	\$ 369,522.00
6	Crack & Seal Roads - 001-450.4312-720.000 - Contract with All State Asphalt.	\$ 144,400.00
7	2 Mobile Radios - 001-350.4220-751.00 - Order with Ossipee Mountain Electronics, Inc	\$ 8,229.00
8	5 Sets of Personal Protective Gear -001-350.4220-751.000 - Order with Bergeron Protective Clothing	\$ 14,318.00
9	Video Recording for Police Safety Center - 001-400.4210-751.000	?????
Total Encumbrances		\$ 556,685.00