



TOWN COUNCIL AGENDA
Special Meeting
Wednesday, June 29, 2016
6:30 PM
Council Chambers

6:30PM CALL TO ORDER

NON-PUBLIC SESSION

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,

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.

ROLL CALL- PUBLIC SESSION WILL BEGIN IMMEDIATELY FOLLOWING THE NON-PUBLIC SESSION ABOVE

1. PLEDGE OF ALLEGIANCE

2. SPECIAL RECOGNITIONS

3. APPROVAL OF MINUTES

4. AGENDA OVERVIEW

5. PUBLIC HEARINGS

6. CONSENT AGENDA

6.a Donation of fabrication brackets valued at \$4,419.30 from Macy Industries to the Town of Hooksett for the watering system of the flower boxes on the Main Street Bridge per RSA 31:95-e II

[Staff Report - Acceptance of Donation Macy Industries.pdf](#)

[Macy Industries - Donation Flower Boxes.pdf](#)

7. TOWN ADMINISTRATOR'S REPORT

8. PUBLIC INPUT - 15 MINUTES

9. NOMINATIONS AND APPOINTMENTS

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

10. SCHEDULED APPOINTMENTS

11. 15 MINUTE RECESS

12. OLD BUSINESS

12.a FY 2015-16 Budget Encumbrances
[Staff Report Encumbrances - 6-29-16.pdf](#)

[Encumbrance List Update 6-29-16.pdf](#)

12.b Acceptance of Job Descriptions for Before and After School Program
[Staff Report - Acceptance of Before and After school Care Job Descriptions.pdf](#)

[Job Description School Age Program Assistant 6-6-16.docx](#)

[Job Description School Age Program Site Coordinator 6-6-16.docx](#)

12.c Authorize Town Administrator to negotiate and execute a sidewalk easement the SNHU
[Staff Report 6-29-16 Accept SNHU Sidewalk Easement on Martins Ferry Road.pdf](#)

[FINAL SNHU-Hooksett Sidewalk and Pedestrian Easement Deed Martins Ferry Rd June 2016.pdf](#)

[SNHU-Hooksett Sidewalk and Pedestrian Easement Deed Martins Ferry Rd 201....pdf](#)

13. NEW BUSINESS

13.a Budget Transfer Requests FY 2015-16
[Staff Report - Budget Transfer Request 6-29-16.pdf](#)

[Budget Transfers.pdf](#)

13.b Property Liability Insurance Renewal
[Staff Report - Property Liability Insurance Renewal.pdf](#)

[Staff Report - Property Liability Loss History.doc](#)

13.c Acceptance of TIF Contract Addendum
[STAFF REPORT TIF.pdf](#)

[Amendment June 24 2016.pdf](#)

14. SUB-COMMITTEE REPORTS

15. PUBLIC INPUT

16. NON-PUBLIC SESSION

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

16.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,

16.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.

17. ADJOURNMENT

Public Input

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

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

Staff Report

Title: Acceptance of Donation from Macy Industries

Date: 6/29/16

Background and Discussion of Issues

The Department of Public Works and the Hooksett NH Garden Club have been working on installing a watering system for the flower boxes on the Main Street Bridge. Macy Industries went above and beyond and fabricated hose line brackets for the watering system and mounting clips for the flower box brackets. Some of this was donated last year. I am asking for the Council to accept a donation from Macy Industries for the fabricating of brackets for the flower boxes in the amount of \$4,419.30.

Recommendation (including suggested motion, if appropriate)

I recommend the Council accept the donation of the flower box and hose line brackets per RSA 31:9-3 II acceptance of gifts less than \$5,000.

Fiscal Impact

\$0 there is not fiscal impact.

Prepared by: Diane Boyce, DPW Director

Town Administrator Recommendation

I concur.



5 Lehoux Drive
Hooksett, NH 03106
Phone: 603-623-5568
Fax: 603-623-1155

Hooksett NH Garden Club
Attn: Doris Sorel

Project: Town Beautification Project
Location: Robie's Bridge

To: Garden Club Members

Macy Industries, would like to say thank you for including us as a part of the design and fabrication of the flower box support and watering system for the bridge flower project spanning the Merrimack River here in Hooksett. It was nice to see a constructive and successful partnership that included the Town of Hooksett NH's DPW (Phil Arjone), his team and the wonderful members of the Hooksett NH Garden Club working cohesively and efficiently to provide civic beautification of the community.

The Garden Club provided the beautiful flowers, the pots and the love that went into each of the 48 boxes, which promotes what this town has to offer to its residents and passersby. It is our hope that others make note of this project and the joy that it brings to the community so that they participate in future beautification projects.

Macy is happy to provide the donation of \$4,419.30, and to support the Hooksett NH Garden Club and the Town.

The Macy Team

A handwritten signature in dark ink, appearing to read "N. Mercier", with a horizontal line extending to the right.

Nicholas Mercier



INVOICE 29138

5 Lehoux Dr
 Hooksett, NH 03106
 Phone: 603-623-5568
 Fax: 603-623-1155

Invoice Date: 5/31/2016

Sold To Address:

TOWN OF HOOKSETT
 OFFICE OF TOWN COUNCIL
 16 NORTH MAIN STREET
 HOOKSETT NH 03106

Ship To Address:

TOWN OF HOOKSETT
 OFFICE OF TOWN COUNCIL
 16 NORTH MAIN STREET
 HOOKSETT, NH 03106

P.O. Number	Work Order No.	Terms	Payment Due Date	Shipping Method
		Net 30	6/30/2016	Cust. Pickup
Quantity	Description	Price Each	Amount	
	Requestor: Phil 603-321-0111 Division: Parks and Recreational Hooksett Garden Club			
200	Provided with: Fabricated (1) prototype and (200) aluminum hose line brackets for water system to be installed on the State of NH bridge for the flower boxes. Completed on: 5/11/16	14.75	2,950.00	
1	Hooksett Garden Club Project	-2,950.00	-2,950.00	
We thank you for your business.				Payments Applied \$0.00
				Balance Due \$0.00
NOTE: AN INTEREST CHARGE OF 2% PER MONTH WILL BE ADDED TO ALL ACCOUNTS OVER 30 DAYS. ANNUAL PERCENTAGE RATE OF 24% CUSTOMER WILL BE RESPONSIBLE FOR ALL EXPENSES INCLUDING ATTORNEY FEES.				



INVOICE 29695

5 Lehoux Dr
 Hooksett, NH 03106
 Phone: 603-623-5568
 Fax: 603-623-1155

Invoice Date: 6/2/2016

Sold To Address:
 TOWN OF HOOKSETT
 OFFICE OF TOWN COUNCIL
 16 NORTH MAIN STREET
 HOOKSETT NH 03106

Ship To Address:
 TOWN OF HOOKSETT
 OFFICE OF TOWN COUNCIL
 16 NORTH MAIN STREET
 HOOKSETT, NH 03106

P. O. Number	Work Order No.	Terms	Payment Due Date	Shipping Method
		Net 30	7/2/2016	Cust. Pickup
Quantity	Description	Price Each	Amount	
	Requestor: Phil 603-321-0111 Division: Parks and Recreational Hooksett Garden Club			
8	A. Fabricated (20) aluminum mounting clips and (8) flower pot brackets to match the previous system provided. Completed on: 6/2/16	183.6625	1,469.30	
1	Hooksett Garden Club Project	-1,469.30	-1,469.30	
We thank you for your business.			Payments Applied	\$0.00
			Balance Due	\$0.00
NOTE: AN INTEREST CHARGE OF 2% PER MONTH WILL BE ADDED TO ALL ACCOUNTS OVER 30 DAYS. ANNUAL PERCENTAGE RATE OF 24%. CUSTOMER WILL BE RESPONSIBLE FOR ALL EXPENSES INCLUDING ATTORNEY FEES.				

Staff Report

Title: FY 2015-16 Budget Encumbrances

Date: June 29, 2016

Background and Discussion of Issues

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

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

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

Recommendation (including suggested motion, if appropriate)

Motion to encumber item # 12 in the amount of \$14,000.00 from the FY 2015-16 budget under RSA 32:7(I).

Fiscal Impact

Budget Summary will be provided at the meeting.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation

Concur

Encumbrances

As of 6/23/16

1	Alarm Panel Old Town Hall - 001-451.4194-436.012 - Contract with D.P. Ross home Electronics to install.	\$ 1,700.00
2	Lilac Bridge Engineering - 001-450.4313-330.000 - Contract with Dubois & King, Inc for engineering services	\$ 13,245.00
3	Permitting Software for Community Development - 001-100.4150-342.000 - Contract with ViewPoint Government Solutions for software.	\$ 3,738.00
4	Old Town Hall Condition Assessment - 001-451.4191-436.012 - Contract with E. Durfee Hengen for assessment - Town share of grant	\$ 1,533.00
5	Martins Ferry Road Improvements - 001-450.4312-720.000; - Contract with Advance Excavating (25K SNHU; 80K impact fees)	\$ 369,522.00
6	Crack & Seal Roads - 001-450.4312-720.000 - Contract with All State Asphalt.	\$ 144,400.00
7	2 Mobile Radios - 001-350.4220-751.00 - Order with Ossipee Mountain Electronics, Inc.	\$ 8,226.00
8	5 Sets of Personal Protective Gear - Received - Order with Bergeron Protective Clothing	
9	Video Recording for Police Safety Center - 001-400.4210-751.000 - Contract with Pro Technologies	\$ 61,338.00
10	Replace server for PD - 001-100.4150-751.000 -Spaulding Hill	\$ 11,634.00
Council encumbered items 1 thru 10 on 6/22/16.		Subtotal \$ 615,336.00
11	Update Traffic Impact Fee Matrix - 001-200.4191-330.000 - Vanase Hangen Brustlin, Inc.	\$ -
12	Sewer Tax Increment Financing (TIF) District Study - 001-200.4191-330.000 -Contract with Arnett Development Group for study of sewer TIF	\$ 14,000.00
Grand Total Encumbrances		\$ 629,336.00

Motion to encumber item# 12 in the amount of \$14,000.00 from the FY 2015-16 budget under RSA 32:7(l)

Staff Report

Title: Acceptance of Job Descriptions for Before and After School Program

Date: 6/29/16

Background and Discussion of Issues

The Council recently approved the establishment of a Parks and Recreation School Aged Before and After school Program. the job descriptions for the employees will need to be approved by the Council also.

Recommendation (including suggested motion, if appropriate)

I recommend approving the job descriptions for the employees of the Before and After School Program

Fiscal Impact

\$0

Prepared by: Diane Boyce, DPW Director

Town Administrator Recommendation

I concur

Town of Hooksett – Job Description
Public Works Department – Parks, Recreation and Cemetery Division
“School-Age Extended Care Program Assistant”

Date: June, 2016

General Position Description: This position is responsible for assisting in the day-to-day operations of the School-Age Extended Care Program in coordination with the Recreation Director.

Accountability: This position is a direct report of the Recreation Director.

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

Environment: Inside: 60% Outside: 40%

Support: Support the Program Site Coordinator and the Recreation Director in all aspects of running of the School-Age Extended Care Program to include planning, conducting, and follow-up.

Primary Duties:

- Implement the program curriculum as planned by the Recreation Director.
- Develop and maintain professional working relationships through effective and timely communication with the Site Coordinator, other program personnel, and the Recreation Director.
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
- Assist the Recreation Director in addressing the ongoing needs of the students and parents.
- Implement program procedures effectively to ensure the safe environment of all participants.
- Observe, monitor, and participate in children's play activities.
- Promote a safe and healthy environment based on safety standards set within the program.
- Report any concerns and questions regarding the program (students, parents, equipment needs, supplies, other staff, volunteers, etc.) to the Recreation Director.
- Maintain accurate and organized records such as attendance records, snack records, timesheets, incident reports, and all other paperwork as instructed by the Recreation Director to ensure program compliance and quality operations.
- Assist in the cleaning and straightening of the room and equipment before, during, and after the program. This includes washing tables, chairs, and toys, putting up chairs, and locking the building at the end of the day.
- Demonstrate behavior that is professional, ethical, and responsible.
- Perform other duties as assigned.

Cognitive and Sensory Requirements:

- **Vision:** Corrected to a level necessary for reading documents, operating playground equipment, observance of vehicle traffic, observance of children, paperwork, etc.
- **Hearing:** Necessary for receiving instructions and for safety while supervising children. Also necessary for listening to instructions and questions.
- **Speaking:** Necessary for communicating with children, employees, residents, vendors, etc.
- **Taste and Smell:** Necessary for detecting fumes and gases.

[Type text]

[Type text]

[Type text]

- **Dexterity:** Necessary for operating all equipment and toys, handwriting, etc.
- **Mobility:** Needed to perform all functions of the job to include moving equipment, moving groups of children, moving around in general inside and outside, various program sites, on and off Town property, etc.

Physical Requirements:

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

Hand Manipulation:

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

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

Summary of Occupational Exposures:

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

Other Training, Skills and Experience Requirements:

- Prefer a background in child care or education.
- Must know how to swim.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- NH driver's license, preferred but not required.

- CPR/AED certified.
- Basic First Aid certified.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule:

- Morning: Monday – Friday, 6:45 AM – 8:45 AM
- Afternoon: Monday – Friday, 3:15 PM – 6:00 PM

Town of Hooksett Job Description
Public Works Department – Parks, Recreation and Cemetery Division
“School-Age Extended Care Program Site Coordinator”

Date: June, 2016

General Position Description: This position is responsible for assisting in the day-to-day operations of the School-Age Extended Care Program in coordination with the Recreation Director.

Accountability: This position is accountable to and reports to the Recreation Director.

Equipment Used: Various on-site playground equipment, small equipment for indoor and outdoor children's games and activities, etc.

Environment: Inside: 60% Outside: 40%

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

Support: Support the Recreation Director in all planning aspects of the School-Age Extended Care Program to include planning and coordinating of weekly activities for all, to coincide with themed weeks.

Other Functions:

- Collaborates with the Recreation Director for the purpose of implementing and/or maintaining services and activities for the Before and After School Program.
- Acts as the main point of contact for the Extended Care Program in the absence of the Recreation Director.
- Assists in oversight of program staff, program operations, services, and the implementation of programs and/or processes (e.g. site rules, discipline, site schedule, space requirements, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
- Implement program procedures effectively to ensure the safe environment of all participants.
- Observe, monitor, and participate in children's play activities.
- Maintain accurate and organized records such as attendance records, snack records, timesheets, incident reports, and all other paperwork as instructed by the Recreation Director to ensure program compliance and quality operations.
- Assist in the cleaning and straightening of the room and equipment before, during, and after the program. This includes washing tables, chairs, and toys, putting up chairs, and locking the building at the end of the day.
- Demonstrate behavior that is professional, ethical, and responsible.
- Performs other duties and tasks as assigned for this position.

Cognitive and Sensory Requirements:

- **Vision:** Corrected to a level necessary for reading documents, operating playground equipment, observance of vehicle traffic, observance of children, paperwork, etc.
- **Hearing:** Necessary for receiving instructions and for safety while supervising children. Also necessary for listening to instructions and questions.

[Type text]

[Type text]

[Type text]

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

Physical Requirements:

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

Hand Manipulation:

Grasping: constantly required.

Handling: constantly required.

Torquing: occasionally required.

Fingering: frequently required.

Controls and equipment: Playground equipment, arts and crafts, games, etc.

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

Summary of Occupational Exposures:

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

Other Training, Skills and Experience Requirements:

- Background in childcare or education preferred.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- NH driver's license, preferred but not required.

- CPR/AED certified.
- Basic First Aid certified
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule: This position is part-time and will be limited to 26 hours each week. Before School care runs from 7:00 AM to 8:30 AM. Afternoon runs from 3:15 PM to 6:00 PM. Extended Care will be offered each day that there is school for the Hooksett Schools.

Staff Report

Title: Sidewalk Easement from SNHU Martins Ferry Road

Date: 6/29/16

Background and Discussion of Issues

SNHU has offered to grant the Town a sidewalk along Martins Ferry Road on Map/Lots 29/34, 29/35, and 33/01 for consideration paid amount of \$1.00. See attached Sidewalk Easement Deed. The Town attorney has reviewed and approved the deed and offered his legal opinion that the Town Council has the authority to accept the easement as part of a regular agenda item at a regular meeting.

Recommendation (including suggested motion, if appropriate)

Recommend that the Town accept the Sidewalk easement from SNHU along Martins Ferry Road.

Fiscal Impact

The cost of the easement will be for a consideration paid amount of \$1.00.

Prepared by: James J Donison, Asst DPW/Town Eng.

Town Administrator Recommendation

Concur

SIDEWALK EASEMENT DEED

Southern New Hampshire University (SNHU), with a mailing address of 2500 North River Road, Hooksett, NH 03106 (“Grantor”), for consideration paid of \$1.00, grants to THE TOWN OF HOOKSETT , a municipal corporation, with a mailing address of 35 Main Street, Hooksett, New Hampshire, 03106, (“Grantee”), with Quitclaim Covenants:

Sidewalk Easement. A sidewalk easement across properties of the Grantor located in Hooksett, New Hampshire, on Martins Ferry Road, and shown on the Hooksett Tax Assessor’s Map as: (1) Map 29, Lot 34; (2) Map 29, Lot 35; and (3) Map 33, Lot 01 (the “Properties”), for use by the public, workers and equipment.

This easement shall include the perpetual right to enter upon the real estate described at any time that the grantee, its successors or assigns, may see fit to construct and maintain a public sidewalk and public walkway and public pedestrian bridge within the easement area.

This area shall allow public pedestrian and non-motorized traffic and shall permit maintenance, repair and replacement of the pavement in the easement area.

The Grantors and their successors or assigns shall not erect or construct any building or other structure, or drill or construct or operate any well, or construct any reservoir or other obstruction in the easement area, or diminish or substantially add to the ground over the said easement area. The Grantor shall not make any improvements within or abutting this easement which interferes with or will interfere with the Grantees exercise of its rights under this easement. The Grantee, its employees, and its agents have the right to enter and leave the easement area with workers, equipment and material in order to inspect and survey the easement and to carry out the easement purposes.

All construction and maintenance work to be performed on parcel. All access will be through the SNHU property. The sidewalk easement is shown on a plan entitled SNHU-Hooksett Sidewalk and Pedestrian Easement, Martins Ferry Road Plan, dated April 19, 2016, which is on file with the Town of Hooksett Public Works Department (the "Plan").

2. Other Provisions.

A. Restoration. If the Grantee or its designee disturbs any portion of the Property outside the easement area during its use, it shall repair and restore that portion of the Property, to the extent reasonably feasible, to its condition prior to such use.

B. Indemnification and Insurance. The Town shall require that the general contractor for the work described herein will provide liability and other related insurance coverage typical for projects of this nature. Prior to commencement of such work, and annually, thereafter, or upon reasonable request of Grantor, Grantee shall deliver to Grantor a certificate of comprehensive public liability insurance naming Grantor as an additional insured and evidencing coverage with such insurers licensed to do business in the State of New Hampshire and limits as shall be reasonably satisfactory to Grantor.

Grantee shall indemnify and hold harmless Grantor, its successors, assigns, representatives (the "Indemnified Parties") from and against any and all claims, demands, actions, liabilities, damages, costs, losses and expenses which any Indemnified Party may incur, suffer or be required to pay arising from the negligent, reckless, or intentional acts of the Grantee, its agent or assigns, relating to the use of the easements granted in this easement deed.

C. Interference. The Grantor, its successors, and assigns, shall not alter, erect, or maintain any building or other improvements upon the above-described temporary easement area, except as otherwise provided in this deed, or as Grantee may expressly consent in writing. The Grantee may remove any such buildings or improvements that interfere with its use of the easement area, at the expense of the Grantor.

D. Ownership and Maintenance. The Grantee shall become the owner of the sidewalk and pedestrian bridge on the easement area and shall be responsible for all maintenance associated with the upkeep of the sidewalk and pedestrian bridge, including, but not limited to, regular maintenance for winter use (plowing, ice removal and salt, as necessary), repairs and

replacement, and insurance coverage in connection with the same as set forth in Section 2B. ,
[already set forth in Section B above]

Meaning and intending to describe and convey easement interests in property conveyed
by deed of _____, recorded in the Merrimack County Registry of Deeds at Book
____, Page ____.

This conveyance is exempted from the real estate transfer tax by RSA 78-B:2, I.

Dated as of _____, 2016.

By: _____
Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK

This instrument was acknowledged before me on _____, 2016, by
_____.

Notary Public
My Commission expires:



April 19, 2016



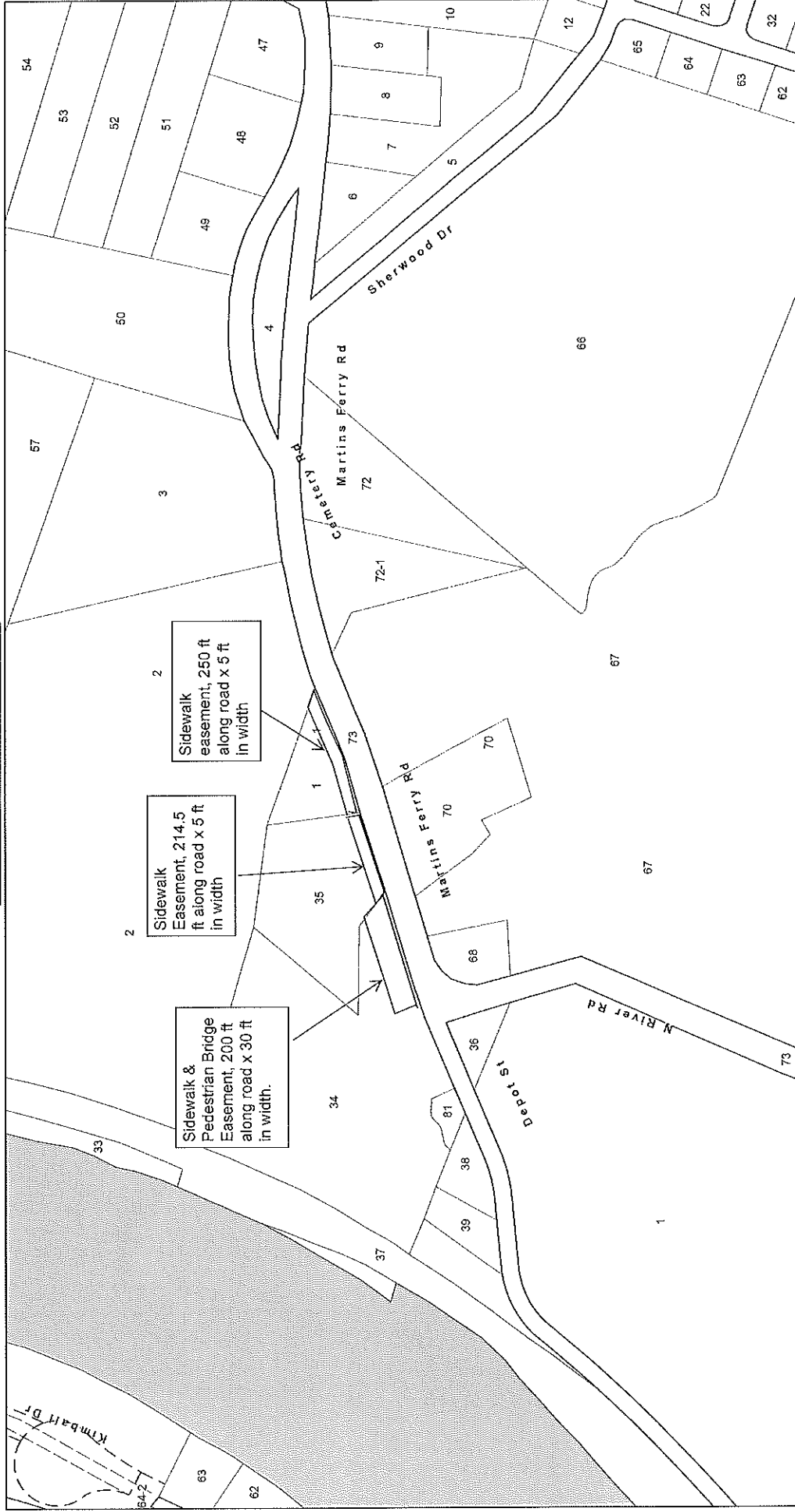
Sidewalk and Pedestrian Easement Plan

SNHU and Hockett, NH

1 inch = 188 Feet



www.cal-tech.com



Data shown on this map is provided for planning and informational purposes only. The Municipality and CAL Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

Staff Report

Title: Budget Transfer Requests FY 2015-16

Date: June 29, 2016

Background and Discussion of Issues

Charter Sec 5.6. Transfer. "After the budget has been adopted, no money shall be drawn from the treasury or the Town nor shall any obligation for the expenditure of money be incurred except pursuant to a budget appropriation. The Administrator, with the approval of the Council, may transfer any unexpended balance or any portion thereof from any appropriation within one department to any appropriation within any other department. The transfer of appropriations shall comply with RSA 32:10."

RSA 32:10 I(b) states that public records must be kept of all transfers of appropriations.

Two Budget Transfer requests:

2016-02) Covers overages in Administration's computer lines due to upgrades in video equipment in chambers, replace server for the Police department and software for Public Works Community Development division.

2016-03) Covers overage in Cemetery Commission budget for a sign repair.

Recommendation (including suggested motion, if appropriate)

Motion to have the Council Chair sign Budget Transfers Requests #2016-02 and #2016-03 as recommended by the Town Administrator.

Fiscal Impact

No Fiscal Impact, bottom line budget

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation

Concur

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2016-03

Please explain the purpose of this transfer request: Covers overage in Cemetery Commission budget for a sign repair.

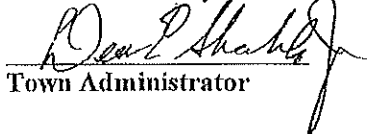
**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-660.4195-751.000	Cem New Equipment	\$1.00	\$200.00	\$201.00
Total	Cemetery Commission	\$651.00	\$200.00	\$851.00

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-450.4520-210.000	P&R Health Insurance	\$115,270.00	(\$200.00)	\$115,070.00
Totals	Parks, Rec & Cemeteries	\$586,487.00	(\$200.00)	\$586,287.00

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2016-02

Please explain the purpose of this transfer request: Covers overages in Administration's computer lines due to upgrades in video equipment in chambers, replace server for the Police Department and software for Public Works Community Development division.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-100.4150-751.000	COMP New Equipment	\$15,000.00	\$30,000.00	\$45,000.00
001-100.4150-342.000	COMP Software & Prog	\$73,182.00	\$10,000.00	\$83,182.00
Total Administration		\$1,028,107.00	\$40,000.00	\$1,068,107.00

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-200.4191-210.000	CD Health Insurance	\$64,749.00	(\$4,000.00)	\$60,749.00
001-400.4210-210.000	POLICE Health Insurance	\$634,039.00	(\$11,000.00)	\$623,039.00
001-150.4152-330.000	ASSG Professional Service	\$43,211.00	(\$25,000.00)	\$18,211.00
Totals			(\$40,000.00)	

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

Staff Report

Title: Property Liability Insurance Renewal

Date: June 29, 2016

Background and Discussion of Issues

The Town Charter Section 5.12. "Requirements for bids may be waived in specific instances by two-thirds (2/3) vote of the Council." The Town's contract with Travelers for Property Liability is ending June 30, 2016. In May of 2014 the Town received only three bids from Property-Liability Trust Inc (PLT), Primex3 and Travelers.

I would like to request the waiving of the bid requirements for the following reasons:

- 1) Travelers offered a zero percent increase in rates, but the premiums will increase due to added property.
- 2) Carriers were not interested in providing quotes to the Town due to The Town's loss experience. Carriers generally look at the past five years of historical claims. Currently the Town had three claims over \$100,000 in the past five years. See attached
- 3) Carriers look at relationships with clients, if the Town changes carriers every year, this may turn some carriers off as they don't see the Town as a long term partner.
- 4) Travelers provides a lot of resources (trainings, websites and staff, including attorneys) that are helpful to Towns that do not have a dedicated Risk Managers.
- 5) In 2014 Travelers quote was over \$110,000 less than PLT and \$140,468 less than Primex3.

Recommendation (including suggested motion, if appropriate)

Motion to waive the three bid requirement for property liability insurance and allow the Town Administration to enter into a one year agreement with Travelers.

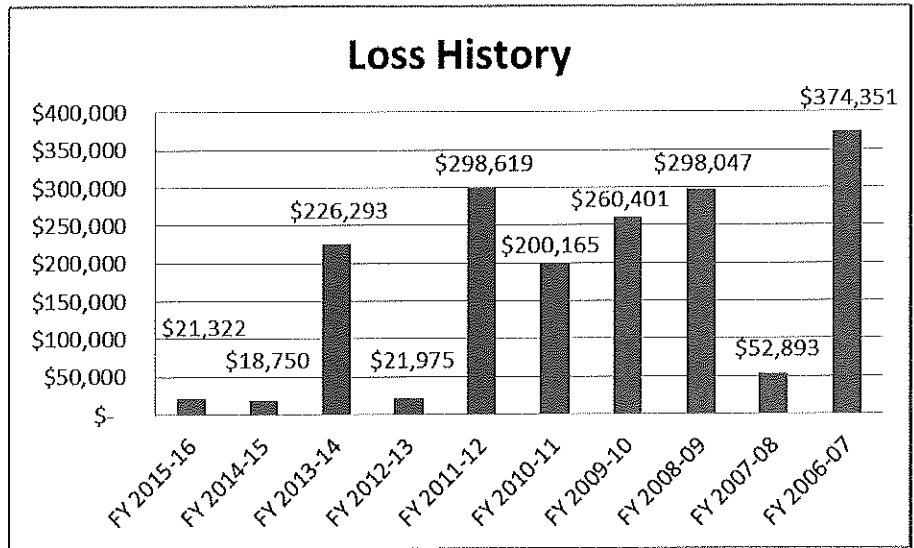
Fiscal Impact

FY 2017-18 Budget amount is \$241,000 and the renewal is estimated to be at \$246,230

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation

Concur



FY 2013-14 - Lightning strike to Safety Center. \$199,907
 FY 2011-12 - Police Personnel 2 claims totaling \$270,752
 FY 2010-11 - Wastewater claim for \$85,000; Police Personnel claim for \$52,725;
 Motor vehicle claim for \$33,769
 FY 2009-10 - Police Personnel 2 claims totaling \$203,381
 FY 2008-09 - Police Personnel 2 claims totaling \$220,238
 FY 2006-07 - Personnel 4 claims totaling \$368,702

Staff Report

Title: TIF Contract Addendum

Date: June 29, 2016

Background and Discussion of Issues

The previously approved contract with Arnett Development Group and Weston & Sampson Engineering contains Article II, Section C., which allows for additional services and modification of the scope of services. On 6/20/16, the Planning Board created a Task Force. This group has been tasked with reviewing existing plans and policies of the Town, Sewer Commission, Master Plan and NHDES; financial, marketing and engineering information to date; existing treatment and carrying capacity updates; possible phase strategies; suggest cost-sharing options that would be the basis of an MOU; form consensus and implement a plan with tasks, schedule, budget and project accountability for possible 2017 Town Meeting action. The Arnett Development Group and Weston & Sampson Engineering will assist the Task Force in completing this assignment.

Recommendation (including suggested motion, if appropriate)

Motion to approve Addendum A of the contract between Arnett Development Group, LLC, Weston & Sampson Engineering, Inc. and the Town of Hooksett for the purpose of approving an additional \$14,000 to assist the Task Force in recommending a Rt. 3A policy and implementation plan for a sewer TIF.

Fiscal Impact

\$14,000 - Encumbered from 2016 Community Development budget.

Prepared by: Jo Ann Duffy

Town Administrator Recommendation

Concur.



Planning and Development Solutions

Amendment to Existing Contract - Hooksett Purchase Order No 2016-0186

ADG – Arnett Development Group LLC proposes to perform the following services for the Town Of Hooksett to assist it in the furthering of the 3A sewer line.

- A. Coordinate with the Town’s designated point-of-contact and project manager all joint schedules, tasks, communications protocols, meeting dates and other expectations
- B. Introduce and update the Task Force members on the recent ADG TIF report, including the Weston & Sampson engineering options report enclosed as part of the report
- C. Review with the Project Manager and Task Force members:
 - a. Existing town, regional and state plans and policies that may affect the project
 - b. Financial, marketing and engineering information to-date
 - c. Existing treatment and carrying capacity updates
 - d. Possible phases
- D. Develop with the Task Force and qualified technical assistance possible Cost-sharing options that could be the basis of a Memorandum of Understanding (MOU) between the interested and responsible entities

The purpose is to help the town reach two end-results:

- 1. A recommended 3A policy - with 5-entity consensus - to subsequently be returned to each respective entity for their action and adoption in time for town meeting notices
- 2. An implementation plan with tasks, schedule, budget, and project accountability

Amended for period July to October 2016, for the amount not to exceed Fourteen Thousand dollars (\$14,000.00) per the provisions and terms of the original contract and Work Order.

Proposed by:

_____ June 24, 2016

Accepted by:

_____ Date