



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

**ITEMS 1-6A LED BY TOWN ADMINISTRATOR**

- 1.. CALL TO ORDER**
- 2.. PLEDGE OF ALLEGIANCE**
- 3.. CEREMONY - SWEARING IN OF NEW COUNCILORS BY TOWN CLERK**
- 4.. ROLL CALL**
- 5.. TOWN COUNCILOR DISTRICT 6 - NOMINATION, APPOINTMENT & SWEARING IN**

Town Council District 6 Application - John Giotas  
[DISTRICT 6 TC 070116.doc](#)

[Giotas App.pdf](#)

- 6.. TOWN COUNCIL REORGANIZATION - PART I**

Election of Chair, Vice-Chair and Secretary

- 7.. SPECIAL RECOGNITIONS**

- 8.. APPROVAL OF MINUTES**

Public: 06/29/2016  
[TC Minutes 06292016-U.pdf](#)

Public: 0622/2016  
[TC Minutes 062216-U.pdf](#)

Non-Public 06/8/2016

Non-public: 06/29/2016

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

**9.. AGENDA OVERVIEW**

**10.. PUBLIC HEARINGS**

Public hearing for Town Council to accept 25' x 100' parking area from CTH Building and Development LLC to the Town of Hooksett located at Tax Map 15, Lot 3 northern end of the Class 5 section of Chester Turnpike east side of roadway Hooksett, NH (tabled from 6/22/16 Town Council Meeting)

[071316 TC CTH.doc](#)

**11.. TOWN COUNCIL REORGANIZATION - PART II**

Adopt RSA 31:104,31:10 and 31:106 to provide immunity and indemnification

Motion to have the Town Council Chair sign ancillary document as agent to expend

Adopt the Town Council Rules of Procedures

[TC Rules 081215.pdf](#)

Appointment of Councilors to Sub-Committees

[TC subcom 060816.pdf](#)

**12.. CONSENT AGENDA**

**13.. TOWN ADMINISTRATOR'S REPORT**

**14.. PUBLIC INPUT - 15 MINUTES**

**15.. NOMINATIONS AND APPOINTMENTS**

**16.. SCHEDULED APPOINTMENTS**

Kathie Northrup - Heritage Commission

[Heritage Commission - Veterans' Park.pdf](#)

**17.. 15 MINUTE RECESS**

**18.. OLD BUSINESS**

14.a. Annual Town & School Report

[Staff Report 71316 Town Report.pdf](#)

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

Town Council.pdf

## **19.. NEW BUSINESS**

15.b. Contract Award RFP#16-0 Peters Brook Athletic Field  
Staff Report 7-13-16 Contract Award RFP#16-09 Peters Brook Athletic Field Construction.pdf

15.c. Sidewalk Easement with Cigna on College Park Drive  
Staff Report 7-13-16 College Park Dr Sidewalk Easement with Cigna-Healthsource Properties.pdf

3633B EASE PLAN (5-2-16).pdf

15.e. Amendment to CMA Engineers, Inc contract for Construction Phase Engineering services -  
College Park Drive Sidewalk Project  
Staff Report 7-13-16 CMA Engineering Contract Admendment.pdf

15.h. Land Use Agreement with Jason Pritchard DBA Pritchard Farms or land off of Merrimack  
Street  
2016-22 Hooksett Land Use Agreement with Pritchard Farms.pdf

15.i. Sidewalk Easement with McDonalds Matins Ferry Road  
Staff Report 7-13-16 Sidewalk Easement with McDonalds.pdf

Sidewalk NHDOT-Hooksett-McDonalds Project No 12537A US Rte 3 sheet 8 of 21 10-15-2010.pdf

Acceptance of 140 acres of conservation easement land from Pike Industries, Inc. to the Town of  
Hooksett locate at Tax Map 7, Lots 23, 24 & 25 Off Hackett Hill Road & F.E. Everett Turnpike in  
Hooksett, NH  
Staff Report 7-13-16 Accept 140 acre conservation easement from Pike Industries inc.pdf

Pike Industries Conservation Easement Letter of Truck Affidavit 7-5-16.pdf

Pike Industries Conservation Easement Pending Items Truck Tire removal 7-5-16.pdf

Pike Industries Conservation Easement Stamped survey plan 7-5-16.pdf

Roadway name for Bluebird Self Storage driveway  
Staff Report 7-13-16 Roadway Name Blue Bird Self Storage.pdf

Staff Report 7-13-16 Roadway Name Blue Bird Self Storage APPROVAL FORM.pdf

Street Names request July 6 2016.pdf

Street Names request July 6 2016.pdf

## **20.. SUB-COMMITTEE REPORTS**

## **21.. PUBLIC INPUT**

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

## **22.. 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.

## **23.. ADJOURNMENT**

### **Public Input**

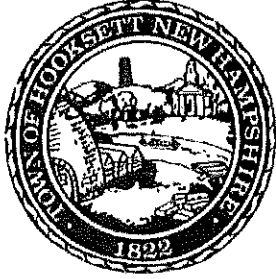
- 1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.**
- 2. No person may address the council more than twice on any issue in any meeting. Comments 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.**



**Town of Hooksett, NH**

**Town Council District 6**  
**Candidate Selection Process 1 year Term**

The Hooksett Town Council is seeking a 1 year term (07/01/16-06/30/17) candidate for the District 6 Town Council seat. Candidate must reside in Hooksett for at least 1 year & currently reside in District 6. Completed Application for Appointed Town Board Position must be received no later than 06/30/16 to: Town of Hooksett, Attn: Town Council, 35 Main Street, Hooksett, NH 03106 or email [townadministrator@hooksett.org](mailto:townadministrator@hooksett.org). Applications are available via [www.hooksett.org](http://www.hooksett.org) or at the Town of Hooksett address above. Candidates are invited to attend the Town Council's 07/13/16 meeting at Town Hall Chambers, 35 Main Street, Hooksett, NH @ 6:30pm at which time the Council will make their nomination/appointment for the District 6 seat. Questions should be directed to the Administration Department 603-485-8472."



# Town of Hooksett

## APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 6/30/16

Name: John Giotas Phone: 603-668-3213

Address: 306 Bicentennial Dr

Email Address: jpgiotas@comcast.net

Signature: *John Giotas*

\*\*\*\*\*

**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
Attn: Administration Department or email to [kambrose@hooksett.org](mailto: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.) Town Council District 6

How long have you been a resident of Hooksett? 40 yrs.

Why are you seeking this position? To represent my district on the Town Council

Do you have any specific goals or objectives?

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:

Public School teacher retired 32 yrs.

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



TOWN COUNCIL MINUTES -- UNOFFICIAL  
Special Meeting  
Wednesday, June 29, 2016  
6:30 PM  
Council Chambers

**Call to Order**

Chairman Sullivan called the special meeting to order at 6:30pm.

**Roll Call – Attendance**

Councilors D. Winterton, T. Tsantoulis, J. Levesque, A. Jennings (left 7:20pm), M. Miville, J. Sullivan and R. Duhaime (arrived 6:33pm). Missed: Councilors N. Comai and D. Ross.

**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.

*Chair Sullivan motioned to enter non-public session (a) & (b) above at 6:33pm. Seconded by T. Tsantoulis.*

**Roll Call**

- R. Duhaime – yes
- M. Miville – yes
- J. Levesque – yes
- A. Jennings – yes
- D. Winterton – yes
- T. Tsantoulis – yes
- J. Sullivan – yes

*Vote unanimously in favor.*

*M. Miville motioned to exit non-public session (a) & (b) above at 7:40pm. Seconded by T. Tsantoulis. Vote unanimously in favor.*

**1. CALL TO ORDER**

Chairman Sullivan called the public session of the meeting to order at 7:45 p.m.

*Councilor Tsantoulis moved, second by Councilor Winterton, to seal the minutes of the non-public session of 6/29/16 (6:33pm-7:40pm). Motion passed unanimously, 6-0. Councilors Ross and Jennings were not in attendance.*



54 **2. ROLL CALL**

55

56 In attendance: Councilors James Levesque, Don Winterton, Marc Miville, Robert Duhaime,  
57 Tim Tsantoulis, Chairman Sullivan and Dr. Dean E. Shankle, Jr. (left 8:40pm).

58

59 **3. PLEDGE OF ALLEGIANCE**

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61 **4. SPECIAL RECOGNITIONS**

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63 **5. APPROVAL OF MINUTES**

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65 **6. AGENDA OVERVIEW**

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67 **7. PUBLIC HEARINGS**

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69 **8. CONSENT AGENDA**

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71 Councilor Duhaime moved, second by Councilor Tsantoulis, to authorize Council Chair to  
72 assess personnel issue discussed during the non-public session and seek legal counsel to  
73 assist as may be required and use up to \$10,000 from the legal budget line. Motion was  
74 withdrawn.

75

76 Dr. Shankle asked if the non-public session was about him, or can the person who it was  
77 about request that the Council not seal the minutes. Legal Counsel, Laurel McLead, asked to  
78 be excused to check further the appropriate legal response.

79

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

83 Staff Report - Acceptance of Donation Macy Industries.pdf

84 Macy Industries - Donation Flower Boxes.pdf

85

86 *Councilor Duhaime moved, second by Councilor Winterton, to accept the donation of the*  
87 *flower box and hose line brackets per RSA 31:9-3 II, acceptance of gifts less than \$5,000.*

88 On behalf of the Garden Club members, Assistant Director of Public Works and Town  
89 Engineer, Jim Donison, read a letter sent to club members from Macy as follows:

90

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

97

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

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103 "Macy is happy to provide the donation of \$4,419.30, and to support the Hooksett NH Garden  
104 Club and the Town." The letter is signed by Nicholas Mercier.

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Chairman Sullivan expressed thanks to Macy Industries and to everyone involved. Councilor Duhaime suggested that a thank you letter be sent to Macy Industries. *A vote on the motion was unanimous, 6-0.*

**9. TOWN ADMINISTRATOR'S REPORT**

Dr. Shankle reported that the annual volunteer appreciation dinner was well attended by about 70 people. He thanked Katie Ambrose for doing most of the work on the event. Councilor Miville brought up the issue of parking at Donati Field. DPW Director, Diane Boyce, has been working on this for years and will plan to address the Council on the matter in the near future.

It was reported that the Executive Council will hold its July 13, 2016 meeting at the Hooksett Public Library with breakfast preceding the meeting at Robie's. Chairman Sullivan said the last time the Executive Council met in Hooksett was July 2, 1997.

Dr. Shankle withdrew his question about the non-public meeting that town counsel stepped out to research. Councilor Winterton said having been the subject of a discussion during a non-public session, he appreciates the question and would like to know the answer to the question.

**10. PUBLIC INPUT - 15 MINUTES**

**11. NOMINATIONS AND APPOINTMENTS**

Councilor Duhaime nominated John Giotas for District 6 Councilor. Council members discussed if there were restrictions on accepting nominations. Chairman Sullivan said the process should be followed in accord with the posting seeking candidates for the position. Councilor Miville said the process was to send a letter of interest to the Town Administrator along with an application. Councilor Duhaime said that Mr. Giotas' paperwork will be in tomorrow. Chairman Sullivan noted that the deadline for receipt of applications is June 30<sup>th</sup>. Nominations can be made at the July 13<sup>th</sup> Council meeting with the intention to waive the rule and appoint on the same evening.

Town Counsel, Laurel McLead, returned to the meeting and indicated that there was nothing in the statute that would allow a response to Dr. Shankle's question. She said what occurs during non-public session cannot be discussed outside of that meeting.

**12. SCHEDULED APPOINTMENTS**

**13. 15 MINUTE RECESS**

**14. OLD BUSINESS**

- 14.a FY 2015-16 Budget Encumbrances
- [Staff Report Encumbrances - 6-29-16.pdf](#)
- [Encumbrance List Update 6-29-16.pdf](#)

**Agenda Item 15.c** *Councilor Winterton moved, second by Councilor Miville, to approve Addendum A (included in the Council packet) of the contract between Arnett Development*

156 *Group, LLC, Weston & Sampson Engineering, Inc., and the Town of Hooksett for the purpose*  
157 *of approving an additional \$14,000 to assist the Task Force in recommending a Route 3A*  
158 *policy and implementation plan for a sewer TIF. Roll Call #4: Councilor Levesque-yes,*  
159 *Councilor Duhaime-yes, Councilor Miville-yes, Councilor Winterton-yes, Councilor Tsantoulis-*  
160 *yes, Chairman Sullivan-yes. Motion passed unanimously, 6-0.*

161  
162 *Councilor Winterton moved, second by Councilor Miville, to encumber \$14,000 from the FY*  
163 *2015-16 budget for a Sewer Tax Increment Financing (TIF) District Study. Roll Call #5:*  
164 *Councilor Tsantoulis-yes, Councilor Duhaime-yes, Councilor Levesque-yes, Councilor*  
165 *Winterton-yes, Councilor Miville-yes, Councilor Sullivan-yes. Motion passed unanimously, 6-*  
166 *0.*

167  
168 14.b Acceptance of Job Descriptions for Before and After School Program  
169 [Staff Report - Acceptance of Before and After school Care Job Descriptions.pdf](#)  
170 [Job Description School Age Program Assistant 6-6-16.docx](#)  
171 [Job Description School Age Program Site Coordinator 6-6-16.docx](#)  
172

173 *Councilor Winterton moved, second by Councilor Tsantoulis, to approve the job descriptions*  
174 *for the employees of the Before and After School Program. Motion passed unanimously, 6-0.*  
175 *Funds for the salaries will come from the Parks & Recreation Revolving Fund.*

176  
177 14.c Authorize Town Administrator to negotiate and execute a sidewalk easement the SNHU  
178 [Staff Report 6-29-16 Accept SNHU Sidewalk Easement on Martins Ferry Road.pdf](#)  
179 [FINAL SNHU-Hooksett Sidewalk and Pedestrian Easement Deed Martins Ferry Rd June 2016.pdf](#)  
180 [SNHU-Hooksett Sidewalk and Pedestrian Easement Deed Martins Ferry Rd 201.pdf](#)  
181

182 *Councilor Miville moved, second by Councilor Winterton, that the town accept the sidewalk*  
183 *easement from SNHU along Martins Ferry Road on Map/Lots 29/34, 29/35, and 33/01 for*  
184 *consideration of \$1.00 paid. Motion passed unanimously, 6-0.*

## 185 **15. NEW BUSINESS**

186  
187  
188 15.a Budget Transfer Requests FY 2015-16  
189 [Staff Report - Budget Transfer Request 6-29-16.pdf](#)  
190 [Budget Transfers.pdf](#)  
191

192 *Councilor Winterton moved, second by Councilor Tsantoulis, to approve Council Chair sign*  
193 *Budget Transfers #2016-02 and #2016-03 as recommended by the Town Administrator.*  
194 *Motion passed unanimously, 6-0.*

195  
196 [Transfer #2016 02 reduces the CD Health Insurance, Police Health Insurance, and ASSG  
197 Professional Service lines by \$40,000 and transfers the funds to the Computer New  
198 Equipment and Computer Software and Program budget lines. Transfer #2016-03 reduces  
199 the Parks & Recreation Health Insurance line by \$200 and transfers the funds to the  
200 Cemetery New Equipment line.]

201  
202 15.b Property Liability Insurance Renewal  
203 [Staff Report - Property Liability Insurance Renewal.pdf](#)  
204 [Staff Report - Property Liability Loss History.doc](#)  
205

206 Councilor Winterton moved, second by Councilor Tsantoulis, to waive the three bid  
207 requirement for property liability insurance and allow the Town Administrator to enter into a  
208 one-year agreement with Travelers at an estimated FY17-18 cost of \$246,230. Roll Call #6:  
209 Councilor Miville-yes, Councilor Levesque-yes, Councilor Winterton-yes, Councilor  
210 Tsantoulis-yes, Councilor Duhaime-yes, Chairman Sullivan-yes. Motion passed  
211 unanimously, 6-0.

212  
213 15.c Acceptance of TIF Contract Addendum – Taken Up Earlier in the Meeting.  
214 [STAFF REPORT TIF.pdf](#)  
215 [Amendment June 24 2016.pdf](#)

216 **16. SUB-COMMITTEE REPORTS**

217  
218 **17. PUBLIC INPUT**

219  
220 Councilor Duhaime moved, second by Councilor Winterton, to authorize Council Chair to  
221 assess the personnel issue discussed during the non-public session and seek legal counsel  
222 to assist as may be required and expend up to \$10,000 from the legal budget line. Roll Call  
223 #7: Councilor Winterton-yes, Councilor Levesque-yes, Councilor Duhaime-yes, Councilor  
224 Miville-yes, Councilor Tsantoulis-no, Chairman Sullivan-yes. Motion passed 5-1 [Councilor  
225 Tsantoulis opposed].

226  
227  
228 **18. NON-PUBLIC SESSION**

229  
230 NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the  
231 disciplining of such employee, or the investigation of any charges against him or her,

232  
233 **Chair Sullivan motioned to enter non-public session (a) above at 8:35pm. Seconded by**  
234 **D. Winterton.**

235  
236 **Roll Call**

237 J. Levesque – yes  
238 R. Duhaime – yes  
239 T. Tsantoulis – yes  
240 M. Miville – yes  
241 D. Winterton - yes  
242 J. Sullivan – yes

243 **Vote unanimously in favor.**

244  
245 **D. Winterton motioned to exit non-public session (a) above at 9:10pm. Seconded by**  
246 **J. Levesque. Vote unanimously in favor.**

247  
248 **J. Levesque motioned to seal the minutes of the non-public session of 06/29/16 (8:35pm-**  
249 **9:10pm). Seconded by R. Duhaime. Vote unanimously in favor.**

250  
251 Chairman Sullivan called the public session of the meeting back to order at 9:10 p.m.

252  
253 **Chair Sullivan motioned to authorize the Council Chair to sign the Town Administrator's**  
254 **performance evaluation for period 07/01/15-06/30/16 to include two (2) additional goals as**  
255 **submitted by the Town Administrator (for a total of nine (9) goals) for period 07/01/16-06/30/17**  
256 **AND for the Council Chair to sign documentation for the Town Administrator to receive a**  
257 **3.25% wage increase effective 07/01/16. Seconded by J. Levesque.**

258 **Vote 5 in favor and 1 opposed. Motion carried.**

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*D. Winterton motioned to authorize the Council Chair to notify the Town Administrator tonight of the motion above regarding his performance evaluation and wage increase. Seconded by J. Levesque. Vote unanimously in favor.*

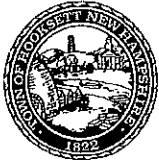
**19. ADJOURNMENT**

*Chair Sullivan motioned to adjourn the public session at 9:15pm. Seconded by T. Tsantoulis. 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,

Suzanne Beauchesne  
Recording Clerk



**TOWN COUNCIL MINUTES - UNOFFICIAL**

**Regular Meeting**

**Wednesday, June 22, 2016**

**6:30 PM**

**Council Chambers**

**1. CALL TO ORDER**

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

**2. ROLL CALL #1**

In attendance: Councilors Donald Winterton, Timothy Tsantoulis, James Levesque, Adam Jennings, Robert Duhaime, Marc Miville, David Ross, and Chairman James Sullivan.

**3. PLEDGE OF ALLEGIANCE**

**4. SPECIAL RECOGNITIONS**

**5. APPROVAL OF MINUTES**

5.a Public: 06/08/2016  
[TC Minutes 06082016-U.docx](#)

*Councilor Duhaime moved, second by Councilor Jennings, to approve the June 8, 2016 meeting minutes, as amended. Motion passed 7-0-1 [Councilor Ross abstained].*

5.b Non-Public: 06/08/2016

**6. AGENDA OVERVIEW**

**7. PUBLIC HEARINGS**

7.a Public hearing for the Town Council to accept 140 acres of conservation easement land from Pike Industries, Inc. to the Town of Hooksett located at Tax Map 7, Lots 23, 24 & 25 Off Hackett Hill Road & F.E. Everett Turnpike in Hooksett, NH per RSA 36-A & NH RSA 477:45-47  
[062216 TC Pike ConCom Easement.doc](#)

[Staff Report 5-27-16 Accept 140 acre conservation easement from Pike Industries inc.pdf](#)

[041116 Minutes\\_O.pdf](#)

[Pike DES decision.pdf](#)

[P5047 EASEMENT PLAN - NORTH AREA.pdf](#)

[P5047 EASEMENT PLAN 2 SHEET 1.pdf](#)

[P5047 EASEMENT PLAN 2 SHEET 2.pdf](#)

[P5047 EASEMENT PLAN 2 SHEET 3.pdf](#)

[P5047 EASEMENT PLAN 2 SHEET 4.pdf](#)

Chairman Sullivan opened the public hearing at 6:46 p.m. indicating that the purpose of the public hearing is for the Town Council to accept 140 acres of conservation easement land from Pike Industries, Inc. to the Town of Hooksett located at Tax Map 7, Lots 23, 24 and 25 off Hackett Hill Road and Everett Turnpike in Hooksett. Compensatory mitigation includes a one-time stewardship payment of \$17,855 to the Hooksett Conservation Commission, a one-

53 time payment of \$200,000 into the Aquatic Resource Mitigation Fun (ARM), and management  
54 of 1.4 acres of turtle habitat within the preservation parcel. Ryan Crosbie of Pike Industries  
55 and Robert Dietel of Gallagher, Callahan & Gartrell Law came forward. Mr. Crosbie said that  
56 Pike Industries is proposing to provide the conservation easement land as part of a larger  
57 project and are now in the final stages of the mitigation package agreed to with the NH  
58 Department of Environmental Services (NHDES) and the Army Corps of Engineers and they  
59 are looking for Council approval. He said a couple of items that have remained pending  
60 include the environmental site assessment and blazing the entire perimeter of the property,  
61 and doing a title search. In response to the site assessment, Mr. Crosbie said Pike removed  
62 an old truck and tires that were sitting on the edge of the wetlands and blazing has been  
63 completed as of today. He said that Attorney Serge noted there was no surveyor's stamp on  
64 the electronic copies of the plan which they do have on the mylar.  
65

66 Robert Dietel said his office prepared a title opinion of all the lots and a number of items were  
67 brought to the Conservation Commission. All of the exceptions were narrowed down to three  
68 – the boundary dispute referenced on a Superior Court document, and two un-discharged  
69 mortgages. After some research, they found a mortgagee and got the note discharged.  
70 There is a 1983 mortgage to Audley Company on the southern portion of the property that  
71 has not yet been discharged as reflected in the April 11, 2016 Conservation Commission  
72 meeting minutes.  
73

74 Chairman Sullivan asked Steve Couture, Chair of Hooksett's Conservation Commission, to  
75 come forward. Mr. Couture said the project has been in the works for four or five years. The  
76 Conservation Commission has been diligently working with NHDES and Pike. The property  
77 will abut existing conservation land and the Commission was able to negotiate a stewardship  
78 fee. He said the Conservation Commission strongly supports the acceptance of this  
79 easement.  
80

81 Dr. Shankle said that following tonight's public hearing, the matter will be placed on the  
82 Council's next meeting agenda for a vote. In the meantime, he will have Administration and  
83 the Town Engineer review the plans and work with the Conservation Commission. Councilor  
84 Duhaime asked about the back of the lot, how the rest of the property will be developed, and  
85 how many acres are owned by Pike. In addition to the 140 acres, another 40-50 acres is  
86 already in conservation. Councilor Duhaime suggested taking a look at the Master Plan and  
87 including a timeline. Steve Couture said the project was identified as a high priority area.  
88 There were no public comments.  
89

90 At 7:02 p.m. Chairman Sullivan opened a public hearing for a parking lot easement deeded to  
91 the town. *Chairman Sullivan moved, second by Councilor Ross, to table the matter. Motion*  
92 *passed unanimously, 8-0.*  
93

## 94 **8. CONSENT AGENDA**

95  
96 8.a Release Bonds from White Mountain Cable Construction for excavation permit work  
97 performed on Joanne Drive and Symth Road; Bond #016066105 for \$15,630 on Joanne Drive  
98 and Bond#016066104 for \$11,619 on Symth Road.  
99

100 Councilor Winterton pulled the issue from the Consent Agenda and asked the DPW staff  
101 about the drainage issues on Smyth Road which caused severe icing. Jim Donilon, Town  
102 Engineer, and Assistant PW Director, said the drainage issue was not a result of White

103 Mountain Cable's work. Mr. Donilon said he met with the contractor to outline the work  
104 performed and the restoration work done. Councilor Winterton said it "didn't ice up before  
105 they did the work" and he is concerned about the public safety and is hesitant to release the  
106 bond until there is confirmation that the issue has been addressed. *Councilor Ross moved,*  
107 *second by Councilor Winterton, to release bonds from White Mountain Cable Construction.*  
108 Councilor Tsantoulis asked if it might not be possible to vote on the two bonds separately;  
109 i.e., release one and keep the other in effect. Dr. Shankle said that would be possible. The  
110 sense of the Council was to hold off voting until staff has had a chance to evaluate the  
111 matter. *The motion failed unanimously, 8-0.*

## 112 113 **9. TOWN ADMINISTRATOR'S REPORT**

114  
115 Dr. Shankle reported the following information:

- 116
- 117 • The Granite Hammer legislation supported by the Council did pass and was signed into
- 118 law.
- 119 • Today must have been a slow news day – two or three television stations reported the
- 120 vandalism done of Farmer Road.
- 121 • He is continuing to work on personnel issues.
- 122 • He and Katie (Ambrose) are working with website provider on re-design to make the
- 123 site easier to use and more current.

124  
125 **10. PUBLIC INPUT - 15 MINUTES – There was no public input provided.**

## 126 127 **11. NOMINATIONS AND APPOINTMENTS**

128  
129 11.a Nominations - Reappointment(s) and New Member(s) as of 7/1/2016

130 [June 2016 Noms Appts.pdf](#)

131 11.b Appointments - Reappointment(s) and New Member(s) as of 7/1/2016

132  
133 *Councilor Ross moved, second by Councilor Winterton, to appoint Deb Miville as a full*  
134 *member, and re-appoint Philip Fitanides as a full member, to the Conservation Commission*  
135 *with terms to expire in June 2019. Motion passed 7-0-1 [Councilor Miville abstained].*

136  
137 *Councilor Winterton moved, second by Councilor Duhaime, to re-appoint Thomas R. Prasol*  
138 *and Paul Scarpetti as full members, and Denise Grafton as an alternate member, to the*  
139 *Planning Commission, with terms to expire in June 2019. Motion passed unanimously, 8-0.*

140  
141 *Councilor Levesque moved, second by Councilor Jennings, to re-appoint Richard Bairam as*  
142 *a full member, and Robert Schroeder as an alternate member, of the Recycling and Transfer*  
143 *Advisory Committee, with terms to expire in June 2019. Motion passed unanimously, 8-0.*

144  
145 *Councilor Duhaime moved, second by Councilor Tsantoulis, to re-appoint Richard G.*  
146 *Marshall as representative to the Southern NH Planning Commission, with term to expire in*  
147 *2020. Motion passed unanimously, 8-0.*

148  
149 *Councilor Levesque moved, second by Councilor Jennings, to re-appoint Gerald Hyde as a*  
150 *full member to the Zoning Board of Adjustment with term to expire in June 2019.*

151  
152 Chairman Sullivan thanked everyone for their willingness to serve.



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Nominations were presented as follows:

- 1) David Hess as a alternate member to the Conservation Commission, term to expire June 2017;
- 2) Kristen Payton as a full member to the Town Hall Preservation Committee; and
- 3) Robert Duhaime for re-appointment as a full member to the Zoning Board of Adjustment, term to expire June 2019.

Kristen Payton came forward to introduce herself to the Council. She said she was impressed with the progress made on the work done to the old Town Hall and she is pleased the building was not abandoned. Councilor Duhaime said at one time many events were held at the town hall. Chairman Sullivan explained that Ms. Payton’s actual appointment will be made at the Council’s next meeting [the Council later took action on all nominations].

Councilor Jennings pointed out that the Parks & Recreation Committee is down by three members -- two full members and one alternate. Councilor Miville said that the Budget Committee, too, is down two members and any interested residents should advise Lee Ann Moynihan or the Town Administrator of their interest in serving. The next Budget Committee meeting will be held on July 14<sup>th</sup>.

*Councilor Duhaime moved, second by Councilor Miville, to waive the rules and appoint the nominees tonight allowing them to have full voting rights at their next respective meetings, which will be held prior to the next Council meeting. Motion passed unanimously, 8-0.*

*Councilor Miville moved, second by Councilor Jennings to appoint David Hess, Kristen Payton, and Robertr Duhaime, to committees as listed above. Motion passed 7-0-1 [Councilor Duhaime abstained].*

In response to Chairman Sullivan, Katie Ambrose stated that in the fall, one (of three) representatives to the SNHPC will be moving which will open up a position at that time. Chairman Sullivan re-emphasized the District 6 Council position that is open. Deadline for application is June 30<sup>th</sup>.

**12. SCHEDULED APPOINTMENTS**

12.a Lee Ann Moynihan, Field Appraiser, to discuss various assessing items.

Ms. Moynihan said SNHU's assessment is pretty simple. All academic related buildings are exempt. They do assess dining halls, resident halls, and dormitories. Other vacant buildings or land used by the college is also assessed. She said anything over \$150,000 is exempted from the taxable property. The town’s exempt value in April equals \$38 million. Ms. Moynihan said that SNHU is the 2<sup>nd</sup> highest taxpayer in town following Eversource. She said that the \$150,000 exemption applies to all educational institutions. It is specific to education. Ms. Moynihan said the Council can choose to increase or decrease the exemption. Councilor Winterton indicated that of the three SNHU projects – the welcome center, athletic facility, and residents’ hall – the only building that is taxable is residents hall. Housing and food are taxable.

203 Ms. Moynihan said that revaluation is done every five years (half will be done in 2017 and  
204 half done in 2018) and if the Council is interested in looking at possibly changing any  
205 exemptions, now would be the time to do that.  
206

207 Ms. Moynihan said that right now Hooksett has an elderly exemption for those over 55 and is  
208 based on income and assets. The premise is that people not lose their homes and "if you've  
209 lived in NH most of your life", the town gives you a certain amount, \$35,000 for singles in  
210 income and \$50,000 for married couples with \$350,000 in assets, which does not include  
211 one's home.  
212

213 Ms. Moynihan provided figures on how many seniors Hooksett has and an elderly exemption  
214 comparison. Hooksett is the only town offering that high an asset. For residents ages 65-74,  
215 the town exempts \$68,800 off their assessment; for those ages 75-79, \$96,300, and a  
216 deduction of \$123,800 for those over 80 years of age. The minimum state asset limit is  
217 \$35,000 and is something the Council may want to think about in the future. She said the last  
218 time the exemption was adopted was in 2006 so it hasn't been adjusted for 10 years.  
219

220 In response to Councilor Ross, Ms. Moynihan provided copies of comparison sheets. Ms.  
221 Moynihan said the town also has a veterans' tax credit -- \$250 -- which was adopted in 2004.  
222 She said the Governor signed a bill recently that the tax credit is available only to those who  
223 have served 90 days during a time of conflict. Dr. Shankle said they were trying to cut out the  
224 reservists. In response to Councilor Ross, Ms. Moynihan said that veterans must be  
225 honorably discharge. She also said the range of credits runs from a minimum of \$50 to a  
226 maximum of \$500. Most towns give the \$500, 56.37%. She said the disabled veteran's  
227 exemption credit is \$2,000. Ms. Moynihan presented a breakdown showing that Hooksett  
228 falls in the 5.79 percent of towns providing a \$250 veterans tax credit.  
229

### 230 13. 15 MINUTE RECESS

### 231 232 14. OLD BUSINESS

233  
234 14.a Comparison of Town of Hooksett Manual and Automated Collection Systems  
235 [Staff Report - Comparison Manual Automated Collection Programs.pdf](#)  
236 [Recycle Comparison Data.xls](#)  
237 [Recycling and Transfer Transportation Cost.xls](#)  
238 [Recycling and Transfer Transportation Cost \(2\).xls](#)  
239

240 Diane Boyce, DPW Director, said that in 2011, by vote, the town supported establishing a  
241 curbside recycling program and to purchase automated trucks and barrels for the collection of  
242 trash and recycling. Recently, the Council requested information on how the automated  
243 collection system was working. Director Boyce gathered up six years of data -- three years  
244 prior to automated collection and three years since. Director Boyce went through the data  
245 slide-by-slide. Director Boyce provided information on Trash and Recycling Disposal Fees,  
246 expenses and revenues for automated and manual collection, transportation costs, and the  
247 cost to transfer trash per ton and the tons of material hauled per year, fuel used and labor  
248 costs. Council members discussed the data that revealed the following information:  
249

- 250 • Town is producing the same amount of trash as ten years ago but are recycling more
- 251 • Two trucks were purchased in 2012
- 252 • They are still taking in metal and still making revenue off it

- 253 • Demand for recycled material has gone down
- 254 • Market is getting better for recycling
- 255 • More mileage is being put on the trucks

256

257 Councilor Ross said recycling is done to protect the environment so the question becomes a  
258 matter of fuel costs versus pollution; one is as dangerous as the other. In response to  
259 Councilor Jennings on how much fuel could be saved if the truck goes down the street just  
260 once. Director Boyce said this has been discussed and there are a couple of roads where  
261 that has to be done. Labor costs include three people when done manually; now there is  
262 need for one person for trash and one for recycling. No laborers, just drivers. Director Boyce  
263 said they are saving one position.

264

265 Councilor Winterton pointed out that insurance rates and Workmen's Compensation rates  
266 showed improvement because the dangerous job of riding on the back of a truck has been  
267 eliminated. Director Boyce said fortunately no one has been hurt. Councilor Ross said  
268 drivers are driving more miles in a bigger truck.

269

270 Regarding transportation costs, Councilor Ross said they are moving less material now so  
271 there is an automatic savings regardless of how the material is moved. The savings,  
272 however, are not related to recycling; it is related to the amount moved. Councilor Tsantoulis  
273 asked if overall the program was saving money. Director Boyce said, yes, she feels the town  
274 is saving a bit and automated collection is safer. She thinks the commodity will change and  
275 more savings can be expected. She said private companies, too, are not going backwards.

276

277 Councilor Ross said the cost of the truck has to be amortized; the town will never get its  
278 money back. Director Boyce said trucks would have had to be purchased whether the town  
279 automated or not. Chairman Sullivan said every ton saves the town approximately \$31. Dr.  
280 Shankle pointed out that the level of service provided is important as well. Hooksett provides  
281 some of the best service in the state. Councilor Ross said the voters were assured "we'd be  
282 saving money". He said he would be surprised if the trucks last 20 years. Councilor  
283 Winterton said what use to be considered luxury is now a necessity and Hooksett has created  
284 a culture where people like having their trash picked up and people like to recycle. He'd be  
285 willing to examine privatizing this service to an outside contractor and see, pricewise, if they  
286 can do it better. He said "it's hard now to go backwards".

287

288 Councilor Miville congratulated DPW and said "we've come a long way". Councilor Ross said  
289 "we are not saving the taxpayers money". Councilor Miville said he does see the savings.  
290 Councilor Duhaime said it is the future and today it would be difficult to find two people willing  
291 to hop onto the back of a truck. Councilor Tsantoulis did not feel the matter could be  
292 resolved this evening. Councilor Ross said many of his constituents live on fixed incomes  
293 and were told this would save them money and it does not. Chairman Sullivan said the  
294 elderly population live in everyone's district and "we did lower their taxes by 15 cents".

295

- 296 14.b Hiring of a temporary full time temporary Recreation Director
- 297 [Staff Report - Hiring of temporary full time Recreation Director.pdf](#)
- 298 [Job Description Recreation Director 6-6-16.docx](#)
- 299 [6-6-16 Recreation Director Contract.docx](#)

300

301 Dr. Shankle referred to a 2013 survey indicating residents' opinions about recreational  
302 programs offered by the town: 11% poor, 45% fair, 39% good and only 6% excellent. He

303 said that he and Diane Boyce, Director of Public Works, have been trying to move more of  
304 the numbers into the "good" category, recognizing that the program must be self-funding. Dr.  
305 Shankle said the only way to do that is to have a program that will pay the cost of the  
306 program and the cost of hiring a full time Recreation Director. The after-school program is a  
307 way to get enough revenue for the Recreation Revolving Fund (RRF). This was put together  
308 at Dr. Shankle's and Director Boyce's request and they would like to post the Recreation  
309 Director position and give everyone a change to apply, vet the position, and hire the best  
310 person available.

311  
312 *Councilor Duhaime moved, second by Councilor Tsantoulis, to move forward in hiring a*  
313 *temporary, one-year contracted, full time Recreation Director to be paid for through the*  
314 *Recreation Revolving Fund.*

315  
316 Dr. Shankle said the position is temporary because they do not generally add a position  
317 without it going to the Town Meeting. Councilor Miville said he was against the proposal. He  
318 said the Community Profile survey has been mentioned several times, and having headed up  
319 the project, is aware that "not once did the profile say that we needed a full time recreation  
320 director". He said somebody came into town and thought they could create a job for  
321 themselves. He said the town doesn't need a full time recreation director and he will vote  
322 "no" on the proposal. Councilor Tsantoulis felt that authorizing the position was a means to  
323 address some of the things discussed in the community profile and the intent is that the  
324 program and position be self-funded. Dr. Shankle pointed out that it is not possible to have a  
325 program without a director; someone to keep moving the program along. He reminded the  
326 Council that they authorized moving forward with the school program and that program  
327 cannot be run without the position being filled. Councilor Ross said people love "Fun in the  
328 Sun" and that should be continued but this proposal gets into other venues that he voted  
329 against. He said "we're creating a position that was done away with many years ago that got  
330 folded into DPW and now we're creating another division director position that should be put  
331 to the voters". He said "we should be filling positions that are empty rather than creating new  
332 ones".

333  
334 Chairman Sullivan said the voters did not approve "Fun in the Sun" or the ambulance service.  
335 Dr Shankle said they could have waited to take to the town meeting before going to the  
336 school but he chose to bring it to the Council first.

337  
338 Councilor Miville said the results of the Community Profile includes 40 pages of good ideas  
339 that are just left there at a cost of \$13,000. He said the matter becomes a self-fulfilling  
340 prophecy. He said the Council needs to decide whether the town needs a full time director  
341 and he says "no".

342  
343 Dr. Shankle said that he doesn't have the staff currently to handle what needs to be done  
344 with the recreation program and it doesn't make sense to start things that we don't have time  
345 to do. Dr. Shankle assured Council members that staff hasn't forgotten the results of the  
346 survey and the money spent on the survey has not been wasted. Until resources are  
347 available, he does not bring matters to the Council's attention.

348  
349 Councilor Miville said they were given a packet tonight that includes a job description and a  
350 contract and asked to "rubber stamp" and move it along without a lot of research. It's a "fait  
351 accompli". Chairman Sullivan said the matter should be a topic for the Council's workshop.

352

353 *Roll Call #2 – Councilor Duhaime-yes, Councilor Miville-no, Councilor Ross-no, Councilor*  
354 *Levesque-yes, Councilor Jennings-yes, Councilor Winterton-yes, Councilor Tsantoulis-yes,*  
355 *Chairman Sullivan-yes. Motion passed 6 to 2 [Councilors Miville and Ross opposed].*

356  
357 14.c 16-031 Hooksett Recreation - Approval of Job Descriptions for Town of Hooksett  
358 Recreation School Aged Before and After School Program  
359

360 Diane Boyce distributed copies of two separate job descriptions for the After School Program  
361 – one position for a Site Coordinator and the other for a Program Assistant.  
362

363 14.d 16-031 Hooksett Recreation - Approval of Contract Agreement with Hooksett Schools and  
364 the Town of Hooksett for the Recreation School Aged Before and After School Program  
365 [Staff Report - Contract Agreement for Before and After School Program.pdf](#)  
366 [Hooksett Recreation Extended Care Agreement \(revised\).docx](#)  
367 [Before and After School Program Estimated revenues and expenditures.xlsx](#)  
368

369 14.e 16-043 FY 2015-16 Budget Encumbrances  
370 [Encumbrances - 2016.pdf](#)  
371 [Encumbrance List.pdf](#)  
372

373 Finance Director, Christine Soucie, referred to the nine encumbrances presented at the last  
374 Council meeting. She indicated that #8 was removed from the list because the product, five  
375 sets of personal protective gear, was received. Nos. 10, 11, and 12 were added to the list as  
376 follows:  
377

- 378 10. Replace server for PD \$11,634  
379 11. Update traffic impact fee matrix \$5,800  
380 12. Sewer tax increment finance (TIF) district study \$14,000  
381

382 Councilor Winterton said that at Monday night's meeting, the Planning Board received a good  
383 presentation on sewer TIF which resulted in the Planning Board's decision to create a  
384 committee that would move forward with the TIF district with the guidance of the Arnett  
385 Development Group. Councilor Winterton and Paul Scarpetti will serve on the committee as  
386 representatives of the Planning Board. They would like to include representatives from the  
387 Economic Development and Finance committees and two people from staff. Councilor  
388 Winterton urged the Council to approve encumbering the contract cost of \$14,000 to the  
389 Arnett Development Group. Discussion ensued. One suggestion was to pull the matter off  
390 the encumbrance list and do the work later and decide whether impact fees are the way to go  
391 before entering into a contractual obligation. Councilor Levesque understood that the Master  
392 Plan was to keep the west side somewhat rural. Councilor Winterton said the way TIF is  
393 designed today, there would be no residential hookup unless they want it. Dr. Shankle  
394 indicated that the costs of permitting software for Community Development will be adjusted to  
395 move monies into administration. He said staff has no objection to pulling #11 but thought it  
396 was something the Planning Board wanted.  
397

398 Councilor Ross said funds should not be encumbered "if we're not contractually obligated".  
399 Dr. Shankle noted that if the town enters into a contract before the Council votes, the Council  
400 is trapped by the staff's decision. Councilor Miville felt that Councilor Ross was correct in that  
401 obligations must be in effect prior to the end of the fiscal year.  
402  
403

404 There was discussion on whether Arnett Development Group's work (#12) was completed.  
405 Jim Donilon said part work covered by the encumbered \$11,700 was done and they are  
406 asking for an additional \$14,000 to continue.

407

408 *Chairman Sullivan moved, second by Councilor Ross, to approve as submitted*  
409 *encumbrances no. 1 through 10 totaling \$615,333. Roll Call No. 3: Councilor Ross-yes,*  
410 *Councilor Jennings-yes, Councilor Miville-yes, Councilor Duhaime-yes, Councilor Tsantoulis-*  
411 *yes, Councilor Levesque-yes, Councilor Winterton-yes, Chairman Sullivan-yes. Motion*  
412 *passed unanimously, 8-0.*

413

414 *Chairman Sullivan moved, second by Councilor Jennings, to extend the meeting. Motion*  
415 *passed unanimously, 8-0.*

416

417 *Chairman Sullivan moved, second by Councilor Winterton, to remove no. 11 from the*  
418 *encumbrance list. Motion passed unanimously, 8-0.*

419

420 Councilor Ross said he doesn't "believe in use it or lose it". He said it is not the Council's  
421 money and shouldn't encumber money because "we want to keep it". Councilor Winterton  
422 stated that the Council approved the \$11,000 and is not at the next step. Without the  
423 contract available to view, the Council decided not to consider the matter but instead  
424 schedule a Special Meeting prior to June 30<sup>th</sup>. Chairman Sullivan suggested the matter be  
425 discussed further during the Council's workshop. Dr. Shankle will post the Special Meeting  
426 notice immediately.

427

## 428 **15. NEW BUSINESS**

429

430 15.a FY 2017-18 Budget Goals

431 SR Budget Goals (3).doc

432

433 Director Soucie went over a Budget Summary that was included in the Council packet. She  
434 said that not a lot has changed. Revenue was slightly down, long term debt looks good, and  
435 the fund balance is at eight percent. Also, they've had three years of large returns primarily  
436 due to health insurance. All Council members agreed to continue to work with previously  
437 established budget goals:

438

439 1) Construct budgets that provide a cost effective government to achieve level or  
440 enhanced services.

441 2) Explore all opportunities to enhance non-property tax revenues.

442 3) Explore potential contracting service opportunities.

443

444 15.b Technology Services RFP

445 Staff Report 62216 Tech Services RFP.pdf

446

447 Katie Ambrose came forward and stated that the town's current contract for technology  
448 services with Spaulding Hill Networks expires on June 30, 2016. The town received six bids  
449 for the Technology Services RFP. Information was provided on all six bids. Although  
450 Spaulding Hill Networks is not the lowest bidder, staff recommended their bid based on their  
451 municipal experience, CJIS compliance, cost of services, personnel and the fact that staff has  
452 been satisfied with their current services. Since they are current providers, staff time

453 transferring administration of servers, networks, would not be necessary. Ms. Ambrose also  
454 recommended approval of a two year agreement to secure the same price for FY2017-18.  
455

456 Councilor Miville asked why Acapella Technologies, a Hooksett business, would not have  
457 been favored given the slight price difference. Ms. Ambrose said Acapella has no municipal  
458 experience. Dr. Shankle said Spaulding has been very good over the last two years. He  
459 understands the desire to vend with local vendors when possible, but "we need to make sure  
460 what we need done will be done". Ms. Ambrose said Spaulding Hill provides unlimited  
461 remote support. Another thing Dr. Shankle likes about Spaulding is the same person reports  
462 every week on-site.  
463

464 *Councilor Jennings moved, second by Councilor Winterton, to award the technology services*  
465 *bid to Spaulding Hill Networks at \$35,700 per year for a 2-year agreement. Motion passed*  
466 *unanimously, 8-0*  
467

468 15.c Annual Town & School Report  
469 [Staff Report 62216 Town Report.pdf](#)  
470

471 *Councilor Jennings moved, second by Councilor Winterton, to authorize Chairman Sullivan to*  
472 *draft the Annual Report. Motion passed unanimously, 8-0.*  
473

474 15.d Town Personnel Plan - Remove Section 4 Workplace Conduct "Firearms and other deadly  
475 weapons"  
476 [TPP Firearms.pdf](#)  
477

478 The Council was provided with a copy of the Workplace Conduct policy. Dr. Shankle said the  
479 section that talks about workplace violence needs to be updated so that it complies with state  
480 law.  
481

482 *Councilor Ross moved, second by Councilor Levesque, to remove the 2<sup>nd</sup> sentence of the*  
483 *relevant portion of the policy to comply with state statute. Motion passed unanimously, 8-0.*  
484

485 Chairman Sullivan asked what prompted the change. Dr. Shankle said that a number of  
486 employees were concerned about their own security.  
487

488 15.e Authorize Town Administrator to negotiate and execute a sidewalk easement with SNHU.  
489

490 This agenda item will be considered at the next Council meeting.  
491

## 492 **16. SUB-COMMITTEE REPORTS**

493

494 Councilor Levesque said committee met and granted residential easements and one  
495 commercial easement.  
496

497 Councilor Ross had nothing to report.  
498

499 Councilor Winterton said Sand and Gravel has asked the Planning Board to give back their  
500 easement to build an easeway to divide a huge piece of industrial property.  
501

502 Councilor Miville said the Economic Development Committee met last night. TIF and impact  
503 fees were discussed.

TC Minutes 062216-U

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Councilor Duhaime said that landscaping is not maintained at Aroma Joes and thought the Site Plan should be pulled.

Councilor Jennings said a presentation of disc golf will be provided soon and indicated that the Recreation Committee is missing two full time members and one alternate.

Councilor Tsantoulis had nothing to report.

Chairman Sullivan closed the public hearing on the Conservation Easement Land at 10:10 p.m.

**17. PUBLIC INPUT -- None**

**18. NON-PUBLIC SESSION -- None**

**19. ADJOURNMENT**

Chairman Sullivan moved, second by Councilor Tsantoulis, to adjourn the meeting at 10:20 p.m. Motion passed unanimously, 8-0.

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

Respectfully submitted,

Suzanne Beauchesne  
Recording Clerk



Veterans Credit \$	# Towns	%
50	29	11.20%
100	23	8.88%
125	1	0.39%
150	5	1.93%
200	14	5.41%
225	2	0.77%
<b>250</b>	15	<b>5.79%</b>
270	1	0.39%
300	14	5.41%
350	1	0.39%
400	7	2.70%
450	1	0.39%
500	146	56.37%
	<hr/>	
	259	1

CUR. VETERANS	CUR. TAX CREDIT	TOTAL TAX CREDIT	TAX IMPACT	EST "GAP" VETERANS	ADD'L TAX CREDIT	TAX IMPACT
575	\$250	\$143,750	0.09	285	\$71,250	\$0.04

\$1,627,459

Hooksett Elderly Exemption Asset Comparison

ASSETS	Assets<100,000	100,000 - 149,999	150,000-199,999	200,000-249,999	250,000-299,999	Assets>300,000	TOTALS		
ELD065	46	9	6	3	5	6	75		
	\$3,164,800	\$619,200	\$412,800	\$206,400	\$344,000	\$412,800			TOTAL ASSESSMENT
ELD075	41	4	6	4	3	3	61		\$1,627,459
	\$3,948,300	\$385,200	\$577,800	\$385,200	\$288,900	\$288,900			0.3725712
ELD080	72	15	3	11	7	1	109		
	\$8,913,600	\$1,857,000	\$371,400	\$1,361,800	\$866,600	\$123,800			
Total	159	28	15	18	15	10	245		
ASSESSMENT	\$16,026,700	\$2,861,400	\$1,362,000	\$1,953,400	\$1,499,500	\$825,500	\$24,528,500		
	65.34%	11.67%	5.55%	7.96%	6.11%	3.37%	100.00%		
TOTAL TAX	\$396,180	\$70,734	\$33,669	\$48,288	\$37,068	\$20,406	\$606,345		
TAX RATE	0.24	0.04	0.02	0.03	0.02	0.01	0.37		

<b>Exemption Comparison</b>									
Municipality	Population	Elderly Exemption Amount 65-74	Elderly Exemption Amount 75-79	Elderly Exemption Amount 80+	Income Limit Single	Income Limit Married	Asset Limit Single	Asset Limit Married	
Hooksett	13,451	68,800	96,300	123,800	35,000	50,000	350,000	350,000	
Candia	3,909	35,000	55,000	70,000	50,000	50,000	300,000	300,000	
Windham	13,592	150,000	190,000	500,000	45,000	55,000	160,000	160,000	
Amherst	11,201	71,000	107,000	142,000	41,760	57,000	150,000	150,000	
Bedford	21,203	76,350	81,350	120,000	35,000	55,000	150,000	150,000	
Derry	33,109	85,000	125,000	165,000	35,000	45,000	150,000	150,000	
Goffstown	17,651	45,000	60,000	80,000	35,000	50,000	150,000	150,000	
Londonderry	24,129	9,890	123,600	164,800	39,600	48,800	133,700	133,700	
Milford	15,115	67,000	100,000	133,000	38,600	46,000	85,000	85,000	
Raymond	10,138	100,000	110,000	130,000	27,000	37,000	70,000	70,000	
Auburn	4,953	150,000	170,000	210,000	25,000	40,000	40,000	40,000	

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

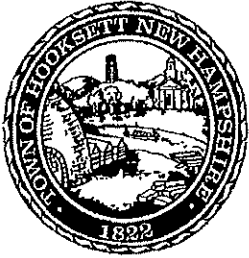
**Other Training, Skills and Experience Requirements:**

- 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.



# Town of Hooksett

## FINANCE MEMORANDUM

To: Trustees of Trust Fund  
From: Christine Soucie, Finance Director  
Date: June 15, 2016  
Subject: Sanitary Landfill Capital Reserve

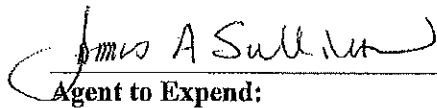
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A recent reconciliation shows that \$1,749.56 has been expended from the Sanitary Landfill Capital Reserve Fund. A copy of the invoice is attached and listed below:

ATC Group Services LLC.	Inv 1942952	\$ 388.76
ATC Group Services LLC.	Inv 1953391	660.80
Bartlett Tree Experts	Inv 36638639-0	<u>700.00</u>
Total		\$1,749.56

Please issue a reimbursement from the Sanitary Landfill Capital Reserve account.

If you should have any additional questions, please do not hesitate to call me. Thank you for your assistance in this matter.



**Agent to Expend:**  
**James Sullivan**  
**Council Chairman**

6-22-16  
**Date:**

**TOWN OF HOOKSETT  
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, ~~June 22~~ July 13, 2016 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is for the Town Council to accept 25' x 100' Parking Area ~~Conservation Easement~~ from CTH Building and Development LLC to the Town of Hooksett located at Tax Map 15, Lot 3 northern end of the Class 5 section of Chester Turnpike on the east side of the roadway in Hooksett, NH. This easement will service the Clay pond Conservation area. This notice is per NH RSA 36-A & NH RSA 477:45-47. Boundary survey and easement plan are available for viewing in the Community Development Department. Questions should be directed to the Administration Department 603-485-8472.

Town of Hooksett  
Town Council Rules of Procedures  
Adopted as of: 01/10/2001  
Amended as of: 08/12/2015

Resolved by the Town Council of the Town of Hooksett, NH that the following be and hereby are adopted as the Rules of the Hooksett Town Council.

1. The Following Rules shall be adopted by a majority of the Hooksett Town Council and these rules shall become effective immediately upon their adoption.
  - a. Riggins Rules and Parliamentary Law at a Glance by E.C. Utter should be used as a guide when proper procedure is in question except where modified herein.
  - b. Acceptable Procedure is determined by the acting Chair.
2. Procedures for electing officers are as follows:
  - a. Annually, at the first meeting of the new Town Council:
    1. The Town Clerk shall swear-in all new Councilors as a group.  
The members thereof shall:
      2. Choose, from among their members, a Chair, a Vice Chair and a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
      3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
      4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
      5. Motion to adopt the Town Council Rules of Procedures.
      6. Motion to adopt the Administrative Code.
    - b. The above election shall be by majority vote of the Town Council present at the first meeting.
    - c. Duties of Officers
      1. Chair:
        - a. The Chair with the Town Administrator shall post all meetings and set meeting agenda.

- b. Lead all meetings in an orderly manner using these procedures, Hooksett's Town Charter, Riggins Rules and Parliamentary Law as guides for appropriate protocol.
    2. Vice Chair:
      - a. In the absence of the Chair, the Vice Chair shall conduct the Council Meeting until such time as the Chair is present.
    3. Council Secretary:
      - a. The Council Secretary shall be responsible for recording the attendance of Council members by roll call. (If available taped voice vote may be used) at the beginning of each meeting.
      - b. The Council Secretary shall be responsible for polling and recording all roll call votes.
      - c. If the Council Secretary is absent, the chair shall ask for a volunteer. If there is no volunteer, the Chair shall appoint a Council member to act as Council Secretary until such time as the Council Secretary is present.
      - d. The Town Council Secretary shall act as clerk of the Council and shall approve unofficial minutes of the meeting recorded by the Recording Clerk. If there is no Recording Clerk present at meeting, the Town Council Secretary will be asked to keep minutes. The posted minutes shall include a reference of the page number where the attachment of the overview sheet of the Council reading file and Council Chair signed ancillary documents can be found.
      - e. The Town Council Secretary shall perform such other duties in the meeting as may be requested by the presiding officer of Council.
      - f. In case of the absence of the Chair and the Vice Chair the Council Secretary shall call the Council to order and act as Chair.
3. Council Meetings
    - a. The Council shall meet in regular session on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month, except as noted on Town Calendar, at 6:30 pm. When time permits, a regular meeting may be adjoined to a workshop session.
    - b. The place of meetings shall be the Council Chambers unless otherwise designated.
    - c. A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
    - d. The Council reserves the right to end meetings at 9:30. Uncovered business will be included in the next meeting agenda. Meeting may be closed by a 2/3 roll call vote.

- e. The Council may meet for an informal workshop session or special meetings by Council vote on an as needed basis, in accordance of Section 3.5 C of the Town Charter. The place of meeting shall be the Council Chambers.
- f. When, after consultation with the Vice Chair and the Town Administrator, the Chair determines that the Council has insufficient business to warrant a meeting, the Chair may cancel said meeting after informing all councilors and receiving individual approval from 2/3 of the council members and shall not be inconsistent with the meeting provisions of the Town Charter. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting.
- g. Council members shall be seated in Council Chambers as determined by consensus of the Council. The Chair, Vice-Chair and Secretary shall be seated at the head of the Council table in Chambers.
- h. Council members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair confine their remarks to the merit of pending questions; and shall not engage in personalities.
- i. Any member may leave the Council Chambers while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.

#### 4. Town Employees

- a. The Town Administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
- b. The Town Administrator shall be responsible for providing the Council with necessary background information on all items of business before the Council.
- c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. All questions shall be directed to the Town Administrator who may, when necessary, defer to a department head or employee. Staff should be made aware of all items on the agenda to be ready to discuss items in respect to their department or area of responsibility.

#### 5. Voting

- a. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining, in accordance with the Town Charter.
- b. Council Members wishing to abstain from voting shall so indicate and give reason for doing so.
- c. Roll call votes shall be in a random order with the Chair voting last.
- d. All votes shall be voice votes unless Town funds are being voted on which will always require roll call vote. Any Councilor may call for a roll call vote on any matter.

#### 6. Debate

- a. Council members must raise their hand to be recognized by the Chair.
- b. Rules of Debate on all motions shall be as follows:
  1. The council member, who introduces a motion, may speak to that motion. Thereafter, every council member may speak to the motion two times only. The sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her their motion a total of three times.
  2. If by 2/3 vote it is determined additional discussion is needed each council member may only speak an additional 2 times on a motion.
  3. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
    - a. Address all questions and remarks through the Chair. Do not address audience or council members.
    - b. When commenting on another Councilor's statement or question, identify the speaker, statement and when the statement was made.
    - c. Confine remarks to the merits of the pending question.
    - d. Not engage in personalities or question the motives of other Councilors.
- c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by a two-thirds vote, or by unanimous consent. It is not in order to interrupt a speaker with cries of "Question" or "Call the question.", and even if no one is speaking, it is still necessary to seek recognition.

## 7. Order of Business

- a. Agenda Order of Council Meetings
  - I. Call to Order
  - II. Roll Call
  - III. Pledge of Allegiance
  - IV. Special Recognitions
  - V. Approval of minutes
  - VI. Agenda Overview
  - VII. Public Hearings
  - VIII. Consent Agenda
  - IX. Town Administrator's Report
  - X. Public Input
  - XI. Nominations/Appointments
  - XII. Scheduled Appointments
  - XIII. 15 Minute Recess
  - XIV. Old Business
  - XV. New Business
  - XVI. Subcommittee Reports
  - XVII. Public Input

## XVIII. Non-Public Session

## XIX. Adjournment

## b. 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.

## c. Nominations for all Board and Committee applicants may be made during the nominations/appointments portions of the Council meeting. Boards and Committees shall receive their respective applications and make recommendations for nominations. Appointment vote for a nominee will be scheduled at the next Council meeting. Nominations and appointments for new July terms shall be at the June Town Council meetings.

## d. Scheduled Appointments

1. A scheduled appointment shall have one person as a speaker when possible and follow the rules for addressing the Council.
2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
3. Board and Committee applicants shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.

## e. Old Business



1. Business carried over from a previous meeting.
- f. New Business
  1. New Business should be submitted to the Town Administrator or Council Chair.
  2. New Business submitted by noon the Wednesday before a regular meeting may be considered for the next meeting by request. The Chair may schedule the topic on the Agenda under New Business as the schedule allows. Any new business brought forward at a council meeting shall not be acted upon at that meeting except by a motion to waive this rule by vote of 2/3<sup>rd</sup> of the members present.
  3. New Business submitted after noon the Wednesday preceding a regular scheduled meeting will be considered for the next meeting agenda unless time sensitivity is determined by Town Administrator or Chair.
8. Non-Public Session
  - a. The Council shall motion to exit in non-public, then motion to seal the minutes of the non-public session as appropriate.
  - b. Non-public minutes shall consist of the subject matter and motions only. No minutes of the subject discussion shall be taken.
  - c. A councilor not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Council.
  - d. Unsealing of the non-public session minutes for the current fiscal year (June 1<sup>st</sup> to May 31<sup>st</sup>) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91:3 III.
9. Filing Agenda items
  - a. Every item of business to come before the Council for action must be filed with the Town Administrator or Council Chair.
  - b. The Agenda shall be posted by the close of business on the Wednesday prior to the regular Council Meeting.
  - c. It shall be the duty of the Town Administrator to mail by first class postage said agenda and any available supporting documents to each Councilor (if not already picked-up) by Thursday of the week prior to the regular Council Meeting unless a Councilor requests, in writing, to receive it in electronic format only.
10. Addressing the Council
  - a. Persons other than members of the Council shall not be permitted to address the Council except during the designated agenda Public Input or by invitation of the Chair.
  - b. A time limit for addressing the Council may be established by the Chair.
  - c. The speaker shall not enter into a debate with any person, the Chair or Council members.

#### 11. Amendment To Rules

- a. Council rules may be suspended by a 2/3-majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and 2/3 of all Council members must declare the matter one of such priority that it would be detrimental to hold over until the next regular Council Meeting.
- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

#### 11. Community Outreach

- a. The Council Chair has the authority to act on the Council's behalf to present and/or sign letters of achievement for community outreach to include but not limited to Town of Hooksett departments, businesses, residents, and volunteer or membership groups. This authority is for times when the community outreach happens off-schedule to Town Council meetings.

#### 12. Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.

- a. Prior to a Council member introducing an ordinance, the Council shall discuss the contents which may include editorial revisions and textual modifications. An ordinance needing revisions based on this discussion will be brought back to the Council in a final format at their next scheduled meeting. The final version of an ordinance shall be introduced by one Councilor for a public hearing at the Council's next scheduled meeting. No second to a motion and/or vote is required to move an ordinance to a public hearing. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).
- b. After the public hearing the Council shall put the proposed ordinance in final form, which may include editorial revisions and textual modifications resulting from the proceedings of that hearing. An additional public hearing shall be held if the ordinance is substantively altered by the Town Council after public hearing. Subsequent public hearings shall be held at least 14 days after the prior public hearing and with the notice provided in Section 3.5 (A) of the Charter. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

#### 13. Procedure for Town Administrator Annual Evaluation

- a. Council's first meeting in May – Council will receive Town Administrator's self-evaluation to include status on his/her goals with comments for period ending June 30<sup>th</sup> of the same fiscal year along with a blank evaluation form.
- b. Council's second meeting in May = Councilors are to complete and submit the Town Administrator evaluation form via e-mail to the Council Chair and cc: Administrative Services Coordinator (or hand deliver to same at meeting).

- c. First week in June = Administrative Services Coordinator and Council Chair consolidate each Councilor's Town Administrator evaluation data into one report.
- d. Council's first meeting in June – Councilors to review consolidated Town Administrator evaluation report for edits.
- e. Council's second meeting in June – Councilors and Town Administrator to receive Town Administrator evaluation report in agenda packet and review at this meeting.
- f. Council's July Workshop meeting – New council to establish goals for new fiscal year.

**Town Council Rules of Procedures**

Adopted: 01/10/2001

Amendments

<b>Date Amended</b>	<b>Section Amended</b>
August 14, 2003	Added Section 7-c. Added Section 7-b-1, 2 & 3. Added Section 7-f-2.
January 27, 2010	Changed Section 7-a Scheduled Appointments – added 7 pm. Changed Section 7 - Order of Business - moved Non-Public Session towards the end of the meeting.
March 9, 2011	Changed Section 7 - Order of Business – added Consent Agenda after Agenda Overview and deleted Scheduled Appointment time (7:00 pm). Scheduled Appointments to start immediately after Nominations/Appointments.
October 12, 2011	Added Section 6-c.
November 30, 2011	Changed Section 7-a Agenda Order – Moved “Town Administrator’s Report” up before “Public Input”.
February 22, 2012	Changed Section 7-b Public Input (See file)
August 14, 2013	Changed Section 5. d. sentence 2 “The Chair” to “Any Councilor” Removed Section 5.d. sentence 3 Changed Section 7. d. “spokesman” to “speaker” Added to Section 7.d. “when possible” after “spokesman” Changed Section 7. f. 3. “only if” to “unless” Added Section 8. c. at end, “unless a Councilor requests, in writing, to receive it in electronic format only.”
December 18, 2013	Added Section 11 Community Outreach
May 28, 2014	Added Section 12 Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.
August 13, 2014	<ul style="list-style-type: none"> <li>• <u>Section 2.a - Annually, at the first meeting of the new Town Council – added:</u> <ul style="list-style-type: none"> <li>○ 1. The Town Clerk shall swear-in all new Councilors as a group.</li> <li>○ 3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of</li> </ul> </li> </ul>

- defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
- 4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
  - 5. Motion to adopt the Town Council Rules of Procedures.
- Section 2.c.3 – Council Secretary:
    - d. Changed - Administrative Assistant to Recording Clerk and Added - The posted minutes shall have an attachment of the overview sheet of the Council reading file and Council Chair signed ancillary documents.
  - Section 3 – Council Meetings:
    - c. Added - A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
  - Section 5 – Voting
    - c. removed – ~~On roll call votes, Council Members shall vote alphabetically by last name, said name to be called on a rotating basis so that the name first called at the previous vote shall be name last called for the next vote, with the Chair voting last.~~ Added - Roll call votes shall be in a random alternate order with the last Councilor who made a motion to be the first Councilor to vote on the next roll call.
  - Section 7 – Order of Business added:
    - IV. Special Recognitions (after Pledge of Allegiance) and VII. Public Hearings
    - c. changed appointments to applicants and added - Boards and Committees shall receive their respective applications and make recommendations for nominations. Appointment vote for a nominee will be scheduled at the next Council meeting. Nominations and appointments for new July terms shall be at the June Town Council meetings.
    - d. added: -
      - ✓ 2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
      - ✓ 3. Board and Committee applicants shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
      - ✓ 4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.
  - New Section 8 – Non-Public Session – Added:
    - a. The Council shall motion to exit in non-public, then motion to seal the minutes of the non-public session as appropriate.

September 10, 2014

Changed Section Section 5 – Voting c. reworded: Roll call votes shall be in a random order with the Chair voting last.

August 12, 2015

- Section 2.A.6 add: Motion to adopt Administrative Code.
- Section 2.C.3.d add: The Town Council Secretary shall act as clerk of the Council and shall approve unofficial minutes of the meeting recorded by the Recording Clerk. The posted minutes shall include a reference of the page number where the attachment of the overview sheet of the Council reading file and Council Chair signed ancillary documents can be found.
- Section 3.g. delete: Council members shall be seated in Council Chambers as determined by consensus of the Council ~~advice of the Chair.~~
- Section 3.g. add: The Chair, Vice-Chair and Secretary shall be seated at the head of the Council table in Chambers.
- Section 8.b. add: Non-public minutes shall consist of the subject matter and motions only. No minutes of the subject discussion shall be taken.
- Section 8.c. add: A councilor not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Council.
- Section 8.d. add: Unsealing of the non-public session minutes for the current fiscal year (June 1<sup>st</sup> to May 31<sup>st</sup>) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91:3 III.
- Section 13. Add: Procedure for Town Administrator Annual Evaluation

## TOWN COUNCIL SUBCOMMITTEES

As of 6/8/16

BOARD OF ASSESSORS: (Per RSA 41:2-g)

**Members:** Nancy Comai, Jim Levesque, Timothy Tsantoulis, Don Winterton, David Ross

BUDGET COMMITTEE: (Per RSA 32:15, Voting Member)

**Council Reps:** Marc Miville, David Ross (alternate)

**Members:** Jason Hyde, David Pearl, Richard Boisvert, Tabitha Jennings, Kevin Van Horn, Chris Morneau, Patrick Gosselin, John Pieroni, Steven Peterson

CABLE FRANCHISE ADVISORY BOARD: (formed 5/23/12)

**Council Rep:** Nancy Comai, Marc Miville **Members:** Peter Farwell, Matt Mercier, David Pearl

CONSERVATION COMMISSION: (Per RSA 36-A:3, Voting Member)

**Council Reps:** David Ross, Robert Duhaime (alternate)

**Members:** Steve Couture, Cindy Robertson, David Hess, JoCarol Woodburn, Philip Fitanides, Deborah Miville

COUNCIL DEPARTMENTAL OVERSIGHT SUBCOMMITTEE: **Members:** Adam Jennings, Marc Miville, Robert Duhaime (alternate)

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE: (formed 3/28/07)

**Council Rep:** Marc Miville, Robert Duhaime (alternate)

**Members:** David Scarpetti, Steve Smith, Ivan Gult, Muamer Durakovic, Planning Board Rep, Matthew Barrett (Business Rep)

**Advisory Members:** Nicholas Mercier, Mike Reed

HERITAGE COMMISSION: (Per RSA 673:4-a, Voting Member) **Council Rep:** Jim Sullivan **Members:** Kathleen Northrup

HOOKSETT YOUTH ACHIEVER OF THE MONTH: **Members:** Timothy Tsantoulis, Don Winterton, Robert Duhaime

PARKS AND RECREATION ADVISORY BOARD: (Per RSA 35-B:4, Nonvoting Member)

**Council Rep:** Adam Jennings **Members:** David Elliott, Richard Cote, Deborah Miville, Steve Smith, Jacqueline McCartin (alternate)

PERAMBULATION: (Charge 7/22/92 - pg. 6) - to walk bounds of Hooksett with the bordering towns/cities.

**Council Rep:** Robert Duhaime **Members:** Harold Murray

PLANNING BOARD: (Per RSA 673:2,6, Voting Member)

**Council Reps:** Don Winterton, Robert Duhaime (alternate)

**Members:** Frank Kotowski, Paul Scarpetti, Thomas Prasol, Tom Walsh, Richard Marshall, Muamer Durakovic, Michael DiBitetto (alternate), Denise Grafton (alternate)

RECORD RETENTION COMMITTEE

**Council Rep:** Nancy Comai, Don Winterton (alternate)

**Members:** Town Clerk, Tax Collector, Assessor, Finance Rep, Administration Rep, Treasurer, Community Development Rep, Police Rep, Public Works Rep, Recycling & Transfer Rep, Sewer Rep

RECYCLING & TRANSFER ADVISORY COMMITTEE: (Per 1986 Warrant Article #30, voting member) (Name changed from Solid Waste Advisory Board, 10/25/06)

**Council Rep:** Jim Levesque

**Members:** Richard Bairam, Sean McDonald, Raymond Bonney, Jim Gorton, Robert Schroeder (alternate)

SEWER COMMISSION: (Council Rep Appointed 8/22/07) **Council Rep:** Don Winterton, Robert Duhaime (alternate)

**Members:** Sidney Baines, Frank Kotowski, Roger Bergeron

TOWN HALL PRESERVATION COMMITTEE (Formed 6/10/09) **Council Rep:** Jim Sullivan **Members:** Kathleen Northrup

FIRE UNION NEGOTIATIONS: (Charge 7/22/92 - pg. 6)

**Council Reps:** Robert Duhaime, Don Winterton, Adam Jennings **Members:** Town Administrator, Fire Chief, Administrative Services Coordinator

PUBLIC WORKS/ RECYCLING & TRANSFER UNION NEGOTIATIONS: - (Appointed 12/14/11)

**Council Reps:** Robert Duhaime, Don Winterton, Nancy Comai

**Members:** Public Works Director, Town Administrator, Administrative Services Coordinator

POLICE UNION NEGOTIATIONS:

**Council Reps:** Robert Duhaime, Don Winterton, Nancy Comai **Members:** Police Chief, Police Captain, Town Administrator, Administrative Services Coordinator

ZONING BOARD OF ADJUSTMENT: (Per RSA 673:3, Non-Voting Member)

**Council Rep:** Jim Levesque **Members:** Gerald Hyde, Don Pare, Chris Pearson, Roger Duhaime, Richard Bairam, Michael Simoneau (alternate), Phil Denbow (alternate)

## HERITAGE COMMISSION RECOMMENDATIONS RE VETERANS' PARK

The Heritage Commission was asked to formulate some recommendations for additions to Veterans' Park at Jacob Square. They were asked to do this because of the historical component of the park and their familiarity with the park area having completed a two-year restoration and enhancement in 2013.

There were two new requests: Battle of the Bulge and Gold Star Mothers. The request for the Battle of the Bulge monument has been withdrawn.

### Considerations

In researching this matter, the following were taken into consideration:

#### 1. Recognize two memorial parks to veterans in Hooksett:

- a. Veterans' Park at Jacob Square  
Park contains
  - original monument with plaques for Civil War, WW I, WW II
  - 1 monument each for Vietnam and Korea; 1 for Merrill; 1 for Mourgis
  - there are very small plaques on the urn pedestals (Follansee, Nadeau) and one on the flagpole (which was donated by the McNamara family)
  - in 2014 a POW/MIA chair was added
  - there are none acknowledging a single battle

When the park was refurbished and enhanced in 2011-2013, a new memorial was added "To Honor All Who Served in War and Peace" intended to include wars/conflicts subsequent to Vietnam, POW/MIA, and even families who also serve.

- b. The Point at Nadeau Memorial Square (1993 Nadeau, 2009 The Point/Garden Club, combined to The Point at Nadeau Memorial Square)  
The park contains a marker honoring Omer W. Nadeau.
  - Determined that this land is State owned. Permission was granted to add one additional monument. We had explored this area initially for possible placement of the Battle of the Bulge monument as that is the battle in which Mr. Nadeau was killed.

One other park in South Hooksett was named for a long-time neighborhood resident-Fraser Memorial Field. The former Lincoln Park playground was renamed and dedicated on 11/11/1968 for William Fraser who died in Vietnam. There is a stone at the park.

2. **Are alternate sites a possibility?** Looked at other town-owned property (before the withdrawal of the Battle of the Bulge request):  
Safety Center - Their existing memorial/ceremonial area appears to be to former chiefs. There is an open, grassed area on the left-hand side before their parking lot entrance. Would provide a South Hooksett site. Check PSNH easement.  
Courthouse  
Lambert's Park - Eliminated from consideration because other than Veterans' Park and Heritage Landing, it is the only other "people" park in town. Has already lost considerable land area to boat landing and parking.



Old Town Hall/Prescott Library grounds - Eliminated, space limitations and historical objects already on the lawn  
North side of Veterans' Park - (to right of Lilac Bridge entrance) not a possibility because of upcoming construction and signage about the bridge.  
Donati Memorial Field - There is a "Patriotic Tree" that "Honors All Freedom Fighters" at the entrance to the south parking area. Tree planted in 2006; plaque added 2014.  
Could be expanded. (Arthur Donati was also a veteran)  
Donati Memorial Field - There is a reclaimed wooded area to the west of the little bridge leading from P&R building to the fields. Possibility to reserve for a walkway for future monuments.

Explore further in South Hooksett?

3. **Space Constraints.** About one-third of what looks like the land area of the park (within the border of the arborvizes) belongs to the Congregational Church. Agreement in 2013 with the town. Plants and shrubs could be put on church property but nothing more permanent (like a monument).

#### RECOMMENDATIONS:

1. Any monuments installed prior to adoption of guidelines are grand fathered
2. Close Veterans' Park to any additional monuments to preserve the unity, historical character, and aesthetics of the park. See exception in #3.  
  
The park now honors all servicemen and women who served, individual wars up through Vietnam, an area dedicated to "all who served," and POW/MIAs with the new chair. Families in particular will be acknowledged with the addition of the stone requested by the Legion. The park will then be all inclusive--warriors of all wars, those who have yet to come home, and their families.  
  
Battles (if allowed), individuals, other wars/conflicts, other service-related groups would go elsewhere at a place to be determined. Guidelines to be developed.
3. Exception: Allow addition of Gold Star Mothers (et al) stone provided that:
  - the Legion will include other military family groups on the stone's engraving. Allowed because families of service people encompass all wars/conflicts as does the POW/MIA stone. There is a similar "consolidated" stone at the NH State Veterans' Cemetery in Boscawen, and
  - the stone is sympathetic to the original materials and design of the park as well as the 2013-2014 additions. It must meet size restrictions--cannot be larger than the Korea and Vietnam stones.

## DESIGNATED HOOKSETT VETERANS/MEMORIAL PARKS

### VETERANS' PARK AT JACOB SQUARE

Created in the 1950s

Original monument built, Belisle granite (Civil War, WW I, WW II (?) plaques moved from old town hall). Walkway and urns on pedestals, probably flagpole.

1950s, Monument for Merrill (KIA WW I) moved from lawn of old town hall

1972, Monument for Mountgis added

1989, Vietnam and Korean War monuments added

2011, IOOF historic marker added

2011-2013, Park rehabilitation project by Hooksett Heritage Commission. Stones cleaned, plaques refinished, new "to honor all who served" area added, oval landscaped. Council approved renaming Jacob Square to Veterans' Park at Jacob Square.

2015, POW/MIA chair added

### THE POINT AT NADEAU MEMORIAL SQUARE

1988/89, Legion land taken by State

1993, Memorial stone to Omer Nadeau, ceremony. Newspaper article calls area the Nadeau Memorial Square. Couldn't find anything "official" in minutes about creating park. Legion very involved but they have no records.

2009, Garden Club rehabbed the area. They found the area had historically been called The Point. Combined to The Point at Nadeau Memorial Square.

### FRASER MEMORIAL FIELD

1968, former playground at Lincoln Park renamed/dedicated Fraser Memorial Field in honor of lifelong neighborhood resident who was killed in Vietnam.

When was it renamed? Originally Fraser Memorial Field. Sign now says Fraser Park. And on Google Images, there's a sign there in 2011 that says Fraser Memorial Park.

May 2016

VETERANS' PARK STONES/MARKERS

Item	Date	Dimensions
Planters by main monument	1950s orig design	12" x 12", 43" H
Original main monument	early 1950s original	stone 4'6"d, 3'10"w, 6' hi plus cap maybe 12" base 5'5" d, 4'7" w, x 15" high approx 8 1/2' ground to top of cap
Merrill (right front) (no base) (Moved from old town hall original design)	1933	4'w, 12'd, 3'h
Mourtgis (left front) no base	1972	4' w, 12" d, 2'10" h
Korea (left side rear)	1989	base 44"w, 20"d, 8"h stone 3'4" w, 8" d, 4' h at highest point
Vietnam (right rear)	1989	base 4'4" w, 20" d, 8" h stone 3'4" w, 7" d, 4' at highest point
To All Who Served pillar	2013	12" x 12", 3'4" h
To All Who Served benches	2013	3'10" w, 1'2" deep at deepest parts, 1'7" h
POW/MIA chair	2014	2' d x 1'6" w x 3' h

NADEAU MEMORIAL SQUARE STONE/MARKER DIMENSIONS

Hooksett sign - 2'8" h x 3'8" wide

Omer Nadeau stone - 1'4" h, 2'8"w, 1' deep

May 2016



**Staff Report**

**Title:** Annual Town & School Report

**Date:** July 13, 2016

**Background and Discussion of Issues**

In accordance with the Town Charter, each year the Town Council includes a report in the Annual Town & School Report. The Council, at their meeting on June 22nd, authorized the Chair to draft the Council's annual report with approval at a later meeting.

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

Motion to approve the Council's annual report as drafted by the Chair and to include it in the 2015-2016 Annual Town & School Report.

**Fiscal Impact**

None

**Prepared by:** Katie Ambrose, Project Coordinator

**Town Administrator Recommendation**

Concur

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# Town Council

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The Town Charter, in various parts outlines the role the council takes in the governance of the Town of Hooksett. Since 1989 when the document was approved there have been many changes, but throughout the requirements for our annual report has remained constant.

The council has performed its duties and adhered to its role with due diligence. Process has been our guide and we have continued a good working relationship with the town administrator and other governmental agencies. The 2015- 2016 year provided many opportunities for the town to grow, succeed and to continue to move Hooksett forward. The council knows its role and will continue to meet the challenges with open debate, careful deliberations and the willingness to build a community that brings all aspects of Hooksett together with one goal of making Hooksett a better place in which to live. We have acted prudently and cautiously in our duties.

The council meets twice a month and we encourage all to attend or participate. We also invite you to view the proceedings via video streaming which is available by visiting our Hooksett.org website.

The charter states that our annual Town Report must contain “a review of all major Council actions, including a summary of ordinances enacted” as well as any actions in progress or pending before the Council”. With that the council hereby provides a list of such accomplishments, decisions and votes.

The budget process resulted in the operating budget of \$17, 206, 349, which was unanimously recommended by the Budget Committee and the Town Council and was approved by a vote of 215-133. The estimated tax impact is \$6.39 per \$1,000 of assessed valuation. The budget goal of maintaining level services with prudent reductions, and justifications for enhanced services when necessary was achieved.

In addition to approving the Town budget the council has been very active and has accomplished much, such as:

We have promoted and received approval to change the Town elections from May to March which will align with the School District election, changed our insurance carrier for employees, signed a new contract for life, short and long term disability coverage, utilized new technology for our meetings, approved a new IT contract, amended building and mechanical permits, approved changes to the administrative code, job descriptions and assessing services. We also hired a new legal firm Drummond Woodsum, made steps to improve our performance management system and as always worked to ensure compliance with RSA 91-A.

In conjunction with the Conservation Commission, we have accepted easement deeds in the Heads Pond area of town, approved the purchase of town land and are currently looking to approve an additional 140 acres of conservation land in the Hackett Hill area of town. In addition, we have approved a new Mitigation Plan and accepted a recreational trails program grant.

In the area of Town building and structure improvements we received a LCHIP grant for windows at old Town Hall as well as a NH Preservation alliance grant for a conditions assessment report with preservation guidelines for old Town Hall. We have continued to address the Lilac Bridge project by approving an engineering contract and following multiple public input sessions, made recommendations for various aspects of the new pedestrian bridge. The council also approved bids for a new roof at the municipal building, safety center improvements and repairs to the elevator at the public library.

In Public Works and Parks & Recreation, the council authorized a new Town Engineer/ Assistant Public Works Director, approved new job descriptions and held discussions on comparisons between manual and automated collections systems. Additionally we approved pickle ball courts, accepted new score boards from HYAA, installed a flower watering system for the Memorial Bridge and established for a one-year trial of a Hooksett Recreation before and after school program with the School District. For road improvements, the council made decisions on College Park Drive sidewalks, Berry Hill Road bonds, a Granite Street retaining wall, South Bow Road and Martins Ferry Road projects. In conjunction with road safety we made decisions on establishing road speed limits.

In regards to increasing public safety, we swore in firefighters and police officers and authorized hiring new full- and part-time police patrol officers. During the year we had many discussions with much public input on a proposed public safety consolidation plan that was eventually put on hold. Under the Police Department, we made changes to the classification plan for the Town Prosecutor, received a Department of Justice grant to assist in drug traffic investigations, successfully supported state funds for the Granite Hammer program to deal with the opioid crisis and increased community outreach to improve neighborhood safety and drug education awareness. Our Police Chief also received FBI training. In the Fire-Rescue department we hired a new Fire Chief in the very experienced James Burkush, who was the former Fire Chief in the City of Manchester. Chief Burkush replaced acting Chief Dean Jore, who served in capacity for about a year. Also under the realm of the Fire-Rescue Department, we signed a medical resource hospital agreement with Catholic Medical Center, approved paramedic intercept agreements with the Town of Bow and City of Concord and received a donation from the New England Heart and Vascular Institute of a LIFEPAK 15 cardiac monitor/defibrillator.

The Town Council during 2015-2016 has strived to provide a responsible, professional and prudent town government which has attempted to maximize public involvement and increase an open and transparent approach to the process of leading Hooksett to a better tomorrow.

It is with gratitude to all the town volunteers, employees and citizens that we respectfully support this annual report with the goal "of making Hooksett an even better place in which to live".

Respectfully submitted on behalf of the Town Council,

*James A. Sullivan*

Hooksett Town Council Chair

## Staff Report

**Title:** Contract Award RFP#16-09 Peters Brook Athletic Fields

**Date:** 07/13/2016

### Background and Discussion of Issues

Bids were received on 7/8/16 for RFP#16-09 for the Peters Brook Athletic Fields construction. The project involves The contract is for an Irrigation System, Lighting Pole bases and electrical conduits and Loam and establishment of grass for one full size soccer field, one reduced size soccer field, one lacrosse field and 3 smaller soccer "Nipper" fields. Project includes: 6,000 LF of irrigation piping, 9 Lighting pole bases, 2,200 LF of electrical conduit and Loam and Establishment of Grass with Athletic Field Mix. The base bid is for Establishment of Grass with using a Slice Seeder Method and Bid Alternate No 1 is for Establishment of Grass using Hydroseed Method. XXX bids were received. The low bidder is XXX with a Base bid amount of \$ XXX and Bid Alt No 1 amount of \$ XXX.

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

It is recommended that the Town Council award and approve a contract with        for the amount of \$        for RFP#16-09 Peters Brook Athletic Fields Construction Project.

### Fiscal Impact

The funds for this contract is from Parks and Rec impact fees.

**Prepared by:** James Donison, Asst DPW/Town Eng

### Town Administrator Recommendation

Concur



## Staff Report

**Title:** Construction Phase Contract with CMA Engineers - College Park Driveway Sidewalk

**Date:** 07/13/2016

### Background and Discussion of Issues

The College Park Drive sidewalk project is ready to be advertised for construction bids in late July with construction scheduled for the fall 2016. This project is a NHDOT Congestion Mitigation and Air Quality (CMAQ) project to improve pedestrian facilities. A 5,105 sq. ft. sidewalk easement will be necessary as part of the project. In accordance with NHDOT requirements and prior to their approval to proceed with the advertisement for bids, the Town is required to certify that all easements have been obtained. A 5,105 sq. ft. sidewalk easement with Health Source properties (Cigna) is required and they have agreed to granting the easement to the Town for an amount not to exceed of \$4,143.60. Construction costs are estimated at \$336,900. As part of the CMAQ program, the project costs are shared 80/20 between the state and the town (Town pays 20%).

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

It is recommended that the Town Council authorize the Town Administrator to negotiate and execute a 5,105 sq. ft. sidewalk easement with Health Source Properties (Cigna) for an amount not to exceed of \$4,143.60.

### Fiscal Impact

The Town responsibility is 20% of total project costs. The funds for this College Park Drive sidewalk easement will be from impact fees.

**Prepared by:** James Donison, Asst DPW/Town Eng

### Town Administrator Recommendation

Concur



## Staff Report

**Title:** Construction Phase Contract with CMA Engineers - College Park Driveway Sidewalk

**Date:** 07/13/2016

### Background and Discussion of Issues

The College Park Drive sidewalk project is ready to be advertised for construction bids in late July with construction scheduled for the fall 2016. This project is a NHDOT Congestion Mitigation and Air Quality (CMAQ) project to improve pedestrian facilities. CMA Engineers is current under contract for the engineering design phase of the project. In accordance with NHDOT requirements and prior to their approval to proceed with the advertisement for bids, the Town is required to enter into a contract amendment with CMA Engineers for the Construction Phase of the project. Their current engineering contract amount is \$60,878. The construction phase engineering services cost is \$65,000. Construction costs are estimated at \$336,900. As part of the CMAQ program, the project costs are shared 80/20 between the state and the town (Town pays 20%).

In addition, the total project costs are estimated at \$466,921 compared to the original approved amount of \$370,649. The Town 20% portion of this increase will be \$93,384.20 compared to the original commitment amount of \$74,129.80 reflecting a \$19,254.40 increase.

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

It is recommended that the Town Council approve a contract amendment with CMA Engineers for the amount of \$65,000 for construction phase engineering services and that they authorize a \$19,254.40 increase in the Town's 20% total project share from the original approved amount of \$74,129.80 to \$93,374.20.

### Fiscal Impact

The Town responsibility is 20% of total project costs. The funds for this College Park Drive sidewalk is from impact fees.

**Prepared by:** James Donison, Asst DPW/Town Eng

### Town Administrator Recommendation

Concur

Jason Pritchard DBA Pritchard Farms

326 Buck Street

Pembroke, NH 03275

(603) 828-1307

Town of Hooksett, NH

35 Main Street

Hooksett, NH 03106

CC: Steve Couture, stevecouture4@gmail.com

June 14, 2016

#### Land Lease Agreement

Jason Pritchard DBA Pritchard Farms and The Town of Hooksett, NH have an agreement to allow Pritchard to use Hooksett's land off of Merrimack Street and surrounding fields, in Hooksett, NH for agricultural purposes. Pritchard Farms will start utilizing the land in 2016 and will continue its use in the years to follow. Pritchard will hay the open fields 2 to 3 times per year, including mowing, tedding, raking, and baling the hay. In doing so, he also agrees to keep the land clean and fertile, and to be used solely for agricultural purposes. Pritchard also agrees to trim any limbs that lean over the field and remove any natural debris.

Any termination of the land lease must be submitted by either party with at least 30 days' advance written notice.

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Jason Pritchard

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Town of Hooksett Representative

## Staff Report

**Title:** Sidewalk Easement with McDonalds

**Date:** 07/13/2016

### Background and Discussion of Issues

As part of the proposed sidewalk construction on Martins Ferry Road a 270 square foot sidewalk easement will be necessary. The attached plan illustrates the location of the easement area.

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

It is recommended that the Town Council authorize the Town Administrator to negotiate and accept a sidewalk easement with McDonald's for a sidewalk on Martins Ferry Road.

### Fiscal Impact

The only cost is \$500 to develop the survey metes and bounds for an easement plan by TF Moran Engineers. It is understood that McDonald's will donate the 270 sq ft easement to the Town.

**Prepared by:** James Donison, Asst DPW/Town Eng

### Town Administrator Recommendation

Concur



## Staff Report

**Title:** Public Hearing and Accept Conservation Land from Pike Industries

**Date:** 07/13/2016

### Background and Discussion of Issues

On 4/11/16 the Conservation Commission voted with conditions to recommend that the Town accept a total of 140 acres of new conservation easement land from Pike Industries, Inc. This proposed donation of 140 acres of conservation easement land results from Pike Industries, Inc's proposed quarry/site expansion which resulted in a wetlands impact and was a condition of the NHDES wetlands permit approval.

The conservation easement land is located adjacent to Pike Industries quarry off of Hackett Hill Road.

On 6/22/16 a Town Council Public hearing was held regarding the acceptance of the Conservation Easement. There were 4 pending items presented by Pike Industries at the meeting and they agreed to provide them to the Town for review prior to the next Town Council meeting. I have received and reviewed the following: conservation plan stamped by a license surveyor (attached); affidavit that truck has been removed (attached); pictures demonstrating that tire has been removed(attached); and pictures showing that blazing of easement boundaries have been performed(attached). Pike Industries will provide a check for the agreed to amount of \$17,855 prior to the 7/13/16 meeting.

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

It is recommended that the Town accept 140 acres of conservation easement land from Pike Industries, Inc.

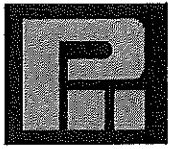
### Fiscal Impact

No costs to the town except for the Town attorney to review the final conservation easement documents.

**Prepared by:** James Donison, Asst DPW/Town Eng

### Town Administrator Recommendation

Concur



ESTABLISHED 1872

# PIKE INDUSTRIES, INC.

REGION 1

3 Eastgate Park Road • Belmont, New Hampshire 03220 • (603) 527-5100

AN EQUAL OPPORTUNITY EMPLOYER

## AFFIDAVIT

I, RYAN CROSBIE, Environmental & Land Manager for PIKE INDUSTRIES, INC., certify that I observed the remains of an abandoned truck formerly located on property intended to be placed into conservation. The conservation easement located on HACKETT HILL ROAD in HOOKSETT, NH 03106 is to be deeded to the Town of Hooksett, NH Conservation Commission. The removal of the truck was required by the Conservation Commission as a condition of acceptance of the easement. The truck was subsequently disposed of as metal scrap and is no longer at the property.

*Rh C.*  
 Signature

*Environmental + Land Manager*  
 Title

*July 5, 2016*  
 Date



Pending Items  
Hooksett Conservation Land  
Hooksett Crushed Stone

Approx. tire location



700 ft



66 N

100 ft

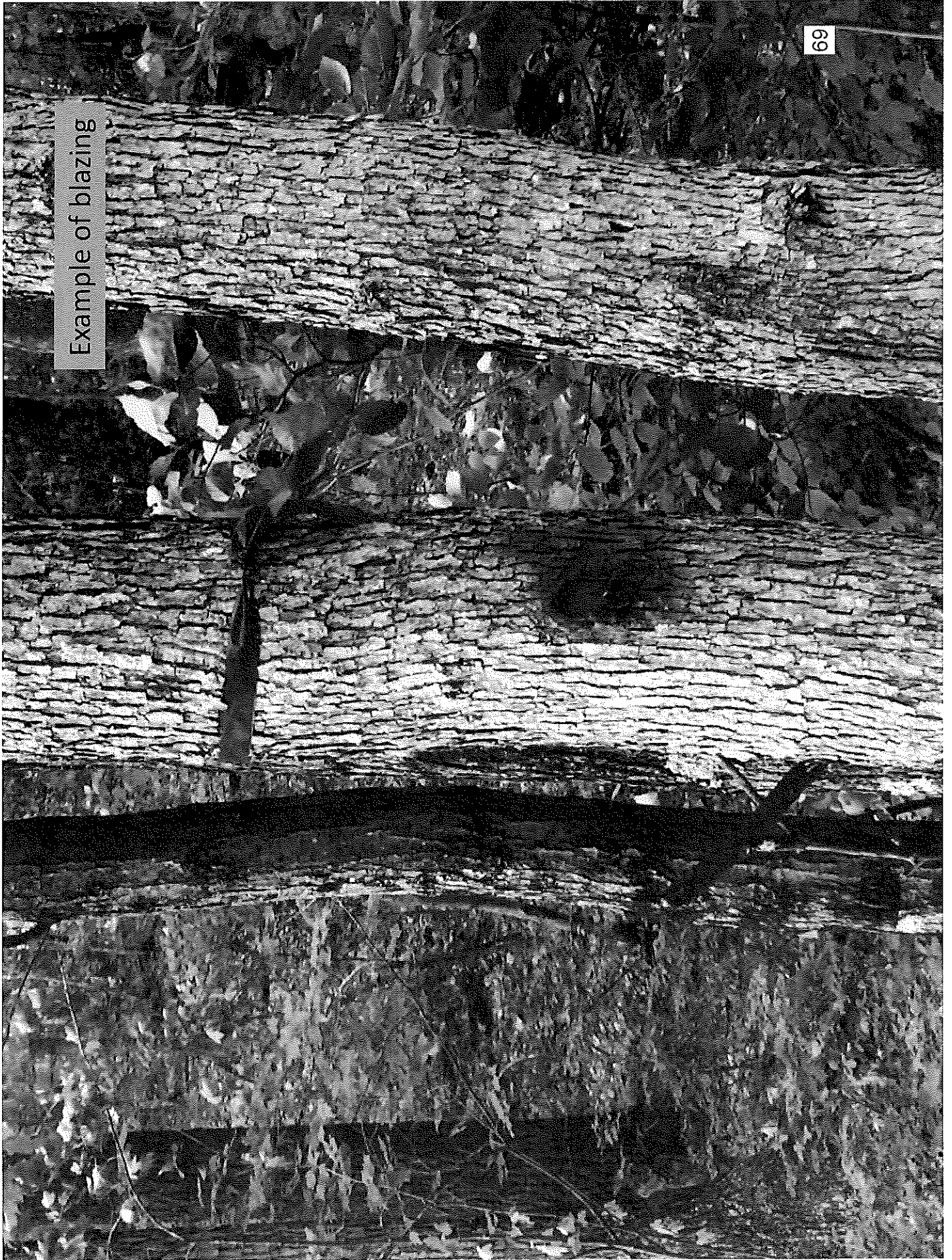
Tire

Google earth



Area after tire removed  
(facing south)





Example of blazing

Example of blazing





## Staff Report

**Title:** Roadway Name for Bluebird Self Storage

**Date:** 07/13/2016

### Background and Discussion of Issues

In accordance with 9-1-1 compatibility, five street names are proposed for the private access roadway serving the Blue Bird Self Storage site. Police, Fire Code Enforcement and Highway/Public Works have approved the 5 names. It is the responsibility of Town Council to select one of the names. The five proposed names are: Scholar Way, Hall Road, Academy Drive, Major Drive and Bursar Road.

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

It is recommended that the Town Council approve a name for the private roadway serving the Blue Bird Self Storage site.

### Fiscal Impact

No costs associated with roadway name. Developer will be responsible for street sign and installation costs.

**Prepared by:** James Donison, Asst DPW/Town Eng

### Town Administrator Recommendation

Concur



STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date:

Please review the following name (s) being proposed for new streets in Hooksett. The names have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street names must be approved, by you, prior to being deemed "complete" by the Planning Board.

NAME OF DEVELOPMENT: BWE BIRD SELF STORAGE

NAME OF DEVELOPER: BWE BIRD STORAGE LLC

<u>PROPOSED NAME (S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
<u>SCHOLAR WAY</u>		
<u>HALL ROAD</u>		
<u>ACADEMY DRIVE</u>		
<u>ACADEMIC ROAD</u>		
<u>MAJOR DRIVE</u>		
<u>BURSAR ROAD</u>		

Approved by the Hooksett Town Council \_\_\_\_\_ (Date)

- Town Council Chair \_\_\_\_\_
- Police Department \_\_\_\_\_
- Highway Department \_\_\_\_\_
- Fire Department \_\_\_\_\_
- Code Enforcement \_\_\_\_\_

Amended: March 17, 2004

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date:

Please review the following name (s) being proposed for new streets in Hooksett. The names have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street names must be approved, by you, prior to being deemed "complete" by the Planning Board.

NAME OF DEVELOPMENT: BWE Birds Self Storage

NAME OF DEVELOPER: BWE Birds Storage LLC

<u>PROPOSED NAME (S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
<del>SCHOLAR WAY</del>	<del>Hall Road</del>	<del>NOT RECOMMENDED BY CEO</del>
ACADEMY DRIVE		
ACADEMIC ROAD		
MAJOR DRIVE		
TREASURER ROAD		

Approved by the Hooksett Town Council \_\_\_\_\_ (Date)

Town Council Chair \_\_\_\_\_

Police Department [Signature] \_\_\_\_\_ "all acceptable"

Highway Department \_\_\_\_\_ all are acceptable

Fire Department \_\_\_\_\_ All are acceptable...

Code Enforcement [Signature] \_\_\_\_\_ all but Hall Rd are acceptable