



**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, September 14, 2016
6:00 PM
Council Chambers**

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

5. APPROVAL OF MINUTES

5.a Public: 08/24/2016
[TC Minutes 08242016.pdf](#)

5.b Non-Public: 08/24/2016

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

8. CONSENT AGENDA

8.a Acceptance of a donation from Judith A. Fortier in the amount of \$25.00 to the Town of Hooksett for Hooksett Fire-Rescue in memory of Albert Dionne per RSA 31:95-b III (b).

[HFR DONATION FORTIER 091416.pdf](#)

[\\$25 Donation - A. Dionne.pdf](#)

9. TOWN ADMINISTRATOR'S REPORT

10. PUBLIC INPUT - 15 MINUTES

11. NOMINATIONS AND APPOINTMENTS

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

11.a Appointment - Marika Yakubovich to Parks & Recreation Advisory Board
[MarikaYakubovichApp.pdf](#)

[BOARDS COMMITTEES Open July 2016.pdf](#)

12. SCHEDULED APPOINTMENTS

12.a David Campbell, Attorney for Manchester, Sand & Gravel - Lehoux Drive Right-of-Way
[LEHOUX ROW.pdf](#)

[PROPOSED+LANGUAGE+FOR+DEED_0.pdf](#)

13. 15 MINUTE RECESS

14. OLD BUSINESS

14.a Budget Reviews:
Capital Improvement & Long Term Budgeting Plans Tab 22
Family Services Tab 4
Police Tab 7
Fire-Rescue Tab 6

15. NEW BUSINESS

15.a Police Lieutenant Job Description
[Police Lieutenant Job Description 2016.pdf](#)

[Police Lieutenant 2016.doc](#)

15.b SafeStation Program on the opioid epidemic
[Safe Station 091416.pdf](#)

15.c Award of RFP#16-12Petersbrook Athletic Field project
[Staff Report 9-14-24-16 Contract Award RFP#16-12 Peters Brook Athletic Field Construction.pdf](#)

[Bid Tabulation RFP 16-12 REBID Aug 24 16 Peters Brook Athletic Fields.pdf](#)

[Additional reference list from david w white and son.pdf](#)

15.d School Impact Fee Transfer
[School Impact Fee Transfers Request.pdf](#)

15.e Budget Transfers
[Budget Transfer Request 2017-01.pdf](#)

16. SUB-COMMITTEE REPORTS

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

17. PUBLIC INPUT

18. NON-PUBLIC SESSION

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

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

19. 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 COUNCIL MINUTES -- UNOFFICIAL
Regular Meeting
Wednesday, August 24, 2016
6:30 PM
Council Chambers

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6
7
8 **1. CALL TO ORDER**
9

10 Chairman James Sullivan called the meeting to order at 6:32 p.m.
11

12 **2. ROLL CALL #1**
13

14 In attendance: Councilors Donald Winterton, John Giotas, Timothy Tsantoulis, James
15 Levesque, Adam Jennings, Robert Duhaime, Marc Miville, David Ross, and Chairman
16 Sullivan.
17

18 **3. PLEDGE OF ALLEGIANCE**
19

20 **4. SPECIAL RECOGNITIONS**
21

22 Chairman Sullivan said the Council had recently been informed that Captain Jon Daigle
23 intended to step back from full time service, having been part of the Hooksett Police
24 Department since 1966. Captain Daigle came forward with Police Chief Peter Bartlett.
25 Councilor Robert Duhaime rose to offer a special recognition of the Captain's service. On
26 behalf of the Council he offered appreciation to the Captain for his years of service to the
27 community and said he was happy that he was not leaving the department permanently and
28 he looks forward to seeing the Captain on a part-time basis. Audience members applauded
29 as Captain Daigle received a clock plaque.
30

31 Chief Bartlett read a gubernatorial commendation dated November 10, 2016 that listed
32 Captain Daigle's rise from patrolman to detective in 1990, to sergeant and to becoming
33 captain in 2003 and recognized his selfless and dedicated public service of close to 30 years.
34 Chief Bartlett offered his personal thank you. He said Captain Daigle was a tenacious
35 interviewer and received many commendations as he rose through the ranks. He said the
36 first thing he did when he came to Hooksett was meet with the Captain and it was clear then
37 how he loved Hooksett and always did what was best for the department. The Chief said he
38 could always count on Captain Daigle and trusted him and was happy to call him a friend.
39 Chief Bartlett presented the Captain with his 20 years of service (ten years late) award and
40 his retirement badge and ID with thanks.
41

42 Captain Daigle said it was a privilege to work in Hooksett and he loved working for the
43 community. He said he doesn't regret a minute being here, having seen a lot of changes
44 from the Sky Ray movie theatre and a lot of other businesses that are no longer here.
45 Changes are tough for people and his decision to retire from full time service was hard for
46 him. Hooksett is a wonderful community and he looks forward to staying on part time and
47 continue to serve. Captain Daigle thanked everyone for attending this recognition,
48 particularly his wife, Allison, son, Chris, and grandson, Jack. He expressed thanks for all the
49 people he's worked with, administrative staff, technicians, dispatchers, folks behind the
50 scenes, officers and for all those in attendance who are "top notch". He said he was sad to

51 be leaving them but was very humbled by their attendance tonight and thanked them very
52 much.

53

54 Chairman Sullivan thanked Captain Daigle for making Hooksett a better place to live. He
55 wished him Godspeed and the best of luck, and thanked all of Captain Daigle's brothers and
56 sisters for their service and for coming to the meeting tonight.

57

58 **5. APPROVAL OF MINUTES**

59

60 5.a Public 07/27/2016

61 [TC Minutes 07272016-U.pdf](#)

62 5.b Non-Public: 07/27/2016

63 5.c Public Workshop: 08/202016

64

65 *Councilor Tsantoulis moved, second by Councilor Jennings, to approve the July 27, 2016*
66 *public meeting minutes, as amended. Motion passed unanimously, 9-0.*

67

68 *Councilor Duhaime moved, second by Councilor Levesque, to approve the July 27, 2016*
69 *non-public meeting minutes, as presented. Motion passed unanimously, 9-0.*

70

71 *Councilor Ross moved, second by Councilor Duhaime, to approve the August 20, 2016 public*
72 *workshop meeting minutes, as presented. Motion passed unanimously, 9-0.*

73

74 **6. AGENDA OVERVIEW**

75

76 Chairman Sullivan adjusted the agenda to take up Item **15a Purchase of New Police**
77 **Vehicles and Related Equipment.**

78

79 Police Chief Peter Bartlett and Richard Belanger came forward stating that during the past
80 two budget cycles the police department has used the guidelines of the state bid prices.
81 Knowing what the current, now expired, state bid price is for similarly equipped vehicles
82 allows the department to competitively shop local dealers.

83

84 Currently, the town Administrative Code, Section 5.5.5 allows for exemption to the RFP
85 process for items purchased using the state bid. The police department requested the
86 purchase of two new Ford Explorer police vehicles through Londonderry Ford. The request
87 was denied citing failure to comply with Section 5.5.5 of the Administrative Code.

88

89 Chief Bartlett said the purchase of these vehicles is imperative to the efficient operation of the
90 department, and it is difficult to get quotes as some dealers have not responded to requests
91 for pricing. Additionally, in order to ensure these cars are ordered and ready for purchase,
92 the dealerships want promissory letters of intent to purchase. The RFP process for this type
93 of purchase, though it is over the \$15,000 threshold, seems unrealistic.

94

95 Dr, Shankle said the state bid process expired in May and the town would not be able to
96 participate again until October. He suggested taking a vote to waive the policy. Councilor
97 Miville said the purchase has already been approved by the voters and funded at \$78,000.

98

99 Councilor Winterton moved, second by Councilor Tsantoulis, to waive Administrative Code,
100 Section 5.5.5 requiring receipt of three competitive bids when purchasing. Motion passed
101 unanimously, 9-0.

102
103 Councilor Levesque asked about purchasing the 100,000 mile warranty. Chief Bartlett said
104 they've had problems in the past with water pumps. Mr. Belanger said water pumps cost
105 \$1,500 alone. Warranty cost \$1,795 with a \$100 deductible.

106
107 Councilor Levesque moved, second by Councilor Jennings, to approve the Police
108 Department's purchase of two new Ford Explorer vehicles from Ford of Londonderry and the
109 related emergency equipment through Ossipee Mountain Electronics in the amount of
110 \$77,205.50. Roll Call #2: Councilor Duhaime-yes, Councilor Miville-yes, Councilor Ross-yes,
111 Councilor Levesque-yes, Councilor Jennings-yes, Councilor Giotas-yes, Councilor Winterton-
112 yes, Councilor Tsantoulis-abstained due to a conflict, Chairman Sullivan-yes. Motion passed
113 8-0-1 [Councilor Tsantoulis abstained due to relative working at Ford of Londonderry].

114 115 7. PUBLIC HEARINGS

116 117 8. CONSENT AGENDA

118
119 8.a Town Council to accept a \$1,266.67 training grant from New Hampshire Police Standards
120 Training Council to the Town of Hooksett for the Hooksett Police Dept. to cover cost associated
121 with "Traffic Crash Reconstruction" per RSA 31:95-b, III (b).
122 [20160801154540328.pdf](#)

123
124 Councilor Ross moved, second by Councilor Jennings, to accept the consent agenda as
125 presented. Motion passed unanimously, 9-0.

126 127 9. TOWN ADMINISTRATOR'S REPORT

128
129 Dr. Dean Shankle, Town Administrator, received a request from Moderator, Don Riley, to
130 come before the Council too late to be included on the agenda. Dr. Shankle received talking
131 points from Mr. Riley that he can read but since Mr. Riley was in attendance he was happy to
132 yield the floor if Councilors had no objections. No objections were voiced.

133
134 Mr. Riley came forward to report on recent statistics: 5,958 voted in the last presidential
135 election; that's 59 percent of registered voters. 1,797 were undeclared; the 2014 NH general
136 election had 5,144 votes cast, or 55%. He anticipates an increase of 25 to 30 percent
137 (93,000 voters) votes casts in September with the open governor's race. He said planning is
138 underway for the September election. He appointed and swore in Cindy. They have met in
139 two working sessions, 3 hours each, and focused on conducting an election and reconciling
140 results. They will meet again on September 1. Mr. Riley will be out of town on Election Day
141 but has confidence all will go according to plan. He said for the first time, the town will have
142 the names of six ballot clerks on September 13th. The intent is that each party have
143 representation at the ballot clerk station. He encouraged all councilors to be there and assist
144 during the day, and to schedule when they will be in attendance. He would like at least one
145 councilor onsite throughout the day and have three councilors available at closing to sign the
146 paperwork to the Town Clerk. Mr. Riley said RSA 658:1 is a new law that allows a council
147 member who is unable to participate to appoint a council member *pro tem*. In response to
148 Councilor Miville, Mr. Riley said any registered voter can serve as Councilor *pro tem* and the

149 six campaign representatives will serve as “working” ballot clerks. Chairman Sullivan
150 thanked Mr. Riley for his work.

151
152 Dr. Shankle reported as follows:

- 153
154 • He has been working with town attorneys on the Firebird Motel situation. More
155 information comes in with suggestion. The state has put a fence up as requested; not
156 a chain-linked, however. It looks nicer.
- 157
158 • He indicated that clean up by the town at 18 Benton Road cost \$8,800. An attorney or
159 realtor wants to sell the property that the town has placed a lien on and they are
160 offering the town \$3,000. The Council was not interested in the offer.
- 161
162 • He signed a change order for the Hackett Hill Roundabout Project. The state looked at
163 the design and didn't like some of the raised island because of the impact on snow
164 removal. They are asking for some changes that will require a change order with P.F.
165 Moran costing \$7,000 that the state agreed to pay the difference. Roundabout will not
166 be raised, it will be tapered. Town Engineer Jim Donison said the island will be raised
167 in the center; has to do with lanes going north and south and how they merge; wide
168 division between a couple of lanes. In response to Councilor Duhaimé about a new
169 plan, Jim Donison said he tweaked the Moran plan who will be changing the plan, the
170 council will see the plan.
- 171
172 • The 2015-16 Annual Town and School Report has been printed and is available at the
173 Town Clerk's office and will be available during the election and at Old Home Day.
- 174
175 • Chief Burkush shared a letter received about an incident that occurred on July 22nd. A
176 couple on their way to the hospital needed an ambulance and wrote to express their
177 appreciation to Paramedic Anthony Alvino and Lamont (?). The letter states they were
178 kind and very knowledgeable. Chairman Sullivan thanked staff for their good work.
- 179
180 • Since the fire department phone system is used for EOC, because of an EMPG grant
181 received, there will be no cost to the town.
- 182
183 • Dr. Shankle warned the Councilors that Donna Fitzpatrick has been trained to detect
184 reasonable suspicion.
- 185
186 • All Councilors are invited to attend a Grand Opening Ribbon Cutting Ceremony for the
187 Conservation Commission's latest addition to the trail system. The ceremony will be
188 held from 4:00 to 5:30 on September 28th.
- 189
190 • Dr. Shankle said that every year the NH Municipal Association hosts a Legislative
191 Policy Conference to vote on what municipalities wish the legislature to focus on.
192 Every town gets a voting delegate. The event will be held on September 23rd starting
193 at 9:00 a.m. Councilor Comai attended in the past. Chairman Sullivan asked
194 councilors to think about it and will be taken up at the next Council meeting.

195
196 **10. PUBLIC INPUT - 15 MINUTES --** There was no public input.

198 **11. NOMINATIONS AND APPOINTMENTS**

199
200 11.a Nomination - Marika Yakubovich to Parks & Recreation Advisory Board
201 [MarikaYakubovichApp.pdf](#)
202 [BOARDS COMMITTEES Open July 2016.pdf](#)
203

204 Marika Yakubovich of 15 Doris Drive came forward to introduce herself and indicate her
205 interest in serving on the Parks & Recreation Advisory Board. Mrs. Yakubovich and her
206 family moved to Hooksett from New Jersey in August 2015. She loves New Hampshire and
207 enjoys working with kids. She has been involved with the PTA. Her daughter is in college.
208 Her son has participated in the Fun in the Sun program and that is one of the reasons she
209 decided to volunteer to serve. Chairman Sullivan thanked Mrs. Yakubovich for coming in and
210 for being willing to serve. Councilor Miville didn't want to dampen Mrs. Yakubovich's
211 enthusiasm but he did remind her that the Parks & Recreation Board is an Advisory Board.
212 Chairman Sullivan explained that a nomination is made prior to the actual appointment which
213 will be voted upon at the next Council meeting.
214

215 *Councilor Ross moved, second by Councilor Jennings, to nominate Marika Yakubovich to a*
216 *three-year term on the Parks & Recreation Advisory Board. Motion passed unanimously, 9-0.*
217

218 Councilor Jennings said the Advisory Board will meet in August and they need another full
219 time volunteer and a part time alternate volunteer.
220

221 **12. SCHEDULED APPOINTMENTS**

222
223 12.a Deborah Loiselle, NHDES (information on proposed private water well sampling program
224 for MtBE gasoline additive)
225 [Staff Report 8-24-16 NHDES testing of private water wells.pdf](#)
226 [Hooksett_map of MtBE remediation Bureau private well sampling.pdf](#)
227 [NHDES Sample Invite to residents letter.pdf](#)
228

229 Jim Donison, Assistant DPW and Town Engineer, came forward to introduce Deborah
230 Loiselle with the NH Department of Environmental Services (NHDES) to provide information
231 regarding proposed water well testing of 227 houses in Hooksett for the presence of the
232 gasoline additive MtBE in their private water wells. Deborah Loiselle, Sampling Program
233 Supervisor at NHDES' MtBE Remediation Bureau, came forward. She said she would stay
234 and answer all of the questions the Council may have and wants to make sure everyone is
235 comfortable with the program her Bureau is undertaking. She distributed several handouts
236 [attached] and explained that MtBE is an acronym for **methy**l **tertiary butyl ether**, a gasoline
237 additive, manufactured in the late 1970s as lead was being phased out. The percentage of
238 MtBE added to gasoline increased in 1995 as a result of amendments to the federal Clean Air
239 Act which required the reformulation of some gasoline to increase the oxygen content. NH
240 ultimately banned the use of MtBE in all gasoline beginning in January 2007. However, the
241 groundwater contamination caused by its use persists today. MtBE degrades very slowly and
242 is highly soluble in water which causes it to travel farther, spread faster, and last longer in
243 groundwater than many other contaminants. It can take up to 30 years or more to break
244 down.
245

246 In 2003 the state settled a legal action against all large gasoline manufacturers, except one,
247 Exxon, which was recently settled. NHDES is able to test water wells at no cost to the
248 homeowners due to a MtBE settlement fund collected from the lawsuit. Ms. Loiselle said the

249 program is not just focused on Hooksett; it is a statewide effort, and sampling is done in more
250 urbanized areas of the state. She provided a map and said it's important for citizens to
251 understand that the yellow section is currently being evaluated, green section is in progress,
252 and the blue area is complete. Chairman Sullivan asked why a certain area in Hooksett is
253 being tested. Ms. Loiselle said the area identified is heavily developed; hence more gasoline
254 stations and salvage areas and her bureau is looking at these areas first. She said the
255 majority of Hooksett is serviced by public water so it is already sampled. Ms. Loiselle
256 provided a sample letter to be sent to homeowners and a cover letter explaining the program
257 which is voluntary. Samples will be delivered to the lab and the results reported to the
258 homeowner. Ms. Loiselle asked for the Council's help with advising residents that this is not
259 a scam, and the department is not looking to finger point. She invited anyone with questions
260 to call her. She said they get a 25 percent response from their initial letter. She said one of
261 two people will schedule appointments; staff wear badges and arrive in a state vehicle. Ms.
262 Loiselle said they are happy to do additional testing for arsenic, radon, or bacteria but the
263 settlement fund cannot pay for that type of sampling.

264
265 After a month, NHDES mails out another letter that an additional 25 percent of homeowners
266 will respond to. Mr. Loiselle said she and her staff work with homeowners on best day to go
267 out, Monday through Friday. Two samples can be done within an hour. She said a couple of
268 days prior to sampling, she informs the Chief of Police of staff names and license plates used
269 so the town knows exactly what's going on.

270
271 Councilor Winterton said he would be getting a letter since he has a well and the identified
272 area is his district. He said he's happy to help with the PR. Ms. Loiselle said it would be very
273 helpful to spread the word to neighbors. Councilor Levesque noted that much of the
274 sampling will take place on the East side of Hooksett and asked if any sampling would take
275 place on the West side. Ms. Loiselle said she will take that back to the office and inquire
276 about the Hackett Hill/Route 3A area. She said that eventually sampling will take place
277 throughout the state. If there are people serviced by private wells that would like to have their
278 well sampled, they should reach out to her. If people don't want to wait, they can contact the
279 public health lab directly, pick up the vial, do the collection, and return the vial to the lab.

280
281 Robert Duhaimé asked about the results. Ms. Loiselle said a year from now her supervisor,
282 Derek Bennett, will put together a summary of the results of the samplings. Councilor Miville
283 asked about the timeframe. Ms. Loiselle said her meeting with the Council and getting their
284 blessing is the first step. Letters will likely be sent out next week and she expects the district
285 will be completed by the beginning of the new year.

286
287 Councilor Ross suggested including the information on the town's website and have it
288 available at Old Home Day. Chairman Sullivan thanked Ms. Loiselle for her attendance and
289 information.

290
291 Dr. Shankle informed Council members that the microphones are going out loud and clear on
292 the internet, enough so that side conversations are being picked up.

293
294 **13. 15 MINUTE RECESS**

295
296 **14. OLD BUSINESS**

297
298 14.a Administrative Code - Approval of Updates & Adoption

299 [Staff Report Adm Code Updates 082416.pdf](#)
300 [Admin Code Section 5.7.doc](#)
301 [CELL PHONE POLICY.pdf](#)

302
303 At their workshop of August 10, 2016, the Council discussed updates to the Administrative
304 Code: 5.7 Budget Development – this updated version is to put in writing how the budget
305 process actually works; and a new section “Cellular Phones in the Workplace” – this policy
306 covers employees receiving work phones, receiving an allowance for use of personal phones
307 for work, and use of personal phones at work. The town did not have a comprehensive policy
308 to cover all of these aspects in the past.

309
310 *Councilor Jennings moved, second by Councilor Tsantoulis, to accept and adopt the*
311 *Administrative Code updates 5.7 Budget Development and the new section on Cellular*
312 *Phone in the Workplace, as presented. Motion passed unanimously, 9-0.*

313
314 14.b Town Council Rules of Procedures - Approval of Updates & Adoption
315 [Staff Report TC Rules Procedures 082416.pdf](#)
316 [TC Rules 082416.doc](#)

317
318 *Councilor Winterton moved, second by Councilor Levesque, to accept and adopt the updates*
319 *to the Town Council Rules of Procedures as discussed at the Council’s workshop of August*
320 *10, 2016 and as presented. Motion passed unanimously, 9-0.*

321
322 14.c Town Personnel Plan - Approval of Updates & Adoption
323 [Staff Report TPP Section 2.pdf](#)
324 [TPP SECTION 2 082416.docx](#)

325
326 *Councilor Winterton moved, second by Councilor Jennings, to accept and adopt the updated*
327 *Town Personnel Plan, Section 2, Creating an Additional Full-Time Permanent Position, as*
328 *discussed at the Council’s workshop of August 10, 2016 and as presented. Motion passed*
329 *unanimously, 9-0.*

330
331 **15. NEW BUSINESS**

332
333 15.a Purchase new police vehicles and related equipment – **Handled Earlier in Meeting**
334 [Purchase new police vehicle staff report.pdf](#)
335 [Memo for new vehicle purchases.pdf](#)
336 [Ford Of Londonderry e-mail.pdf](#)
337 [CMG Quote.pdf](#)
338 [Memo for Cruisers.pdf](#)
339 [OME Quote.pdf](#)
340 [MHQ Quote \(3\).pdf](#)
341 [Adamson Quote.pdf](#)

342
343 Chairman Sullivan adjusted the meeting to take up agenda item **15.g Main Street Roadway**
344 **Improvements – Alternatives 1 and 2.**

345
346 Jim Donison, Assistant DPW and Town Engineer, indicated that the town has awarded a
347 contract to Advanced Excavation and Paving for roadway improvements to Martins Ferry
348 Road and Main Street – Bid #16-03. He said there are two alternatives available for the
349 reconstruction of Main Street.

350
TC Minutes 082416-U

351 One alternative is to mill and overlay the roadway and extend a new sidewalk from the Town
352 Offices to Arthur Donati Memorial Park. The end result of the roadway will be similar to
353 existing conditions. The cost of alternative 1 totals \$227,400.

354
355 The second alternative is to include additional improvements including bituminous curbing
356 (similar to Martins Ferry Road) along the entire length of the eastern side; a new sidewalk
357 extending from Grant Drive to Beauchesne Drive with a crosswalk across Main Street at
358 Grant Drive; the removal of the paved shoulder on the western side from the Town Offices to
359 the church with the addition of bituminous curbing and a grassed shoulder between the
360 curbing and the existing sidewalk; the addition of landscaping trees on the western side. The
361 project RFP#16-03 was bid to include sufficient funds to cover the costs for the second
362 alternative. The cost of alternative 2 is \$275,500.

363
364 Mr. Donison said the project bid amount approved by the Council is \$283,000 with \$80,000
365 dedicated to the Main Street sidewalk. Any amount of the \$80,000 that remains must be
366 returned to Cinamagic because those funds are dedicated to the sidewalk only. He provided
367 slides of each alternative and indicated that the trees being considered are a Bradford pear
368 (more fragile) and a Japanese Lilac.

369
370 Mr. Donison responded to a number of Councilor questions which revealed the following
371 information:

- 372
- 373 • drainage system will be improved
 - 374 • bituminous curbing would go on East side on Main Street
 - 375 • the cost of bituminous curbing is much less than granite
 - 376 • plow drivers will have to be aware of curbing
 - 377 • will do a cross between curb and berm which is similar to cape cod berm
 - 378 • the overall condition is satisfactory to mill it and pave over it
 - 379 • will dig down six inches – road bed is sufficient
 - 380 • no bump outs will be installed on Main Street

381
382 When asked by Councilor Ross if the church had weighed in, Mr. Donison said he had
383 spoken to the priest and they are OK with it.

384
385 Former Councilor, Vincent Lembo, of 56 Main Street said he has a hard time getting out of
386 his driveway because of the hill. It wrecks his vehicles and he asked that no more than 1.5
387 inch be added to the height of the road. Jim Donison told Mr. Lembo that there was to be no
388 sidewalk on his side of the street and assured him there would be no change to the height of
389 the road. Chairman Sullivan said those concerns will be alleviated throughout the whole
390 project. Mr. Donison stressed that they will work with every property owner, though he can't
391 guarantee that all will be perfectly sloped. Mr. Lembo said when water comes down Main
392 Street one could go white water rafting and that needs to be smoothed out. Mr. Donison said
393 "we will address that".

394
395 June Cameron of 64 Main Street said everyone drives extremely fast on Martins Ferry Road.
396 She asked if the curbing was to go all the way to the highway. Mr. Donison said "yes, on the
397 east side. We will look at drainage and go all the way up to the top of the hill." Mr. Donison
398 also said that funds remaining from the \$80,000 for the sidewalk could be used to extend the
399 sidewalk beyond the second Donati Park entrance. Councilor Miville asked if more sidewalk

400 is added, what would be given up. Mr. Donison said there are no plans to use the \$10,000
401 balance remaining from the \$80,000 dedicated sidewalk fund.

402

403 Bill Shackford of 68 Main Street said it is great to hear something will be done to the street.
404 He said his driveway is the steepest of all of them and he'll work with Mr. Donison to work on
405 drainage. He said traffic coming into Donati Field during baseball and football season is
406 problematic and will create a problem on Route 3. He suggested that widening the road on
407 Pleasant Street might be a solution. Chairman Sullivan pointed out that going down the hill
408 will be restricted only during construction, and "we'll be able to gauge whether we restrict
409 access later on". Councilor Miville confirmed that the road will be a two-way road.

410

411 Bob Cameron 64 Main Street asked that as much as possible be done to extend the sidewalk
412 up to the highway. He said if money is needed, he'd prefer using the funds for sidewalks
413 rather than trees. He would be in favor of spending more now to prevent re-doing the work
414 later. Jim Donison said Alternative 2 will have more defined drainage. In response to Mr.
415 Lembo, Mr. Donison said responsibility for moving mailboxes is included in the main project
416 price.

417

418 Councilor Miville said he lives on the east side of the road and there is a significant dip on the
419 east side of the road where everyone lives. This valley creates a lot of drainage issues. He
420 asked if curbing there will be raised in order to ease drainage in the area. Mr. Donison said
421 there would be a higher reveal curb.

422

423 Councilor Miville said he's observed the construction on Martins Ferry Road and has spoken
424 with residents who said Mr. Donison has been very hands-on and doing an excellent job to
425 accommodate resident requests.

426

427 *Councilor Levesque moved, second by Councilor Miville, to approve alternative 2 and extend*
428 *the sidewalk as far as possible toward highway. Roll Call #3: Councilor Giotas-yes, Councilor*
429 *Ross-yes, Councilor Jennings-yes, Councilor Miville-yes, Councilor Duhaime-abstained due*
430 *to conflict, Councilor Tsantoulis-yes, Councilor Levesque-yes, Councilor Winterton-yes,*
431 *Chairman Sullivan-yes. Motion passed 8-0-1 [Councilor Duhaime abstaining].*

432

433 15.b FY 2017-18 Budget Overview

434

435 Christine Soucie, Finance Director, said she is still missing the library and wastewater budgets. She
436 is looking at several warrant articles for consideration and there could be three union contracts to be
437 considered; four meetings are scheduled in September. Director Soucie said she is deliberating the
438 DPW budget and the Budget Committee has not formally met to set the date the budget must be
439 submitted to the Committee. Councilor Miville said the Budget Committee will meet on September 8th.
440 Dr. Shankle stated that the budget is up five percent and four percent of that amount is due to
441 expenses that "we have no control over", such as retirement expenses and the like.

442

443 15.c Risk Assessment Questionnaire

444

444 [SR Auditors' Financial Procedures Questionnaire.doc](#)

445

445 [2016 Questionnaire - BOS-Town Council.doc](#)

446

447 As part of Plodzick & Sanderson's auditing process they've asked the Council to complete a
448 questionnaire designed to provide them with the Council's understanding of the town's
449 financial procedures. Chairman Sullivan went through the questionnaire and Council
450 members agreed on responses. *Chairman Sullivan moved, second by Councilor Winterton,*

451

451 to have the Chair sign the questionnaire on behalf of the Council and return it to the auditors.
452 Motion passed unanimously, 9-0.

453
454 15.d State Form MS - 535 Financial Report
455 [SR MS- 535.doc](#)
456 [MS 535.pdf](#)

457
458 A copy of the MS-535 Financial Report, prepared by Donna Soucie, Finance Director, was
459 included in the Council packet for the Council's review and approval. Councilor Miville
460 moved, second by Councilor Jennings, to authorize the Town Administrator to sign, on behalf
461 of the Council, the 2016 MS-535 Town Financial Report to be submitted to the NH
462 Department of Revenue Administration as required by REV 1700 Rules. Motion passed
463 unanimously, 9-0.

464
465 15.e Town Council to accept a donation of \$25,000 from SNHU to the Town of Hooksett
466 towards the construction costs of the Martins Ferry Road pedestrian bridge over Messer Brook
467 Tax Map 29, Lot 34 in Hooksett, NH per RSA 31:95-b III (a)
468 [072716 SNHU BRIDGE.doc](#)
469 [Staff Report 7-27-16 Accept SNHU \\$25000 donation for Pedestrian bridge on Martins Ferry Road.pdf](#)

470
471 Councilor Winterton moved, second by Councilor Jennings, to accept a donation of \$25,000
472 from Southern NH University (SNHU) to the town towards the construction costs of the
473 Martins Ferry Road pedestrian bridge over Messer Brook, Tax Map 29, Lot 34 in Hooksett,
474 per RSA 31:95-b III (a). Motion passed unanimously, 9-0.

475
476 15.f Change Order to RFP#16-03 to add Rte 3 Crosswalk pedestals and lights
477 [Staff Report 8-24-16 Change Order for crosswalk signals to Advanced Excavating and Paving.pdf](#)

478
479 Jim Donison, Assistant DPW and Town Engineer indicated that the town has awarded a
480 contract to Advanced Excavation and Paving for roadway improvements to Martins Ferry
481 Road and Main Street (Bid #16-03). The contract is for the amount of \$763,206. A Change
482 Order No. 1 was issued for \$150,000 for additional street paving work increasing the contract
483 total to \$913,206. Mr. Donison said the design and contract included a sidewalk extending
484 along Martins Ferry Road to the corner of Route 3/Hooksett and tipdowns at opposite corner
485 of McDonald's and CVS. NHDOT has since indicated that they will not allow a sidewalk
486 extension onto their right-of-way with a crosswalk unless pedestrian activated buttons with
487 "walk-don't walk" lights and coordination timing with the existing traffic signals are provided.
488 The project design did not include pedestrian signals for this crosswalk across Route
489 3/Hooksett Road. The additional cost totals \$32,800 which includes \$15,000 already
490 allocated. Mr. Donison provided slides of the area discussed and examples of what it would
491 look like with work required by NHDOT.

492
493 Dr. Shankle said the project would be less useful without a crosswalk. Councilor Miville
494 questioned the town paying for work on a state road. Councilor Winterton suggested having
495 no sidewalk after McDonald's and inform the state to do the crosswalk. Councilor Jennings
496 pointed out that \$15,000 has already been allocated and perhaps the town would lose the
497 \$17,700 if the town doesn't do it. Chairman Sullivan suggested doing the project that is likely
498 to have the most longevity. Dr. Shankle stated that for \$17,700 a safer environment would be
499 created for kids from school or Martins Ferry Road. Councilor Duhaime felt it would be
500 foolish to not continue the project.

501

502 *Chairman Sullivan moved, second by Councilor Giotas, to approve issuing a change order to*
503 *Bid #16-03 with Advanced Excavating and Paving for the additional amount of \$17,700. Roll*
504 *Call #4: Councilor Jennings-yes, Councilor Levesque-yes, Councilor Ross-yes, Councilor*
505 *Duhaime-yes, Councilor Miville-yes, Councilor Winterton-yes, Councilor Tsantoulis-*
506 *abstained, Councilor Giotas-yes, Chairman Sullivan-yes. Motion passed 8-0-1 [Councilor*
507 *Tsantoulis abstained].*

508
509 *Chairman Sullivan moved, second by Councilor Jennings, to extend the meeting until*
510 *adjournment. Motion passed unanimously, 9-0.*

511
512 15.g **Main Street Roadway Improvements alternatives 1 and 2 – Handled Earlier in Meeting**
513 Staff Report 8-24-16 Main Street Roadway Improvement Alternatives.pdf

514
515 15.h Purchase of new Liberty International 7400 SFA 6 wheel plow truck
516 Staff Report - 2016 purchase of 6 wheel plow truck.pdf
517 2016 Freightliner Bid.pdf
518 2016 Liberty International Bid.pdf
519 2016 Mack Bid.pdf

520
521 *Councilor Levesque moved, second by Councilor Tsantoulis, to accept the quote from Liberty*
522 *International for a six wheel plow truck to include chassis, body, plow, heavy duty rear*
523 *springs, extended warranty and radio from Ossipee Mountain Radio in the amount of*
524 *\$165,894.*

525
526 Diane Boyce, DPW Director came forward and said they had received three bids, all state
527 bids, and Liberty came in with the lowest bid. She said they'll be getting \$6,000 in trade-in,
528 and she is turning in the 20 year old truck. Councilor Tsantoulis pointed out that Liberty is the
529 dealer, not the brand. Director Boyce said that is correct and that she had Mario research the
530 matter given his expertise. Councilor Miville pointed out that funding for this is coming from
531 the Capital Reserve Fund, not the operating budget.

532
533 *The results of Roll Call #5 are: Councilor Tsantoulis-yes, Councilor Ross-yes, Councilor*
534 *Duhaime-yes, Councilor Jennings-yes, Councilor Levesque-yes, Councilor Winterton-yes,*
535 *Councilor Miville-yes, Councilor Giotas-yes, Chairman Sullivan-yes. Motion passed*
536 *unanimously, 9-0*

537
538 15.i Public Works Administrative Assistant Job Description

539
540 Diane Boyce, DPW Director, said she is seeking to change the Administrative Assistant job
541 description so that it is a little more generalized so that an Administrative Assistant can
542 effectively be used throughout the department and for every division. Slight changes were
543 made to accommodate all divisions including general responsibilities and hours of work. Dr.
544 Shankle said they were down two administrative positions and will use one to replace the
545 assistant town planner position. Director Boyce said they are not adding a position, just
546 changing the title of a position.

547
548 *Councilor Duhaime moved, second by Councilor Giotas, to approve the change in the*
549 *Administrative Assistant job description within Public Works to the new job description dated*
550 *August 2016. Motion passed unanimously, 9-0.*

551
552 **16. SUB-COMMITTEE REPORTS**

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Chairman Sullivan said he'd like to tweak the council assignments, and get three members on the Heritage Commission since sometimes he is unable to attend a committee meeting. Councilor Giotas is willing to serve on the Heritage Commission and be removed from the Town Hall Preservation Committee.

Councilor Jennings said the Parks & Recreation Commission couldn't get a quorum at their last meeting so they are considering bi-monthly meetings as a way to entice membership which will be voted on in September. Chairman Sullivan felt that might present a disconnect with communicating with Parks and Recreation. Having fewer meetings is not going to help communications. Councilor Miville asked if Council approval was necessary. Councilor Jennings said he checked with Katie Ambrose.

Councilor Miville said the Budget Committee will meet on September 8th. Election of officers will be on the agenda along with the calendar. Economic Development met a couple of weeks ago. UNH Extension delivered the business review survey which is posted to the web.

Chairman Sullivan said the Town Hall Preservation Committee has run into a delay in working on the restoration of the ceiling and they are looking for bids on the replacement windows.

Councilor Winterton said TIF is continuing to meet and making good progress. A report should be forthcoming in October. There has been a whole bunch of public sessions and he's very happy with the input received. The Planning Board had a good meeting recently. Much is going on with Lilac [Bridge] and the project on Hackett Hill. He said the value of development properties in Hooksett is heading in the right direction.

Councilor Ross said as mentioned by the Town Administrator, new trail opening ceremony will be held on September 28th, and trails continue to be built. A special meeting to amend wetlands permit to the dock is planned. It's busy in conservation.

Councilor Levesque said Assessors Committee met tonight. One request was denied and there will be need to go to Tax Court about it. Went on site walk with Councilor Winterton – a little controversy on how to put in a driveway which goes out between two residences. Transfer Committee met Tuesday night. The price of trash is the same at \$27 a ton for recycle – scrap metal \$80 a ton.

Chairman Sullivan announced that the next meeting and all meetings going forward will start at 6:00 p.m.

Councilor Ross asked that administration do something to remove the hazardous bump outs on Martins Ferry Road. He said he has lived on the street for 15 years and someone is going to get hurt or killed, because of those bump outs because they are a totally unexpected hazard and it puts the town at risk. He said one was hit twice the day it was put there.

Councilor Tsantoulis stated that the bump outs, or traffic control devices, were placed to address speeding. He feels there is a lot of repeat traffic and people have to get use to it and go slow to maneuver around them. Councilor Jennings suggested waiting until the lines are in and have the discussion next year. Councilor Duhaime felt money was spent to install the bumps so should not be pulled out so quickly. He suggested giving it some time, at least a

603 year. Councilor Ross said he has asked enforcement and not a single road has these.
604 People are not used to them and it puts the town at risk. He said he hears it every single day
605 and even his wife wanted to come in to address the matter with the Council. He said he
606 doesn't want to wait until someone gets killed. Chairman Sullivan said there are differences
607 of opinion on the devices. It is something new that people have to get used to and the project
608 hasn't been completed. He said "let's complete the project and let buses start to officially role
609 in September and see what happens". Dr. Shankle indicated that the whole road is different
610 partly because the university is there and it's been made clear traffic must be slowed down.

611
612 *Councilor Ross moved, second by Councilor Tsantoulis, to have the bump outs removed*
613 *from Martins Ferry Road. Roll Call #6: Councilor Miville-no, Councilor Levesque-no,*
614 *Councilor Winterton-no, Councilor Giotas-no, Councilor Ross-yes, Councilor Tsantoulis-no,*
615 *Councilor Jennings-no, Councilor Duhaime-no, Chairman Sullivan-no. Motion failed 8-1*
616 *[Councilor Ross in favor],*

617
618 The Council went into non-public at 10:04 p.m.

619
620 **17. PUBLIC INPUT**

621
622 **18. NON-PUBLIC SESSION**

623
624 18.a NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee
625 or the disciplining of such employee, or the investigation of any charges against him or her,

626
627 18.b NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the
628 reputation of any person, other than a member of the public body itself.

629
630 ***J. Sullivan motioned to enter non-public session at 10:00pm. Seconded by D.***
631 ***Winterton.***

632
633 **Roll Call**

634 D. Ross – yes
635 D. Winterton – yes
636 J. Levesque – yes
637 R. Duhaime – yes
638 A. Jennings – yes
639 M Miville – yes
640 T. Tsantoulis – yes
641 J. Giotas – yes
642 J. Sullivan - yes

643 ***Vote unanimously in favor.***

644
645 ***J. Levesque motioned to exit non-public at 10:12pm. Seconded by D. Winterton.***
646 ***Vote unanimously in favor.***

647
648 ***J. Sullivan motioned to seal the non-public minutes of 08/24/16. Seconded by D. Ross.***
649 ***Vote 8-1 (A. Jennings opposed)***

650
651
652

653 19. ADJOURNMENT

654

655 *J. Sullivan motioned to adjourn public session at 10:12pm. Seconded by D. Ross.*

656 *Vote unanimously in favor.*

657

658

659

660

661

662 **Note:**

663

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

668

669 Respectfully submitted,

670

671

672 Suzanne Beauchesne

673 Recording Clerk

674

675

676

Staff Report

Title: Donation from Judith A. Fortier

Date: 09/14/16

Background and Discussion of Issues

Ms. Judith A. Fortier is donating \$25.00 to the Town of Hooksett for the Hooksett Fire-Rescue in memory of Albert Dionne per RSA 31:95-b III (b).

Recommendation (including suggested motion, if appropriate)

Council motion to accept the donation from Ms. Judith A. Fortier in the amount of \$25.00 to the Town of Hooksett for the Hooksett Fire-Rescue in memory of Albert Dionne per RSA 31:95-b III (b).

Fiscal Impact

None.

Prepared by: Fire Chief James A. Burkush

Town Administrator Recommendation

Concur



7/18/16
 Dear Hooksett Fire & Rescue,

Enclosed please find a
 check for a donation
 in honor of "Albert Dianne."
 I am sorry for such
 a long delay, it was
 lost in paper work.
 I've written a New
 Check Thank you for
 all the great service
 you all do for the
 community. It's some-
 times a thankless
 job. Again my apologies.
 Thank you
 Judy Fortier
 Good friend & many man.

JUDITH A FORTIER
 PH. 207-324-2082
 382 TWOMBLEY RD.
 SANFORD, ME 04073

52-7459/2112 8446

DATE July 18, 2016

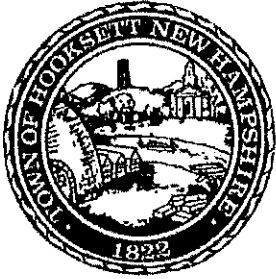
PAY TO THE ORDER OF Hooksett Fire & Rescue \$ 25.00

Twenty-five 00/100 DOLLARS

SANFORD INSTITUTION FOR SAVINGS

MEMO Donation Albert Dianne Judy Fortier

⑆211274599⑆ 8000107628⑈ 08446



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: August 8 / 2016
Name: Marika Yakubovich Phone: (603) 340-2122
Address: 15 Doris Dr, Hooksett NH 03106
Email Address: marikuz@gmail.com
Signature: *M Yakubovich*

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

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

BOARDS, COMMISSIONS & COMMITTEES

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

How long have you been a resident of Hooksett?

I have been a resident of Hooksett since August 2015.

Why are you seeking this position?

I would like to be involved in the planning of camps, recreational activities and educational development.

Do you have any specific goals or objectives?

To implement diverse and exciting opportunities for children.

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

I have been involved in planning committees for school, dance, sports and arts and crafts.

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

There are no potential conflicts of interests due to my work in the private sector that has no business relationship with the town.

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

I volunteered on PTA of my son's prior school and his taekwondo team.

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

None

TOWN OF HOOKSETT
AVAILABLE APPOINTED POSITIONS

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Resident Members
(2) Hooksett Business Members

HERITAGE COMMISSION

(2) Full Members, exp. 6/2019
(1) Full Member, exp. 6/2018
(1) Alternate Member, exp. 6/2017
(1) Alternate Member, exp. 6/2018

RECYCLING & TRANSFER ADVISORY COMMITTEE

(1) Alternate Member, exp. 6/2018

TOWN HALL PRESERVATION COMMITTEE

(5) Full Members

PARKS AND RECREATION ADVISORY BOARD

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

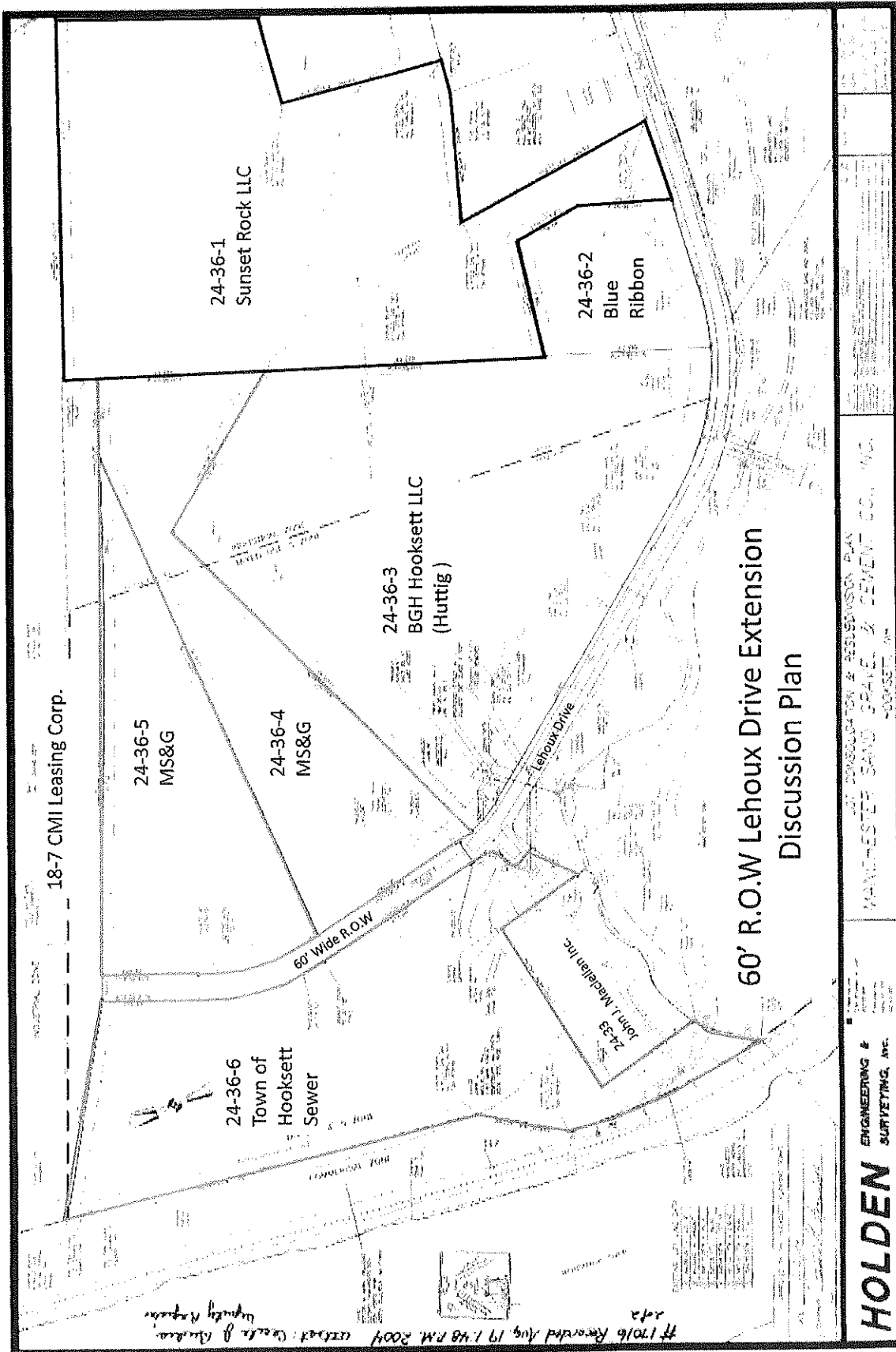
TOWN HALL PRESERVATION COMMITTEE

(4) Full Members

ZONING BOARD OF ADJUSTMENT

(1) Alternate Member, exp. 6/2019

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



#1706 Recorded Aug 19 11:48 A.M. 2004
 (Sheet 1 of 2)
 Digitally Signed
 2/2/04

HOLDEN
 ENGINEERING &
 SURVEYING, INC.

PROPOSED LANGUAGE FOR DEED

The proposed Deed to the Town for the 60-foot wide parcel of land running from the end of LeHoux Drive to the southern boundary of land owned by CMI Leasing Corp. (known as Map 18, Lot 7) is proposed to contain the following two deed restrictions:

1) TOGETHER WITH AN EASEMENT, granted to both CMI Leasing Corp and Sunset Rock LLC or their successors in interest and/or assigns for the purposes of all types of vehicular and pedestrian access and egress to parcels abutting the said easement area, and to construct, reconstruct, pave, keep clear and otherwise maintain the said easement area for such access and egress; and to lay, re-lay, construct, repair, install, connect and maintain pipes, wires, cables, lines, conduits or other similar apparatus above and below ground for the propose of the provision and/or transmission of all types and kinds of utilities, bounded and described as follows:

(See description of the 60-foot wide strip of land contained Appendix B)

At such time as such easement area becomes a public street accepted for all such purposes by the Town of Hooksett as are typical in the Town and such public street is of sufficient quality and design to accommodate the use or intended use of abutting parcels, then upon request of the Town, the then easement holders shall convey their interest in such easement to the Town, provided however, all abutting lots shall have proper and legal frontage as required by all laws ordinances or regulations applicable thereto.

2) In addition, the Town of Hooksett, State of New Hampshire, Sunset Rock, LLC and/or CMI Leasing Corp., and their successors in interest and assigns, shall have the right, in common with each other, to construct, reconstruct, pave, keep clear and otherwise maintain the said easement area for such access and egress; and to lay, re-lay, construct, repair, install, connect and maintain pipes, wires, cables, lines, conduits or other similar apparatus above and below ground for the propose of the provision and/or transmission of all types and kinds of utilities, subject to the approval of the Hooksett Planning Board, as may be required.

Staff Report

Title: New Job Description

Date: September 14, 2016

Background and Discussion of Issues

The Hooksett Police department currently has only one job description for patrol lieutenant. Under the organizational structure the department should have more than one lieutenant and thus the new job description, which is generic, should replace the current patrol lieutenant's job description. This will result in the ability for the Chief of Police to have more than one Lieutenant position and be able to assign these positions at the discretion of the Chief and eliminating division specific positions.

Recommendation (including suggested motion, if appropriate)

Motion to replace the current Patrol Lieutenant job description with a new Police Lieutenant job description.

Fiscal Impact

This is a budgted item there is no fical impact

Prepared by: Peter Bartlett Chief of Police

Town Administrator Recommendation

HOOKSETT POLICE DEPARTMENT
INTERNAL JOB DESCRIPTION

Lieutenant

A. Summary

Under the general supervision of the Administrative Captain, the Lieutenant supervises and is responsible for all staff members assigned to all his/her division. He/She is responsible for the overall effectiveness and efficiency of the division which he/she is assigned by the Chief of Police. These divisions would include Administrative Division, Investigative Division and the Patrol Division. He/She shall work in conjunction with the Chief of Police, Administrative Captain and other division Lieutenants to assess and evaluate the needs of the police department and issues within the Town of Hooksett.

B. General Duties and Responsibilities

It shall be the duty and responsibility of the A Lieutenant to:

- a) Execute managerial responsibility in his/her assigned division with authority delegated by the Chief of Police to organize and assign by planning, reviewing and making policy determinations to ensure successful and efficient operations.
- b) Participate in the general administrative functions of the Police Department and consult with the Chief of Police, Administrative Captain and other Division Lieutenants to recommend changes in rules, regulations, policies and procedures.
- c) Participate in the hiring, training, scheduling, motivation, counseling, evaluation, promotion, disciplining, and termination of police personnel.
- d) Ensure all reports and work products submitted by divisional personnel are complete, accurate and submitted in a timely manner while meeting all professional requirements and standards.
- e) Ensure that records are maintained in accordance with State and Federal regulations and are properly disposed of in a timely manner as regulations allow.
- f) Ensure that divisional operations are in compliance with all standard operating procedures.
- g) Encourages police officers to conduct official police business with a demeanor and professionalism that promotes a spirit of cooperation between the Police Department and the community.
- h) Keep the Chief of Police and Administrative Captain fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

- i) Communicates and coordinates regularly with other divisional Lieutenants to maximize the effectiveness and efficiency of interdivisional operations and activities, including special operations and or assignments.
- j) Maintain and supervise all department equipment including computer systems, telephone systems and recording systems to include CCTV systems as necessary for the efficiency of the department.
- k) Handle problems that come to his/her attention concerning his/her division assignment.
- l) Periodically inspect equipment that is being utilized by all personnel under his/her direct control.
- m) Be responsible for the scheduling of all personnel under his/her command and approval of any requests for leave and or overtime.
- n) Assist the department with administering the recruitment and selection process for the entire department.
- o) Research projects for department growth and development as directed by the Chief of Police and or Administrative Captain including strategic planning.
- p) Maintain statistical analysis data for all crime, use of force, pursuits and training concerning members of his/her division. Work with the Administrative Captain to have complete control over the departments Records Management System (TriTech-IMC).
- q) Be responsible for the inspection and maintenance of all department facilities.
- r) Assist the Executive Assistant with the preparation of all payroll submissions by departmental employees. Reviews and approves final payroll submissions.
- s) Assist the Chief of Police and or Administrative Captain with budgetary research and preparations of yearly budgets, to include attendance at Town Council and Budget Committee meetings.
- t) Prepare Staff Reports on new projects and/or proposals for approval.
- u) Attend meetings when necessary to explain, clarify or promote items beneficial to the agency such as: New Budgetary items, Grants or departmental initiatives being proposed.
- v) Administer all grant applications and reporting requirements for his/her division.
- (w) Maintain a good working relationship with other law enforcement agencies in and of other jurisdictions.

- x) Research current law enforcement methods, procedures and practices to ensure policy changes are made for effective and efficient operations; initiate staff and personnel meetings to coordinate the efforts of the unit and the personnel under his/her command to effectuate successful operations.
- y) Review with the unit supervisor the effectiveness and efficiency of the detectives and other unit staff members assigned to his/her command; additionally review the division's systems and procedures, and where deficiencies appear, initiate appropriate problem solving measures.
- z) Be available at department headquarters to supervise and conduct departmental business, perform administrative and managerial duties and, when necessary personally respond to the scene of any major or unusual crime or incident to review the progress of the investigation and, in the appropriate circumstances, assume command of the investigation.
- aa) Review with the unit supervisors the assignment of all investigations and periodically examine caseloads among assigned investigators to ensure efficiency standards are met and cases are distributed evenly among investigators when appropriate.
- bb) Cooperate fully with other units within the department and departments and agencies in other jurisdictions; provide pertinent information to such entities when necessary and otherwise apprehend or assist in the apprehension of suspects or offenders wanted by the Hooksett Police Department or other criminal justice agencies to include but not limited to all local, county state and federal agencies, as well as private businesses and agencies that can assist with the overall police mission.
- cc) Inform the Commanding Officers of other divisions and units in the department of any information which would affect the safety of their personnel such as the identity of persons known or believed to be carrying weapons; share information, when appropriate to the existence of stakeouts and or special operations, etc.
- dd) Review activities of the patrol shifts to determine if case follow-up is required on specific cases or incidents, including the review of detainee logs to determine if post-arrest interviews need to be conducted on arrested subjects.
- ee) Perform other duties, tasks and managerial responsibilities as assigned by proper authority.
- ff) When so ordered by the Chief of Police, act in such capacity in the Chief's absence

gg) Ensure that the Chief of Police is informed of all major incidents, significant events and developments, and such other operations as the Chief of Police should be aware of.



HOOKSETT FIRE-RESCUE DEPARTMENT

15 LEGENDS DRIVE
HOOKSETT, NEW HAMPSHIRE 03106
Phone: (603) 623-7272 • Fax (603) 626-6742
www.hooksettfire.org

Tuesday July 26th, 2016

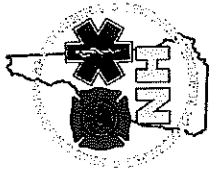
Nick Mercuri
Bureau Chief – EMS
Division of Fire Standards and Training & EMS
33 Hazen Drive
Concord, NH 03305-0002

Dear Chief Mercuri:

The following is a letter of intent to establish and operate a SafeStation program by the Hooksett Fire Rescue Department in Hooksett, NH. Similar to SafeStation – Manchester, this program seeks to provide one-on-one resources for individuals needing counseling or coaching for drug-related addictions in the town of Hooksett, NH. The goal is to provide those services on an intermediary level while arranging for a peer coach from Hope for NH Recovery or another similar service to formally establish the coach-substance user relationship. Proven successful in Manchester, we would like to offer and expand on these services into our town. Attached is the necessary documents for the Mobile Integrated Healthcare (MIH) protocol. If you have any questions, please contact myself or Lieutenant Joseph Stalker at the below contacts.

Respectfully Submitted,

James Burkush
Chief of Department
Hooksett Fire Rescue Department
15 Legends Drive
Hooksett, NH 03106
(603) 623-7272
(603) 626-6742
jburkush@hooksettfire.org



DEPARTMENT OF SAFETY
 DIVISION OF FIRE STANDARDS AND TRAINING &
 EMERGENCY MEDICAL SERVICES
 NH EMS PREREQUISITE APPLICATION
 PLEASE PRINT (BLACK INK) OR TYPE

PROTOCOL NAME Mobile Integrated Healthcare (MIH) PROTOCOL NUMBER 7.2

LEGAL NAME OF UNIT Hooksett Fire Rescue UNIT LICENSE NUMBER 0642

BUSINESS STREET ADDRESS 15 Legends Drive, Hooksett, NH 03106
STREET CITY STATE ZIP CODE

MAILING ADDRESS SAME
STREET/PO BOX CITY STATE ZIP CODE

HEAD OF UNIT James Burkush TITLE Fire Chief

CONTACT TELEPHONE 603.623.7272 FAX (IF AVAILABLE) 603.626.6742

EMAIL ADDRESS (IF AVAILABLE) jburkush@hooksettfire.org

MEDICAL RESOURCE HOSPITAL Catholic Medical Center

MEDICAL DIRECTOR OR DESIGNEE Michelle Nathan, MD

MEDICAL DIRECTOR PHONE 603.663.6479 (Emergency Dept.)

TYPE OF APPLICATION (CIRCLE) INITIAL RENEWAL

HEAD OF UNIT James A Burkush DATE 7/21/2016
 MEDICAL DIRECTOR OR DESIGNEE [Signature] DATE 7/21/2016

ATTACHED IS SUPPORTING DOCUMENTATION FOR ALL ELEMENTS LISTED IN Ssf-C 5922.01 (e) WITH A LIST OF LICENSING PROVIDERS TRAINED UNDER Ssf-C 5922.

Safe Station program Proposal for the Hooksett, NH Fire Rescue Department

Purpose: The purpose of this program is to address the needs of drug/substance abuse users who find difficulty in beginning the treatment and recovery process. It is the intent of this program for the central fire station in Hooksett, along with the on duty personnel, to provide an access point, or 'First Step' for treatment services in Manchester and the State of NH. While versions of this program have been implemented by Police-based departments in other parts of the country, there is minimal literary evidence of it being Fire or EMS based. Where the transportation of the individuals seeking assistance is not to a medical facility (unless the medical situation dictates), it still falls under the guidelines of RSA 153-A:2 VI by arraigning transportation to an "appropriate location in order to prevent loss of life or aggravation of physiological or psychological illness or injury."

As most area hospital — emergency departments may be overwhelmed with patients, this proposal assists all by weeding out those individuals seeking assistance that may not need immediate medical attention, but do need immediate help. To establish and vet a program of this nature that can be implemented will be a benefit to not only the departments involved, but the state as a whole for involving Fire / EMS in the care of those beyond just responding to an overdose. Many times a person knows they need treatment for drug addiction, but they often do not know where to turn for help. This program seeks to remedy this issue.

This is a similar program to what is being done in hospitals when a person who has misused substances is preparing to be discharged. The in-hospital staff asks the patient whether or not they would like to speak to a social worker and/or a recovery coach. If they say yes or choose a recovery coach, the coach would then come to the hospital 24/7 via a simple phone call. It is our hope to mold that similar practice into the pre-hospital setting.

Execution (Scope, Description and Patient Interaction Plan): The Hooksett Fire Rescue Department (HFRD) — Central Station will be the designated safe environment/location for individuals seeking assistance to start their path to recovery. This is due to staffing, security measures and space availability. At any time of day or night when the interested individual decides or gathers the courage to ask for help, he or she can go to the central station (station 2) and speak to the firefighters on duty, therefore beginning the process. If the person(s) goes to Station 1, they will be directed to go to the central station. The on-duty personnel will provide an assessment and, if indicated, medical care and transport to the hospital, not to exceed their scope of practice under NH RSA 153-A:11. If there is concern that there is something else

medically wrong with the patient, medical transport will be provided by the ambulance and personnel to an emergency department at the hospital.

Both Hooksett, NH fire stations are manned 24/7/365 and are only empty when they are committed on an emergency call, out-of-station training or other service requests. It is the intent of this program that individuals seeking to begin the treatment and recovery process for drug abuse will come to the central fire station (station 2). Due to reasons outlined prior in this document, individuals who go to station 1 will be directed to the central station. If the central station is committed on a call, the person(s) seeking help can wait for their return or be directed to another access point (Manchester, NH fire stations). This will be handled similar to a 'walk-in medical.' Once contact is made, the on-duty Hooksett Fire Rescue Department personnel will provide one-on-one interaction to provide an assessment, vital signs and make contact with recovery services. During this time of interaction, a minimum of two (2) personnel will remain with the person(s) at all times. The on-duty company officer will contact Concord Fire Alarm, request that the station be put out of service for a 'CodeHope' and an incident be created. The on-duty fire officer, or his designee, will then contact Hope for NH Recovery and request transport for an individual seeking treatment and/or coaching. Personnel will remain with the person(s) until they have been picked up. Availability of apparatus and manpower from this station will be determined by staffing and the company officer. After assessment the patient is deemed not fit for recovery services and requires medical assessment and treatment at an Emergency Department, transport will be provided by the ambulance to the hospital.

Each individual who is seeking assistance will be required to drop any needles and/or paraphernalia in to the designated sharps containers in the Bio Room prior to speaking with the coaches or seeking treatment. If any weapons or illegal substances are on the individuals seeking assistance possession, Hooksett Police Department will need to be requested and involved. This will be asked of and determined before the person(s) is brought into the station.

If a patient is revived from an overdose and transported to the hospital, they must be cleared medically by the receiving hospital before entering this process. At no time will the patient be able to sign a patient refusal form from a scene and then follow the firefighters back to a station. That is not the intent of this program, nor will it be a practice.

Documentation of this request for service will be done with a NH TEMSIS – Elite report, as a normal medical service call requires. This will be done by a designated primary provider. The fire officer will complete a report on the FireHouse reporting software using the appropriate codes and user fields. An HFRD SafeStation form will also be filled out, scanned to the EMS Lieutenant and filled in the designated drop box for the EMS Lieutenant. These documents will

be done for record keeping, State of NH compliance and Quality Assurance / Management purposes. This QA/QIM and documentation is required to affirm the program's effectiveness or changes that need to be made. This is also a requirement of the Mobile Integrated Healthcare – Prerequisite Protocol in the State of NH. This documents and reports will be reviewed by the EMS Lieutenant as they are turned in and on a monthly basis by the department's Continuous Quality Improvement (CQI) committee. This process does not differ greatly from the NH EMS protocols already put forth by the State and no member of the Hooksett Fire Rescue Department is being asked to operate outside of their Scope of Practice and is essential to the success of this program.

Needs: It would be the need of this department to have 100% stakeholder buy in. The stakeholders of note are the Hooksett Fire Rescue Department, Hooksett Police Department, Catholic Medical Center (HFRD Medical Resource facility), Michelle Nathan, MD (HFRD Medical Director), Elliot Hospital, Hope for NH Recovery, Serenity Place and the Town of Hooksett – Town Administration. Cost for this type of service will be minimal. The cost to develop, implement and track the needed work hours and resources to fully implement this program will be done on-duty by the EMS Lieutenant and Fire Administration. Medical-related costs will be tracked and obtained from the ambulance/EMS billing account.

Staffing: Personnel involved with this program will be done on on-duty shift personnel. Fire Administration will provide assistance as needed. All personnel are currently certified at the minimum of Nationally Registered Emergency Medical Technician level and are licensed with the State of NH – Bureau of EMS. This would not vary from the tasks currently performed and would be treated the same as a 'walk-in medical' call. Policies and procedures would outline this process and would be authorized by the Mobile Integrated Healthcare protocol from the NH State Emergency Medical Services. Normal staffing needs would suffice and no additional personnel would be required. A call back, or 'Rapid Recall' or HFRD personnel will be requested as deemed necessary by the on duty company officer.

Training Plan: No formal training will be required beyond an in-service presentation/training by the HFRD EMS Lieutenant and a representative from Hope for NH Recovery and/or the recovery centers speaking about addiction treatment and their services. This in-service training will be mandatory for all personnel before implementation of this program. The program will consist of a two hour class to review the program, related policies, all associated documents, participate in mock encounters and finally the presentation from Hope for NH Recovery and/or the other treatment centers. This training will be provided for all new members of the department during their initial orientation. No aspect of this program goes outside of the scope of practice of licensed EMS providers or the NH State EMS protocols. This type of process would

be the same as handling a 'walk-in medical' for which there is already an established process in place.

Medical Direction and Quality Management Plan; Data Collection: The HFRD Medical Control Physician, Michelle Nathan, MD from the Catholic Medical Center will have extensive involvement in the review process, implementation and oversight of said program. As this has been successful in Manchester, Doctor Nathan fully supports expanding this program. The creation of an incident by contacting Fire Alarm will have a computer-based record of the event and generate an incident report in our Firehouse reporting software. HFRD personnel would also fill out an HFRD SafeStation form, as well as a NH TEMSIS – Elite report. These three (3) documents will be an integral part of the documentation and review process, as well as the overall success of the program.

The review process for this program would involve the fire administration, department's Continuous Quality Improvement (CQI) committee, the CMC EMS Coordinator and the CMC EMS Medical Director, Michelle Nathan, MD. This shall be formally reviewed on a monthly basis by the CQI committee, which the EMS Coordinator and Doctor Nathan is actively involved in. Overdoses and Naloxone use will be studied prior to and after the implementation of this program to track the effectiveness. The CQI committee and review process will also perform follow-up to track compliance with the individuals involved. Statistics will be compared and discussed as to the utilization of this program by the public, increases/decreases in Emergency Department visits, referrals from HFRD to Hope for NH Recovery that have successful placement or coaching and data to prove this program should continue or be discontinued. Utilizing the Firehouse reporting software from the Fire Department and ImageTrend Elite reports will provide an accurate number of utilizations and can be compared directly to Hope for NH Recovery's numbers for the same timeframe for seeker tracking. These findings and other information will be shared with the CMC EMS Coordinator, CMC EMS Medical

Conclusion: This program has the potential to change the fire responder involvement in the care and wellbeing of the addicted individuals beyond the immediate treatment of an overdose. It also has the significant potential to change the involvement for first responders nationwide. For over two and months, this program has been running successfully in Manchester, NH with proven results. Data has shown with SafeStation – Manchester that compliance with recovery and coaching programs is >70% and overdose numbers are down. It is the intention of the Hooksett Fire Rescue Department to adopt this program, tailor it to our current operation and execute the program within our community. All too often we are called out for the overdose and see those that want help but not have the means or knowledge to know where to turn next. Instituting the fire stations in Hooksett as a safe place to go and get

on path to recovery instead of the fear of going to a police station can have a significant impact on the social aspect and success of those looking for recovery. While the Manchester, NH Fire Department has become the platform for this program, we hope to become the ideal module for small to medium sized departments throughout the state.

'SafeStation' will demonstrate a level of compassion and involvement extending beyond the immediate emergency. In a time of first responder fatigue and apathy when dealing with repeated overdoses, 'SafeStation' will allow for active involvement across all levels to aid in providing for all.

SAFE STATION

Announced on May 4, 2016, the Manchester Fire Department began providing a service to those suffering from Substance Misuse Disorder named "Safe Station". The purpose of this program is to provide a starting point to aid in the treatment and recovery from Opiate and Drug Addiction.

- Number of requests at MFD for Safe Station: 249
- Number of participants placed in Programs: 117***
- Number of participants transported to Hospitals: 26
- Number of participants reconnected with Family: 26***
- Number of participants who left voluntarily: 20***
- Average Length of Time AMR/MFD Company "Not Available": 13 minutes
- Number of UNIQUE participants: 221
- Number of REPEAT entries: 26
- Age Range of Participants: 18-60
- Participant Hometown Breakdown:

NEW HAMPSHIRE

ALLENSTOWN	2
ALTON	1
AMTRIM	1
AUBURN	1
BEDFORD	4
BENNINGTON	2
BERLIN	2
BOSCAWEN	1
BOW	1
BRISTOL	1
CAMPTON	1
CARROL	1
CONCORD	8
DERRY	4
EPPING	3
EXETER	2
FRANKLIN	2
GOFFSTOWN	3
HAMPTON	2
HILLSBORO	1
HOLLIS	2
HOOKSEIT	2
HUDSON	3
LACONIA	5
LEBANON	1

OUT OF STATE

LITCHFIELD	2
LITTLETON	1
LONDONDERRY	2
LOUDON	1
MANCHESTER	118
NASHUA	20
NEW BOSTON	1
NEWTON	1
NORTHFIELD	1
OSSIPEE	2
PELHAM	1
PLYMOUTH	1
PORTSMOUTH	2
RAYMOND	4
ROCHESTER	10
SALEM	3
SANBORNTON	1
SEABROOK	1
SOMERSWORTH	2
SWANZEY	1
WEARE	3
WHITEFIELD	1
WINCHESTER	2
WINDHAM	2
WOLFEBORO	2

KITTERY, ME	1
USBON, ME	1
AYER, MA	1
GROVELAND, MA	1
NEW BEDFORD, MA	1

Staff Report

Title: Contract Award RFP#16-12 Peters Brook Athletic Fields

Date: 09/14/2016

Background and Discussion of Issues

Three bids were received on 8/24/16 for RFP#16-12 for the Peters Brook Athletic Fields construction. 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. The three bidders were: David W. White and Sons, Inc. of Bow, NH; Advanced Excavating and Paving, Inc. of Suncook; and Alvin J Coleman & Sons, Conway, NH. See attached bid tabulation results. The low bidder is David W. White and Sons, Inc. of Bow, NH with a Total Base bid amount of \$217,490.00 and Total Bid Alt No 1 amount of \$220,140.00.

Recommendation (including suggested motion, if appropriate)

It is recommended that the Town Council award and approve a contract with David W. White and Sons, Inc. of Bow, NH for the amount of \$217,490.00 which is the base bid amount for RFP#16-12 Peters Brook Athletic Fields Construction Project.

Fiscal Impact

The funds for this contract is from Parks and Rec impact fees which has an available amount of \$217,900.

Prepared by: James Donison, Asst DPW/Town Eng

Town Administrator Recommendation

Concur

TOWN OF HOOKSETT, NEW HAMPSHIRE
 Hooksett 2016 Peters Brook Athletic Field RFP # 16-12 REBID
 BID RESULTS - August 24, 2016

Advanced Excavating and Paving,
 Inc., 166 Granite Street, Suncook,
 NH
 David W. White and Son, Inc., 635 River
 Road, Bow, NH
 Alvin J. Coleman & Son, Inc.,
 Conway, NH

PART A - Irrigation System Bid

ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
1	LS		Furnish and install a complete functioning and operational irrigation system including but not limited to the following components in accordance with the irrigation specifications: 1. 200 ft of 3" dia. SDR21 Solvent weld Class 200 PVC pipe extending from and connecting to existing 2" dia. irrigation system to 4" tee with 2" ball valve (control valve) and fiberglass curb box with all appurtenances (tees, elbows) including restoration of disturbed areas. 2. 1,100 ft of 3" SDR21 Solvent weld Class 200 PVC pipe mainline with 2-3" dia. ball valves with fiberglass curb box with all appurtenances (tees, elbows, couplings). 3. 1-4" Tee connected with 4" ball valve with fiberglass curb box and 4" cap with reducers to 3" SDR21 PVC pipe, located near proposed snack shack for future connection to 4" mainline. 4. 1,750 ft of 2" dia. high density 125 psi poly pipe laterals including all appurtenances (tees, elbows, couplings). 5. 1,600 ft of 1-1/2" dia. high density 125 psi poly pipe laterals including all appurtenances (tees, elbows, couplings). 6. 1,800 ft of 1" dia. high density 125 psi poly pipe laterals including all appurtenances (tees, elbows, couplings). 7. 21 Electric operated remote control valves (1", 1-1/2" and 2"), Models 100 PGA, 150PGA and 200 PGA as Manufactured by Rainbird or equal with all appurtenances, with 1" inlets for irrigation control wiring tubing. 8. 83 gear driven irrigation motors, model Rainbird 8005 or Hunter 125 or approved equal with all appurtenances. 9. Electrical controller, Model IC-600M-Core 5 Station controller including ICM-600 (additional modules such that controller is capable of controlling up to 50 irrigation control valves/stations) enclosed within a metal cabinet as manufactured by Hunter or approved equal including all appurtenances. Electrical controller shall be located and mounted on wall in existing wooden building. 10. Electrical control wire consisting of 18 gauge cable with 24 wires or two cables of 18 gauge with 12 wires each, installed within 1" dia. 105 psi Poly pipe (irrigation control wire shall be I.R. approved for direct burial) including all wireproof wire connectors. All exposed wiring located within wooden building shall be enclosed within electrical conduit installed in accordance with electrical codes. 11. 1 wireless rain sensor, Model Hunter ET System Weather Based Control unit, connected to electrical controller, manufactured by Hunter or approved equal, including all appurtenances.	\$ 43,401.12	\$ 43,401.12	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00
PART A BID AMOUNT:				\$ 43,401.12		\$ 48,000.00		\$ 48,000.00	

PART B - ELECTRICAL - LIGHTING BASE POLES AND ELECTRICAL CONDUIT

ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
2	LF	2,000	Furnish and install 2" electrical conduit (PVC Schedule 40) from proposed Snack Shack area to each pull box location including electrical caution tape 12" above conduit with sand backfill. End of conduits at Snack Shack shall be buried and capped.	\$ 11.88	\$ 23,760.00	\$ 8.75	\$ 17,500.00	\$ 7.50	\$ 15,000.00
3	LF	200	Furnish and install 1" electrical conduit (PVC Schedule 40) from pull box to light pole bases including electrical caution tape 12" above conduit with sand backfill	\$ 11.88	\$ 2,376.00	\$ 8.25	\$ 1,650.00	\$ 7.00	\$ 1,400.00
4	EA	11	Furnish and install electrical pull boxes	\$ 265.00	\$ 2,915.00	\$ 900.00	\$ 9,900.00	\$ 400.00	\$ 4,400.00
5	EA	9	Furnish and install precast light pole bases S1, S2, S3, S4, S5, S6, S7, S8 and S9 with concrete backfill as provided by Musco Lighting or approved equal (pole dimensions and concrete backfill per attached Figure 4 - Table 2 Foundation Details)	\$ 4,356.00	\$ 39,204.00	\$ 6,500.00	\$ 58,500.00	\$ 6,500.00	\$ 58,950.00
BID AMOUNT:				\$ 68,255.00		\$ 87,550.00		\$ 79,750.00	

PART C - "BASE BID" TURF ESTABLISHMENT

ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
6	CY	5850	Spread the temporarily relocated on-site loam throughout the athletic field area, 4" thick	\$ 14.67	\$ 85,819.50	\$ 8.90	\$ 52,065.00	\$ 11.00	\$ 64,350.00
7	SY	26,500	Hydroseed Method placing Athletic Field Seed Mix (Soccer Field 210'x330', Lacrosse Field 180'x330', 6V6 Soccer Field 105'x165' and 3 Hoppers Fields 90'x34' x 205')	\$ 0.52	\$ 13,780.00	\$ 0.75	\$ 19,875.00	\$ 0.90	\$ 23,850.00
8	L.S.	1	Construction Contingency Allowance including Costs for Contractor To Coordinate and Retain Services of Holden Engineering and Surveying, Bedford, NH to provide survey benchmarks and field layout information (as ordered by Town)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
BID AMOUNT:				\$ 109,599.50		\$ 81,940.00		\$ 98,200.00	

PART C - "Bid Alternate No 1" TURF ESTABLISHMENT

ITEM	UNIT	ESTIMATED QUANTITY	UNIT BID PRICE DESCRIPTION	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL	UNIT BID PRICE	TOTAL
9	CY	5850	Spread the temporarily relocated on-site loam throughout the athletic field area, 4" thick	\$ 14.67	\$ 85,819.50	\$ 8.90	\$ 52,065.00	\$ 11.00	\$ 64,350.00
10	SY	26,500	Hydroseed Method placing Athletic Field Seed Mix (Soccer Field 210'x330', Lacrosse Field 180'x330', 6V6 Soccer Field 105'x165' and 3 Hoppers Fields 90'x34' x 205')	\$ 0.68	\$ 18,020.00	\$ 0.85	\$ 22,525.00	\$ 1.10	\$ 29,150.00
11	L.S.	1	Construction Contingency Allowance including Costs for Contractor To Coordinate and Retain Services of Holden Engineering and Surveying, Bedford, NH to provide survey benchmarks and field layout information (as ordered by Town)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
BID AMOUNT:				\$ 113,839.50		\$ 84,590.00		\$ 103,500.00	

BASE BID SUMMARY

PART A - ADDITIVE BID ALTERNATE 1 - SIDEWALK	\$ 43,401.12	\$ 48,000.00	\$ 48,000.00
PART B - ELECTRICAL - LIGHTING BASE POLES AND ELECTRICAL CONDUIT	\$ 68,255.00	\$ 87,550.00	\$ 79,750.00
PART C - "BASE BID" TURF ESTABLISHMENT	\$ 109,599.50	\$ 81,940.00	\$ 98,200.00
TOTAL BASE BID + PART A + PART B + PART C BASE BID	\$ 221,255.62	\$ 217,490.00	\$ 225,950.00

BID ALTERNATE SUMMARY

PART A - ADDITIVE BID ALTERNATE 1 - SIDEWALK	\$ 43,401.12	\$ 48,000.00	bidder did not	\$ 48,000.00
PART B - ELECTRICAL - LIGHTING BASE POLES AND ELECTRICAL CONDUIT	\$ 68,255.00	\$ 87,550.00	provide unit	\$ 79,750.00
PART C - "BASE BID" TURF ESTABLISHMENT	\$ 113,839.50	\$ 84,590.00	prices for Part A	\$ 103,500.00
TOTAL = PART A + PART B + PART C BID ALTERNATE NO 1	\$ 225,495.62	\$ 220,140.00	for Parts B or C	\$ 233,250.00

Low Bidder *



PROJECT LIST

Wakefield High School, Wakefield, MA

Contact: Rick Stinson 781-246-6307

Designer: Scott Landgren, CDM Smith 617-452-6814

Contract: \$5,500,000

Completion date: Spring 2014

Scope: Beasley Field- 6 lane red latex track and multi-purpose synthetic turf field with Musco lighting system. Landrigan Field- multi-purpose synthetic turf field with Musco lighting system, 2147 seat grandstand, pressbox, precast concrete restroom/concession building. Dobbins- Six US Open blue tennis courts. North Parking- new 82 stall parking lot with pedestrian walkway and stairs to Beasley Field.

Bertram Field, Salem, MA

Contact: Tom Devine 978-619-5682

Designer: Huntress Associates, Chris Huntress 978-470-8882

Contract: \$1,847,700

Completion date: Fall 2013

Scope: Multi-purpose synthetic turf field and 6 lane track with 8 lane shoot. The facility also included jump pits, a shot put area, discus cage and high jump area, along with fencing throughout. Contaminated soils were also removed from the site.

Presentation of Mary Academy, Hudson, NH

Contact: Dan Lamb, Dlamb@presmarynh.org

Designer: Chris Huntress, Huntress Associates 978-470-8882

Contract: \$1,175,000

Completion date: Spring 2014

Scope: Multi-purpose synthetic turf field with athletic ball netting, chain link fence and a new custom shed.

Nashoba Valley Regional High School

Contact: Bill Cleary 781-223-1980

Designer: Peter Spanos, Gale Associates 781-335-6465

Contract: \$2,100,000

Completion date: Fall 2012

Scope: Urethane track, multi-purpose synthetic turf field, tennis courts, relocated grandstands and a Musco light system.

Florence Fields, Northampton, MA

Contact: Ann Marie Moggio 413-587-1040

Designer: Carlos Nieto, Berkshire Design Group 413-582-7000

Contract: \$1,460,000

Completion date: Summer 2013

Scope: Five multi-purpose irrigated natural grass fields and two baseball fields, parking, drainage swales and armorflex system.

Lynnfield High School, Lynnfield, MA

Contact: Arthur Bourque 781-334-9500

Designer: Peter Spanos, Gale Associates 781-335-6465

Contract: \$5,800,000

Completion date: Fall 2015

Scope: 6 synthetic turf fields, Musco light system, grandstands, pre-fab dugouts and miscellaneous site improvements.

Pentucket High School, Newbury, MA

Contact: Greg Lebreque 978-363-2280

Designer: Peter Spanos, Gale Associates 781-335-6465

Contract: \$2,400,000

Completion date: Fall 2015

Scope: Construction of three natural turf fields, six tennis courts, and a new synthetic track.

Danvers High School, Danvers, MA

Contact: David Lane, 978-777-0001

Designer: Michael Moonan, Weston and Sampson 617-412-4480

Contract: \$5,200,000

Completion date: Summer 2016

Scope: Construction of a football synthetic turf field, new synthetic running track, a new natural turf baseball field and three natural grass practice fields.

Andre McCoy Field, New Bedford, Ma

Contact: Debra Travers 508-979-1432

Designer: Jorge Figueiredo, Mount Vernon Group 508-991-7500

Contract: \$5,752,800

Completion date: Spring 2010

Scope: Construction of an 8-lane urethane track and synthetic turf multi-purpose field. The facility also includes a 1600 seat grandstand, press box, 6 tennis courts, Musco lighting, and 170 space parking lot. The site required extensive remediation of contaminated soils and construction of a pump station and 1000' force main.

New England College, Henniker, NH

Contact: Paula Amato 603-428-2461

Designer: Design/Build

Contract: \$1,500,000

Completion date: Spring 2010

Scope: Construction of a multi-purpose lighted synthetic turf field, including a press box, Redi-rock walls and walkways.

**Staff Report
School Impact Fees
September 14, 2016**

Background:

The Town of Hooksett collects school impact fees at the time the Town issues occupancy permits. These fees are collected in order to offset the cost of growth for the new developments.

Discussion:

Each year at this time, the Town transfers the fees collected during the year to the School District to offset the cost of the new middle school and renovations at Memorial School. Back in 2003, these two projects were funded with a 20-year bond and it was determined they met the criteria for impact fees use.

As of August 29, 2016, the school impact fee special revenue fund had a balance of \$91,274.36. A transfer of the full amount is recommended at this time.

As of July 2016, the school district owed \$6,190,000.00 on this bond which is schedule to be paid off in July of 2022.

Fiscal Impact:

This transfer will reduce the amount of property taxes needed to support the School District.

Recommendation:

Motion to transfer \$91,274.36 from the School Impact Fee Special Revenue fund to the Hooksett School District.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation:

Concurs

Dean E. Shankle Jr.
Town Administrator

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 018 School Impact Fees							
10/01/2015			018-000.1310-007.002 Equity in Pooled Cash		BEG. BALANCE		104,789.74
10/07/2015	Depos	JE	Finance Deposit	1082	4,978.00		109,767.74
10/15/2015	CD	CHK	Hooksett School District - SAU #15	567(E)		94,812.32	14,955.42
10/15/2015	Depos	JE	Finance deposit	1092	4,978.00		19,933.42
10/31/2015	Depos	JE	Oct 2015 TD CD's Interest	1120	2.88		19,936.30
10/31/2015	Depos	JE	Oct 2015 MCSB CDARS Interest	1121	1.60		19,937.90
10/31/2015	Depos	JE	Oct 2015 NHPDIP Interest	1122	0.02		19,937.92
10/31/2015	Depos	JE	Oct 2015 Citizens Invest Interest	1126	0.81		19,938.73
10/31/2015	Depos	JE	Oct 2015 Peoples Invest Interest	1127	8.27		19,947.00
11/25/2015	Depos	JE	Finance deposit	1138	4,978.00		24,925.00
11/30/2015	Depos	JE	MBIA Nov 2015 Interest	1150	0.01		24,925.01
11/30/2015	Depos	JE	MCSB CDARS Nov 2015 Interest	1154	0.65		24,925.66
11/30/2015	Depos	JE	TD's CDs Nov 2015 Interest	1155	1.16		24,926.82
11/30/2015	Depos	JE	Citizens Invest Nov 2015 Interest	1157	0.22		24,927.04
11/30/2015	Depos	JE	People's Inv Nov 15 Interest	1160	2.47		24,929.51
12/23/2015	Depos	JE	Finance deposit	1179	4,978.00		29,907.51
12/31/2015	Depos	JE	Dec 2015 TD's CD Interest	1194	1.03		29,908.54
12/31/2015	Depos	JE	Dec 2015 MCSB CDARS Interest	1195	0.57		29,909.11
12/31/2015	Depos	JE	Dec 2015 Citizens Invest Interest	1196	0.77		29,909.80
12/31/2015	Depos	JE	Dec 2015 MBIA Interest	1197	0.01		29,909.89
01/14/2016	Depos	JE	Dec 2015 People's Interest	1203	2.19		29,912.08
01/15/2016	Depos	JE	Finance deposit	1206	4,978.00		34,890.08
01/20/2016	Depos	JE	Dec 2015 TD's CD Interest	1207	0.69		34,890.77
01/29/2016	Depos	JE	Jan 16 TD Cd 6/16 Interest	1230	2.82		34,893.59
01/29/2016	Depos	JE	Jan 16 TD CD 7/16 Interest	1231	1.22		34,894.81
01/29/2016	Depos	JE	Jan 16 Citizen Invest Interest	1232	0.16		34,894.97
01/29/2016	Depos	JE	Jan 16 CDARS Interest	1233	0.68		34,895.65
01/29/2016	Depos	JE	Jan 16 People's Invest Interest	1235	3.16		34,898.81
01/31/2016	Depos	JE	Jan 16 MBIA Interest	1220	0.02		34,898.83
02/29/2016	Depos	JE	Feb 16 TD CD 6/16 Interest	1266	3.31		34,902.14
02/29/2016	Depos	JE	Feb 16 TD CD 7/16 Interest	1267	1.44		34,903.58
02/29/2016	Depos	JE	Feb 16 Citizen's Invest Interest	1268	0.07		34,903.65
02/29/2016	Depos	JE	Feb 16 MCSB CDARS Interest	1269	0.80		34,904.45
02/29/2016	Depos	JE	Feb 16 MBIA Gen Interest	1270	0.03		34,904.48
03/03/2016	Depos	JE	Mar 16 MCSB CDARS Interest	1271	0.07		34,904.55
03/04/2016	Depos	JE	Finance deposit	1262	4,978.00		39,882.55
03/11/2016	Depos	JE	Feb 2016 People's Invest Interest	1281	3.25		39,885.80
03/16/2016	Depos	JE	Finance deposit	1282	4,978.00		44,863.80
03/31/2016	Depos	JE	Mar 16 MBIA Gen Interest	1305	0.05		44,863.85
03/31/2016	Depos	JE	Mar 16 Citizens Invest Interest	1307	0.03		44,863.88
03/31/2016	Depos	JE	Mar 16 TD CD 6/16 Interest	1308	4.94		44,868.82
03/31/2016	Depos	JE	Mar 16 TD CD 7/16 Interest	1309	2.14		44,870.96
03/31/2016	Depos	JE	Mar 16 People's Invest	1311	4.47		44,875.43
04/15/2016	Depos	JE	Finance deposit	1318	4,978.00		49,853.43
04/29/2016	Depos	JE	Apr 16 Citizens Invest Interest	1343	0.04		49,853.47
04/29/2016	Depos	JE	Apr 16 MBIA Gen Interest	1344	0.07		49,853.54
04/30/2016	Depos	JE	Apr 16 People's Invst Interest	1348	4.93		49,858.47
04/30/2016	Depos	JE	Apr 16 TD CD 6/16 Interest	1349	6.25		49,864.72
04/30/2016	Depos	JE	Apr 16 TD CD 7/16 Interest	1350	2.71		49,867.43
05/31/2016	Depos	JE	May 16 MBIA Interest	1381	0.10		49,867.53
05/31/2016	Depos	JE	May 16 People's Invst Interest	1384	5.08		49,872.61
05/31/2016	Depos	JE	May 16 TD CD's 6/16 Interest	1385	8.03		49,880.64
05/31/2016	Depos	JE	May 16 TD CD's 7/16 Interest	1386	3.48		49,884.12
05/31/2016	Depos	JE	May 16 Citizens Invest Interest	1389	0.06		49,884.18
06/16/2016	Depos	JE	Finance deposit	1410	9,956.00		59,840.18
06/20/2016	Depos	JE	Jun 16 TD CD's 6/16 Interest	1434	4.81		59,844.99
06/24/2016	Depos	JE	Finance deposit	1413	1,862.00		61,706.99
06/30/2016	Depos	JE	Finance deposit	1421	3,724.00		65,430.99
06/30/2016	Depos	JE	Jun 16 TD CD's 7/16 Interest	1435	3.29		65,434.28
06/30/2016	Depos	JE	Jun 16 Citizens Invest Interst	1436	0.05		65,434.33
06/30/2016	Depos	JE	Jun 16 People's Invest Interest	1440	3.12		65,437.45
06/30/2016	Depos	JE	Jun 16 MBIA's Interest	1446	0.10		65,437.55
07/01/2016			2016-17 Fiscal Year Begin				65,437.55
07/14/2016	Depos	JE	Finance deposit	1449	4,978.00		70,415.55
07/20/2016	Depos	JE	Finance deposit	1453	4,978.00		75,393.55
07/22/2016	Depos	JE	Finance deposit	1455	9,956.00		85,349.55
07/26/2016	Depos	JE	Jul 16 TD CD's 7/16 Interest	1483	2.42		85,351.97
07/30/2016	Depos	JE	Jul 16 Optima Interest	1476	10.53		85,362.50
07/30/2016	Depos	JE	Jul 16 People's Invest Interest	1477	2.41		85,364.91
07/30/2016	Depos	JE	Jul 16 MBIA Interest	1491	0.51		85,365.42
07/31/2016	Depos	JE	Jul 16 Citizens Invest Interest	1482	0.05		85,365.47
07/31/2016	Depos	JE	Jul 16 Century CD Interest	1485	0.10		85,365.57
08/19/2016	Depos	JE	Finance deposit	1498	4,978.00		90,343.57
08/22/2016	Depos	JE	Jul 16 MBIA Interest Correction	1501		0.21	90,343.36
08/25/2016	Depos	JE	Finance deposit	1513	931.00		91,274.36
09/30/2016			018-000.1310-007.002	END BALANCE	81,297.15	94,812.53	91,274.36

TOTAL FOR FUND 018 School Impact Fees

81,297.15 94,812.53 91,274.36

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2017-01

Please explain the purpose of this transfer request: Transfer funds to cover the Old Home Day Committee's request for an additional \$3,000.00(see attached letter). Funds to come from the unfilled position in the Park, Recreation & Cemeteries' Division of DPW.

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

Account #	Description	Current Budget	Amount Added	New Budget
001-100.4589-800.006	Admin Old Home Day	5,000.00	3,000.00	8,000.00
Total	Administration	1,076,494.00	3,000.00	1,079,494.00

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

Account #	Description	Current Budget	Amount Reduced	New Budget
001-450.4520-111.000	P&R Full-time wages	274,622.00	(3,000.00)	271,622.00
Total	Parks, Recreation & Cem	580,488.00	(3,000.00)	577,488.00

Recommended by:


Town Administrator


Finance Director

Approved by:

Town Council

Council Meeting Date

Hooksett Old Home Day

September 21 2013 Hooksett, New Hampshire

September 1 2016

Town Hall - Finance Department

35 Main Street
Hooksett, NH 03106

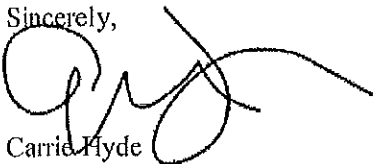
The Old Home Day Committee has gained a number of new volunteers to support our plans for a fun-filled day for our community. This year's celebration is slated for September 17. We hope to see this event be a continuing opportunity for old and new neighbors, organizations and businesses to come together for a day of sharing pride in our town.

Our committee has appreciated the support of the Town of Hooksett for Old Home Day. We would like to ask if the town budget would allow for an additional donation to the event this year. With the rising cost this additional contribution would be applied to ther bus shuttles, our entertainment and children's amusements for the enjoyment of the community. This year we ask the town to donate an additional amount of \$3000. This will ensure a free event for the community.

We are looking forward to an exciting day. Hooksett Old Home Day 2016 will be the most successful event!

We ask that this request be addresses soon for our event is just over 2 weeks away. Thank you

Sincerely,

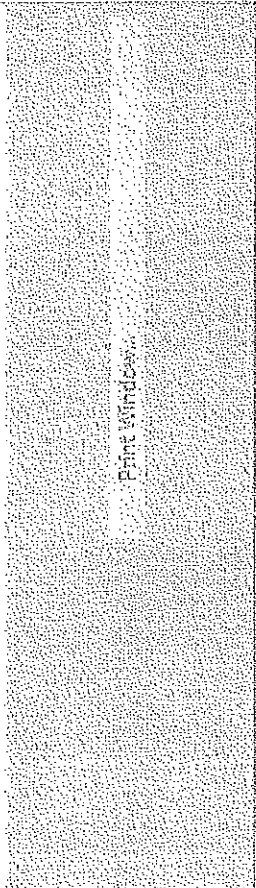


Carrie Hyde
36 Edgewater Drive
Hooksett NH
OHD Chairperson
603-785-6639
hooksettoldhomeday@gmail.com

Budget Information



GL # 001-100-4589-800.006 Over Budget No



Information as of: 09/01/2016
Selected GL Number: 001-100-4589-800.006
Description: ADMIN Old Home Day

Budget Checking Specific Detail

Budget Check Type: GL #	
Amended Budget:	\$5,000.00
Activity To Date:	5,000.00
Encumbered:	0.00
Other:	0.00
Total Available:	50.00
Amount Requested:	50.00
Remaining Available:	0.00

Close