



**TOWN COUNCIL AGENDA  
Regular Meeting  
Wednesday, October 26, 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: 10/12/2016  
[TC Minutes 101216 Draft.docx](#)

5.b Non-Public: 10/12/2016

**6. AGENDA OVERVIEW**

**7. PUBLIC HEARINGS**

**8. CONSENT AGENDA**

**9. TOWN ADMINISTRATOR'S REPORT**

**10. PUBLIC INPUT - 15 MINUTES**

**11. NOMINATIONS AND APPOINTMENTS**

11.a Nomination SNHPC Rep for Planning Board - Cutler L. Brown Expires 10/ 2020  
[staff report 10.26.2016 nomination.pdf](#)

[Nomination-SNHPCRep-CutlerL.Brown.pdf](#)

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

BOARDS COMMITTEES Open.pdf

**12. SCHEDULED APPOINTMENTS**

12.a Stacey White - Veterinary Issue

12.b Police Chief Peter Bartlett - Updates and Comments

**13. 15 MINUTE RECESS**

**14. OLD BUSINESS**

14.a 2017-18 Budget and Warrant Articles

Warrant list.pdf

**15. NEW BUSINESS**

15.a Obligation of Impact Fees Zone 1 to Lilac Bridge

Staff Report - Zone 1 Impact Fee.pdf

15.b Obligation of Impact Fees for Zone 3

Staff Report - Zone 3 Impact Fee.pdf

15.c Tax Rate & Fund Balance

SR 2016 Tax Rate & Fund Balance.doc

**16. SUB-COMMITTEE REPORTS**

**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**

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

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

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



**TOWN COUNCIL MINUTES - UNOFFICIAL**  
**Regular Meeting**  
**Wednesday, October 12, 2016**  
**6:00 PM**  
**Council Chambers**

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8 **1. CALL TO ORDER**  
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10 Chairman James Sullivan called the meeting to order at 6:02 p.m.  
11

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

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

18 **3. PLEDGE OF ALLEGIANCE**  
19

20 **4. SPECIAL RECOGNITIONS**  
21

22 Chairman Sullivan took a moment to thank the Fire Department for their "boot drive" saying  
23 he never thought he'd ever have to use those services but has. He said everyone's effort  
24 with the "boot drive" is very touching. Audience members applauded.  
25

26 4.a Hooksett Fire-Rescue Department promotions and new hires swearing in ceremony.  
27

28 Chief James Burkush came forward and thanked the Council for their support of the Fire  
29 Department reorganization which focuses on EMS, eliminates a chief position and adds a line  
30 firefighter. Chief Burkush then made three promotions as follows:  
31

32 Captain Steve Colburn, a 16 year veteran, has filled in as deputy chief and assistant chief.  
33 Captain Colburn is the vehicle maintenance coordinator, has been active with the fire  
34 academy and has many certifications. In addition, he is a heavy duty truck mechanic.  
35 Captain Colburn's wife, Kim, came forward to place his badge on his left shirt pocket.  
36 Assistant Fire Chief Colburn acknowledged the attendance of his mother, father-in-law, and  
37 step son.  
38

39 Lieutenant Joe Stalker was promoted to Captain. Chief Burkush said Captain Stalker was  
40 raised in Keene and is the son of a Deputy Fire Chief. He has an Associates Degree in Fire  
41 Science and is an adjunct paramedic instructor. He has focused his efforts on improving the  
42 department's emergency medical processes. He and his family live in Concord. His wife and  
43 daughter, Harper, came forward to attach his badge to his uniform.  
44

45 Firefighter Earl Lincoln is a 16 year veteran who received the Firefighter of the Year  
46 gubernatorial citation in 2012 and was chosen to serve at the National Fire Academy in  
47 Washington, DC. He chairs the Committee for Fallen Firefighters. His wife pinned on his  
48 badge.  
49

50 Captain Burkush asked Matthew Richter to come forward to be sworn in as a new Hooksett  
51 Firefighter. Firefighter Richter came highly recommended having worked as a Rockingham  
52 firefighter in Candia. Firefighter Richter was accompanied by his fiancé, Samantha, and his  
53 mother. Chief Burkush administered the oath and provided Firefighter Richter with his badge.  
54

55 On behalf of the Council, Chairman Sullivan offered congratulations to all, and welcomed  
56 Firefighter Richter to the Hooksett family. He wished everyone well and said "stay safe".  
57

58 Chief Burkush recognized Firefighter John Hill who, for the last 15 years, has served as union  
59 chief, and worked hand-in-hand with the Happy Helpers. Firefighter Hill said a formal thank  
60 you dinner is scheduled for tomorrow night to highlight all those who made it possible to  
61 donate over \$100,000 to help the citizens of Hooksett. He recognized the following dedicated  
62 volunteer Happy Helpers: Roger Cournoyer, Ann Emmons, Jeannette Gagne, Shirley  
63 Stewart, Priscilla Simoneau, Pat Smith, Janet Gould, Bernadette Chevrette's daughter.  
64

65 Chairman Sullivan thanked all of the Happy Helpers and particularly Bernadette Chevrette,  
66 the inspiration for the Hooksett Happy Helpers.  
67

## 68 **5. APPROVAL OF MINUTES**

69 5.a Public: 09/21/2016  
70 [TC Budget Meeting 092116.doc](#)  
71

72  
73 *Councilor Tsantoulis moved, second by Councilor Winterton, to approve the September 21,*  
74 *2016 budget meeting minutes, as amended. Motion passed unanimously, 7-0.*  
75

76 5.b Public: 09/28/2016  
77 [TC Minutes 09282016-U.docx](#)  
78

79 *Councilor Tsantoulis moved, second by Councilor Winterton, to approve the September 28,*  
80 *2016 public meeting minutes, as amended. Motion passed unanimously, 7-0.*  
81

82 5.c Non-Public: 09/28/2016  
83

84 *Chairman Sullivan moved, second by Councilor Winterton, to approve the September 28,*  
85 *2016 non-public meeting minutes, as presented. Motion passed unanimously, 7-0.*  
86

## 87 **6. AGENDA OVERVIEW**

88  
89 Chairman Sullivan adjusted the agenda to take up items as follows: 7 Public Hearing; 15.e  
90 Purchase of 2017 PL Custom F550 Ambulance and Related Equipment; 15.b Safety  
91 Committee Recommendations  
92

## 93 **7. PUBLIC HEARINGS**

94  
95 7.a Public hearing for the Town Council to accept a \$18,538 donation of exercise equipment  
96 and thermal imaging equipment from the Hooksett Happy Helpers Clothing Bank to the Town of  
97 Hooksett for the Hooksett Fire-Rescue & Police Departments per RSA 31:95-e,II.  
98

99 [101216 TC DONATIONS HFD-HPD.doc](#)  
100 [Staff Report 10-12-16 HFR-Donation.pdf](#)  
[10-12-16 HFR Donation.pdf](#)

101  
102 Chairman Sullivan opened the public hearing at 6:22 p.m. and read the public notice. The  
103 purpose of the public hearing is to accept a donation from the Hooksett Happy Helpers  
104 Clothing Bank to the Town of Hooksett for the Hooksett Fire-Rescue and Police Departments.  
105 Chief Burkush stated that the Hooksett Fire Department has had a long lasting relationship  
106 with the Hooksett Happy Helpers. Firefighter John Hill said this will be the last donation  
107 made to the town because the Clothing Bank will close. The Hooksett Happy Helpers are  
108 donating two rowing machines, two Cybex machines and one thermal imaging camera. The  
109 equipment is to be used by Hooksett Fire-Rescue and Police Departments at the Hooksett  
110 Safety Complex and Hooksett Fire Station 1. There were no comments received from the  
111 public. Firefighter Hill said that their initial donation started with technology and their last will  
112 end with technology. Over the years, the Happy Helpers have donated over \$100,000 to the  
113 benefit of the town. Councilor Miville asked if they could still use the old thermal imaging  
114 camera. Captain Colburn said "yes" and that this will be an extra one.

115  
116 *Councilor Miville moved, second by Councilor Winterton, to waive the rules on not voting until*  
117 *the next Board meeting. Motion passed unanimously, 7-0.*

118  
119 *Councilor Levesque moved, second by Councilor Jennings, to accept the donation of*  
120 *exercise equipment and thermal imaging camera from the Hooksett Happy Helpers valued at*  
121 *\$18,538 per RSA 31:95-e, II. Roll Call #2: Councilor Miville-yes, Councilor Levesque-yes,*  
122 *Councilor Jennings-yes, Councilor Giotas-yes, Councilor Winterton-yes, Councilor*  
123 *Tsantoulis-yes, Chairman Sullivan-yes. Motion passed unanimously, 7-0.*

124  
125 **Agenda Item 15.e – Purchase of 2017 PL Custom F550 Ambulance and Related**  
126 **Equipment**

127  
128 Chief Burkush and Assistant Chief Colburn spoke to the subject purchase indicating that  
129 currently Fire-Rescue operates two ambulances, one out of each fire station. One of the  
130 ambulances has high mileage and hours and needs to be moved to a reserve status.  
131 Expected delivery time would be approximately 195 days before the vehicle is delivered.  
132 This is a Capital Reserve item funded out of the Ambulance Account which can sustain the  
133 purchase.

134  
135 Chief Burkush said the purchase would be made through a national bid which is similar to a  
136 state bid. The two ambulances currently in use are 7 and 9 years old respectively. Money  
137 can be saved by remounting the body of the current ambulance. Documentation of the  
138 vehicles was included in the Council packet. Dr. Shankle said that this has been on the CIP  
139 schedule and will come out of the Ambulance Revenue Account which will be able to sustain  
140 the purchase going forward. Councilor Winterton thanked the Chief and Assistant Chief and  
141 asked if they have a ballpark figure of savings by having gone through the national bid  
142 process. Assistant Chief Colburn said overall they are estimating a savings of between  
143 \$10,000 and \$12,000.

144  
145 Councilor Miville questioned the funding coming from the ambulance fund even though it  
146 originated from CIP. Dr. Shankle said he's talked with the Finance Director and there are  
147 funds in the ambulance fund for this purchase. Assistant Chief Colburn said the new  
148 ambulance (A3) will replace Ambulance 2 as the primary ambulance at Central Station and  
149 A2 will be downgraded. The department would like to adopt a replacement plan similar to the  
150 Keene Fire Department; that is, purchase a new ambulance every three years. The body

151 would be remounted after the nine years on a new chassis resulting in some savings over  
152 purchase of new body and chassis. The end result is all ambulance chassis are never more  
153 than nine years old. Councilor Levesque asked what wears out on ambulances. Assistant  
154 Chief Colburn said the interior wears out and must be kept clean. He added that if an  
155 ambulance is kept beyond nine years, it won't be very valuable.

156  
157 *Councilor Jennings moved, second by Councilor Levesque, to accept the HGAC bid for a*  
158 *2017 PL Custom ambulance in the amount of \$270,693 taken from the Ambulance Account.*  
159 *Roll Call #3: Councilor Giotas-yes, Councilor Jennings-yes, Councilor Miville-yes, Councilor*  
160 *Tsantoulis-yes, Councilor Levesque-yes, Councilor Winterton-yes, Chairman Sullivan-yes.*  
161 *Motion passed unanimously, 7-0.*

162  
163 **15.b – Safety Committee Recommendation of no left turn onto Main Street from Route**  
164 **3/Hooksett Road.**

165  
166 Dr. Shankle said that people want to speak about this and the Safety Committee has made a  
167 recommendation, so he suggested the Council schedule a public hearing at its next meeting.  
168 Councilor Miville said he has received no information, no data and he has received a lot of  
169 phone calls on this matter. He would like some back up information and a brief proposal on  
170 the intent of the recommendation. Chairman Sullivan thought it would be better to have a  
171 formal public hearing with a notice posted. Councilor Winterton suggested going to a public  
172 hearing and have the Safety Committee place in the agenda their charts so that they can be  
173 reviewed and discussed by the Council and concerned citizens. He said "we need to see a  
174 plan" and then have a fruitful discussion in two weeks.

175  
176 *Councilor Winterton moved, second by Councilor Miville, to have a public hearing with the*  
177 *Safety Committee providing data and rationale for their recommendation. Councilor*  
178 *Levesque said he'd like information on how many accidents have occurred and speed*  
179 *citations issued over the last 15 years. Motion passed unanimously, 7-0.*

180  
181 Chairman Sullivan invited **Public Input (Agenda Item 10)**

182  
183 Pete Farwell said that people living in the Beauchesne development feel strongly that the  
184 proposal should be killed right away without a public hearing. He said not one person in the  
185 development is in favor of the proposal. They have been plagued with water problems for  
186 years and have had "our fair share of setbacks and concerns about the way we've been  
187 treated", Mr. Farwell said. Mr. Farwell said the proposal was short-sighted and asked that a  
188 petition signed by 36 individuals be placed into the public record [attached]. He said there  
189 have been no accidents at the intersection and a driver has a clear line of sight. Also, there  
190 are many walkers in the Beauchesne development whose safety will be jeopardized.

191  
192 Mrs. Farwell of 24 Grant Drive wanted to clarify that the recommendation is to have no left  
193 turn onto Main Street from Route 3. Chairman Sullivan said that was correct. Mrs. Farwell  
194 said for those trying to turn from Central Park, there is no place for traffic to stack up so this  
195 proposal might be causing more difficulty. She looks forward to the public hearing.

196  
197 Scott Evans of 69 Main Street rose to state that he was in favor of the proposal. He said  
198 once you get to Beauchesne, you can't walk on Main Street anymore because it's more  
199 narrow.

200

201 Bob Cameron of 64 Main Street said people going down the hill go faster. He said the road  
202 upgrade is outstanding. He understands and sympathizes but a decision has to be made.  
203

204 Vincent Lembo of 56 Main Street said he didn't have an opinion until he talked to his  
205 neighbors. They are concerned that people coming north on Route 3 will be going fast when  
206 they hit the top of the hill and they don't slow down; trucks are doing the same thing. Mr.  
207 Lembo said he is starting to be in favor of no left turn even though people in Beauchesne  
208 think otherwise. He said traffic must be slowed down. He said a great job was done on the  
209 road upgrade, and something has to be done to keep speed down. Chairman Sullivan stated  
210 that the proposal is made at the Safety Committee's recommendation. Mr. Lembo asked who  
211 was on the Safety Committee and was informed the committee is made up of the town  
212 planner, DPW Director, Town Engineer, and the Police Chief.  
213

214 Mr. Lembo said the last meeting minutes listed the Trick-or-Treating time incorrectly. Trick-  
215 or-Treating will take place on Monday, October 31<sup>st</sup> from 6:00 to 8:00 p.m.  
216

## 217 8. CONSENT AGENDA

218 8.a Release Berry Hill Landcape \$4,400 bond  
219 Staff Report 9-30-16 Berry Hill Estates Landscape Bond release of \$4400.pdf  
220

221 8.b Reduce Surety for Summit View Subdivision from \$371,000 to \$222,340  
222 Staff Report 9-30-16 Summit View Subdivision reduction of Surety - town file no 2013-26.pdf  
223

224 *Councilor Winterton moved, second by Councilor Miville, to accept the consent agenda as*  
225 *presented. Motion passed unanimously, 7-0.*  
226

## 227 9. TOWN ADMINISTRATOR'S REPORT

228 Dr. Dean Shankle, Town Administrator, reported the following:  
229

230 • Dr. Shankle asked for authorization to pay an invoice received for legal counsel provided  
231 on a personnel issue. *Councilor Miville moved, second by Councilor Winterton, to pay a legal*  
232 *invoice in the amount of \$17,851.95 with \$10,000 coming from the legal account. Roll Call*  
233 *#4: Councilor Jennings-yes, Councilor Levesque-yes, Councilor Miville-yes, Councilor*  
234 *Winterton-yes, Councilor Tsantoulis-yes, Councilor Giotas-yes, Chairman Sullivan-yes.*  
235 *Motion passed unanimously, 7-0.*  
236

237 • As requested by Council, Dr. Shankle sent a letter to the Central Water District.  
238

239 • Todd Rainier went to training and got certified for town clerk and tax.  
240

241 • Received a thank you letter from the Belknap Merrimack County Community Action  
242 Program for support services of the Suncook Area Center.  
243

244 • There was a good turnout for the employee appreciation lunch and everyone had a good  
245 time.  
246

247 • At the International City Managers Conference, organizers were looking for towns to host  
248 people from the U.S. State Department's Professional Fellows Program. The program allows  
249  
250



251 professionals to learn about the legislative process and other governmental workings. It  
252 strengthens and deepens relations with Southeast Asian leaders. Dr. Shankle volunteered to  
253 host two young ladies who will be here for a month. They will stay at a hotel paid for by the  
254 State Department. If Councilors have time to spend with them, he can make arrangements  
255 for that. They will also make home visits to see how people are living. Dr. Shankle said  
256 they've put together a good program for them. Both ladies are involved in journalism and  
257 both speak English very well. One writes a local column; the other works in public relations  
258 for a government agency. They are coming in on Saturday; one from Thailand, the other  
259 from Malaysia. They will attend a Council meeting and will be set up in an office upstairs and  
260 provide them with specific projects to work on.

261

262 • The Police Department will hold a swearing in tomorrow at Cawley School from 6:00 to  
263 8:00 p.m. where they'll be promoting and recognizing 12-15 people.

264

265 Councilor Winterton thanked Donna Fitzpatrick for all of her help organizing the Employee  
266 Appreciation Lunch. All agreed with applause.

267

268 **10. PUBLIC INPUT - 15 MINUTES – Taken Up Earlier**

269

270 **11. NOMINATIONS AND APPOINTMENTS**

271

272 **12. SCHEDULED APPOINTMENTS**

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274 12.a Lilac Bridge update by Dubois & King Engineers

275 Staff Report 9-30-16 Lilac Bridge Project update by Dubois and King Engineers.pdf

276

277 Jim Donison, Assistant Director of Public Works, and Bob Durfee of Dubois and King came  
278 forward with an update on the status and schedule of the Lilac Bridge project.

279

280 Mr. Durfee said they have made presentations to the NH Department of Transportation  
281 (DOT) and the NH Division of Historical Resources (DHR) who have accepted the proposal  
282 design alternatives that they will advance. They are now waiting for last minute information  
283 from utilities and as soon as the final design is completed, they will be ready to go out to bid.  
284 He then provided a PowerPoint presentation on the proposed final design.

285

286 They will retain the substructure; two abutments and three piers will be repaired, restored and  
287 waterproofed. They have designed two options to remove the trusses – control blast and by  
288 crane barge, and have outlined three options for the contractor to maintain sewer lines. In  
289 response to Councilor Tsantoulis, Mr. Durfee said they did not want to dictate the means and  
290 methods to the contractor. Mr. Durfee showed a picture of Keene's pedestrian bridge that  
291 was installed about two years ago and is what the Lilac Bridge will look like. They will mimic  
292 the exact truss that is there now which was approved by the DHR. The sewer and water  
293 lines will be under the bridge deck and all utilities will be hidden. They have agreed to pay  
294 the costs for conduits and to run lines underground. There will be ornamental railings at the  
295 abutment. Approaches will be asphalt paved on the West side in front of the Water  
296 Commission building and tied into the street. On the South, straight run as well, in front of  
297 the church. The sides of the path will be loamed and seeded and left uncluttered for future  
298 dress up by the town. There is no change in the budget of \$3,750,000. Mr. Durfee expects  
299 to complete the final design by December 1<sup>st</sup> and ready to advertise in December 2016 and  
300 January 2017. A six month construction schedule will proceed next year

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**15.f Award contract to 3G Construction Inc. for the removal and reuse of one span of the Lilac Bridge.**

Town Engineer, Jim Donison, said the town advertised the “sale and removal and reuse” of the existing Lilac Bridge. Only one bid was received from 3-G Construction, Inc./Stan Graton who has done a number of these. Their bid was for \$1.00 for the removal of one of the three spans and contingent upon them receiving \$240,000 for the removal and reuse of the bridge span from available NHDOT funds. The town has had meetings with NHDOT, NHDHR and the Town Heritage Commission to discuss their bid. NHDOT as agreed to the \$240,000.

Mr. Donison referenced a July 11<sup>th</sup> letter received from Jeffrey Larrabee indicating his intention to purchase a section of the Lilac Bridge for relocation onto his Granite Woods/Lilac Park development. He said he has an agreement with Stanley Graton of 3G Construction to store, purchase and re-assemble the section of bridge in the future, within a timeframe not to exceed five years. Mr. Larrabee indicated that there are three proposed future locations where the bridge might ultimately be displayed within the property. Mr. Donison said no performance bond was necessary and that he had a discussion with DOT who indicated a balance still available of \$600,000.

*Councilor Jennings moved, second by Chairman Sullivan, to accept the presentation as informational and recommend proceeding with the final design and the advertisement for bids. Motion passed unanimously, 7-0.*

*Councilor Jennings moved, second by Councilor Tsantoulis to approve the contract for \$1.00 with 3G Construction, Inc. contingent upon receiving \$240,000 from NHDOT. The Councilors discussed the percentage share*

Councilor Winterton asked if there would be any performance bonding. Mr. Durfee said no bond is required, and has to do with how the bid is written; payment of \$240,000 is not made until the bridge is in. Councilor Levesque noted that the vendor wouldn’t get the \$240,000 and would lose his \$20,000 if he doesn’t make good on the contract. Councilor Tsantoulis asked if the town could end up with part of the bridge in the river. That is not likely.

Councilor Winterton asked for a roll call vote on the motion. *Roll Call #5: Councilor Tsantoulis-yes, Councilor Jennings-yes, Councilor Levesque-yes, Councilor Winterton-yes, Councilor Miville-yes, Councilor Giotas-yes, and Chairman Sullivan-yes. Motion passed unanimously, 7-0.*

12.b Don Riley, Moderator – Taken up later.

**13. 15 MINUTE RECESS**

**14. OLD BUSINESS**

**15. NEW BUSINESS**

351 15.a Family Services Seasonal Clerk Job Description  
352 [Family Services Seasonal Clerk Job Description Staff Report Oct 2016.pdf](#)  
353 [Seasonal Clerk 111815.docx](#)  
354

355 *Councilor Winterton moved, second by Councilor Tsantoulis, to accept the Family Services*  
356 *Seasonal Clerk job description as presented. Motion passed unanimously, 7-0. The position*  
357 *is in the Family Services annual budget. Dr. Shankle said in the past, they used*  
358 *administrative fill-ins which didn't work as well.*  
359

## 360 **12.b Don Riley, Moderator**

361  
362 Moderator Don Riley came forward to report on the September election. There were 2033  
363 voters out of 9940 registered which amounts to 25 percent showing up. Twenty five people  
364 were registered on Election Day. The accuracy of the ballot clerks with the tape was 99.9  
365 percent – a difference was 3 and the best ever. Mr. Riley said 57 people worked that day  
366 which included the Council. He thanked the Council for their continued support.  
367

368 Mr. Riley went over the voter participation during the last presidential election in 2012 and the  
369 2016 primary. We can expect 6500 voters so we'll need a lot of people; i.e., 70 plus. He will  
370 have ten ballot clerk stations set up and one count team will be needed per ballot station.  
371 We'll need 10 teams of two. Mr. Riley said he hopes to see all of the Council members there.  
372

373 Mr. Riley went over the polling area lay out. There will be no school that day so the whole  
374 gym will be used for the election. They expect a lot of media and a lot of observers. One  
375 weak point is auto traffic control. The police department will give them four officers; one  
376 inside the polling place, one outside, and two on Farmer Road and 28 Bypass. They will use  
377 the rear parking lot which is not well lit and there is no signage. The police department will  
378 not serve as parking lot attendants so they'll have people out there. They anticipate handling  
379 50 to 60 voters per minute. Councilor Tsantoulis noted that of late there is much discussion  
380 about the election being rigged. Mr. Riley said "there is no way to rig it". NH does a pretty  
381 clean job and it is all done manually.  
382

383 15.b Safety Committee recommendation of no left turn onto Main Street from Route 3/Hooksett  
384 Road – Taken up earlier in the meeting. – **Taken Up Earlier in the Meeting**  
385

386 15.c Safety Committee does not recommend placement of speed bumps on Whitehall Terrace  
387

388 *Councilor Winterton moved, second by Councilor Jennings, to accept the Safety Committee's*  
389 *recommendation to NOT place speed bumps on Whitehall Terrace. Motion passed*  
390 *unanimously, 7-0.*  
391

392 15.d Approval for Purchase of Ford F550 1 ton dump truck with plow, radio and extended  
393 warranty for DPW, State Bid  
394 [Staff Report - purchase of 2016 F550.pdf](#)  
395 [Ford F550 Purchase Pkg.pdf](#)  
396

397 *Councilor Jennings moved, second by Councilor Winterton, to approve the purchase of a*  
398 *Ford F550 with dump body, plow, electric sander, LED strobes, radio, and extended warranty*  
399 *in the amount of \$69,662.*  
400

401 Director of Public Works, Diane Boyce, said the vehicle will replace a 2001 Chevy 3500  
402 Dump Truck which is badly rusted and is estimated to need around \$16,000 in repair. This  
403 truck has been off the road since January when it was deemed unsafe and will be used as  
404 trade-in. Director Boyce said the truck will be purchased from the DPW Vehicle Capital  
405 Reserve Fund with funds already established.

406  
407 Councilor Winterton asked if the truck would be delivered in time for winter. Director Boyce  
408 said Grappone Ford is holding it for a month. *Councilor Winterton requested a roll call vote  
409 and to move the question. Roll Call #6: Councilor Miville-yes, Councilor Levesque-yes,  
410 Councilor Winterton-yes, Councilor Giotas-yes, Councilor Tsantoulis-yes, Councilor  
411 Jennings-yes, and Chairman Sullivan-yes. Motion passed unanimously, 7-0.*

412  
413 15.e Purchase of 2017 PL Custom F550 ambulance and related equipment – **Taken Up Earlier**  
414 **in the Meeting**

415  
416 [Staff Report 10-12-16 HFR-Ambulance Purchase.pdf](#)  
417 [Hooksett A3711 HGAC XA15 #2- CUSTOMER.xlsx](#)  
418 [Hooksett NH F550 Drawing A - Individual Views.pdf](#)  
419 [Ambulance Replacement Documentation.docx](#)

420  
421 15.f Award contract to 3G Construction Inc. for the removal and reuse of one span of the Lilac  
422 Bridge – **Taken Up Earlier in the Meeting**

423  
424 [Staff Report 9-30-16 Lilac Bridge Project removal and reuse of one span Contract Award to 3-G](#)  
425 [Construction inc.pdf](#)  
426 [REVISED PROPOSAL Hooksett Sale of Lylac Bridge Bid 3-G Construction 6-9-2016.pdf](#)  
427 [letter from jeff larabee reuse of bridge within 5 years 7-11-16.pdf](#)  
428 [Hooksett Sale of Lylac Bridge Bid 3-G Construction 4-5-16.pdf](#)

429  
430 **16. SUB-COMMITTEE REPORTS**

431  
432 Councilor Levesque said he didn't get the exact figure of the transfer department at the last  
433 meetin. The price per ton is \$25.50 from \$27. He said at the Zoning Board of Adjustment's  
434 meeting last night, Bass Pro Shop came forward with a proposal to put up a sign that the  
435 Board took offense to. They feel they've been pretty lenient with granting their sign requests.  
436 A vote on the proposal failed. It seems there is a cost problem and Bass recently purchased  
437 Cabella's. Another issue concerned a wetlands crossing where Eversource is installing a 120  
438 foot tower on a resident's property to get customers back online.

439  
440 Councilor Winterton said the Planning Board met a week ago Monday. There was talk of an  
441 Utz potato chip warehouse on Londonderry Turnpike. It's a nice warehouse south of Smyth  
442 Road. Interestingly, the vote on Harmony Place came back to 3-3 not to approve it. The  
443 matter is back on the agenda for next Monday's meeting. The TIF Committee met yesterday  
444 and they will be coming forward to have a joint presentation to the Planning Board, ZBA, and  
445 the Sewer Commission on Monday, and next Wednesday a public informational forum at the  
446 library that he hopes Councilors will attend, and then on to the Council on the 26<sup>th</sup>. The  
447 Council might be able to make a motion to extend the size of the TIF district or create a TIF  
448 district. Councilor Winterton said the involvement of the committee has been great and Nick  
449 is joining in and it's great to have staff there.

451 Councilor Miville asked if he could be provided with information prior to October 26<sup>th</sup>.  
452 Councilor Winterton mentioned that votes will be on the size of a TIF districting or on creating  
453 a TIF district; there will be no financial involvement because all those will go to a Warrant  
454 Article.

455  
456 Councilor Miville said the Budget Committee met last Thursday and will meet tomorrow. Dr.  
457 Shankle and the library presented. DPW and the Sewer Commission will present at the next  
458 meeting.

459  
460 Councilor Giotas said the Heritage Commission was not meeting this month. He said there  
461 was an open house at the Head School from 10:00 a.m. to 1:00 p.m. this coming Saturday.

462

463 **17. PUBLIC INPUT**

464

465 **18. NON-PUBLIC SESSION**

466

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

469

470 ***J. Sullivan motioned to enter non-public session at 8:25pm. Seconded by J. Giotas.***

471

472 **Roll Call**

473 D. Winterton – yes

474 J. Levesque – yes

475 A, Jennings – yes

476 M. Miville – yes

477 T. Tsantoulis – yes

478 J. Giotas – yes

479 J. Sullivan - yes

480 ***Vote unanimously in favor.***

481

482 ***J. Sullivan motioned to exit non-public at 8:40pm. Seconded by D. Winterton.***

483 ***Vote unanimously in favor.***

484 ***M. Miville motioned to seal the non-public minutes of 10/12/16. Seconded by D.***

485 ***Winterton. Vote unanimously in favor.***

486

487 **19. ADJOURNMENT**

488

489 ***J. Sullivan motioned to adjourn the public session at 8:40pm. Seconded by A.***

490 ***Jennings. Vote unanimously in favor.***

491

492

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

497

498 Respectfully submitted,

499 Suzanne Beauchesne

500 Recording Clerk

**Staff Report**

**Title:** Nomination

**Date:** 10/26/2016

**Background and Discussion of Issues**

SNHPC Rep. - Cutler L. Brown is being recommended by the planning board to fill a missing slot on SNHPC's roster. His term would last 4 years and expire 6/2020.

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

Nominate Cutler L. Brown for a term as a SNHPC Rep. expiring 6-2020.

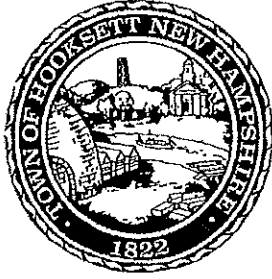
**Fiscal Impact**

None

**Prepared by:** Nicholas P. Germain, Project Coordinator

**Town Administrator Recommendation**

Concur



# Town of Hooksett

## APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: July 1, 2016  
 Name: COTLER BROWN Phone: (603) 669-2917  
603-703-2331  
 Address: 13 WHITEHALL TERRACE  
 Email Address: cutler.brown@comcast.net  
 Signature: Cutler F. Brown

\*\*\*\*\*

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

\*\*\*\*\*

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

### BOARDS, COMMISSIONS & COMMITTEES

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

Other (Please specify.) SO. NH. PLNG. Comm. REP.

How long have you been a resident of Hooksett?

44 YRS.

Why are you seeking this position?

KNOWLEDGEABLE ABOUT PLNG. & GIVING BACK TO THE COMMUNITY

Do you have any specific goals or objectives?

BE HELPFUL

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

MA DOT (PLNG - 2 YRS)  
SO. NH. PLNG COMM. - 16 YRS  
TE MORAN - 5 YRS. - TRAFFIC & FISCAL PLNG.

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

NONE

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

CASA REP  
LIBERTY HSE BD. MEMBER (6 YRS.)  
RCFY (RAYMOND) - 1 YR. VOLUNTEER  
HIDC - HOOKSET INDUSTRY COMM.

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

PLNG BOARD - EARLY 80'S (RICHARD MARSHALL, CHAIR)



**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.

Town of Hooksett

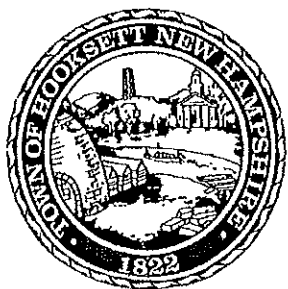
**BUDGET AND WARRANT ARTICLE with ESTIMATED IMPACT ON TAX RATE**

Warrant Articles for 2017-18

Assumes tax base of \$1,597,977,330 (2016 tax base)

10/18/2016

Warrant	Department Request	Recomm. by Town Admin	Recomm. by Council	Potential Tax Effect
3 Operating Budget	11,004,344	10,625,312	10,591,338	6.63
Town	16,265,231	15,965,556	15,931,582	
Sewer	2,075,593	2,075,593	2,075,593	
Revenues	(7,336,480)	(7,415,837)	(7,415,837)	
CR Fund - Public Works' Vehicles	200,000	200,000		0.13
Fire Union	158,414	158,414		0.10
CR Funding	140,000	140,000		0.09
Town Building Maintenance \$75,000				
Drainage Upgrades \$50,000				
Parks & Recreation Facilities Development \$15,000				
Police Union				
Non-Union Wages				
CR Funding	120,000	120,000		0.08
Fire Apparatus \$50,000				
Air Packs & Bottles \$20,000				
Emergency Radio Communications \$50,000				
Full Time Recreation Director	77,275	77,449		0.05
Fire-Rescue - New Command Style 4x4 (replace Car #4)	50,000	50,000		0.03
Fire-Rescue - Refurbish Fire Engine 5	50,000	50,000		0.03
CR Fund - Automated Collection Equipment \$30,000	30,000	30,000		0.02
CR Fund - Revaluation \$30,000	30,000	30,000		0.02
CR Fund - Master Plan \$10,000	10,000	10,000		0.01
CR Fund - Improvements of Conservation Land	10,000	10,000		0.01
Sewer I/F Engineering				
Closed Feasibility Study of Southern Leg of Parkway				
<b>Totals</b>	<b>11,880,033</b>	<b>11,501,175</b>	<b>10,591,338</b>	



# Town of Hooksett

## WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2017

Name of Department Submitting Request:

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of \$\_\_\_\_\_ for salaries and benefits for non-union full-time and part-time Town personnel.

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>
2017-18		

**2. What is the intent and purpose of article?**

67 Full-time and 24 Part-time employees including Police, Library and DPW. Seasonal employees are not included.

Non-union Wage Increase	Salaries	Benefits	Total	Estimated Tax Impact
0.50%	19,696	4,108	23,803	\$ 0.01
1.00%	39,391	8,215	47,606	\$ 0.03
1.50%	59,087	12,323	71,410	\$ 0.04
2.00%	78,782	16,431	95,213	\$ 0.06
2.50%	98,478	20,538	119,016	\$ 0.07
3.00%	118,173	24,646	142,819	\$ 0.09
3.50%	137,869	28,754	166,623	\$ 0.10
4.00%	157,564	32,861	190,426	\$ 0.12
<b>Town share of Health Insurance</b>				
	Town Share Current 85%	Reduced Town Share	Savings	
Reduced Town Share by 1%	796,176	788,215	(7,961)	
Reduced Town Share by 2%	796,176	780,254	(15,922)	
Reduced Town Share by 3%	796,176	772,293	(23,883)	
Reduced Town Share by 5%	796,176	756,371	(39,805)	
<b>History of Non-union raises.</b>				
	%	Notes		
7/1/2015	3.0%	3% Full-time and 2% Part-time increase in Health Insurance.		
7/1/2014	2.0%			
7/1/2013	2.0%	Default		
7/1/2012	2.0%	Default		
7/1/2011	0.5%			
7/1/2010	0.0%			
7/1/2009	2.5%			
7/1/2008	4.0%			
7/1/2007	3.5%			

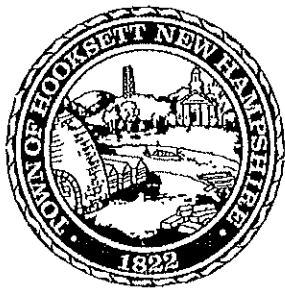
**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

**4. Estimated cost?**

**5. Is any further information necessary for the deliberation?**

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



## *Town of Hooksett*

### WARRANT ARTICLE REQUEST FORM

Date of Request: 7/24/17

Date of Town Meeting: March 2017

Name of Department Submitting Request: Department of Public Works

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of \$77,449.00 for the salary and benefits to hire a full-time recreation director.

<u>Fiscal Year</u>	<u>Salary</u>	<u>Benefits</u>	<u>Estimated Increase</u>
2017-2018	\$50,000.00	\$27,449.00	\$77,449.00

Estimated tax rate impact is \$0.05.

**What is the intent and purpose of article?**

To hire an employee whose responsibility would be to plan and manage comprehensive town-wide recreation programs including day camps, special events and other programs as added.

This position will oversee Fun in the Sun and to explore and initiate recreational events and programs for all ages, with salary and benefits being paid from taxes and other support staff and programs being paid for by the Recreation Revolving Fund.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

Yes, it would be difficult to address the increasing request for more recreational programs.

**4. Estimated cost?**

Salary(exempt from overtime)	\$50,000.00
Taxes	3,825.00
Retirement	5,690.00
Health (2-person plan)	16,806.00
Dental (2-person plan)	380.00
Life & Disability Insurance	574.00
Dues	174.00
Annual Cost	<u>\$ 77,449.00</u>

**5. Is any further information necessary for the deliberation?**

**INSTRUCTIONS**

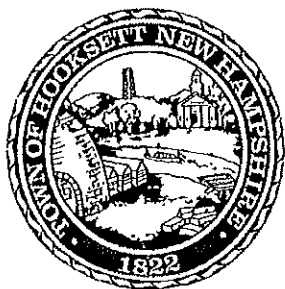
All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.

PARKS AND RECREATION DIRECTOR SALARY SURVEY

All positions surveyed are presently held by College Graduates

Average Starting Pay Statewide \$66,780

<u>Town/City</u>	<u>Population</u>	<u>Starting Salary with Benefits</u>
Goffstown	17,000	\$60,000
Durham	12,000	\$59,500
Merrimack	25,494	\$61,000
Raymond	10,450	\$45-\$55,000
Amherst	11,500	\$74,484
Lebanon	14,000	\$84,000
Pelham	13,117	\$68,000
Hampton	15,100	\$64,000
Exeter	14,500	\$76,326



## *Town of Hooksett*

### WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2017

Name of Department Submitting Request: Planning Board

**1. Please provide the wording of the proposed article.**

To see if the town will vote to discontinue the Feasibility Study for Southern Leg of Parkway Capital Reserve Funds created in 2005. Said funds, with accumulated interest to date of withdrawal, are to be transferred to the town's general fund.

**2. What is the intent and purpose of article?**

This is a housekeeping item that requires the town to vote to close capital reserve funds that are no longer needed. All funds remaining in the accounts will be deposited into the Town's General Fund. As of September 30, 2016 there was \$63,181.25 in the fund.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

**4. Estimated cost?**

**5. Is any further information necessary for the deliberation?**

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.

## Staff Report

**Title:** obligation of impact fees zone 1

**Date:** 10/26/16

### Background and Discussion of Issues

Currently the Town has \$33,372.68 in impact fees that must be obligated or returned to the developer for Zone 1. The Lilac Bridge project will be needing funds from the Town in the near future.

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

I recommend the Town Council obligate \$33,372.68 in impact fees from Zone 1 to the Lilac Bridge project.

### Fiscal Impact

There is no fiscal impact to the Town to obligate these fees.

Prepared by: Diane Boyce, DPW Director

### Town Administrator Recommendation

I concur.



**Staff Report**

**Title:** obligation of impact fees zone 3

**Date:** 10/26/16

**Background and Discussion of Issues**

Currently the Town has \$86,814.00 in impact fees that must be obligated or returned to the developers for Zone 3. I would like to obligate these fees to the Morrill Road area which will require extended drainage and guard rails when this road is paved due to increased development. There is already \$8,131.00 obligated for this work.

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

I recommend the Town Council obligate \$86,814.00 in impact fees from Zone 3 to the Morrill Road extended drainage and guard rails due to increased development.

**Fiscal Impact**

There is no fiscal impact to the Town to obligate these fees.

**Prepared by:** Diane Boyce, DPW Director

**Town Administrator Recommendation**

I concur.

**Staff Report  
Tax Rate & Fund Balance  
October 26, 2016**

**Background:** The current Fund Balance policy is reviewed and adopted each year as a part of the Administrative Code update. It says the minimum unassigned fund balance shall be 5% and the target balance shall be 8% of the general fund's annual budget, including the School and County's net appropriations.

**Discussion:** If **no** fund balance is applied, the total tax rate is estimated to increase by \$2.16 from the 2015 rate of \$24.72 to \$26.88.

As of June 30, 2016, the Town has \$4,941,289 of unassigned fund balance, which is estimated to be 10%.

A low unassigned fund balance is can be viewed as an indicator of financial instability, which can negatively affect bond ratings and interest rate options. A high unassigned fund balance is beneficial to the Town's cash flow.

It is anticipated that construction on the Lilac Bridge will happen in 2017 and \$1.3 million has been proposed to come from the unassigned fund balance.

**Fiscal Impact:** Details are provided on the "2016 Estimated Tax Rate Calculations" worksheet which is attached. In summary:

Option A – apply excess fund balance over 8%; the total tax rate increase is \$1.54

Option B – apply excess fund balance to keep the Town's share of the tax rate level; the total tax rate will increase \$1.14

Option C – apply excess fund balance over 5%; the total tax rate increase is \$0.62

**Recommendation:** I recommend Option A, which applies excess fund balance over 8% to the lower the tax rate. That would allow for enough funds to withdrawal the estimated \$1.3 million for the Lilac Bridge and still leave the Town with \$2.6 million in unassigned fund balance; which is just above the 5% minimum.

**Motion:** Authorize the Town Administrator to apply fund balance in excess of \_\_\_\_\_ to the tax rate.

**Prepared by:** Christine Soucie, Finance Director

**Town Administrator Recommendation:** Concur

\_\_\_\_\_  
Dean E. Shankle Jr.  
Town Administrator