



TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, November 09, 2016
5:00 PM
Council Chambers

5:00PM CALL TO ORDER

NON-PUBLIC SESSION

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

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

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

1. PLEDGE OF ALLEGIANCE

2. SPECIAL RECOGNITIONS

2.a Fire Rescue Swearing-in Ceremony

3. APPROVAL OF MINUTES

3.a Public: 10/26/2016

[TC Minutes 102616U.docx](#)

3.b Non-Public: 10/26/2016

4. AGENDA OVERVIEW

5. PUBLIC HEARINGS

5.a Public hearing for the Town Council to accept the donation of a \$40,000.00 grant from the Department of Justice, Division of Public Protection, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (a).

[110916 TC DONATIONS HPD.doc](#)

[AG DTF Staff Report.pdf](#)

6. CONSENT AGENDA

6.a Accept the donation of a \$5,050 grant from the U.S. Department of Justice; Bulletproof Vest Partnership (BVP), to the Town of Hooksett for the Hooksett Police Department for the purchase of up to 18 new bulletproof vests per RSA 31:95-b III (b).

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

[Bulletproof Vest Staff Report.pdf](#)

7. TOWN ADMINISTRATOR'S REPORT

8. PUBLIC INPUT - 15 MINUTES

9. NOMINATIONS AND APPOINTMENTS

9.a Appointment of Cutler L. Brown to final open SNHPC Rep. Position expiring 6/2017
[staff report 11.9.2016 appointment cutler l. brown.pdf](#)

[1.09.2016 Nominations & Appointments.pdf](#)

10. SCHEDULED APPOINTMENTS

10.a Don Riley, Moderator - 11/8/16 Election

10.b ICMA International Guests

- SHEILA SRI PRIYA, Petaling Jaya, Malaysia, Journalist for Star Publications

- SAKKARA SRIROENGLA, Bangkok, Thailand, Government of Thailand International Relations Department

11. 15 MINUTE RECESS

12. OLD BUSINESS

12.a 2017-18 Budget and Warrant Articles

12.b 2017 Town of Hooksett Health Insurance

13. NEW BUSINESS

13.a Emergency Operations Plan (EOP) update

[Fillable Staff Report Template.pdf](#)

[Hooksett_EOP_2013_revision-3.doc](#)

13.b Town Council Rules of Procedures - agenda order of business

[Staff Report Agenda Order 110916.pdf](#)

13.c Sewer TIF Presentation

[Staff Report 9-30-1 Staff Report 11-9-16 Sewer TIF Presentation.pdf](#)

[TIF 101916 meeting minutes at Library.pdf](#)

[101716_U.pdf](#)

[PowerPoint w revisions ADG Oct 26 2016 for town council presentation.pdf](#)

14. SUB-COMMITTEE REPORTS

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

15. PUBLIC INPUT

16. NON-PUBLIC SESSION

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

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

17. ADJOURNMENT

Public Input

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

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



TOWN COUNCIL MINUTES - UNOFFICIAL
Regular Meeting
Wednesday, October 26, 2016
6:00 PM
Council Chambers

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8 **1. CALL TO ORDER**

9
10 Chairman James Sullivan called the Town Council meeting to order at 6:00 p.m.

11
12 **2. ROLL CALL #1**

13
14 In attendance: Councilors Donald Winterton, John Giotas, Timothy Tsantoulis, James
15 Levesque, Marc Miville, David Ross, and Chairman James Sullivan. Absent: Councilors
16 Adam Jennings [arrived at 6:02 p.m.] and Robert Duhaime [arrived at 6:40 p.m].

17
18 **3. PLEDGE OF ALLEGIANCE**

19
20 **4. SPECIAL RECOGNITIONS**

21
22 Al Jones and Kirsten Barber with NH Interlocal Trust (NHIT), Harvard Pilgrim Health, came
23 forward to address concerns regarding the 27% rate increase in health insurance. Mr. Jones
24 said the NH Interlocal Trust is owned and governed by members and by pooling all
25 purchasing power get a more competitive price over the long term. The program started in
26 July 2012. They are in their fifth year and have had some success. Mr. Jones said that
27 somewhere around 5,000 employees, a group is fully actuarially credible and the previous
28 year's claims are the source of projecting the next year's rate. He said there is a lot of
29 variability and the rating model that they use has been used for over 30 years. Mr. Jones
30 said that had Hooksett not been part of a pooled group, the rate would have soared to 48%.
31 The credible increase was almost 34% and with the special credit that brought the rate down
32 to 27.9%. Claims went up 107 percent. Part of the increase can be attributed to inflation and
33 cost of services and the drug trend is 20 percent of costs and continues to rise. He said one
34 community helps another and any claim over \$100,000 is paid by premium insurance. The
35 Affordable Care Act (ACA) has had an impact in trends as well – 20 to 25 percent on average
36 across the country.

37
38 Councilor Ross said that when the town signed on with NHIT he understood the rate would
39 be based on multi-years, not based on claims of any one year. He asked what has changed.
40 Mr. Jones explained that an issue for Hooksett is that they only have seven months of claims.
41 A percentage is based on a town's experience and the whole pool. The average rate for the
42 whole pool is 4.6 percent. Councilor Ross said basing the increase on a seven month history
43 is not what "we were told". He said we buy insurance so that unforeseen expenses are
44 covered and "at this rate, we could all self-insure".

45
46 Chairman Sullivan asked if the Insurance Committee had discussion on what the company
47 believed would be the average over the contract term. Mr. Jones said there was no
48 discussion at all. Councilor Ross said he was led to believe that rates would be reasonably
49 contained and based on sampling of more than one year. Mr. Jones said there was talk
50 about the trust's overall experience year-by-year. Councilor Ross asked how much of this

51 could be attributed to the Affordable Care Act (ACA) versus the way it used to be. Mr. Jones
52 said back in the late 1990s looking at trends of 14-17 percent. In the mid-2000s trends were
53 down to 6.5 to 7 percent. A big contributor was drugs and the high cost drugs went off patent
54 constraining use of services.

55
56 Councilor Winterton said people are very concerned and noted that this information comes
57 past the middle of the budget season; the Budget Committee has met, union negotiations
58 have come to agreement and clearly these numbers will change those negotiations.
59 Unfortunately, he said, the Council doesn't get to decide; the voters do. Mr. Jones provided
60 national data regarding an aging workforce, providers, and rates. Councilor Winterton
61 pointed out that Anthem was the only provider in NH and asked Mr. Jones to limit his
62 responses to NH rather than bringing in national trends.

63
64 Councilor Winterton asked if the 370 claims over \$50,000 are segmented into categories by
65 department or by organization. He said the town insures people that they are not legally
66 obligated to insure. He asked if there was any data available within the Highway Department.
67 Mr. Jones said "yes, we do". Mr. Jones said that one plan is running very high and makes up
68 for a significant portion of the increase and "you may choose different plans going forward".
69 Councilor Winterton asked if there were plans available that would allow participants to
70 choose where they go, provide choices and where "we can incentivize our participants to
71 make it cheaper. Mr. Jones said there are choices that can be made and plans that are less
72 costly. Councilor Winterton asked if that information was presented to the Insurance
73 Committee last year and asked what the rate increase is for other towns. Mr. Jones said they
74 presented plans that were comparable. Chairman Sullivan pointed out that a list of partner
75 increases was included in the Council packet. In response to Councilor Winterton, Mr. Jones
76 said that Hooksett's rate increase was the second highest and there were a couple of
77 communities with single digit increases. Councilor Winterton said the town has to send out
78 tax bills to all of the people and if other plans were available to save money and weren't
79 presented, he is very disappointed.

80
81 Kirsten Barber said that when they presented to the Insurance Committee they did include
82 low cost options and she believes they quoted ElevateHealth which wasn't requested of
83 them. She will go back and review what was presented but she does recall presenting
84 affordable options.

85
86 **[Councilor Robert Duhaime arrived at 6:40]**

87
88 Councilor Tsantoulis asked what options the town and employees have. He said a lot of
89 costs from insurance are for visits to the emergency room that may not be as necessary as it
90 seemed at the time. He asked if the insured might benefit from education and what options
91 are available. Mr. Jones said there are a lot of options with specific types of services and use
92 of emergency room that make it more attractive to go to the doctors rather than the
93 emergency room. He said they are more than willing to sit with staff and go over ways of
94 reducing costs. Dr. Shankle asked if the town could be provided with an extension and have
95 a plan that meets everyone's needs. Chairman Sullivan said the deadline is November 4th –
96 would a week's extension be possible.

97
98 Kirsten Barber said they would allow an extension to November 30th but that would be tight
99 and she wouldn't guarantee ID cards would all get completed. If people are currently

100 enrolled, they can mass transfer everybody onto the new plan. More processing time will be
101 involved if people are changing plans.

102

103 Councilor Jennings indicated that insured received seven months of coverage and asked if
104 health care was seasonal and what types of claims "got us to 107"; what is driving it up. Mr.
105 Jones said emergency and inpatient hospital are the two biggest claims. Kirsten Barber said
106 before school starts there is an uptick in claims. Around the holidays people are generally
107 busy and don't like to schedule procedures but holiday season can see an uptick in mental
108 health.

109

110 Councilor Miville said he was deeply concerned about this matter and asked why other towns
111 have lower increases than Hooksett. Mr. Jones said that it depends on the group size,
112 credibility, and claims themselves. In response to Councilor Miville who asked about
113 discounts provided for joining a wellness program, Mr. Jones said preventative care pays
114 upfront; savings come later.

115

116 Councilor Winterton and Mr. Jones talked about low co-pays encouraging usage, high
117 deductibles versus no deductibles, use of generic drugs that are not mandated, expensive
118 drugs and driving up the costs. Councilor Ross asked about participation in the wellness
119 program. Mr. Jones said they offer the wellness program as part of their premium and any
120 program tends to drive costs to some degree. Stop smoking doesn't change the outcome.
121 Kirsten Barber said \$12,185 was paid to employees.

122

123 Firefighter Ian Tewksbury asked what percentage of towns are similar to Hooksett and is
124 Hooksett very unique. Kirsten Barber said the majority have HMO plans. Mr. Tewksbury
125 asked if usage this year was 90 instead of 107, what would the rate increase have been. Mr.
126 Jones said it would have reduced the increase by 15 percent but not likely zero, but it would
127 be a lot less.

128

129 Chairman Sullivan suggested that additional questions be forward to Dr. Shankle and Donna
130 Fitzpatrick. Dr. Shankle wanted to assure everyone that when staff heard about this, all are
131 very concerned and disappointed that NHIT did not provide the town with a "heads up".
132 Chairman Sullivan thanked Mr. Jones and Ms. Kirsten for coming.

133

134 **Chairman Sullivan adjusted the agenda to take up Item 12.a and 12.b – Stacey White**
135 **and Police Chief Bartlett.**

136

137 Stacey White and her son, Cameron, came forward and thanked Councilor Ross and
138 Chairman Sullivan for responding to her email. Ms. White had a picture of her dog, Johnny,
139 who died a few months ago from an obstruction and described the medical treatment her dog
140 received, and did not receive, over a two week period from a local veterinary clinic. Ms.
141 White was in touch with Dr. Shankle and spoke with Donna Fitzpatrick who indicated that
142 Chief Bartlett would be in touch with her soon. She did hear from Chief Bartlett who recited
143 the relevant statute. Ms. White rejected his interpretation of the law and told him so. She
144 also filed a complaint with the Veterinary Board. Ms. White asked the Council to dedicate
145 resources to combat animal cruelty and make sure someone is thoroughly educated in
146 aspects of animal cruelty and prosecution. She said as a hiring authority, the town has an
147 opportunity to evaluate the town's public service and not expose the town legally.

148

149 Chief Bartlett came forward and said it was very “disturbing to hear these comments”. He
150 said Ms. White sent him an email about Johnny’s journey. He researched the matter and
151 found that “[my] hands are tied”. He was in touch with Dick Tracy of the NH Department of
152 Justice who agreed with his assessment of the situation. He takes exception to allegations
153 made by Ms. White. He also sought the advice of Town Counsel, Matt Serge. This is not a
154 criminal matter based on statutory language. He said he is a dog person and sent Ms. White
155 a heartfelt email indicating that there was nothing the Police Department could do based on
156 the law. He advised her to get in touch with the Veterinary Board; yet, she never told him that
157 she had filed a complaint. The Veterinary Board is conducting an investigation into the
158 matter.

159
160 Councilor Tsantoulis expressed all due respect to the family who lost their pet but said he
161 didn’t believe there was anything the Council could discuss further. Chairman Sullivan said
162 the Council can allow citizens to come before the Council.

163
164 David Ross feels it was appropriate; the gist of Ms. White’s complaint is the responsiveness
165 as opposed to what was done, and it should be discussed at a non-public session. He
166 understands it is not an arrest-ible offense but with the animal control position empty, who do
167 residents call. Councilor Ross felt the matter deserves discussion; that is what we do as
168 public servants. He said he didn’t believe it was brought to the Council for punishment but
169 rather a genuine concern on Ms. White’s part that there is something wrong.

170
171 Chairman Sullivan said the Council can look into what can be done about the animal control
172 officer and thanked Ms. White and her son for coming in.

173
174 The Veterinarian asked to comment. Councilor Winterton didn’t feel that was appropriate.
175 Chairman Sullivan asked the speaker to hold her comments until the public comment period.

176

177 **5. APPROVAL OF MINUTES**

178
179 *Councilor Jennings moved, second by Councilor Tsantoulis, to approve the October 12,*
180 *2016 public meeting minutes, as amended. Motion passed, 7-0-2 [Councilors Ross and*
181 *Duhaime abstained].*

182
183 *Councilor Jennings moved, second by Councilor Tsantoulis, to approve the October 12, 2016*
184 *non-public meeting minutes, as presented. Motion passed, 7-0-2 [Councilors Ross and*
185 *Duhaime abstained].*

186

187 **6. AGENDA OVERVIEW**

188

189 **7. PUBLIC HEARINGS**

190

191 **8. CONSENT AGENDA**

192

193 **9. TOWN ADMINISTRATOR’S REPORT**

194

195 Town Administrator, Dr. Shankle, asked the Council to increase the legal budget line.
196 Councilor Winterton moved, second by Councilor Jennings, to increase the legal budget line
197 by \$814.63 for a total of \$18,666.58. Motion passed unanimously, 9-0.

198

199 Dr. Shankle indicated that the mortgagor of the 18 Benton Road property has agreed to a
200 \$10,000 price to close the matter; that is, \$8,000 expended by the town for demolition and
201 clean-up plus legal fees. *Councilor Winterton moved, second by Marc Miville, to accept the*
202 *\$10,000 offer to close out the 18 Benton Road matter and release the lien on the property.*
203 *Motion passed unanimously, 9-0.*
204

205 Dr. Shankle announced that the Town Clerk's and Tax Collector's offices will be closed on
206 election day since staff in those offices will be working at the polls.
207

208 The Hooksett American Legion will honor the Gold Star mothers of Hooksett on Veterans
209 Day, November 11th, at 12:00 noon.
210

211 As requested by the Council, Dr. Shankle sent a letter to the Central Hooksett Water Precinct
212 asking that they limit water usage and advise their customers to do so, as all other Hooksett
213 residents were asked to do. There was a newspaper article indicating they have asked their
214 customers to limit water usage.
215

216 Dr. Shankle said they had not yet gotten the tax rate out; will probably do so before the next
217 Council meeting. A draft newsletter was provided for Council review. Chairman Sullivan
218 asked that Councilors with comments about the newsletter provide them to Dr. Shankle or
219 Nick Germain.
220

221 **10. PUBLIC INPUT - 15 MINUTES**
222

223 Dr. Winnie Krogman came forward and said the tone has been that malpractice has
224 happened and how can this be assumed in this situation. She said a number of comments
225 were not factual, are inappropriate, and blatantly incorrect. It is up to the Veterinarian Board
226 to decide this matter. She apologized for taking the Council's time but needed to come forth
227 for her staff and herself who care about pets and families.
228

229 Hooksett Firefighter Ian Tewksbury who lives in Hopkinton said he speaks for a lot of
230 employees who feel lucky to be working for Hooksett even with a 27 percent increase in
231 health insurance. He asked that the Council not make any drastic changes of what they give
232 to employees but approach the matter from a different point-of-view and this rate increase
233 provides a great opportunity for the Council and employees to be on the same side and not
234 pass on the full increase to the employees.
235

236 Scott Evans, 69 Main Street, said he thought the proposal on the "no left turns onto Main
237 Street" was supposed to be addressed tonight but is not on the agenda. Chairman Sullivan
238 said a public hearing hasn't been posted yet. Councilor Miville offered to call Mr. Evans once
239 the hearing is scheduled. Donna Fitzpatrick said it will be held on either November 9th, 16th,
240 or December 14th.
241

242 **11. NOMINATIONS AND APPOINTMENTS**
243

244 Councilor Winterton nominated Cutler L. Brown as a representative to the Southern NH
245 Planning Commission with a term to expire in 2017. Councilor Winterton said the Planning
246 Board selected Mr. Brown over one other candidate who was equally capable and should be
247 encouraged to become involved. Chairman Sullivan asked how many serve on the
248 Commission and thought it was three. Councilor Winterton said Mr. Marshall and Mr. Brown

249 serve. Dr. Shankle will double-check how many representatives should be on the
250 Commission.

251

252 **12. SCHEDULED APPOINTMENTS – taken up earlier in the meeting**

253

254 **13. 15 MINUTE RECESS**

255

256 **14. OLD BUSINESS**

257

258 14.a 2017-18 Budget and Warrant Articles

259

260 Councilor Miville said that the library came back to the Budget Committee for \$10,000 for one
261 of their employees not involved in pay equity. The Budget Committee approved the request
262 which added \$6,024 to the library budget.

263

264 Finance Director, Christine Soucie, went over the Budget and Warrant Articles with Estimated
265 Impact on the Tax Rate. She had no information on the police union. Director Soucie
266 passed out updated figures to include the new health insurance rates, and indicated that
267 equitable raises include part-time and DPW staff that are not covered under union contract.
268 Director Soucie said \$211,000 is in the current budget which can be found in the health
269 insurance line since there were vacant positions that could allow moving money around
270 some. Councilor Winterton said “we need to be cognizant that a year from now there will be
271 \$200,000 less that we might have put towards something else”. Christine Soucie said for
272 FY17-18 the \$211,000 is just the town, not the library and sewer; the next budget includes
273 the increase to \$390,000. She said the rates for July through December is already factored
274 in at six percent, then add 20% to the six percent equals \$390,000.

275

276 *Councilor Duhaime moved, second by Councilor Winterton, to see if the town will vote to*
277 *raise and appropriate the sum of \$390,000 for salaries and benefits for non-union full-time*
278 *and part-time town personnel. Roll Call #2: Councilor Duhaime-yes, Councilor Miville-yes,*
279 *Councilor Ross-yes, Councilor Levesque-yes, Councilor Jennings-yes, Councilor Giotas-yes,*
280 *Councilor Winterton-yes, Councilor Tsantoulis-yes, Chairman Sullivan-yes. Motion passed*
281 *unanimously, 9-0.*

282

283 Councilor Winterton asked if the health insurance rate increase affects the tax rate. Director
284 Soucie said not for the 2016 tax rate. In 2017, because the \$211,000 savings will be used,
285 that will not go into the fund balance and that’s when it would hit the tax rate. Director Soucie
286 said it will add an estimated .30 cents to the tax rate next year. The Council discussed
287 increases in the insurance rate over the years. Chairman Sullivan remarked that perhaps the
288 town should change the insurance coverage to go from July to July so there is no need to
289 worry about unexpected increases.

290

291 The Council discussed the pros and cons of weekly payroll versus bi-weekly payroll.
292 Currently staff is paid weekly and, according to Director Soucie, the process can be changed
293 with permission from the state. Chairman Sullivan asked if there would be any savings.
294 Director Soucie said there would be small savings in the cost of paper and processing. She
295 will take a closer look and direct deposit cannot be mandated. Donna Fitzpatrick said that
296 perhaps efficiencies could be realized by centralizing three payroll systems – town, library,
297 and sewer. Councilor Winterton asked if that would save time. Director Soucie said that the
298 library uses a vendor and taking that on would be like taking on a mini company. It would not

299 be as easy as the sewer because they are our employees. It would take no time at all to
300 incorporate the sewer employees. Dr. Shankle suggested that the Sewer Commission
301 representative should talk with them about it. Councilor Winterton will bring it to the
302 Commission members. Councilors mentioned that even with a pay raise, employees who live
303 in town will lose money because of the increase in the health insurance rate
304

305 *Councilor Ross moved, second by Councilor Tsantoulis, to keep the town share of 15% in*
306 *place for the next year. Motion passed unanimously, 9-0*
307

308 Councilor Winterton said he values part-time employees since they save the town a lot of
309 money and the Council should not lowball those employees. He said Social Security
310 increases went up .5 percent and Medicare insurance went up 120 percent. *Councilor*
311 *Winterton moved to raise and appropriate \$142,819, a three percent wage increase.*
312 *Councilor Ross seconded* and said it was hard to hire people right now and it was important
313 to take care of employees and the three percent is consistent with what "we have done in the
314 past".
315

316 Councilor Miville said that he cringes when people tell him to pay employees more to keep
317 them here. People make life decisions, and it is there decision to make. He will support the
318 increase however. Councilor Ross said in exit interviews lower pay was a recurring theme.
319 Dr. Shankle suggested not focusing on that end of it. He said "there is a reason that we can't
320 fill positions that we have". DPW Director Diane Boyce can't get a mechanic because the
321 town is paying less than everybody else, and she can't get truck drivers because we're
322 paying too low. There is a hierarchy of needs and they do need to put food on their table and
323 be able to afford a car and get to work so it is a distraction to them if those needs are not
324 possible to be filled. Dr. Shankle said some who work the hardest are going to be taking
325 home less money even with this three percent.
326

327 Chairman Sullivan said there is need for balance and this is not out of line with past practices,
328 and "we also need to consider employees who live in town" who will have to pay increased
329 insurance rates and pay more taxes. Councilor Winterton suggested a separate bucket that
330 could be spent as the Town Administrator sees fit. Councilors Winterton and Ross withdrew
331 their previously made motions.
332

333 *Councilor Winterton moved, second by Councilor Ross, to authorize a two percent increase*
334 *to non union personnel amounting to \$95,213 and provide the Town Administrator with a one*
335 *percent equity pool of \$47,606. Motion passed unanimously, 9-0. This will be placed on the*
336 *ballot.*
337

338 *Councilor Ross moved, second by Councilor Tsantoulis, to allocate a two percent increase to*
339 *non union personnel and a one percent equity pool for a total amount of \$142,819. Motion*
340 *passed unanimously, 9-0. Information should be placed in the Voters Guide.*
341

342 **The Council discussed the starting salary for a Recreation Director**
343

344 *Councilor Ross moved, second by Councilor Jennings, to raise and appropriate the sum of*
345 *\$78,269 for the salary and benefits to hire a full time Recreation Director. Motion passed 6-3*
346 *[Councilors Miville, Levesque, and Sullivan opposed].*
347

348 *Councilor Duhaime moved, second by Councilor Miville, to discontinue the Feasibility Study.*
349 *Motion passed unanimously, 9-0.*

350

351 Finance Director Soucie said there will be 15 warrant articles on the ballot. She will wait to
352 close; closing now would provide \$63,000 more.

353

354 **15. NEW BUSINESS**

355

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

357

358 *Councilor Jennings moved, second by Councilor Ross, to obligate \$33,372.68 in impact fees*
359 *from Zone 1 to the Lilac Bridge project. Motion passed unanimously, 9-0. It was mentioned*
360 *that \$278,000 has already been obligated for the Lilac Bridge. This would add \$33,372.68.*

361

362 15.b Obligation of Impact Fees for Zone 3

363

364 *Councilor Duhaime moved, second by Councilor Jennings, to obligate \$86,814 in impact fees*
365 *from Zone 3 to the Morrill Road extended drainage and guard rails due to increased*
366 *development. Motion passed unanimously, 9-0.*

367

368 *Councilor Ross moved, second by Councilor Winterton to extend the meeting until finished.*
369 *Motion passed unanimously, 9-0.*

370

371 15.c Tax Rate and Fund Balance

372

373 Finance Director, Christine Soucie, said the current policy is to maintain a minimum
374 unassigned fund balance of 5% and the largest balance shall be 8% of the general fund's
375 annual budget, including the School and County's net appropriations. The total tax rate is
376 estimated to increase by \$2.16 from the 2015 rate of \$24.72 to \$26.88, if no fund balance is
377 applied. As of June 30, 2016, the town has \$4,941,289 of unassigned fund balance which is
378 estimated to be 10%. She said a low unassigned fund balance can be viewed as an indicator
379 of financial instability which can negatively affect bond ratings and interest rate options, and a
380 high unassigned fund balance is beneficial to the town's cash flow. Director Soucie provided
381 three options that were discussed by the Council.

382

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

384

385 Option B: apply excess fund balance to keep the town's share of the tax rate level; the total
386 tax rate will increase \$1.14

387

388 Option C: apply excess fund balance over 5%; the total tax rate increase is .62 cents

389

390 Director Soucie recommends Option A that would allow for enough funds to withdraw the
391 estimated \$1.3 million for the Lilac Bridge and still leave the town with \$2.6 million in
392 unassigned fund balance, which is just above the 5% minimum. Chairman Sullivan moved to
393 approve Option C. There was no second.

394

395 Councilor Winterton said he is in favor of Option A since it is important to keep the fund
396 balance high because it impacts the credit rating, is transparent and the right thing to do and

397 it let's the citizens understand that the cost of running the town is going up. Various figures
398 were bandied about
399

400 Councilor Ross felt it might be wise to retain "what we have" since construction on the Lilac
401 Bridge proposes to take \$1.3 million to come from the unassigned fund balance. The fund
402 balance can be used next year if it's still there. Councilor Winterton noted that "we're building
403 a bridge out of one-time money; the bridge is for the next 30-50 years". He asked why the
404 town wouldn't bond the money instead of taking from taxpayers all in one year – a bridge is a
405 long term thing. Dr. Shankle reminded everyone that the bridge is an emergency which is
406 why the fund balance can be used.

407
408 A roll call on Option A was called. *Roll Call #5: Councilor Tsantoulis-yes, Councilor Ross-no,*
409 *Councilor Duhaime-no, Councilor Jennings-yes, Councilor Levesque-yes, Councilor*
410 *Winterton-yes, Councilor Miville-no, Councilor Giotas-no, Chairman Sullivan-no. Motion*
411 *failed 4-5.*

412
413 Chairman Sullivan moved to approve Option B. Motion failed since there was no second.

414
415 *Chairman Sullivan moved, second by Councilor Tsantoulis, to authorize the Town*
416 *Administrator to apply fund balance in excess of 9% to the tax rate. Roll Call #6: Councilor*
417 *Miville-no, Councilor Levesque-yes, Councilor Winterton-yes, Councilor Giotas-yes, Councilor*
418 *Ross-yes, Councilor Tsantoulis-yes, Councilor Jennings-yes, Councilor Duhaime-yes,*
419 *Chairman Sullivan-yes. Motion passed 8-1[Councilor Miville opposed].*

420

421 **16. SUB-COMMITTEE REPORTS**

422

423 **17. PUBLIC INPUT**

424

425 **18. NON-PUBLIC SESSION**

426

427 18.a NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee
428 or the disciplining of such employee, or the investigation of any charges against him or her,
429

430 18.b NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the
431 reputation of any person, other than a member of the public body itself.
432

433 ***J. Sullivan motioned to enter non-public session at 10:01pm. Seconded by T.***
434 ***Tsantoulis.***

435

436 **Roll Call**

437 D. Ross – yes

438 D. Winterton – yes

439 J. Levesque – yes

440 R. Duhaime – yes

441 A. Jennings – yes

442 M. Miville – yes

443 T. Tsantoulis – yes

444 J. Giotas – yes

445 J. Sullivan - yes

446 ***Vote unanimously in favor.***

447

448 ***T. Tsantoulis motioned to exit non-public at 10:15pm. Seconded by R. Duhaime.***
449 ***Vote unanimously in favor.***

450 ***R. Duhaime motioned to seal the non-public minutes of 10/26/16. Seconded by J.***
451 ***Levesque. Vote unanimously in favor.***

452
453 **19. ADJOURNMENT**

454
455 ***A.Jennings motioned to adjourn the 10/26/16 public session at 10:15pm. Seconded by***
456 ***T. Tsantoulis. Vote Unanimously in favor.***

457
458
459 **NOTE:** The town website may have attachments to these Town Council minutes for
460 documents referred to in the minutes, reading file material, and/or ancillary documents that
461 the Town Council Chair has signed as agent to expend as a result of the Council's prior
462 approval of the documents.

463
464 Respectfully submitted,
465
466 Suzanne Beauchesne
467 Recording Clerk

468
469
470

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, November 9, 2016 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the donation of a \$40,000.00 grant from the Department of Justice, Division of Public Protection, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (a). Questions should be directed to the Hooksett Police Department at 603-624-1560.

Staff Report

Title: Acceptance of Donations

Date: November 9th, 2016

Background and Discussion of Issues

The Hooksett Police Department has experienced additional calls for service regarding criminal activity around the sale, possession with intent to sell, and possession of Controlled Drugs. The town of Hooksett has not been immune to the devastating effects that the Heroin crisis has on the State of NH. Hooksett Police responded to fourteen drug overdose calls with five that resulted in revival, four uses of NARCAN and five overdose related deaths in 2016. Our community continues to deal with burglaries, car break-ins, robberies and thefts that have a direct connection to the purchase and sale of narcotic drugs. The Town will continue to pay the officers Salary and Benefits who is currently assigned to the NH Attorney General's Drug Task Force. In return will receive a \$40,000.00 grant plus any overtime reimbursement. This grant money, including any overtime reimbursement, should be placed back in the Police Department's budget for fiscal year 2016-2017 in both the salary and overtime lines. The previous \$40,000.00 grant was for the fiscal year of 2016 and expired on June 30th, 2016 which is the reason for the most recent \$40,000.00 grant that had been received by the Town. The recent \$40,000.00 grant received is for the fiscal year of 2017 which would cover from July 1st, 2016 through June 30th, 2017.

Recommendation (including suggested motion, if appropriate)

Motion to accept the donation of \$40,000.00 from the Department of Justice, Division of Public Protection, to the Town of Hooksett for the Hooksett Police Department for a public hearing at the Town Council meeting for the acceptance of this grant under RSA 31:95-b, III (a) and to return that amount to the police department's 2016-2017 fiscal budget salary and overtime lines.

Fiscal Impact

The donation is a grant to the Hooksett Police Department for a total amount of \$40,000.00, no fiscal impact.

Prepared by: Lieutenant James Bradley

Town Administrator Recommendation

Concur

Staff Report

Title: Acceptance of Donations

Date: November 9th, 2016

Background and Discussion of Issues

The Bulletproof Vest Partnership (BVP), created by the Bulletproof Vest Partnership Grant Act of 1998 is a unique U.S. Department of Justice initiative designed to provide a critical resource to state and local law enforcement. BVP is a critical resource for state and local jurisdictions that saves lives. Based on data collected and recorded by BJA staff, in FY 2012, protective vests were directly attributable to saving the lives of at least 33 law enforcement and corrections officers, in 20 different states, an increase of 13.7% over FY 2011. At least 14 of those life-saving vests had been purchased, in part, with BVP funds. The Hooksett Police Department has been awarded \$5,050.00 in grant money from the Bulletproof Vest Partnership for the purchase of up to 18 new bulletproof vests. This grant covers 50% of the cost for each vest purchased. The deadline to request payments from the recently announced FY 2016 award funds is August 31st, 2018. The Hooksett Police Department recently purchased two bulletproof vests from the most recent officers that were hired and purchased two replacements for current officers that had expired vests. This grant money should be placed back into the Police Department's budget for FY 2016-2017 in the uniform line, which would cover 50% of the cost for each of the four recently purchased bulletproof vests.

Recommendation (including suggested motion, if appropriate)

Motion to accept the donation of \$5,050.00 from the U.S. Department of Justice; Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department for the acceptance of this grant in public session at the Town Council meeting under RSA 31:95-b, III (b) and to return that amount to the police department's 2016-2017 fiscal budget uniform line.

Fiscal Impact

The donation is a grant to the Hooksett Police Department for a total amount of \$5,050.00, no fiscal impact.

Prepared by: Lieutenant James Bradley

Town Administrator Recommendation

Concur

Staff Report

Title: Appointment

Date: 11/9/2016

Background and Discussion of Issues

SNHPC Rep for Planning Board: Cutler L. Brown was nominated to fill the currently final vacant SNHPC Rep. position on 10/26/2016 by town council. Mike Jolin had previously occupied the spot Mr. Brown will fill. It will expire 6-2017.

Recommendation (including suggested motion, if appropriate)

Appoint Cutler L. Brown to vacated SNHPC Rep. position expiring on 6-2017.

Fiscal Impact

None

Prepared by: Nicholas P. Germain, Project Coordinator

Town Administrator Recommendation

Concur

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.

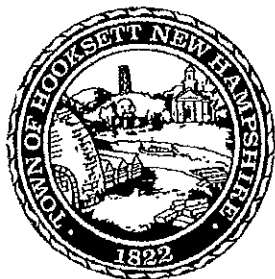
Nominations

None

Appointments

Southern New Hampshire Planning Commission

Cutler L. Brown – Voting member – exp. 6-2016



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: cotler.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.

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 - HOOKSETT INDUSTRY COMM.

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

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

Staff Report

Title: Emergency Operations Plan Update

Date: November, 2016

Background and Discussion of Issues

Update:
#1 Emergency Management Director from Mike Williams to James Burkush.
#2 Change Alternate EOC from School to Fire Station 1, 1 Riverside Ave.

Recommendation (including suggested motion, if appropriate)

Adopt 2016 Emergency Operations Plan with updates

Fiscal Impact

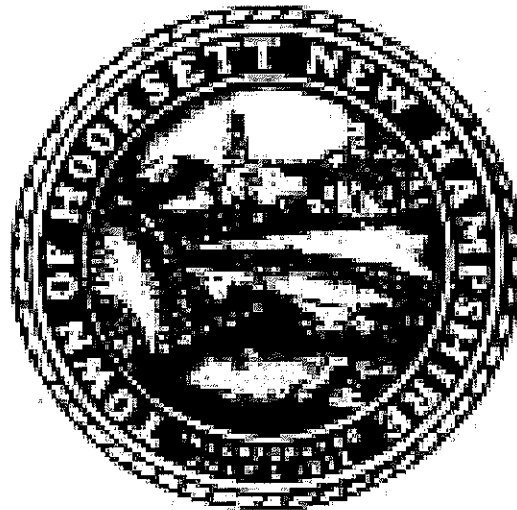
none

Prepared by: Chief Burkush

Town Administrator Recommendation

TOWN OF HOOKSETT

EMERGENCY OPERATIONS PLAN



Compiled By:
LMK Emergency Planning Associates
32 Ridgewood Drive
Bow, NH

Revised November 2016

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EMERGENCY OPERATIONS PLAN

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TOWN OF HOOKSETT
EMERGENCY OPERATIONS PLAN

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- Attachment 4 – EOC Request/Task Assignment Form
- Attachment 5 – Resource Status & Dispatch Request Form
- Attachment 6 – State Assistance Request Form
- Attachment 7– Event Log
- Attachment 8– Radio Log
- Attachment 9– Damage Assessment Form
- Attachment 10– Local State of Emergency (Sample)
- Attachment 11 – Town Resources

RECORD OF REVISIONS AND CHANGES

- | | | |
|----|-----------|----------------|
| 1. | Draft #1 | May, 1995 |
| 2. | Draft #2 | March, 2004 |
| 3. | Draft #3 | June/July 2004 |
| 4. | Draft #4 | April 2010 |
| 5. | Draft # 5 | October 2013 |
| 6. | Draft #6 | November 2016 |

FOREWORD

The Town of Hooksett's Emergency Operations Plan (HEOP) establishes a framework for Hooksett to provide assistance in an expeditious manner to save lives and to protect property in the event of a disaster. The Hooksett Office of Emergency Management (HOEM) appreciates the continuing cooperation and support from all departments and agencies and to the volunteer and private organizations, which have contributed to the development and publication of this plan. Hooksett has worked with these groups to provide a forum for the departments and agencies with identified responsibilities in the plan to participate in planning and exercise activities in order to develop, maintain and enhance Hooksett's response capability.

The purpose of the HEOP is to facilitate the delivery of all types of response assistance to jurisdictions and to help them deal with the consequences of significant disasters. The plan outlines the planning assumptions, policies, concept of operations, organizational structures and specific assignments of responsibility to the towns departments and agencies involved in coordinating the local response activities.

James Burkush , Fire Chief/EM Director
Hooksett Emergency Management

PROMULGATION

This Plan is adopted and or revised as the Town of Hooksett's Emergency Operations Plan (HEOP). It will provide the basis for coordinating protective actions prior to, during and after any type of disaster. The plan was prepared under the guidelines established by the Federal Emergency Management Agency and the State Office of Emergency Management and Homeland Security. This plan becomes effective upon signature of the Town Council and supersedes all previous Town of Hooksett Emergency Management Plan's

Promulgation, as it relates to the Hooksett Emergency Operation Plan (HEOP), is the act of the jurisdiction officially proclaiming, declaring and/or adopting, via local ordinance, Executive Order (EO), or etc., the **HEOP** as the emergency operations plan for the Town. The promulgation document should include the signature of the jurisdiction's chief executive.

The promulgation document gives the **HEOP** official status and provides both authority and responsibility for organizations to perform their tasks. However, it can be a Resolution or Executive Order adopting the **HEOP** as the operations plan for the jurisdiction.

The Plan will be supplemented by Standard Operating Guidelines (SOGs) detailing the steps necessary to accomplish assigned responsibilities. Individuals, department heads and organizations will prepare SOG's, which will be maintained by the responsible organization, with the assistance of the Emergency Management Director.

All individuals, departments, and organizations with responsibilities outlined in this plan shall read and understand their responsibilities as outlined and they shall commit to training, exercises and plan maintenance efforts needed to support this EOP.

Adopted This ____ Day of _____, 2016

Town of Hooksett, New Hampshire
Town Council

Signature: _____
Typed Name: Council Chairman

Signature: _____
Typed Name: Council Vice Chairman

Signature: _____
Typed Name: Town Administrator

ANNUAL CONCURRENCE

This plan has been reviewed and approved by the Emergency Management Organization. This shall be conducted annually before the town meeting. Following the town meeting, the new Town Councilors shall execute their concurrent approval at an organizational meeting.

Name of Community:

Town of Hooksett, NH

Reviewed and approved:

Date: _____

Signature: _____

Typed Name: _____
Chairman, Town Council

Signature: _____

Typed Name: _____
Town Administrator

Signature: _____

Typed Name: _____
Emergency Management Director

**SIGNATORIES TO THE TOWN OF HOOKSETT EMERGENCY OPERATIONS
PLAN**

Explanation: Signatories to the Town of Hooksett EOP are affirming that this plan should be updated on an annual basis. Every agency with a primary role in an Emergency Support Function (ESF) should sign this section.

Chairman, Town Council _____

Town Administrator _____

E.M. Director _____

Asst E.M. Director _____

Code Officer _____

Police Chief _____

Fire Chief _____

Highway Manager _____

SAU Supt _____

Finance Director _____

Council Chair _____

PIO _____

DISTRIBUTION LIST

The following individuals and organizations have received a copy of this Emergency Operations Plan. It is the responsibility of the tasked individuals and organizations to read and understand their responsibilities as outlined. This distribution list will serve as a checklist for distributing later revisions to this plan.

<u>Town of Hooksett Officials</u>	<u>Plan Number</u>
Chairman, Town Council	Electronic Copy
Town Administrator	Electronic Copy
Public Works Director	Electronic Copy
Police Chief	Electronic Copy
Health Officer	Electronic Copy
Code and Building Inspector	Electronic Copy
Fire/Rescue Chief	Electronic Copy
EM Director	Electronic/Hard Master Copy
Planning Board	Electronic Copy
Town Clerk	Electronic Copy
Superintendent SAU 15	Electronic Copy

State of New Hampshire

Office of Homeland Security and Emergency Management Electronic/Hard Copy

I. INTRODUCTION

A. PURPOSE

Hooksett's Emergency Operations Plan (HEOP) predetermines, to the extent possible, actions to be taken by emergency organizations of the town and cooperating private institutions to prevent disasters if possible; to reduce the vulnerability of town residents to any disasters that cannot be prevented; to establish capabilities for protecting citizens from the effects of disasters; to respond effectively to the actual occurrence of disasters; and to provide for recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life within the community.

The EOP consists of three fundamental components: the basic plan, the emergency support functions (ESF's), and hazard specific annexes. These components are briefly defined as follows:

The Basic Plan provides general background information pertinent to Hooksett, its location, potential hazards, emergency response organization and responsibilities, interface with surrounding communities and with State and Federal government and authorities to operate in a disaster.

ESF's provide a description of the functions necessary for a coordinated response to an emergency situation by the community's resource agencies. Each support function focuses on a critical emergency function that Hooksett will perform in response to an emergency.

Hazard Specific Annexes have been developed to address special and unique response procedures not included in the ESF's or to meet detailed regulatory requirements. They provide additional detailed information applicable to a particular hazard.

B. SCOPE

Hooksett's EOP:

1. Addresses the emergencies and disasters likely to occur as described in *The Mitigation Plan located in the Administrative Appendices of this plan.*
2. Includes those actions that support efforts to save lives, protect public health and safety, and protect property.
3. Comprises all towns departments and agencies, assigned one or more functions, activities, and/or tasks, to provide response and recovery activities in support of local operations during an emergency or disaster.

- a. Department and agency assignments are based upon their day-to-day responsibilities, statutory/legislative requirements, and/or Federal regulations.
 - b. Additional assignments may be made through an executive order (EO), as the situation warrants.
4. Provides for the integration and coordination between government, the private sector, and volunteer organizations involved in emergency response and recovery efforts.
 5. Describes how national (Federal, and other States) resources will be coordinated to supplement town resources in response to a disaster.

C. STRUCTURE

As shown in Figure 1, Components of the Hooksett EOP consist of the following:

1. The format of the Hooksett EOP is consistent with the State/Federal Response Plan (FRP) using the ESF concept and approach to providing assistance.
2. The Basic Plan, which describes the purpose, scope, situations and assumptions, hazard analysis, concept of operations, plan management, and authorities of the town departments and/or agencies in response to an emergency or disaster.
3. Administrative Appendices that include: a list of acronyms/abbreviations, terms and definitions, a compendium of emergency authorities and directives, and hazard analysis and assessment, which serve as points of reference and information for the users.
4. Functional ESF's that delineate primary and/or co-primary and support agencies and describe policies, situations, concept of operations, and responsibilities; necessary standard operating procedures/guides (SOPs/SOG's) to implement functions.
5. Hazard-specific annexes, which include Hazardous Materials, Terrorism, and Dams, describe special procedures applicable to a particular hazard.

TOWN OF HOOKSETT
EMERGENCY OPERATIONS PLAN

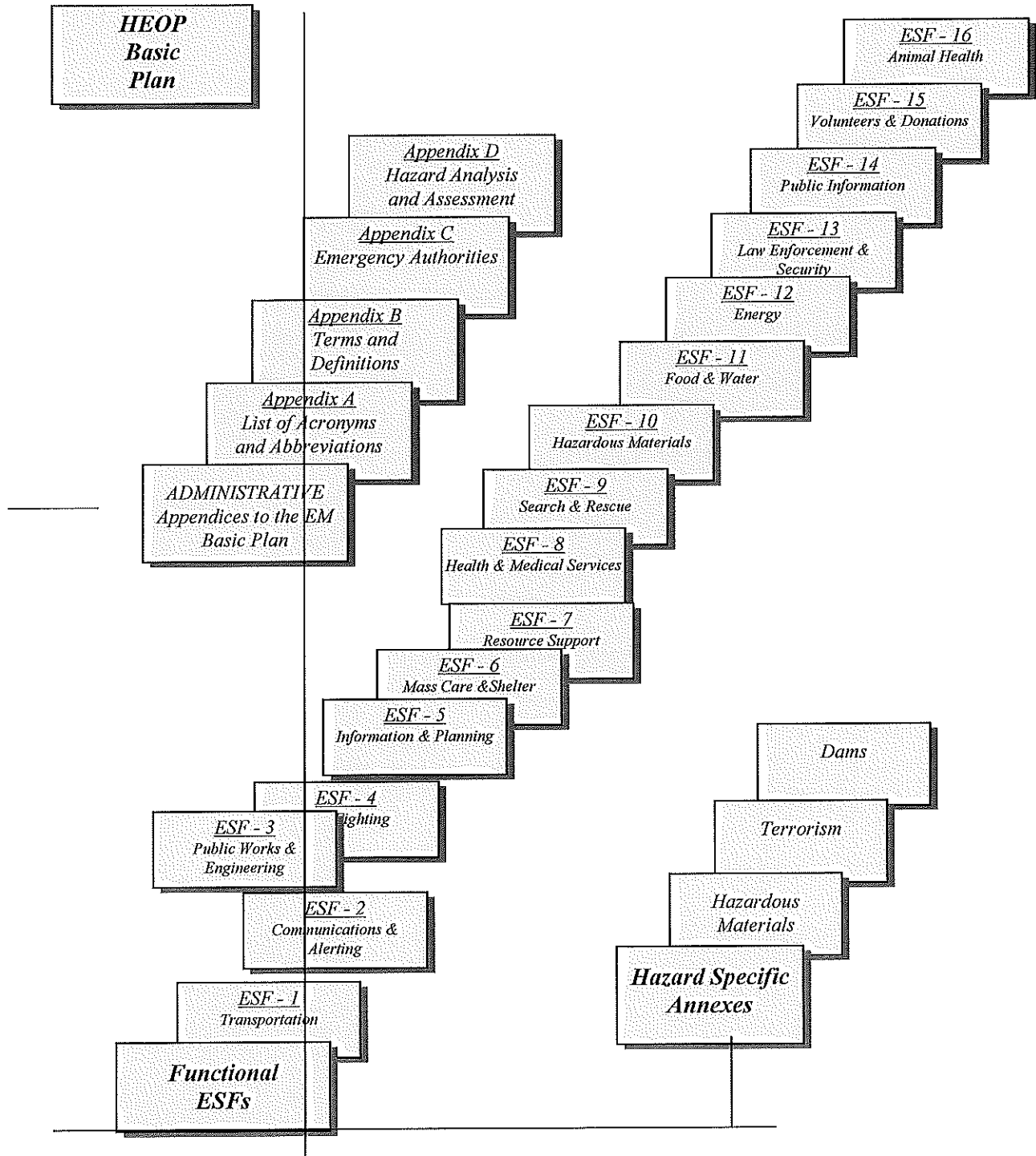


Figure 1: Components of the Hooksett EOP

D. ESF DESCRIPTIONS

ESF-1, Transportation – Provides for coordination, control and allocation of transportation assets in support of the movement of emergency resources including the evacuation of people, and the redistribution of food and fuel supplies.

ESF-2, Communications and Alerting – Provides emergency warning, information and guidance to the public. Facilitates the requirements and resources needed to provide for backup capability for all means of communication.

ESF-3, Public Works & Engineering – Provides for debris clearance, roads, highways and bridge repairs, engineering, construction, repair and restoration of essential public works systems and services, and the safety inspection of damaged public buildings.

ESF-4, Fire Fighting – Provides for mobilization and deployment, and assists in coordinating structural fire fighting resources to combat forest/wildland or urban incidents; provide incident management assistance for on-scene incident command and control operations.

ESF-5, Information and Planning – Provides for the overall management and coordination of Hooksett's emergency operations in support of local government. Collects, analyzes and disseminates critical information on emergency operations for decision making purposes.

ESF-6, Mass Care & Shelter – Manages and coordinates sheltering, feeding, and first aid for disaster victims. Provides for temporary housing, food, clothing, and special human needs in situations that do not warrant mass-care systems. In the event the local jurisdiction does not have an established Volunteers Active in Disasters (VOAD), this ESF can serve as the likely alternative for managing the receipt and distribution of donated goods and services. Provides assistance in coordinating and managing volunteer resources.

ESF-7, Resource Support – Secures resources through mutual aid agreements and procurement procedures for all ESF's, as needed. Provides for coordination and documentation of personnel, equipment, supplies, facilities, and services used during disaster response and initial relief operations.

ESF-8, Health and Medical Services – Provides care and treatment for the ill and injured. Mobilizes trained health and medical personnel and other emergency medical supplies, materials and facilities. Provides public health and environmental sanitation services, disease and vector control, and the collection, identification, and protection of human remains.

ESF- 9, Search & Rescue – Provides resources for ground, water, and airborne activities to locate, identify, and remove from a stricken area, persons lost or trapped in buildings and other structures. Provides for specialized emergency response and rescue operations.

ESF- 10, Hazardous Materials – Provides response, inspection, containment and cleanup of hazardous materials accidents or releases.

ESF –11, Food – Identifies, secures or prepares, and arranges for transportation of food for mass feeding to affected areas following a disaster.

ESF- 12, Energy – Coordinates with the private sector for the emergency repair and restoration of critical public energy utilities, (i.e., gas, electricity, etc.). Coordinates the rationing and distribution of emergency power and fuel, as necessary.

ESF- 13, Law Enforcement & Security – Provides for the protection of life and property by enforcing laws, orders, and regulations, including the movement of persons from threatened or hazardous areas. Provides for area security, traffic, and access control.

ESF- 14, Public Information – Provides for effective collection, control, and dissemination of public information to inform the general public adequately of emergency conditions and available assistance. Coordinates a system to minimize rumors and misinformation during an emergency.

ESF- 15, Volunteers and Donations – Manages the receipt and distribution of donated goods, volunteers, and services to support response operations and relief effort in a disaster.

ESF-16, Animal Health – Provides for a coordinated response in the management and containment of any communicable disease resulting in an animal health emergency.

II. SITUATION AND PLANNING ASSUMPTIONS

A. SITUATION

1. The Town of Hooksett is located in the southeast portion of Merrimack County in South Central New Hampshire. Hooksett is bordered by the Towns of Allenstown and Bow to the north, Manchester and Auburn to the south, Goffstown, Dunbarton and Bow to the west, and Candia, Deerfield and Bear Brook State Park to the east. The total land area of Hooksett is 37.12 square miles with .93 square miles of water and approximately 72 of the total land area being rural and wooded. The population ranges from 12,721 at night, to 36,000 in the daytime. The US Census estimates the town's 2008 population to be 13,723.
2. Hooksett is primarily a residential community with limited industrial, manufacturing, and agricultural activities. The current population of the town is approximately 13,800 residences. Approximately _____ percent of the town is residential and _____ percent consisting of industrial and light commercial development. Commercial development is mainly concentrated in the area of the industrial park along Hooksett Road and Rte. 3A.
3. Hooksett's governmental body is a Town Council form of Government. The Councilors are elected by the voters in March and serve terms of three years. Other boards-committees for the town consist of a Planning Board, Zoning Board, Conservation Commission and Recreation Commission.
4. The Merrimack River, which originates from Bow to the North flows in a Southerly direction through the center of town. The town participates in the National Flood Insurance Program and has enacted a Floodplain Development Ordinance. The town is potentially subject to flooding from a series of dams located throughout the town. The high hazard dams are addressed in the Hazard Specific Annex of this plan.
5. Hooksett's Fire and Rescue Department is a full-time department under the direction of a full-time Fire Chief. There are currently 34 members of the department. The town fire department operates under individual mutual aid agreements with the Capital Area Fire Mutual Aid Compact. The fire and Rescue department is the largest single resource of manpower in the community, but in a major emergency, it would require additional personnel and equipment to perform all of its tasks. The central fire station is located within the Town Safety Complex on Legends Drive and has a second station located in Hooksett Village. The central station is equipped to accept a generator for emergency power and serves as the Emergency Operations Center (EOC) for the town.

TOWN OF HOOKSETT
EMERGENCY OPERATIONS PLAN

6. Hooksett's Police Department is a full-time department and consists of a Chief, 29 sworn full-time officers, six administrative staff and six dispatch personnel. The Chief is the operational and administrative head of the department. The police station is located within the Town Safety complex on Legends Drive and is equipped with an emergency generator. The department has established mutual aid agreements with the surrounding communities as well as state and county law enforcement authorities.
7. Hooksett's Public Works Department is a full-time department operating under a Director with 21 full-time and 1 part-time employee. The facility is located at 210 West River Road and is equipped with a standby generator for emergency power.
8. Hooksett's primary Emergency Operations Center (EOC) is located within the Hooksett Public Safety Complex at 15 Legends Drive and is equipped with a standby generator for emergency power.
9. Hooksett's Recycling and Transfer Department, located at 210 West River Road consisted of eight full-time and four part-time employees and has a full-time superintendent. The department maintains a mutual aid agreement with the Town of Pembroke.
10. The Public Library, located at 1701B Hooksett road consist of three full-time, six part-time employees, and two volunteers.
11. The community is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties and include earthquake, flooding, dam failure, hurricane, drought, snow and ice storm, tornado and wildland fire. Other disaster situations could develop from a fuel or water shortage, power failure, multiple vehicle accident, hazardous materials, downed aircraft, radiological, terrorism, or civil unrest.
12. Vulnerable critical facilities that have been identified as requiring special planning considerations include Town Hall, Safety Complex, Cawley School, Highway Department, Sewer Pump Station, Pinnacle Pond Pump Station, and the Hooksett Hydro Station, Pine Hill Sub Station. Emergency plans and procedures can be developed by these facilities for incorporation into the Hooksett Plan.

B. PLANNING ASSUMPTIONS

1. The towns' government is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons, and minimize damage to property and the environment.
2. Executing Hooksett's EOP will save lives and reduces property damage.

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3. Individuals and organizations identified in this plan have reviewed the plan, are familiar with its contents and will execute their assigned responsibilities to the best of their abilities, when required.
4. While it is likely that outside assistance would be available in most large-scale disaster situations affecting the town and while plans have been developed to facilitate coordination of this assistance, it is necessary for the Town of Hooksett to plan and be prepared to carry out disaster response and short-term recovery operations on an independent basis.
5. Resources identified in this plan may not be available due to other emergencies.
6. It is foreseen that improvements or modifications may become necessary to the EOP. Therefore, plan users may deviate from the plan to protect life and property if during an operation they identify a plan deficiency.
7. Just because hazards have been identified does not mean that they will not occur. Some hazards cannot be prevented (Earthquake, Hurricane, Winter Storms etc.).
8. Consistent with the Federal Emergency Management Agency and the State of New Hampshire's commitment to comprehensive emergency management, this plan is concerned with all types of emergency situations that may develop. It emphasizes the capability of the Town of Hooksett's government to respond to and accomplish short-term recovery from large-scale disasters.

C. HAZARD ANALYSIS AND ASSESSMENT

The hazard analysis and assessment study is located as the *Hazard Mitigation Plan*, in the Administrative Appendices to this EOP.

The following natural or man-made emergencies are the prime consideration of this Emergency Operations Plan:

- | | |
|---|--|
| 1. Multiple Vehicle Accidents | 11. Hazardous Materials Accident |
| 2. Snow and Ice Storm | 12. Fuel Shortage |
| 3. Hurricane | 13. Water Outage |
| 4. Flooding (Ravine, Ice Jam, Dam Breach) | 14. Civil Disturbance |
| 5. Railroad Accident | 15. Conflagration |
| 6. Downed Aircraft | 16. Tornado |
| 7. Explosion | 17. Nuclear Attack (Fallout Risk) |
| 8. Earthquake | 18. Terrorist Events |
| 9. Bomb Threat | 19. Public Health Emergency (Outbreak, Epidemic, Pandemic) |
| 10. Electrical Outage | |

III. CONCEPT OF OPERATIONS

A. **GENERAL:** This section of the Plan explains Hooksett's overall approach to an emergency situation, i.e., what should happen, when, and at whose direction. It addresses a general sequence of actions before, during, and after the emergency situation.

1. Relationship Between Emergency and Normal Functions. This plan recognizes the concept that emergency functions for groups involved in emergency management generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. It is generally true however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. In large-scale disasters, however, it may be necessary to draw on peoples' basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to support agencies, to accomplish the emergency tasks by the individuals and agency concerned.

2. Responsibilities and Control of Personnel. Heads of departments, individuals, and agencies are responsible for emergency functions as specified in this plan. They retain control over their employees and equipment. Each agency is responsible for developing Implementing Instructions to be followed during response operations. Legislative powers, not otherwise vested in another body as provided by the Town Charter, are vested in the Town Council.

3. Requests for State Assistance. When it is determined that an emergency is beyond the control and resources of Hooksett's local government, a request for assistance is made to the State through the State Emergency Management to the Governor. Request for State assistance will first be approved by a member of the EOC Command and Control Section and then submitted to the State. (See Attachments)

B. EMERGENCY OPERATION PLAN IMPLEMENTATION

1. Plan Activation Levels. Emergency situations vary markedly in speed of onset and in their potential for escalation to disaster proportions. The extent to which the EOP is activated depends upon the type of emergency situation, its potential for escalation, its geographical extent, and other factors. To serve the needs of Hooksett, the Emergency Management Organizations developed four levels of plan activation. They are as follows:

- *Level N -Normal Operation* - At this level, there are no reported hazards or emergency situations identified that require special monitoring or consideration. (Example - Normal day-to-day activities takes place)
 - *Level IR -Increased Readiness* – At this level, a potential hazard (Winter Storm, Hurricane) or an emergency situation has been identified that is being monitored, but does not require activation of personnel (Example – personnel monitor the track of Winter Storm). Equipment is readied and resources are checked for availability.
 - *Level PA -Partial Activation* – At this level, a hazardous and/or emergency situation is active, which requires a partial activation of the EOP. The incident will dictate who and what actions need to be taken. (Example – Fire w/limited evacuation may require the opening of a shelter.)
 - *Level FA -Full Activation* - At this level, a hazard and/or emergency situation is active, which requires the full activation of the EOP and all Emergency Management Organization personnel. The EOC is activated and fully staffed at this level. (Example – An event/incident that requires the coordination of all Departments, Organizations.)
2. General Sequence of Actions. Either the Incident Commanders and/or other members of the Emergency Management Organization may call for a higher Level of Activation of the plan. When the Emergency Operations Center (EOC) is fully activated, the Command and Control Section will assume overall command of the Town’s resources.

C. PHASES OF EMERGENCY MANAGEMENT

The Hooksett EOP (HEOP) is concerned with many types of hazards that the jurisdiction may be exposed to. The HEOP should also take a comprehensive and integrated approach to addressing the jurisdiction’s capabilities and shortfalls to respond to the hazards identified in the jurisdiction’s Hazard Analysis and Assessment to the HEOP. In doing so, the plan will take into consideration the following four phases of emergency management:

1. ***Mitigation***

Mitigation actions eliminate or reduce the probability of some disaster occurrences and also include long-term activities that lessen the undesirable effects of unavoidable hazards or reduce the degree of hazard risk. Some mitigation examples include flood plain management and public education programs. Mitigation seeks to prevent disasters and to reduce the vulnerability of people to disasters that may strike. Hazard mitigation should follow all disasters.

2. ***Preparedness***

Preparedness activities develop emergency response capabilities. Planning, exercising, training, mitigation, developing public information programs and alerting and warning are among the activities conducted under this phase of emergency management to ensure the most effective and efficient response in a disaster. Preparedness seeks to establish capabilities to protect people from the effects of disasters in order to save the maximum number of lives, minimize injuries, reduce damage, and protect property. Procedures and agreements to obtain emergency supplies, material, equipment, and people are developed.

3. ***Response***

Response is the actual provision of emergency services during a disaster. These activities can reduce casualties, limit damage, and help to speed recovery. Response activities include directing emergency operations, evacuation, shelter, and other protective measures.

4. ***Recovery***

Recovery is both a short-term and a long-term process to restore the jurisdiction to normal conditions in the aftermath of any emergency or disaster involving extensive damage. Short-term operations assess damages, restore vital services to the community, and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal or to an improved state of affairs. Examples of recovery actions are provision of temporary housing, restoration of government services, and reconstruction of damaged areas.

D. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

1. General. This section of the Basic Plan establishes the emergency organization that will be relied on to respond to emergency situations. It includes a listing by position and organization of what kind of tasks are to be performed. A matrix of organizations and areas of responsibility, including functions to show primary and supporting roles can be found in Figure 2, Page 13.

2. Emergency Organization. The Emergency Management Organization for Hooksett consists of the following:

- | | |
|----------------------------------|-----------------------|
| a. Town Council Chairman | g. Fire Chief |
| b. Town Administrator | h. Highway Manager |
| c. Emergency Management Director | i. SAU Superintendent |
| d. Assistant EMD | j. Finance Director |
| e. Code Officer | |
| f. Police Chief | |

3. Organization

By the direction of the Town Administrator, the Emergency Management Director will notify each department with emergency or disaster responsibility, who have multi-hazard emergency operation plans and implementing procedures. The organization to implement the Hooksett EOP under emergency or disaster conditions consist of the EM Director and town agencies having primary and supporting roles as specified in the functional ESF's.

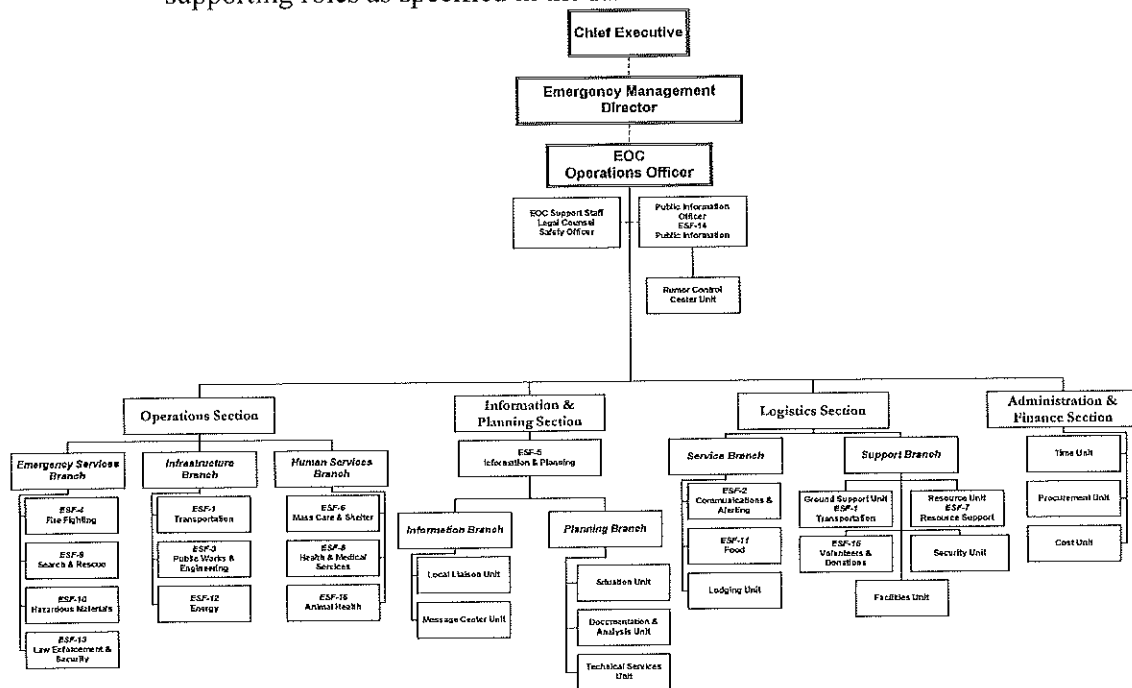


Figure 2: Hooksett Emergency Operations Center (EOC) Organizations

a. **Command and Control Section**

Emergency Management is the primary agency assigned to the command and control section and will ensure the following:

- 1) Coordinate all emergency response functions in the Hooksett Emergency Operation Center.
- 2) Establish and maintain a facility that will be used as the *HEOC* to provide centralized direction, coordination, and control of emergency operations.
- 3) Develop EOC activation/deactivation SOPs/Sags, personnel staffing requirements, and functional operating procedures/guides.

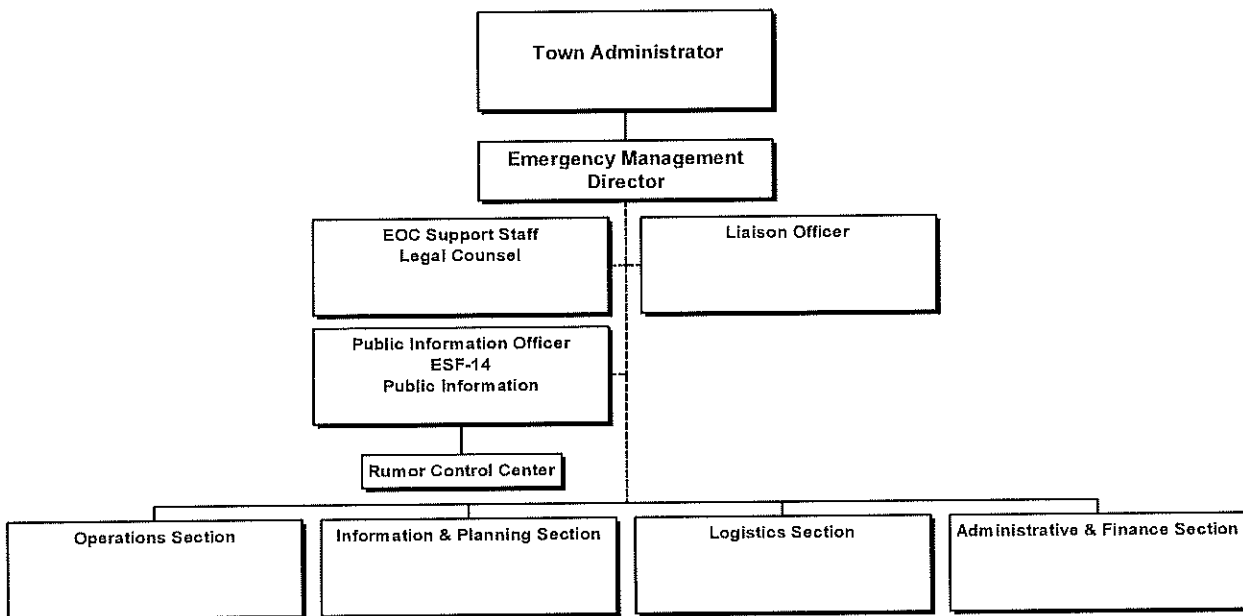
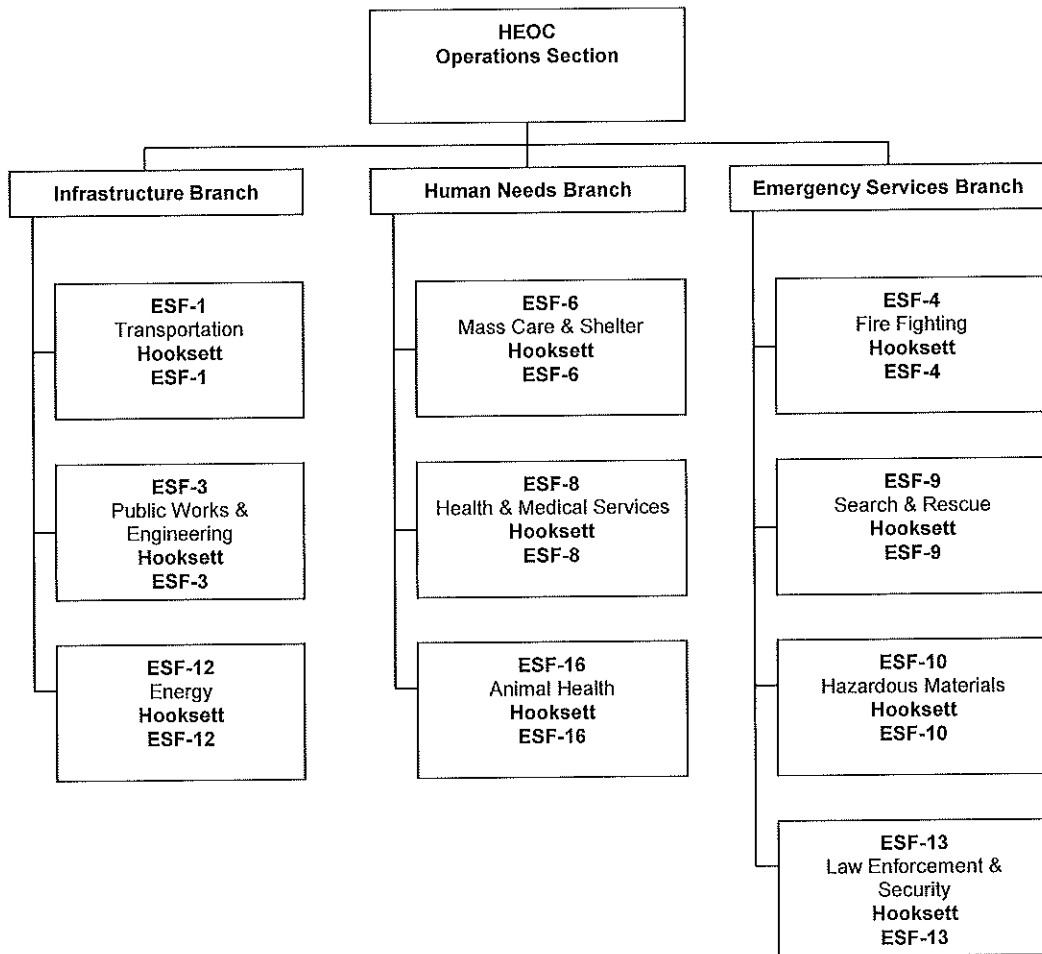


Figure 3: Hooksett Command and Control Section Organization

b. **Operations Section**

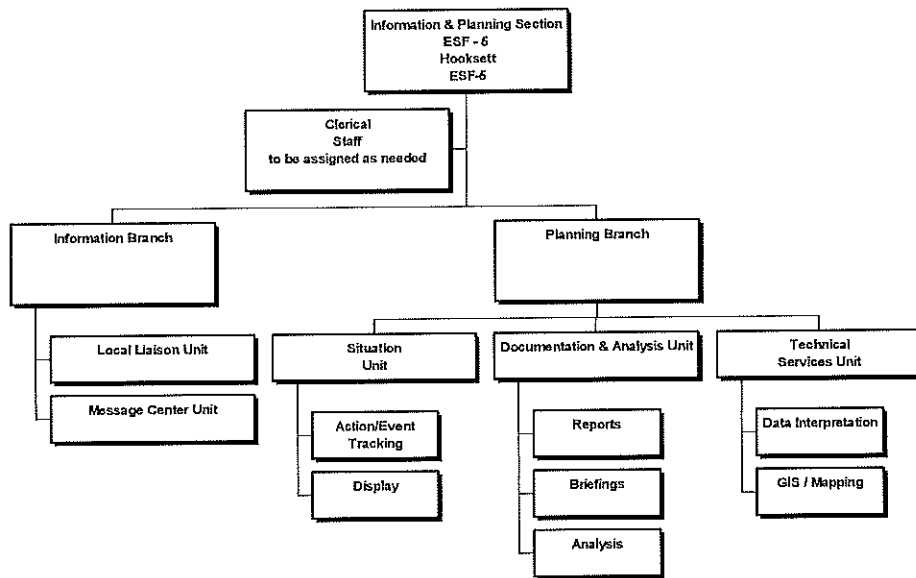
This section will provide a discussion of the elements included in the operations section regarding when, partially or fully activated, with the emergency support functions provided to assist in an emergency situation. This section will identify each of the ESF's and the functional activities as assigned. Provide an organizational chart to illustrate the structure.

Figure 4: Hooksett Operations Section Organization



c. **Information & Planning Section**

This section will include information and planning activities that are needed to support response operations. This should include functions for collecting and processing information; developing briefings, reports, and other materials; displaying pertinent information on maps, charts, and status boards; consolidating information for response and recovery actions; providing for the tracking of actions taken; and providing technical services in support of local operations. Provide an organizational chart illustrating the working environment within the element.



**Clerical Staff to augment all elements of section as needs to be assigned*

Figure 5: Hooksett Information and Planning Section Organization
(Staffing patterns are dependent upon the severity of the emergency)

d. **Logistics Section**

This section includes activities that provide facilities and services in support of response and recovery efforts.

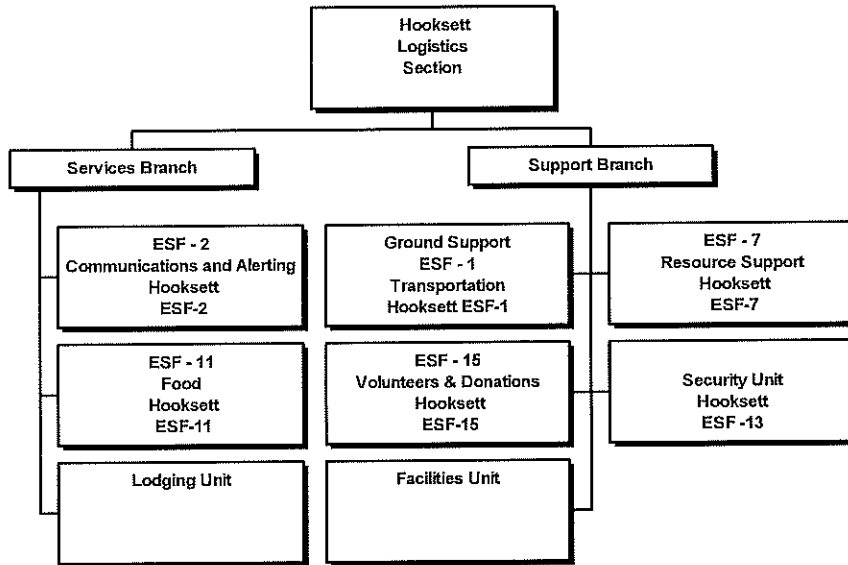


Figure 6: Hooksett Logistics Section Organization

e. **Administrative & Finance Section**

This section provides support to the response and recovery efforts as required.

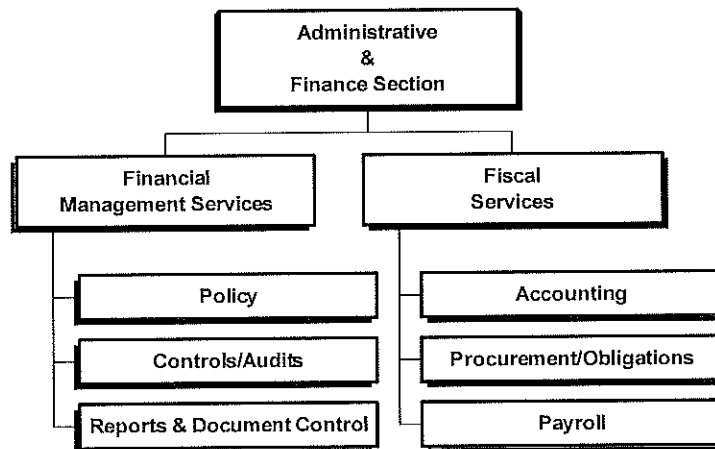
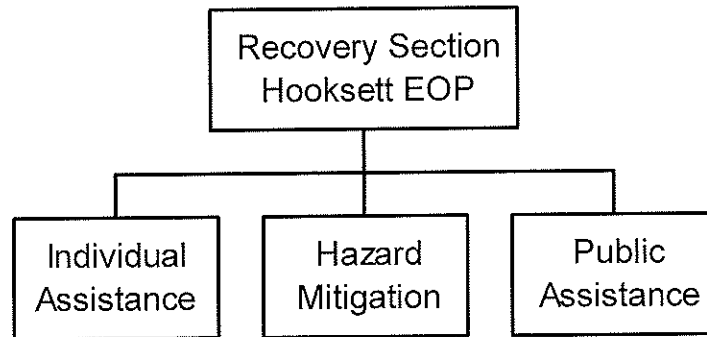


Figure 7: Hooksett Administrative & Finance Section Organization



E. ROLES AND RESPONSIBILITIES

The Town Administrator has overall responsibility for emergency management functions and assisted in these duties by the Hooksett Emergency Management Director (EMD). Specific responsibilities for primary and support agencies are outlined in the functional ESF's. Generally, the following applies:

- a. All town departments, agencies and offices
 - Insure orderly succession of officials for all key positions in each department to maintain operations during unforeseen circumstances.
 - Insure maintenance and safeguarding of key records and documents.
 - Maintain a system for internal status reporting on manpower and other resources, damage estimation, and procedures to respond to emergencies.
 - Routinely update and maintain emergency procedures that prescribe in detail the responsibilities of the agency during an emergency, including notification of response personnel, twenty-four shifts, and other appropriate measures.
- b. Town departments, agencies and offices, as designated in the ESF's as having emergency responsibilities, provide and maintain the capability to carry out the emergency functions as described. Agency roles are defined as primary and support.
 - Departments, agencies or offices that have a primary responsibility for an emergency function will organize, supervise and coordinate all activities within that function area. Primary organizations are responsible for specifying the actions of the supporting elements and establishing coherent requirements that can be effectively and efficiently carried out.
 - Departments, agencies and offices that have a support responsibility for and emergency function will respond as required.

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- c. The Hooksett town government has overall responsibility, by law, for the direction and control of emergency disaster operations with in the Town of Hooksett NH. The Hooksett emergency management director has the responsibility for the development and implementation of emergency management programs designed to provide for rapid and effective response to emergencies. The Hooksett EM Director should plan for the protection of life and property within the Hooksett community.
- d. Non-town elements may have primary and supporting functions within the Hooksett Emergency Operation Plan.
 - The American Red Cross (ARC) ha a primary response function to mitigate suffering by providing emergency mass care, food, clothing, shelter, first aid, and aid to families.
- e. Volunteers, non-profit, charitable and/or religious organizations may provide assistance in registration, identification, medical assistance, shelter, mass feeding collection of resources, and other support functions at the town level.

All Tasked
Organizations

All tasked organizations” includes those identified above and all other government or private sector organizations that have been assigned tasking in the EOP to perform response functions.

- ◆ Maintain current internal personnel notification rosters and Implementing Instructions to perform assigned tasks.
- ◆ Negotiate, coordinate, and prepare mutual aid agreements, as appropriate.
- ◆ Analyze need and determine specific communications resource requirements.
- ◆ Work with EMC to ensure communication equipment and procedures are compatible.
- ◆ Identify potential sources of additional equipment and supplies.
- ◆ Provide for continuity of operations by taking action to:

- Ensures lines of succession for Departments Heads are established.
- Protect records, facilities, and organizational equipment deemed essential for sustained government functions and conducting emergency operations.
- Ensures that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation.
- Protects emergency response staff. This includes actions to:
 - Obtain, as appropriate, all necessary protective respiratory devices and clothing, detection and decontamination equipment, and antidotes for personnel assigned to perform tasks during response operations.
 - Ensure assigned personnel are trained on the use of protective gear, detection and decontamination devices and antidotes.
 - Provide security at facilities.
 - Rotate staff or schedule time off to prevent burnout.
 - Make stress counseling available.
- Ensure the functioning of communication and other essential equipment. This includes actions to:
 - Test, maintain, and repair communication and warning equipment.
 - Stockpile supplies and repair equipment.

F. ADMINISTRATION AND LOGISTICS

1. Administration

This section addresses administrative actions necessary to satisfy the tasking in this basic plan. All individuals, organizations with task assignments shall adhere to the following administrative procedures:

- This plan is activated and terminated at the discretion of the Command and Control Section in consultation with the appropriate emergency responders.
- Each agency/department is responsible for maintaining all legal documents affecting the organization and administration of emergency management functions. It is the responsibility of these officials to ensure that all records are secure and protected from damage.

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- Each agency/department maintains a roster of all assigned personnel, including volunteers, with personal information, and times and places worked. This information is forwarded to the EOC, when activated, or to the Finance Director to assure coverage under the Workman's Compensation Law.
- Each agency/department maintains an inventory of their equipment and resources. Each agency records the resource used in support of emergency operations and provides this information to the EOC for consolidation, analysis, and possible reimbursement. Records are also kept of resources acquired and any financial obligations incurred. These records are forwarded to the Finance Director for processing via the Board of Selectman.
- If local resources are inadequate during emergency operations, assistance is requested according to mutual aid agreements and emergency negotiated understandings. It may take the form of equipment, supplies, or personnel. Assistance may come from other jurisdictions, the private sector or voluntary organizations. All agreements and understandings are negotiated by appropriate officials and formalized in writing whenever possible.
- Reports are made to the EOC noting event status, casualties, damage assessment, evacuation and shelter status, radiation levels and resource needs during and following activation. These reports are kept on file for insurance purposes, damage reporting, critiques and mitigation planning.
- Emergency Management activities are an initiative of the Town of Hooksett as a governmental function for the protection of the public peace, health and safety, and neither the Town nor its agents and representatives of the Town, or any individual, receiver, firm, partnership, corporation, association, or trustee, or any of the agents, in good faith carrying out, complying with or attempting to comply with any order, rule or regulation promulgated pursuant to Hooksett's Emergency Management Ordinance, shall be liable for any damage sustained to persons or property as the result of said activity.
- Copies of Mutual Aid Agreements, Letters of Understanding, and Memorandums of Agreement currently in effect are located with the department/agency responsible for the agreement. Copies of initiated agreements are available through the department/agency.

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- The EOC will keep an event log (See Attachment Seven) in sufficient detail to provide historical data on each significant event and the agency's response. The reasons for decisions/actions that are different from procedures in the Implementing Instructions should also be documented.
- The EOC will keep a radio log (See Attachment Eight) for all radio communications relating to the emergency. The radio log shall contain the times and content of the transmission received and sent.

2. Logistics

All individuals and agencies tasked above shall ensure that the following logistical support requirements are satisfied:

- Damaged equipment shall be repaired or replaced.
- All expenditures will be submitted to the Finance Director via the Board of Selectman for processing.
- Bills will be marked to identify their association with the emergency.

G. ALERT AND NOTIFICATION

1. Notification

The Town of Hooksett may receive notification of a disaster or impending emergency from multiple sources that include state alert and notification points, local dispatch, National Weather Services and the State Emergency Management. Upon receipt of notification, the sequence of events will be as follows:

2. Alert

The Hooksett Emergency Management Director would be alerted to disaster or emergency situation twenty four (24) hours day or night by Hooksett Communication (Dispatch), NHOEM, NH State Police or other agencies. Depending upon the severity of the incident.

Additionally, in the event of loss of communications, the Hooksett Communication Center is capable of notifying the HOEM by cell phone or radio. Primary and support agency notification are described in detail under the agency's assigned ESF.

The Hooksett EM Director or his designee is notified by Dispatch and depending on the severity of the event or incident. Further notification and or activation (partial or full) of the Hooksett EOP are initiated according to the proper SOG/SOPs. Notification of the NHOEM is initiated according to proper procedures.

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3. Operations

The State of New Hampshire has enacted legislation for a statewide-enhanced E-911 telephone system. Under the statewide system, all landline emergency calls are sent to the E-911 Center. Once the operator determines the type of emergency, the call is automatically routed to the designated emergency service.

Emergency services dispatching is normally carried out by the Hooksett Police Department for police and Concord Fire Alarm for fire and EMS.

- a. Once a fire/rescue emergency call is received, the dispatch center notifies emergency personnel via tone-activated pagers. Normally all radio communications with responding units will go through the dispatchers.
- b. Police emergency calls are communicated to the on duty officer via the radio network, landline or cell phone.
- c. Highway Department communicates via a town frequency and is dispatched by the police department dispatch.

4. When the EOC is activated, all radio communications with the EOC will normally be on the **town's local government frequency**. Any deviation from this will be at the discretion of the EOC. Once personnel arrive at the EOC, designated telephone numbers assigned to the town hall, fire and police departments will be transferred to the EOC. Additionally, landline phones and/or cell phones can be used to augment the radio system.
5. Information and communications will be maintained during an emergency using PLAIN ENGLISH to avoid confusion at the incident. Communication among responders will determine methods and terminology by which ALL responders will communicate and exchange information during an emergency response. This will include networks and frequencies used at the incident.
6. Communications between the Incident Commander (IC) and the EOC should focus on:
 - a. The IC establishing and maintaining communications among all responding units.
 - b. The EOC establishing and maintaining communications with all units under their direction.

7. Communication between Hooksett's EOC and the State of New Hampshire State Emergency Management will be via land line phone or cell phone. Hooksett currently does not have a radio capable of communicating on the state's channels. However, the State EOC can communicate on the fire and police frequencies in an emergency.
8. In the event that normal communication systems become ineffective, amateur radio networks can be used to augment existing communications.

H. ACTIVATION AND DEPLOYMENT -

1. There is no hard fast rule for activating and the deployment of emergency response units and/or resources. As with any emergency or disaster, activation of the emergency support functions, the EOC, and the deployment of needed resources will be incident dependent and based upon identified needs of the disaster victims.
2. The Hooksett EOP will be utilized to address particular requirements of a given disaster or emergency situation. Selected functional ESF's will be activated based upon the nature and scope of the event and the level of Town support needed to respond.
3. Based upon the requirements of the situation, EMD will notify Local departments and agencies regarding activation of some or all of the functional ESF's and other structures of the Hooksett EOP. Priority for notification will be given to primary agencies as specified by the ESF's.
4. When activation of the Hooksett EOP (partial or full) is initiated, and unless otherwise specified, all department, agency, and office representatives having primary and/or co-primary roles and responsibilities, as specified in the Hooksett EOP, will deploy to the Hooksett EOC, Safety Center located on Legends Drive, Hooksett NH and activate their respective ESF component to the Hooksett EOP and relevant SOPs/SOG's.
 - a. In the event the primary EOC is inaccessible/usable, staff will report to the alternate EOC.
5. Emergency situations vary markedly in speed of onset and in their potential for escalation to disaster proportions. The extent to which the EOP is activated depends upon the type of emergency situation, its potential for escalation, its geographical extent, and other factors. To serve the needs of Hooksett, the Emergency Management Organization has developed the four levels of plan activation.

6. General Sequence of Actions. Either the Incident Commanders and/or other members of the Emergency Management Organization may call for a higher Level of Activation of the plan. When the Emergency Operations Center (EOC) is fully activated, the Policy Group will assume overall command of the Town's resources.

I. LOCAL TO LOCAL, STATE, AND FEDERAL INTERFACE

The identification and notification procedures for Hooksett, State, Federal interface to follow are described in the functional and hazard specific ESF's. Generally, the concepts are as follows:

1. The Town of Hooksett will interface with other local jurisdictions, as well as State, Federal, agencies, as appropriate. The mechanisms (i.e., Situation Reports (Sit-Reps), radio, telephone, software applications, would occur through ESF DC, **Direction and Control**, and ESF 2 **Communications**. Standardized forms are to be used to achieve linkage.
2. Once the HEOP and HEOC have been activated, then linkage with State, Federal Emergency Management Agencies will be maintained. Specific details regarding the various ESF's will establish and maintain the required coordination points addressed in the ESF's components to the *HEOP* and associated SOPs/SOG's.
3. Point of Contact, ESF DC, which correlates State and Federal functional counterparts and primary contacts, will be provided during the initial notification and there after upon changes in status. In addition, a current copy of Emergency Support Function Assignment Matrix, of the HEOP, would be attached to the initial notification to the State Emergency Management Agency.
4. Status Reports, compiled by ESF 5, **Information and Planning**, will be forwarded to the first response level of State EOC and FEMA.
5. The Town of Hooksett to the State of NH interfacing will be specified in the HEOP and will be guided by **ESF DC Direction and Control**, and ESF 2 **Communications**. Unless otherwise noted, the Hooksett Town Administrator has direction and control within the Town of Hooksett and the emergency management director is appointed and shall have direct responsibility for the organization, administration and operation for the emergency management within the town of Hooksett.

J. CONTINUITY OF OPERATIONS (COOP)

1. The major thrust of an emergency operations plan is to protect the lives and properties of those involved in a disaster and return the situation to normal. Disasters can interrupt, paralyze, and/or destroy the ability of local government to carry out specific executive, legislative and judicial functions. Therefore, it is imperative that the Town of Hooksett establishes and maintains the capability to provide mitigation, preparedness, response, and recovery functions during emergencies or disasters.
2. The Town of Hooksett Emergency Management is responsible for developing, maintaining, and exercising a COOP Plan for the town. EM is also responsible for ensuring that all departments, agencies, and offices develop, maintain, and exercise a COOP Plan outlining how essential services/functions will be maintained during emergencies/disasters, respectively.
3. In order to ensure effective emergency operations, the following should be considered:
 - a. That the Town of Hooksett provides a capability to preserve, maintain, and/or reconstitute its ability to function under the threat or occurrence of any emergency and/or disaster that could disrupt governmental operations or services.
 - b. That the Town of Hooksett departments, agencies, and offices provide for the following during emergency operations:
 - 1) Each element have designated and trained personnel available for EOC deployment; and
 - 2) Each element maintains and updates notification lists, twenty-four hour staffing capabilities, and standard operating procedures/guides (SOPs/SOG's).
 - c. Each of the emergency response departments, agencies, and offices will also develop and maintain policies, plans and SOPs/SOG's to ensure the capability to provide essential services/functions is sustained during emergencies and/or disasters, including addressing relocating emergency operations to another facility or alternate EOC.

4. In the event the primary EOC is inaccessible, is damaged to the point it is rendered inhabitable or is destroyed, the EM Director will take action to relocate town emergency operations to the alternate EOC site located at Station, 1 Riverside Ave. The Town Administrator with recommendation of the HEM Director is authorized to make the decision to relocate the EOC should conditions warrant that the decision be made.

K. CONTINUITY OF GOVERNMENT (COG)/LINE OF SUCCESSION

1. In order to maintain civil order and control, it is imperative for all levels of government to identify clear lines of succession and establish the mechanisms to ensure government continues to function during emergencies and/or disasters.
2. The following is the Line of Succession that has been established for the State of New Hampshire. The President of the Senate will succeed the Governor. The order of succession will be as they are listed below.
 - a. Governor
 - b. President of the Senate
 - c. Speaker of the House
 - d. Secretary of State
 - e. Emergency Management Director
3. To ensure the Town of Hooksett maintains the capability to effectively control and coordinate emergency response operations during times of emergency/disasters, the following Line of Succession is established:
 - a. Town Administrator
 - b. Assistant Town Administrator
 - c. Emergency Management Director
 - d. Fire Chief
 - e. Police Chief
4. The EMD will develop and maintain a Continuity of Government (COG) /Line of Succession Plan for the town of Hooksett.

L. RECOVERY AND DEACTIVATION

Deactivation of emergency operations is dependent on a wide range of variables that must be satisfied before such an event may occur. Some basic principles that should be followed before deactivation are:

1. Ensure that all health and safety issues are resolved prior to full deactivation;
2. That all essential services and facilities are re-established and operational;

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3. Partial deactivation of the Hooksett EOP, in particular functional ESF's, may occur only when all issues within the specific functional area are resolved;
4. Recovery operations may be initiated during response operations;
5. Deactivation of response operations may be followed by the recovery operation;
and
6. Final deactivation of all operational activities will only occur with authority from the Chairman of the Board of Selectmen and in coordination with appropriate local, State, and Federal governments.

IV. PLAN MANAGEMENT

A. Development. This plan is the principle source of documentation on Hooksett's emergency management activities. Almost every agency of the government has responsibility for developing and maintaining some part of this plan. Overall the Hooksett Emergency Management Director (EMD) will carry out coordination of this process. The development of the ESF's, SOG's/SOPs, alerting and notification list, and resource inventories, shall be developed by the primary and support agencies within the Town's functional ESF's described.

It is necessary for emergency management planning and operations to be coordinated across jurisdictional boundaries. In addition, the development will include the coordination between Hooksett, The State of NH and the Federal governments to insure the necessary link with all jurisdictions having emergency response capabilities are met. The nature and extent of this coordination will be coordinated through the Town of Hooksett's EMD, and all personnel involved will be fully informed. Nothing in the process of coordinating and support should be interpreted as relieving agency heads of their responsibilities for emergency planning.

B. Maintenance.

All primary and support agencies with emergency responsibilities whether private or State, shall integrate their planning efforts in the maintenance, implementation, and exercising of the HEOP.

1. The Hooksett Office of Emergency Management will conduct plan review and revisions annually, with the assistance from the NHOEM.
2. The Town of Hooksett should submit any and all changes to the *HEOP* to the Department of Safety – Division of Fire Safety and Emergency Management.

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3. Review of the functional ESF's by the respective primary and support agencies will be conducted every two years; SOG's/SOPs conducted yearly; resources inventories and notification/recall list on a six (6) month basis.
4. Review procedures following critiques of actual emergency operations and/or exercises and revise where deficiencies were noted. Revisions and/or updates within forty-five (45) days.
5. Major changes that affect the Situation and Assumptions and Concept of Operations will be made as required. The department heads must approve major changes. Authority to revise and/or update routine documents such as SOG's/SOPs, notification and recall list, and resource inventories, shall be made by the primary and support agencies.
6. All revisions, and/or updating shall be forwarded to the Hooksett Office of Emergency Management for review, editing, publication, and distribution to all holders of the **Hooksett Emergency Operation Plan**.

The following is a listing of individuals, agencies, and department heads responsible for development and maintenance of each plan element:

<u>Emergency Support Function</u>	<u>Responsible Department</u>
1. Transportation	Highway Department
2. Communications and Alerting	Emergency Management
3. Public Works and Engineering	Highway department
4. Fire Fighting	Fire Department
5. Information and Planning	Community Development
6. Mass Care and Shelter	Family Services
7. Resource Support	Recycling and Transfer
8. Health and Medical Services	Fire Department & Health Officer
9. Search and Rescue	Fire Department
10. Hazardous Materials	Fire Department
11. Food and Water	Family Services
12. Energy	Building Department
13. Law Enforcement and Security	Police Department
14. Public Information	Librarian & Community Development
15. Volunteers and Donations	Family Services
16. Animal Health	Police Department

7. A matrix of all primary and support agencies for each of the identified Emergency Support functions may be found in **Figure 8 ESF Matrix of Primary and Support agencies**.

TOWN OF HOOKSETT
EMERGENCY OPERATIONS PLAN

Department / Organizations	Emergency Support Functions															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Transportation	Communications & Alerting	Public Works & Engineering	Fire Fighting	Information & Planning	Mass Care	Resource Support	Health & Medical Svcs.	Search & Rescue	Hazardous Materials	Food & Water	Energy	Law Enforcement & Security	Public Information	Volunteers & Donations	Animal Health
Town Council and Town Administrator														S		
Highway Department/Public Works	P	S	P	S	S		S			S		S		S		
Emergency Management		P	S		S									S		
Fire Department	S	S	S	P	S	S	S	P	P	P				S		
Police Department	S		S	S			S			S			P	S		P
Community Development					P									P		
Family Services					S	P					P			S	P	
Recycling and Transfer					S		P							S		
Health Officer					S			P			S			S		
Code Enforcement			S		S							P		S		
Parks & Recreation					S	S	S							S		
School District	S				S	S					S			S		
Waste Water/Water Utilities			S		S									S		
Goffstown Truck Center	S				S									S		
Emergency Relief Committee						S					S			S	S	
Food Pantry						S					S					
Knights of Columbus						S					S				S	
Kiwanis Club						S									S	
Elliott Hospital								S								
Catholic Medical Center								S								
Merrimack County Sheriff		S											S			
Merrimack County Attorney's Office													S			
Capital Area Compact		S		S				S								
E-911		S														
Ares/Races		S														
North Side Animal Hospital																S
Osborne's Agway																S
American Red Cross						S					S				S	S
Salvation Army						S									S	
Manchester AHN								S			S					
SENHHMMAD										S						
CNHHMRT										S						
PSNH												S				
National Grid												S				
Tennessee Gas												S				

TOWN OF HOOKSETT
EMERGENCY OPERATIONS PLAN

Department / Organizations	Emergency Support Functions															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	Transportation	Communications & Alerting	Public Works & Engineering	Fire Fighting	Information & Planning	Mass Care	Resource Support	Health & Medical Svcs.	Search & Rescue	Hazardous Materials	Food & Water	Energy	Law Enforcement & Security	Public Information	Volunteers & Donations	Animal Health
NH Marine Patrol													S			
NH Department of Environmental Services										S						
NH Fish and Game									S	S			S			S
NH Department of Health & Human Svcs.								S		S					S	S
NH Department of Safety/State Police										S			S			
NH Department of Safety/Emergency Medical Services								S								
NH Bureau of Homeland Security Emergency Management								S		S	S	S		S	S	
NH Department of Agriculture								S		S						S
NH Army National Guard						S										
NH Fire Marshal				S					S							
NH Department of Resources & Economic Development				S					S							
United State Department of Justice				S									S			
NH Federal Fire Mutual Aid				S												
NH Department of Transportation	S		S													
NH State Police		S							S							
NH Public Works, Mutual Aid			S													
Civil Air Patrol									S							
DHART									S							

TOWN OF HOOKSETT
EMERGENCY OPERATIONS PLAN

C. Deficiencies. This plan may contain deficiencies that will not become evident until the plan is activated or exercised. Deficiencies noted should be summarized and submitted in writing to the EMC with ten working days of the event.

D. Document Control:

1. Hooksett Emergency Management has established a Document Control System for all required planning documents (e.g., Radiological Emergency Response Plan (RERP) and Hazardous Materials Plan and Terrorism Annex).

2. The Hooksett EM Director is responsible for administering the system.

a. The document control system includes, but not limited to, the following:

- 1) Inventory Control Numbering System for plans.
- 2) List of plans with control numbers.
- 3) Identify the location of where the plans are stored/maintained (e.g., EOC, EM, Library).
- 4) Record of plan revisions.
- 5) Plan distribution list.

E. Training and Exercises

1. The EMD will develop a program with annual training and exercise components to evaluate the capability of the Town of Hooksett to respond to minor, major, and catastrophic disasters. The program is also designed to enhance the training of local and volunteer personnel on their roles and responsibilities in the four phases of emergency management (i.e., preparedness, response, recovery, and mitigation).

2. The training and exercise programs will help to ensure the operational readiness of the town's emergency support functions and local emergency responders through the design and delivery of courses, professional development seminars and workshops, and hazard specific exercises (e.g., animal health and terrorism related exercises and Radiological Emergency Preparedness Exercises for commercial nuclear power plants) to evaluate established plans and procedures/guides that are activated during an emergency situation at all levels of the emergency management system.

3. After each hazard-specific exercise, a critique is held to allow participants to provide input into the development of an After-Action Report (AAR) that captures all recommended changes to existing policies, plans, and procedures/guides. This will assist in establishing and maintaining an Improvement Plan to ensure deficiencies are being adequately addressed.

V. AUTHORITY AND REFERENCES

A. Statutes and Regulations

Authority for this Plan and Annexes is contained in U.S. Public Laws 81-920 and 93-288, as amended, the State of New Hampshire Revised Statutes Annotated as amended, and applicable local ordinances. By law, the Town Administrator is responsible for all emergency operations in the community and has the authority to appoint an Emergency Management Director, delegating said person with the power to establish an Emergency Management organization to carry out the various phases of the emergency plan. Operations under this plan will commence on orders of the Town Administrator, or his/her designee, in the event of an imminent or existing emergency situation.

Appendix C, Authority of Emergency Response Agencies, describes a compiled list of authorities and regulations that reflect Federal, State, and local agencies, departments, and/or offices authority to respond and initiate emergency response procedures. Additionally, hazard-specific Annexes may contain supplemental authorities and regulations.

B. References

The following documents serve as guidance and reference in the development, maintenance and execution of this *Local EOP*:

1. Federal Emergency Management Agency, Managing The Emergency Consequences of Terrorist Incidents, Interim Planning Guide for State and Local Governments, July 2002.
2. Federal Emergency Management Agency, State and Local Guide (SLG) - 101, Guide For All-Hazard Emergency Operations Planning, September 1996.
3. Federal Emergency Management Agency, CPG 1-8A, A Guide for the Review of State and Local Emergency Operations Plans, October 1992.
4. Federal Response Plan, April 1999.
5. Federal Emergency Management Agency, CPG 1-10, Guide for the Development of a State and Local Continuity of Government Capability.
6. Federal Emergency Management Agency, CPG 1-20, Guide for EOC Operations.

TOWN OF HOOKSETT
EMERGENCY OPERATIONS PLAN

7. State of New Hampshire, Department of Safety, Division of Fire Safety and Emergency Management, Emergency Operations Plan (EOP), currently under revision.
8. Federal Emergency Management Agency, FEMA 321, Public Assistance Policy Digest, October 2001.
9. Federal Emergency Management Agency, FEMA 322, Public Assistance Public Assistance Guide, July 2001.

C. Authority of Local Emergency Response Agencies

- Robert T. Stafford Disaster Relief & Emergency Assistance Act, U.S. Public Laws 93-288, as amended
- Federal Civil Defense Act of 1950, U.S. Public Laws 81-920, as amended
- New Hampshire Chapter 107-C: 8, Local Organization for Emergency Management
- New Hampshire Chapter 106 PD
- New Hampshire Chapter 154, FD
- Town of Hooksett, Emergency Management Ordinance

Staff Report

Title: Town Council Agenda Order

Date: 11/09/16

Background and Discussion of Issues

Currently the Town Council has "Scheduled Appointments" under section XII (12) of their Order of Business in the Town Council Rules of Procedures. Often times the appointment needs to be moved up on the agenda to present or discuss items, since there may be public input or audience participation based on that appointment.

Recommendation (including suggested motion, if appropriate)

Council motion to approve changing the Council's agenda "Order of Business" in the Town Council Rules of Procedures by moving Scheduled Appointments to section V (5) after Special Recognitions and renumbering the remaining agenda as appropriate.

Fiscal Impact

None.

Prepared by: Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation

Concur

Staff Report

Title: Sewer TIF Presentation

Date: 11/9/16

Background and Discussion of Issues

Stuart Arnett with ADG will make a presentation on the findings with recommendations by the Sewer TIF committee. See attached presentation and minutes from the 10/17/16 Planning Board meeting and the 10/19/16 community information meeting held at the library.

The findings of the sewer TIF committee are as follows:

-3A needs sewer infrastructure; -Targeted area should be as designed for TIF including exit 10 and exit 11 area, no Residential;-TIF District Plan should be drafted and adopted by Town Council before next assessment date (April 1, 2017);-WITHOUT any funding commitments but; -WITH \$ Cap (ex: \$18m) if approved by voters in subsequent Warrants; -Build and finance in two phases -60/40 Public/Private is target and -Cost-sharing formula agreed upon

The recommendations of the sewer TIF committee are s follows:

-Place a Warrant article for pre-construction planning-engineering work for the amount of \$645,000 at 2017 Town Meeting; -Fund the \$645,000 so that it is TIF reimbursement eligible; -Work with private owners in 2017 for pledges; -Be ready to make a "go" or "no go" decision for Town Meeting 2018; -IF "go", proceed with the exit that is most ready, 40% match committed

There are a number questions which still remain and need to be addressed as follows:

-Need additional info on assessed value of properties and the potential build-out potential and uses of the TIF area; Has NHDOT been contacted and what is their reaction to further build-out on Rte3A?; There presently are traffic complaints on Route 3A and what will the impact on Rte 3A be as a result of additional traffic from the potential build-out?; Will sewer capacity be available after legal issues with the Hooksett Sewer Commission are resolved?; What will the tax impact be on the town for the pre-engineering study and the \$9M-\$18M construction of the project?; What are the realistic commercial property uses for properties within the TIF area and how will providing sewer be more attractive for their development?; What TIF tax revenues will these new properties generate and will they cover the cost of the construction bond?; How realistic is the 40% contribution from TIF sewer properties and is there information from other TIF districts to justify this contribution?; Is there land available and where is it located for the proposed sewer pump station facilities?; Will a buildout of the TIF area require new fire and police facilities and what are their costs?; What are the costs of a watermain extension and is there sufficient water available from the HVWP?; Meetings should be held with the School Board and Merrimack County to obtain their preliminary input as a TIF District will impact their revenues.

Recommendation (including suggested motion, if appropriate)

Recommend that the Town Council review the findings and recommendations of the Sewer TIF Committee. An option to the recommendations presented are to postpone the warrant article for the \$645K engineering study and instead address the questions which were raised at the community info mtg and also assess the build-out potential of the potential TIF area in the form of a planning study and determine the realistic potential sewer needs and realistic revenues that the TIF area build-out would generate. The cost for this study is estimated at \$25-50,000 and this can be presented as a 2017 warrant article.

Fiscal Impact

There is a fiscal tax impact of \$16.18 for a \$645,000 engineering study 5-year bond for an average assessed house valued at \$231,000 . The fiscal impact of a \$25-50,000 planning build-out study warrant article is estimated at \$0.0167-\$0.033/\$1000 of valuation.

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

Town Administrator Recommendation

Concur

Tax Increment Financing District Public Forum
Meeting Agenda
October 19, 2016
6:00 PM
Hooksett Public Library

Don Winterton, Town Councilor District 5, called the meeting to order at 6:04 pm.

D. Winterton: One of the things in the Master Plan is the creation of sewer on Rt. 3A. There has been a sub-committee that has been working on this and is now ready to present this to the town. We are taking this slowly, in steps, and in full transparency. We want to see if we can bring more commercial development to the town. We are in the best library in the State of NH and we have the best trash pick-up system. Those services have a cost and we need to concentrate on how to have good commercial development in order to have these things and other opportunities continue to be part of our town.

Stu Arnett (Arnett Development Group LLC): This is a great town with great services. Please feel free to ask as many questions as you would like during or after the presentation. This is a presentation but I am hoping it will also be a conversation. ADG has been in business for over 9 years. My job is to give you good information so you can make good decisions. We are not proponents of one service versus another. My job is to help the community so the best decision possible is made.

Stu Arnett presented the Route 3A Infrastructure Inter-Agency Task Force Report and Recommendations.

Sid Baines: Will the assessed value of properties automatically increase?

S. Arnett: If the market value were to go up the assessed value would go up, if it does not it won't. It is not automatic that it would go up.

Marc Miville (42 Main Street): Wouldn't it be general fund totals being deferred? The operating budget has already been approved by the voters.

S. Arnett: The general fund becomes the operating budget.

Vincent Lembo (56 Main Street): To pay off the \$625,000 bond our taxes have to go up?

S. Arnett: They may or may not.

V. Lembo: How will they pay off the \$625,000 if there is no tax increase? How can this not cause a tax increase?

S. Arnett: The TIF district does not cause any change in tax rate. The subsequent decision to warrant or not would cause it. You have had a district in place for 15 years that has not affected the properties around it because nothing has been spent.

V. Lembo: Nothing has been spent, however, if the \$625,000 is spent taxes will go up no matter how small the amount. If money is spent there would be a tax increase.

S. Arnett: True but the TIF district is not causing it the warrant is.

V. Lembo: That is part of the TIF.

S. Arnett: It does not have to be. It is not in itself an authorization to spend or not spend. That is a separate vote by the voters.

V. Lembo: It is a warrant article as opposed to the town just raising taxes.

Michael Sorel (54 Cross Road): It is my understanding that all bonds issued by municipalities in the State of NH by law are general obligation bonds. Is that correct?

S. Arnett: We are suggesting general obligation.

M. Sorel: We were told by a bond attorney when we considered a TIF for Exit 11 that all municipal bonds issued by any municipality are general obligation bonds, which means that if there is not enough revenue from taxation, from income, or other sources the short fall will be picked up by the taxpayers.

S. Arnett: Correct.

M. Sorel: That is what happened with the ballpark in Manchester. The development of commercial which was going to supplement the taxes and the income coming in to pay the municipal bond did not happen, so the shortfall has been picked up for the last 15 years by the taxpayers of the City of Manchester. That has been spread out over 100,000 people. Whatever bond would be issued by the town whether it be for a TIF or to fund this \$625,000 for research and development will be a general obligation bond and the taxpayers of Hooksett would be responsible for that whether it be an increase in assessment or other areas.

S. Arnett: It clearly says general obligation. I wanted to use different words so that people would understand. One of the more successful ones is the one at Exit 10 which more than paid for itself and has turned substantial tax revenue back to the town.

M. Sorel: The town had a letter of credit so the taxpayers were secured. In that case the taxpayers of Hooksett were protected.

S. Arnett: That would go back to how the warrant is worded.

M. Sorel: It is my understanding that the TIF statute in the State of NH states that the two other operating entities, the School Board and the county, has a financial interest in any and all revenue created in that TIF district.

S. Arnett: The statute says that the requirement before you adopt the TIF is that the two other operating entities, the School Board and the county, have to give and adequate notice of their intention and it has to be reviewed at a hearing. They do not have to approve it.

M. Sorel: They do not get any revenue out of it if they so request?

S. Arnett: All three defer their new revenue until the bond is paid off.

M. Sorel: They must, they shall, or the statute provides that?

S. Arnett: They must until that service is paid off.

M. Miville: You said that the TIF is invisible to the taxpayer.

D. Winterton: The TIF is, the bonding isn't.

M. Miville: I understand that in theory, but as soon as you float that warrant article for \$625,000 that is roughly another penny for every \$15,000 the taxpayer will have to pay. So it will be roughly a 5 1/2 cent increase per thousand for the taxpayer. That is not invisible to the taxpayer.

M. Sorel: The TIF is invisible the financing is not.

S. Arnett: Every year you could get money coming in and not have a use for it and that would go back into the general fund.

Mary Farwell (24 Grant Drive): Could impact fees be used with the new development to provide a new substation, fire station, etc?

S. Arnett: You have an impact fee legislation and it is in place.

Jim Gordon (150 West River Road): Chapter 13, Future Land Use, of the Master Plan, states: "It is the Town's intent to retain intensive land uses on the eastern—Route 3—side of the community; it is also the Town's intent to take active steps to insure that lands on Route 3-A (on the west side) do not become as intensively used as Route 3. It is very likely; however, that over time non-residential development will migrate to areas along Route 3-A. As this occurs, it is recommended that the Town make the kind of wise transportation decisions that will allow these uses to function with much less traffic congestion than has occurred on Route 3. It would be appropriate to try to determine ahead of time where signal lights may be needed, and therefore where to implement access management techniques." Rt. 3A is already heavily congested. The same is true coming off of Hackett Hill, Exit 11, to Rt. 3A.

S. Arnett: I would refer that to the Town Planner and the Chairman of the Planning Board. If the Town Council is considering the district, I would anticipate they would do some traffic investing to fix that. Traffic enhancements could be included as part of the cost.

J. Gordon: Has DOT been contacted by you or your company with respect to this and are they involved? Rt. 3A is a state road.

S. Arnett: I work for the town. I am presenting to the town to help the town make a decision. I am not a traffic engineer.

J. Gordon: So you have not contacted DOT?

S. Arnett: We have their traffic count. If the town decides that it has a significant traffic issue that needs investment this could be one way of accelerating that investment.

Dave Hess (68 Pine Street): I am curious about the target 60% public, 40% private. Also, the private contribution towards funding would occur only by those property owners who elect to connect to the sewer line?

S. Arnett: Correct.

D. Hess: If you have a property in the TIF that does not connect to the sewer line they will not contribute toward that 40%.

S. Arnett: Correct.

D. Hess: What was the rationale and how did you arrive at the 60/40 split? With the 40% private contribution, how did you arrive at the 50/40/10 percent allocation? What does that mean for an exemplary piece of property?

S. Arnett: We looked at 67/33/0, 33/33/33, and the Committee felt that 50/40/10 worked best and was the fairest. They knew there were existing units that would benefit greatly by this so they thought they might be more likely to pay if they want to hook onto the system. We do not want to discourage people who are starting from scratch. This seemed the most fair. The 60/40 was a judgement that the town had to take a lead or else it would not get going. We did not want to do 90/10 because this will help the private side substantially. The 60% should be able to be covered in a reasonable amount of time with the new TIF revenue. It was a judgement as to what would be a minimal risk to the taxpayer and not be a disincentive to make people turn away.

Brian Tilton (502 West River Road): Should the TIF go forward, has there been any talk about what happens with the impact on the road? Will there be potential for road improvements, resurfacing, expansion, etc.?

S. Arnett: It is not part of a discussion about sewer line. When the Planning Board deals with individual site plans they would deal with those questions. I am sure they will not give a site plan

approval unless the town standards are met for proper road conditions. Anyone wanting to come in and connect to the sewer would have to go through the same planning process.

V. Lembo: The figures you put up tonight are different than what you presented on Monday night.

S. Arnett: This is if the whole area developed. The other was if half developed. It was half, not additional. We took the higher numbers and cut them in half. The concern was if you do a phase and not the whole thing. We are trying to understate things.

V. Lembo: To the Sewer Department, do you have the capacity if all of this development goes through without having a sewer upgrade?

S. Baines: We are permitted for 2.2 million gallons per day and we are currently using 500,000 to 600,000 gallons per day.

V. Lembo: Have those gallons been committed to someone else?

S. Arnett: No.

V. Lembo: If the Sewer Department invests in this project, are the people using the sewer going to pay or will the entire town pay?

S. Baines: The entire town pays.

S. Arnett: This is a general obligation bond not a sewer revenue bond. There should be assurances in the warrant article when it is written?

V. Lembo: Are you anticipating taking anyone's land by eminent domain?

S. Arnett: There is nothing that says we have to take anyone's home.

V. Lembo: This would go across the river to the sewer plant. Is that town owned land?

S. Baines: As I understand it this is Rt. 3A down to the ice arena. That is on Phase 3. We worked out an agreement with the owner of the ice arena to run a pipe down the property line between his land and his abutter, run it behind his house, put the pump station there, and pump underneath the river. We need a permit to go underneath the railroad tracks on the other side and connect there. The only private property is the ice area and we have already talked to them.

S. Arnett: The engineering has to be done to satisfy DES. A good place to go is underneath the river. I cannot guarantee things will go exactly as planned but that is our plan.

D. Winterton: Currently we are only trying to define what a TIF District should be, and a warrant article would deal with an initial phase that would lay out a lot of the engineering details should the town decide to go further? We are not building anything right now?

S. Arnett: Correct.

B. Tilton: So currently this would be basically drawing a line on a map? Would that become part of the town Master Plan?

S. Arnett: It is not like a zoning district but the Master Plan would recognize it as a district of collecting and utilizing new incremental funds. It does not affect zoning or planning but it would be an official Plan.

M. Miville: In November will the Town Council be deliberating on a warrant article with funding involved in the wording of the warrant article, or are we theoretically establishing a TIF for the March election?

S. Arnett: The recommendation is the district and the \$625,000. That is to be decided by the Town Council.

M. Miville: I many have misspoken earlier. I said the tax impact would be 5 1/2 cents. It would be roughly 43 cents per thousand.

D. Winterton: That would be \$625,000 if we were to pay it all at once. If we bond it so the TIF can reimburse it, \$13.55 is what an average homeowner would pay in increased taxes over the next 5 years.

S. Arnett: We are suggesting it be bonded because it would be reimbursable by the TIF.

M. Miville: The taxpayer should understand, in transparency, what the tax rate impact would be.

M. Sorel: It is our understanding a natural gas line is already installed on the east side of the Rt. 3A right-of-way and on part of the west side. In addition to the natural gas is a municipal water line. Is there enough right-of-way to accept a new sewer line? Has DOT been asked? In order to get the sewer line does that bring in eminent domain?

S. Arnett: We would find that out in the discovery phase. Typically these go in a right-of-way but until you do borings and check the soil you do not know how the pipe will have to go. The additional information is paid for in order to know exactly where it will go and what it will cost.

S. Baines: We make every recommendation to be on the opposite side of the street from a sewer line. I do not know if the gas line is on one side and the water line is on the other. The engineers would have to make it work.

Dave Hess: Who were the private owners on the task force and how were they selected?

S. Arnett: Due to the fact this was forming a town policy we did not want to open it to owners until the town decided what it wanted to do. Private owners came to the meetings but they were

not voting members. We did not want to have a policy that was seen as helping some but not others so we refrained from having private owners as voting members.

J. Gordon: If this system gets installed and is along the existing edge of the highway, if the state decides to widen the roadway, will those systems have to be moved or does the highway just get paved over?

S. Arnett: That would be a scenario considered in the pre-phase, including if this is a good time for road improvements.

D. Hess: Dealing with the 60/40 provision, was it a definite recommendation that it would proceed only if the 40% private match was committed?

S. Arnett: That goes back to the language of the warrant and will need to be talked through. It has to be something reasonable.

D. Winterton: This project is designed to be in phases. What we learned today is that we have to go through the phases to get to the phases. The town, Town Council, and the voters will have to decide whether to take this to another phase. We are trying to be conservative with estimates especially in terms of "if we build it they will come." We learned today that we should do a \$625,000 bond for 5 years. The worst case scenario would that it will cost someone who has an average home in Hooksett \$68 over 5 years to see if we can do commercial development on the west side.

M. Sorel: Do I understand from the presentation made this evening that the only way that sewer line will get to the sewer treatment plant is under the river in the vicinity of the ice arena?

S. Arnett: That was the recommendation that was accepted by the task force. There were two other options considered. It could go south to north or north to south if it is started at Exit 11. The pump station needs to be in the middle of Rt. 3A.

D. Winterton: Option 2 brought the sewer under the river down at Exit 10. That was the original recommendation and then Walmart has not done anything, however, they continue to clean out their septic system frequently. Their site plan for their own wastewater treatment plan has expired.

S. Arnett: If the goal is to make the whole area accessible it makes sense to put the pump station in the middle.

M. Miville: I want to hear from the citizens. It would be great if they could come to the Town Council meeting on November 9, 2016 or offer public input.

D. Winterton: The more public input we get their encouragement or discouragement would be helpful.

S. Arnett: Emails can also be sent to JoAnn Duffy or Jim Donison.

The meeting was adjourned at 8:00 pm.

Unofficial

**HOOKSETT PLANNING BOARD MEETING
HOOKSETT TOWN HALL CHAMBERS (Room 105)
35 Main Street
Monday, October 17, 2016**

MEETING CALLED TO ORDER AT 6:00 P.M.

PLEDGE OF ALLEGIANCE

INTRODUCE MEMBERS OF THE BOARD

PRESENT: D. Marshall (Chairman), Tom Walsh (Vice-Chairman), Muamer Durakovic , T. Prasol, F. Kotowski, P. Scarpetti, and D. Winterton (Town Council Rep.)

ALTERNATES: Denise Grafton and Christopher Stelmach

EXCUSED: Michael DiBitetto (Alternate).

STAFF: JoAnn Duffy (Town Planner) and Jim Donison (Town Engineer/Assistant Public Works Director)

APPROVAL OF MINUTES OF 10/03/16

October 3, 2016 Regular Meeting – *F. Kotowski motioned to approve the minutes of the October 3, 2016 meeting. Seconded by T. Prasol. M. Durakovic abstained due to not being in attendance at the October 3, 2016 meeting. Motion carried unanimously.*

EXTENSION OF SUBDIVISION APPROVAL

- 1. PAUL MAURAIIS
Maurais Street, Map 45, lot 33
Approval Extension of two-lot Subdivision**

J. Duffy: Mr. Maurais is now retired and has more time to work on what he would like to do with this land.

John Reardon: I would like to know what the overall plan is.

Matt Peterson (Hillside Design/Representing Paul Maurais): During the last year Mr. Maurais had this under agreement for someone to build on it. They walked away in the last two months. We are here for the two-lot subdivision. It leaves his existing house and a separate lot. He would like to sell that. He is not developing it, it just gives him the ability to sell his house and sell this piece separately.

T. Walsh motioned to grant the extension of a two-lot subdivision for Paul Maurais, Maurais Street, Map 45, Lot 33. Seconded by P. Scarpetti.

D. Grafton: The extension was set to expire on November 5, 2016 yet the date on the cover sheet says November 11, 2016. Could we clarify that.

M. Peterson: The notice of decision from last year was to extend to November 5, 2016. My cover letter was incorrect.

Motion carried unanimously.

INFORMATIONAL HEARING

2. NH NATIONAL GUARD 1227 Hooksett Road, Map 34, lot 4 Informational Presentation on update of Field Maintenance Shop

J. Duffy: The National Guard was here in February, 2015 with their conceptual plan. They have firmed up what they would like to do on the site. They hired an architectural firm and are here to give you an update. I have had several people who have come forth with concerns with the blasting and their wells.

Marty Sienkiewicz (SAS Architects): The project involves 19.6 acres. The site is roughly divided in half north to south. There is a ravine/drainage that splits that site. The proposed development is to the north of that drainage swail. This project is zoned Performance District. There are variable setbacks in that zoning district. We have exceeded the maximum zoning setback requirements for all of the buildings and parking areas. We are paying attention to maintaining a buffer and leaving as much of the wooded area as possible. We are striving to minimize the impacts on wetlands. The proposed development does not impact those. We are connecting to existing infrastructure for sewer, water, and electric and all of those have adequate capacity that has been confirmed and are at appropriate locations for connections to the site. We want to minimize alteration of terrain. We spent a lot of time setting the building elevation. The site has a good deal of ledge thus the blasting requirement. We tried to keep the building as high as we can to minimize blasting but there will be blasting as part of this. There are two proposed buildings. The primary building is a vehicle maintenance facility. There are two halves to that building. Roughly 11,000 sq. ft. is the administrative, office, and support area. Approximately 15,000 sq. ft. is the vehicle maintenance area. The administrative portion is facing Rt. 3. The building is oriented east to west so that the visual end is toward Rt. 3 and the view toward the residential neighborhood to the east is minimized. The work bay doors face north and south. In terms of use and traffic, there are 10-14 employees that will work M-F. There is parking that supports their vehicles and visitors. The vehicle traffic planned is six road tests per week, three customer appointments with 2-4 vehicles being delivered to the site weekly, and 2-3 visitors weekly. It is a low use facility in terms of traffic. The hours of operation would be 7:30-4:00. The part of the site that is disturbed is approximately 7.5 acres. There will be ledge removal. We have completed construction documents now. There is a comprehensive plan for ledge/rock removal. The requirements include creating a blast plan, performing a pre-blast survey of the area within 300' of the blast area, submitting notice to all abutting properties 7 days in advance, submitting notice to Hooksett authorities 24 hours prior to blasting, posting signs 500' from the work area, providing whistle before blast, pre and post blast 15 days prior to starting work, and notifying 24 hours prior to blasting.

Jeff Zweber (Engineering Ventures/Civil Engineer for the Project): There will be some blasting on the site but it will be less than 10,000 cubic yards of blasting which is significantly less than the amount of blasting that is generated from something like a quarry operation. There is a knoll in the middle of the site that is around 10' in height. It is difficult to address with absolute certainty any sound or noise. It does propagate off-site. The State of NH has best management practices for blasting that are recommended to be followed and we included them in the construction documents. Those should mitigate any off-site impacts. The studies include a seismograph that measure energy due to the density or configuration of the rock and if energy goes off-site more than expected. With the nature of blasting it is to concentrate the energy between the blast holes. That is done through the progressive sequencing of charges so that the charges do not go off at the same time. They go off in a quick succession so the energy is not wasted and the rock between the drill holes is what is pulverized and not off-site.

Nelson Charest (23 Harbors Drive): I am a direct abutter. Are they going to survey the houses when they do the blasting to make sure there is no structural damage to our property? They were blasting by the bridge and I could feel it at my house.

J. Zweber: The requirement is for a contractor survey within 300' of the blasting location. Due to the site being so long, north to south, it may or may not be surveyed. You would be contacted as a direct abutter. If you had additional concerns I am sure the blasting company's pre-blast inspector could survey your house.

N. Charest: Who would be liable if something does happen?

J. Zweber: As an engineer I do not get into the liability of things.

N. Charest: There are three houses that are direct abutters and we are sitting right on the ledge. My house is a foot off the ledge. I am concerned about my foundation.

M. Sienkiewicz: Understood. Blasting is a requirement for this project. The key to successful blasting without damaging anyone's property is to do the pre-blast survey and set up the seismograph. Charges can be adjusted each time so that every charge gets measured and a blasting plan is developed based on the magnitude of that charge. If they have to use smaller and more frequent charges that can be done. The people who will be doing the blasting are experts.

N. Charest: Do we have any recourse if we have damage?

M. Sienkiewicz: It would most likely be through the State of New Hampshire. It is a state project.

D. Marshall: It makes me nervous when specific questions cannot be answered and things are generalized. Each of the structures within 300' of this site will have a pre-blast survey. That means on-site they inspect the buildings inside and out prior to blasting?

J. Zweber: That is correct. Inspecting them would be subject to the property owner allowing the inspection.

D. Marshall: After the blasting is done, are we to assume the same structures will be examined again?

J. Zweber: Yes.

J. Duffy: Previously they said 300' from the blasting site, not the lot-line.

D. Marshall: It is 300' from the extreme of the blasting site. Should something go wrong and there is damage to one of these houses or other structures, are you saying it becomes a civil matter between those property owners and the State of NH.

Dave Mikolaities: (Head Engineer/Director of Public Works for the NH Army National Guard): The State of NH Department of Admin Services is a contract administrator. It would be brought up through that homeowner and that contract administrator to determine what transpired. I do not want to mislead you into thinking the general contractor will pay the individual.

T. Walsh: Is the 300' from the blast area a typical distance? In my own experience I was 1,000' away and got the pre and post inspection of my home when blasting was done. Where did the 300' come from?

J. Zweber: That is a minimum that was in the standard specifications. The contractor may choose to extend the survey in excess of that.

F. Kotowski: Is the contractor to be bonded to cover any damage that might occur to surrounding properties?

J. Zweber: There are bonding requirements, but I am not sure what those are.

F. Kotowski: Could you check to see if that will be in the contract?

J. Zweber: Yes.

D. Marshall: This is an informational meeting for them to bring us up-to-date on what is happening on the property. There is no decision to be made by this Board. The State of NH nor the federal government are subject to the zoning ordinances or sub-division regulations of this town. They came to us as a courtesy as they did originally. I expect that because it is the State of NH and we are all residents, they will be sensitive to what potential dangers there are and take the precautions necessary to ensure there is no damage.

M. Sienkiewicz: Based on this discussion my recommendation to the owner would be to expand the 300' to a larger number. I do not know what that will be, but we will have that discussion.

D. Winterton: Do you have an updated timetable on this project?

M. Sienkiewicz: We are hoping to put the project out to bid during December/January. If all goes as planned we would like to award it in spring to start construction in the April/May time frame.

T. Walsh stepped down.

D. Grafton will be voting.

PUBLIC HEARING

**3. HARMONY PLACE (#16-37)
1621 Hooksett Road, Map 14, lot 27
Amended Site Plan for a 63 Unit Multi-Family Development**

J. Duffy: At the October 3, 2016 meeting a motion was made to approve, the motion tied, and as a result failed, but there was no follow up vote. There should have been a motion to defeat. That would have, mostly likely, ended up as a tie as well. They are here for you to take another vote. If you decide to make a motion to deny and the vote is carried there needs to be reasons for denial because I have to issue a Notice of Decision and there have to be reasons for denial in case this goes to superior court.

D. Marshall: Would you like to add anything?

Jennifer McCourt (McCourt Engineering): We got the variance to have the multi-family units and the special exception to have the water tank on the property. Our on-site drainage meets the town and state regulations. The \$150,000 is a gift to the town to try to help a situation. Anything derogatory towards that I take exception to. There are a substantial amount of improvements that need to be made to be able to construct this project such as the roadway, the access up, and the drainage sewer improvements. These won't rent for short money. They are high end two-bedroom apartments. There will be a community room. If you want to talk about the water tank or road improvements I have more information from when the variance and special exception were granted.

D. Winterton: JoAnn, can you tell me how the impact fees are calculated for two-bedroom apartments versus if they were condominiums or single family houses.

J. Duffy: A condominium would just be a different form of ownership. It would not affect the impact fee. The impact fee is assessed as single family, multi-family, elderly, accessory, etc. The ownership as far as a condominium or multi-family does not make any difference. The only thing that would make a difference is if it was a townhouse condominium.

D. Winterton: If they were single family houses there would be more funds from impact fees.

J. Duffy: You would never fit that many single family homes there.

D. Winterton: I understand that. The school impact fees are important to our community and this could have a much greater impact than the ones they would be paying on our community.

J. McCourt: The impact fees are calculated on the impact that the 2-bedroom apartments would have and that is what we have to pay.

J. Duffy: The impact fees for multi-family for schools are a lesser amount than for a two-bedroom home. Studies that were done when the impact fee was formulated showed that apartments create less school-age children than single family homes do.

Open public hearing.

Pete Farwell: (24 Grant Drive): We attended a Town Council meeting on October 12, 2016 in which the safety council has proposed limiting the access from Rt. 3 onto Main Street. If that gets passed it will force all of the traffic that used to take a left onto Main Street, up the hill, and to turn left onto Pleasant View or up College Parkway and down by the library. Those of us on Beauchesne are concerned because of the affects on that short stretch of road. Traffic going up the hill will increase dramatically and there are already a lot of accidents there. I also have concerns with the drainage and water. For years Beauchesne has had severe water problems and some people have gone to great lengths and expense to get the water out of their basements. I understand there will be some money set aside, but if it will cost \$300,000 to do that. Where is the rest of the money going to come from. We ask that you consider that and the traffic.

D. Marshall: Regarding the comment on the traffic, there would be a north bound deceleration lane and a south bound isolated left turn lane so the road can handle the traffic coming in and out of the development.

P. Farwell: I am wondering if the moving of this traffic off of Rt. 3 and Main Street changes any study that has been done.

Vincent Lembo (56 Main Street): My understanding is that the people at Beauchesne Development have had extreme flooding from the Granite Hill Development. How much is the study on the drainage upgrade going to cost the town?

J. Duffy: The study was already paid for and completed in 2009.

V. Lembo: At the last meeting the town engineer stated that it would cost around \$300,000 to repair the drainage on Beauchesne.

J. Donison: The original study done by Stantec a number of years ago estimated the cost would be around \$150,000. I just did an update on that and conservatively it would be around \$300,000. It may be less but that is a safe number.

V. Lembo: Has anyone looked into where the rest of the money will come from to do the necessary upgrades to Beauchesne's drainage. Do we have that money in the CIP town wide drainage fund?

J. Donison: We have some money in the CIP for drainage, but I do not know the exact amount. I do not know where the extra funds would come from.

V. Lembo: Would the developer contribute more money for the drainage to alleviate the problem of the the Beauchesne development drainage? During the Mother's Day floods the Fire Department was pumping out everyone's basements. If the \$150,000 was done in 2009 and things have increased over time I do not know where the town will get the extra funds if it is not in the CIP. I think the development he is proposing will cause more drainage problems in that area.

J. Donison: The drainage study that was prepared for this development showed that there will not be an increase in run-off from the development.

D. Marshall: This Board depends on the analysis of the developer's engineers dealing with drainage and our review of that to determine what impacts a development would have on any off-site area. Those studies show there would be no impact. Our review of that indicated the same. The developer said he will contribute \$150,000 but that has nothing to do with his being responsible with what the problems are in the Beauchesne development. It is a contribution that will go toward helping relieve those problems, but at some point-in-time the town needs to step in to provide a share to correct those problems, or those residents need to form some sort of alliance to contribute money to resolve the issues. It is not this developer's responsibility to do that. They have met all of the requirements and we were satisfied when we approved them.

J. McCourt: I did some of the drainage work in Granite Hill. Having been through the state and town process since then, the requirements have substantially become stricter. What we were designing for back then and what we design for now are two completely different things. This has to get an Alteration of Terrain permit, and the state AOT are now requiring us to use extreme rainfall data which is updated to show things such as the Mother's Day flood. We are designing for bigger storms as well as infiltration, which we never did before, to try and infiltrate back into the ground water so that the water does not go off-site. The substantial amount of vegetation we are putting on this site to revegetate areas also helps in minimizing the drainage off-site. There is a huge difference from the drainage calculations back in the 1980's and what we do now by regulation alone.

P. Farwell: Will the drainage water that is collected go back into the ground or into the sewer system?

J. McCourt: Neither. From our site there is a culvert underneath Rt. 3. that discharges across the road now. By state law we cannot change our watershed area. There are four discharge points from the site but that is the main one. A culvert that goes across Rt. 3 to Beauchesne, runs down a ditch and is caught in a culvert that goes through the property, runs down Beauchesne into the town property, and through two culverts before it discharges into a larger drainage area and then to the river. That is where it goes today. We have to design for that point because of the wetlands. We cannot decrease the amount of water that is going there. We have to make sure that we maintain the same water shed going in the same area. The water has to be treated first before it can be discharged and also recharged backed into the groundwater and detained so we do not increase the channel flow during the lower flows and do not erode those channels. It is an whole engineering study that has to be completed.

P. Farwell: It discharges into Beauchesne?

J. McCourt: It has to by state law.

P. Farwell: Their development is putting an awful burden on those people. If they could discharge it into the sewer it would take the pressure off.

D. Marshall: Are you increasing the flow?

J. McCourt: No.

F. Kotowski: We cannot allow storm water to go into the sewer lines because we end up cleaning storm water.

P. Scarpetti: When is the \$150,000 to be paid?

Sonny Sell: When we start construction.

P. Scarpetti: Jim, is there any major work that could be done to alleviate some of the problems they have and do it in phases?

J. Donison: What is being proposed is to increase the size of the drainage pipe on Beauchesene Drive to a larger diameter. It would all have to be done at the same time.

Chris Lampron (1617 Hooksett Road): I live just south of the proposed Harmony Place development on the worst part of the turn on Hooksett Road. Since we have moved in it has been a concern. I have lived there for 14 years and have almost had ten accidents from people coming around the turn because I have no line of sight in either direction. I have contacted many people in town. DOT came to my house and agreed there is a heavy volume of traffic around the turn but they said no one coming around the turn was doing the speed limit. My daughter will be getting her license in a couple of years. I am not looking forward to having her learn how to pull out onto the street without getting hit. When this project first came up I had been talking to everyone in the town about the traffic issues. DOT said I could excavate my yard back to increase my line of sight but that would be at the expense of myself and my neighbors if they chose to do the same. We do not have the money to do that. Jen got flagged through the emails through JoAnn as far as what I was talking to people about. She came up with an offer to give me easement into their driveway. Instead of having to pull out onto Hooksett Road I could drive straight forward, pull into their property, and my exit point would be on their turn lane. That alleviates the majority of my concerns of navigating in and out of the traffic. I been trying to find a solution since 2004 and this is the only viable option I have seen. I hope that you take that into consideration and you approve it.

Close public hearing.

T. Prasol motioned to approve the amended site plan for a 63 Unit Multi-Family Development for Harmony Place (#16-37), 1621 Hooksett Road, Map 14, Lot 27. Seconded by D. Grafton. Opposed by F. Kotowski. Motion carried.

T. Walsh returned.

4. **EVERSOURCE (#16-33)**
13 Legends Drive, Map 25, lot 80
Site Plan for Telecommunications Facility to include 120' Tower for Eversource use only

T. Prasol stepped down

D. Grafton will be voting.

J. Duffy: They are back tonight to get your approval. Staff has no objections.

F. Kotowski motioned to approve the site plan for a Telecommunications Facility to include 120' Tower for Eversource use only for Eversource (#16-33), 13 Legends Drive, Map 25, Lot 80. Seconded by D. Grafton. Motion carried unanimously.

T. Prasol returned.

WAIVER OF SITE PLAN REVIEW

5. GE AVIATION 9 & 13 Industrial Park Drive, Map 18, lots 42 & 43 Waiver of Site Plan for addition of Fitness Path and Pavement

Nick Golon (TF Moran): This would be a 4' wide, 700' long path. When we look at installing something of this nature we look at the baseline items such as grading, drainage, and other potential impacts. With regard to the additional pavement, that would be located behind the wastewater treatment building. That area was previously impacted by the fill material that came from the GE solar project. The area being paved will drain to the basin that exists now and there would be no adverse impacts. With regard to the path, it will follow the existing topography and will have the opportunity to infiltrate. I am not aware of any drainage problems in that vicinity.

Susan Niquette (GE): The Hooksett GE site won 2nd prize in a GE nationwide fitness program contest and as a result we have money available to us to do something health related. The walking path seemed to be the only viable option to fall within that funding program. This will be a great way for the employees to walk at lunchtime. There is lighting available and there would be a fence around it so only GE employees could use it. The only key to this is that we have to spend the money by December 12, 2016.

D. Winterton motioned to grant the waiver of site plan for addition of Fitness Path and Pavement for GE Aviation, 9 & 13 Industrial Park Drive, Map 18, Lots 42 & 43. Seconded by P. Scarpetti. Motion carried unanimously.

JOINT MEETING: TIF COMMITTEE, SEWER COMMISSION, ECONOMIC DEVELOPMENT COMMITTEE AND PLANNING BOARD

6. TIF PRESENTATION

D. Marshall: The TIF Committee consists of members from the Planning Board (Denyse Grafton and myself), Town Council (Don Winterton), Dave Scarpetti (Economic Development), Sewer Commission (Frank Kotowski and Sid Baines), and the Village and Central water districts. The purpose of this was to develop an approach providing infrastructure and improvements along Rt. 3A to be named a TIF district. We are going to have a presentation by Stu Arnett from Arnett Development Group who has been responsible for the study and costing out various options for accomplishing these goals. The TIF Committee would like to have the blessing of the Planning Board to go along with the proposal to work within the TIF district with an aim to increasing the growth of commercial and industrial development along that corridor.

Stu Arnette: It has been my pleasure to work with the town since earlier this year on a question they had which was if infrastructure was to be built along Rt. 3A what would be some possible ways to do

the financing. A TIF is a small part of the question and whether it is a good idea or not. We will walk everyone through the process of how we got to the point we are at. The town will have the original PDF's of all of the worksheets.

S. Arnette discussed the Route 3A Infrastructure Six-Entity Task Force Report and Recommendations for the Town of Hooksett, NH by ADG-Arnett Development Group LLC, October 2016.

M. Miville: What types of businesses can be using the property now without sewer. Will the businesses that are currently there going to be required to go on sewer? Are the businesses that are there now the types that would continue to be there and can there be businesses on Rt. 3A that do not need sewer.

D. Marshall: There are some businesses that can operate on minimal septic systems. A restaurant is more difficult considering the size of those lots. They would be restricted as to what kind of businesses can go in there. The potential is that with sewer they could be bigger and produce more revenue.

M. Miville: I have a list of businesses that I would like to see in town and would like to recruit. I would like to know what can exist there now and is there a minimum limit as to what would require a sewer?

S. Arnette: Everyone along there currently is without sewer so what you see is what you will see more of. You have a Walmart and a Bass Pro but neither can expand. The area would be more vibrant with sewer.

M. Miville: Option 3 might be bigger restaurants, whereas option 4 might be smaller flower shops and that type of business.

J. Duffy: It would not necessarily be bigger restaurants. It would be ones that can wash dishes.

D. Marshall: Bass Pro would like to put in their restaurant and they cannot currently do that.

M. Miville: The TIF land is hilly. Does that mean if businesses want to go in this TIF district will they have to tear into that and put in retaining walls?

J. Duffy: The engineering study took the steep slopes into account. That area is by the movie theater. Ledge cannot be developed with septic but you can have sewer on ledge.

S. Arnette: There will not be much change in the middle section.

M. Miville: Someone has told me that the Master Plan had it where part of the west side of Rt. 3A was not supposed to be developed.

J. Duffy: One of the recommendations of the Master Plan is to provide sewer on Rt. 3 to Exits 10 and 11.

M. Miville: Are there any businesses there now that are seeking sewer?

J. Duffy: Bass Pro has expressed an interest in a restaurant and Arlie Green has expressed an interest. Hooksett lost out on FW Webb that just brought 1,000 jobs to Londonderry.

M. Miville: A lot of people are concerned that this won't be successful.

Vincent Lembo (56 Main Street): If a business goes in right now on Rt. 3A, for example a one hundred seat restaurant, they get approval, and they get a septic designed that would be able to accommodate that, they be able to do that, correct?

D. Marshall: Yes.

T. Walsh: A lot of the lots may not be big enough for that.

V. Lembo: Depending on how many lots are buildable they could get the septic system approval if they have the room to do it. Just because it does not have sewer does not mean there is a restriction that type of business could not go in there.

J. Duffy: I think the cost would be prohibitive depending on the size of the restaurant. There is a hotel that was just approved on Hackett Hill Road and that is proposed to go on septic.

V. Lembo: It is not prohibited if they want to spend enough to go on septic?

Sid Baines: The Sewer Commission is here to run a sewer line and to ensure the waste water is properly taken care of. I am looking into the idea of option 3 where the sewer line would be run from Exit 10, around the ice arena where it crosses the river and hooks onto the wastewater treatment facility. Our estimate is that it would cost between \$7 and \$9 million to do that. That would be the primary start to get this TIF off the ground and allow Exit 10 to develop. Exit 10 has Arlie Green's property which is 65 acres and is all ledge such as Granite Hill was. There is so much potential for Arlie Green's property. Bass Pro wants to put in a bowling alley and a restaurant, and Demoulas wants a hotel behind their property. Arlie was talking about a hotel on his. If you take all of these hopes the potential is endless at Exit 10 alone. If we can get the crossing around the ice house and that is all we do for now, when Exit 10 is ready to develop it would be a lot easier to make that connection from Exit 11 to the pump station. When someone speaks about putting in a one hundred seat restaurant with a septic system, it is important to remember that as soon as a septic system is put in from the first day it starts to fail and it will eventually fail. With sewer that is eliminated. It is a great idea to put sewer over there. It is time. It needs to go in, it should go in, and it needs to impress the people that will pass it.

D. Marshall: In serving on this Committee, I do not think there would be many members of that Committee that would disagree with what Mr. Baines said. The Committee wants option 5, but the priority is Phase I, Exit 10 to the pump station, Phase II, Exit 11 to the pump station. We recognize that Exit 10 has better shovel ready prospects compared to Exit 11. It would behoove us to let the public know what the potential is and the phasing that we would be approaching once the studies show that it is viable and feasible to do. We are looking at Phase 1 South and Phase 2 North.

D. Winterton: I have served as Chairman of this sub-committee and it has been a pleasure to bring all of the people and departments that have a hand in this together. It is unique in the history of Hooksett to get Planning, Sewer, and Water having the same weight on the same project. I agree with Chairman

Marshall that the Committee is unanimous that this is a proper way to go. I like the way it is phased with safety nets. There is an "If" in "TIF" but there are stop gaps. Without a risk there is no reward. The town has taken a small risk by funding the Arnett project, by bringing engineers in, and the next step would be to find out the engineering and making sure the citizens and voters know that we still have a safety net and the ability to stop it. Each time a step is taken the risk is greater because investments will be made. Knowing we have a stop gap and what our total risk is to get the rewards I think we need to do that. I want to thank all of the members of the Committee for their attendance, input, and cooperation.

F. Kotowski: I think everyone in town ought to reflect on what a marvelous result came from the original TIF. When Arlie Green came into the area off of the other side of Exit 10 there were a lot of skeptics. I would like someone to look at our tax base and look at the big boxes that are there. They are there, out of the way, and make it convenient for us to shop. I would like someone to pull off the amount of taxes those big boxes give to our tax base. If we build it they will come. I believe that because we have not built it they have not come. I think it is time, and I think it is time we sell this to the general public so they can vote intelligently knowing what it will do down the road. When these places are built the debt will be paid quickly and this will help to keep our property taxes down and get other things in town done that we need to do.

P. Scarpetti: Pizza Man is a perfect example of septic. They are very successful and have already replaced their septic system. It has only been 4 or 5 years. It failed because they are successful. It would be great if they could be on sewer.

Mike Heidorn (Village Water): We have water main service in parts of the area in question. There are improvements that would make the district better in terms of water service. Our department is supportive of this. As a small department we struggle with revenue sources. Any incremental development in this area, if they chose to hook up to this, would be beneficial to us and keep rates down for our village water customers. I appreciate the opportunity to be able to be a part of this.

T. Prasol motioned for the Planning Board to be supportive of the development of the engineering, cost estimates, and bonds of the TIF that was discussed. Seconded by M. Durakovic.

D. Winterton: I appreciate the support of the Board and the opportunity to take this potential recommendation to the Town Council to craft a warrant.

T. Prasol: I think this makes sense and like the fact that there are stop gaps in place. It is about time.

F. Kotowski abstained due to the fact he is a member of the Sewer Commission and I would rather one of the alternates vote in my place. D. Grafton will be voting in his place.

T. Walsh: I look at the negative and the possible results. It would be short sighted to not look as this in the long term. I was sold when it was mentioned that the Pizza Man's septic had failed in such a short period of time.

Motion carried unanimously.

CHANGE OF USE

None.

BOARD DISCUSSION

None.

OTHER BUSINESS

None.

ADJOURNMENT

T. Prasol motioned to adjourn. Seconded by M. Durakovic. Motion carried unanimously.

The meeting was adjourned at 8:07 pm.

Respectfully submitted by,

**AnnMarie White
Recording Clerk**

Route 3A Infrastructure Inter-Agency Task Force Report and Recommendations

For the

Town of Hooksett Town Council, New Hampshire

By

ADG- Arnett Development Group LLC

October 28, 2016 REVISED



The Beginnings: What and Why

Master Plan encourages:

- 3A commercial development
- Infrastructure for sewer collection
- Environment enhancements

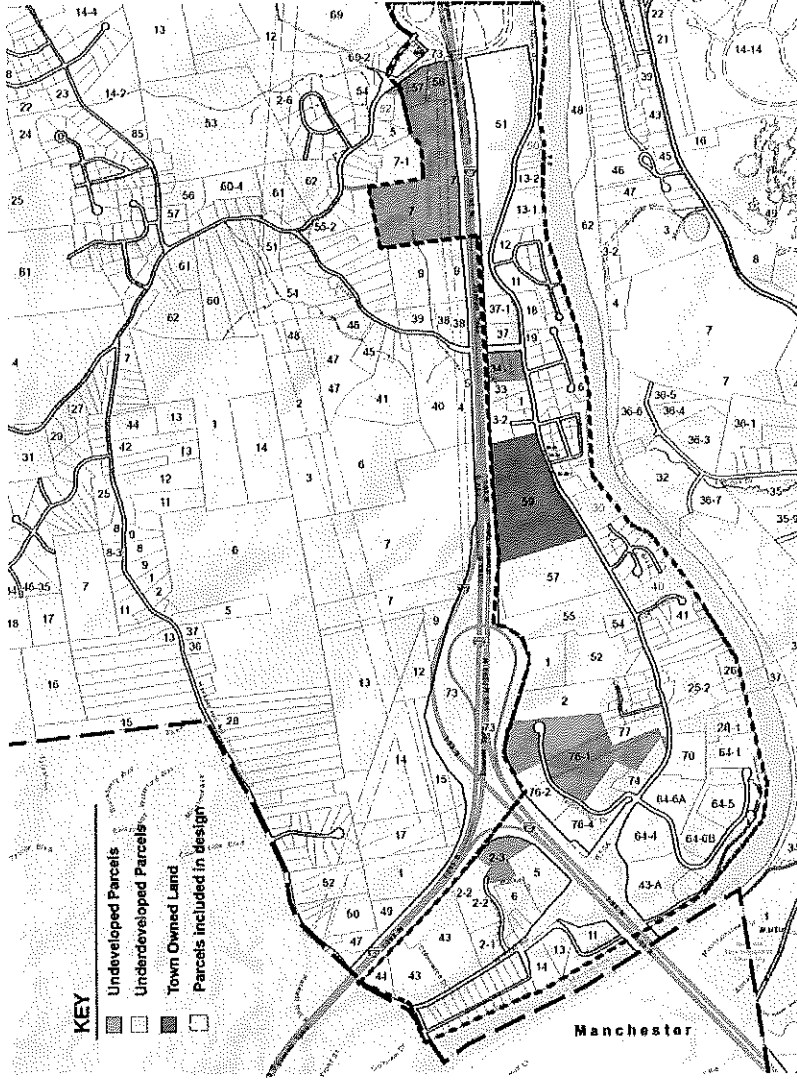
Community Development issues RFPs for Tax Increment Financing (TIF) Plan Dec 2015 with Master Plan funding ADG LLC selected to produce options and plan for Town meeting 2016 (\$11,700)

- Due to lack of better engineering cost estimates and options, ADG-Town agree to use contract to improve information.
- Plan rescheduled for 2017 to get better information, policies, consensus
- Sewer Commission agrees to fund planning-options work (\$12,500)
- Sewer enhancements along Route 3 and other possibilities considered and declined
- Water improvements along 3A are an added consideration



Initial Q&As, Findings

- Focus on 3A, town line (exit 10 area) to exit 11 area
- Sewer primary issue
- Determine sewer treatment capacity and Sewer Commission interest
- Do inventory of buildings, sites and development potential
- Residential properties excluded
- Assess funding strategies including:
 - TIF bonding
 - Grants
 - Private funds
 - Sewer Commission



What is a TIF: Tax Incremental Financing District?



- A financial tool to help pay for public infrastructure faster
- Faster pay-off of any debt means less total interest
- Not a:
 - Grant
 - Tax increase
 - Tax decrease
 - Revaluation
 - Fix for a bad idea



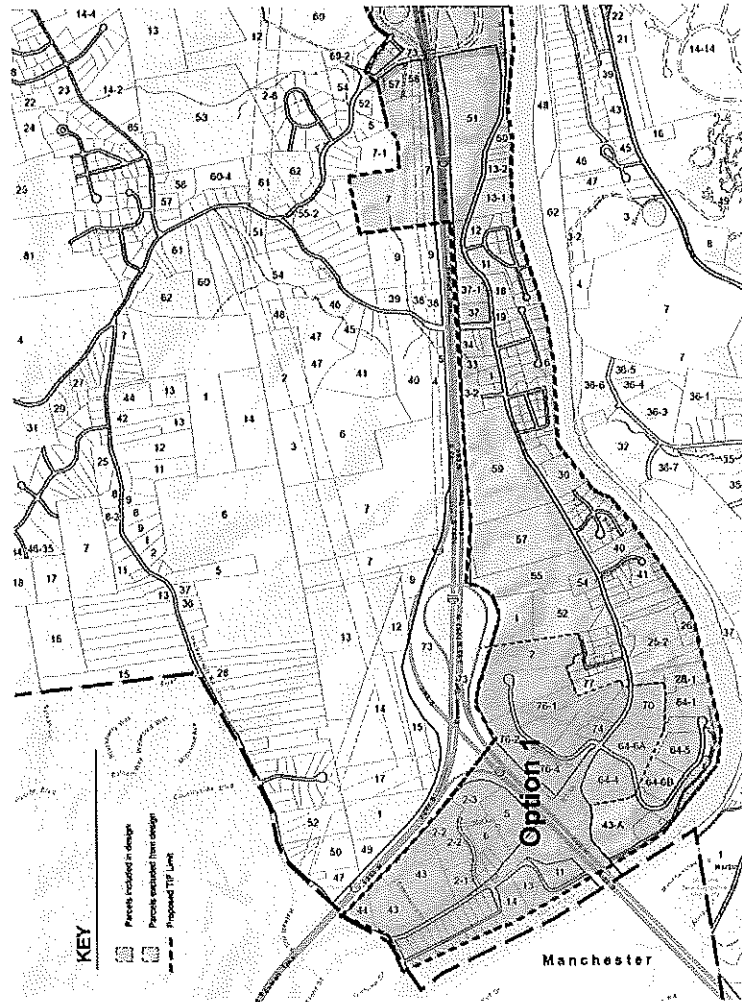
Financing Commercial and Industrial Sewer Infrastructure

Prepared For:
Town Of Hooksett
New Hampshire

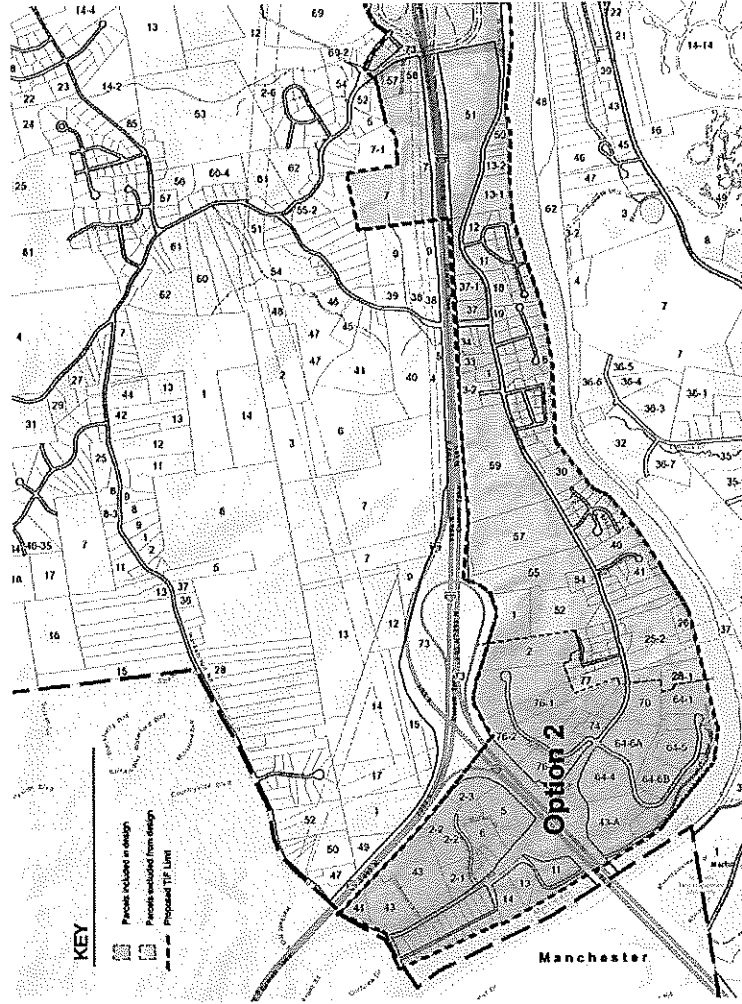
Prepared By:
ADG - Arnett Development Group, LLC
Concord, New Hampshire
www.arnettdevelopmentgroup.com



Options



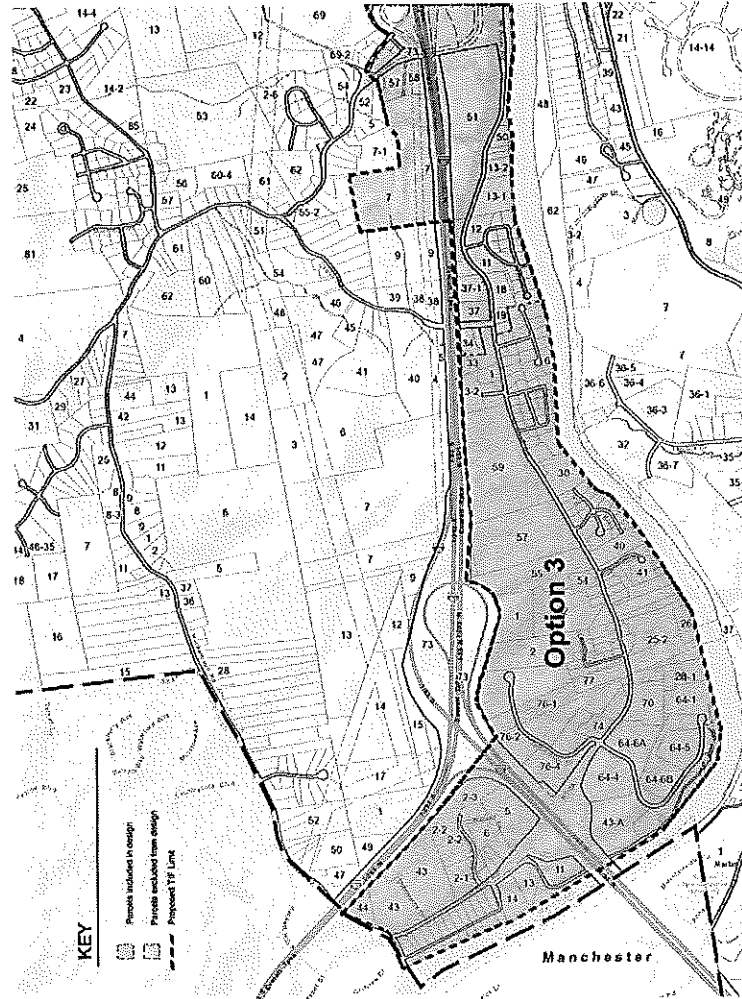
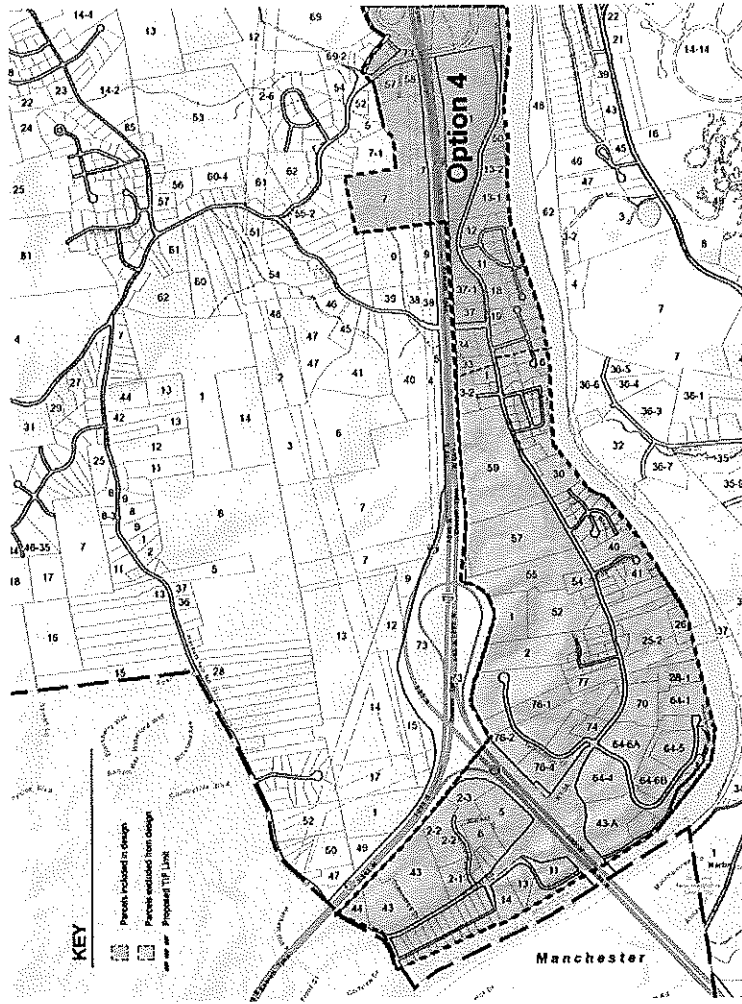
Option 1



Option 2



Options



Moving Toward Implementation

- Task Force established for review and recommendation:
 - Planning Board
 - Economic Development Committee
 - Sewer Commission
 - Town Council
 - Private owners
- Village Water District Invited mid-way and has participated
- New contract to ADG (\$7,000) and engineers (@ \$7,000) to find **cost-sharing formula** acceptable to all entities
- Fast-Track Meeting schedule:
 - Aug, Sept and Oct
 - Task Force w ADG and/or Engineer
 - October
 - Joint Planning Board and Economic Development Committee
 - Public Meeting
 - November
 - Public meeting
 - Town Council



Revenue and Costs Research & Findings

Non-Residential Only

- 74 commercial properties for full Option 5 area
 - 650 Developable acres
 - 1.2m existing sq ft
 - \$ 132m assessed non-residential valuation
 - Range of assessed values, @ 3 scenarios:
 - + 5% \$ 6.6m = \$164,014
 - + 10% \$13.3m = \$328,027
 - + 20% \$26.5m = \$656,055
 - *This is not projection, but only to show a range of possible effects*
 - Existing commercial properties assessments range from under \$10,000 to up to \$16m
- At \$24.72 combined tax-rate, and at **50%** of potential realized, combined revenues would be:
 - + 5% X \$ 6.6m = Rev of \$ 82,000
 - + 10% \$13.3m = \$164,000
 - + 20% \$26.5 = \$328,000
 - Town Assessor states that new sewer access will not inherently increase assessed values, but may if market values increase (see statement)



Research - Findings- Projections: Non-Residential Only

\$s Bond	Term Years	1 st Year Total Principal and Interest) \$	Tax Impact/yr on Single Family Home without any new TIF revenue (\$231K median house value)	Potential Revenues \$ (10% increase in district assessment of commercial properties)	Tax Impact/yr on Single Family Home with full TIF revenue (\$231K median house value)
\$645,000 (Preliminary Engineering Study)	5	\$ 135,000	\$ 16.17	NA	\$ 16.17
\$9M (Phase 1 Construction)	<u>20</u>	\$720,000	\$115.50	\$164K	\$89
\$9M less 40% development fee = \$5.4M (Phase 1 Const)	<u>20</u>	\$432,000	\$ 69.30	\$164K	\$43
\$18M (Full Buildout)	<u>20</u>	\$ 1,440,000	\$231.00	\$328K	\$178
\$18M less 40% development fee = \$10.8M (Full Buildout)	<u>20</u>	\$ 864,000	\$138.60	\$328K	\$86



Costs and Revenues

- Costs:
 - Town bonding and action required to initiate new development
 - General Obligation bond required
 - Manchester least expensive Option but:
 - Leaves exit 11 area out
 - \$3M connection fee
 - Operating revenues do not go to Hooksett
 - First Phase \$9M +/- including mid-route pump station (Options 3 or 4)
 - Second Phase \$6M to \$9M +/- (Option 5)
 - Pre-design planning, project management
 - \$625,000
- Revenues
 - New TIF revenue not enough to cover 100% of debt service of full project without new significant, non-residential development
 - Good development potential at both exits
 - Private sector should help finance
 - Target 60% public/40% private
 - Growth in TIF revenue over time to pay-back the 60% IF the District is successful
 - Sewer line construction cost-sharing formula proposed for private funding:
 - Existing sq footage (50%)
 - Developable acres (40%)
 - Project use-gallons (10%)
 - Paid ONLY if connection made
 - User also pays usual sewer fees



Possible Results

- Negative
 - Voters approve either the Planning budget, or either construction budget and TIF does not generate enough new funds, increases taxes
 - Without significant development, the TIF revenues will not be adequate; there will be an increase in taxes
 - Town-School-County Operating budgets defer revenue gains until bonds paid-off
 - New infrastructure causes traffic problems or other growth-related issues
 - New 3A development is competition for other Hookset businesses
 - New 3A development makes properties higher assessed
 - Increase development in exists10/11 area may require new Town facilities such as Police and Fire Facilities
 - Water District may need to extend water main to be paid by users of water.

Positive:

- When TIF bond is paid off, town-schools-county then realize 100% of new tax revenue
- New development not lost to other communities, existing businesses stay-expand
- New jobs
- Better land-use due to better utilization of sites without septic
- Shift of tax-burden from Residential to Commercial
- Residential neighborhoods may elect to also connect



3A Task Force Findings & Recommendations

- **Findings:**
 - 3A needs sewer infrastructure
 - Targeted area should be as designed for TIF including exit 10 and exit 11 area, no Residential
 - TIF District Plan should be drafted and adopted by Town Council before next assessment date (April 1, 2017)
 - WITHOUT any funding commitments but
 - WITH \$ Cap (ex: \$18m) **if** approved by voters in subsequent Warrants
 - Build and finance in two phases
- 60/40 Public/Private is target
- Cost-sharing formula agreed upon
- **Recommend:**
 - Warrant pre-construction planning-engineering work at \$645,000 Town Meeting 2017
 - Fund the \$645,000 so that it is TIF reimbursement eligible
 - Work with private owners in 2017 for pledges
 - Be ready to make a “go” or “no go” decision for Town Meeting 2018
 - IF “go”, proceed with the exit that is most ready, 40% match committed



Questions and Comments?

