



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

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

4.a Paul and Monique Maurais - Ben's Canteen

4.b Hooksett Youth Achiever

4.c Police Swearing-in Ceremony

5. SCHEDULED APPOINTMENTS

5.a Vincent Lembo

6. APPROVAL OF MINUTES

6.a Public: 11/09/2016

[TC Minutes 11092016-U \(2\).docx](#)

6.b Non-Public: 11/09/2016

6.c Public: 11/16/2016

[TC Minutes 11162016-U.docx](#)

7. AGENDA OVERVIEW

8. PUBLIC HEARINGS

8.a accept an \$11,414.00 grant from the Merrimack Conservation Partnership to the Town of Hooksett for the Hooksett Conservation Commission to fund eligible transaction expenses on the Hooksett-Bow Forests Project per RSA 31:95-b, III (a).

[121416 TC DONATIONS PW-CD.doc](#)

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

[hooksett Con Com and merrimack conservation partnership grant nov 2016 executed acceptance.pdf](#)

[Staff Report 12-14-16 Merrimack Conservation Partnership Public Hearing for Grant Acceptance.pdf](#)

9. CONSENT AGENDA

9.a Accept the donation of a \$2,283.68 from The Hooksett Happy Helpers Clothing Bank to the Town of Hooksett for the 16 Main Street Town Hall Preservation per RSA 31:95-b III (b).
[HHH LETTER 120116.pdf](#)

9.b Donation from Global Partners LP, to the Town of Hooksett, for the Public Works Dept. in the amount of \$500.00 for reimbursement of Public Works Dept. employee overtime for the Haunted Trail event per RSA 31:95-b III (b).
[Staff Report - Donation of \\$500 for Haunted Trail.pdf](#)

9.c Accept donations to the Town of Hooksett for the Family Services Dept. for the Holiday Assistance Program totaling \$2,300 from residents Bill Northrup and Margaret Dennehy (\$700), Melissa DellApi and Erik Shessier (\$100), Jay Rainville (\$1,000), and Russell and Lori Pelletier (\$500 for Family Services Holiday Assistance Program and/or Family Services needs throughout the year) per RSA 31:95-b III (b).
[Staff Report FS Donation.pdf](#)

9.d Accept \$550.56 in grant money from the State of NH Dept. of Safety Homeland Security & Emergency Management to the Town of Hooksett for the Hooksett Fire-Rescue Dept. for reimbursement of overtime for the 10/4/15 Active Shooter-MCI Exercise per RSA 31:95b III (b).
[20161121151637063.pdf](#)

9.e University Circle Maintenance Bond \$25,000 release request
[Staff Report 12-14-16 University Circle Maintenance Bond release of \\$25000.pdf](#)

[Bond release request 9-8-16.pdf](#)

9.f Release of Industrial Park Drive Bond # 106237773 in the amount of \$10,573.45
[Staff Report 12-14-16 Industrial Park Drive Bond release of \\$10573.45.pdf](#)

10. TOWN ADMINISTRATOR'S REPORT

11. PUBLIC INPUT - 15 MINUTES

12. NOMINATIONS AND APPOINTMENTS

12.a Nomination of David Boutin as Planning Board Alternate, expiring, 6/2018
[David Boutin Nomination Staff Report.pdf](#)

[12.14.2016 Nominations and Appointments.pdf](#)

[MichaelJDiBitetto Resignation Letter.pdf](#)

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

12.b Appointment of David Boutin as Planning Board Alternate, expiring 6/2018

13. 15 MINUTE RECESS

14. OLD BUSINESS

14.a 2017-18 Budget and Warrant Articles
Staff Report - Default.pdf

Default Details.pdf

14.b Tax Increment Financing TIF Development Plan
Draft warrant for the TIF article.docx

Staff_Report_02_14_16_TIF.pdf

14.c Whitehall Terrace Roadway Update
Whitehall Terrace 2016.pdf

15. NEW BUSINESS

15.a Pawnbroker/Second-Hand Dealer license Application for 1461 Hooksett Road, Units B3-B4
Staff Report Kliqets.pdf

Kliqets Application.pdf

15.b Quarterly Financials
Quarterly Financials.pdf

15.c Emergency Operations Center/Phone and IT upgrade
Fillable Staff Report Template.pdf

15.d Police Union Contract (NEPBA Local 46)

16. SUB-COMMITTEE REPORTS

17. PUBLIC INPUT

18. NON-PUBLIC SESSION

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

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

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

19. ADJOURNMENT

Public Input

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



TOWN COUNCIL MINUTES -- UNOFFICIAL
Regular Meeting
Wednesday, November 09, 2016
6:00 PM
Council Chambers

CALL TO ORDER:

Chairman James Sullivan called the Town Council meeting to order at 5:10pm.

ROLL CALL - attendance:

Councilors Donald Winterton, John Giotas, Timothy Tsantoulis, Robert Duhaime, Marc Miville, and Chair James Sullivan.

Missed: Councilors James Levesque, Adam Jennings and David Ross.

NON-PUBLIC SESSION

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

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

J. Sullivan motioned to enter non-public session at 5:11pm. Seconded by T. Tsantoulis.

Roll Call

R. Duhaime – yes

M. Miville – yes

J. Giotas – yes

D. Winterton – yes

T. Tsantoulis – yes

J. Sullivan - yes

Vote unanimously in favor.

J. Sullivan motioned to exit non-public at 5:59pm. Seconded by T. Tsantoulis. Vote unanimously in favor.

J. Sullivan motioned to seal the non-public minutes of 11/09/16. Seconded by T. Tsantoulis. Vote unanimously in favor.

1. PLEDGE OF ALLEGIANCE

50 **2. SPECIAL RECOGNITIONS**

51
52 2.a Fire Rescue Swearing-in Ceremony

53
54 Chief James Burkush rose and asked Evan Young and Andrew Howe to come forward to be
55 sworn in as new firefighters. Chief Burkush said that Evan Young grew up in Windham and
56 served as a full time firefighter in Wakefield. He earned a 3.89 grade point average in
57 college. The Chief administered the oath and called on firefighter Young's mom, Jenna, to
58 come forward and pin the firefighter's badge unto her son. Chief Burkush then administered
59 the oath to Andrew Howe who hails from Sugar Hill has a firefighter uncle working in Salem.
60 He worked at the Campton/Thornton Fire Department and currently lives in Bow. Andrew
61 Howe's father came forward to pin the firefighter's badge unto his son. Attendees applauded
62 the new hires.

63
64 Chairman Sullivan welcomed the two new firefighters and thanked all of the firefighters in
65 attendance. He wished them all good luck and continued safety.

66
67 **3. APPROVAL OF MINUTES**

68
69 3.a Public: 10/26/2016

70
71 *Councilor Duhaime moved, second by Councilor Tsantoulis, to approve the October 26, 2016*
72 *public meeting minutes, as amended. Motion passed 6-0.*

73
74 3.b Non-Public: 10/26/2016

75
76 *Councilor Winterton moved, second by Councilor Duhaime, to approve the October 26, 2016*
77 *non-public meeting minutes, as presented. Motion passed 6-0.*

78
79 **6. AGENDA OVERVIEW**

80
81 Chairman Sullivan adjusted the agenda to take up agenda item 13C after 10B.

82
83
84 **5. PUBLIC HEARINGS**

85
86 5.a Public hearing for the Town Council to accept the donation of a \$40,000.00 grant from the
87 Department of Justice, Division of Public Protection, to the Town of Hooksett for the Hooksett
88 Police Department per RSA 31:95-b, III (a).

89 [110916 TC DONATIONS HPD.doc](#)

90 [AG DTF Staff Report.pdf](#)

91
92 Chairman Sullivan opened the public hearing at 6:15 p.m. and read the public notice
93 indicating that the purpose of the public hearing is to accept the donation of a \$40,000 grant
94 from the Department of Justice, Division of Public Protection, to the Town of Hooksett for the
95 Hooksett Police Department per RSA 31:95-b, III (a).

96
97 Police Chief Peter Bartlett came forward and stated that Hooksett continues to experience
98 calls for service regarding the criminal activity around the sale, possession with intent to sell,
99 and possession of controlled drugs. Hence, the town must continue to pay an officer who is
100 currently assigned to the Attorney General's Drug Task Force. In return, the town receives a

101 \$40,000 grant for FY17-18 which will cover from July 1, 2016 through June 30, 2017. This is
102 the second installment of the grant; i.e., the previous \$40,000 grant was for FY16-17. There
103 were no public comments made.

104
105 **6. CONSENT AGENDA**

106
107 6.a Accept the donation of a \$5,050 grant from the U.S. Department of Justice; Bulletproof Vest
108 Partnership (BVP), to the Town of Hooksett for the Hooksett Police Department for the purchase
109 of up to 18 new bulletproof vests per RSA 31:95-b III (b).
110 [Bulletproof Vest Staff Report.pdf](#)

111
112 *Councilor Winterton moved, second by Councilor Miville, to accept the Consent Agenda as*
113 *presented. Motion passed unanimously, 6-0.*

114
115 **7. TOWN ADMINISTRATOR'S REPORT**

116
117 Dr. Shankle read a letter received from a resident who worked the polls and indicated how
118 impressed they were with the proceedings. It was a good turnout and the weather was nice
119 on Election Day. Chairman Sullivan said the Police Department (PD) did a great job on
120 Election Day and the 8th grade class at Cawley showed the PD their appreciation with a Blue
121 Ribbon ceremony.

122
123 Dr. Shankle invited Chief Bartlett to come forward to report on his time at the International
124 Chief of Police Association meeting. The chief indicated that he had attended the 2016
125 International Chiefs of Police Association conference held in San Diego. A number of
126 educational sessions were held dealing with issues such as dealing with the media and
127 community relations. He was particularly fascinated by a crisis forum that included a panel
128 made up of police officials from all over the world who all share the same issues when it
129 comes to relationships with the community. He learned that Chicago, with 21 districts,
130 reported that most of their crimes come from only two of the 21 districts and discussed
131 operational deployment of resources.

132
133 **8. PUBLIC INPUT - 15 MINUTES**

134
135 **9. NOMINATIONS AND APPOINTMENTS**

136
137 9.a Appointment of Cutler L. Brown to final open SNHPC Rep. Position expiring 6/2017
138 [staff report 11.9.2016 appointment cutler l. brown.pdf](#)
139 [1.09.2016 Nominatiosn & Appointments.pdf](#)

140
141 *Councilor Winterton moved, second by Councilor Giotas, to appoint Cutler L. Brown to the*
142 *Southern NH Planning Commission to fill the Planning Board Representative position expiring*
143 *in June 2017. Motion passed unanimously, 6-0.*

144
145 **10. SCHEDULED APPOINTMENTS**

146
147 10.a Don Riley, Moderator - 11/8/16 Election

148
149 Town Moderator Don Riley and Town Clerk, Todd Rainier, came forward to report on Election
150 Day results and activities. Mr. Riley thanked everyone involved – town office personnel, PD,
151 DPW, volunteers and all nine councilors who were at the polls yesterday. Three of the

152 councilors stayed until 11:00 to 11:30 p.m. Voters numbered 8,246, or 81.6 percent turnout.
153 He said while everything ran smoothly, a few areas can be improved. Early on they struggled
154 with voter flow since between 6:00 and 8:00 a.m. 1,400 voters queued up to the A-H line.
155 Had electronic lpads been used, Mr. Riley stated "none of that would have occurred"; voters
156 could have gone to any station. Traffic was another issue. DPW staff worked hard and well.
157 Traffic moved and there were almost no complaints. DPW Director, Diane Boyce was there
158 most of the day, if not all day, and having parking spaces in the back helped the flow of
159 voters coming in and out. Mr. Riley said he had met with Director Boyce and Jake Robie
160 prior to Election Day to work out safety and security matters and be prepared for any issues
161 that may arise.

162
163 He said 20 plus people stayed for the reconciliation, including Councilors Miville, Ross, and
164 Giotas who stayed until 11:30 p.m. He thanked the councilors for their help, and offered
165 particular thanks to Councilor Ross for the great job in cleaning up. The difference between
166 the checklist count and the machine count was 32. There were eight visitors representing the
167 democratic and republican parties sitting behind the ballot clerk; the law allows for one. No
168 media was in attendance. The Secretary of State showed up and stayed for about one hour.
169 They twice called for more ballots and got them within an hour. Mr. Riley said they
170 processed 753 absentee ballots. Mr. Riley thanked everyone, including the voters, who
171 made the day run smoothly.

172
173 Councilor Winterton said "nice job" and asked if pads would help with absentee ballots. He
174 also said he was concerned with the town having over 11,000 registered voters because it
175 requires the town to spend funds. He said there are as many residents as voters. Todd
176 Rainier said that by law the checklist is purged every ten years. Councilor Miville said all of
177 the college towns instate had high registration and it would be nice if the legislature
178 addressed this issue. Councilor Miville asked why the town doesn't have multiple polling
179 places. Mr. Rainier said he hasn't done a lot of research on the requirements for having two
180 or more polling places but a lot of the mechanics would have to be addressed and everything
181 would have to be doubled. Also, Acuvote machines are no longer being built. Mr. Riley
182 commented that it would require double the staff and combining everything at the end of the
183 day.

184
185 10.b ICMA International Guests
186 - SHEILA SRI PRIYA, Petaling Jaya, Malaysia, Journalist for Star Publications
187 - SAKKARA SRIROENGLA, Bangkok, Thailand, Government of Thailand International Relations
188 Department

189
190 Dr. Shankle introduced Sheila Sri Priya from Petaling Jaya, Malaysia and Sakkara Siroengla
191 from Bangkok, Thailand who have been here over the last month as part of an international
192 exchange program funded by the U.S. Department of State. Both attended committee
193 meetings, visited the library and food pantry and spent time with Dr. and Mrs. Shankle
194 exploring the area. They both commented how impressed they were with the transparency in
195 the town government. Sheila said she plans to introduce a "food bank" for university students
196 when she gets back to her country. She said that will be her project since there are hunger
197 issues in her country. Her country is facing pollution so she was very interested in the clean
198 up of the Merrimack River compared to 20 years ago. She said she made a lot of friends in
199 the waste management department

200

201 Sakkara said everyone was so friendly and supportive. She is interested in social media and
202 shared views with students and teachers at the middle school. She was impressed as well
203 when visiting the Police Department. She intends to take what she has learned back home to
204 ensure kids will learn via social media. She also wants to move more books about Thailand
205 to the library. She said that environmental matters are not her point of interest but DPW
206 Director Boyce took them to the incinerator and her staff talked about the Merrimack River
207 and the importance of clean water which is a problem in her country. She is interested in
208 recycling. Her last impression was the equality of rights for women. She attended a SNHU
209 foreign policy forum which was attended by U.S. Senator Kelly Ayotte. She was impressed
210 how progressive the U.S. is and how people ask questions and ask for transparency from
211 their government. She said she was grateful to be here and especially thanked Dr. Shankle.
212 Both ladies said they hope they can come back to visit.

213
214 Chairman Sullivan thanked both and presented them with a token of appreciation (blankets
215 from Robie's Country Store). Everyone applauded and photos were taken.

216

217 **13. 15 MINUTE RECESS**

218

219 Chairman Sullivan then went to agenda item **13.c Sewer TIF Presentation**

220

221 Councilor Winterton, Chairman of the Sewer TIF Subcommittee, introduced Stu Arnett of the
222 Arnett Development Group, LLC who has been working with five entities in Hooksett on what
223 option they have for greater development of the 3A corridor to increase its tax base and
224 create more jobs and other public benefits. Mr. Arnett provided the findings and
225 recommendations of a Route 3A Infrastructure Inter-Agency Task Force. The Task Force
226 comprised of representatives from the Water Precinct and staff and met several times over
227 the last few months. The PowerPoint presentation revealed the following:

228

- 229 • A TIF, Tax Incremental Financing District, is a financial tool to help pay for public
230 infrastructure faster.
- 231 • A TIF is not a grant, tax increase, tax decrease, revaluation, or a fix for a bad idea.
- 232 • The town's Master Plan encourages: 3A commercial development; infrastructure for
233 sewer collection; and environmental enhancements.
- 234 • Initial findings: focus on 3A from town line (Exit 10 area) to Exit 11 area; sewer primary
235 issue; determine sewer treatment capacity and Sewer Commission interest; do
236 inventory of buildings, sites, and development potential (excludes residential
237 properties); assess funding strategies.
- 238 • There are 74 properties in the district, broken out by gross and net acreage, map, lot,
239 slope, and wetlands.

240

241 Mr. Arnett went over options and suggested Option 5 (option 3 and 4 combined) that included
242 both exits 10 and 11 to be done in two phases at a cost of \$9 to \$18 million. The plan must
243 be agreed to by many: the Planning Board, Economic Development Committee, Sewer
244 Commission, Town Council, and private owners.

245

246 Chris Perkins with Wesson and Samson went over the regulatory process and said they were
247 trying to balance different needs and doing outreach. Mr. Arnett's presentation included a
248 cost sharing spreadsheet. Revenue and costs research and findings include:

249

- 250 • 74 commercial properties

- 251 • 650 developable acres; 1.2m existing square feet
- 252 • \$132m assessed non-residential valuation
- 253 • Range of assessed value @ three scenarios: +5% - \$6.6m = \$164,014; =10% -
- 254 \$13.3m = \$328,027; =20% - \$26.5m = \$656,055. This shows a range of possible
- 255 effects.
- 256 • Existing commercial properties assessments range from under \$10,000 to up to \$16m
- 257 • Town Assessor states that new sewer access will not inherently increase assessed
- 258 values but may if market values increase.

259
260 In referring to projections listed on page 101 of the Board packet, Councilor Winterton said
261 TIF doesn't make a bad project into a good project and the committee is making a
262 recommendation without guarantee. He said "there is risk and reward for what we do".
263 Councilor Winterton said the Council must first create a TIF District and then develop a
264 Warrant Article asking voters if they would like to borrow funds over a five year note. He said
265 it is the best time to borrow money since the town has no debt right now. Councilor Winterton
266 said he understands the concern of property owners and asked councilors to examine closely
267 the down side and the up side. Councilor Tsantoulis said he has enough information to
268 decide to look at the matter further.

269
270 Dr. Shankle said the staff recommendation is the most conservative and indicated he was not
271 sure how much build out needs to be done for it to pay for itself. He suggested doing a
272 planning study that would be less expensive. Chairman Sullivan said he would like to think
273 about it further. Councilor Winterton said establishing a TIF District cost nothing. The
274 committee has spent numerous hours working on this and all stakeholders are ready to go
275 forward and it is now up to the Council to decide. Chairman Sullivan said he'd like to wait
276 until all council members are in attendance. Councilor Winterton asked that the Council vote
277 to accept the report from the committee.

278
279 Councilor Miville asked for clarification regarding the 60/40 split. Mr. Arnett said it is based
280 on three factors: development land, square footage and usage. Sixty percent is paid by the
281 TIF District and 40 percent comes from those three factors broken out 50-40-10. Councilor
282 Miville said it would be nice to know what businesses might be in the shadow. Councilor
283 Winterton said one thing developers don't like is to show you their cards. Chairman Sullivan
284 was in favor of District 10 but can't remember if bond was in place before the district was
285 approved. Councilor Winterton suggested doing the engineering study and a year from now
286 be able to tell the voters who is interested. Peter Arnett added that establishing a TIF District
287 will help as a "call to all businesses" and will provide a year's time to know more. Dr. Shankle
288 asked "if we're using the year for that, why spend \$650,000 for an engineering study, instead
289 of \$50,000"? Chris Perkins said they would be looking at a combination of economic
290 development and environmental considerations and deciding what comes first – engineering
291 since the river crossing has a lot of unanswered questions and is a unique element. The
292 study is important and will help get to the next step. It's unclear whether market analysis
293 brings enough clarity.

294
295 Chairman Sullivan asked that the decision to move forward on the TIF District and the option
296 be placed on the next Council meeting agenda. Dr. Shankle will follow-up.

297
298 *Councilor Miville moved, second by Councilor Giotas, to accept the TIF report as presented.*
299 *Motion passed unanimously, 6-0.*

300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350

Chairman Sullivan then took up agenda item **13.a Emergency Operations Plan Update.**

Fire Chief Burkush indicated that a couple of changes were made to the Emergency Operations Plan, one change being to name him as Emergency Management Director, and another includes the Town Hall as a critical infrastructure.

Chairman Sullivan moved, second by Councilor Tsantoulis, to accept and adopt the updated 2016 Emergency Operations Plan. Motion passed unanimously, 6-0.

12. OLD BUSINESS

12.a 2017-18 Budget and Warrant Articles

12.b 2017 Town of Hooksett Health Insurance

Dr. Shankle indicated that there are a variety of different health insurance plans to choose from and "we can switch to any mixture of those plans".

Chairman Sullivan moved, second by Councilor Tsantoulis, to approve the Health Trust contract and Dental Health Trust for the town employees effective January 2017. Motion passed unanimously, 6-0.

Councilor Tsantoulis asked if changes could be made to the plan midstream and whether that would require the approval of the union. Dr. Shankle said the fire union would require approval.

13. NEW BUSINESS

13.a Emergency Operations Plan (EOP) update – Taken Up Earlier in the Meeting
[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](#)

Chairman Sullivan indicated that currently the Town Council has "scheduled appointments" under Section XII 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.

Chairman Sullivan moved, second by Councilor Tsantoulis, to approve changing the Council's agenda "Order of Business" by moving "Scheduled Appointments" to Section V after Special Recognitions and renumbering the remaining agenda as appropriate. Motion passed unanimously, 6-0.

15.c Sewer TIF Presentation – Taken Up Earlier in the Meeting
[Staff Report 9-30-1Staff 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](#)

351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401

14. SUB-COMMITTEE REPORTS

Councilor Miville stated that tomorrow will be the final review of budget proposals. Budget Committee members are very concerned about the Health Insurance increase. There was discussion about cutting \$390,000 from the budget and trying to find money elsewhere, including to take the funds from the reserve balance. Chairman Sullivan cautioned that there may be restrictions on what can be removed from the reserve balance. Dr. Shankle didn't think there were any restrictions. Councilor Tsantoulis confirmed that the health insurance provider cannot be changed; the policy can be changed.

Chairman Sullivan moved, second by Councilor Winterton, to request an increase of \$390,000 to the budget. Motion passed unanimously, 6-0.

Dr. Shankle suggested forming a subcommittee to more thoroughly look into the health insurance increase. *Chairman Sullivan moved, second by Councilor Tsantoulis, to appoint Councilors Winterton, Giotas, and Chairman Sullivan to a Health Insurance Review Subcommittee. Motion passed unanimously, 6-0.*

Councilor Winterton said they had a good Planning Board meeting. The potato chip warehouse is coming.

Chairman Sullivan said he was not able to attend the Town Hall Committee meeting. Nick Germain attended and said the work done on the ceiling looks pretty good and is almost completed. He said the basement floor window should be done by June. He was not sure when the second floor would be coming down. He said the committee talked about fundraising and are looking for in-kind donations.

17. PUBLIC INPUT

Roger Duhaime came forward to remind councilors that development of undeveloped areas will require more fire and police protection, and increased insurance costs and other expenses. It's a quality of life thing.

Chairman Sullivan closed the public hearing at 9:39 p.m.

Kimberly Blichmann of 335 Buck Street in Pembroke asked councilors, while reviewing health insurance numbers, to keep in mind that employees are attached to those numbers.

Matt O. who lives in Bow asked the Council to help employees through this. He thanked the Council for their time. Mr. O was invited to come to the Budget Committee meeting tomorrow night.

Councilor Winterton reminded everyone that Gold Star mothers will be recognized at a Veterans Day event. Councilor Miville said he plans to attend.

16. NON-PUBLIC SESSION

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

402 18.b NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the
403 reputation of any person, other than a member of the public body itself.
404

405 **19. ADJOURNMENT**

406
407 *Chairman Sullivan moved, second by Councilor Tsantoulis, to adjourn the public meeting at*
408 *9:40 p.m.*

409
410 Respectfully submitted,

411
412 Suzanne Beauchesne
413 Recording Clerk

414
415
416
417



TOWN COUNCIL MINUTES - UNOFFICIAL
Regular Meeting
Wednesday, November 16, 2016
6:00 PM
Council Chambers

1
2
3
4
5
6
7
8 **1. CALL TO ORDER**

9
10 Chairman James Sullivan called the 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, Robert
15 Duhaime [arrived at 6:02], Marc Miville, D. Ross, and Chairman James Sullivan.

16 Missing: Councilors James Levesque and Adam Jennings

17
18 **3. PLEDGE OF ALLEGIANCE**

19
20 **4. SPECIAL RECOGNITIONS**

21
22 Chairman Sullivan said the agenda order for "Scheduled Appointments" will be changed for
23 the next Council meeting.

24
25 Chairman Sullivan, on behalf of the Council, wished Councilor Levesque the best and a
26 speedy recovery, having recently been hospitalized.

27
28 **5. APPROVAL OF MINUTES**

29
30 **6. AGENDA OVERVIEW**

31
32 **7. PUBLIC HEARINGS**

33
34 **8. CONSENT AGENDA**

35
36 8.a accept the donation of a \$40,000.00 grant from the Department of Justice, Division of Public
37 Protection, to the Town of Hooksett for the Hooksett Police Department per RSA 31:95-b, III (a).
38 [AG DTF Staff Report.pdf](#)

39
40 *Councilor Winterton moved, second by Councilor Miville, to accept the Consent Agenda, as*
41 *presented. Motion passed unanimously, 7-0.*

42
43 **9. TOWN ADMINISTRATOR'S REPORT**

44
45 Dr. Shankle reminded the Council that there were no minutes to approve because the last
46 meeting was held just a week ago.

47
48 Dr. Shankle read a letter received from Samatha Brigham from Eversource regarding
49 Sergeant Valerie Lamy's professionalism and how she appreciated the Police Department
50 sending someone out.

51 Dr. Shankle referenced a staff report on funds to be used for the purchase of a new police
52 Ford Explorer, and invited Chief of Police Peter Bartlett to come forward. The Chief said "the
53 sooner we get approval, or not, to go forward, the sooner we can get on the list to place the
54 order". Councilor Miville asked if there was a hardship by not having the vehicle. Chief
55 Bartlett said they are down three cars right now.

56
57 Chief Bartlett said on October 7, 2016 a police officer was involved in a motor vehicle crash
58 at the intersection of Hackett Hill Road and the Exit 11 off ramp. The other driver failed to
59 yield and struck the police vehicle on the passenger side. There was extensive damage to
60 the other person's car and to Car No. 5, a 2014 Ford Explorer SUV that was fully outfitted
61 with emergency equipment. The insurance company said the car was a total loss. The total
62 loss to the town is \$48,964.87. Through the Finance Director, a settlement of \$11,913 less
63 the town's \$1,000 deductible was yielded for the car. The equipment was depreciated over a
64 two year period from 5% to 8% with an insurance total settlement on all emergency
65 equipment of \$16,375.26. The car and equipment value equals \$27,288.26 in insurance
66 funds but in order to replace the car the police department will require an additional
67 \$21,676.61.

68
69 Councilor Ross asked how many miles were on the vehicle and was told 94,000. He said it
70 cost \$10,000 a year to run the vehicle. The Chief thought the vehicle was purchased in 2013
71 and said the settlement was made while he was out of town. Councilor Ross said "a little
72 push back doesn't hurt" sometimes. The chief explained the vehicle replacement schedule.
73 Councilor Winterton noted that the purchase was being made from Irwin Motors instead of
74 Londonderry Ford where the other two PD vehicles were purchased. Chief Bartlett said
75 Londonderry Ford "doesn't have any". Councilor Tsantoulis said he has a family member
76 who is a Ford dealer and if 65 percent of a vehicle is damaged, it is considered totaled and
77 90,000 plus mileage is considered high mileage. Councilor Miville felt the town should have
78 recouped its loss and had the other driver pay for equipment loss as well.

79
80 Finance Director, Christine Soucie said she merely serves as the mediator. She does not
81 negotiate, and the last time there was a total rollover was in 2008. Councilor Duhaime felt
82 "we should have gotten 100 percent". Director Soucie said the town doesn't have full
83 coverage on any vehicles, with the exception of a few fire vehicles. She said you have to
84 weigh the value of getting full coverage and there has only been two accidents in the last ten
85 years.

86
87 *Councilor Ross moved, second by Councilor Tsantoulis, to allow the Police Department to*
88 *purchase one new Ford police explorer vehicle from Irwin Motors and the related emergency*
89 *equipment through Ossipee Mountain Electronics, Patrol PC, Kustom Signals, Motorola*
90 *Solutions and BTA Graphics and Lettering in the amount of \$48,964.87. The fiscal impact*
91 *will be \$21,676.61 that will be funded from the police budget. Roll Call #2: Councilor*
92 *Duhaime-yes, Councilor Miville-yes, Councilor Ross-yes, Councilor Giotas-yes, Councilor*
93 *Winterton-yes, Councilor Tsantoulis-yes, Chairman Sullivan-yes. Motion passed*
94 *unanimously, 7-0.*

95
96 Dr. Shankle indicated that DuBois & King will be ready to come to the Council in December
97 and will have bridge bid out in January.

98
99 **10. PUBLIC INPUT - 15 MINUTES**

101 **11. NOMINATIONS AND APPOINTMENTS**

102
103 In response to the question of how many representatives the town has, or is suppose to
104 have, on the Southern NH Planning Commission, Nick German said it was three.

105
106 **12. SCHEDULED APPOINTMENTS**

107
108 **13. 15 MINUTE RECESS**

109
110 **14. OLD BUSINESS**

111
112 14.a 2017-18 Budget and Warrant Articles

113
114 ARTICLE: To see if the town will vote to raise and appropriate the sum of \$200,000 to be
115 added to the Public Works' Vehicles Capital Reserve Fund previously established. Estimated
116 tax rate impact is \$0.13. *Councilor Duhaime moved, second by Councilor Ross, to*
117 *recommend the article be placed on the ballot. Motion passed unanimously, 7-0.*

118
119 ARTICLE: To see if the town will vote to approve the cost items included in the collective
120 bargaining agreement reached between the Hooksett Town Council and the Hooksett
121 Permanent Firefight4ers Association Local 3264, IAFF which calls for the following increases
122 in salaries and benefits at the current staffing level:

Estimated Increase Over Prior Year			
Fiscal Year	Salaries	Benefits	Estimated Increase
2017-18	\$151,550	\$22,442	\$173,992
2018-19	\$97,960	\$32,442	\$130,402

123
124
125 And further raise and appropriate the sum of \$173,992 for the current fiscal year; of this
126 amount \$15,578 is authorized to be withdrawn from the Ambulance Revenue Fund, and the
127 balance of \$158,414 to be raised from general taxation. Such sum represents the additional
128 costs attributable to the increase in salaries and benefits required by the new agreement over
129 those that would be paid at current staffing levels. Estimated tax rate impact is \$0.10.
130 *Councilor Winterton moved, second by Councilor Duhaime, to recommend the article be*
131 *placed on the ballot. Motion passed unanimously, 7-0.*

132
133 ARTICLE: To see if the town will vote to raise and appropriate the sum of \$142,819 for an
134 increase in salaries and benefits for non-union full-time and part-time town personnel. Fiscal
135 Year: 2017-18; Salaries: \$118,173; Benefits: \$24,646; Total: \$142,819. Estimated tax impact
136 is \$0.09. *Councilor Winterton moved, second by Councilor Duhaime, to recommend the*
137 *article be placed on the ballot. Motion passed unanimously, 7-0.*

138
139 ARTICLE: To see if the town will vote to raise and appropriate the sum of \$140,000 to be
140 added to previously established Capital Reserve Funds and to apportion the sum among
141 several funds as listed:

142
143 Drainage Upgrades

\$ 50,000.00

144	Parks & Recreation Facilities Development	\$ 15,000.00
145	Town Building Maintenance	\$ 75,000.00
146	Total	\$140,000.00

147
 148 Councilor Winterton moved, second by Councilor Tsantoulis, to recommend the article be
 149 placed on the ballot. Councilor Miville said members of the Budget Committee do not like
 150 "bundling" and this may get no votes. Councilors Winterton and Tsantoulis withdrew their
 151 motion. *Chairman Sullivan moved, second by Councilor Duhaime, to recommend the*
 152 *Drainage Upgrades portion in the amount of \$50,000 be included on the ballot. Motion*
 153 *passed unanimously, 7-0.*

154
 155 *Councilor Ross moved, second by Councilor Duhaime, to recommend the Parks &*
 156 *Recreation Facilities Development (\$15,000) and Town Building Maintenance (\$75,000) in*
 157 *the amount of \$90,000 be included on the ballot. Motion passed unanimously, 7-0.*

158
 159 ARTICLE: To see if the town will vote to raise and appropriate the sum of \$120,000 to be
 160 added to the previously established Capital Reserve Funds and to apportion the sum among
 161 several funds as listed below. Estimated tax rate impact is \$0.08.

162		\$ 50,000.00
163	Fire Apparatus	\$ 20,000.00
164	Air Packs & Bottles	\$ 50,000.00
165	Emergency Radio Communications	\$120,000.00
166	Total	

167
 168 *Councilor Ross moved, second by Councilor Tsantoulis, to recommend the article be placed*
 169 *on the ballot. Roll Call #5: Councilor Giotas-yes, Councilor Ross-yes, Councilor Miville-no,*
 170 *Councilor Duhaime-yes, Councilor Tsantoulis-yes, Councilor Winterton-yes, Chairman*
 171 *Sullivan-yes. Motion passed, 6-0-1 [Councilor Miville opposed].*

172
 173 ARTICLE: To see if the town will vote to raise and appropriate the sum of \$78,269 for the
 174 salary and benefits to hire a full-time recreation director as follows: Fiscal Year: 2017-18;
 175 Salary: \$47,476; Benefits: \$30,793; Estimated Increase: \$78,269. Estimated tax rate impact
 176 is \$0.05.

177
 178 Councilor Miville moved, second by Chairman Sullivan, to remove this article from the
 179 warrant. He said "it's wanted, not needed". He would like to see it removed from the ballot
 180 entirely. Chairman Sullivan said there is no defined job description and he is concerned
 181 about the tax impact. Dr. Shankle said that if it passes in March, "we would have a job
 182 description". He said they know what they want the Recreation Director to do. Councilor
 183 Ross said the matter was already moved onto the ballot. Now it is a matter of recommending
 184 or not and placing it on a warrant will give voters an opportunity to weigh in. Councilor
 185 Tsantoulis stated that many families have requested more activities that could be directed
 186 and overseen by a Recreation Director. He said the Council made a commitment to move in
 187 this direction a while back and he is in favor of the position, and would be opposed to doing
 188 anything differently. Councilor Duhaime said adding it to the ballot would allow the Council to
 189 get to the voters. Councilor Miville said "we have said many times over the year that we are
 190 putting things on the ballot to allow voters to decide". He said they are going to see a tally of
 191 6-1 because we have barely discussed it but it's a "fait accompli". Dr. Shankle said it was
 192 discussed before and what the recreation director would do was talked about. It was
 193 mentioned that the tax rate impact is \$0.05. Chairman Sullivan said he is in favor of

194 withdrawing the motion because of the amount. Councilor Ross said there shouldn't be two
195 motions on the floor, and while he does not support the article, he wants it on the ballot. The
196 motion is to remove it from the ballot. Both motions were withdrawn.

197
198 *Councilor Miville moved, second by Chairman Sullivan, to remove the article from the ballot.*
199 *Motion failed, 2-5 [Councilor Miville and Chairman Sullivan in favor].*

200
201 *Councilor Tsantoulis moved, second by Councilor Giotas, to place the article on the ballot.*
202 *Roll Call #4: Councilor Ross-no, Councilor Duhaime-yes, Councilor Miville-no, Councilor*
203 *Winterton-yes, Councilor Tsantoulis-yes, Councilor Giotas-yes, Chairman Sullivan-no.*
204 *Motion passed 4-3 [Councilors Ross, Miville, and Chairman Sullivan opposed].*

205
206 ARTICLE: To see if the town will vote to raise and appropriate the sum of \$50,000 to
207 purchase a Fire Command vehicle for the Fire-Rescue Department. Estimated tax rate
208 impact is \$0.03. *Councilor Ross moved, second by Councilor Tsantoulis, to recommend the*
209 *article be placed on the ballot. Motion passed unanimously, 7-0.*

210
211 ARTICLE: To see if the town will vote to raise and appropriate the sum of \$50,000 for the
212 purpose of refurbishing Hooksett Fire Engine 5, a 2006 E-1 Typhoon Pumper. Estimated tax
213 rate impact is \$0.03. *Councilor Duhaime moved, second by Councilor Miville, to recommend*
214 *the article be placed on the ballot. Motion passed unanimously, 7-0.*

215
216 ARTICLE: To see if the town will vote to raise and appropriate the sum of \$30,000 to be
217 added to the Automated Collection Equipment Capital Reserve Funds previously established.
218 Estimated tax rate impact is \$0.02. *Councilor Duhaime moved, second by Councilor*
219 *Tsantoulis, to recommend the article be placed on the ballot. Roll Call #5: Councilor*
220 *Tsantoulis-yes, Councilor Ross-no, Councilor Duhaime-yes, Councilor Winterton-yes,*
221 *Councilor Miville-yes, Councilor Giotas-yes, Chairman Sullivan-yes. Motion passed 6-1*
222 *[Councilor Ross opposed].*

223
224 ARTICLE: To see if the town will vote to raise and appropriate the sum of \$30,000 to be
225 added to the Revaluation Capital Reserve Funds previously established. Estimated tax rate
226 impact is \$0.02. *Councilor Ross moved, second by Councilor Duhaime, to recommend the*
227 *article be placed on the ballot. Motion passed unanimously, 7-0.*

228
229 ARTICLE: To see if the town will vote to raise and appropriate the sum of \$10,000 to be
230 added to the Master Plan Capital Reserve Funds previously established. Estimated tax rate
231 impact is \$0.01. *Councilor Giotas moved, second by Councilor Duhaime, to recommend the*
232 *article be placed on the ballot. Motion passed unanimously, 7-0.*

233
234 ARTICLE: To see if the town will vote to raise and appropriate the sum of \$10,000 to be
235 added to the Conservation Land Improvements Capital Reserve Funds previously
236 established. Estimated tax rate impact is \$0.01. *Chairman Sullivan moved, second by*
237 *Councilor Tsantoulis, to recommend the article be placed on the ballot. Motion passed*
238 *unanimously, 7-0.*

239
240 Chairman Sullivan said two more warrant articles will be re-visited. Dr. Shankle suggested
241 the Council could decide on the TIF matter tonight. *Councilor Winterton moved, second by*
242 *Councilor Tsantoulis, to recommend placing on the ballot an article not to exceed \$650,000*
243 *for a five-year bond to fund engineering project for the Sewer TIF district between Exits 10*

244 and 11. Councilor Winterton said the matter was discussed last week where it was
245 mentioned that a committee made up of stakeholders concluded it would be a good thing for
246 the town. He did not have a number to determine the tax rate impact since a bond is spread
247 out over multiple years. A number of Councilors were concerned about crafting an article on
248 the fly. Finance Director, Christine Soucie, said all articles are written with only technical
249 changes to be updated. Councilor Winterton noted that the Council did not make a decision
250 at its last meeting since not all Councilors were in attendance; and even though the Council
251 was not full tonight, he asked the Council to come to a consensus to ask the Finance
252 Department to draft a warrant article that can be addressed at the next meeting. Chairman
253 Sullivan said it would make more sense to place it on the ballot. Councilor Miville felt that the
254 Council should have a public hearing on the matter because many residents don't know
255 what's going on. Councilor Winterton said there are 14 warrant articles going on the ballot
256 that have had no public hearings. Chairman Sullivan said if a warrant article is presented as
257 a bond, it does require a public hearing which could be held after tonight's vote. *A vote on
258 the motion was called. Roll Call #6: Councilor Miville-yes, Councilor Winterton-yes,
259 Councilor Giotas-yes, Councilor Ross-no, Councilor Tsantoulis-yes, Councilor Duhaime-yes,
260 Chairman Sullivan-yes. Motion passed, 6-1 [Councilor Ross opposed].*

261
262 Councilor Winterton asked if a public hearing is held in December, would another hearing
263 have to take place in January. He also stated that this is not a \$9 million project, it's a
264 \$650,000 bond issue.

265
266 Councilor Ross said a TIF district has not been established so there is no need for a hearing.
267 Councilor Winterton said the Council must establish a TIF district then should ask voters to
268 fund the established district. When Chairman Sullivan asked when the Council needed to
269 vote to establish a TIF district, Councilor Winterton said either tonight or at its next meeting
270 on December 14th. Councilor Ross asked what the engineering firm will do. Councilor
271 Winterton said that will be clearly delineated in the warrant article. They will determine
272 whether we can put a sewer over there [Route 3A, Exits 11-Exit 10]. Without proper
273 engineering, he said, "we can't figure out to do it". Councilor Tsantoulis said the engineering
274 firm will give us an idea of costs and whether it is feasible. This would be important
275 information to present to voters. The Council will have to "sell it", he said. Councilor
276 Winterton added that it is important for the Council and voters to know that if the retail and
277 development communities don't step forward, the project won't go forward. Dr. Shankle said
278 staff does not support the establishment of a TIF district. Finance Director Soucie said a
279 public hearing must be held 60 days before the first session on February 10th so December
280 14th would meet the deadline. Chairman Sullivan asked that a public hearing be scheduled
281 for December 14th and instructed Administration to post accordingly. Dr. Shankle said they
282 will have no more information on December 14th than they do tonight. The Council discussed
283 the matter further.

284
285 Councilor Tsantoulis asked "why are we pushing as hard as we are" and suggested pushing
286 it back to May or June. Councilor Winterton said the TIF district needs to be established
287 before the April 1st revaluation. He said the Council was close last June when the
288 subcommittee was formed and they met all summer long. He said projects are being delayed
289 wondering what the town is going to do. He personally believes this is a positive step forward
290 for the town and the only way to combat tax increases and a way to increase the town's
291 commercial tax base. Regarding bonding, Councilor Winterton said money has never been
292 cheaper. Councilor Miville asked for clarification from the town engineer who didn't think this
293 would work from a revenue standpoint. Dr. Shankle said the subcommittee is more optimistic

294 than staff who are being more conservative on this issue. Chairman Sullivan stated that the
295 matter had been approved to be placed on the ballot, that the Council should schedule a
296 hearing on January 5th, followed by the Council moving to recommend a TIF district to be
297 funded by a bond of up to \$625,000. Chairman Sullivan suggested scheduling a special
298 meeting for January 4th for the specific purpose of holding a hearing for the TIF proposal.
299 Director Soucie said it should allow for acceptance and approval of a petition article. Snow
300 date will be January 5th.

301
302 Christine Soucie said the Budget Committee's public hearing is scheduled on January 12th
303 Snow date the 5th

304
305 14.b Elderly and Veterans Tax Exemptions
306 [Elderly Exemption Report.pdf](#)
307 [Veterans staff report.pdf](#)
308 [Tax RSA.docx](#)

309
310 *Councilor Ross moved, second by Councilor Winterton, to decrease the asset limit for Elderly*
311 *Exemptions from \$350,000 to \$160,000 to be effective in conjunction with the 2018*
312 *revaluation. Motion passed unanimously, 7-0.*

313
314 *Councilor Ross moved, second by Councilor Miville, to increase the income limits for Elderly*
315 *Exemptions from \$35,000 to \$40,000 for single and from \$50,000 to \$52,000 for married to*
316 *be effective in conjunction with the 2018 revaluation. Motion passed unanimously, 7-0.*

317
318 *Councilor Ross moved, second by Councilor Miville, to increase the Veterans Tax Credit from*
319 *\$250 per year to \$500 per year for qualifying veterans. Motion passed unanimously, 7-0.*

320 14.c 2017 Town of Hooksett Health Insurance

321
322 The health insurance committee established at the last Council meeting will not meet until
323 January, and Donna Fitzpatrick is heavily involved with enrollment between now and then.

324 325 15. NEW BUSINESS

326 327 16. SUB-COMMITTEE REPORTS

328
329 Councilor Ross said a great job was done on the town hall ceiling which is complete. He said
330 the Conservation Commission met two days ago and reviewed an application for docks at a
331 property along a discontinued road. There was no impact study done and no research was
332 done. He said he expressed his dislike with the proposal. Councilor Ross said there will be
333 no warrant articles forthcoming from the Commission.

334
335 Councilor Winterton said the Planning Board has not seen anything about docks. The Youth
336 Achiever Committee will be meeting on Monday morning and will have a touching
337 presentation to make at the December 14th meeting.

338
339 Councilor Miville said the Economic Development Committee met yesterday and went over
340 the final business report done by UNH that includes recommendations related to the business
341 community. He said the Budget Committee was not inclined to pick up the \$390,000 health
342 insurance shortfall and the matter was tabled to the committee's January 5th meeting. He

343 said the honoring of Gold Star families on Veterans Day was well-attended. There were a lot
344 of veterans there and it was a lively event.

345
346 Dr. Shankle said the Council must meet in non-public to discuss and decide on the police
347 union contract.

348
349 **17. PUBLIC INPUT**

350
351 **18. NON-PUBLIC SESSION**

352
353 18.a NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee
354 or the disciplining of such employee, or the investigation of any charges against him or her.

355
356 18.b NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the
357 reputation of any person, other than a member of the public body itself.

358
359 **19. ADJOURNMENT**

360
361 *Councilor Winterton moved, second by Councilor Duhaime, to adjourn the meeting at 8:35*
362 *p.m. Motion passed unanimously, 7-0.*

363
364
365

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, December 14, 2016 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept an \$11,414.00 grant from the Merrimack Conservation Partnership to the Town of Hooksett for the Hooksett Conservation Commission to fund eligible transaction expenses on the Hooksett-Bow Forests Project per RSA 31:95-b, III (a). The cash match on this project is \$2,853 which represents 25% of the grant award. Questions should be directed to the Hooksett Community Development at 603-419-4003 or 603-485-4117.

The Merrimack Conservation Partnership

c/o Society for the Protection of New Hampshire Forests, 54 Portsmouth Street, Concord, NH 03301

October 24, 2016

Steve Couture
Town of Hooksett Conservation Commission
35 Main Street
Hooksett, NH 03106

Dear Steve:

I am very pleased to inform you that at its recent meeting on September 13, 2016, the Merrimack Conservation Partnership approved a grant in the amount of \$11,414 to the Town of Hooksett Conservation Commission to fund eligible transaction expenses on the Hooksett – Bow Forests Project, as described in your grant application. The cash match on this project is \$2,853 which represents 25% of the grant award.

Funds granted may only be used for the purposes above, and will be released only after the project has been completed, and upon receipt and approval of an itemized request for payment ("invoice") from you the applicant. This invoice should detail the nature of the expense, the person/company who supplied the good or service, and the date(s) the expense was incurred. Where itemized expenses include services by third parties, please also provide copies of vendor invoices as backup documentation. Your itemized invoice should also be accompanied by a cover letter stating that the project has been completed (i.e. the real estate transaction has closed), and must include the date of closing along with the book and page of the recorded deed and registry of recording. Funds that are released to you, but not subsequently used for the purposes detailed in your invoice, are subject to return to the Merrimack Conservation Partnership.

In all public acknowledgments and publicity relating to the project, please include the following language: "Transaction funding for the project was provided by the Merrimack Conservation Partnership, a public/private effort for land conservation land in the Merrimack River Watershed. To learn more, visit <http://merrimackconservationpartnership.org/>."

Please acknowledge receipt of this letter, and your acceptance of the terms discussed above, and confirm that no gifts or services were received by any member of the Merrimack Conservation Partnership in exchange for this grant by signing this letter in the space provided below and returning a copy to the address above. On behalf of the Merrimack Conservation Partnership, please accept my congratulations on your grant award, and best wishes for the successful completion of the project.

Sincerely,



Brian Hotz
Coordinator

Accepted and agreed to this 14 day of DEC. 2016.

By: [Signature] STEVEN M. COUTURE

Title: CHAIR, CONSERVATION COMMISSION

Staff Report

Title: Conservation Grant Acceptance Public Hearing

Date: 12/14/16

Background and Discussion of Issues

The Merrimack Conservation Partnership has approved a grant in the amount of \$11,414 to the Hooksett Conservation Commission to fund eligible transaction expenses on the Hooksett-Bow Forests Project. The cash match on the project is \$2,583 which represents 25% of the grant award.

The Conservation Commission voted on 11/14/16 to accept this grant.

Acceptance of a grant from Merrimack Conservation Partnership per RSA 31:95-b,III (a) states any money over \$10,000 requires a public hearing prior to council acceptance.

Recommendation (including suggested motion, if appropriate)

Recommend that the Town Council accept this grant for the amount of \$11,414 from the Merrimack Conservation Partnership.

Fiscal Impact

The cash match on the project is \$2,583 which represents 25% of the grant award

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

Town Administrator Recommendation

Concur

Hooksett Happy Helpers

To: Hooksett Town Council
35 Main St.
Hooksett, NH 03106

Date: 1 Dec. 2016

From: Hooksett Happy Helpers
Bernadette Chevrette
16 Birch Hill Road
Hooksett, NH 03106

Dear Council Members,

On behalf of the Hooksett Happy Helpers, we would like to present this check for the amount of \$2,283.68. This check is for the old Town Hall Preservation at 16 Main St. These were the remaining funds from the Clothing Store. We appreciate your time and if you have any questions, please feel free to contact me.

Respectfully Submitted

Bernadette Chevrette
c/o: Janet Y. Gould
1 Prescott Heights Road
Hooksett, NH 03106

Staff Report

Title: Donation of \$500.00 for Haunted Trail

Date: 12/14/16

Background and Discussion of Issues

A donation was made by Global Partners LP to the Town of Hooksett for the Annual Haunted Trail Event. Richard Woolverton works for Global and is a resident in Town. His wife Karen has participated as a volunteer in the event for several years, along with Jodi Pinard who helped to secure this donation. Global Partners own Mr. Mikes on 3A in Bow, Mr. Mikes in Manchester and Miles in Auburn.

Recommendation (including suggested motion, if appropriate)

I recommend that the Council motion to accept the donation from Global to the Town of Hooksett for the Annual Haunted Trail in the amount of \$500.00 per RSA 31:9-b III (b) donations in the amount of less than \$10,000.

Fiscal Impact

\$0 impact on the budget, money will be placed into the Recreation Revolving Fund to support present and future recreation events

Prepared by: Diane Boyce, Director DPW

Town Administrator Recommendation

I concur

Staff Report

Title: Family Services Donations

Date: 12/14/16

Background and Discussion of Issues

Background:
Per RSA 31:95-b,III (b) for such amount less than \$5,000 Council shall post notice in the agenda and shall include notice in the minutes of a Council meeting in which such monies are discussed.

Issue: To accept donations of the 2016 Hooksett Holiday Assistance Program

Discussion:
Donations of gift cards to be distributed to children in need through the Hooksett Family Services Holiday Assistance Program were received from the following residents:
-Bill Northrup and Margaret Dennehy \$700 in Walmart and Khols gift cards
-Melissa DellApi and Erik Shessler \$100 in Target gift cards
-Jay Rainville \$1000 in Target gift cards

A check in the amount of \$500 was donated by Russell and Lori Pelletier for any Family Services holiday related needs or needs throughout the year.

Recommendation (including suggested motion, if appropriate)

Motion to accept donations to the Town of Hooksett Family Services Department for the Holiday Assistance Program totaling \$2,300 from residents Bill Northrup and Margaret Dennehy (\$700), Melissa DellApi and Erik Shessler (\$100), Jay Rainville (\$1000), and Russell and Lori Pelletier (\$500 for Family Services Holiday Assistance Program and/or Family Services needs throughout the year) per RSA 31:95-b, 111 (b).

Fiscal Impact

None

Prepared by: Joy Buzzell, Family Services Director

Town Administrator Recommendation

Concur

Staff Report

Title: Accept Reimbursement

Date: December/2016

Background and Discussion of Issues

Hooksett Fire-Rescue participated in a MCI active shooter drill in Goffstown on 10/4/15 that was funded by the State of NH Dept. of Homeland Security. The State has reimbursed the cost of Overtime \$(550.60) and we are requesting it into our Overitme account.

Recommendation (including suggested motion, if appropriate)

Accept the \$550.56 reimbursement and credit the fire overtime account

Fiscal Impact

none

Prepared by: Chief James Burkush

Town Administrator Recommendation

concur

State of New Hampshire

Vendor Payments

Check Number: 245 28
STATEMENT OF REMITTANCE

VOUCHER NUMBER	INVOICE NUMBER	DESCRIPTION	CONTACT INFORMATION	DATE	AMOUNT
3094269	HOOKSETTFD101315	REIMB MCI EXERCISE	(603) 271-7727 APSharedServices@nh.gov	06/17/16	550.56
TOTAL					550.56

If you have further payment questions, reference the contact information provided next to the line item in question.

INFORMATIONAL MESSAGE

Questions On Your Payment?
Please use the contact information provided above in the fourth column from the left.

REMOVE DOCUMENT ALONG THIS PERFORATION

State of New Hampshire
Office of State Treasurer
25 Capitol Street - Rm. 121
Concord, NH 03301

State of New Hampshire
Vendor Payments

Bank of America
Concord, NH
51-44-119

PAY EXACTLY *Five Hundred Fifty and 56/100 Dollars*

07/11/16

2459092

PAY TO THE ORDER OF
TOWN OF HOOKSETT
FIRE RESCUE DEPT
15 LEGENDS DR
HOOKSETT NH 03106

Walter B. De...
Authorized Signature

\$ *****550.56

VOID AFTER 180 DAYS

⑈02459092⑈ ⑆011900445⑆ 000000011123⑈

HOOKSETT FIRE-RESCUE DEPARTMENT

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



October 13, 2015

Emily Martuscello
Exercise Training Officer
State of NH Department of Safety
Homeland Security and Emergency Management
33 Hazen Drive
Concord, NH 03305

Re: Request for Reimbursement

Dear Ms. Martuscello:

This letter will serve as the Town of Hooksett's request for reimbursement in the amount of \$550.56 for the Active Shooter – MCI Exercise held on October 4, 2015.

All expenses related to this training have been paid in full and included are all required documents listed on the reimbursement checklist. As the Grant requires, we will maintain these financial records for seven (7) years.

If you have any questions or need additional information, please contact me at (603) 623-7272. Thank you.

Respectfully,

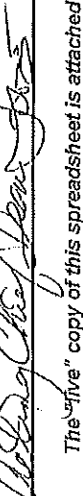
Dean Jore
Acting Fire Chief

State of New Hampshire
Department of Safety

DHS-Approved Training Overtime/Backfill Summary Sheet

Enter attendee name, date of class, class hours and payroll rate.
 Enter payroll period percentages for W/C & Unemployment in Column I NHRs in Column J. Do this for each attendee.
 For Paid on Call, enter W/C & Unemployment if paid. Disregard the NHRs. For Volunteers, disregard both Benefits Columns
 The spreadsheet should automatically calculate the totals.

Agency Name: Class Name/Date(s):											
Attendee Name	Date	Hours	Employment Status	Overtime or Backfill?	Payroll Rate	Total pay	FICA Medicare	W/C and Unemp.	NHRs	Benefits Total	Total Payroll \$650 MAX
Jonathan Barker	10/04/15	6	Full Time	Overtime	\$ 26.40	\$ 158,4000	1.45%	4.67%	29.16%	\$ 55,8835	\$ 214.28
Robert Wojinski	10/04/15	6	Full Time	Overtime	\$ 41.43	\$ 248,5800	1.45%	4.67%	29.16%	\$ 87,6990	\$ 336.28
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
	00/00/00	0			\$ -	\$ -	0.00%	0.00%	0.00%	\$ -	\$ -
Total:											\$ 550.56

Signature of official authorized to approve payroll: 

The "five" copy of this spreadsheet is attached to this file.



DEPARTMENT OF SAFETY- GRANTS MANAGEMENT UNIT
FY 2011/'12/'13/'14 HOMELAND SECURITY GRANT PROGRAM
REQUEST FOR OVERTIME/BACKFILL REIMBURSEMENT-Effective for Eligible Events 10/1/14 or later

MUNICIPALITY Hooksett Fire-Rescue

This is to certify that (insert name): Jonathan Barker

Was relieved from active duty, while attending a DHS/FEMA approved training session or exercise OR backfilled a position for (INSERT NAME OF BACKFILL PERSONNEL HERE) who attended the training or exercise:

Training/Exercise: Active Shooter - MCI Exercise Date: October 4, 2015
Location: Goffstown High School (27 Wallace Road) Amount of reimbursement requested: \$214.28

Because of such absence, the municipality incurred overtime or backfill expenses. (The maximum reimbursement available will not exceed a documented \$650 per person per day for salary PLUS allowed benefits in total). For all DHS/FEMA training programs and exercises proper pre-approval documentation of eligibility must have been received from the Department of Safety point of contact for each program. Strict coordination with DOS is required (NH FS&T, NH HSEM, DOS- Grants Management). SIGNED Payroll records must be attached that correspond to this request; a signed summary of costs by day must be attached. Only time in class is reimbursed. Only documented and pre-approved exercise related time is reimbursed.

Overtime expenses are the result of personnel who worked over and above their normal scheduled daily or weekly work time in the performance of DHS/FEMA-approved activities. Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning and conduct of exercise or training projects. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. Overtime costs which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. Overtime payments related to backfilling personnel who have been sent to training are also allowable, but only the marginal added cost to the grantee of having to pay overtime instead of regular time. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation and as of April 26, 2005 retirement may be reimbursed per program guidance.

Backfill, also called "Overtime as Backfill", expenses are the result of personnel who are working overtime in order to perform the duties of other personnel who are temporarily assigned to DHS/FEMA approved activities (training, exercises, etc.) outside their core responsibilities. Backfill-related Overtime- Also called "Overtime as Backfill": These expenses are limited to overtime costs which result from personnel who are working OVERTIME - which results from personnel working over and above what your department considers overtime as a direct result of their performance of DHS/FEMA-approved activities specified in the applicable grant guidance-to perform duties of other personnel who are temporarily assigned to DHS-approved activities outside of their core responsibilities. These costs are calculated by subtracting the non-overtime compensation, including fringe benefits of the temporarily assigned personnel from the total costs (non-overtime and overtime compensation, including fringe benefits) paid to backfill the position.

Therefore, I am seeking reimbursement for costs incurred as described above. Documentation will be retained at the Municipal/Agency level and be available for State/Federal audit. I further certify that these costs are an accurate record of those incurred by the listed individual for this specific DHS/FEMA approved training or exercise and that the individuals have been paid by the municipality.

Sincerely,
Acting Chief Dean [Signature]
(Signature Municipal CEO authorized to sign)
Dean Vere 603-623-1272
(Print name and phone number)

Remittance Address:
Town of Hooksett
15 Legends Drive
Hooksett, NH 03106

Remittance Federal ID Number:
02-6000416

A copy of the training certificate issued must be attached.

HOOKSETT FIRE RESCUE
Weekly Payroll

Employee Jonathan Baker Pay Period 9/28/15 - 10/4/15

Mon	Tue	Wed	Thur	Fri	Sat	Sun	Total	
24		24					48	Regular Hours
	3					6	9	Overtime Hours
							-	Sick Time
							-	Vacation Time
							-	Personal Time
							-	Holiday
							-	Detail Hours
							-	Bereavement

Employee Signature [Signature] Date 10/4/15

Administration Use Only Below Line

001-350.4220-111.000	Fulltime Wages	<u>42</u>
001-350.4220-130.000	Overtime	<u>9</u>
001-350.4220-114.000	Overtime (CBA)	_____
017-817.4912-130.000	Regular Ambulance	_____
017-817.4912-130.000	OT Ambulance	_____
001-350.4220-111.000	Sick	_____
001-350.4220-111.000	Vacation	_____
001-350.4220-111.000	Personal	_____
001-350.4220-111.000	Holiday	_____
015-815.4912-111.000	Special Detail	_____
001-350.4220-111.002	Admin Wages	_____
001-350.4220-113.002	Admin Part-Time	_____
001-350.4220-113.000	Call Firefighters	_____
Total Hours		<u>51</u>

Approved Signature [Signature: Acting Chief Deane]

HOOKSETT FIRE-RESCUE

UNSCHEDULED OVERTIME

Date: 10/4/15 Incident # _____

Employee's Name: Jonathan Becker

Unscheduled Overtime: From: 07:30 Hours To: 13:30 Hours

Location: Golfstown Drill Total Hours: 6

Box Alarm Medical Building Fire Brush MVA HazMat
Mutual Aid Training Rapid Recall _____ () Other _____ ()

Employee Signature [Signature]

On-Duty Officer Signature Capt Joseph [Signature]

Acting Chief Dan [Signature]

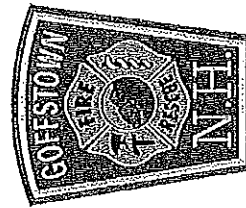
CERTIFICATE OF COMPLETION

This certificate is awarded to

FF Jon Barker

HAS COMPLETED 3.0 HOURS IN AN ACTIVE SHOOTER MCI EXERCISE ON 10/04/2015 BY THE

GOFFSTOWN FIRE DEPARTMENT



[Handwritten Signature]

Signature

Richard S. O'Brien, Fire Chief

10/05/2015

Date



**DEPARTMENT OF SAFETY- GRANTS MANAGEMENT UNIT
FY 2011/'12/'13/'14 HOMELAND SECURITY GRANT PROGRAM
REQUEST FOR OVERTIME/BACKFILL REIMBURSEMENT-Effective for Eligible Events 10/1/14 or later**

MUNICIPALITY Hooksett Fire-Rescue

This is to certify that (Insert name): Robert Woinski

Was relieved from active duty, while attending a DHS/FEMA approved training session or exercise OR backfilled a position for _____ (INSERT NAME OF BACKFILL PERSONNEL HERE) who attended the training or exercise:

Training/Exercise: Active Shooter - MCI Exercise

Date: October 4, 2015

Location: Golfstorm High School (27 Wallace Road)

Amount of reimbursement requested: \$336.28

Because of such absence, the municipality incurred overtime or backfill expenses. (The maximum reimbursement available will not exceed a documented \$650 per person per day for salary PLUS allowed benefits in total). For all DHS/FEMA training programs and exercises proper pre-approval documentation of eligibility must have been received from the Department of Safety point of contact for each program. Strict coordination with DOS is required (NH FS&T, NH HSEM, DOS- Grants Management). SIGNED Payroll records must be attached that correspond to this request; a signed summary of costs by day must be attached. Only time in class is reimbursed. Only documented and pre-approved exercise related time is reimbursed.

Overtime expenses are the result of personnel who worked over and above their normal scheduled daily or weekly work time in the performance of DHS/FEMA-approved activities. Payment of overtime expenses will be for work performed by award (SAA) or sub-award employees in excess of the established work week (usually 40 hours) related to the planning and conduct of exercise or training projects. These costs are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. Overtime costs which are the direct result of attendance at FEMA and/or approved training courses and programs are allowable. Overtime payments related to backfilling personnel who have been sent to training are also allowable, but only the marginal added cost to the grantee of having to pay overtime instead of regular time. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Workers' Compensation and Unemployment Compensation and as of April 26, 2005 retirement may be reimbursed per program guidance.

Backfill, also called "Overtime as Backfill", expenses are the result of personnel who are working overtime in order to perform the duties of other personnel who are temporarily assigned to DHS/FEMA approved activities (training, exercises, etc.) outside their core responsibilities. Backfill-related Overtime- Also called "Overtime as Backfill": These expenses are limited to overtime costs which result from personnel who are working OVERTIME - which results from personnel working over and above what your department considers overtime as a direct result of their performance of DHS/FEMA-approved activities specified in the applicable grant guidance-to perform duties of other personnel who are temporarily assigned to DHS-approved activities outside of their core responsibilities. These costs are calculated by subtracting the non-overtime compensation, including fringe benefits of the temporarily assigned personnel from the total costs (non-overtime and overtime compensation, including fringe benefits) paid to backfill the position.

Therefore, I am seeking reimbursement for costs incurred as described above. Documentation will be retained at the Municipal/Agency level and be available for State/Federal audit. I further certify that these costs are an accurate record of those incurred by the listed individual for this specific DHS/FEMA approved training or exercise and that the individuals have been paid by the municipality.

Sincerely,


(Signature Municipal CEO authorized to sign)

Dean Jore 603-623-7272
(Print name and phone number)

Remittance Address:

Town of Hooksett

16 Legends Drive

Hooksett, NH 03106

Remittance Federal ID Number:

02-6000415

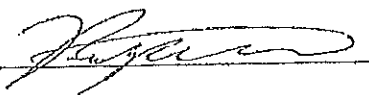
A copy of the training certificate issued must be attached.

HOOKSETT FIRE RESCUE Weekly Payroll

Employee: Rob Wolinski

Pay Period: 9-28-15 to 10-04-15

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	
	24						24	Regular Hours
						20	20	Overtime Hours
							0	Sick Time
							0	Vacation
							0	Personal Day
							0	Floating Holiday
							0	Detail
							0	Bereavement

Employee Signature: 

Date: 10-04-2015

		Total Hours
01-431-01-111	Fulltime Wages	<u>42</u>
01-431-01-112	Overtime	<u>6</u>
01-431-01-114	Overtime (CBA)	<u>14</u>
17-617-01-112	Ambulance OT	_____
01-431-01-111	Sick	_____
01-431-01-111	Vacation	_____
01-431-01-111	Personal	_____
01-431-01-111	Holiday	_____
01-431-01-116	Detail	_____
01-431-01-115	Wages Admin	_____
01-431-01-117	Part Time Employees	_____
01-434-01-101	Forestry	_____
TOTAL HOURS		<u>62</u>

Approved Signature: _____



HOOKSETT FIRE-RESCUE

UNSCHEDULED OVERTIME

Date: 10-4-15 Incident # _____

Employee's Name: Rob Walinski

Unscheduled Overtime: From: 07:30 Hours To: 13:30 Hours

Location: Groffstown MCI Drill Total Hours: 6 hrs.

Box Alarm Medical Building Fire Brush MVA HazMat
Mutual Aid Training Rapid Recall _____ () Other _____ ()

Employee Signature [Signature]

On-Duty Officer Signature Capt James Hoyle

Acting Chief Dean Joss

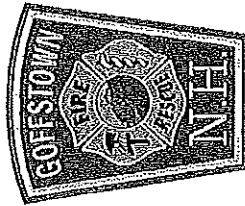
CERTIFICATE OF COMPLETION

This certificate is awarded to

Li. Robert Wolinski

HAS COMPLETED 3.0 HOURS IN AN ACTIVE SHOOTER MCI EXERCISE ON 10/04/2015 BY THE

GOFFSTOWN FIRE DEPARTMENT



[Handwritten Signature]

Signature

10/05/2015

Date

Richard S. O'Brien, Fire Chief

Staff Report

Title: Bond Release - University Circle

Date: 12/14/16

Background and Discussion of Issues

Thibeault Corporation of Londonderry, NH has requested the release of Bond #0109950 in the amount of \$25,000 which is for the maintenance of University Circle. The final wearing course was placed and accepted in 2014. Thibeault Corporation has requested this per their letter dated 9/8/2016.

Recommendation (including suggested motion, if appropriate)

Recommend that the Town Council approve the release of the \$25,000 Maintenance Bond # 0109950 for University Circle

Fiscal Impact

No cost to the town.

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

Town Administrator Recommendation

Concur

CORPORATION
Thibeault

603 Old Mammoth Road • Londonderry, NH 03053

Date: September 8th, 2016

To: Jim Donison

Subject: Bond Release

Jim,

Thibeault would like the town to consider the release of Bond # 0109950 in the amount of \$25,000, which is for the maintenance of University Circle. The final wearing course was placed and accepted 2 years ago.

Any Questions please contact me .

Aaron Firman

Thibeault Corporation of NE

603 Old Mammoth Road,

Londonderry, NH. 03053

Office; 603-669-6114

Cell ; 603-674-5132

Fax; 603-644-5732

afirman.tcorp@gmail.com



(603) 669-6114
Fax: (603) 644-5732

Staff Report

Title: Bond Release - Industrial Park Drive

Date: 12-14-16

Background and Discussion of Issues

BRASFIELD & GORRIE, L.L.C. (Contractor for the GE Aviation Plant 2 Expansion) has requested the release of Travelers Casualty and Surety Company # 106237773 in the amount of \$10,573.45 which was a Right of Way Bond for work on Industrial Park & Hookset Road. The final wearing course on Industrial Park Drive was placed in 2015 and a final patch repair performed in October 2016.

Recommendation (including suggested motion, if appropriate)

Recommend that the Town Council approve the release of Travelers Casualty and Surety Company Bond # 106237773 in the amount of \$10,573.45

Fiscal Impact

No cost to the town.

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

Town Administrator Recommendation

Concur

Staff Report

Title: Nomination and Appointment

Date: Dec. 14. 2016

Background and Discussion of Issues

The Planning Board currently has an Alternate position open that expires 6/2018. It was formerly occupied by Michael DiBietto, and represents the remainder of his full term. David Boutin, of 1465 Hooksett Road, has submitted an application for the Alternate position to the Planning Board for their review. At the Planning Board's November 21st meeting, the review occurred, and they ask that Mr. Boutin be nominated to the remaining term of the Alternate position. It was also suggested that the Town Council consider waiving normal rules and procedures and appoint Mr. Boutin as well. This is because there's a Planning Board meeting scheduled for 12/19 and it's believed an Alternate would possibly be needed to form a quorum.

Recommendation (including suggested motion, if appropriate)

Nominate David Boutin to the position of Planning Board Alternate, expiring 6/2018. Also, please consider waiving normal nomination and appointment procedures and approving the appointment of Mr. Boutin as well.

Fiscal Impact

None

Prepared by: Nicholas P. Germain, Project Coorddinator

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

Planning Board

(1) Alternate Member, exp. 06/2018

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

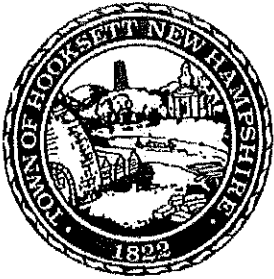
These are unpaid volunteer positions. If interested in being nominated for an appointed position, please fill out the volunteer application form and send it to:
Town of Hooksett, Administration Department, 35 Main Street, Hooksett, NH 03106.

Nominations

Planning Board

David Boutin – Alternate – exp. 6-2018

Appointments



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: November 21, 2014
Name: David Boutin Phone: 603-203-5391
Address: 1465 Hooksett Rd, # 80, Hooksett, N.H. 03106
Email Address: dboutin1465@comcast.net
Signature: David Boutin

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 (Alternate position)
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify.)

How long have you been a resident of Hooksett?

11 1/2 years

Why are you seeking this position?

Throughout my adult life, I have strongly believed in the importance of public service - going back to your community. I have acted on that belief system having devoted over thirty years in public service at the local and state level. I will bring a strong commitment and dedication to this position.

Do you have any specific goals or objectives?

In seeking this position, I want to work for residents of Hooksett striving to oversee good quality development that complies with the town's zoning and land use regulations.

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

I have a Masters degree in planning and community development and have worked as a town planner. I served nine years on the Manchester Planning Board, three as chairman. I worked for eleven years in the legislature on local

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

community issues.

None that I know of.

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

See remarks herein included.

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

Over the past ten years I have served as a Trustee of the Trust Funds, Member of the Heritage Commission, Zoning Board and an elected member of the Town Council.

November 15, 2016

Richard Marshall, Chairman
Hooksett Planning Board
Town of Hooksett New Hampshire
25 Main Street
Hooksett, NH 03106

Dear Chairman Marshall and Fellow Boardmembers:

Please accept my resignation as an alternate member to the Board, effective immediately.

Although I am and will remain a resident of our lovely town, My schedule will continue to take me out of town for extended periods. As such, those absences will prevent me from properly carrying out the duties of an alternate member of the board.

I thank you and the Town Council for granting me the opportunity to serve on this fine board. It has been my honor to serve with each and every one of you.

Sincerely,



Michael J. DiBitetto

2 Tay Road
Hooksett, NH 03106

Staff Report

Title: 2017-18 Default Budget

Date: December 14, 2016

Background and Discussion of Issues

The Town is required to prepare a default budget that will be utilized if the voters of Hooksett do not pass the operating budget. RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget

See attached Default Budget Calculation

Recommendation (including suggested motion, if appropriate)

Motion to amend sign the FY 2017-18 Default Budget totaling \$18,240,669.

Fiscal Impact

Estimated tax rate impact is \$6.77.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation

Concur

Town of Hooksett
DEFAULT BUDGET CALCULATION

12/1/2016

Department	2016-17		2017-18	
	Original Budget	Contractual Items	Remove One-time Items	Default Budget
Administration	\$ 1,061,123	\$ 30,844	\$ -	\$ 1,091,967
Assessing	176,694	4,604	-	181,298
Family Services	193,823	(25,000)	-	168,823
Finance	224,920	8,180	-	233,100
Fire-Rescue	3,679,850	198,835	(9,000)	3,869,685
Police	4,198,079	366,979	(9,800)	4,555,258
Public Works	4,542,777	409,755	-	4,952,532
Tax Collector	271,855	11,030	-	282,885
Town Clerk & Elections	42,773	(318)	(13,034)	29,421
Operating Budget	14,391,894	1,004,909	(31,834)	15,364,969
Budget Committee	8,305	10	-	8,315
Capital Leases	88,057	(20,583)	-	67,474
Cemetery Commission	1,147	-	-	1,147
Conservation Commission	1,277	-	-	1,277
Debt Principal	-	-	-	-
Debt Interest	-	-	-	-
Debt TAN Interest	1	-	-	1
Library	712,733	23,713	-	736,446
Total Operating Budget	15,203,414	1,008,049	(31,834)	16,179,629
Wastewater Department	2,002,935	58,105	0	2,061,040
Grand Totals	\$ 17,206,349	\$ 1,066,154	\$ (31,834)	\$ 18,240,669

Increased the default:
 NHRS employer rates \$141,697
 Manchester Water Works Hydrant rentals \$10,856
 Liability Insurance \$19,491
 Library contracts \$1,192
 FLSA increase for salaried employees \$6,024
 Wastewater contracts \$22,311
 Health Insurance \$415,823

Decreased the default:
 Reduced lease payment by \$20,583
 Reduced elections by \$13,034
 Removed immunization \$9,000
 Reduced welfare \$25,000
 Removed tactical vests \$9,800

Approved at 2015 Town Meeting
 2 New Police Officers \$194,293
 Road Improvements \$300,000



New Hampshire
Department of
Revenue Administration

**2017
Default Budget**

DRAFT

The Default Budget has not been
finalized in the Tax Rate Setting Portal

Account Code	Purpose of Appropriation	Priority	Restrictions on Appropriation	One-Time Appropriation	Default Budget
0000-0000	Collective Bargaining	\$0	\$0	\$0	\$0
4130-4139	Executive	\$375,011	\$11,353	\$0	\$386,364
4140-4149	Election, Registration, and Vital Statistics	\$42,773	(\$318)	(\$13,034)	\$29,421
4150-4151	Financial Administration	\$636,584	\$19,220	\$0	\$655,804
4152	Revaluation of Property	\$176,694	\$4,604	\$0	\$181,298
4153	Legal Expense	\$95,000	\$0	\$0	\$95,000
4155-4159	Personnel Administration	\$189,910	\$0	\$0	\$189,910
4191-4193	Planning and Zoning	\$409,420	\$24,720	\$0	\$434,140
4194	General Government Buildings	\$190,007	\$5,901	\$0	\$195,908
4195	Cemeteries	\$2,147	\$0	\$0	\$2,147
4196	Insurance	\$241,000	\$19,491	\$0	\$260,491
4197	Advertising and Regional Association	\$13,000	\$0	\$0	\$13,000
4199	Other General Government	\$1	\$0	\$0	\$1
Public Safety					
4210-4214	Police	\$4,198,079	\$366,979	(\$9,800)	\$4,555,258
4215-4219	Ambulance	\$0	\$0	\$0	\$0
4220-4229	Fire	\$3,727,200	\$178,252	(\$9,000)	\$3,896,452
4240-4249	Building Inspection	\$105,152	(\$1,158)	\$0	\$103,994
4290-4298	Emergency Management	\$4,251	\$0	\$0	\$4,251
4299	Other (Including Communications)	\$0	\$0	\$0	\$0
Airport/Aviation Center					
4301-4309	Airport Operations	\$0	\$0	\$0	\$0
Highways and Streets					
4311	Administration	\$206,355	\$9,721	\$0	\$216,076
4312	Highways and Streets	\$1,466,716	\$303,983	\$0	\$1,770,699
4313	Bridges	\$1	\$0	\$0	\$1
4316	Street Lighting	\$62,300	\$0	\$0	\$62,300
4319	Other	\$189,648	\$20,699	\$0	\$210,347
Sanitation					
4321	Administration	\$143,210	\$5,031	\$0	\$148,241
4323	Solid Waste Collection	\$272,304	\$29,697	\$0	\$302,001
4324	Solid Waste Disposal	\$651,632	\$5,285	\$0	\$656,917
4325	Solid Waste Cleanup	\$0	\$0	\$0	\$0
4326-4329	Sewage Collection, Disposal and Other	\$0	\$0	\$0	\$0
Water Distribution and Treatment					
4331	Administration	\$0	\$0	\$0	\$0
4332	Water Services	\$0	\$0	\$0	\$0
4335-4339	Water Treatment, Conservation and Other	\$0	\$0	\$0	\$0
Electric					
4351-4352	Administration and Generation	\$0	\$0	\$0	\$0



Account Code	Purpose(s)/Appropriation	Priority/CFR	Adopted Budget	Reductions or Increases	One-Time Appropriation	Original Budget
4353	Purchase Costs		\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance		\$0	\$0	\$0	\$0
4359	Other Electric Costs		\$0	\$0	\$0	\$0
Health						
4411	Administration		\$2,000	\$0	\$0	\$2,000
4414	Pest Control		\$0	\$0	\$0	\$0
4415-4419	Health Agencies, Hospitals, and Other		\$0	\$0	\$0	\$0
Welfare						
4441-4442	Administration and Direct Assistance		\$172,420	(\$25,000)	\$0	\$147,420
4444	Intergovernmental Welfare Payments		\$21,403	\$0	\$0	\$21,403
4445-4449	Vendor Payments and Other		\$0	\$0	\$0	\$0
Culture and Recreation						
4520-4529	Parks and Recreation		\$579,489	\$5,895	\$0	\$585,385
4530-4539	Library		\$712,733	\$23,713	\$0	\$736,446
4583	Patriotic Purposes		\$2,945	\$0	\$0	\$2,945
4589	Other Culture and Recreation		\$12,250	\$0	\$0	\$12,250
Conservation and Development						
4611-4612	Administration and Purchasing of Natural Resources		\$1,277	\$0	\$0	\$1,277
4619	Other Conservation		\$0	\$0	\$0	\$0
4631-4632	Redevelopment and Housing		\$0	\$0	\$0	\$0
4651-4659	Economic Development		\$500	\$0	\$0	\$500
Debt Service						
4711	Long Term Bonds and Notes - Principal		\$0	\$0	\$0	\$0
4721	Long Term Bonds and Notes - Interest		\$0	\$0	\$0	\$0
4723	Tax Anticipation Notes - Interest		\$1	\$0	\$0	\$1
4790-4799	Other Debt Service		\$0	\$0	\$0	\$0
Capital Outlay						
4901	Land		\$1	\$0	\$0	\$1
4902	Machinery, Vehicles, and Equipment		\$0	\$0	\$0	\$0
4903	Buildings		\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings		\$0	\$0	\$0	\$0
Operating Transfers Out						
4912	To Special Revenue Fund		\$0	\$0	\$0	\$0
4913	To Capital Projects Fund		\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport		\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric		\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer		\$2,002,935	\$58,105	\$0	\$2,061,040
4914W	To Proprietary Fund - Water		\$0	\$0	\$0	\$0
4915	To Capital Reserve Fund		\$0	\$0	\$0	\$0
4916	To Expendable Trusts/Fiduciary Funds		\$0	\$0	\$0	\$0



New Hampshire
Department of
Revenue Administration

**2017
Default Budget**

DRAFT

The Default Budget has not been finalized in the Tax Rate Setting Portal

Account Code	Purpose of Appropriation	Priority	Appropriation	Reductions in Appropriations	One-time Appropriations	Default Budget
4917	To Health Maintenance Trust Funds		\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0
4919	To Agency Funds		\$0	\$0	\$0	\$0
		Total Appropriations	\$0	\$0	\$0	\$0
		Total Appropriations	\$0	\$0	\$0	\$0



New Hampshire
Department of
Revenue Administration

**2017
Default Budget**

DRAFT

*The Default Budget has not been
finalized in the Tax Rate Setting Portal*

Account Code	Description
4311	Health Insurance & NHRS Employer rates
4321	Health Insurance & NHRS Employer rates
4441-4442	Reduced Request
4240-4249	Health Insurance & NHRS Employer rates
4140-4149	Health Insurance; NHRS Employer rates & removed number of elections
4130-4139	Health Insurance & NHRS Employer rates
4150-4151	Health Insurance & NHRS Employer rates
4220-4229	Health Insurance; NHRS Employer rates; Hydrant rental contract; reduced lease payment & removed Immunizations
4194	Health Insurance & NHRS Employer rates
4312	Health Insurance; NHRS Employer rates & Road Improvements CIP passed
4196	Liability Insurance Contract
4550-4559	Health Insurance; NHRS Employer rates; FLSA increase & other contracts
4319	Health Insurance & NHRS Employer rates
4520-4529	Health Insurance & NHRS Employer rates
4191-4199	Health Insurance & NHRS Employer rates
4210-4214	Health Insurance; NHRS Employer rates & removed tactical vests; 2 additional employees approved at 2015 Town Meeting
4152	Health Insurance & NHRS Employer rates
4323	Health Insurance & NHRS Employer rates
4324	Health Insurance & NHRS Employer rates
4914S	Health Insurance; NHRS Employer rates & other contracts

Draft warrant for the TIF article

To see if the town will vote to raise and appropriate the sum of **\$650,000.00** for the Engineering Phase outlined in the Route 3A Infrastructure Tax Increment Finance Development District Plan, and

- (i) to authorize the issuance of not more than \$650,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. 3/5 ballot vote required.

OR

- (ii) to authorize that not more than \$650,000 be taken from surplus funds. ½ ballot vote required

We need to be careful that the purpose, which is underlined, matches the TIF Plan which as of 12/1/16 we have not yet seen!

DRAFT

Staff Report

Title: TIF Development Plan

Date: 12/14/16

Background and Discussion of Issues

The Tax Increment Finance (TIF) Advisory Committee has made a recommendation to place a \$650,000 warrant article for preliminary planning and engineering as part of a 5-yr bond or funds to be taken from surplus funds. The sewer construction costs are estimated at \$18M. If the TIF is successful the contributing TIF District properties will cover the preliminary and construction sewer costs, there will not be a tax impact to properties owners and the TIF will create economic development.

As an alternative, staff recommends a more detailed \$25-50K "Build-out" study of the TIF District first be performed to answer questions prior to expending \$650K: add'l info on assessed value of properties and potential build-out; contact NHDOT to discuss Rte3A build-out & traffic impact?; sewer capacity after legal issues are resolved?; tax impact to town for the \$650K and \$9M-\$18M construction of the project?; realistic commercial property uses for properties and how will providing sewer be more attractive for their development and TIF tax revenues these properties will generate to cover bond?; Is 40% contribution from TIF properties realistic?; Will build-out require new fire/police facilities and their costs?; What are the costs of a watermain extension and is water available from the HWWP?; Meet with School Board and Merrimack County as TIF District will impact their revenues.

The existing "Cabella's" TIF is proposed to be amended to include additional non-residential land along Rte3A extending from the area around exits 10 and 11.

Recommendation (including suggested motion, if appropriate)

Recommend that Town Council proceed with either:
(A) a warrant article for the \$650K planning/engineering study with funds to be a 5-year bond or taken from surplus funds
or
(B) first proceed with a more detailed \$25-50K build-out study of the TIF District.

Fiscal Impact

The fiscal tax impact for a \$650K engineering study (5-yr bond or from surplus funds) for an average assessed house of \$231,000 is \$16.18/yr. The fiscal impact of a \$25-50,000 planning build-out study warrant article is estimated at \$3.86-\$7.71 (one year) for an average assessed \$231K house.

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

Town Administrator Recommendation

My understanding is that there will be a proposal developed at the TIF meeting of 12/13. Without having whatever data will be generated for that proposal it is impossible for me to make a recommendation to the Council at this time.

Staff Report

Title: Council Information

Date: December 14, 2016

Background and Discussion of Issues

this complaint the Hooksett Police has conducted directed patrols on Whitehall Terrace for motor vehicle violations with no actionable violations noted. The Hooksett Police has conducted a traffic survey in 2014 with the results yielding an average speed of 25 MPH with the 95th percentile at or below 35 MPH. Since 1988 the Hooksett Police has responded to two motor vehicle crashes on Whitehall Terrace. One in a persons driveway and one at the intersection of Whitehall Rd. The Hooksett Police Department operates with three officers per shift when possible. The south patrol car covers two sectors geographically. The area runs from Legends Drive to the Manchester Line from East of the Merrimack River to the Manchester, Auburn, Candia borders. The Hooksett Police Department attempts to get our officers into the neighborhoods as often as possible. Many of our calls for service require two officers thus having to send officers out of their sectors to assist as backup. We will continue to provide coverage on ALL roads in town as dilligently as possible.

Recommendation (including suggested motion, if appropriate)

police services to ALL areas of the Town. Hooksett officer are dedicated professionals who serve this community with aplomb. Based on the lack of evidence to support a validated traffic issue there should be a motion, backed by the recomendation of the safety committee, to NOT place speed bumps or speed tables on Whitehall Terrace

Fiscal Impact

The fical impact will be \$0.00

Prepared by: Peter Bartlett Chief of Police

Town Administrator Recommendation

[Empty box for Town Administrator Recommendation]

Staff Report

Title: Application for Pawnbroker License

Date: December 14, 2016

Background and Discussion of Issues

E.T. Associates, D/B/A Kliqets, has submitted application and required fee for a Pawnbroker/Second-Hand Dealer License for the business located at 1461 Hooksett Road, units B3-B4. As part of the application process required by Hooksett Ordinance 2014-1, Lieutenant James Bradley of the Hooksett Police Department has completed an investigation of the required Leads Online computer software and found it satisfied the Ordinance. Report is attached.

Recommendation (including suggested motion, if appropriate)

Town Council motion to approve E.T. Associates, D/B/A Kliqets Pawnbroker/Second-Hand Dealer License for business located at 1461 Hooksett Road, Units B3-B4 and for permit to be issued immediately.

Fiscal Impact

None

Prepared by: Todd Rainier, Town Clerk

Town Administrator Recommendation

Concur

Town of Hooksett, NH

PAWNBROKER LICENSE

It is unlawful for any person, firm, or corporation to conduct the business of pawnbroker within the Town limits unless such person, firm or corporation shall have first obtained a pawnbroker's license from the Town of Hooksett in accordance with Town Ordinance 2014-1. All applicants for a pawnbroker's license shall file an application for such license with the Town Clerk on forms to be provided by the Clerk.

DOCUMENTS REQUIRED WITH APPLICATION

Proof of applicant's right to possession of premises
Evidence that the corporation is in good standing under the statutes of the State of New Hampshire
Foreign corporations shall provide evidence that the corporation is authorized to do business in the State of New Hampshire
Proof of subscription to authorized electronic filing software

FEES REQUIRED FOR INITIAL APPLICATION

\$250.00 nonrefundable application fee

TERMS OF LICENSE

The term of a Pawnbroker license is for one year from the date of issuance.

If you have any questions regarding a pawnbroker license, please call the Town Clerk's office at 603-485-9534.

**Town Clerk's Office
Hooksett Town Hall
35 Main Street
Hooksett, NH 03106
Phone: 603-485-9534
Fax: 603-268-0049**

**Town of Hooksett NH
Pawnbroker License Application**

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected

GENERAL INFORMATION

- 1. Name of business: E.T. ASSOCIATES LLC
- 2. Trade name of establishment (d/b/a): KLIQETS
- 3. Address of Business: 11 Westchester Rd
Hooksett, NH 03087
- 4. Address of premises: 1461 HOOKSETT RD, UNIT B3, B4
- 5. Business telephone: 603-518-5446
- 6. Applicant is a:
 Sole Proprietorship Partnership
 Corporation Limited Liability Company

SOLE PROPRIETORSHIP INFORMATION

7. If sole proprietorship, list name, address, and date of birth of proprietor:

PARTNERSHIP INFORMATION

8. If partnership, list name, address, and date of birth of partners:

LIMITED LIABILITY INFORMATION

9. If limited liability company, list name, address, and date of birth of members and manager:
TONY HASHEM
(MEMBER)
EDWARD PAPANDEA (MANAGER)

CORPORATION INFORMATION

10. If corporation, list name: _____

11. If corporation, list names, addresses, and dates of birth of:

President _____

Vice-President _____

Treasurer _____

Secretary _____

Director _____

Director _____

12. List all stockholders owning 10% (or more) of the issued stock:

Name	Address	Date of Birth	Position
------	---------	---------------	----------

13. If stock is pledged, state name and address of person or entity to whom pledged and terms thereof. If additional space is needed, use separate sheet. Attach copies of articles of incorporation and certificate of good standing from the State of NH. (If new corporation, attach certificate and articles of incorporation and organizational minutes.)

14. List any other persons who have a direct or indirect financial interest in this business and the percentage of their interest: _____

15. Has the corporation, any officer, director, manager, stockholder owning or controlling 10% or more of the corporation, member, entity, or person having an interest in the business been adjudicated bankrupt, entered into a "Wage-Earner Plan" pursuant to Chapter XIII of the Federal Bankruptcy Act, or made a general assignment for the benefit of creditors during the past three years?

() Yes () No If yes, please explain on separate sheet.

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected

16. Has a judgment based on fraud ever been entered against the applicant, any officer, director, manager, partner, or stockholder owning or controlling 10% or more of the corporation, member, entity, or any person having an interest in the business?

() Yes (✓) No If yes explain.

17. Has the applicant, manager, partner, officer, director, or stockholder ever held a pawnbroker's license?

Yes () (✓) No If yes, complete the following.

Name of licensee: _____

Relationship to this applicant: _____

Dates licensee was held: _____

City and state where license was held: _____

18. Has the applicant, manager, partner, officer, director, or stockholder ever been denied a pawnbroker license?

() Yes (✓) No

19. Name of person denied a license: _____

20. Relationship to this applicant: _____

21. Date of denial: _____

22. City and state where denied: _____

23. Reason for denial: _____

24. Has the applicant, manager, partner, officer, director, or stockholder ever had a pawnbroker license suspended or revoked?

() Yes (✓) No If yes, complete the following:

Name of person with suspended or revoked license: _____

Relationship to this applicant: _____

Dates of suspension or revocation: _____

City and state of suspension or revocation: _____

Reason for suspension or revocation: _____

FINANCIAL INFORMATION

25. State purchase price and/or terms of lease: 3 YEARS LEASE

26. Attach a copy of mortgage agreement, deed, or lease.

27. Cash to be invested:

By Whom	Bank & Account #	Amount-Source	Purpose
TANY HASHEM	Citizens Bank	Personal Acct.	Investment New Business

28. Complete the following on all business loans obtained. Attach copies of loan agreements

By Whom	Bank & Account #	Amount-Source	Purpose
None			

29. List account name, bank, bank address, account number, and the names of all authorized signatories on all business accounts:

None

30. Is there a written management agreement: Yes No

31. Is there a written partnership agreement? Yes No

32. Attach copies of all written agreements. If there are no written agreements or contracts, a statement must be provided detailing the oral agreements.

PROPERTY INFORMATION

33. Is the building owned or leased? LEASED

34. Name and address of the owner of the building in which the premises is located:
KASSAS REAL ESTATE DEVELOPMENT, INC
50 LAZARUS WAY, SALEM, NH 03079

35. Is the land owned or leased? OWNED

36. Name and address of the owner of the land upon which the building is located:
KASSAS REAL ESTATE DEVELOPMENT, INC
1461 GRANITE HILL BUSINESS CENTER HOOKSETT, NH
HOOKSETT, NH 03106

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected

37. Attach a copy of deed, lease, or other document showing applicants right to possession of premises.

38. Name of applicants insurance company, agent, policy number, and effective date of policy:

[Faint, illegible text, possibly a stamp or header]

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected



Hooksett Police Department
15 Legends Drive
Hooksett, NH 03106

Memo

M E M O R A N D U M

TO: Todd Rainier
FROM: Lieutenant James Bradley
DATE: October 28th, 2016

Mr. Rainier,

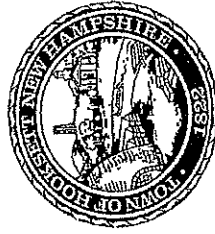
The investigation pertaining to a Pawnbroker License Application that I received for the business of Kliqet, located at 1461 Hooksett Rd. units B3-B4 has been completed. On October 28th, 2016, I met with the applicant Tony Hashem, at Kliqet for the inspection of the required software that is needed to meet the needs for the issuance of this permit. The required electronic filing software, Leads Online was inspected and in working order at Kliqet. Mr. Hashem logged into Leads Online in my presence and showed me his profile to prove his subscription is active. I found that the application completed by Mr. Hashem has met the requirements under Town of Hooksett Ordinance 2014-1.

Sincerely,

A handwritten signature in black ink, appearing to read "James Bradley".

Lieutenant James Bradley
Administrative Lieutenant

**Town of Hooksett
New Hampshire**



**Quarterly Financial Report
For September 30, 2016**
First Quarter of FY 2016-17

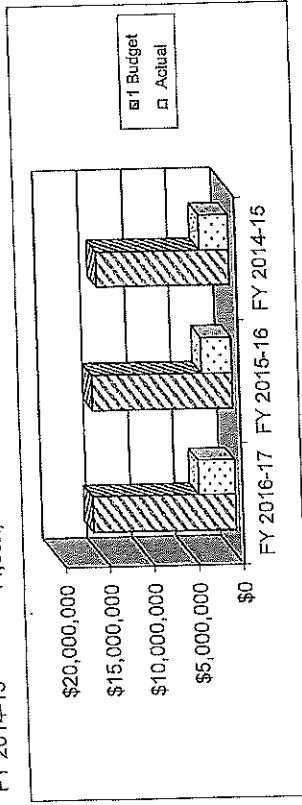
Unaudited

General Fund First Quarter of FY 2016-17

The Quarterly Financial Report summarizes expenditure and revenue projections for the Town of Hooksett. This report shows a three year history of the major expenditures and revenues. Budget Summary reports are provided monthly, which report year-to-date expenditures and revenues in detail.

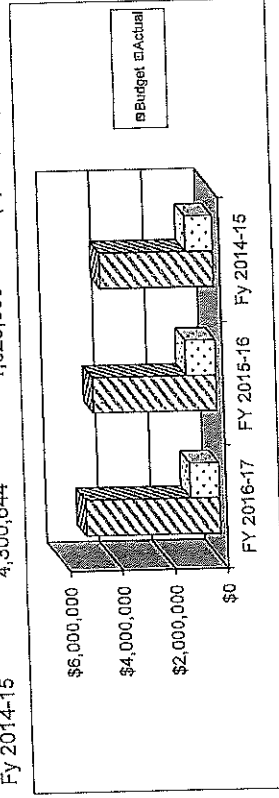
Total Operating Budget

Year	¹ Budget	Actual	Remaining Budget	%
FY 2016-17	\$ 16,024,393	\$ 4,093,200	\$ 11,931,193	26%
FY 2015-16	15,737,198	3,398,215	12,338,983	22%
FY 2014-15	14,892,988	3,285,338	11,607,650	22%



Total Revenues

Year	¹ Budget	Actual	Under Budget	%
FY 2016-17	\$ 5,083,302	\$ 1,107,703	\$ (3,975,599)	22%
FY 2015-16	4,690,742	1,145,710	(3,545,032)	24%
FY 2014-15	4,300,644	1,029,005	(3,271,639)	24%



1) Budget amounts include transfers, grants, donations and prior year encumbrances approved by Council.

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2016-17
 September 2016
 25% of the year has expired
 12 of 52 pay weeks has expired or 23.08%

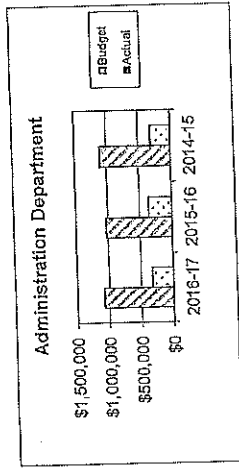
Department	2016-17		2016-17		2016-17		Actual YTD	(Over) Under Expended YTD	Percent Expended
	Approved Budget	Budget Transfers	* Budget Increases	Adjusted Budget	2016-17 Actual YTD	2016-17 Expended YTD			
Administration	1,061,123	3,000	15,371	1,079,494	326,762	752,732	30.27%		
Assessing	176,894	0	0	176,894	35,405	141,289	20.04%		
Family Services	193,823	0	0	193,823	35,269	158,554	18.20%		
Finance	224,920	0	0	224,920	46,416	178,504	20.64%		
Fire-Rescue	3,679,850	0	8,226	3,688,076	914,918	2,773,158	24.81%		
Police	4,392,372	0	61,338	4,453,710	1,015,790	3,437,920	22.81%		
Public Works **	4,542,777	(3,000)	541,751	5,081,528	1,174,205	3,907,323	23.11%		
Tax Collection	271,855	0	0	271,855	56,543	215,312	20.80%		
Town Clerk & Elections	42,773	0	0	42,773	7,627	35,146	17.83%		
Administration's Budget	14,586,187	0	626,686	15,212,873	3,612,935	11,599,938	23.75%		
Budget Committee	8,305	0	0	8,305	526	7,779	6.33%		
Capital Leases	88,057	0	0	88,057	51,600	36,457	58.60%		
Cemetery Commission	1,147	0	0	1,147	420	727	36.52%		
Conservation Commission	1,277	0	0	1,277	78	1,199	6.14%		
Debt Principal	0	0	0	0	0	0	0.00%		
Debt Interest	0	0	0	0	0	0	0.00%		
Debt Tax Anticipation Note (TAN)	1	0	0	1	0	1	0.00%		
Library	712,753	0	0	712,753	427,640	285,093	60.00%		
Total General Fund Operating Budget	15,397,707	0	626,686	16,024,393	4,093,200	11,931,193	25.54%		
Wastewater Department	2,002,935	0	0	2,002,935	0	2,002,935	0.00%		
Road Reconstruction - Year 1 of 5	300,000	0	0	300,000	91,316	208,684	30.44%		
Live Bottom Trailer - Solid Waste	60,000	0	0	60,000	0	60,000	0.00%		
Public Works Vehicles CR	200,000	0	0	200,000	200,000	0	100.00%		
Automated Collection Equipment CR	30,000	0	0	30,000	30,000	0	100.00%		
Drainage Upgrades CR	50,000	0	0	50,000	50,000	0	100.00%		
Parks & Recreation Facilities Development CR	15,000	0	0	15,000	15,000	0	100.00%		
Town Building Maintenance CR	75,000	0	0	75,000	75,000	0	100.00%		
Air Pack and Bottles CR	20,000	0	0	20,000	20,000	0	100.00%		
Fire Apparatus CR	50,000	0	0	50,000	50,000	0	100.00%		
Revaluation CR	30,000	0	0	30,000	30,000	0	100.00%		
Master Plan CR	10,000	0	0	10,000	10,000	0	100.00%		
Conservation Land Improvements CR	10,000	0	0	10,000	10,000	0	100.00%		
2016-17 Grand Totals	18,250,642	0	626,686	18,877,328	4,574,516	14,302,812	24.76%		

* Includes prior year encumbrances of \$626,686.

Department	2016-17 Approved Budget	Budget Transfers	* Budget Increases	Adjusted Budget	2016-17 Actual YTD	(Over) Under Expended YTD	Percent Expended
** Public Works	516,572	-	14,000	530,572	107,507	423,065	20.26%
Community Development	2,378,571	-	527,751	2,906,322	766,369	2,139,953	26.37%
Highway	-	(3,000)	-	577,488	120,632	456,856	20.89%
Parks, Recreation & Cemeteries	1,067,146	-	-	1,067,146	179,697	887,449	16.84%
Recycling & Transfer	4,542,777	(3,000)	541,751	5,081,528	1,174,205	3,907,323	23.11%
Total Public Works	13,505,066	-	1,183,502	14,688,568	3,654,811	11,033,757	20.04%

Major Department Expenditure

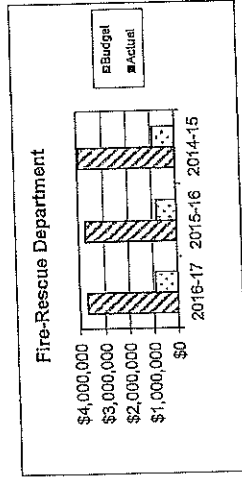
Administration Department			
Year	Budget	Actual	%
2016-17	\$ 1,079,494	\$ 328,762	30%
2015-16	1,028,059	355,149	35%
2014-15	1,108,251	303,185	27%



Administration Department - The budget and spending have remained relatively stable for the last three years. This department is responsible for large town wide expenditures, such as property liability insurance and workers compensation, legal service and computers.

As of September 30th, the legal line is 16% spent. This compares to last September 30th which was 8% spent and September 30, 2014 which was 13% spent.

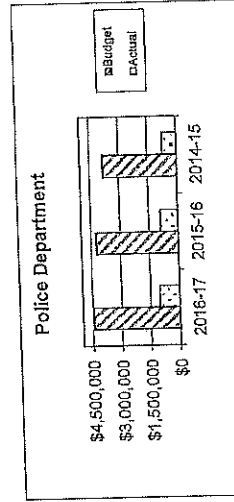
Fire-Rescue Department			
Year	Budget	Actual	%
2016-17	\$ 3,688,076	\$ 914,918	25%
2015-16	3,734,740	820,883	22%
2014-15	3,949,867	910,671	23%



Fire-Rescue Department - This department's budget has seen a decrease for the last two years. In FY 2015-16 Town Council voted to move the funding of two full-time firefighters to the Ambulance Service Fund. In FY 2016-17 the change from a full-time to a part-time Chief resulted in cost saving in benefits.

The spending in FY 2016-17 is about \$94,000 more than this time last year. 75% of that increase is due to increase in wages, cost for minimum staffing and the other 25% is for maintenance of equipment and vehicles.

Police Department			
Year	Budget	Actual	%
2016-17	\$ 4,453,710	\$ 1,015,790	23%
2015-16	4,244,976	896,912	21%
2014-15	3,825,607	722,977	19%

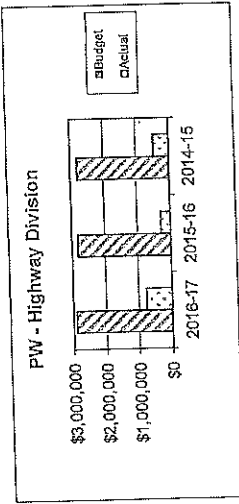


Police Department - The increase in budget for FY 2015-16 reflects the passing of the collective bargaining agreement in May 2014 and the addition of three police officers. In FY 2016-17 another two officers were approved by the voters.

The department has historically underspent its budget due to vacant positions. The increase in actuals are from additional staffing.

Major Department Expenditures, Continued

PW - Highway Division			
Year	Budget	Actual	%
2016-17	\$ 2,906,322	\$ 766,369	26%
2015-16	2,814,023	281,584	10%
2014-15	2,791,987	457,126	16%

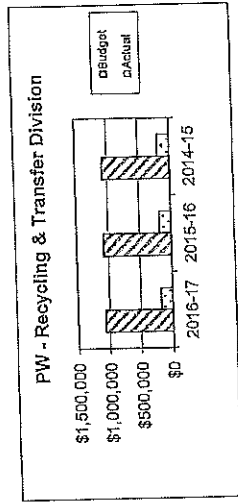


PW - Highway Division - This division of Public Works includes Roads, Fleet and Building Maintenance. The FY 2015-16 budget includes \$489,388 for road paving that was encumbered from the prior year and in FY 2016-17 there is \$541,751 in road paving encumbrances.

Year to date actuals are 26% of the budget, which is higher than the prior two years, due to the timing of paving. In FY 2016-17 the Town paved Martin's Ferry and sealed roadway cracks in late summer using the encumbered funds. In FY 2015-16 the town paved in late fall and in FY 2014-15 no paving was done, as the funds were encumbered into the FY 2015-16 year.

There is one vacant position in Fleet and routine maintenance being performed in Building Maintenance.

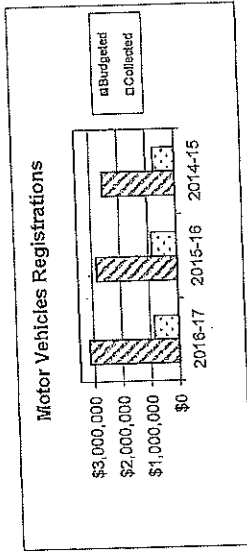
PW - Recycling & Transfer Division			
Year	Budget	Actual	%
2016-17	\$ 1,067,146	\$ 179,697	17%
2015-16	1,077,589	180,636	17%
2014-15	1,082,076	190,581	18%



PW - Recycling & Transfer Division - The budget has remained level for the past three years, no major changes in staffing. Spending remains consistent over the last three years as well. There are vacant driver positions which are causing the actuals to be below the benchmark.

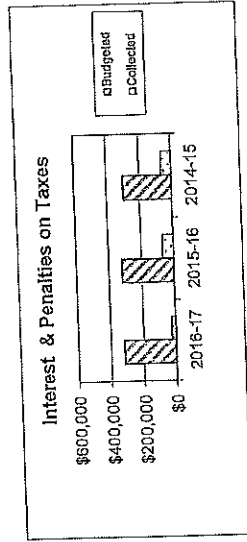
Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2016-17	\$ 3,150,000	\$ 858,192	27%
2015-16	2,850,000	880,466	31%
2014-15	2,555,000	749,415	29%



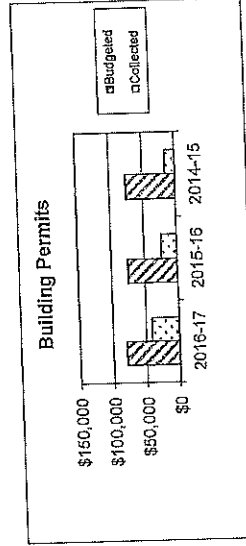
Motor Vehicle Registration - The top revenue source for the Town are fees collected for registering motor vehicles. The budgeted amount for the current year will be revised to reflect the current economic conditions once the tax rate is set.

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2016-17	\$ 320,000	\$ 23,124	7%
2015-16	320,000	67,456	21%
2014-15	300,000	63,182	21%



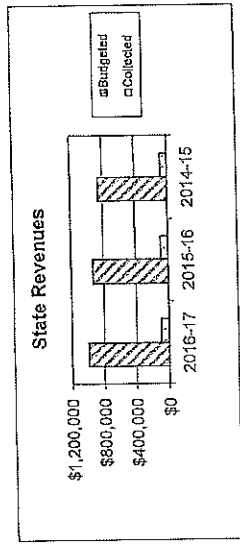
Interest & Penalties on Taxes - This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. Many property owners pay off delinquent taxes in the spring to avoid the Town deeding their property. Property owners will also pay off delinquent taxes when they are selling their property.

Building Permits			
Year	Budget	Actual	%
2016-17	\$ 80,000	\$ 40,981	51%
2015-16	75,000	23,813	32%
2014-15	75,000	14,970	20%



Building Permits - These fees are paid for residential and commercial construction. In FY 2015-16 SNHU paid for permits for both the new library and welcome center. In FY 2016-17 permits were issued to GE and electrical permits to SNHU.

Major Governmental Revenues, Continued



Year	State Revenues		%
	Budget	Actual	
2016-17	\$ 92,121	\$ 95,044	10%
2015-16	92,462	89,264	10%
2014-15	87,366	76,252	9%

State Revenues - The Meals and Rooms Tax and the Highway Block Grant have been steady for the last three years. The Town has not received any funding from the State Shared Revenues since FY 2009-10.

Staff Report

Title: EOC/ IT Upgrade

Date: December/2016

Background and Discussion of Issues

The Fire Department intends to apply for an Emergency Management Planning Grant(EMPG) to upgrade and update the EOC at the Safety Center on Legends Dr.
This includes;
* A new phone system with back-up and analog failure
*Replace computers and server
*Update wiring infrastructure to CAT6
*Replace furniture
*Upgrade training and projection equipment

The EMPG program requires a 50% match which is obtainable using previous expenditures by the town over the grant period from September 30, 2014 to present.

The estimated costs are \$75,000.00 (grant).
Town share= match (\$0.)

Recommendation (including suggested motion, if appropriate)

Authorize the the Town Administrator to sign all grant related documentation.

Fiscal Impact

none

Prepared by: Chief James Burkush

Town Administrator Recommendation

concur