



TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, March 09, 2016
6:30 PM
Council Chambers

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

5. APPROVAL OF MINUTES

5.a Workshop: 02/17/2016
[TC Minutes WS 02.17.16.pdf](#)

5.b Public: 02/24/2016
[TC Minutes 022416-U.pdf](#)

5.c Non-Public: 02/24/2016

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

7.a Public Hearing for the Town Council to accept a Department of Justice grant for the Hooksett Police Dept. to assist with drug trafficking investigations; grant is in the amount of \$40,000 per RSA 31:95-b, III (a)
[030916 DOJ GRANT HPD.pdf](#)

8. CONSENT AGENDA

9. TOWN ADMINISTRATOR'S REPORT

10. PUBLIC INPUT - 15 MINUTES

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

11. NOMINATIONS AND APPOINTMENTS

11.a Appointment for Planning Board Alternate
[Stelmach PB App.pdf](#)

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

12. SCHEDULED APPOINTMENTS

12.a Richard Fitz Proposal for Selective Timber Cut
[FITZ PROPOSAL.pdf](#)

13. 15 MINUTE RECESS

14. OLD BUSINESS

14.a 15-092 Budgets, CIP and Warrant Articles
[Budget Committee's Operating Budget.pdf](#)

[WARRANT FIRE.pdf](#)

15. NEW BUSINESS

15.a 16-008 Library Elevator Bid
[Staff Report - award bid to stanley Elevator Co to town council mtg March 1 2016.pdf](#)

[Staff Report Library Elevator Award RFP 16-01.pdf](#)

[Stanley Elevator Proposal Bid 16-01.pdf](#)

15.b 16-009 Fun In Sun Increase in Camp Rates
[Staff Report - Fun in the Sun rate increases.pdf](#)

[FITS 2016 School Info Sheet.doc](#)

15.c 16-010 Proposed Other Ordinance - Traffic Control in Construction Work Zones
[ORDINANCE TRAFFIC-CONSTRUCTION.pdf](#)

[Staff Report- Traffic Control and Safety.pdf](#)

15.d 16-011 Acceptance of a Department of Justice grant for the Hooksett Police Dept. to assist with drug trafficking investigations; grant is in the amount of \$40,000 per RSA 31:95-b, III (a)
[Staff Report Drug Task Force Officer Grant.pdf](#)

15.e 16-012 Mechanical Repair Authorization for Aerial Ladder Truck
[Truck 1 Staff report.pdf](#)

[Compiled Aerial Repair Information.pdf](#)

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

16. SUB-COMMITTEE REPORTS

17. PUBLIC INPUT

18. NON-PUBLIC SESSION

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

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

19. ADJOURNMENT

Public Input

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

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



TOWN COUNCIL MINUTES -- UNOFFICIAL
Workshop
Wednesday, February 17, 2016
6:30 PM
Council Chambers

I. CALL TO ORDER

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

II. ROLL CALL #1

In attendance: Councilors D. Winterton, T. Tsantoulis, J. Levesque, A. Jennings, M. Miville, D. Ross and Chairman Sullivan.

Missed: Councilors N. Comai and R. Duhaime

III. PLEDGE OF ALLEGIANCE

IV. WORKSHOP: Lilac Bridge

Chairman Sullivan said that the purpose of the workshop was to go over the plans for removal of the Lilac Bridge and the construction of a pedestrian bridge. The process will include a presentation by the design team who will take questions from Town Councilors and representatives from the Department of Public Works, Sewer Commission, Water Precinct, Heritage Commission, Historical Society and members of the public. Town Engineer, Jim Donaldson, stated that the structural engineering firm of DuBois & King had been engaged last fall to design and oversee the project. He said a Memorandum of Understanding was signed by the town, NH Department of Transportation (DOT), the Army Corps of Engineers, and the NH Division of Historic Resources (DHR). He referenced three handouts provided: 1) the presentation, 2) a project schedule, and 3) minutes of the Town Council meeting of December 17, 2014 approving the project and itemizing the total cost of \$3.3 million. Bob Durfee, Project Manager, introduced himself indicating that he was a bridge engineer by profession, Nick ??, a Water/Sewer permitting engineer, and Eric Ohanian, Project Engineer/Bridges.

Mr. Durfee said that this preliminary design meeting is intended to get the town's consensus on the options and recommendations presented and get some direction on which options to pursue. Once consensus has been reached, a final design presentation will be made to the NH Department of Transportation and the NH Division of Historic Resources.

The PowerPoint presentation addressed substructure repairs; existing superstructure demolition; new superstructure replacement alternatives, enhancements, decking type, and width; utilities; approaches and project costs. The cost of a utility/sewer bridge was also included. A copy of the presentation can be found on the town's website under Lilac Bridge.

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Mr. Durfee indicated that the substructure repairs included pointing and chinking stone masonry, repairing the deteriorated concrete, pier cap and abutment seat modifications to support the pedestrian bridge, riprap that are large stones to prevent erosion, and waterproofing for an estimated cost of \$250,000.

The estimated demolition cost of \$875,000 includes installing containment booms downstream, collecting debris, obtaining environmental permits, controlling blast demolition, salvage, removal, and disposal by crane/barge and maintaining the sewer flows. Mr. Durfee said they do not recommend a method and leave that up to contractors. The last three truss bridges removed in NH have employed the controlled blast demolition. In response to Chairman Sullivan, Nick ??? said that permits would be required from the NH Department of Environmental Services' Wetlands Bureau, acting on behalf of the Army Corps of Engineers. Kathie Northrup, Chair of the Heritage Commission, asked if the three buildings in the area (the Congregational Church, Robie's, and the Water Precinct building) would be protected. Mr. Durfee said "yes, the permit requires the blasting contractor to submit a blast plan and survey conditions of all adjacent buildings by putting blast monitors on the buildings, and the contractor would be responsible for the cost of repairing any damages caused by the blasting".

Councilor Ross asked what the benefit was of not utilizing blast demolition. Mr. Durfee said removing by barge-mounted crane is the least environmentally invasive. Councilor Miville indicated that he thought there was urgency about the bridge not falling in the water; hence, a crane would be used so that rusty debris was not dropped in the river. Mr. Durfee said there is concern about the bridge falling in the river because of the sewer line which would break and cause an environmental disaster. With regard to the means of demolition, Mr. Durfee said that the last three truss bridges removed from NH had no restrictions on means and methods. The least cost method is the controlled blast demolition. Councilor Tsantoulis said he did not see why there would be any long term environmental impact. Nick ?? said they have some environmental concern related to rare and endangered species and that the environmental permitting process is designed to identify impacts and mitigate against them. Divers have indicated that large boulders are not going to be disturbed if the bridge were to fall in. Councilor Tsantoulis confirmed that the impacts would be minimal and of short duration, and if dropping the bridge in the river is the most cost effective, he's OK with that. Todd Smith from the Water Precinct asked what the cost difference was to demolition options. Eric Ohanian said that was difficult to answer because "you don't see many bridges like this" and they try not to restrict a contractor on its means and methods. The DuBois & King price of \$875,000 was developed by pricing out barges, cranes, mobilizing crews and labor days anticipated. If the contractor can use blast demolition to save money, then it's possible the \$875,000 could be reduced.

The next slide proposed two demolition areas approximately 1800 feet upstream from the bridge. The contractor will need to utilize the boat launch. The contractor will need another mobilization area closer to the bridge to erect the new truss bridge when it arrives. The new bridge is expected to come in nine pieces to be bolted together. The contractor will be required to fence off the Veterans Park area. Councilor Ross asked if the boat ramp was suitable. Mr. Durfee said it was adequate and the contractor will be required to provide a performance bond to cover any damage done to the boat launch.

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Councilor Winterton asked if the 1800+ feet mobilization area was normal. Mr. Durfee said having a boat ramp is a good thing. The contractor will probably be looking to build his own ramp along Merrimack Street and there will be environmental damage and will require a permit.

Mr. Durfee proposed two pedestrian bridge alternatives. The Pony Truss, the lesser cost alternative (\$1,400,000) provides easier utility access and the concrete deck could be timber. It also has a more open appearance but it is not similar to the existing bridge in appearance. The Pony Truss depicted on the slide is on Gold Street in Laconia and was built about 12 years ago. The Through Truss (\$1,550,000) includes bracings at the top which is similar to the existing truss in appearance but can feel constricting for long spans. The Through Truss more closely matches the existing bridge aesthetically which is a concern of the Historic Commission. The MOU provides that DHR have input on "viewscales" or on what the bridge looks like. Both cost estimates assume painted steel, concrete deck and 12-ft width. Councilor Winterton asked if input from DHR was accompanied with a check. Mr. Durfee said "just input".

Sid Baines of the Sewer Commission asked if the Historical Society has said no to the Pony Truss. Mr. Durfee said they have received no official input or comment from the DHR or the Hooksett Historical Society on a preferred truss type. Kathie Northrup for the Heritage Commission said they would prefer the Through Truss.

Councilor Ross pointed out that the necessary arch is less on the Through Truss than the Pony Truss, and suggested the Council take into consideration that the Through Truss is more stable. Mr. Durfee said that either structure would be adequate to support utilities. Councilor Ross prefers the Through Truss for its structural integrity and the fact that it does mimic the bridge currently there. Councilor Ross said he is strongly in favor of the Through Truss.

Councilor Miville asked if the width of the trusses were the same. Mr. Durfee said the Pony Truss on the left of the slide was 8 feet and the Through Truss on the right was 10.9 inches but both could be any width. Councilor Miville said there was a Pony Truss in Manchester's West Side going into Goffstown/Pinardville and suggested residents visit.

Mr. Durfee said they reviewed three other alternatives that were not considered because they were not cost effective. He then went over the pros and cons of three coating options: weathering steel, galvanizing, and paint. Weathering steel is the least expensive but is difficult to clean and has a rusty appearance. Galvanizing is the most expensive and requires low maintenance but is visually unattractive. Three-coat painting was the recommended coating providing 40-year protection and is visually attractive. In response to Councilor Miville, Mr. Durfee said that any color could be possible. Councilor Ross noted that the current coating is weathering steel and suggested that re-painting would be an expensive endeavor. Mr. Durfee said it would be costly but they no longer use sand blasting; they use power washing and it is totally contained to keep from falling in the water. Councilor Ross said he'd be inclined to go with the weathering steel. Mr. Durfee said they would have no concern if the town choosing to go that route.

150 Mr. Durfee went over decking options of timber or concrete. The recommendation is for
151 concrete decking even though it is more expensive than timber. Concrete decking is
152 durable (50-year service life/some last 100 years), requires little maintenance, and is
153 adaptable to multi-purpose use. Timber decking is lower cost and planks can be more
154 easily removed to reach utilities but it must be replaced every 15-20 years and is high
155 maintenance.

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157 Councilor Ross mentioned that wood can be replaced more easily than concrete.
158 Councilor Winterton asked if wood decking could withstand 6 inches of snow and a
159 snowmobile running across it. Mr. Durfee said snow removal on the bridge could cause
160 plow damage and the area can get 60 or 70 pounds of snow which is a lesser load than
161 pedestrians going over the bridge in the summer. Mr. Durfee urged the Council to think
162 through the use of the bridge because it will last 100 years. Chairman Sullivan asked
163 about service trucks. Mr. Durfee said these bridges are typically able to withstand five
164 ton maintenance vehicles.

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166 Mr. Durfee said they are recommending a concrete deck mainly for durability and long
167 term maintenance costs and adaptability for any future use. Councilor Ross confirmed
168 that the wood deck could withstand the same vehicles as the concrete decking and said
169 the town has lived without a concrete bridge for many years. He'd like to keep the costs
170 down and prefers a timber decking. In addition, wood would maintain the bridge's
171 historical integrity and provide easier accessibility to the utilities on the side.

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173 Sid Baines of the Sewer Commission stated that he would prefer concrete decking to
174 better protect pipes underneath the bridge. Councilor Ross said access to the utilities for
175 maintenance would be easier with timber decking. In response to Councilor Miville, Mr.
176 Durfee said the timber planks would be 4x8, 4x10 or 4x12.

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178 Discussion then entailed bridge width of 10 feet (minimum) or 12 feet, the maximum
179 reasonable width. Mr. Durfee recommended the 12 foot width that would be adequate for
180 bicycle, pedestrian and snowmobile traffic and has no maintenance vehicle restrictions.
181 It was mentioned that security fencing is not required and the options of placing the
182 utilities below the bridge or on the sides was discussed. The engineers recommended
183 that utilities be placed below the bridge because it was lowest cost, standard practice,
184 was aesthetically pleasing and protects utilities for weather and vandalism. Utilities on
185 the sides of the bridge would be more expensive, would provide a different appearance
186 than the existing historic structure, and exposed to weather and vandalism (jumping
187 platform).

188
189 Two alternatives were provided on security fencing which is not required. One option had
190 fencing on the top which would prevent climbing and diving. Cost for fencing adds
191 \$25,000 and aesthetic treatment can be applied. Kathie Northrup thought it was a state
192 requirement to have fencing. Mr. Durfee said it is a town owned bridge so the town has
193 the option to not put fencing on the bridge. Public Works Director, Diane Boyce, asked
194 about the height of the rails. Mr. Durfee said kids use the rails as ladder steps; a chain
195 linked fence is more difficult to get a foot hold in. Mr. Durfee said the sewer lines would
196 be replaced on this bridge and water would have a secondary line. Utilities can be
197 mounted below the bridge or on the sides of the bridge. In either case, they would be
198 installed symmetrically to balance out the load.

200 Bruce Kudrick, Sewer Superintendent, prefers side visibility because the utilities can be
201 seen all of the time. If they are hidden underneath, people forget about it until something
202 fails. Mr. Kudrick also feels that a security fence will be necessary if the utilities are on
203 the outside. It must be looked at so that the utilities are protected. The pipe now is steel
204 and the one going in will not have the same strength as steel. Nick ??? said it would be a
205 high density plastic that could be subject to vandalism but it could provide flexibility that
206 steel won't. There are pros and cons to either and the types of damages that could be
207 done. Chairman Sullivan asked if pipes on the side would be lower than the pipes
208 underneath the bridge. Mr. Durfee said they would be higher. Councilor Winterton asked
209 about Mr. Kudrick's concern. Mr. Kudrick said it is difficult to see if there is rotting if the
210 pipes are underneath. Councilor Winterton asked if inspection couldn't be made from a
211 boat. Mr. Kudrick said that is possible. It's maintenance that has to be set up and "we
212 need to determine how that will be handled in the future". Chairman Sullivan confirmed
213 that a concrete deck would protect pipes from getting weathering affect. The Chairman
214 asked if the Water Precinct concurred with Superintendent Kudrick. Mike Hideler said he
215 agrees with Mr. Kudrick that placing the utility lines on the sides would make it easier to
216 watch and maintain. One idea that's been discussed is the possibility of including a pipe
217 bench on the inside which would provide easy access and reduce the cost of mounting.
218 Mr. Durfee said it is possible but "you'd have to use concrete because timber would trap
219 moisture, and you'd be adding four feet – 20 inches for each pipe which would bring the
220 price up". Mr. Durfee said placing the utilities on the sides of the bridge would add
221 \$130,000 to the costs and that is why they recommend that utilities be installed below the
222 bridge.

223
224 Rick ??? said the costs are significantly higher than expected and asked for a break
225 down. Nick ??? said they made some assumptions on connection costs and estimated
226 that water is available within 25 feet of the bridge. A breakdown of costs will be provided
227 separately. Chairman Sullivan referenced the December 17, 2014 minutes that listed the
228 source of funds and amounts totaling \$3.3 million. The total did not include funds from
229 the Water Precinct.

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231 Councilor Levesque asked for the height of the girder which is five feet and wondered
232 what the costs might be for including a catwalk along the length of the bridge. Mr. Durfee
233 said they had thought about that and a catwalk could be put down the middle. It would
234 add costs but it wouldn't have enough pipe clearance for someone to walk down the
235 catwalk and you'd get into the flood stage elevation. One would have to crawl down it
236 and that would be considered a confined space entry so staff would have to get confined
237 space training.

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239 **[Councilor Adam left at 8:07 p.m.]**

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241 Mr. Durfee said the bridge must be connected to existing sidewalks or roads. Approach
242 work includes clearing all the vegetation at each abutment, asphalt path, fencing, loaming
243 and seeding, and an option for lighting on the approaches and on the bridge. The total
244 cost is \$35,000 and another \$75,000 to add lighting. The total project cost is \$3.7 million.

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246 Estimated cost for a sewer bridge that could support water as well totaled \$1.8 million.
247 Mr. Durfee said the next meeting would be a public outreach meeting with date to be
248 determined but they would like to hold this meeting in two weeks. That meeting could be

249 here or at the Department of Transportation. Mr. Durfee said the presentation along with
250 historic information and studies are available on the town's website.

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252 Mr. Baines asked if the NH DHR could reject the Council's decision. Mr. Durfee said he
253 believed they could; he has experience with dealing with historic structure and they have
254 influence on decision-making. Chairman Sullivan confirmed that they have concurred
255 with the bridge being demolished. Mr. Durfee said they have indicated their concerns
256 from the viewscapes (Pinnacle). Kathie Northrup said she believed that DHR's role is
257 included in the MOU. Mr. Durfee said DHR will review the viewscapes of the proposed
258 bridge.

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260 Councilor Tsantoulis asked if DHR would have a say on where the utilities will be placed.
261 Mr. Durfee said his experience with DHR was on historical significance and will provide
262 input on utility placement. Chairman Sullivan said at the Council's next meeting, they will
263 provide their preference on the seven issues reviewed tonight. Jim Donaldson
264 mentioned that the public hearing will likely be held at the DOT during business hours.

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266 Councilor Winterton referred back to the "existing superstructure demolition" slide and
267 asked if the cost of maintaining the sewer flows was included in the \$875,000. Mr.
268 Durfee said yes and indicated that there are several options the contractor may take in
269 maintaining the sewer. Nick ??? said that during demolition the sewer does not stop
270 running and the contractor will determine the costs to keep the sewer going where it
271 needs to go. The consultants don't want to dictate how the contractor may choose to
272 handle the sewer so the methods used will be determined by the contractor. Councilor
273 Winterton asked if the consultants were comfortable with the \$875,000 to include
274 demolition, bonding, boat ramp and cleaning up the bridge that use to be there. Mr.
275 Durfee said yes.

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277 Kathie Northrup asked if there would be public input prior to the Council's next meeting.
278 Chairman Sullivan said that would be possible. Mr. Durfee said the purpose of this
279 meeting is the only opportunity for the Heritage Commission, Historical Society, Water
280 Precinct and Sewer Commission to give input and give them preferred options or
281 concerns. That is the intent of this meeting. Mr. Durfee stressed the need for specific
282 recommendations from the aforementioned groups. Chairman Sullivan said by next
283 Wednesday, February 24th, a recommended approach will be made available to the
284 consultants.

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286 Kathie Northrup asked for a sketch or drawing and said she misunderstood the purpose
287 of tonight's meeting. Mr. Durfee repeated that tonight's meeting was a preliminary design
288 presentation. Their intention was to leave tonight with decisions on all these options
289 made because at the next meeting recommended options will be presented to the state.

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291 Chairman Sullivan asked that all input from the Commissions and the Precinct be
292 provided to the Council by February 24th. The meeting on the 24th will begin at 6:00 p.m.
293 (rather than 6:30 p.m.) to include 30 minutes for public input. It is hoped that a meeting
294 can be scheduled with the state for the week of March 7th.

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296 Councilor Levesque said that year's ago the bridge could be used as a park with tables
297 and chairs and that should be taken into consideration.

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299 Councilor Miville felt the Garden Club would want to weigh in and suggested that the
300 DOT be invited to meet here rather than Concord. Dr. Shankle will make the request.
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302 Councilor Ross asked if there had been a salvage offer. Mr. Durfee said that was a
303 separate process that is ongoing. They hope to advertise the bridge for sale next week
304 and schedule bids on March 22nd. Mr. Durfee said their plan is to get that process out of
305 the way so that by March 22nd they'll know if there is a valid offer and how to design the
306 new bridge. If there is no interest, "we'll move forward to demolish". Councilor Miville
307 asked about preserving a piece of the bridge. Mr. Durfee said the MOU requires the
308 town to conduct an outreach/education program suggesting an historic story board or
309 plaque be placed on the bridge or included in the park.
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311 Chairman Sullivan asked that Dr. Shankle send a formal invitation to the Precinct and
312 Commissions to provide their input at 6:00 p.m. at the Council's next meeting on
313 February 24th. Following public input, the Council will decide on the town's preferred
314 approach.
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316 The Water Precinct will provide a contribution to the project but the final amount has not
317 yet been determined. The amount will be provided at next week's meeting.
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319 **V. ADJOURNMENT**
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321 Councilor Winterton moved, second by Councilor Ross, to adjourn the meeting at 8:55 p.m.
322 Motion passed unanimously, 6-0.
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326 Respectfully Submitted

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328 Suzanne Beauchesne
329 Recording Clerk



TOWN COUNCIL MINUTES UNOFFICIAL
Regular Meeting
Wednesday, February 24, 2016
6:30 PM
Council Chambers

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1. CALL TO ORDER

Chairman Sullivan called the meeting to order at 6:00 p.m.

2. ROLL CALL #1

In attendance: Councilors Donald Winterton, Tim Tsantoulis, Robert Duhaime, Marc Miville, David Ross, James Sullivan. Councilor Nancy Comai arrived at 6:05 p.m. Councilor Adam Jennings arrived at 6:20 p.m. and Councilor James Levesque arrived at 6:21 p.m.

3. PLEDGE OF ALLEGIANCE

4. LILAC BRIDGE - PUBLIC INPUT - 30 MINUTES

4.a Public input for the following Boards/Commissions to make their recommendations on the Lilac Bridge Preliminary Design: Village Water Commission, Sewer Commission, Heritage Commission, Historical Society. Also for general public to provide their input on the Lilac Bridge.

Chairman Sullivan indicated that following the Boards, Commissions, and public input, the Council will discuss and an additional 15 minutes of public input will follow. Town Engineer, Jim Donison stated that he had traveled around the state to local bridges and shared photos of pedestrian bridges in Manchester, Keene, Claremont and Windham.

The first photo was a bridge in Manchester, pony truss, weathered, wood, 160 feet in length, 8 feet in width and 5 feet in height. There is a left and right abutment and the steel bridge doesn't allow snowmobiles. The Keene bridge, built in 2012, is a through truss, weathered steel, 600 feet long. There are concrete abutments on each side and an arch in the middle. The objective was to look like a railroad and because it goes over a highway, they were required to include safety fencing. The weathering showed staining.

The Claremont bridge is a semi-pony with a truss on top for aesthetics. It's painted and approximately 200 feet long, 10 feet in width. A wooden deck has been in place at least six years. One end goes to a park and a nice job has been done enhancing the park. The other side is a commercial area and it swings up at the ends. No motorized vehicles allowed.

In Windham, they have a multi use pony bridge, 200 feet in length, 12 feet wide, concrete deck and weathered steel. The bridge crosses a highway so the rails are higher, full length, and includes safety fencing. The photo showed staining of the concrete

Mr. Donison put up a number of pictures of Contech pedestrian bridges indicating that multiple styles are available, including utility bridges with water and sewer running across the bridge. Different side rails and finishes are available.

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Bob Durfee, Vice President at DuBois & King (D&K), and project manager, presented a condensed version of a presentation made at the Council's workshop of February 17th with a focus on options being considered tonight. Mr. Durfee summarized the options below. An asterisk * denotes DuBois & King's recommendation. D&K recommends both truss types.

| Truss Type | Alternate A | | Alternate B | |
|--|---|--------------------|--|--------------------|
| | Pony Truss * | \$1,060,000 | Through Truss * | +\$150,000 |
| | lowest cost; open appearance; easier utility access but not similar to existing in appearance | | second lowest cost; similar to existing in appearance; tunnel vision effect for long spans; difficult utility access | |
| Coating | Weathering | -0- | Painted * | +\$70,000 |
| | lowest cost; low maintenance; rusty appearance; rust stains on concrete; difficult to clean | | visually attractive; 40-year protection; easily touched up; upfront and future maintenance costs | |
| Decking | Timber | -0- | Concrete * | +\$160,000 |
| | lowest initial cost; easy to replace (15-20 years); short life span; plow damage in winter; high maintenance | | durable, lowest long term costs; adaptable for multi-purpose use; low maintenance; upfront cost | |
| Bridge Width | 10-Feet | -0- | 12-Feet * | +\$110,000 |
| | lowest cost; tunnel vision; limited maintenance vehicle access; restrictive for bicycle use | | Comfortable; adequate for bicycle and snowmobile traffic; no maintenance vehicle restrictions; higher cost | |
| Utility Placement | Hung Below * | \$ 370,000 | Side Mounted | +\$130,000 |
| | lowest cost; standard practice; aesthetically pleasing; protects utilities from weather and vandalism; limited access for maintenance | | partial access for maintenance; more expensive; different appearance than existing historic structure; exposure to weather and vandalism | |
| Security Fencing | Not Selected | -0- | If Selected | +\$25,000 |
| | D&K believes fencing is not necessary but is something the town must consider | | | |
| Lighting | Not Selected | -0- | If Selected | +\$75,000 |
| | Mr. Durfee said lighting is not required for this design but is an option | | | |
| TOTAL | | \$1,930,000 | | \$1,930,000 |
| | | \$3,360,000 | | \$4,080,000 |
| Base Cost: repairs, demolition, approaches, engineering, and contingencies | | | | |

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Total project cost as recommended by D&K is \$3.7 million and would likely get approval from the NH Department of Transportation.

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Councilor Ross said that based on the span height, both designs show arches, with the pony arch more exaggerated. He asked how big a difference the arch would have to be. Mr. Durfee said the arch can be specified and the profile shows a sight arch, not more than a few inches. They need to keep a flat bridge because of the utilities. Mr. Durfee said a through truss and pony truss can be flat. Councilor Ross asked if there was a significant cost difference between controlled blast versus a cut and remove price. Based on the type of demolition or removal that has been done on the last three bridges in New Hampshire, Mr. Durfee said there is a price difference but they did not find any definitive cost for removing the

69 existing bridge. Councilor Ross then asked if there was any movement on salvage? Mr.
70 Durfee said they had not yet advertised the sale. They are waiting for review comments from
71 the Department of Transportation (DOT) before that can be done. Mr. Donison said the
72 original schedule was to put it out for sale on February 22nd but must await DOT's okay.

73
74 Councilor Tsantoulis asked if Mr. Durfee was aware that Comcast and FairPoint lines are
75 attached to the bridge. Mr. Durfee said he was aware and indicated that they want to be
76 back on the new bridge.
77

78 In follow up to last week's discussion, Councilor Miville again brought up saving a portion of
79 the bridge and asked if the town would have to pay for it. Mr. Durfee indicated that the
80 Memorandum of Understanding (MOU) requires that the town do some historical presentation
81 which could entail salvaging parts of the bridge and re-installing in the park. That will not be
82 possible if all three spans are sold. Mr. Durfee said "we'll have to see how the 'for sale'
83 goes". If there are no takers, parts can be salvaged for that purpose
84

85 Chairman Sullivan opened up the discussion to Boards and Commissions. Todd Smith for
86 the Water Precinct came forward. Councilor Winterton mentioned that it was acceptable for
87 anyone to make no particular recommendation. Mr. Smith said the Water Precinct had no
88 preference on truss, fencing or lighting. They would like concrete, weathered steel, outside
89 placement of the utilities, 12 foot width, and no additional options. Mr. Smith said the
90 Precinct took a look at the wood deck and accessibility is not as easy as it sounds. Mr. Smith
91 also stated that the Precinct can contribute \$100,000 toward the project. If the project
92 doesn't include connection, than their contribution would be \$80,000. Councilor Comai asked
93 what kind of maintenance would be required to make it worthwhile to recommend side
94 mounting of utilities. Councilor Comai suggested that very little maintenance may be required
95 and may not be worth exposing the utilities 365 days a year. Mr. Smith was unable to
96 provide specifics on maintenance. Town Administrator, Dean Shankle, said the cost of
97 including a water line is \$250,000 and the Precinct is kicking in \$100,000.

98
99 Sewer Commissioners Sidney Baines and Frank Kotowsky said "everything he [Todd Smith]
100 said is what we want as well" -- weathered concrete, 12 feet wide, side mounted utilities.
101 Security fencing would be a good idea. They have no preference on lighting and want to
102 leave that to safety people. Mr. Baines said that even if decking is wood, somebody has to
103 go underneath to unleash bolts. Mr. Donison said fasteners can be maintained from the top.
104 Councilor Duhaime asked if the sewer and water lines could be placed on the same side of
105 the bridge. Mr. Durfee said he did not believe there was any code requirement but putting
106 the lines side-by-side would increase the cost for lopsided loading. In response to Councilor
107 Tsantoulis, Mr. Baines said the sewer line has been there for 47 years and has never been
108 maintained. Councilor Tsantoulis questioned why the Commissioners would be opposed to
109 having the lines underneath since today's technology is probably better and maintenance
110 hasn't been required over 47 years with the current technology. Mr. Baines said that utilities
111 do have to be maintained and it's the rate payers that pay for it. Side mounting would be best
112 according to the Sewer Commission. Councilor Miville asked how often the lines inspected.
113 Mr. Baines said every five years. Councilor Miville also asked for those who say they would
114 prefer a fence, is there a preference on how high the fence should be and is there a state
115 preference. Chairman Sullivan said Mr. Donison "showed us many designs" and all such
116 details can be worked out later. Mr. Durfee said D&K is recommending 4.5 foot railings which
117 is required if the bridge is to be opened to bicyclers. Mr. Baines said the Commission agrees
118 with D&K's recommendation but will leave that decision for the Council to decide. Councilor

119 Winterton asked if there was a fence on the Lilac Bridge now. The response was "no" and
120 the pipes have been on the outside. Councilor Comai noted that side mounting adds an
121 additional \$130,000 to the cost. Mr. Baines said the Sewer Commission is donating
122 \$500,000 to this project. In response to Councilor Duhaime who asked whether \$130,000
123 was the total for both lines, Mr. Durfee said "yes".
124

125 Kathie Northrup, Chair of the Heritage Commission, said that the Commission's preferences
126 are through truss, weathering steel, timber, 12 feet width. They are in favor of security
127 fencing up to the top rail of the through truss (approximately 54") because they want to keep
128 river views open. They would prefer utilities be placed below the bridge not just for aesthetics
129 but also because it protects the utilities and is lower cost. The Commission has no
130 preference on lighting. Ms. Northrup said she visited one of each type of truss and the
131 Commission's concern was the size and scale and located adjacent to Memorial Bridge. The
132 location of the bridge is such a high visibility spot and they want to maintain a similarity to the
133 Lilac Bridge. She said the Keene bridge is 600 feet long; Hooksett's bridge is 480 feet. The
134 Singer Bridge in Manchester is three times as long. Proximity to the other bridge needs
135 consideration. Ms. Northrup said "we don't take advantage of the river as we should", and
136 the through truss is more open and creates more access. She thanked Jim Donison for
137 getting photos of a number of bridges throughout the state. Ms. Northrup still would like to
138 see some drawings or renderings of some kind and she would like to get another name for
139 the bridge and not just "new bridge". It was noted that the Memorial Bridge was built in 1976.
140

141 Bob Thinnes, Acting President of the Historical Society, said the existing bridge name plate
142 notes that it was built by the American Bridge Company and that plate should be part of
143 portions to save. The Historical Society is in favor of a through truss, weathered steel, wood,
144 12 feet but they can live with 10 feet width. They would prefer utilities on the bottom for
145 aesthetic reasons. Fencing and lighting is up to the Council so long as it resembles the
146 existing bridge as much as possible.
147

148 Dr. Dean Shankle provided staff input: through truss, weathering steel, timber, and 12 feet in
149 width are preferred. On the matter of whether utilities should be side mounted or hung below,
150 Dr. Shankle suggested that given the money that the Sewer Commission is putting into the
151 project, perhaps the state Division of Historic Resources could be consulted to find out if they
152 care about the placement of utilities. It seems that would be fair. No lighting is required since
153 "we don't want to encourage" night time visitors. Chairman Sullivan said the state was
154 kicking in \$600,000. Councilor Ross asked if the Sewer Commission's financial input is
155 contingent on the placement of the pipes. Mr. Baines said they made a commitment of
156 \$500,000. Dr. Shankle suggested going to the state before March 10th to inquire whether or
157 not they had a preference. He further stated that the Sewer Commission has gone over and
158 above trying to get this done and "if the state people don't care, it would be a nice thing to
159 do".
160

161 Peter Farwell asked if this was going to be placed on the warrant. Chairman Sullivan said
162 that it would not, and referenced the cost breakdown listed on the Council minutes of
163 12/17/14. Mr. Farwell feels that \$3.3 million is too much and there is no reason to create a
164 pedestrian bridge that could create security problems. He stated that the bridge has been
165 closed for many years and no one has missed it. He said "we have a beautiful bridge that
166 pictures can be taken from". He suggested taking \$1.8 million, the estimated cost of a sewer-
167 only bridge and providing it to the Conservation Commission for a park along the river.
168

169 Chairman Sullivan asked if state funds are available for the \$1.8 million sewer bridge. Dr.
170 Shankle said the state is giving the town money to take down the old bridge. Councilor
171 Comai noted that \$1.8 of the \$3.3 million has to be spent anyway.

172 Brian Tilton, a resident who was recently appointed to the Budget Committee, said he is an
173 avid bicyclist and rides on roads, trails. He said people have wanted this for a long time and
174 it will be an asset to the community and improve accessibility. There will be more walking
175 and biking. People can go from Veterans Drive to Robie's. The bridge will provide a safe,
176 quiet connection. Mr. Tilton agrees that the bridge should be 12 feet wide. He is partial
177 toward concrete decking and asked if composite material was considered. Mr. Durfee said a
178 composite material is more costly than timber, probably same cost as concrete. Mr. Tilton
179 had no preference on timber or concrete but suggested strongly that utilities be placed under
180 the bridge to protect from the weather and vandalism. He said weathered steel is pretty
181 universal and that fencing and lighting are not necessary and can be added at some point. Mr.
182 Tilton asked if bollards would be placed at the entrance to the bridge and gated. Chairman
183 Sullivan said the bollards will be removable for maintenance vehicles.

184
185 Dennis Desrocher asked about the size of the pipes. Mr. Durfee said the current pipes are
186 10 inches; plans are to install 12 inch pipes for future growth. Todd Smith asked about the
187 cost. Mr. Durfee said that both Comcast and FairPoint have easement rights to be on the
188 existing bridge and they have informed D&K that they intend to exercise that easement to be
189 put on the new bridge. Councilor Ross said easements apply to existing things and don't
190 transfer. A new bridge would require that a new easement be renegotiated. Dr. Shankle will
191 find out what is required.

192 5. LILAC BRIDGE - TOWN COUNCIL DISCUSSION

193
194
195 Councilor Tsantoulis asked if the bridge would be accessible year-round and whether any
196 thought had been given to winter maintenance. Dr. Shankle said no motorized vehicles will
197 be allowed on the bridge. Mr. Donison said the plan would be to let the snow accumulate.
198 Councilor Ross noted that emergency vehicles will need access. Councilor Winterton
199 followed up on Mr. Donison's comments and felt the bridge should not be plowed. He said
200 "people can walk over it or cross country ski to Robie's and back, and it could be a nice
201 winter activity. Councilor Comai echoed that sentiment.

202
203 Councilors expressed their preferences as follows:

204
205 Councilor Tsantoulis prefers a pony truss because it is less expensive, weathering, timber, 12
206 feet, utilities hung below. Councilor Tsantoulis said he looked at the pipes and they look
207 good so maintenance can be handled as needed. Fencing and lighting can be dealt with at a
208 later date.

209
210 Councilor Jennings likes a pony truss, weathering, concrete that has three life spans of
211 wood., utilities on bottom, 12 feet width, no fencing, and lighting can be done later.

212
213 Councilor Duhaime prefers a through truss since it mimics the current bridge, weathering,
214 timber, 12 foot width, utilities hung below. He feels fencing is not money well spent.
215 Councilor Duhaime thinks that foot LED lighting might be appropriate and if the bridge re-
216 build doesn't lead to other projects, it would be a shame. People could enjoy this. It's
217 expensive but is an investment in the future.

218 TC Minutes 02.24.16 Unofficial

219 Councilor Miville is in favor of a pony truss because it is more aesthetically pleasing and it is
 220 time for a change, weathering coating, concrete because timber is problematic and he would
 221 prefer the utilities be hung below, 12 foot width, no fencing, no lighting.
 222
 223 Councilor Comai would like to see a rendering of the bridge as requested by Kathie Northrup
 224 before deciding on the truss. Other preferences include weathering, timber, for ease of
 225 maintenance, 12 feet wide, and she likes the idea of LED lighting.
 226
 227 Chairman Sullivan would prefer a through truss with fewer cross beams on the top which
 228 would provide the feel of the old bridge, weathering, timber, 12 feet wide. The Chairman
 229 prefers timber if the utilities are hung below. If mounted on the side, he would prefer concrete
 230 but it would be worth asking the state their preference. Some fencing may be necessary.
 231
 232 Councilor Winterton is in favor of a through truss and cautioned against underestimating the
 233 power of the state on the Council's decision. It is a historical bridge. Other preferences
 234 include weathering steel, 12-foot, timber which is \$160,000 less than concrete. Councilor
 235 Winterton suggested establishing a Capital Reserve Fund (CRF) of \$110,000 a year, costing
 236 taxpayers one cent apiece to accumulate funds that will become necessary in the future.
 237 Councilor Winterton would prefer utilities hung below but agrees with Dr. Shankle that if the
 238 state has no preference, consideration should be provided to the Sewer Commission's
 239 preference given their generous contribution to the project. No fencing and he likes the idea
 240 of LED lighting especially when combined with Ms. Northrup's comments about approaches
 241 leading up to the park. Park and Recreation fees could be available.
 242
 243 Councilor Ross favors a through truss because the height will be less and it is more stable,
 244 weathering steel, and timber which will allow "doing maintenance ourselves". He'd prefer
 245 utilities be hung below, no fencing, and 12 foot width. Councilor Ross said this is a signature
 246 bridge and how it looks should be the Council's main objective. He also believes there
 247 should be lighting which would inhibit vandalism and make it safer with many boats out in the
 248 summertime.
 249
 250 Councilor Levesque prefers a pony truss, weathering, 12 foot width, no fencing. Councilor
 251 Levesque prefers timber decking and likes Councilor Winterton's idea of creating a fund and
 252 having the funds necessary to replace the deck 15 or 20 years down the road. Utilities below
 253 can be inspected in the Spring and Fall during good weather and can be done by boat.
 254 Lighting would be nice.
 255
 256 Councilor Miville totaled the vote as follows:

| | TT | AJ | RD | MM | NC | JS | DW | DR | JL | TOTAL |
|------------|----|----|----|----|----|----|----|----|----|-------|
| Truss | | | | | | | | | | |
| Pony | X | X | | X | | | | | X | 4 |
| Through | | | X | | X | X | X | | | 5 |
| Coating | | | | | | | | | | |
| Weathering | X | X | X | X | X | X | X | X | X | 9 |
| Painted | | | | | | | | | | 0 |
| Decking | | | | | | | | | | |
| Timber | X | | X | | X | X | X | X | X | 7 |

296 Call #2 – Duhaime-yes, Miville-yes, Ross-yes, Levesque-yes, Jennings-yes, Comai-yes,
297 Winterton-yes, Tsantoulis-yes, Sullivan-yes. Motion passed unanimously, 9-0.
298
299 Councilor Winterton moved, second by Councilor Tsantoulis, to weathering steel coating.
300 Roll Call #3 – Comai-yes, Ross-yes, Jennings-yes, Miville-yes, Duhaime-yes, Tsantoulis-yes,
301 Levesque-yes, Winterton-yes, Sullivan-yes. Motion passed unanimously, 9-0.
302
303 Councilor Winterton moved, second by Councilor Levesque, to timber decking. Roll Call #4 –
304 Jennings-yes, Levesque-yes, Ross-yes, Duhaime-yes, Miville-no, Winterton-yes, Tsantoulis-
305 yes, Comai-yes, Sullivan-yes. Motion passed 8-1 (Councilor Miville opposed).
306
307 Councilor Comai moved, second by Councilor Duhaime, to a Through Truss. Roll Call #5 –
308 Tsantoulis-no, Ross-yes, Duhaime-yes, Jennings-no, Levesque-no, Winterton-yes, Miville-no,
309 Comai-yes, Sullivan-yes. Motion passed 5-4 (Councilors Tsantoulis, Jennings, Levesque,
310 and Miville opposed).
311
312 Councilor Ross moved, second by Councilor Levesque, to have utilities placed under the
313 bridge. Roll Call #6 – Miville-yes, Levesque-yes, Winterton-yes, Comai-yes, Ross-yes,
314 Tsantoulis-yes, Jennings-yes, Duhaime-yes, Sullivan-yes. Motion passed unanimously, 9-0.
315
316 Councilor Ross moved, second by Councilor Jennings, to exclude fencing and lighting from
317 the bids. Roll Call #7 – Ross-yes, Winterton-yes, Levesque-yes, Duhaime-yes, Jennings-
318 yes, Miville-yes, Tsantoulis-yes, Comai-yes, Sullivan-yes. Motion passed unanimously, 9-0.
319
320 Mr. Durfee said the contract could be designed to include the water line and connection for
321 the contractor to bid on and see what pricing comes back. It may come in less than
322 \$190,000. At that time negotiations could be had with the contractor on details. Councilor
323 Winterton said the Sewer Commission set a high bar but he would like the Water Precinct's
324 contribution made whole and suggested the Town Administrator negotiate with the Water
325 Precinct some sort of payback to the town. Dr. Shankle said if "we bid the whole thing, we'll
326 know the whole case scenario -- \$100,000 stays locked in". Councilor Ross said the Water
327 Precinct is not for profit. Councilor Comai said the water department hasn't used the Lilac
328 Bridge; sewer has used it for 47 years.
329
330 Councilor Tsantoulis felt it would appear as irresponsible on the Council's part to not make
331 provisions for water. It needs to be done now. Dr. Shankle pointed out that the Sewer
332 Commission is a department of the town; water is not part of town government and it would
333 be irresponsible for them not to come up with the money necessary. Perhaps they need to
334 try harder.
335
336 Councilor Ross moved, second by Councilor Jennings, to include water pipe placement
337 under the bridge. Roll Call #8 – Levesque-yes, Duhaime-yes, Tsantoulis-yes, Jennings-yes,
338 Miville-yes, Ross-yes, Comai-yes, Winterton-yes, Sullivan-yes. Motion passed unanimously,
339 9-0.
340
341 Chairman Sullivan mentioned that the meeting with the state is scheduled for March 10th. He
342 would like a list of attendees, where the meeting will be held and the time. Mr. Durfee said
343 that assuming the state approves the preliminary design, no further action will be required of
344 the Council until DuBois & King bring in the final design for review and input from the Council.
345

346 **8. SPECIAL RECOGNITIONS**

347 **9. APPROVAL OF MINUTES**

348 9.a Public: 02/10/2016
349 TC Minutes 021016.pdf
350

351 Council Secretary Miville reviewed the vote tallies and confirmed their accuracy. Councilor
352 *Winterton moved, second by Councilor Levesque, to approve the February 10, 2016 Council*
353 *meeting minutes, as amended. Motion passed 8-0-1 (Councilor Ross abstained).*
354
355
356

357 **10. AGENDA OVERVIEW**

358 **11. PUBLIC HEARINGS**

359 **12. CONSENT AGENDA**

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

361 Dr. Shankle read a letter received from Chief Bartlett indicating that he was invited to
362 participate in the FBI's National Academy from April 4th through June 10th in Quantico,
363 Virginia. The Academy began in 1935 and provides professional development courses for
364 law enforcement leaders. Classes are offered in law, behavioral science, forensic science,
365 communication, health and fitness, to name a few. Participation is by invitation only through
366 a nomination process. Dr. Shankle said no one from Hooksett has ever attended. It is an
367 excellent program and provided at no cost to the town. Councilor Levesque said he saw the
368 Chief recently and he was really excited about being able to attend the program.
369

370 Dr. Shankle reported that Robie's Country store is having an opening this Saturday and are
371 planning a ribbon cutting event sometime next week. More information will be passed along
372 as it becomes available. Councilor Levesque and other Councilors will likely be available to
373 attend the Ribbon Cutting Ceremony.
374

375 Recreation staff has been meeting with different groups and are working on doing an after-
376 school program in the schools run by the town. The School Superintendent is behind the
377 idea and more information will come back to the Council as details get fleshed out.
378

379 There was discussion about having a volunteer appreciation breakfast prior to the
380 deliberative session but it doesn't seem like it will be practical. The school does not want the
381 town to use the gym and breakfast would have to be served in the same area as where the
382 session will take place.
383

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

385 **15. NOMINATIONS AND APPOINTMENTS**

386 15.a Nomination for Planning Board Alternate
387 Steimach PB App.pdf

388 Sorensen PB App.pdf
389 TC Minutes 02.24.16 Unofficial

Councilor Winterton stated that two people submitted their applications to serve as Alternate Planning Board members. The Planning Board has recommended Christopher Stelmach to serve in that capacity. Councilor Winterton abstained from the vote. Mr. Stelmach came forward and said he had been a resident of Hooksett his whole life and commented that his 6th grade class was in the current Council room. Mr. Stelmach said he had construction background experience in excavating and site planning. Councilor Winterton said "the things that Chris just mentioned caught the attention of the Planning Board to have that kind of expertise on the Board". Councilor Levesque said he has known Chris for a number of years and supports his nomination. Councilor Levesque said that "he has common sense which is something you can't teach". Dr. Shankle encouraged Mr. Stelmach to take courses offered for municipal leaders which would be paid for by the town. A number of Councilors have attended such courses and have found them very helpful. Councilor Miville said he loves to see new faces and commented on Mr. Stelmach's statement on the town's growth and that some dispassionate decisions may have to be made as an Alternate on the Planning Board.

Chairman Sullivan noted that no second was needed for nominations; Mr. Stelmach's appointment will be made at the next Council meeting. Councilor Comai suggested reaching out to the second candidate, Anne Sorensen, when there is another opening. Councilor Winterton said Ms. Sorensen did appear before the Planning Board and is very interested in serving. Council members expressed concern that Boards and Commissions are "making their own appointments". Dr. Shankle reminded Council members that they've asked Boards and Commissions to do this. Available volunteer positions is attached.

BOARDS COMMITTEES Open January 2016.pdf

16. SCHEDULED APPOINTMENTS

17. 15 MINUTE RECESS

18. OLD BUSINESS

18.a 15-092 Budgets, CIP and Warrant Articles

RENEWABLE ENERGY WARRANT.pdf

Councilor Winterton moved, second by Chairman Sullivan, to place a renewable energy warrant on the ballot. Councilor Winterton said the article reads "To see if the town will vote to adopt the provisions of RSA 72:61 through RSA 72:72 inclusively, which provide for an optional property tax exemption from the property's assessed value, for property tax purposes, for persons owning real property, which is equipped with solar energy systems, wind-powered energy systems or wood heating energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to 100% of the assessed value of qualifying equipment under these statutes."

Councilor Winterton said the warrant puts the town in line with being a "green" community. Dr. Shankle said the issue does not need to be put on the ballot; this is something the Council can do. Councilor Comai asked if there was an ordinance in effect. Councilor Winterton said it is in zoning. Chairman Sullivan said it is "up to us under charter". Councilor Ross said "we dealt with this and don't have any mechanism to put value on this other than

446 what the owner tells us. All we're doing is putting more work on assessors who ignore it
447 unless it becomes a problem". Councilor Winterton withdrew his motion and Chairman
448 Sullivan withdrew his second. Councilor Duhaime felt it took away taxable income from the
449 town. Councilor Winterton said the effect is if he puts solar panels on his house, it does not
450 increase the value of his house. Many towns have adopted such a measure to ensure they
451 are viewed as environmentally "green". Chairman Sullivan said the pattern of homes selling
452 at an increased value is not yet in place.

453 Default Budget.pdf

454
455 Christine Soucie, Director of Finance, presented the FY 2016-17 default budget of
456 \$17,206,826 which is \$54,466, or 0.32%, less than the Council's recommended budget of
457 \$17,261,292. Chairman Sullivan said the default budget should be lowered by an additional
458 \$52,000 given the contract with the new Fire Chief. *Chairman Sullivan moved, second by*
459 *Councilor Comaj, to approve a FY 2016-17 default budget of \$17,154,826. Motion passed*
460 *unanimously, 9-0.*

461
462 Dr. Shankle asked the Council to consider removing the \$50,000 warrant article for a new car
463 for the fire department. In 2013, the department came before the Council and asked for a
464 new car because their car was rusted out and couldn't be inspected. Council gave the
465 department \$30,000. The voters' guide indicated that the old car would be sold for scrap. It
466 turns out that the red car that the town got for the code enforcement officer was the old car
467 that was to be sold for scrap. Instead, they put the car at the highway garage and put \$2,400
468 worth of work on it and is now being used by the Code Enforcement Officers. It's a repeat of
469 what happened in 2013.

470
471 *Councilor Levesque moved, second by Councilor Duhaime, that an itemized inventory of all*
472 *department vehicles be prepared and presented to the Council annually. Motion passed*
473 *unanimously, 9-0.*

474
475 *Councilor Winterton moved, second by Councilor Duhaime, to reconsider the*
476 *recommendation of Article 10 being placed on the warrant. Motion passed unanimously, 9-0.*

477
478 *Councilor Winterton moved, second by Councilor Jennings, to remove Article 10 from the*
479 *warrant. Motion passed 8-1 (Councilor Ross opposed).*

480
481 Councilor Comaj likes the inventory idea and suggested that a mechanic should take a look
482 at any vehicle being purchased. Dr. Shankle said that one of the issues that came up was
483 that according to a mechanic, no amount of money would fix it.

484
485 *Chairman Sullivan moved to extend the meeting by ten minutes. Motion was seconded by*
486 *Councilor Jennings and passed unanimously, 9-0.*

487
488 Default.xlsx

489
490 **19. NEW BUSINESS**

491
492 19.a 16-006 Quarterly Financial Report for December 31, 2015
493 Quarterly Financial Report for Dec 31, 2015.pdf

494
495

496 Director Soucie presented the second quarterly financial report ending December 31, 2015.
497 She said the operating budget is doing fine with 49 percent being spent and is where you'd
498 expect it to be. Revenue reflects 58% being collected and is consistent over the last three
499 years. The fluctuation in Administration is due to the property liability and workers'
500 compensation insurance coverage, and changed vendors. Fire-Rescue is 47% spent,
501 primarily due to staff turnover. The Police Department is also 47% spent. The Department of
502 Public Works still has several vacant positions. Recycling and Transfer Department is 42%
503 spent which is consistent with the prior years. Even though the winter has not been as harsh
504 as some, storms have occurred on weekends where overtime had to be paid and contract
505 drivers were hired to remove snow from the school parking lots.

506
507 Councilor Comai noted that overtime was required because of vacant positions and asked
508 how many positions were vacant. Director Soucie said 7 or 8 people. She continued her
509 report stating that Recycling has spent 42%. Condos were reimbursed in December and are
510 normally reimbursed in January. Revenues are all coming in as planned. The tax deeding
511 process starts in the spring which will drive residents to pay off delinquent taxes. Building
512 permits look good. The ambulance service fund is reported separately and shows 26%
513 uncollected for the period. More was collected in 2015 with cash on hand as of December
514 32, 2015 at \$431,012.72. The account still grew by \$100,000. Councilor Winterton asked
515 why ambulance expenses were so different between December (\$8,200) and January
516 (\$6,400). Director Soucie said December included holiday pay.
517

518 19.b 16-007 TIF District

519 Dr. Shankle suggested re-scheduling this agenda item.

520 **20. SUB-COMMITTEE REPORTS**

521
522 Councilor Winterton said the Planning Board spent much time talking about chickens and the
523 draft ordinance was sent to staff to reword the new zoning ordinance. The recommendation
524 is to not allow chickens unless in the low density zone and so long as the chickens are kept
525 on one's own property.
526

527
528 Councilor Miville said the Budget Committee has already gone over warrant articles and
529 things are moving along. Two Budget Committee open seats have been filled – Brian Tilton
530 and Steve Paroda who is an accountant.
531

532 Councilor Jennings said lots of big ideas are being discussed for "Fun in the Sun".

533 **21. PUBLIC INPUT**

534
535 **22. NON-PUBLIC SESSION**

536
537 NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the
538 disciplining of such employee, or the investigation of any charges against him or her,

539
540 NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation
541 of any person, other than a member of the public body itself.

542
543
544
545 *D. Winterton motioned to enter non-public session at 9:55pm. Seconded by N. Comai.*

Roll Call

- 547 D. Winterton -- yes
- 548 T. Tsantoulis -- yes
- 549 D. Ross -- yes
- 550 N. Comai -- yes
- 551 M. Miville -- yes
- 552 A. Jennings -- yes
- 553 R. Duhaime -- yes
- 554 J. Levesque -- yes
- 555 J. Sullivan -- yes
- 556 *Vote unanimously in favor.*
- 557
- 558
- 559 *D. Ross motioned to exit non-public at 10:20pm. Seconded by D. Winterton.*
- 560 *Vote unanimously in favor.*
- 561
- 562 *D. Ross motioned to seal the non-public minutes of 02/24/16. Seconded by J. Sullivan.*
- 563 *Vote unanimously in favor.*

23. ADJOURNMENT

- 564
- 565
- 566 *D. Ross motioned to adjourn the public session at 10:20pm. Seconded by D. Winterton.*
- 567 *Vote unanimously in favor.*
- 568
- 569
- 570
- 571
- 572
- 573
- 574
- 575
- 576
- 577

Respectfully submitted by,

Suzanne Beauchesne
Recording Clerk

| Action Items | | Alternate A | | Alternate B | |
|---|--------------|-------------|---------------|-------------|--|
| 1. Truss Type | Pony Truss | \$1,060,000 | Through Truss | +\$150,000 | |
| 2. Coating | Weathering | \$ 0 | Painted* | +\$ 70,000 | |
| 3. Decking | Timber | \$ 0 | Concrete* | +\$160,000 | |
| 4. Bridge Width | 10 Feet | \$ 0 | 12 Feet* | +\$110,000 | |
| 5. Utility Placement | Hung Below* | \$ 370,000 | Side Mounted | +\$130,000 | |
| 6. Security Fencing | Not Selected | \$ 0 | If Selected | +\$ 25,000 | |
| 7. Lighting | Not Selected | \$ 0 | If Selected | +\$ 75,000 | |
| Base Cost (Repairs, Demolition, Approaches, Engineering, Contingencies) | | | | | |
| | | \$1,930,000 | | \$1,930,000 | |
| Total | | \$3,360,000 | | \$4,080,000 | |

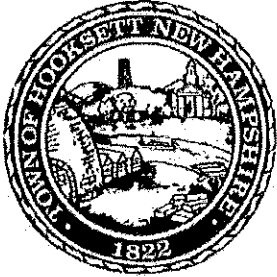
* D&K Recommended Items

HOOKSETT HERITAGE COMMISSION
 COMMENTS TO PRELIMINARY DESIGN
 LILAC PEDESTRIAN BRIDGE
 February 24, 2016

| Alternatives | Preference | Considerations |
|---|---|--|
| Superstructure Alternatives: Through truss (top bracing) vs pony (side trusses only) | Through truss (with opportunity for specific design specs in later phase, e.g. 12 high) | Location adjacent to other bridges in heart of historic area The look (most similar to others, but doesn't necessarily look pedestrian) Size, scale (480', substantial) More for the \$\$ |
| Coating: Weathering steel, paint, galvanized | Weathering steel | The look for the area Lowest cost Low maintenance |
| Decking: wood or concrete | Wood | Cost The look Possible piecemeal replacement/repair |
| Width: 10 or 12 feet | 12 feet | 10' seems restrictive 12' better relative to length, versatility |
| Security Fencing: | Only up to top rail of through truss (approx 54") | "Open" look but still provides protection Keeps river views accessible |
| Utilities attached: Below or sides | Below | Aesthetics--too much impact on design Cost Protection for utilities Lots of "cons" listed for side placement |
| Approaches/Lights | Need not be determined right now | |

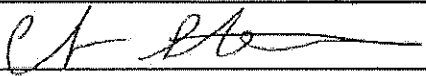
**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, March 9, 2016 @ 6:30pm at the Hooksett Town Council to accept a Department of Justice (DOJ) grant for the Hooksett Police Dept. to assist with drug trafficking investigations; grant is in the amount of \$40,000 per RSA 31:95-b, III (a). DOJ grant information is available by contacting the Hooksett Police Dept. at 603-624-1560. Questions should be directed to the Administration Dept. at 603-485-8472.



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 1-13-16
Name: CHRIS TOPHER STELMACH Phone: 268-0380 ^{CELL} 670-4197
Address: 22 ROY RD HOOKSETT, NH 03066
Email Address: CPS TRANSPORT @ COMCAST.NET
Signature: 

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

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

BOARDS, COMMISSIONS & COMMITTEES

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

How long have you been a resident of Hooksett?

ALL MY LIFE 46 YRS

Why are you seeking this position?

LOOKING TO GET INTO
TOWN POLITICS

Do you have any specific goals or objectives?

TO SEE THE TOWN
GROW IN A WAY TO NOT
TURN IT INTO A MAJOR CITY

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

CONSTRUCTION BACKGROUND
EXCAVATING
SITE PLANNING

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

NONE

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

WORKING WITH THE TOWN
TO SEE IT GROW SUCCESSFULLY
NOT TO OVER GROW

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

NONE

TOWN OF HOOKSETT
AVAILABLE APPOINTED POSITIONS

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Resident Members
(2) Hooksett Business Members

HERITAGE COMMISSION

(2) Full Members, exp. 6/2016
(1) Full Member, exp. 6/2018
(1) Alternate Member, exp. 6/2017
(1) Alternate Member, exp. 6/2018

PLANNING BOARD

(1) Alternate Member, exp. 6/2017

RECYCLING & TRANSFER ADVISORY COMMITTEE

(1) Alternate Member, exp. 6/2018

SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

(1) Full Member, exp. 6/2018

TOWN HALL PRESERVATION COMMITTEE

(5) Full Members

ZONING BOARD OF ADJUSTMENT

(1) Alternate Member, exp. 6/2016

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.

Proposal

Feb 9 2016

Hooksett Town Counsel

My name is Richard Fitz. I am writing this proposal to ask you, if you would be interested in having a selective cut done, on a parcel of land located off Hackett Hill Rd. This is shown on map #23 lot #14. Thirty three acres. The parcel has no access. In order to cut the trees, I would have to get permission from three land owners, to cross their property. If that could be arranged, I would yard the wood to a landing, where a truck could pick it up.

I would pay the town the amount the state values the stumpage at. This payment would be made weekly. As the logs were trucked and scaled each week. A copy of the scale slips would be given to the town weekly, with the payment, to show the volume shipped, and the amount paid.

Time period to complete operation, sixty days.

All tops will be chipped, and cleaned up.

Thank You
Richard A. Fitz
43 Benton Rd
Hooksett, N.H. 03106
668-2259

| CONSTRUCTION DETAIL | | CONSTRUCTION DETAIL (CONTINUED) | | | | | | | | | | | |
|---|-------------|---------------------------------|-----------------|-----------|-----------|----------------|----|------|----|----|-----|------|-----------|
| Element | Cd. | Ch. | Description | | | | | | | | | | |
| Model | 00 | | Vacant | | | | | | | | | | |
| MIXED USE | | | | | | | | | | | | | |
| Code | 9035 | MUNICIPAL MDL-00 | Percentage 100 | | | | | | | | | | |
| COST/MARKET VALUATION | | | | | | | | | | | | | |
| Adj. Base Rate: | | | 0.00 | | | | | | | | | | |
| Replace Cost | | | 0 | | | | | | | | | | |
| AYB | | | 0 | | | | | | | | | | |
| EYB | | | 0 | | | | | | | | | | |
| Dep Code | | | | | | | | | | | | | |
| Remodel Rating | | | | | | | | | | | | | |
| Year Remodeled | | | | | | | | | | | | | |
| Dep % | | | | | | | | | | | | | |
| Functional Obslnc | | | | | | | | | | | | | |
| External Obslnc | | | | | | | | | | | | | |
| Cost Trend Factor | | | | | | | | | | | | | |
| Condition | | | | | | | | | | | | | |
| % Complete | | | | | | | | | | | | | |
| Overall % Cond | | | | | | | | | | | | | |
| Apprais Val | | | | | | | | | | | | | |
| Dep % Ovr | | | | | | | | | | | | | |
| Dep Ovr Comment | | | | | | | | | | | | | |
| Misc Imp Ovr | | | | | | | | | | | | | |
| Misc Imp Ovr Comment | | | | | | | | | | | | | |
| Cost to Cure Ovr | | | | | | | | | | | | | |
| Cost to Cure Ovr Comment | | | | | | | | | | | | | |
| OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B) | | | | | | | | | | | | | |
| Code | Description | Sub | Sub Description | L/B | Units | Unit Price | Yr | Gale | Dp | Rt | Chd | %Chd | Apr Value |
| BUILDING SUB-AREA SUMMARY SECTION | | | | | | | | | | | | | |
| Code | Description | Living Area | Gross Area | Eff. Area | Unit Cost | Undeprc. Value | | | | | | | |
| | | | | | | | | | | | | | |
| 32 | | | | | | | | | | | | | |
| Tot. Gross Liv/Lense Area: 0 0 0 0 | | | | | | | | | | | | | |

No Photo On Record

"KNOW ALL MEN BY THESE PRESENTS

That I, Leslie Nepveu, Collector of Taxes for the Town of Hooksett, in the County of Merrimack and State of New Hampshire, for the year 1994 by the authority in me vested by the laws of the State, and in consideration of Two Hundred Ninty Seven Dollars and Ninty Eight Cents to me paid by the (297.98) Town of Hooksett do hereby sell and convey to the said Town of Hooksett successors/heirs and assigns, a certain tract or parcel of land situated in the Town of Hooksett aforesaid, Taxed by the Selectmen/Assessors in 1988 to Owners Unknown and described in the Invoice Books as Land-Hackett Hill Road. A more particular description of said property is understood to be as follows: Land-Hackett Hill Road 023-014. The whole of the above real estate was bought by Town of Hooksett at a Tax Collector's sale held at the Municipal Building in said Town of Hooksett, New Hampshire on the 30th day of September, 1989. To have and to hold the said Premises, with the appurtenances, to the said Town of Hooksett successors/heirs and assigns forever. And I hereby covenant with the said Town of Hooksett that in making sale of the same I have in all things complied with the law, and that I have good right, so far as that right, so far as that right may depend upon the regularity of my own proceedings, to sell and convey the same in the manner aforesaid.

In Witness Whereof, I have hereunto set my hand and seal, the 26th day of August, the year of our Lord one thousand nine hundred and Ninty Four.

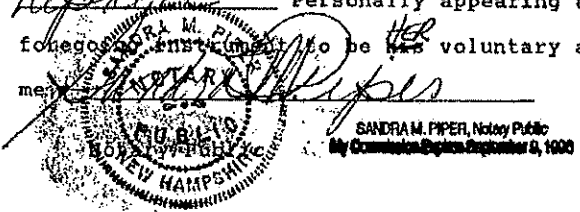
Signed, Sealed, and Delivered in the presence of:

Susan St. Germain
Nicole Young
Robert [unclear]

Leslie Nepveu
 Collector

State of New Hampshire, Merrimack County, Leslie Nepveu

Personally appearing and acknowledged for the foregoing instrument to be his voluntary act and deed. Before me,



MERRIMACK COUNTY RECORDS
Kathi L. Quay, Register

Staff Report

Title: 2016-17 Budget, CIP and Warrants

Date: March 9, 2016

Background and Discussion of Issues

The Budget Committee's had it's Public Hearing on March 3, 2016 and they are recommending an operating budget of \$_____.

Council's recommendation is needed for Article #3, operating budget.

Recommendation (including suggested motion, if appropriate)

To recommend the Budget Committee's Operating Budget of \$_____.

Fiscal Impact

Estimated tax impact will be given at the meeting.

Prepared by: Christine Soucie

Town Administrator Recommendation

TOWN OF HOOKSETT NH
WARRANT ARTICLE

TO SEE IF THE TOWN WILL VOTE TO CREATE FOUR (4) NEW FULL TIME
FIREFIGHTER/EMT POSITIONS WITHIN THE FIRE DEPARTMENT, AND TO RAISE
AND APPROPRIATE THE SUM OF THREE HUNDRED THIRTY THREE THOUSAND
FIVE HUNDRED DOLLARS (\$333,500) TO FUND THESE POSITIONS WITH ONE
HUNDRED FIFTY FOUR THOUSAND DOLLARS (\$154,000) FOR SALARY, ONE
HUNDRED FORTY TWO THOUSAND FIVE HUNDRED DOLLARS (\$142,500) FOR
BENEFITS, TWELVE THOUSAND DOLLARS (\$12,000) FOR EQUIPMENT, AND
TWENTY FIVE THOUSAND DOLLARS (\$25,000) FOR COVERAGE. IF APPROVED THE
APPROPRIATION FOR THESE POSITIONS WILL BECOME PART OF THE ANNUAL
OPERATING BUDGET IN SUBSEQUENT YEARS.

Note: The purpose of this article is to enhance public safety by maintaining a minimum staffing
level of the Fire Department at 7 firefighter/EMTs per shift.

| Name | Address | Signature |
|---------------------|---------------------------|-----------|
| ✓ David C. Smith | 26 Watkins Ferry Rd | |
| ✓ MARY SIMPSON | 76 Farmer Rd. | |
| ✓ MARY SIMPSON | 76 Farmer Road | |
| ✓ Robert C. Evans | 76 Farmer Rd. Hooksett NH | |
| ✓ Elaine LaPorte | 70 Farmer Rd Hooksett NH | |
| ✓ Gloria Blackwell | 66 Farmer Rd. | |
| ✓ Matt Gordon | 56 Farmer Rd. | |
| ✓ Krista Gordon | 50 Ferny Rd | |
| ✓ Mark Casson | 53 Farmer Rd | |
| ✓ Renee K. Bussione | 41 Farmer Road | |
| ✓ Amanda C. Farmer | 41 Farmer Rd. | |
| ✓ Robert Bussione | 41 Farmer Rd | |
| ✓ Jill Ouellette | 37 Farmer Rd | |
| ✓ Jill Ouellette | 37 FARMER Rd. | |

Staff Report

Award Contract to Stanley Elevator Company, Inc. for Hooksett Public Library Elevator Upgrade, March 1, 2016

Background: An RFP No. 16-01 was advertised by the Town and one bid was received for the Library Elevator Upgrade project on 2/24/2016.

The bid was from Stanly Elevator Company, Inc. of Merrimack, NH for the amount of:

- Part A: remove the existing single bottom cylinder and hydraulic jack assembly and install a new double bottom cylinder and hydraulic jack assembly - \$37,878.00
 - Part B: Replacement of the Hydraulic power unit - \$11,308.00
 - Part C: Replacement of Elevator Controls - \$51,719.00
- TOTAL (Parts A, B and C): \$100,905.00.

Discussion: A bid was prepared to upgrade the Hooksett Public Library Elevator.

The upgrades consist of Parts A, B and C as follows: Part A: remove the existing single bottom cylinder and hydraulic jack assembly and install a new double bottom cylinder and hydraulic jack assembly. Part B: Replacement of the Hydraulic power unit. Part C: Replacement of Elevator Controls

The existing passenger/service elevator and equipment was manufactured by Dover Elevator and installed in 1968 with a rated capacity of 1,500 pounds servicing 2 floors.

Prior to bids being advertising, meetings were held with three elevator companies to request their professional elevator expertise and quotes were received for the elevator repairs/improvements. The three firms were:

1. Pine State Elevator Company, Portland, Maine
2. Stanley Elevator Company, Inc., Merrimack, NH
3. Schindler Elevator Corporation, Walpole, MA.

As the quotations were all over \$15,000 it was necessary to issue a Request For Proposal. The quotes as received were all very similar to the bid that was received from Stanley Elevator Company, Inc.

In addition to the RFP being advertised in in the newspaper and on the Town website, the RFP was send directly to the three firms.

Recommendation: It is recommended that the Town of Hooksett approve the bid as received from Stanley Elevator Company, Inc. for the total project amount of \$100,905.00 for Parts A, B and C. Stanley Elevator Company, Inc. was the company that installed the elevator in 1969 and still has design drawings of the elevator.

Fiscal Impact: This funding for this contract will be coming from Town Building Maintenance Capital Reserve Fund.

Prepared by: James J Donison, Assistant DPW Director/Town Engineer

Town Administrator Recommendation:

concur



Dean E. Shankle, Jr., Ph.D.
Town Administrator

Staff Report

Title: Award Contract to Stanley Elevator Company, Inc. for Public Library Elevator Upgrade

Date: March 9, 2016

Background and Discussion of Issues

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Fiscal Impact

This funding for this contract will be coming from Town Building Maintenance Capital Reserve Fund.

Prepared by: James Donison, PE Assistant DPW/Town Engineer

Town Administrator Recommendation

Conan
PDW

BID 16-01
Hooksett Public Library
Elevator Upgrade



BID 16-01

**HOOKSETT PUBLIC LIBRARY
ELEVATOR UPGRADE**

Stanley Elevator Company, Inc.
9 Henry Clay Drive
Merrimack, NH 03054
Toll Free: 800-258-1016
Fax: 603-882-8818

BID 16-01
Hooksett Public Library
Elevator Upgrade



A. Qualifications

- History and Description of the Company

Stanley Elevator is a full service elevator company specializing in elevator design, installation, modernization, maintenance and repair. We are one of the largest owner managed elevator companies in the United States and employ more than 135 people in Maine, New Hampshire and Massachusetts. Stanley Elevator has been operating on the principles of honesty, reliability, and personal service since our first elevator installation in 1951. Our very first customer, Saint Anselm's College in Manchester, New Hampshire, still relies on us to this day for quality elevator service. We take pride in the fact that most of our early customers continue to use our services.

B. Number of Years in Business – 64 (incorporated in New Hampshire on November 2, 1951)

C. We have never been in bankruptcy, reorganization or receivership.

D. NH Certificate of Good Standing – Attachment #1

E. REFERENCES:

a) **Dartmouth College**

6 Vox Lane

Hanover, NH 03755

Contact Person: Adrienne Stone

PH: 603-646-2021

Fax: 603-646-6900

Email: Adrienne.W.Stone@dartmouth.edu

b) **Boston College**

140 Commonwealth Avenue

Chestnut Hill, MA 02467

Contact Person: Joseph Ducie

PH: 617-552-3025

Fax: 617-552-1859

Email: ducie@bc.edu

Stanley Elevator Company, Inc.
9 Henry Clay Drive
Merrimack, NH 03054
Toll Free: 800-258-1016
Fax: 603-882-8818

BID 16-01
 Hooksett Public Library
 Elevator Upgrade

d) **City of Manchester, NH**
 Facilities Services Dept.
 475 Valley Street
 Manchester, NH 03103
 Contact: Barbara Connor PH: 603-624-6444
 Email: bconnor@manchesternh.gov

e) **Bates College**
 147 Russell Street
 Lewiston, ME
 Contact Person: Joy Griffiths PH: 207-786-6211
 Email: joy.morgan@bates.edu

F. Schedule and Hours of Work

Our regular working hours are 8 am – 4:30 pm Monday thru Friday, excluding holidays. We anticipate the following schedule:

PART A: Replacement of Hydraulic Jack Assembly

Material Lead Time after Approval: 8 Weeks
Installation: 2 Weeks

PART B: Replacement of Power Unit

Material Lead Time after Approval: 4-5 Weeks
Installation: 3 Days

PART C: Replacement of Passenger Elevator Controls

Material Lead Time after Approval: 8 Weeks
Installation: 3 Weeks

Stanley Elevator Company, Inc.
 9 Henry Clay Drive
 Merrimack, NH 03054
 Toll Free: 800-258-1016
 Fax: 603-882-8818

(Prices written in word shall govern. Unit Prices shall govern over extended total when discrepancies occur)

| ITEM | UNIT | ESTIMATED QUANTITY | UNIT BID PRICE DESCRIPTION | UNIT BID PRICE | TOTAL |
|--------|-----------|--------------------|---|----------------|-------------|
| PART A | Lump Sum. | 1 | DOUBLE BOTTOM BULKHEAD CYLINDER FOR THE HYDRAULIC JACK ASSEMBLY Thirty Seven Thousand Eight Hundred Seventy Eight Dollars and <u>00/100</u> Cents | \$37,878.00 | \$37,878.00 |
| PART B | Lump Sum | 1 | REPLACE HYDRAULIC POWER UNIT Eleven Thousand Three Hundred Eight Dollars and <u>00/100</u> Cents | \$11,308.00 | \$11,308.00 |
| PART C | Lump Sum | 1 | REPLACEMENT OF PASSENGER ELEVATOR CONTROLS Fifty One Thousand Seven Hundred Nineteen Dollars and <u>00/100</u> Cents | \$51,719.00 | \$51,719.00 |

BID AMOUNT PART A: \$37,878.00

(NUMERALS)

BID AMOUNT PART A: Thirty Seven Thousand Eight Hundred Seventy Eight and 00/100 Dollars

(WRITE OUT IN WORDS)

BID AMOUNT PART B: \$11,308.00

(NUMERALS)

BID AMOUNT PART B: Eleven Thousand Three Hundred Eight and 00/100 Dollars

(WRITE OUT IN WORDS)

TOTAL BID AMOUNT - PART C: \$51,719.00

(NUMERALS)

TOTAL BID AMOUNT PART C: Fifty One Thousand Seven Hundred Nineteen and 00/100 Dollars

(WRITE OUT IN WORDS)

TOTAL BID AMOUNT - PARTS A, B & C: \$100,905.00

(NUMERALS)

TOTAL BID AMOUNT PARTS A, B & C: One Hundred Thousand Nine Hundred Five and 00/100 Dollars

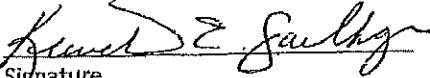
(WRITE OUT IN WORDS)

DATE SUBMITTED: 2/23/16

RESPECTIVELY SUBMITTED: STANLEY ELEVATOR COMPANY, INC.

(PLEASE PRINT BIDDER / CONTRACTOR'S NAME)

Kenneth E. Sandhage, Northern Territory Manager
Print Representative's Name and Title


Signature

9 Henry Clay Drive, Merrimack NH 03054
Address / Street-City-Zip Code

800-258-1016 Cell No. 603-204-8915 ksandhage@stanleyelevator.com
Telephone Number and E-Mail Address Fax No. 603-882-8818

Person signing proposal must be a person in your company authorized to sign a contract with the Town of Hooksett, NH

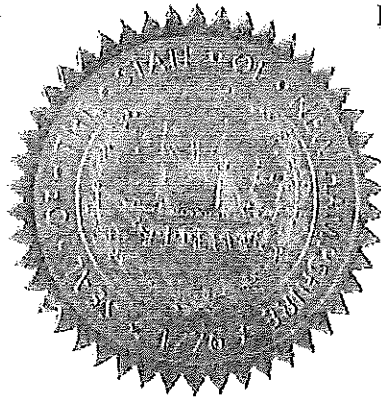
Notes to Bidders:

Award of this bid is dependent upon the bid amounts and available funding. The TOWN may elect to select PART A, PART B, PART C or a combination of the PARTS, whatever is in the best interests of the TOWN.

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that STANLEY ELEVATOR COMPANY, INC. is a New Hampshire corporation duly incorporated under the laws of the State of New Hampshire on November 2, 1951. I further certify that all fees and annual reports required by the Secretary of State's office have been received and that articles of dissolution have not been filed.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 16th day of March, A.D. 2015

A handwritten signature in cursive script, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

P.O. Box 843
Nashua, NH 03061
www.stanleyelevator.com



Office: 603.882.6918
Toll Free: 800.258.1016
Fax: 603.882.8818

February 22, 2016

Hooksett Public Library
31 Mount Saint Mary's Way
Hooksett, NH 03106

Proposal No.: 5760

State No.: NHE 1048

Attention: Jim Donison

PART A

Re: *Hooksett Public Library Elevator
Replacement of Hydraulic Jack Assembly*

Stanley Elevator Company, Inc. offers you our proposal to complete the following work for the sum of **Thirty-Seven Thousand Eight Hundred Seventy Eight and 00/100 Dollars (\$37,878.00)**.

Stanley Elevator Company, Inc. proposes to remove the existing jack assembly and install a new jack assembly supplied by the original manufacturer. The new jack assembly will be fabricated to meet the latest requirements of the National Elevator Code (ANSI A17.1) and local code requirements while retaining the original speed, capacity, travel, and operating pressure.

The new jack assembly, which consists of a steel double bulkhead cylinder, will be provided with a protective wrap and installed in a code required PVC casing as additional protection from corrosion. The existing piston will be replaced.

This proposal includes removal of the existing cylinder and to clean the sand backfill material from the original jack hole. It does not include any costs for drilling to enlarge the jack hole.

Owner Responsibility:

1. To provide onsite storage space adequate to store the cylinder, oil, PVC, tools etc. in close proximity to the work area.
2. To provide an area to park an 185 CFM diesel powered compressor and coordinate safe routing of the high pressure hoses.
3. Provide water in close proximity to the elevator pit and coordinate safe routing of water hoses.
4. To provide a suitable area to pump any ground water encountered and coordinate the routing of hoses.
5. To provide, properly label, and dispose of the 55-gallon drums for excavation soils as well as all contaminated ground water encountered. All solid excavation spoils will be placed in 55-gallon drums and left at the jobsite for owner disposal.
6. To provide electrical power for lights, tools, welding, etc.
7. To provide all necessary coordination and cost for the deactivation and reactivation of smoke systems, permits for welding, and oxy/acetylene cutting as well as fireman stand by if required by local authority.

www.stanleyelevator.com

PHONE: (800) 258-1016

FAX: (603) 882-8818

Proposal # 5760
Ref Id: R-08867 - 2/22/2016

8. To waterproof the pit should ground water seepage occur after installation of the new jack assembly. (Standby for waterproofing contractor is not included here-in and if required will be provided for an addition charge).
9. There will be noise associated with the use of the compressor and during the jack-hammer use to open the jack hole. Disruption to building occupants is likely. It will be your responsibility to provide any special tenant access, partitioning or special enclosures of work areas if you should require same.
10. To provide full access to the work area at all times during the agreed upon working hours for the duration of the project. Should Stanley Elevator or its Subcontractor(s) be directed to stop work for any reason by the owner or owner's agent a delay charge of \$560.00 per hour will be incurred.

Payment Terms:

1. The first 33.33% of the contract amount is to accompany a returned signed and dated copy of this proposal. No work will be scheduled or material ordered until the signed proposal and first payment are received.
2. The second 33.33% of the contract amount is due upon materials delivery either to an agreed upon staging/storage facility or to the job site.
3. The final 33.33% of the contract amount will be due upon job completion once the unit is inspected and approved for public use.
4. Should there be additional billing required during the process of replacing the jack assembly, we will invoice separately for this work at the time of occurrence. Payment for any of this extra work will be net 30 days, from date of invoice.

Extra Work Not Included in Base Proposal:

It shall remain the owner's responsibility that the jack hole is free from any contaminant, obstruction in the backfill or excessive ground water, and be of sufficient size to plumb the new required PVC and jack assembly. Should any of these conditions be encountered, Stanley Elevator will stop work immediately until provided with written authorization to continue.

If it is determined that there are obstructions that need to be cleared by drilling and the earth casing does NOT have to be removed, we will subcontract the drilling of the jack hole at an additional cost. Equipment used for "inside drilling" is highly specialized, with limited availability. Stanley will do everything possible to schedule the drilling so as not to delay progress, though we cannot guarantee uninterrupted work schedules and highly recommend you plan accordingly.

Please note that this new jack and PVC is larger in diameter than the original jack assembly. Should it be determined that drilling is required to plumb the new PVC/ jack assembly, the existing earth casing will first have to be removed and the hole pressure grouted in preparation for this drilling. This process will require the use of special equipment and hoists. All building protection and/or alterations for casing removal and subsequent drilling will be the responsibility of the owner.

Warranty

The new jack assembly is warranted for a period of one year from date of acceptance. This warranty is extendable under the initial term of your Stanley Full Maintenance Agreement for a period of up to 20 years.

All work is based on the normal working hours of the elevator trade and no overtime hours are included in the prices quoted herein. No other work, except as itemized above, is intended or implied.

P.O. Box 843
Nashua, NH 03061
www.stanleyelevator.com



Office: 603.882.6918
Toll Free: 800.258.1016
Fax: 603.882.8818

February 22, 2016

Hooksett Public Library
31 Mount Saint Mary's Way
Hooksett, NH 03106

Proposal No.: 5760

State No.: NHE 1048

Attention: Jim Donison

PART B

Re: *Hooksett Public Library Elevator
Replacement of Hydraulic Power Unit*

Stanley Elevator Company, Inc. offers you our proposal to complete the following work for the sum of **Eleven Thousand Three Hundred Eight and 00/100 Dollars (\$11,308.00)**.

Description of Work: **Replacement of the Hydraulic Power Unit**

Stanley Elevator will furnish the necessary labor and materials required to perform the following:

1. Remove your existing power unit.
2. Furnish and install a new *submersible type* power unit sized for the speed and capacity of the elevator. This power unit will be a self-contained unit, complete with *submerged* oil-hydraulic pump, electric motor and integral type oil control valve.
3. Furnish and install new oil line piping in the machine room.
4. Replace the hydraulic oil.
5. Adjust the new oil control valve and power unit for proper operation.



The price of this work as detailed herein shall be payable net thirty (30) days; upon presentation of invoice.

All work is based on normal working hours of the elevator trade and no overtime hours are considered.

No other work except as itemized above is intended or implied. A returned copy of this proposal and/or your purchase order properly signed and dated will be our authorization to order appropriate materials.

We need the following information to properly notify you of our anticipated work schedule.

Contact Name _____ Telephone _____

E-mail _____

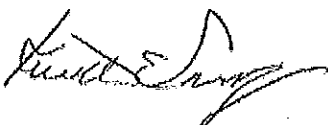
***** Please direct any questions or areas of concern to the undersigned *****

This proposal and acceptance when signed by the Customer and approved by an authorized representative of the Company, including the terms and conditions set forth in detail on the last page hereof, which terms and conditions are incorporated herein and expressly made a part hereof, constitutes the entire agreement between the parties. There are no representations or agreements, written or verbal between the parties other than those contained herein. This Agreement is not binding upon Stanley Elevator Company, Inc. until approved by one of its authorized representatives.

Customers Company/Organization Name

Stanley Elevator Company, Inc

BY: _____
Authorized Customer Signature


BY: _____
Kenneth Sandhage
Stanley North Manager
ksandhage@stanleyelevator.com

BY _____
Printed Name Title

APPROVED for Stanley Elevator Company, Inc.:

BY _____

Date _____

Date _____

HYDRAULIC PASSENGER ELEVATOR MODERNIZATION PROPOSAL

Hooksett Public Library

31 Mount Saint Mary's Way
Hooksett, NH

Proposal Number: 5760

PART C

Prepared For:

Jim Donison
Hooksett Public Library
31 Mount Saint Mary's Way
Hooksett, NH 03106

Date: 2/22/2016

Prepared By:

Kenneth Sandhage
(603) 204-8915
Stanley Elevator Company, Inc.
9 Henry Clay Drive, Merrimack, NH 03054
Email: ksandhage@stanleyelevator.com
FOR SERVICE DIAL: 1-800-258-1016





Stanley Elevator Company, Inc. is pleased to offer you our proposal to furnish all labor and material required to complete the modernization of passenger elevator(s) located in Hooksett Public Library, 31 Mount Saint Mary's Way, Hooksett, NH. The modernization work will be based on the following detail of work:

SCHEDULE OF EXISTING EQUIPMENT:

| | EXISTING | PROPOSED |
|-----------------------|-------------------------------------|-----------------|
| A. ELEVATOR I.D #: | ID: NHE 1048 CAR# 1 | Retain Existing |
| B. ELEVATOR TYPE: | Hydraulic | Retain Existing |
| C. CLASSIFICATION: | Passenger / Service | Retain Existing |
| D. OPERATION: | Simplex | Retain Existing |
| E. FUNCTION: | General Public Use | Retain Existing |
| F. SPEED: | 100 FPM | Retain Existing |
| G. CAPACITY: | 1500 LBS. | Retain Existing |
| H. PLATFORM: | 5'-3" W X 4'-1 1/2" D | Retain Existing |
| I. TRAVEL: | 14'-2 5/8" | Retain Existing |
| J. STOPS: | 2 | Retain Existing |
| K. OPENINGS: | Front 2 / Rear 0 | Retain Existing |
| L. LANDINGS SERVED: | G, *1 | Retain Existing |
| M. ENTRANCE TYPE: | Single Speed / Side Opening / Power | Retain Existing |
| N. ENTRANCE SIZE: | 32" X 84" | Retain Existing |
| O. MAIN LINE Voltage: | 208 Volts – 3 Phase – 60 cycle | Retain Existing |
| P. OEM: | Dover | |
| Q. YEAR INSTALLED: | 1968 | |



MAJOR HYDRAULIC PASSENGER ELEVATOR COMPONENTS:

MACHINE ROOM EQUIPMENT:

1. Elevator Control: Remove Existing and Install New Non-proprietary, Microprocessor Controls Manufactured by: Thyssen Elevator or MCE
2. Operation Mode: Simplex Selective Collective
3. Key Features:
 - Inspection Operation
 - Emergency Battery Powered Lowering
 - Fire Service Recall
 - Access Operation
4. Motor Control: Remove Existing and Install New Solid State Soft Start
5. Selector: Install New Car-Top Mounted Selector
6. Electrical Conduit: Retain Existing if Suitable and Add/Modify as Necessary
7. Electrical Wiring: Remove Existing and Install New Copper Wiring in Machine Room, Hoistway and Car
8. Power Unit: PROPOSED UNDER SEPARATE REPAIR QUOTE

HOISTWAY EQUIPMENT:

9. Manual Shut-Off: Retain Existing Shut-Off Ball Valve
10. Jack/Packing: PROPOSED UNDER SEPARATE REPAIR QUOTE
11. Hydraulic Fluid: Filter and Reuse Existing Hydraulic Oil
12. Car Sling: Retain Existing
13. Platform: Retain Existing Platform Assembly
14. Sub Floor: Retain Existing Wood Sub Floor and Repair
15. Toe Guard: Retain Existing Toe Guard



- 16. Car Guide Shoes: Retain Existing Slide Type Guide Shoes and Replace Liners as Required
- 17. Main Guide Rails: Retain Existing Guide Rails
- 18. Rail Brackets: Retain Existing Rail Brackets, Tighten Mounting Hardware
- 19. Buffers: Retain Existing Spring Type Buffers
- 20. Buffer Supports: Retain Existing Buffer Support Steel
- 21. Limit Switches: Retain Existing Limit Switches and Mounting Hardware
- 22. Limit Cams: Retain Existing Limit Cam Assembly
- 23. Stop Switch: Retain Existing Pit Stop Switch

LANDING ENTRANCES:

- 24. Frames: Retain Existing Entrance Frames
- 25. Door Panels: Retain Existing Door Panels
- 26. Header & Struts: Retain Existing Headers and Struts
- 27. Sills: Retain Existing Sills
- 28. Gibs: Install New Door Gib Assemblies – 2 per Door Panel
- 29. Fascia: Retain Existing Fascia and Mounting Hardware
- 30. Dust Covers: Retain Existing Dust Covers
- 31. Handicap Plates: Install new ADA Complaint Braille Plates on Landing Door Jambs



CAR DOOR EQUIPMENT:

- 32. Door Operator: Remove Existing and Install New Door Operator
- 33. Door Protection: Remove Existing and Install New Solid State Detector Screen System
- 34. Car Hangers/Track: Retain & Recondition Existing Car Hanger and Tracks
- 35. Clutch: Install New Door Clutch Assembly

LANDING DOOR EQUIPMENT:

- 36. Landing Hangers/Track: Retain & Recondition Existing Landing Hangers and Tracks
- 37. Interlocks: Remove Existing and Install New Electromechanical Hoistway Door Interlocks
- 38. Door Closers: Refurbish Existing Door Closers

CAB ENCLOSURE EQUIPMENT: THE EXISTING CAB WILL BE RETAINED AS IS

CAR OPERATING FIXTURES:

- 39. Main Car Operating Panel: Replace With New
 - a. Cover Plate Material: Stainless Steel
 - b. Cover Plate Finish: #4 Satin Finish
- 40. Fixture Button Style: Manufacturer's Standard, ADA Compliant
- 41. Car Position Indicator: Install New Digital Position Indicator in the New Car Operating Station
- 42. Car Riding Lantern: Install New
- 43. Phone: Remove Existing and Install New ADA Compliant Auto Dial Phone to be Located in New Car Operating Station
- 44. Emergency Lighting: Remove Existing and Install New Battery Operated Emergency Lighting in New Car Operating Station



45. Car Top Inspection Controls: Replace With New

LANDING OPERATING FIXTURES:

46. Hall Call Station: Replace With New

- a. Cover Plate Material: Stainless Steel
- b. Cover Plate Finish: #4 Satin Finish

47. Fixture Style: Manufacturer's Standard, ADA Compliant

48. Digital Position Indicator: Replace With New at Main Floor Only

49. Hoistway Access Station: Replace With New

50. Phase I Firefighter's Service Key Switch: Install New at Floor Entrance 1

Miscellaneous:

51. Barricading: Standard Sectional Barricades at Active Location

52. Hoistway Protection: Not Required

53. Cleaning: Final Clean Down at Project Completion

54. Painting: Machine Room Floor

SCHEDULE:

| | | |
|---------------------------------|-----------|----------------|
| • Booking Process: | 1 | Week(s) |
| • Survey Job Site: | 1 | Week(s) |
| • Submittal Preparation: | 2 | Week(s) |
| • Approval Process: | 1.5 | Week(s) |
| • Material Fabrication: | 8 | Week(s) |
| • Installation (Phase 1): | 2 | Week(s) |
| • Final System Test/Punch List: | .5 | Week(s) |
| TOTAL: | 16 | Week(s) |



QUALIFICATIONS:

The following qualifications and clarifications apply to this proposal and the prices quoted herein:

1. Price will be held firm for Sixty (60) days from date of proposal.
2. Price includes applicable state sales tax
3. Price does not include cost of performance / payments bond.
4. Price includes permit fees associated with elevator trades work.
5. Price includes required testing with local authorities for certification.
6. All passenger elevator installation work to be performed during normal hours.
7. All safety testing of elevator to be performed during normal hours of the trade.
8. Price includes cutting and patching of finished wall surfaces associated with our work.
9. All material associated with this project to be delivered to your loading dock facilities and distributed to storage space within the building during normal hours of the trade.
10. Stanley Elevator to have uninterrupted use of the elevator.
11. Stanley Elevator will not be responsible for removal or disposal of hazardous material.
12. Stanley Elevator will not agree to act in the capacity of a General Contractor.
13. Stanley Elevator will provide a twelve (12) month warranty on parts and workmanship.
14. Stanley Elevator Company, Inc. reserves the right to negotiate contract terms and conditions.
15. Costs for certification of elevator shop drawings by a registered professional engineer shall be by others.
16. Stanley Elevator will furnish and install standard OSHA barricades for hoistway protection. Costs for any full-height barricades, screening, and temporary protection of interior finishes in addition to standard barricades shall be by others.

WORK BY OTHER TRADES: Hydraulic Elevator(s)

The following represents an outline of work by other trades that may be required and must be considered in support of this project:

Electrical:

1. Provide 208Volts – 3 Phase – 60 cycle AC grounded power supply, for each elevator, through fused, lockable safety switches in the machine rooms. The service/disconnect switch to be sized based on the characteristics of new elevator pump motor. The disconnect switch must be located within 18" of the strike side of the machine room door. The existing line side feeds may be reused and extended if properly configured, sized and in suitable condition.
2. Provide a dedicated, earth ground for high and low voltage elevator services.
3. Provide a 120vac 1ph 60cy 15amp branch circuit for each elevator with an enclosed externally operable fused, lockable disconnect for car lighting and accessories. Low voltage service switches to be located adjacent to the high voltage service switches.
4. Provide feed wires in pipe from the load side of the high and low voltage service, disconnect switches to the new elevator controls using properly sized copper conductors. Final connection at elevator controllers to be completed by Stanley Elevator, IUEC field employees.



5. Provide sufficient machine room lighting (min. 10' candles at the floor) with switch located inside on the strike side of the machine room door. Light fixtures to be permanently fastened to the ceiling or support surface with protective guards over bulbs.
6. Remove any temporary or permanent, non-elevator electrical services and associated equipment from the elevator machine rooms.
7. Install GFI type outlets in the elevator machine room and pit. Pit outlet should be mounted at least 24" off the pit floor and properly piped to avoid potential water damage.
8. Provide a telephone line to the elevator machine room for communication to the elevator cab enclosures.
9. When Emergency Battery Lowering is installed: Per the National Electrical Code 620-91C this power source requires an isolated switch in the fused disconnect switch in the machine room that allows the disconnect switch to be placed in the "off" position without having the elevator move unexpectedly. This auxiliary dry contact switch is to be provided by others. The necessary operation of the disconnect switch auxiliary contact is that when the disconnect switch is in the normal power position, the auxiliary contact must be closed. The minimum rating of the auxiliary contact is 1 ampere @ 48 VDC, dry and isolated with a contact configuration of SPST. A sealed contact set or a contact set with generous wiping action is preferred to allow switch operations to clean the contacts. Please note (in States other than Massachusetts) when a shunt trip breaker is required a normally closed auxiliary contact must be installed on the shunt breaker to insure that the power provided by a battery lowering device is also disconnected per National Elevator Code 2.8.3.3.2.

Alarm:

1. Furnish and install smoke detector units in each lobby and in the elevator machine room as required by ANSI A17.1 2007 code.
2. Furnish and install a signal control module that automatically activates the machine room power vent in case of fire alarm condition if a mechanical vent system is installed.
3. Furnish and install Four (4) pair of signal feeds from the smoke detector panel or zone modules to the elevator machine room to facilitate fire service recall function.

HVAC:

1. The elevator machine room temperature must be maintained between 50 and 90 degrees F with maximum 80% relative humidity, non-condensing. A passive and / or powered means of climate control may be used for this purpose. Estimated BTU output for elevator equipment will be provided for your use.
2. Provide machine room ventilation to allow removal of smoke and hot gases. The area of machine room vents shall not be less than 3 ½% of the area of the hoistway nor less than 3 sq. ft., whichever is greater. Venting may be either passive or mechanical. If a mechanical system is installed, a normally closed damper actuated by a signal from the alarm panel will be required.



General Builders Work:

- 1. Provide machine room access door of pre-hung design, steel construction with 1.5 hr. fire rating. Door must be self-closing, self-locking "store room" operation.
- 2. Provide 2 hour fire rated machine room. Patch voids or cover existing walls, ceiling and exposed wood as necessary to establish the required rating.
- 3. Identify, remove and dispose of any hazardous material in the machine room and hoistway prior to commencement of our work.

PRICE: Stanley Elevator Co., Inc. will perform the work as detailed for the sum of

BASE PRICE: Fifty-One Thousand Seven Hundred Nineteen and 00/100 Dollars (\$51,719.00)

A returned copy of this proposal and/or your purchase order referencing this proposal properly signed and dated accompanied by your down payment will be our authorization to order appropriate materials.

This proposal and acceptance when signed by the Customer and approved by an authorized representative of the Company, including the terms and conditions set forth in detail on the last page hereof, which terms and conditions are incorporated herein and expressly made a part hereof, constitutes the entire agreement between the parties. There are no representations or agreements, written or verbal between the parties other than those contained herein. This Agreement is not binding upon Stanley Elevator Company, Inc. until approved by one of its authorized representatives.

Hooksett Public Library

Stanley Elevator Company, Inc.

BY: _____
Authorized Customer Signature

BY: _____
Kenneth Sandhage
Stanley North Manager
ksandhage@stanleyelevator.com

Print Name Title

APPROVED for Stanley Elevator Company, Inc.:

BY: _____

Date: _____

Date: _____

Staff Report

Title: Fun in the Sun Rate Increases

Date: 2/24/16

Background and Discussion of Issues

To increase the rates for Fun in the Sun campers for the 2016 season. The rates for Fun in the Sun have not increased in the past 3 years. The basic camp fee will be increased by \$15.00 per week to cover the increase in field trips, t-shirts and buses. This program is still extremely inexpensive if you look into other camps, daycare or babysitters. The before care and after care prices have not increased. New to the camp are registration fees. In the past just submitting an application secured a spot. If a camper did not show, there were no penalties. This year we will keep a waiting list and any time not filled immediately would be covered to some degree with the registration fees.

In 2015, we began the CIT Program (Counselor in Training). This program consisted of several young teenagers who were "helpers" to the program. The Town charged \$50.00 for the season to have these helpers on board. We would like to charge \$250.00 for the season this year for these "Counselors in Training" to cover the cost of T-shirts and field trips. If these CIT's can't attend for season it would be \$30.00 per week (also very inexpensive to keep a young teenager busy for the summer)

Recommendation (including suggested motion, if appropriate)

I recommend that the Council support the increased pricing for Fun In the Sun

Fiscal Impact

No fiscal impact

Prepared by: Diane Boyce

Town Administrator Recommendation

Only concern is whether we should have a public hearing — not required but...

DE Shuck



TOWN OF HOOKSETT
 PARKS & RECREATION DIVISION
 FUN IN THE SUN SUMMER CAMP

9 weeks for children ages 5-12!
 CAMP DATES: JUNE 27, 2016 to AUGUST 26, 2016

Field Trips

Hampton Beach State Park
 Sunapee State Park
 The Polar Caves

Pinnacle Park
 Massabesic Trails
 Lost River Gorge

Pisgah State Park
 Strawberry Banke
 AND OTHERS!

ALL WEEKS WILL BE THEMED!!!!

Hours of Operation

Total Camp Hours: 7:00 AM – 6:00 PM
 Before Care: 7:00 AM – 8:00 AM
 Regular Camp Hours: 8:00 AM – 4:00 PM
 After Care 1: 4:00 PM – 5:30 PM
 After Care 2: 5:30 PM–6:00 PM (NEW)

Fee Schedule

Base Camp Tuition: \$100/week
 Additional Children: \$85/week
 Before Care Cost: \$25/week
 After Care 1 Cost: \$25/week
 After Care 2 Cost: \$20/week

Registration Nights: 4 PM → 7:30 PM → WAIT LIST BEGINS AFTER 135 REGISTRATIONS

- | | |
|---|---|
| 1. Wednesday, March 23 rd , 2016 | 3. Wednesday, April 27 th , 2016 |
| 2. Thursday, April 7 th , 2016 | 4. Tuesday, May 4 th , 2016 |

FINAL REGISTRATIONS

5. Tuesday, May 17th 2016

ALL REGISTRATIONS REQUIRE A RESERVATION DEPOSIT TO ENSURE MAXIMUM ENROLLMENT WEEK-TO-WEEK!

Registration Deposits

Deadline #1: \$5 for each week.
 Opens: 3/1/16
 Due: 5/1/16

Deadline #2/Wait List: \$10 for each week.
 Opens: 5/2/15
 Due: Upon Registration

With further questions, please contact Recreation Coordinator, Steve Schack at sschack@hooksett.org

TOWN OF HOOKSETT

TOWN ORDINANCE 2016-##

TRAFFIC CONTROL IN CONSTRUCTION WORK ZONES

- 1.0 Statement of Purpose
- 2.0 Authority
- 3.0 Traffic Control Operations and Requirements
- 4.0 Operational Standards
- 5.0 Procedure
- 6.0 Exemptions
- 7.0 Violations
- 8.0 Appeal Process
- 9.0 Severability
- 10.0 Supersession
- 11.0 Amendment Procedure

References:

Appendix A –Town of Hooksett Traffic Control in Construction Work Zone –
Alphabetical Listing by Street Name

1.0. Statement of Purpose

The purpose of this ordinance is to establish standards for the use of appropriate traffic control techniques when, in the course of repairs or construction on public roads or the laying or repairing of sewers, electrical, telephone, gas lines, water or any type of telecommunications equipment, cable TV or other types of underground utilities or the installation of above ground utilities or any special event that requires use of roadways within the town, which would interfere with the normal or regular flow of traffic within the Town of Hooksett, or the flow of vehicular or pedestrian traffic is impeded or displaced. In all cases, the priority shall be to provide for the safety and security of the general public and the workers in the work zone.

2.0. Authority

New Hampshire RSA 41:11, 47:17 VII, VIII and XVIII provides the Hooksett Town Council with full authority to control traffic in highway/bridge construction zones on Class IV, V and VI roads within the community.

Town of Hooksett
Traffic Control in Work Zones Ordinance

New Hampshire RSA 228:21, 236:1 and 228:37 provides the Commissioner of the NH Department of Transportation with full authority to control traffic in highway/bridge construction zones on Class I, II and III highways.

3.0. Traffic Control Operations and Requirements

To the extent possible, the Town of Hooksett shall utilize dynamic traffic control that can continuously adjust to meet changing work zones needs and traffic demands.

All traffic control efforts shall meet standards established by the nationally recognized Manual on Uniform Traffic Control Devices (MUTCD), the NH Department of Transportation Flagger and Uniformed Officer Guidelines and NH Department of Labor Administrative Rules (LAB 1403.21 and LAB 1403.58). Traffic control operations may consist of:

- MUTCD Signage, barricades, traffic lights or other devices and delineation
- Centerline cones
- Portable rumble strips
- Automated speed signs
- Alternating one-way traffic, lane control and closure
- Road closures and detour routes
- Flaggers
- Uniformed Officers and marked cruisers

Roadways in the Town of Hooksett shall fall under one of three designated minimum requirements for traffic control:

- Uniformed law enforcement officers with marked cruiser
- Flaggers
- Cones, signage, barricades (per MUTCD guidelines)

Contractors must provide the minimum traffic control as designated above, but may choose to use a higher level of control, or a combination of controls, as desired. The cost of all traffic control measures shall be borne by the contractor performing the work.

4.0. Operational Standards

- 4.1 All flaggers and uniformed law enforcement officers engaged in the duty of traffic control under this ordinance shall have been trained by an American Traffic Safety Services Association (ATSSA) or National Safety Council (NSC) certified instructor or equivalent within the preceding four years. A record of successful course completion shall be provided to, and kept on file, in the flagger and or officers personnel file.
- 4.2 All flaggers and uniformed law enforcement officers engaged in the function of traffic control, per this ordinance, shall use a STOP/SLOW paddle meeting the specifications of MUTCD Section 6E.03 or equivalent and shall wear high visibility clothing per MUTCD Section 6E.02 or equivalent when necessary.
- 4.3 All flaggers and uniformed police officers while performing their duties under this ordinance shall stand in a conspicuous position so they have optimum observation and control of traffic flow or in the barricaded lane facing the approaching traffic
- 4.4 The primary duty of flaggers and uniformed police officers while on a work zone site shall be the safe control of active motor vehicle and pedestrian traffic. Use of electronic communication devices, other than two-way radios or cell phones that are directly required to affect those duties, shall be prohibited.
- 4.5 While engaged in the duties of traffic control, uniformed police officers shall not be used for other duties. They may offer immediate assistance within the limits of the work zone. For example, in the event of a motor vehicle accident occurring within the work zone, the officer may make an initial determination of whether injuries are involved and/or what additional services are required. If additional services are needed, the officers on traffic control duty shall call-in for the additional services needed and request an on-duty officer to handle any additional needs. To the extent that the officer learns of an emergency event requiring police presence which occurs outside the work zone, the officer may not leave the work zone to attend to the emergency unless authorized to do so by the Chief of Police. The Chief of Police may authorize a uniformed officer to leave the work zone to attend to an emergency elsewhere only when there is insufficient assistance available from the on-duty police officer(s), and the risk presented by the officer leaving the work zone unattended is outweighed by the need for police assistance at the emergency scene outside the work zone.

Town of Hooksett
Traffic Control in Work Zones Ordinance

- 4.6 In cases where private contractors are used to meet the requirements of this ordinance, a certificate of liability insurance in the amount of \$1,000,000 shall be submitted to the Hooksett Town Engineer's office prior to commencing work.

5.0. Procedure

- 5.1 Except in cases of emergencies, the notify the Town of Hooksett through the Chief of Police or his/her designee of the work to be performed no later than 24 hour prior to commencement of work falling under this ordinance. Notification shall include the location, expected duration and nature of work, and the method of traffic control to be implemented. Subsequently, the party responsible for performing the work shall make notification to the Hooksett Fire Department, Highway Department, Town Engineer and School Department (in cases of road closure) of the planned work.
- 5.2 In cases of emergencies requiring immediate response, the requirement for 24-hour notification shall be waived. However, within one-hour of arrival on site, the party performing the work shall notify the Chief of Police or his/her designee as described above. Appropriate traffic control per this ordinance shall be implemented. Emergencies occurring after dark or scheduled work that will run over after dark shall require appropriate emergency lights to alert motor vehicle
- 5.3 Work of less than one hour (Short Duration per MUTCD 6G.02) and operations where equipment and personnel are primarily conducting operations off the travel portion of the road and not impeding traffic shall be exempt from providing notification. Appropriate signage, cones and vehicle mounted warning lights shall be used.
- 5.4 In cases where possibly unsafe conditions are reported, the Chief of Police or his/her designee, after personally reviewing the job site, may require that a higher level of traffic control be implemented. In such cases, the Chief of Police or his/her designee shall, within 48 hours, provide a written report to the Hooksett Town Engineer outlining the additional controls required and the reasons for doing so.
- 5.5 In cases where disputes arise, the Hooksett Town Administrator shall have ultimate authority over interpretation and implementation of this ordinance.

6.0. Exemptions

- 6.1 The NH Department of Transportation shall be exempt from the provisions of this ordinance when performing construction work on Class I, II or III

highways or bridges, either contracted or with State forces, pursuant to the provisions of RSA 228:21, 236:1 and 228:37.

- 6.2 The Town of Hooksett shall be exempt from the provisions of this ordinance when performing construction work on its own streets and bridges, either contracted or with the Town of Hooksett Highway Department. However, the Town will adhere to the minimum type of work zone traffic control outlined in Appendix A and Appendix B.

7.0. Penalty

Any contractor(s) or their employees who willfully violate this ordinance shall be guilty of a violation, punishable by a fine not exceeding Five Hundred (\$500.00) dollars per day and may be assessed for each day the violation continues.

8.0. Appeal Process

Any individual, company or group may appeal the Chief of Police's administrative decision authorized under Paragraph 5.4 to require a level of traffic control greater than the minimum required under this ordinance to the Hooksett Town Administrator within 15 days of the decision. The appealing party must

demonstrate to the Town Administrator why the Chief of Police's recommendation should not be followed and how all safety concerns and requirements would be met in order to ensure the safety of all those within the work zone and those traveling through the work zone.

9.0. Severability

If any Section or part of a section or paragraph of this ordinance is declared invalid or unconstitutional, it shall not be held to invalidate, or impair the validity, force or effect of any other sections, or part of a section or paragraph of this ordinance.

10.0. Supersession

Upon the vote of the Hooksett Town Council, this ordinance shall take effect _____, and shall supersede all previous rules, regulations, customs and/or past practices that may be in use on the effective date.

Page 5 of 6

DRAFT

11.0. Amendment Procedure

This ordinance may be amended and changed from time to time as conditions require and as deemed appropriate by the Hooksett Town Council.

Any proposed amendments shall be presented to the Hooksett Town Council for action. However, any amendment(s) must be the subject of at least one public hearing and shall not be rejected or adopted until at least fourteen (14) days after the public meeting.

Adopted by the Hooksett Town Council the _____ day of _____, 2016.

Received and recorded this _____ day of _____, 2016

Staff Report

Title: Traffic Control and Safety

Date: February 24, 2016

Background and Discussion of Issues

Background: Currently the Town of Hooksett does not have a Town Ordinance on the books covering Traffic Control and Safety which facilitate the rules, regulations and procedures for safe traffic flow around construction or work sites and or special events when a road way is partially or completely closed to traffic..

Issue: There is a need for the Town of Hooksett to establish a Town Ordinance to regulate and monitor the safe and efficient movement of traffic, both pedestrian and vehicle, around and within construction work zones and or special events and emergencies. The Town of Hooksett should adopt an ordinance and maintain local control over the safety planning within the community by utilizing the Police Department and Town Engineer to monitor such safety plans and projects.

Discussion: The Town of Hooksett needs to establish a formalized procedure on the regulation of Traffic Control and Safety which shall include an

Recommendation (including suggested motion, if appropriate)

To approve the Traffic Control and Safety ordinance as proposed with a list of town streets to be added after consultation with the Town Engineer

Fiscal Impact

There is no fiscal impact associated with the proposed Traffic Control and Safety ordinance. The town does collect revue from officer working assigned traffic details

Prepared by: Chief Peter Bartlett

Town Administrator Recommendation

Goes to public hearing.
RS Shubb

Staff Report
Acceptance of Donations
March 09, 2016

Background: The Hooksett Police Department has experienced additional calls for service regarding criminal activity around the sale, possession with intent to sell, and possession of Controlled Drugs. The town of Hooksett has not been immune to the devastating effects that the Heroin crisis has on the State of NH. Hooksett Fire Rescue and Hooksett Police responded to thirty one uses of NARCAN and three overdose related deaths in 2015. Our community has been plagued with burglaries, car breaks, robberies and shoplifting that have a direct connection to the purchase and sale of narcotic drugs.

Issue: The NH Attorney General's Drug Task Force is a highly trained team of law enforcement professionals who work collaboratively to ensure that NH maintains a continued handle on drug dealing and those who choose to buy and sell narcotics. The Hooksett Police Department has been invited to take part in a grant position that would offset costs for an undercover officer to be assigned to the drug task force for a three to five year commitment. The Officer will be provided with overtime, car, gas and training at the expense of the Drug Task Force. The Town will continue to pay the officers Salary and benefits and in return will receive a \$40,000.00 grant plus any overtime reimbursement. This grant money, including any overtime reimbursement, should be placed back in the Police Department's budget for fiscal year 2016-2017 in both the salary and overtime lines.

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

Recommendation: Motion to accept the donation of \$40,000.00 under RSA 31:95-b, III (b) and to return that amount to the police department's 2016-2017 fiscal budget.

Prepared by: Chief Peter Bartlett

Town Administrator Recommendation:

Dean E. Shankle, Jr., Ph.D.
Town Administrator

Staff Report

Title: Hooksett Fire Aerial Ladder Truck repair request

Date: February 24, 2016

Background and Discussion of Issues

Hooksett Fire conducts annual performance testing of the Aerial Ladder Truck, following the NFPA 1911 Chapter 19 Standard. A certified outside agency is contracted to conduct this testing. During the 2015 annual aerial apparatus exam, it was discovered that the frame rails were corroded to the point that the examiner would not complete the exam due to concerns that structural failure could occur. This concern is noted in the examiner's report, defect summary.

At that point, the apparatus manufacturer, KME, was contacted to begin discussions regarding the needed repairs and warranty. While at the manufacturers, other repairs were identified that are needed. A quote was compiled of the specific items. Repairs at this level are best completed by the manufacturer and some of the work can be added on to that which is already in process, due to the warranty repairs underway. This request for funds to complete the quoted repairs would come from the FD Vehicle Maintenance line. It is expected that later this fiscal year, the Vehicle Maintenance line will be over expended. Funds from the Admin. Employees line would then be used to cover expenses for the necessary fleet maintenance and repairs after that time.

Recommendation (including suggested motion, if appropriate)

Request authorization for the expenditure of funds from the FD Vehicle Maintenance line to cover the Aerial apparatus repairs described in the Hooksett Quote and allow the use of the FD Admin Employees line to cover fleet maintenance repair costs afterwards as necessary.

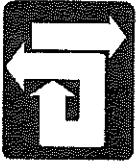
Fiscal Impact

The bottom line of the Fire Dept. operating budget will not be exceeded. It is believed that there is a cost savings for having this work done at the manufacturers repair facility. This work should extend the life of this costly vehicle and maintain its value.

Prepared by: Acting Fire Chief Dean Jore

Town Administrator Recommendation

Concur *DJ Jore*



Vehicle Information

| | | | |
|-----------------|-----------|----------------------------|--------------------------|
| Test Date: | 12/3/2015 | Inspector: | Mark D. Cavender |
| Unit No.: | TRUCK-1 | Customer: | Hooksett Fire Department |
| Work Order No.: | 3003327 | Location: | Hooksett, New Hampshire |
| Project No.: | 481 | Oil Analysis Tracking No.: | 18654659 |

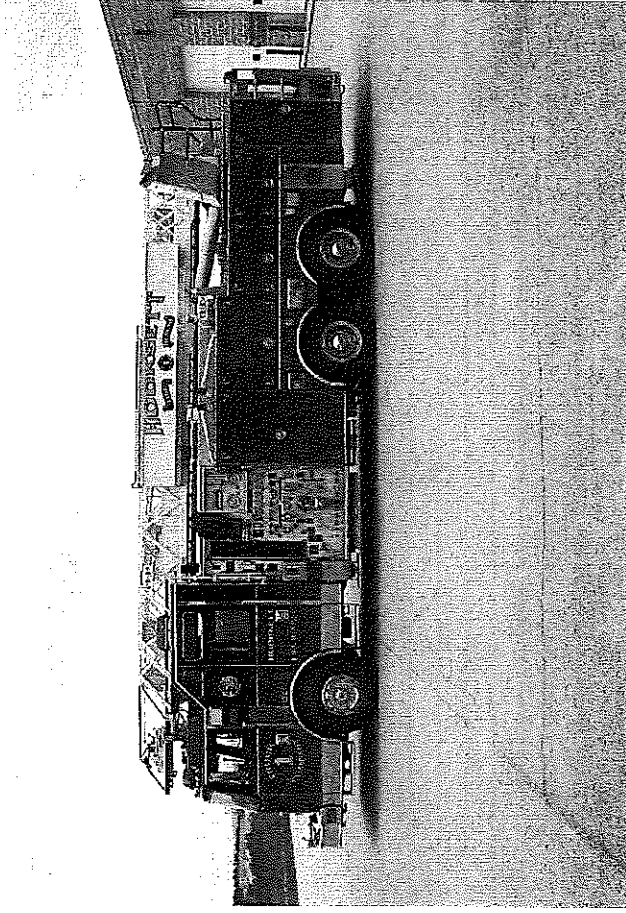
Inspection Details

| | | | |
|---------------|-----------------------|----------------------|--------------|
| Aerial Ladder | Articulating Platform | Telescoping Platform | Aerial Tower |
|---------------|-----------------------|----------------------|--------------|

| Aerial Device | |
|-----------------------------|-------------|
| Make | KME |
| Year | 2003 |
| Model | AC75 |
| Length | 524 |
| PTO Hours / Vehicle Mileage | 75' / 1,330 |

| Chassis | |
|-----------------------------|--------------------|
| Make | KME |
| Year | 2003 |
| Model | AC75 |
| Serial / VIN Number | 1K9AF698X3ND058654 |
| Length | --- |
| PTO Hours / Vehicle Mileage | 40,734 |

Maintenance Report-Truck 1



During the early 2000's the Hooksett Fire Department started the process of acquiring an aerial ladder truck to improve the operational efficiencies of the department in addition it allowed the 35' height restriction in the local ordinance to be changed to 75', thus allowing taller buildings to be constructed in Hooksett. The Fire Department put together a committee that spent a year researching and writing specifications for this purchase. In 2002, approval was given by the voters to purchase the first ladder truck for the Town of Hooksett. The vehicle was delivered in March of 2003 after approx. 10 months of construction and was built by KME Fire Apparatus in Nesquehoning, Pennsylvania.

In 2007 the vehicle returned to the dealership in Hopkinton, MA for some major corrosion repairs. The body is constructed of aluminum and at the time of the purchase this was the industry standard. As we all know, New England winters take its toll on vehicles due to the corrosive ice control agents that applied to our roads. The aluminum bodies over time will corrode, some faster than others depending on how the paint and body prep process was completed at the time the vehicle was built. The corrosion issues with aluminum fire bodies has

been an industry issue for years and in recently the push has been towards stainless bodies to help combat this issue. At the time Truck 1 was purchased, the committee required some very aggressive warranties, one of which was the body paint warranty. This repair in 2007 was approx. \$64,000 repair and was covered under the manufacturer's warranty.

At the same time in 2007 corrosion between the frame rails was discovered as well. Again this is an issue in any northern area that uses ice control measures on roads. Some steps were taken to slow this corrosion process down including some additional undercoating and changes to our washing of vehicles in the winter time. Over the years this corrosion has been monitored and treated. This fall during the annual aerial test, the third party conducting the test failed the frame rails due to the separation between the rails. Since the frame rail is an integral part of the aerial stabilization system, the corrosion on the frame rails was a concern to the inspectors. Since this test, the vehicle has returned to the factory in Nesquehoning, Pennsylvania for repairs. Due to the diligence of the truck committee at the time, a corrosion requirement was placed into the specifications that required failure from corrosion to be covered under warranty. Although we are still awaiting final word on the repair the potential cost to the town could have been upwards of \$125,000 had this warranty not been required at the time of purchase. Depending on the extent of the frame repair, the vehicle could be out of service for several months. At the end of this report are photos of the corrosion between the frame sections that is being repaired at the factory.

Although Truck 1 has been a very reliable vehicle for the Hooksett Fire Department, it has reached 13 years of age and there are some repairs and upgrades that need to be completed in order to extend the life of the vehicle. Some of these repairs were in the planning stages to happen over the upcoming budget and some have recently become problems that need to be addressed. Since the vehicle is back at the factory the best time to complete them is now. Some of these repairs and upgrades will result in a savings to the town if they are completed while at the factory. One example is the swivel. The swivel is what allows electrical/water/hydraulic fluid to pass from the chassis to the aerial ladder and allow the ladder to spin in a full 360 degree rotation without stretching lines and wires. This swivel has started to develop some electrical issues as most do when they exceed 10 years of age. This issue will not get better and will only continue to get worse until it is replaced.

Another area we would like to consider is lighting upgrades. Since the purchase of this vehicle, huge advances in LED lighting have led to more reliable lighting that in the long run is more reliable and saves lot of money in maintenance costs. Currently most of the truck's lights (emergency and scene lighting) are halogen based and requires bulbs to be replaced constantly on this vehicle as they burn out from use. With the LED upgrades we stand to save a lot of money in purchasing bulbs and labor cost to change these out. With an LED upgrade to our scene and emergency lighting we will have a more reliable electrical system with reduced wear and tear and lower maintenance costs. The current electrical system on the vehicle requires a

400 amp alternator due to the large draw from the halogen bulbs. An LED upgrade will lower the strain on the electrical system allowing a longer service life for these components.

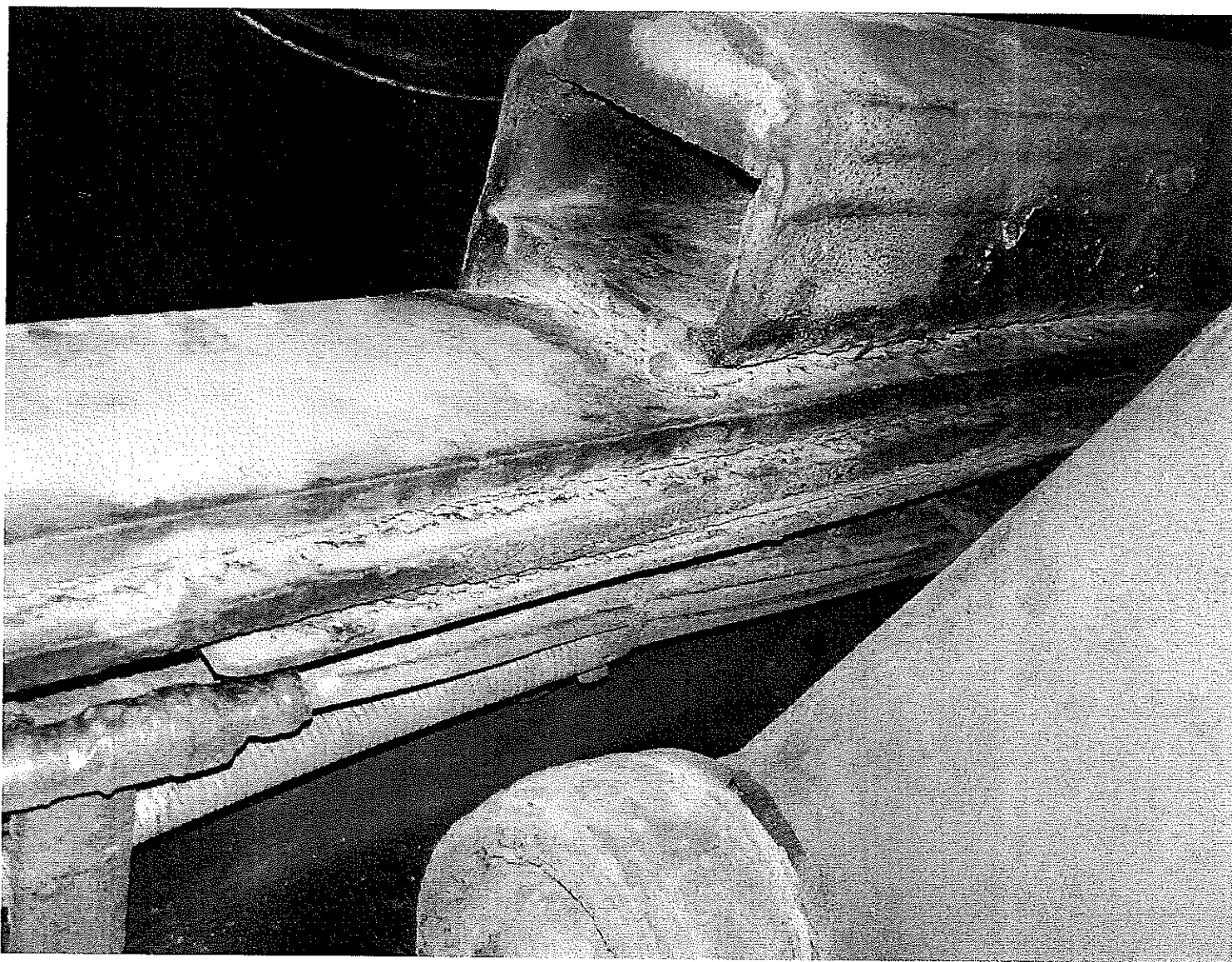
Below are some repairs and upgrades we would ask the Town Council to consider to be completed while the vehicle is at the factory. These repairs and upgrades will extend the life of the vehicle for several more years. If the repairs and upgrades are not completed at this time, the costs in the long run will be more and the life expectancy of the vehicle will be less.


- Swivel Repair
- Upholstery Repair
- Corrosion Repair
- Electrical Repair
 - Cab Switches
 - Electrical Underside of Cab
- LED Scene Lighting Upgrade
- LED Emergency Lighting Upgrade

Pictures of Frame Corrosion Being Repaired Under Warranty









KME
KOVATCH

KME Customer Service
1 Industrial Complex
Nesquehoning, PA 18240

TO: Hookset Fire
Hookset, N.H.

ESTIMATE OF REPAIRS
Below is an estimate based on our initial inspection and does not include any additional labor, services, parts and or repairs that may be required after commencement of such labor, services, parts and or repairs. It is impossible to furnish an exact estimate without completely disassembling and inspecting the subject vehicle. Occasionally, after commencement of such labor, services and or repairs, damaged, worn or broken parts may be discovered which were not evident during the initial inspection, which will subsequently be quoted as a supplement to the initial estimate. Consequently, we do NOT guarantee the below estimate. Estimate prices for replacement parts are subject to change and also are NOT guaranteed.

CUSTOMER SERVICE MANAGER: Jim Hauser
WARRANTY COORDINATOR: Ed Opella
DIRECTOR OF CUSTOMER SERVICE: John J. Kovatch IV

(570) 273-2809
(570) 669-5173
(570) 669-5231

Date: 2/5/2016

Job Description: Repair estimate

Customer Deficiency List: See below

Invoice: f

Engine #: Model Year: 2003

Truck GSO OR Identification Number: 1K9AF648X3N056654

| Item | Item / Material Description / Work to be completed | Material | Labor |
|------|---|------------|-------|
| 1 | Remove and replace outrigger control enclosures | \$230.00 | 3 |
| 2 | Remove striping and lettering on right rear cab door | | 1 |
| 3 | Repair corrosion on right rear door | | 3 |
| 4 | Paint and buff right rear cab door | \$132.00 | 4 |
| 5 | Remove chip edge from right side of body | | 1 |
| 6 | Repair corrosion on right on right side rear of body | | 3 |
| 7 | Paint and buff right side rear body | \$132.00 | 4 |
| 8 | Disassemble and reassemble each side body fender | | 12 |
| 9 | Repair corrosion on each side body fender | | 8 |
| 10 | Paint and buff each side body fender | \$264.00 | 8 |
| 11 | Restripe and reletter where needed | \$250.00 | 3 |
| 12 | Remove and reassemble front cab accessories | | 4 |
| 13 | Repair cracks in cab by front grille | | 6 |
| 14 | Body work paint and buff front of cab | \$264.00 | 8 |
| 15 | Repair cab crack at top left front radius | | 4 |
| 16 | Body work paint and buff left front top of cab. | \$198.00 | 6 |
| 17 | Remove and replace Three function aerial swivel (includes new LED tip lighting) | \$6,820.00 | 32 |
| 18 | Replace electrical box of cab under drivers step well | \$450.00 | 24 |
| 19 | Repair generator switch in cab | \$38.00 | 1 |
| 20 | Reupholster drivers seat bottom cushion | \$200.00 | 4 |
| 21 | Remove NFA Pump test R2-MCV2 | \$400.00 | |
| 22 | Aerial clean degrease, lube (includes cable adjustment and filter change) | \$800.00 | |
| 23 | Aerial UL Certification | \$1,800.00 | |

