



TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, March 23, 2016
6:30 PM
Council Chambers

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

4.a Hooksett Youth Achiever

5. APPROVAL OF MINUTES

5.a Public: 03/09/2016

[TC MINUTES 03.09.16-U.pdf](#)

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

8. CONSENT AGENDA

8.a Decrease Cash Surety for SNHU Depot Road Improvements from \$116,903.25 to \$20,000.
[Staff_Report_Cash_Surety_Reduction_SNHU_Depot_Road_Improvements.pdf](#)

8.b Decrease Cash Surety for SNHU Depot Road Parking Lot Improvements from \$43,550 to \$10,000.
[Staff_Report_Cash_Surety_Reduction_SNHU_Depot_Road_Parking_Lot_Improvements.pdf](#)

8.c Decrease Cash Surety for SNHU North River Road Parking Lot Improvements from \$146,970 to \$10,000.
[Staff_Report_Bond_Reduction_SNHU_North_River_Rd_Parking_Lot_Improvements.pdf](#)

8.d Decrease Cash Surety for SNHU East Side Drive to Alice Road Connector Road Improvements from \$90,095 by \$70,095 to \$20,000.
[Staff_Report_Bond_reduction_SNHU_connector_rd_at_east_side_drive.pdf](#)

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

8.e Release Bond No 0109940 for Berry Hill Estates, Off-Site Improvements to Berry Hill Road for the amount of \$225,000.

[Staff Report Release Bond Berry Hill estates March 2016.pdf](#)

[Thibeault Corp Bond Reduction request Berry Hill Road Oct 2015.pdf](#)

9. TOWN ADMINISTRATOR'S REPORT

10. PUBLIC INPUT - 15 MINUTES

11. NOMINATIONS AND APPOINTMENTS

12. SCHEDULED APPOINTMENTS

12.a Don Riley, Town Moderator - Deliberative Session

[Motions.doc](#)

[Council Report.docx](#)

13. 15 MINUTE RECESS

14. OLD BUSINESS

14.a 15-047 Martin's Ferry Road – Discussion of Sidewalks and Traffic Calming measures for 2016 Roadway Improvements

[Staff Report Martins Ferry Road 2016 Improvements.pdf](#)

[Martins Ferry Rd 2016 Project.pdf](#)

15. NEW BUSINESS

15.a 16-013 2013 Tax Deeding overview

[2013 Tax Deed Staff Report for TC 3-23-2016.pdf](#)

15.b 16-014 Merchants Request for Reimbursement of Legal Bills \$477.50 for 18 Benton Road, Hooksett, NH

[Mercants Letter 030816.pdf](#)

16. SUB-COMMITTEE REPORTS

17. PUBLIC INPUT

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

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

Regular Meeting

Wednesday, March 09, 2016

6:30 PM

Council Chambers

1. CALL TO ORDER

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

2. Roll Call #1

In attendance: Chairman Sullivan, Councilors Donald Winterton, Nancy Comai, Tim Tsantoulis, Adam Jennings, Robert Duhaime, and Marc Miville. Dr. Dean Shankle was also in attendance.

Absent: Councilors James Levesque and David Ross

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

5. APPROVAL OF MINUTES

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

Council Secretary Miville reviewed the vote tallies and confirmed their accuracy. Councilor Miville moved, second by Councilor Winterton, to approve the February 17, 2016 Town Council meeting minutes, as amended. *Chairman Sullivan moved, second by Councilor Winterton, to table the February 17, 2016 meeting minutes. Motion passed unanimously, 7-0.*

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

Councilor Duhaime moved, second by Councilor Tsantoulis, to approve the February 24, 2016 Town Council public meeting minutes, as amended. Motion passed unanimously, 7-0. Councilor Miville moved, second by Councilor Duhaime, to approve the February 24, 2016 Town Council non-public meeting minutes, as presented. Motion passed unanimously, 7-0.

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

[030916 DOJ GRANT HPD.pdf](#)

In accord with RSA31:95-b, III (a), Chairman Sullivan opened a public hearing at 6:43 p.m. to accept a Department of Justice (DOJ) grant for the Hooksett Police Department

52 to assist with drug trafficking investigations; grant is in the amount of \$40,000 per year.
53 Chairman Sullivan welcomed Police Chief Peter Bartlett and Commander Scott Sweet
54 from the NH Attorney General's office. Chief Bartlett indicated that Hooksett has not
55 been immune to the devastating effects that the Heroin crisis has on the state of NH.
56 Commander Sweet stated that the Attorney General's Drug Task Force grant program
57 was founded in 1986 to help combat the drug crisis in Merrimack County. The officer
58 chosen for the position will work in Concord dealing with the day-to-day selling of
59 controlled drugs and people buying them. Commander Sweet said that he and Chief
60 Bartlett have had ongoing discussion over the last couple of months. There is a need in
61 Hooksett and the assistance the grant will provide is important to the Police Department
62 and the town. The grant of \$40,000 covers the salary and benefits of the officer
63 assigned. The task force is responsible for the costs of training – in-state and out of
64 state -- to gain experience. A vehicle is provided, overtime and operating expenses are
65 covered and no additional funds would be necessary for the town for that officer. If there
66 is a large town event and the officer is pulled, that would have to be discussed and
67 planned. Chief Bartlett would temporarily duty assign the officer. The Merrimack County
68 team leader would be responsible for coordinating day-to-day activity.

69
70 Chairman Sullivan asked the Chief about the extent of the problem. Chief Bartlett said
71 Hooksett Fire Rescue and Hooksett Police responded to thirty one uses of NARCAN and
72 three overdose related deaths in 2015 and this grant would be utilized to offset costs for
73 an undercover officer to be assigned to the Drug Task Force for a three to five year
74 commitment. The Chief said that Hooksett cannot do this alone and can pool its
75 resources with the help of the task force. Chairman Bartlett said it is a great opportunity
76 for the town and the chosen officer. Chairman Sullivan noted that the Police Department
77 has been very involved in addressing this issue.

78
79 Councilor Comai asked if the officer assigned would be a new officer or someone within
80 the department. Chief Bartlett said that given the amount invested by the Task Force,
81 they are looking for an extended commitment of at least a year and a half to two years for
82 the officer to get involved and fully trained. Chief Bartlett will choose the officer.
83 Councilor Miville stated that during the budget discussion, the department said they
84 needed an additional officer so with an officer being assigned to the task force, would the
85 department be gaining or losing an officer. Chief Bartlett said the 30 officer complement
86 will allow his department to combat these issues in addition to keeping the patrol. The
87 Chief assured Councilor Miville that he would not be back seeking an additional officer.

88
89 In response to Councilor Miville, Commander Sweet repeated that the \$40,000 grant is
90 an annual grant. Councilor Duhaime asked if the funds were federal dollars or state
91 dollars. Commander Sweet said 2/3 of the funds come from federal DOJ; 1/3 of the
92 funds are state appropriated. Councilor Duhaime asked whether the assigned officer
93 would cover the entire Merrimack County. Commander Sweet said he would see to it
94 that Hooksett "get your money's worth". The team may be tasked with helping another
95 team. It's all fluid. The Commander added that if accepted by the Council, the grant
96 award still has to go through Governor & Council (G&C) scheduled for March 23rd.
97 Councilor Winterton asked if this was a new grant. Commander Sweet said it has been
98 in existence since 1986; Hooksett is a new recipient and after this year, the annual
99 \$40,000 will get rolled over. Commander Sweet said federal dollars are shrinking so they
100 have to be very selective as to where the dollars are assigned. Councilor Miville asked if
101 the assigned officer would be reporting to the Commander 100% of the time.

102 Commander Sweet said the assigned officer will remain an employee of the town. It is
103 up to the Chief. At least on a weekly basis, if not daily, the officer would report to the
104 team leader housed in the Task Force office. Councilor Miville asked what happens if
105 the drug activity lessens and Hooksett is no longer in need of additional help.
106 Commander Sweet said "we're in for the long haul" but can't assure there will be
107 immediate results in three to six months. Chairman Sullivan asked if a public hearing
108 would be required every year. Dr. Shankle said it "depends how the grant is written".
109 Chairman Sullivan closed the public hearing at 7:04 p.m.

110
111 *Councilor Miville moved, second by Councilor Duhaime, to waive the rules on accepting*
112 *the grant. Roll Call #2: Duhaime-yes, Miville-yes, Jennings-yes, Comai-yes, Winterton-*
113 *yes, Tsantoulis-yes, Sullivan-yes. Motion passed unanimously, 7-0.*

114
115 *Councilor Winterton moved, second by Councilor Comai, to accept the donation of the*
116 *\$40,000 grant to the Hooksett Police Department and to authorize Town Administrator*
117 *Shankle to sign off on all related documents. Roll Call #3: Comai-yes, Jennings-yes,*
118 *Miville-yes, Duhaime-yes, Tsantoulis-yes, Levesque-yes, Winterton-yes, Sullivan-yes.*
119 *Motion passed unanimously, 7-0.*

120
121 **8. CONSENT AGENDA**

122
123 **9. TOWN ADMINISTRATOR'S REPORT – Dr. Dean Shankle**

- 124
125
 - 126 • interviewing is ongoing to fill a Town Clerk employee vacancy
 - 127 • the Budget Committee met for its final meeting
 - 128 • there is a Cultural Resource meeting at the DOT tomorrow morning at 9:00 to 9:45
 - 129 • a.m. – the office is located on Hazen Drive in Concord.
 - 130 • the Town Hall project was featured in LCHIP newsletter (Katie distributed)

131 Councilor Miville said the Robie's opening was well-attended and excellent. Councilor
132 Comai asked if someone could replace her as Alternate to the Retention Committee.
133 Councilor Winterton volunteered to serve in that capacity.

134
135 **10. PUBLIC INPUT - 15 MINUTES**

136
137 **11. NOMINATIONS AND APPOINTMENTS**

138
139 11.a Appointment for Planning Board Alternate
140 [Stelmach PB App.pdf](#)

141
142 *Councilor Duhaime moved, second by Councilor Tsantoulis, to appoint Christopher*
143 *Stelmach as Alternate to the Planning Board. Motion passed unanimously, 7-0. Mr.*
144 *Stelmach was reminded to get sworn in prior to attending the next Planning Board*
145 *meeting.*

146
147 An email was received from Carolyn Cronin of the Southern NH Planning Commission
148 regarding an appointment to the Commission from the Planning Board. Councilor
149 Winterton, the Council representative to the Planning Board, thought the matter should
150 come before the Town Council. Mr. Marshall has indicated that he would be interested in
151 another term and thinks the Planning Board is looking for another appointment. Dr.

152 Shankle reminded the Council that perhaps the second person who had indicated an
153 interest in serving on the Planning Board might be interested in serving in that capacity.
154 Councilor Winterton said Ms. Cronin will approach that person.
155

156 BOARDS COMMITTEES Open February 2016.pdf – Included in Town Council packet.
157

158 **12. SCHEDULED APPOINTMENTS**
159

160 12.a Richard Fitz Proposal for Selective Timber Cut
161 FITZ PROPOSAL.pdf
162

163 Dr. Shankle stated that the Council has been talking about managing its lands and an
164 opportunity recently arose to help toward that end. Mr. Richard Fitz came forward a
165 month ago saying he is doing work near where the town has some land. Dr. Shankle
166 thought it is more efficient to have someone already working in an area and, at the same
167 time, support a business person in town. Mr. Fitz submitted a letter asking if the town
168 would be interested in having a selective timber cut done on a land locked parcel off of
169 Hackett Hill Road. The 33-acre parcel has no access and is shown on Map 23/Lot 14.
170

171 Councilor Comai said the discussion, originally brought forward by Councilor Lizotte, was
172 to 'maintain' the land and maintaining it properly. In the past, a lot of trees were taken
173 out that shouldn't have been
174

175 Mr. Fitz said he is working on two other house lots. The parcel is one mile back in the
176 woods and the timber would have to be yarded for truck pick up. The procedure would
177 be to do a timber contract with a time period defined, usually within 60 days once started.
178 It's possible it could be delayed from mud season or cut during winter months. Selective
179 cut means taking trees over 10 feet. It takes 50 years to get a 10 foot tree – tops would
180 be chipped and cleaned up. Mr. Fitz said he has been doing this for 40 years and
181 timbering has changed a lot in the last 10 years. Skidders are still used and much of the
182 work is automated. An excavator holds the tree, small brush is cut and brought out with a
183 grapple skidder to be picked up by trucks. Once logs go into a mill, they are scaled and
184 measured and graded for quality. At the end of each week, everyone gets a copy of the
185 scale slips and it takes about two and a half to three weeks to get the first check then
186 they come weekly.
187

188 Dr. Shankle will verify insurance coverage. Councilor Winterton asked how much money
189 is made through 33 acres. Mr. Fitz said it depends on volume and quality; i.e., oak is
190 worth more than pine. Every tree has a specific price listed on a timber appraisal sheet
191 that gets updated every six months. Mr. Fitz said the appraisal sheet price is the price he
192 pays. A permit is required and the Council would know the price prior to the operation
193 starting. Dr. Shankle said the state gets their share.
194

195 Councilor Tsantoulis did not question Mr. Fitz' capability, but brought up the lack of
196 competitive bidding should the Council decide to award the contract to Mr. Fitz. He
197 advised "threading lightly" and the Council should prepare to answer questions about not
198 going by the rules. Dr. Shankle said he understood the concern and while he would not
199 suggest doing it all of the time, in this case, it is something the town has been wanting to
200 do and there are efficiencies to be had since Mr. Fitz is working in the area. Councilor

201 Duhaime suggested giving the Conservation Commission a chance to review since Mr.
202 Fitz is not a forester.

203
204 Councilor Comai suggested keeping the Conservation Commission management of land
205 separate and, to Dr. Shankle's point, there are other lands that people can pitch for. This
206 is lot with no access and not buildable. Mr. Fitz said that In order to do this he must cross
207 the land of three homeowners to get the wood out to Hackett Hill Road. The state has a
208 forester who oversees all these timber operations and comes onto the lots for inspection.
209 Everything is written out in the contract. Mr. Fitz said he has worked several hundred lots
210 and never had a problem; everyone has been satisfied.

211
212 Chairman Sullivan said some town lands do not fall under the Conservation
213 Commission's control. Councilor Winterton said the town has owned the land for 22
214 years, has received no taxes, it is land locked, and can't be used for anything else. He
215 asked Mr. Fitz how confident he might be in getting the approval from landowners. His
216 one concern is to make sure the town has no liability to other towns while crossing over
217 property but otherwise, feels it is the right thing to do and while the bid process is
218 paramount, there is equipment and staff nearby. In response to a question from
219 Councilor Miville, Dr. Shankle said the land is not a part of anything and there was no
220 owner of record when the town took the land for back taxes. Mr. Fitz said it is a mile or
221 more to get to the area. Councilor Miville noted that the town share from the cut should
222 be placed in the general fund. Mr. Fitz said the parcel can never be built on unless it is
223 developed at some point. The adjacent lot was logged off years ago. Councilor Comai
224 asked that a specific timeline be provided. Mr. Fitz said the timing will be included in the
225 contract which will be done in April.

226
227 *Councilor Winterton moved, second by Councilor Jennings, to allow the Town*
228 *Administrator to negotiate a contract with Richard Fitz for a selective timber cut on a 33*
229 *acre land locked parcel shown as Map 23, Lot 14 off of Hackett Hill Road. Motion passed*
230 *unanimously, 7-0.*

231
232 **13. 15 MINUTE RECESS**

233
234 **14. OLD BUSINESS**

235
236 14.a 15-092 Budgets, CIP and Warrant Articles
237 Budget Committee's Operating Budget.pdf

238
239 WARRANT FIRE.pdf

240
241 Dr Shankle indicated that as a charter community, Hooksett has the right to set the timing
242 on receiving petitioned warrant articles which has traditionally been set at 25 days before
243 the town's annual meeting. It was noted that traditionally, the Budget Committee has
244 held their hearing the Thursday before the annual meeting and the budget submission
245 date the week before that. The town attorney says it makes sense. The Warrant Article
246 to create four new firefighter positions was not submitted timely. Chairman Sullivan read
247 it. The deadline was February 25th and the petition was delivered too late to be included
248 on the ballot.

249

250 Councilor Miville said the Budget Committee has maintained the same timeline but the
251 actual dates change and they leave a little leeway to get one extra week. Twenty-five
252 people signed the petition. Councilor Miville told the person delivering the petition that
253 the deadline had passed. His daughter gave him the article that was signed.
254

255 Councilor Winterton said the discussion should be limited to what our attorney has said
256 for any petition article and not about who, what, and where. He continued saying that
257 "our decision on whether we accept the petition or not should be based on our attorney's
258 advice and our charter". He said go back to the Hooksett vs. Thomas decision.
259 Hooksett's charter supersedes all; it's about timing and dates. Chairman Sullivan agreed
260 that this is not a discussion on merit but on process and rules. Councilor Comai read the
261 last paragraph of Attorney Matthew Serge's letter as follows:
262

263 "That said, please note that in reviewing the Town of Hooksett Charter, I noticed only one
264 reference to petitioned articles (see Section 5.4(C)) and that section cites to RSA 39:3,
265 which is the section that allows petitioned articles to be submitted no later than five
266 Tuesdays before the annual meeting. This Section states that the second Tuesday in
267 May shall be the annual meeting date for purposes of hearings, notices, and petitioned
268 warrant articles under RSA 39:3. Given the timing for submission of petitioned articles
269 under RSA 39:3, and the Charter's provision that the budget hearing is at least 25 days
270 before the first session in April, it would not be possible to wait until the deadline under
271 RSA 39:3 to submit a petitioned article pertaining to a budgetary item. As a result, this
272 further supports the distinction drawn by the Town between budgetary and non-budgetary
273 petitioned articles. Moreover, that the Town also posted the full schedule for hearings,
274 notices and petitioned articles months ago, the citizens have been on notice, either
275 actually and/or constructively, of the deadline to submit budgetary petitioned warrant
276 articles." Councilor Tsantoulis said the legal opinion is cut and dry.
277

278 *Chairman Sullivan moved to deny the receipt of the petition article regarding additional*
279 *firefighters because it does not meet the charter requirements for deadline. Councilor*
280 *Winterton seconded and the motion passed unanimously, 7-0.*
281

282
283 Dr. Shankle brought up the Proposed Charter Amendment #1 seeking to revise sections
284 of the Hooksett Charter to change the annual meeting from May to March. Town
285 Counsel has suggested including a longer explanation of the amendment into the Voters
286 Guide and the shorter version on the ballot.
287

288 Councilor Comai moved, second by Councilor Jennings, to include the summary of the
289 amendment on the ballot and the longer explanation on the Voters Guide. Councilor
290 Winterton noted that the amendment changes all May dates to March dates for town
291 elections. Chairman Sullivan said the longer explanation provides more information to
292 the electorate. Councilor Jennings noted that March dates coincide with school elections.
293 Councilor Miville said deadlines would remain the same and be less confusing vis-à-vis
294 the school timeline. Chairman Sullivan asked that the information be posted at the polls.
295

296 *Councilor Comai moved, second by Councilor Jennings, to modify the previous motion to*
297 *include the verbiage "as listed in the voters guide and summarized herein". Motion*
298 *passed unanimously, 7-0.*
299

300 In response to Councilor Jennings' past questions on what is included in the estimated
301 tax rate, Dr. Shankle prepared a comparison of the 2015 tax rate with the 2016 estimated
302 tax rate demonstrating that the rate was pennies over what people voted on last year.
303 Dr. Shankle pointed out that the reason the tax rate didn't spike is because the Council
304 voted to take money out of fund balance.

305
306 Councilor Comai cautioned included too much information. Councilor Jennings said the
307 second section 'repeated warrant articles' was the information is was looking for.
308 Councilor Miville noted that nothing was mentioned about the school district that has the
309 largest impact on the tax rate. Residents may not feel the sting because the town is
310 lessening the impact. Dr. Shankle reminded Council members that a bridge is being built
311 so funds may not be as readily available going forward. Chairman Sullivan pointed out
312 that the Council presents its budget; if the School Board needs to explain theirs, let them
313 do it. This is important and requires both boards to really sharpen their pencil. The War
314 Service Credit is the veterans' exemption that gets included as a credit, unlike the elderly
315 exemption which is reduced off property taxes. Chairman Sullivan suggested explaining
316 the War Service Credit on the comparison document.

317
318 Dr. Shankle reminded the Council Chairman and Secretary that they will need to sign
319 warrants next week which will be posted by March 18th. Determining who will motion and
320 second motions will be discussed when the moderator is in attendance.

321
322 The Budget Committee was aware that the operating budget of \$17,206,349 would be
323 decreased by the sum saved by the fire chief benefits budget line. *Councilor Miville*
324 *moved, second by Councilor Winterton, to approve an operating budget of \$17,206,349*
325 *less the fire departments benefits budget line. Motion passed unanimously, 7-0.*

326
327 Chairman Sullivan said the Council can approve the Voters Guide at the next meeting
328 and asked that the moderator be invited to attend. Councilor Comai will not be able to
329 attend on March 23rd. Chairman Sullivan asked Councilor Comai to let Dr. Shankle know
330 which articles she'd like to motion. Councilor Comai suggested discussion of the
331 exemption comparison for veterans and elderly when Councilors Levesque and Ross are
332 in attendance.

333 334 **15. NEW BUSINESS**

335 336 15.a 16-008 Library Elevator Bid

337 [Staff Report - award bid to stanley Elevator Co to town council mtg March 1 2016.pdf](#)

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

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

340
341 Diane Boyce, DPW Director, came forward to provide background information and
342 recommend awarding the bid for upgrading the Hooksett Public Library elevator. Ms.
343 Boyce said that Jim Donison, Assistant DPW Director and Town Engineer, "did all the
344 work on this". The elevator must be repaired and brought up to code. It is recommended
345 that the town approve the bid as received from Stanley Elevator Company, Inc. for the
346 total project amount of \$100,905.00. Ms. Boyce mentioned that Stanley Elevator
347 installed the elevator in 1969 and still had design drawings of the elevator. It was also
348 stated that funding for this contract will be coming from the Town Building Maintenance
349 Capital Reserve Fund (CRF).

350
351 *Councilor Jennings moved, second by Councilor Winterton, to award the bid for the repair*
352 *and upgrade of the Hooksett Public Library elevator to Stanley Elevator Company, Inc.*
353 *for the total project amount of \$100,905.00 for Parts A, B and C, and to authorize Town*
354 *Administrator Shankle to sign all related documents. Roll Call #4: Jennings-yes,*
355 *Duhaime-yes, Miville-yes, Winterton-yes, Tsantoulis-yes, Comai-yes, Sullivan-yes.*
356 *Motion passed unanimously, 7-0. In response to a question posed by Councilor*
357 *Duhaime, Director Boyce said that Otis Elevator did not wish to bid on the project. Dr.*
358 *Shankle also mentioned that he had informed Jim Donison that his presence was not*
359 *required at tonight's meeting.*

360
361 15.b 16-009 Fun In Sun Increase in Camp Rates

362 [Staff Report - Fun in the Sun rate increases.pdf](#)

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

364
365 Director Boyce said that the Fun in the Sun program was wonderful and much has been
366 done to improve the program. Her office is proposing to increase the rates for the 2016
367 season. She said the rates for Fun in the Sun have not increased in the past three years.
368 The basic camp fee will be increased by \$15 per week to cover the increase in field trips,
369 t-shirts and buses. The current fee of \$85 will increase to \$100 a week.

370
371 *Councilor Duhaime moved, second by Councilor Tsantoulis, to authorize a \$15 per week*
372 *increase for the Fun in the Sun program during the 2016 season. Motion passed*
373 *unanimously, 7-0.*

374
375 In response to Councilor Jennings, Director Boyce said the before care and after care
376 prices have not increased. New to the camp are registration fees. Director Boyce said
377 that the Counselor-in-Training (CIT) program began in 2015 and consisted of several
378 young teenagers who were helpers to the program. The town charged \$50 for the entire
379 summer. They would like to charge \$250 for the season this year to cover the cost of T-
380 shirts and field trips. Councilor Winterton said the program consist of two field trips to
381 Hampton Beach State Park and is a good program. A bit of investigation reveals that
382 after school care in Manchester costs as much as \$100. Councilor Winterton asked if
383 only Hooksett kids could register for the summer camp. Director Boyce said that in the
384 past just submitting an application secured a spot. If a camper did not show, there were
385 no penalties. This year, a waiting list will be kept and if there are enough counselors and
386 space, out of town applications can be entertained. Councilor Miville asked if parents
387 have signed up. Director Boyce said "no, starting tomorrow information will be sent out".
388 Councilor Miville asked if the recreation staffer was considered a town employee and
389 what his salary was. Dr. Shankle said the recreation program has to be self-funded.
390 Director Boyce said the employee makes \$12 per hour which comes from registrations.

391
392 15.c 16-010 Proposed Other Ordinance - Traffic Control in Construction Work Zones

393 [ORDINANCE TRAFFIC-CONSTRUCTION.pdf](#)

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

395
396 15.d 16-011 Acceptance of a Department of Justice grant for the Hooksett Police Dept. to assist
397 with drug trafficking investigations; grant is in the amount of \$40,000 per RSA 31:95-b, III (a)
398 [Staff Report Drug Task Force Officer Grant.pdf](#)

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15.e 16-012 Mechanical Repair Authorization for Aerial Ladder Truck
Truck 1 Staff report.pdf
Compiled Aerial Repair Information.pdf

Councilor Miville moved, second by Councilor Jennings to authorize the expenditure of funds from the Fire Department Vehicle Maintenance budget line to cover the aerial apparatus repairs to the aerial ladder truck.

Acting Fire Chief Dean Jore stated that fire department 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. The manufacturer, KME, was contacted to discuss needed repairs and the warranty. While there, other repairs were identified that are needed. The frame corrosion being repaired is under warranty. A quote was compiled and is significant and not covered by warranty.

Captain Colburn, a qualified mechanic able to work on pumps and emergency vehicles came forward to discuss the specifics of the repairs. He said that "it will only get worse as time goes on and now is the cheapest time to do it". The repairs can push out a few more years before the department has to come back to ask for \$700,000 for a new ladder truck.

Councilor Winterton asked about mutual aid provided to towns that don't have a ladder truck or are not willing to invest in one. The Acting Fire Chief said if called "it's to replace their ladder". Captain Colburn said when the truck was purchased, "we knew it was going to happen. If the warranty wasn't what it is, we'd be asking for more money. Once corrosion starts, it's hard to stop." The annual certification will have to be redone. Acting Chief Jore said the truck will be out of service for three or more weeks. *Councilor Winterton moved, second by Councilor Duhaime, to authorize the expenditure of funds from the FD Vehicle Maintenance line to cover the aerial apparatus repairs not to exceed \$26,868. Roll Call #5: Tsantoulis-yes, Duhaime-yes, Jennings-yes, Winterton-yes, Miville-yes, Comai-yes, Sullivan-yes. Motion passed unanimously, 7-0.*

16. SUB-COMMITTEE REPORTS

Councilor Winterton said the Youth Achievement Committee has met. Award to be presented at the next Council meeting. Planning Board news: SNHU is building a new soccer field and will be back for a dorm. The commercial side is perculating; a 23,000 square foot welcoming center is being proposed on Route 3A. Will be meeting with SNHU to try to figure out their long term plans. Chicken ordinance has been moved to the ballot.

Councilor Comai thanked Councilor Winterton for being willing to serve on the Committee as Alternate. She believes the next meeting is on March 23rd.

451 Councilor Miville said the Budget Committee has completed its work and Economic
452 Development has not met.

453

454 **17. PUBLIC INPUT**

455

456 **18. NON-PUBLIC SESSION**

457

458 **19. ADJOURNMENT**

459

460 *Chairman Sullivan moved, second by Councilor Jennings, to adjourn the meeting at 9:02 p.m.*

461 *Motion passed unanimously, 7-0.*

462

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464

Staff Report

Title: Decrease Cash Surety for SNHU Depot Road Improvements

Date: March 23, 2016

Background and Discussion of Issues

On 9/25/2013 a Cash Surety was provided to the Town from Southern New Hampshire University (SNHU) for the amount of \$116,903.25 for construction improvements of Depot Road as part of a project titled "Depot Road Parking Lot Improvements" (Case No. 2013-03). The Planning Board Notice of Decision is dated 7/11/2013.

One of the conditions of the agreement of the Planning Board for the project was that a surety was to be in place for the value of the construction of the roadway improvements in accordance with the plans and specifications approved by Town of Hooksett, NH.

The parking lot improvements have been completed with the exception of 2 items valued at \$20,000. These items include: 1) landscaping and granite curbing and 2) the submittal of copies of the record drawings in PDF and Autocadd Lite format to the Town.

The SNHU Depot Road improvements as part of the condition of approval have been completed and the Cash Surety can be reduced from \$116,903.25 to \$20,000.

Recommendation (including suggested motion, if appropriate)

Reduce the Cash Surety from \$116,903.25 to \$20,000.

Fiscal Impact

There is not a fiscal impact to the Town if the Cash Surety is reduced as the roadway improvements are complete and the remaining balance of \$20,000 will cover the outstanding items which remain to be completed.

Prepared by: James J. Donison, P.E., Assistant DPW/Town Engineer

Town Administrator Recommendation

Concur.

Staff Report

Title: Decrease Cash Surety for SNHU Depot Road Parking Lot Improvements

Date: March 23, 2016

Background and Discussion of Issues

On 9/25/2013 a Cash Surety was provided to the Town from Southern New Hampshire University (SNHU) for the amount of \$43,550.00 for construction of the Depot Road Parking Lot as part of a project titled Depot Road Parking Lot (Case No. 2013-03). The Planning Board Notice of Decision is dated 7/11/2013.

One of the conditions of the agreement of the Planning Board for the project was that a surety was to be in place for the value of the construction of the parking lot improvements in accordance with the plans and specifications approved by Town of Hooksett, NH.

The parking lot improvements have been completed with the exception of 2 items valued at \$10,000. These items include: 1) setting the wetlands conservation markers and 2) the submittal of copies of the record drawings in PDF and Autocadd Lite format to the Town.

The SNHU Depot Road Parking Lot improvements as part of the condition of approval have been completed and the Cash Surety can be reduced from \$43,550 to \$10,000.

Recommendation (including suggested motion, if appropriate)

Reduce the Cash Surety from \$43,550 to \$10,000.

Fiscal Impact

There is not a fiscal impact to the Town if the Cash Surety is reduced as the parking lot improvements are complete and the remaining balance of \$10,000 will cover the outstanding items which remain to be completed.

Prepared by: James J. Donison, P.E., Assistant DPW/Town Engineer

Town Administrator Recommendation

Concur.

Staff Report

Title: Decrease Cash Surety for SNHU North River Road Parking Lot Improvements

Date: March 23, 2016

Background and Discussion of Issues

On 9/25/2013 a Cash Surety was provided to the Town from Southern New Hampshire University (SNHU) for the amount of \$146,970.00 for construction of the North River Road Parking Lot as part of a project titled "North River Road Parking Lot" (Case No. 2013-02). The Notice of Planning Board Decision is dated 6/14/2013.

One of the conditions of the agreement of the Planning Board for the project was that a surety was to be in place for the value of the construction of the parking lot improvements in accordance with the plans and specifications approved by Town of Hooksett, NH.

The parking lot improvements have been completed with the exception of 1 item valued at \$10,000. This is the submittal of copies of the record drawings in PDF and Autocadd Lite format to the Town.

The SNHU North River Road Parking Lot improvements as part of the condition of approval have been completed and the Cash Surety can be reduced from \$146,970 by \$136,970 to \$10,000.

Recommendation (including suggested motion, if appropriate)

Reduce the Cash Surety from \$146,970 to \$10,000.

Fiscal Impact

There is not a fiscal impact to the Town if the Cash Surety is reduced as the parking lot improvements are complete and the remaining balance of \$10,000 will cover the outstanding item which remains to be completed.

Prepared by: James J. Donison, P.E., Assistant DPW/Town Engineer

Town Administrator Recommendation

Concur.

Staff Report

Title: Decrease Cash Surety for SNHU East Side Drive to Alice Road Connector Road Improvements

Date: March 13, 2016

Background and Discussion of Issues

On 06/06/2014 a Cash Surety was provided to the Town from Southern New Hampshire University (SNHU) for the amount of \$90,095.00 for construction of the Connector Road from East Side Drive to Alice Road (also as known as Victory Lane as recently named by SNHU) as part of a project titled SNHU Connector Road at East Side Drive (Case No. 2004-04). The Notice of Planning Board decision letter is dated 4/28/2014.

One of the conditions of the agreement of the Planning Board for the project was that a surety was to be in place for the value of the construction of the roadway improvements in accordance with the plans and specifications approved by Town of Hooksett, NH.

The roadway improvements have been completed with the exception of 3 items valued at \$20,000. These items include: 1) the final establishment of grass; 2) the setting of wetlands conservation markers and 3) submittal of copies of the record drawings in PDF and Autocadd Lite format to the Town.

The SNHU East Side Drive to Alice Avenue Connector Road improvements as part of the condition of approval have been substantially completed and the Cash Surety can be reduced from \$90,095 to \$20,000.

Recommendation (including suggested motion, if appropriate)

Reduce the Cash Surety from \$90,095 by \$70,095 to \$20,000.

Fiscal Impact

There is not a fiscal impact to the Town if the Cash Surety is reduced as the roadway improvements are substantial complete and the remaining balance of \$20,000 will cover the outstanding items which remain to be completed.

Prepared by: James J. Donison, P.E., Assistant DPW/Town Engineer

Town Administrator Recommendation

Concur.

Staff Report

Title: Release Bond No. 0109940 for Berry Hill Estates, Berry Hill Road Off-Site Improvements

Date: March 23, 2016

Background and Discussion of Issues

On April 17, 2006 an executed Performance Bond was provided to the Town from Thibeault Corporation of N.E., 603 Old Mammoth Road, Londonderry, NH 03053 and Acadia Insurance Company for the amount of \$225,000.00 for off-site improvements to Berry Hill Road as part of a project titled Berry Hill Estates (Case No. 2004-21). The off-site improvements agreement was approved by the Hooksett Planning Board on 9/24/2004 (see attached letter dated 9/24/2004).

One of the conditions of the agreement of the Planning Board for the Berry Hill Estates project was that a Performance Bond was to be in place for the value of the construction of the Berry Hill Road off-site improvements in accordance with the plans and specifications approved by Town of Hooksett, NH within the Three (3) year period from the date of the performance bond.

The off-site improvements to Berry Hill Road improvements have been completed which reflects a value of \$225,000.00. A detailed breakdown by item is attached dated April 5, 2005 indicating the breakdown of the original bond amount. An as-built survey drawing with surveyor/professional engineer stamps of the Berry Hill Road improvements as prepared by Brown Engineering & Surveying, LLC, New Hampton, NH dated 12/31/2015 has been received and completion of roadway improvements have been verified by James Donison, P.E., Assistant Public Works Director/Town Engineer.

The Berry Hill Road off-site improvements as part of the condition of approval of the Berry Hill Estates project have been completed valuing \$225,000.00.

Recommendation (including suggested motion, if appropriate)

Release the Performance Bond No. 0109940 which is for the amount of \$225,000.

Fiscal Impact

There is not a fiscal impact to the Town if the Performance Bond is released as all off-site improvements as required by the Town of Hooksett have been performed.

Prepared by: James J. Donison, P.E., Assistant DPW/Town Engineer

Town Administrator Recommendation

Conson



603 Old Mammoth Road • Londonderry, NH 03053

Received

NOV 3 2015

Community Development

October 30, 2015

Town of Hooksett
Attn: Planning Department
16 Main Street
Hooksett, NH 03016
Tel 603-485-8471

RE: Subdivision Bond Releases
– **Bond # 0109940 Berry Hill Estates, Berry Hill Road Improvements**

To Whom It May Concern:

Please except this letter as formal request to release bond #0109940 Berry Hill Road Improvements. Our project manager, Aaron Firman met with Jim Donison, and Jim has agreed that the road is in fact complete.

I have attached a copy of the bond for your reference.

Please review and forward the bond release to my attention.

Thanks in Advance,

A handwritten signature in cursive script, appearing to read "Bonnie Culotta".

Bonnie Culotta
Controller

cc: w/enclosure

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS, that THIBEAULT CORPORATION OF N.E., 603 OLD MAMMOTH ROAD, LONDONDERRY, NH 03053 as Principal, and ACADIA INSURANCE COMPANY, authorized to do business in the State of NEW HAMPSHIRE and having an office at 485 MAIN STREET, LEWISTON, ME 04240, as Surety, are held and firmly bound unto TOWN OF HOOKSETT, 16 MAIN STREET, HOOKSETT, NH 03106, as Oblige, in the penal sum of TWO HUNDRED TWENTY FIVE THOUSAND AND 00/100 DOLLARS (\$225,000.00) for the payment of which sum well and truly to be made, we bind ourselves, our heirs, administrators, executors, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounded Principal has been granted approval by the above named Oblige for BERRY HILL ESTATES, BERRY HILL ROAD IMPROVEMENTS as set forth by the TOWN OF HOOKSETT, NH.

NOW, THEREFORE, the condition of the above obligation is such, that if the said Principals shall complete the improvements in accordance with the plans and specifications approved by TOWN OF HOOKSETT, NH, within the THREE (3) YEARS period from the date hereof; and shall indemnify and save harmless the Town from all costs and damages which it may suffer by reason of failure to do so, and fully reimburse and repay the Oblige any outlay and expense which it may incur in making good any such default, then this obligation shall be null and void, otherwise to remain in full force and effect.

THE FOREGOING OBLIGATION, however, is limited by the following express conditions, the performance of which shall be a condition precedent to any rights of claims or recovery hereunder;

1. Upon the discovery by the Oblige, or by the Oblige's agent or representative, of any act or omission that shall or might involve a loss hereunder, the Oblige shall endeavor to give written notice thereof with the fullest information obtainable at the time to the Surety at its office at 485 MAIN STREET, LEWISTON, ME 04240.
2. Legal proceeding for recovery hereunder may not be brought unless begun within twelve (12) months from the date of the discovery of the act or omission of the Principal on account of which claim is made, and denial by Surety of any obligations to may payment under this bond.
3. The Principals shall be made a party of any suit or action for recovery hereunder, and no judgement shall be rendered against the Surety in excess of the penalty of this instrument.
4. No right of action shall accrue hereunder to or for the use or benefit of anyone other that the Oblige, and the Oblige's right hereunder may not be assigned without the written consent of the Surety.

IN WITNESS WHEREOF, this instrument has been executed by the duly authorized representative of the Principals and the Surety.

SIGNED, SEALED AND DATED: APRIL 17, 2006

THIBEAULT CORPORATION OF N.E.

BY 

ACADIA INSURANCE COMPANY

BY 

SHARON K. MARTEL, ATTORNEY-IN-FACT

LIMITED POWER OF ATTORNEY

ROA #171-9

Acadia Insurance Company
Westbrook, Maine

WARNING: THIS POWER INVALID IF NOT PRINTED ON GREEN BACKGROUND WITH GREEN BORDER

KNOW ALL MEN BY THESE PRESENTS: that Acadia Insurance Company, a corporation organized under the laws of the State of Maine, having its principal office in the City of Westbrook, Maine (the "Company"), does hereby make, constitute and appoint

Nancy L. Castonguay, Sharon K. Martel or Robert E. Shaw, Jr. of Lewiston, Maine

Individually, its true and lawful Attorney-in-Fact, with the power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf, as surety, any and all bonds, recognizances, stipulations, and suretyship undertakings and obligations of all kinds; excluding, however, any bonds or undertakings guaranteeing payment of loans, notes or other evidences of indebtedness of the interest thereon; provided, however, that the authority granted hereunder is expressly made subject to the following limitations:

Single Obligation Limit: \$20,000,000

Types of bonds, recognizances stipulations and undertakings excluded: None

Acadia Insurance Company further certifies that this Power of Attorney is granted and is executed and sealed under and by authority of the following resolutions adopted by the Board of Directors of Acadia Insurance Company at a meeting duly called and held on the 1st day of December 1993, to wit:

RESOLVED:

That any one of the president, executive vice president or vice president, underwriting may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the Company to execute and deliver and affix the seal of the Company to bonds, stipulations, recognizances and suretyship undertakings and obligations of all kinds; and any one of said officers may remove any such attorney-in-fact or agent and revoke any power of attorney previously granted to such person, whether or not such officer appointed the attorney-in-fact or agent.

RESOLVED:

That any bond, recognizance, stipulation or suretyship undertaking or obligation shall be valid and binding upon the Company,

(i) when signed by any one of the president, executive vice president or vice president, underwriting and sealed with the Company seal; or

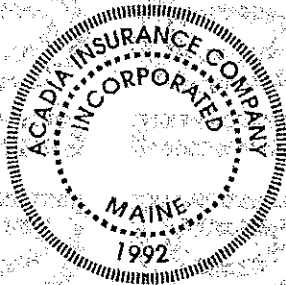
(ii) when duly executed and sealed with the Company seal by one or more attorneys-in-fact or agents pursuant to and within the limits of authority evidenced by the power of attorney issued by the Company to such person or persons, a certified copy of which power of attorney must be attached thereto in order for such obligation to be binding upon the Company.

RESOLVED:

That the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, Acadia Insurance Company has caused its corporate seal to be hereunto affixed and these presents to be duly executed by its duly authorized officer as of the 14th day of August, 2000.

Acadia Insurance Company



(Corporate Seal)
STATE OF MAINE
CUMBERLAND COUNTY

William C. Thornton
By William C. Thornton, Its President

On this day, before the undersigned, a Notary Public in and for said District, personally appeared the above named officer of Acadia Insurance Company, to me personally known to be the individual and officer who executed the preceding instrument, and acknowledged the execution of said instrument to be the voluntary act and deed of the Acadia Insurance Company and his voluntary act and deed as an officer of said corporation, and that the seal of said corporation was affixed to said instrument by the authority and direction of the said corporation.

Witness my hand and my Notarial Seal at Westbrook, Maine, the day and year last written above.

(Notary Seal)

JUDITH HILTON
Notary Public, Maine
My Commission Expires October 1, 2010

Judith Hilton

Notary Public

CERTIFICATE

The undersigned, being the Attorney-in-Fact identified in the foregoing Limited Power of Attorney does hereby certify that the original Power of Attorney, of which the foregoing is a full, true and correct copy, is in full force and effect as of the date hereof.

In witness whereof, I have hereunto subscribed my name in such capacity this 17TH day of APRIL, 2006

Sharon K. Martel
Attorney-in-Fact SHARON K. MARTEL

(Corporate Seal)



603 Old Mammoth Road • Londonderry, NH 03053

LETTER OF TRANSMITTAL

TO :	Town of Hooksett		JOB # :	Berry Hill Subdivision
	Hooksett NH			Hooksett NH
ATTN :	Michelle Bonsteel		DATE :	04/22/2006

RE : Bonds (details are as follows)

WE ARE SENDING YOU :

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> SHOP DRAWINGS | <input type="checkbox"/> SPECIFICATIONS | <input type="checkbox"/> TEST RESULTS |
| <input type="checkbox"/> COPY OF LETTER | <input type="checkbox"/> SAMPLES | <input type="checkbox"/> PERMITS |
| <input type="checkbox"/> CHANGE ORDER | <input type="checkbox"/> PRINTS | <input type="checkbox"/> PLANS |

DATE:	COPIES	NO.	DESCRIPTION
04/22/2006	1		Berry Hill Estate road improvement (\$ 225,000.00)
04/22/2006	1		White Hall Road Improvement (-\$. 300,000.00)

THESE ARE TRANSMITTED AS CHECKED BELOW :

- | | | |
|---|--|---|
| <input type="checkbox"/> FOR APPROVAL | <input type="checkbox"/> APPROVED AS SUBMITTED | <input type="checkbox"/> RESUBMIT- FOR APPROVAL |
| X FOR YOUR USE | <input type="checkbox"/> APPROVED AS NOTED | <input type="checkbox"/> SUBMIT- FOR DISTRIBUTION |
| <input type="checkbox"/> AS REQUESTED | <input type="checkbox"/> RETURNED FOR CORRECTION | <input type="checkbox"/> RETURNED- CORRECTED PRINTS |
| <input type="checkbox"/> FOR REVIEW / COMMENT | <input type="checkbox"/> FOR BIDS DUE | <input type="checkbox"/> RETURNED- PRINTS |

REMARKS:

Bobby Patel
 THIBEAULT CORPORATION REP.

RECIPIENT



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



engineers
planners
landscape architects
environmental scientists

April 10, 2005

Mr. Dale Hemeon
Highway Dept. Manager
210 West River Road
Hooksett, NH 03106

Re: **Hooksett, NH**
Berry Hill Site Plan - Offsite Improvements
Construction Monitoring & Bond Estimates
DH #7140013.03

Dear Mr. Hemeon:

Enclosed are the construction monitoring estimate and surety estimate for the subject project.

Please note the construction-monitoring estimate is just an estimate. Because Dufresne-Henry does not control the pace of the work, cost associated with providing construction monitoring can vary greatly. In addition, if the Developer's approach on the project is adversarial and/or poorly organized, construction-monitoring costs can increase significantly. Conversely, a cooperative, organized project approach can reduce costs.

Please sign in the location below authorizing us to proceed with this project. Also, please return a copy of the signed letter to our office.

Please call if you have any questions.

Sincerely,

DUFRESNE-HENRY

A handwritten signature in black ink, appearing to read 'R. LaBranche', written over the printed name 'DUFRESNE-HENRY'.

Rene LaBranche
Vice President

Town of Hooksett, Authorization to Proceed

RL/AA/bpg
Enclosures

Dale Hemeon

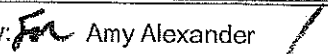
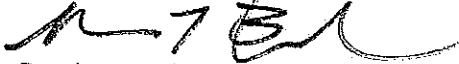
c: Charles Watson, Hooksett Planning Director
Diane Savoie, Hooksett Finance Director
Michelle Bonsteel, Hooksett Building Dept
Bob Corson, Thibeault Corp.
Amy Alexander, DH
Claire Lancaster, DH

TOWN OF HOOKSETT, NEW HAMPSHIRE
SUBDIVISION PLAN IMPROVEMENTS BOND ESTIMATE WORKSHEET

April 5, 2005

Name of Project: Berry Hill Offsite Improvements
 DH# 7140013.03

ITEM	QUANTITY	MEASURE	UNIT PRICE	PRICE
1 Site Work				
a Excavation	500	C.Y.	\$2.75	\$1,375.00
b Grading	7200	S.Y.	\$0.10	\$720.00
c Erosion Control	275	L.F.	\$1.00	\$275.00
2 Paving				
a Reclaim Pavement	9270	S.Y.	\$3.00	\$27,810.00
b Bank Run Gravel	1400	C.Y.	\$5.25	\$7,350.00
c Crushed Gravel	750	C.Y.	\$9.75	\$7,312.50
d 2 1/2" Paving, binder course	10800	S.Y.	\$6.00	\$64,800.00
e 1 1/2" Paving, finish course	10800	S.Y.	\$2.70	\$29,160.00
f Striping	4050	L.F.	\$1.00	\$4,050.00
g Prep Work	4000	L.F.	\$1.00	\$4,000.00
h Tack Coat	10800	S.Y.	\$0.75	\$8,100.00
3 Drainage Work				
a Pipe: Size Type				
30"	65	L.F.	\$38.00	\$2,470.00
18"	50	L.F.	\$18.00	\$900.00
6"	400	L.F.	\$10.00	\$4,000.00
b Drainage Manhole	1	EA.	\$1,200.00	\$1,200.00
c Headwall w/Wingwalls	2	EA.	\$1,500.00	\$3,000.00
d Swales				
Excavation	130	L.F.	\$2.75	\$357.50
Loam & Seed	300	S.Y.	\$3.00	\$900.00
e Rip Rap/Filter Material	150	C.Y.	\$12.50	\$1,875.00
f Adjust Existing Sewer Manhole Rim Elevation	4	EA.	\$250.00	\$1,000.00
g 8' Gabian Wall	130	L.F.	\$150.00	\$19,500.00
4 Miscellaneous				
a As-built plans	1	Sheets	\$500.00	\$500.00
b Landscaping Loam & Seed	3500	S.Y.	\$3.00	\$10,500.00
Trees/shrubs	1	L.S.	\$2,500.00	\$2,500.00
c Reset Mailboxes	8	EA.	\$50.00	\$400.00
			SUBTOTAL	\$204,055.00
5 Contingencies (10% of Subtotal)			=	\$20,405.50
			TOTAL	\$224,460.50
			SAY	\$225,000.00

Estimated by:  Amy Alexander
 Signature: 
 Title: Development Projects Coordinator
 Date: April 5, 2005
 Tele. #: 603-669-8672

Town Warrant-Motions & Seconds

To the inhabitants of the Town of Hooksett, New Hampshire, in the county of Merrimack in said state, qualified to vote in Town affairs.

You are hereby notified to meet at **David R. Cawley Middle School on Saturday, April 2, 2016 at 9:00 am** for the first session of the Town Meeting to discuss and amend, as required, warrant articles 3 through 14.

The final ballot vote for warrant articles will take place at **David R. Cawley Middle School on Tuesday, May 10, 2016**. The polls will be open from 6 am until 7 pm.

Article 1

To choose all necessary Town officers for the year ensuing.

Article 2

Zoning Amendments

Amendment No. 1

Are you in favor of the adoption of Amendment No. 1, as proposed by the Hooksett Planning Board, for the Hooksett Zoning Ordinance to amend Article 28, Wireless Communications Facilities, to include the following to Section P. 2., Review Procedures for Co-location: “3. Following an application for collocation from the applicant, the state or local government will have thirty (30) days to determine whether the application complies with its requirements. The compliance notification shall be in writing and clearly and specifically delineate all missing documents or information. 4. After supplemental submission from the applicant, the state or local government will have ten (10) days to determine whether the submission complies with its incompleteness notice. Grounds for incompleteness are limited to those in the original notice of incompleteness. 5. The applicant must file a notice in writing stating that the review period has expired (accounting for any tolling) and that the application has been deemed granted”?

The purpose of Amendment No. 1 is to include regulations from a FCC order, dated May 18, 2015, regarding new telecommunication shot clocks for co-location.

Amendment No. 2

Are you in favor of the adoption of Amendment No. 2, as proposed by the Hooksett Planning Board, for the Hooksett Zoning Ordinance to rezone Map 25, Lots 18-3A, 18-3B and 18-3B-2 from Performance Zone (PZ) to Medium Density Residential (MDR)?

The purpose of Amendment No. 2 is to rezone parcels on Lindsay Road, which were zoned PZ but received variances for residential use.

Amendment No. 3

Are you in favor of the adoption of Amendment No. 3, as proposed by the Hooksett Planning Board, for the Hooksett Zoning Ordinance to amend Article 25, Enforcement, by striking the second sentence of Section E., which reads “Failure of the Code Enforcement Officer to act within ten (10) days shall be considered approval”?

The purpose of Amendment No. 3 is to remove the 10-day limit for enforcement of establishments operating without a Certificate of Occupancy.

Amendment No. 4

Are you in favor of the adoption of Amendment No. 4, as proposed by the Hooksett Planning Board, for the Hooksett Zoning Ordinance to adopt a new article, Keeping of Chickens?

The purpose of Amendment No. 4 is to adopt a new article to allow and regulate the keeping of chickens in MDR, URD, and HDR.

Amendment No. 5

Are you in favor of the adoption of Amendment No. 5, as proposed by the Hooksett Planning Board, for the Hooksett Zoning Ordinance to amend Article 8, Conservation Subdivision?

The purpose of Amendment No. 5 is to amend Article 8, Conservation Subdivision in regard to minimum lot size, review procedure, open space requirements and other changes.

Amendment No. 6

Are you in favor of the adoption of Amendment No. 6, as proposed by the Hooksett Planning Board, for the Hooksett Zoning Ordinance to adopt a new article, Solar Energy Systems?

The purpose of Amendment No. 6 is to adopt a new article to allow and regulate solar energy systems on residential and non-residential properties.

Amendment No. 7

Are you in favor of the adoption of Amendment No. 7, as proposed by the Hooksett Planning Board, for the Hooksett Zoning Ordinance to amend Article 4, Low Density Residential District - LDR, Section A.5.; Article 5, Medium Density Residential District - MDR, Section A.6.; and Article 5-A, Urban Density Residential District - URD, Section A.3. to include "contractors office" as an allowed home occupation under section (a) and include in section (d) "and no outdoor storage of materials or equipment"?

The purpose of Amendment No. 7 is to amend Home Occupations in the LDR, MDR, and URD to allow contractors' offices.

Article 3

Shall the town raise and appropriate as an operating budget, not including appropriations by special warrant articles, the amounts set forth on the budget posted with the warrant, for the purposes set forth therein, and other appropriations voted separately totaling **\$17,206,349.00**. Should this article be defeated, the operating budget shall be \$17,154,480.00, which is the same as last year, with certain adjustments required by previous action of the Town meeting, or by law or the Town Council may hold one special meeting, to take up the issue of a revised operating budget only. Estimated tax rate impact \$6.39. Recommended by Town Council (7-0), Recommended by Budget Committee (10-0).

Motion: _____

Second: _____

Article 4

To see if the town will vote to approve the reconstruction of the Town Roads at a cost not to exceed **\$1,500,000.00** payable over a term of 5 years with an annual appropriation of \$300,000.00, and further to raise and appropriate \$300,000.00 for the first year's payment. In each of the following 4 years the appropriation of \$300,000.00 will be contained in the operating budget and the default budget. 3/5th majority vote required for passage. Estimated tax rate impact is \$0.19. Recommended by Town Council (8-0), Recommended by Budget Committee (9-1).

Motion: _____

Second: _____

Article 5

To see if the town will vote to raise and appropriate the sum of **\$200,000.00** to be added to the Public Works' Vehicles Capital Reserve Fund previously established. Estimated tax rate impact is \$0.13. Recommended by Town Council (8-0), Recommended by Budget Committee (9-1).

Motion:

Second:

Article 6

To see if the town will vote to raise and appropriate the sum of **\$194,293.00** for the salaries, overtime, benefits, including uniforms and equipment to hire two (2) new full-time police officers.

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Estimated Increase</u>
2016-2017	\$109,293.00	\$85,000.00	\$194,293.00

Estimated tax rate impact is \$0.12. Recommended by Town Council (7-1), Recommended by Budget Committee (7-3).

Motion:

Second:

Article 7

To see if the town will vote to raise and appropriate the sum of **\$170,000.00** to be added to previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

Automated Collection Equipment	\$ 30,000.00
Drainage Upgrades	50,000.00
Parks & Recreation Facilities Development	15,000.00
Town Building Maintenance	<u>75,000.00</u>
Total	\$ 170,000.00

Estimated tax rate impact is \$0.11. Recommended by Town Council (8-0), Recommended by Budget Committee (7-3).

Motion:

Second:

Article 8

To see if the town will vote to raise and appropriate the sum of **\$70,000.00** to be added to the previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

Fire Apparatus	\$ 50,000.00
Air Packs & Bottles	<u>20,000.00</u>
Total	\$ 70,000.00

Estimated tax rate impact is \$0.04. Recommended by Town Council (8-0), Recommended by Budget Committee (9-1).

Motion:

Second:

Article 9

To see if the town will vote to raise and appropriate the sum of **\$60,000.00** to purchase a Live Bottom Trailer for the Recycling and Transfer Division of Public Works with said funds to come from the Solid Waste Disposal Special Revenue Fund. No amount to be raised from taxation. Recommended by Town Council (8-0), Recommended by Budget Committee (10-0).

Motion:

Second:

Article 10

To see if the town will vote to raise and appropriate the sum of **\$40,000.00** to be added to previously established Capital Reserve Funds and to apportion the sum among several funds as listed below.

Revaluation	\$ 30,000.00
Master Plan	<u>10,000.00</u>
Total	\$ 40,000.00

Estimated tax rate impact is \$0.03. Recommended by Town Council (8-0), Recommended by Budget Committee (7-3).

Motion:

Second:

Article 11

To see if the town will vote to establish a Sidewalk Capital Reserve Fund under the provisions of RSA 35:1 for installing and maintaining sidewalks and to raise and appropriate the sum of **\$25,000.00** to be placed in this fund. Further, to name the Town Administrator as the agent to expend from said fund. Estimated tax rate impact is \$0.02. Recommended by Town Council (7-1), Not Recommended by Budget Committee (4-6).

Motion:

Second:

Article 12

To see if the town will vote to raise and appropriate the sum of **\$25,000.00** to be placed in the Conservation Fund, said funds to come from the sale of timber on conservation land. No amount to be raised from taxation. Recommended by Town Council (5-3), Not Recommended by Budget Committee (4-6).

Motion:

Second:

Article 13

To see if the town will vote to establish a Conservation Land Improvements Capital Reserve Fund under the provisions of RSA 35:1 for infrastructure improvements on Conservation easements or property and to raise and appropriate the sum of **\$10,000.00** to be placed in this fund. Further, to name the Town Administrator as the agent to expend from said fund. Estimated tax rate impact is \$0.01. Recommended by Town Council (7-1), Recommended by Budget Committee (6-4).

Motion:

Second:

Article 14

To see if the town will vote to discontinue the following Capital Reserve Funds with said funds and accumulated interest to date of withdrawal, to be transferred to the town's general fund.

<u>Name of Capital Reserve</u>	<u>Established</u>	<u>Balance</u>
HVAC System Development (Library)	2003	\$ 15.06
Plow Dump Trucks	2012	19.00
Police Computer System Development	2003	13.93
Road Impact Fee Traffic Study	2009	33,111.59
Town Wide Computer Development	2006	23.84
Town Wide Opti-Com System	1996	0.00
Upgrading Diesel Tank & Fuel Dispenser	2012	9,550.39

Recommended by Town Council (8-0), Recommended by Budget Committee (10-1).

Motion:

Second:

Article 15

Shall the municipality approve the charter amendment to Section 5.9 to read as follows: "Independent compliance and financial audits shall be made of all accounts of the Town at least annually, and more frequently if deemed necessary by the Council. Such audits shall be conducted in accordance with auditing standards generally accepted in the United States and other such procedures which may be necessary under the circumstances by certified public accountants experienced in municipal accounting. The results of such audits shall be made public. ~~At least once every five (5) years the Council shall request that such audits be made by Certified Public Accountants other than those involved in such audits during any of the previous four years.~~ Council shall request a new auditing firm perform an Independent Audit of the Town every five (5) years. An annual report of the Town's ~~business audit~~ for the preceding year shall be made available to the public not later than sixty days after the close of the fiscal year."?

Motion:

Second:

Article 16

Shall the municipality approve the charter amendment to Section 9.1 to read as follows: "Each year the Town Administrator shall prepare a town report which shall include: (1) a statement of the past year's financial activities and a comparative statement of the previous and present budget; and (2) a review of all major Council actions, including a summary of ordinances enacted; (3) Town vital statistics; and (4) annual reports of Town boards and departments; ~~(5) the prior year's audited financial statements; (6) a summary of the updated capital improvement plan with estimated costs; and (7) the warrant from the annual meeting.~~ There shall be a section, which presents any actions, which are in progress or pending before Town boards, or departments and the Town Council. The effective date of the report shall be at the end of the fiscal year and the report shall be made available to the voters of the town no later than (60) days after the close of the fiscal year."?

Motion:

Second:

Article 17

Shall the municipality approve the charter amendment to Sections 1.6; 3.1; 5.3A, B, C; 5.4F; 9.2B; and 10.2B, as printed in the Voters' Guide and summarized below?

The purpose of this amendment is to revise the referenced Sections of the Town of Hooksett Charter to change the annual meeting from May to March, and to conform to other statutory requirements associated therewith.

Motion:

Second:

Given under our hands and seal,
On behalf of the entire Hooksett Town Council:

James A. Sullivan, Chairman

Marc Miville, Secretary

A True Copy of the Warrant – Attest:

James A. Sullivan, Chairman

Marc Miville, Secretary

Dear Citizens and voters of Hooksett,

On Saturday April 2nd, the voters of Hooksett under the provision of SB 2 will meet at the first session to discuss 12 articles that will appear on the ballot on Tuesday, May 10, 2016. This report included in the 2016-2017 voters' guide will provide information on the proposed budget and monetary warrant articles. The guide will also include revenue and other pertinent information.

The official ballot will include the election of town officers and will also have zoning amendments and Charter changes for your consideration. Those items are not required to be discussed at this session.

The Council is recommending a change to our Town Charter which will align the Town meetings with the School District meetings in order to increase voter turnout by reducing the number of times needed to go to the polls. If approved, town voting day will be in March and not in May.

Each warrant article will include the estimated tax impact and the vote count of the Town Council, who with assistance from the town administration has the duty to prepare the items for your consideration.

The operating budget for 2016-2017 is \$17,206,349. Should this article be defeated, the operating budget shall be \$17,154,480 (Default), which is the same as last year, with certain adjustments required by previous action of the Town meeting. The Budget Committee's budget is \$51,869 or 0.30% higher than the default and is \$27,575 or 0.16% less than this year's operating budget. The estimated tax rate impact is \$6.39.

In the Council's review of the proposed budget, we took a similar approach to past years, which was to maintain the current town services that the citizens expect.

Within the various town departments, the Administration budget increased by \$33,064 due to a combination of changes in legal services, workers compensation and liability insurance. The Police Department budget decreased by about \$8,917 and includes 4 part-time police officers for traffic and safety mitigation. We were also able to decrease the Family Services budget due to continually improving economic conditions.

During our review we were able to decrease the Fire-Rescue Department budget by \$54,890, there was reductions in benefits for the new fire chief and additional funds to replace mobile radios and fire hoses. Under the Public Works Department which includes the Highway, Parks and Recreation, Town buildings and Recycling Divisions, we needed to increase the budget by about \$39,976 which was due to a combination of increases in old Town Hall repairs and park services and a decrease in fuel costs.

The Town Council continued its approach to reviewing the budget with the same openness and thoughtful decision making it has taken in the past. We have approved articles that reflect fiscal responsibility and needs of the town, which promotes savings in how we deliver services. As a

result of our efforts, we believe it is a prudent budget that was as always professionally presented and reviewed by all, from town administration and departments, Council and finally by the Budget Committee.

There are five new (non-traditional) warrant articles due to additional personnel, road repairs and improvements and conservation lands. These are requests for 2 full-time police patrol officers to meet the full complement of officers originally approved years ago, a 5 year program for road repairs to address our aging roadways, a sidewalk improvement article and finally two conservation articles seeking the authorization for revenues from the sale of timber cut from conservation land be applied to the already established conservation fund and creation of a fund for infrastructure improvements to town conservation lands such as Clay Pond, the Pinnacle and the Merrimack Riverfront.

Other money articles which save for future expenses includes public works vehicles, town facilities and equipment, fire apparatus and air packs, revaluation and the master plan. There is also an article to discontinue a few older funds previous established.

The Council and Administrator are available for questions regarding the various aspects of the warrant and ballot issues. To obtain complete costs on the warrant and operating budget you can visit the Town of Hooksett's website. Budget deliberations can be viewed by visiting the main page of Hooksett.org.

In closing the Council has strived to present a clear and accurate accounting of the needs and requirements of the 2016-2017 budget and is presented to you, the citizens and taxpayers, to address our vibrant and growing community with the utmost consideration of its tax impact.

Respectfully submitted on behalf of the Town Council,

James A. Sullivan

James A. Sullivan

Town Council Chairman

Staff Report

Title: Martins Ferry Road - 2016 Roadway Improvements including sidewalks and traffic Calming Measures

Date: March 23, 2016

Background and Discussion of Issues

Staff is reporting back to Town Council on the proposed design improvements to Martins Ferry Road to address the previous comments made regarding traffic speed issues.

Martins Ferry Road is scheduled for roadway improvements in 2016. Alternatives include extending 7 inch high reveal bituminous curbing along both sides of the roadway, 5 ft bituminous sidewalk along the north side for the entire length from Rte 3 to North River Road/SNHU, a wooden bridge crossing Messer Brook. The assumptions on the wooden bridge are that SNHU will provide an easement for the location and will contribute to paying for at least the superstructure.

Additional alternatives also include extending the sidewalk up Sherwood Drive to the entrance of Fred C. Underhill School on the west side of the roadway and continuing with the sidewalk on North River road in front of SNHU continuing to the existing sidewalk.

Traffic Calming measures involve 4 proposed "bump-outs" which are raised curbing extensions on each side of the roadway, approximately 10 ft in length, extending out into the roadway by 1 ft on each side creating a narrowing of the roadway from 24 ft to 22 ft.

The proposed roadway improvements including roadway mill/shim/overlay, curbing, sidewalks, curbing, bump-outs and the wooden pedestrian bridge is estimated at \$400,000. The available roadway funding is \$300,000 and there is presently \$74,000 available in impact fees for this zone which can be applied towards the sidewalk costs. The \$24,000 shortfall may require that the wooden bridge crossing the Messer Brook, the sidewalks on Sherwood Drive and North River Road not be constructed at this time. The advertisement for bids will be structured to allow flexibility in awarding the contract and eliminating these items.

The 2016 roadway improvements bid will also include Main Street construction including mill/shim/overlay and bituminous curbing and a sidewalk from the Town Office to Donall Park with a wooden bridge crossing the brook or a culvert extension. Funding for the Main Street improvements will be from the 2016/2017 budget and Main Street sidewalk reserve funds.

Recommendation (including suggested motion, if appropriate)

Recommend to proceed with advertising the 2016 roadway improvements for Martins Ferry Road and Main Street.

Fiscal Impact

The proposed roadway improvements including roadway mill/shim/overlay, curbing, sidewalks, curbing, bump-outs and the wooden pedestrian bridge is estimated at \$400,000. The available roadway funding is \$300,000 and there is presently \$74,000 available in impact fees for this zone which can be applied towards the sidewalk costs. The \$24,000 shortfall may require that the wooden bridge crossing the Messer Brook, the sidewalks on Sherwood Drive and North River Road not be constructed at this time. The advertisement for bids will be structured to allow flexibility in awarding the contract and eliminating these items.

The 2016 roadway improvements bid will also include Main Street construction including mill/shim/overlay and bituminous curbing and a sidewalk from the Town Office to Donall Park with a wooden bridge crossing the brook or a culvert extension. Funding for the Main Street improvements will be from the 2016/2017 budget and Main Street sidewalk reserve funds.

Prepared by: James J. Donison, P.E., Assistant DPW/Town Engineer

Town Administrator Recommendation

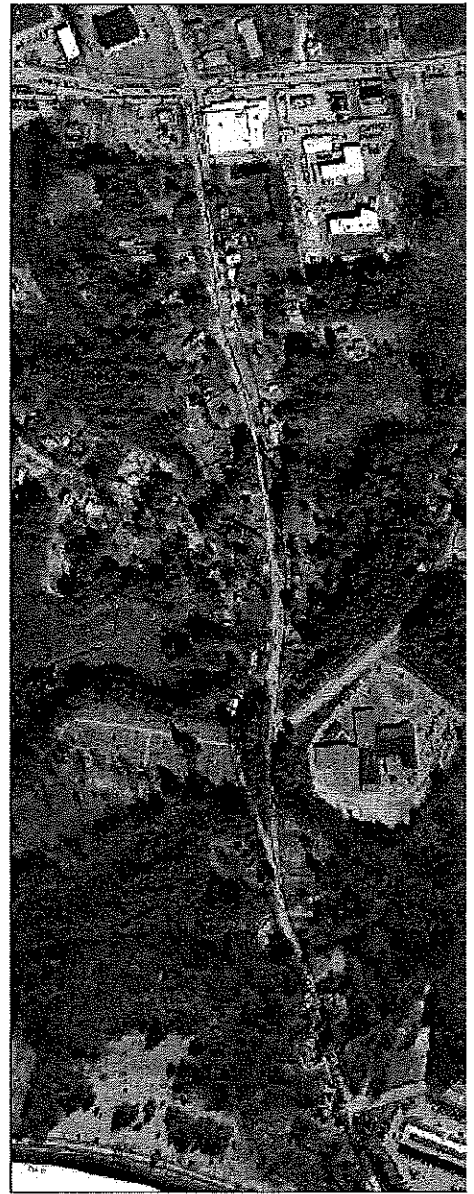
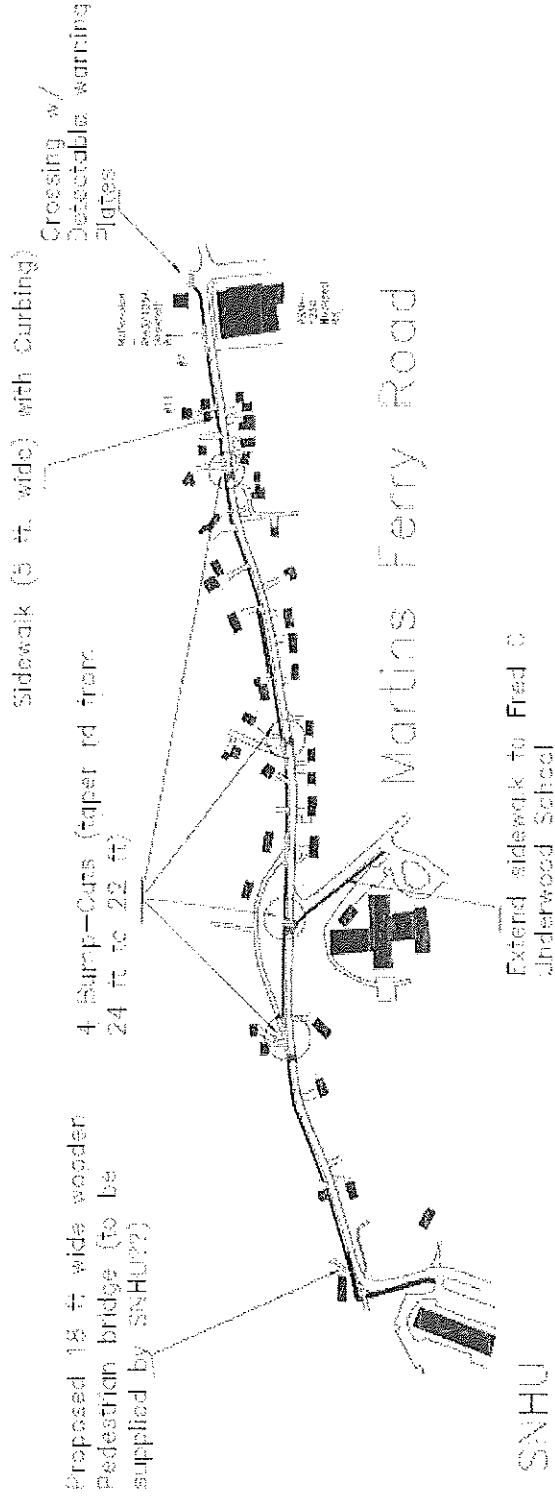
Concur



2016 ROADWAY CONSTRUCTION PROJECT

Town of Hooksett

Martins Ferry Road

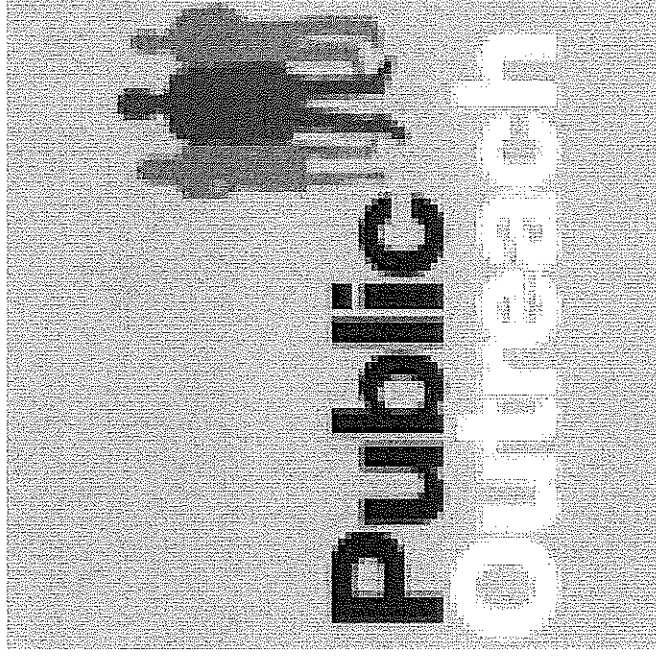


<small>Contract Name</small> 2016 Roadway Reconstruction - Martins Ferry Road					
Project No. 2016-0015	Date 11/11/16	Project No. 2016-0015	Date 11/11/16	Project No. 2016-0015	Date 11/11/16

Dept. of Highway, SR
 100 State Street, Hallowell, ME
 04930-1000

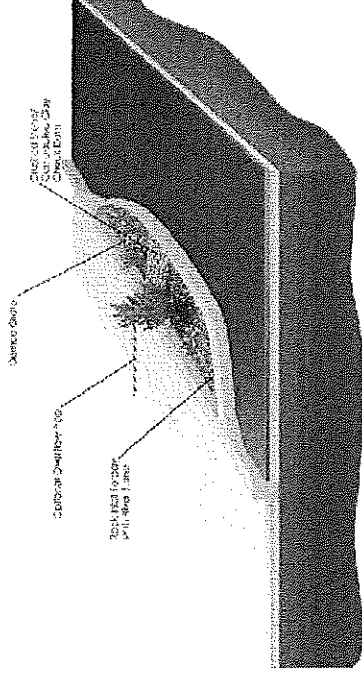
Martins Ferry Road

- Public Outreach to discuss the new sidewalk and cutting of trees with the 50 ft right-of-way



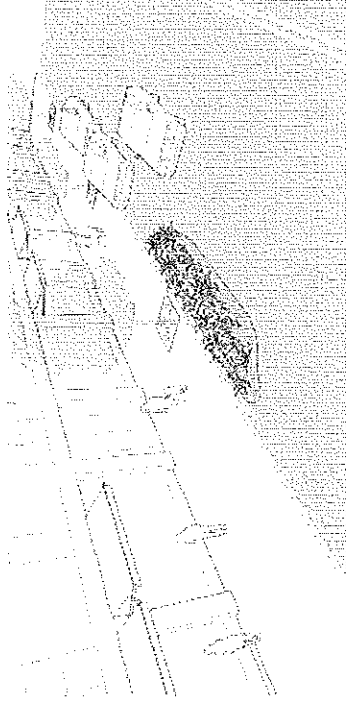
Martins Ferry Road – Traffic Calming with Bump-Outs

Page 1 of 1

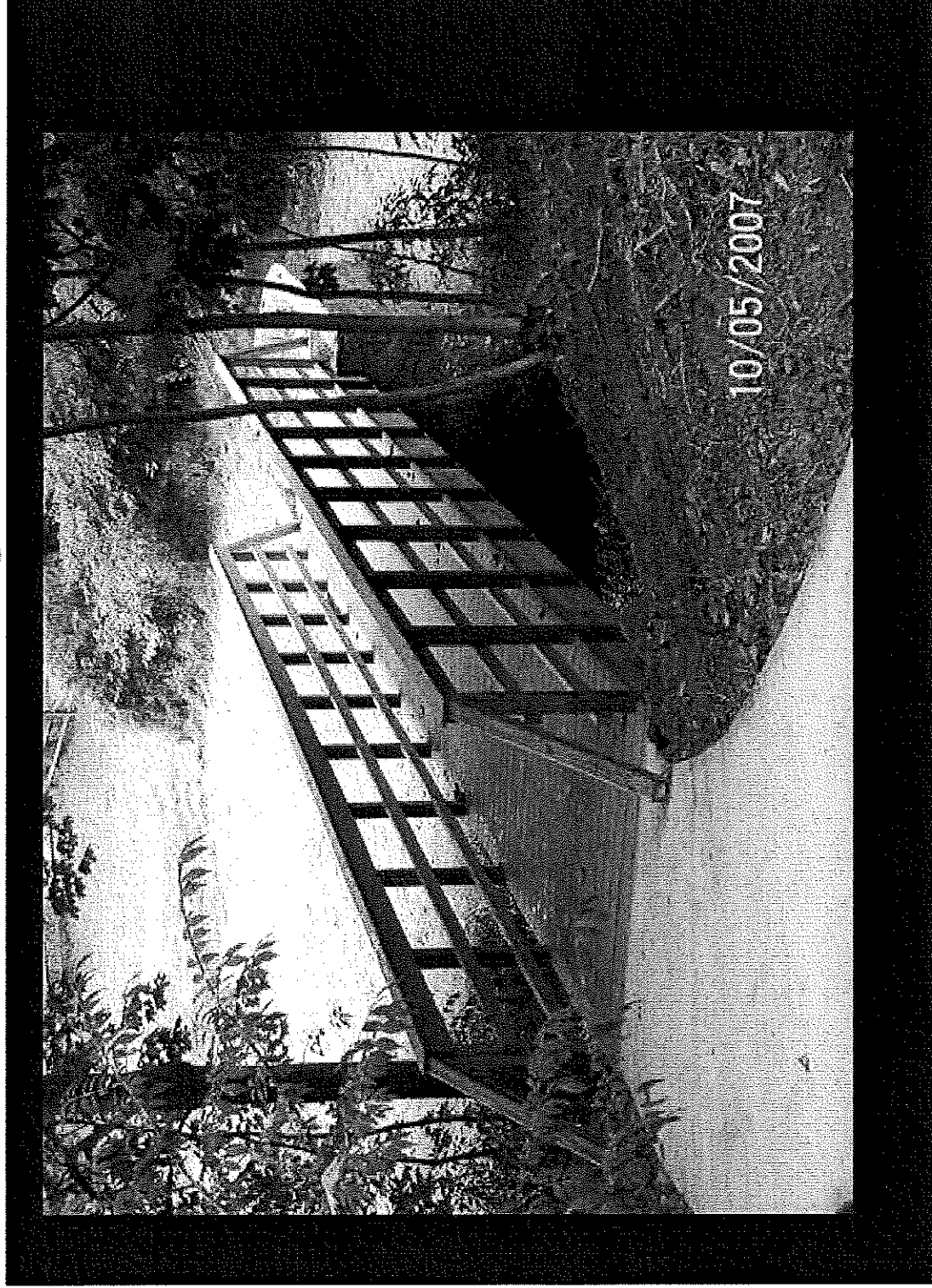


Martins Ferry Road – Traffic Calming with Bump Outs

Page 1 of 1



Martins Ferry Road – Request SNHU to provide pedestrian bridge across brook



Martins Ferry Road

• <u>Construction Cost Opinion:</u>	
• Roadway Mill, Shim and Overlay	
• + Contingencies	\$220,000
• Bridge Substructure and Installation (assume SNHU supplies the bridge Superstructure)	\$ 20,000
• Sidewalk	\$100,000
• Bump Outs	\$ 10,000
• <i>Contingencies</i>	\$ 50,000
• <u>TOTAL</u>	<u>\$400,000</u>

Staff Report

Title: 2013 Tax Deeding

Date: 3-23-2016

Background and Discussion of Issues

The tax deed date for the unpaid 2013 tax liens is May 25, 2016.

I am requesting to have permission for the Town Administrator to accept payment plans for the properties that are eligible to be deeded for the 2013 tax deeding. This permission was given last year.

Recommendation (including suggested motion, if appropriate)

To allow the Town Administration to accept payment plans for the 2013 Tax Deed as long as there is not forgiveness of principle or interest amounts.

Fiscal Impact

Unknown at this time

Prepared by: Kimberly Blichmann CTC

Town Administrator Recommendation



MERCHANTS
FLEET MANAGEMENT

27

March 8, 2016

Dean Shankle
Town of Hooksett
35 Main Street
Hooksett, NH 03106-1631

RE: 18 Benton Road, Hooksett, NH

Dear Dean,

We have spent time and money trying to help the Town of Hooksett resolve the issue of cleaning up the unsightly debris in the yard of 18 Benton Road. In our efforts to do this in a timely manner we enlisted the help of our attorney, John Griffin, to investigate the ownership of the property so that action could be taken. The situation as it exists is a blight on the neighborhood.


The building inspector told us the owner was in hospice care, however we found that the owner had passed away a year earlier, leaving the house unattended for that length time.

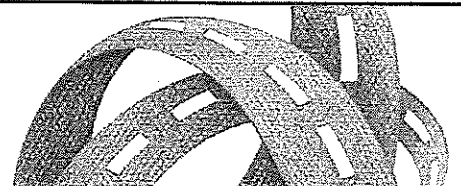
As the owner became less and less able to take care of the property debris was already piling up in the yard, but now it somehow has become an illegal dumping ground for the community. It is very much a health hazard to the neighborhood. We own some of the abutting lots and have had complaints from our tenants occupying houses on our properties.

I am submitting our legal bills totaling \$477.50 for reimbursement, to be brought before the town Council at your next meeting.

Please contact me via email at michaelsydney@merchantsfleet.com or by phone at (603) 695-9223 if you have any questions.

Sincerely,


Michael Sydney
(Encl.)



18 Benton Road
Legal Expenses

Name	Date	Invoice	Amount
Primmer Piper Eggleston & Cramer	10/31/15	134167	\$ 90.00
Primmer Piper Eggleston & Cramer	01/01/16	136894	\$ 112.50
Primmer Piper Eggleston & Cramer	01/31/16	137561	\$ 275.00
Total			<u>\$ 477.50</u>

PRIMMER PIPER EGGLESTON & CRAMER PC

150 SOUTH CHAMPLAIN STREET
BURLINGTON, VT 05401

Billed through 10/31/15
Bill number Q05886 - 00001 - 134167 JFG

Merchants Realty Group
Attn: Michael Sydney
1278 Hooksett Rd., P.O. Box 16415
Hooksett, NH 03106-6415

November 9, 2015

Confidential Attorney-Client Privileged

18 Benton Road, Hooksett, NH

FOR PROFESSIONAL SERVICES RENDERED

10/14/15 JFG Two telephone conferences with Town of Hooksett

Total fees for this matter \$90.00

DISBURSEMENTS

Total disbursements for this matter \$0.00

BILLING SUMMARY

OC	Griffin Jr., John F.	0.40 hrs	225.00/hr	\$90.00
	TOTAL FEES			\$90.00
	NET TOTAL FEES			\$90.00
	TOTAL CHARGES FOR THIS BILL			<u>\$90.00</u>
	TOTAL BALANCE NOW DUE			<u><u>\$90.00</u></u>

PRIMMER PIPER EGGLESTON & CRAMER PC

P. O. Box 1489
 150 South Champlain Street
 Burlington, VT 05402
 802-864-0880
 Tax ID 03-0289541

Billed through 01/01/16
 Bill number Q05886 - 00001 - 136894 JFG

Merchants Automotive Group, Inc.
 Attn: Michael Sydney
 1278 Hooksett Rd., P.O. Box 16415
 Hooksett, NH 03106-6415

January 18, 2016

18 Benton Road, Hooksett, NH

Balance Forward As Of Last Bill	11/09/15	\$90.00	
Payments Received: Last Pmt Date	11/30/15	\$90.00	CR

Net balance forward		\$0.00	
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FOR PROFESSIONAL SERVICES RENDERED

12/08/15	JFG	Memo to Jill with information relating to 18 Benton		
		0.50 hrs	225.00 /hr	112.50

Total fees for this matter		\$112.50	
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DISBURSEMENTS

Total disbursements for this matter		\$0.00	
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BILLING SUMMARY

OC	Griffin Jr., John F.	0.50 hrs	225.00 /hr	\$112.50
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TOTAL FEES		\$112.50	
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NET TOTAL FEES		\$112.50	
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97 Bill number Q05886 - 00001 - 136894

PAGE 2

Merchants Realty Associates

TOTAL CHARGES FOR THIS BILL

\$112.50

TOTAL BALANCE NOW DUE

\$112.50

PRIMMER PIPER EGGLESTON & CRAMER PC

P. O. Box 1489
150 South Champlain Street
Burlington, VT 05402
802-864-0880
Tax ID 03-0289541

Billed through 01/31/16
Bill number Q05886 - 00001 - 137561 JFG

Merchants Automotive Group, Inc.
Attn: Michael Sydney
1278 Hooksett Rd., P.O. Box 16415
Hooksett, NH 03106-6415

February 10, 2016

18 Benton Road, Hooksett, NH

Balance Forward As Of Last Bill	01/18/16	\$112.50
Payments Received: Last Pmt Date	02/08/16	\$112.50 CR
		<hr/>
Net balance forward		\$0.00

FOR PROFESSIONAL SERVICES RENDERED

01/22/16	JFG	Telephone call with Matt Lavoie (Hooksett Code Enforcement Officer); telephone call with Michael Sydney; place call to Attorney Matthew Serge's office		
			0.50 hrs	275.00 /hr
				137.50
01/28/16	JFG	Telephone call with Matthew Serge; review correspondence from Matthew Serge re status of litigation		
			0.50 hrs	275.00 /hr
				137.50
		Total fees for this matter	<hr/>	
			\$275.00	

DISBURSEMENTS

		Total disbursements for this matter	<hr/>	
			\$0.00	

BILLING SUMMARY

OC	Griffin Jr., John F.	1.00 hrs	275.00 /hr	\$275.00
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87 Bill number Q05886 - 00001 - 137561

PAGE 2

Merchants Realty Associates

TOTAL FEES	\$275.00
NET TOTAL FEES	\$275.00
TOTAL CHARGES FOR THIS BILL	<hr/> \$275.00
TOTAL BALANCE NOW DUE	<hr/> <hr/> \$275.00