

**TOWN COUNCIL AGENDA**  
**Regular Meeting**  
**Wednesday, April 27, 2016**  
**6:30 PM**  
**Council Chambers**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. SPECIAL RECOGNITIONS**

4.a Swearing-in Ceremony for new Hooksett Fire Chief James Burkush

**5. APPROVAL OF MINUTES**

5.a Public: 04/13/2016

[TC Minutes 04.13.16-U.pdf](#)

5.b Non-Public: 04/13/2016

**6. AGENDA OVERVIEW**

**7. PUBLIC HEARINGS**

7.a Public hearing for a donation of a LifePak 15 Cardiac Monitor/Defibrillator from The New England Heart & Vascular Institute (CMC Hospital) valued at \$28,321.82 to the Hooksett Fire-Rescue Dept. as per RSA 31:95-e II.

[042716 TC LIFEPAK DONATION HFD.doc](#)

[Cardiac Monitor Donation.pdf](#)

[LP Quote \\_3-2016.pdf](#)

**8. CONSENT AGENDA**

8.a Donation of a circa 1900 black and silver parlor stove from Bob Schroeder valued under \$5,000 to the Hooksett Heritage Commission for eventual use at the old town hall.

[Stove Donation 042716.pdf](#)

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

8.b Landscape surety release in the amount of \$36,762.62 to PSNH/Eversource (off Legends Drive)

[Staff Report - PSNH landscape release.pdf](#)

8.c Landscape surety release in the amount of \$10,500.00 to Manco, LLC (Dunkin Donuts - Benton Road)

[Staff Report - Dunkin Donuts Landscape Surety Release..pdf](#)

**9. TOWN ADMINISTRATOR'S REPORT**

**10. PUBLIC INPUT - 15 MINUTES**

**11. NOMINATIONS AND APPOINTMENTS**

**12. SCHEDULED APPOINTMENTS**

12.a Don Riley, Moderator

**13. 15 MINUTE RECESS**

**14. OLD BUSINESS**

**15. NEW BUSINESS**

15.a 16-020 Quarterly Financial Update for March 2016

[Quarterly March 2016.pdf](#)

15.b 16-021 Declare Vacancy - Parks & Recreation Advisory Board

[PRAB Vacancy.pdf](#)

15.c 16-022 Proclamation - Citizen of the Year 2016

[COY 16 Staff Report.pdf](#)

[Citizen of the Year Proclamation 2016.doc](#)

15.d 16-023 Donati & Frasier Tennis Courts for Pickleball Use

[Pickle Ball lines in Tennis Courts.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.**



**TOWN COUNCIL -- UNOFFICIAL**  
**Regular Meeting**  
**Wednesday, April 13, 2016**  
**6:30 PM**  
**Council Chambers**

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7  
8 **1. CALL TO ORDER**  
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10 Chairman James Sullivan called the meeting to order at 6:30 p.m.  
11

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

14 In attendance: Chairman Sullivan, Councilors Robert Duhaime, Marc Miville, David Ross,  
15 James Levesque, Adam Jennings, Nancy Comai, Donald Winterton, and Tim Tsantoulis  
16

17 **3. PLEDGE OF ALLEGIANCE**  
18

19 **4. SPECIAL RECOGNITIONS**  
20

21 4.a Police Department - swearing in of new Patrol Officer  
22

23 Chairman Sullivan introduced Captain Daigle who came forward to swear in Eric Perreault as  
24 Hooksett's newest Patrol Officer. Captain Daigle said he was proud to swear in Officer  
25 Perreault in front of his Hooksett Police Department colleagues, his family and friends.  
26 Officer Perreault was raised in Lowell, MA and went to Salem High School. He took some  
27 business management courses at Keene State College and is an exceptional baseball player  
28 having been a free agent for the Arizona Diamondbacks. From there he served as an  
29 Account Manager for MicroTech. Mr. Perreault joined the Captain and took his oath of office.  
30 His mother came forward and proudly pinned his badge to the applause of friends, family,  
31 and colleagues. On behalf of the Council, Chairman Sullivan offered congratulations to  
32 Officer Perreault and advised him to "stay safe".  
33

34 **5. APPROVAL OF MINUTES**  
35

36 5.a Public: 03/23/2016  
37 [TC Minutes 03.23.16-U.docx](#)  
38

39 *Councilor Duhaime moved, second by Councilor Jennings, to approve the March 23, 2016*  
40 *Town Council meeting minutes as amended. Motion passed 8-0-1 (Councilor Comai*  
41 *abstained).*  
42

43 5.b Public: 04/02/2016  
44 [TC MINUTES 040216-U.pdf](#)  
45

46 *Councilor Jennings moved, second by Councilor Duhaime, to approve the April 2, 2016 Town*  
47 *Council special meeting as presented. Motion passed unanimously, 9-0.*  
48

49 **6. AGENDA OVERVIEW**  
50

51 **7. MARTINS FERRY ROAD - PUBLIC INPUT (30 MINUTES)**

52  
53 7.a Extended public input for the Town to provide the public with information on Martins  
54 Ferry Road for proposed sidewalks and traffic calming measures and for the Town to  
55 receive public comments on this proposal.

56 [2016 Roadway Construction Project april 13 2016 town council mtg.pdf](#)  
57

58 Town Engineer, Jim Donison, followed up on the Martins Ferry Road construction project that  
59 was discussed at the Council's last meeting. Mr. Donison noted on overhead slides where  
60 two stakes and bump-outs would be located. Trees will be cut and the sidewalk will be  
61 immediately adjacent to the curb. If a property owner wants trees down, "we'll meet with  
62 individual property owners". Bump-outs are a slight indent in the road and will be marked so  
63 that snow plow drivers see them. It was mentioned again that fire and police do not like  
64 speed tables. Mailboxes were discussed previously, as well. Mr. Donison had a slide placing  
65 the mailboxes sideways at the edge of the sidewalk which would work and not require  
66 homeowners to cross the street to get their mail. Mr. Donison will make sure this is  
67 acceptable to the Postmaster. Councilor Ross asked about the costs of removing the  
68 mailboxes that exist and reinstalling new ones. Councilor Ross asked if the town was paying  
69 for the material, labor, etc. He also pointed out that one or two mailboxes are on granite  
70 posts. Mr. Donison said the granite posts will have to be replaced. He said, "people need to  
71 know who is paying for it and where it's going to be".  
72

73 In response to David Smith about the width of driveways, Mr. Donison said the roadway  
74 would go from 22 to 20 feet. Mr. Smith said he's interested in safety, slower speeds, and  
75 peaceful living and proposed four bump-outs. Mr. Smith asked whether or not the four part-  
76 time officers had been approved. Dr. Shankle said the Council approved four part-time  
77 officers and will be filled if the budget is passed. Two other officers are on a separate  
78 warrant article. Mr. Smith said he's looking to get the police officers in the area; limiting the  
79 speed hasn't helped.  
80

81 Michael Stachura of Benton Road pointed out on the slide the area of concern to him. His  
82 house is at the corner and asked how speeding traffic can be slowed going down Benton  
83 Road. He said it is a dangerous intersection and asked if it wouldn't be better to put a stop  
84 sign at that corner on Martins Ferry. Mr. Donison said they tried to space out the bump-outs  
85 evenly along Martins Ferry Road but questioned whether that would prevent drivers from  
86 whipping around the corner. It is an enforcement issue. Dr. Shankle suggested turning it into  
87 a T intersection. Mr. Donison thought that is a possibility. Mr. Stachura was not sure that  
88 would help. Mr. Stachura said Benton Road was supposed to have been widened but it was  
89 never done. He said people cannot get out that road onto Martins Ferry Road and a three  
90 way stop sign may be the ideal solution.  
91

92 Chairman Sullivan asked if it couldn't be brought back to a T rather than a Y intersection. Mr.  
93 Donison said that is something the Safety Committee took a look at. Three way stops are not  
94 preferred for speed control. Mr. Donison said he'll take a look at the area again. Councilor  
95 Winterton said he appreciated Mr. Stachura's input and asked him to get in touch with  
96 neighbors to support the Council's budget that includes funding for four part-time officers.  
97

98 Matt Harding of 32 Martins Ferry Road said he supports the proposal and appreciates the  
99 effort. He said he feels strongly about making the road "feel more like a community". He said

100 last Friday he went to see the baseball game at SNHU with his daughter who wanted to walk  
101 the ¼ mile trip to the field, so his daughter supports having a sidewalk.

102  
103 Councilor Ross suggested placing a concrete cone in the middle of the road, or crosswalk.  
104 He said UNH uses them and “you can’t cut corners”. He said that occurs on Sherwood Drive  
105 as well. Chairman Sullivan said they would have to be removed during the winter months.  
106 Councilor Duhaime said for now calming measures should be installed and marked for review  
107 in a year from now to see how it’s working.

108  
109 Mr. Donison said there is a pedestrian bridge across the brook. He spoke with SNHU about  
110 the cost of the superstructure and indicated that the town would pay for abutment costs. A  
111 representative from SNHU, Mr. Maldini, said the matter is under advisement and the school  
112 will see what they can do. He said it’s at the leadership desk and “we are looking at it”. Dr.  
113 Shankle asked if students would use sidewalks. Mr. Maldini said “probably” but they haven’t  
114 done a study. In response to a Council member, Mr. Donison said there is no cost to Sewer.

115  
116 Councilor Miville said it has been a long process and thanked everyone for providing a lot of  
117 input. He is in support of the plan and feels it “accomplishes what we need”. Mr. Donison  
118 said he expects to advertise the bid in mid-May and award it by mid-June. Work should  
119 begin in July and will last three months.

120  
121 **8. PUBLIC HEARINGS**

122  
123 **9. CONSENT AGENDA**

124  
125 9.a Donation of Approximate total dollar amount for materials \$215.00 and Donation of  
126 labor will not exceed monetary value requiring a public hearing for the Hooksett Fire  
127 Station 1 Cub Scout Garden Project. This is in compliance with RSA 31:95-e II.  
128 Station 1 Cub Scout Garden project - Staff report.pdf

129  
130 Station 1 garden picture.JPG

131  
132 **10. TOWN ADMINISTRATOR'S REPORT**

133  
134 Dr. Shankle reported the following:

- 135  
136
- 137 • Audit was received. There were no major issues.
  - 138 • Received email from Councilor Levesque about a resident's interest in a guardrail.  
139 Director of Public Works, Diane Boyce, and Deputy, Jim Donison, looked at it and didn't  
140 recommend it; guardrails are generally placed so “you don’t go down an embankment”.
  - 141 • Attended a two day workshop on economic development and land use matters.
  - 142 • Planning Board toured SNHU's new facilities. It was interesting.
  - 143 • Conservation Commission worked through impact fees issues.
  - 144 • Bid opening for Lilac Bridge reclamation. Got one bid – interested in sections of the  
145 Bridge.

146 Donna Fitzpatrick provided a brief update on the Wellness Program. Ms. Fitzpatrick  
147 reminded Council members that Harvard Pilgrim offers quarterly incentives and spoke to  
148 the importance of learning more about being a consumer. Active employees can avail  
149 themselves of the options in services which drives down costs. In May, the town will

150 launch a major water hydration challenge. Participation for the whole month of May  
151 provides a \$75 incentive check.

152  
153 Chairman Sullivan said there was a satisfactory conclusion to the Benton Road property.  
154 Administrator Shankle said the work is not quite finished. The front yard is a mud hole.  
155 Work continues on the property. In response to Councilor Levesque, Chairman Sullivan  
156 said they are doing the work with the court's permission.

157  
158 **11. PUBLIC INPUT - 15 MINUTES**

159  
160 **12. NOMINATIONS AND APPOINTMENTS**

161  
162 **13. SCHEDULED APPOINTMENTS**

163  
164 13.a Planning Board

165  
166 Scott Petty, Denise Craft, and Richard Marshall, members and Chair of the Planning Board  
167 came forward to provide an annual update of the Planning Board's activities. Mr. Marshall  
168 said the Planning Board had been very active over the past year to include zoning  
169 amendments to be presented to voters in May, raising chickens, solar energy systems and  
170 SNHU's proposed development who are working on a Master Plan for campus. Since  
171 January 1 four site applications have been received in comparison to last year's one site plan  
172 application.

173  
174 They are beginning work on updating the Master Plan which hasn't been done since 2004. It  
175 has been slow going with the loss of staff but they have contracted with Southern NH  
176 Planning Commission to assist with Master Plan. Funds should be sufficient for technical  
177 assistance as long as not sidetracked. Mr. Marshall said the development of the Master Plan  
178 is under the purview of the Planning Board in accord with statute. Councilor Comai asked  
179 about attendance at their meetings. Mr. Marshall said attendance has been very good; it's  
180 always been good because volunteers take it seriously and they have alternates to replace  
181 full members when absent. In response to Councilor Miville, Mr. Marshall said appeals are  
182 made directly to the Supreme Court. If new information is provided on a case, it can be  
183 appealed to the Board.

184  
185 Councilor Duhaime asked who makes sure the Master Plan gets done. Mr. Marshall said the  
186 Board sets goals and objectives. To accomplish those goals, zoning changes must be  
187 developed and that continues all the time. Mr. Marshall said they are continually updating the  
188 plan and are always cognizant of the Master Plan which gets updated every ten years and  
189 gets amended from time-to-time. Currently, several chapters really need to be updated.  
190 Sometimes the Board just re-affirms particular sections. Councilor Levesque asked if  
191 proposed zoning changes are made available to the public. Mr. Marshall said they are  
192 posted. Chairman Sullivan mentioned a new TIF plan. Mr. Marshall said he would love to  
193 discuss it if somebody would come to the Planning Board to discuss it. Councilor Comai  
194 suggested clarification on who stewards the Master Plan. Mr. Marshall said the Planning  
195 Board and the Planning Department staff is responsible for that. Mr. Marshall said the  
196 amendments are recorded by date. He's done four Master Plans.

197  
198 **14. 15 MINUTE RECESS**

199

200 **15. OLD BUSINESS**

201  
202 15.a Richard Fitz Proposal for Selective Timber Cut

203  
204 Dr. Shankle said that Richard Fitz made a proposal regarding cutting timber on town land.  
205 The Council asked Dr. Shankle to do due diligence and bring back information so the Council  
206 could make a decision. According to the state who both assess timber and keep an eye on  
207 timber cuts, it seems the prices Mr. Fitz is proposing paying are reasonable. The only issue  
208 that was raised was whether the Town's property could be clearly delineated. Dr. Shankle  
209 asked the Town Engineer to work with Mr. Fitz on the entrance to the area and the bounds.

210  
211 Pending the resolution of the expressed concerns, *Councilor Winterton moved, second by*  
212 *Councilor Jennings, to authorize the Town Administrator to sign the Timber Contract with*  
213 *R.A. Fitz & Son, Inc. provided all boundaries of the town-owned property, Map 23, Lot 14, are*  
214 *agreed to and satisfied. Motion passed unanimously, 9-0.*

215  
216 Jim Donison said that the parcel is 33 acres and Mr. Fitz will survey the parcel before the cut  
217 is actually done. Councilor Comai said Mr. Fitz was supposed to talk to abutters. Mr.  
218 Donison said Mr. Fitz has contacted everyone. Councilor Comai wanted assurance that the  
219 town would not be liable for any damages. Mr. Donison said that had to be addressed in the  
220 agreements reached. Town Administrator Shankle said "he may not get permission to go in".  
221 Councilor Levesque suggested keeping the contractor to the letter of the agreement.

222  
223 Councilor Winterton recalled that Mr. Fitz is doing a property in the area, not contiguous, and  
224 if trees don't come off the property now, "we'll never have access to that property again". He  
225 continued saying that the parcel is land locked and no one will go in again. A forest will re-  
226 grow. Councilor Winterton stands by his motion authorizing the Town Administrator to sign a  
227 contract with the caveat as included in the motion. Councilor Comai said it should be a clear  
228 cut. Councilor Duhaime said every county has its own forester. Once Mr. Donison knows the  
229 boundary, the forester will be happy to take a look. Councilor Ross said it's town property  
230 and a clear cut is generally not a good thing to do; and it's ugly too. It's a selective cut  
231 because it's still a forest; not conservation property. Councilor Winterton said no one  
232 advocated a clear cut, someone asked about a clear cut. Councilor Levesque said selective  
233 cut is the thing to do. There can be another harvest in 50-75 years from now, and sometimes  
234 hard wood comes back better. Chairman Sullivan said the concerns will be addressed. The  
235 motion passed unanimously, 9-0.

236  
237 15.b Deliberative Session 04/02/16

238  
239 Chairman Sullivan welcomed any comments on how the deliberative session went. He  
240 thought it went very well. Councilor Winterton said it is important to recognize that there were  
241 eight citizens who attended that were not on any committee and "that's very troubling". He  
242 said warrant articles changing the dates of the deliberative session and town meeting and  
243 that is a good thing. He said that Hooksett has 9,865 voters. Under SB 2, "we could be  
244 subject by governance motivated by a minority". He said weeks of hard work gets changed  
245 by a very vocal minority.

246  
247 Councilor Winterton said SB 2 today is a "troubling way to govern ourselves". He said in  
248 2016 we are asking citizens of Hooksett to go to a deliberative session or ballot box seven  
249 times this year. Motivated citizens will go seven times a year – we have eight of them. Only



250 eight citizens have perfect attendance. Councilor Winterton suggested that the Council direct  
251 the Town Administrator to confer with counsel on other ways Hooksett could govern itself and  
252 provide descriptions of various forms of government and ask the citizens if that is the way  
253 they want to govern. Chairman Sullivan asked that the matter be included on next month's  
254 Council meeting agenda. Councilor Ross suggested letting the people weigh in on the  
255 warrant article first. Councilor Winterton said he was not proposing anything. SB 2 is not  
256 serving the people of Hooksett. Chairman Sullivan said it could be voter apathy. Councilor  
257 Miville said at times when there is no controversy, there's no reason to show up. "We need  
258 to get out the vote". Election will be held on May 10<sup>th</sup> and the word needs to get out.  
259 Chairman Sullivan said that other than lack of attendance, the explanations were clear and  
260 answers were provided and "we continue to improve". Councilor Levesque said the Voters  
261 Guide doesn't have zoning amendments in it. Dr. Shankle thought they were included.

## 262 16. NEW BUSINESS

263 16.a 16-015 Contract Award for Architectural Services for the Hooksett Safety Complex  
264 - 2016 Police Station Renovations RFP#16-02  
265 Staff Report April 13 2016 Town Council RFP 16-02 Police Station.pdf  
266

267  
268  
269 Town Engineer, Jim Donison, on behalf of Chief Bartlett, reviewed the results of the RFP for  
270 architectural services in renovating the town's Safety Complex. The scope of work will  
271 include relocating the dispatch room, improving a number of rooms, and the like. Four  
272 interested firms submitted their proposal. The Selection Committee interviewed three of  
273 them. The fourth firm was not interviewed because their quote of \$97,500 was substantially  
274 higher than the other three firms. The Selection Committee chose SMP Architecture because  
275 they provided the most detailed information though their price of \$54,125 was not the lowest.  
276 Mr. Donison also stated that SMP Architecture has done work for the town previously.

277  
278 *Councilor Comai moved, second by Councilor Jennings, to award RFP #16-02 Proposal for*  
279 *Architectural Services for the Town's Safety Complex to SMP Architecture for the amount of*  
280 *\$54,125. It was noted that funding for the project will come from the already approved Police*  
281 *Impact Fee account approved by the Town Council on October 28, 2015.*

282  
283 Councilor Ross was concerned about what was not included in the scope of services and that  
284 more meetings, if necessary, would add to the cost. Mr. Donison said specifics were  
285 included and the Police Chief is comfortable with the five meetings proposed to include  
286 critical milestone meetings, and will supply drawings. Dr. Shankle said SMP Architecture is  
287 the firm that did Station 1. Councilor Ross said the comparison of the two buildings is stark.  
288 Councilor Tsantoulis recalled the Chief talking about small scope items; not a total  
289 rehabilitation and asked whether the quoted price was fair compensation. Mr. Donison said  
290 "yes". Councilor Miville asked what the difference was between SMP and the next lowest  
291 price quote of \$42,800 provided by Dennis Mires, P.A. Mr. Donison said the proposal  
292 submitted by SMP was very detailed. They provided very detailed sketches in comparison to  
293 the others who were very generic.

294  
295 *Roll Call # 3 was called: Comai-yes, Ross-yes, Jennings-yes, Miville-yes, Duhaime-yes,*  
296 *Tsantoulis-yes, Levesque-yes, Winterton-yes, Sullivan-yes. Motion passed unanimously, 9-*  
297 *0.*

298  
299

300 [SMP Architecture proposal RFP 16-02 Police Station Improvements.pdf](#)

301

302 16.b 16-016 Contract Award for Fire Alarm System for Hooksett Old Town Hall

303 [Staff Report - Fire Alarm system Old town Hall.pdf](#)

304

305 Councilor Ross recused himself on this matter. Dr. Shankle mentioned that normally if an  
306 award is for less than \$15,000 it would not come before the Council.

307

308 *Councilor Comai moved, second by Councilor Duhaime, to concur with DPW's*  
309 *recommendation and award the contract to D.P. Ross Home Electronics at a cost of \$9,700.*

310 *Roll Call #4: Jennings-yes, Levesque-yes, Ross-abstained, Duhaime –yes, Miville-yes,*

311 *Winterton-yes, Tsantoulis-yes, Comai-yes, Sullivan-no. Motion passed, 8-0-1.*

312

313 [D. Ross bid - Old Town Hall.pdf](#)

314

315 [Hampshire Fire Bid Old Town Hall.pdf](#)

316

317 [Tyco Bid Old Town Hall.pdf](#)

318

319 16.c 16-017 Town Administrator Annual Performance Review Process

320 [Staff Report TA Eval 041316.pdf](#)

321

322 Town Administrator Shankle removed himself from the discussion. Councilors were asked to  
323 approve the timeline and process for the Town Administrator's annual evaluation for period  
324 7/1/15 – 6/30/16. Chairman Sullivan said he was comfortable with the format. Dr. Shankle  
325 will provide his self-evaluation on May 11<sup>th</sup> instead of April 27<sup>th</sup>. Councilor Winterton said he  
326 is a firm believer in self evaluation and he was comfortable with the accelerated timeline.  
327 May 25<sup>th</sup> will now be May 11<sup>th</sup>. Ms. Fitzpatrick said that it use to be done closer to May or the  
328 end of June. Chairman Sullivan said that in June, the Council will give the Town  
329 Administrator established goals. Donna Fitzpatrick said she will send out an updated  
330 schedule. Councilor Jennings asked if there were any recommendations on the form itself.  
331 Ms. Fitzpatrick said that goals for this round included more technology. Councilor Miville  
332 asked if there was an area for suggestions for improvement. Ms. Fitzpatrick said that under  
333 each item there is a section for general comments.

334

335 16.d 16-018 Old Home Day Town Council Booth - 09/17/16

336 [STAFF REPORT 2016 OLD HOME DAY TC BOOTH.pdf](#)

337

338 Annually the Council has hosted an Old Home Day Town Council booth. Additionally, to  
339 promote town collaboration the Conservation Commission and Heritage Commission have  
340 booths on either side to share their respective information. Councilors volunteer their time to  
341 work the booths. Councilor Winterton suggested filling in the volunteer sign-in sheet after the  
342 election since the Council composition may change.

343

344 *Councilor Jennings moved, second by Councilor Tsantoulis, to approve the 2016 Old Home*  
345 *Day Town Council booth as presented. Motion passed unanimously, 9-0.*

346

347 [2016 Vendor Registration.pdf](#)

348

349 [2016 OHD vendor guidelines.pdf](#)

350

351 16.e 16-019 Heritage Day Proclamation 05/21/2016

10

Chairman Sullivan read a Preservation Month 2016, Proclamation by Hooksett Town Council proclaiming May as National Preservation Month in Hooksett and May 21, 2016 as Hooksett Heritage Day.

*Councilor Levesque moved, second by Councilor Jennings, to accept the proclamation as presented. Motion passed unanimously, 9-0.*

## 17. SUB-COMMITTEE REPORTS

Councilor Tsantoulis said the Assessors Committee met tonight and there is nothing out of the ordinary to report.

Councilors Jennings, Duhaime, Comai, and Miville had no report.

Chairman Sullivan reported on the Conservation Commission. He said during demolition of the old town hall, they discovered items to be preserved -- the old arch of the window of the front door; spiral stair case, the shade. The coating is still in good shape. Commission is almost ready to go out for bids for the replacement of the windows.

Councilor Winterton said the Sewer Commission met last Monday. As mentioned by Dr. Shankle earlier, the Planning Board met at SNHU. In attendance were five or six representatives of SNHU. They've had a lot of new hires. It was a really productive discussion and their growth is rapid; tearing down two buildings. Their proposal to the town will be a \$36 million dorm to house students that currently live in Manchester. That will be taxable property for Hooksett. They are also building the Gustafson Welcome Center and 1500 seat soccer facility and field. They need to provide the Planning Board with more information. It was a very positive meeting. Councilor Winterton suggested Councilor take time to go through and around the property and see the spectacular growth. New buildings are all "green".

Councilor Ross said they came to the Conservation Commission with preliminary plans for the new soccer field. He lives on Sherwood Drive and he can see the end of the tree line. There is noise pollution and music at the softball field. He hopes planning will address some of these issues – noise and traffic are a problem. He also found drainage arrangements a bit short. Councilor Ross said there may be extra money for trail projects. He also commented on the elderly exemption qualifications; i.e., the asset level/income level are out of whack and the veterans tax credit totals \$500.

Councilor Levesque said the Zoning Board met last night. On Harmony Place, they passed variance to change from 63 units to 76 units which passed.

## 18. PUBLIC INPUT

## 19. NON-PUBLIC SESSION

**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.

402 ***J. Sullivan motioned to enter non-public session at 9:30pm. Seconded by D.***  
403 ***Winterton.***

404  
405 **Roll Call**

406 T. Tsantoulis – yes

407 D. Ross – yes

408 R. Duhaime – yes

409 A. Jennings – yes

410 J. Levesque – yes

411 D. Winterton – yes

412 M. Miville – yes

413 N. Comai - yes

414 J. Sullivan - yes

415 ***Vote unanimously in favor.***

416

417 ***J. Sullivan motioned to exit non-public at 9:37pm. Seconded by D. Winterton.***

418 ***Vote unanimously in favor.***

419 ***J. Sullivan motioned to seal the non-public minutes of 04/13/16. Seconded by T.***  
420 ***Tsantoulis.***

421 ***Vote unanimously in favor.***

422

423

424 **20. ADJOURNMENT**

425

426 *Councilor Ross moved, second by Councilor Tsantoulis, to adjourn the public session of the*  
427 *meeting at 9:38 p.m. Motion passed unanimously, 9-0.*

428

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

433

434

435

436 Respectfully submitted,

437

438

439 Suzanne Beauchesne

440 Recording Clerk

441

**TOWN OF HOOKSETT  
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, April 27, 2016 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a donation of a LifePak 15 Cardiac Monitor/Defibrillator from the New England Heart & Vascular Institute (CMC Hospital) valued at \$28,321.82 to the Hooksett Fire-Rescue Dept. per RSA 31:95-e, II. Questions should be directed to the Administration Department at 603-485-8472.

## Staff Report

**Title:** Cardiac Monitor/Defibrillator donation from CMC

**Date:** April 27, 2016

### Background and Discussion of Issues

The New England Heart and Vascular Institute (CMC Hospital) invites and considers requests to purchase and donate equipment such as cardiac monitor/defibrillators, to improve the critical care service provided by local EMS agencies such as Hooksett Fire-Rescue. One of our members, Firefighter/EMT-Paramedic Joe Stalker, felt that this would be a way to improve the cardiac care that we provide to our residents and patients. FF Stalker stated in his request to the New England Heart Institute "We, the Hooksett Fire Rescue Department, will need to replace our cardiac monitor / defibrillators with more updated versions. According to the Physio-Control company, the LifePak 12s (monitor/defib) we currently have will be obsolete by September of 2016. Physio-Control will no longer service these monitors, nor will they produce any products or parts for them."

As a result of this need and request, the CMC has generously approved our request and is purchasing a new LifePak 15 for the Hooksett Fire-Rescue Service. The cost of the equipment is provided in the quote and the approval letter states their intention. The value of this donation is greater than \$5000.00 and requires a public hearing, as per RSA 31:95-e II.

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

Recommend Council approving and accepting the donation from the New England Heart and Vascular Institute & Catholic Medical Center for the LifePac 15 Cardiac Monitor/Defibrillator for use by the Hooksett Fire-Rescue Department.

### Fiscal Impact

This is a donation from the CMC & NE Heart & Vascular Institute. The equipment comes with a 1-Year warranty.

**Prepared by:** Acting Fire Chief Dean Jore

### Town Administrator Recommendation

Concur.



**Physio-Control, Inc**  
 11811 Willows Road NE  
 P.O. Box 97006  
 Redmond, WA 98073-9706 U.S.A.  
 www.physio-control.com  
 tel 800.442.1142  
 fax 800.732.0956

To Joe Stalker  
 HOOKSETT FD  
 15 LEGENDS DR  
 HOOKSETT,NH 03106  
  
[jstalker@hooksettfire.org](mailto:jstalker@hooksettfire.org)

Quote Number 00030493  
 Revision # 1  
 Created Date 3/2/2016  
 Sales Consultant Peter Landry  
 FOB Redmond, WA  
 Terms All quotes subject to credit approval and the following terms and conditions  
 NET Terms NET 30  
  
 Expiration Date 4/15/2016

Product	Product Description	Quantity	List Price	Unit Discount	Unit Sales Price	Total Price
99577-001957	LIFEPAK 15 V4 Monitor/Defib, Adaptive Biphasic, Manual & AED, Color LCD, 100mm Printer, Noninvasive Pacing, Metronome, Trending, SpO2, NIBP, 12-Lead ECG, EtCO2, Carbon Monoxide, Bluetooth INCLUDED AT NO CHARGE: 2 PAIR QUIK-COMBO ELECTRODES PER UNIT - 11996-000091, TEST LOAD - 21330-001365, IN-SERVICE DVD - 21330-001486, SERVICE MANUAL CD- 26500-003612 (one per order) and SHIP KIT (RC Cable) 41577-000288 INCLUDED. HARD PADDLES, BATTERIES AND CARRYING CASE NOT INCLUDED.	1.00	34,960.00	-4,544.80	30,415.20	30,415.20
21330-001176	LP 15 Lithium-ion Battery 5.7 amp hrs	3.00	453.60	-58.97	394.63	1,183.90
11140-000052	LP15 REDI-CHARGE Adapter Tray	1.00	198.50	-25.81	172.70	172.70
11171-000049	Rainbow DCI Adt Reusable Sensor, 1/box	1.00	637.00	-82.81	554.19	554.19
11171-000046	M-LNCS DCI, Adult Reusable Sensor, 1/box	1.00	301.00	-39.13	261.87	261.87
21300-008147	NIBP HOSE BAYONET-LP15,9FT	1.00	62.00	-8.06	53.94	53.94
11160-000011	NIBP CUFF BAYONET-REUSEABLE,INFANT	1.00	21.00	-2.73	18.27	18.27
11160-000013	NIBP CUFF BAYONET-REUSEABLE,CHILD	1.00	24.00	-3.12	20.88	20.88
11160-000017	NIBP CUFF BAYONET-REUSEABLE,LARGE ADULT	1.00	33.00	-4.29	28.71	28.71
11160-000019	NIBP CUFF BAYONET-REUSEABLE,XL ADULT	1.00	48.00	-6.24	41.76	41.76
11220-000028	Carry case top pouch for use w/LIFEPAK 12 or LIFEPAK 15	1.00	54.60	-7.10	47.50	47.50
11260-000039	LIFEPAK 15 Carry case back pouch	1.00	79.20	-10.30	68.90	68.90
11577-000002	LIFEPAK 15 Basic carry case w/ right & left pouches INCLUDED AT NO CHARGE: 11577-000001 Shoulder Strap	1.00	309.20	-40.20	269.00	269.00
Trade-in product	Trade in of LIFEPAK 12 Biphasic - 3 Feature towards the purchase of Lifepak 15	1.00	0.00	0.00	-5,000.00	-5,000.00

Subtotal

USD 28,136.82

Estimated Tax	USD 0.00
Estimated Shipping & Handling	USD 185.00

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Grand Total	USD 28,321.82
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**Pricing Summary Totals**

List Price Total	USD 38,088.31
Total Contract Discounts Amount	USD 0.00
Total Discount	USD -4,951.49
Trade In Discounts	USD -5,000.00
Tax + S&H	USD 185.00

**GRAND TOTAL FOR THIS QUOTE**

USD 28,321.82

PHYSIO-CONTROL, INC. REQUIRES WRITTEN VERIFICATION OF THIS ORDER. A PURCHASE ORDER IS REQUIRED ON ALL ORDERS \$10,000 OR GREATER BEFORE APPLICABLE FREIGHT AND TAXES. THE UNDERSIGNED IS AUTHORIZED TO ACCEPT THIS ORDER IN ACCORDANCE WITH THE TERMS AND PRICES DENOTED HEREIN.

\_\_\_\_\_  
CUSTOMER APPROVAL (AUTHORIZED SIGNATURE)

\_\_\_\_\_  
NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

Reference Number PL/07019101/3278



**General Terms for all Products, Services and Subscriptions.**

Physio-Control, Inc. ("Physio") accepts Buyer's order expressly conditioned on Buyer's assent to the terms set forth in this document. Buyer's order and acceptance of any portion of the goods, services or subscriptions shall confirm Buyer's acceptance of these terms. Unless specified otherwise herein, these terms constitute the complete agreement between the parties. Amendments to this document shall be in writing and no prior or subsequent acceptance by Seller of any purchase order, acknowledgment, or other document from Buyer specifying different and/or additional terms shall be effective unless signed by both parties.

**Pricing.** Prices do not include freight insurance, freight forwarding fees, taxes, duties, import or export permit fees, or any other similar charge of any kind applicable to the goods and services. Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services unless Physio receives a copy of a valid exemption certificate prior to delivery. Discounts may not be combined with other special terms, discounts, and/or promotions.

**Payment.** Payment for goods and services shall be subject to approval of credit by Physio. Unless otherwise specified by Physio in writing, the entire payment of an invoice is due thirty (30) days after the invoice date for deliveries in the USA, and sight draft or acceptable (confirmed) irrevocable letter of credit is required for sales outside the USA.

**Minimum Order Quantity.** Physio reserves the right to charge a service fee for any order less than \$200.00.

**Patent Indemnity.** Physio shall indemnify Buyer and hold it harmless from and against all demands, claims, damages, losses, and expenses, arising out of or resulting, from any action by a third party against Buyer that is based on any claim that the services infringe a United States patent, copyright, or trademark, or violate a trade secret or any other proprietary right of any person or entity. Physio's indemnification obligations hereunder will be subject to (i) receiving prompt written notice of the existence of any claim; (ii) being able to, at its option, control the defense and settlement of such claim (provided that, without obtaining the prior written consent of Buyer, Physio will enter into no settlement involving the admission of wrongdoing); and (iii) receiving full cooperation of Buyer in the defense of any claim.

**Limitation of Interest.** Through the purchase of Physio products, services, or subscriptions, Buyer does not acquire any interest in any tooling, drawings, design information, computer programming, patents or copyrighted or confidential information related to said products or services, and Buyer expressly agrees not to reverse engineer or decompile such products or related software and information.

**Delays.** Physio will not be liable for any loss or damage of any kind due to its failure to perform or delays in its performance resulting from an event beyond its reasonable control, including but not limited to, acts of God, labor disputes, the requirements of any governmental authority, war, civil unrest, terrorist acts, delays in manufacture, obtaining any required license or permit, and Physio inability to obtain goods from its usual sources.

**Limited Warranty.** Physio warrants its products and services in accordance with the terms of the limited warranties located at <http://www.physio-control.com/Documents/>. The remedies provided under such warranties shall be Buyer's sole and exclusive remedies. Physio makes no other warranties, express or implied, including, without limitation, **NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, AND IN NO EVENT SHALL PHYSIO BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR OTHER DAMAGES.**

**Compliance with Confidentiality Laws.** Both parties acknowledge their respective obligations to maintain the security and confidentiality of individually identifiable health information and agree to comply with applicable federal and state health information confidentiality laws.

**Compliance with Law.** The parties agree to comply with any and all laws, rules, regulations, licensing requirements or standards that are now or hereafter promulgated by any local, state, and federal governmental authority/agency or accrediting/administrative body that governs or applies to their respective duties and obligations hereunder.

**Regulatory Requirement for Access to Information.** In the event 42 USC § 1395x(v)(1)(I) is applicable, Physio shall make available to the Secretary of the United States Department of Health and Human Services, the Comptroller General of the United States General Accounting Office, or any of their duly authorized representatives, a copy of these terms, such books, documents and records as are necessary to certify the nature and extent of the costs of the products and services provided by Physio.

**No Debarment.** Physio represents and warrants that it and its directors, officers, and employees (i) are not excluded, debarred, or otherwise ineligible to participate in the Federal health care programs as defined in 42 USC § 1320a-7b(f); (ii) have not been convicted of a criminal offense related to the provision of healthcare items or services; and (iii) are not under investigation which may result in Physio being excluded from participation in such programs.

**Choice of Law.** The rights and obligations of Physio and Buyer related to the purchase and sale of products and services described in this document shall be governed by the laws of the state where Buyer is located. All costs and expenses incurred by the prevailing party related to enforcement of its rights under this document, including reasonable attorney's fees, shall be reimbursed by the other party.

**Additional Terms for Purchase and Sale of Products.**

In addition to the General Terms above, the following terms apply to all purchases of products from Physio:

**Delivery.** Unless otherwise specified by Physio in writing, delivery shall be FOB Physio point of shipment and title and risk of loss shall pass to Buyer at that point. Partial deliveries may be made and partial invoices shall be permitted and shall become due in accordance with the payment terms. In the absence of shipping instructions from Buyer, Physio will obtain transportation on Buyer's behalf and for Buyer's account. Delivery dates are approximate. Freight is pre-paid and added to Buyer's invoice. Products are subject to availability.

**Inspections and Returns.** Within 30 days of receipt of a shipment, Buyer shall notify Physio of any claim for product damage or nonconformity. Physio, at its sole option and discretion, may repair or replace a product to bring it into conformity. Return of any product shall be governed by the Returned Product Policy located at <http://www.physio-control.com/Documents/>. Payment of Physio's invoice is not contingent on immediate correction of nonconformities.

**No Resale.** Buyer agrees that products purchased hereunder will not be resold to third parties and will not be reshipped to any persons or places prohibited by the laws of the United States of America.

## **Donna Fitzpatrick**

---

**Subject:** FW: Donation for acceptance  
**Attachments:** parlor stove2.jpg; parlor stove.jpg

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**From:** Hooksett Heritage [mailto:Hooksett.Heritage@myfairpoint.net]  
**Sent:** Tuesday, April 19, 2016 12:02 PM  
**To:** Donna Fitzpatrick  
**Subject:** Re: Donation for acceptance

pics attached. Not very good ones but you get the idea. It's a Richmond Stove Co. parlor stove, standing about 67" high when placed on the base which is about 22 inches x 24 inches. The door on the firebox has mica windows which Bob replaced—with mica windows. Used to burn both coal and wood.

---

**From:** Hooksett Heritage [mailto:Hooksett.Heritage@myfairpoint.net]  
**Sent:** Tuesday, April 19, 2016 11:42 AM  
**To:** Donna Fitzpatrick  
**Subject:** Re: Donation for acceptance

Donna, I talked with Bob and did some research on antique stove sites, etc. From what I could find, I feel confident in saying that the value of this donation is under \$5,000.

It will make a great décor item at the old town hall.

Kathie Northrup, Chair  
Hooksett Heritage Commission

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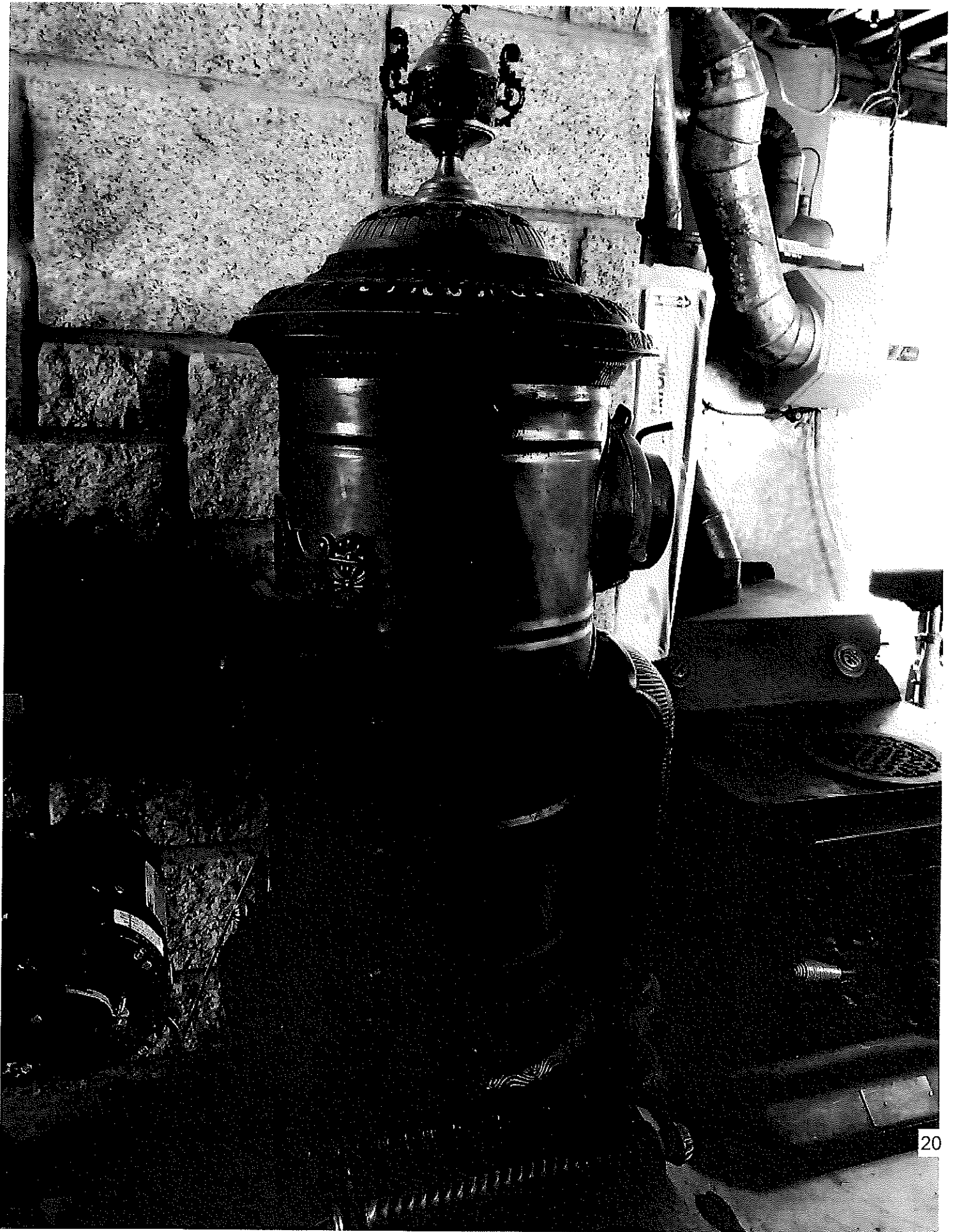
**From:** Hooksett Heritage [mailto:Hooksett.Heritage@myfairpoint.net]  
**Sent:** Saturday, April 16, 2016 4:06 PM  
**To:** Dean Shankle  
**Cc:** Marc Miville; Sullivan Jim  
**Subject:** Donation for acceptance

Dean, Bob Schroeder would like to donate a circa 1900 black and silver parlor stove to the Heritage Commission for eventual use at the old town hall. The commission has voted to accept it. Could you please put the acceptance on the agenda for the next council meeting?

I hate to put much more stuff at the OTH. This is of a size that I could put it a corner in my basement if that's acceptable. I would like to ask Diane if a couple employees could move it as the HC has neither the personnel nor equipment to do that.

Kathie





## Staff Report

**Title:** Release of Landscape Surety - PSNH

**Date:** 4-27-16

### Background and Discussion of Issues

In December of 2012, the Town of Hooksett requested a landscape surety in the amount of \$36,762.62. The landscape was inspected and a tree was replaced.

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

I recommend that the Town release the surety in the amount of \$36,762.62 to PSNH.

### Fiscal Impact

There is no fiscal impact.

Prepared by: Diane Boyce, DPW Director

### Town Administrator Recommendation

I concur.

## Staff Report

**Title:** Landscape Surety Release - Dunkin Donuts

**Date:** 4-27-16

### Background and Discussion of Issues

In March of 2014, the Town of Hooksett requested Manco, LLC (Dunkin Donuts - Benton Road) provide a landscape surety in the amount of \$10,500.00. The landscape has been inspected and is in good condition.

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

I recommend releasing the surety in the amount of \$10,500.00 to Manco, LLC (Dunkin Donuts - Benton Road)

### Fiscal Impact

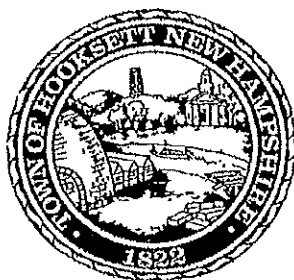
There is no fiscal impact.

Prepared by: Diane Boyce

### Town Administrator Recommendation

I concur.

# Town of Hooksett New Hampshire



Quarterly Financial Report  
For March 31, 2016  
Third Quarter of FY 2015-16

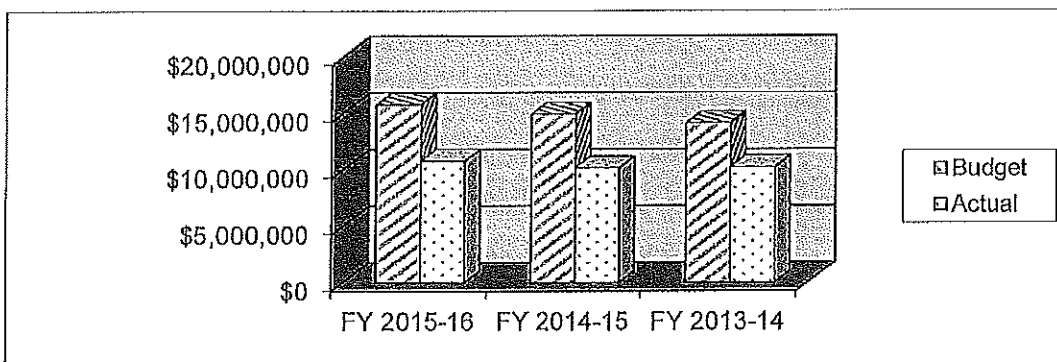
Unaudited

## General Fund Third Quarter Ending March 31st

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

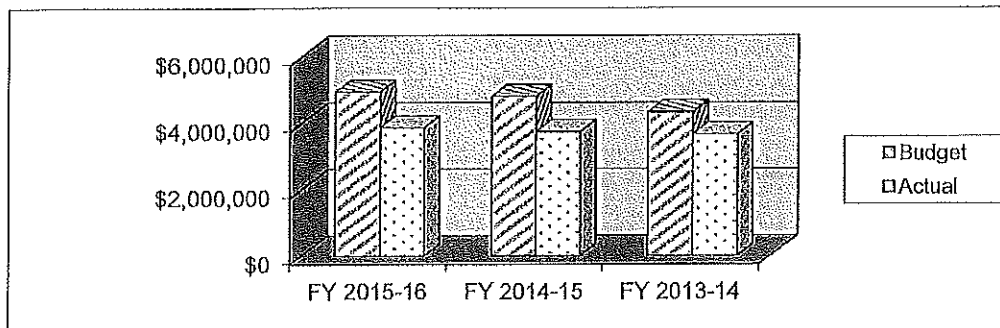
### Total Operating Budget

Year	<sup>1</sup> Budget	Actual	Remaining Budget	%
FY 2015-16	\$ 15,742,298	\$ 10,763,091	\$ 4,979,207	68%
FY 2014-15	14,895,126	10,141,111	4,754,015	68%
FY 2013-14	14,112,535	10,216,884	3,895,651	72%



### Total Revenues

Year	<sup>1</sup> Budget	Actual	Uncollected Budget	%
FY 2015-16	\$ 4,929,017	\$ 3,860,119	\$ (1,068,898)	78%
FY 2014-15	4,791,971	3,735,506	(1,056,465)	78%
FY 2013-14	4,318,020	3,656,571	(661,449)	85%



Notes: Removed the Sewer from both the General Fund Operating Budget and Revenues.

1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of March 31st of each year.



## TOWN OF HOOKSETT - BUDGET SUMMARY FY 2015-16

March 2016

76.92% of the year has expired

39 of 52 pay weeks has expired or 75%

Department	2015-16			2015-16		2015-16 Actual YTD	(Over) Under Expended YTD	Percent Expended
	Approved Budget	Budget Transfers	* Budget Increases	Adjusted Budget				
Administration	1,028,059	-	48	1,028,107		861,662	166,445	83.81%
Assessing	183,952	-	-	183,952		108,523	75,429	59.00%
Family Services	216,497	-	-	216,497		86,737	129,760	40.06%
Finance	240,252	-	-	240,252		165,914	74,338	69.06%
Fire-Rescue	3,734,740	-	1,364	3,736,104		2,562,160	1,173,944	68.58%
Police	4,206,996	-	41,668	4,248,664		2,909,894	1,338,770	68.49%
Public Works **	4,502,802	-	489,388	4,992,190		3,076,506	1,915,684	61.63%
Tax Collection	267,209	-	-	267,209		177,350	89,859	66.37%
Town Clerk & Elections	31,920	-	-	31,920		19,648	12,272	61.55%
<b>Administration's Budget</b>	<b>14,412,427</b>	<b>-</b>	<b>532,468</b>	<b>14,944,895</b>		<b>9,968,393</b>	<b>4,976,502</b>	<b>66.70%</b>
Budget Committee	8,472	-	-	8,472		6,846	1,626	80.81%
Capital Leases	89,102	-	-	89,102		88,056	1,046	98.83%
Cemetery Commission	651	-	-	651		588	63	90.32%
Conservation Commission	1,250	-	-	1,250		1,281	(31)	102.46%
Debt Principal	-	-	-	-		-	-	0.00%
Debt Interest	-	-	-	-		-	-	0.00%
Debt Tax Anticipation Note (TAN)	1	-	-	1		-	1	0.00%
Library	697,927	-	-	697,927		697,927	-	100.00%
<b>Total General Fund Operating Budget</b>	<b>15,209,830</b>	<b>-</b>	<b>532,468</b>	<b>15,742,298</b>		<b>10,763,091</b>	<b>4,979,207</b>	<b>68.37%</b>
Sewer Department	2,024,095	-	-	2,024,095		-	2,024,095	0.00%
Merrimack Riverfront Trail Systems	100,000	-	-	100,000		100,000	-	100.00%
Public Works Vehicles CR	200,000	-	-	200,000		200,000	-	100.00%
Automated Collection Equipment CR	20,000	-	-	20,000		20,000	-	100.00%
Drainage Upgrades CR	50,000	-	-	50,000		50,000	-	100.00%
Parks & Recreation Facilities Development CR	15,000	-	-	15,000		15,000	-	100.00%
Town Building Maintenance CR	75,000	-	-	75,000		75,000	-	100.00%
Air Pack and Bottles CR	20,000	-	-	20,000		20,000	-	100.00%
Fire Apparatus CR	50,000	-	-	50,000		50,000	-	100.00%
Revaluation CR	30,000	-	-	30,000		30,000	-	100.00%
Master Plan CR	10,000	-	-	10,000		10,000	-	100.00%
<b>2015-16 Grand Totals</b>	<b>17,803,925</b>	<b>-</b>	<b>532,468</b>	<b>18,336,393</b>		<b>11,333,091</b>	<b>7,003,302</b>	<b>61.81%</b>

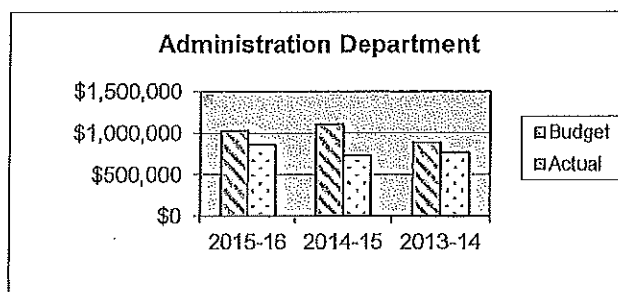
\* Includes grants, donations and prior year encumbrances.

## \*\* Public Works

Community Development	488,801	25,190	-	513,991	361,098	152,893	70.25%
Highway	2,343,646	(19,011)	489,388	2,814,023	1,727,132	1,086,891	61.38%
Parks, Recreation & Cemeteries	568,308	18,179	-	586,487	316,923	269,564	54.04%
Recycling & Transfer	1,102,047	(24,358)	-	1,077,689	671,353	406,336	62.30%
<b>Total Public Works</b>	<b>4,502,802</b>	<b>-</b>	<b>489,388</b>	<b>4,992,190</b>	<b>3,076,506</b>	<b>1,915,684</b>	<b>61.63%</b>

## Major Department Expenditure

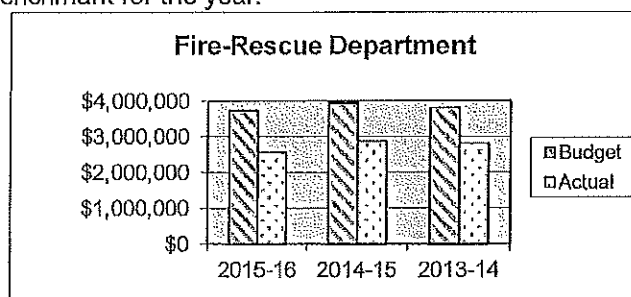
Administration Department			
Year	Budget	Actual	%
2015-16	\$ 1,028,107	\$ 861,662	84%
2014-15	1,108,251	729,497	66%
2013-14	888,682	767,359	86%



**Administration Department** - The fluctuation in the budgets are due to the property liability and workers' compensation insurance coverages. In late 2013, the Town received a notice from its provider that stated they were going to increase cost to insure the Town based on our claims history. They quoted a 77% increase in property liability and 37% increase for workers' compensation coverage. In response, the Town shopped the coverages and was able to obtain coverages with increase of 18% for property liability and 9% for workers' compensation.

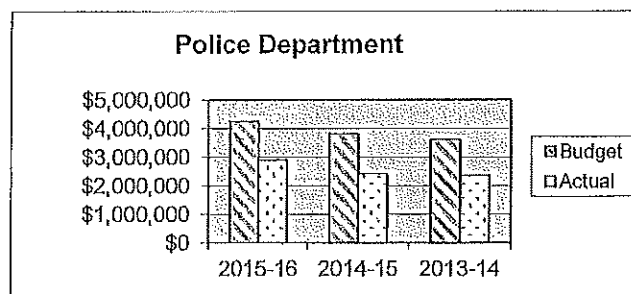
The actuals show an increase of \$134,000 in spending from last year. This is largely due to the timing of our property liability insurance coverage that was paid in May last year and in March this year. The legal line is 73% spent which is on target with the benchmark for the year.

Fire-Rescue Department			
Year	Budget	Actual	%
2015-16	\$3,736,104	\$2,562,160	69%
2014-15	3,949,867	2,874,224	73%
2013-14	3,815,142	2,813,254	74%



**Fire-Rescue Department** - The reduction in FY 2015-16 budget is the result of Council moving the funding for two full-time firefighters to the Ambulance Service Fund. As of March 31st, the budget is 69% spent, which is slightly lower than the prior two years. This is primarily due to the vacant positions for the chief, three firefighters who left employment and one that retired. The firefighters' positions are being filled when necessary with overtime. The vehicle maintenance line has only \$5,479 left in the budget, and another \$26,868 has been authorized for repairs on the Town's Aerial Ladder truck. The department will pay for the repairs from savings in employee benefits and will stay within the department's bottom line budget for the year.

Police Department			
Year	Budget	Actual	%
2015-16	\$4,248,664	\$2,909,894	68%
2014-15	3,827,745	2,426,071	63%
2013-14	3,611,358	2,352,257	65%

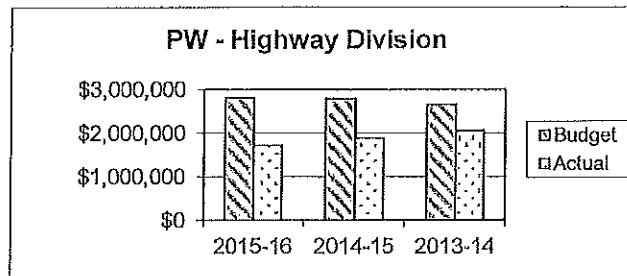


**Police Department** - The increase in the FY 2015-16 budget is due to three additional police officers, the passing of the collective bargaining agreement in May 2015 and encumbrances for taser and a file system. The department has had four employees turnover for the year, which lead to savings in employee benefits; this is expected to be returned at year end.

Starting in FY 2013-14 the police department is no longer working under the Police Commission.

## Major Department Expenditures, Continued

PW - Highway Division			
Year	Budget	Actual	%
2015-16	\$2,814,023	\$1,727,132	61%
2014-15	2,791,987	1,887,971	68%
2013-14	2,655,799	2,064,693	78%



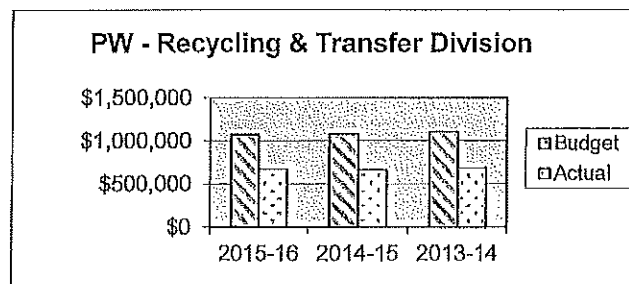
**PW - Highway Division** - This division of Public Works covers Road, Fleet, and Building Maintenance. The budget for FY 2015-16 includes increases in historically overspent lines, such as vehicle and building maintenance, construction materials and plow edges & chains. Also, \$489,388 was encumbered for road paving from the prior year's budget.

Year to date actuals are at 61% of the budget, which is lower than the previous two budget years for two reasons. First, the Highway division has seen eight full-time employees turnover. The Town has hired private contractors to plow the school parking lots to ease the burden on staff. Second, the annual road paving has not been completed, but is anticipated to be done late spring. The Town did pave Auburn and South Bow roads last fall with funds that were carried over from last year's budget.

The Town has spent \$64,781 as of March 31st for engineering costs on the Village(Lilac) Bridge which was not budgeted for. The mild winter has given some relief to the salt and sand line and the vehicle maintenance line.

Building Maintenance is about 14% or \$64,000 below the benchmark. Heating and electric costs are down due to better rates and the warm winter.

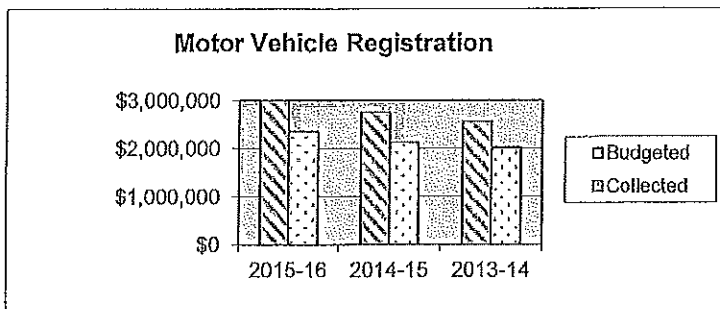
PW - Recycling & Transfer Division			
Year	Budget	Actual	%
2015-16	\$1,077,689	\$ 671,353	62%
2014-15	1,082,076	665,521	62%
2013-14	1,107,596	687,836	62%



**PW - Recycling & Transfer Division** - This department is 62% spent and is keeping pace with prior years spending. The vehicle maintenance lines are over spent by \$10,210 for the year. The trash arm needed repairs on both of the collection trucks this year. The Town has spent \$266,697 or 65% in tipping fees to dispose of trash, demo, roofing and some single stream recycling. This compares to \$213,437 at the same time as last year and \$208,865 for the year prior to that. Historically, June is an expensive month for tipping fees, but it's expected this division will finish the year within budget.

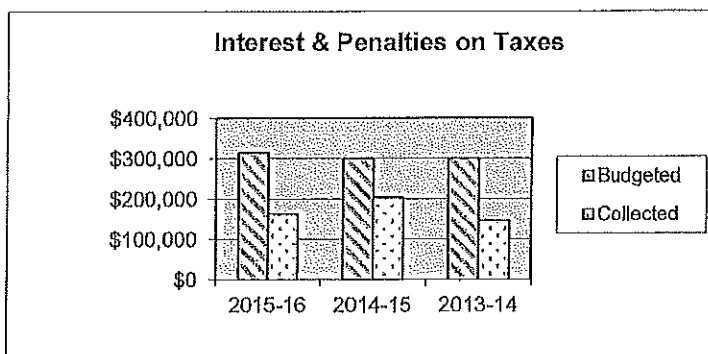
## Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2015-16	\$3,000,000	\$2,350,283	78%
2014-15	2,750,000	2,119,476	77%
2013-14	2,555,000	2,019,614	79%



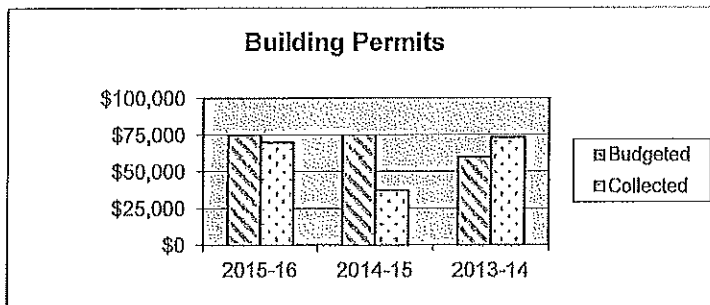
**Motor Vehicle Registration** - The top revenue source for the Town are fees collected for registering motor vehicles. Historically, May and June are high registration months and it's anticipated that fees for Motor Vehicle Registration will be over budget for the year.

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2015-16	\$ 315,000	\$ 162,513	52%
2014-15	300,000	203,803	68%
2013-14	300,000	146,828	49%



**Interest & Penalties on Taxes** - This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. The Town starts the tax deeding process in the spring, which will drive residents to pay off delinquent taxes. In FY 2014-15 the Town collected \$387,924 for the year, supporting the increased budget of \$15,000 in FY 2015-16.

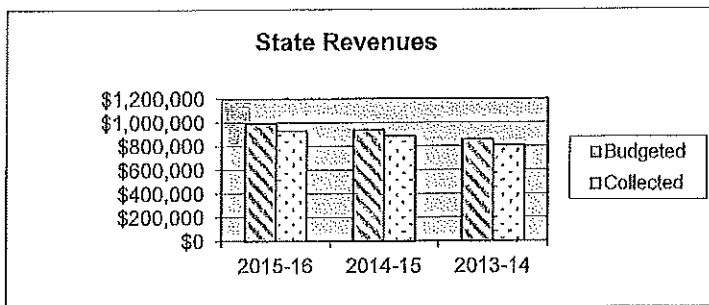
Building Permits			
Year	Budget	Actual	%
2015-16	\$ 75,000	\$ 69,866	93%
2014-15	75,000	37,278	50%
2013-14	60,000	73,266	122%



**Building Permits** - These fees are paid by builders for residential and commercial construction. As of March 31st the Town has received 93% of its budgeted revenue. In early spring SNHU paid building permits for both the library and the welcome center.

### Major Governmental Revenues, Continued

Year	State Revenues		
	Budget	Actual	%
2015-16	\$ 990,978	\$ 932,231	94%
2014-15	937,623	886,786	95%
2013-14	857,366	807,961	94%



**State Revenues** - The Town has not received the "State Shared Revenues" since FY 2009-10. The Meals and Rooms tax and the Highway Block Grants have steadily increased.

<u>Other Revenues</u>	Budget	Actual	Over Budget
Interest on Investments	\$ 30,000	\$ 32,688	\$ 2,688

April 19, 2016

Katie,

We would like to post a vacancy for the Parks and Recreation Advisory Board. One of our members, Richard Cote, has not attended a meeting this year and has not responded to any of our attempts to contact him in this regard.

Please advise if you require anything additional you need in order to post this vacancy on the Board.

Thank you,

Jacqui McCartin  
Hooksett Parks & Recreation Advisory Board  
Chair

## Staff Report

**Title:** 2016 Hooksett Citizen of the Year

**Date:** April 27, 2016

### Background and Discussion of Issues

The Lions Club has selected Frank Kotowski as the 2016 Hooksett Citizen of the Year. Each year the Town Council presents a proclamation to the recipient at the Citizen of the Year ceremony, which will be held on May 13th this year.

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

Motion to authorize the Chair to present the Citizen of the Year proclamation as read to Frank Kotowski at the 2016 Citizen of the Year dinner and ceremony.

### Fiscal Impact

N/A

**Prepared by:** Katie Ambrose, Project Coordinator

### Town Administrator Recommendation

Concur

## Proclamation

**BE IT PROCLAIMED THAT WHEREAS**, the Hooksett Lions Club is an organization dedicated to providing public service to the community; and, annually, the Hooksett Lions Club honors a Hooksett resident for providing outstanding service to the community; and,

**WHEREAS**, the Hooksett Lions Club has named *Frank Kotowski* as the “Hooksett Citizen of the Year” for this year, Two Thousand and Sixteen, A.D.; and, the Hooksett Town Council has been elected by the voters of Hooksett to represent the Town in all matters relating to the governance thereof, then,

**BE IT PROCLAIMED THAT**, the Hooksett Town Council would like to take this opportunity to congratulate *Mr. Kotowski* on being recognized for her outstanding service to our community, and

Furthermore, the Hooksett Town Council hereby offers it’s thanks to *Mr. Kotowski* for the aforementioned outstanding service to our community and for making Hooksett “a better place in which to live”.

Proclaimed on this, the 13<sup>th</sup> Day of May in the year Two Thousand and Sixteen, A.D. by the Hooksett Town Council.

Respectfully,

---

James A. Sullivan, Chair  
Hooksett Town Council



## Staff Report

**Title:** Pickle Ball lines in Tennis Court

**Date:** 4-27-16

### Background and Discussion of Issues

Pickle ball has become one of the fastest growing sports around. We are presently leasing the gym during the day to a pickle ball group. The gym will be committed to Fun in the Sun shortly. The group has requested that the Town put pickle ball lines in the tennis courts along with the tennis lines for the courts. The Town could place a lighter purple line in 1 of the 2 courts at Donati and on one of the 2 courts at Fraser Field. Those courts could then be used by both tennis players and pickle ball players. This would began to accomplish one of the requests made by residents at the Community Outreach to provide more programs for adults in Town.

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

I would recommend that the Council allow pickle ball lines be painted on 2 of the 4 tennis courts in Town.

### Fiscal Impact

\$400.00

Prepared by: Diane Boyce

### Town Administrator Recommendation

I do not concur. According to staff, the tennis courts are being regularly used. Beginning a system where the tennis courts would be reserved for anything would be new and possibly a significant drain on staff time. Also, since the facilities are being used for their intended purpose, I think re-purposing them is inappropriate.