

TOWN COUNCIL MINUTES -- UNOFFICIAL
Regular Meeting
Wednesday, July 27, 2016
6:30 PM
Council Chambers

1. CALL TO ORDER

Chairman James Sullivan called the meeting to order at 6:32 p.m.

2. ROLL CALL #1

In attendance: Councilors Donald Winterton, John Giotas, Timothy Tsantoulis, James Levesque, Adam Jennings, Robert Duhaime, Marc Miville, David Ross, and Chairman James Sullivan.

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

Chairman Sullivan asked both Lt. Michael Labrecque and Police Chief Peter Bartlett to come forward as he read Lt. Labrecque's background in front of a room full of Lieutenant Labrecque's colleagues and well-wishers.

"Michael Labrecque started his Law Enforcement career in 1993 with the NH Department of Corrections in Concord, rising to the rank of Corporal. During his tenure at NHDOC, he became a Field Training Officer and Defensive Tactics Instructor. After serving the NHDOC for five years, Mike left corrections to pursue a career in law enforcement and joined the ranks of the Bow Police Department in 1999. While in Bow, Mike continued as an FTO as well as a Defensive Tactics and Baton Instructor. Labrecque earned the rank of Corporal in his five years with Bow Police.

"In 2004, Mike joined the Hooksett Police Department as an Officer. Mike was promoted to Patrol Sergeant in 2005, where he supervised members of the patrol division while working the street. In 2002 he was promoted to Lieutenant and took over as the Patrol Division Commander, where his main responsibilities were the patrol operations and the Communications Division.

"In December of 2014, Labrecque earned his Associate's Degree in Criminal Justice from New Hampshire's Technical Institute in Concord. Labrecque has been happily married to his wife, Trish for almost 22 years, and has two sons, Michael 20, and Matthew 17, whom he could not be more proud of."

Police Chief Bartlett said when he came in as the new chief three plus years ago it was good to have somebody on command to make the transition easy. He wished Lt. Labrecque success and good luck in Canterbury, but was saddened to see him go. The chief presented Lt. Labrecque with his Hooksett police badge. To the applause and congratulations from all in attendance, Chairman Sullivan offered the Council's best wishes for continued success and to be safe in his new position as Police Chief for the Town of Canterbury.

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5. APPROVAL OF MINUTES

- 5.a Public: 07/13/2016
- 5.b Non-public: 07/13/2016

Councilor Ross moved, second by Councilor Winterton, to approve the July 13, 2016 minutes, as amended. Motion passed, 7-0-2 [Councilors Tsantoulis and Jennings abstained].

Councilor Winterton moved, second by Councilor Ross, to approve the July 13, 2016 non-public minutes, as presented. Motion passed, 7-0-2 [Councilors Tsantoulis and Jennings abstained.]

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

- 7.a Public Hearing per RSA 31:95-b III (a) for Town Council to accept a donation of \$25,000 from SNHU to the Town of Hooksett towards the construction costs of the Martins Ferry Road pedestrian bridge over Messer Brook Tax Map 29, Lot 34 in Hooksett, NH
[072716 SNHU BRIDGE.doc](#)
[Staff Report 7-27-16 Accept SNHU \\$25000 contribution for pedestrian bridge on Martins Ferry Road.pdf](#)

At 6:45 p.m. Chairman Sullivan opened the public hearing and read the notice. The purpose of the public hearing is to accept a donation of \$25,000. Town Engineer and Assistant DPW, Jim Donison, indicated that SNHU has offered to donate \$25,000 towards the construction costs of a Pedestrian Bridge crossing Messer Brook as part of the Martins Ferry Road roadway and sidewalk project. The bid price from Advanced Excavating and Paving as part of Bid #16-03 is \$50,410. Councilor Ross asked if the total cost of the project was \$50,410 and SNHU was picking up \$25,000 of the cost. Mr. Donison said "yes". There were no public comments. The public hearing remains open.

- 7.b Public hearing for the Town Council to accept a \$13,418.00 AFG grant from FEMA to the Town of Hooksett for the Hooksett Fire-Rescue Dept. to purchase and install structural fire gear washer/extractor and dryer per RSA 31:95-b, III (a).
[072716 AFG GRANT HFD.doc](#)
[Staff report - PPE Extractor & Dryer.pdf](#)
[DHS-AFG Approval letter.pdf](#)
[Equipment costs and narratives.pdf](#)
[Price quotes - Extractor - Dryer.pdf](#)

Chairman Sullivan opened the public hearing at 6:48 p.m. and read the hearing notice. The purpose of the hearing is to accept a \$13,418 grant from the Federal Emergency Management Administration (FEMA). Fire Chief Burkush came forward and stated that annually FEMA's Department of Homeland Security (DHS) provides funding for a competitive grant which invites and considers requests to fund the improvement in operation and equipment for fire service agencies. The grant is known as the Assistance to Firefighters Grant (AFG). Hooksett Fire-Rescue was selected to receive a grant award from the 2015 grant submission program. Hooksett requested funding for the purchase and installation of a structural fire gear washer/extractor and dryer. The current washer was installed in 1997 and is worn out. The DHS will award 95 percent of the funds necessary to implement and requires a 5 percent fund match. Chief Burkush said "extractor" is a fancy name for a washer designed to wash two or three sets of firefighter gear together. Councilor Winterton

103 complimented staff for being aware of such grants and taking advantage of them. There
104 were no public comments on the matter. The hearing remains open.
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106 **8. CONSENT AGENDA**

107
108 8.a Acceptance of Donation of Microwave from Jim Rozzi to the Town of Hooksett for the Fun in
109 the Sun Recreation Camp Program valued at \$50.00 under RSA 31:9-3 II, acceptance of gifts
110 less than \$5,000

111 [Staff Report Donation of Microwave.pdf](#)
112

113 *Councilor Winterton moved, second by Councilor Miville, to accept the Consent Agenda as*
114 *presented. Motion passed unanimously, 9-0. Staff is to follow up with a thank you to Mr.*
115 *Rozzi.*
116

117 **9. TOWN ADMINISTRATOR'S REPORT**

118
119 Chairman Sullivan stated that Town Administrator, Dean Shankle, was away on a work-
120 related trip to China. In his absence Finance Director, Christine Soucie, reported the
121 following:
122

- 123 • The video of the July 13th Town Council meeting did not record so is not available.
- 124 • The August 10th Town Council meeting is a workshop meeting; the next regular meeting
125 is on August 24th.
- 126 • Negotiations between the town and fire union were successful and parties have
127 tentatively agreed on a union contract. More information will be forthcoming.
- 128 • After a lot of consideration and debate, the town had to cancel the Before-and-After
129 School Program for this year because "we did not get enough staff; got two, needed
130 ten. Because of the timeframe, people needed to know so they could register their
131 children. The town talked with the school district and the "New Morning" program will
132 take it on this year. There is talk that the New Morning program has asked the school
133 to sign a three year contract, though that information has not been confirmed.
- 134 • The end of this week will mark the town report deadline. The budget was over-
135 extended and Director Soucie asked the Council to consider a budget transfer. Over-
136 extended lines include: Administration/Legal Services \$3,000 and Employment Testing
137 \$4,000. Funds can be transferred from Tax Professional Services for \$3,000 leaving a
138 balance of \$5,583 and Parks & Recreation Part-Time wages \$4,000 leaving a balance
139 of \$9,000. In response to Councilor Ross, Director Soucie said the funds taken from
140 the tax professional services line is from last year's budget that has ended and the
141 overage in employment testing is all salaries.
142

143 *Councilor Winterton moved, second by Councilor Jennings, to waive the rules to consider the*
144 *budget transfer even though it was not included on the agenda. Motion passed unanimously,*
145 *9-0.*
146

147 *Councilor Ross moved, second by Councilor Tsantoulis, to authorize the transfer of \$7,000*
148 *from the Tax Professional Services and Parks & Recreation budget lines to the*
149 *Administration/Legal Services and Employment Testing lines. Motion passed unanimously,*
150 *9-0.*
151

152 Firebird Motel: While Police Chief Bartlett was in attendance, Chairman Sullivan adjusted the
153 agenda to receive the chief's report on the Firebird Motel. Chief Bartlett said his department
154 was still working on solutions to the problems at the motel. He said he met with the owner
155 about a week ago, along with a fellow hotel provider. There was a language barrier and it
156 was clear Mr. Patel has a hard time with English. Chief Bartlett felt the meeting was
157 productive and he shared with Mr. Patel the town's concerns. The chief said that Mr. Patel
158 needs to establish and make changes to his business practices; such as, being able to
159 electronically register guest and then be able to refuse service to unwanted repeat
160 customers. He said the motel owner was concerned with seeing cruisers there all the time.
161 Chief Bartlett explained that cruisers will be there whenever they need to be there, and
162 encouraged Mr. Patel to come before the Town Council. Mr. Patel is cooperating with
163 establishing some long term changes. Chairman Sullivan said there is a request from the
164 state to replace the fence on the property. Dr. Shankle will follow up on that matter.
165

166 Peters Brook Athletic Fields: Town Engineer Jim Donison said that at the last Council
167 meeting the Council made the decision not to waive the rule of getting a minimum of three
168 bids on RFPs so could not consider RFP #16-09 for the Peters Brook Athletic Fields
169 construction with only one bid received. Mr. Donison said he has re-bid the matter extending
170 the completion date. Bids are due Friday, August 11th. Mr. Donison said that at the request
171 of Chairman Sullivan, he looked at minutes of the CIP, Parks and Recreations, and others
172 and it seems the Peters Brook discussion started in 2008. CIP was to raise money and
173 Public Works had a target date of spring 2017 with DPW performing a lot of the labor which is
174 no longer available. Completion of the project will be delayed by six months. Councilor Ross
175 pointed out that it is the Town Council's responsibility to do its due diligence and are just
176 trying to do the right thing for the town.
177

178 **10. PUBLIC INPUT - 15 MINUTES**
179

180 Stacy Berry of 18 Nancy Lane read from a prepared statement indicating her disappointment
181 that the Parks & Recreation Department were not allowed to move forward on the Before and
182 After School Program which would have saved parents money by bringing the program in-
183 house. Hooksett had a population of 14,000 in 2013 and it needs a Parks & Recreation
184 Department. Last week residents were informed that due to lack of applicants the program
185 would not go forward. Mr. Berry asked if the program was given a fair chance and
186 questioned how the director position was posted. She also asked why Steve Shack wouldn't
187 be interviewed like everyone else. She said the town is screaming for an adult and senior
188 program as well.
189

190 Chairman Sullivan said the Council doesn't get involved in the details of hiring but staff has
191 made note of questions raised and will report back to the Council regarding the interview
192 process and posting of positions, and perhaps the need to expand the postings. Ms. Berry
193 said she would email her remarks to be placed in the record.
194

195 Mr. Todd Lizotte of 21 Post Road said the Fun in the Sun program is an effective program.
196 He said he worked with Steve Shack who did a lot. Mr. Lizotte said that the last weekend
197 Hooksett hosted baseball in Spanish with Panama and the Dominican Republic. It shows
198 that Hooksett stepped up and helped the umpires from Memorial High School. Kevin Gray
199 got it organized and made it a great weekend for the kids who used the town's facility.
200

201 Jen McPherson of 28 Spring Drive came forward to support Steve Shack and the
202 development of a Before-and-After School Program. She is disappointed that Mr. Shack
203 submitted his resignation. She said both of her children have participated in the Fun in the
204 Sun program for three years. Mr. Shack continually improved the program that has become
205 a staple in Hooksett. She feels the Before-and-After School program could not be
206 implemented because it was disjointed and unorganized. The Council should have placed a
207 larger priority on the matter. It was a great idea and as a Board member of the PTA, she
208 feels that without Mr. Shack, the program will fall by the way side, and he wasn't given a
209 chance to follow through.

210
211 Sarah Mattison of 16 Heritage Drive said she supports Steve Shack trying to bring the
212 extended care program to Hooksett schools. She said he is an exemplary young man and so
213 many parents were looking forward to a seamless program with a familiar face running it.
214 She is extremely disappointed. The kids were interacting and not sitting down with
215 computers.

216
217 Chairman Sullivan indicated that the Council does not, and cannot, by charter restrictions, get
218 involved in personnel issues. Comments have been noted by staff who in turn will advise the
219 Council on such matters. A shout out from someone in attendance asked whether the school
220 signed a three year contract with New Morning. Christine Soucie said she did not know
221 whether a contract was signed; only that "they would be looking for a three year contract".
222

223 Chairman Sullivan said that as a School Board member he is not aware of any such
224 arrangement. Councilor Miville reminded everyone that the Council voted 7 to 2 to approve a
225 temporary full time recreation director and post the position, and the issue included on the
226 March Warrant Article. Chairman Sullivan said they are still accepting applications and if they
227 need to expand where positions are posted, they will encourage administration to do that.
228

229 **11. NOMINATIONS AND APPOINTMENTS**

230
231 **12. SCHEDULED APPOINTMENTS**

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233 **13. 15 MINUTE RECESS**

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235 **14. OLD BUSINESS**

236
237 14.a Land Use Agreement with Jason Pritchard DBA Pritchard Farms or land off of Merrimack
238 Street

239
240 *Councilor Winterton moved, second by Councilor Tsantoulis, to remove this matter from the*
241 *table. Motion passed unanimously, 9-0.*
242

243 Assistant DPW/Town Engineer Jim Donison handed out an updated staff report indicating
244 that Town Attorney, Matt Serge has re-thought the issue and has advised signing a license
245 rather than a lease. A license agreement was presented to and signed by Jason Pritchard.
246 Mr. Donison indicated that this license agreement will allow Pritchard Farms to use
247 Hooksett's land off of Merrimack Street (Tax Map1/Lot 34) and surrounding fields for
248 agricultural purposes. Pritchard Farms will hay the open fields two to three times per year,
249 including mowing, tedding, raking, and baling the hay. Mr. Pritchard also agrees to keep the
250 land clean and fertile, and to be used solely for agricultural purposes. The Town may

251 terminate the land license with at least 30 days' advance written notice. Pritchard Farms will
252 provide the Town with a Certificate of Insurance listing the town as additional insured.
253 Councilor Miville said he didn't see the difference between the lease and the license. Mr.
254 Donison said town counsel had provided a recommendation which is included in the Council
255 packet. Councilor Tsantoulis asked why this was being addressed now. Councilor Ross said
256 the Town didn't own the property that is now conservation land. Councilor Winterton said a
257 previous motion at the last Town Council meeting was tabled.

258
259 *Councilor Ross moved, second by Councilor Winterton, to authorize the Town Administrator*
260 *to enter into a license agreement with Pritchard Farms as required by the signed agreement.*
261 *Roll Call #2: Councilor Duhaime=yes, Councilor Miville=yes, Councilor Ross=yes, Councilor*
262 *Levesque=yes, Councilor Jennings=yes, Councilor Giotas=yes, Councilor Winterton=yes,*
263 *Councilor Tsantoulis=yes, Chairman Sullivan=yes. Motion passed unanimously, 9-0.*

264
265 14.b Appointment of Councilors to Sub-Committees
266 [TC subcom 060816.pdf](#)

267
268 Councilors agreed to the following subcommittee assignments:

269
270 Board of Assessors: Councilor Giotas will replace former Councilor Nancy Comai.
271 Budget Committee: No change.
272 Cable Franchise Advisory Board: Councilor Giotas will replace former Councilor Nancy
273 Comai.
274 Council Department Oversight Subcommittee: No change; there was some question on
275 whether the Subcommittee should continue.
276 Economic Development Advisory Committee: No change.
277 Heritage Commission: No change
278 Hooksett Youth Achiever of the Month: No change.
279 Parks and Recreation Advisory Board: No change.
280 Perambulation: No change.
281 Planning Board: No change.
282 Record Retention Committee: No change.
283 Recycling & Transfer Advisory Committee: Councilor Giotas agreed to serve as an Alternate.
284 Sewer Commission: No change.
285 Town Hall Preservation Committee: Councilor Giotas agreed to serve.
286 Fire Union Negotiations: No change.
287 Public Works/Recycling & Transfer Union Negotiations: Councilor Jennings agreed to
288 replace former Councilor Nancy Comai.
289 Police Union Negotiations: Councilor Jennings agreed to replace former Councilor Nancy
290 Comai.
291 Zoning Board of Adjustment: No change.

292
293 14.c Adopt the Town Council Rules of Procedures
294 [TC Rules 081215.pdf](#)

295
296 *Councilor Winterton moved, second by Councilor Jennings, to approve the Town Council*
297 *Rules of Procedures as presented. Motion passed unanimously, 9-0.*

298
299 Chairman Sullivan closed the public hearings at 7:55 p.m.

300

301 *Councilor Jennings moved, second by Councilor Ross, to waive the rules to wait 30 days*
302 *from receiving to accepting a grant. Motion passed unanimously, 9-0.*
303

304 *Councilor Jennings moved, second by Councilor Tsantoulis, to accept the grant fund*
305 *donation from the Department of Homeland Security, as well as allow \$670 to be expended*
306 *from the town building maintenance line to assist with the purchase and installation of a PPE*
307 *Gear Washer/Extractor and Dryer for use by the Hooksett Fire-Rescue Department. Motion*
308 *passed unanimously, 9-0.*
309

310 **15. NEW BUSINESS**

311
312 15.a Change Order to RFP#16-3 Roadway Improvements Contract with Advanced Excavating
313 and Paving
314

315 Jim Donison, Assistant DPW/Town Engineer, said the town has awarded a contract to
316 Advanced Excavating and Paving for roadway improvements to Martins Ferry Road and Main
317 Street (Bid #16-03). The contract is for the amount of \$763,206. Mr. Donison said Advanced
318 Excavating and Paving are doing an excellent job on Martins Ferry Road and Main Street at
319 an excellent unit price. Mr. Donison said additional streets/roads that are proposed to be
320 paved as part of a change order to their contract with a shim and overlay include Corriveau
321 Drive, the driveway on Mt. St. Mary property to access the library, a portion of Pinnacle Street
322 off of Route 3A, and an area at the intersection of Vista Drive and Summit Drive. The cost for
323 the paving of these streets is estimated at \$150,000. Mr. Donison provided a map on the
324 back of a price quote from Advanced Paving totaling \$147,713. The town will negotiate with
325 Mt. St. Mary's Condo Association for their share of the driveway improvements.
326

327 In response to Councilor Levesque, Mr. Donison said the shim and overlay is similar to what
328 was done on Auburn Road. He said shim levels the roadway. Mr. Donison will report back to
329 the Council with a five or six year plan. Councilor Winterton confirmed that funds for the
330 roadway were approved by Hooksett voters during the last election, otherwise it wouldn't be
331 done. Councilor Ross asked about the costs of traffic control. Mr. Donison said funds not
332 spent can be applied for traffic control. If no funds remain, traffic control will be handled by
333 staff. Councilor Miville asked if the work was part of a five year plan and why there was such
334 a difference in cost of shim. Mr. Donison said the work was part of the five year plan and the
335 higher cost of shim upfront was for setting up, getting rollers out, and the like.
336

337 *Councilor Jennings moved, second by Councilor Winterton, to authorize change order to Bid*
338 *#16-03 with Advanced Excavating and Paving for the amount of \$150,000 to increase their*
339 *contract amount from \$763,206 to \$913,206 to perform roadway paving improvements. Roll*
340 *Call #3 – Councilor Giotas-yes, Councilor Ross-yes, Councilor Jennings-yes, Councilor*
341 *Miville-yes, Councilor Duhaime-abstained, Councilor Tsantoulis-yes, Councilor Levesque-*
342 *yes, Councilor Winterton-yes, Chairman Sullivan-yes.*
343

344 15.b Amend Town Council Meeting Schedule
345 [Staff Report Amend Council Meeting Schedule.pdf](#)
346

347 *Councilor Winterton moved, second by Councilor Jennings to schedule the Town Deliberative*
348 *Session on Saturday, February 4th, 2017, with Saturday, February 11th, at the snow date.*
349 *Motion passed unanimously, 9-0.*
350

351 *Councilor Winterton moved, second by Councilor Miville, to add September 7th and*
352 *September 21st, 2016 to the meeting schedule for budget reviews. Motion passed*
353 *unanimously, 9-0.*

354
355 15.c Town Council to accept 25' x 100' parking area from CTH Building and Development LLC
356 to the Town of Hooksett located at Tax Map 15, Lot 3 northern end of the Class 5 section of
357 Chester Turnpike east side of roadway Hooksett, NH.
358 [071316 TC CTH.doc](#)

359
360 Assistant DPW/Town Engineer Jim Donison stated that the Conservation Commission voted
361 on June 13, 2016 to recommend that the town accept an easement for a parking area to
362 service the Clay Pond Conservation Land. The easement was provided to the town by CTH
363 Building and Development, LLC. Mr. Donison expects that a grant will be applied for this
364 year with the Department of Recreation and Economic Development for the purpose of
365 constructing the gravel parking lot improvements. The construct costs are estimated at
366 \$17,500.

367
368 *Councilor Winterton moved, second by Councilor Jennings, to accept an easement for a*
369 *parking area to service the Clay Pond Conservation Land. Motion passed unanimously, 9-0.*

370
371 15.d Administrative Code Review and Adoption
372 [Staff Report - Administrative Code Changes.pdf](#)
373 [Admin Code Section 5.5.3.docx](#)
374 [Admin Code Section 5.7.doc](#)
375 [Admin Code Investment Policy Section IV.docx](#)
376 [Cell Phone Policy.docx](#)

377
378 Christine Soucie, Finance Director, proposed several administrative code changes as follows:

379
380 Section 5.5.3 Special Exceptions. Director Soucie asked the Council to consider adding an
381 exception to the competitive bid requirement for a Cooperative Purchasing Program. The
382 program would provide volume purchasing power to the town. Chief Burkush joined Director
383 Soucie and both responded to a number of questions regarding the program. Director Soucie
384 wasn't quite sure of the specific definition of a cooperative purchasing program but said the
385 town would be able to piggyback on state bids that go out and get the best rates for local
386 communities. Chief Burkush explained that a small town such as Hooksett could get the
387 same purchasing power as a large city like New York. He said 75 to 80 percent of purchases
388 of equipment are now done through these programs. In addition to getting a better rate, not
389 as much staff time is required in developing specs. The dealer does all of the paperwork.
390 Councilor Ross asked if it would restrict or prohibit the town from seeking competitive bids.
391 Chief Burkush said you have to join the program but it "doesn't restrict you in any way".
392 Cities and towns throughout New Hampshire participate; Keene, Concord, Amherst, Salem,
393 Hudson, and Nashua, to name a few. Councilor Ross asked why this is being done as an
394 exception. Director Soucie responded that the Town Charter and Administrative Code
395 require three bids for purchases and want this program to be a third exception to that
396 provision. Director Soucie said there is a fee that is built in and applies only when the
397 program is utilized. The exception would negate the need for purchase orders. Councilor
398 Ross asked why it was necessary to change the Administrative Code when the Council can
399 waive the rules. Chief Burkush indicated that pricing done through a group of organizations
400 is better than the competitive bidding process. The purchasing program doesn't participate in

401 the bidding process; they do the bidding; they've already done the RFP; have done the
402 bidding and guarantee it.

403
404 In response to Councilor Tsantoulis, Chief Burkush and Director Soucie confirmed that if the
405 town belonged to the cooperative, the town could still send out bids and then contact the
406 cooperative without having to buy from them. Director Soucie said that each program would
407 have to be approved by the Council. Councilor Miville said the Budget Committee is securing
408 a procurement officer. He asked if the program was for big ticket items only or is the town
409 getting a procurement director through a cooperative. Director Soucie said the program
410 would primarily be used for electric, natural gas, fire apparatus, IT services; all pretty large
411 purchases.

412
413 *Councilor Jennings moved, second by Councilor Winterton, to amend Administrative Code*
414 *Section 5.5.3 to add an exception to the competitive bid requirement allowing participation in*
415 *a Cooperative Purchasing Program per Council approval. Motion passed unanimously, 9-0.*

416
417 Section 5.7 Budget Development – To be discussed during the Council's workshop meeting.

418
419 Investment Policy Section IV Delegation of Authority. Director Soucie said that the
420 responsibility for conducting investment transactions resides with the Town Treasurer. She is
421 looking to add verbiage "the Town Treasurer may delegate authority" with approval of Town
422 Council. Councilor Ross suggested including a specific length of time, a specific term.

423
424 *Councilor Ross moved, second by Councilor Winterton, to amend the verbiage of Section IV*
425 *"the Town Treasurer may delegate authority" and include a specific term to the delegation*
426 *approved by the Town Council. Motion passed unanimously, 9-0.*

427
428 Director Soucie asked the Council to consider adding Section 5.13 to the code entitled
429 Cellular Phone in the Workplace Policy. It was mentioned that the policy has existed but not
430 documented.

431
432 *Councilor Ross moved, second by Councilor Miville, to add Section 5.13 Cellular Phones in*
433 *the Workplace Policy, as presented. Motion passed unanimously, 9-0.*

434
435 Director Soucie is proposing no change to the Fund Balance Policy. *Councilor Ross moved,*
436 *second by Councilor Jennings, to continue the fund balance policy as is. Motion passed*
437 *unanimously, 9-0.*

438
439 **16. SUB-COMMITTEE REPORTS**

440
441 Councilor Winterton said that the Sewer TIF met yesterday. A joint meeting between the
442 Sewer TIF, the Planning Board, Economic Development Committee and Sewer Commission
443 will meet on October 17th which hopefully will be held at the public library and seeking public
444 input. Councilor Winterton said it was a good meeting on Tuesday. The group is doing great
445 work and he praised Katie's outstanding work.

446
447 Councilor Levesque said the Recycling Committee met last night. Price was as high as \$40;
448 down to \$27.50. He said the town is still saving with recycling. They are getting by but are
449 short on employees.

450

451 Councilor Duhaime said he attended a Planning Board meeting in Councilor Winterton's
452 absence. He said engineers and several applicants came in. A joint meeting with the Zoning
453 Board is planned.

454
455 Chairman Sullivan closed the public hearing on SNHU's offer to donate \$25,000 towards the
456 construction costs of a Pedestrian Bridge crossing Messer Brook as part of the Martins Ferry
457 Road roadway and sidewalk project at 8:51 p.m.

458
459 **17. PUBLIC INPUT**

460
461 **18. NON-PUBLIC SESSION**

462
463 18.a NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee
464 or the disciplining of such employee, or the investigation of any charges against him or her,

465
466 18.b NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the
467 reputation of any person, other than a member of the public body itself.

468
469 ***J. Sullivan motioned to enter non-public session at 8:50pm. Seconded by D.***
470 ***Winterton.***

471
472 **5 MINUTE RECESS**

473
474 **Roll Call**

475 A. Jennings – yes

476 J. Levesque – yes

477 D. Ross – yes

478 R. Duhaime – yes

479 M Miville – yes

480 D. Winterton – yes

481 T. Tsantoulis – yes

482 J. Giotas – yes

483 J. Sullivan - yes

484 ***Vote unanimously in favor.***

485
486 ***J. Levesque motioned to exit non-public at 9:30pm. Seconded by D. Winterton.***

487 ***Vote unanimously in favor.***

488
489 ***J. Sullivan motioned to seal the non-public minutes of 07/27/16. Seconded by D.***
490 ***Winterton. Vote unanimously in favor.***

491 **Public Session entered at 9:31pm**

492
493 ***D. Winterton motioned to accept the tentative agreement between the Town of***
494 ***Hooksett and IAFF Local 3264, to include Appendix A wage chart, effective 07/01/2017***
495 ***to 06/30/2019 AND to place said agreement as a warrant article on the March 2017***
496 ***ballot. Seconded by A. Jennings.***

497 ***Vote 8 in favor; 1 opposed (M. Miville). Motion carried.***

498
499 **19. Adjournment**

500

501 ***A. Jennings motioned to adjourn the public session at 9:40pm. Seconded by D.***
502 ***Winterton. Vote unanimously in favor.***

503

504

505

506 **Note:**

507

508 **The town website may have attachments to these Town Council minutes for documents**
509 **referred to in the minutes, reading file material, and/or ancillary documents that the Town**
510 **Council Chair has signed as agent to expend as a result of the Council's prior approval of the**
511 **documents.**

512

513 **Respectfully submitted,**

514

515

516 **Suzanne Beauchesne**

517 **Recording Clerk**

LICENSE

The Town of Hooksett, a municipal corporation, with an address of 35 Main Street, Hooksett, New Hampshire, 03106, (Grantor or Town) grants to Jason Pritchard d/b/a Pritchard Farms, an individual with an address of 326 Buck Street, Pembroke, New Hampshire, 03275, (Grantee or Pritchard) a license to use the Town of Hooksett's land off of Merrimack Street and surrounding fields located at 161 Merrimack Street, Tax Map 1 Lot 34.

The Grantee will use the Property for agricultural purposes, and will hay the open fields 2 to 3 times per year, including mowing, tedding, raking, and baling the hay. In doing so, he also agrees to keep the land clean and fertile, and to be used solely for agricultural purposes. The Grantee also agrees to trim any limbs that lean over the field and remove any natural debris.

This license is valid until either the Property is sold, or the Town revokes the license, whichever occurs first. The Town reserves the right to revoke this license for any reason. The Grantor shall provide the Grantee with a minimum of 30 days written notice prior to terminating this license.

The Town makes no warranty or guarantee concerning the condition of the property. The Grantee agrees to assume all risks associated with his use of the Property.

The Grantee agrees to hold harmless, release, and indemnify the Grantor for any and all liability and/or claims for personal injury or damage to property arising from the Grantee's use of the Property, except those claims based on the Grantor's alleged intentional or reckless conduct.

Licensee agrees to repair any damage caused to the Property as a result of the parking use, and restore the property to its original condition.

This license shall become binding when signed by the parties. This license supersedes all prior or contemporaneous communications and negotiations, both oral and written and constitutes the entire agreement between the parties relating to the use(s) set out above.

No amendment shall be effective except in writing signed by both parties.


If any provision of this license is held invalid, the other provisions shall not be affected thereby.

TOWN OF HOOKSETT

Date: _____

Dr. Dean E. Shankle, Jr., Duly Authorized

Date: 7/27/16


Jason Pritchard

Staff Report

Title: Land lease agreement with Jason Pritchard DBA Pritchard Farms for agricultural use

Date: 07/27/2016

Background and Discussion of Issues

Jason Pritchard DBA Pritchard Farms and The Town of Hooksett, NH have an license agreement to allow Pritchard Farms to use Hooksett's land off of Merrimack Street and surrounding fields, in Hooksett, NH for agricultural purposes (161 Merrimack Street, Tax Map 1/Lot 34). Pritchard Farms will start utilizing the land in 2016. Pritchard will hay the open fields 2 to 3 times per year, including mowing, tedding, raking, and baling the hay. In doing so, he also agrees to keep the land clean and fertile, and to be used solely for agricultural purposes. Pritchard also agrees to trim any limbs that lean over the field and remove any natural debris. the Town may terminate the land license with at least 30 days' advance written notice. Pritchard Farms will provide the Town with a Certificate of Insurance listing the Town as additional insured. Jason Pritchard has agreed to these terms.

Recommendation (including suggested motion, if appropriate)

It is recommended that the Town sign a land use license with Pritchard Farms to allow them to use Town land off located at 161 Merrimack Street - Tax Map 1/Lot 34, for agricultural purposes with the understanding that the Town can terminate the license with at least 30 days advance written notice. Pritchard Farms will have a Certificate of Insurance listing the Town as additional insured.

Fiscal Impact

No financial impact to the Town.

Prepared by: James Donison, Asst DPW/Town Eng

Town Administrator Recommendation

Concur



PO BOX 581 • SUNCOOK, NH 03275

Quote

Date: 7/22/2016

Customer Name : Town of Hooksett

Project Name/Location: Shim and Overlay Various streets

ITEM	APPROX QUANTITY	PRICE
Corraveau Dr. ½" Shim and 1" overlay	1567 ton	\$65.50/ton
Bemis Savoie Rd 1" Shim	75 ton	\$115/ton
Pinnacle St. 1" Shim and 1" Overlay Pinnacle St. Install 2 SMH risers	136 ton 2 each	\$85.00/ton 250 each
Intersection of Vista & Summit	76 ton	\$115/ton
Library Access Rd 1" shim and 1" overlay	170 ton	\$85.00/ton
Cold Plane of Start/Stop joints with bob Cat Cold Planner, if required		\$150/hr min 4 hrs x 8 hrs
Traffic control by others		
Work done in Nov and Dec can not be Guaranteed by Advanced and will be done only at the customers risk		
Should you desire Advanced to perform the above work please sign, date and return	SIGN	DATE

\$102,638

\$8,625

\$11,560.00
\$500.00

\$8,740

\$14,450.00

\$1,200

\$147,713

[Handwritten signature]

NOTES *ALL WORK IS SUBJECT TO MOBILIZATION CHARGE BASED ON QUANTITY. Pricing in place based on current NHDOT posting for liquid asphalt. Adjustment to be made if required based on NHDOT Road and Bridge Specifications.

166 Granite Street * Allentown, NH * 603 485-9755 FAX 603 485-5579



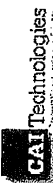
July 21, 2016

Change Order #1 Additional Paving

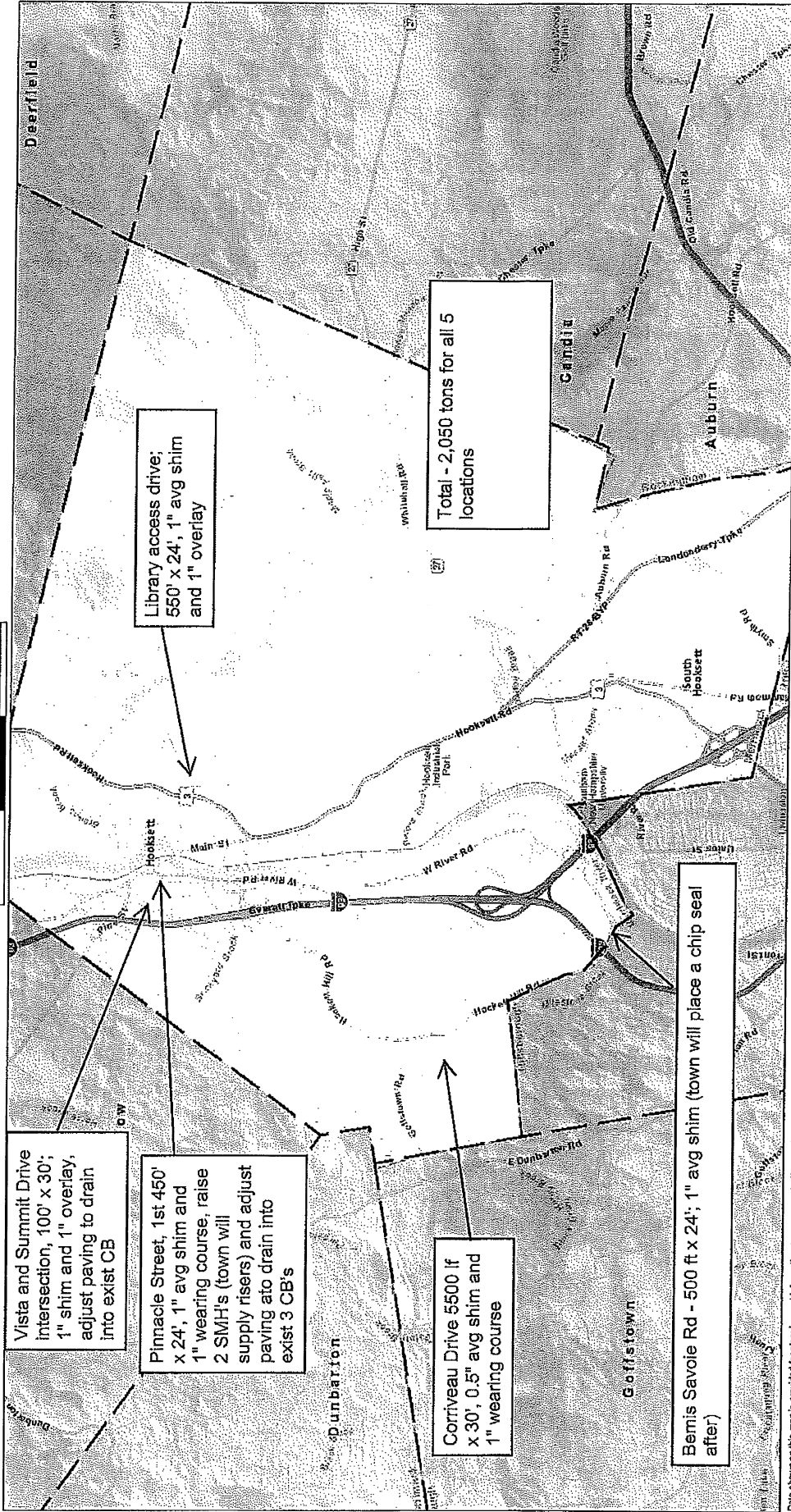
Hocksett, NH

1 inch = 4302 Feet

0 4302 8604 12906



www.cai-tech.com



Vista and Summit Drive intersection, 100' x 30'; 1" shim and 1" overlay, adjust paving to drain into exist CB

Pinnacle Street, 1st 450' x 24', 1" avg shim and 1" wearing course, raise 2 SMH's (town will supply risers) and adjust paving ato drain into exist 3 CB's

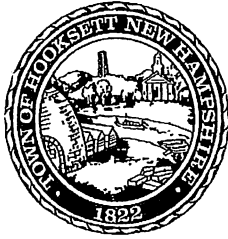
Corriveau Drive 5500 lf x 30', 0.5" avg shim and 1" wearing course

Bemis Savoie Rd - 500 ft x 24'; 1" avg shim (town will place a chip seal after)

Library access drive; 550' x 24', 1" avg shim and 1" overlay


Total - 2,050 tons for all 5 locations

Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misrepresentation of this map.



Town of Hooksett

FINANCE MEMORANDUM

To: James Sullivan, Town Council Chairman
From: Christine Soucie, Finance Director 
Date: July 27, 2016
Subject: Requests for your signature as Agent to Expend

The following is a summary of the requests for you to sign as the agent to expend on July 27, 2016:

<u>Fund</u>	<u>Amount</u>
Sanitary Landfill Capital Reserve	\$ 522.50
Fire Special Details	1,101.12
Police Special Details	35,137.67
Ambulance Service Fund	74,671.17
Police Impact Fees	2,774.50
Public Recreation Facilities Impact Fee	40,854.06
Roadway Impact Fees	8,907.74

The request includes copies of invoices and other supporting documents, if applicable. As always, if you have any questions, please do not hesitate to contact me.

Thanks

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2016-04

Please explain the purpose of this transfer request: Covers overage in Administration's budget for Legal Services and Employment Testing to come from unexpended professional Services in the Tax office and unexpended part-time wages at Parks, Recreation and Cemeteries.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-100.4153-320.000	Admin Legal Services	\$87,000.00	\$3,000.00	\$90,000.00
001-100.4130-298.000	Employment Testing	9,680.00	4,000.00	13,680.00
Total	Administration	\$1,068,107.00	\$7,000.00	\$1,075,107.00

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-550.4150-330.000	Tax Professional Services	\$8,853.00	(\$3,000.00)	\$5,583.00
	Total Tax Collection	267,209.00	(3,000.00)	264,209.00
001-450.4520-113.000	Parks & Rec Part Time	13,000.00	(4,000.00)	\$9,000.00
	Total Public Works	4,987,990.00	(4,000.00)	4,983,990.00
Totals			(\$7,000.00)	

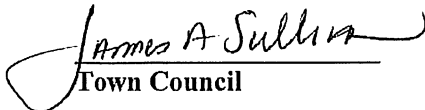
Recommended by:

Town Administrator



Finance Director

Approved by:



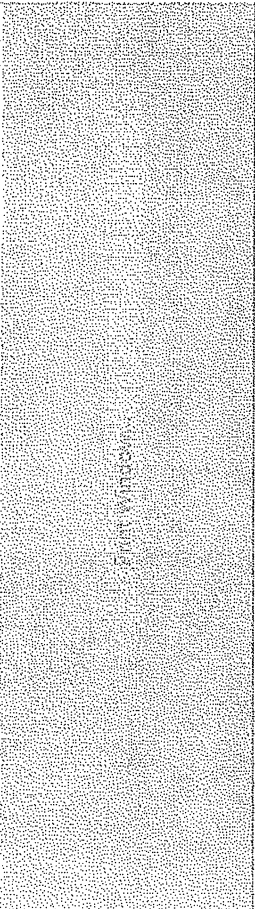
Town Council

Council Meeting Date

Budget Information



GL # 001-100-4153-320.000 Over Budget Yes



Information as of: 06/30/2016
Selected GL Number: 001-100-4153-320.000
Description: ADMIN Legal Services

Budget Checking Specific Detail

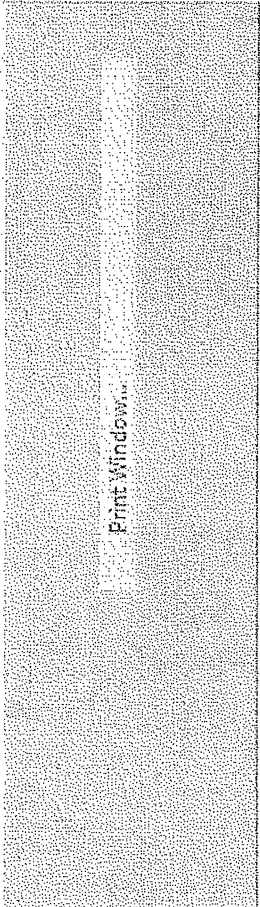
Budget Check Type: Department	587,000.00
Amended Budget:	
Activity To Date:	89,673.25
Encumbered:	0.00
Other:	0.00
Total Available:	(\$2,673.25)
Amount Requested:	\$0.00
Over Budget Amount:	-2,673.25

Close

Budget Information



GL # 001-100-4130-298.000 Over Budget Yes



Information as of: 06/30/2016
Selected GL Number: 001-100-4130-298.000
Description: ADMIN Employment Testing

Budget Checking Specific Detail

Budget Check Type: Department	
Amended Budget:	\$349,341.00
Activity To Date:	365,455.88
Encumbered:	0.00
Other:	0.00
Total Available:	(\$16,114.88)
Amount Requested:	\$0.00
Over Budget Amount:	-16,114.88

Close