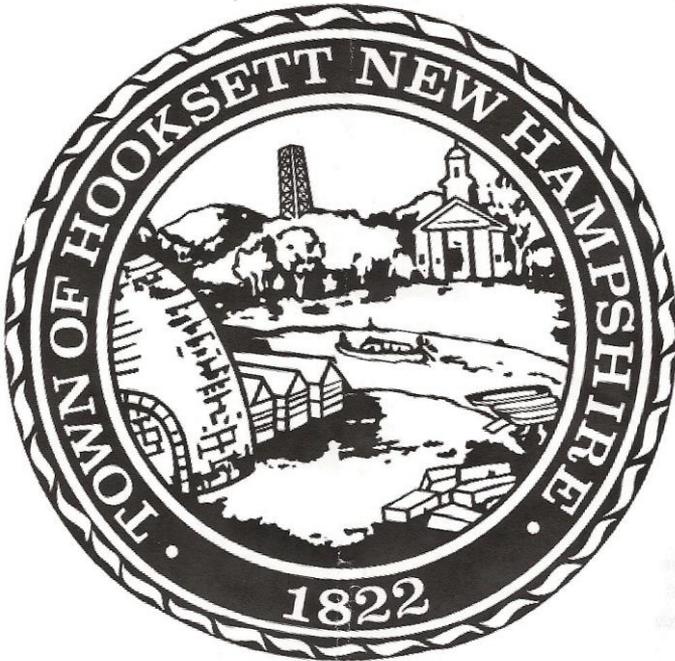


TOWN OF HOOKSETT NEW HAMPSHIRE



Town Directory

Updated: September, 2013

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STATE OFFICIALS

United States Senate

Kelly Ayotte

188 Russell Senate Office Building

Washington, DC 20510

Telephone: (202) 224-3324

Email: mailbox@ayotte.senate.gov

Jeanne Shaheen

520 Hart Senate Office Building

Washington, DC 20510

Telephone: (202) 224-2841

Email: mailbox@shaheen.senate.gov

United States House of Representatives

Carol Shea-Porter

1530 Longworth HOB

Washington, DC 20515

Telephone: (202) 225-5456

Fax: (202) 225-5822

Governor

Maggie Hassan

Office of the Governor

State House

107 North Main Street

Concord, NH 03301-4990

Telephone: (603) 271-2121

Executive Councilor

Christopher C. Pappas
629 Kearney Circle
Manchester, NH 03104
Telephone: (603) 271-3632

State Senator

David R. Boutin
1465 Hooksett Rd, #80
Hooksett, NH 03106
603-203-5391
Email: dboutin1465@comcast.net

State Representatives

David W. Hess
68 Pine Street
Hooksett, NH 03106
603-485-9027

Frank Kotowski
21 Pleasant Street
Hooksett, NH 03106
603-485-9579

Todd P. Smith
24 Main Street
Hooksett, NH 03106
603-485-2174

Tom Walsh
15 Berry Hill Rd
Hooksett, NH 03106
603-623-4104

TOWN OFFICIALS

Elected Officials

- Budget Committee
- Cemetery Commission
- Central Hooksett Water Precinct Commission (elected by users)
- Library Trustees
- Moderator
- Representatives to the General Court
- School Board
- Sewer Commission
- Supervisors of the Checklist
- Town Clerk
- Town Council
- Trustees of the Trust Fund
- Village Water Precinct Commission (elected by users)

Appointed Officials, Boards, and Committees

- Board of Assessors
- Conservation Commission
- Economic Development Committee
- Emergency Management Director
- Facility Advisory Committee
- Heritage Commission
- Historical Society
- Parks & Recreation Advisory Board
- Planning Board
- Police Commission
- Recycling & Transfer Advisory Committee
- Southern New Hampshire Planning Commission Representative
- Town Hall Preservation Committee
- Treasurer
- Zoning Board of Adjustment

BOARDS AND COMMITTEES

All Boards and Committees' meetings are posted and open to the public. Please check the Town's website (www.hooksett.org) for a list of meeting agendas and minutes, as well as contact information.

Board of Assessors

Per RSA 41:2-g, the Board of Assessors shall perform all the duties relative to taking the inventory and the appraisal of property for taxation, and in regard to the assessment and abatement of taxes and issuing warrants for the collection of the same. Meetings are held on an as needed basis.

Budget Committee

The Budget Committee reviews the budget as provided in RSA 32:5 for submission to each annual meeting of the voters of the town. Meetings are held every Thursday evenings during the Budget Season (December-March).

Capital Improvement Program Advisory Committee (CIP)

By statute, the CIP is the responsibility of the Planning Board. The Hooksett Planning Board delegates the responsibility to annually review and update the CIP to a subcommittee of the Planning Board known as the CIP Advisory Committee. This committee is appointed by the Planning Board and makes its recommendations about specific capital improvement needs to the Planning Board. The CIP meets on an as needed basis.

Central Hooksett Water Precinct Committee

This committee is responsible for issues related to the Town's water supply and system and to address short and long term infrastructure needs. Monthly meetings are held on the 2nd Monday of each month.

Cemetery Commission

Meetings are held as required to satisfactorily perform all functions. The Cemetery Commission maintains all files related to cemeteries, receive and answer all calls pertaining to Town cemeteries, handles all transactions pertaining to selling cemetery lots and periodically inspects the Town cemeteries to verify condition of grounds and monuments.

Conservation Commission

Monthly meetings are held on the first Wednesday of each month at 7:00 pm at the Town Hall. The Conservation Commission's primary functions are:

- Review wetland permits and provide comments.
- Review and respond to wetland inquiries and complaints.
- Work with the Town, State, Federal and private agencies and individuals on wetland and conservation issues.
- Review and update Town Ordinances and resource information concerning wetlands, prime wetland, natural resources inventory and other conservation concerns.
- Plan for and preserve community green spaces.
- Other activities as determined by the Commission.

Economic Development Committee

The Economic Development Committee (EDC) serves in an advisory capacity/role and reports on a regular basis to the Town Council. Economic development opportunities may be assigned to the EDC by the Town Council and/or the EDC may recommend economic development opportunities to the Town Administrator, Town Council, and Planning Board as appropriate. Meetings are held monthly.

Facility Advisory Committee

Project future space needs and facilities utilization. Develop inventory of existing conditions and provide recommendations to the Town Council. Meetings are held on an as needed basis

Heritage Commission

Monthly meetings are held on the 4th Tuesday of each month. The Heritage Commission's primary functions are:

- Survey and inventory all cultural resources.
- Conduct research and publish findings, including reports to establish the legal basis for a district and preparation of historic district ordinances within the municipality prior to its adoption or amendment as provided in RSA 675:6.
- Advise, upon request, local agencies and other local boards in their review of requests on matters affecting or potentially affecting cultural and historic resources.
- Coordinate activities with appropriate service organizations and non-profit groups.
- Hire consultants and contractors as needed.
- Receive gifts of money and property, both real and personal, in the name of the Town, subject to the approval of the Town Council, such gifts to be managed and controlled by the commission for its proper purposes.

Library Trustee

Monthly meetings are held on the 2nd Tuesday of each month. The Library Trustees' primary functions are:

- Employ a competent and qualified Library Director.
- Determine the purpose of the library and adopt written policies to govern the operation and program of the Library.
- Determine the program and needs of the Library in relation to the community.
- Keep abreast of standards and Library trends.
- Secure adequate funds to carry on Library programs.
- Establish support and participate in a planned public relations program.
- Assist in the preparation of the annual budget and approve the final document.
- Know local and state laws and to actively support Library

policies including those dealing with books and materials selection.

- Attend all board meetings and see that accurate records are kept on file.
- Attend regional, state and national trustee meetings and workshops. And to affiliate with the appropriate professional organizations.
- Be aware of the services of the State Library.
- Report regularly to the Town Council and general public.

Parks & Recreation Advisory Committee

The Parks & Recreation Advisory Committee assists the Public Works Department's Parks & Recreation Division with the submittal of applications for federal, state, and other grant monies and develops plans and work with the Conservation Commission in obtaining and receiving land for recreational purposes. Monthly meetings are held on the 3rd Tuesday of each month.

Planning Board

Meetings are held on the 1st and 3rd Mondays of each month. The Planning Board's primary functions are:

- Propose and recommend amendments to the Zoning Ordinance through public hearings.
- Prepare and update the Master Plan.
- Prepare and amend new residential subdivision plans.
- Prepare and amend Subdivision Regulations, which guides consideration of land subdivision proposals.
- Review and approve or disapprove all non-residential site plans.
- Prepare and amend non-residential Site Plan Regulations to include change or expansion of use.
- Review and approve lot line adjustments.
- Review proposed wetland crossings and refer to the Zoning Board of Adjustment.

- Attend site walks with the Conservation Commission and Zoning Board of Adjustment.

Recycling & Transfer Advisory Committee

The Recycling and Transfer Advisory Committee's primary functions are to authorize and advise the Superintendent on landfill, transfer and recycling functions generally, budget preparation, equipment purchases, major repairs, acceptance of demolition materials, setting of tipping fees and final closure of the landfill. The Committee also has the authority to appoint Ad Hoc Committees to oversee special functions. The Committee meets on the 4th Tuesday of every month at 6:30 pm at the Recycling & Transfer Department.

Sewer Commission

Meetings are held on the 1st and 3rd Tuesday of the each month. The Sewer Commission's primary functions are:

- Construction and maintenance of all sewer lines.
- Daily operations of the Wastewater Treatment Plant.
- Compliance with all state and federal pollution regulations from the Department of Environmental Services.
- Adoption of ordinance and/or by-laws pertaining to wastewater management.
- Purchase of capacity for the wastewater treatment plant for residential, commercial and industrial purposes.
- The establishment of rents and rates for sewer usage.
- Interaction with citizens regarding the operation of the treatment plant and billing processes.
- Contract and work for refurbishing and/or new construction of the wastewater plant.

Supervisors of the Checklist

Meetings are held as required by law. The Supervisors of the Checklist is responsible for the following functions:

- Registration of qualified voters.
- Determining if a person is a qualified voter.

- Keeping records of voters' registration forms.
- Updating records of voters' registration forms.
- Posting of current checklist at the Town Hall.

Town Council

Meetings are held on the 2nd and 4th Wednesdays of each month. The Town Council is responsible for the following:

- Hiring a competent and qualified Town Administrator to run the Town departments.
- Provide overall policy direction and guidance for the Administrator.
- Review and approve annual departmental budgets and Capital Improvement Plan items for Budget Committee and Annual Town Meeting approval.
- Appoint qualified personnel for the appointed boards, committees and commissions.

Town Hall Preservation Committee

Preservation of the old Town Hall located at 16 Main Street. Meetings are held on an as needed basis.

Trustees of the Trust Funds

The Board is responsible for investment decisions, daytime bank appearances to obtain the required two signatures on official documents, updating account transactions on spreadsheets as well as urgent business, which may occur. Meetings are held quarterly.

Village Water Precinct Committee

This committee is responsible for issues related to the Town's water supply and system in the Village Area and to address short and long term infrastructure needs. Meeting are held on the last Monday of each month.

Zoning Board of Adjustments

Meetings are held on the 2nd Tuesday of each month. The Board's primary functions are:

- Authorized to act in three separate and distinct categories being

an appeal from administrative decision, approval of special exception or the granting of variances.

- Hear and decide appeals if it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement of any zoning ordinance.
- Make special exceptions to the terms of the zoning ordinance, including excavation, and, sand and gravel removal.
- Authorize upon appeal in specific cases such variance from the terms of the zoning ordinance as will not be contrary to the public interest, if owing to special conditions, a literal enforcement of the provisions of the ordinance will result in unnecessary hardship, and so the spirit of the ordinance shall be observed and substantial justice done.

ADMINISTRATION DEPARTMENT

Location: Town Hall, 35 Main Street

Telephone: 603-485-8472

Fax: 603-485-2439

Hours: 8:00 am to 4:30 pm Monday – Friday

Responsibilities

- Office of the Town Administrator and the Town Council.
- Supervision and administration of all Town departments.
- Implementation of policies enacted by the Council.
- Human Resources
- Economic Development
- Preservation of the health, safety and welfare of Town personnel and Town property.
- Overseeing enforcement of the ordinances of the Town, the Town Charter and the laws of the State of NH.
- Providing information technology needs of all departments.
- Town website maintenance.
- Notary Public
- Right to Know Requests

ASSESSING DEPARTMENT

Location: Town Hall, 35 Main Street
Telephone: (603) 268-0003
Fax: (603) 485-4423
Hours: 8:00 am to 4:30 pm Monday – Friday

The primary mission of the Assessing Department is to ensure that all property within the Town of Hooksett is assessed fairly and in accordance with the New Hampshire laws governing taxation. Toward that end, the Department conducts various practices to ensure an equitable distribution of the tax. The Assessing Department is charged by State law with discovering, describing, and valuing real property for taxation purposes.

Assessing Department Functions

- Appraise and assess all real estate
- Monitor all sales and analyze the local real estate market
- Maintain Property Record Card Data
- Administer Current Use Program
- Oversee all Tax Exemption and Tax Credit Programs
- Manage Timber Tax and Gravel Tax Programs
- Assist taxpayers and the general public
- Maintain Town's assessment roll by valuation of additions and new construction
- Administer Tax Abatements
- Provide assistance to other departments as needed

Exemption/Credits

- Elderly, Blind, Veteran's
- Information regarding these exemptions/credits and how to qualify can be found in the Town's Annual Report or by calling the Assessing Office directly.
- To be considered, applications must be received by **April 15**.

Property Tax Abatements

- The deadline for filing an appeal with the Town is **March 1**.
- Applications for appeal can be picked up at the Assessing Office.

Other Services and Fees

- Property Record Card (Owner's copy) No Charge
- Property Record Card (All others) \$1.00
- Tax Maps (11 X 17) \$1.00 per sheet
- Owners Lists (CD or Email) \$10.00
- Owners Lists (Printed) \$25.00

CENTRAL HOOKSETT WATER PRECINCT

Location: 32 Industrial Park Drive

Telephone: (603) 624-0608

Fax: (603) 624-0814

email: centralhooksetwater@comcast.net

Hours: Monday – Thursday 8:30 to 4:00, Friday 8:30 – 2:00

Central Hooksett Water Precinct is supplied completely by Manchester Water Works with a connection on Zapora Road and one on North River Road. Manchester Water Works supplies water from Lake Massabesic located in East Manchester and Auburn, NH.

Precinct members are billed on a quarterly basis directly from the Central Hooksett Water Precinct.

Each year the Central Hooksett Water Precinct bans exterior use of water on Monday, Wednesday and Friday from July 1 through September 15.

Our Water Quality/Consumer Confidence Report, which includes Manchester Water Works Quality Report, is mailed annually to Precinct members and is also available at the Precinct office. This report is based on U.S. EPA consumer confidence regulations.

Commissioner's meetings are held on the 2nd Monday of each month at 7:00 pm at the Precinct office and are open to any Precinct member.

COMMUNITY DEVELOPMENT

Location: Town Hall, 35 Main Street
Telephone: (603) 268-0279
Fax: (603) 485-4118
Hours: 8:00 a.m. to 5:00 p.m. Monday – Friday

The Community Development Department conducts a review of all residential and commercial development proposals, staff support to the Planning Board, developing revisions to town ordinances and regulations for approval by the Planning Board and/or Town Ballot vote. Also provides guidance to residents and developers regarding the development process.

- Technical and Administrative support to the Planning Board
- Long Range Planning
- Capital Improvement Program
- Zoning Ordinance Promulgation and Amendment
- Site Plan Review
- Subdivision Review
- Boundary Line Adjustment
- Lot Merger
- Architectural Design Review
- Condominium Conversions
- Voluntary Mergers
- Technical Review Committee
- GIS Mapping
- Site Compliance Monitoring
- Economic Development
- Surety and Escrows

Other Services

- Block Party Permit
- Fundraising Permit
- Junk Yard Permit
- License to Sell Pistols/Revolvers
- Taxicab Permit

Code Enforcement Division

Location: Town Hall, 35 Main Street, 2nd Floor, Room 203

Telephone: (603) 485-4117

Fax: (603) 485-4118

Hours: 8:00 am to 4:30 pm Monday – Friday

The Building Inspector/Code Enforcement Officer administers, interprets, and enforces the provisions of the Town's building code, and the State of NH Building Code(s). Building permits and Certificates of Occupancy are obtained through this office.

The Staff in the office are available to help answer any of your questions regarding Permits, Codes, or general construction questions.

The Building Inspector/Code Enforcement Officer is responsible for:

- Reviewing the Construction Documents associated with both residential and commercial building permit applications.
- Verifying the compliance of construction documents with applicable building codes, town ordinances and state statutes.
- Issuing building permits.
- Issue and collect impact fees
- Inspecting the work associated with building permits for compliance.
- Issuing Certificates of Occupancy when work is complete and in compliance

- Enforcement of all existing Zoning Violations
- Technical and Administrative support to the Zoning Board of Adjustment
- Conducts safety inspections of day-care centers, restaurants, educational facilities, and multi-family residences.
- Surety and Escrows
- Change of Use review for all Businesses
- Issue Sign Permits
- Health Officer

Codes Enforced

The International Building Codes, 2006 edition; The International Residential Codes for single and two- family dwellings, 2006 edition; Hooksett Zoning Ordinance, May 2009

EMERGENCY MANAGEMENT

Location: Safety Center, 15 Legends Drive

Telephone: (603) 623-7272

Fax: (603) 627-3577

This department directs and controls the Division of Homeland Security and Emergency Management and responsible for carrying out of the provisions of this subdivision. In the event of disaster beyond local control, the Governor may

assume direct operational control over all or any part of the emergency management functions within the State. In performing the Director's duties under this subdivision and to effect its policy and purposes, the Director is authorized to cooperate with the Federal government, with other states, and with private agencies in all matters pertaining to the emergency management of this State and of the nation, and is further authorized and empowered:

- To prepare a comprehensive plan and program for the emergency management of this State, such plan and program to be integrated into and coordinated with the

emergency management plans of the Federal government and of other states to the greatest possible extent, and to coordinate the preparation of plans and programs for emergency management by the political subdivision of this State and private agencies, such plans to be integrated into and coordinated with the emergency management plan and program of this State to the greatest possible extent.

- In accordance with such plans and program for the emergency management of this State, to procure supplies and equipment, to institute training programs and public information programs, and to take other necessary preparatory steps to insure the furnishing of adequacy trained and equipped forces of emergency management personnel in time of need.
- To make such studies and surveys of industries, transportation, communication, housing and medical facilities, and resources including but not limited to food, petroleum, and housing, and other facilities in the state as may be necessary to ascertain the capabilities of the state for emergency management, and to plan for their most efficient emergency use.
- On behalf of the State and subject to the approval of the Governor, to coordinate mutual aid plans between or among political subdivisions of the State.

To prepare a comprehensive plan and program for the evacuation of hearing ear dogs, guide dogs, search and rescue dogs, and other service animals, as defined in RSA 167-D.

FAMILY SERVICES DEPARTMENT

Location: Town Hall, 35 Main Street

Telephone: (603) 485-8769

Fax: (603) 485-4423

Hours: M, T, Th, F 9:00 am – 4:30 pm; Wednesday - Closed

This Department administers General Assistance to families in need under RSA 165. In this capacity, the Family Services Department provides for basic needs such as shelter, food, utilities, and medication. The General Assistance program is designed to provide short-term, emergency assistance until recipients become employed or receive long-term assistance from the state or federal government.

In an effort to offset costs to the Town, families can be referred to the following local charitable organizations: The Hooksett

Salvation Army Unit, the Hooksett Emergency Relief Committee, the Hooksett Food Pantry, the Kiwanis Kid's Kloset, and the Clothing Shed. The relocation of the pantry to the Town Hall in the fall of 2009 will allow easier access for those seeking food assistance at the Family Services office.

Another valuable resource for low-income Hooksett residents is the Community Action Program (CAP) in Suncook. CAP administers the Fuel Assistance and Energy Assistance programs, including Neighbor Helping Neighbor. CAP also assists through a variety of food programs such as Commodity Foods, WIC, and Meals-On-Wheels. Each holiday season the Family Services Department administers, food baskets and toys (through the Adopt-A-Family Program) to low-income families. Winter clothing items (through the newly created Clothes Line Kids Program) are provided through the combined efforts and generosity of the Hooksett schools, residents, organizations, and businesses.

The Kid's Kloset, a collaborative effort of Hooksett Kiwanis Club, Family Services, and the Salvation Army continues to provide families in need with free, gently used children's clothing. Families can be referred to the Kid's Kloset by contacting the Family Services Department or their child's school nurse. Open houses are held at the Town Hall at 35 Main Street once a month, and individual appointments can be scheduled as needed. **During the summer months through the sponsorship of the Salvation Army, Family Services is able to provide summer camp**

scholarships to the Hooksett Fun in the Sun program.

Regular Family Services office hours are Monday, Tuesday, Thursday, and Friday 9:00am-4: 30pm. To schedule an appointment for General Assistance, please call the office at 485-8769 or if you would like more information regarding the services offered by this department.

FINANCE DEPARTMENT

Location: Town Hall, 35 Main Street
Telephone: 603-485-2017
Fax: 603-485-4118
Hours: 8:00 am to 4:30 pm Monday – Friday

The Finance Department’s major areas of responsibility include budget management, payroll, accounts payable, cash management, and financial reporting.

FIRE-RESCUE DEPARTMENT

Central Fire Station
Location: 15 Legends Drive
Telephone: 911 – Emergency
(603) 623-7272 - Non-Emergency
Fax: (603) 626-6742

Station 1
Location: 10 Riverside Street
Telephone: 911 – Emergency (603) 485-9852

Website: www.hooksettfire.org

The members of the Hooksett Fire-Rescue welcome all residents to stop by both of your fire stations to meet your firefighters and to see your facilities.

The Hooksett Fire-Rescue is a combination Fire Department with

27 full time line personnel, 5 administrative staff personnel and 3 call firefighters providing Fire, Rescue, Emergency Medical Services (EMS), and Hazardous Materials services to the community.

The Hooksett Fire-Rescue Department serves our community 24 hours a day seven days a week covering 2 Fire Stations, The James H. Oliver Safety Center located at 15 Legends Drive, and Station 1 located on Riverside Street in Hooksett Village.

Fire permits are required in Hooksett and can be obtained at both fire stations. You must be the landowner or have permission by the landowner to kindle any outside fire in Hooksett.

HUMAN RESOURCES

Location: Town Hall, 35 Main Street

Telephone: (603) 268-0060

Fax: (603) 485-2439

Hours: 8:00 am – 4:30 pm Monday – Friday

The Town of Hooksett is an Equal Opportunity Employer. We will not discriminate in our employment practices in any manner. It is the intent of the Town of Hooksett to provide equal opportunity to all people who apply, are hired, and work for the Town of Hooksett. The Town of Hooksett will make reasonable accommodations for qualified individuals with known disabilities.

The Town of Hooksett has many goals, one of which is to attract and retain the most qualified individuals for the various positions available. Another goal is to maintain, manage, and motivate our employees. We provide a positive and secure employee/employer relationship.

The Administration Department assists and guides the Town departments in the recruitment and hiring process. If you wish to apply for a position posted on this site, please follow the instructions on the vacancy notice you're interested in. If you

submit your resume or application to Human Resources, it will be forwarded to the department supervisor for the position you apply for. If you are selected for an interview, you will be contacted within several weeks after the closing date of the notice. If you are not selected, you will receive written notification.

POLICE DEPARTMENT

Location: 15 Legends Drive

Telephone: (603) 624-1560

911 Emergency

Fax: (603) 624-6891

Office Hours: Monday – Friday 8:00 am to 4:30 pm

The mission of the Hooksett Police Department is to serve the community, to prevent crime, to fairly and impartially enforce the law, and to protect life and safeguard property. The hooksett Police Department will strive to instill public confidence by maintaining a high degree of professionalism, dedication, and expertise in the delivery of Law Enforcement service. The integrity of, and respect for, the Hooksett Police Department is enhanced by its contribution to the welfare of the citizens, its concern for excellence, and by the guidance it provides to its members towards a high level of ethical practices. The Department shall strive to assist the public-at-large in a manner consistent with the rights and dignity of all persons as provided for by law and under the Constitution of the United States of America.

PUBLIC LIBRARY

Location: 1701B Hooksett Road

Telephone: (603) 485-6092

Fax: (603) 485-6193

Website: www.hooksettlibrary.org

Email: hplbooks@hooksettlibrary.org

Hours:

Monday through Wednesday: 9:00-8:00

Thursday: 11:00-8:00

Friday & Saturday: 9:00-5:00

Closed Sundays.

Library Card:

Hooksett residents and those who work in Hooksett are eligible for a free library card. You can use your Hooksett Public Library Card at the Amherst Town Library, Bedford Public Library, Danforth Library (New England College), Derry Public Library, Goffstown Public Library, Kelley Library (Salem), Manchester City Library, Merrimack Public Library, Shapiro Library (Southern NH University), Teti Library (New Hampshire Institute of Art), Wadleigh Memorial Library (Milford).

Books & More:

The library has an ever-growing collection of books, audio books on CD and Playaways, music CDs, DVDs, videogames & puzzles for all ages! Available from home: downloadable audio books for your MP3 & iPod. Online resources for homework assignments and research.

Museum Passes:

Free and discount tickets are available for the Boston Museum of Science, Canterbury Shaker Village, Christa McAuliffe Planetarium, Currier Gallery of Art, Manchester Historical Association Millyard Museum, Museum of Fine Arts Boston, NH Historical Society, Seacoast Science Center (Rye), SEE Science Center, Squam Lakes Natural Science Center.

Programs:

The library offers a variety of children's, teens and adult programs every month. Please visit our website for full details.

Public Access Computers:

The library offers access to 16 public access computers with high-speed internet and Microsoft Office. Wireless is available in and outside the building.

Meeting Rooms:

Meeting rooms are available for local groups at no charge. Reservations are made through the library’s website or by phone.

PUBLIC WORKS DEPARTMENT

Location: 210 West River Road
Telephone: (603) 668-8019
Fax: (603) 668-6850
Hours: 7:00 am – 3:30 pm Monday –Friday

The Hooksett Public Works Department consists of the Divisions of Building Maintenance, Cemetery, Code Enforcement, Highway and Parks and Recreation.

Building Maintenance Division

Responsible for all the interior and exterior maintenance of all Town buildings and properties. The Parks & Recreation Division takes care of the landscaping.

Cemetery Maintenance Division

Cemetery maintenance is a joint responsibility between three different entities. The Highway Division digs and backfills the graves, the Parks & Recreation Division does landscaping, and the Cemetery Commission sells the lots.

Fee Schedule

Highway Division Fees

Roadway Excavation Permit \$100.00

Cemetery Fees

Burial Grave Lot	\$300.00
Full Size Grave Opening (Mon– Fri)	\$300.00
Full Size Grave Opening (Sat – Sun)	\$500.00
Cremation Size Grave Opening (Tues – Fri)	\$100.00
Cremation Size Grave Opening (Sat – Sun)	\$300.00

Highway Division

Responsible for road maintenance, drainage, catch basins, ditching, brush cutting, sweeping, plowing, sanding/salting, culvert pipe installation, public safety signage, and issuing of driveway permits. Also issues Roadway Excavation Permits. Fleet maintenance is handled by this division.

Parks and Recreation Division

Location: 210 West River Road
Donati Field
Telephone: (603) 485-5322 or (603) 668-8019
Fax: (603) 668-6850
Hours: 7:00 am – 3:30 pm Monday –Friday

The Parks and Recreation Division's main goal is to provide recreational and leisure activities for the community at large. We also put forth a major part of our efforts towards maintaining all of the town-owned properties' landscaping needs.

These efforts are accomplished by working with everyone in town. We are grateful for all of the support we receive.

Our Division is very proud of the fact that we offer the Fun in the Sun Summer Program. This is a summer camp that runs Monday through Friday for children in Kindergarten through 5th grade. The program's employees are counselors who are in the education field.

Recreational Facilities

The Town has three tennis courts and numerous soccer, baseball, softball, and football fields. These are mainly located at Donati Park, and Petersbrook Fields.

- Dog Park – Merrimack Street (next to Hooksett District Court)
- Donati Fields – Main Street
- Frasier Park - K Ave
- Head's Pond Trail – Route 3 across from Green's Marine
- Kid Kaboose Playground – Main Street
- Lambert's Park – Merrimack Street
- Petersbrook Fields – Industrial Park Drive
- Skateboard Park – Legends Drive
- Tri Town Field – West River Road (Route 3A)

Fields

Our fields are closed during the month of July so that we can get them ready for the fall sport season. If anyone is looking to use the fields they must fill out a Field Use Permit. This permit can be picked up at either one of our locations.

RECYCLING & TRANSFER DEPARTMENT

Location: 210 West River Road

Telephone: (603) 669-5198

Hours: 7:00 am – 3:30 pm Monday – Friday

8:00 am – 1:00 pm Saturday

7:00 am – 7:00 pm Wednesday (end of May – end of September)

The facility accepts most household items for drop off. We have user fees and restrictions that apply to some materials such as construction and demolition materials, appliances, furniture, electronics, carpet and paint.

The Town has a volunteer recycling program. Recycling can be brought to the facility and is free. We encourage residents to recycle. Every item recycled saves the Town money that is spent

on disposal fees. The Town also has a recycling trailer that is placed at the following locations on the specified days: The Cawley School on Mondays 7:30am-3:00pm, the Memorial School on Tuesdays 7:30am-3:00pm and the Hooksett Library on Thursdays 7:30am – 3:00pm. The trailer will not be out on holidays.

This department is also responsible for the collection of household trash and recycling at the curb. Please call the facility to find out when your scheduled collection day is. Trash must be out by 7:00am.

You can reach the department by calling 669-5198. Additional information regarding the facility, collection, recycling and user fees can be found online at the Hooksett website, under the Recycling and Transfer Department @ www.hooksett.org.

SEWER DEPARTMENT

Location: 1 Egawes Drive
Telephone: (603) 485-7000 or (603) 485-4112
Fax: (603) 485-4306
Website: hooksettsewer.com
Hours: Office: 7:30 am - 4:00 pm M-F
Plant: 7:00 am – 3:30 pm M-F

Operating since 1970, the wastewater treatment originally serviced less than a 1000 residential and commercial customers. Currently, the wastewater treatment plant services roughly 3500 residential and commercial customers in Hooksett. The plant processes up to 880,000 gallons of waste daily, and with the current expansion, will raise that number to 1.2 million. Upgrades to the plant include adding a second clarifier, installing state of the art monitoring systems, and adding more efficient operating systems that will significantly cut down on the plant's water usage. The wastewater plant also has plans for a composting operation that will cut down significantly on outside hauling of waste that would also produce a

viable resource for residents and businesses to use.

Any new construction, whether commercial or residential that lies within 100 feet of a main sewer line must connect to the sewer. Those interested in building residential or commercial units with sewer hook-ups must come before the Sewer Commission Board to obtain capacity for their project. Meetings are held the 1st and 3rd Tuesdays of the month at 12:00 PM, and are open to the public.

Hooksett is serviced by three different water companies, Hooksett Village, Central Hooksett and Manchester Water. The water companies are separate from the Wastewater Treatment Plant, and residents receive separate bills for water and sewer. Payments can be made at the office window during normal business hours. Hooksett residents are also able to dump their Recreational Vehicles at the plant for no charge. *

**Dumping is not being permitted until 2010 due to construction.*

TAX COLLECTOR

Location: Town Hall, 35 Main Street
Telephone: (603) 485-9534
Fax: (603) 268-0049
Hours: 8:00 am - 4:30 pm Monday – Friday
Please call for evening hours.

Taxes

The tax year in the State of NH is April 1st - March 31st. Real Estate Tax Bills are mailed twice a year and are due July 1st and December 1st. The tax rate used on the first half tax bill is the previous year's tax rate; the new tax rate is set in October and reflected on the second half tax bill. The new tax rate is retroactive for the entire year.

The Interest charged for delinquent taxes is 12% per annum. Real estate taxes that remain unpaid as of February 1st are subject to tax

lien proceedings. Interest charged for tax liens is 18% per annum. Tax liens are recorded at the Merrimack County Registry of Deeds.

Motor Vehicle Registrations

- New Registration-New/Used Vehicle from a NH Dealership:
Bring the Blue Title Application completed by the NH dealership.
- New Registration-Private Sale or purchased from an out-of-state Dealership:
15 years or newer, bring original title with ownership transfer information completed.
Older than 15 years old, bring bill of sale and one of the following: previous owner's registration, title or TDMV 19A Verification of VIN form completed. (Form can be obtained in Town Clerk's Office.)
- Transfer of Registration:
Bring original registration for old vehicle in addition to above required paperwork.
- Registration Renewal:
Bring the current registration.

For more information on Motor Vehicle Registration, please check our website, www.hooksett.org or contact our office.

TOWN CLERK

Location: Town Hall, 35 Main Street
Telephone: (603) 485-9534
Fax: (603) 268-0049
Hours: 8:00 am - 4:30 pm Monday – Friday
Please call for evening hours.

Vital Records - Birth, Death, Marriage

A government issued photo ID must be presented for all vital

records transactions.

Dog Licensing

Dog license renewals are due in the month of April. A penalty fee in the amount of \$25.00 per dog is imposed June 1st for all unlicensed dogs. A current rabies vaccination certificate and certificates of spay/neutering must be presented when obtaining a license.

Dog license fees: Spayed/neutered \$6.50, Not altered \$9.00, Owner over 65 \$2.00.

Voter Registration

A government issued photo ID must be presented along with proof of residency must be presented in order to register to vote.

VILLAGE WATER PRECINCT

Location: 7 Riverside Street

Telephone: (603) 485-3392

Fax: (603) 485-3540

Hours: Monday – Friday 8:00 to 4:00

Hooksett Village Water supplies water for residents on the west side of the Merrimack River from Sunrise Boulevard on Route 3A to Bow town line, and from Memorial Drive on Route 3 to the northern end of Post Road and all points in between.

Precinct members are billed on a quarterly basis with payments going to a PO Box or may be brought directly to the Precinct office.

Our Water Quality/Consumer Confidence Report is mailed to the Precinct members and is available upon request.

Monthly Precinct meetings are held on the last Monday of each month at 7:00 pm and are open to Precinct members. Schedules for the meetings are posted at the Hooksett Town Hall, Hooksett Public Library and the Precinct office.

DIRECTORY OF LOCAL SERVICES

Emergency

All Calls 911

Emergency & Health Information

Community Action Program
Heating Fuel Assistance 485-7824

Emergency Management Department 627-3577

Poison Information Center 1-800-222-1222

Legal Services

Merrimack County Registry of Deeds 228-0101

Merrimack County Superior Court 225-5501

Hooksett District Court 1-855-212-1234

New Hampshire Legal Assistance 224-4107

Police/Fire – Local and State

Merrimack County Sheriff's Department 225-5583

Hooksett Fire Department (Non-Emergency) 623-7272

Hooksett Police Department (Non-Emergency) 624-1560

State Police (Concord) 271-3636

Town of Hooksett

Direct Dial Telephone Numbers

Administration Department 485-8472

Assessing Department 268-0003

Central Hooksett Water Precinct	624-0608
Community Development	268-0279
Emergency Management Department	627-3577
Family Services Department	485-8769
Finance Department	485-2017
Fire Department (Non-Emergency)	623-7272
General Assistance	485-8472
Human Resources	268-0060
Library	485-6092
Parks & Recreation	485-5322
Police (Non-Emergency)	624-1560
Public Works Department	
Building Maintenance Division	668-8019
Cemetery Division	668-8019
Code Enforcement Division	485-4117
Highway Division	668-8019
Parks and Recreation Division	668-8019
Recycling & Transfer Department	669-5198
School	
SAU Office	622-3731
David R. Cawley Middle School	518-5047
Memorial School	485-9890
Underhill School	623-7233

Sewer Department	485-7000
Tax Collector/Town Clerk	485-9534
Town Administrator	485-8472
Village Water Precinct	485-3392

TOWN COUNCILORS

Todd Lizotte, District 1

493-2579

TLizotte@hooksett.org www.ToddLizotte.com

Robert Duhaime, District 2 - Secretary

485-4153

rduhaime@hooksett.org

James A. Levesque, District 3

485-7140

JLevesque@hooksett.org

Susan Lovas Orr, District 4

668-6859

SLovasOrr@hooksett.org

Donald Winterton, District 5

622-8413

dwinterton@hooksett.org

Nancy Comai, District 6

623-3701

NComai@hooksett.org

Leslie A. Boswak, At-Large- Vice-Chairman

860-5711

LBoswak@hooksett.org

David Ross., At-Large

387-7777

dpross@usa.net

James Sullivan, At-Large - Chairman

485-4951

JSullivan@hooksett.org