

**Official**

**BUDGET COMMITTEE MEETING  
MINUTES  
HOOKSETT MUNICIPAL OFFICES  
COUNCIL CHAMBERS  
35 Main Street  
Thursday, January 30, 2014**

**CALL TO ORDER**

M. Miville called the meeting to order at 6:35 pm.

Pledge of Allegiance

**ATTENDANCE**

Chair M. Miville, F. Bizzarro, K. VanHorn, C. Akstin (School Board Rep.), N. Haas (absent), JR Ouellette, J. Pieroni, T. Jennings, and T. Lizotte (Town Council Rep)  
Absent – C. Morneau, Central Water Precinct and Village Water Precinct  
Excused – S. Peterson & F. Bizzarro

**APPROVAL OF MINUTES**

**January 16, 2014**

*T. Lizotte motioned to approve the minutes of January 16, 2014. Seconded by K. VanHorn.*

*Vote unanimously in favor as amended.*

*M. Miville motion to amend the minutes from the previous meeting to show Water Precinct as absent Seconded by T. Lizotte.*

*Vote unanimously in favor*

**January 23, 2014**

**Tabled**

**NEW BUSINESS**

Overview of 2014-2015 Municipal Budget – Dr. Shankle

D. Shankle provided an overview as follows:

The process starts in August with expectations of the Council. The Department heads prepared and reviewed their budgets with the Administrator and it is then was presented to Council for approval.

The Goals this year were the same as last year. The Council wanted to keep cost down and was not interested in any new programs. They were not interested in cutting any programs. When I first arrived and interviewed with Council, an issue that kept coming up was the need for data driven decision making. I passed out the equipment expenditure

summary which can be obtained through a program in DPW called Facility Dude. This lists every vehicle owned by the town and you can see the labor and material in each. As we move forward, the Police have a new program which will provide call data. The same is being done in the Fire Department. Finance has a new system up and running which allows us to keep better track of expenses with a good PO process. We have made strides and we are now working on a general performance measurement against like towns.

The Operating Budget – The major increases, not including the sewer, is \$539,000 which is 3.82% higher than current. The factors are health insurance increase of 17%, property liability 77%, and an effort to see less warrant articles. The only ones in warrants are those required by law. The trucks are now included in the budget and a 2% raise for non-union employees. The operating budget is 1.2% higher than the default budget. The raises, the radios and the trucks are in the operating budget. There is an \$8000 increase for a call firefighter and a part time person in Finance.

J. Pieroni: Can you explain the increase in Property Liability of 77%?

D. Shankle: You've see what is going on with LGC. They have changed the way they figure their rates in the middle of the game. In the past, they did it more as a pool. This year, they decided because of their issues, they would change it based on experience over the last 5 years.

M. Miville: We've had discussion with the Council and determine the level which is good for the citizen to approve and avoid a default budget. Anything not in the default would go in the operating. Explain what constituted a warrant article and what went in the operating budget.

D. Shankle: Warrant Articles (Page 3) - #1 Operating Budget, #2 Police Union contract which continues to be negotiated. The only thing that doesn't have to go in a warrant is the engineer position which we will be addressed with Community Development. In the past, they always put new positions in a Warrant. We tried to move things into the budget. The recommend operating budget is \$186,000 higher than the default.

M. Miville: The raises for non-union would not be put on a warrant?

D. Shankle: They are in the budget.

J. Pieroni: How is the engineering work being done now?

D. Shankle: It is being contracted out and J. Duffy will show how it is being charged. That will be under Community Development. A lot of it comes from developers who pay it and we pay it to the engineer.

J. Pieroni: I have heard over the years that it will save us money. If we have the money in the budget, it will be spent.

D. Shankle: Neither the revenue nor the cost are in the community development budget.

T. Lizotte: The police cruisers, we looked at critical services like safety, trash removal, and we wanted to put the cruisers in the budget because they were a cost of operation. We felt it would be better in the budget than a warrant.

N. Haas: Are both the truck and the cruisers an outright purchase?

D. Shankle: Yes

D. Shankle: Revenues are just estimates.

### **Sewer Department – Bruce Kudrick**

The budget went up \$47,916. The budget is only paid by the users. In the budget on page 1, there is 2% for wages, increases are highlighted, one retired employee as a single plan and we put money in as a potential family plan, electric has increased and will continue to increase due to the problems at the treatment plan. Plant maintenance increased. Hauling bio solids went up because we bring it to Merrimack. Doing it ourselves saves over \$100,000 which has already paid for the truck. Capital replacement cost went down.

Debt services were paid for the loans. The increase is 2% for the entire budget.

\$5.60/thousand with an average use of 90,000.

There are three (3) commissioners that share \$5000.

JR Ouellette: What is your employee contribution for health care?

B. Kudrick: There is none because of the environment we work in. The Commission agrees to pay 100%.

We are the evacuation center for Memorial School. We can do it in any weather. They will fill the office and then we can shut down the treatment plant if needed. We had done it once a few years ago. The kids can be evacuated one of two ways. We can run buses up the B & M Railroad.

### **Community Development – Jo Ann Duffy**

J. Duffy: The Community Development Department has been merged with the Building Department which makes it difficult to compare to last year's budget.

Under part time employees – the Council increased that by \$5000 because we now hire part time minute takers for zoning, planning and the CIP Committee. The Council made an adjustment to pay for those salaries. Professional Services was reduced by \$4000 which is used for projects throughout the year. We sometimes don't know about a project and will use for this for general engineering for an applicant. The money is paid and then recovered through the application fee. There is money for the GIS license and a planned GIS upgrade. There is also money to scan old site plans. The printing line increased to \$1500 based on past experience. The cost of printing continues to go up. The mileage line was decreased because we now have a town car. SNHP dues have increased slightly by \$100 and those dues are based on population. The Planning Board postage last year was

\$5874 and we budgeted \$4500 so we increased to \$5000. It depends on the number of applications and abutters.

Code Enforcement – we requested \$2000 for professional services which was reduced to \$1. Those moneys are now under the Health Department and used for mosquito spraying. We increased the vehicle maintenance which was \$1000 and we used \$309 as of 1/22/14 because the truck is getting older and needs repairs. The telephone line went up by \$500 for the Code Enforcement officer's phone.

Town Planner also gets a reimbursement of \$600 for her personal cell phone.

J. Pieroni: Uniforms for the Code Enforcement Officer?

J. Duffy: The uniforms were paid out of the supply line in the past.

N. Haas: The Community Development Department as a whole appears to be down. The only question is the part time employees that went up.

J. Duffy: The minute takers are new and we have part time coverage.

N. Haas: I meant full time - \$153,965.

J. Duffy: The Code Enforcement Administrative Assistant was moved to Community Development. It is a wash as part of the reorganization.

J. Duffy: Full time Planning Board members get a \$200 stipend per year and the alternates get \$100. The same is true for the Zoning Board members.

M. Miville: What is the new equipment for \$700?

J. Duffy: That is not actually new. It is replacement if needed because our plotter is old.

J. Duffy: Each Board has a training line for conferences and workshops.

New Engineer – We have a consulting engineer. We looked at the numbers. The position would be under Community Development but would work with the DPW Department. The revenue would be included in the town's general fund and the cost would be to provide CAD software and be able to produce drawings for roadways. They would assist with plan review and construction monitoring. They would also assist with in house projects like the sidewalk project which needed outside services and managing the EPA Storm water Project. They would issue the driveway permits and make sure they are at the correct grade and other special projects as requested by Administration.

The Planning Board usually uses the services but sometimes the Conservation Commission and Zoning Board sometimes need advice so they would take advantage of those services. The salary range was suggested to be at step 17 which is \$46,000 - \$71,000 with the suggested starting at \$56,000 with a 2% after 6 months. Other cost is \$10,000 for equipment and software. Benefits are based on a family plan which is

\$35,000. Rather than asking for a person for the entire year, the person probably wouldn't start until September, the difference in salary could be used for equipment.

D. Shankle: We want to be sure that people understand the annual cost. We would hold off hiring to buy equipment the first year. We wanted it clear to people what they would be paying. \$91,184 is the number on the Warrant Article for the Engineer.

J. Duffy: The last page shows Stantec's payment history from 2006 to 2013 and what they've been paid by the developers. They did the Petersbrook field, Dalton Brook, and the Route 3 Hour Glass Project so those numbers are included. The number has gone down since 2010 because we have slowed down. 2011 was for the Head's Pond Project. Leo has taken over the construction monitoring which accounts for some of the reduction.

T. Lizotte: Can you explain Phase II of the Storm water Project?

L. Lessard: The MS IV is a storm water inspection which is required of any town dumping into any body of water. It is to keep the water from being polluted. They are upgrading the regs. and they are going to end up taxing industry higher to protect the water. We have \$5000 a year for monitoring and we have been saving that money and doing it in house. When this does come into play, no one knows what the cost will be. Portsmouth and Manchester think it will be in the millions to hire engineering companies to handle the MS IV. With an engineer, we can save money if he can put time into the collections and sampling and work with the town. In the future, a lot of towns are getting worried that it will get much more costly. Goffstown has the ok to hire a part time person to just work on the MS IV.

T. Lizotte: Can you review how we pay a subcontractor to review plans.

J. Duffy: When someone comes in with an application, they go to a TRC and deposit \$500 to cover the cost of an engineer to go to the meeting and they charge \$113/hr. When the project moves forward, they deposit \$2500 to \$5000. Some projects go into the thousands. Smaller projects cost between \$3100 - \$3500 for plan review and we hold the money in escrow. The checks get cut to Stantec and the money is drawn from the escrow.

J. Pieroni: How will this work and what is the tax impact?

L. Lessard: The Town will be getting the escrow and the construction monitoring will be done by the engineer. We are at \$65/hr. vs the contractor at \$113/hr. This person will have to work about 21 hours to be on plan review and the rest of the time working on stuff for the Town and that means the town doesn't have to hire an engineer.

D. Shankle: This will not only save money for the Town but also for the developer. This will also make things more convenient for the developer with an engineer in house. For efficiency, working to combine the departments has worked well and with an engineer,

people will be able to talk with the Code Enforcement Officer, the Planner and the Engineer.

J. Pieroni: How much will the cost of this be offset by revenues?

D. Shankle: All the costs should be offset with time left over for other town projects. I will put together some numbers to be presented at the next meeting.

M. Miville asked how to inform the public of this offsetting revenue to educate the voters.

D. Shankle: The Council authorized me to spend money on putting an ad in the Banner. The Council wants the public to understand the budget this year.

Break at 8:00 pm  
Reconvened at 8:10 pm

### **Department of Public Works – Leo Lessard**

Highway – Road Maintenance

L. Lessard: The increase is contractual or health insurance.

N. Haas: Looking at the department as a whole, if you compare where you were in 2013 and now, it is an increase of \$95,000. The largest line was vehicle and related from 0 to \$34,000.

L. Lessard: That is for the new pick-up truck which was taken off the warrant and put in the operating budget. This will replace one of the ½ tons. We have a 1996 and a 1997 which will be displaced.

M. Miville: The resurfacing line doesn't change. It was level funded. What roads need to be done?

L. Lessard: Before I got here the main arteries were being done like Goffstown Road and Bicentennial. We started South Bow Road and hopefully we can get it done this year. This year we started in the fall and did Presidential Heights with an overlay and Farmer Road. Every year we go to Council and set the priorities for roads.

T. Lizotte: What portion of your budget is sacrificed if you have a hard winter?

L. Lessard: We pave half the year and save half the paving budget for a bad winter to compensate for plowing and sand. If we have a good winter, we can put that back to paving.

N. Haas: Fuel under the Park and Rec. increased.

L. Lessard: We are using the Park trucks more for plowing than we did in the past.

JR Ouellette: Revenue, for plowing under the revenue schedule there was \$21,000 and then in 2013-2014 it significant changed. This year it went to \$9000 with an actual of zero and now it is down to \$1000.

L. Lessard: Post Road and University Circle paid for plowing but they put their top coat on now and we are just waiting to go to Council to take the roads and I didn't feel we should charge them. The \$1000 is for Mt. St. Mary's and they haven't paid but I plow for the Library.

M. Miville: The Beautify Hooksett signs, can you explain? .

L. Lessard: Prior to me coming to Hooksett, they started a Beautify Hooksett Project. We would provide the loom and bark and the sponsor would maintain it. Last year, a few people weren't maintaining them and I got calls from residence so we took over the areas to maintain them and removed their names. That money will go to keep that up.

M. Miville: Under new equipment for Park and Rec, there is a new trailer.

L. Lessard: That was removed along with the sod cutter.

K. VanHorn: Under building maintenance, the actual building maintenance line in 2013, there were significant expenses. Last year it went down and now it is trending back up. Why the trend back up?

L. Lessard: Last year and the year prior, there was a warrant article for the contingency fund for building maintenance and a roof. We are using some of that on this line to try and level it off.

K. Van Horn: Old Home Day, you asked for \$7000. The Council suggested \$10,000.

D. Shankle: The organizers raised some money themselves and they asked to increase the amount. We actually put the money for the insurance in the Admin. Budget. I'm not sure what the additional \$3000 was for.

T. Lizotte: Fleet maintenance request \$41,000 reduce to \$10,000. What does the \$10,000 represent in the list?

L. Lessard: OBD scanner is an engine diagnostic for a few thousand and is needed for new vehicles and the diesel engines. The portable baluster and portable jack were taken out. (First 3 items kept and last two removed)

M. Miville: New equipment for the Fire Department including a clothes dryer and overhead doors.

L. Lessard: The clothes dryers were removed and the overhead doors remain because of an insulation issue and the heating. The AC in the computer room was removed as well.

T. Lizotte: Is this a door for the ambulance and could we use the ambulance fund?

L. Lessard: This is for Station I.

D. Shankle: You need to remember we have two years of a default budgets so it is difficult to match up what was used and not.

#### Warrant Articles – DPW

Town Building Maintenance – Fund started and we put \$100,000 last year and this year that was to replace the roof on this building and other emergencies.

Public Works Vehicle Fund – Fund started two years ago and we were putting \$80,000 each year to replace a truck every two years. We want to replace the wording for not only dump trucks but also to purchase a 10 wheeler for plowing (\$210,000). If my one ton dies in the summer, I can replace it. Then I don't have to keep coming back every year. It will be a fund that keeps getting filled. I started this in Hudson in the '90's and they still have it today.

D. Shankle: The Council decided to leave the existing warrant article and start a new fund.

L. Lessard: Fund for drainage with \$15,000 each year.

Rubber tire excavator lease for 7 years and at the end of 7 years we own it. Last year I came in and it was \$30,000/year for 7 years. Last year we rented an excavator and I spent \$38,000 renting for South Bow for 3 months.

M. Miville: A new law states that once a lease is passed, you don't have to put it on each successive year.

C. Soucie: That has been the practice in Hooksett that they put the subsequent years in the operating budget.

L. Lessard – Park and Rec Facility Warrant – To expand the Park and Rec building and for the bathroom facilities at the park to get rid of the outhouse.

#### **Assessing – D. Shankle**

D. Shankle: Last year was the big year for the revaluation which went smoothly with few appeals because the property values went down. We will get appeals from the business community which saw an increase. The budget went down because of the revaluation cost last year. The difference in Department vs Council request was minimal. There was a car assigned specifically to Assessing and we now call them pool cars and move them into Administration's budget.

The \$126,000 is related to the revaluation

N. Haas: The department as a whole is going down by \$136,000. That is a saving for the department. The health insurance jumped up so the department is flat.

D. Shankle: We have two full time people and one contract assessor. He primarily does preparation of appeals.

**ADJOURNMENT**

JR Ouellette motioned to adjourn. Seconded by T. Lizotte.  
Vote unanimously in favor

Respectfully submitted,

Lee Ann Moynihan