

# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2017

Name of Department Submitting Request: DPW- Highway Division

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding – DPW Vehicles**

To see if the town will vote to raise and appropriate the sum of **\$200,000.00** to be added to the Public Works' Vehicles Capital Reserve Fund previously established. Estimated tax rate impact is \$0.13.

**2. What is the intent and purpose of article?**

To purchase vehicles for plowing and road maintenance, including equipment to replace an aging fleet and to reduce the cost of vehicle maintenance. There is \$322,011 in the account as of September 30, 2016. The reserve fund allows for the Town to replace and add vehicles when needed. This fund evens the burden on tax payers by planning for the purchase. The town is continuing to grow and we will need to address that growth.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

If this article is not passed at Town Meeting, the aging fleet will cost more for vehicles maintenance, for a temporary fix. It may, if vehicles are deemed not inspectable, slow down the plowing efforts on Town roads.

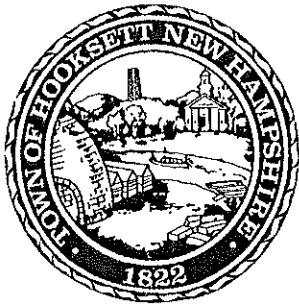
**4. Estimated cost?** \$200,000.00 this fiscal year; estimated tax rate impact is \$0.13

**5. Is any further information necessary for the deliberation?**

May 2016 Ballot passed 207 to 135 or 60% approval  
May 2015 Ballot passed 279 to 145 of 65% approval

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



# Town of Hooksett

## WARRANT ARTICLE REQUEST FORM

Date of Request: July 2016

Date of Town Meeting: 2017

Name of Department Submitting Request: Fire Union

### 1. Please provide the wording of the proposed article.

To see if the town will vote to approve the cost items included in the collective bargaining agreement reached between the Hooksett Town Council and the Hooksett Permanent Firefighters Association Local 3264, IAFF which calls for the following increases in salaries and benefits at the current staffing level:

#### Estimated increase over prior year

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Estimated Increase</u>
2017-18	\$ 151,550.00	\$ 22,442.00	\$ 173,992.00
2018-19	\$ 97,960.00	\$ 32,442.00	\$ 130,402.00

and further to raise and appropriate the sum of **\$173,992.00** for the current fiscal year; of this amount \$15,578.00 is authorized to be withdrawn from the Ambulance Revenue Fund, and the balance of \$158,414.00 to be raised from general taxation. Such sum represents the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. Estimated tax rate impact is \$0.09

### 2. What is the intent and purpose of article?

28 Full-time employees; 3% wage increase for two years; employee's share of health insurance increased from 10% to 15% in year one and then from 15% to 16% in year two; removed Firefighter II Certifications payment from contract.

### 3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

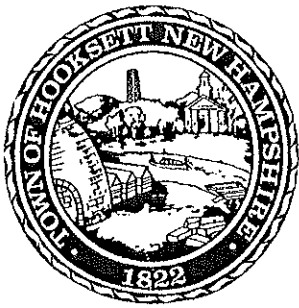
### 4. Estimated cost? Estimated tax rate impact is \$0.10 in year one.

	<u>Year one</u>	<u>Year two</u>
Tax dollars	\$158,414.00	\$120,737.00
Ambulance Revenue	<u>15,578.00</u>	<u>9,665.00</u>
Total Cost of contract	\$173,992.00	\$130,402.00

### 5. Is any further information necessary for the deliberation?

#### INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2017

Name of Department Submitting Request: DPW

1. Please provide the wording of the proposed article.

**Capital Reserve Funding - DPW**

To see if the town will vote to raise and appropriate the sum of **\$140,000.00** to be added to previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

Drainage Upgrades	\$ 50,000.00
Parks & Recreation Facilities Development	15,000.00
Town Building Maintenance	<u>75,000.00</u>
Total	\$ 140,000.00

Estimated tax rate impact is \$0.09.

2. What is the intent and purpose of article?

**Drainage Upgrade Reserve:** Total project cost is ongoing. There is \$246,186 in account as of September 30, 2016. Estimated year of purchase is as needed. Various areas throughout town have drainage that has begun to deteriorate and fail. These failures are due to aging pipes, pipes that have outlived their expected lifespan, increased storm runoff due to growth in town, and more storms with a higher volume of water. These pipes were not installed to handle the amount of water that they are taking on. This fund is for updating the drainage to larger pipes, which will handle both the increased volume of water and anticipated growth.

**Parks and Recreation Facilities Development Reserve:** Total project cost is ongoing. There is \$94,450 in account as of September 30, 2016. Estimated year of purchase is as needed. The town continues to grow and we are forced to deal with aging structures, building updates, and additional recreation areas that will need to be addressed. We have put together a listing of items that will need to be addressed within the next five years. Since addressing the lighting at Donati, our next project will be building updates on the Parks & Rec building. The Parks & Rec Division has outgrown the building and needs more space to work out of and store the equipment they use daily. This building has not been updated in over 15 years while the division has grown.

**Town Building Maintenance Reserve:** Total project cost is ongoing. There is \$127,359 in account as of September 30, 2016. Estimated year of purchase is as

needed. This fund addresses the needs of town buildings. Over the past year we utilized this fund for lighting and ventilation upgrades to the highway building; partial roof at the town hall and the elevator repairs at the Library. It is imperative that the town keep a minimum of \$250,000 in this fund so that there are funds for any major repairs that will need to be addressed in the future. We have \$26,000,000 worth of buildings to maintain within the town. The Public Works Director believes a \$250,000 minimum in this account is not an unreasonable request.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

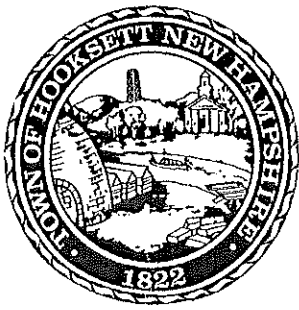
**4. Estimated cost?** \$140,000.00; estimated tax rate impact is \$0.09.

**5. Is any further information necessary for the deliberation?**

May 2016 Ballot passed 211 to 138 or 60% approval  
May 2015 Ballot passed 314 to 110 or 74% approval

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



# Town of Hooksett

## WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2017

Name of Department Submitting Request:

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of **\$142,819.00** for an increase in salaries and benefits for non-union full-time and part-time Town personnel.

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Total</u>
2017-18	\$118,173.00	\$24,646.00	\$142,819.00

Estimated tax impact is \$0.09.

**2. What is the intent and purpose of article?**

To provide an increase in wages for 67 full-time and 24 part-time employees including Police, Library and DPW. Seasonal employees are not included. The employee's will receive a 2% cost of living increase and \$47,606 will be used for discretionary wage adjustment.

<u>History of Non-union raises.</u>	<u>%</u>	<u>Notes</u>
7/1/2016	3.0%	2% Part time & 3% Full-time wages & increase in Health Ins
7/1/2015	3.0%	
7/1/2014	2.0%	
7/1/2013	2.0%	Default
7/1/2012	2.0%	Default
7/1/2011	0.5%	
7/1/2010	0.0%	
7/1/2009	2.5%	
7/1/2008	4.0%	
7/1/2007	3.5%	

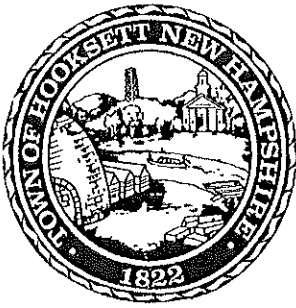
**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

**4. Estimated cost?** Estimated Tax Impact 9 cents.

**5. Is any further information necessary for the deliberation?**

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



# Town of Hooksett

## WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2017

Name of Department Submitting Request: Fire-Rescue & Police

1. Please provide the wording of the proposed article.

**Capital Reserve Funding - Fire**

To see if the town will vote to raise and appropriate the sum of **\$120,000.00** to be added to the previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

Fire Apparatus	\$ 50,000.00
Air Packs & Bottles	20,000.00
Emergency Radio Communications	<u>50,000.00</u>
Total	\$ 120,000.00

Estimated tax rate impact is \$0.08

2. What is the intent and purpose of article?

**Fire Apparatus Reserve:** There is \$258,815 in the account as of September 30, 2016. Estimated year of purchase is as needed. The fund is for the future replacement of the following fire department vehicles: all engines, tankers, ladders, and forestry.

**Air Packs & Bottles Replacement Reserve:** Total project cost is \$300,000. There is \$201,070 in the account as of September 30, 2016. Estimated year of purchase is 2020. The project is to establish a fund to replace all of our air packs in 15 years. The current air packs were purchased in 2005.

**Emergency Radio Communication:** There is \$86,936 in the account as of September 30, 2016. Estimated year of purchase is 2024. These funds will be used well in the future to purchase and replace the existing emergency radio communication system. Our radio system was replaced in 2014 after a lightning strike caused extensive damage. The police department was able to replace a major portion of the system with the funds that had been building in this capital reserve along with what the insurance covered. We spent \$383,000.00. The police department anticipates the system will need replacing in ten years when the company, Motorola, no longer supports repairs or parts. The anticipated replacement cost is approximately \$500,000.00, so building this fund at \$50,000.00 a year for ten years will help ensure the town does not have to bear the burden of a major expense all at once.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

**4. Estimated cost?** \$120,000.00; estimated tax rate impact is \$0.08.

**5. Is any further information necessary for the deliberation?**

May 2016 Ballot passed 249 to 103 or 70% approval

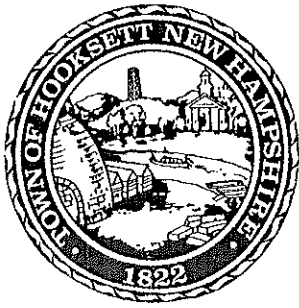
May 2015 Ballot passed 310 to 121 or 71% approval

Note: In 2015 and 2016 only the Fire Apparatus and Air Packs & Bottles were in the article.

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.





# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

Date of Request: 7/24/17

Date of Town Meeting: March 2017

Name of Department Submitting Request: Department of Public Works

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of **\$78,269.00** for the salary and benefits to hire a full-time recreation director.

<u>Fiscal Year</u>	<u>Salary</u>	<u>Benefits</u>	<u>Estimated Increase</u>
2017-2018	\$47,476.00	\$30,793.00	\$78,269.00

Estimated tax rate impact is \$0.05.

**What is the intent and purpose of article?**

To hire an employee whose responsibility would be to plan and manage comprehensive town-wide recreation programs including day camps, special events and other programs as added.

This position will oversee Fun in the Sun and to explore and initiate recreational events and programs for all ages, with salary and benefits being paid from taxes and other support staff and programs being paid for by the Recreation Revolving Fund.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

Yes, it would be difficult to address the increasing request for more recreational programs.

**4. Estimated cost?**

Salary(exempt from overtime)	\$47,476.00
Taxes	3,825.00
Retirement	5,690.00
Health (2-person plan)	20,150.00
Dental (2-person plan)	380.00
Life & Disability Insurance	574.00
Dues	174.00
Annual Cost	<u>\$ 78,269.00</u>

**5. Is any further information necessary for the deliberation?**

**INSTRUCTIONS**

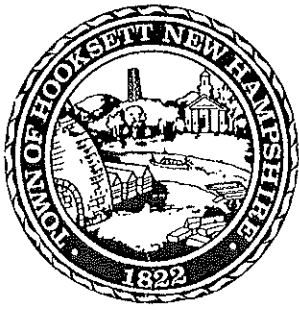
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PARKS AND RECREATION DIRECTOR SALARY SURVEY

All positions surveyed are presently held by College Graduates

Average Starting Pay Statewide \$66,780

<u>Town/City</u>	<u>Population</u>	<u>Starting Salary</u>
Goffstown	17,000	\$60,000
Durham	12,000	\$59,500
Merrimack	25,494	\$61,000
Raymond	10,450	\$45-\$55,000
Amherst	11,500	\$74,484
Lebanon	14,000	\$84,000
Pelham	13,117	\$68,000
Hampton	15,100	\$64,000
Exeter	14,500	\$76,326



# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

**Date of Request:** July 26, 2016

**Date of Town Meeting:** March 14, 2017

**Name of Department Submitting Request:** Fire-Rescue

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of **\$50,000.00** to purchase a Fire Command vehicle for the Fire-Rescue Department. Estimated tax rate impact is \$0.03.

**2. What is the intent and purpose of article?**

This article is for the replacement of a 2001 Chevrolet Impala vehicle with a new command style 4x4 vehicle. This vehicle will be used for emergency responses and daily operations to meet the needs of the Fire-Rescue department missions.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

**4. Estimated cost?** \$50,000.00 this fiscal year; estimated tax impact is \$.03.

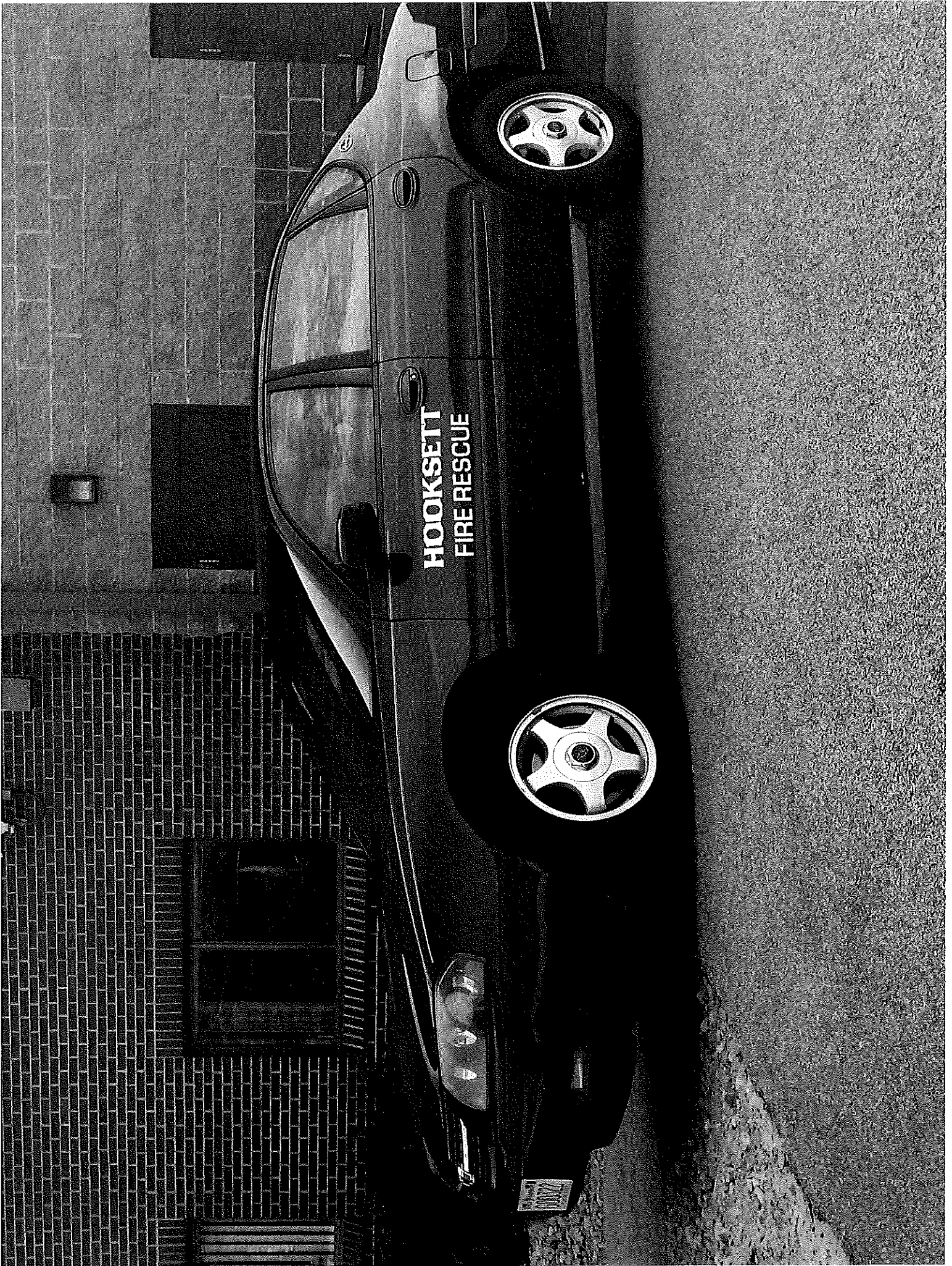
**5. Is any further information necessary for the deliberation?**

This vehicle, Fire Car 4, was obtained in 2006, from the Hooksett Police Department. It is a 2001 Chevy Impala with over 99,000 miles on it. This vehicle's safety is in question and will be removed from our fleet. It is not recommended for transfer to other town departments and will likely be scrapped.

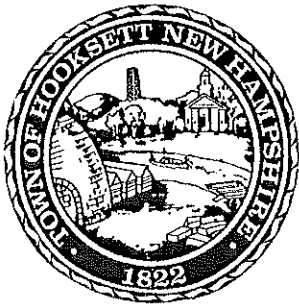
The replacement vehicle type is essential to safe operation at emergency incidents for on-scene personnel and involved bystanders. This vehicle, like other emergency response command vehicles, respond to emergency scenes and may sit with engine running, at idle, for hours, in order to electrically supply scene safety lighting, radios or other data devices being used.

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



**HOOKSETT  
FIRE RESCUE**



# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

Date of Request: July 27, 2016

Date of Town Meeting: March 14, 2017

Name of Department Submitting Request: Fire-Rescue Department

**1. Please provide the wording of the proposed article.**

To see if the town will vote to raise and appropriate the sum of **\$50,000.00** for the purpose of refurbishing Hooksett Fire Engine 5, a 2006 E-1 Typhoon Pumper. Estimated tax rate impact is \$0.03.

**2. What is the intent and purpose of article?**

Preventative maintenance to be completed will address rebuilding the apparatus pump, replacing old lighting systems with higher efficiency and longer lasting LED lighting and other electrical system upgrades and maintenance as needed, along with body restoration and coating to address all ongoing corrosion issues. All addressed items will prolong the life of the vehicle and improve the safety provided by this fire engine.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

Maintenance costs can increase as the fleet ages. If maintenance needs are not met in a preventative nature, those costs can be exorbitant and address only the immediate problem(s). Excessive, unplanned repair costs significantly impact and derail the planned expenditures allocated to keep the fleet operational. Properly operating apparatus maintains and improves the safety of the fireground for all personnel.

**4. Estimated cost?** \$50,000.00 this fiscal year; estimated tax rate impact is \$0.03.

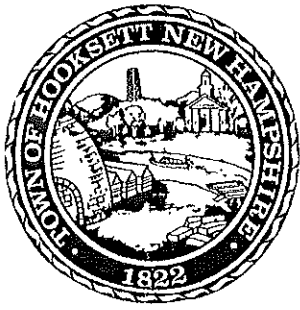
**5. Is any further information necessary for the deliberation?**

Engine 5 is a 2006 E-1 Typhoon Pumper with 78,000 miles and 5660 hours of service. It has reached its midpoint of expected service life. To insure confidence in its operation and to aid in controlling future maintenance costs, refurbishing high cost apparatus keeps the fire department fleet safe and operationally sound, while also preserving the vehicle image that the Town expects.

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.





# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2017

Name of Department Submitting Request: DPW

1. Please provide the wording of the proposed article.

**Capital Reserve Funding – DPW Recycling**

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be added to the Automated Collection Equipment Capital Reserve Funds previously established. Estimated tax rate impact is \$0.02.

2. What is the intent and purpose of article?

**Automated Collection Equipment Reserve:** Total project cost is \$940,000. There is \$82,179 in the account as of September 30, 2016. Estimated year of purchase is 2022. The fund is to prepare for the future replacement of the trash/recycling collection vehicles. The classification is necessary, without the future replacement of the collection vehicles and carts, residents would lose the service.

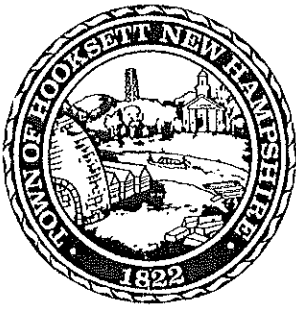
3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

4. Estimated cost? \$30,000.00; estimated tax rate impact is \$0.02.

5. Is any further information necessary for the deliberation?

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2017

Name of Department Submitting Request:

1. Please provide the wording of the proposed article.

**Capital Reserve Funding – Revaluation**

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be added to Revaluation Capital Reserve Fund previously established. Estimated tax rate impact is \$0.02.

2. What is the intent and purpose of article?

**Revaluation Reserve:** There is \$61,048 in account as of September 30, 2016. This project is to set aside funds for the next update in 2018. The 2009 revaluation cost was \$161,231, the cost for 2013 is \$137,300, and the estimated cost in 2018 is \$149,703. Every five years the Town is required to reappraise all property values for assessment equity property tax purposes per NH State Constitution Article 6.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

4. Estimated cost? \$30,000.00; Estimated tax rate impact is \$0.02.

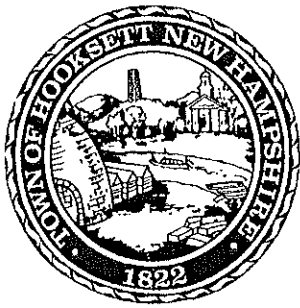
5. Is any further information necessary for the deliberation?

In May 2016 the Revaluation and Master Plan CR were in one article.  
May 2016 Ballot passed 181 to 165 or 52% approval.

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.





# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2017

Name of Department Submitting Request:

1. Please provide the wording of the proposed article.

**Capital Reserve Funding – Master Plan**

To see if the town will vote to raise and appropriate the sum of **\$10,000.00** to be added to Master Plan Capital Reserve Fund previously established. Estimated tax rate impact is \$0.01.

2. What is the intent and purpose of article?

**Master Plan Reserve:** Total project cost is \$60,000. There is \$21,173 in the account as of September 30, 2016. The fund is to provide a savings account, to be added to every year, that will allow the Town to update its Master Plan in a manner compliant with RSA 674:3 "Master Plan Preparation", which states in Sec II that revisions to the plan are recommended every 5-10 years. The Master Plan was last updated in 2004. Several areas of the plan are outdated. The following chapters have recently been updated: Economic Development and Energy. The update of the plan is critical to the long-term development of the Town. The Planning Board, ZBA, Conservation Commission, and Town Council need clear, accurate information upon which to base their decisions. Period studies that bring this new information into the Master Plan create an atmosphere of good planning, informed decision making, and provide critical data for the voter.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs.

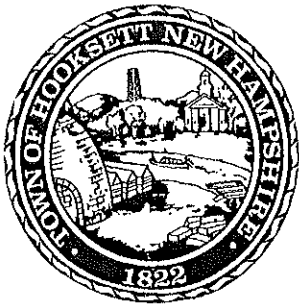
4. Estimated cost? \$10,000.00; Estimated tax rate impact is \$0.01.

5. Is any further information necessary for the deliberation?

In May 2016 the Revaluation and Master Plan CR were in one article.  
May 2016 Ballot passed 181 to 165 or 52% approval.

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



# *Town of Hooksett*

## WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2017

Name of Department Submitting Request: Conservation

**1. Please provide the wording of the proposed article.**

**Capital Reserve Funding – Conservation**

To see if the town will vote to raise and appropriate the sum of **\$10,000.00** to be added to the Conservation Land Improvements Capital Reserve Fund previously established. Estimated tax rate impact is \$0.01

**2. What is the intent and purpose of article?**

**Improvements of Town-Owned Conservation Land Reserve:** There is \$10,102 in the account as of September 30, 2016. The fund is to begin to plan for improvements, and developments that may be needed for all of the conservation lands/easements currently held by the Town. Over the past few years, the Commission has continued its pursuit of acquiring land to conserve for future residents to enjoy, consistent with the mandates of the Master Plan. The conservation easements, pertaining to such property, require the Town to maintain the property and make repairs or improvements as necessary. In order to meet this legal obligation, it is necessary for us to create a capital reserve fund to ensure that the Town will be prepared for any planned or unexpected maintenance issues that may arise. Over the last 3 years alone, the Commission has acquired over 1,294 acres of land that we would like to see used for passive recreational purposes. This year, the Commission added 584 acres, known as the Great Marsh Preserve, as part of the Head's Pond Development. The stewardship of the Town's Conservation properties includes the requirement of maintaining existing trails and the right to develop new trails.

**3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?**

**4. Estimated cost?** \$10,000.00 this fiscal year; Estimated tax rate impact is \$0.01.

**5. Is any further information necessary for the deliberation?**

**INSTRUCTIONS**

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.