

As of 8/3/11

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, August 10, 2011

- I. 6:30 PM - CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF MINUTES**
 - July 25, 2011 Non-Public
 - July 26, 2011 Non-Public
 - July 27, 2011
 - July 27, 2011 Non-Public
- V. AGENDA OVERVIEW**
- VI. PRESENTATION**
- VII. PUBLIC INPUT: 15 Minutes**
- VIII. NOMINATIONS AND APPOINTMENTS**
 - Heritage Commission – Peggy Teravainen
- IX. SCHEDULED APPOINTMENTS**
 - 11-69 Kiwanis Club re: Kids Kloset, Food Pantry and 5K Race
- X. 15 MINUTE BREAK**
- XI. OLD BUSINESS**
 - 11-70 Budget Committee Alternate
 - 11-67 Coaker Avenue Property
 - 11-61 Charter Review Committee
 - 11-71 Chairman's Comments
- XII. NEW BUSINESS**
 - 11-72 Council Retreat Date
 - 11-73 Acceptance of Donation
 - 11-74 Press Release Policy
 - 11-75 Budget Process Time Line
 - 11-76 Health Insurance Committee Report
- XIII. TOWN ADMINISTRATOR'S REPORT**
- XIV. SUB-COMMITTEE REPORTS**
- XV. PUBLIC INPUT**
- XVI. NON-PUBLIC SESSION**
- XVII. ADJOURNMENT**

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

**STAFF REPORT
5K ROAD RACE
AUGUST 10, 2011**

Background: Hooksett's Conservation Commission and Parks and Recreation Commission have requested that Hooksett's Kiwanis Club sponsor a 5K road race to show case the Heads Pond Trail and the Town Library. This 5K running and walking race will travel the length of the Heads Pond Trail, then up through the Conservation easement to Campus Drive's cul-de-sac down University Heights and around the rear of the Library to finish on the Library's front lawn. The race is planned for Saturday, September 24th morning, from 8:30 to 10:30.

Issue: Approval and assistance is requested of the Town Council.

Discussion: The Town Council expressed strong support for this race at its July 27th meeting, where Tom Young was asked to specify his needs for this race.

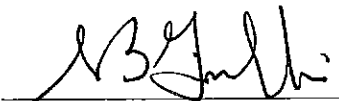
Fiscal Impact: Four pot-a-potties @ \$80/day = \$320; minimal town employee assistance during working hours, and potentially 2 police details @ \$54/hour with a 4 hour minimum = \$416.

Recommendation: It is recommended that the Council approve the following:

1. Use of Town roads, easements, parking spaces and the library lawn for this race;
2. Request that the Police Commission provide a police presence at intersection if, and as, required;
3. Attendance of on-duty EMTs at the beginning and end of the race, except as required for other emergency calls;
4. Public Works to provide signs, barricades and cones, to the extent available, as needed for race and traffic control, which will be placed by Kiwanis;
5. Provide 4 port-a-potties at the race's beginning;
6. Public Works to level the trail on the Greenview Management land prior to the conservation easement, no larger than 10' wide on the west side of the opening leading from Campus Drive cul-de-sac to the wooded portion of the conservation easement.
7. Race advertising and registration forms to be on or linked to the Town's web site.

Prepared by: Stephen Griffin, Interim Town Administrator

Interim Town Administrator Recommendation: Concur.


Stephen B. Griffin
Interim Town Administrator

Town Administrator

From: smallguys@comcast.net
Sent: Tuesday, August 02, 2011 3:17 PM
To: Town Administrator; Town Administrator
Subject: 5K road race

Stephen,

Would like to follow up with you regarding the needs of the Town Council, for next week's meeting so that everything flows smoothly without any hick ups. I've asked Evelyn for a meeting tomorrow morning at 8 am to sit down and discuss the council's needs as we really need to get this race booked and advertised.

As you mentioned, most of the items we are asking for are part of the regular day of the town employees:

- Barricades/ Cones.... If these are available, our volunteers could secure, place on the day of the race and pickup and return to the Town after the race. We could hold until Monday if needed.
- EMTs... Generally their presents at the race show professionalism and highlights the race is prepared should anything occur. EMTs are on duty, so having them either at the beginning, at Campus Drive or at the Library would be appropriate. Since on duty, there would be no additional expense to the town.
- Police detail.... this may or may not be needed, depending on the number of racers and where parking will be allowed. At present we are looking at parking on Post Road and around the library, possibly University Heights. If over 200 racers, we'd be looking at other parking and then providing transportation which would drive the cost of this event. If there is remote parking, we may need 2 officers to allow transportation in an out of parking areas. \$54/ hour/ officer, minimum of 4 hours = $\$54 \times 2 \times 4 = \416 .
- Porta Potties, if you are presently securing, we may be able to participate in your negotiated pricing to secure 4-6, which may increase in numbers depending on racers. Believe no potties would be needed at the Library area.
- Section of the Easement by Campus Drive turn around is very rough and if we can secure support in grading or smoothing out, it would help the runners. This is roughly 1/3 mile at the most. It does not extend into the conservation land, rather just from turn around past the stump pile, to tree line. Unsure the cost and whether this can be accomplished by a loader?

I also need clarification if advertising the race or putting out registration website would be an issue with the Council. Could we review and would you be able to provide us with guidance should anything else be needed by the council.

Tom

STAFF REPORT
COAKER AVENUE PROPERTY
AUGUST 10, 2011

AGENDA NO. 11.67
DATE: 8.10.11

Background: Howard Garvin, of 17 Coaker Avenue, has requested that the Town grant him a 25 x 100 foot strip of town property, located between 17 and 19 Coaker Avenue. Deed research reveals that this town property was separated from 17 Coaker Avenue in 1956, and was used for fire station purposes, the fire station then being located on 19 Coaker Avenue. When 19 Coaker Avenue was no longer needed as a fire station and sold in 1998, this 25 foot strip was not included.

Issue: There are two issues: (1) to whom should this property be transferred, and (2) at what cost?

Discussion: This strip was originally separated from 17 Coaker Avenue (Garvin), but was last a functional part of the fire station at 19 Coaker Avenue (Pinard). It is not known from researched records whether the original transfer was a donation or a sale. The transfer deed was a fee simple transfer with no conditional or other provision. While the tax map was in error, the tax card shows that 17 Coaker Avenue is not being assessed for the value of this strip. The value of this property is minimal when its addition does not allow for the creation of additional building lots, as would be the case for either abutting lot. The cost of deed preparation is approximately \$100. Hooksett does not have any known need for this property.

Assessing's property numbering system is a standard numbering system which indicates that this strip was subdivided off of the Gavin lot, but has no ownership implications. I would also note that there is a standard abatement process, with specific deadlines, for any owner believing that an assessment is incorrect, but that changes for any prior year, whether from being either over assessed or under assessed, cannot be revisited.

Fiscal Impact: The approximate assessed value, as computer generated, of this strip when added to an abutting lot is \$500, as potential additional building lots are not being generated. With this assessment difference, the current annual fiscal impact of adding this strip to the tax rolls would be \$10.84.

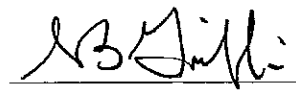
Recommendation: Either (1) determine to whom this property should be transferred, and at what cost, and then transfer property by appropriate deed as drafted by Town attorney, charging the deed preparation and recording costs to the buyer; or (2) receive sealed bids from abutting property owners, selling to the highest bid and then transfer property by appropriate deed as drafted by Town attorney, charging the deed preparation and recording costs to the buyer.

Prepared by: Stephen Griffin, Interim Town Administrator

Interim Town Administrator Recommendation: Concur.

ALTERNATE MOTION/ACTION:

- Authorize the Town Administrator to transfer the 25 x 100 foot strip of property located between 17 and 19 Coaker Avenue to _____ for \$ _____, plus the costs of deed preparation, of an appropriate deed to be drafted by the town's attorney, and of the deed's recording.
- Authorize the Town Administrator to receive sealed bids from any abutting property owner for 25 x 100 foot strip of property located between 17 and 19 Coaker Avenue, with the buyer bearing the costs of deed preparation, of an appropriate deed to be drafted by the town's attorney, and of the deed's recording.


Stephen B. Griffin
Interim Town Administrator

Town Administrator

From: Matt and Nancy Comai <amencomai@comcast.net>
Sent: Thursday, August 04, 2011 5:47 PM
To: 'Bill Sirak'; Town Administrator
Subject: FW: Legal Question
Attachments: Petition.docx

This constituent would like this draft included in the next packet. Thank you. Nan Comai
-----Original Message-----

From: Howard [mailto:howardgarvin@comcast.net]
Sent: Thursday, August 04, 2011 11:41 AM
To: Matt and Nancy Comai
Subject: Re: Legal Question

Hi Nancy;

I am attaching a petition letter that I have drafted today and would like to have it presented in the councilors packets.

In addition would appreciate it if this topic could be the early part of the meeting.

I have also contacted my prior mortgage holder asking for the information for the missing years as indeed my taxes were escrow ed and bill sent directly to them. I doubt they will arrive prior to the meeting however I don't think they will actually be necessary.

Let me know what you think of this attached petition.

thanks
Howard

From: "Matt and Nancy Comai" <amencomai@comcast.net>
To: "Howard" <howardgarvin@comcast.net>
Cc: "Bill Sirak" <william.sirak@comcast.net>, "Town Administrator" <townadministrator@hooksett.org>
Sent: Wednesday, August 3, 2011 8:21:46 PM
Subject: RE: Legal Question

Hi Howard,

I am laughing out LOUD. I love your sense of humor. The good news is the little piece of paper you found which showed you paid taxes on that rubber piece of land. Keep on it!

I'll pass this along.

Thanks for your help and patience.

Nan Comai

-----Original Message-----

From: Howard [mailto:howardgarvin@comcast.net]
Sent: Wednesday, August 03, 2011 1:09 PM
To: Matt and Nancy Comai
Subject: Re: Legal Question

I have attempted to contact Mr. Griffin today as I know he only works on Mon. and Wed. He has not returned my call so I assume I won't be hearing from him for a few days. However..... it seems the more I dig I come up with more questions than I do answers. I have located another years tax bills 2000, 2001 which shows I was indeed being taxed on a figure

equal to what I would have if that questioned land were mine. The tax records for my neighbor shows only the 150 x 100 lot they had prior to selling some of it. I seem to have magical land it grows and shrinks with time.

Howard

From: "Matt and Nancy Comai" <amencomai@comcast.net>
To: "Howard" <howardgarvin@comcast.net>
Sent: Tuesday, August 2, 2011 4:39:58 PM
Subject: FW: Legal Question

Hi Howard,
I hope you don't mind that I reached out to our Council Chair for guidance, simply because of the nature of your findings. Bill encourages you to reach out to our Town Administrator for resolution. If you need me further, you know I am here in whatever capacity you need to move things along. You are doing a great service to the town. Thank you. Nan Comai

-----Original Message-----

From: william.sirak@comcast.net [mailto:william.sirak@comcast.net]
Sent: Tuesday, August 02, 2011 3:41 PM
To: Nancy Comai
Cc: Stephen Griffin
Subject: Re: Legal Question

I encourage him to speak with Steve to resolve this issue and am hopeful this can be resolved at that level

Regards

Bill

Sent from my Verizon Wireless BlackBerry

From: "Matt and Nancy Comai" <amencomai@comcast.net>
Date: Tue, 2 Aug 2011 13:33:21 -0400
To: 'Bill Sirak' <william.sirak@comcast.net>
Subject: FW: Legal Question

Hi Bill,

When you get back from vacation let's talk about this one. I really like Howard's approach to this and hope we can solve this for all of us sooner than later. Knowing the problem is usually half of the answer. He brings up such interesting questions, which in my opinion provide enough for us to look into the assessors office much deeper. Please advise next steps. Thanks a million. Nan C.

-----Original Message-----

From: Howard [mailto:howardgarvin@comcast.net]
Sent: Tuesday, August 02, 2011 9:30 AM
To: Nancy, Matt
Subject: Legal Question

Hello Nancy;

I have had another brain twister. Since all property in the town is supposed to be recorded in the Assessors office, and the state registers, why has there been no tax record cards kept on this piece of land? Since I was in the Assessors office yesterday and ask this question, there may now be one. However as of yesterday 8/1 there was not.

In addition, they have assigned a lot number for tax map purposes. That number is.....map 45 lot 123-1. My lot is 123, this to me would indicate they know it actually belongs to my lot? I also have tax receipt records showing that I have been billed and paid taxes on a lot 150' x 100' at least during the tax years of 2000, (the year purchased), and 2001. I cannot find the next two years receipts, and I suspect that is because at that time I was having my taxes escrowed with my mortgage.?

Obviously this entire situation is bringing my many more questions then answers.

Am off to work for the day but you can email or call me later.

Thanks
Howard

TOWN CHARTER AMENDMENTS
(Approved by Voters and Adopted as of 7/1/11)

Amendments Relative to the Office of Town Clerk

Amend Article 2, Section 2.4, to read as follows:

The Town Clerk shall have such powers and duties as are specified by this charter and state law. The Town Clerk may assign duties to his/her designee. To the extent there is any conflict between the powers and duties of the Town Clerk as are specified by this charter and state law, state law shall control.

Explanation: The purpose of the amendment is to clarify the authority of the Town Clerk as stated in the amendment.

Amendments Relative to Town Council

Amend Article 3, Section 3.6, Paragraph E, as follows

E. Upon passage, the ordinance shall be published in a newspaper of general circulation in the Town and posted on the official Town website. ~~The full text of the proposed amendment or ordinance need not be included in the notice if an adequate statement describing the proposal and designating the place where the proposal is on file for public inspection is stated in the notice.~~

Explanation: The amendment provides that upon passage an ordinance shall also be published on the Town's website in addition to being published in a newspaper of general circulation.

Amendments Relative to Town Administrator

Amend Article 4, Section 4.6A, as follows:

The Administrator, for just cause, may suspend or dismiss ~~said officers or other department heads~~ or take other appropriate disciplinary action. Said suspension, dismissal or other disciplinary action shall be effected only upon the Administrator's presentation to ~~the said officer or department head~~ of written specification of the reasons therefore. The said department head ~~or officer involved~~ may within five (5) business days in writing request to schedule ~~demand~~ a hearing before the Council. Further, the Council must schedule a hearing within two regular Council meeting days and render a decision within 30 days of the hearing. The Administrator may suspend ~~said officer or department head~~ from duty during said period with or without pay. Such hearing shall be either private or public, allowed under RSA Chapter 91-A, at the aggrieved party's request. The Council, by a vote of ~~the majority~~ two-thirds (2/3) of the full Council, may override the Administrator's decision. ~~By a vote of the majority, the Council may direct the administrator to dismiss or suspend any officer or department head.~~

Explanation: The purpose of the amendment is to set forth a department head's right to a hearing before the Town Council as stated in the amendment.

Amend Article 4, Section 4.8, as follows:

The administrative service of the Town shall by ordinance, be divided into such other departments or other agencies as are necessary for the proper and efficient management of the affairs of the Town. Said ordinance shall define the function and duties of each Town department or agency and shall be known as the "Administrative Code". The Town Council may, by amendment to the Administrative Code Ordinance, create, consolidate or abolish departments or agencies within their control and define or alter their functions and duties.

Explanation: The language "within their control" is added to the last sentence to clarify the division of authority between the Town Administrator and the Town Council.

Amendments Relative to Town Treasurer

Amend Article 4, Section 4.9, as follows:

The Town ~~Council~~ Administrator shall appoint, based on merit and fitness with the advice and consent of Council, a Treasurer who shall have the powers and duties prescribed by this Charter and state law, provided however that in making investments of Town funds he/she shall follow the written investment policy as adopted or modified by the Town Council.

Explanation: The amendment clarifies that the Town Administrator appoints the Treasurer with the advice and consent of the Council.

Amendments Relative to Tax Collector

Amend Article 4, Section 4.10, as follows:

The Town ~~Council~~ Administrator shall appoint, based on merit and fitness with the advice and consent of Council, a Tax Collector who shall have the powers and duties prescribed by this Charter and state law.

Explanation: The amendment clarifies that the Town Administrator appoints the Tax Collector with the advice and consent of the Council.

Amendments Relative to Town Attorney

Amend Article 4, Section 4.3 as follows:

The Council shall engage as needed such attorneys as are deemed in the best interest of the Town to provide legal advice to the Council, ~~Manager~~ Town Administrator, Town

departments, and other agencies and represent the Town in any legal proceeding, criminal prosecutions, and traffic violations. Such attorneys shall, either, on Council direction or through direction of the Town Administrator, perform any other duties prescribed by this Charter or by ordinance.

Explanation: The amendment clarified that the Town Attorney may provide legal advice to the Town Administrator and perform such other duties as may be directed by either the Town Council or the Town Administrator.

Amendments Relative to Budget Procedure

Amend Article 5, Section 5.2, as follows:

At such time as may be requested by the Administrator or specified by the Administrative Code, each ~~officer or director of a~~ department head shall submit an itemized estimate of the expenditures for the next fiscal year for the departments or activities under his/her control to the Administrator. The Administrator shall, based on these estimates and other data, prepare a recommended budget, which he/she shall, together with these department estimates, submit, to the Council. ~~The Hooksett School District, Village Water Precinct and Central Water Precinct shall submit budgets for the following fiscal year and make such modifications and amendments as it desires.~~ The Police Commission and Library Trustees shall submit their budgets directly to the Town Council. The Council shall then present their budget to the Budget Committee and subsequent actions shall follow the Municipal Budget Act, RSA Chapter 32.

Explanation: The amendment replaces the phrase "officer or director of a" in the first sentence and inserts the term "head" following "department" in the first sentence. The amendment deletes reference to the Hooksett School District, Village Water Precinct and Central Water Precinct, and clarifies that the Police Commission and Library Trustees shall submit their budgets directly to the Town Council. The amendment further inserts the statutory reference to RSA Chapter 32.

Amendments Relative to Transfers of Appropriations

Amend Article 5, Section 5.6, as follows:

After the budget has been adopted, no money shall be drawn from the treasury of the Town nor shall any obligation for the expenditure of money be incurred except pursuant to a budget appropriation. ~~The head of any department, with the approval of the Administrator, may transfer any unexpended balance or any portion thereof from one appropriation within his/her department to another appropriation within his/her department.~~ The Administrator, with the approval of the Council, may transfer any unexpended balance or any portion thereof from any appropriation within one department to any appropriation within any other department. The transfer of appropriations shall comply with RSA 32:10.

Explanation: The amendment deletes language relative to the authority of department heads to transfer appropriations within their department budgets and inserts the statutory reference to RSA 32:10.

Amendments Relative to Independent Audits

Amend Article 5, Section 5.9, as follows:

Independent compliance and financial audits shall be made of all accounts of the Town at least annually and more frequently if deemed necessary by the Council. Such audits shall be conducted ~~according to auditing procedures of the American Institute of Certified Public Accountants, the National Committee on Government Accounting,~~ in accordance with auditing standards generally accepted in the United States and other such procedures which may be necessary under the circumstances by certified public accountants experienced in municipal accounting. ~~Abstracts of~~ The results of such audits shall be made public. At least once every seven ~~(7)~~ five (5) years the Council shall request that such audits be made by Certified Public Accountants other than those involved in such audits during any of the previous six ~~(6)~~ four years. An annual report of the Town's business for the preceding year shall be made available to the public not later than sixty days after the close of the fiscal year.

Explanation: The amendment changes the standard by which audits will be conducted as stated in the amendment, reduces the amount of time between audits from seven (7) to five (5) years, and reduces the number of years from six (6) to four (4) in which a CPA may not have been involved in such audits.

Amendments Relative to Trust Funds

Amend Article 5, Section 5.13, Paragraph A, as follows:

Trustees of the Trust Funds. There shall be three (3) Trustees of the Trust Funds who shall hold office for three (3) years and until their successors are elected and qualified on a staggered basis so that one Trustee is elected at each Town election. They shall have all the powers and duties granted to trustees of trust funds by this Charter, ~~and state law,~~ and the Administrative Code.

Explanation: The amendment adds the language "and the Administrative Code" at the end of the last sentence.

Amendments Relative to Gifts and Grants

Amend Article 5, Section 5.14 as follows:

The Council may, in accordance with the provisions of State law, apply for, accept and expend, without further action by the town meeting, money or gifts of personal property, ~~other than money,~~ which may be offered for any public purpose, from the state, federal or

other governmental unit or a private source, which becomes available during the fiscal year.

Explanation: The amendment deletes the language "other than money" following "personal property."

Amendments Relative to Personnel Plan

Amend Article 6, Section 6.2, as follows:

There shall be a set of rules and regulations providing for the establishment of a system of personnel administration known as the "Personnel Plan". The Plan shall include provisions with regard to classification, compensation, selection, training, promotion, grievances, discipline, vacations, retirement and any other matters necessary to the maintenance of efficient service and proper working conditions. The Personnel Plan shall continue in force, subject to amendments submitted from time to time by the Administrator, which shall become effective ~~one month after the submission, unless vetoed by the Council within that period~~ upon Town Council's approval. The Personnel Plan shall not apply to any elected officials, board and commission members. Each employee shall be provided with a written job description prepared by the Administrator and subject to Council review.

Explanation: The amendment deletes the language "one month after the submission, unless vetoed by the Council with that period" at the end of the third sentence and insert the language "upon Town Council's approval."

Amendments Relative to Conflicts of Interests

Amend Article 7, Section 7.2, Paragraph D, as follows:

When uncertainty arises as to the application of this section to an elected or appointed officer or employee of the Town in particular circumstances, upon the request of any member, the committee, commission or board shall vote on the question of whether that member should be disqualified. Any such request and vote shall be made prior to or at the commencement of any required public ~~hearing~~ meeting, or in the event that the uncertainty arises during a meeting, as soon as possible thereafter.

Explanation: Deleted the word "hearing" prior to the word "meeting" at the end of the last sentence and insert the language "meeting, or in the event that the uncertainty arises during a meeting, as soon as possible thereafter."

Amendments Relative to Initiative Petitions

Amend Article 8, Section 8.2, Paragraph A, as follows:

The Council shall hold a public hearing and act, by taking a vote, on the merits of every initiative petition, which concerns a matter in which the Town is empowered to act. The petition shall be addressed to the Council, shall contain a request for passage or repeal of a particular measure set forth in the petition and shall be signed by not less than two percent (2%) of the registered voters of the Town.

The initiative petition shall include the personal signature and legible name and address of each petitioner and shall be filed with the Town Clerk as one instrument of endorsement. The Town Clerk shall verify the number of registered voters signing the petition and shall attach thereto a certificate showing the result of such examination. Within seven (7) business days, the Town Clerk shall transmit the petition and certificate to the Town Council and shall send a copy of the certificate to the first signer of the petition.

The petition shall be considered valid following certification unless written objection regarding the number of signatures certified is made by a voter no more than seven (7) business days after the certificate has been issued. The validity of any such objection shall be determined by the Council.

Explanation: The amendment inserts the word "percent" after the word "two" relative to the number of signatures required, and states that days shall be reckoned in "business" days.

Amend Article 8, Section 8.2, Paragraph B, as follows:

The Council shall hold a public hearing within 30 days of the date of certification of any measure proposed in any petition signed by two percent (2%) of the registered voters. If the measure may not be lawfully passed by the Council, it shall be returned to the petitioners with an explanation.

The Town Clerk shall mail notice of the hearing to the (10) petitioners whose names appear first on each petition at least seven (7) business days prior to the hearing. Notice by publication in two (2) widely circulated newspapers, and ~~posting in six (6) widely dispersed public locations~~ each of the six districts at a public location and the official Town website of a summary of contents of the petitions at least seven (7) business days prior to all such hearings shall also be made, and shall be at public expense.

Hearings on two or more petitions filed under this section and addressing different substantive issues may be held at the same place and time. No hearing shall be held upon more than one petition containing the same subject matter in any given twelve (12) month period.

Explanation: The amendment states that days shall be reckoned in "business" days.

Amendments Relative to Procedures

Amend Article 10, Section 10.16, Paragraph A, as follows:

Meetings. All properly constituted authorities, boards, commissions, committees or other municipal bodies (hereafter called committees) of the Town whether elected or appointed or otherwise constituted, shall meet regularly at such times and public places within the town as they may prescribe except when meeting with representatives in other towns or cities on mutually beneficial agreements. Except in emergencies, special meetings of these committees shall be held on the call of the respective chair or by one-third of the members thereof by written notice delivered to the residence or place of business of each member at least forty-eight (48) hours in advance of the time set or by any other method determined by that municipal body. A copy of the said notice shall also be posted on the Town bulletin board(s). Except in cases of emergency otherwise authorized by the general laws, all meetings of these committees shall be open and public; however, these committees may meet in a closed or executive session as permitted by the Right to Know Law.

Explanation: The amendment allows municipal boards to adopt their own methods of delivering notice of emergency meetings.

Amendments Relative to Administrative Committees

Amend Article 11, Section 11.1, Paragraph D, as follows

Other Administrative Committees. Other administrative boards and committees may be established as necessary by the Town Council.

E. ~~E.~~—At least annually, and more often if Town affairs warrant, the Town Council shall meet with the chairs of all standing town committees to review significant actions taken by the committees, projects currently under discussion, and anticipated activity for the coming year.

~~B.F.~~ Alternates of any committee, board or commission shall be considered first when a vacancy of a regular member occurs.

Explanation: The amendment provides for consideration of alternates first when filling vacancies of regular membership position.

Editorial Amendments

Article 2, Section 2.4 is renumbered as Section 2.5.

Article 2, Section 2.5 is renumbered as Section 2.6.

Article 3, Section 3.8, is amended as follows:

The raising of emergency appropriations is to be governed by RSA Chapter 31:5 & 5a and ~~Chapter~~ RSA 32:4.

Explanation: Statutory citations are corrected to delete reference to "Chapter" and insert "RSA."

Article 5, Section 5.7, Paragraph A (2), is amended as follows:

A list of all capital improvements which are proposed to be undertaken during at least the next six (6) fiscal years, including, but not limited to equipment, sewer, roads, sidewalks, bicycle paths or lanes, public open spaces and recreation facilities, new police and/or fire stations, and other new public facilities and major items of equipment, with appropriate supporting information as to the necessity for such improvements.

Explanation: The amendment adds the phrase "at least" in the first sentence preceding "the next six (6) years."

Delete Article 8, Section 8.7.

Amend Article 10, Section 10.4, as follows:

All records of the Town and all meetings of the Council, boards, committees, commissions, authorities or other municipal bodies shall be open to the public, and their minutes and other records shall be available to the public in accordance with the provisions of The Right to Know Law, RSA 91-A as amended.

Explanation: The amendment inserts the statutory reference to RSA 91-A.

Delete Article 10, Section 10.8.

Amend Article 10, Section 10.9, as follows:

Amendments to this Charter may be initiated either by the Council or by initiative petition, public hearing, and voter election pursuant to New Hampshire RSA Chapter 49-B:5.

Explanation: The amendment deletes the word "Chapter" following "RSA."

Amend Article 10, Section 10.11 as follows:

A copy of all rules and regulations adopted by any Town agency, board, commission or individual shall be filed in the office of the Town Clerk and made available for review by any person who requests such information.

Explanation. Delete the language "or individual" following the word "commission."

Amend Article 10, Section 10.16, Paragraph B, as follows:

Committee Organization. Each committee shall determine its own rules of procedures and order of business unless otherwise provided by the Charter or by law. The agenda and minutes shall be kept as required by the Right to Know Law. A chair and secretary shall be elected annually in accord with the committee's rules of procedure.

Explanation: Insert the language "of procedures" following "rules" in first sentence.

AGENDA NO. 11.71
DATE: 8.10.11

MEMORANDUM
7/27/11

TO: Members of the Hooksett Town Council

FROM: William N. Sirak, Chair

SUBJECT: Congratulations and Welcoming Remarks

Cc: Steven Griffin, Interim Town Administrator

Congratulations and welcome on your recent successful election to the Hooksett Town Council. You have accepted a serious responsibility. Your decisions will have a significant impact on the citizens and employees of the Town of Hooksett. During an interview this past week-end, with WMUR-TV, Senator Judd Gregg said in part, *“serving as a town councilor or selectmen is one of the most difficult tasks in government. You will be faced with making very difficult and sometimes emotional decisions and they know where you live”*. Your willingness to serve in this important position is greatly appreciated by your fellow citizens.

Hooksett Town government has and continues to experience significant changes on the Town Council, Town Administration, committees and key positions. Hooksett is also faced with several highly charged issues that are under review or study. I have every confidence that with your assistance that the Hooksett Town Council, its boards, and committees will appropriately respond to this period of transition and take full advantage of the many opportunities that lie ahead.

Hooksett has a quality school district – the envy of the area, a tax base of commercial and industrial revenue of twenty five percent, exceeded only by Manchester with thirty five percent, opportunity for continued growth at Route 3 and significant growth at Exits 10 and 11. A beautiful river and two state highways run through our community providing a scenic, safe, and healthy environment to raise our families. With hundreds of volunteers serving on our boards, committees, youth sports, schools, and service clubs, Hooksett is well positioned to attract business, industry, and residential growth.

It has been said that one of the biggest challenges faced by municipalities and the nonprofit community is that they have limited resources and are forced to respond to the urgent and do not deal with long term important issues. We will need to respond to both the urgent and long term strategic issues. To begin this process, I have attached a first draft of a discussion outline listing Hooksett Town Council Priorities, Hooksett Urgent issues, and broad Town priorities. I share this with you and ask that you share your thoughts and begin the discussion of these issues at our August 10th meeting.

I am also suggesting a September Saturday orientation and initial planning retreat for members of the Town Council. We may want to consider inviting town boards, and committees. Please give these issues some thought and review your calendars regarding a Saturday in September.

Working with a new Town Administrator and recently elected and appointed Town Councilors provides us with a unique opportunity to move forward with our urgent and long term issues. I share this with you and the community in the spirit of full disclosure and transparency.

I have over the past few weeks been meeting with our Town Board and Committee Chairs to begin the process of learning more about their challenges and issues. We are fortunate to have such a dedicated group of volunteers making Hooksett a great place to live and work. I will continue that process and will ask each committee to begin reviewing their portion of the Hooksett Town Plan.

Nancy VanScoy, Vice Chair, and Nancy Comai, Secretary have agreed to join me and the Town Administrator as our executive leadership team that will prepare Town Council Agendas and related materials and post on the Town's Website one week prior to each Town Council meeting. The agenda and appropriate materials will be posted providing the community with additional information in preparation for Town Council meetings.

Also attached for your review and study are the current Town Council rules and procedures, Riggins Rules and Parliamentary Law, and an excellent article from the June issue of LGC's Town and City Magazine entitled, *Congratulations on Your Election to Local Office: Now, on Being Effective*. I strongly suggest that you review these materials as well as our Town current and proposed Charter.

Welcome and congratulations again. I look forward to working with you all. Please feel free to give me a call if you have questions, suggestions or concerns.

AUGUST 10, 2011
FIRST DRAFT
DISCUSSION ITEMS

Hooksett Town Council Priorities

1. Orientation of Town Council member requirements regarding state and charter roles & responsibilities
2. Development of clearly defined Town Council procedures, rules, roles, and responsibilities
3. Development of identification, recruitment, retention and training of town boards, committees and town council member strategies and procedures.
4. Review and update Town Master Plan
5. Identification of Town priorities
6. Provide leadership for the development of 2011-12 town budget
7. Creation of a team approach with Town Council members, boards and committees

Appropriately Respond to the Following Hooksett Current Issues

1. Employ qualified Town Administrator
2. Provide leadership and assistance with the resolution of Police administration and governance issues
3. Provide leadership and assistance with Town Committees and boards i.e. planning, budget, sewer, conservation and others
4. Review current and proposed Town Charter revisions
5. Provide leadership and begin the 2011-12 budget development process

Town of Hooksett Priorities

1. Further develop vision for Hooksett as part of Master Plan review
2. Address public safety, health and quality of life issues
3. Protect and enhance quality public schools
4. Broaden tax base with further development of commercial and industrial development

Next Steps

1. September Orientation and Planning Session

AGENDA NO. 11.73
DATE: 8-10-11

**Staff Report
Acceptance of Donation
August 10, 2011**

Background: Per RSA 31:95-b, III (b) for such amount less than \$5,000. Council shall post notice in the agenda and shall include notice in the minutes of a Council meeting in which such moneys are discussed.

Issue: To accept a donation of a \$30.00 Shaw's gift card donated to the Hooksett Fire-Rescue Department.

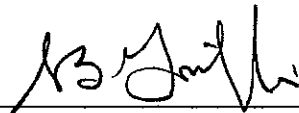
Discussion: The Hooksett Fire Department was sent a donation in the mail from Austin McDaniel's for the amount of \$30.00. This donation was sent to Hooksett Fire-Rescue as a token of his appreciation for the Fire Departments assistance in mentoring him in the fire service profession. (See attached letter)

Fiscal Impact: The donation is a gift to the Hooksett Fire-Rescue Department for a total amount of \$30.00 in a Shaw's gift card. No fiscal impact

Recommendation: Motion to accept the donation of \$30.00 under RSA 31:95-b, III (b).

Prepared by: Fire Chief Michael Williams

Interim Town Administrator's Recommendation: Concur with recommendation.



Stephen B. Griffin
Interim Town Administrator

7-13-11

Dear Chief Williams & Staff

I wish to thank you for your support and continued efforts to mentor me in this honorable profession. I appreciate all the time your staff has spent with me as I choose which career I wish to follow. Fire fighting and EMS is very interesting to me and your staff has helped me see that the fire service is a career I wish to continue exploring. All the staff have been inviting and very helpful and supportive and I wish to offer this small gesture as token of my appreciation for all you have done. Dinner on me!

Thank you for the equipment usage during my recent fire cadet Academy.



... so much.

Austin
McDaniel

STAFF REPORT
BUDGET PROCESS TIME LINE
AUGUST 10, 2011

Background: Budget process time line is developed to assist those new to the budgeting process, with some requirements coming from Hooksett Town Charter, some from Administrative Procedures, and some from filling in un-designated steps.


Recommendation:

- Early September Finance Department distributes CIP packages
- Early September Town Council Guidance [*Potential guidance examples are (1) Overall flat budget, (2) Flat default budget, (3) Budget increase by 2011 rate of inflation, or flat budget, except decrease or increase in a particular item, e.g. road reconstruction, or program, e.g. recreation opportunities, or e.g. some Master Plan proposal.*]
Council, Town Administrator and Budget Committee develop a schedule of review**
- September 23 CIP Packages returned to Finance
- September 23 – November 14 Town Administrator meets with Departments relative to CIP
- September 30 Budget packages sent to Department managers
- October 28 Budget packages returned to Finance Department
- November 1 – 25 Town Administrator meets with Departments relative to budget
- November 21 CIP Packages are given to the Planning Board’s CIP Committee
- December 2 Finance consolidates budget packages for Town Council**
- December 2 Town Administrator submits budget to Town Council**
- December 2 Police Commission submits budget directly to Council* (via Finance Department for consolidation)
- December 2 Library Trustees submits budget directly to Council* (via Finance Department for consolidation)
- December 5 Planning Board adopts CIP
- December 14 Town Administrator, after consultation with Planning Board, submits CIP to Town Council*
- December 14 Town Council begins its review of budget** and CIP (scheduled by meeting agendas)
- January 7 (Saturday) Budget workshop with Town Council
- January 25 Council completes its review of the budget**and CIP
- February 4 (Saturday) Budget workshop with Budget Committee anticipated
- February Budget Committee holds hearings in accordance with RSA 32.*
- April 7 Town Meeting 1st Session [Deliberative Session]
- May 8 Town Meeting 2nd Session [Elections]

*Charter requirements
**Administrative Code

Prepared by: Stephen Griffin and Christine Soucie

Acting Town Administrator Recommendation: Concur with schedule.


Stephen B. Griffin
Interim Town Administration

**STAFF REPORT
EMPLOYEE HEALTH BENEFITS
AUGUST 10, 2011**

Background:

The Town has the opportunity each year to modify its employee health benefits. This mid-year opportunity comes because the Town is on a June-July fiscal year while insurance providers are on a calendar year. The Town Administrator, therefore, formed an employee committee to review the options in March 2011. Committee participants included Irene Beaulieu (Central Water Precinct), Elizabeth Dionne (HR Coordinator), Jodi Pinard (Public Works), Kim Blichmann (Tax Collector), Linda O'Keefe (Sewer Department), Chief Stephen Agrafiotis (Police), Tony Amato (Village Water), Heather Shumway (Library), Tobey Gamache and Scott Lewandowski (Fire), and Gary Lambert (retiree representative). The Committee has met every several weeks, has had meetings with insurance providers and has surveyed town employees. Also note that the discussed health care costs are based on current rates, and new rates will not be known typically until November.

Issue: What employee health benefits should be offered, starting January 1, 2012.

Discussion:

The committee's purpose was to explore avenues which would reduce town costs. The committee met a number of times, heard presentations from insurance provider representatives, and reviewed various plan options, and the town/employee cost sharing formula. The committee also distributed an employee survey, the results of which are attached. Discussion focused on:

1. Which plans to offer,
2. Cost sharing formula,
3. Opt-out payment amount, and
4. Health Savings Accounts.

The committee considered three options to the current Matthew Thornton Health Maintenance Organization (HMO) plan (attached). Because the options to the current plan significantly increased the employee's deductible, or co-pay and because few employees utilize this plan, thereby limiting potential cost savings, the committee felt that this plan should not be changed.

The committee considered five options to the current Blue Choice Point of Service (POS) plan (attached). The recommended POS plan (Option 1 on the attached) gives the employees identical benefits as currently provided, except for prescription co-pays which are significantly increased. The savings of this proposed POS plan change (attached) is estimated to be \$66,660 for the Town and \$7,406 for employees, a 5% savings.

The savings of making this POS plan change creates a 5% savings, which has the same result as changing the 90/10 town/employee cost sharing formula to 85/15. The committee felt that changing health care plans which reduced benefits was a more desirable way to cut costs than to change the cost sharing formula.

Hooksett's current opt-out payment is \$1,200/year, while other communities are in the \$3,000 - \$4,000 range. The committee felt that doubling the payment, still considerably lower than some communities, might be more likely to encourage an opt-out. While this does not appear to be a very significant issue in Hooksett, a one 2-person opt-out with the larger town stipend would still save Hooksett \$1,000/month. Currently 6 employees participate in this program.

Hooksett currently provides a donation to an employee's Health Savings Account equal to the difference between the premium for the high deductible plan and the Blue Choice POS option. Currently this donation equals: \$30.50/week/single person, \$61.00/week/2-person and \$82.34/week/family plan. Over the last three years, as the POS plan cost has increased more rapidly than the HAS plan cost, Hooksett's percentage share of an individual's IRS allowed health savings account has been increasing.

The committee discussed capping this donation, in lieu of setting a maximum town percentage share which might cause a dollar loss to the employee in the same year that his retirement costs have risen. With a dollar cap, the percentage share should drop over the next several years just by being capped.

The committee also considered Hooksett dropping the LGC (Local Government Center) as provider and re-bidding health care providers. The committee determined, however, that such a move requires more time and should be done earlier in the year, that offered benefit plans from various providers would not be easily comparable, that any potential savings would not be significantly more than is currently being recommended, that the employees are currently pleased with LGC as provider, and that there is typically a closed time-period to return to a particular provider after leaving.

Fiscal Impact:

Fiscal impact is based on current (calendar year) health care costs and current employee plan choices, both of which may change.

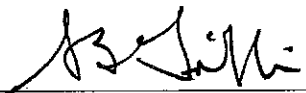
- Hooksett's total 2010-2011 health care costs: \$1,395,293.
- Hooksett's 2011-2012 estimated health savings: \$33,330.
- Hooksett's 2012-2013 estimated health savings: \$66,660.
- Hooksett's 2011-2012 increase in opt-out costs: \$3,600.
- Hooksett's 2012-2013 increase in opt-out costs: \$7,200.

Recommendation: The Committee recommends the following:

1. Hooksett should offer Blue Choice POS (Point of Service) Option 1 identified as BC2T10+ and RX 10/20/45, in lieu of its current plan BC2T10+ and RX 3/15/M1.
2. Hooksett should continue to offer its current Matthew Thornton HMO plan identified as MTB101PDED and RX 10/20/45.
3. Hooksett's current 90%/10% cost sharing should remain unchanged.
4. Hooksett's contributions to employee Health Savings Accounts should be capped at current amounts for the next three years.
5. Hooksett's current \$100/month stipend to opt-out of health insurance would be increased to \$200/month, unless limited by new IRS regulations.
6. Amend the February 17, 2010 Personnel Plan as required.

Prepared by: Interim Town Administrator

Interim Town Administrator Recommendation: Concur with the Committee's recommendations.



Stephen B. Griffin
Interim Town Administrator

Health Insurance Committee
Survey Results from payroll stuffer
May 2011

Question #1: What is most important to your health coverage? Rate on a scale of 1-4, with "1" being the most important.

- Cost 1-15 2-21 3-8 4-5
- Med Coverage 1-34 2-11 3-2 4-1
- Doctors 1-11 2-4 3-15 4-17
- Prescriptions 1-11 2-7 3-15 4-15
- Comments:

Question #2: What is the highest reasonable rate you would pay for prescriptions at a pharmacy to keep insurance premium costs down?

- \$10 24
- \$20 17
- \$30 5
- \$40 1
- Comments:
 1. "\$3/\$15"
 2. "\$3/\$15"
 3. "Depends on the meds, doesn't it?"
 4. "\$1"

Question #3: Do you use mail-in prescriptions? If so, how much will you pay for a 3-month prescription?

- \$10 23
- \$20 9
- \$45 5
- Don't use mail-in prescription program 9
- Comments:
 1. "\$1"
 2. "\$1"
 3. "\$1"
 4. "No, but if I did, \$10"

Question #4: What percentage are you willing to pay for cost share participation in order to keep total health costs down?

- 10% 33
- 15% 11
- 20% 5
- 25% 0
- Comments:
 1. "With a raise don't mind paying. Without a raise cannot get ahead."

Question #5: Do you believe it is the Town's responsibility to cover 100% strictly of the employee's costs, excluding additional family members?

- Yes 23
- No 24
- Comments:
 1. "Not 100 but I can't pretend I completely understand the intent of the question."
 2. "Depends on total compensation and hourly rate."
 3. "Depends on hourly rate."

Question #6: Do you believe it is the Town's responsibility to cover a portion of the costs for family coverage other than the employee?

- Yes 41
- No 6
- Comments:
 1. "Undecided."

Question #7: Do you understand the differences between Blue Choice Two-Tier and Matthew Thornton HMO?

- Yes 39
- No 11
- Comments:

Question #8: Do you understand the Health Savings Account (H.S.A.) health insurance option?

- Yes 32
- No 16
- Comments:

Question #9: Would you attend an educational session on health insurances and what they cover if offered in the near future?

- Yes 42
- No 6
- Comments:
 1. "If the time and location were acceptable."
 2. "Unsure."
 3. "A paper written to describe these written in lay terms would be better sent in pay check envelopes."
 4. "Who is 'they'?"

Question #10: Would you be willing to pay a higher deductible in order to keep costs down?

- Yes 19
- No 31
- Comments:

1. "If the Town really wants to attract and retain quality employees, but continues to balk at raises and keeps cutting budgets, then the Town will need to offer a fair benefit package. New and old employees are watching this carefully, and don't think that Hooksett really wants quality employees."
2. "Offer Town employees' mental health activities-sound body & mind. Stress takes toll on both. In the gym, examples – 2 shifts @ lunchtime - yoga, brownbag presenter LGC?, book club chat, something fun & relaxing."
3. "Yes if reasonable."
4. "Who's cost?"
5. "If I am paying a higher deductible it's not my cost is it?"

General Comments not associated with any particular question:

1. "Keep the insurance coverage we have."
2. "I'm happy with the plan we have right now."
3. "This all depends on hourly wage."
4. "Matthew Thornton is no good."
5. "Keep the current plan."
6. "This survey seems to be a simple scam."
7. "Due to the current economy, the insurance coverage cost and options as they are now, are a great benefit to employees and families."

HEALTH INSURANCE COMMITTEE

JULY 7, 2011

AGENDA

- 1. APPROVAL OF MINUTES OF MAY 18, 2011**
- 2. DETERMINE PLANS TO BE RECOMMENDED**

NEXT MEETING JULY 21, 2011

Health Ins Committee notes
Wednesday, May 18, 2011
9:00am – 10:20am

Present: Carol Granfield, T.A.; Kim Blichmann, Tax Collector; Liz Dionne, HR Coord; Jodi Pinard, Public Works Admin Asst; Heather Shumway, Library Director; Irene Beaulieu, Central Water Precinct, Linda O'Keefe, Sewer Dept.

Elliot Hospital representatives Anne Gilbert and M. Ellwell were present and talked about different initiatives they provide their employees on health care coverage in order to keep the costs down.

- Encouraging employees to use their PCP first, Urgent Care second, E.R. last.
- Offer FSA accountants to employees. Elliot adds \$200 to each account as an incentive. Points are put into an account which translates into money for use at the Elliot facilities by using preventative care.
- Generic medicine vs. preferred name brand.
- Mail-in prescriptions vs. pharmacy.
- 2 tier option for healthcare.
- They offer a buy-up option and a core option. The buy up option has the employee paying more out of their weekly pay check and less money up front for services. The core option takes less out of pay check, but more money is used up front for services.
- They offer luncheon sessions for the front-line staff who take the info back to their employees.

The employee survey results were reviewed. Surveys still being returned. Update at next meeting.

LGC will be asked to attend the next meeting so we can request plan options. Jodi mentioned creating a real difference between the Blue Choice and the Matthew Thornton.

Notes taken by Liz Dionne, HR Coordinator

Town of Hooksett - Benefit Comparison

The following information is guaranteed from 1/1/11 through 12/31/11

	CURRENT HMO BENEFIT		HMO OPTION 1		HMO OPTION 2		HMO OPTION 3	
	MTB10IPDED RX10/20/45	MTB15IPDED RX10/20/45	MTB15IPDED RX10/20/45	MTB20IPDED RX10/20/45	MTB15/40IPDED RX10/20/45	MTB15/40IPDED RX10/20/45		
single	\$567.44	\$534.72	\$550.75	\$550.75	\$521.34	\$521.34		
2-person	\$1,134.89	\$1,069.43	\$1,101.49	\$1,101.49	\$1,042.68	\$1,042.68		
family	\$1,532.10	\$1,443.73	\$1,487.02	\$1,487.02	\$1,407.62	\$1,407.62		
Office Visit Copay	\$10.00	\$15.00	\$20.00	\$20.00	\$15.00*	\$15.00*		
ER Copay	\$75.00	\$100.00	\$150.00	\$150.00	\$250.00	\$250.00		
PCP Referred Deductible ¹	\$250/\$750	\$500/\$1500	\$250/\$750	\$250/\$750	\$1000/\$3000	\$1000/\$3000		
Chiro Visit Max	12	12	12	12	12	12		
PT, OT, ST Max ²	60 visits	60 visits	60 visits	60 visits	60 visits	60 visits		
Eyewear Benefit	\$40/YEAR	\$40/YEAR	\$40/YEAR	\$40/YEAR	Discounts	Discounts		
DME ³	Covered at 80% after \$100 deductible	Covered at 80% after \$100 deductible	Covered at 80% after \$100 deductible	Covered at 80% after \$100 deductible	Covered at 80% after \$100 deductible	Covered at 80% after \$100 deductible		
Short Term RX Copay (up to 34-day supply)	\$10 generic \$20 preferred brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand		
Long Term RX Copay (up to 90-day supply)	\$10 generic \$20 preferred brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand		

*\$40.00 office visit copay for specialists visits

1 - Deductible on certain services when provided by or referred by PCP (per person/per family)

2 - Physical, Occupational, Speech Therapy; combined maximum

3 - Durable Medical Equipment

LGC HealthTrust's underwriting guidelines allow groups to offer one Matthew Thornton Blue HMO plan without a deductible and one with a deductible (IPDED).

Monthly rates are based on a minimum of 75% participation of all eligible employees.

These charts are intended for summary purposes only. Details of coverage are set forth in separate documents, which govern these plans.

Town of Hooksett - Benefit Comparison

The following information is guaranteed from 1/1/11 through 12/31/11

	CURRENT POS BENEFIT				
	POS OPTION 1	POS OPTION 2	POS OPTION 3	POS OPTION 4	POS OPTION 5
	BC2T10+ RX10/20/45	BC3T15IPDED R\$3/15M\$1	BC3T15IPDED RX10/20/45	BC2T20PDED R\$3/15M\$1	BC2T20PDED RX10/20/45
single	\$643.87	\$611.64	\$585.89	\$639.71	\$607.73
2-person family	\$1,287.74 \$1,738.44	\$1,223.27 \$1,651.42	\$1,171.77 \$1,581.89	\$1,279.43 \$1,727.23	\$1,215.47 \$1,640.88
Office Visit Copay	\$10.00	\$15.00	\$15.00	\$20.00	\$20.00
ER Copay	\$50.00	\$75.00	\$75.00	\$150.00	\$150.00
PCP Referred Deductible ¹	N/A	\$150/\$450	\$150/\$450	\$250/\$750	\$250/\$750
Self-Referred Deductible ²	\$500/\$1500	\$500/\$1500	\$500/\$1500	\$500/\$1500	\$500/\$1500
Chiro Visit Max	25	12	12	12	12
PT, OT, ST Max ³	60 visits	60 visits	60 visits	n/a	n/a
Eyewear Benefit	Discounts	Discounts	Discounts	Discounts	Discounts
DME ⁴	Covered at 80% after \$100 deductible	Covered at 80% after \$100 deductible	Covered at 80% after \$100 deductible	Covered at 80% after \$100 deductible	Covered at 80% after \$100 deductible
Short Term RX Copay (up to 34-day supply)	\$3 generic \$15 brand \$45 non-preferred brand	\$3 generic \$15 brand \$45 non-preferred brand	\$3 generic \$20 preferred brand \$45 non-preferred brand	\$3 generic \$15 brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand
Long Term RX Copay (up to 90-day supply)	\$1 generic or brand \$20 preferred brand \$45 non-preferred brand	\$1 generic or brand \$20 preferred brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand	\$1 generic or brand \$20 preferred brand \$45 non-preferred brand	\$10 generic \$20 preferred brand \$45 non-preferred brand

1 - Deductible on certain services when provided by or referred by PCP (per person/per family)

2 - Deductible on services accessed outside of the network without a PCP referral

3 - Physical, Occupational, Speech Therapy; combined maximum

4 - Durable Medical Equipment

LGC HealthTrust's underwriting guidelines allow groups to offer one BlueChoice Point-of-Service plan without a deductible and one with a deductible (IPDED).

Monthly rates are based on a minimum of 75% participation of all eligible employees.

These charts are intended for summary purposes only. Details of coverage are set forth in separate documents, which govern these plans.

<u>Town</u>					
Plan	# of employees	Current Annual Premium	POS Option 1 Annual Premium	Annual Savings	% Savings
Single	20	154,528.80	146,793.60	7,735.20	
2-Person	25	386,322.00	366,981.00	19,341.00	
Family	45	938,757.60	891,766.80	46,990.80	
		1,479,608.40	1,405,541.40	74,067.00	5%
	90% Town Share	1,331,647.56	1,264,987.26	66,660.30	0.05
	10% Employee Share	147,960.84	140,554.14	7,406.70	
Current	85% Town Share	1,257,667.14		73,980.42	0.06
Current	15% Employee Share	221,941.26			

<u>Town Employees</u>				
Plan	Current Annual 10% Share	POS Option 1 Annual 10% Share	Annual Employee Decrease	Per week
Single	772.64	733.97	(38.68)	(0.74)
2-Person	1,545.29	1,467.92	(77.36)	(1.49)
Family	2,086.13	1,981.70	(104.42)	(2.01)
Plan	Current Annual 10% Share	Current Annual 15% Share	Annual Employee Increase	Per week
Single	772.64	1,158.97	386.33	7.43
2-Person	1,545.29	2,317.93	772.64	14.86
Family	2,086.13	3,129.19	1,043.06	20.06

Town of Hooksett
2011 Health Insurance

Plan	Monthly Premium	Annual Premium	Annual 90% Town Share	Annual 10% Employee Share	Weekly 10% Employee Co pay
BC 2-Tier					
Single	643.87	7,726.44	6,953.80	772.64	14.86
Two-person	1,287.74	15,452.88	13,907.59	1,545.29	29.72
Family	1,738.44	20,861.28	18,775.15	2,086.13	40.12
Matthew Thornton					
Single	567.44	6,809.28	6,128.35	680.93	13.09
Two-person	1,134.89	13,618.68	12,256.81	1,361.87	26.19
Family	1,532.10	18,385.20	16,546.68	1,838.52	35.36
HSA High Deductible					
Single	447.33	5,367.96	Town pays \$30.50 weekly to employee's savings account.		
Two-person	894.65	10,735.80	Town pays \$61.00 weekly to employee's savings account.		
Family	1,207.78	14,493.36	Town pays \$82.34 weekly to employee's savings account.		

Notes:

Town Council voted 10% co-pays for non-union employees on May 23, 2007

Police Union Contract 2007-10 Article 24 Insurance - same terms and conditions as provide to other employees of the Town.

Fire Union Contract 2009 Article 8 Insurance - Effective 1-1-2010 employee will pay 10% of total premium of the plan in which they are enrolled.

Town added HSA High Deductible health plan as of January 2008, no co pay. Town pays employee the difference in premium between the towns cost of BC 2-Tier and HSA.