

As of 9/7/11

**TOWN COUNCIL AGENDA**  
**Regular Meeting**  
**Wednesday, September 14, 2011**

**5:30 – 6:30 PM – Meet & Greet with the new Town Administrator, Dr. Dean E. Shankle, Jr.**

- I. 6:30 PM - CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF MINUTES**  
August 24, 2011
- V. AGENDA OVERVIEW**
- VI. CONSENT AGENDA**  
11-81 Acceptance of \$50 Donation to Fire Department  
11-82 Bond Release – SJB Development for \$5,291.00  
11-83 Health Officer/Deputy Health Officer
- VII. PUBLIC INPUT: 15 Minutes**
- VIII. NOMINATIONS AND APPOINTMENTS**  
Available Positions  
Heritage Commission – (1) Full member; (2) Alternate members  
Parks & Recreation Advisory Board – (1) Full member  
Planning Board – (1) Alternate member
- IX. SCHEDULED APPOINTMENTS**  
Family Services Department – Joy Buzzell
- X. 15 MINUTE BREAK**
- XI. OLD BUSINESS**  
11-61 Charter Review Committee – Proposed Charge  
11-67 Coaker Avenue Property  
11-84 Old Home Day Update – Fireworks
- XII. NEW BUSINESS**  
11-85 Investment Policy  
11-86 Fund Balance Policy  
11-87 Quarterly Financial Report  
11-88 Budget Goals for FY 2012-13
- XIII. TOWN ADMINISTRATOR'S REPORT**
- XIV. CHAIRMAN'S REMARKS**  
11-78 September 17<sup>th</sup> Best Boards Win Seminar  
11-89 September 10<sup>th</sup> LGC Series Reports
- XV. SUB-COMMITTEE REPORTS**
- XVI. PUBLIC INPUT**

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

**XVII. NON-PUBLIC SESSION**

1. **RSA 91-A:3, II (c)** *"Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant."*
2. **RSA 91-A:3, II (d)** *"Consideration of the acquisition, sale, or lease of real or personal property, which if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community."*

**XVIII. ADJOURNMENT**

AGENDA NO. 11.81  
DATE: 9.14.11

**Staff Report**  
**Acceptance of Donation to Fire Department**  
**September 14, 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 \$50.00 check donated to the Hooksett Fire-Rescue Department.

**Discussion:** The Hooksett Fire Department was given a donation of \$50.00 from Hilda E. Landsman for our assistance and services rendered. This donation was given to Hooksett Fire-Rescue as a token of her appreciation for the Fire Departments assistance.

**Fiscal Impact:** The donation is a gift to the Hooksett Fire-Rescue Department for a total amount of \$50.00. No fiscal impact

**Recommendation:** Motion to accept the donation of \$50.00 under RSA 31:95-b, III (b).

**Prepared by:** Fire Chief Michael Williams

**Town Administrator Recommendation:** Concur with recommendation.

  
Dean E. Shankle, Jr.  
Town Administrator

AGENDA NO. 11.82  
DATE: 9.14.11

**Staff Report**  
**BOND RELEASE – SJB Development**  
**September 14, 2011**

**Background:** SJB Development, LLC provided a surety in the amount of \$5,291.00 for Landscaping for SJB Development at 209 West River Road on June 11, 2008.

**Issue:** It is recommended after inspection by the Code Enforcement Officer Peter Rowell, that the landscape surety in the amount of \$5291.00 be released.


**Discussion:** Release cash surety in the amount of \$5291.00 for SJB Development. Work complete per memo attached.

**Fiscal Impact:** No Impact

**Recommendation:** *Motion to release the cash surety in the amount of \$5291.00 for SJB Development, 209 West River Road in full.*

**Prepared by:** Lee Ann Moynihan

**Town Administrator Recommendation:** Concur with recommendation.

  
Dean E. Shankle, Jr.  
Town Administrator

AGENDA NO. 11.83  
DATE: 9.14.11

**STAFF REPORT  
HEALTH OFFICER & DEPUTY HEALTH OFFICER  
SEPTEMBER 14, 2011**

**Background:** The Town Council nominates and the State designates local Health Officers under RSA 128:1. The Council then appoints a Deputy Health Officer, with the current Health Officer's concurring approval, under RSA 128.

**Issue:** Health Officer nomination and an appointment of a Deputy Health Officer.

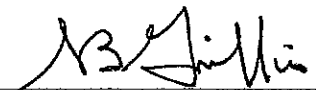
**Discussion:** Peter Rowell has been Hooksett's Health Officer as part of his enforcement duties. His current term expired August 13, 2011. Re-appointment would be for a three-year term, and the State will appoint the Council's nomination.

Peter Rowell's Deputy Health Officer has been Lee Ann Moynihan. Her term runs concurrently. The Council appoints the Deputy Health Officer, with the current Health Officer's approval. This approval has been granted.

**Fiscal Impact:** None.

**Prepared by:** Stephen Griffin, Interim Town Administrator

**Interim Town Administrator Recommendation:** It is recommended that (1) Peter Rowell be nominated to the New Hampshire Department of Health and Human Services as Hooksett's Health Officer and (2) that the Council appoint Lee Ann Moynihan as Hooksett's Deputy Health Officer.



Stephen Griffin  
Interim Town Administrator

AGENDA NO. 11.61  
DATE: 9.14.11

**STAFF REPORT  
CHARTER REVIEW COMMITTEE  
SEPTEMBER 14, 2011**

**Background:** The Town Council is considering continuation of the Charter Review Committee, and its charge.

**Issue:** What should be the Committee's charge?

**Discussion:** The 2011 Town Meeting considered some of the recommended Charter changes brought forth by the prior Charter Review Committee. Some of the proposed changes, however, were not brought forth to a Town Meeting vote due to lack of time. The purpose of continuing the Charter Review Committee is to complete the prior work in a manner that resolves all questions as well as those recommendations that were previously brought forth.

**Fiscal Impact:** None.

**Prepared by:** Stephen Griffin, Interim Town Administrator

**Interim Town Administrator Recommendation:** The recommended Committee charge is:

The Charter Review Committee is charged by the Town Council to thoroughly review the Town's Charter, including those items brought forth by the prior Charter Review Committee which were not taken forward to a Town Meeting vote, and to make recommendations for modification of the Charter required due to inconsistencies or desired to improve Town governance efficiencies. An initial report should be submitted to Council by January 18, 2013. A final report should be submitted to Council with recommended Charter changes also by this date, or within six months thereafter. If received by the former date, recommendations might be considered by the 2013 Town Meeting. The Council encourages the Committee to provide broad public input into its deliberations, and also notes that the Charter Review Committee is a public body under RSA 91-A, requiring noticed meetings and meeting minutes.

Stephen Griffin  
Interim Town Administrator

STAFF REPORT  
COAKER AVENUE PROPERTY  
SEPTEMBER 14, 2011

AGENDA NO. 11.67  
DATE: 9.14.11

**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; why is unknown.

**Issue:** Whether to dispose of this property and, if so, how to do so.

**Discussion:** This strip was originally separated from 17 Coaker Avenue. 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, nor is there any indication it ever was (based on square footage on prior assessment cards). I would also note that there is a standard abatement process, with specific deadlines, for any owner believing that an assessment is incorrect.

In addition to Mr. Garvin, the abutters at 17 Coaker Avenue (the Pinards) have an interest in acquiring this town-owned strip of property.

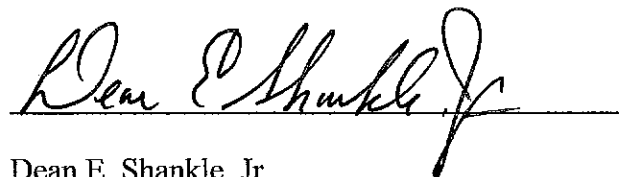
**Fiscal Impact:** N/A

**Town Administrator Recommendation:**

I have met with each the abutting neighbors. It is my understanding, based on an email from one of the abutters (Mr. Pinard) that the abutters involved are talking and may be making a joint proposal to the Town regarding a possible resolution of this issue for the Council to consider.

I would therefore recommend that this be tabled until your next meeting on September 28 to give the parties an opportunity to make a proposal.

**Prepared on:** 09/08/11



Dean E. Shankle, Jr.  
Town Administrator

**Staff Report  
Investment Policy  
September 14, 2011**

**Background:**

The Town's current Investment Policy was amended on September 8, 2010. RSA 41:29 duties of the Town Treasurer states this policy shall be reviewed and adopted by selectmen (Council) at least yearly.

**Discussion:**

Attached is a copy of the current Investment Policy and the Town Treasurer Linda Courtemanche does not recommend changes to the policy.

The Town's independent auditors have review this policy and found no issue.

**Fiscal Impact:**

Improved safekeeping of the Town funds held by the Treasurer.

**Recommendation:**

Motion to approve the Town of Hooksett Investment Policy as presented.

**Prepared by:**

Christine Soucie, Finance Director

**Town Administrator Recommendation:**

I have reviewed the draft policy and concur with the recommendation of the Finance Director.



Dean E. Shankle Jr.  
Town Administrator



**Staff Report  
Fund Balance Policy  
September 14, 2011**

**Background:** The Town's financial statements are prepared in accordance with the Governmental Accounting Standards Board (GASB). GASB has issued a new standard # 54 related to Fund Balance. To be in compliance the Town will need to amend its Fund Balance policy to include the five new classification of fund balance, spending priorities, deficit balance(s) and a requirement to review annually.

**Discussion:** This standard is only for the Governmental Fund Types (General, Special Revenue, Debt, Capital Projects and Permanent Funds); it doesn't include the Sewer fund. The current financial statements have two classifications of fund balance (Reserved and Unreserved). The new standard has five classifications. They are as follows:

- 1) Nonspendable – Items such as Inventory or Prepaid expenses
- 2) Restricted – Externally enforceable limitation on the use. (Grants or enabling legislation).
- 3) Committed – Self-imposed limitation set by Town Council.
- 4) Assigned - Limitations resulting from intended use.(Library, Conservation, Ambulance and Police and Fire Details)
- 5) Unassigned – the residual balance (aka Surplus)

Not all classifications will necessarily be used.

Our focus should be on Section 5. Unassigned Fund Balance. As stated in the policy it is recommend by DRA that communities have 8 to 17% of the total annual appropriations of the community in unassigned fund balance.

The current policy adopted in 2009 set a minimum balance of 5% and since that time the Town has not met that minimum. (see attached Unreserved General Fund Balance History).

**Fiscal Impact:** A low unassigned fund balance is can be viewed as an indicator of financial instability, which can negatively affect bond ratings and interest rate options.

**Recommendation:** Since this policy needs to be reviewed each year, I recommend a slight increase to the minimum unassigned fund balance of .38% this year. This will increase the unassigned fund balance to 3.5%.

If there is any unassigned fund balance above 3.5% Council may consider applying it to the 2011 Tax Rate, set later this fall.

**Motion :** To approve the Town of Hooksett Fund Balance Policy as amended.

**Prepared by:** Christine Soucie, Finance Director

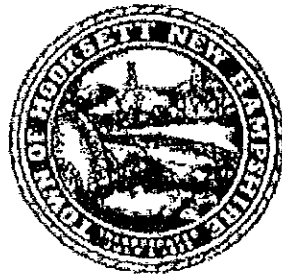
**Town Administrator Recommendation:**

Recommend approval.

  
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Dean E. Shankle  
Town Administrator

AGENDA NO. 11.87  
DATE: 9.14.11

# Town of Hooksett New Hampshire

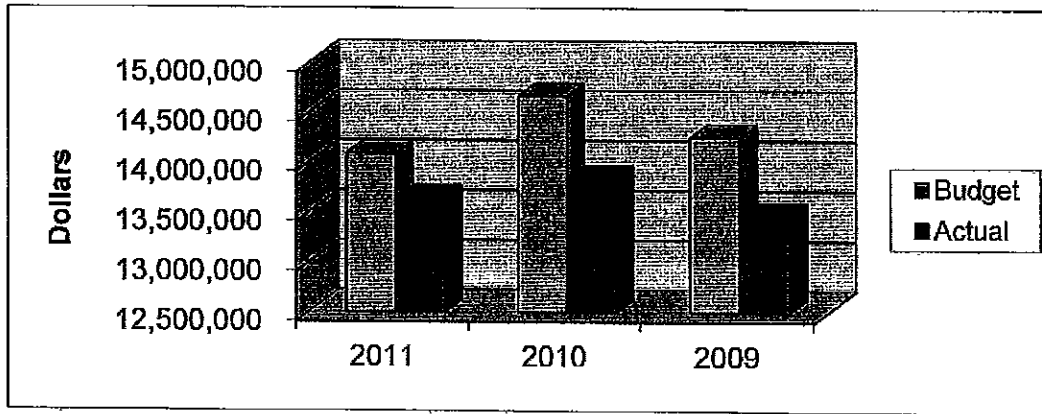


Quarterly Financial Report  
For June 30, 2011

Unaudited

## Total General Fund Operating Budget

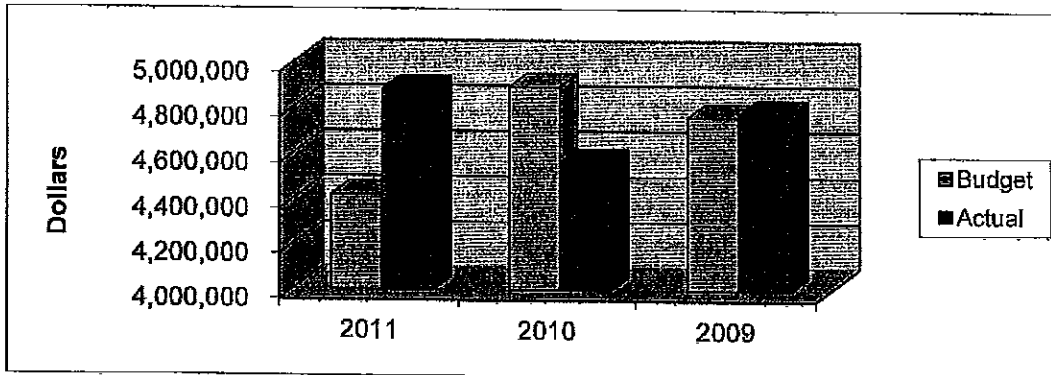
Year	Budget	Actual*	Actuals (Over) Under Budget	%
2011	14,089,386	13,642,343	447,043	97%
2010	14,665,927	13,844,264	821,663	94%
2009	14,258,169	13,470,215	787,954	94%



\* Actuals amount include encumbered funds.

## Total General Fund Revenues

Year	Budget	Actual	Actuals (Under) Over Budget	%
2011	4,420,571	4,884,489	463,918	110%
2010	4,896,839	4,565,753	(331,086)	93%
2009	4,763,512	4,779,841	16,329	100%



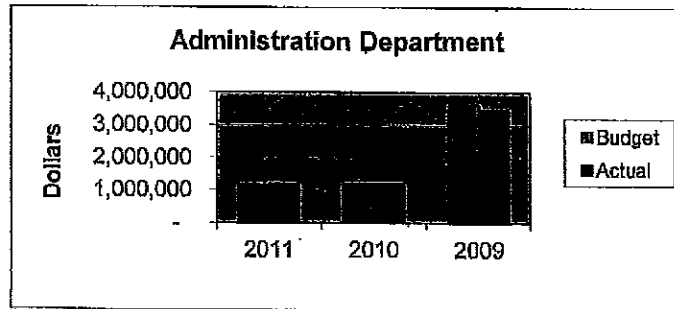
Note: Removed the Sewer from both the Expense and the Revenues.

## Quarterly Financial Overview Forth Quarter of FY 2010-11

The Quarterly Financial Report summarizes expenditure and revenue projections for the Town of Hooksett. This report shows a three year history of the major expenditures and revenues. Budget Summary reports are provided monthly which report year-to-date expenditures and revenues in detail.

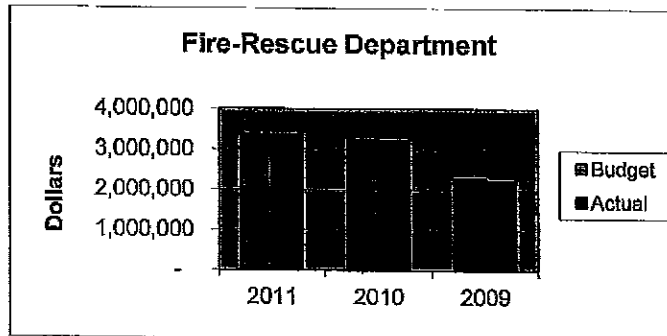
### Major Department Expenditure

Administration Department			
Year	Budget	Actual	%
2011	1,152,680	1,194,326	104%
2010	1,196,359	1,205,049	101%
2009	3,604,262	3,466,192	96%



**Administration Department** - The 2011 year is over budget by \$41,646, this is due to a few items. First being the annual budget is at its lowest level in three years. Secondly the legal and computer lines were over budget by \$78,975 and \$52,628 respectively. 39% or \$49,971 of the legal line was spent on general matters, the other 61% or \$79,003 was spent to defend the Town against litigation. One of Council's goals was to move technology forward. To reach this goal the Town improved the website, the Town Hall computer network, including new servers and computers and replaced the Fire servers.

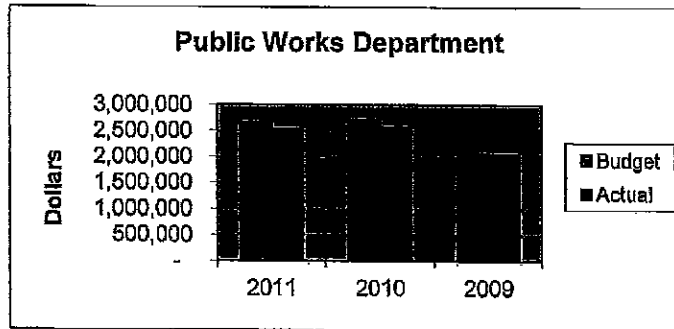
Fire-Rescue Department			
Year	Budget	Actual	%
2011	3,351,430	3,358,265	100%
2010	3,228,930	3,210,824	99%
2009	2,291,335	2,218,361	97%



**Fire-Rescue Department** - This department is \$6,835 over budget, largely due to employee's vacation banks at the end of the year. These banks are considered a liability to the Town and are adjusted annually to fund the liability. The big increase in the appropriations from 2009 to 2010 is employee benefits moved from the Administration budget to the department budgets.

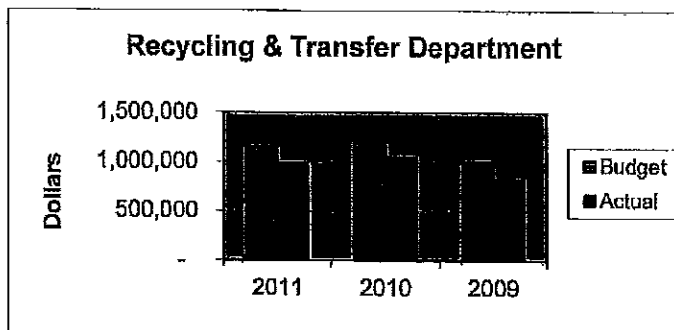
## Major Department Expenditures, Continued

Public Works Department			
Year	Budget	Actual	%
2011	2,644,959	2,526,097	96%
2010	2,703,501	2,563,213	95%
2009	2,057,873	2,047,865	100%



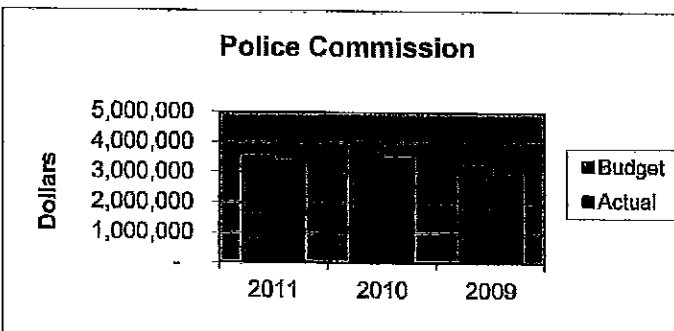
**Public Works Department** - This department covers Highway, Parks and Recreation and Town Buildings. The Highway division's overtime line for plowing is well under budget, due to the mild start of winter. In the last quarter of this year there was staff turnover including the department head, which resulted in both project delays as well as savings in the wage lines. Fleet Maintenance was the only division of Public Works that went over budget by \$30,997. This was mainly due to the aging fleet.

Recycling & Transfer Department			
Year	Budget	Actual	%
2011	1,143,791	979,953	86%
2010	1,193,888	1,055,765	88%
2009	1,007,047	826,319	82%



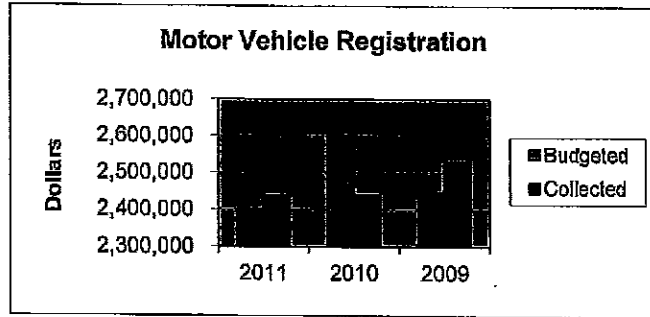
**Recycling & Transfer Department** - Over the last few years the amount of trash needed to be disposed of has decreased and recycling has increased. This resulted in a savings in disposal fees of \$46,250 for the prior year. Also this department has had several employee turnovers over the year. Staffing was covered by utilizing Labor Ready which saved on health and dental insurance costs.

Police Commission			
Year	Budget	Actual	%
2011	3,499,460	3,354,147	96%
2010	3,918,811	3,472,849	89%
2009	3,208,349	2,916,093	91%



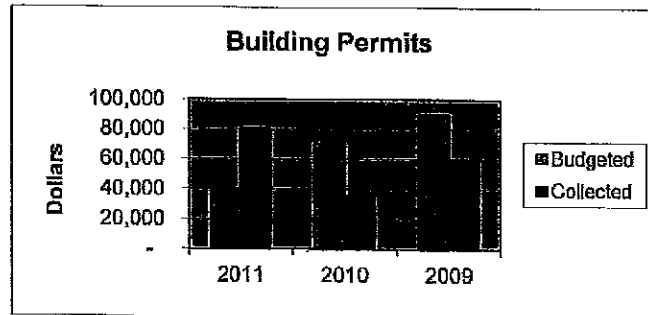
## Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2011	2,400,000	2,436,858	102%
2010	2,600,000	2,439,547	94%
2009	2,445,000	2,531,407	104%



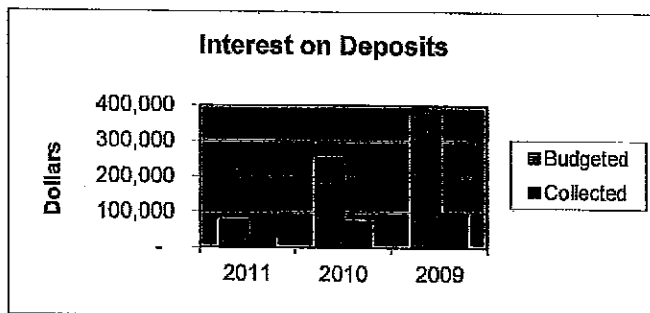
**Motor Vehicle Registration** - The top revenue source for the Town are fees collected for registering motor vehicles. The FY budget has been reduced to reflect the current economy and collections met expectations for the year.

Building Permits			
Year	Budget	Actual	%
2011	40,000	80,412	201%
2010	70,000	35,510	51%
2009	90,000	59,132	66%



**Building Permits** - These fees are paid by builders for residential and commercial construction. The FY budget has been lowered to reflect the continued slow down of the real estate development activities. Large commercial projects such as Market Basket, Tractor Supply, Mega-X and a new operations facility at Southern NH University have produced revenues over the budget.

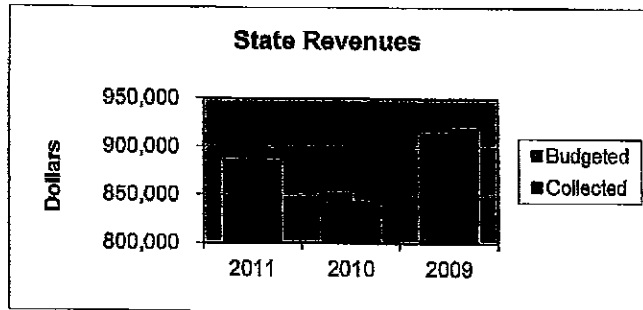
Interest on Deposits			
Year	Budget	Actual	%
2011	75,000	28,171	38%
2010	250,000	74,292	30%
2009	375,000	97,115	26%



**Interest on Deposits** - These are revenues earned on cash investments. Interest rates are at an all time low and are not expected to recover in the near term. As anticipated collections did not meet budgeted expectations.

## Major Governmental Revenues, Continued

Year	State Revenues		
	Budget	Actual	%
2011	885,167	885,430	100%
2010	851,203	842,010	99%
2009	912,643	919,176	101%



**State Revenues** - In 2009 and in 2010 the "State Shared Revenues" was not received by the Town. Increase in both the Meals and Rooms tax and the Highway Block Grants have made up for this loss of the State Shared Revenues.

**Ambulance Services** - These are user fees collected from insurance and/or patients who utilize this service. The budget is for \$105,000 and the Town has collected \$221,702.47 for the year.

<u>Other Revenues</u>	<u>Budget</u>	<u>Actual</u>	<u>Over Budget</u>
Interest & Penalties on Taxes	200,000	360,061	160,061
Fire Plan Reviews	2,000	6,700	4,700
Public Works Plowing	6,000	13,000	7,000
FEMA - Martins Ferry & Ice Storm	-	49,745	49,745
Workers' Comp Dividends	-	13,499	13,499
Sale of Town Properties	2,000	97,806	95,806
Administration Miscellaneous Income	10,000	28,209	18,209



AGENDA NO. 11.88  
DATE: 9.14.11

**Staff Report  
2012-13 Budget Goals  
September 14, 2011**

**Background:** To provide management a general direction in terms of the priorities and goals for the 2012-13 Budget.

**Discussion:**

Budget challenges:

- 2011-12 Operating Budget is currently \$13,842,712 (not including Sewer)

<u>FY</u>	<u>Budget</u>	<u>Actuals</u>
2010-11	\$14,089,386	\$13,642,343
2009-10	\$14,665,927	\$13,844,264
2008-09	\$14,258,169	\$13,470,215

- Town's revenues are level, after 3-years of decreases.
- NH Retirement employer rate increase in August 2011 extended for FY 2012-13. Estimated increase of about \$67,000 at the current wages expense.
- Possible increase in Health Insurance rates. A 10% increase would cost about \$161,000 annually.

**Five-year history of rate changes**

<u>Year</u>	<u>% Change</u>
2007	14.81
2008	0.13
2009	-2.80
2010	20.40
2011	11.30

- Revaluation is due April 2013 estimated to cost \$180,000. Currently the Town has \$43,000 in reserve.
- Limited funding of CIP for the last two years.
- Police last purchased one car in June 2010.
- Deferred maintenance of the Safety Center and paving of Town's roads.

Not all bad news. The Town paid off the Safety Center Bond and the lease for 2 Fire Pumper Trucks in FY 2011-12 and will be adding a new lease the Fire Tanker. The net effect on budget should be a decrease of about \$157,000.

Possible budget goals:

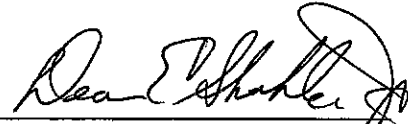
- Construct the 2012-13 Budget that keeps current services level.
- Require all departments to review and modify if necessary fees they charge for services.

- Review programs to determine if they are meeting the needs of the community.

**Prepared by:** Christine Soucie, Finance Director

**Town Administrator Recommendation:**

Agree with recommendations and would like TC to ratify as direction.



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Dean E. Shankle Jr.  
Town Administrator