

As of October 6, 2011

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, October 12, 2011

- I. 6:30 PM - CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF MINUTES**
September 17, 2011 Best Boards Win Workshop
September 28, 2011
- V. AGENDA OVERVIEW**
- VI. CONSENT AGENDA**
 - 11-99 Acceptance of Donation to Joint Loss Management Committee
 - 11-100 Bond Releases
 - a) Granite State Shuttle Landscaping
 - b) Walmart Landscaping
 - 11-101 Road Signs Requests
 - a) Children at Play – Elmer Avenue
 - b) Blind Roadway Side – Intersection of Brown Road and Hackett Hill
 - 11-102 Acceptance of Grant from NH Humanities Council in the amount of \$216.00 to Heritage Commission
- VII. PUBLIC INPUT: 15 Minutes**
- VIII. NOMINATIONS AND APPOINTMENTS**
- IX. SCHEDULED APPOINTMENTS**
- X. 15 MINUTE BREAK**
- XI. OLD BUSINESS**
 - 11-76 Health Insurance Committee Report
 - 11-96 17 Granite Street – Wall Replacement
 - 11-61 Charter Review Committee
 - 11-62 Town Hall Preservation Committee
 - 11-67 Coaker Avenue
 - 11-68 Town Council Rules & Procedures and Riggins Rules
- XII. NEW BUSINESS**
 - 11-103 Recycling & Transfer Department Purchase of (2) Trucks and Collection Bodies
 - 11-104 Recycling & Transfer Policy
 - 11-105 Property Tax Interest Policy
- XIII. TOWN ADMINISTRATOR'S REPORT**
- XIV. SUB-COMMITTEE REPORTS**
- XV. PUBLIC INPUT**
- XVI. NON-PUBLIC SESSION**
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."
- XVII. ADJOURNMENT**

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

AGENDA NO. 11.99
DATE: 10.12.11

Staff Report
Acceptance of a Donation – Joint Loss Management Committee
October 12, 2011

Background: During the month of April, Leeann Chase member of the Joint Loss Management Committee attended a Health & Safety Coordinator Workshop sponsored by LGC. By doing this, the Joint Loss Management Committee was given a \$500 check to be utilized as the committee sees fit. The committee will also be receiving another \$500 at the beginning of 2012.

Issue: The committee would like the Town Council to accept this donation under RSA 31:95(b) so that the committee can begin to use the funds on workshops to support the staff in stress management, work place health & safety, possible prizes for work place safety contests, etc.

Discussion: To have the Town Council accept this donation so the committee can continue to provide workshops and motivational tools that promote workplace health and safety.

Fiscal Impact: None

Recommendation: I recommend the Town Council accept the \$500 donation under RSA 31:95(b).

Prepared by: Jodi Pinard, Joint Loss Management Committee Chairman

Town Administrator Recommendation: Concur with recommendation.



Dr. Dean E. Shankle/Ph. D
Town Administrator

AGENDA NO. 11-100(a)
DATE: 10-12-11

Staff Report
BOND RELEASE – Granite State Shuttle Landscaping
October 12, 2011

Background: Granite State Shuttle provided a cash surety in the amount of \$3750.00 for Landscaping for Granite State Shuttle at 1158 Hooksett Road on February 11, 2009

Issue: It is recommended after inspection by the Code Enforcement Officer Peter Rowell, that the landscape surety in the amount of \$3750.00 be released. (See attached memo)

Discussion: Release cash surety in the amount of \$3750.00 for Granite State Shuttle.

Fiscal Impact: No Impact

Recommendation: *Motion to release the cash surety in the amount of \$3750.00 for Granite State Shuttle, 1158 Hooksett Road in full.*

Prepared by: Lee Ann Moynihan

Town Administrator Recommendation: Concur with recommendation



Dean E. Shankle, Jr
Town Administrator



Town of Hooksett

BUILDING DEPARTMENT
Peter E. Rowell
Code Enforcement Officer

Memo

Date: September 26, 2011
To: Hooksett Council
From: Peter E. Rowell Code Enforcement Officer
RE: Landscape Bond – Granite State Shuttle – 1158 Hooksett Road, Unit #2

On June 8, 2011, I inspected the installed landscape at the above referenced property for compliance with the Planning Boards approved site plan. During the inspection I noted that there were a couple of trees and a stop sign that needed replacement. I met with the owner on August 6 to explain what needed to be done, before I could recommend release of the surety. On September 16, 2011, I again inspected and noted that the trees and stop sign had been replaced.

I find that the landscape meets the requirements of the plan.

At this time I recommend that the Council approve the release of the \$3,750.00 surety held to insure that the landscape is maintained, as approved, for two years



Peter E. Rowell
Code Enforcement Officer

Cc: Planning Board

AGENDA NO. 11.100(6)
DATE: 10.12.11

Staff Report
BOND RELEASE – WALMART LANDSCAPING
October 12, 2011

Background: Walmart Real Estate Business Trust provided a bond surety in the amount of \$136,918.25 for Landscaping for Walmart at 3 Commerce Drive on July 6, 2009

Issue: It is recommended after inspection by the Code Enforcement Officer Peter Rowell, that the landscape bond in the amount of \$136,918.25 be released. (See attached memo)

Discussion: Release cash surety in the amount of \$136,918.25 for Walmart.

Fiscal Impact: No Impact

Recommendation: *Motion to release the cash surety in the amount of \$136,918.25 for Walmart, 3 Commerce Drive in full.*

Prepared by: Lee Ann Moynihan

Town Administrator Recommendation: Concur with recommendation.



Dean E. Shankle, Jr
Town Administrator



Town of Hooksett

BUILDING DEPARTMENT
Peter E. Rowell
Code Enforcement Officer

Memo

Date: September 26, 2011
To: Hooksett Council
From: Peter E. Rowell Code Enforcement Officer
RE: Landscape Bond – Wal-Mart Stores, Inc. – 3 Commerce Drive

I inspected the installed landscape at the above referenced property for compliance with the Planning Boards approved site plan. During the inspection I noted that there were a number of trees and shrubs that needed replacement. On July 29, 2011, I met with the owner representative to explain what needed to be done, before I could recommend release of the surety. On September 23, 2011, I again inspected and noted that the trees and shrubs had been replaced.

I find that the landscape is substantially as shown on the approved plan.

At this time I recommend that the Council approve the release of the \$136,918.25 surety held to insure that the landscape is maintained, as approved, for two years.

Peter E. Rowell
Code Enforcement Officer

Cc: Planning Board

AGENDA NO. 11.101(a)
DATE: 10.12.11

**Staff Report
Children at Play – Elmer Ave
October 12, 2011**

Background: A Resident requested a “Children at Play” to be place on Elmer Ave.

Issue: To install a “Children at Play” sign on Beacon Hill.


Discussion: I have gone out to the site at all different times of the day and have found that a sign would be a good warning for drivers.

Fiscal Impact: \$50.00 to come out of the Public Works – Highway Division Budget

Recommendation: I recommend approval of the proposed “Children at Play” sign.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: Concur with recommendation.



Dean E. Shankle
Town Administrator

Staff Report
Blind Roadway Side – Intersection of Brown Road and Hackett Hill
October 12, 2011

Background: A resident requested that some brush be cut back and a sign be installed warning drivers that there is a blind roadway ahead at the intersection of Hackett Hill Road and Brown Road.

Issue: To install a "Blind Roadway Ahead" sign on Hackett Hill near the intersection of Brown Road. The sign would be yellow with an arrow heading straight and another arrow turning with Brown Road below the arrow.


Discussion: The department cut the brush and I have gone to the site and found that a sign is warranted for safety reasons. This is a blind roadway and this sign would be a warning to drivers.

Fiscal Impact: \$50.00 to come out of the Public Works – Highway Division Budget

Recommendation: I recommend approval of the proposed "Blind Roadway" sign.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: Concur with recommendation.



Dean E. Shankle
Town Administrator

AGENDA NO. 11.102
DATE: 10.12.11

Staff Report
Acceptance of NH Humanities Council Grant to Heritage Commission
October 12, 2011

Background: Per RSA 674:44-b, I. (h) Heritage Commission shall have advisory and review authority to receive gifts of money and property, both real and personal, in the name of the Town, subject to the approval of the Town Council, such gifts to be managed and controlled by the commission for its proper purposes.


Issue: To accept a grant from NH Humanities Council in the amount of \$216.00 (\$200 fee + \$16 mileage) to the Heritage Commission for a program speaker at the Native American History event to be held on October 17th.

Fiscal Impact: \$216.00

Recommendation: *Motion to accept the grant per RSA 674:44-b.*

Prepared by: Evelyn Horn, Administrative Assistant

Interim Town Administrator's Recommendation: Concur with recommendation.



Dean E. Shankle, Jr.
Town Administrator

AGENDA NO. 11.76
DATE: 10.12.11

**Staff Report
Health Insurance Committee
October 12, 2011**

Background: The Health Ins Committee met many times to try to find ways to help keep Town costs down while trying to keep the same or similar benefits for the employees. Suggestions and concessions were made as proposed at the August 10, 2011 Council Meeting. These proposals will help keep probable rate increases to a minimum while also softening the financial hit on employees. The employees want a win-win situation to the extent possible while not knowing what the 2012 rates will be. The 2012 rates haven't been set yet. The proposals are based on the 2011 rates.

The Committee worked diligently with representation from most departments which included non-union and union. Everyone was willing to make concessions in order to help the Town with potential future cost increases, while trying to keep the employee's costs somewhat the same or a minimal increase.

Issue: At the 08/10/11 Council Meeting two questions/request arose from the proposals. Would the Committee's recommendations meet the needs of the employees; and, a request for a claims history? See Staff Report Agenda # 11-76, Date 8/10/11 and 8/10/11 Council Minutes.

Discussion:

- Yes these recommendations will meet the needs of the employees. The medical coverage remains the same, but the prescription cost to the employees will increase. Generic prices will change from \$3 to \$10 and brand name prescriptions will change from \$15 to \$20. After looking at the top ten prescriptions used, only two were brand name. The rest were generic. Employees will be hardest hit if they utilize the mail-in program. Current mail-in prices are \$1 for generic and brand name. Proposed changes to mail-in will be \$10 generic and \$20 brand name.

As presented on the 8/10/11 staff report, the change in the prescription coverage will save the Town an estimated 5% in premiums, which is the same result as changing the 90/10 town/employee cost sharing formula to 85/15. The committee felt that changing the prescription coverage, which reduced benefits to the employee, was a more desirable way of cutting cost than changing the cost sharing formula.

- The LGC provided a claims history. Please see attached. Most of the history provided is related to prescription usage, as that's where the proposed change is.

Fiscal Impact: See Staff Report Agenda # 11-76, Date 8/10/11.

Recommendation: Approve the six recommendations from the Committee presented to the Council on August 10, 2011.

Prepared by: Liz Dionne HR Coordinator and Christine Soucie Finance Director.

Town Administrator's Recommendation: Concur with recommendation.



Dean E. Shankle, Jr.
Town Administrator

**STAFF REPORT
CHARTER REVIEW COMMITTEE
OCTOBER 12, 2011**

AGENDA NO. 11.61
DATE: 10.12.11

Background: The Town Council is considering a charge for a Charter Review Committee.

Issue: What should be the Committee's charge?

Discussion: There is a feeling that there are issues with the charter that should be addressed. One thing that has been recommended as a first step would be an administrative review of issues that are perceived as present failures of the Charter or where it might not be in compliance with NH RSAs. This is something the Council might consider prior to charging a new committee.

Fiscal Impact: None.

Prepared by: Dean Shankle, Town Administrator

Town Administrator Recommendation:

DRAFT CHARGE:


“The Council believes that the charter should be flexible while maintaining and respecting the fundamental rights of the citizens and should be clearly written so as to be easily understood by the citizens of the Town. The purpose of the Charter Review Committee is to review the present charter and recommend changes to help meet these ends.

Specific Tasks:

1. An initial report that provides a review of the charter to identify specific changes that need to be made to comply with NH statutes and recommendations for doing so.
Due date:
2. A list of recommended changes that would improve clarity of expectations regarding chain of command and oversight, taking into consideration present and future needs of the Town and focusing on modifications that will enhance town operations and improve the governance process.
Due date:
3. A final draft, incorporating committee recommended changes and rewritten so as to be easy to read and understand by citizens of the Town.
Due date:

General Guidance

Any recommended changes should be supported with clear research and justifications and verbatim minutes that convey the deliberations that outline the benefits and risks if the changes are adopted. Where applicable, the Charter should reference the respective RSA that applies to each section within that section.”


Dean E. Shankle, Jr., Ph.D.
Town Administrator

STAFF REPORT
COAKER AVENUE PROPERTY
OCTOBER 12, 2011

AGENDA NO. 11.67
DATE: 10.12.11

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

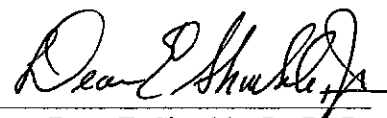
Discussion:

This property was deeded to the Town with no conditions. There has been a discussion with the abutters on either side regarding the possibility of splitting the property between them, but this was too costly for the value it would provide them. I have also discussed the history of this property with a number of individuals, including a member of the Heritage Commission, and reviewed an interesting booklet titled, "South Hooksett Fire Department: 1925 – 1975" by Leon C. Boisvert.

Fiscal Impact: The approximate assessed value, as computer generated, of this strip when added to an abutting lot is about \$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 about \$10.00. Therefore, the fiscal impact of retaining this land would be minimal.

Recommendation: Because of its interesting history, I propose that the Town retain this property as a "pocket park" and ask the Heritage Commission to provide an appropriate marker commemorating its significance.

Prepared by: Dean Shankle, Town Administrator



Dean E. Shankle, Jr., Ph.D.
Town Administrator

Staff Report
Recycling and Transfer Collection Truck & Collection Bodies Purchases
October 12, 2012

Background

The town has voted to implement an automated collection program for curbside trash and recycling. In August the trucks and automated collection bodies went out for bid. We had five (5) bids for the collection bodies and (2) two bids for the truck chassis. As part of the bid package the vendors for the collection body needed to bring a demo unit to the facility. The bids are attached. Committee members, the Town mechanic, Recycling and Transfer Dept. drivers and myself were involved in the process.

Discussion

Out of the 5 (five) body companies C.N. Wood never responded with a demo, even after a phone call. Beam Truck asked us to send 2 people to Texas (no demo's in the area at all). The other three vendors all sent units to the facility to be check out. New Wave and Labrie both came in as contenders as the best suitable truck. The department drivers went to the Town of Pembroke to view their automated truck, which had both the Peterbilt unit and Labrie body. Some Committee members went to Franklin where they started an automated collection program 18 months ago. They had a Mack Truck and a New Wave body. After viewing the units, and weighing all the options, the group met again, including the mechanic.

The Following were the bids received.

Trucks:
Mack \$127,409.59/each \$256,216.18 (for two)
Peterbilt: \$115,626.00/each

Options needed to be added to the Peterbilt and the Mack

Upgrades needed to the Peterbilt were: upgraded seat, motorized mirrors, engine, brake, manuals, radio (which they did not include in the bid) for a total of \$122,585.

Automated Collection Bodies:
C.N.Wood (Heil body) \$112,000.00 each
McNeilus \$ 85,318.00 each
Beam Truck \$ 86,220.00 each
Fairfield (Labrie body) \$112,521.00 each
Hews (New Wave body) \$ 98,250.00 each

After viewing the New Wave we added some options, from 29-31 yard body, crusher panel, additional cameras in vehicle and additional strobes for safety.

The new price for the New Wave body is **\$103,370.00 each**

Upon request all specs and bids can be obtained at the Recycling and Transfer Department or in the Finance office.

Recommendation

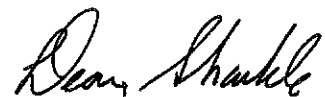
I recommend that the Council support the purchase of the Peterbilt truck/chassis' for a total of \$245,170 for two.

I recommend that the Council support the purchase of the New Wave automated collection bodies for a total of \$206,740.00 for two.

These should be the final prices with the exception of any unforeseen changes needed to be made by the body vendor during the assembly process.

Prepared by: Diane Boyce, Superintendent

Town Administrator Recommendation: Concur with recommendation.



Dean E. Shankle, Jr.
Town Administrator

Staff Report
Recycling and Transfer Department Policy
October 12, 2011

Background: The Town has voted to implement an automated collection program for curbside trash and recycling. The policy for trash collection is outdated and the ordinance for solid waste governing the facility needs to be updated. It was decided that a new ordinance, to include the new programs, be written to outline the entire department. After a lengthy conversation with the Town Administrator, it was decided that we should begin with a Policy and have residents vote it into an ordinance to include “mandatory” recycling.

Discussion: The proposed Policy is broken up into an introduction and 4 sections.

Section I – is a list of definitions of words used in the Policy.

Section II - is a whole new section for the curbside automated collection. This section should help residents understand the how’s and why’s of this new curbside program. It lists the materials accepted, the correct placement position of the carts, the responsibility of the residents regarding the carts and the collection process.

The part of this section that I think will be the most debated is the section c. This section lists who qualifies for trash collection. This has been on the debate table many times in Town. There have been committees with no findings. I feel now is the time to tackle the issue.

There are 2 (two) areas in question;

Mobile homes in private parks: This is always brought forward. Presently we are collecting Manchester Manor and Meadowsett Village. In 1999 there was a committee established to draft a collection policy. The parks, on private roads, raised their concern about losing the collection service. It was decided to keep collecting in those areas. In 2003 there was a public hearing to take away collection and reimburse partial disposal fees in the parks (for the condo’s as well). There was a huge turnout against taking away a service that has been given to that area for many years. It was decided to keep collection as it stands and add the reimbursement to the condominiums

and

Four (4) family homes:

The same committee that was established in 1999 needed to decide where to cut off collection from multi-family homes. Some have been getting collection, some have not. It was never decided if it should be (3) family dwellings (but always assumed) or (4) four family dwellings, and remains the same today. **This needs to be addressed as we establish policy for distributing carts.**

Section III - This is another new section of the Policy regarding the reimbursement of condominium communities for trash disposal.

Section IV – This section regulates the Transfer and Recycling facility. There are only a few changes in this section, mostly referring people to the website and suggesting the separation of all recyclables.

Recommendation:

I recommend adopting the Policy.

I recommend the following for curbside collection; continue to collect the mobile home parks, and put a cut off for multi-family dwellings to up to four (4) units (which should minimize the impact with the new collection system to only one multi-dwelling). It should be noted that there are presently only ten (10) four family multi dwellings in Hooksett, all of them older homes in older sections of Town.

Note:

I would like to see the Town Council support mandatory recycling. We have invested \$920,000 for a curbside program to try to reduce disposal costs. We have made it easy for residents to recycle. Recycling will save the Town money. The Recycling and Transfer Advisory Committee supported this with a unanimous vote at the September 20th meeting. I did agree, and I hope that the Council will agree, that we should place a proposed ordinance, including everything in this policy, as an article at Town Meeting for “mandatory” recycling, then it can go to the voters.

Prepared by: Diane Boyce

Recommendation by Town

Administrator:

*I agree with the recommendations. The note is Diane's
but I agree the the people should be given the opportunity to decide
on mandatory recycling. Dean E. Hubel*

Recycling and Transfer Department Policy

This Policy is created to establish control of solid waste in the Town of Hooksett, implementing rules and regulations for the operation of the Transfer and Recycling Center (Center), curbside collection of trash and recycling, and setting of fees for the use of the facility. Control and regulation of solid waste will serve the public interest, protect health and safety of Town residents and conserve our natural resources.

SECTION 1 DEFINITIONS AND WORD USAGE

As used in this Policy, the following terms shall have the following meanings:

ACCEPTABLE WASTE – Household garbage, trash, rubbish and refuse originating within the boundaries of the Town, normally collected or disposed of as a result of residential pickups or deliveries.

AUTOMATED COLLECTION – shall mean a method of collecting refuse and recycling through the use of mechanical collection equipment and special carts issued for the storage and collection of rubbish and recyclables.

AUTOMATED COLLECTION CART – shall mean a specially designed cart with wheels, approved by the Town of Hooksett to be used for the storage of acceptable refuse or recyclables in the automated collection operation.

COMMERCIAL – Commercial entities doing business in the Town of Hooksett including but not limited to contractors, multifamily dwellings of more than four (4) units, commercial establishments of any size .

CONSTRUCTION DEBRIS – Non-putrescible waste building materials and rubble

CURB LINE – shall mean the area directly behind or adjacent to the curb; in the absence of a curb, the area adjacent to the edge of pavement or road.

CURBSIDE COLLECTION – shall mean the pickup of acceptable trash and recyclables at certain residences in the Town

CUSTOMER – shall mean any resident who delivers waste to the facility or receives trash and or recycling service from the Town

DEMOLITION WASTE – See Construction Debris

DESIGNATED COLLECTION POINT – shall mean the place where the automated cart shall be placed for service, as determined by the Recycling and Transfer Department.

EXTRA REFUSE – shall mean any refuse placed on, or around automated collection cart in excess capacity of the automated cart.

HAZARDOUS WASTE – shall mean any material which has been identified as hazardous waste by the New Hampshire Department of Environmental Services. Such wastes include, but are not limited to, those which are ignitable, irritants, or strong sensitizers, or which generate pressure through decomposition, heat, or other means. Such term also encompasses any solid, semisolid, liquid or contained gaseous waste, or any combination of these wastes which, because of either quantity, concentration, or physical, chemical or infectious characteristics may: a) cause or contribute to an increase in mortality or an increase in irreversible or incapacitating reversible illness; and/or b) pose a present or potential threat to humans or the environment when improperly treated, stored, transported, disposed of, or otherwise mismanaged.

HOUSEHOLD HAZARDOUS WASTE – hazardous waste generated from non-commercial usage by persons in their living abodes.

INFECTIOUS WASTE - Any waste which, because of its infectious nature, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

METAL GOODS (METAL). Metal goods include household appliances, air conditioners, aluminum lawn chairs, aluminum windows, outside grills, hot water tanks, and other metallic items that can be readily recycled and marketed.

MOTOR VEHICLE WASTE – Used motor oil, motor vehicle batteries, antifreeze, and tires from motorized vehicles.

MULTI-FAMILY RESIDENTIAL PROPERTY – shall mean more than one (1) but not more than three (3) dwelling units in a building.

RECYCLABLE – Any item within the town recycling program which can be recycled with the intent of reusing that item.

RECYCLING – The collection, storage processing, and redistribution of separated solid waste as to return material to the marketplace.

REFUSE – Any solid waste product which is composed wholly or partly of such materials as garbage, swill, sweepings, cleanings, trash, rubbish, litter, industrial solid wastes, organic wastes, and domestic solid wastes.

RESIDENT – a person who is domiciled or has a place of abode in the Town of Hooksett and who has, through all of his or her actions, demonstrated a current intent to designate that place of abode as his or her principal place of physical presence for the indefinite future to the exclusion of all others.

RESIDENTIAL PROPERTY – shall mean a single-family or multi-family housing building that consists of four (4) or fewer dwelling units.

SOLID WASTE – Any matter consisting of putrescible material, refuse, and other discarded or abandoned material. It includes solid, liquid, semisolid, or contained gaseous material resulting from industrial, commercial, mining and agricultural operations and from community activities. For the purposes of this Ordinance, it does not include hazardous waste as defined in RSA147A:2 or infectious waste as defined in this Section.

USER FEE – A charge, usually by a municipality, to users of a service.

YARD WASTE – Leaves, grass clippings, weeds, hedge clippings, garden waste, and twigs.

SECTION II

CURBSIDE AUTOMATED COLLECTION

It shall be policy for curbside collection in the Town of Hooksett that all designated recyclable materials be separated from the solid waste stream and disposed of in the approved recycling containers, either at the curb-side, in the mobile recycling trailer or at the Recycling and Transfer Center . The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at www.hooksett.org under the Recycling and Transfer Department.

- a. The purpose of this section is to establish minimum standards for the storage, collection, transportation and disposal of solid waste and recycling, utilizing an automated collection program to promote the health, safety , and welfare of the Town’s residents, employees and environment, and to minimize the amount of trash generated in the Town.
- b. The Superintendent shall have the direct responsibility for the administration of this section subject to the direction and control of the Town Administrator and the Town Council.
- c. The Town will provide curbside collection of residential solid waste from public schools, municipal buildings, single family dwellings, multi-family dwellings (not more than 4 units)
- d. Two automated collection carts, one for trash, one for recycling, and instructions for use will be distributed for residents who receive collection services from the Town. Additional recycling carts may be issued in certain circumstances. Determination will be made on a case by case situation by the Recycling and Transfer Advisory Committee.
- e. It will be the resident’s responsibility to assure that automated collection carts are placed in the appropriate location designated by the Town, by 7:00 am on collection day. The Superintendent or his/her designee shall have the authority to review and approved or disapprove placement of

collection. Alternative sites may be necessary to safeguard public safety and minimize risk of damage to public or private property during the collection process.

- f. It is the resident's responsibility to remove the automated cart from the curb line by the end of the collection day.
- g. It is prohibited to overload automated carts in a manner that is likely to cause damage to the collection vehicle, the automated cart or to create a litter condition or to impede collection. It shall be an infraction to place or deposit any refuse whatsoever in or around an automated cart owned or provided for the use of another customer without that customer's approval.
- h. The Town shall not be responsible for collection if there are any infractions of any section of this policy, or if there are any circumstances that are beyond the control of the Town. Infractions or circumstances include, but are not limited to, automated cart overload, unacceptable materials, improperly loaded automated cart, blocked access, automated cart inaccessibility, improper carts or dangerous situations.
- i. Automated Carts:
 - 1. All automated carts are the property of the Town of Hooksett and are not to be removed from the property even in the event of a change in ownership or resident status. All automated carts will be assigned to a street address and have an imprinted number for identification purposes. One cart shall be used for trash and one cart for mixed recyclables.
 - 2. Any repairs to the containers will be performed by the Town. The property owner/customer shall contact the Recycling and Transfer office to report damage and request a repair. Containers damaged beyond repair will be replaced by the Town. If the containers are subject to neglect or other damage as determined by the Superintendent, the Superintendent may require a charge for the replacement. The property owners are the ultimate party responsible for all damages or removed containers and the owner should work to educate the household members on the proper use and maintenance of the containers.
 - 3. All trash and recyclables shall be placed into the appropriate containers so that the lid can be securely shut. No trash or recyclables placed on the ground or in any unapproved containers shall be picked-up by the town. The containers shall not be overfilled or arranged in any manner that will prevent the lid from remaining closed at all times to prevent water from filling the container, and access by animals. In the event of overflow, residents may bring the extra material to the facility or must wait till the next scheduled collection day.

j. Placement of Carts

It shall be the duty of each customer to place the carts as follows:

1. Within two (2) feet of the curb line or where directed by the Town.
2. At least five (5) feet away from all objects such as fences, mailboxes, and utility poles, and clear of overhanging vegetation, utility wires, etc. to allow for the unimpeded operation of collection vehicles.
3. So that the automated cart handle is facing the dwelling unit.
4. At least two (2) feet from the other cart.
5. At least ten (10) feet away from parked vehicles.

k. Approved Materials for Automated Curbside Collection

1. All approved recyclables shall be placed in the containers loose. No plastic bags should be recycled or used to contain recyclable material. The complete list of acceptable recyclables will be prepared by the Superintendent and distributed to all residents. The list shall be available on the website at www.hooksett.org or at the Recycling and Transfer Department. The list may be modified given market conditions or other factors. Recyclable materials, such as cereal boxes, and cardboard boxes should be flattened so that the recycling container does not become overfilled too quickly during a given collection week. All recyclables items shall be emptied
2. All household trash must be bagged before placing into the trash container. All materials must be separated and placed into the appropriate container for the automated curbside program.
3. ONLY recyclables and household trash will be collected at the curb. All other material for disposal must be brought to the Recycling and Transfer Center at 210 West River Rd.

SECTION III

CONDOMINIUMS

Condominiums will be required to provide for the collection and disposal of domestic trash within their communities. The Town will reimburse tonnage at a maximum of 31 pounds per unit per week at the Town budgeted rate (for trash disposal), paid semi-annually, upon submission and verification of paid invoices by the condominium association. The Town may rescind or amend this section at any time.

SECTION IV

RECYCLING AND TRANSFER CENTER

The Center is operated and maintained in accordance with RSA 149-M:17 solely to receive, transport, and dispose of authorized solid waste generated within the geographical boundaries of the Town.

These regulations have been recommended by the Recycling and Transfer Advisory Committee and adopted by the Town Council pursuant to the authority granted the Council by RSA 149-M:17, II and 31:39, I (f). These regulations are intended to:

1. Prevent unauthorized entrance into and/or use of the Center;
2. Prohibit the disposal of illegal and/or unacceptable waste;
3. Control the disposal of authorized solid waste to facilitate compliance with operating standards, improve efficiency and productivity, encourage recycling and reuse of our resources, and maximize the life of the Center; and
4. Establish permit procedures.

The Superintendent of the Center is authorized to promulgate additional regulations subject to the approval of the Town Council which may include, but are not limited to, the following subjects:

1. Separation of solid wastes and other materials;
2. Inspection procedures;
3. Hours of operation; and
4. Establishing fees.

USE OF CENTER

It is a recommendation, that residents, who use the facility to drop off material, will separate all designated recyclable materials from the solid waste stream and dispose of them in the approved recycling containers. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at www.hooksett.org under the Recycling and Transfer Department.

A. Permit Required.

Permits will be issued for all residents who use the facility if the vehicle is registered in Hooksett. Residents who do not have a registered vehicle must show proof of residency in the way of a tax bill or license with Hooksett address.

B. Removal of material

No material shall be removed from the Center without authorization.

C. Designated Areas

Solid waste shall be disposed of only in the designated areas.

D. Unauthorized Entry

No person shall enter or attempt to enter the Center at times other than during posted Operating hours.

E. Acceptable Solid Waste

Solid waste which is allowed to be received at the Center includes refuse, construction debris and demolition waste, motor vehicle waste, yard waste, residential brush, appliances, and scrap metal. User fees may apply. See website at www.hooksett.org or call facility 669-5198.

1. Clean demolition, wood, sheetrock(kept separate), asphalt shingles (kept separate)
2. Furniture
3. Metal items and appliances will be accepted. Appliances with freon will be kept separately
4. Yard Waste (grass clippings, garden waste, leaves and branches no larger than 3" in diameter) must be brought to the designated area (compost pile). Yard waste brought in plastic bags must be emptied.
5. Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.

F. Unacceptable Solid Waste

Materials which will not be accepted at the Center shall include, but not be limited to, the following:

1. Hazardous waste. Hazardous waste or material which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.
2. Other. Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.
3. Tires on rims.

- G. Stumps and Logs. Also branches greater than three inches in diameter or three feet in length.

Staff Report
Waiving Tax Interest Policy
October 12, 2011

Background

RSA 76:13 Interest. "Interest due in an amount up to \$25.00 may be waived by the Tax Collector, with the approval and consent of the board of selectmen (Town Council) and the board of assessors, if in the collector's judgment the administrative and collection cost involved to not warrant collection of the amount due."

Discussion

This is a house keeping policy. I would like to recommend that the Tax Collector be allow to wave interest in any amount up to \$25.00 on tax payments received. This is a one-time approval and the tax collector would not be required to come before the council or board of assessors each time this policy was implemented.

Fiscal Impact

The fiscal impact would be minimal to the Town because the amount of time and resources spent would outweigh the interest collected.

Recommendation:

To approve the policy as written allowing the Tax Collector to waive interest up to \$25.00 or less on Tax Payments received pursuant to RSA 76:13.

Prepared by: Kimberly A Blichmann, Tax Collector

Town Administrator Recommendation

Concur with recommendation.



Dean E. Shackle, Jr.
Town Administrator

Waiving Interest on Tax Payments Policy

The Tax collector has the right to waive interest on tax payments received with interest of \$25.00 or less.

Adopted by vote of The Town Council and Board of Assessors on
October ____, 2011.

Nancy Comai

Todd Lizotte

Michael Downer

Nancy VanScoy

William Sirak

Susan Lovas Orr

Vincent Lembo Jr.

James Sullivan

James Levesque

TITLE V TAXATION

CHAPTER 76 APPORTIONMENT, ASSESSMENT AND ABATEMENT OF TAXES

Assessment

Section 76:13

76:13 Interest. – Interest at 12 percent per annum shall be charged upon all taxes except resident taxes, except as otherwise provided by statute, not paid on or before December 1 after their assessment, which shall be collected from that date with the taxes as incident thereto, except in the case where a tax bill sent to the taxpayer on or after November 2 and before April 1 of the following year interest shall not be charged until 30 days after the bills are mailed. Interest due in an amount up to \$25 may be waived by the collector, with the approval and consent of the board of selectmen and the board of assessors, if in the collector's judgment the administrative and collection costs involved do not warrant collection of the amount due. The tax collector shall state on the tax bill the date from which interest will be charged and such date shall be determined by the day the collector sends out the last tax bill on the list. The collector shall notify the board of tax and land appeals in writing of the date on which the last tax bill was sent.

Source. 1860, 2373. 1861, 2491. GS 53:9. 1872, 42:1. GL 57:9. PS 59:8. PL 64:11. RL 77:11. 1943, 55:1. 1949, 61:1. RSA 76:13. 1965, 81:1. 1969, 206:1. 1970, 30:1. 1973, 486:4; 544:8. 1977, 354:1. 1981, 465:14. 1989, 39:1. 1991, 54:1; 306:9. 2001, 63:1, eff. April 1, 2001.