

As of 10/20/11

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, October 26, 2011

- I. **6:30 PM - CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **APPROVAL OF MINUTES**
October 12, 2011
October 12, 2011 Non-Public
- V. **AGENDA OVERVIEW**
- VI. **PUBLIC INPUT: 15 Minutes**
- VII. **NOMINATIONS AND APPOINTMENTS**
Available Positions
Heritage Commission – (1) Full member and (2) Alternates
Economic Development Committee – (1) Full member
Parks & Recreation Advisory Board – (1) Full member
- VIII. **SCHEDULED APPOINTMENTS**
11-106 Election Board (Town Clerk, Moderator & Supervisors of the Checklist)
- IX. **15 MINUTE BREAK**
- X. **OLD BUSINESS**
11-68 Town Council Rules & Procedures
11-107 Town Boards'/Committees' Meeting
- XI. **NEW BUSINESS**
11-108 Quarterly Financial Report
11-109 Press Release Policy
11-110 Public Input Procedure
11-111 Code Enforcement Officer/Building Inspector
11-112 Complaint Procedure
11-113 Self Evaluation Process
11-114 2011 Tax Rate
- XII. **TOWN ADMINISTRATOR'S REPORT**
- XIII. **SUB-COMMITTEE REPORTS**
- XIV. **PUBLIC INPUT**
- XV. **NON-PUBLIC SESSION**

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

As of 10/20/11

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."

RSA 91-A:3, II (e) "Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph."

XVI. ADJOURNMENT

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

AGENDA NO. 11.68
DATE: 10.26.11

Town of Hooksett
Town Council Rules of Procedures

ADOPTED: 01/10/01
REVISED: 08/14/03
REVISED: 01/27/2010
REVISED: 03/09/2011
REVISED: 10/12/2011

Resolved by the Town Council of the Town of Hooksett, NH that the following be and hereby are adopted as the Rules of the Hooksett Town Council.

1. The Following Rules shall be adopted by a majority of the Hooksett Town Council and these rules shall become effective immediately upon their adoption.
 - a. Riggins Rules and Parliamentary Law at a Glance by E.C. Utter should be used as a guide when proper procedure is in question except where modified herein.
 - b. Acceptable Procedure is determined by the acting Chair.
2. Procedures for electing officers are as follows:
 - a. Annually, at the first meeting of the new Town Council, the members thereof shall choose, from among their numbers, a Chair, a Vice Chair And a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
 - b. The above election shall be by majority vote of the Town Council present at the first meeting
 - c. Duties of Officers
 1. Chair:
 - a. The Chair with the Town Administrator shall post all meetings and set meeting agenda.
 - b. Lead all meetings in an orderly manner using these procedures, Hooksett's Town Charter, Riggins Rules and Parliamentary Law as guides for appropriate protocol.
 2. Vice Chair:
 - a. In the absence of the Chair, the Vice Chair shall conduct the Council Meeting until such time as the Chair is present.
 3. Council Secretary:
 - a. The Council Secretary shall be responsible for recording the attendance of Council members by roll call. (If available taped voice vote may be used) at the beginning of each meeting.
 - b. The Council Secretary shall be responsible for polling ad recording all roll call votes.

- c. If the Council Secretary is absent, the chair shall ask for a volunteer. If there is no volunteer, the Chair shall appoint a Council member to act as Council Secretary until such time as the Council Secretary is present.
- d. The Town Council Secretary shall act as clerk of the Council and shall approve minutes of the meeting recorded by the Administrative Assistant. If there is no Administrative Assistant present at meeting the Town Council Secretary will be asked to keep minutes.
- e. The Town Council Secretary shall perform such other duties in the meeting as may be requested by the presiding officer of Council.
- f. In case of the absence of the Chair and the Vice Chair the Council Secretary shall call the Council to order and act as Chair.

3. Council Meetings

- a. The Council shall meet in regular session on the 2nd and 4th Wednesday of every month, except as noted on Town Calendar, at 6:30 pm. When time permits, a regular meeting may be adjoined to a workshop session.
- b. The place of meetings shall be the Council Chambers unless otherwise designated.
- c. The Council reserves the right to end meetings at 9:30. Uncovered business will be included in the next meeting agenda. Meeting may be closed by a 2/3 roll call vote.
- d. The Council may meet for an informal workshop session or special meetings by Council vote on an as needed basis, in accordance of Section 3.5 C of the Town Charter. The place of meeting shall be the Council Chambers.
- e. When, after consultation with the Vice Chair and the Town Administrator, the Chair determines that the Council has insufficient business to warrant a meeting, the Chair may cancel said meeting after informing all councilors and receiving individual approval from 2/3 of the council members and shall not be inconsistent with the meeting provisions of the Town Charter. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting.
- f. Council members shall be seated in Council Chambers as determined by consensus of the Council advice of the Chair.
- g. Council members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair, confine their remarks to the merit of pending questions; and shall not engage in personalities.
- h. Any member may leave the Council Chambers while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.

4. Town Employees

- a. The Town administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
- b. The Town Administrator shall be responsible for providing the Council with necessary background information on all items of business before the Council.
- c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. All questions shall be directed to the Town Administrator who may, when necessary, defer to a department head or employee. Staff should be made aware of all items on the agenda so to be ready to discuss items in respect to their department or area of responsibility.

5. Voting

- a. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining, in accordance with the Town Charter.
- b. Council Members wishing to abstain from voting shall so indicate and give reason for doing so.
- c. On roll call votes, Council Members shall vote alphabetically by last name, said name to be called on a rotating basis so that the name first called at the previous vote shall be name last called for the next vote, with the Chair voting last.
- d. All votes shall be voice votes unless Town funds are being voted on which will always require roll call vote. The Chair may call for a roll call vote on any matter. A Council member may request a roll call vote to determine the outcome of a voice vote.

6. Debate

- a. Council members must raise their hand to be recognized by the Chair.
- b. Rules of Debate on all motions shall be as follows:
 1. The council member, who introduces a motion, may speak to that motion. Thereafter, every council member may speak to the motion two times only. The sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her their motion a total of three times.
 2. If by 2/3 vote it is determined additional discussion is needed each council member may only speak an additional 2 times on a motion.
 3. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
 - a. Address all questions and remarks through the Chair. Do not address audience or council members.
 - b. When commenting on another Councilor's statement or question, identify the speaker, statement and when the statement was made.

- c. Confine remarks to the merits of the pending question.
 - d. Not engage in personalities or question the motives of other Councilors.
- c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by a two-thirds vote, or by unanimous consent. It is not in order to interrupt a speaker with cries of "Question" or "Call the question.", and even if no one is speaking, it is still necessary to seek recognition.

7. Order of Business

a. Agenda Order of Council Meetings

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of minutes
- V. Agenda Overview
- VI. Consent Agenda
- VII. Public Input
- VIII. Nominations/Appointments
- IX. Scheduled Appointments: 7:00 pm
- X. 15 Minute Recess
- XI. Old Business
- XII. New Business
- XIII. Town Administrator's Report
- XIV. Subcommittee Reports
- XV. Public Input
- XVI. Non-Public Session
- XVII. Adjournment

b. Public Input

- 1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more the 5 minutes.
- 2. No person may address the council more than twice in any meeting.
- 3. Issues raised during public input will be noted by the Town Administrator who will be responsible for responding to comment directly during normal work hours or bringing to the Council for discussion at a at a subsequent Meeting.
- 4. Council members may request a comment be added to New Business at a subsequent meeting.

c. Nominations for all Board and Committee appointments may be made during the nominations/Appointments portions of the Council

Meeting. Appointment vote for nominee will be scheduled at the next meeting.

d. Scheduled Appointments

1. A scheduled appointment shall have one person as a spokesman and follow the rules for addressing the Council.

e. Old Business

1. Business carried over from a previous meeting.

f. New Business

1. New Business should be submitted to the Town Administrator or Council Chair.
2. New Business submitted by noon the Wednesday before a regular meeting may be considered for the next meeting by request. The Chair may schedule the topic on the Agenda under New Business as the schedule allows.
3. New Business submitted after noon the Wednesday preceding a regular scheduled meeting will be considered for the next meeting agenda only if time sensitivity is determined by Town Administrator or Chair.

8. Filing Agenda items

- a. Every item of business to come before the Council for action must be filed with the Town Administrator or Council Chair.
- b. The Agenda shall be posted by the close of business on the Wednesday prior to the regular Council Meeting.
- c. It shall be the duty of the Town Administrator to mail by first class postage said agenda and any available supporting documents to each Councilor (if not already picked-up) by Thursday of the week prior to the regular Council Meeting.

9. Addressing the Council

- a. Persons other than members of the Council shall not be permitted to address the Council except during the designated agenda public input or by invitation of the Chair.
- b. A time limit for addressing the Council may be established by the Chair.
- c. The speaker shall not enter into a debate with any person, the Chair or Council members.

10. Amendment To Rules

- a. Council rules may be suspended by a 2/3-majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and 2/3 of all Council members must declare the matter one of such priority that it would be detrimental to hold over until the next regular Council Meeting.
- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment

by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

AGENDA NO. 11-108
DATE: 10-26-11

Town of Hooksett New Hampshire

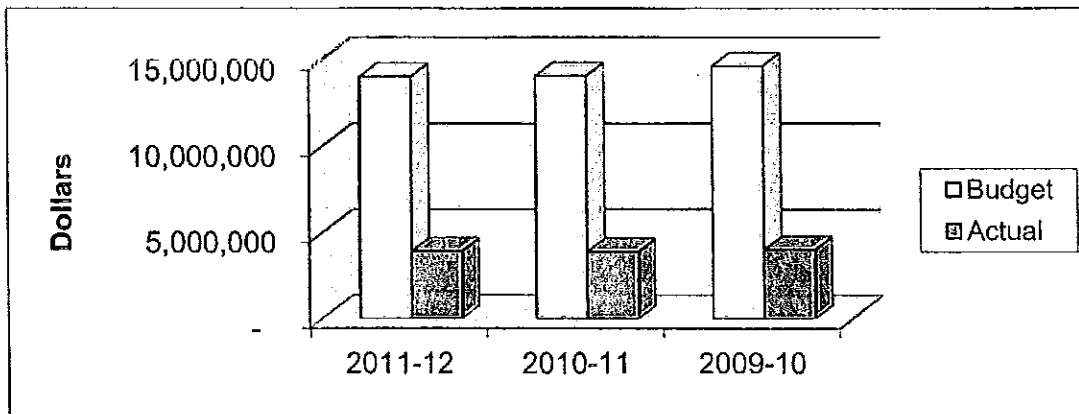


Quarterly Financial Report
For September 30, 2011
First Quarter of FY 2011-12

Unaudited

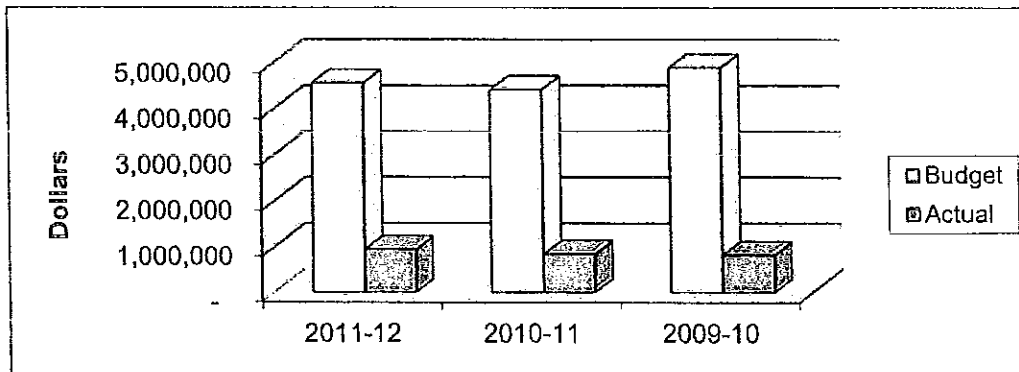
Total General Fund Operating Budget

Year	Budget	Actual	Actuals (Over) Under Budget	%
2011-12	14,044,712	3,935,104	10,109,608	28%
2010-11	14,089,386	3,898,693	10,190,693	28%
2009-10	14,665,927	4,018,026	10,647,901	27%



Total General Fund Revenues

Year	Budget	Actual	Actuals (Under) Over Budget	%
2011-12	4,562,875	940,583	(3,622,292)	21%
2010-11	4,420,571	840,527	(3,580,044)	19%
2009-10	4,896,839	818,263	(4,078,576)	17%



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

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2011-12

September 30, 2011

25% of the year has expired

12 pay weeks of 52 weeks has expired or 23.08%

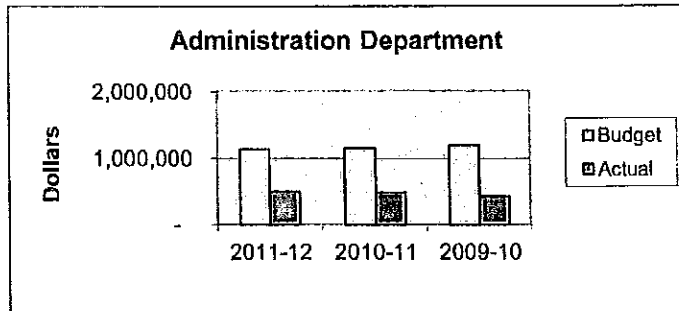
Department	2011-12 Appropriation	2011-12 Actual YTD	(Over) Under Expended YTD	Percent Expended
Administration	1,136,854	497,646	636,208	43.77%
Assessing	160,498	57,822	102,676	36.03%
Building & ZBA	161,148	35,948	125,200	22.31%
Community Development & Planning Board	198,146	42,085	156,061	21.24%
Family Services	211,732	25,805	185,927	12.19%
Finance	181,586	46,981	134,605	25.87%
Fire-Rescue	3,513,513	889,969	2,623,544	25.33%
Public Works	2,628,380	561,860	2,066,520	21.38%
Recycling & Transfer	1,150,260	196,574	953,686	17.09%
Tax Collection	233,479	43,406	190,073	18.59%
Town Clerk	20,333	4,324	16,009	21.26%
Administration's Budget	9,595,929	2,402,419	7,190,510	25.04%
Budget Committee	5,914	508	5,406	8.60%
Capital Leases	129,056	100,390	28,666	77.79%
Cemetery Commission	850	-	850	0.00%
Conservation Commission	10,393	2,685	7,708	25.83%
Debt Principal	370,000	370,000	-	100.00%
Debt Interest	18,113	12,913	5,201	71.29%
Debt Tax Anticipation Note (TAN)	1	-	1	0.00%
Library	529,757	317,854	211,903	60.00%
Police Commission	3,384,699	728,334	2,656,365	21.52%
Total General Fund Operating Budget	14,044,712	3,935,104	10,106,608	28.02%
Sewer Department	1,952,077	-	1,952,077	0.00%
#5 Lease of Fire-Rescue Tanker	56,712	-	56,712	0.00%
#6 Automated Collection	920,000	-	920,000	0.00%
#7 Master Plan Capital Reserve	6,250	6,250	-	100.00%
2011-12 Grand Totals	16,979,751	3,941,354	13,035,397	23.21%

Quarterly Financial Overview First Quarter of FY 2011-12

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.

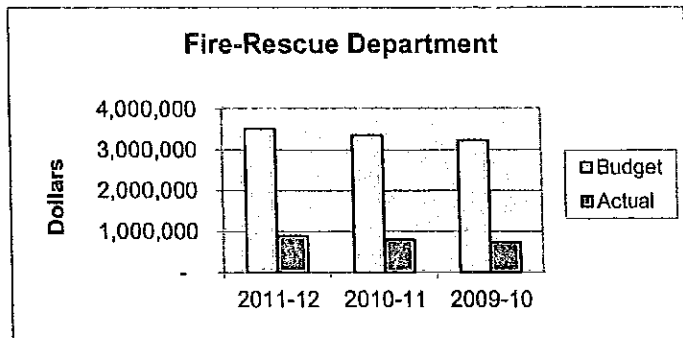
Major Department Expenditure

Administration Department			
Year	Budget	Actual	%
2011-12	1,136,854	497,646	44%
2010-11	1,152,680	485,284	42%
2009-10	1,196,359	419,841	35%



Administration Department - The 2011-12 year is showing 44% spent to date, this is higher than the prior years due to the 2011-12 budget being the lowest of the three years. The department's budget for workers' compensation is \$153,000 and property liability insurance is \$170,000, both are paid in full for the year in July. The legal line has spent 40% of its budget, largely due to defending the Town against litigation.

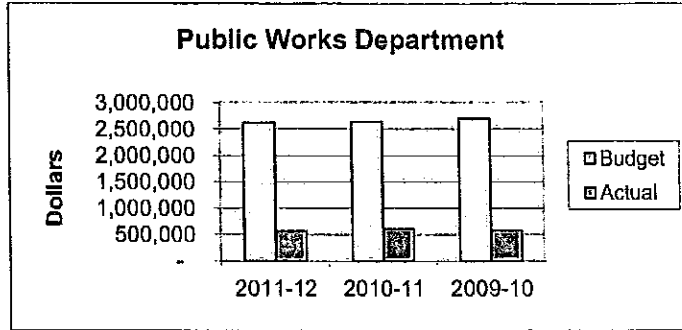
Fire-Rescue Department			
Year	Budget	Actual	%
2011-12	3,513,513	889,969	25%
2010-11	3,351,430	795,687	24%
2009-10	3,228,930	727,794	23%



Fire-Rescue Department - This department is 25% spent and is keeping pace with the prior year. It is estimated that NH Retirement for Fire-Rescue will be over budget by \$53,000 for the year, due to the change in the employer rates. The Ambulance Division has spent \$20,503 or 27% of its \$74,577 budget to date. It's anticipated that in early 2012 the ambulance expenses will account for in a new fund, approved by the voters. This should leave some of the \$74,577 Ambulance budget unspent to help off set the additional cost of NH Retirement.

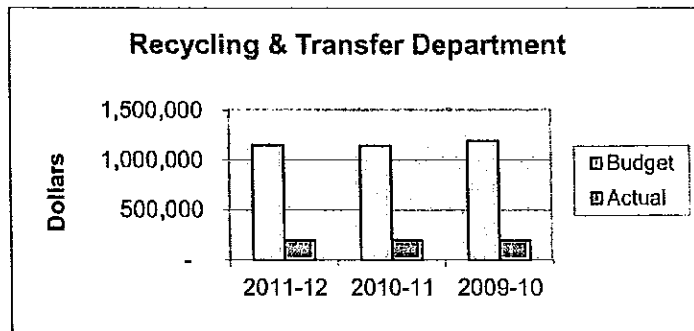
Major Department Expenditures, Continued

Public Works Department			
Year	Budget	Actual	%
2011-12	2,628,380	561,860	21%
2010-11	2,644,959	610,261	23%
2009-10	2,703,501	582,114	22%



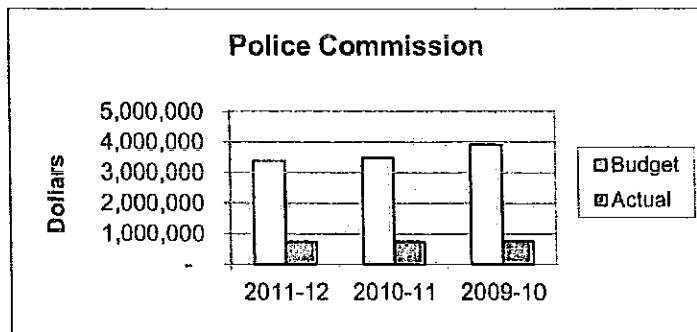
Public Works Department - This department covers Highway, Parks and Recreation and Town Buildings. There are large seasonal items such as winter plowing that are not expended until later in the budget year. The PW Department has completed paving of Smyth Road and Bicentennial Drive and is currently working on phase 1 of Goffstown Road. In the Parks Division, this year's cost of Old Home Day was over \$10,000 (\$7,460 for fireworks, staging and bathrooms and \$2,500 in staffing).

Recycling & Transfer Department			
Year	Budget	Actual	%
2011-12	1,150,260	196,574	17%
2010-11	1,143,791	198,851	17%
2009-10	1,193,888	195,872	16%



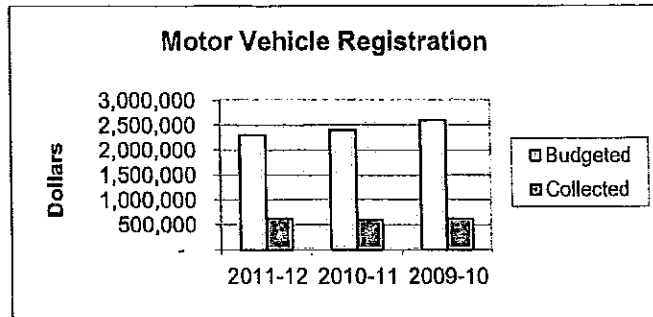
Recycling & Transfer Department - This department is 17% spent and is keeping pace with prior years spending. Over the last few years the amount of trash needed to be disposed of has decreased and recycling has increased.

Police Commission			
Year	Budget	Actual	%
2011-12	3,384,699	728,334	22%
2010-11	3,499,460	743,037	21%
2009-10	3,918,811	747,832	19%



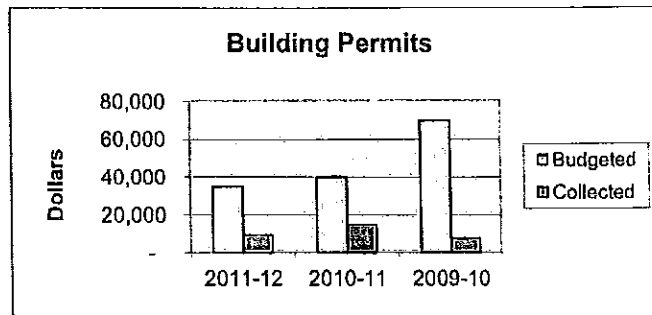
Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2011-12	2,300,000	628,816	27%
2010-11	2,400,000	597,600	25%
2009-10	2,600,000	620,593	24%



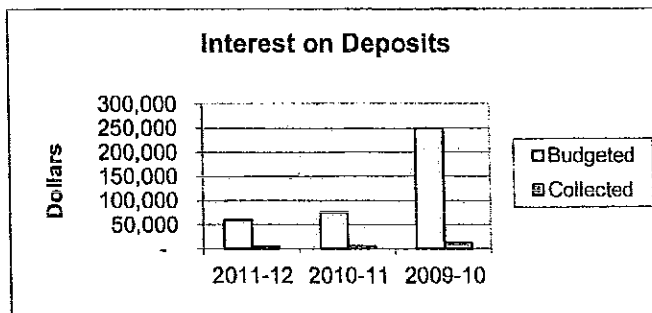
Motor Vehicle Registration - The top revenue source for the Town are fees collected for registering motor vehicles. The budgeted numbers will be revised to reflect the current economic conditions at the end of October. It is anticipated that the 2011-12 budget will be increased to \$2.4 million.

Building Permits			
Year	Budget	Actual	%
2011-12	35,000	9,343	27%
2010-11	40,000	14,633	37%
2009-10	70,000	7,448	11%



Building Permits - These fees are paid by builders for residential and commercial construction. The 2011-12 budget is anticipated to be revised to \$40,000 for the year. PSNH has a project that is expected to complete this year, hopefully other commercial projects will come forward this spring.

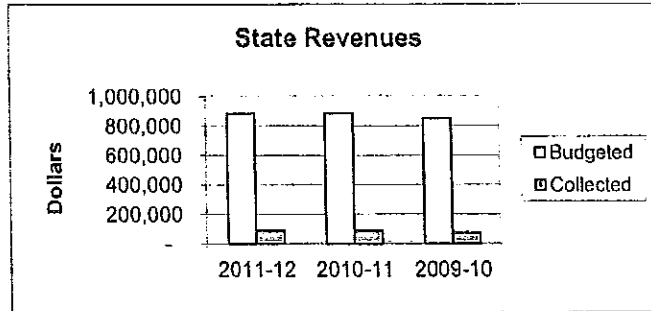
Interest on Deposits			
Year	Budget	Actual	%
2011-12	60,000	3,494	6%
2010-11	75,000	5,748	8%
2009-10	250,000	12,606	5%



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. The 2011-12 budget will be revised to \$20,000 in late October.

Major Governmental Revenues, Continued

Year	State Revenues		%
	Budget	Actual	
2011-12	885,167	87,180	10%
2010-11	885,167	85,059	10%
2009-10	851,203	72,571	9%



State Revenues - In 2009-10 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 for 2011-12 is \$150,000 currently; \$83,257 has been collected. Once collections reach \$150,000, the revenue and expense will be accounted for in a separate fund that can only be utilized for Ambulance Services. This fund should be self supporting and should not require tax dollars to supplement.

Media Relations Policy

The following procedures and standards will be used by all departments as applicable to media relations within the Town of Hooksett.

Spokesperson

The Town Administrator (Administrator) serves as the primary spokesperson and will serve as the primary source of information for the Town and conveys the Town's official position on routine media inquiries, issues of town-wide significance and situations that are sensitive and controversial in nature. Also, any media contact regarding Town Council actions or policies should be referred to the Administrator.

Media relations and News Releases

Media inquiries or news releases, whether verbal or written, are to be directed to the Administrator who will evaluate the request and provide an answer, or direct it to the appropriate spokesperson. Non-routine media requests should be forwarded to the Administrator prior to response. These may include responses that require the interpretation of policy, employee information and emergency situations.

Exceptions

- a. Routine media requests may be responded to by the department supervisor if the response is of a factual, incidental or inconsequential nature (i.e. special event schedule, meeting dates). The Administrator is to be advised of routine inquiries.
- b. The Fire Chief may designate his/her own department spokesperson to handle media inquiries related specifically to public safety emergencies (for example: fires; accidents). Post emergency media relations shall be handled under general provisions of this policy. Staff members who provide emergency medical care to the public should refrain from speaking to the media and refer them instead to their department's spokesperson. The Administrator should be advised within a reasonable period of time when this exception clause is used.

Council Member Communications with the Press

When speaking to the press, Council Members will clarify whether they are speaking on behalf of the Town Council or themselves. No member shall hold him/herself out as representing or speaking on behalf of the Council on any matter unless, prior thereto, the Council, by a majority vote taken during a duly noticed Council meeting, has authorized the member to act and/or speak on behalf of the Council.

Guidelines for Employees Acting as Private Citizens

The following guidelines are offered employees who may choose to contact the media as a private citizen. These guidelines do not prohibit such contact but support other Town policies regarding improper use of Town equipment and property. These guidelines also apply to employees responding to or initiating media contact as official representatives of employee groups.

- a.** Letters to the editor may not be prepared on Town time, printed on Town letterhead stationery, or mailed at Town expense.
- b.** Telephone contact may not be made on Town time using Town telephones.
- c.** Use of Town email is prohibited.
- d.** Use of Town facilities or supplies is prohibited.

Draft Complaint Process

AGENDA NO. 11-112
DATE: 10.26.11

(To be added to the Town of Hooksett Code of Conduct Policy attached)

If any resident of the Town of Hooksett believes that an elected or appointed public official has violated this policy they can submit a written complaint outlining the part of the code that they believe has been violated and the circumstances involved. This complaint should be sent to the Town Administrator (Administrator) at the Town Hall and clearly marked "Confidential."

When the Administrator receives such a complaint, he will inform the Town Council of the name of the complainant and the public official involved.

The Town Council will appoint a committee of not more than four Council members to investigate the complaint. It is envisioned that this investigation will involve getting a written response from the public official, meeting with the parties individually and, if possible, together, and trying to determine if there is a way to resolve the issues involved. Any resolution at this level would need to be approved, in writing, by both the complaining party and the official being accused.

If the Committee does not resolve the issue they will develop a recommendation for the consideration of the Council. This recommendation may include a suggestion that no action at all be taken, a reprimand, suggestions for training or any other action they deem appropriate.

This recommendation, in addition to any individual reports the Committee members may want to include, will be provided to the Council. They will then review the reports and take any action they deem appropriate.

If at any time during the process the complainant chooses to withdraw the complaint they need to do so in writing to the Administrator, who will inform the Committee, the Council and the person against whom the complaint had been lodged.

TOWN OF HOOKSETT Code of Conduct Policy

The ethical Town Official accepts the responsibility that his or her mission is that of servant and steward to the public and as such shall follow this Code of Conduct.

Accordingly, it shall be the policy of the Town of Hooksett that public officials shall:

- Generate professionalism and do not engage in personal attacks in public.
- Maintain a positive image to pass constant public scrutiny.
- Exercise courtesy and proper manners that exhibit respect for all the people with whom you interact.
- Maintain a respectful attitude towards other public officials, employees, colleagues and associates.
- Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interest of the Town.
- Faithfully comply with all laws and regulations applicable to the Town and impartially apply them to everyone.

Adopted: August 5, 2009

Governing Body Evaluation

The following questionnaire (adapted if necessary to suit individual needs) may be used by governing bodies for self-evaluation or by local government managers as they attempt to assess and enhance their governing body's effectiveness. (Taken from *The Effective Government Manager: Third Edition*; ICMA Municipal Management Series, pp. 79 – 81)

Goal setting

1. Are established governing body goals realistic and doable within the time frame stated?

Almost always __ Sometimes __ Never __

2. Do governing body members participate sufficiently in implementing goals once established?

Almost always __ Sometimes __ Never __

3. Is the public adequately informed about the governing body's goals?

Almost always __ Sometimes __ Never __

Policy making

1. Are governing body positions and policies communicated effectively?

Almost always __ Sometimes __ Never __

2. Does the governing body have the capacity to make hard choices and politically unpopular decisions when required or necessary?

Almost always __ Sometimes __ Never __

Budgeting

1. Does the governing body clearly understand the city's financial resources in order to make sound decisions on prioritizing public spending?

Almost always __ Sometimes __ Never __

2. Is there adequate opportunity for a cross section of public participation in the budgeting process?

Almost always __ Sometimes __ Never __

3. Does the governing body avoid unbudgeted appropriations?

Almost always __ Sometimes __ Never __

4. Does the governing body consider the budget their budget as opposed to the staff's budget?

Almost always __ Sometimes __ Never __

Council meetings

1. Does the governing body provide for adequate public input at public meetings?

Almost always __ Sometimes __ Never__

2. Does each governing body member effectively participate in the governing body's meetings?

Almost always __ Sometimes __ Never__

3. Does the staff have adequate opportunity for input before making its decision?

Almost always __ Sometimes __ Never__

4. Is the governing body's meeting time well utilized?

Almost always __ Sometimes __ Never__

5. Are relevant facts and opinions expressed before decisions are made or governing body positions stated?

Almost always __ Sometimes__ Never__

6. Is direction given to staff ~~clear~~ and concise?

Almost always __ Sometimes__ Never__

Advisory commissions and committees

1. Is there adequate public participation in commission and/or committee member selection?

Almost always __ Sometimes __ Never__

2. Are commission members and committee members selected on the basis of ability to serve the community rather than personal friendships?

Almost always __ Sometimes__ Never__

3. Does the governing body place sufficient emphasis on balancing memberships on commissions and committees in order to assure the total community is represented'!

Almost always __ Sometimes__ Never__

4. Does the governing body give sufficient weight to commission and committee recommendations?

Almost always __ Sometimes__ Never__

Relationship with staff

1. Does the governing body establish reasonable time frames for staff to accomplish assignments?

Almost always __ Sometimes__ Never__

2. If it changes its priorities, does the governing body consider the impact on staff time?

Almost always __ Sometimes__ Never__

3. Does the governing body give adequate consideration to staff recommendations?

Almost always __ Sometimes __ Never__

4. Do governing body members limit contacts with staff members to inquiries and suggestions as opposed to giving direction?

Almost always __ Sometimes__ Never__

Council relationships

1. Allowing for differences of philosophy and opinions on given issues, do governing body members respect each another's opinions?

Almost always __ Sometimes __ Never__

2. Does the governing body function as a team?

Almost always __ Sometimes__ Never__

3. Do individual governing body members avoid unduly consuming the governing body's meeting time?

Almost always __ Sometimes__ Never__

4. Do governing body members deal with issues openly?

Almost always __ Sometimes__ Never__

5. Do individual governing body members avoid over-politicizing the public process?

Almost always __ Sometimes__ Never__

6. Do governing body members in their attitudes reflect a sense of public service over personal interest?

Almost always __ Sometimes __ Never__

Relationship with the professional manager

1. Is the relationship among governing body members and the professional manager open and honest?

Almost always _ Sometimes _ Never _

2. Does the governing body function as a unit in gMng direction to the professional manager?

Almost always _ Sometimes _ Never _

3. Is there mutual respect between the governing body and the professional manager?

Almost always _ Sometimes _ Never _

4. Is there opportunity for the professional manager to offer input into the decision-making process?

Almost always _ Sometimes _ Never _

AGENDA NO. 11.114
DATE: 10.26.11

**Staff Report
2011 Tax Rate
October 26, 2011**

Background:

Information provided are estimates only, the Town is scheduled to set the 2011 tax rate later this week.

Discussion:

The Town has \$2 million or (5.05%) of unassigned fund balance in the General Fund as of June 30, 2011. The Town's policy is to maintain a minimum of 5% to protect itself against emergencies and economic downturns.

The estimated tax rate without additional unassigned fund balance is \$21.84 or a \$0.16 cent increase over the current tax rate.

Attached you will find the Estimated Tax Rate Calculation that shows the history of assessed values, tax rates and percentages of fund balance retained for the prior years. At the bottom of the sheet are the estimated effects of unassigned fund balance used to reduce the tax rate.

While I do strongly recommend maintaining a healthy unassigned fund balance, during these economic times I would not recommend reducing the unassigned fund balance below \$1.5 million or (3.81%).

Recommendation:

Motion to apply \$260,000 of Unassigned Fund Balance to reduce the 2011 tax rate.

This would leave a balance of \$1.7 mill or 4.56% of unassigned fund balance; an increase of \$500,000 or 1.44% over the 2010 level and would not change the tax rate, keeping it at \$21.68.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation:

Concur with recommendation to keep the tax rate the same as last year.



Dean E. Shankle Jr.
Town Administrator

TOWN OF HOOKSETT
2011 ESTIMATED TAX RATE CALCULATION

10/20/11

For Analysis Use Only (2011 TAX RATE HAS NOT BEEN SET)

	Net Appropriations	Estimated Tax rate 2011	Tax rate 2010	Estimated Change
Municipal Tax Rate	10,299,830	6.32	6.05	0.27
School Tax Rate	17,092,347	10.49	10.62	(0.13)
State School tax Rate	3,714,312	2.36	2.35	0.01
County Tax Rate	4,345,991	2.67	2.66	0.01
Total Estimated Tax Rate		21.84	21.68	0.16

History of Assessed Value, Tax Rate and % of Fund Balance Retained

Year	Assessed Value	Total Tax Rate	Fund Balance Retained
2011	1,629,349,475		
2010	1,624,958,734	21.68	3.12%
2009	1,614,242,921	21.16	2.80%
2008	1,595,105,965	20.82	5.18%
2007	1,322,460,143	22.68	4.90%
2006	1,274,733,978	22.68	2.65%
2005	1,222,579,467	22.10	3.80%
2004	1,152,709,228	22.00	5.00%
2003	1,096,213,878	20.57	5.00%
2002	774,533,306	25.20	3.40%

Estimated Effects of Unassigned Fund Balance Used to Reduce Tax Rate

Options	Fund Balance used to reduce tax rate	Fund Balance Retained	Estimated Town Rate	Estimated Total Tax Rate	Estimated Total Increase
A	-	5.05%	6.32	21.84	0.16
B	200,000	4.56%	6.20	21.72	0.04
C	260,000	4.41%	6.16	21.68	-
D	300,000	4.31%	6.14	21.66	(0.02)
E	500,000	3.81%	6.01	21.53	(0.15)