

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, February 8, 2012

- I. **6:30 PM - CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **APPROVAL OF MINUTES**
January 25, 2012
- V. **AGENDA OVERVIEW**
- VI. **PRESENTATION**
Boston Post Cane – Andrew Thorell, 23 Elmer Avenue, 98 years old
- VII. **CONSENT AGENDA**
12-6 Bond Reduction – Rae Brook Farms
12-7 Acceptance of Donations per RSA 31:95-b, III (b)
- VIII. **TOWN ADMINISTRATOR’S REPORT**
- IX. **PUBLIC INPUT: 15 Minutes**
- X. **NOMINATIONS AND APPOINTMENTS**
Appointment
Planning Board – Robert Duhaime
- XI. **SCHEDULED APPOINTMENTS**
Jennifer Dorr, Vachon, Clukay & Company, PC re: Auditor’s Report
- XII. **15 MINUTE BREAK**
- XIII. **OLD BUSINESS**
12-4 Council Rules – Public Input
12-8 Scenic Road Ordinance
11-125 Budget & Warrant Articles
- XIV. **NEW BUSINESS**
12-9 Firefighters’ Union Contract
12-10 Town Administrator’s Goals and Evaluation
- XV. **SUB-COMMITTEE REPORTS**
- XVI. **PUBLIC INPUT**
- XVII. **NON-PUBLIC SESSION**
- XVIII. **ADJOURNMENT**

THE BOSTON POST CANE

The cane-presenting tradition dates back to the turn of the century when 431 canes were made.

The stylish walking sticks were made available to numerous northeastern municipalities by the former Boston Post newspaper. The idea of having New England's selectmen and mayors pay tribute to their eldest citizen by ceremoniously awarding them the canes was originally conceived as an advertising gimmick by the then Post Editor Edward A. Grozier. Baring no expense, Grozier reportedly hired a leading cane manufacturer in New York to craft the canes out of African-imported wood and to gild the tips of each with 14 carat gold. Grozier also specified that only the finest French varnish be used to coat the Post canes, each of which took nearly a year to produce from start to finish.

AGENDA NO. 12-6
DATE: 2-8-12

Staff Report
Bond Reduction –Rae Brook Farms
February 8, 2012

Background: In March of 2011, a cash surety was put in place in the amount of \$83,655. The original bond estimate for this project was \$225,000. This project has now been completed. The roadway and all required elements have been addressed. We would like to reduce this cash surety to the 10% maintenance bond that is required in the Development Regulations. This will be held for two years.

Issue: I would like to have the bond reduced to \$22,500 to be held for two years as is required by the Development Regulations. This is 10% of the original bond.

Discussion: To have the town council reduce the bond to the amount of \$22,500. I have inspected the work and it meets all of the requirements set forth by the town as is required.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the reduction of the cash bond from \$83,655 to \$22,500 which is 10% of the original bond. The additional amount that is held by the town is to be returned to the developer.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: Concur with recommendation.



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

AGENDA NO. 12.7
DATE: 2.8.12

**Staff Report
Acceptance of Donations
February 8, 2012**

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 \$3,125.00 donated to the Hooksett Fire-Rescue Department.

Discussion: The Hooksett Fire Department was sent donations in the mail from numerous people totaling \$3,125.00. These donations were sent to Hooksett Fire-Rescue in the memory of Retired Call Hooksett Firefighter Arnold Anderson who passed away on January 4, 2012. Arnold Anderson spent many years on the Hooksett Village Fire Department and is also the father of active Fire Captain James Anderson.

Fiscal Impact: The donation is a gift to the Hooksett Fire-Rescue Department for a total amount of \$3,125.00

Recommendation: Motion to accept the donation of \$3,125.00 under RSA 31:95-b, III (b).

Prepared by: Fire Chief Michael Williams

Town Administrator Recommendation: Concur with recommendation.


Dean E. Shankle, Jr., PhD
Town Administrator

Designation of Goffstown Road as a Scenic Road

AGENDA NO. 12.8
DATE: 2.8.12

SECTION 1

PURPOSE AND INTENT

The purpose and intent of this ordinance is to designate the entire length of Goffstown Road as a Scenic Road. The effects of this designation can be found in NH RSA 231: 158. The Town Council is enacting this ordinance under the authority given to it by the Town Charter in section 3.11.

SECTION 2

DESIGNATED LOCAL IMPLEMENTING BODY

The Town Council hereby designated the Conservation Commission as the board responsible for the implementation of the provisions of this ordinance.

SECTION 3

PUBLIC SAFETY AND OTHER EMERGENCIES

Provisions of RSA 231:158 II outline procedures for emergencies:

1. The Director of the Department of Public Works or his designee may, without hearing, but only with the prior written permission of the council, remove trees declared a public nuisance when they pose an imminent threat to safety or property; and
2. A public utility may cut or remove a tree without a hearing or advance municipal permission when restoring service in an emergency situation but should inform the council of its actions and rationale afterward. Said notification shall be in writing within seven (7) days of the emergency; it should describe the nature of the emergency and the work performed to resolve it. If the scope of the emergency makes notification within seven (7) days impossible, the public utility may request a reasonable extension from the town administrator.

In each of these instances, a copy of correspondence with council shall be sent to the chair of the Conservation Commission.

SECTION 4

PUBLIC INFORMATION

The Town Clerk shall maintain and update annually the list of Scenic Roads in Town as required by RSA 231:157. A copy of said update shall be forwarded to the chair of the Conservation Commission. Signs recognizing the Scenic Road status shall be posted at the beginning and end of the designated portion of the road.

SECTION 5

ENFORCEMENT AND PENALTIES

Enforcement and penalties shall be those allowed by NH RSA 158 related to Scenic Roads.

SECTION 6

EFFECTIVE DATE

This ordinance shall become effective upon passage.

ADOPTED: XX/XX/XX



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

AGENDA NO. 11-125
DATE: 2-8-12

Date of Request: January 31, 2012 **Date of Town Meeting:** May 2012

Name of Department Submitting Request: Finance, Tax & Public Works

1. Please provide the wording of the proposed article.

To see if the Town will vote to adopt the provisions of RSA 261:153 VI to collect an additional \$5.00 fee for the purpose of supporting municipal and transportation improvements and to establish a Municipal and Transportation Improvement Capital Reserve fund for this purpose governed by the RSA 35:1; further to restrict \$4.50 from the fee to go into this fund and to name the Town Administrator as the agent to expend. The remaining .50 cents would lapse to the general fund.

2. What is the intent and purpose of article?

The intent of this article is to start a savings account, known as a Capital Reserve Fund with the money held by the Trustees of the Trust Fund, for transportation improvement projects, including but not limited to roads, bridges, bicycle, pedestrian and parking facilities. The money can be used for engineering, right-of way acquisitions and construction cost of transportation facilities and for operating and capital costs of public transportation only.

The money will be collected from an additional fee added to vehicles registrations on all vehicles except all terrain, antiques and motorcycles.

The RSA allows for the fee to be up to \$5.00, which is proposed, and states that Council may established a start date, which I would recommend July 1st at the start of the Town's fiscal year. The RSA also requires Council to have one Public Hearing on the questions which would be on April 11th.

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

The \$4.50 fees will be used for alternative funding for future transportation projects and the \$0.50 will go into the General Fund to offset taxes.

4. Estimated cost?**Estimated Collections for last 3 years**

FY 2010-11 Registered *17,137 vehicles = \$85,685

FY 2009-10 Registered *19,872 vehicles = \$99,360

FY 2008-09 Registered *20,426 vehicles = \$102,130

*Please note the number of registered vehicles used for the collection estimates included antiques and motorcycles.

5. Is any further information necessary for the deliberation?

Currently all transportation improvements projects are paid for by tax dollars, mainly funded in the Public Works department, this fee would shift some burden to the transportation users. While some businesses that don't register vehicles would not be paying the fee, others like apartment renters would.

Concord, Dover and Manchester all charge \$5.00 for this purpose.

INSTRUCTIONS

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

TITLE XXI

MOTOR VEHICLES

CHAPTER 261

CERTIFICATES OF TITLE AND REGISTRATION OF VEHICLES

Municipal Permits for Registration

Section 261:153

261:153 Fees for Registration Permits. –

I. The treasurer of each city, or such other person as the city government may designate, and the town clerk of each town shall collect fees for such permits as follows: on each vehicle offered for registration a sum equal to 18 mills on each dollar of the maker's list price for a current model year vehicle, 15 mills on each dollar of the maker's list price for the first preceding model year vehicle, 12 mills on each dollar of the maker's list price for the second preceding model year vehicle, 9 mills on each dollar of the maker's list price for the third preceding model year vehicle, 6 mills on each dollar of the maker's list price for the fourth preceding model year vehicle, and 3 mills on each dollar of the maker's list price for the fifth preceding model year vehicle and any model year prior thereto. In no event, however, shall the fee be less than \$5. Registration permit fees for construction equipment, as defined in RSA 259:42, shall be governed by RSA 261:64. The director shall make the final determination of any vehicle model year in any case in which a dispute arises. The fee collected hereunder for a vehicle used only in the manner and for the purposes specified in RSA 261:82 shall be \$5; and provided further, that the fee collected hereunder for a farm tractor shall be \$5. In cases of doubt, the director may investigate for the purpose of determining eligibility for limited purpose registrations.

II. In all cases the manufacturer's list price shall be rounded off to the nearest \$100 and the actual permit fee shall be rounded off to the nearest dollar.

III. If the permit is issued for a vehicle specified in RSA 261:141, III in a month other than the month in which the anniversary of the owner's birth occurs, the amount of the permit fee shall be changed as follows:

(a) If the month in which the anniversary of the owner's birth occurs will be one of the next 4 months, the permit fee shall be increased by 1/12 for each whole month or part thereof remaining until the end of the month in which such anniversary will occur and the owner shall not be required to obtain a permit for the next registration period.

(b) In all other cases for vehicles specified in RSA 261:141, III the permit fee shall be determined by multiplying 1/12 of the permit fee for the vehicle times the total number of whole months and any part of a month remaining until the end of the month in which the anniversary of the owner's birth occurs, and the owner shall be required to obtain a permit for the next registration period.

IV. Each designated city official as the city government may designate and the town clerk of each town shall use the straight line method in computing fees stipulated in paragraph I for any registration. The straight line method means that no registrant shall pay less or more than 12 months at each stipulated mill rate, whether such 12 months extend over one or more registration periods. The mill rate to be charged on a vehicle originally offered for registration by a registrant shall be based on the year of manufacture of the said vehicle and shall continue for the next 12 months, including the month of registration. For each successive 12 months registration of the same vehicle thereafter, whether or not such 12 months registration extends beyond one or more registration periods, the fees to be charged

shall be computed successively at the next lower mill rate; provided, that the minimum rate to be charged for any registration shall always be 3 mills on each dollar of the maker's list price of a vehicle.

V. Beginning July 1, 1989, in addition to each registration fee collected under paragraph I, there may be collected an additional fee for the purposes of a town reclamation trust fund as established in RSA 149-M:18. Of this amount, \$.50 shall be retained by the city official designated by the city government or by the town clerk for administrative costs and the remaining amount shall be deposited into the reclamation trust fund established by the town for the purpose of paying collection and disposal fees for the town's motor vehicle waste. For the purposes of this paragraph, "motor vehicle waste" means "motor vehicle waste" as defined in RSA 149-M:18. A town which collects such additional fees shall not charge a disposal fee for motor vehicle waste at the town's solid waste disposal facility. If a town finds the additional fee is not sufficient to cover fees for collection and disposal of town motor vehicle waste, it shall notify the office of energy and planning. The office shall study the fee in accordance with RSA 4-C:1 and make recommendations, if necessary, for increases in the fee. The additional fee schedule shall be graduated by class of vehicle as follows:

(a) The fee for heavy vehicles, including mobile homes and house trailers, heavy trucks and truck-tractors whose gross weight exceeds 18,000 pounds, and buses shall be \$5.

(b) Unless otherwise provided, the fee for automobiles, light vehicles including trucks, and commercial motorized vehicles including tractor trailers, shall be \$3.

(c) Unless otherwise provided, the fee for special use vehicles including all-terrain vehicles, agricultural and farm vehicles, and historic vehicles and for 2-wheeled vehicles including mopeds, motorcycles, and non-motorized car and boat trailers, shall be \$2.

VI (a) Beginning on July 1, 1997, in addition to the motor vehicle registration fees collected under paragraphs I and V, the legislative body of a municipality may vote to collect an additional fee for the purpose of supporting a municipal and transportation improvement fund, which shall be a capital reserve fund established for this purpose and governed by the provisions of RSA 34 and RSA 35 for cities and towns, respectively. Of the amount collected, up to 10 percent, but not more than \$0.50 of each fee paid, may be retained by the local official designated by the municipal government or by the town or city clerk for administrative costs. The remaining amount shall be deposited into the municipal transportation improvement fund established to allow a community to fund, wholly or in part, improvements in the local or regional transportation system including roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities and public transportation. The funds may be used for engineering, right-of-way acquisition, and construction costs of transportation facilities, and for operating and capital costs of public transportation only. The funds may be used as matching funds for state or federal funds allocated for local or regional transportation improvements. Such funds shall not be used to offset any other non-transportation appropriations made by the municipality.

(b) The maximum fee charged under this paragraph shall be \$5. The municipality shall establish the required fee, up to the maximum amount allowable, based on anticipated funding needs for transportation improvements. The additional fee shall be collected from all vehicles, both passenger and commercial, with the exception of all terrain vehicles as defined in RSA 215-A:1, I-b and antique motor vehicles or motorcycles, as defined in RSA 259:4.

(c) Any town or city may adopt the provisions of subparagraphs (a) and (b) for an optional additional motor vehicle registration fee to fund municipal transportation improvements in the following manner:

(1) In a town, the question shall be placed on the warrant of a special or annual town meeting under the procedures set out in RSA 39:3, and shall be voted on by ballot. In a city, the legislative body may consider and act upon the question in accordance with their normal procedures for passage of resolutions, ordinances, and other legislation. The legislative body of a city may vote to place the question on the official ballot for any regular municipal election, or in the alternative, shall place the question on the official ballot for any regular municipal election upon submission to the legislative body of a petition signed by 5 percent of the registered voters.

(2) The selectmen or city council shall hold a public hearing on the question at least 15 days but

not more than 30 days before the question is to be voted on. Notice of the hearing shall be posted in at least 2 public places in the municipality and published in a newspaper of general circulation at least 7 days before the hearing.

(3) A town or city may choose to restrict the use of the municipal transportation improvement fund to one or more of the transportation system modes provided for in paragraph VI(a). Any such restriction shall be so stated in the wording of the question.

(d) If a majority of those voting on the question vote "Yes," the additional motor vehicle registration fee shall apply within the town or city on the date set by the selectmen or the city council.

(e) (1) A town or city may consider rescinding its action in the manner described in subparagraph (c). The wording of the question shall be the same as that was adopted by the town or city, except the word "adopt" shall be changed to "rescind."

(2) If a majority of those voting on the question vote "Yes," following the action taken to rescind, the additional motor vehicle registration fee shall not apply within the town or city.

Source. 1919, 55:5. 1921, 120:3. 1925, 136:1. PL 100:14. 1927, 12:1. 1933, 29:1. 1941, 75:1. RL 116:20. 1945, 81:1. 1953, 130:2. RSA 260:27. 1963, 184:2. 1965, 153:2. 1975, 497:9. 1976, 3:3, 7. 1977, 314:4. 1979, 215:2. 1981, 146:1; 446:1, 2. 1983, 285:12. 1989, 263:9. 1991, 225:2. 1994, 42:2, 3. 1996, 251:10. 1998, 4:1. 1999, 265:1. 2003, 319:9, eff. July 1, 2003. 2004, 257:44, eff. July 1, 2004. 2010, 85:1, eff. July 24, 2010.

Union Cost
Summary of 3 Years

AGENDA NO. 12.9
DATE: 2-8-12

	1.45 Spread	2.50%	2.50%
Firefighters			
Officers	.5 Spread	2.50%	2.50%
	Year 1	Year 2	Year 3
Wages	73,097.93	31,259.62	32,039.57
Holiday Pay	4,016.37	1,717.56	1,760.42
Overtime	6,940.29	2,967.95	3,042.00
Overtime CBA	10,024.86	4,287.03	4,394.00
Savings in Holiday Unit	(7,705.38)	-	-
Total Wages	86,374.07	40,232.16	41,235.98
NHRS	19,771.03	11,160.40	11,438.86
Medi	1,252.42	603.48	618.54
Workers Comp	5,355.19	2,494.39	2,556.63
Unemployment	690.99	321.86	329.89
Savings in Health Ins	(26,379.00)	(1,318.95)	(1,384.89)
	690.63	13,261.18	13,559.03
Totals	\$ 87,064.71	\$ 53,493.35	\$ 54,795.01

FY 2012/13 NEW HIRE BASE RATE		YEAR 1 % SPREAD	YEAR 2 % INCREASE	YEAR 3 % INCREASE	FIREFIGHTER	COST FOR 1st YEAR	TOTAL INCREASE	COST FOR 2nd YEAR	TOTAL INCREASE	COST FOR 3rd YEAR	TOTAL INCREASE
\$16.65		1.45	2.5	2.5		\$62,913.73	\$28.81	\$19,400.29	\$8.88	\$19,885.30	\$9.10
FIREFIGHTER		CURRENT		FY 2012/13		FY 2013/14		FY 2014/15			
NAME	FY OF HIRE	BASE RATE	BASE RATE	INCREASE	BASE RATE	INCREASE	BASE RATE	INCREASE			
New Hire	2014/15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17.00	\$0.00			
New Hire	2013/14	\$0.00	\$0.00	\$0.00	\$16.82	\$0.00	\$17.24	\$0.00			
New Hire	2012/13	\$16.22	\$16.65	\$0.00	\$17.07	\$0.00	\$17.49	\$0.00			
Vacant	2011/12	\$16.22	\$16.89	\$0.67	\$17.31	\$0.42	\$17.75	\$0.43			
Sundquist	2011/12	\$16.22	\$16.89	\$0.67	\$17.31	\$0.42	\$17.75	\$0.43			
Gurecki	2010/11	\$16.71	\$17.14	\$0.43	\$17.56	\$0.43	\$18.00	\$0.44			
Lewandowski	2008/09	\$16.71	\$17.64	\$0.93	\$18.08	\$0.44	\$18.53	\$0.45			
Wolinski	2008/09	\$16.71	\$17.64	\$0.93	\$18.08	\$0.44	\$18.53	\$0.45			
Brehm	2007/08	\$16.71	\$17.89	\$1.18	\$18.34	\$0.45	\$18.80	\$0.46			
Nadeau	2006/07	\$16.71	\$18.15	\$1.44	\$18.61	\$0.45	\$19.07	\$0.47			
Balise	2006/07	\$16.71	\$18.15	\$1.44	\$18.61	\$0.45	\$19.07	\$0.47			
Stalker	2004/05	\$17.21	\$18.68	\$1.47	\$19.15	\$0.47	\$19.63	\$0.48			
Grover	2003/04	\$17.21	\$18.95	\$1.74	\$19.43	\$0.47	\$19.91	\$0.49			
Tewksbury	2002/03	\$17.55	\$19.23	\$1.68	\$19.71	\$0.48	\$20.20	\$0.49			
David	2002/03	\$17.55	\$19.23	\$1.68	\$19.71	\$0.48	\$20.20	\$0.49			
Uitts	2002/03	\$17.55	\$19.23	\$1.68	\$19.71	\$0.48	\$20.20	\$0.49			
Silva	2001/02	\$17.55	\$19.51	\$1.96	\$19.99	\$0.49	\$20.49	\$0.50			
Gamache	2000/01	\$17.55	\$19.79	\$2.24	\$20.28	\$0.49	\$20.79	\$0.51			
Hill	2000/01	\$17.55	\$19.79	\$2.24	\$20.28	\$0.49	\$20.79	\$0.51			
Lincoln	1999/00	\$17.91	\$20.08	\$2.17	\$20.58	\$0.50	\$21.09	\$0.51			
Knox	1999/00	\$17.91	\$20.08	\$2.17	\$20.58	\$0.50	\$21.09	\$0.51			
Desrochers	1998/99	\$18.27	\$20.37	\$2.10	\$20.88	\$0.51	\$21.40	\$0.52			

4.14%	2.50%	2.50%
4.14%	2.50%	
2.55%	2.50%	
5.55%	2.50%	
5.55%	2.50%	
7.08%	2.50%	
8.63%	2.50%	
8.63%	2.50%	
8.55%	2.50%	
10.13%	2.50%	
9.56%	2.50%	
9.56%	2.50%	
9.56%	2.50%	
11.16%	2.50%	
12.76%	2.50%	
12.76%	2.50%	
12.10%	2.50%	
12.10%	2.50%	
11.48%	2.50%	

FY 2012/13 NEW LT. BASE RATE		YEAR 1 % SPREAD	YEAR 2 % INCREASE	YEAR 3 % INCREASE	LIEUTENANT	COST FOR 1st YEAR	TOTAL INCREASE	COST FOR 2nd YEAR	TOTAL INCREASE	COST FOR 3rd YEAR	TOTAL INCREASE
\$24.30		0.5	2.5	2.5		\$6,599.20	\$3.02	\$6,822.90	\$3.12	\$6,993.48	\$3.20
LIEUTENANT		CURRENT		FY 2012/13		FY 2013/14		FY 2014/15			
NAME	FY OF PROMOTION	BASE RATE	BASE RATE	INCREASE	BASE RATE	INCREASE	BASE RATE	INCREASE			
New Promotion	2014/15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.28	\$0.00			
New Promotion	2013/14	\$0.00	\$0.00	\$0.00	\$24.78	\$0.00	\$25.40	\$0.00			
New Promotion	2012/13	\$24.02	\$24.30	\$0.00	\$24.91	\$0.00	\$25.53	\$0.00			
Doyle	2011/12	\$24.02	\$24.42	\$0.40	\$25.03	\$0.61	\$25.66	\$0.63			
Gayer	2010/11	\$24.48	\$24.54	\$0.06	\$25.16	\$0.61	\$25.79	\$0.63			
Palmer	2006/07	\$24.48	\$25.04	\$0.56	\$25.66	\$0.63	\$26.31	\$0.64			
Drew	2003/04	\$24.48	\$25.42	\$0.94	\$26.05	\$0.64	\$26.70	\$0.65			
Carignan	1994/95	\$24.48	\$25.54	\$1.06	\$26.18	\$0.64	\$26.84	\$0.65			

FY 2012/13 NEW CAPT. BASE RATE		YEAR 1 % SPREAD	YEAR 2 % INCREASE	YEAR 3 % INCREASE	CAPTAIN	COST FOR 1st YEAR	TOTAL INCREASE	COST FOR 2nd YEAR	TOTAL INCREASE	COST FOR 3rd YEAR	TOTAL INCREASE
\$26.45		0.5	2.5	2.5		\$2,193.12	\$1.00	\$4,434.84	\$2.03	\$4,545.71	\$2.08
CAPTAIN		CURRENT		FY 2012/13		FY 2013/14		FY 2014/15			
NAME	FY OF PROMOTION	BASE RATE	BASE RATE	INCREASE	BASE RATE	INCREASE	BASE RATE	INCREASE			
New Promotion	2014/15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27.51	\$0.00			
New Promotion	2013/14	\$0.00	\$0.00	\$0.00	\$26.98	\$0.00	\$27.65	\$0.00			
New Promotion	2012/13	\$26.43	\$26.45	\$0.00	\$27.11	\$0.00	\$27.79	\$0.00			
Pesula	2009/10	\$26.74	\$26.85	\$0.11	\$27.52	\$0.67	\$28.21	\$0.69			
Anderson	2009/10	\$26.74	\$26.85	\$0.11	\$27.52	\$0.67	\$28.21	\$0.69			
Deveau	2004/05	\$26.74	\$27.53	\$0.79	\$28.21	\$0.69	\$28.92	\$0.71			

YEAR 1
TOTAL COST
\$71,706.05

YEAR 2
TOTAL COST
\$30,658.03

YEAR 3
TOTAL COST
\$31,424.48

TOTAL COST
FOR CONTRACT
\$133,788.57

AGENDA NO. 12.10
DATE: 2.8.12

Staff Report Town Administrator Goals and Evaluation

Background:

As you can see from included section 6 from the Town Administrator's contract, it is important that the Council develop a set of goals against which my success will be determined. I have also included some sample goals that had apparently been used by a former council for a former administrator.

Recommendation:

Begin the process of developing goals or determine a process to be used to develop them.



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

Section 6 – Performance Evaluation

- A. The Council shall review and evaluate the performance of the Administrator annually. Said review and evaluation shall be in accordance with the specific criteria which as a minimum will include a written statement of goals and objectives developed jointly by the Council and the Administrator. Said criteria may be added to or deleted from as the Council may from time to time determine in consultation with the Administrator. Further, the Chairperson of the Council shall provide the Administrator with a written summary statement of the findings of the Council and provide an adequate opportunity for the Administrator to respond in writing and to discuss his evaluation with the Council. The Council may consider a salary change at the time of the evaluation.
- B. Annually, the Council and the Administrator shall define such goals and performance objectives which they determine necessary for the proper operation of the Town and the attainment of the Council's policy objectives, and shall further establish a relative priority among those various goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating capital budgets and appropriations provided, and shall be primary consideration in the Administrator's evaluation.

The following ten (10) goals are listed in no priority order as of October 2009:

GOALS for the Town and Town Administrator

1. Maintain a viable community for residents and businesses and promote economic development in line with the Master Plan.
2. Improvement of town-wide department efficiencies.
3. Continued evaluation of Quarterly Project Summaries and emphasize priority projects.
4. Improve and streamline the Development Review process and develop a handbook.
5. Maintain the fiscal stability of the community.
6. Seek revenue resources and evaluate Town fees.
7. Continue to enhance all communication resources and maintain positive communication both internally and externally.
8. Improve town-wide technology via planned Information Technology (IT) improvements.
9. Promote Customer Service via response and services provided within a reasonable tax structure.
10. Develop written Town Policies and Procedures that are equitable and structured to ensure positive and compliant Town operations.