

As of March 6, 2012

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, March 14, 2012

- I. 6:30 PM - CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF MINUTES**
February 22, 2012
- V. AGENDA OVERVIEW**
- VI. CONSENT AGENDA**
 - 12-13 Acceptance of Donations
 - a) \$240 Donation to the Fire Department in the form of (12) \$20 gift certificates to Robie's Country Store per RSA 31:95-b, III, (b).
 - b) \$750 Donation to the Heritage Commission for the Veterans' Memorial Project per RSA 674:44-b.
 - 12-14 Crawford Car Wash Site Surety Release
- VII. TOWN ADMINISTRATOR'S REPORT**
- VIII. PUBLIC INPUT: 15 Minutes**
- IX. NOMINATIONS AND APPOINTMENTS**
Nomination – Deputy Health Officer, Doug Urquhart
- X. SCHEDULED APPOINTMENTS**
 - 12-15 Public Hearing re: Acceptance of Donation from Pepsi in the amount of \$5,350 per RSA 31:95-b.
 - 12-16 Trustees of the Trust Funds Update
 - 12-17 Diane Boyce, Recycling & Transfer Department
 - a) Acceptance of bid for wheeled barrels.
 - b) Amendment to Recycling & Transfer Policy
 - 12-18 Public Works Department re: Construction Monitoring Fees
- XI. 15 MINUTE RECESS**
- XII. OLD BUSINESS**
 - 11-125 Town Warrants – Vote to Finalize
 - 12-10 Town Administrator's Goals and Evaluation
- XIII. NEW BUSINESS**
 - 12-19 Letter of Interest re: Cancer Treatment Center of America
 - 12-20 Stipends
 - 12-21 Great Woods Condo Unit C-1B
 - 12-22 Town Council's Report – Town Meeting Guide
- XIV. SUB-COMMITTEE REPORTS**
- XV. PUBLIC INPUT**
- XVI. NON-PUBLIC SESSION**
- XVII. ADJOURNMENT**

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

AGENDA NO. 12.13 (a)
DATE: 3.14.12

Staff Report
Acceptance of Donations
March 14, 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 \$240.00 donated to the Hooksett Fire-Rescue Department. This donation is twelve \$20.00 gift certificates for Robie's Country Store.

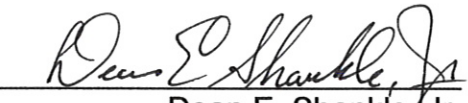
Discussion: Resident Pat Newton gave the members of Hooksett Fire Department a donation of 12- \$20.00 Robie's gift certificates, totaling \$240.00. These donations were dropped off at station 1 for members of Hooksett Fire-Rescue for the work Firefighters do.

Fiscal Impact: The donation is a gift to the Hooksett Fire-Rescue Department for a total amount of \$240.00, no fiscal impact.

Recommendation: Motion to accept the donation of \$240.00 under RSA 31:95-b, III (b).

Prepared by: Fire Chief Michael Williams

Town Administrator Recommendation: Concur with recommendation.



Dean E. Shankle, Jr.
Town Administrator

AGENDA NO. 12.13 (6)
DATE: 3.14.12

Staff Report
Acceptance of Donation for the Veterans' Memorial
March 14, 2012

Background: Per RSA 674:44-b Heritage Commission shall 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: Acceptance of various donations for a total amount of \$750.00 for the Veterans' Memorial fund.

Discussion: The donation came from 3 individuals. One was from Oscar Morin, Jr.'s family in his memory.

Fiscal Impact: \$750.00

Recommendation: Motion to accept the donation of \$750.00 per RSA 674:44-b.

Prepared by: Evelyn Horn, Administrative Assistant

Town Administrator Recommendation: Concur with recommendation.

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

AGENDA NO. 12.14
DATE: 3.14.12

**Staff Report
Crawford Car Wash Project**

SITE SURETY RELEASE

March 14, 2012

Background:

Crawford Car Wash
1125 Hooksett Rd., Map 41, Lot 12
Site Plan #11-04

Issue:

Site plan improvements surety estimate (Stantec 9/12/11 letter) was collected as a Letter of Credit in the amount of \$71,263.08 (LOC 9/27/11). The site improvements were completed on February 22, 2012 with the exception of the initial landscape plantings due to winter weather conditions (Stantec 2/23/12 letter & Certificate of Occupancy 2/23/12). A separate initial landscape plantings surety is in place at this time for \$12,250.00 (check #76453). The \$71,263.08 LOC should be released.

Fiscal Impact:

None.

Recommendation:

Recommend that the Town Council motion to release the Crawford Car Wash site plan improvements Letter of Credit in the amount of \$71,263.08.

Prepared by:

Donna Fitzpatrick, Planning Coordinator

Town Administrator Recommendation:

Dr. Dean E. Shankle, Jr.
Town Administrator

AGENDA NO. 12.15
DATE: 3.14.12

Staff Report
Public Hearing – Acceptance of Donation from Pepsi
March 14, 2012

Background: During the summer months, Pepsi/SuperValue had a contest where you could enter to win a scoreboard for an athletic field. Resident Julia Siders entered this contest and used Petersbrook Field as the field that was in need of a scoreboard as her children played soccer on those fields for years. Then in November she was contacted by Pepsi informing her that Petersbrook Field had been selected as a potential Grand Prize Winner! Well she again was contacted and informed that Petersbrook Field would be the recipient of an outdoor electronic scoreboard with installation. The value of this is \$5,350.00.

Issue: The Town Council needs to accept this gift/donation under RSA 31:95-e so that it can be installed at the Petersbrook Field.

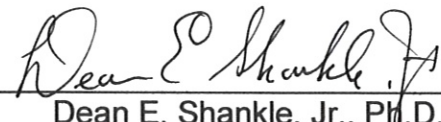
Discussion: To have the Town Council accept the gift/donation of the outdoor electronic scoreboard with installation at Petersbrook Fields under RSA 31:95-e.

Fiscal Impact: None.

Recommendation: I recommend the Town Council accept the gift/donation of the outdoor electronic scoreboard with installation under RSA 31:95-e.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: Concur with recommendation.


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

TOWN OF HOOKSETT PUBLIC HEARING NOTICE

The Hooksett Town Council will hold a public hearing on Wednesday, March 14, 2012 at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a donation from Pepsi in the form of an outdoor electronic scoreboard valued at \$5,350 to be installed at Pertersbrook Field per RSA 31:95-e. Questions should be directed to Jodi Pinard of Public Works Department (668-8019).

Public Notices

TOWN OF HOOKSETT PUBLIC HEARING NOTICE THE HOOKSE

TOWN OF HOOKSETT PUBLIC HEARING NOTICE The Hooksett Town Council will hold a public hearing on Wednesday, March 14, 2012 at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a donation from Pepsi in the form of an outdoor electronic scoreboard valued at \$5,350 to be installed at Pertersbrook Field per RSA 31:95-e. Questions should be directed to Jodi Pinard of Public Works Department (668-8019).

Appeared in: *The Union Leader* on Sunday, 03/04/2012

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STAFF REPORT
Acceptance of Bid for Wheeled Barrels
March 14, 2012

Background

In May of 2011, the Town voted to begin a new curbside trash and recycling program. The Council has already approved the trucks and bodies of the collection units, which are in the process of being built. A bid for the "Wheeled Refuse Barrels" was opened on February 15th. The Recycling and Transfer Advisory Committee met with 3 out of the 4 bidders at the last Committee meeting held on February 28th.

Discussion

The bids were as follows:

Rehig Pacific Company	\$384,745.00
Otto Environmental Systems	\$369,359.00
Toter, Inc.	\$383,304.00 + \$1.00 per barrel (granite look)
Cascade Engineering	\$369,385.00

These bids were for (8,000) 65-gallon barrels and (300) 35-gallon barrels

After meeting with the salesman for 3 of the bidders, the Committee supported the Toter, Inc. bid of \$383,304.00. Everyone really liked the look of the barrels. Pembroke recently purchased the Toter's and they are extremely pleased. Franklin is on the third year of their program and they are also pleased with the barrels and with the service. Diane talked to Sally Hyland who runs the recycling program in Nashua and they have had Toter's for 9 years. Residents actually voted for the \$1.00 extra charge because they liked the "granite look". Otto came in as the second choice with a 3-2 vote in favor. Rehig 3rd with a 2-3 vote.

Diane called Stan Haines the salesman from Toter the following day and asked if the company would consider eliminating the \$1.00 surcharge for the "granite look". Toter, Inc. Corporate agreed to offer the "granite look" at no charge. Besides the good looks the Committee liked the ease of the removal of the lid. Lids and wheels are generally the only parts that need to be replaced. The barrels are under warranty for manufacturing defects for 10 years.

Recommendation

I would recommend the Town accept the bid for the purchase of the wheeled refuse barrels from Toter, Inc. I believe that not only are they the best looking barrels but the construction is less rigid, which we feel will help when temperatures drop. The City of Nashua has had the Toter's barrels for nine years and is extremely pleased with them. The residents actually voted to pay the extra \$1.00 per unit because they liked the looks. The Town of Pembroke is into its second year owning the Toter's along with Franklin who is in its third year of the program. All of the communities commented on the construction of the carts and the wonderful service that they have received.

Prepared by: Diane Boyce

Town Administrator Recommendation:

Dr. Dean E. Shankle, Jr.
Town Administrator

AGENDA NO. 12.17(6)

DATE: 3.14.12

STAFF REPORT
Amendment to Recycling and Transfer Policy
March 14, 2012

Background

In October, 2011 the Council voted to adopt a new policy for the Recycling and Transfer Department to include the collection. The Department is still researching policies and adjustments with other communities due to the automated collection system and the issuance of barrels.

Discussion

When reviewing the policy so that I might have a "condensed version" to be placed with the barrels and distributed to the residents, I felt that the Town should not be responsible for any damaged or removed barrels from properties where the "owner" may not be present. I feel the "property owner", especially when multi families are involved should be the responsible party for insuring that the "tenants" know the rules and regulations regarding the containers that are provided by the Town.

Recommendation

I recommend that the policy be amended so that the "property owner" is the responsible party for their tenants. I believe a replacement cost for the containers would be appropriate as amended in the attached policy. The policy changes are marked in red.

Prepared by: Diane Boyce

Town Administrator Recommendation

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

Curbside Automated Collection Rules and Regulations

Recycling and Transfer Department Policy

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 @ 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 approve or disapprove placement of barrels for 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.

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 preventable damage, as determined by the Superintendent, the Superintendent will require a charge for the replacement. The property owners are the ultimate party responsible for all damages or removed containers by tenants. The owner shall pay the cost of \$50.00 for any replacement containers. The owner should educate the household members and tenants 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.

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.

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.

PLEASE CALL WITH ANY QUESTIONS OR CONCERNS REGARDING THE CURBSIDE COLLECTION PROGRAM

AT 669-5198

AGENDA NO. 12.18
3.14.12

**Staff Report
Construction Monitoring Fees
March 14, 2012**

Background: During the months of Nov, Dec, and Jan the Public Works Department and the Community Development Department worked together to update the Development Regulations for the town. These regulations have now been accepted and one of the major changes that occurred when doing these updates was the DPW would now do site compliance monitoring for the Town instead of hiring an engineering company. This will now be done by a trained employee of the DPW with me overseeing the projects. Contractors would deposit an initial amount of money based off of a site compliance monitoring estimate. Then once the monitoring begins we will send escrow reduction letters to transfer monies from the escrow account to the general fund.

Issue: Since this is new to the DPW we would like to set an hourly monitoring fee of \$65.00 per hour that would be charged to the developer and taken from the existing escrow account then be deposited into the general fund under misc DPW revenue.


Discussion: To have the Town Council approve the hourly construction monitoring amount of \$65.00 and to deposit these funds into the general fund under the misc DPW revenue account.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the hourly construction monitoring amount of \$65.00 and deposit these funds into the general fund under misc DPW revenue account.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: Concur with recommendation.


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

March 14, 2012

TA Performance Evaluation Draft #2

Subcommittee: L. Boswak, N. Comai, M. Downer, and S. Lovas-Orr

The charge of this subcommittee was to draft a performance evaluation for our town administrator which relates overall town council objectives in a cooperative mode to be evaluated on the achievement of the results.

The objectives listed below were collected and centralized for town council discussion at the February 22, 2012 and subsequent approval at this March 14, 2012 meeting.

The next step is to identify our options to evaluate such performance objectives.

Respectfully submitted, Nan Comai - District #6

Management Objectives: The Town Administrator provides leadership, timely updates and prudent advice on Town matters, gives effective assistance to the Town Council and other committees as appropriate, promotes coordination and cooperation among the town's financial departments, and develops capital and operating budgets in line with sound municipal practice and the town's bylaws.

- Executes a well-organized budget development process
- Provide regular updates on operating and capital budget
- Effective coordination among Town Departments
- Continue to find ways to enhance staff support for and relationships with the Committee and Boards of the Town.
- Work to create a database of town-owned land/property.
- Effective stewardship of charter and applicable NH RSA's
- Strive to establish positive working relationships with agencies of other towns, the State of New Hampshire and the Government of the United States with the objectives
- Review, analyze, represent and present the positive of the Town of Hooksett and Council relative to implemented and proposed legislation and governmental policies and regulations.
- Stay abreast of and perform search involving governmental legislation, policies and regulations.
- Conduct the town's business in an open and transparent manner; maintain credibility with the media and general public.

Communications The Town Administrator maintains and improves communications with the public and among town committees and departments, identifies and pursues opportunities for effective public communication, and is responsive to public and official inquiries.

- Timely notification of issues that require Board attention or action
- Ensure Public communication, such as web site and newsletter, is timely and comprehensive. Include not limited to: Work with Town staff to assign responsibility and oversee regular updates and continue enhancement of the Town's capabilities with regard to the website, including periodically checking to ensure all links are working, information is up-to-date, etc.
- Regularly communicate progress on Goals and Objectives to Town Council

Operations The Town Administrator identifies opportunities to improve productivity, innovation, staff development and cost efficiencies; promotes a positive work environment, encourages accountability and cooperation within and between departments, and provides status reports while working to further major projects and initiatives.

- Identifies and proposes specific areas to improve productivity, service and cost-efficiency
- Proposes staff development, training and accountability initiatives
- Achieves goals within prescribed timelines
- Delegates responsibility to department heads and staff as appropriate

Long Range Planning The Town Administrator participates in the strategic planning process, and acts in a way to protect the long-term financial, social, economic and environmental interests of the community.

Coordinates development efforts to involve appropriate boards, departments and the public

- Implements action steps in the Master Plan
- Participates in the next phase of strategic planning as necessary
- Work with the Energy Commission to research and implement energy-saving improvements for Town-owned property and equipment.
- Work closely with the Town Hall Preservation Committee with the goal of completing renovations for the Town's bicentennial celebration in 10 years (2022).
- Collaborate with the School District to leverage health care purchasing power if possible.
- RSA 53-A allows towns/municipalities to work together to purchase services and materials for potential cost savings for all. Research possible collaborative efforts with other towns.

Specific Achievements:

- Develop positive and productive relationships with civic, business and other groups operating within the Town of Hooksett.
- Research and acquire technology with regard to filming, uploading and archiving video of Town Council meetings to improve accessibility and dissemination of information to the public.
- Pursue funding opportunities in support of town priorities and policy goals.
- Work with the Finance Director to identify, pursue and collect unpaid tax balances.

Tangible Goals:

Goal 1: To reduce the budget by \$150k to bring the budget in line with the elimination of the bond payment for the safety center.

Goal 2: To ensure that the \$260k from the elimination of the TIF district bond in 2012/2013 is not utilized to pay for expanded budget.

AGENDA NO. 12.20

DATE: 3.14.12

2/24/2012

Town of Hooksett

Boards, Commission, Committees and other Officials receiving Stipends

Elected	Chair	Annual Amounts	
		Members	Alternates
Budget Committee	-	-	-
Cemetery Trustees	-	-	-
Library Trustees - RSA202-A:14 prohibits compensation	-	-	-
Moderator	-	500.00	Starting 7/1/12
Sewer Commission	2,000.00	1,500.00	-
Supervisor of Checklist	-	600.00	-
Town Clerk	-	5,000.00	-
Town Council - per Town Charter	2,000.00	1,500.00	-
Trustees of the Trust Fund	-	600.00	-
Appointed			
Conservation Commission	-	-	-
Economic Development Committee	-	-	-
Emergency Management Director	-	6,000.00	-
Heritage Commission	-	-	-
Parks & Recreation Advisory Board	-	-	-
Planning Board	-	200.00	100.00
Police Commission	-	400.00	-
Recycling & Transfer Advisory Committee	-	-	-
Town Hall Preservation Committee	-	-	-
Town Treasurer - RSA 41:26-e	-	8,000.00	843.00
Tri-County Solid Waste Committee	-	-	-
Zoning Board of Adjustment	-	200.00	100.00