

April 3, 2012

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, April 11, 2012

- I. 6:30 PM - CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF MINUTES**
March 28, 2012 Regular Meeting
March 28, 2012 Non-Public Meeting
- V. AGENDA OVERVIEW**
- VI. CONSENT AGENDA**
12-29 Acceptance of Donations per RSA 31:95(b) & 31:95(e)
 - 1. Donation to Joint Loss Management Committee - \$500
 - 2. Photocopy Machine from Stantec - \$1,900
 - 3. 5 Arborvitae Emerald Green Trees from Dennis Demers - \$174.90
 - 4. Donation from Don Winterton to Purchase (2) Scenic Road signs for Goffstown Road - \$308.24
 - 5. Donations to Police Department - \$745
- VII. TOWN ADMINISTRATOR'S REPORT**
- VIII. PUBLIC INPUT: 15 Minutes**
- IX. NOMINATIONS AND APPOINTMENTS**
- X. SCHEDULED APPOINTMENTS**
12-30 Public Hearing re: \$5 Municipal & Transportation Improvement Fee Warrant Article
- XI. 15 MINUTE BREAK**
- XII. OLD BUSINESS**
12-10 Town Administrator Evaluation
12-27 Review of Deliberative Session
- XIII. NEW BUSINESS**
12-31 Town Council Newsletter
12-32 Town Board Application Form
12-33 Selection of Financial Institution for Fire Tanker Lease
- 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. 12.29.1
DATE: 4.11.12

Staff Report
Acceptance of a Donation – Joint Loss Management Committee
April 11, 2012

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. This is the second check for the Health and Safety Coordinator Workshop.

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.



Dean E. Shankle, Ph.D.
Town Administrator

AGENDA NO. 12.29.2
DATE: 4.11.12

Staff Report
Donation of Photocopy Machine from Stantec
April 11, 2012

Background: Stantec would like to donate a XEROX XES 3040 Photocopy Machine to the town with two toner cartridges. This machine can make copies of plans that the town currently pays outside vendors to do when necessary. This machine would be placed in the Community Development Office so that it would be easily accessible for those that need to utilize it. The estimated value is \$1900.

Issue: This donation would greatly assist the Community Development Office and the DPW when plans are needed. This would also reduce the cost of having to send the plans out to have copies as the town would now own their own machine


Discussion: We would like the town council to accept this donation of the Xerox XES 3040 Photocopy Machine from Stantec under RSA 31:95-e.

Fiscal Impact: None

Recommendation: I recommend the Town Council accept the donation of the Xerox XES 3040 Photocopy Machine with an estimated value of \$1900 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

Staff Report
Donation of 5 Arborvitae Emerald Green Trees
April 11, 2012

Background: Dennis Demers would like to donate 5 arborvitae emerald green trees to the town of Hooksett to be placed in the ROW of Corriveau Drive where a logging project took place two years ago.

Issue: This donation would greatly enhance the area. These trees are acceptable for the neighbors and this would block any possible entrance to this area. The town council needs to approve this donation so the trees can be planted.

Discussion: We would like the town council to accept this donation of the 5 arborvitae emerald trees that are valued at \$174.90 under RSA 31:95(e).

Fiscal Impact: None

Recommendation: I recommend the Town Council accept the donation of the 5 arborvitae emerald trees that are valued at \$174.90 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

AGENDA NO. 17.29.4

DATE: 4.11.12

Staff Report
Acceptance of Donation for (2) Scenic Road Signs
April 11, 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 \$308.24 donation to purchase (2) Scenic Road signs for Goffstown Road.

Discussion: The donation came from Mr. Don Winterton of 10 Prescott Heights Road.

Fiscal Impact: \$308.24

Recommendation: Motion to accept the donation of \$308.24 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. 12.29.5
DATE: 4.11.12

Staff Report
Acceptance of Donations to Police Department
April 11, 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 \$745.00 donated to the Hooksett Police Department.

Discussion: See attached paperwork for donations received from businesses' in the Town for community outreach initiatives.

Fiscal Impact: The donation is a gift to the Hooksett Police Department for a total amount of \$745.00, no fiscal impact.

Recommendation: Motion to accept the donation of \$745.00 under RSA 31:95-b, III (b).

Prepared by: Francine Swafford, Executive Assistant

Town Administrator Recommendation: Concur with recommendation.



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

Donations received as of April 3, 2012

Business	Address	City, State, Zip	Donation Check	Gift Cards	Misc.
A & E Flooring, Inc.	59 Londonderry Turnpike	Hooksett, NH 03106	\$50.00		
Auto Wholesalers of Hooksett	1319 Hooksett Road	Hooksett, NH 03106	\$100.00		
Bachman Co. - Utz Quality Foods	1359 Hooksett Road, Ste. 26	Hooksett, NH 03106			240 bags of chips
Bert's Better Beers	1100 Hooksett Road	Hooksett, NH 03106	\$20.00		
BJ's Wholesale Club	400 Quality Drive	Hooksett, NH 03106		\$150.00	
Eagle's Nest Motor Lodge	1501 Hooksett Road	Hooksett, NH 03106	\$50.00		
McDonald's	1254 Hooksett Road	Hooksett, NH 03106			150 Meals
Pike Industries	30 Hackett Hill Road	Hooksett, NH 03106	\$250.00		
Queen City Animal Hospital	180 Londonderry Turnpike #5	Hooksett, NH 03106	\$25.00		
Target	100 Quality Drive	Hooksett, NH 03106		\$100.00	
Total =			\$495.00	\$250.00	

Grand Total= \$745.00

AGENDA NO. 12.30
DATE: 4.11.12

TOWN OF HOOKSETT PUBLIC HEARING NOTICE

The Hooksett Town Council will be holding a public hearing on Wednesday, April 11, 2012 at the Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to receive public input on the following proposed warrant 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 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."*** Questions should be directed to the Administration Department, 485-8471.

Legal Notice

TOWN OF HOOKSETT PUBLIC HEARING NOTICE

The Hooksett Town Council will be holding a public hearing on Wednesday, April 11, 2012 at the Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to receive public input on the following proposed warrant 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 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."*** Questions should be directed to the Administration Department, 485-8471.
(UL - March 30)

Staff Report
Selection of Financial Institution for
Fire Tanker Lease
April 11, 2012

Background: With the passing of Article #5 in May 2011 Council as the authority to enter into a 7-year lease for a Fire Tanker truck. On September 28, 2011 Council approved the bid from HME Lakes Region Fire Apparatus for a 2012 International 2500 gallon fire tanker at a cost of \$334,000.00.

Discussion: I requested interest rates for a 7-year lease from the following financial institutions:

<u>Institution</u>	<u>Rate</u>
Citizens Bank	3.29%
TD Bank	Unable to quote
Centrix Bank	Unable to quote
Municipal Leasing Credit	2.84%
People's Untied Bank	2.66%

People's United Bank's rate is only good for two weeks, so there may be a slight change in the final rate, since it is anticipated the delivery date will be April 30th.

Fiscal Impact: The Hooksett voters approved financing \$340,000 at 4.5% over seven years for a total cost of \$396,984. The Town will actually finance \$334,000 at 2.66% for a total cost of \$366,422. A savings of \$30,562 for the life of the lease.

Recommendation: Motion to lease the Fire Tanker Truck with People's United Bank.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: Concur with recommendation.


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