

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, June 13, 2012

- I. **6:30 PM - CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **APPROVAL OF MINUTES**
May 23, 2012 Regular Meeting
May 23, 2012 Non-Public Meeting
- V. **AGENDA OVERVIEW**
- VI. **CONSENT AGENDA**
12-53 Acceptance of Grant Fund for Fire Department per RSA 31:95-b - \$4,006.01
12-54 Acceptance of Donation from PSNH for Volunteers' Appreciation Dinner - \$2,500
12-55 Acceptance of Donations to Heritage Commission for Veterans' Memorial Fund per RSA 674:44-b - \$100
- VII. **TOWN ADMINISTRATOR'S REPORT**
- VIII. **PUBLIC INPUT: 15 Minutes**
- IX. **NOMINATIONS AND APPOINTMENTS**
Nominations for 2012-2013 Boards' Members
- X. **SCHEDULED APPOINTMENTS**
 - a) Public Hearing re: Acceptance of Grants, Gifts and Donations on Creating the Heads Pond Trail from Kiwanis Foundation - \$65,145.73
 - b) Hooksett Kiwanis, re: Reappointment of Kiwanis as the organization charged with the development and construction of trails within Hooksett.
 - c) Jo Ann Duffy, Town Planner re: Community Planning Grant
- XI. **15 MINUTE RECESS**
- XII. **OLD BUSINESS**
12-48 Kiwanis 5K Race
12-56 Update on Pinnacle Street Parking Lot
- XIII. **NEW BUSINESS**
12-57 Budget Transfer Requests FY 2011-2012
12-58 Encumbrances FY 2011-2012
12-59 Classification Pay Plan
12-60 Budget Transfer Requests FY 2012-2013
- XIV. **SUB-COMMITTEE REPORTS**
- XV. **PUBLIC INPUT**
- XVI. **NON-PUBLIC SESSION**
RSA 91-A:3, II (a) *"The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee effected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted."*
- XVII. **ADJOURNMENT**

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

AGENDA NO. 12-53
DATE: 6-13-12

Staff Report
Acceptance of Grant Fund Reimbursement for Fire Department
June 13, 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 grant funds for reimbursement of Fire Department operating costs and move those funds into the Fire Department overtime wage line.

Discussion: The New Hampshire Fire Academy acquired grant funds specifically for "boots on the ground training." This "one time" money will give the New Hampshire first responder community an outstanding opportunity to raise the training and preparedness levels of full time, call and volunteer first responders while keeping the training cost neutral to participating communities.

The unique "once-in-a-lifetime" funding of training is made possible by significant changes to the administering of funds from the Homeland Security Grant Program. Those taking part in a specific training program will be eligible for overtime and backfill costs. Full time department members will have the cost of their participation covered by overtime or backfill. Figures listed below include both wages and benefits estimate costs.


Training programs offered include a host of specific technical rescue courses which include rescue skills, trench rescue, technical rope rescue, confined space rescue, and swift water rescue, among others.

Fiscal Impact: Costs related to grant funded course applications for the timeframe of June 1-10, 2012, equal approximately \$2812.61. It is requested to move this amount to the Fire Department overtime wage line for reimbursement of expenses.

Recommendation: Motion to accept grant fund reimbursement for an approximate amount of \$2812.61 under RSA 31:95-b, III (b).

Prepared by: Assistant Fire Chief Dean Jore

Town Administrator Recommendation: Concur with recommendation.



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

AGENDA NO. 12.54
DATE: 6.13.12

Staff Report
Acceptance of a Donation from PSNH for Volunteers'
Appreciation Dinner
June 13, 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 \$2,500 from PSNH.

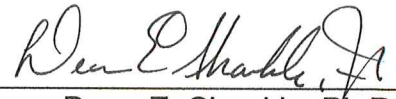
Discussion: For the past two years, PSNH has donated funds for the Volunteers' Appreciation Dinner event. This year, PSNH donated \$2,500 for the event.

Fiscal Impact: \$2,500

Recommendation: Motion to accept a donation of \$2,500 from PSNH per RSA 31:95-b, III (b).

Prepared by: Evelyn F. Horn, Administrative Assistant

Town Administrator Recommendation: Concur with recommendation.



Dean E. Shankle, Ph.D.
Town Administrator

Staff Report
Acceptance of Donation for the Veterans' Memorial Project
June 13, 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 \$100.00 donation for the Veterans' Memorial fund.

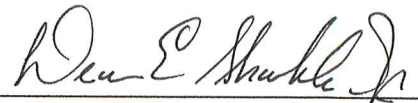
Discussion: The donation came from a private individual.

Fiscal Impact: \$100.00

Recommendation: Motion to accept the donation of \$100.00 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

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will hold a public hearing on Wednesday, June 13, 2012 at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept improvements, grants, gifts and donations expended on creating the Heads Pond Trail from the Hooksett Kiwanis Foundation for a total amount \$65,145.73 per RSA 31:95-b. Questions should be directed to the Administration Department (603-485-8472).

Legal Notice

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will hold a public hearing on **Wednesday, June 13, 2012** at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept improvements, grants, gifts and donations expended on creating the Heads Pond Trail from the Hooksett Kiwanis Foundation for a total amount \$65,145.73 per RSA 31:95-b. Questions should be directed to the Administration Department (603-485-8472).
(UL - May 24)

AGENDA NO. 12.57
DATE: 6.13.12

Staff Report
Budget Transfer Requests FY 2011-12
June 13, 2012

Background: Charter Sec 5.6. Transfer. "After the budget has been adopted, no money shall be drawn from the treasury or the Town nor shall any obligation for the expenditure of money be incurred except pursuant to a budget appropriation. The Administrator, with the approval of the Council, may transfer any unexpended balance or any portion thereof from any appropriation within one department to any appropriation within any other department. The transfer of appropriations shall comply with RSA 32:10."

RSA 32:10 I(b) states that public records must be kept of all transfers of appropriations. But paragraph RSA 32:10 I(c) makes it clear that one account can be over expended without designating the specific other account from which an amount was transferred, so long as the total bottom line is not over and that expenditures are properly entered and recorded.

Discussion: I believe the Town has been in compliance with RSA 32:10, but the intent of the Charter to have the Administrator, with Council approval, transfers funds, when needed, between departments. I'm requesting the following Budget Transfers for the current fiscal year:

2012-01) Fund \$45,000.00 shortfall in Fleet Vehicle Maintenance from Road Maintenance Overtime and NHRS lines.

2012-02) Fund \$60,000.00 shortfall in Legal Services from Administration's Salaries lines and Tipping Fee line.

2012-03) Fund \$15,000.00 shortfall in Assessing's Professional Services from Town Welfare line.

2012-04) Fund \$7,500.00 shortfall in Finance's Health Insurance from Town Welfare line.

2012-05) Fund \$3,500.00 shortfall in Town Clerk's Town Meeting line from Town Welfare line.

Recommendation

(Motion at your next Council Meeting on June 27th).

Motion to have the Council Chair sign Budget Transfers Requests # 2012-01 to 2012-05 as recommended by the Town Administrator.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: Concur with recommendation.


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

AGENDA NO. 12.59
DATE: 6.13.12

**Staff Report
Classification Pay Plan
June 13, 2012**

Background: The Classification Plan is the Town pay plan that shows the minimum and maximum pay for all non-union positions.

Issue: The Classification Plan is outdated and because of that there are certain non-union positions that are maxed out or close to being maxed out. This will prevent people in those positions from receiving any pay increase decided upon by the Town Council.

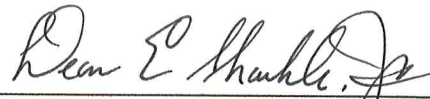
Discussion: HR feels it would be unfair to deny a pay increase to those non-union employees who are maxed out or are close to being maxed simply because of an outdated Classification Plan. In order to cover any potential maxed out or soon to be maxed out employees, I recommend increasing the maximum by 10% as a safe margin. This would allow all employees to get the 2% pay increase proposed by the Town Administrator. Also, even by increasing the maximum by 10%, the Hooksett maximum is still lower than the average maximum compared to a handful of other municipalities of similar residential, commercial and industrial size; similar customer base, calls and activity; and employee base size. The Town Administrator and I have discussed a plan to initiate an annual review of the Classification Plan so that appropriate changes may be proposed to the Town Council for approval as needed in the future.

Fiscal Impact: No fiscal impact on increasing the maximum. Should the Council decide to issue a 2% increase to nonunion employees, the fiscal impact would be covered in the FY2012/13 budget per a financial plan to be discussed by the Town Council.

Recommendation: Approve proposed Classification Plan which reflects a 10% increase in the maximum column.

Prepared by: Liz Dionne, HR Coordinator

Town Administrator's Recommendation: I concur with the recommendation.



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

AGENDA NO. 12-60
DATE: 6.13.12

Staff Report
Budget Transfer Requests FY 2012-13
June 13, 2012

Background: In accordance with the Charter Sec 5.6. Transfer and RSA 32:10 the following budget transfers are being recommended by the Town Administrator.

Discussion: At the May elections the operating budget did not pass which left the Town with the Default budget of \$15,640,927 add a total of \$188,896 for both the Fire and Police Union contracts and that gives the Town an operating budget of \$15,829,823. Three requests are being recommended at this time:

2013-01) Move \$6,088.00 to the Election Division in Administration's budget from the Town Clerks' budget.

2013-02) Move \$30,316.00 in agencies requests currently in Administration's budget to the Family Services, Community Development and Emergency Management's budgets.

2013-03) Fund \$16,959.00 for 2% non-union cola increases for the Assessing, Finance, Tax and Library departments from the Administration and Fire-Rescue budgets. All the other departments can cover the 2% increase within their budgets.

Recommendation:

(Motion at your next Council Meeting on June 27th).

Motion to have the Council Chair sign Budget Transfers Requests # 2013-01 through 2013-03 as recommended by the Town Administrator.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: Concur with recommendation.



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