

Revised: 09/11/12

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, September 12, 2012

- I. 6:30 P.M. - CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF MINUTES**
August 22, 2012
August 22, 2012 Non-Public
- V. AGENDA OVERVIEW**
- VI. CONSENT AGENDA**
12-89 Surety Bond Releases
 - a) SNHU North River Road Sidewalk - \$19,481.40
 - b) SNHU Softball Parking Lot - \$26,039.88
 - c) SNHU Maintenance Facility - \$316,405.80
- VII. TOWN ADMINISTRATOR'S REPORT**
- VIII. PUBLIC INPUT: 15 Minutes**
- IX. NOMINATIONS AND APPOINTMENTS**
Nomination
Town Hall Preservation Committee – Kathie Northrup

Appointments
 - 1. Conservation Commission, alternate member exp. 6/2014 – JoCarol Gau
 - 2. Parks & Recreation Advisory Board, exp. 6/15 - Nominees: JoCarol Gau and Thomas R. Prasol
 - 3. Planning Board, alternate member exp. 6/2013 – Thomas R. Prasol
- X. SCHEDULED APPOINTMENTS**
 - 12-90 Public Hearing re: Acceptance of Grant from NH State Council on the Arts in the amount of \$6,300 per RSA 31:95-b.
 - 12-91 Public Hearing re: Acceptance of Donation from Hooksett Kiwanis in the form of an air conditioner system for the Food Pantry valued at \$7,299 per RSA 31:95-e.
 - 12-92 Police Commission & Public Safety Strategies Group (PSSG), re: Police Department Update and Discussion
 - 12-93 Miles Gerrish, 31 Hale Avenue, re: Drainage Issue
- XI. 15 MINUTE RECESS**
- XII. OLD BUSINESS**
 - 12-94 Town Clerk
 - 12-80 Pinnacle Park Rules & Regulations
 - 12-79 Ehlers' Property
 - 12-76 Veterans' Memorial Park

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

- 12-95 Town Charter Amendments
- 12-96 Media Relations Policy
- 12-97 Right to Know Law

XIII. NEW BUSINESS

- 12-98 Quarterly Financial Report
- 12-99 Budget Goals for FY 2013-2014
- 12-100 School Impact Fees Transfer
- 12-101 Cash Receipt Policy
- 12-102 NHMA Policy Recommendations
- 12-103 Town Council Goals

XIV. SUB-COMMITTEE REPORTS

XV. PUBLIC INPUT

XVI. NON-PUBLIC SESSION

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."*

XVII. ADJOURNMENT

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 than 5 minutes.
2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

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

Staff Report
Surety Bond Release – SNHU North River Road Sidewalk
September 12, 2012

Background: In October 2010, Southern New Hampshire University put a surety bond in place for the sidewalk on North River Road as per the approval for this plan required. This bond is in the amount of \$19,481.40. This was to ensure the project would be completed.

Issue: I would like the Town Council to release this surety bond for the sidewalk on North River Road in the amount of \$19,481.40 to Southern New Hampshire University.

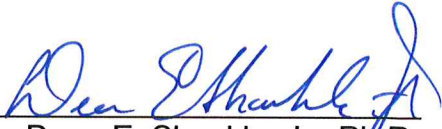
Discussion: After reviewing the file and completing a site visit I find the surety bond should be released. The sidewalk on North River Road project has been completed and the release of funds is due.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the release of the Surety Bond that has been put into place by Southern New Hampshire University in the amount of \$19,481.40.

Prepared by: Leo Lessard, Director of Public Works

Town Administrator Recommendation: Concur with recommendation.



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

Staff Report
Surety Bond Release – SNHU Softball Parking Lot
September 12, 2012

Background: In October 2010, Southern New Hampshire University put a surety bond in place for the Softball Parking Lot as per the approval for this plan required. This bond is in the amount of \$26,039.88. This was to ensure the project would be completed.

Issue: I would like the Town Council to release this surety bond for the Softball Parking Lot in the amount of \$26,039.88 to Southern New Hampshire University.

Discussion: After reviewing the file and completing a site visit I find the surety bond should be released. The Softball Parking Lot project has been completed and the release of funds is due.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the release of the Surety Bond that has been put into place by Southern New Hampshire University in the amount of \$26,039.88.

Prepared by: Leo Lessard, Director of Public Works

Town Administrator Recommendation:



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

AGENDA NO. 12.89.C
DATE: 9.12.12

Staff Report
Surety Bond Release – SNHU Maintenance Facility
September 12, 2012

Background: In September 2010, Southern New Hampshire University put a surety bond in place for the new Maintenance Facility as per the approval for this plan required. This bond is in the amount of \$316,405.80. This was to ensure the project would be completed.

Issue: I would like the Town Council to release this surety bond for the new Maintenance Facility in the amount of \$316,405.80 to Southern New Hampshire University.

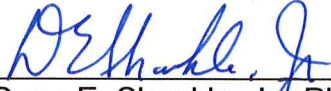
Discussion: After reviewing the file and completing a site visit I find the surety bond should be released. The Maintenance Facility project has been completed and the release of funds is due.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the release of the Surety Bond that has been put into place by Southern New Hampshire University in the amount of \$316,405.80.

Prepared by: Leo Lessard, Director of Public Works

Town Administrator Recommendation: Concur with recommendation.



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

AGENDA NO. 12.90
DATE: 9.12.12

TOWN OF HOOKSETT PUBLIC HEARING NOTICE

The Hooksett Town Council will hold a public hearing on Wednesday, September 12, 2012 at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a Cultural Conservation Grant in the amount of \$6,300 from the State of NH Department of Cultural Resources per RSA 31:95-b. The grant will be used for the conservation of (2) murals with Native American themes by William Abbot Cheever. Questions should be directed to the Administration Department (603-485-8472).

Public Notices

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Appeared in: *The Union Leader* on Monday, 08/27/2012

[Back](#)



State of New Hampshire
 Department of Cultural Resources
 Division of the Arts

TEL: 603.271.2789
 FAX: 603.271.3584
 TDD: 800.735.2964

Comissioner, Van McLeod
 Acting Director, Lynn Martin Graton



August 15, 2012

Dean Shankle
 Town of Hooksett
 35 Main St
 Hooksett, NH 03106

RE: Application FY2013 CC #8892; To support the conservation of two murals with Native American themes by William Abbot Cheever

Dear Dean,

On behalf of the New Hampshire State Council on the Arts, I am pleased to inform you that you have been awarded a **Cultural Conservation Grant** for **FY2013** in the amount of **\$6,300.00**. This grant is to be used during the grant period of **July 1, 2012 to June 30, 2013** to support the above referenced application.

This grant is made possible by proceeds from the Conservation License Plate Trust Fund. This Trust Fund, established by the State Legislature in 1998, is entirely supported by the sales of special license plates, commonly known as 'moose plates'. Proceeds from the sales of these plates go exclusively toward state environmental and cultural conservation programs including this grant administered by the State Arts Council for the Department of Cultural Resources. Encouraging others to purchase 'moose plate' license plates will help us continue this important work.

Our funding is intended to benefit communities in New Hampshire and improve the quality of life through the arts. It is important to thank elected officials for their continued support of public funding for the arts. When you contact them, please let them know how this funding will impact people in your community, leverage economic activity, and reach underserved groups and individuals. A question in your final report will ask how successful you were in involving them in your organization's activities so please keep records on how effective your efforts were. We also appreciate you sending us blind copies of any correspondence you send.

In order to receive your check as soon as possible, please process the enclosed contract materials promptly. Also included in this packet is a final report form for this grant. Final reports are due no later than July 31 of the fiscal year in which the grant was funded. Because we must abide by strict reporting requirements to the state and the NEA, we enforce deadlines with our grantees. Therefore, failure to submit final reports or request and extension will result in an organization becoming ineligible to apply for funds for two years. We thank you in advance for your timely submission of this document.

If you have any questions about this grant or need more information, please contact Cassandra Mason at 603/271-7926 or cassandra.mason@dcr.nh.gov. Congratulations on receiving one of these very competitive awards and thank you for contributing to the vitality of the arts in New Hampshire.

Sincerely,

Lynn Martin Graton
 Acting Director



19 Pillsbury Street - 1st Floor
 Concord, NH 03301

www.nh.gov/nharts

Enriching New Hampshire's quality of life through the arts since 1965

AGENDA NO. 12.91
DATE: 9.12.12

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PUBLIC HEARING NOTICE**

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Legal Notice

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

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(UL-August 29)



To: Hooksett Town Council
From: Kym Craven, Public Safety Strategies
Date: September 7, 2012
Re: Update on the implementation of the Hooksett Police Department
recommendations

Attached please find a summary and overview of significant activities achieved related to the implementation of the recommendations contained in the audit.

The achievements represent a collaborative effort between the members of the Hooksett Police Department (HPD) and the Public Safety Strategies Group (PSSG) focusing on improving department operations.

PSSG looks forward to meeting with you on September 12, 2012 to share in detail the progress made at the HPD.

Hooksett Police Department Implementation of Audit Update

The following provides an update on the activities underway and future plans to complete the projects in collaboration with the department.

Creation of a strategic plan

- Mission, Vision, Values

PSSG developed a template report format and Captain Daigle wrote a summary of ideas he would like reflected in the strategic plan. Working together, PSSG and Captain Daigle selected a cross representative committee of department members that meets weekly to shape the strategic plan. The group will conduct outreach to other department members to complete the plan ensuring broad based participation in the effort.

- Community Engagement Plan

The following outline is representative activities completed to increase community partnership, development and direct services from the HPD to community members.

- School Resource Officer presentation.
- Station Tour presentation review to increase information shared with community members.
- Safety Day in collaboration with the fire department.
- Standardized the press release format for consistency
- The HPD has increased its presence in the media with articles on new hires, promotions, significant cases, community outreach, the cadet program along with other events and services.
- Strategies to enhance neighborhood watch have been discussed. The department will conduct additional outreach in the fall.
- Rape Aggression Defense program launched. The HPD held its first class in collaboration with Southern New Hampshire University. A second class will occur at the end of September and beginning of October.
- Once additional officers are in place, the department will participate in the RAD kids program.
- Three members of the department have been trained in Child Passenger Safety to aid in the education of the public with the proper installation of child passenger restraints.
- The department embraced the idea of participating in the benefit softball game.
- Officers participating in the strategic planning have outlined additional ideas to incorporate in future efforts.

Training Employees

- Work has occurred with employees to determining the level of interest in various professional development areas as well as training programs that will contribute to enhance community services and engagement.
 - Department training and certifications remain a priority.
 - Once additional staff is onboard, officers will be able to attend additional training.
 - Inquiries to outside trainers has occurred regarding hosting training at the department. This will bring exposure to the department as well as providing free training for department members.

Development of new policies and procedures

- This process includes researching new policies, adapting policies for use in Hooksett, and testing of department employees on policies (this process is for instructional and professional development vs. punitive)
 - Reviewing all SOP's to include:
 - Updating
 - Organizing and
 - Categorizing the policies into high risk/liability, low risk and those with the potential for elimination.
 - Directives created include:
 - Detective callback
 - Detective case assignment
 - Warrantless arrests
 - Shoplifting evidence
 - Patrol follow-ups
 - In-Car Video storage and review
 - Felony referrals
 - With input from the department, PSSG developed a new format for the policies and procedures.
 - PSSG submitted four policies to the Police Commission in April including, Spending Authority, Credit Card Use, Tattoos, and Smoking. The Police Commission has approved the Spending Authority and Credit Card Use, however, the Tattoo and Smoking Policy have not yet been approved.
 - In July, PSSG submitted 12 SOP's to the Commission that are awaiting approval.
 - In September, PSSG expects to forward an additional 25 SOPs to the Commission.
 - This effort will continue on a monthly basis.

- Department members are learning the process of updating policies and once the update is complete, the department will be able to keep up with regular review and training of the policies..

Development of deployment strategies

- PSSG and the department reviewed calls on monthly basis.
 - Created monthly reports of activities along with 2010 / 2011 year over year comparisons.
 - Trained department members to compile reports.
 - Once new hires are in place this area will be a priority.
 - Work continues to develop data driven policing strategies analysis of data and training.

Coordination of the civilianization of the Administrative Lieutenant position

- Developing of electronic systems for recordkeeping
 - Monthly Reports
 - Created a template for monthly incident reporting
 - Vehicles
 - The department has engaged the town DPW to assist with vehicle maintenance as a cost saving measure.
 - Training
 - Identified need for Taser recertification
 - Creating training database
 - Hosting training at department
- Creating an inventory control, maintenance and replacement system
- Developing a grant management and tracking system
- Submitted new grants
 - USDOJ Bulletproof Vest Grant
 - Highway safety grant
 - Radio grant
- Developing a continual review process for new policies and procedures
 - Currently transitioning to a civilian employee
 - Organizing records
 - Computerizing systems
- Conducted research on department purchases.
- Conducted research on salaries.
- Oversaw the computer conversion.
- Involved with SOP review.
- Learned the website updating process.
- Collected information for the website.
- Coordinated outfitting the cruiser.

Review of Detective Caseload and developed a tracking system

- Completed a detailed analysis on the assignment of work
 - Determined caseload for each detective
 - Developed guidelines on caseloads
 - Developed criteria for detective assignment of cases
 - Assignment protocol
 - Case solvability
 - Severity
 - Felony
 - Serious misdemeanors
 - All burglaries
 - Reviewed supervision
 - Tracking open and closed cases
 - Electronic case management
 - Monthly case review with each detective
 - Daily briefings on new case developments
 - Determined a strategy for tracking open and closed cases
 - Electronic file created
 - Analyzed status of open cases
 - Sergeant now meets daily with detectives
 - Monthly review of detective's cases occurring

Development of strategies to change the organizational culture

- Creating a strategy for improving morale
 - Safety Day held
 - Involvement of department members at all levels
 - Community involvement emerging
 - Bike Safety Rodeo held
- Developing a strong chain of command to promote healthy communication and feedback and increase accountability
- Fostering a collaborative work environment
 - Involving members in decision making
 - Using small groups to develop changes
 - RMS – Reporting writing
 - Directives
 - Department Training
 - Website design
 - Strategic Plan
 - Safety Day
- Creating strategies to bring back pride in the organization

- Safety Day
- Bike Safety Rodeo
- RAD Presentations
- Recruitment process
- Mentoring
- Building cleanup
- Press releases promoting department activities

PSSG will continue to work with the HPD to develop these strategies on a daily basis. Additional strategies include posting information about officers on the website, creating an awards program, issuing press releases on training achievements and promotions along with department activities.

Development of strategies to increase internal and external communications

- Improving the website
 - Developed a website template
 - Gathered content
- Determined a way to provide email addresses for all department employees
 - Worked with the IT vendor to map needed IT changes
 - New computers installation underway
- Created a standard press release format
 - Assisted with preparation of press releases
- Opening lines of formal and informal communications throughout the department
 - Internal memo distribution
 - Procedure for notification of crimes and incidents
 - Detective callback
 - Small groups for special projects
 - CAD/RMS
 - Shoplifting evidence
 - Roll Call trainings
 - Strategic planning
 - SOP development
 - Equipment purchases
 - Community event planning
- Creating a process to inform the community of police activities (website, speaking engagements etc.)

Development of job descriptions and employee performance plans

- Developing a career development and training process
 - Reviewing the training records in detail and identify gaps that will limit career growth and development
 - Offering training to all department members

Development of an effective disciplinary systems

- Researching discipline systems that promote a learning environment
 - Stressing accountability and learning vs. discipline to create change.
- Creating a process that ensures consistency and fairness
 - Meetings with sergeants, lieutenant and acting chief
 - Reviewing of documentation
- Providing training to officers and supervisors writing evaluations and corrective action plans.
- Member development form created.

Review of the current CAD / RMS system for upgrades or replacement

- Reviewed report writing process to:
 - Streamline
 - Eliminate duplication
 - Create training
 - Streamline SOP's
 - Eliminate needless steps
- Met with a neighboring police department (they use the same CAD/RMS systems as Hooksett) to discuss workarounds.
- Gathering information on CAD/RMS upgrades
- Developing Request for Information and/or Requests for Proposals as needed

Mentoring of officers

- Conducting "ride alongs"
- Holding committee meetings
- Providing opportunities for individual officer growth and development
- Mentored four individuals on how to conduct interviews
- Meet with new officers joining the department
- Meet with sworn and civilian employees to discuss department issues, problem solving and strategies to improve operations

Emerging Areas

- Budget Development and Expense Tracking
 - Created an excel workbook with dynamic links to streamline the budget development process
 - Created a PowerPoint to highlight the budget
 - Created a streamlined spreadsheet to capture expenses
- Timesheet Development
 - Working on a system to capture details on overtime (court, grant, department, etc.) to assist with future planning.

Staff Report
30 and 31 Hale Ave – Drainage Issue
September 12, 2012

Background: Miles Gerrish the owner of 30Hale Ave contacted my office in October of 2011 and discussed with me a drainage issue he stated had been going on for some period of time. He stated the following:

“The specific problem is that the Town of Hooksett put in a drainage system for the area and Hale Avenue. A series of culverts were installed as part of the drainage system, which were supposed to work very well, and probably has everywhere else in the area. When the drainage system was installed there was also a culvert put on the property next to mine, which at the time was owned by a former Selectman, Roland Levesque. This is when the problem began. I remember my father complaining to Roland Levesque that the drainage wasn’t finished properly and there was always some reason why the problem was not rectified. Additionally, Roland Levesque always made it a point to my father that he was able to get “special perks” because he was a Selectman; there were some of these “special perks” I noticed even when I was young. Needless to say my father and Roland Levesque were not the best of friends. The drainage system because it was not finished as it was originally stated it would be by the Town of Hooksett made the back yard of the property almost continually wet.

*The problem still exists and has gotten progressively **much** worse. Whenever it rains the culvert in my neighbor’s back yard overflows and a tremendous amount of water rushes across his property and then mine to such an extent that it has washed away a lot of topsoil to the extent that rocks are now showing that were completely covered prior. When the water is draining across my property it is truly like a small river – if you saw it you would be amazed. Also the lawn is soaked nearly all the time making it virtually impossible to mow.”*

Issue: I spoke with Mr. Gerrish in August and stated the town would replace the pipe from your neighbor’s catch basin in his yard to the edge of the grass line behind your back yard. We will not go into the swale area and remove trees. I understand there is a water problem from the drain coming off the road, but I have also been informed that there was an out let pipe from the basin installed at one time and it was filled over when the back yards were filled. We will try and find the end of the existing pipe and attach onto it and bring it to the edge of grass only.

I am not going into the area if it’s wet. I will not put our equipment at risk of getting stuck and or destroying your back yard any more then need be. It is a very wet area because of the back up from the basin out let flow being stopped. I do want to help Mr. Gerrish and his neighbor out but also want to be cautious about it. As I am sure you agree no need in making more of a mess then needed.

Mr. Gerrish and his neighbor would like the to town to enter onto to private property and install new drainage in the woods that are located behind their houses.


Discussion: The discussion is for the town council to decide how they would like the DPW to proceed with this project. We can move forward with what I had original presented to Mr. Gerrish or the town council can direct us to move forward with Mr. Gerrish's suggestion. Either way the town will need to acquire from both Mr. Gerrish and his neighbor a drainage easement for both properties.

Fiscal Impact: This is unknown at this time as to the scope of work has not determined by the Town Council. Once the decision is made the cost associated with this project would come from the Public Works Budget.

Recommendation: I am recommending the town first acquire the drainage easements from both property owners. Then move forward with the installation of a 12" drain line to the edge of Mr. Gerrish's grass line.

Prepared by:
Leo Lessard, Public Works Director

Town Administrator Recommendation: I agree with the recommendation and would add that I believe that the drainage easements should be provided to the Town at no cost.


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

Note: This recommendation is being written prior to receiving requested information from Mr. Gerrish —
DES

Evelyn Horn

Subject: FW: Wednesday Town Council meeting

Importance: High

From: Miles Gerrish [mailto:mger1@comcast.net]

Sent: Friday, September 07, 2012 8:49 AM

To: Dean Shankle

Cc: dearborn4474@gmail.com

Subject: RE: Wednesday Town Council meeting

Importance: High

September 7, 2012

Good Morning Dean,

The following includes events that have taken place over the course of a many years that has adversely affected my property. You will see that some of the more recent events have exacerbated the problem to the extent that it is untenable for my neighbor, Scott Dearborn, and me. The situation as it currently presents itself is not only continuously damaging to both properties from a financial perspective, but even more importantly from a safety position that it presents to Mr. Dearborn children who cannot play in their backyard without constant parental supervision. Quite frankly – it is dangerous.

- I have lived on this property for the better part of 50 years and know first-hand nearly everything that has taken place – most in very good detail. Initially, when I was very young, the water that drained across both properties was very minimal and it was virtually non-existent once it was late May and early June. Prior to that time frame we referred to the water drainage as the little stream; it was no more than perhaps 8-12 inches wide. At that point there was not any water problem at all. It was definitely not what the Town of Hooksett has recently referred to as “wet lands”.
- The next event was when the Town of Hooksett decided to alleviate the water problem they had with drainage for properties on Hale Avenue. Part of this “solution” was to put in underground drainage that included piping that went into Mr. Dearborn’s property with a culvert based at the bottom of his driveway. The property at the time was owned by Roland Levesque; Mr. Levesque at that time was a Selectman for the Town of Hooksett who assured my father many times that this would take care of any water problems then and in the future because when the drainage system was put in it would be extended all the way through both properties and connect to a pre-existing drainage system that drained all the way down through West Stearns Avenue.
- Since the initial drainage system was put in, which obviously was never connected to the pre-existing drainage system that was previously promised by the Town of Hooksett, there has been an ongoing water issue. My father had numerous discussions with the Selectman for the Town of Hooksett, Mr. Levesque, and promises were always made that were never kept. All though this time Mr. Levesque made it abundantly clear by his words and actions that he received different “perks” because he was a Selectman for the Town of Hooksett. I will not elaborate on these “perks” at this time other than to say they were obvious, as well as Mr. Levesque bragging about them.
- Within the last 18 months or so the Town of Hooksett did some further drainage work on Mammoth Road that has made the drainage over both Mr. Dearborn’s property and mine worse, a lot worse. Now whenever it rains we virtually have a river running across both properties as the water shoots with incredible force from the culvert that is on Mr. Dearborn’s property; a force that is so

strong that it literally blows the grating on the culvert into the air as the water forces itself out. It is really something to see – scary because of the safety and liability hazard that it continuously presents.

- I should add that prior to this additional work on the drainage that the Town of Hooksett completed 18 months or so ago, Mr. Dearborn and I jointly worked together to redo both of our properties focusing on the backyards. This work included bringing in many, many truckloads of fill and loam and then many, many pallets of sod which we installed together. Much of our work has been destroyed because of the improper drainage caused by the Town of Hooksett, not to mention a large amount of loam and fill that has been washed away. There are currently large rocks that are nearly completely exposed that were completely covered with fill and loam prior to the current drainage issue.
- A couple of years ago I lost approximately 16 large trees (some 50-60 feet tall) during a bad storm due to the ground being too wet – this fact was confirmed when I had a couple of estimates to clean out the debris. I was told that the ground was not able to support the trees any longer due to the water content around them. The area in question was the only area on both properties that lost trees during that storm. Additionally, the trees that I lost were completely uprooted, they did not break off anywhere; some are still resting where they fell with the root systems exposed.

What Mr. Dearborn and I would like is for the Town of Hooksett to fix this long-standing problem correctly and extend the drainage system to meet the other pre-existing drainage system that has previously been mentioned. Both Leo Lessard, Public Works Director for the Town of Hooksett and Doug Urquhart, Highway Division Foreman for the Town of Hooksett has seen the problem when they were at the properties on a couple of occasions, and both discussed the problem in depth with Mr. Dearborn and myself at the same time.

Mr. Lessard has said that the Town of Hooksett could extend the current drainage across Mr. Dearborn's property so that it drains into the wet area on my property. This does not even remotely correct the problem. All that will do is dump all the current drainage water from both Hale Avenue and Mammoth Road into the area behind my house. That would still adversely affect both properties. The only two ways to correct the problem, and do it right, is either to run the drainage completely across both properties to the aforementioned pre-existing drainage system, or to redo the drainage system down Hale Avenue completely closing off the piping and culvert on Mr. Dearborn's property. I do not believe the cost for the two options compare whatsoever – it would be far less costly to run the current drainage to meet the aforementioned pre-existing drainage system.

This is an issue that has existed far too long and one that currently needs serious consideration so that it will be remedied without any further delay.

Both Mr. Dearborn and I thank you and the Town Council for your consideration in this matter. We respectfully request this problem be corrected without delay, and prior to the Winter season. We certainly do not look forward to the water that Spring will bring.

Sincerely,

Miles Gerrish
31 Hale Avenue
Hooksett, NH 03106
622-4153 Home
860-7356 Mobile
mger1@comcast.net

From: Dean Shankle [<mailto:DShankle@hooksett.org>]
Sent: Tuesday, August 21, 2012 8:32 AM
To: Miles Gerrish
Cc: dearborn4474@gmail.com; Evelyn Horn; 'Matt and Nancy Comai'
Subject: RE: Wednesday Town Council meeting

AGENDA NO. 12.94
DATE: 9.12.12

STAFF REPORT
Meeting of 9/12/2012

12-94 Town Clerk

Background: Council asked for job description for full-time town clerk. ^{DRAFT} It is attached.



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

DRAFT

Town of Hooksett Job Description

“Town Clerk”

Date: September 2012

General Position Description: The Town Clerk is responsible to keep and to preserve the official public documents and records of the Town; to conduct and preserve the integrity of elections; and to meet other regulatory requirements established by law. The Town Clerk position is an elected, full-time, salaried position. This position is responsible for working with the public in person and by telephone on various transactions in support of the daily operations as Town Clerk and within the tax collection office. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: As Town Clerk, this position is responsible for all Town Clerk functions in accordance with State law. The Town Clerk is accountable to the NH Department of Safety Bureau of Registration, Bureau of Title and Anti-Theft, Bureau of Financial Responsibility; the NH Department of Agriculture; The NH Secretary of State's Office, Division of Vital Records Administration, Division of Archives and Records Management, Election Division, US compliance with HAVA and ADA requirements, UCC Division; NH Department of Environmental Services (Wetlands Bureau); NH Office of Information Technology.

Equipment Used: Computer hardware and software, telephone, typewriter, photocopier, fax, shredder, calculator, adding machine, printer, paper punch, paper cutter, stapler, cash register, combination lock, equipment used during elections, and various office equipment necessary for the job.

Environment: Inside: 98% Outside: 2%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive. The Town Clerk is responsible for all Town Clerk duties in accordance with State and Federal law.

Support: Daily work involves assisting the public, legal requirements, a variety of filing, record keeping, recording documents as official record, typing correspondence, etc.

Minutes and Records: Prepare and distribute the Town Council meeting packets in both hard copy and electronic formats. Responsible for attending and taking the Town Council meeting minutes. Responsible as the official record keeper to receive, record, and preserve all minutes of Town boards, committees, and commissions. Record, certify and preserve the minutes of the annual Town Meeting. Oversee the production, broadcasting and archiving of all audio and video meeting records. Work with the Town Administrator on the development of the annual report.

Financial Data: Assist with the reconciliation of the cash register, daily receipts, accounting software, tally tax receipts, motor vehicle receipts, dog licenses, vital statistics, fish and game licenses, and other miscellaneous transactions.

Computer Operation: Strong computer skills necessary to process tax bills, motor vehicle registrations, dog licenses, vital records, HAVA, Microsoft Office, Microsoft Outlook, and all related town software, etc.

Elections: Perform as Town Clerk in all election functions. Assist in conducting and coordinating Federal, State, and Local elections. Mail and track all absentee ballots for submission to the voting machine on Election Day. Responsible for all Political Calendar dates regarding Town, State, and Federal Elections. These dates include and are not limited to posting of checklist, publish notices in the newspaper and throughout Town,

registration and filing deadlines for Town Offices, State Representatives, petition filings, warrant articles, etc. Responsible in compliance in regards to posting all documentation for each Election. Receive and verify filings for State Representatives and Republican Conventions, mail to the Secretary of State daily. Verify all petitions submitted to the Town Clerk. Receive and verify all Declaration of Candidacy forms for the Town. Create Town Ballot. order printing of same ensuring that schedules are met. Additionally along with any other supplies needed for the voting equipment. Schedule and meet with the Moderator and Assistant Moderator and others for testing of ballots and voting machine along with counting of actual ballots. Calculate and verify the results of the Election for the Moderator. Responsible for reporting to the State all election results also advising the media of the results on the night of the election.

Other Considerations and Requirements:

- Perform clerical duties as required for the effective functioning of the Town Clerk position and responsibilities, and in cooperation with other departments.
- Must be bondable.
- Must be a resident of Hooksett.
- Must be a registered voter of Hooksett of one year.
- Provide Notary Public and Justice of the Peace services.
- As the official custodian of all Town Records, record, file, and secure all official records.
- Issue motor vehicle registrations.
- Maintain dog database and process dog licenses.
- Issue marriage licenses.
- Record and provide certified copies of vital records (birth, death, marriage, civil union).
- Record and preserve public records of the Town.
- Accept voter registration form requests, verifying all information, and submit to the Supervisors of the Checklist for approval.
- Serve as backup to update and maintain the Voter Registration System for the Supervisors of the Checklist.
- Administer Oath of Office to all elected and appointed officials.
- Receive service of writs of actions against the Town.
- Review, process, and record utility Petition and Pole Licenses.
- Review and process Dredge and Fill applications.
- High level of spoken and written communication skills.
- Attention to organization, processing detail, and legal requirements.
- Ability to understand various laws pertaining to the Department.
- Knowledge of check writing is required.
- Knowledge of making currency change is required.
- An extremely high level of accuracy is required for all duties of the position.
- Knowledge and usage of adding machines, calculators, etc., is required.
- Perform any other duties as needed or required.

Cognitive and Sensory Requirements:

Vision: Necessary to read instructions, documents, computer terminals, checks, paperwork, forms, etc.

Hearing: Necessary for listening to instructions, co-workers, the public, and various officials.

Speaking: Necessary for communicating with co-workers and the public.

Dexterity: Necessary for processing documents and operating equipment used in the office and building.

Mobility: Needed to travel to and from work as well as moving around the building in order to conduct and complete daily work.

Physical Requirements:

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: frequently required.

Lift 26 to 50 pounds: occasionally required.

Lift over 50 pounds: rarely required. Assistance may be available.

Carry up to 10 pounds: constantly required.
Carry 11 to 25 pounds: frequently required.
Carry 26 to 50 pounds: occasionally required.
Carry over 50 pounds: rarely required. Assistance may be available.
Push/pull: frequently required for the vault door, archives, etc.
Reach above shoulder height: frequently required.
Reach at shoulder height: constantly required.
Reach below shoulder height: frequently required.
Sit: one total hour per day.
Stand: six plus hours per day.
Walk: four plus hours per day.
Twisting: occasionally required.
Bending: frequently required.
Crawling, squatting, kneeling, crouching: rarely required.
Climbing: occasionally required.
Balancing: frequently required.

Hand Manipulation:

Grasping: constantly required.
Handling: constantly required.
Fingering: frequently required.
Controls and equipment: All office equipment, computer keyboard, computer mouse, and other computer hardware.

Work Surfaces: Office area includes desk, counters, computers, cupboards, table, filing cabinets, bookshelf and bulletin boards. All surfaces are at various heights.

Summary of Occupational Exposures: Most work occurs within the office setting. Some travel in a motor vehicle is required. May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office. When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc. May be exposed to extended periods of cold or heat while working.

Other Training, Skills and Experience Requirements:

- Two (2) years clerical or secretarial experience.
- Computer knowledge, usage.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License and Certification Requirements:

- High School Diploma or GED.
- Must become certified within three months through the State to issue motor vehicle decals.
- Must become certified as soon as possible through the State and per the State schedule to use NHVRIN computer system (vital statistics).
- Possess a valid NH Driver's license.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule: Monday through Friday, 8:00am – 4:30pm. Attendance at all Town Council meetings. Wednesday's schedule varies weekly due to a split shift. Additional hours as needed or required. Must be able to work early mornings or late evenings for meetings or late night openings to the public such as elections, etc. Must attend meetings as required of the Town Clerk.

AGENDA NO. 12'80
DATE: 9.12.12

STAFF REPORT
Town Council Meeting
September 12, 2012

12-80 Pinnacle Park

Background: Town Council received recommendation of rules from Conservation Commission at last meeting. Council asked me to work on the specific wording of the rules. Draft copy attached.

Issue: Whether to approve rules as recommended.

Discussion: Although Conservation Commission is responsible for managing Park the Council must approve rules. Rules reflect discussion of Conservation Commission in concert with representatives of Bear Paw and reflect the conservation restrictions required by deed.

Recommendation: Review and approve rules.


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

Draft Rule and Regulations for Pinnacle Park

Absolutely no alcohol in the park or parking area.

No smoking.

No profane language.

Pets must remain on a leash and you must clean up after your pets.

No glass bottles.

Children under the age of 13 must be supervised by an adult.

No littering or leaving trash; this is a carry-in, carry-out park.

No motorized vehicles are allowed on trails, with the exception of power-driven mobility devices being used by individuals with mobility disabilities.

Park hours are from dawn until dusk unless special permission has been granted in writing by the Hooksett Police Department.

No hunting or hunting equipment is allowed in park.

Picnics only in designated areas

AGENDA NO. 12.79
DATE: 9.12.12

STAFF REPORT
Meeting of 09/12/2012

Ehlers' Property

Background: Now that town owns Pinnacle Park there is an issue regarding abutting properties.

Issue: How the Town can help protect the privacy of the abutting neighbors.

Discussion: This has been an ongoing discussion for some time. At the last meeting, the Council directed that the Town Administrator to work with the Ehlers' to work out a solution.

Recommendation: After discussions, it appears that the Ehlers, the Conservation Commission and the Town Administrator agree that discontinuing use of the trail that is identified on the maps as "Old Pinnacle Road" and use signage and other natural means to reroute hikers. I would recommend that the Council approve this recommendation and send it back to the Conservation Commission to, in conjunction with staff, implement.



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

AGENDA NO. 12.76
DATE: 9.12.12

Staff Report
Veterans' Memorial Park
September 12, 2012

Background: The Veterans' Memorial is located at Jacob Square, which was named after Private Robert Jacob who was killed in action in WW II.

Issue: Heritage Commission presented a proposal to rename the park, "Veterans' Park at Jacob Square".


Discussion: Kathie Northrup of the Heritage Commission will be presenting comments gathered from the public with regards to renaming the Park.

Fiscal Impact: Cost of new sign.

Recommendation: (Unless there are objections from the public.) A motion to rename the park, "Veterans' Park at Jacob Square".

Prepared by: Evelyn F. Horn, Administrative Assistant

Town Administrator's Recommendation: Concur with recommendation.



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

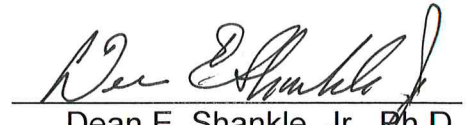
AGENDA NO. 12.95
DATE: 9-12-12

STAFF REPORT
Meeting of
September 12, 2012

Town Charter Amendments

Background: Council asked me to review charter and bring in areas that might need to be addressed at the next Town Meeting.

Recommendation: Review and discuss those attached and others that Councilors may be aware of.



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

Upon review of the charter, I have identified the following issues for discussion:

Sec. 3.11 Powers and Duties, as related to such issues as
Sec. 3.6 Zoning ordinance changes

Sec. 5.4 C wording to include Saturdays?

Sec. 5.7 CIP Process

Sec. 7.5 Gifts and Gratuities

Sec. 10.16 Procedures (related to committee meetings and quorums)

Sec. 11.1 Administrative Committees
A. Staff on planning board

Board of Assessors

Town Clerk responsibilities

There are also various typos that I presume can just be corrected next time we print:

Sec. 4.6 A

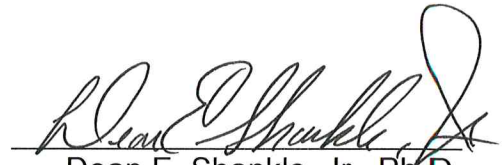
Sec. 6.3

AGENDA NO. 12-96
DATE: 9.12.12

STAFF REPORT
Meeting of 09/12/2012

12-96 Media Relations Policy

Background: Put on at the request of a member of Council to discuss application of Media Relations Policy.


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

AGENDA NO. 12.97
DATE: 9.12.12

STAFF REPORT
Meeting of 09/12/2012

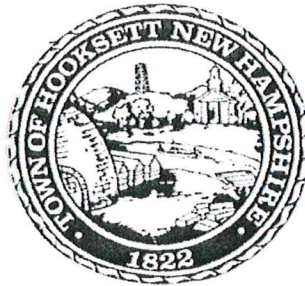
12-97 Right to Know Law

Background: Put on at the request of a member of Council to discuss application of Media Relations Policy.


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

AGENDA NO. 12.98
DATE: 9.12.12

Town of Hooksett New Hampshire

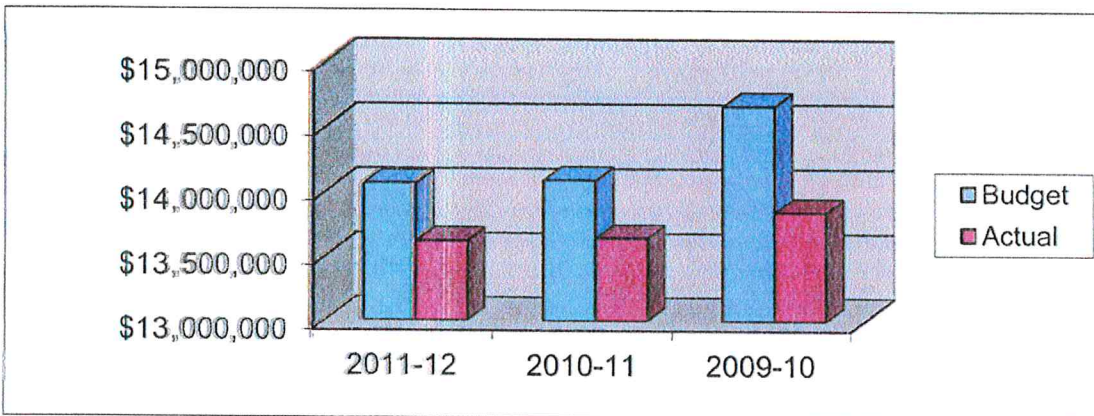


Quarterly Financial Report
For June 30, 2012
Forth Quarter of FY 2011-12

Unaudited

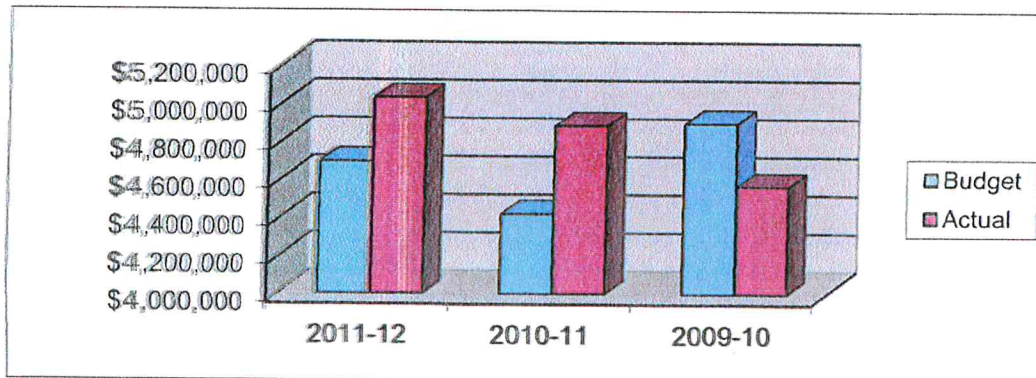
Total General Fund Operating Budget

Year	¹ Budget	² Actual	Actuals Under Budget	%
2011-12	14,063,337	13,617,787	445,550	97%
2010-11	14,089,386	13,642,343	447,043	97%
2009-10	14,665,927	13,844,264	821,663	94%



Total General Fund Revenues

Year	¹ Budget	Actual	Actuals (Under) Over Budget	%
2011-12	4,692,969	5,028,393	335,424	107%
2010-11	4,420,571	4,884,489	463,918	110%
2009-10	4,896,839	4,565,753	(331,086)	93%



1) Budget amounts include transfers, grants, and donations.

2) Actual amounts include current year encumbrances.

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2011-12
June 30, 2012 Unaudited

Department	* 2011-12 Appropriation	Approved Encumbrances	2011-12 Actual YTD	(Over) Under Expended YTD	Percent Expended
Administration	1,170,453	-	1,149,313	21,140	98.19%
Assessing	177,708	-	177,128	580	99.67%
Building & ZBA (renamed Public Works - Code Enforcement)					
Community Development & Planning Board	198,146	-	183,899	14,247	92.81%
Family Services	185,732	-	144,201	41,531	77.64%
Finance	191,167	-	191,166	1	100.00%
Fire-Rescue	3,528,764	-	3,497,164	31,600	99.10%
Public Works	2,789,528	(11,849)	2,685,285	92,394	96.67%
Recycling & Transfer	1,115,260	-	1,067,302	47,958	95.70%
Tax Collection	233,479	-	221,257	12,222	94.77%
Town Clerk	23,833	-	23,111	722	96.97%
Administration's Budget	9,614,070	(11,849)	9,339,827	262,394	97.27%
Budget Committee	5,914	-	5,735	179	96.98%
Capital Leases	129,056	-	129,055	1	100.00%
Cemetery Commission	850	-	303	547	35.62%
Conservation Commission	10,441	-	10,441	-	100.00%
Debt Principal	370,000	-	370,000	-	100.00%
Debt Interest	18,113	-	18,113	1	100.00%
Debt Tax Anticipation Note (TAN)	1	-	-	1	0.00%
Library	529,757	-	525,600	4,157	99.22%
Police Commission	3,385,135	(57,017)	3,149,848	178,270	94.64%
Total General Fund Operating Budget	14,063,337	(68,866)	13,548,921	445,550	96.82%
Sewer Department	1,952,077	-	1,952,077	-	100.00%
#5 Lease of Fire-Rescue Tanker	56,712	(56,712)	-	-	0.00%
#6 Automated Collection	920,000	-	843,906	76,094	91.73%
#7 Master Plan Capital Reserve	6,250	-	6,250	-	100.00%
2011-12 Grand Totals	16,998,376	(125,578)	16,351,154	521,644	96.91%

* Includes Budget Transfers, Grants & Donations authorized by Town Council.

Major Department Expenditure

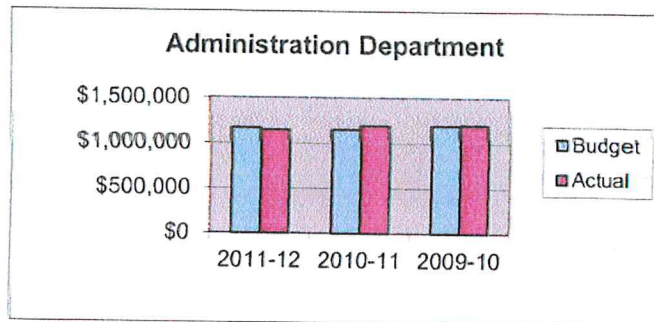
The Quarterly Financial Report summarizes expenditure and revenue projections for the Town of Hooksett. This report shows a three year history of the major expenditures and revenues. Budget Summary reports are provided monthly, which report year-to-date expenditures and revenues in detail.

Starting in FY 2011-12 the Town began the practice of formal Budget Transfers. Once a department/division budget has been established, department heads have the authority to over and under spend budget line items within a single department/division. For example, under spending the supplies line to cover overspending of the fuel line within a department/division is allowable. The exception to this would be the employee benefits line; these requests require the Town Administrator's review and approval.

If an overall department/division budget shortfall is projected, a formal Budget Transfer will be requested from the Town Council identifying the reason for the shortfall and the budget that will cover it.

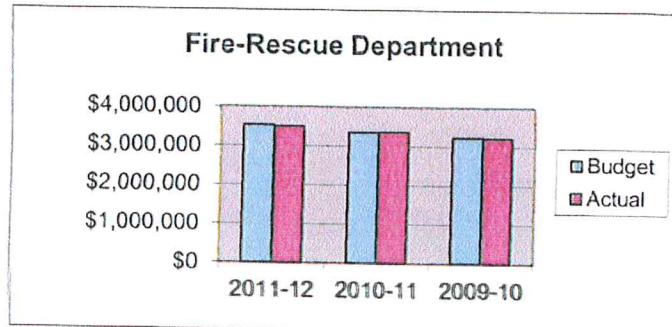
This change in process is important when reviewing the history of Budget to Actual. First you will notice that no department will over spend their budget starting in FY 2011-12 and second departments that historically come in well under budget are having their budgets reduced to cover shortfalls.

Administration Department			
Year	Budget	Actual	%
2011-12	1,170,453	1,149,313	98%
2010-11	1,152,680	1,194,326	104%
2009-10	1,196,359	1,205,049	101%



Administration Department - In FY 2011-12 the Street Light budget of \$66,000 was moved out to Public Works and the Hydrant Rental budget of \$181,193 was moved to Fire-Rescue. The reason why this year's budget seems to be comparable to the prior to years, instead of lower, is the one-time purchases of the Petersbrook property in the amount of \$202,000. For the next budget year, FY 2012-13, the Administration's budget is lower coming in at \$881,430.

Fire-Rescue Department			
Year	Budget	Actual	%
2011-12	3,528,764	3,497,164	99%
2010-11	3,351,430	3,358,265	100%
2009-10	3,228,930	3,210,824	99%

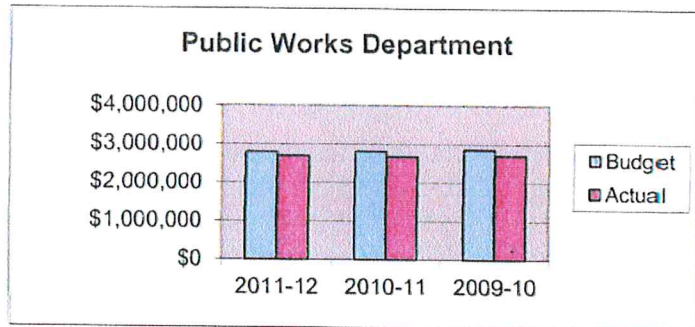


Fire-Rescue Department - The increased budget and actual in the FY 2011-12 is largely due to the Hydrant Rentals of \$181,193 being moved in from Administration. The Ambulance division operated under the Fire-Rescue budget for six months at a cost of \$47,187 prior to being moved out into a self-funding special revenue fund that will track both cost and revenues. NH Retirement increased the employer rates for Group III early in the budget year costing over \$59,000 for this department.

Major Department Expenditures, Continued

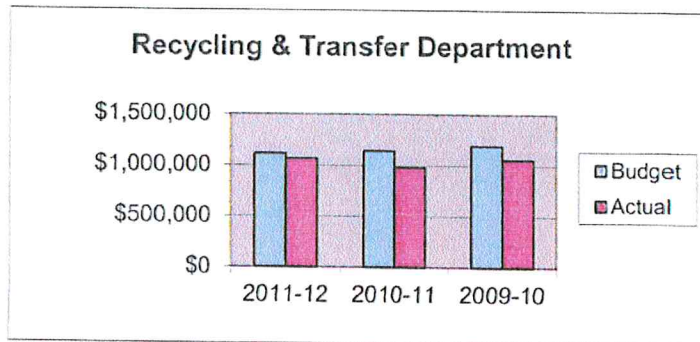
Public Works Department			
Year	Budget	Actual	%
2011-12	2,789,528	2,697,134	97%
2010-11	2,803,899	2,677,274	95%
2009-10	2,865,776	2,711,995	95%

Public Works includes Building & ZBA.



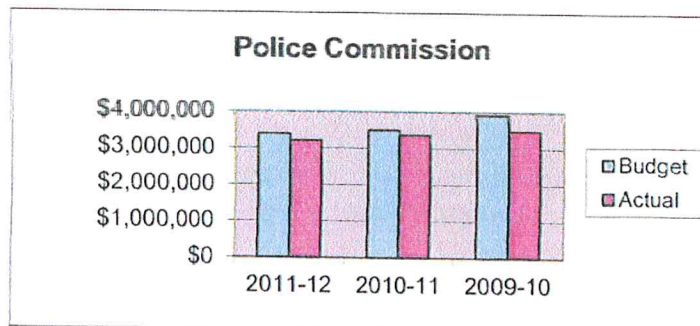
Public Works Department - This department includes divisions for Highway, Parks and Recreation, Building Maintenance and Code Enforcement, formally known as the Building & ZBA Department. The prior budget and actual numbers include the Building and ZBA expenses for comparison purposes. The FY 2011-12 winter season produced fewer plowable storms saving on the overtime costs. This savings allowed for much needed repairs on the Town's Fleet which cost \$116,796 in 2011-12 as compared to \$68,690 in 2010-11 and \$73,021 in 2009-10.

Recycling & Transfer Department			
Year	Budget	Actual	%
2011-12	1,115,260	1,067,302	96%
2010-11	1,143,791	979,953	86%
2009-10	1,193,888	1,055,765	88%



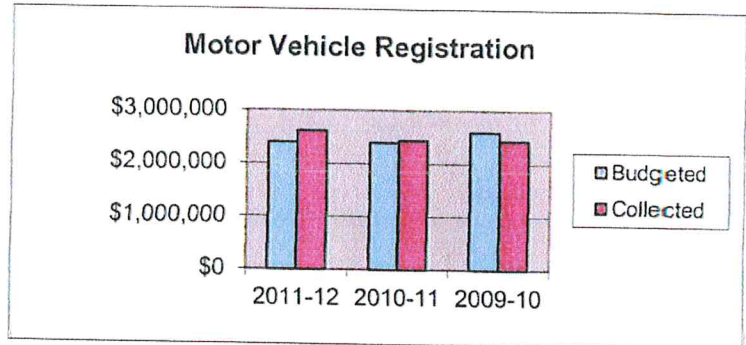
Recycling & Transfer Department - The Automated Collection project started in late May early June, so it did not have much of an impact on the FY 2011-12. In January 2012 the Town did see an increase in the tipping fees rates; for the year the Town paid \$408,689 for 5482.44 tons as compared to the prior year's cost of \$401,990 for 5721.06 tons.

Police Commission			
Year	Budget	Actual	%
2011-12	3,385,135	3,206,865	95%
2010-11	3,499,460	3,354,147	96%
2009-10	3,918,811	3,472,849	89%



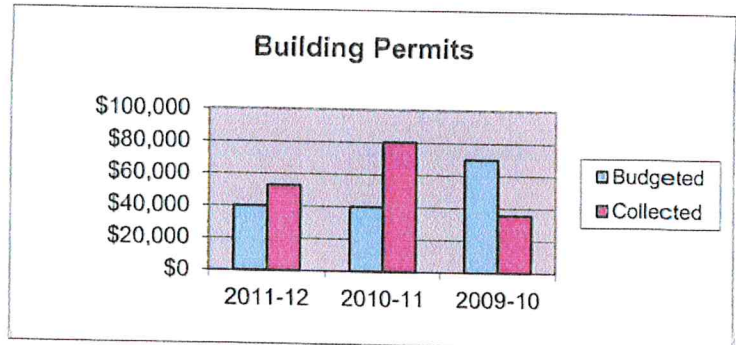
Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2011-12	2,400,000	2,617,560	109%
2010-11	2,400,000	2,436,658	102%
2009-10	2,600,000	2,439,547	94%



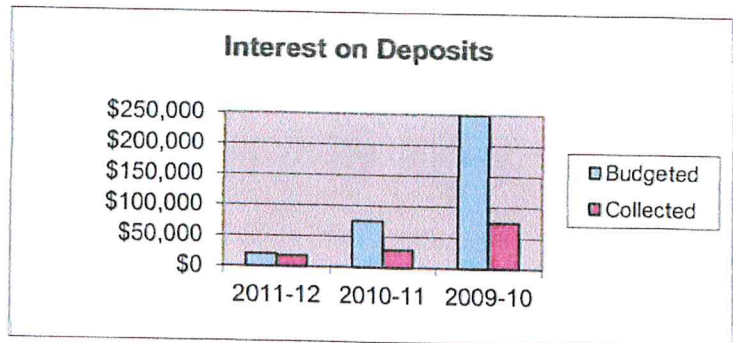
Motor Vehicle Registration - The top revenue source for the Town are fees collected for registering motor vehicles. The reason for the increased revenue is two parts: 1) more vehicles were registered in this year, 17,761 as compared to last year's 17,137 and 2) the Tax Collector reported more newer model vehicles being registered.

Building Permits			
Year	Budget	Actual	%
2011-12	40,000	52,887	132%
2010-11	40,000	80,412	201%
2009-10	70,000	35,510	51%



Building Permits - These fees are paid by builders for residential and commercial construction. During the year larger commercial construction, such as PSNH and Regency Mortgage, and commercial renovations, such as PSNH off of Hooksett Road and SNHU Student Center, have contributed to higher revenues than budgeted.

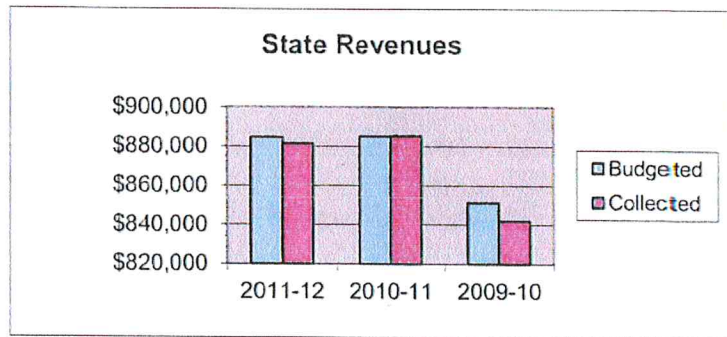
Interest on Deposits			
Year	Budget	Actual	%
2011-12	20,000	17,248	86%
2010-11	75,000	28,171	38%
2009-10	250,000	74,292	30%



Interest on Deposits - These are revenues earned on cash investments. As reported by the Treasurer, the 2011 year ended with the lowest interest rates of this current financial downturn.

Major Governmental Revenues, Continued

Year	State Revenues		%
	Budget	Actual	
2011-12	884,699	881,463	100%
2010-11	885,167	885,430	100%
2009-10	851,203	842,010	99%



State Revenues - In 2009-10 the "State Shared Revenues" was not received by the Town. Increases in both the Meals and Rooms Tax and the Highway Block Grants have made up for the loss of 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; \$150,942 has been collected. As of January 1st these revenues are being deposited into the Ambulance Services Fund utilized only for that purpose. This fund should be self supporting and not require tax dollars to supplement future capital or operational costs.

Other Revenues	Budget	Actual	Over Budget
Interest & Penalties on Taxes	250,000	288,632	38,632
Yield Tax	5,000	9,153	4,153
Plowing	12,000	21,000	9,000
Welfare Reimbursements	8,000	20,621	12,621
Cable Franchise Fees	125,000	135,180	10,180

AGENDA NO. 12.99
DATE: 9.12.12

**Staff Report
FY 2013-14 Budget Goals
September 12, 2012**

Background: To provide management a general direction of the priorities and goals for the FY 2013-14 Operating Budget.

Discussion

Budget challenges:

1. FY 2012-13 Operating Budget is currently \$13,877,746 (not including Sewer); over the last four years the operating budget has decreased each year.

<u>FY</u>	<u>Budget</u>	<u>Actuals</u>
2011-12	\$14,063,337	\$13,617,787
2010-11	\$14,089,386	\$13,642,343
2009-10	\$14,665,927	\$13,844,264

2. Possible increase in Health Insurance rates. The average increase over the last five years was 6.47%. A 6.5% increase would cost about \$104,000 annually.
3. NHRIS estimated increase \$50,000. Projected rates increases are 1.97% for employees, 5.35% for Police and 4.85 for Fire.
4. Revaluation is due April 2013 estimated to cost \$180,000. Currently the Town has \$43,000 in a reserve.
5. Second year of both the Fire and Police Union Contracts estimated increase of \$53,493 and \$48,632 respectively.
6. Revenues collections are stable.
7. Possible economic downturn in 2013.

One positive factor:

Exit 10 TIF bond is paid off in FY 2012-13. Saving \$265,000 annually.

Possible budget goals:

- a. Request level of percentage increase or decrease on the bottom line.
- b. Construct budgets that provide a cost effective government to achieve level services.
- c. Ask departments to identify and prioritize core services (primary role of the department).
- d. Develop operating budgets from ground up, starting from zero and justifying each service or program.
- e. Explore all opportunities to enhance non-property tax revenues.
- f. Present a Balanced Operating Budget (the overall operating budget would not increase without the overall revenues increasing).

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: Concur with recommendation, *that is* —

that discussion of budget goals should occur.



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

AGENDA NO. 12.100
DATE: 9.12.12

**Staff Report
School Impact Fees
September 12, 2012**

Background

The Town of Hooksett collects school impact fees at the time the Town issues occupancy permits. These fees are collected in order to offset the cost of growth for the new developments.

Discussion

Each year at this time, the Town transfers the fees collected during the year to the School District to offset the cost of the new middle school and renovations at Memorial School. Back in 2003, these two projects were funded with a 20-year bond and it was determined they met the criteria for impact fees use.

As of August 31, 2012, the school impact fee special revenue fund had a balance of \$85,964.17. A transfer of \$85,964.17 is recommended at this time.

Fiscal Impact


This transfer will reduce the amount of property taxes needed to support the School District.

Recommendation

Motion to transfer \$85,964.17 from the school impact fee special revenue fund to the Hooksett School District.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: Concur with recommendation.


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

Town of Hooksett's Impact Fee Summary

9/4/2012

SCHOOL IMPACT FEE

Zoning Ordinance posted on 3/8/01

Use or return date: August 20, 2017

Revenue Collected	1,359,010.48
Interest Earned	14,301.00
Amount Refunded	(11,240.00)
School Funding Dec 2003	(500,000.00)
School Funding Nov 2004	(250,000.00)
School Funding Jan 2006	(75,000.00)
School Funding Sep 2006	(70,000.00)
School Funding Oct 2007	(80,000.00)
School Funding Oct 2008	(85,000.00)
School Funding Oct 2009	(43,000.00)
School Funding Sep 2010	(55,000.00)
School Funding Oct 2011	(118,107.31)
Balance as of August 31, 2012	<u><u>85,964.17</u></u>

Note: Feel free to request the detail of these impact fees.

AGENDA NO. 12.101
DATE: 9.12.12

**Staff Report
Cash Receipt Policy
September 12, 2012**

Background

RSA 41:9 VI. Financial duties - "The selectmen (Council) shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties." The Cash Receipt Policy was last amended on May 12, 2011.

Discussion

The Town receives an average of 50 bad checks each year. 70% of them are for motor vehicles registration another 19% are for tax payments and the last 11% are miscellaneous items.

Changes made to Section 5. Return Check Procedures are to clarify the process of re-depositing checks and the return check fee.

The Town's independent auditors have also reviewed this policy and found no issues.


Fiscal Impact: None.

Recommendation

Motion to approve the amended Town of Hooksett Cash Receipt Policy as presented.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: Concur with recommendation.


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

Town of Hooksett

35 Main Street
Hooksett, NH 03106

CASH RECEIPT POLICY

Section 1. Purpose

The Town of Hooksett deposits substantial sums of money each year carrying out the many functions and services that it provides. Taxpayers have a right to expect that the municipality's operations be carried out efficiently and expeditiously with adequate financial control and accountability.

The objective of this policy is to attempt to strike a balance between the need for department operating efficiency and flexibility and the need for financial control and accountability. It is also the purpose of this policy to implement uniform procedures for depositing funds that will provide quality and operational efficiency.

As required by RSA 41:29 I the Treasurer maintains custody of all funds except those funds held by the Trustees of Trust Funds, Library Trustees, or Cemetery Trustees. RSA 246:29 VI allows the Treasurer to delegate deposits or other financial functions to other town officials or employees provided such delegation is in writing and includes written procedures.

Section 2. Regular Deposit Procedures

2.1 Customer Receipts – Departments should ensure that all customers are issued a sequentially numbered receipt at the time of collection of moneys from a customer. Customers should be encouraged by appropriately placed signs to request a receipt.

2.2 A secure area is needed for the safeguarding and processing of cash received. Access to the secured area is restricted to authorize personnel only. The secured area is locked when not occupied. All revenue must be deposited with the Finance Office at least weekly or daily whenever such funds total \$1,500.00 or more. For Fridays, weekends and holidays the deposit must be turned in on the next available business day.

2.3 Each department or committee (with the exception of the Tax Collector) must complete an account detail journal identifying the various revenue accounts to be credited, as well as, a copy of the receipt for each transaction. All checks should be stamped with the Bank Deposit Stamp. In addition, each depositor shall photocopy each check to keep with his or her copy of the deposit.

2.4 In the case of a department who has authority from the Treasurer to deposit direct to the bank please skip down to 2.10.

2.5 The person who collects and prepares the deposit (depositor) will bring it to the Finance Office for verification. Verification will consist of the depositor being physically present while the Bookkeeper counts and verifies the amount to be deposited. If the depositor sends the deposit via messenger, the deposit must be sealed in an envelope and the envelope be placed in an interoffice envelope. The Bookkeeper will verify the deposit in the presence of a Department Head or the Council's Administration Assistant. Under no circumstance will a deposit be opened without another authorized employee present.

2.6 If there is a discrepancy, the Bookkeeper and the depositor will initial and provide a brief explanation of any changes made for immediate resolution. In the case of deposit sent by messenger, email verification to and from the depositor can be used for all changes. In the event that the Bookkeeper and the depositor cannot resolve the discrepancies the Finance Director will be notified immediately.

2.7 The Bookkeeper will log the deposit on a Departmental Deposit Log. Then the Bookkeeper will prepare a bank deposit slip and seal the deposit and the slip in the bank deposit bag.

2.8 The deposit bag will be given to the Tax Collector (the Tax Collector should verify the bag is properly sealed) to bring to the bank within 24 hours. The Bookkeeper will bring the deposits to the bank as a backup to the Tax Collector. In this case the Tax Collector will seal his/her deposit in a bank deposit bag.

2.9 The Tax Collector will take the deposits to the bank and provide copies of the receipts slips from the bank to the Bookkeeper. The Bookkeeper will log the receipt's date and amount next to the appropriate department deposit on the Departmental Deposit Log.

2.10 Each Department shall receive from the Bookkeeper its Departmental Deposit Log monthly. The Treasurer will receive the Departmental Deposit Logs and copies of all deposits receipts. Any discrepancies shall be reported to the Finance Director, who will notify the Treasurer and or the Department.

For the Department that deposit directly to the bank themselves, they will prepare a Department Deposit Log with the bank receipt information (date and amount). A copy of this log and the receipts will be remitted to the Treasurer and the Finance department once a month by the 15th of the seceding month.

2.11 The Treasurer and the Finance Director will verify the departments log with the bank statement each month. Any discrepancies shall be reported to the department for explanation and correction.

2.12 Under no circumstance will the Department utilize personal funds to compensate for shortages or overages. All shortages or overages must be brought to the attention of

the Finance Director prior to submission. Employees and officials are not allowed to cash personal checks made payable to the Town or paychecks.

Section 3. Coin Depositing

3.1 All coins must be included with each deposit and correctly reported on the coin line of the deposit slip.

3.2 A calculator tape summarizing the coin portion of the deposit must be provided. All coins must be rolled by denominations -50 pennies, 40 nickels, 50 dimes, 40 quarters. Only full rolls will be accepted by the bank. Place additional coins not rolled loose in the deposit bag.

Section 4. Petty Cash Procedures

4.1 The Town Administrator shall authorize and establish funds. The Finance Director shall keep a current listing of all Petty Cash Funds.

4.2 The Department Head and the Finance Director will determine a base petty cash amount.

4.3 A locked cash box will be used to store petty cash and must be locked at all times. The key will be kept in a secure location. Only one employee will be named Petty Cash Custodian at a time and shall be assigned the responsibility by the Department Head.

4.4 The Petty Cash Custodian will issue a two-part receipt for each payment made out of petty cash. This receipt is to be signed by the Petty Cash Custodian and the employee receiving the petty cash.

4.5 All reimbursements from petty cash for small purchases will be made to employees authorized by the department head to make such purchases and the employee must supply the appropriate receipts and a description of the purchase.

4.6 The following items will **not be reimbursed** from petty cash: (Note: This list is not all-inclusive)

- Single purchases in excess of \$50.00
- Equipment of any kind
- Payment to an individual for services rendered
- Office parties, gifts, holiday decorations, flowers, greeting cards
- Employee Meals, excluding Emergency Situations
- Alcoholic Beverages
- Gasoline
- IOU's

- Cashing of personal checks

4.7 Food for meeting will only be reimbursed if detailed in the approved budget and are paid out of the "Meals and Food" budget line.

4.8 At all times the total of receipts added to the cash remaining in the petty cash box must equal the predetermined petty cash amount.

4.9 Replenishment of departmental Petty Cash for purchase made shall occur by submitting a summary of all purchase sorted by General Ledger account number to the Finance office. All receipts or other documents supporting the charges shall accompany the request. Finance will cut a check for the reimbursement during its normal processing.

4.10 Department shall submit Petty Cash reimbursement once a month at a minimum, for any purchase receipts being held.

4.11 Under no circumstance will any employee utilize personal funds to compensate for shortages or overages. All shortages and overages must be brought to the attention of the Finance Director immediately upon discovery.

4.12 The Finance Director will perform random audits of all departments' petty cash. Any discrepancies found must be explained in writing and in detail to the Finance Director and Town Administrator.

Section 5. Return Check Procedure

5.1 Copies of returned checks and bank documentation must be submitted to the Finance office, the Treasurer and the Department. Returned checks will be recorded in the accounting system against the revenue in which it was originally posted.

~~5.2 First time returned checks are to be re-deposited. The department will prepare the deposit slip and detail journal. If the return check is for a tax payment the Tax Collector will not re-deposit. With the exception of tax payments, the Town will only re-deposit checks returned for insufficient funds one time.~~

~~5.3 The Department is responsible for notifying the issuer check writer in writing to inform them that his/her check did not clear and a return check fee of \$25.00 plus all protest, bank, and legal fees per RSA 80:56 will be charged. A copy of the notification shall be sent to Treasurer. That he/she must replace any uncollected payments returned by the bank and a Returned Check fee of \$25.00 plus all protest, all bank, and legal fees per RSA 80:56 in the form of cash, money order, or bank certified check.~~

~~5.4 Payment of a returned check that cannot be re-deposited must be replaced by the issuer either in the form of cash, money order, or bank certified check. Information as to whom and the purpose of the payment should be documented and placed with the daily~~

~~deposits.—The Returned check fees charges—should be noted—reported as a separate revenue item.~~

Section 6. Non-compliance

6.1 Violation of this policy may result in the denial or revocation of the privilege to handle town funds. Employees who do not comply with this policy shall be subject to disciplinary action including termination as outlined in the Personnel Plan Section 16.

Section 7. Implementation

7.1 To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

Section 8. Policy Approval/Amendments

Town Council approved adoption of the Town of Hooksett Cash Receipts Policy at their March 12, 2008 meeting.

Town Council amended the Town of Hooksett Cash Receipts Policy at their September 8, 2010 meeting.

Town Council amended the Town of Hooksett Cash Receipts Policy at their May 12, 2011 meeting.