

Revised: 10/02/12

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, October 10, 2012

- I. 6:30 PM - CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. APPROVAL OF MINUTES**
- V. AGENDA OVERVIEW**
- VI. CONSENT AGENDA**
 - 12-112 Acceptance of Donation for the Veterans' Memorial Project per RSA 674:44-b - \$245
 - 12-113 Acceptance of Donation from Fresh Focus Salon per RSA 31:95-b - \$220
 - 12-114 Acceptance of Donation of (19) Dry Chemical Fire Extinguishers from RB Lewis Fire Control Systems per RSA 31:95-e – (valued at) \$400
 - 12-115 Acceptance of Donations to the Police Department per RSA 31:95-b
 - a) From Old Home Day Activities - \$785
 - b) From Crown Trophy - \$70
 - 12-116 Surety Bond Release, Walmart Off-Site Improvements - \$36,412.60
- VII. TOWN ADMINISTRATOR'S REPORT**
- VIII. PUBLIC INPUT: 15 Minutes**
- IX. NOMINATIONS AND APPOINTMENTS**
 - Appointments**
 - Heritage Commission, full member, exp. 6/2015 – Scott Riley
 - Planning Board, alternate member, exp. 6/2013 – Thomas R. Prasol
- X. SCHEDULED APPOINTMENTS**
 - 12-117 Don Riley, Town Moderator, re: November Election
 - 12-118 Keith Cota, NHDOT re: I-293 Exits 6/7
 - 12-119 Comcast Cable Advisory Board
 - 12-120 Michael Williams, Fire Chief
 - a) Hackett Hill Fire Station
 - b) Fire Department re: Personal Protective Equipment Purchase
 - c) Acceptance of E911 Data Capture
 - 12-97 NHLGC Legal, re: Right to Know Law
- XI. 15 MINUTE RECESS**
- XII. OLD BUSINESS**
 - 12-99 Budget Goals
 - 12-121 Reorganization
 - 12-101 Cash Receipt Policy
 - 12-103 Town Council Goals
 - 12-96 Media Relations Policy
 - 12-122 Police Commission Sub-Committee

XIII. NEW BUSINESS

- 12-109 Investment Policy
- 12-123 Fund Balance
- 12-124 16 Monroe Drive



XIV. SUB-COMMITTEE REPORTS

XV. PUBLIC INPUT

XVI. NON-PUBLIC SESSION

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.

AGENDA NO. 12.112
DATE: 10.10.12

Staff Report
Acceptance of Donation for the Veterans' Memorial Project
October 10, 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.

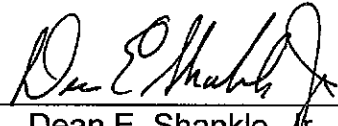
Issue: Acceptance of \$245.00 donation for the Veterans' Memorial fund from patrons of the American Legion.

Fiscal Impact: \$245.00

Recommendation: Motion to accept the donation of \$245.00 per RSA 674:44-b.

Prepared by: Evelyn Horn, Administrative Assistant

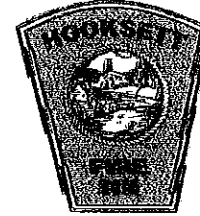
Town Administrator Recommendation: Concur with recommendation.



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

HOOKSETT FIRE-RESCUE DEPARTMENT

15 LEGENDS DRIVE
HOOKSETT, NEW HAMPSHIRE 03106
Phone: (603) 623-7272 • Fax (603) 626-6742
www.hooksettfire.org



AGENDA NO. 12.113
DATE: 10.10.12

**Staff Report
Donation acceptance
October 10, 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 \$220.00 from Fresh Focus salon at 209 West river road, this money was raised at their Cut-Athon on September 15th.

Discussion: The Hooksett Fire Department was given a donation of \$220.00 from Christie Bussiere Owner of the fresh Focus salon. This donation was given to Hooksett Fire-Rescue for new equipment.

Fiscal Impact: The donation is a gift to the Hooksett Fire-Rescue Department for a total amount of \$220.00. No fiscal impact

Recommendation: Motion to accept the donation of \$220.00 under RSA 31:95-b, III (b).

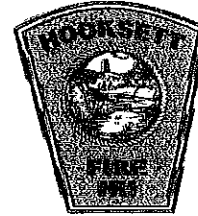
Prepared by: Fire Chief Michael Williams

Town Administrator Recommendation: Concur with recommendation.

Dean Shankle
Town Administrator

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AGENDA NO. 17.114
DATE: 10.10.12

Staff Report
Donation acceptance of 19 Dry Chemical Fire Extinguishers
October 10, 2012

Background: Per RSA 31:95-b, III (e) 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 19 Dry Chemical (ABC) Fire extinguishers, with an estimated value of \$400.00 from RB Lewis Fire Control Systems, 529 Chester road, Auburn N.H. 03032

Discussion: These fire extinguishers were given to the Hooksett Fire-Rescue Department as a donation; we will utilize these fire extinguishers for fire training purposes.

Fiscal Impact: The donation is a gift to the Hooksett Fire-Rescue Department. No fiscal impact

Recommendation: Motion to accept the donation of 19 Fire extinguishers for an estimated value of \$400.00 under RSA 31:95-e, '

Prepared by: Fire Chief Michael Williams

Town Administrator Recommendation: Concur with recommendation.

Dean Shankle
Town Administrator

AGENDA NO. 12.115(a)
DATE: 10.10.12

**Staff Report
Acceptance of Donations
October 10, 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 \$785.00 cash donated to the Hooksett Police Department.

Discussion: Donations received from Old Home Day Activities, bake sale, dunking booth, etc. to be deposited into the Hooksett Police Department donation account.

Fiscal Impact: The donation is a gift to the Hooksett Police Department for a total amount of \$785.00, no fiscal impact.

Recommendation: Motion to accept the donation of \$785.00 under RSA 31:95-b, III (b).

Prepared by: Francine Swafford, Executive Assistant

Town Administrator Recommendation:



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

AGENDA NO. 12.115 (6)
DATE: 10.10.12

**Staff Report
Acceptance of Donations
October 10, 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 a trophy worth \$70.00 donated to the Hooksett Police Department.


Discussion: An anonymous donation of a trophy titled "Hooksett Safety Cup" to the Hooksett Police Department for future charity softball tournaments involving the Hooksett Fire Department. Whoever wins the tournament will display the trophy in their trophy cabinet located at the Hooksett Safety Center until the next charity softball tournament.

Fiscal Impact: The donation is a gift to the Hooksett Police Department for a total amount of \$70.00, no fiscal impact.

Recommendation: Motion to accept the donation of \$70.00 under RSA 31:95-b, III (b).

Prepared by: Francine Swafford, Executive Assistant

Town Administrator Recommendation:



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



CROWN TROPHY

1 Alice Ave
Hooksett NH 03106
603-645-1022

Invoice

DATE	INVOICE NO.
9/20/2012	87712

BILL TO
Hooksett Police Department 15 Legends Dr. Hooksett NH 03106

SHIP TO

P.O. NO.	TERMS	DUE DATE	Work Order
Brian Williams	Net 15	10/5/2012	17839

QTY	ITEM	DESCRIPTION	Price Each	AMOUNT
1	9700	Custom Trophy Police/Fire Charity Softball	70.00	70.00

Thank you for your business, we look forward to working with you again

Total \$70.00

Phone #	Fax #	E-mail	Web Site	Tax ID
603-645-1022	603-645-1410	awards@crowntrophy18.com	www.crowntrophy.com	02-047-6061

AGENDA NO. 12.116
DATE: 10.10.12

Staff Report
Surety Bond Release – Wal-Mart Off-Site Improvements
October 10, 2012

Background: In August 2007, Wal-Mart put a surety bond in place for the new for off-site improvements as per the approval for this plan required. This bond is in the amount of \$36,412.60. This was to ensure the project would be completed.

Issue: I would like the Town Council to release this surety bond for the off-site improvements in the amount of \$36,412.60 to Wal-Mart.

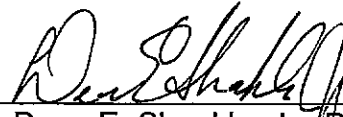
Discussion: After reviewing the file and completing a site visit I find the surety bond should be released. The Wal-Mart project has been completed and the release of funds is due.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the release of the Surety Bond that has been put into place by Wal-Mart in the amount of \$36,412.60.

Prepared by: Leo Lessard, Director of Public Works

Town Administrator Recommendation: Concur with recommendation.



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

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15 LEGENDS DRIVE
HOOKSETT, NEW HAMPSHIRE 03106
Phone: (603) 623-7272 • Fax (603) 626-6742
www.hooksettfire.org



Staff Report
Hooksett Fire-Rescue
PPE purchase
October 10, 2012

AGENDA NO. 12.120(b)
DATE: 10.10.12

Background: The Hooksett Voters approved \$24,000.00 for the purchase of new personal protective clothing for the Hooksett Fire-Rescue Department. Hooksett Fire-Rescue currently has its own specification for what every firefighter wears for PPE, (Personal protective equipment). This specification was sent out to 3 vendors for pricing, (see attached pricing).

Issue: NPFA 1851 standard on PPE states that there is a 10 year lifespan on all personal protective clothing. This amount of money approved will replace 10 sets of our PPE (personal protective clothing) this year, with another 10 sets being replaced next fiscal year.

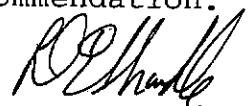
- **Discussion:** Listed below outlines the 3 quotes received on our PPE specification.
 - Bergeron Protective clothing: \$2,313.85 per set
 - B-LANN Equipment Company: \$3,957.30 per set
 - Firematic Supply Co. : \$3,595.20 per set

Fiscal Impact: \$24,000.00 which was approved by voters in May of 2012

Recommendation: I would recommend to the Town Council to accept the Bergeron protective clothing quote in the amount of \$2,313.85 per set and that we purchase 10 sets of PPE this year in the amount of \$23,138.50.

Prepared By: Chief Michael Williams 

Town Administrators recommendation: Concur with recommendation.


Dean Shankle
Town Administrator



Quote #: 122124

Date: 07/24/2012

Firm Until: 10/20/2012

Hooksett Fire Department
 Chief Michael Williams
 15 Legends Street
 Hooksett, NH 03106

Qty	Style	Description	Your Cost
1	332LMB - G-Xtreme Jacket, Millenia 7.5 Oz Gold	Color: Gold Millenia outer shell, Caldura SL thermal Liner, Stedair 3000 Moisture Barrier, High Visibility Style LY Triple Trim (Red/Orange for officers), Additional Thermal Liner in Shoulders, Radio pocket LC 3x3.5x7, Sunlance RC, Black suede cuffs, Nomex hand & wrist guards, Antenna notch left side radio pocket, Hung letter patch (for names), Self mic strap 3" above radio, Additional Thermal Liner upper arms, 1" flap snap above sunlance, same height as top of stormflap & 1" from edge of storm flap.	1,144.48
8	19721 - 3" Scotchlite Letter	Color: LYellow, Location: Row A HOOKSETT sewn on back of jacket.	19.20
8	19721 - 3" Scotchlite Letter	Color: LYellow, Location: Hung Letter Patch Last names on hung patch (Average 8 letters) Deduct \$3.13 for strapping	19.20
0	190306G - Closure-Zipper Hook & Loop Velcro closure		
1	H32LMB - Harness Ready Pant Millenia XT 7.5 oz.	Color: Gold Millenia outer shell, Caldura SL thermal liner, Stedair 3000 moisture barrier, LY triple trim around cuffs (Red/Orange for officers), self knees, silicone knee padding, black suede cuffs, padded rip-cord suspenders, Expansion Pockets lined with Kevlar Twill, Series III Harness System	1,130.97

TOTAL: \$2,313.85

1024 Suncook Valley Hwy, Unit 5D ~ Epsom, New Hampshire 03234

Phone: (603) 736-8500

FAX: (603) 736-9115

From: BERGERON PROTECTIVE CLOTHING LLC

To: Hooksett Fire Department

Quote #: 122124

Firm Until: 10/20/2012

Globe and Cairns Garments size 60 or larger,, add 30% oversize charge.

Lease Financing is available. Please call for information.

Prices quoted are F.O.B. Factory and do not include shipping and handling charges. This quote is based on current prices which are subject to change by the Manufacturer without notice. TERMS are NET 30 days. For Invoices \$5,000.00 or greater, a 3.5% processing fee will be applied when paying by credit card. Shipping date is approximately 30 Days A.R.O. for custom-made coats and pants, 7 to 14 days on stock items.

1024 Suncook Valley Hwy, Unit 5D ~ Epsom, New Hampshire 03234

Phone: (603) 736-8500

FAX: (603) 736-9115

FIREMATIC SUPPLY CO., INC.

237 Sugar Road Bolton, MA 01740

PHONE: (978) 422-1533 * FAX: (978) 422-9621

E-Mail: cpoirier@firematic.com

WebSite: www.firematic.com

Quote



DATE	PAGE
7/26/2012	1
QUOTE NUMBER	
QT14000	
PRICE FIRM	
30 DAYS	

Quoted To	Capt. Dan Pesula HOOKSET FIRE DEPARTMENT 15 Legends Drive HOOKSET NH 03105
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Ship To	HOOKSET FIRE DEPARTMENT 15 Legends Drive HOOKSET NH 03105
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CUSTOMER NO.	FAX NO. (603) 628-6742	PHONE NO. (603) 623-7272	SALESPERSON CHARLES POIRIER	EST. NO.
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LINE NO.	ITEM NUMBER	DESCRIPTION	QTY ORDERED	UNIT PRICE	EXTENDED PRICE
1	GNS4000C	GLOBE #332LMB JACKET	1	1,791.00	1,791.00
2	GNS4000P	GLOBE #332LMB PANTS	1	1,769.00	1,769.00
3	GNS4000L	3" SEW ON LETTERING	16	2.20	35.20
4	FREIGHT IN	INCOMING FREIGHT	1	0.00	0.00

Comments

Amount
By:

3,595.20
CHARLES POIRIER

HOOKSETT FIRE-RESCUE DEPARTMENT

15 LEGENDS DRIVE
HOOKSETT, NEW HAMPSHIRE 03106
Phone: (603) 623-7272 - Fax (603) 626-6742
www.hooksettfire.org



AGENDA NO. 12.120(c)
DATE: 10.10.12

Staff Report
Acceptance of E911 Data Capture for Hooksett
October 10, 2012

Background: The Town of Hooksett E911 data Capture has been completed by E911 and is ready for your approval. This information is imperative for emergency responders while responding to emergencies in our community.

Issue: To accept the E911 Data capture as presented by Casey Gordon, E911 Field representative.


Discussion: Once this data has been accepted by the Town of Hooksett, and all attached forms have been signed, we hope to use this data in our Computer Aided Dispatch System in our vehicles which will give us up to date street information for the Town of Hooksett.

Fiscal Impact: No fiscal impact

Recommendation: I would recommend that we accept the Data as presented and work on fixing any street issues outlined in the report on an as needed basis.

Prepared By: Chief Michael Williams 

Town Administrators recommendation: Concur with recommendation.


Dean Shankle
Town Administrator

Media Relations Policy
Adopted by the Council: 10/26/11

The following procedures and standards will be used by all departments as applicable to media relations within the Town of Hooksett.

Spokesperson

The Town Administrator (Administrator) serves as the primary spokesperson and will serve as the primary source of information for the Town and conveys the Town's official position on routine media inquiries, issues of town-wide significance and situations that are sensitive and controversial in nature. Also, any media contact regarding Town Council actions or policies should be referred to the Administrator.

Media relations and News Releases

Media inquiries or news releases, whether verbal or written, are to be directed to the Administrator who will evaluate the request and provide an answer, or direct it to the appropriate spokesperson. Non-routine media requests should be forwarded to the Administrator prior to response. These may include responses that require the interpretation of policy, employee information and emergency situations.

Exceptions

- a. Routine media requests may be responded to by the department supervisor if the response is of a factual, incidental or inconsequential nature (i.e. special event schedule, meeting dates). The Administrator is to be advised of routine inquiries.
- b. The Fire Chief may designate his/her own department spokesperson to handle media inquiries related specifically to public safety emergencies (for example: fires; accidents). Post emergency media relations shall be handled under general provisions of this policy. Staff members who provide emergency medical care to the public should refrain from speaking to the media and refer them instead to their department's spokesperson. The Administrator should be advised within a reasonable period of time when this exception clause is used.

Council Member Communications with the Press

When speaking to the press, Council Members will clarify whether they are speaking on behalf of the Town Council or themselves. No member shall hold him/herself out as representing or speaking on behalf of the Council on any matter unless, prior thereto, the Council, by a majority vote taken during a duly noticed Council meeting, has authorized the member to act and/or speak on behalf of the Council.

Guidelines for Employees Acting as Private Citizens

The following guidelines are offered employees who may choose to contact the media as a private citizen. These guidelines do not prohibit such contact but support other Town policies regarding improper use of Town equipment and property. These guidelines also apply to employees responding to or initiating media contact as official representatives of employee groups.

- a. Letters to the editor may not be prepared on Town time, printed on Town letterhead stationery, or mailed at Town expense.
- b. Telephone contact may not be made on Town time using Town telephones.
- c. Use of Town email is prohibited.
- d. Use of Town facilities or supplies is prohibited.

**Staff Report
Fund Balance Policy
October 10, 2012**

Background: The Town's financial statements are prepared in accordance with the Governmental Accounting Standards Board (GASB). GASB has issued standard # 54 related to Fund Balance, which requires the Town to annually review and adopt the Fund Balance Policy.

Discussion: Additional clarification was recommended by the Town's Independent auditors, which are showed in red.

Our focus should be on Section 5. Unassigned Fund Balance. As stated in the policy it is recommend by DRA that communities have 8 to 17% of the total annual appropriations of the community in unassigned fund balance.

The current policy adopted in 2011 states "The Town shall strive to achieve and to maintain a minimum balance of 5%", and "The Town shall work toward maintaining an unassigned fund balance of 8%...This target balance should be achieved over the next five years."


As of June 30, 2012 the Town has approximately 5.13% in Unassigned Fund Balance.

Fiscal Impact: A low unassigned fund balance is can be viewed as an indicator of financial instability, which can negatively affect bond ratings and interest rate options.

Recommendation: Please consider changing the minimum balance requirement to say, "The Town shall maintain a minimum unassigned fund balance of 5% of the general fund's annual appropriations of the community."

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

FUND BALANCE POLICY

Section 1. Purpose

The Town hereby establishes and will maintain reservations of Fund Balance, as defined herein, in accordance with Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Types Definitions*. This policy shall only apply to the Town's governmental funds. Fund balance shall be composed of nonspendable, restricted, committed, assigned and unassigned amounts.

The general purpose of this policy is to improve the Town of Hooksett's financial stability by protecting itself against emergencies and economic downturns. Unassigned fund balance is an important measure of economic stability. It is essential that the Town maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the Town's general operations.

Section 2. Definitions

2.1) Nonspendable Fund Balance - includes amounts that are not in a spendable form (such as inventory, tax deeded property subject to resale or prepaid expenses) or are required to be maintained intact (such a principal of an endowment fund).

2.2) Restricted Fund Balance – includes amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors) or laws or regulations of other governments or imposed by law through constitutional provisions or through enabling legislation (the annual Town meeting). Restrictions may be changed or lifted only with the consent of the resource providers or the enabling legislation. Non-lapsing warrant articles, library, income portion of permanent funds and Capital Project funds would be considered restricted.

2.3) Committed Fund Balance – includes amounts that can be used only for the specific purposes determined by a formal action of the Town's highest level of decision making authority (Town Council). Commitments may be changed or lifted only by the Town Council taking the same formal action that imposed the constraint originally. The Town Council's actions must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual obligation. Expendable trust funds and legislative body votes relative to the use of unassigned fund balance at year-end are included in this classification.

2.4) Assigned Fund Balance – includes amounts the Town *intends* to be used for specific purposes. For all governmental funds other than the General Fund, any remaining positive amounts are to be classified as “assigned”. The Town Council expressly delegates this authority to the Town Administrator. Items that would fall under this type of fund balance would be Police and Fire Detals, Ambulance Fund and Conservation Fund etc. The Town also has assigned funds consisting of encumbrances in the general fund at year-end.

2.5) Unassigned Fund Balance – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose. Any deficit fund balance of another governmental fund is also classified as unassigned.

Section 3. Spending Prioritizations

3.1) When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first.

3.2) When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classification can be used, committed amount should be reduced first, followed by assigned amounts and then unassigned amounts.

Section 4. Deficit Fund Balance

At year end, if any of the special revenues funds has a deficit unassigned fund balance, the Town Administrator is authorized to transfer from the General Fund to cover the deficit, providing the General Fund has the resources to do so.

Section 5. Unassigned Fund Balance – General Fund

As recommend by the New Hampshire Department of Revenue, the Town shall strive to maintain an unassigned fund balance in its General Fund equal to 8-17% of the total annual appropriations of the community (which includes the Town, County, School District and Precincts).

5.1) Minimum Balance – The Town shall strive to achieve and to maintain a minimum unassigned fund balance of 5% of the general fund’s annual appropriations of the community.

5.2) Target Balance - The Town shall work toward maintaining an unassigned fund balance of 8% of the general fund’s annual budget, including Town, School and County appropriations. This target balance should be achieved over the next five years.

Section 6. Annual Review

Town Council shall review and approve this policy annually.

Section 7. Policy Approval/Amendments

Town Council approved adoption of the Town of Hooksett's Fund Balance policy at their May 13, 2009 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their September 14, 2011 meeting.

AGENDA NO. 12.124
DATE: 10.10.12

STAFF REPORT
16 MONROE DRIVE PROPOSED LAND SALE
October 10, 2012

Background: John Golembrowski of 18 Monroe Drive (Tax Map lot #66) has requested to purchase adjacent town owned property, tax map lot #66.

Issue: Does the Town Council want to sell this property?

Discussion: Mr. Golembrowski has proposed to purchase this property of approximately 4,799 square feet, located between his property and an undeveloped public right-of-way. The property appears to have no public purpose.

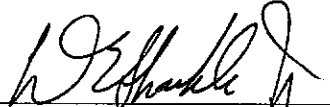
Fiscal Impact: Revenue from sale and small increase in the tax base.

Prepared by: Dean Shankle, Town Administrator

Town Administrator Recommendation:

It is recommended that the Council:

1. Put the property out to a public sealed bid. The Council may want to put a minimum required bid, in addition to requiring the buyer to pay for any associated costs of the sale.
2. Sell this property to the highest bidder who exceeds the minimum bid.
3. If it is sold to an abutter, there should be a requirement that they merge it with their present property and pay for the associated costs.



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

CURRENT ASSESSMENT		LOCATIONS		UTILITIES		STRT./ROAD		TOPO.			
Code	Appraised Value	Description	Code	Assessed Value	1	Public Water	1	Paved	4	Rolling	
9035	9,500	EXM LAND	2	Suburban	2	Public Sewer	3				
TOTAL		TOTAL		TOTAL		TOTAL		TOTAL		TOTAL	
9,500		9,500		9,500		9,500		9,500		9,500	

RECORD OF OWNERSHIP

TOWN OF HOOKSETT
 ARDON CORPORATION
 PRESIDENTIAL PARK INC

Other ID: 00031 00065 00000
 SUB-DIV ACCOUNT#2 3238
 WARD 4
 PREC. CEN
 INVENTORY R
 GIS ID: 3116

ASSOC PID#

PREVIOUS ASSESSMENTS (HISTORY)

Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
2011	9035	9,500	2010	9035	10,100
Total:		9,500	Total:		10,100

OTHER ASSESSMENTS

Year	Type	Description	Code	Description	Number	Amount	Comm. Int.

ASSESSING NEIGHBORHOOD

STREET INDEX NAME: TRACING

BAICH

NOTES

DEEDED TO TOWN FOR TAXES 07/2005

EXEMPTIONS

Appraised Bldg. Value (Card) 0
 Appraised XF (B) Value (Bldg) 0
 Appraised OB (L) Value (Bldg) 0
 Appraised Land Value (Bldg) 9,500
 Special Land Value 0
 Total Appraised Parcel Value 9,500

Valuation Method:
 Exemptions
 Adjustment:

NET TOTAL APPRAISED PARCEL VALUE 9,500

BUILDING PERMIT RECORD

Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments

VISIT/CHANGE HISTORY

Date	Type	IS	ID	Cd.	Purpose/Result
1/19/2010			JM	99	Vacant Land
9/16/2008			TH	56	Field Review
7/13/2005	03		JW	50	Deed Correction
9/15/2003			RT	60	List Letter Returned
2/19/2003			MO	99	Vacant Land

LAND LINE VALUATION SECTION

Use Code	Use Description	Zone D	Frontage	Depth	Units	Unit Price	I. Factor	S.A. Disc	Acre	C. Factor	ST. Idx	Adj.	Notes-Adj	Special Pricing	Adj. Unit Price	Land Value
1	9035 MUNICIPAL MDL-00	MDR			4,799 SF	18.00	1.10	5	1.0000	0.10	0.00	0.00			1.98	9,500
Total Card Land Units: 0.11 AC													Parcel Total Land Area: 0.11 AC	Total Land Value: 9,500		

**Staff Report
Investment Policy
September 26, 2012**

Background

The Town's current Investment Policy was amended on September 14, 2011. RSA 41:29 duties of the Town Treasurer states this policy shall be reviewed and adopted by selectmen (Council) at least yearly.

Discussion

Attached is a copy of the current Investment Policy.

The Town's independent auditor suggested we expand the "Objectives" section and included definition of risks.

Linda Courtemanche, Town Treasurer reviewed and recommends the changes.

Fiscal Impact

Improved safekeeping of the Town funds held by the Treasurer.

Recommendation

Motion to approve the Town of Hooksett Investment 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

INVESTMENT POLICY

I. PREFACE

The investment policy establishes a framework for the safe and prudent investment of public funds. While attempting to achieve the best possible results, an investment program must consider the safety and liquidity necessary to effectively meet the operational needs of the Town.

It also provides guidance and direction for the Town Treasurer in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability and in ensuring that laws are followed.

II. SCOPE

The investment policy applies to all financial assets in the custody of the Town Treasurer of the Town of Hooksett, New Hampshire. These funds are accounted for in the Town's annual audited financial reports and include the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Proprietary Funds
- Fiduciary Funds
- Any new funds created by the Town, unless specifically exempted by the governing body, in accordance with law, or by-law.

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds. This investment policy does not apply to the Town of Hooksett Trust Funds or Capital Reserves.

III. OBJECTIVES

The priority of investment objectives shall be safety, liquidity, and yield:

1. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a) **Credit Risk** is the risk of loss due to the financial failure of the security issuer or backer. The Town will minimize credit risk by:

- Limiting exposure to poor credits and concentrating the investments in the safest types of securities.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Town will do business.
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
- Actively monitoring the investment portfolio holdings for ratings changes, changing economic/market conditions, etc.

b.) **Interest Rate Risk** The Town will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities or short-term investment pools.

2. **Liquidity** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

3. **Yield** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The majority of the portfolio is limited to highly rated/low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. **Legality** The investment portfolio shall remain in conformance with Federal, State and other legal requirements.

IV. **DELEGATION OF AUTHORITY**

The investment policy delegation of authority is stated below:

1. In accordance with RSA 41:29 VI, the responsibility for conducting investment transactions resides with the Town Treasurer, with the approval of Town Council.
2. No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

V. PRUDENCE

The investment policy will be conducted in accordance with the "prudent person" standard which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The Town Treasurer involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

The Town Treasurer shall disclose to the Town Council any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of this jurisdiction's portfolio.

The Town Treasurer shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

VI. INVESTMENT INSTRUMENTS

In accordance with RSA 41:29 II and IV funds of the Town of Hooksett may be invested in the following:

1. Deposits, including money market accounts or certificates of deposit, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state; or funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:

- a. United States government obligations;
 - b. United States government agency obligations; or
 - c. Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.
2. New Hampshire Public Deposit Investment Pool (NHPDIP) established pursuant to RSA 383:22.
 3. Obligations fully guaranteed as to principle and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U. S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations.
 4. Other instruments as may be specifically authorized by amendments to the State Law.

VII. MATURITY AND DIVERSIFICATION

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (school district remittances, payroll and accounts payable) as well as anticipated revenue inflows. However, the maturity characteristics of the portfolio must comply with the following schedule:

Total Portfolio <u>Investments Maturing</u> 180 Days or Under	Required Minimum Percentage <u>of Total Portfolio</u> 100%
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No more than 80% of the total investment portfolio shall be invested with any one financial institution.

IX. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Competitive bids shall be requested from qualified financial institutions for various options with regards to terms and instrument. The Town Treasurer will accept the bid(s) which provide(s) the highest rate of return, within the maturity required, and within the parameters of this policy, taking into consideration all associated costs, requirements and capabilities.

IX. PERFORMANCE EVALUATION

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

X. SAFEKEEPING AND COLLATERALIZATION

In accordance with RSA 41:29 V, the Town Treasurer shall ensure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall have such funds, at the time of deposit or investment, secured by collateral having a market value at least equal to 102% of the amount deposited or invested over the FDIC limits. Such collateral shall be held by a third party custodian and segregated for the exclusive benefit of the Town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

The banking institution shall provide the Town Treasurer with at least monthly reports of the Town's collateral position. In addition, collateral agreements shall comply with provisions set forth in the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), which require that the collateral agreement be:

1. in writing;
2. approved by the Board of Directors of the depository or its loan committee;
3. has been, continuously, from the time of its execution, an official record of the depository institution.

A Certificate of Insurance is not considered to be adequate collateralization.

XI. INTERNAL CONTROLS

The internal controls for the Town of Hooksett shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, imprudent actions by employees and officers of the Town.

1. Indemnification: In accordance with RSA 41:6 (Surety Bond Required).

"Town Treasurers...Shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:

- (a) The failure of officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or
- (b) Fraudulent or dishonest acts committed by the covered officers."

2. The Town Treasurer conducts investment transactions via written instructions including Internet and reviews the bank statements daily to ensure that the appropriate transactions were made per the instructions. All bank balances will be reconciled monthly by the Town Treasurer and reported to the Finance Director on a monthly basis.
3. The Finance Director, on a monthly basis, reviews and reconciles all bank account activity and records the investment transactions in the general ledger.

XII. REPORTING

The Town Treasurer shall submit quarterly to the Town Administrator an investment report that summarizes recent market conditions, economic development and anticipated investment conditions. The report shall summarize the investment strategies employed, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter.

XIII. OTHER

This policy shall be reviewed at least annually by Town Council, or its designee, with changes made as warranted, followed by re-adoption by the governing body.

The Town Council reserves the right to implement changes to this policy without prior notice if it is deemed in the Town's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Town Administrator.

XIV. POLICY APPROVAL/AMENDMENTS

The Council approved adoption of the Town of Hooksett Investment Policy at their October 12, 2005 meeting.

Town Council approved amendments of the Town of Hooksett Investment Policy at their September 9, 2009 meeting.

Town Council approved amendments of the Town of Hooksett Investment Policy at their September 8, 2010 meeting.

Town Council approved of the Town of Hooksett Investment Policy at their September 14, 2011 meeting.

AGENDA NO. 12.101
DATE: 10.10.12

**Staff Report
Cash Receipt Policy
October 10, 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.

AGENDA NO. 12.121
DATE: 10.10.12

**STAFF REPORT
REORGANIZATION
October 10, 2012**

Background: Continuing reorganization to increase efficiency and effectiveness of Town government. This request represents the next steps.

Discussion: There are two specific new positions that I would like you to consider: a full time Town Clerk and a Project Coordinator. General job descriptions for each of these positions are attached.

The Town Clerk position would need to be approved by the voters as a Charter Amendment; the Project Coordinator position needs the Council approval under the Administrative Code, section 3.1.

Prepared by: Dean Shankle, Town Administrator

Town Administrator Recommendation: I would like the Council to approve the Project Coordinator position and discuss whether they would like to start the process to include a full-time town clerk in the Charter.



Dean Shankle
Town Administrator

Town Clerk
General Job Description
Grade 15

The Charter can state that the Town Clerk shall have all of the duties given to City Clerks. The City Clerk Statute, RSA 48:4, states that City Clerks must perform all of the duties vested in Town Clerks. Below are some of the duties being proposed for the full-time town clerk position:

The Town Clerk shall be ex officio clerk of the Town Council, shall keep a journal of all the acts, votes and proceedings of the Town Council, and shall perform such other services as the Town Council may prescribe.

The Clerk shall perform all the duties and exercise all the powers incumbent upon or vested in the town clerks of towns.

The Clerk shall assist customers at the counter with vehicle registration and tax collection.

The Clerk shall deliver to his/her successor in office, as soon as chosen and qualified, all journals, records, record books, papers, files and other things whatsoever held by him/her in his/her capacity of city clerk. All records, books, papers, vouchers and documents of every kind which shall be in the hands of any officer, committee or board of officers of the Town, not their individual property, which shall not be needed for their present use, shall be properly filed and deposited in the office of the town clerk, and shall be kept and preserved there by him/her as public records of the Town.

JOB DESCRIPTION

Project Coordinator

Grade 14

GENERAL

Under general supervision of the Town Administrator; performs a variety of technical, analytical and administrative support duties in providing responsible staff support to Town departments; and performs related duties as assigned. May be appointed by Town Council to act in the Town Administrator's place in the absence of the Administrator.

DISTINGUISHING CHARACTERISTICS

The Projects Assistant works with department or division heads on special projects, reports or other assignments, performing a variety of administrative support and analysis functions which involve an in depth knowledge of a wide range of Town policies, procedures and technical work processes.

Projects Assistant is distinguished from Administrative Assistant in that the latter is expected to perform the full range of ongoing administrative and office support functions to facilitate the efficient and effective operation of a specific department while a Projects Assistant may work for one or more departments and is expected to, as directed, assist the department head in completion of a variety of special and/or technical projects, reports and other related duties, many of which involve requirements by other public agencies or enforcement of Town ordinances, while executing some, but not all, administrative and office support functions expected of an Administrative Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical extension of an assignment.

Researches and collects financial, statistical, technical and specialized data from multiple sources for assigned research and special projects, including the compilation and completion of a variety of complex and time-sensitive reports as required by other public agencies or for the Town's internal use; as necessary, performs data analyses and comparisons; develops and maintains spreadsheets to facilitate data interpretation and manipulation.

Composes, revises and edits a variety of routine to moderately difficult correspondence, reports, and informational materials; from rough notes, drafts, dictation, or brief oral instructions, types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, contracts, agreements, technical charts, tables and other specialized materials ranging from routine to complex; proofreads and checks typed and other materials for accuracy and completeness and for compliance with policies and regulations.

In accordance with Town ordinances and department procedures and practices, processes facility use permits; reviews applications and issues permits; maintains and updates facility use schedules; performs bookkeeping and maintains current, complete and accurate records related to facilities receivables, payments and usage.

As assigned, designs, develops and/or maintains specialized databases using standard spreadsheet software; utilizes software systems and programs, including the development and maintenance of work order tracking database; utilizes and maintains other software utilized by the Town ; as required, provides support to staff in mid-range computing functions and applications for specialized and technical hardware, programs and applications, including the telephone.

Receives and screens visitors and/or telephone calls and interacts with donors on special privately-funded projects, providing general and specialized information regarding assigned function that may require the use of judgment, tact and sensitivity and the interpretation of policies, rules and procedures; skillfully handles complaints and inquiries regarding department functions and responsibilities; researches and responds to requests or refers complaints and requests to other staff when warranted.

Within Town and department regulations, policies and procedures, performs purchasing duties for assigned equipment, materials, supplies and/or services; obtains and, as assigned, evaluates bids; recommends the award of bids, selecting appropriate vendors and suppliers; prepares requisitions and purchase orders; as assigned, coordinates with and monitors vendors to ensure equipment, materials, supplies and services are appropriately provided.

Utilizing GIS system and knowledge of Town planning policies and procedures, researches planning documents, site plans, permit applications and archives as requested by management.

OTHER DUTIES

May act as backup to Family Services.

Supervises and schedules student volunteers and community service participants.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Municipal government functions specifically related to project assignments; research techniques and procedures; GIS, and other specialized systems; basic Informational technology practices and usages; basic techniques and formulae for financial and comparative analyses; methods of report presentation; office administration practices and procedures; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation; Town Charter, organization, ordinances, rules, policies and procedures applicable to departmental operations; basic functions of public agencies, including the role of an elected Council and appointed boards and commissions; advanced uses of word processing, spreadsheet, database and other standard software to

create documents and materials requiring the interpretation and manipulation of data; recordkeeping, filing and purchasing practices and procedures.

Ability to:

Prepare clear, accurate and concise reports, records and other materials; communicate clearly and concisely, orally and in writing; operate a computer using word processing, database and spreadsheet software; collect, evaluate and interpret varied information and data; interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures; coordinate multiple assignments and meet critical deadlines; organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility; type accurately at a speed necessary to meet the requirements of the position; compose correspondence from brief instructions; understand and follow written and oral instructions both with Town staff and customers; use tact and discretion in dealing with sensitive situations and concerned people and customers; establish and maintain effective working relationships with City managers, staff and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or University with a bachelor's degree in a field that provides an appropriate background, with a minimum of two years of increasingly responsible administrative experience; or an equivalent combination of training and experience. Experience in a government setting is highly desirable.

PHYSICAL AND MENTAL DEMANDS

WORK ENVIRONMENT