

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, August 14, 2013

1. 6:30 PM - CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF MINUTES
 - a. 7/10/13 public
 - b. 7/10/13 non-public
5. AGENDA OVERVIEW
6. CONSENT AGENDA
 - a. 13-71 Surety Bond Reduction – Holt-Neighborhood Works
 - b. 13-72 Surety Bond Reduction – United Rentals
 - c. 13-60 Acceptance of FEMA grant - \$54,625.59 (public hearing on June 26, 2013)
 - d. 13-73 Donation from PSNH - \$2,500
7. TOWN ADMINISTRATOR'S REPORT
8. PUBLIC INPUT: 15 Minutes
9. NOMINATIONS AND APPOINTMENTS
 - a. Planning Board: Paul Scarpetti
10. SCHEDULED APPOINTMENTS
 - a. Pop Warner Jamboree: David Diciocco
 - b. Eagle Scout Project: Colin Burns
 - c. Senator Boutin: Robie's Country Store
11. 15 MINUTE RECESS
12. OLD BUSINESS
 - a. 13-68 Town survey
 - b. 13-64 Community-building Initiative
13. NEW BUSINESS
 - a. 13-74 Discussion of possible changes to Council Rules of Procedure
 - b. 13-75 Risk Assessment Questionnaire from auditor
14. SUB-COMMITTEE REPORTS
15. PUBLIC INPUT
16. NON-PUBLIC SESSION

NH RSA 91-A:3 II(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her.

NH 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: re tax deeds

17. 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.

TOWN COUNCIL MEETING MINUTES
Wednesday, July 10, 2013

CALL TO ORDER

Dr. Shankle called the meeting to order at 6:30 pm.

ROLL CALL – ATTENDANCE

Dr. Dean E. Shankle, Jr. (Town Administrator), James Sullivan, Nancy Comai, Donald Winterton, David Ross, James Levesque, Todd Lizotte, Susan Lovas Orr (arrived at 8:02 pm), Robert Duhaime, and Leslie Boswak

PLEDGE OF ALLEGIANCE

CALL FOR NOMINATIONS:

a. Chair

J. Levesque motioned to nominate J. Sullivan as Chairman. Seconded by T. Lizotte. Vote unanimously in favor.

b. Vice Chair

D. Ross motioned to nominate Leslie Boswak as Vice Chair. Seconded by J. Levesque. T. Lizotte motioned to nominate Nancy Comai as Vice Chair. Seconded by J. Sullivan.

T. Lizotte: I would like to hear why they are interested in the position.

N. Comai: I contribute to the team effort of the council and am willing to be here early; I'm prepared for what is discussed and to lead future discussions; and I believe it is the right thing to do.

L. Boswak: I was not aware I was going to be nominated; I am honored. I have not given it any thought, but I would serve if the council so wishes.

As I discussed at the last meeting, the need for us to be role models and work toward building communication and fostering positive relationships and maintaining a positive, respectful atmosphere here. That is what I would do as Vice Chair.

Roll Call

T. Lizotte – N. Comai

J. Levesque – L. Boswak

D. Winterton – L. Boswak

D. Ross – L. Boswak

J. Sullivan – N. Comai

N. Comai – N. Comai

S. Lovas Orr - Absent

L. Boswak – L. Boswak

R. Duhaime - Abstained

Vote in favor of Leslie Boswak, 4-3.

c. Secretary

J. Levesque motioned to nominate R. Duhaime as Secretary. Seconded by L. Boswak. Vote unanimously in favor

d. Recognition of former councilors

Former Councilor Downer and Former Councilor Lembo were not able to attend.

APPROVAL OF MINUTES – June 26, 2013

a. Public 06/26/13 minutes

T. Lizotte motioned to approve public minutes with edits. Seconded by J. Levesque. Vote unanimously in favor.

D. Ross and D. Winterton abstained from vote.

b. Non-public 06/26/13 minutes (were not sealed)

J. Levesque motioned to approve non-public minutes. Seconded by T. Lizotte

Vote unanimously in favor.

N. Comai, D. Winterton, and D. Ross abstained from vote.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

CONSENT AGENDA

None

TOWN ADMINISTRATOR'S REPORT

- On vacation most of last week (July 1 – 5)
- Mike Horn sent email to Leo Lessard of DPW - Head's Trail Pond parking lot; all the work done last winter is working very well (water diversion)
- No second Town Council meeting in July; possibly schedule July 24 as a workshop to discuss community initiative, town survey, new council member orientation packet.
- ISO insurance rates – 2 water precincts Central and Village are both independent government entities. ISO sets ratings to determine insurance rates. Last done in late 90's; at that time our rating was 4 (within 1000 ft of hydrant), and any other distance was a 9. This time (May 2012) there was some confusion between water districts and ISO. ISO said they were not getting info they needed. The Chief was talking to people and I was talking to people. Attorneys for the district gave them everything they asked for. Letter dated November 26, 2012 to take effect 3/1/13 determined the following water systems did not meet minimum requirements for recognition: Hooksett Village and Central Hooksett Water are not recognized. We are 8b instead of 9 (improvement), which is a fairly new classification for towns that didn't have water hydrants but still had protection through fire department (equip and training). Based on our fire department we have the best rating we can have for areas not within 1000 ft of a hydrant. Everyone in those 2 districts became rated 8b from previously being a 4. For any residents renewing insurance policies after 3/1/13, they may have an increased insurance rate. ISO letter (5/30/13) reiterates 4 and 8b ratings; the difference is they did not say the 2 water districts were not recognized as now they will be recognized, effective 10/1/13. For any resident renewing 3/1/13 – 10/1/13 the rates may be higher depending on their insurance company. If letters from water districts discuss rating error, some companies may accept them and adjust rates. I have informed both water districts of my discussion with the insurance company and suggested they consider sending letters to customers so they can send to their insurance companies. Hopefully they will send letters and the insurance companies will honor those. I don't know what else we can do.

R. Duhaime: Can we follow up with water districts to make sure they send the letters?

Dr. Shankle: They are a separate government entity so I can't tell them what to do. I can ask them.

R. Duhaime: Can we send a letter stating Town Council would appreciate you helping the Town Administrator in solving this issue?

D. Ross: There should be no Town Council involvement; it is between rate payer and water supplier – they are the customer. It's not the council's job to micromanage...it doesn't involve us.

J. Sullivan: What portion of town is not covered by either water entity? If most of the town is affected, I think the council should get involved.

Dr. Shankle: South Hooksett is provided by Manchester Water Works.

R. Duhaime: I am in the Village water precinct but I have a well; it will still affect my insurance.

Deputy Hoisington: South of Mammoth Rd is Manchester water; exit 10 to north end of town is part of Manchester water. Village break is around Memorial School, Memorial Dr. Fire department supplied what they could to ISO.

T. Lizotte: I agree with Mr. Duhaime; I would rather not wait for a letter from the water precincts – we should be proactive on this.

R. Duhaime: No one on water commission is elected so residents will contact us as elected officials to do something about this.

R. Duhaime motioned to send a letter from Council to the water precincts. Seconded by T. Lizotte. Vote unanimously in favor.

L. Boswak: For clarification, each water precinct is a separate form of government entity with their own elections; even if you are not a rate payer, you can still attend elections. There is a process of electing reps for water commission.

D. Ross: What will the letter say?

R. Duhaime: Authorizing Dr. Shankle to act as an agent of Town Council to ask them to send letters to customers in response to ISO audits.

Dr. Shankle: They are referring questions to their attorney so I will send a letter to their attorney stating Council would like to see this happen and wondering if it is going to.

PUBLIC INPUT

Dave Dixon, 15 Autumn Run:

Former Town Council member, current president of Hooksett Kiwanis club

Expressed appreciation from Kiwanis Club on cooperation from the town; everything is running smoothly. We enjoy our partnership.

Sue Wylie, 3 Morningside Dr:

Hooksett Kiwanis treasurer and chair of 5k race

This year's 5k race is taking place on 9/21 at 8:30 am to coordinate with Old Home Days. It will be the same course as last year. We have received approval from property owners to park in various lots. Waiting for town of Hooksett and Manchester Sand and Gravel approval. We would like to request help from town – police, medics, traffic cones, trash, and use of Head's Pond Trail due to the conservation easement. We have been given certificate of insurance to protect town.

L. Boswak motioned to support Kiwanis 5k race. Seconded by T. Lizotte. Vote unanimously in favor.

Michael Sorel, 54 Cross Rd:

Attended ZBA meeting last night; wanted to offer my congratulations to the councilors and thank you for your service to the community. We appreciate your service; congratulations to the newly re-elected chair and newly elected vice chair.

A couple years ago I spoke and commented on the condition of the lawns at public buildings (safety center, library, town hall); they all now have great lawns. Thank you and congratulations to responding to that. Veterans drive situation – led by Kathie Northrup. What a homerun for community. Parks and Rec is mowing the embankment to the ramp regularly. Sen. Boutin is responsible for exits 9 and 10 being mowed. Thanks and congratulations to him. These roads are the gateway to our community. The intersection of Mammoth and Hooksett roads is controlled by state of NH, and the condition is deplorable. East side of Hooksett Road hasn't been mowed this year, trash has not been removed, and they have not swept the winter sand that has accumulated on curbs. I would hope if this is your district, you would ring a bell with the state to get it cleaned up.

Village center - studies on what is going to happen in the future. Where we are in the community is the hook in the river – that is where the name came from. Many buildings are traditional and colonial, brick...Robie's, Old Town Hall, Robie residence, Prescott Library. First impressions are long lasting so there is a great deal to be looked at. If the council would care to brick face fire station in the village, it would match the other buildings. It will cost money but it can be done in a cost effective way. The current facing does not match the rest of the village. Can we find some money somewhere?

Tom Praisol, 27 Crawford Lane
Member of Planning Board and Chair of Parks and Rec Advisory Board

I would like to offer my support if Councilor Winterton is nominated to be council rep on Planning Board
I think Councilor Duhaime would be good to take former Councilor Downer's spot as Town Council representative to the Parks and Rec Advisory Board.

NOMINATIONS AND APPOINTMENTS

- a. Appointment of Councilors to Boards and Committees
 - i. Board of assessors – 5 members needed
 - J. Levesque will remain
 - T. Lizotte will remain
 - N. Comai will remain
 - D. Ross will join
 - S. Orr will remain
 - ii. Budget committee
 - T. Lizotte will remain; N. Comai will remain as alternate
 - iii. Conservation Commission
 - T. Lizotte is willing to remain on committee
 - D. Ross has previously served on commission – would like to express interest in serving on this commission
 - T. Lizotte: I have 2 positions but would be willing to relinquish to a new member. I could be alternate.
 - D. Ross will serve and T. Lizotte will serve as alternate.
 - iv. Economic Development Advisory Committee
 - L. Boswak to remain
 - v. Heritage Commission
 - J. Sullivan to remain
 - vi. Parks and Rec Advisory Board – currently vacant
 - R. Duhaime: I would like to nominate Don; I could be on the Planning Board for a year and then relinquish to Don. I would abstain from Parks and Rec.
 - N. Comai will serve on the Parks and Rec Advisory Board
 - vii. Planning Board
 - D. Winterton volunteered to serve; I have been an asset and would like to continue
 - R. Duhaime volunteered to serve; I have been on and off the board for 10 years. I was vice chair when I was on the board.

Roll Call

T. Lizotte – D. Winterton
J. Levesque – D. Winterton
D. Winterton – D. Winterton
D. Ross – D. Winterton
J. Sullivan – D. Winterton
N. Comai – R. Duhaime
S. Lovas Orr - Absent
L. Boswak – D. Winterton
R. Duhaime – R. Duhaime
Vote in favor of D. Winterton, 6-2.

D. Winterton: Would it be appropriate to have an alternate since the board is small in size? There would only be 6 members if I could not attend. Practice of the Planning Board that alternates participate in discussions but not vote. I would be fine having an alternate attend every meeting.

J. Sullivan: If Mr. Winterton can't attend, that could impact attendance.

T. Lizotte: If it is within the ability of charter, it might be a good idea going forward since we have lost some members.

D. Ross: It is a critical operation, and I would make a motion to nominate Mr. Duhaime as alternate.

R. Duhaime appointed as alternate if D. Winterton cannot attend.

J. Sullivan: Future councilors should appoint an alternate as well.

- viii. Recycling and Transfer Committee
J. Levesque to remain
- ix. Sewer Commission
T. Lizotte has been attending as time allows; not able to continue.
R. Duhaime has been appointed (no official capacity)
- x. SNHPC
R. Duhaime to remain
- xi. Town Hall Preservation Commission
S. Orr and J. Sullivan to remain
- xii. ZBA
J. Levesque to remain
- xiii. Union Contract Negotiations (Police)
L. Boswak and D. Winterton volunteered
- xiv. Perambulation
R. Duhaime volunteered

SCHEDULED APPOINTMENTS

None

OLD BUSINESS

- a. 13-64 Council Community-building initiative

L. Boswak: Possible model (book from ICMA) "Building Citizen Involvement." This is an excellent publication; only drawback is it is relatively expensive. It might be costly to provide multiple copies. UNH Cooperative Extension has papers based on this book – public and free. We can guide people to the website for anyone interested. They are short documents to keep interest (best practices and ideas for action). One is "Strengthening Sense of Community." I think a workshop is a good idea; would like to ask if we can find a place in town as more of a retreat setting/roundtable to have a discussion.

"Effective Community Leadership" is the second document. Our council roles are leaders of the community. Ideas for action: create central core that defines community, continue to maintain landscaping, hold community-wide neutral forums for networking, bring 3 sectors together (public, private, nonprofit), opportunities for fun/celebration/fairs, civic associations to coordinate activities (volunteer effort vs town effort). Effective community leadership – brings the 3 sectors together. We should, if we decide to move forward, send a letter signed by all Council members to each of the schools, SNHU, civic groups, all town boards, committees and commissions, water precincts, Chamber of Commerce, as an initial step.

R. Duhaime: The UNH Cooperative Extension has a good website. I mentioned at the 8th grade graduation that the town had no involvement. Are the successes of former graduates anywhere in the Hooksett schools? Are they still in the community? Are they still active in community?

T. Lizotte: There is a janitor at Cawley who posts articles of Cawley students who have participated in high school sports; small enclaves of that around.

- b. 13-65 Approval of Council Annual meeting calendar

Suggest July 24 as a workshop date/retreat to work on community building and town survey.

Dr. Shankle: A retreat might be hard to schedule in summer; I would like to work on the survey so we can get that going or we can do something longer on a Saturday.

D. Ross: July 24 is not a popular date; we would not have time to advertise it as a meeting.

J. Sullivan: We only need a 48-hour meeting notice. This would be a workshop, not regular meeting. Is July 31 good?

Dr. Shankle: There are Nov/Dec dates available for potential Budget Workshop.

**R. Duhaime motioned to approve calendar with addition of July 31 workshop/retreat. (D. Ross and N. Comai are unable to attend). Seconded by J. Levesque.
Vote unanimously in favor.**

c. 13-66 Town Report, cover and dedication

**R. Duhaime motioned to approve cover with Cheever Native American Murals. Seconded by J. Levesque.
Vote unanimously in favor.**

J. Sullivan: Dedication - 2 former police commissioners passed away this week. Council extends our sympathies to their families and thanks them for service. There is a suggestion to dedicate town report to Gordon Moore (code enforcement officer, school board member, past citizen of the year) and 2 others.

K. Rosengren: The past year or two there has been no official dedication, only citizen of the year recognition, small business of the year, and a memorium page. Deadline for dedication nomination is 7/26.

L. Boswak: The in memorium should include anyone who passed away in the past year who has served the town in any capacity.

J. Sullivan: The list includes 3 residents who have served the town in some capacity.

K. Rosengren: I can get more a comprehensive list from Billie Hebert to make sure we are not missing anyone.

**T. Lizotte motioned to include a memorium page in the town report. Seconded by J. Levesque.
Vote unanimously in favor.**

Dr. Shankle: I will send it to you for review as we don't want to miss anyone who should be on it.

D. Ross: We should include a disclaimer apologizing in case we miss anyone should be included.

J. Sullivan: I will create the town council report similar to last year's and send to everyone for review. I will review the accomplishments of last year.

NEW BUSINESS

a. 13-67 Administrative Code Amendments

D. Fitzpatrick: Since the beginning of the year there has been some reorganization within town hall. These amendments encompass the major changes as well as minor housekeeping to keep things consistent.

**D. Ross motioned to accept amendments to the Administrative Code. Seconded by T. Lizotte.
Vote unanimously in favor.**

b. 13-68 Discussion of town-wide survey questions

L. Boswak: There is a lot to look over. We need to commit to having a clear decision by our next meeting so Dr. Shankle can send this out in a timely manner.

Dr. Shankle: It is important to look over; some things are standard but some open ended questions are important to what we are trying to do – we should focus on those.

J. Sullivan: We will present items to add or remove from survey at the workshop.

T. Lizotte: How long will the survey be? I think if we had some core things to focus it down a bit – we want to get the most out of it but I am concerned people will throw it in the recycling bin.

N. Comai: Question #11 – we need to make sure everything is listed there that we do offer so it is all encompassing.

D. Winterton: My concern is there is only 1 question about public schools. There is a lot of discussion about this in Hooksett. We are either going to discuss schools or not. We need to decide if this is a school survey or municipal survey only.

J. Sullivan: There was a thorough survey a few years ago regarding education. I think this should be strictly municipal and let the school board dictate their own questions separately.

D. Winterton: We should explain that there are no school questions in this survey.

Dr. Shankle: We have spent time talking about being behind this and pushing it. 1200 are being sent out; need to get 400 back for information to be valid. People need to realize how important they are if they get one and they need to fill them out to gauge performance. Do people think all government is doing poorly or local is better than federal, etc...how are you rated compared to other government agencies? We need to let folks know they should send it back.

R. Duhaime: A lot of people read the Hooksett Banner – we need to stress how important it is to fill some of it out at least.

N. Comai: Are we going to work on customizing questions in the workshop? We should include all the questions we want answers to.

L. Boswak: Dr. Shankle do you have any suggestions or thoughts on customized questions?

Dr. Shankle: I will go through the survey and customize what I can to make it easier to understand prior to the workshop.

D. Ross: We are operating on a default budget. This \$13,000 is like taking \$1 out of everyone's pocket. I would like to have someone who voted affirmatively for this motion to reconsider. I don't think this is a good time to spend \$13,000.

R. Duhaime: We want to improve town and move forward. I think it will help us in the long run be more efficient.

S. Orr: We are representing the people and it is important to know what they are thinking. It is hard to gauge that – some are vocal and some can't come out as much as they would like. It is valuable to get input of the people we make decisions for. Is there a truncated version that would cost less?

Dr. Shankle: No. If we tried to do what the company is going to do (put it together, mail it out, send reminders and follow ups), the physical part will cost us more than \$13,000 without the analysis. This is the only way to do it.

S. Orr: I look it like advertising...if people don't know about you they are not going to utilize your service. Our business is serving the public. This is an investment in future "sales" – it's valuable to know what the public thinks and feels so that I am not making decisions on what I think but what the general feel is. I see the point of not spending money but I look at it as an investment.

D. Ross: We can use the town website solicit suggestions. We are stewards of the public's money. We are trusted to spend it wisely. I think timing is terrible – we have things coming up we are not ready for.

Fiscal constraint is paramount to this town. If people want something, they are generally not shy about providing it. I don't think it would cost \$13,000 to do this. I think it's a bad idea, and I wish someone would make a motion to reconsider.

Dr. Shankle: While thinking about open ended questions, think about it that way – if you were to talk to the average constituent, what would you want to know about what they think about Hooksett? This is a tremendous opportunity.

J. Sullivan: We will discuss further at the workshop.

c. 13-69 Budget Transfers

C. Soucie: The 2013 fiscal year ended June 30. We have a bottom line budget and the administrator with council approval will transfer between departments. These 11 listed are covering various items from previous budgets that have overspent. We are still within the bottom line.

T. Lizotte motioned to have the Council Chair sign the budget transfer requests for 2012-2013 (#2013-04 through #2013-14) as recommended by the Town Administrator. Seconded by L. Boswak.

N. Comai: On #2013-09 (Public Works Admin Full Time) - can you explain what goes in there?

C. Soucie: The original Public Works wages budget did not include the 2% at the beginning of the year, so they took money from that line to cover it.

Roll Call

T. Lizotte – Yes

J. Levesque – Yes

D. Winterton – Yes

D. Ross – Yes

J. Sullivan – Yes

N. Comai – No

S. Lovas Orr - Yes

L. Boswak – Yes

R. Duhaime – Yes

Vote in favor 8-1.

d. 13-70 Involuntary Merger

David Hess, 68 Pine St

In 2011, legislature and governor enacted a new law that gives people the right to undo lots that have been involuntarily merged. RSA 674:39aa states if anyone has been the subject of an involuntary lot merger, they can request it be undone. There is no discretion for Council to deny the request unless you believe an involuntary merger did not occur. It provides that if the merger is undone, the tax maps and zoning ordinances need to be changed accordingly. I received the property on 5/24/78; in 1979-1980 a subdivision plan was drawn up to divide it into 3 lots, and on 4/7/80 we came before the planning board and the subdivision was approved with conditions. Subdivision was recorded and we paid taxes on 3 lots instead of 1. That has since changed from 3 lots to 2 lots. Our house lot remains the same but the 2 adjacent lots merged into a single lot and have been taxed as a single lot for 20+ years. We submitted the application to have the merger undone and the lots restored as subdivision. I cannot find a procedure to undo this. The only thing the statute provides is that zoning ordinances and tax maps need to be corrected if the merger is undone.

D. Ross motioned that Council instruct the Planning Board and Assessors come up with a remedy for this situation. Seconded by T. Lizotte.

D. Ross: This was not a good thing for us to be doing. I believe he had an approved subdivision. Unbeknownst to him, some of his legal rights were taken away by the town when they merged those 2 lots. I don't know how that should proceed. I believe we need to remedy this situation as quickly as possible.

T. Lizotte: Dr. Shankle is your recommendation solid? All we need to do is authorize the Assessing Dept. to restore the lots to the pre-merger status?

Dr. Shankle: I think it's what needs to happen.

D. Hess: Board of tax and land appeals did not know the statute existed, and they didn't know what is customarily done with mergers.

Dr. Shankle: Recommendation to add at end "and any other actions that need to be taken."

T. Lizotte: I remove my second.

D. Ross: I think the word "remedy" needs to be in there. I didn't see a request for any tax relief for any overpayment.

D. Fitzpatrick: I did extensive research and looked at the registry of deeds (1980); still has 3 lots. Our Assessing Dept (in 2004) changed it on tax cards and maps. Governing body that made decision would need to change it. Planning Board has it as 3 lots, Assessing Department has it as merged, and Town Council is the governing body that can change it.

D. Hess: I am not asking for a tax adjustment.

D. Ross: I remove my original motion.

***D. Ross motioned to authorize the Assessing Department to restore Map 5, Lots 114-1 & 114-2 to premerger status per RSA 674:39aa. Seconded by T. Lizotte.
Vote unanimously in favor.***

T. Lizotte: Going forward I would like to make our motions clearer as it is specific to these lots, this RSA so that it is reflected in the motion.

Dr. Shankle: We have a new updated town charter; please replace any old copies with the new one.

SUB-COMMITTEE REPORTS

R. Duhaime: I had a great time with the police chief in Allenstown and Dick Stone in Candia at perambulation. We found a granite post with A,D,C,H (Allenstown, Deerfield, Candia, Hooksett) engraved on the post (1885).

J. Levesque: ZBA main topic was Bass Pro shops; positive feedback from audience about how much they liked the project. Sen. Boutin was in attendance. We voted to allow signage on building. The tower they want to put up looks like fire ranger tower – couldn't decide on whether it was a sign or separate building structure. Applicant will return in a month with exactly what variance they want to ask for. I think it will get approved with no problem. Another couple came in with an incomplete application so they will return in the future.

R. Duhaime: How many square feet were approved for signage?

Dr. Shankle: It was 2100, same as Lowes.

R. Duhaime: How many square feet will be added if they do the tower?

Dr. Shankle: 4 signs of 89' each.

J. Levesque: They can proceed with signs on front of the building.

L. Boswak: I also attended that meeting; Mr. Stockdale from Bass Pro Shops indicated how the Missouri location is the largest attraction in Missouri and attracts 5 million people per year from up to 8 hours away. It will be a huge asset to town of Hooksett and the region.

R. Duhaime: Will the sign be in conservation land?

Dr. Shankle: Sen. Boutin met with DOT and as long as the tower is on their (Bass Pro Shops) land, not DOT land, they will send letter to ZBA to clarify. They do have room, the only issue would be the wetland buffer around the pond, but they do have room on their land out of the wetland buffer.

PUBLIC INPUT

Mark Miville, 42 Main St

I want to strongly commend the Councilors on their initiatives on community building. I have some supplemental information – Councilor Boswak and I did meet last as we have mutual interest in this regard. NH Listens is a volunteer initiative – organization who trains town facilitators (volunteer basis) on how to establish community building within the community. She also mentioned “Deliberative Democracy Strategies of Civic Engagement” – I wanted to recommend that book as well. We also mentioned some possible options – Old Home Days offers an opportunity as many citizens attend. Perhaps some initiative at Old Home Days as it relates to community building, nothing political - maybe a banner as a pledge for citizens to engage professionally and have signatures on it? I ran into Mrs., Hyde (Old Home Days organizer) and she suggested a float for parade with some sort of positive initiative. I want to thank Councilor Boswak for her commitment.

NON-PUBLIC SESSION

NH 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. (TAX DEEDED Property issue)

NH RSA 91-A:3 II(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

T. Lizotte motioned to enter non-public (c & d) session at 8:40 pm. Seconded by J. Levesque. Roll Call vote unanimously in favor.

D. Ross motioned to exit non-public at 9:15 pm. Seconded by T. Lizotte. Vote unanimously in favor.

D. Ross motioned to seal the non-public minutes of 7/10/13. Seconded by T. Lizotte. Vote unanimously in favor.

PUBLIC MEETING CONTINUED – 9:15 PM

Merrimack Riverfront - Mason

T. Lizotte motioned to amend the Town Council minutes of 5/22/13 re: Merrimack Riverfront – Mason to read:

“and further reserving to Mr. Mason, Judith F. Mason and their heirs and lineal descendants, or to their heirs and assigns, an easement to erect, maintain, repair and remove a temporary seasonal dock no larger than 24 feet long by four feet wide, in accordance with all applicable state and federal laws, rules and regulations, (to be in place in the Merrimack River for no more than six months a year) within the surface easement herein reserved to Carlisle B. and Judith F. Mason at the location so specified in the Boundary Line Agreement Plan prepared for the Town of Hooksett and Carlisle B. and Judith F. Mason by McEneaney Survey Associates, Inc. dated April 22, 2013 to be recorded in the Merrimack County Registry of Deeds, upon the condition that the holders of the easement shall: (1) be solely and exclusively responsible for securing said dock so as to prevent any unauthorized use thereof by any person, and (2) be solely and exclusively responsible for any personal injury or property damage arising out of the presence and/or use of said dock.”

Seconded by S. Orr.

Roll Call

T. Lizotte - yes

J. Levesque - yes

D. Winterton - yes

D. Ross - yes

J. Sullivan - yes

N. Comai - yes

S. Lovas Orr - yes

L. Boswak - yes

R. Duhaime - yes

Vote unanimously in favor.

***T. Lizotte motioned to adjourn at 9:25 pm. Seconded by J. Levesque.
Vote unanimously in favor.***

Respectfully submitted,

Tiffany Verney
Recording Clerk

AGENDA NO. 13-71
DATE: 8/14/13

Staff Report
Surety Bond Reduction – Holt-Neighborhood Works
August 14, 2013

Background: In November of 2010, Holt Neighborhood Works was required to put a bond in the amount of \$94,520.88 into place for the Site Surety and Plan Compliance to start the project. The majority of this project was completed in December of 2011, and a bond reduction was granted leaving the amount of \$21,700 for the remaining site improvements as well as the required 2 year landscaping bond. The site improvements are now complete and we are requesting a bond reduction in the amount of \$7,692 for this project. This would leave the required 2 year landscaping bond in the amount of \$14,008.

Issue: I would like the Town Council to reduce this surety bond for the site surety in the amount of \$7,692 for this project. This would leave the required 2 year landscaping bond in the amount of \$14,008. This project has completed the required site improvements.


Discussion: After completing a site visit and reviewing the as-built I find the surety bond should be reduced in the amount of \$7,692 for this project. This would leave the required 2 year landscaping bond in the amount of \$14,008. This project has completed the required site improvements.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the surety reduction in the amount of \$7,692. This would leave the required 2 year landscaping bond in the amount of \$14,008. This project has completed the required site improvements.

Prepared by: Leo Lessard, Director of Public Works

Town Administrator Recommendation: Concur.


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

AGENDA NO. 13-72
DATE: 8/14/13

Staff Report
Surety Bond Reduction – United Rentals
August 14, 2013

Background: In May of 2013, United Rentals was required to put a bond in the amount of \$7,345.50 into place for the Site Surety and Plan Compliance to start the project. This project was for the completion of the United Rentals site located at 2 Sutton Circle. This project is now complete and we are requesting a bond release in the amount of \$7,345.50 for this project. United Rentals has provided a landscaping bond in the amount of \$6,650 to be held for 2 years as per the Development Regulations.

Issue: I would like the Town Council to release this surety bond for the site surety and plan compliance in the amount of \$7,345.50. This project is now complete and the bond should be released.

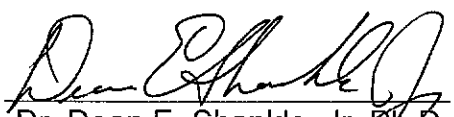
Discussion: After completing a site visit and reviewing the as-built I find the surety bond should be released. United Rentals has provided a landscaping bond in the amount of \$6,650 to be held for 2 years as per the Development Regulations.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the surety release in the amount of \$7,345.50.

Prepared by: Leo Lessard, Director of Public Works

Town Administrator Recommendation:


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

AGENDA NO. 13-60
DATE: 8/14/13

Staff Report
FEMA Funds for February's Snowstorm
June 26, 2013 (PUBLIC HEARING DATE)

Background:

Per RSA 31:95-b, III (a) Council shall hold a public hearing for all unanticipated monies in the amount of \$5,000 or more.

Issue:

To accept FEMA's reimbursement for February's snowstorm expenses.

Discussion:

From February 8th through February 10th of this year, the county had a severe snowstorm, which qualified for FEMA funds... The Department of Public Works (DPW) and some Recycling & Transfer employees worked an average of 30 overtime hours during this storm. The Town had eligible cost of 72,834.12, which included employees' time, equipment usage, as well as, salt and sand.

Fiscal Impact:

The Federal share is 75% or \$54,625.59, which will increase the DPW's budget for direct expenses in fiscal year 2012-13.

Recommendation:

Motion to accept \$54,625.59 from FEMA for the expenses related to February's Snowstorm in accordance with RSA 31:95-b, III (a).

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *Concur*



Dean E Shankle, Jr.
Town Administrator

AGENDA NO. 13-73
DATE: 8/14/13

**Staff Report
PSNH Donation
August 14, 2013**

Background:

Per RSA 31:95-b, III (b) for such amount less than \$5,000.00 Council shall post notice in the agenda and shall include notice in the minutes of a Council meeting in which such monies are discussed.

Issue:

To accept funds from Public Service of New Hampshire (PSNH) to be used for the Volunteer Appreciation Dinner held on June 15, 2013.

Discussion:

PSNH has made a donation to sponsor the 2013 Volunteer Appreciation Dinner. Over 60 volunteers from various Hooksett boards and committees attended the dinner on June 15th where they were thanked and recognized for their service by Town Administrator, Dr. Dean Shankle and Town Council Chairman Jim Sullivan. Many of those in attendance have been volunteering for the town for many years, including one who has served for over thirty years. The donation will cover the cost of the venue and food from the evening.

Fiscal Impact:

This is fourth year PSNH has donated funds to cover the cost of the Volunteer Appreciation Dinner.

Recommendation:

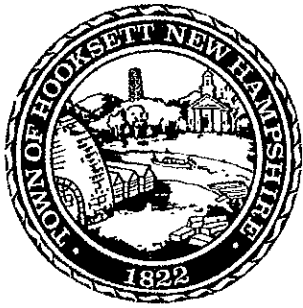
Motion to accept a donation from Public Service of New Hampshire in the amount of \$2,500.00 under RSA 31:95-b, III (b).

Prepared by:

Christine Soucie, Finance Director

Town Administrator Recommendation:


Dean E Shankle, Jr.
Town Administrator



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 8-2-2013

Name: Paul Scarpetti Phone: 603-673-9036 / 603-269-5

Address: 7 Marcel Way

Email Address: pscarpetti@comcast.net

Signature: *Paul Scarpetti*

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to krosengren@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify)

How long have you been a resident of Hooksett?

Since 1993

Why are you seeking this position?

I feel I have the experience to help the town of Hooksett continue to move in a positive direction

Do you have any specific goals or objectives?

To be an impartial board member and to promote quality growth for Hooksett

Please list special skills, talents or experience pertinent to the position sought:

Owner and president of a construction/development company since 1987, Co-owner of a self storage facility since 2006. Both companies are located in the town of Hooksett

Please list any potential conflicts of interest you may have if appointed for a board or commission:

Being in the construction field for many years I will know some of the applicants, it is possible I may be an applicant from time to time.

Please list any work, volunteer, and/or educational experience you would like to have considered:

Previous board member of the greater Manchester YMCA and Farmstead of New England

Please list any current/prior Town board membership and the dates of service:

None

AGENDA NO. Colin Burns
DATE: 8/14/13

Staff Report
Acceptance of a Donation – Eagle Scout Project – Kiosk at
Donati Park
August 14, 2013

Background: Colin Burns an Eagle Scout with Troop 292 had approached the DPW with an Eagle Scout Project to build a permanent kiosk for Donati Park to placed on town property. He met with both Leo Lessard, Public Works Director and Phil Arnone, Parks & Recreation Crew Chief. Both agreed this would be a wonderful project and a great addition to Donati Park.

Issue: This project will need to be approved by Town council as this will be a permanent structure that will be placed on town property.

Discussion: To have the town council accept this donation of time, labor and supplies to build the kiosk as an Eagle Scout project. This is a wonderful community service project as this kiosk will be used to post schedules for sport any parks and recreation notification, etc.

Fiscal Impact: None

Recommendation: To have the town council accept this donation of time, labor and supplies to build the kiosk as an Eagle Scout project.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: Concur.


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

CHAPTER 203
SB 43 - FINAL VERSION

24Apr2013... 1230h

2013 SESSION

AGENDA NO. Sen. Boutin
DATE: 8/14/13

13-0419
10/03

SENATE BILL **43**

AN ACT relative to the property taxation of qualifying historic buildings.

SPONSORS: Sen. Boutin, Dist 16; Sen. Carson, Dist 14; Sen. Cataldo, Dist 6; Sen. Fuller Clark, Dist 21; Sen. Gilmour, Dist 12; Sen. Larsen, Dist 15; Sen. Lasky, Dist 13; Sen. Morse, Dist 22; Sen. Odell, Dist 8; Sen. Rausch, Dist 19; Sen. Reagan, Dist 17; Sen. Stiles, Dist 24; Sen. Watters, Dist 4; Sen. Woodburn, Dist 1; Rep. Hess, Merr 24; Rep. Shurtleff, Merr 11; Rep. Kotowski, Merr 24; Rep. T. Walsh, Merr 24; Rep. Todd Smith, Merr 24

COMMITTEE: Ways and Means

ANALYSIS

This bill enables towns and cities to appraise certain qualifying historic buildings at a percentage of market value in order to encourage the preservation of the historic buildings.

Explanation: Matter added to current law appears in *bold italics*.
Matter removed from current law appears [~~in brackets and struck through.~~]
Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

CHAPTER 203
SB 43 – FINAL VERSION

24Apr2013... 1230h

13-0419
10/03

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Thirteen

AN ACT relative to the property taxation of qualifying historic buildings.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 203:1 New Chapter; Taxation of Qualifying Historic Buildings. Amend RSA by inserting after
2 chapter 79-F the following new chapter:

3 CHAPTER 79-G

4 TAXATION OF QUALIFYING HISTORIC BUILDINGS

5 79-G:1 Declaration of Public Interest. The general court hereby finds it to be in the public
6 interest to encourage the preservation of certain qualifying historic buildings which are owned and
7 maintained by an entity not organized for profit. These buildings are important in protecting and
8 maintaining knowledge of New Hampshire and American history, architecture, and culture. It is
9 further declared to be in the public interest to prevent the loss of qualifying historic buildings due to
10 property taxation at values incompatible with their usage.

11 79-G:2 Adoption of this Chapter. A town or city may adopt the provisions of this chapter by vote
12 of its legislative body using the following procedures:

13 I. In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the
14 question shall be placed on the warrant of the annual town meeting, by the governing body or by
15 petition under RSA 39:3.

16 II. In a city or town that has adopted a charter under RSA 49-C or RSA 49-D, the legislative
17 body may consider and act upon the question in accordance with its normal procedures for passage of
18 resolutions, ordinances, and other legislation.

19 III. If a majority of those voting on the question vote "yes," the provisions of this chapter
20 shall take effect within the town or city on the date set by the legislative body, or in the tax year
21 beginning April 1 following its adoption, whichever shall occur first.

22 IV. A town or city may rescind the provisions of this chapter in the manner described in
23 paragraphs I-III.

24 79-G:3 Definitions. In this chapter:

25 I. "Assessing official" means the assessing authority of any town, city, or place.

26 II. "Board of tax and land appeals" means the board of tax and land appeals established
27 pursuant to the provisions of RSA 71-B:1.

28 III. "Commissioner" means the commissioner of the department of revenue administration.

29 IV. "Qualifying historic building" means a building meeting all of the following criteria:

CHAPTER 203
SB 43 – FINAL VERSION
- Page 2 -

- 1 (a) The building is 100 years or greater in age;
- 2 (b) The building is listed on either or both of the National Register of Historic Places or
3 the New Hampshire state register of historic places maintained by the division of historical
4 resources, department of cultural resources;
- 5 (c) The original core structure of the building must have retained a minimum of 75
6 percent of its original external features and be free of major external alterations or additions;
- 7 (d) The building and appurtenant land are owned by an entity that is not organized for
8 profit; and
- 9 (e) The historical purpose of the building was the retail sale of merchandise, and the
10 building is maintained and actively used for substantially the same historical purpose, which may
11 include the public display of historic artifacts. Further, the building shall not exceed 3,000 square
12 feet of gross finished building area.

13 79-G:4 Appraisal of Qualifying Historic Buildings.

14 I. The assessing officials in any municipality adopting the provisions of this chapter shall
15 appraise qualifying historic buildings and the land appurtenant thereto at no more than 10 percent
16 of their market value.

17 II. No owner of a qualifying historic building shall be entitled to have the property appraised
18 for any tax year under the provisions of this chapter unless the owner applies to the assessing
19 officials on or before April 15 of said year, on a form approved and provided by the commissioner, to
20 have the property so appraised. If any owner satisfies the assessing officials that it was prevented
21 by accident, mistake, or misfortune from filing such application on or before April 15, the assessing
22 officials may receive the application at a later date and appraise the property under this chapter; but
23 no such application shall be received after the local tax rate has been approved by the commissioner
24 for that year.

25 III. The assessing officials shall notify the applicant on a form provided by the commissioner
26 no later than July 1, or within 15 days if the application is filed after July 1, of their decision to
27 classify or refusal to classify the property under the provisions of this chapter by delivery of such
28 notification to the owner in person or by mailing such notification to the owner's last and usual place
29 of abode.

30 IV. A list of all qualifying historic buildings assessed under this chapter and their owners in
31 each town or city shall be filed by the respective assessing officials each year. Such list shall be part
32 of the invoice and subject to inspection as provided in RSA 76:7.

33 V. The commissioner shall include on the inventory blank, required under RSA 74:4, a
34 question concerning whether any changes have been made in the use of qualifying historic buildings.
35 The question shall be written to enable the assessing officials to locate qualifying historic buildings
36 and land appurtenant thereto which may require a change in assessment and to fit the context of the

CHAPTER 203
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- Page 3 -

1 blank.

2 79-G:5 Appeal to Board of Tax and Land Appeals.

3 I. If the assessing officials deny in whole or in part any application for assessment as a
4 qualifying historic building, the applicant, having complied with the requirements of RSA 79-G:4, II
5 may, on or before 6 months after any such action by the assessing officials, in writing and upon a
6 payment of a \$65 filing fee, apply to such board for a review of the action of the assessing officials.

7 II. The board of tax and land appeals shall investigate the matter and shall hold a hearing if
8 requested as provided in this section. The board shall make such order thereon as justice requires,
9 and such order shall be enforceable as provided hereafter.

10 III. Upon receipt of an application under the provisions of paragraph I, the board of tax and
11 land appeals shall give notice in writing to the affected town or city of the receipt of the application
12 by mailing such notice to the town or city clerk thereof by certified mail. Such town or city may
13 request in writing a hearing on such application within 30 days after the mailing of such notice. If a
14 hearing is requested by a town or city, the board shall, not less than 30 days prior to the date of
15 hearing upon such application, give notice of the time and place of such hearing to the applicant and
16 the town or city in writing. Nothing contained herein shall be construed to limit the rights of
17 taxpayers to a hearing before the board of tax and land appeals.

18 IV. The applicant and the town or city shall be entitled to appear by counsel, may present
19 evidence to the board of tax and land appeals, and may subpoena witnesses. Either party may
20 request that a stenographic record be kept of the hearing. Any investigative report filed by the staff
21 of the board shall be made a part of such record.

22 V. In such hearing, the board of tax and land appeals shall not be bound by the technical
23 rules of evidence.

24 VI. Either party aggrieved by the decision of the board of tax and land appeals may appeal
25 pursuant to the provisions of RSA 71-B:12. For the purposes of such appeal, the findings of fact by
26 said board shall be final. Any such appeal shall be limited to questions of law. An election by an
27 applicant to appeal in accordance with this paragraph shall be deemed a waiver of any right to
28 petition the superior court in accordance with RSA 79-G:6.

29 VII. A copy of an order by the board of tax and land appeals, attested as such by the
30 chairman of the board, if no appeal is taken hereunder, may be filed in the superior court for the
31 county or in the Merrimack county superior court at the option of said board; and, thereafter, such
32 order may be enforced as a final judgment of the superior court.

33 79-G:6 Appeal to Superior Court. If the assessing officials deny in whole or in part any
34 application for assessment as a qualifying historic building, the applicant, having complied with the
35 requirements of RSA 79-G:4, II may, within 6 months after notice of denial, apply by petition to the
36 superior court of the county, which shall make such order thereon as justice requires. Any appeal to

CHAPTER 203
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- Page 4 -

1 the superior court under this section shall be in lieu of an appeal to the board of tax and land appeals
2 pursuant to RSA 79-G:5.

3 79-G:7 Enforcement. All taxes levied pursuant to assessments under this chapter which are not
4 paid when due shall be collected in the same manner as provided in RSA 80.

5 79-G:8 Disposition of Revenues. All money received by the tax collector pursuant to the
6 provisions of this chapter shall be for the use of the town or city.

7 203:2 New Paragraph; Taxpayer Inventory Blank. Amend RSA 74:4 by inserting after
8 paragraph VI the following new paragraph:

9 VII. The blank shall require owners of a qualifying historic building under RSA 79-G to
10 indicate whether any changes in use of the qualifying historic building have been made.

11 203:3 Appraisal of Taxable Property. Amend RSA 75:1 to read as follows:

12 75:1 How Appraised. The selectmen shall appraise open space land pursuant to RSA 79-A:5,
13 open space land with conservation restrictions pursuant to RSA 79-B:3, land with discretionary
14 easements pursuant to RSA 79-C:7, residences on commercial or industrial zoned land pursuant to
15 RSA 75:11, earth and excavations pursuant to RSA 72-B, land classified as land under qualifying
16 farm structures pursuant to RSA 79-F, *buildings and land appraised under RSA 79-G as*
17 *qualifying historic buildings*, residential rental property subject to a housing covenant under the
18 low-income housing tax credit program pursuant to RSA 75:1-a, and all other taxable property at its
19 market value. Market value means the property's full and true value as the same would be
20 appraised in payment of a just debt due from a solvent debtor. The selectmen shall receive and
21 consider all evidence that may be submitted to them relative to the value of property, the value of
22 which cannot be determined by personal examination.

23 203:4 Effective Date. This act shall take effect upon its passage.

24

25 Approved: July 9, 2013

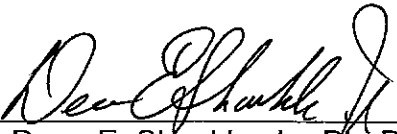
26 Effective Date: July 9, 2013

Staff Report
Town Survey
08/14/2013

AGENDA NO. 13-68
DATE: 8/14/13

Background: At workshop Council discussed the survey. Attached is the final draft based on those discussions

Issue: The only issue that should be remaining is the "open ended" question. I am still working on putting together Council's thoughts and will bring further drafts to the meeting.


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

Please complete this questionnaire if you are the adult (age 18 or older) in the household who most recently had a birthday. The adult's year of birth does not matter. Please select the response (by circling the number or checking the box) that most closely represents your opinion for each question. Your responses are anonymous and will be reported in group form only.

- Excellent = 1
- Good = 2
- Fair = 3
- Poor = 4
- Don't know = 5

1. Please rate each of the following aspects of quality of life in HOOKSETT:

- HOOKSETT as a place to live..... 1 2 3 4 5
- Your neighborhood as a place to live 1 2 3 4 5
- HOOKSETT as a place to raise children 1 2 3 4 5
- HOOKSETT as a place to work 1 2 3 4 5
- HOOKSETT as a place to retire 1 2 3 4 5
- The overall quality of life in HOOKSETT 1 2 3 4 5

2. Please rate each of the following characteristics as they relate to HOOKSETT as a whole:

- Sense of community 1 2 3 4 5
- Openness and acceptance of the community toward people of diverse backgrounds 1 2 3 4 5
- Overall appearance of HOOKSETT 1 2 3 4 5
- Cleanliness of HOOKSETT 1 2 3 4 5
- Overall quality of new development in HOOKSETT..... 1 2 3 4 5
- Variety of housing options..... 1 2 3 4 5
- Overall quality of business and service establishments in HOOKSETT 1 2 3 4 5
- Shopping opportunities 1 2 3 4 5

Opportunities to attend cultural activities	1 2 3 4 5
Recreational opportunities.....	1 2 3 4 5
Employment opportunities.....	1 2 3 4 5
Educational opportunities	1 2 3 4 5
Opportunities to participate in social events and activities.....	1 2 3 4 5
Opportunities to participate in religious or spiritual events and activities	1 2 3 4 5
Opportunities to volunteer.....	1 2 3 4 5
Opportunities to participate in community matters.....	1 2 3 4 5
Ease of car travel in HOOKSETT.....	1 2 3 4 5
Ease of bus travel in HOOKSETT	1 2 3 4 5
Ease of rail or subway travel in HOOKSETT	1 2 3 4 5
Ease of bicycle travel in HOOKSETT.....	1 2 3 4 5
Ease of walking in HOOKSETT	1 2 3 4 5
Availability of paths and walking trails.....	1 2 3 4 5
Traffic flow on major streets	1 2 3 4 5
Amount of public parking	1 2 3 4 5
Availability of affordable quality housing	1 2 3 4 5
Availability of affordable quality child care	1 2 3 4 5
Availability of affordable quality health care.....	1 2 3 4 5
Availability of affordable quality food	1 2 3 4 5
Availability of preventive health services	1 2 3 4 5
Air quality	1 2 3 4 5

Quality of overall natural environment in HOOKSETT 1 2 3 4 5

Overall image or reputation of HOOKSETT 1 2 3 4 5

3. Please rate the speed of growth in the following categories in HOOKSETT over the past 2 years:

1 being too slow; 5 being too fast and 6 being don't know

Population growth 1 2 3 4 5 6

Retail growth (stores, restaurants, etc.)..... 1 2 3 4 5 6

Jobs growth..... 1 2 3 4 5 6

4. To what degree, if at all, are run-down buildings, weed lots or junk vehicles a problem in HOOKSETT?

. 1 being Not a problem; 5 being. Major problem . 6 being Don't know

5. Please rate how safe or unsafe you feel from the following in HOOKSETT:

1 being very; 5 being very unsafe 6 being don't know

Violent crime (e.g., rape, assault, robbery) 1 2 3 4 5 6

Property crimes (e.g., burglary, theft)..... 1 2 3 4 5 6

Environmental hazards, including toxic waste 1 2 3 4 5 6

6. Please rate how safe or unsafe you feel:

In your neighborhood during the day..... 1 2 3 4 5 6

In your neighborhood after dark 1 2 3 4 5 6

In HOOKSETT's downtown area during the day 1 2 3 4 5 6

In HOOKSETT's downtown area after dark 1 2 3 4 5 6

7. During the past 12 months, were you or anyone in your household the victim of any crime?

. No . Go to Question 9 . Yes . Go to Question 8 . Don't know . Go to Question 9

8. If yes, was this crime (these crimes) reported to the police?

. No . Yes . Don't know

9. In the last 12 months, about how many times, if ever, have you or other household members participated in the following activities in HOOKSETT?

1 being never 2 being 1 to 3 times; 3 being 3 to 12; 4 being 12 to 24; 5 being more

Used HOOKSETT public libraries or their services 1 2 3 4 5

xxxUsed HOOKSETT recreation centers 1 2 3 4 5

Participated in a recreation program or activity..... 1 2 3 4 5

Visited a neighborhood park or XYZ park 1 2 3 4 5

Ridden a local bus within HOOKSETT 1 2 3 4 5

Attended a meeting of local elected officials or other local public meeting 1 2 3 4 5

Watched a meeting of local elected officials or other Hooksett-sponsored public meeting on cable television, the Internet or other media 1 2 3 4 5

Read HOOKSETT Newsletter 1 2 3 4 5

Visited the town of HOOKSETT Web site (at www.hooksett.org)..... 1 2 3 4 5

Recycled used paper, cans or bottles from your home..... 1 2 3 4 5

Volunteered your time to some group or activity in HOOKSETT 1 2 3 4 5

Participated in religious or spiritual activities in HOOKSETT 1 2 3 4 5

Participated in a club or civic group in HOOKSETT 1 2 3 4 5

Provided help to a friend or neighbor..... 1 2 3 4 5

10. About how often, if at all, do you talk to or visit with your immediate neighbors (people who live in the 10 or 20 households that are closest to you)?

- . Just about every day
- . Several times a week
- . Several times a month
- . Less than several times a month

11. Please rate the quality of each of the following services in HOOKSETT:

Excellent = 1; Good = 2; Fair = 3; Poor = 4; Don't know = 5

Police services.....	1 2 3 4 5
Fire services	1 2 3 4 5
Ambulance or emergency medical services	1 2 3 4 5
Crime prevention	1 2 3 4 5
Fire prevention and education.....	1 2 3 4 5
Municipal courts	1 2 3 4 5
Traffic enforcement	1 2 3 4 5
Street repair	1 2 3 4 5
Street cleaning	1 2 3 4 5
Street lighting	1 2 3 4 5
Snow removal	1 2 3 4 5
Sidewalk maintenance	1 2 3 4 5
Traffic signal timing	1 2 3 4 5
Bus or transit services	1 2 3 4 5
Garbage collection	1 2 3 4 5
Recycling	1 2 3 4 5
Yard waste pick-up	1 2 3 4 5
Storm drainage	1 2 3 4 5
Drinking water	1 2 3 4 5
Sewer services	1 2 3 4 5
Power (electric and/or gas) utility	1 2 3 4 5
Hooksett parks	1 2 3 4 5
Recreation programs or classes	1 2 3 4 5
Recreation centers or facilities	1 2 3 4 5
Land use, planning and zoning	1 2 3 4 5
Code enforcement (weeds, abandoned buildings, etc.)	1 2 3 4 5
Animal control	1 2 3 4 5
Economic development	1 2 3 4 5
Health services	1 2 3 4 5
Services to seniors	1 2 3 4 5

Services to youth	1 2 3 4 5
Services to low-income people	1 2 3 4 5
Public library services	1 2 3 4 5
Public information services	1 2 3 4 5
Public schools	1 2 3 4 5
xxxCable television	1 2 3 4 5
Emergency preparedness (services that prepare the community for natural disasters or other emergency situations)	1 2 3 4 5
Preservation of natural areas such as open space, farmlands and greenbelts	1 2 3 4 5

12. Overall, how would you rate the quality of the services provided by each of the following?

The Town of HOOKSETT.....	1 2 3 4 5
The Federal Government	1 2 3 4 5
The State Government.....	1 2 3 4 5
The County Government	1 2 3 4 5

13. Have you had any in-person, phone or email contact with an employee of the Town of HOOKSETT within the last 12 months (including police, receptionists, planners or any others)?

. No . Go to Question 15 . Yes . Go to Question 14

14. What was your impression of the employee(s) of the Town of HOOKSETT in your most recent contact? (Rate each characteristic below.)

Excellent Good Fair Poor Don't know	
Knowledge.....	1 2 3 4 5
Responsiveness.....	1 2 3 4 5
Courtesy.....	1 2 3 4 5
Overall impression.....	1 2 3 4 5

15. Please rate the following categories of HOOKSETT government performance:

Excellent Good Fair Poor Don't know

The value of services for the taxes paid to HOOKSETT 1 2 3 4 5

The overall direction that HOOKSETT is taking..... 1 2 3 4 5

The job HOOKSETT government does at welcoming citizen involvement..... 1 2 3 4 5

16. Please indicate how likely or unlikely you are to do each of the following:

Recommend living in HOOKSETT to someone who asks..... 1 2 3 4 5

Remain in HOOKSETT for the next five years..... 1 2 3 4 5

17. What impact, if any, do you think the economy will have on your family income in the next 6 months? Do you think the impact will be:

. Very positive . Somewhat positive . Neutral . Somewhat negative . Very negative

18. Please check the response that comes closest to your opinion for each of the following questions:

Custom Questions

a. As you probably know, your votes at the Town and School District meetings directly determine the tax rate. Given that, to what extent do you support or oppose increasing taxes and/or fees to ensure that Town services continue to be provided at current levels?

1=Strongly support 2=Somewhat support 3=Somewhat oppose 4=Strongly oppose 5=Don't know

b. Please indicate how important, if at all, each of the following projects and issues is for the Town to address:

1=Strongly support 2=Somewhat support 3=Somewhat oppose 4=Strongly oppose 5=Don't know

- Third Fire Station 1 2 3 4 5
- Preserving Old Town Hall 1 2 3 4 5
- Opening lilac bridge (old village bridge) to foot traffic..... 1 2 3 4 5
- Create a Senior Center 1 2 3 4 5
- Initiatives for economic development 1 2 3 4 5
- Preservation of open space 1 2 3 4 5
- Maintain and improve streets 1 2 3 4 5
- Improve drainage 1 2 3 4 5
- Build additional sidewalks 1 2 3 4 5
- Parks Maintenance and Improvements 1 2 3 4 5
- Increase usage through social media..... 1 2 3 4 5
- Holding Town and School District elections on the same day..... 1 2 3 4 5

c If the Town had to reduce services to cut costs, how much, if at all, do you think the Town should reduce the level of each of the following services?

1=Reduce a lot 2:Reduce somewhat 3=Do not reduce

Bulky item pick-up1 2 3

Code enforcement1 2 3

Fire services1 2 3

Parks maintenance1 2 3

Police services1 2 3

Special events (e.g., old home day)1 2 3

Recycling1 2 3

Snow removal1 2 3

Recreational Programs.....1 2 3

Sewer Availability1 2 3

Library Services.....1 2 3

Our last questions are about you and your household. Again, all of your responses to this survey are completely anonymous and will be reported in group form only.

D1. Are you currently employed for pay?

- . No . Go to Question D3
- . Yes, full time . Go to Question D2
- . Yes, part time . Go to Question D2

D2. During a typical week, how many days do you commute to work (for the longest distance of your commute) in each of the ways listed below?
(Enter the total number of days, using whole numbers.)

Motorized vehicle (e.g., car, truck, van, motorcycle, etc.) by myself _____ days

Motorized vehicle (e.g., car, truck, van, motorcycle, etc.) with other children or adults _____ days

Bus, rail, subway or other public transportation _____ days

Walk _____ days

Bicycle _____ days

Work at home _____ days

Other _____ days

D3. How many years have you lived in HOOKSETT?

- . Less than 2 years . 11-20 years
- . 2-5 years . More than 20 years
- . 6-10 years

D4. Which best describes the building you live in?

- . One family house detached from any other houses
- . House attached to one or more houses (e.g., a duplex or townhome)

- . Building with two or more apartments or condominiums
- . Mobile home
- . Other

D5. Is this house, apartment or mobile home...

- . Rented for cash or occupied without cash payment?
- . Owned by you or someone in this house with a mortgage or free and clear?

D6. About how much is your monthly housing cost for the place you live (including rent, mortgage payment, property tax, property insurance and homeowners' association (HOA) fees)?

- . Less than \$300 per month
- . \$300 to \$599 per month
- . \$600 to \$999 per month
- . \$1,000 to \$1,499 per month
- . \$1,500 to \$2,499 per month
- . \$2,500 or more per month

D7. Do any children 17 or under live in your household?

- . No . Yes

D8. Are you or any other members of your household aged 65 or older?

- . No . Yes

D9. How much do you anticipate your household's total income before taxes will be for the current year?

(Please include in your total income money from all sources for all persons living in your household.)

- . Less than \$24,999
- . \$25,000 to \$49,999

- . \$50,000 to \$99,999
- . \$100,000 to \$149,999
- . \$150,000 or more

Please respond to both question D10 and D11:

D10. Are you Spanish, Hispanic or Latino?

- . No, not Spanish, Hispanic or Latino
- . Yes, I consider myself to be Spanish, Hispanic or Latino

D11. What is your race? (Mark one or more races to indicate what race you consider yourself to be.)

- . American Indian or Alaskan Native
- . Asian, Asian Indian or Pacific Islander
- . Black or African American
- . White
- . Other

D12. In which category is your age?

- . 18-24 years . 55-64 years
- . 25-34 years . 65-74 years
- . 35-44 years . 75 years or older
- . 45-54 years

D13. What is your sex?

- . Female . Male

D14. Are you registered to vote in your jurisdiction?

- . No . Ineligible to vote

. Yes . Don't know

D15. Many people don't have time to vote in elections. Did you vote in the last general election?

. No . Ineligible to vote

. Yes . Don't know

D16. Do you have a cell phone?

. No . Yes

D17. Do you have a land line at home?

. No . Yes

D18. If you have both a cell phone and a land line, which do you consider your primary telephone number?

. Cell . Land line . Both


Thank you for completing this survey. Please return the completed survey in the postage-paid envelope to:

National Research Center, Inc., PO Box 549, Belle Mead, NJ 08502

13-74
DATE: 8/14/13

Staff Report
Council Rules of Procedure
08/14/2013

Background: At workshop Council discussed possible changes to the Council Rules of Procedure. Below are the suggestions that came up during those discussions


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

Possible changes to Town Council Rules of Procedure

Section 5. d.

- In sentence 2: Discuss whether want to change "always"
- In sentence 2: Change "The Chair" to "Any Councilor"
- Sentence 3: Remove

Section 7. b.

Discuss whether public input should be restricted in some way, for example, to residents or taxpayers only.

Section 7. d.

- In only sentence: Change "spokesman" to "speaker"
- In only sentence: After "spokesmen" add "when possible"

Section 7. f. 3.

- In only sentence: Change "only if" to "unless"

Section 8. c

In only sentence: Add at end, "unless a Councilor requests, in writing, to receive it in electronic format only."

AGENDA NO. 13-75
DATE: 8/14/13

Staff Report
Auditors' Financial Procedure Questionnaire
August 14, 2013

Background: The questionnaire is designed to gather information about the Council's understanding of the Town's financial procedures. 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."

Discussion: To assist you with the questionnaire. The Town Administrator has a confidential Disaster Recovery Plan and I have provided you a copy of Administrative Regulation #08 - Credit Cards use by employees.

All of the Council approved Financial Policies can be found on the Town's website under the Finance Department.

Fiscal Impact:

Recommendation: Have a general discussion about each question.

Prepared by:

Christine Soucie, Finance Director

Town Administrator Recommendation:

*Confidential Disaster Recovery Plan can be found in
Council Read File*

Dr. Dean E. Shankle
Town Administrator

Town of Hooksett – Administrative Regulation

Effective Date: August 5, 2010

Regulation No: 08

Revision Date:

Supersedes:

Approved By: Carol M. Granfield

SUBJECT: CREDIT CARD POLICY

I. PURPOSE

To establish the policy and procedures for the use of Town credit cards by department heads or their designee. These procedures are intended to accomplish the following:

- A. To ensure that the procurement with credit cards is accomplished pursuant to the policy and procedures established by the Town of Hooksett.
- B. To enhance productivity, prevent interest charges and late fees, reduce paperwork, and reduce the overall cost associated with approved purchases as listed below.
- C. To ensure appropriate internal controls are established within each department procuring with credit cards so that they are used for authorized purposes only.
- D. To ensure that the Town bears no legal liability from inappropriate use of credit cards.

II. DEFINITIONS

- A. **Cardholder** – An authorized employee issued a Town Credit Card.
- B. **Credit Card** – A card issued by a financial institution giving the authorized user the ability to charge purchases and pay for them at a later date.
- C. **Grace Period** – The period of time from the date of purchase of goods until payment is due.
- D. **Transaction Limit** – The maximum amount that can be charged for one purchase.

III. SCOPE

The Town Administrator will make all decisions regarding the issuing of individual cards and the establishment of any and all additional controls for their use.

- J. Any incentive program benefits derived by the use of Town credit cards will be the property of the Town. The Administrator will determine the use of such incentive program benefits.
- K. All cardholders should take all measures necessary to ensure the security of the credit card and the card number. Cardholders shall not give their card or their card number to others to use on their behalf.
- L. Lack of proper documentation or authorizations may result in loss of credit card privileges and/or personal liability.
- M. Misuse of a Town credit card by an authorized employee may result in loss of the credit card and/or disciplinary action against the employee, up to and including termination of employment.

V. PROCEDURE

- A. Each authorized cardholder must sign an Agreement to Accept Town Credit Card prior to issuance of the credit card. Forms will be kept on file in the Finance Department.
- B. When using the Town credit card, the cardholder should:
 - a. Ensure the goods or services are budgeted and allowable.
 - b. Determine if the intended purchase is within the cardholder's credit card limits.
 - c. Tell the merchant or supplier that the purchase will be made using the credit card issued through the Town of Hooksett.
 - d. The cardholder is responsible for managing any returns or exchanges to ensure proper credit is received for returned merchandise. The cardholder should contact the vendor to obtain instructions for returns and make sure that proper credit is received.
- C. All receipts related to the purchase need to be approved by the department head and identify the budget account number to charge to then **forward to the Finance Department within (3) three days of the purchase.** Receipts for meals must include detail of items purchased. If the cardholder does not have receipt or proper documentation to submit, a statement that includes a description of the item, date of purchase, merchant's name and an explanation for the missing support documents shall be submitted within (3) three days of the purchase. Frequent instances of missing documentation may result in the cardholder's privileges being revoked.

APPENDIX I

AGREEMENT TO ACCEPT TOWN CREDIT CARD

I, hereby acknowledge receipt of a Town of Hooksett's Credit Card, number _____

As a Cardholder, I agree to comply with the terms and conditions of this Agreement and the applicable provisions of Administrative Regulation #8 Credit Card Policy, as may subsequently be revised. I acknowledge receipt of the Policy and I have read and understand its terms and conditions. I understand the Town of Hooksett is liable to the financial institution for all charges made by me.

As the holder of this credit card, I agree to accept responsibility for the protection and proper use of this card as outlined in the regulations. I understand that the Town will audit the use of this credit card. I understand that I am responsible for retaining all receipts for processing to the Finance Department and that failure to provide receipts may result in personal liability. I understand that I CANNOT use the credit card for personal use even if the intent is to reimburse the Town. I understand the use of the card does not circumvent the Town's Purchasing Policy.

I further understand that improper use of this credit card may result in disciplinary action, up to and including termination of employment and in accordance with applicable Collective Bargaining Agreement and/or Town Personnel Policy. I also agree to allow the Town of Hooksett to collect any amounts owed by me to be deducted from my paycheck. If the Town initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the Town in such proceedings.

I understand the Town may terminate my rights to use this credit card at any time for any reason.

I agree to return the credit card to the Town of Hooksett immediately upon request or upon termination of employment.

Cardholder

Date:

Department Head Authorization (If cardholder is designee)

Date:

Town Administrator

Date:



PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

To the Members of the Board of Selectmen, Town Council, City Council, or Commissioners:

This communication, in addition to the questions below, is intended to inform those charged with governance regarding the type, expected scope and timing of the audit. We refer you to the signed engagement letter for the detail covering the audit objective, procedures, and management's responsibilities.

This communication is in addition to other correspondence supplied to management and elected officials requesting specific audit information including documents required for audit and information required for notes to the financial statements. The timing of the audit will be mutually agreed upon by management and the independent auditor and it would be our intention to have the report available to you within ninety days after completion of the field work.

We also intend to provide you with a communication with timely observations arising from the audit that are relevant to your responsibilities in overseeing the financial process.

In order to assist us with gathering information necessary to understand the entity and its environment in connection with this year's audit, please answer the following questions concerning your knowledge of the Town/City's/District's financial procedures. Thank you in advance for your cooperation.

Do you have knowledge of any fraud or suspicions of fraud affecting your entity?

Yes___ No___ If yes, please elaborate below.

Are you aware of any allegations of fraud or suspected fraud affecting your entity?

Yes___ No___ If yes, describe briefly.

Has the Board/Council adopted a universal code of ethics for members and employees to follow?

Yes___ No___ If yes, please furnish a copy.

If yes, does this document prohibit elected officials and employees from doing business with the governmental entity? Yes___ No___

List any transactions between the government and officials or employees during the year of which you have knowledge. Exclude regular payroll transactions.

Does the Board/Council formally authorize all disbursements, both vendor and payroll, prior to the release of Town/City funds. Yes ___ No ___ NOTE: If Town Manager form of government, Town Manager must approve all payments prior to disbursement of funds by the Treasurer.

If the answer to the above is No, please describe your knowledge of how disbursements are approved within the system.

Describe how the Board stays informed of the latest changes in the laws and regulations pertaining to the entity.

Does the Board/Council review comparative reports of estimated and actual revenues and appropriations and expenditures? Yes ___ No ___ If yes, how often are reports reviewed?

What procedures does the Board follow in reviewing or using these reports? For example, does the Board normally meet with the department heads as part of this process? Also, does the Board review BOTH the revenue and expenditure reports?

Has the Board approved a Disaster Recovery Plan in the event of loss or interruption of the IT function? Yes ___ No ___ If yes, please provide a copy.

Is there a written investment policy adopted annually in accordance with state statutes? Yes ___ No ___ If yes, please provide a copy.

Has the Board established and adopted accounting procedures and policies? Yes ___ No ___ If yes, please provide a copy.

Have you adopted the use of either debit or credit cards by employees? Yes ___ No ___ If yes, please provide a copy of policy covering same.

Does the Board have knowledge of any funds or bank accounts that are not in the custody of the Treasurer or Trustees? Yes ___ No ___ If yes, provide the name and custodian of account.

Signed by _____
Chairperson on behalf of the Board, Council or Commissioners

Date _____

MEMBERS OF THE GOVERNING BODY (BOARD OF SELECTMEN, TOWN COUNCIL, CITY COUNCIL, COMMISSIONERS)

NAME	CONTACT INFORMATION
_____	_____
_____	_____
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