

**TOWN COUNCIL AGENDA  
Regular Meeting  
Wednesday, September 25, 2013**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
  - a. Public of September 11, 2013
- 5. AGENDA OVERVIEW**
- 6. CONSENT AGENDA**
  - a. Donations to Heritage Commission: —\$200 donation from Korean ROTC officer's Chapter of New England, \$1000 from Taewon Jin d/b/a Phoenix Business Computing, two \$100 donations from local individuals and \$50 from a local veteran making a total of \$1,450.
  - b. Southern New Hampshire Surety Bond Release and reassignment (See staff report for details)
  - c. Donation to Police Department: radio from State of NH & US Dept of Homeland Security: value \$3,537.84.
  - d. Reduction in road maintenance bond for University Heights (see staff report for details)
- 7. TOWN ADMINISTRATOR'S REPORT**
- 8. PUBLIC INPUT: 15 Minutes**
- 9. NOMINATIONS AND APPOINTMENTS**
  - a. Hooksett Economic Development Advisory Committee: Leslie Boswak
- 10. SCHEDULED APPOINTMENTS**
  - a. 13-82 Public Hearing on Ordinance 2013-1 "Relative to Qualifying Historic Buildings"
    - i. No further action on this for at least 7 days, per Charter 3.6.A.
  - b. Parks & Recreation Committee Chair Thomas Prasol
- 11. 15 MINUTE RECESS**
- 12. OLD BUSINESS**
  - a. 13-64 Community-building: Youth Initiative, Old Home Day Booth, pledge, other
  - b. 13-88 Update on Police Communications System
- 13. NEW BUSINESS**
  - a. 13-89 Update on Re-valuation
  - b. 13-90 Discussion of Engineering services
  - c. 13-91 Discussion of Ritchie Brothers Bond
  - d. 13-92 Quarterly Report
  - e. 13-93 MS-5
  - f. 13-94 Fund Balance Policy
  - g. 13-95 Investment Policy
  - h. 13-96 Transfer of School Impact Fees
  - i. 13-97 Recycling Transfer bid: Skid steer
  - j. 13-98 Recycling Transfer bid: Pick-up truck
  - k. 13-99 Mandatory Recycling Ordinance

**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.

**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, September 11, 2013**

**CALL TO ORDER**

Chair Sullivan 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, Robert Duhaime

**MISSED**

Susan Orr

**PLEDGE OF ALLEGIANCE**

Moment of silence in observance of the anniversary of 9/11/01.

**APPROVAL OF MINUTES**

a. Public minutes of August 28, 2013

***T. Lizotte motioned to approve with edits. Seconded by D. Winterton.***

***Vote unanimously in favor. D. Ross abstained (due to absence at prior meeting).***

b. Non-public minutes of August 28, 2013

***J. Levesque motioned to approve. Seconded by T. Lizotte.***

***Vote unanimously in favor. D. Ross abstained (due to absence at prior meeting).***

**AGENDA OVERVIEW**

Chair Sullivan provided an overview of tonight's agenda.

**CONSENT AGENDA**

J. Sullivan: Referring to page 3 of the previous minutes, 13-78 SNHU update of current plans and "rollover" of surety bond - table while waiting for additional info.

***T. Lizotte motioned to remove from table the item on the previous consent agenda relating to rolling over SNHU surety bond (13-78). Seconded by L. Boswak.***

Dr. Shankle: We have no new information because we are waiting on the engineer. Leo Lessard is in contact with the engineer.

***T. Lizotte motioned to table 13-78 SNHU rollover of surety bond until the next meeting. Seconded by R. Duhaime.***

***Vote unanimously in favor.***

J. Sullivan: Hopefully we will have that information at our next meeting in September.

**TOWN ADMINISTRATOR'S REPORT**

- Chief Bartlett is here; a lightning strike hit the radio tower at the Safety Center. There was damage to the console/communication system; the chief has been working with the insurance company and vendor to get it replaced. Still working off a backup power supply.

Chief Bartlett: 2 weeks ago Saturday, at 10:45 pm I got a call from the station that all communications were out; Capt. Daigle responded and put us on back up radios. We've been operating 2 weeks like that. Ossipee Mountain Electronics responded and in doing diagnostics and looking at what is wrong – there was a lightning strike to radio system. Radio tower in back attached to the concrete room plus 3 dispatch consoles in building. There was no communication between the 2 areas. They have determined all 3 consoles are inoperable. Additionally, 2 wall mounted radio units (bathroom and kitchen area) became inoperable 24 hours after the strike. One of the units in the concrete building is also inoperable. They said we were up to several 10's of thousands of dollars before they could even see if it would be functional. The preliminary numbers we got from Motorola project engineer – damage is roughly about \$261,500. Insurance adjuster from LGC is very eager to work with us. Problem with components is that some components can't be repaired, only replaced. We have been trying to build the CIP money over the

years due to the age of the system. We are at this juncture where we have this large amount of money in damage, but we need to consider how to apply this to an already struggling radio system.

J. Sullivan: Can we use a portion of the CIP funds?

Dr. Shankle: What is the cost of replacing the system?

Chief Bartlett: Including 14 mobile radios for cruisers (can't get replacement parts for); 12 portable radios to complement the 11 we got from the state grant = \$503,100; current CIP balance is just over \$225,000.

J. Sullivan: Can you repair or do you have to replace the whole system?

Dr. Shankle: We are waiting for the insurance company; if they give us close to \$250,000 it would make more sense to replace the whole system. We need to wait to see what the insurance company is giving us, so we will have to wait another 2 weeks for our next meeting.

Chief Bartlett: The engineer understands the magnitude of the emergency we are in.

R. Duhaime: There was a yearly amount put towards CIP for this process (5 to 7 year plan); even if there is a \$50-60k window we are short, we were going to put that into the CIP for next year's warrant article, so we aren't really over budgeting where we are going to fall short.

Chief Bartlett: If the math stays true to the \$503k estimate (insurance and CIP) that only leaves us shy \$16,500.

D. Winterton: This is a public safety issue; what would the time frame be to replace entire system and how long would we have to function the way we are now?

Chief Bartlett: We are considered a priority 1 for shipping; it's getting the approvals moving forward with ordering. It's going to take some time but have assured us we are at the top of the line in terms of shipping. We have not missed a beat with the public safety.

D. Winterton: Any idea how long until the new system is set up?

Chief Bartlett: I haven't spoken about time projections on installing the new system; we are working on cost now.

T. Lizotte: This is mission critical, if we debate it right now – we are going to do it anyway, if the insurance and CIP money is there.

Dr. Shankle: If you are willing to (if between CIP, insurance and overage from chief's budget), you can give the go ahead, we don't need to bid it out since we are working with a state contractor. If you give us the permission to do it without seeing it, it will move it along.

T. Lizotte: I think we can formulate a motion including the CIP plus insurance and any difference from the police budget as long as those 3 factors are set, I see no reason not to trust the Town Administrator and chief to execute it.

***J. Sullivan motioned to authorize the Town Administrator to spend the CIP communication fund and authorize the police chief and Town Administrator to release necessary funds from the police budget with additional funds to be provided through insurance coverage. Seconded by N. Comai.***

L. Boswak: Do we want to include a dollar amount?

Chief Bartlett: – These are preliminary numbers, we have nothing concrete. I can ask for a hard figure

***T. Lizotte amended motion to read not to exceed \$515k. Seconded by L. Boswak.***

D. Ross: The biggest factor is how much is the insurance company going to pay; we are on the hook for what they don't come to the table with, we don't want to be reactionary here. We don't want to exceed our rough estimate. We need to carefully write this motion.

N. Comai: The CIP fund has \$225 presently.

T. Lizotte: There is about \$168k remaining if the numbers hold true to the initial estimate (\$503,100). Speaking to the amendment in terms of fixed level, I agree it's \$500k, I agree it's taxpayers' money but it's a public safety. Since the system is dead, I think it's a priority no matter what.

L. Boswak: Looking at the numbers (\$515k, \$225k CIP, leaves a difference of \$290k). \$261,500 is preliminary insurance damage cost. How much money is allocated in your budget? It looks like we can amend to allow for \$30k from police budget.

Chief Bartlett: That is good, allows for a cushion. Even if it goes to \$35k, I would find it to make sure this gets taken care of. It's concerning that the damage is of this magnitude. I will find the money and make it work in order to get this going. I just got a response from the engineer and from order date to install is 60-90 days; he confirmed that the total amount is hard dollars, not to exceed.

J. Sullivan: The quickest way is to remove motion.

R. Duhaime: This is a blessing, a win-win; we aren't going to get anything for used electronics. When we budgeted this amount we knew the system would go up in price so we are saving hundreds of thousands of dollars. This is a no brainer.

***T. Lizotte removed the motion to amend. Seconded by N. Comai.***

***L. Boswak motioned to authorize the Town Administrator and police chief to expend up to \$30k of budget money plus the CIP and insurance money to replace police department radio systems and consoles. Seconded by N. Comai.***

D. Winterton: I am concerned that if the \$30k is not enough, you will find more in your budget. Does this motion limit the chief from doing that?

L. Boswak: This motion includes a cushion of \$15k.

J. Sullivan: The charter allows budget money to be moved without council approval.

Dr. Shankle: If it looks like it might go over, the chief might need to wait a couple weeks for some of the radios. We are thankful you are considering this.

Chief Bartlett: The engineers are telling me this is going to be a process anyway: replace dispatch consoles, microwave transmitter on tower would be replaced, then the infrastructure of the radio system. The repeater we just put in is working perfectly. These 3 components would be replaced. If the money gets past the \$30k, we would do portables and mobile units at the end of it. That is my plan of action.

**Roll Call Vote-**

**L. Boswak – Yes**

**N. Comai – Yes**

**R. Duhaime – Yes**

**D. Winterton – Yes**

**D. Ross – Yes**

**J. Levesque – Yes**

**T. Lizotte – Yes**

**J. Sullivan – Yes**

***Vote unanimously in favor.***

N. Comai: I want to clarify that the moment the insurance amount comes in, you will move forward with the ordering and installation.

J. Levesque: Is this an analog system?

Chief Bartlett: No, digital, all IP-based systems. We can't replace what we had.

- ICMA conference in Boston from 9/22-9/25; our meeting is the 25<sup>th</sup>, and I hope to be back before then
- NH Dept of Labor inspected all town buildings and we are working through things they found; we need to do some training (hazard, workplace violence, etc.)
- CNN Money rates good towns, great towns, wonderful towns – Hooksett showed up as #10 on list of least crowded towns, described as the best places in the country to spread out
- Issue of sidewalks – where we are – College Park Drive ongoing project since 2008; talked to Leo about it, state has approved CMA as engineering firm on that; plan is construction to begin in the spring of 2014
- Posted meeting on 9/18 in case majority attends for NH Governor's Advisory Commission on intermodal transportation (10 year plan); executive councilor Pappas and rep from DOT will be here in chambers next Wednesday at 7 pm
- Town received estimated \$235,000 from LGC for overpayment of insurance; \$180k put in revenue 2012-2013; \$20k returned to library, sewer, and village districts; balance of \$35k returned in September to employees who paid into it
- Got email from state fire marshal - town of Hooksett fire department received Grinnell Mutual Life Safety Achievement Award; their fire prevention and education efforts have led to a year of 0 fatalities
- At the last Old Town Hall Committee meeting, members met w/TF Moran, who they volunteered time. Based upon their observations, they think the structure is generally sound and the removal of the second floor is feasible
- We got served today - phone company is suing towns because of poles
- Another issue – Cemetery Trustees are working on fence on cemetery on 3A; according to Leo it should be installed by October. He was going to try to put something up to make it look better but was too expensive.
- Survey timing – should be out by end of September, around Old Home Day. We can use the booth to push that

L. Boswak: Did we get served last year as well or was Hooksett not part of that?

Dr. Shankle: I don't remember getting served last year.

L. Boswak: A large number of communities got served last year. Some attorneys are pooling their resources to reduce legal bills. I can share that with you offline.

#### **PUBLIC INPUT**

Marc Miville, 42 Main St

I am in full support of the CIP money; this might be a procedural thing, but I remember the voters voting down \$50k allocation to the CIP reserve fund. Typically on a warrant article no means no. I wonder if, before you approve all that, if you have to waive the rules to recognize that no means no on warrant articles. This is a procedural inquiry. Although voters did vote down the \$50k allocation, they did approve the \$225k over the last few years. There is a new rule that the Budget Committee just submitted to us starting this year, that once the voters approve 1 year of a 5 year plan, all other years are approved as well. I just wanted to bring this to your attention.

J. Sullivan: Dr. Shankle will check into that.

Carrie Hyde, Old Home Day Chairperson

I came to you today to thank the Council and Town Administrator; we had a shortfall of \$1500 but that was approved. This year the town has a vendor for fireworks (local vendor) and that is part of where the shortfall came from. Since it's a celebration of the town, it's nice to use somebody in town. I also brought

a schedule of the day's events. It is double what we had last year, so we had to get a second stage to accommodate all the events.

My second reason for coming is regarding insurance liability. We need volunteers to help. We do not pay our volunteers; committee members are not paid either. We want to make sure they are covered in the event they are hurt. Last year, a vendor had an insurance rider that included Hooksett town employees and Old Home Day committee members. This year, I'm asking the town to do a rider for our volunteers so if something happens it doesn't come back on a committee that can't support a lawsuit. I looked into getting a policy and it would be just over \$2000. I already had a shortfall (which the town graciously covered); I still have money coming in, so I could cover part of that but I don't think I can cover a full \$2000. I would like to ask the town to do a rider for that reason.

Dr. Shankle: This is new today. I think the town should donate – we gave them \$1500 for the fireworks and I suggest you give them the full \$2000k to get their own insurance and not put them on town insurance. You can increase the donation.

J. Sullivan: Will you check for next year to see if they can be covered under our insurance.

Dr. Shankle: Because they aren't really part of the town, they probably need to get more organized for the future.

T. Lizotte: If the committee was formed by the town body then that switches it to town coverage?

Dr. Shankle: Yes, but the committee would have to abide by the rules and regs of the town. We can consider that for next year.

N. Comai: Has Dr. Shankle guided you to reach out for the right insurance binder?

Dr. Shankle: Yes.

C. Hyde: Yes, it's a TULIP policy that covers what is going on that day, on town property; I went online to do it. This year we have 150 vendors; small amount of food vendors, many non-profits, catalog vendors and a lot of craft vendors. I need to find out what type of event this is considered. I just don't want something to happen without having some kind of insurance in place.

J. Sullivan: In the Administrative Code 5.5, an amount under \$2000 does not require Town Council approval.

Dr. Shankle: There was more in the budget, but then we ended up with a default budget and that kicked us back to \$1000 which is where it's been for 3 years. We gave them \$1500 more so that will be up to \$2500. We're going to be up to \$4500 if we give them the other money.

***D. Ross motioned Town Administrator to expense an amount not to exceed \$1999 for insurance rider required for volunteers at Old Home Day. Seconded by T. Lizotte.***

J. Sullivan: You might want to amend that because if you're going to follow the Administrative Code, anything over \$2000 needs competitive quotes and bids. They are going to have to go through the bid process. If we amend it to under \$2000 that would be better.

***TL removed the second on the original motion (\$2100) and seconded amended motion (\$1999).***

D. Ross – Even at \$4500 it's still less than what we used to put in; it used to be \$5000.

T. Lizotte: I agree that it's a community event, and we want to make sure no liability is on the organizers so it makes sense.

**Roll Call Vote-**

**T. Lizotte – Yes**

**L. Boswak – Yes**

**N. Comai – Yes**

**R. Duhaime – Yes**

**D. Winterton – Yes**

**D. Ross – Yes**

**J. Levesque – Yes**

**J. Sullivan – Yes**

***Vote unanimously in favor.***

### **NOMINATIONS AND APPOINTMENTS**

a. Parks & Recreation Committee: Richard Cote – full member, exp. 2016

R. Cote: I'm here to volunteer for the Parks and Rec Committee; I want to get more involved in the community. My wife and I use a lot and I felt like it was something I can have a say in and help out as much as I can.

***N. Comai motioned to appoint Richard Cote to a full member position on the Parks and Rec Advisory Committee with a term expiring in 2016. Seconded by T. Lizotte.***

***Vote unanimously in favor.***

### **SCHEDULED APPOINTMENTS**

a. Planning Board Chair: David J. Rogers

J. Sullivan: According to our charter, we are required to meet once a year with the members of individual boards.

Overview of current projects and going forward

- Councilor Winterton is our rep
- Only been the chair for 4 meetings; prior experience was with the Zoning Board in Salem
- Major projects:
  - Bass Pro Shop in former Lowe's location; expectation is to be open in Feb 2014 (postponed from Nov 2013); construction issues in adaptation of building
  - Rt. 3 drainage issue - with recent rains, it didn't flood the Kmart parking lot; scheduled to be completed in 2014
  - I-93 rest area - DOT presented at Planning Board meeting; ambitious but desirable project; northbound renovation beginning in October; public meeting sometime in the next month, hopefully before they break ground; notices will be published
  - Southbound side to begin February 2014; both to be completed by April 2015; 18-24 month project; plans are impressive
  - Board – regular meetings 2 times per month; busier this year in terms of subdivision requests, renewals, extensions; economy hasn't allowed developers to follow through with plans. Regular issue is sign waivers in performance zone; committee being formed to address that (initial meeting on 9/23) to hopefully clarify things so we aren't getting these waiver requests as regularly as we have been
  - Housekeeping to clean up development regulations addressed on an annual basis

D. Winterton: As Town Council rep, I would like to compliment Chairman Rogers on the way he runs the meetings; I also want to remind you we still have 3 openings for alternates.

D. Rogers: We have had our quorum, but there will be times when we need an alternate to fill in.

J. Sullivan: The draining at Kmart, that's the widening project?

D. Rogers: The overall project includes drainage; this rainfall was a good test of that project. Draining is done, now widening and paving.

J. Sullivan: We had discussed the use of engineers to help look at town projects, more in-house vs. sent out. Is that Town Council or Planning Board?

Dr. Shankle: Staff is looking into it, but we will need to talk to the Planning Board.

D. Rogers: We have had preliminary discussions about Stantech with input from them addressing site development plans submitted by various developers. Beyond that I'm not sure what the status will be going forward. If some of that can be kept in-house that would be good.



J. Sullivan: Besides Bass Pro and the exit 11 projects, are there any other big projects?

D. Rogers: Not that I'm aware of. There are a number of residential things going on (University Heights apartments) but I'm not aware of anything else. There have been more subdivision requests as a result of the economy picking up on both the commercial and residential sides.

R. Duhaime: There used to be competition between commercial sites/engineering sites. We would hire that out and are thinking about going back to that instead of Stantech doing it all. Local engineering firms would compete.

D. Rogers: We would lose the uniformity of analysis and what we were receiving as input. My only exposure has been with Stantech, but I'm sure there are other firms out there and if we can save money that is good.

Dr. Shankle: What about the medical center?

D. Rogers: The Scarpetti family is developing a medical center that is going to replace existing property across from Regency Mortgage on Bypass 28. That should be starting fairly soon.

D. Ross: University Heights has been lagging for the last few years; intersection is not fully paved yet? Is it binder coat that is down?

D. Rogers: I don't know the details but it seems kind of rough. That may be more of an enforcement question.

Dr. Shankle: As long as they are still doing construction, we don't want them to finish paving. The heavy equipment will tear it up.

## **RECESS**

## **OLD BUSINESS**

a. 13-64 Community-building: Youth Initiative, Old Home Day Booth, other

D. Winterton: I have some information for you to see before we go public. I have a press release announcement but would like your feedback:

*The Hooksett Town Council is proud and excited to announce "The Hooksett Youth Achiever of the Month Award." This award will be presented to a youth of Hooksett under the age of 21 for "special" achievements that the Council is excited to recognize. Nominations for the award may be made by coaches, teachers, instructors, neighbors, parents, or any other resident or employee of Hooksett to the Town Council Youth Achiever Committee by filling out the nomination form that can be found on the Hooksett.org website. The subcommittee will interact with school principals for nominations from their students. The winner of the award will be determined by the Youth Achiever Subcommittee of the Town Council. The award winner will receive recognition for their achievement at a regular Town Council meeting.*

*The Council is proud of the youth of Hooksett and the many seen and unseen achievements and special acts that contribute to our community.*

*The council welcomes your participation and nominations. Do you know the next "Hooksett Youth Achiever of the Month?"*

My suggestion is that is the tagline "Do you know the next Hooksett youth achiever of the month?" We are going to have a poster at Old Home Day with that tagline, and it will give us an opportunity to talk about it. This is what was prepared for the website:

*Thank you for logging on to the Hooksett Town Council nomination site for the Hooksett Youth Achiever of the Month Award.*

*Nominations may be made by coaches, instructors, parents, teachers, principals, neighbors, or any Hooksett resident, volunteer, or town employee.*

*Please fill out the application as thoroughly as possible, but all parts of the form may not apply to all nominees. Nominations will be held over for future months, so your nomination need not be repeated.*

*Thanks again for helping the Town Council recognize the achievements and special acts of the youth of Hooksett.*

*Do you know the next Hooksett Youth Achiever of the Month?*

N. Comai: Nicely done.

L. Boswak: Fantastic job.

D. Winterton: I have received permission from Dr. Littlefield to interact with the principals. I will try to send emails to as many of the other town principals (Central and West) to make them aware. I'd ask Dr. Shankle if he can make a comment in the Banner.

N. Comai: We should make duplicates of the posters to hang in other public areas.

D. Ross: The only edit would be the typo on special achievements; add the s on the end.

***T. Lizotte motioned to allow Councilor Winterton to proceed with his press release with the edits indicated and to work with the Town Administrator in order to put this on the town website and put press release out to public. Seconded by J. Levesque. Vote unanimously in favor.***

D. Winterton: I would like to schedule the first subcommittee meeting. We will probably post it, but since we will be talking about individuals most of the discussion will be nonpublic.

T. Lizotte: We have to post it as a subcommittee of the Town Council and should be posted.

Dr. Shankle: There were changes to the right to know law in 2008; definitional changes referring to public bodies as subcommittees or advisories of larger bodies. By saying a subcommittee is subject to the right to know law, the presumption is less than a quorum. Any committee or part of a body designated to do work and come back to that body should be subject to right to know law; we should always do it with subcommittees from now on.

T. Lizotte: Posted meeting of subcommittee with 3-5 members; what does a quorum mean to go into nonpublic?

J. Sullivan: You have to post a subcommittee because there are 5 members of Council.

Dr. Shankle: I think what you decided is a 3-member committee with 5 rotating members; 2 means a quorum.

L. Boswak: Right to know law specifies you are not posting a quorum but posting a meeting, not bodies.

D. Winterton: What is the lead time to post?

L. Boswak: 24 hours.

T. Lizotte: If I can't make the meeting, I send the info to other councilors.

Dr. Shankle: Maybe have Donna send a notice to the 5 members, you respond to her and she will coordinate.

J. Sullivan: Old Home Day booth, can you update and summarize, Donna?

D. Fitzpatrick: I am passing around the sign-up sheet for Councilors; 8-10 am for set up of booth. I'm working with Public Works on tables to get them to the field; set up like a square with small opening; bring your own chairs. I need one small card table and chairs for kids to make the Lego land. Bass Pro – working on getting architectural rendering for each corner of our booth: SNHU library, I-93 rest area rendering/presentation. Signature Digital Imaging donated plastic bags for people to take informational material. Ask people if they are a Hooksett resident before handing out town report; wicker basket for

displaying items (such as some small thing with the youth achievement tagline); be prepared for weather – plastic sheets, paperweights, etc.; supplies coming from town hall; street maps will be available; we have a business directory that is a few years outdated – do we want to hand it out?

J. Sullivan: It wouldn't hurt since they are just sitting there. Just make sure they know it might be outdated.

T. Lizotte: I would rather not put out stuff that has wrong information, I'd rather do less. We should just throw it out.

D. Fitzpatrick: We can take that off the list. We have a legal sized contact sheet for different town groups and departments. Perhaps having a short survey at the booth – is there a question out of the community survey that you want to have at the booth?

J. Sullivan: Is there one of the 4 open ended questions we want to include?

D. Winterton: I don't think it's the right forum. I would prefer more upbeat than a place where people complain.

N. Comai: We can mention the survey is coming out.

D. Fitzpatrick: Pledge banner – where are we with that?

N. Comai: We don't have it written out yet; just a plain Hooksett Old Home Day banner and have people sign it. That is a community thing. It's amazing when it's done! Are we able to ask the Signature Digital printing people to print a 3x10 banner for people to sign?

J. Sullivan: I have crossword puzzles and some other things I can get copies of to you. We have updates on what's happening with upcoming projects; survey; kids' activities; youth achievement initiative...seems like a lot of stuff.

D. Winterton: The press release would be good to have copies of so I can give one to all the activities in town – girl scouts, boy scouts, etc.

D. Fitzpatrick: Applications should be there also.

Dr. Shankle: How big is it?

D. Fitzpatrick: 1 page.

Dr. Shankle: Can we turn it into a trifold brochure to hand out? We can work on that.

D. Fitzpatrick: We need to park where the fields are since they use the town hall parking lot for handicapped parking.

N. Comai: When we first got community building started, I submitted an objective sheet. Our goal is to communicate Town Council's vision to build community and find out why voters have passed previous default budgets. We would draft a pledge, youth initiative, and participate in Old Home Day. To draft the pledge, I'd like to leave it for our next meeting so Leslie and I can pull options together. I have some examples of existing vision statements from 2 other towns (Winchester and Rindge). Since 1822, Hooksett: Our home town; Hooksett: tradition, family, future. I suggest it be simple, but I need to work it out with Councilor Boswak. We can put it on letterhead, annual report, and website. Can we put "other" on a future agenda so we stay on task with this objective?

J. Sullivan: Yes, we can put it on the next agenda.

b. 13-83 Employee Appreciation Lunch: Councilor Lizotte update

T. Lizotte: Donna provided me with a rundown of things done in the past; I'd like to get more councilors involved. We are trying to solicit Gift Certificates from local businesses – does anyone want to help me

with that? Next is the raffle for day off, putting it into the payroll letter so those not there can still participate in the raffle. They will get a ticket in their payroll envelope so they can participate. Some library and sewer commission employees come over and are on a separate payroll. We have authorized a day off but we need to make sure they are on board.

D. Fitzpatrick: I talked to Commissioner Sid Baines for sewer and he will discuss at his next commission meeting; he appeared to be in favor but wanted to get the commission's approval. I left a message for Mary Farwell, the Library trustee.

T. Lizotte: I recommend we insert in each employee envelope a signed memo from Town Council promoting the event and thanking them for their service. I will work with HYAA to figure out the donation of food and beverages. I'd like to find out who can participate in that event with me.

D. Winterton: Whatever you need.

J. Sullivan: Where and when?

T. Lizotte: Friday, October 11 from 11-2. At the brown parks and rec building.

J. Sullivan: At the big hot dog concession between little league and pony league park at Donati park.

N. Comai: Would you accept a backpack and other gift type items as lower end prizes?

T. Lizotte: Sure.

J. Sullivan: I can get a gift certificate from the place. We need to draft the thank you letter at our next meeting (9/25).

D. Fitzpatrick: I would like to get it by Wednesday, 10/2.

D. Ross: Is that building suitable for the number of people? What if there is inclement weather?

T. Lizotte: We have the auditorium.

### **NEW BUSINESS**

#### a. 13-85 Town Council Budget Goals / Principles

Dr. Shankle: I'd like you to remember the budget is about the principle and policies the town is thinking of going forward with; there are different ways of looking at it. Are you determined to keep the same level of service that we have or keep the bottom line no more than last year (involves cuts in services). I'm hoping to get a general direction so I can give it to the department heads. They have already started working on CIP.

D. Ross: Nobody is improving income in general; I'm inclined to hold the line as much as possible as far as the bottom line is concerned. How it occurs is TBD. I don't think anybody wants to pay any more for anything because they are already paying more for everything and not making any more.

R. Duhaime: From a planning aspect, we live in a great town. I can't understand how the tax rate can't get better; we have a great income, we keep building commercial buildings, yet we can't stabilize tax rate. It would really be nice if the commercial base would help the residential base so living in town would be cheaper. I don't want to give up current services, but I don't think we want to add any new ones.

T. Lizotte: We have to hold firm as much as possible. We had a tracker on how stable our tax rate was; with the revaluation there might be a spike in tax rate but we still might be level. It would be nice to keep it flat until we see some improvement on the horizon. Maybe a workshop to evaluate departments (like Waste Management); I have problems with how we plow private roads and trash – is it worth it? Can we make changes in policy to affect less cost to taxpayers? Is there any way to drive more efficiencies?

R. Duhaime: Bond for TIP district being paid off, that is being added into the budget. The money is in there so let's bank so we don't have to borrow money for a CIP item.

Dr. Shankle: Katie is working on performance measurements with departments.

K. Rosengren: The deadline is 10/1; received from finance, fire and EMS, recycling/transfer will be reporting next week and library is reporting soon as well. I am working with departments on any questions they have. Every service section asks the population that the service is targeted at – for fire and EMS, how many people are their services reaching? Police includes number of arrests, facilities management to use of recreational facilities. Also covers workers' comp (how many reports) and any losses in the last year. It's for FY 2012-2013

Dr. Shankle: The real value will be to see benchmarks of other communities and get some ideas of how we compare to those other areas across the country. We will see if we have proper staffing and appropriate resources. We are supposed to get that to them by 10/1; when do they get back to us?

K. Rosengren: Thee following month; the final report will be due in March. The time in between is when they are validating data with us. When comparing similar towns, they also report things such as workload if a police department has a larger number of staff.

N. Comai: I have a problem with the number of times the plow truck goes by my house (inefficient) and the other is understanding our number of passes for recycling and trash pickup. I'm wondering if the town could better do it so placement of units is on one side of the street to be more efficient. It's a new program but might be time to evaluate and look at any efficiencies to be found. Regarding the budget itself, we have talked about potentially limiting warrant articles to a number so when departments are submitting their wants and needs, that you scrutinize and put forward that it goes toward a warrant article. Maybe put a thumb on CIP committee to see what warrant articles go down the procedural path. There may be a way to reassess that especially with the new assessments coming in. The lower the budget the better unless there is some tremendous service we want to add or correct that increases it. We shouldn't send the message that they get a 1% increase.

L. Boswak: I want to echo holding the line. Has the town put together an impact on what the affordable healthcare act will do to us next year? With the size of this community there will be a financial consequence and I would like to know that sooner rather than later.

J. Sullivan: The citizens expect services whether we are in default or not. We have had a history of defaults; why? They see they are still getting services they expect (fire, police, Public Works, town hall, etc.). Whatever we do, we need to keep the services but find the efficiencies. We need to sell what is needed. 20 CIP numbers turn people off; a lot of CIP items were successful but translated into a no on the budget but yes on some items, such as the police communication systems. We don't want to go back to a time where Council says 0 increases. The key is to maintain our services. We need to consider the affordable healthcare act and what the impact will be because we are considered a town that provides premium insurance, and there will be a penalty for that.

D. Winterton: I am very interested in the affordable healthcare act; I'm also concerned about the impact of pension plans. They continue to be a larger portion of the budget with no control. We need to control where we can and stay ahead of legislative demands on our budget and anticipate what those are, especially in terms of benefit packages when residents of town usually don't have equal packages.

L. Boswak: I agree. Every year we provide the same services and are always able to find money for things the general public doesn't find money for. One of the biggest problems is the pension, the affordable healthcare act; those increases hit the default budget. That is also continuing to climb out of control. We need to try to maintain the budget itself, not the tax rate or assessed value.

Dr. Shankle: I have heard over and over about the excessive number of warrant articles. I'm wondering if we should think about putting those things of need into the budget instead of warrant articles. If things are really a need, we should take it out of the warrant article and put it in the budget. There are a couple things like that that keep being passed that should just be part of budget.

N. Comai: I think we should wean people in slowly. If the budget got too high, we would be back at square one again.

Dr. Shankle: Maybe groups that don't support the budget because they get what they want anyway will find a way to support the budget.

R. Duhaime: We are expanding budgets and we don't know where the efficiencies are. I am anxious to see the surveys.

D. Ross: As far as limiting warrant articles, we are the body that says they get on the ballot or they don't. When we get these proposed warrant articles it's up to us to not vote them on. That's how we limit the warrant articles.

N. Comai: My concern with that would be we would not be supporting the department that asked us for that item. Dr. Shankle would have to filter out what comes to us in the first place. He knows we don't want too many and we would then trust him to know when it's in operation budget or not.

R. Duhaime: Good point; the last few years, warrants are growing. We all want it to start to shrink; we need it to stop growing.

T. Lizotte: I'm leaning towards what Dr. Shankle said about putting it in the budget. It's a tyranny of choices. Maybe we have to change our approach to educating – something that concisely states what the budget is and what the impact is to you. The tax rate should be a footnote. How we analyze budgets – it would be nice to see the fixed costs separated from variable; on the needs side, we need to be more discriminating – what value add or revenue stream from it to negate it? We should task a couple areas that are big ticket items for analysis – a year later look at it and maybe find some efficiencies. I'd rather make the department heads work harder and provide analytic data just so we have a gauge of what is really needed or if there are alternatives.

D. Ross: A lot of these things should be included in their budget proposals; if you really want something you should try to work it into your budget because we are going to start limiting warrant articles. Some things are long term purchases but what should be a separate warrant article?

R. Duhaime: What percent of their budget are warrant articles? Can we limit the % of budget in warrant articles – find a way to make it a smaller percentage in warrant articles.

T. Lizotte: I have concerns about the concept about individual departments that receive revenue that doesn't go to general fund; what comes to mind is ambulance services – analysis on fire department - over 60% of time was ambulance related. If they want a new ambulance, they need to go to the public or put it in their budget.

J. Sullivan: It would help to know what is discretionary vs. non-discretionary items. There are a lot of non-discretionary items we can't control. That will be helpful to us. It is important for us to eliminate items in a CIP (not limit length of warrant article). We don't want to attach items we need to the operating budget that we know we so we know it won't get voted down. I think clarifying what we have as a Council the authority to change whether non-discretionary or discretionary. I think as Councilor Comai said; I don't think of us as a board not approving an item a department head might present – they have been thorough in presenting a budget on needs versus wants.

J. Levesque: People are used to getting certain services; all departments do a good job. We have to educate people that this is the bottom line to keep services where it's at. We have to cut something out – one less plow, officer, firefighter, etc. We have no control over the cost of salt, fuel, asphalt. We need to sell the community on why the budget is where it's at. We are going to try to keep it as low as possible, but everything has gone up in price. Unfortunately our bottom budget is going to go up too; we should try to keep it at a minimal amount of increase.

T. Lizotte: How much is it to publish the annual report?

K. Rosengren: Less than \$2000; school paid for their portion.

T. Lizotte: How many was that for?

K. Rosengren: 250

T. Lizotte: During the budget season, is there a deal we can work out with the Hooksett Banner for a ½ page info graphic talking about each department monthly (proposed budget vs. last year) – that is the education side of it. Each month would feature a different department. Info graphics – visual and verbiage that gets to the point.

b. 13-86 Council Chair authority to sign documents

J. Sullivan: I will still be signing documents on behalf of council, and I would provide updates on what I sign.

***N. Comai motioned to reaffirm the authority of the Chair to sign documents on behalf of the Council. Seconded by T. Lizotte.***

***Vote unanimously in favor.***

c. 13-87 Boston Post Cane

Dr. Shankle: Evelyn Woodbury received the Boston Post Cane last year; however she has passed away. The next person on list is Eva Chouinard. As far as we know, she is the oldest person living in Hooksett. We are willing to come to her for presentation.

***J. Sullivan motioned to present the Boston Post Cane to Eva Chouinard at a time and place convenient for her. Seconded by J. Levesque.***

N. Comai: Tradition is that the Councilor of her area attends.

Dr. Shankle: I will let you know where and when so those of you who are available can attend.

***Vote unanimously in favor.***

#### **SUB-COMMITTEE REPORTS**

T. Lizotte: The Budget Committee starts up at the end of the month.

J. Levesque: ZBA did not meet – there was no agenda this month; Transfer Committee meets in a couple weeks.

D. Ross: Conservation Commission: Riverfront project is moving along; agreements have been agreed to; will have booth at Old Home Day.

D. Winterton: Planning Board: Raised question regarding I-93 rest area - I asked what is the property tax impact on private business leasing land from state; it is before the attorney general's office; developers will stay in contact with me. It appears we will receive property tax revenue from new developments; we waived sprinkler registrations for 5 lots; lengthy discussion regarding signage committee – meeting on 9/23.

J. Sullivan: Wasn't the sprinkler requirement voted out?

D. Winterton: The developments were approved before the requirement was voted out; they had the sprinkler requirements on the original plans so they had to come in for a waiver.

N. Comai: I will be traveling during the next Parks and Rec meeting, but I will reach out to Tom Praisol to come to the next Town Council meeting to report on what is happening; Petersbrook fill in process to begin; Pinnacle and Merrimack riverfront project – this body works on the language of signage/font detail also; removing sand from Petersbrook sports field; working on recreation part of town website – interactive map; report in September on impact fees quarterly review; working on recreation 5 year plan – setting up a meeting with Mike Horne to work further on that; interested in filling open positions, now we have Mr. Cote.; still awaiting some hardware for Pinnacle signage – Dr. Shankle, can you look into that for them? Board of Assessors did not meet.

R. Duhaime: SNHPC letter – 10 year plan there will be a meeting in September.

L. Boswak: I have nothing to report.

J. Sullivan: Heritage Commission: Oct 6 at 2 pm park dedication; Veterans' Park sign is up in the oval; new sign entering Veteran's Drive below congregational church sign. The renovations look great - Parks and Rec and Highway Department have done great.

L. Boswak: I regretfully must resign my councilor-at-large position effective September 30, 2013.

J. Sullivan: Thank you for your service. We need to officially accept her resignation.

***D. Winterton motioned to accept Councilor Boswak's resignation, effective September 30, 2013, with regret and gratitude for her service. Seconded by T. Lizotte. Vote unanimously in favor, with regret.***

J. Sullivan: According to the Town Charter, section 3.3: *Vacancies occurring in the office of Councilor at any time shall be filled by a duly qualified member of said District by appointment by affirmative vote of the Council within thirty (30) days of a declared vacancy. If a tie vote is maintained after three (3) calls by the Council Chair, a special election will be held within thirty (30) days to fill such vacancy. Such appointed or elected appointee shall hold office until the next regular election. No appointments for councilor-at-large shall be in contradiction of Section 3.2.* District 1 and district 4 cannot serve. We need to post that the position is available as of 9/30, and interested candidates should send in their request and appear at our first meeting in October.

***D. Ross motioned to instruct Town Administrator to advertise that we are entertaining applications for the vacated seat on the Town Council. Seconded by T. Lizotte. Vote unanimously in favor.***

#### **PUBLIC INPUT**

Marc Miville, 42 Main St.

I have some notes about the budget: Education is key; I tried hard to educate voters by writing letters to the editor and spoke at deliberative sessions and on blogs. I think you should own that as Councilor Boswak said. I think you should have collective letters to the editor; try to get a reporter here – we need better reporting. Regarding the budget, by putting a lot of items into the budget it goes into default. Department strategy is to keep it under default numbers, but adding it to the budget it goes into default. Most warrant articles get approved. They vote the default and approve 10 out of 16 warrant articles. It doesn't make sense to me. CIP has to follow master plan. A lot of things could be questioned as to what belongs on the CIP because it's not on the master plan. We have to look at needs versus wants; is it a valid investment or administrative comfort; data driven justifications of the department budgets - the Town Administrator has stressed that many times in his budget reviews. In my opinion, no new positions or new support staff this year; discretionary items are at a minimum; no replacement furniture or equipment unless absolutely justified through data and need; no salary increases unless union contractual renewals.

We all worked very hard on an election day and a lot of things happened; we need to educate public on aren't going through. When revaluation doesn't pass or emergency communication doesn't pass – we need to pay attention to what the needs are in the town, not just the wants; read the articles and understand we are working hard to do what's right for the town. The CIP committee will be starting in early October; previously, the finance director has guided us through process. Person doing advising should come from the planning department who will attend the meetings. We still need a minute taker. There should be an invitation through planning board to recruit members for CIP committee – fresh new faces will be nice. We need to start getting organized.

N. Comai: Regarding the subcommittee of the Planning Board – you mentioned the CIP on the charter is not stated that way?

Dr. Shankle: My recollection is I don't think the CIP committee is envisioned in the charter. It talks about the Town Administrator presenting a Capital Improvement Plan to planning board and town council. It's really an adjunct document to master plan.



J. Sullivan: According to the Town Charter, section 5.7:

*The Town Administrator, after consultation with the Planning Board, shall prepare and submit to the Council a capital improvement plan at least one (1) month prior to the final date for submission of the budget. All town departments and agencies (including school and water precincts) shall participate in preparing input for the capital improvement plan. The capital improvement program shall include:*

*A clear summary of its contents;*

*A list of all capital improvements which are proposed to be undertaken during at least the next six (6) fiscal years, including, but not limited to equipment, sewer, roads, sidewalks, bicycle paths or lanes, public open spaces and recreation facilities, new police and/or fire stations, and other new public facilities and major items of equipment, with appropriate supporting information as to the necessity for such improvements;*

*Cost estimates, methods of financing and recommended time schedule for each such improvement;*

*The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.*

*The capital improvement plan shall be based on a period of not less than six (6) years and shall include reference to or be influenced by, where appropriate, the Town Master/Comprehensive Plan.*

*The above information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.*

M. Miville: The CIP committee plans up to 6 years but it can go past.

J. Sullivan: The Town Administrator needs to meet with Planning Board or subcommittee.

M. Miville: The CIP reports final plan to the Planning Board for approval then it comes to Town Council.

J. Sullivan: Did Council establish a CIP committee?

D. Winterton: I think if we collect impact fees, aren't we required to have CIP?

N. Comai: My point was procedural and interpreting of the charter and how to do it correctly; perhaps it could be done with less hours. Dr. Shankle can look at the spreadsheet and determine what is on the CIP and what is not, without a 6-person subcommittee of the Planning Board. It's his decision as to which way we continue.

Dr. Shankle: I think the charter presumes the process works the other way around - CIP committee and Planning Board come up with something and give it to the Town Administrator to decide what comes to Council.

M. Miville: You make recommendations and we go with it or not.

J. Sullivan: Town Charter 5.7D *The Town Council and Town Planning Board shall meet annually in preparation for and review of the capital improvement plan in a manner determined from time to time by the Town Council.* In 1989 the Council came up with a CIP committee; the way we are doing it is something we still can do.

Dr. Shankle: It's not a real problem – what goes before the Budget Committee, Planning Board and Town Council is the recommendations of both the Town Administrator and CIP.

M. Miville: There has been a lot of discussion about whether certain department heads should be part of the CIP committee; a member shouldn't be on the committee if they are presenting their own CIP plans to the CIP committee. The school board voted to not have a member on the CIP committee this year.

J. Sullivan: We will double check when the CIP committee was established; in the meantime ultimately the Council makes the final decision.

M. Miville: Finance staff personnel will be changing this year.

Dr. Shankle: We just need to remember the purpose of CIP was that planning boards had master plans that said there would never be growth in this region of town; when anyone came to town for anything that would be premature as it is not in master plan. Court says it's fine if premature but you need to be

working toward making some parts of town developable. In order for a master plan to be legitimate, you need a CIP plan to show how the town is going to develop. That's why the courts tied the master plan to the Planning Board.

***D. Ross motioned to adjourn at 9:30 pm. Seconded by R. Duhaime  
Vote unanimously in favor.***

Respectfully submitted,

Tiffany Verney  
Recording Clerk

AGENDA NO. consent  
DATE: 9/25/13

**Staff Report**  
**Donations to Heritage Commission**  
**September 25, 2013**

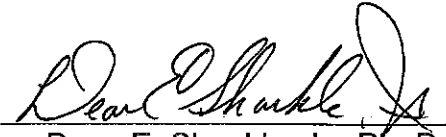
**Background:** Heritage Commission continues to get donations for Veteran's Park Project

**Issue:** Council needs to accept.

**Fiscal Impact:** Donations: \$200 donation from Korean ROTC officer's Chapter of New England, \$1000 from Taewon Jin d/b/a Phoenix Business Computing, two \$100 donations from local individuals and \$50 from a local veteran making a total of \$1,450.

**Recommendation:** Accept donations

**Prepared by:** Town Administrator

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

**Staff Report  
SNHU Roll Over of Surety Bond  
September 25, 2013**

AGENDA NO. Consent  
DATE: 9/25/13

**Background:** Southern New Hampshire University has in place a total of \$678,638.00 at this time which is for the newly constructed resident hall. The project is completed and has the occupancy certificate. The planning board has agreed to the amounts set by the Public works Director for reclamation bonds for the future projects coming up or at hand, the Director would like to roll over existing amounts to the new bonds amounts, and the release of the remaining amounts to Southern New Hampshire University.

**Issue:** I would like Town Council to authorize the rollover from the \$678,638.00 to the bonds for the North River Road Parking lot, Depot Road Parking lot and the reconstruction of Depot Road.

**Discussion:** the three new bond amounts are to be

<u>North River Road lot</u>	<u>Depot Road Parking lot</u>	<u>Depot Road reconstruction</u>
\$146,970	\$28,550.00	\$116,903.25

Total of \$292,423.25

The release of the remaining bond amount will be \$386,214.75. After speaking to the finance director, I have found out that the remainder of the bonds will have to be returned to the developer for she has advised me that we can not retain funds with out them being tied to specific projects.

**Fiscal Impact:** None

**Recommendation:** I recommend approval from the Town Council the approval of the roll over amounts of the existing surety bonds, for the new bonds set in place by me and the release of the remaining \$386,214.75

**Prepared by:** Leo Lessard, Public Works Director

**Town Administrator Recommendation:** Concur

\_\_\_\_\_  
Dean E. Shankle Jr. PH.D.  
Town Administrator

AGENDA NO. CONSENT  
DATE: 9/25/13

**Staff Report  
Acceptance of Donations  
September 25, 2013**

**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 \$3537.84 for one (1) Motorola APX7000 portable Radio as part of the State of NH / US Department of Homeland Security interoperable radio grant shall be donated to the Hooksett Police Department.

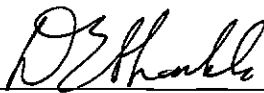
**Discussion:** The State of NH and the US Department of Homeland Security interoperable grant is designed to provide local law enforcement agencies with high quality radio equipment as outlined in the local law enforcement radio working group's discussions (LLERWG), who evaluated radio equipment and determined the best investment for federal funding. The Hooksett Police department has been slotted to receive one such radio to add to the eleven already received under this grant. This will be a great addition as we move forward with the radio replacement project.

**Fiscal Impact:** The donation is a gift to the Hooksett Police Department for a total amount of \$3537.84, no fiscal impact.

**Recommendation:** Motion to accept the donation of \$3537.84 under RSA 31:95-b, III (b).

**Prepared by:** Chief Peter Bartlett

**Town Administrator Recommendation:** *Consent*

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

**Staff Report**  
**Road Maintenance Surety – University Phase 1**  
**September 25, 2013**

AGENDA NO. Consent  
DATE: 9/25/13

**Background:** The University Heights project is a multi-phase project that is being constructed behind the Library. This project has been an ongoing project with a few phases. Green View management is in the process of finishing up Phase I for acceptance. This will include the road way of University Circle from station 0+00 to 23+50, all of Blackwater, College Park Drive from sta. 100+00 to 122+00. After much time spent with the contractor going over punch list, I would like to recommend the two year maintenance bond be set \$59,217.65 when the finish asphalt has been installed, and I am satisfied with the out come.

**Issue:** I would like to set the existing surety amount of \$592,176.48 down to a maintenance bond for two years in the amount of \$59,217.65

The reason I am recommending this is the site will be completely finished and will be in a two year state for any repairs which will be done by the contractor. This bond will be used if the contractor defaults on his duties.

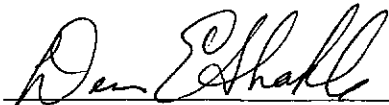
**Discussion:** To have the town council accept the maintenance amount of \$59,217.65 for a two year period to be used incase some minor failures accrues and the contractor does not repair the items. By the time this bond comes into play the Highway departments inspections of the completed work will be 100% this will insure that these money's should not be used

**Fiscal Impact:** None

**Recommendation:** I recommend the Town Council approve the surety maintenance amount of \$59,217.65 for twenty four months as of the dates to be furnished at the completion time.

**Prepared by:** Leo Lessard, Public Works Director

**Town Administrator Recommendation:** *Consent*

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



AGENDA NO. 9/25/13 *Appointed*  
DATE: 9/25/13

# Town of Hooksett

## APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 9/19/13  
Name: Leslie Boswak Phone: 860-5711  
Address: 6 Orchard Dr.  
Email Address: LBOSWAK@GMAIL.COM  
Signature: *Leslie Boswak*

\*\*\*\*\*  
**Return completed form to:** Town of Hooksett, 35 Main Street, Hooksett NH 03106,  
Attn: Administration Department or email to [krosengren@hooksett.org](mailto: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?

27 years

Why are you seeking this position?

To continue working on the initiatives that the committee has brought forward over the past year.

Do you have any specific goals or objectives?

To improve business relations with the town.

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

SNHPC

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

N/A

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

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

Town Council  
HEDC  
SNHPC  
Charter Review



AGENDA NO. 13-82  
DATE: 9/25/13

## TOWN OF HOOKSETT PUBLIC HEARING NOTICE

The Hooksett Town Council will be holding a public hearing at their meeting on Wednesday, September 25, 2013 at the Town Hall, Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to receive public input on proposed ordinance 2013-1, "An Ordinance Relative to Qualifying Historic Buildings". The purpose of this ordinance is the preservation of certain qualifying historic buildings to protect the knowledge of Hooksett's history, architecture and culture by assessing such buildings in accordance with, and using the process outlined in, NH RSA 79-G: 4-8. Copies of the proposed ordinance can be found on the web at [www.hooksett.org](http://www.hooksett.org) on the Administration page, in the Town Clerk's office or in the Administration Department. Questions should be directed to the Administration Department at (603) 485-8472.

**AN ORDINANCE RELATIVE TO QUALIFYING HISTORIC BUILDINGS  
ORDINANCE 2013-1**

*The Town of Hooksett ordains the following:*

**SECTION 1  
AUTHORITY**

This ordinance is adopted pursuant to the authority granted under NH RSA 79-G.

**SECTION 2  
PURPOSE**

The purpose of this ordinance is the preservation of certain qualifying historic buildings to protect and maintain the knowledge of Hooksett's history, architecture and culture.

**SECTION 3  
DEFINITIONS**

"Qualifying historic building" means a building meeting all of the following criteria, as outlined in NH RSA 79-G:3 IV.:

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

**SECTION 4  
APPLICATION**

Any building meeting the above definition will be assessed in accordance with, and using the process outlined in, NH RSA 79-G: 4 – 8.

**SECTION 5  
SEVERANCE**

In the event that any word, sentence, or section of this ordinance is found to be invalid as a result of judicial or legislative action, the remainder of this ordinance shall remain in full force and effect.

**SECTION 6  
EFFECTIVE DATE**

**This ordinance shall take effect upon its passage and publication.**

**ADOPTED 00/00/2013**

\_\_\_\_\_  
**Town Council Chair**

\_\_\_\_\_  
**Town Clerk**

**Staff Report  
Community Building  
September 25, 2013**

**AGENDA NO.** 13-64  
**DATE:** 9/25/13

**Background:** Council has begun a number of projects, such as the Youth Initiative, Old Home Day Booth, etc. This agenda items is designed to give Councilors and staff involved a chance to provide updates to the Council.

**Prepared by:** Town Administrator

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

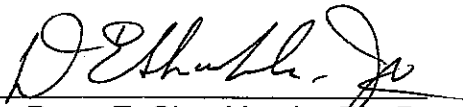
**Staff Report**  
**Update on Police Communications System 13-88**  
**September 25, 2013**

AGENDA NO. 13-88

DATE: 9/25/13

**Background:** At the last meeting the Council gave the Town Administrator and the Police Chief authority to move forward within certain parameters, and asked for an update once final numbers were determined. If those numbers are available the Chief will be present to provide an update.

**Prepared by:** Town Administrator

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

AGENDA NO. 13-89

DATE: 9/25/13

**Staff Report  
Revaluation Update  
September 25, 2013**

**Background:** The values for the revaluation have been established and hearings are being set up. Lee Ann from Assessing will be in to give the Council an update and answer any questions you may have.

**Prepared by:** Town Administrator



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

## Dean Shankle

---

**From:** Todd haywood <granitehillmunisvs@hotmail.com>  
**Sent:** Friday, September 13, 2013 11:58 AM  
**To:** Paul McKenney  
**Cc:** Leeann Moynihan; Elayne Pierson; Dean Shankle  
**Subject:** Hooksett Hearings

Hi Paul,

Lee Ann tells me you folks are sending out letters on Monday 9/16 with the anticipation of them hitting the mailboxes on Wed & Thurs the following week the hearings will be the week of 9/30/13 to allow enough time for people to arrange their schedules to allow time for a hearing.

In 2008 I had roughly 10% come in for hearings and the values went up 15%. I had 5 hearing officers plus a commercial for a week. This time around with the residential values going down I would be surprised if you have 300 appointments. However, with the commercials going up 3% you may want to allow for that. We have an active tax rep here in town.

We have the town council chambers blocked off Mon-Fri 8:00a-4:30p the week of Sept. 30, 2013. Let us know ASAP if you need more time or different dates.

Please send a copy of the letter you are sending out for our information and confirm the hearing dates. Also if you could confirm the mailing date of the impact notices when they go out it would be much appreciated.

Thanks

Todd Haywood, CNHA

Granite Hill Municipal Services

PO Box 1484 Concord NH, 03302

Phone: Office (617) 528-9738, Cell Phone 603-496-7293

(a division of Brennan, Spencer, Connor & Haywood L.L.C.)

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**Staff Report**  
**Engineering Services for Plan Reviews**  
**September 25, 2013**

AGENDA NO. 13-90

DATE: 9/25/13

**Background:**

The town has been outsourcing the plan reviews for subdivision's and engineering services for many years. During this time, we have received various complaints about the cost of this process borne by the developers.

**Issue:**

Very high review bills to the contractor for unnecessary reasons. Developers are constantly going back for unnecessary discussions with the engineering firm.

**Discussion:**

Staff has meet and discussed the possibility of adding an in-house engineer, who could help with many other items in town, such as construction monitoring, MS4 inspections, grants for CMAQ etc.

The money collected for the plan reviews and monitoring services will help offset the cost of this position. Perhaps a revolving fund can be created that will pay for the service.

This position will be a large plus in the new MS4 water quality permits the town encounters.

**Fiscal Impact:**

Although, this will be an additional employee, this will save the town and developer's time and money and initiate a customer service environment. The position should be self-funding.

**Recommendation:**

Staff recommends that the Town Council review this issue as a priority item. As the Town is expanding this position will be a benefit overall.

**Prepared by:** Leo Lessard, Public Works Director

**Town Administrator Recommendation:** I have heard about this issue as an impediment to economic development since I arrived. I think the Council should carefully consider this recommendation. It appears sound and I am in favor of the concept.



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



**Stantec Payment History**

<b>Year</b>	<b>Town Projects</b>	<b>Planning Escrow</b>	<b>Building Escrow</b>	<b>Highway Escrow</b>	<b>Escrows</b>	<b>Total Paid</b>
2013-14*	178.54	10,320.89				10,499.43
2012-13	3,582.75	48,378.25	10,475.91	508.50		62,945.41
2011-12	24,806.21	39,428.29	44,041.22	4,256.27		112,531.99
2010-11	96,801.66	46,655.78	63,983.04	33,022.26		240,462.74
2009-10	89,004.55				134,163.57	223,168.12
2008-09	180,210.42				266,992.93	447,203.35
2007-08	35,421.86				575,078.36	610,500.22
2006-07	-				359,331.85	359,331.85

\* as of September 13, 2013

**Town Projects include:**

Dalton Brook Geomorphic Assessment	1,528.00
Petersbrook Field Design	9,665.25
EIA Regulation for Conservation	1,319.75
Rte. 3A Hourglass	8,853.99
Benton Road Culvert	143,713.93
NPDES Permit	
Tax Map Updates	
Development Regs/ Blue Book updates	
General Engineering Svcs	
Beauchesne Drainage	
Martins Ferry Bridge Repairs	
Landfill Monitoring	
Rte. 3A Data Collection Concept	

**Construction Monitoring Transfers**

Date	Developer	Transfer	Transfer #
8/14/2012	Heritage Family Credit Union	\$617.50	1
8/14/2012	The Apart @ University Height	\$520.00	2
8/22/2012	All or Nothing - Pizza Man	\$325.00	3
9/11/2012	The Apart @ University Height	\$195.00	4
9/11/2012	Heritage Family Credit Union	\$130.00	5
9/11/2012	All or Nothing - Pizza Man	\$487.50	6
10/11/2012	Heritage Family Credit Union	\$65.00	7
10/11/2012	All or Nothing - Pizza Man	\$390.00	8
10/11/2012	The Apart @ University Height	\$617.50	9
10/11/2012	SNHU	\$1,332.50	10
11/13/2012	Coaker Ave 3-lot	\$373.75	11
11/13/2012	The Apart @ University Height	\$1,430.00	12
11/13/2012	SNHU	\$1,235.00	13

Total \$7,718.75

With \$3,000 to be billed to developers

\$10,718.75

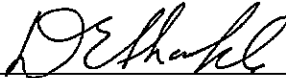
TOWN	PROCEDURE	STAFF
Londonderry	<p><b>Site Compliance Monitoring</b>-Public Works &amp; Engineering w/3<sup>rd</sup> party consultant.  <b>Bonds</b> – Public Works/Engineering/Finance  <b>Pre Construction Mtg</b> – Public Works &amp; Engineering w/3<sup>rd</sup> party inspection</p>	Public Works, Engineer, 3 Planners
Windham	<p><b>Site Compliance Monitoring</b> – Town Engineer  <b>Bonds</b> - Planner  <b>Pre Construction Mtg</b> - Planner/Code Enforcement</p>	1 Planner, 1 to be hired. Planner also Code Enforcement Officer
Bedford	3 Planners on staff split projects w assistance of contracted engineering	3 Planners, Town Engineer, Public Works
Derry	<p>Engineering Coordinator under supervision of Public Works w/on site inspector.          Outside consultant does plan review</p>	Engineering Coordinator, on site inspector, Planner
Goffstown	Planner & Town Engineer handle different parts of implementation	Planner and 3 Engineers on staff
Exeter	<p><b>Site Compliance Monitoring</b> - Two staff site inspectors  <b>Bonds</b> - Engineer</p>	Planner, two on staff site inspectors, Engineer

Staff Report  
Ritchie Brothers Bond  
September 25, 2013

AGENDA NO. 13-91  
DATE: 9/25/13

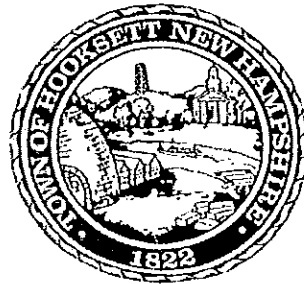
**Background:** The Town Planner has been working with Ritchie Brothers on a time-sensitive reduction for their site bond. She will be present to provide more details.

**Prepared by:** Town Administrator

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

AGENDA NO. 13-92  
DATE: 9/25/13

# Town of Hooksett New Hampshire

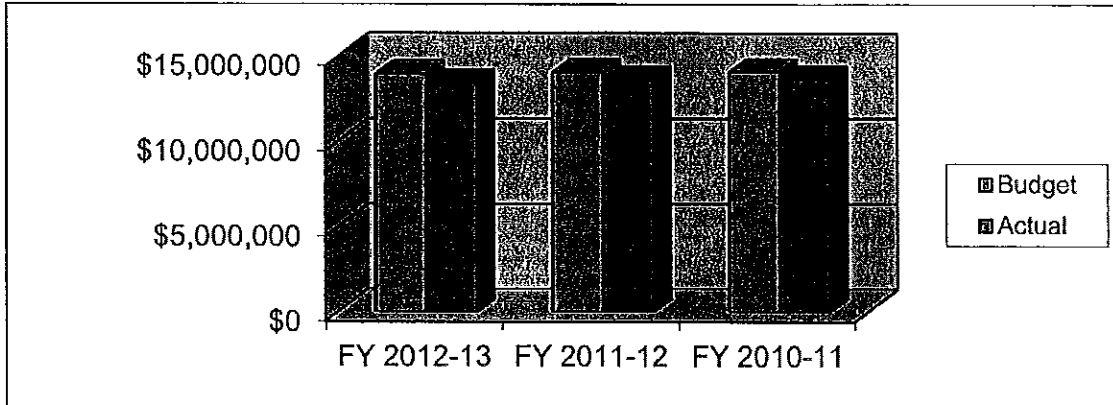


Quarterly Financial Report  
For June 30, 2013  
Forth Quarter of FY 2012-13

Unaudited

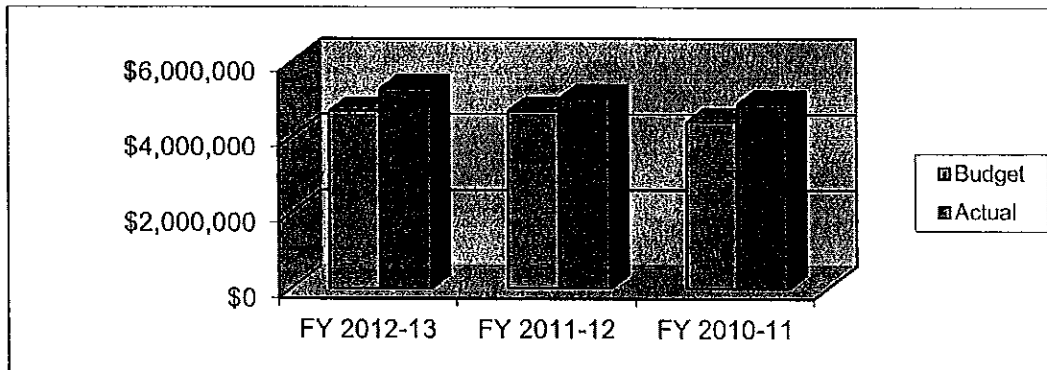
## Total General Fund Operating Budget

Year	<sup>1</sup> Budget	<sup>2</sup> Actual	Actuals Under Budget	%
FY 2012-13	13,957,493	13,437,965	519,528	96%
FY 2011-12	14,063,337	13,617,787	445,550	97%
FY 2010-11	14,089,386	13,642,343	447,043	97%



## Total General Fund Revenues

Year	<sup>1</sup> Budget	Actual	Actuals Over Budget	%
FY 2012-13	4,690,849	5,285,896	595,047	113%
FY 2011-12	4,692,969	5,028,393	335,424	107%
FY 2010-11	4,420,571	4,884,489	463,918	110%



1) Budget amounts include transfers, grants, and donations approved by Council.

2) Actual amounts include current year encumbrances.

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2012-13  
June 30, 2013 Unaudited

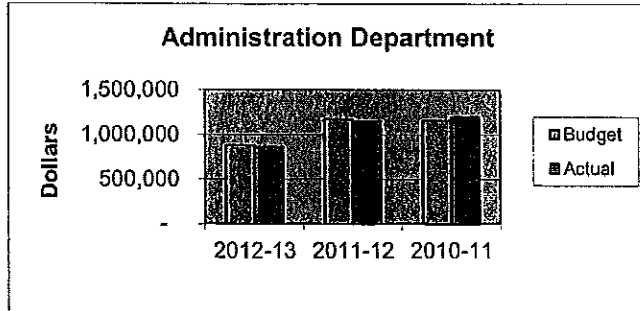
Department	* 2012-13 Appropriation	Encumbrances	2012-13 Actual YTD	(Over) Under Expended YTD	Percent Expended
Administration	880,528	(21,730)	839,394	19,404	97.74%
Assessing	165,468	-	163,108	2,360	98.57%
Community Development & Planning Board	203,513	(1,887)	188,649	12,977	93.56%
Family Services	219,809	-	215,993	3,816	98.26%
Finance	203,444	-	202,989	455	99.78%
Fire-Rescue	3,676,294	-	3,614,752	61,542	98.33%
Public Works	2,798,228	(131,614)	2,654,031	12,583	99.53%
Recycling & Transfer	1,093,807	-	968,079	125,728	88.51%
Tax Collection	243,839	-	236,084	7,755	96.82%
Town Clerk	19,661	-	19,642	19	99.90%
<b>Administration's Budget</b>	<b>9,504,591</b>	<b>(155,231)</b>	<b>9,102,720</b>	<b>246,640</b>	<b>97.36%</b>
Budget Committee	8,658	-	5,725	2,933	66.12%
Capital Leases	85,377	-	85,377	0	100.00%
Cemetery Commission	900	-	895	5	99.43%
Conservation Commission	10,140	-	10,140	-	100.00%
Debt Principal	260,000	-	260,000	-	100.00%
Debt Interest	5,200	-	5,200	-	100.00%
Debt Tax Anticipation Note (TAN)	1	-	-	1	0.00%
Library	537,731	-	537,731	-	100.00%
Police Commission	3,544,895	(63,345)	3,211,601	269,949	92.25%
<b>Total General Fund Operating Budget</b>	<b>13,957,493</b>	<b>(218,576)</b>	<b>13,219,389</b>	<b>519,528</b>	<b>96.22%</b>
Sewer Department	1,952,077	-	1,952,077	-	100.00%
Town Building Maintenance CR	150,000	-	150,000	-	100.00%
Front End Loader Purchase	160,000	-	122,010	37,990	76.26%
Plow Dump Truck CR	80,000	-	80,000	-	100.00%
Fire Apparatus CR	50,000	-	50,000	-	100.00%
Emergency Radio CR	50,000	-	50,000	-	100.00%
Drainage Upgrade CR	50,000	-	50,000	-	100.00%
Financial Software Purchase	47,000	(47,000)	-	-	100.00%
Diesel Tank & Fuel Dispenser CR	25,000	-	25,000	-	100.00%
Fire Personal Protection Gear Purchase	24,000	-	23,250	750	96.87%
Fire Air Packs & Bottles CR	20,000	-	20,000	-	100.00%
Parks & Rec Facilities Development CR	10,000	-	10,000	-	100.00%
Automated Collection Equipment CR	10,000	-	10,000	-	100.00%
Riverside Cemetery Fence Replacement	7,500	(6,815)	-	685	100.00%
<b>2012-13 Grand Totals</b>	<b>16,593,070</b>	<b>(272,391)</b>	<b>15,761,726</b>	<b>558,953</b>	<b>96.58%</b>

\* Includes Budget Transfer and Grants authorized by Town Council.

## Major Department Expenditure

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

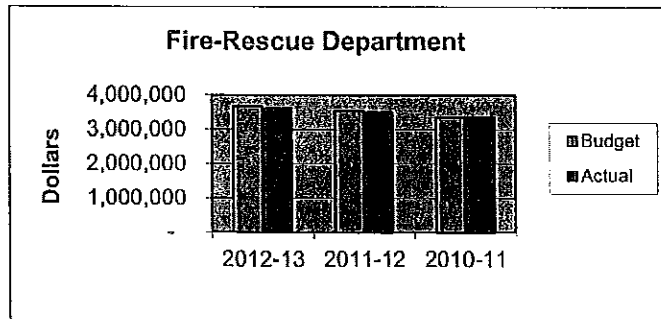
Administration Department			
Year	Budget	Actual	%
2012-13	880,528	861,124	98%
2011-12	1,170,453	1,149,313	98%
2010-11	1,152,680	1,194,326	104%



**Administration Department** - The 2012-13 year finished up at 98% spent. The reduction in the budget from 2011-12 to 2012-13 is due the one-time purchase of the Petersbrook property and moving Emergency Management to Fire-Rescue. The 2010-11 to 2011-12 reduction is due to the reclassification of the rental payments for fire hydrants to the Fire-Rescue and street lights to the Department of Pubic Works.

Legal service ended the year at \$110,680 compared to last years \$123,436 and the year prior at \$128,974. About \$61,324 or 56% was spent on general matters and the balance was spent on defending the Town against possible litigation.

Fire-Rescue Department			
Year	Budget	Actual	%
2012-13	3,676,294	3,614,752	98%
2011-12	3,528,764	3,497,164	99%
2010-11	3,351,430	3,358,265	100%



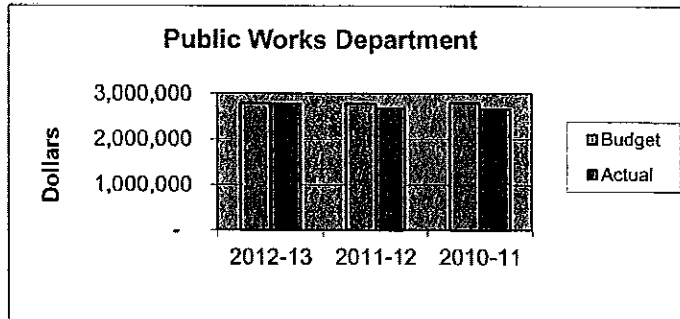
**Fire-Rescue Department** - Finished the year at 98% spent, which is consistence with the prior years. The budget increase in 2012-13 is the union contract and the increase in the employer rates for the NH Retirement System. The increase in the budget from 2010-11 to 2011-12 is due to the reclassification of the fire hydrant rentals moved from Administration's budget. The Ambulance operated under the Fire-Rescue budget until January 2012; then it move out into a self-funding special revenue fund.



## Major Department Expenditures, Continued

Public Works Department			
Year	Budget	Actual	%
2012-13	2,798,228	2,785,645	100%
2011-12	2,789,528	2,697,134	97%
2010-11	2,803,899	2,677,274	95%

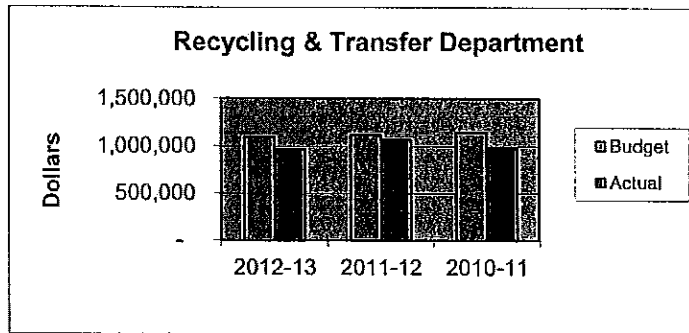
Public Works includes Building & ZBA.



**Public Works Department** - This department includes divisions for Highway, Parks and Recreation, Building Maintenance and Code Enforcement, formally known as the Building & ZBA Department. The prior budget and actual numbers include the Building and ZBA expenses for comparison purposes.

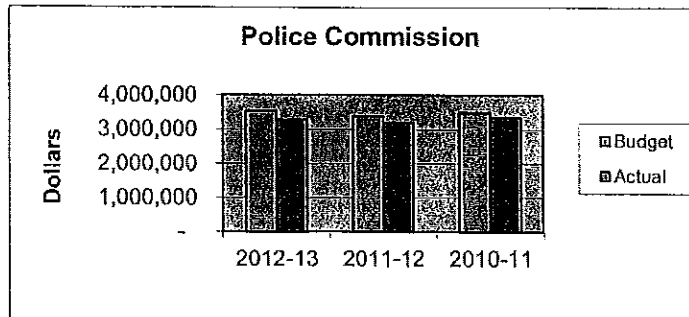
While this budget finished the year at 100%, one challenge it faced was the Vehicle Maintenance line. Spending \$107,225 on repairs this year and \$116,796 last year in 2011-12. Budget transfer were made to cover these cost from both the wage and benefits line and the overtime line used for plowing.

Recycling & Transfer Department			
Year	Budget	Actual	%
2012-13	1,093,807	968,079	89%
2011-12	1,115,260	1,067,302	96%
2010-11	1,143,791	979,953	86%



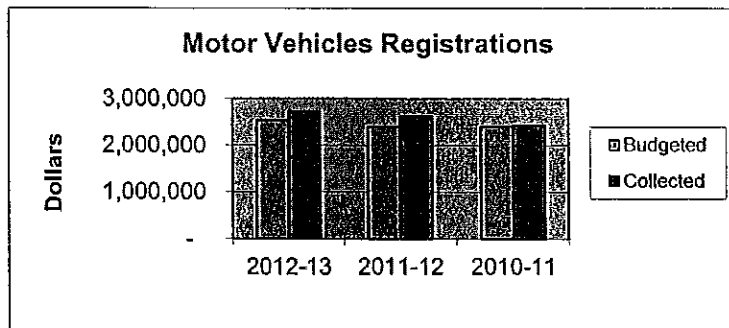
**Recycling & Transfer Department** - This department is coming in well below budget at 89% spent. There was a savings in the Tipping Fee line, having spent \$347,031.21 to remove 5229.45 tons of material, compared to last year's \$408,689 for 5482.44 tons and the year prior of \$401,990 for 5721.06 tons. While to cost of disposing trash increased in January 2012; the Tipping Fee line has decreased due to the curbside collection of recycling. The Town recycled 1508.55 tons of material this year, that is more than double the amount in the prior year.

Police Commission			
Year	Budget	Actual	%
2012-13	3,544,895	3,274,946	92%
2011-12	3,385,135	3,206,865	95%
2010-11	3,499,460	3,354,147	96%



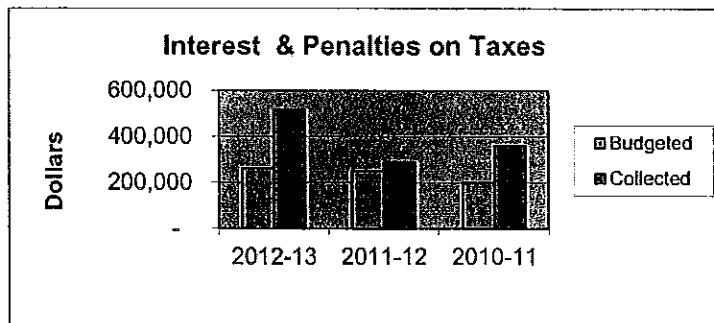
## Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2012-13	2,532,500	2,734,270	108%
2011-12	2,400,000	2,617,560	109%
2010-11	2,400,000	2,436,658	102%



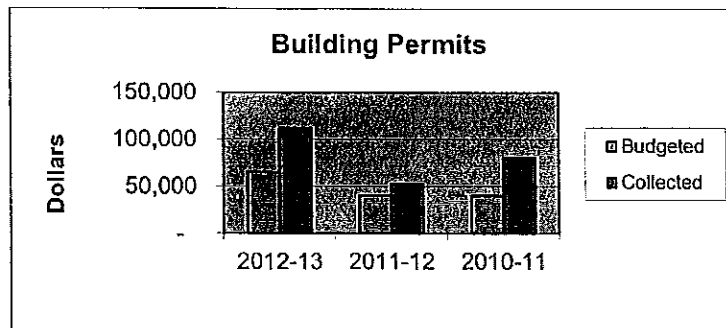
**Motor Vehicle Registration** - The top revenue source for the Town are fees collected for registering motor vehicles. The reason for the increased revenue is due to newer model vehicles being registered as the number of vehicles registered have not increased. In 2012-13, 17,705 vehicles were registered which is comparable to last year at 17,761.

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2012-13	260,000	516,606	199%
2011-12	250,000	288,632	115%
2010-11	200,000	360,062	180%



**Interest & Penalties on Taxes** - This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notice. In 2012-13 the Town had one commercial property owner paid over \$100,000 in interest & penalties, as well as, many other property owners paid off delinquent taxes to avoid the Town deeding their property.

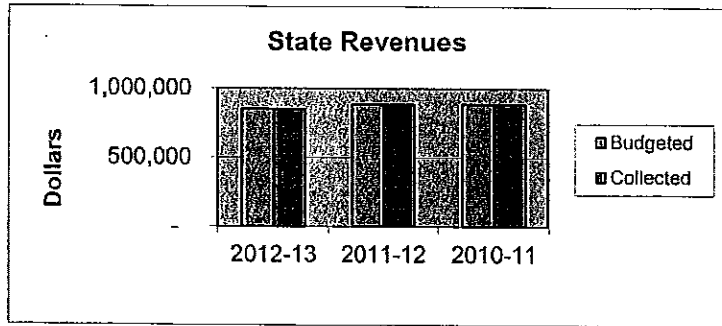
Building Permits			
Year	Budget	Actual	%
2012-13	65,000	111,833	172%
2011-12	40,000	52,887	132%
2010-11	40,000	80,412	201%



**Building Permits** - These fees are paid by builders for residential and commercial construction. During the 2012-13, the large increase is due to University Heights Apartments. In 2011-12 large commercial projects like the PSNH and SNHU Student Centers contributed to the increase of building permits and in 2010-11 it was Market Basket and SNHU operations facilities.

## Major Governmental Revenues, Continued

Year	State Revenues		
	Budget	Actual	%
2012-13	850,462	849,862	100%
2011-12	884,699	884,463	100%
2010-11	885,167	885,430	100%



**State Revenues** - The Meals and Rooms Tax and the Highway Block Grant have been steady for the last three years. The Town has not received any funding from the State Shared Revenues since 2009-10.

Other Revenues	Budget	Actual	Over Budget
Yield Tax	7,500	17,674	10,174
Elderly Tax Deferral	-	40,377	40,377
Plowing	12,000	21,000	9,000
Welfare Reimbursements	8,000	20,621	12,621
Cable Franchise Fees	127,000	141,088	14,088
Insurance Payments	51,000	291,793	240,793

**Staff Report  
MS-5 Financial Report  
September 25, 2013**

AGENDA NO. 13-93  
DATE: 9/25/13

**Background:** The Town is required to complete the State Form MS-5 *Financial Report of the Town or City Budget* of prior to setting the Tax Rate. This report is prepared following the NH Department of Revenue Administration Rev 1700 Rules, Financial Accounting for Cities and Towns.

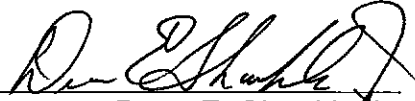
**Discussion:** The Finance Director using the Auditor's adjusted balance for the period ending June 30, 2013 completed this form and believes it to be in accordance with the NH Department of Revenue Administration Rev 1700 Rules.

**Fiscal Impact:**

**Recommendation:** Motion to authorize the Town Council to sign the 2013 MS-5 *Financial Report of the Town or City Budget*.

**Prepared by:** Christine Soucie, Finance Director

**Town Administrator Recommendation:** Concur

  
\_\_\_\_\_  
Dean E. Shankle Jr.  
Town Administrator

# FINANCIAL REPORT OF THE TOWN OR CITY BUDGET

Enter TOWN/CITY Name Here >

Enter Calendar Reporting Year Here >   
(January 1 to December 31)

Enter Optional Reporting Year Here >   
(July 1 to June 30)

DOES THE TOWN/CITY ACCOUNT FOR SOME EXPENDITURES AS PROPRIETARY FUNDS OR CAPITAL PROJECT FUNDS?

Enter Yes or No in box above & see instructions.

Enter town or city name in cell C5 and calendar reporting year for this report in C7 (optional reporting year in cell C9). In cell C12 enter yes if the municipality accounts for some expenditures as proprietary or capital project funds.

State of New Hampshire Department of Revenue Administration  
Municipal Services Division  
P.O. Box 487  
Concord, NH 03302-0487  
Telephone: (603) 230-5090

Return Completed Report By April 1 For Calendar Fiscal Year and By September 1 for Optional Fiscal Year

### GOVERNING BODY (SELECTMEN)

Date Signed:

Under penalties of perjury, I declare that to the best of my belief, the information contained in this report is true, correct and complete.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PREPARER

Under penalties of perjury, I declare that to the best of my belief, the information contained in this report is true, correct and complete. (If prepared by a person other than the city/town officials, this declaration is based on all information of which the preparer has knowledge.)

Preparer (Please print or type) Christine Soude	Signature
Regular Office Hours 8 am to 4:30 pm Monday - Friday	Email address csoude@hooksett.org

FOR DRA USE ONLY

MUNICIPAL SERVICES DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)230-5090

1	2	3	4		5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below		Actual Expenditures
<b>GENERAL GOVERNMENT TOTAL =</b> show detail below			Transfers	Other	
4130-4139	Executive	320,192	(12,902)		306,760
4140-4149	Election, Reg. & Vital Statistics	11,797	7,793		15,397
4150-4151	Financial Administration	762,656	6,989		702,678
4152	Property Assessment	0			
4153	Legal Expense	67,000	50,000		110,680
4155-4159	Personnel Administration	180,001	(50,000)	1,793	134,197
4191-4193	Planning & Zoning	203,513			188,649
4194	General Government Buildings	436,677	40,000		482,862
4195	Cemeteries	8,350	50		895
4196	Insurance	170,000	830		170,827
4197	Advertising & Regional Assoc.	10,190	285		10,475
4199	Other General Government	175,031			2,550
<b>PUBLIC SAFETY TOTAL =</b> show detail below					
4210-4214	Police	3,547,537		69,896	3,281,191
4215-4219	Ambulance	1			0
4220-4229	Fire	3,725,275	(10,234)	80,363	3,732,010
4240-4249	Building Inspection	158,318			145,471
4290-4298	Emergency Management	24,360			19,415
4299	Other (Incl. Communications)	0			0
<b>AIRPORT/AVIATION CENTER TOTAL =</b> show detail below					
4301-4309	Airport Operations	0			0
<b>HIGHWAYS &amp; STREETS TOTAL =</b> show detail below					
4311	Administration	177,038	14,346	128	190,570
4312	Highways & Streets	1,304,003	(61,846)	65,717	1,328,891
4313	Bridges	0			0
4316	Street Lighting	60,000			62,013
4319	Other	0			0
<b>SANITATION TOTAL =</b> show detail below					
4321	Administration	178,773			177,991
4323	Solid Waste Collection	211,361	7,500		222,892
4324	Solid Waste Disposal	863,723	(7,550)		689,206
4325	Solid Waste Facility Clean-up	0			0
4326-4329	Sewage Coll. & Disposal & Other	0			0
<b>Page Sub-Totals:</b>		<b>2,595,766</b>	<b>(14,739)</b>	<b>217,694</b>	<b>11,076,619</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)
Various	Amounts on the left side of the column 4 are budget transfer authorized by Town Council.
4155-4159	\$1,793 was additional costs for Fire-Rescue Training and Police grants.
4210-4214	\$12,911 was for police grants & \$56,985 was prior year encumbrance for computers, gear and vehicle equipment.
4220-4229	\$23,651 was for Fire-Rescue Training Grants & \$56,712 was a prior year encumbrance for the lease payment of the Fire Tanker
4311	\$128 was FEMA snowstom
4312	\$53,869 was FEMA snowstom & \$11,046 was a prior year encumbrance for line striping of roads.

1	2	3	4		5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below		Actual Expenditures
<b>WATER DISTRIBUTION &amp; TREATMENT =</b> show detail below:			Transfers	Other	
4331	Administration	0			0
4332	Water Services	0			0
4335-4339	Water Treatment, Conserv. & Other	0			0
<b>ELECTRIC =</b> show detail below:					
4351-4352	Admin. and Generation	0			0
4353	Purchase Costs	0			0
4354	Electric Equipment Maintenance	0			0
4359	Other Electric Costs	0			0
<b>HEALTH =</b> show detail below:					
4411	Administration	2,400			0
4414	Pest Control	0			0
4415-4419	Health Agencies & Hosp. & Other	0			0
<b>WELFARE =</b> show detail below:					
4441-4442	Administration & Direct Assist.	200,190			196,374
4444	Intergovernmental Welfare Pymts	0			0
4445-4449	Vendor Payments & Other	19,619			19,619
<b>CULTURE &amp; RECREATION =</b> show detail below:					
4520-4529	Parks & Recreation	479,430	7,500		484,737
4550-4559	Library	530,524	7,207		537,731
4583	Patriotic Purposes	2,945			2,945
4589	Other Culture & Recreation	8,501	32		11,495
<b>CONSERVATION =</b> show detail below:					
4611-4612	Admin. & Purch. of Nat. Resources	10,140			10,140
4619	Other Conservation	0			0
4631-4632	Redevelopment and Housing	0			0
4651-4659	Economic Development	1,500			292
<b>DEBT SERVICE =</b> show detail below:					
4711	Princ.- Long Term Bonds & Notes	260,000			260,000
4721	Interest-Long Term Bonds & Notes	5,200			5,200
4723	Int. on Tax Anticipation Notes	1			0
4790-4799	Other Debt Service	0			0
<b>Page Sub-Totals</b>		<b>1,920,450</b>	<b>14,739</b>	<b>0</b>	<b>1,928,533</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capitol reserve or trust, transfers)
Various	Amounts on the left side of the column 4 are budget transfer authorized by Town Council.

1	2	3	4		5
Acct. #	EXPENDITURE	Voted Appropriations Final MS-2	Other Authorizations* Explain Below		Actual Expenditures
			Transfers	Other	
	<b>CAPITAL OUTLAY</b> show detail below				
4901	Land	0			0
4902	Machinery, Vehicles & Equipment	0			0
4903	Buildings	0			0
4909	Improvements Other Than Bldgs.	0			0
	<b>OPERATING TRANSFERS OUT</b> show detail below				
4912	To Special Revenue Fund	0			0
4913	To Capital Projects Fund	0			0
4914	To Enterprise Fund	0			0
	- Sewer	1,952,077			1,952,077
	- Water	0			0
	- Electric	0			0
	- Airport	0			0
4915	To Capital Reserve Fund	445,000			445,000
4916	To Expend. Trust Fund - not #4917	0			0
4917	To Health Maint. Trust Funds	0			0
4918	To Nonexpendable Trust Funds	0			0
4919	To Fiduciary Funds	0			0
	<b>Page Sub-Totals:</b>	<b>2,397,077</b>	<b>0</b>		<b>2,397,077</b>
	<b>Total Local Expenditure Sub-Totals:</b>	<b>16,613,323</b>	<b>0</b>	<b>217,894</b>	<b>16,901,229</b>
	<b>PAYMENTS TO OTHER GOVERNMENTS</b>				
4931	Taxes Assessed for County				4,295,875
4932	Taxes Assessed for Village Dist.				0
4933	Taxes Assessed for Local Educ.				17,943,207
4934	Taxes Assessed for State Educ.				3,682,884
4939	Payments to Other Governments				0
	Less Proprietary Funds, Special Revenue Funds, or Capital Project Funds	1,952,077			1,952,077
	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>14,561,246</b>	<b>0</b>		<b>39,871,118</b>

Acct. #	Explanation for "Other Authorizations" (Column 4) (Examples: Emergency expenditure; non-lapsing appropriations; grants; agents on capital reserve or trust, transfers)

**NOTE:** NH law requires all municipalities to gross appropriate. Full disclosure of those appropriations and offsetting revenues are required on this report. Those amounts accounted for in proprietary or other funds are subtracted from this report for purposes of general fund balance sheet disclosure. See Page 10 for revolving funds and the municipality's audited financials for more information on proprietary funds, special revenue funds, or capital project funds.



Town of Hooksett	
0	Reporting Year
2013	Op FY Reporting Year

1	2	3	4
Acct. #	SOURCE OF REVENUE	Estimated Revenues Used to Set Tax Rate	Actual Revenues
	<b>TAXES</b>		
3110	Property Taxes (commitment less overlay)		35,639,856
3120	Land Use Change Taxes - General Fund	0	0
3121	Land Use Change Taxes - Conservation Fund	0	0
3180	Resident Taxes	0	0
3185	Yield Taxes	7,500	17,874
3188	Payment in Lieu of Taxes	0	0
3187	Excavation Tax (\$.02 cents per cu yd)	7,500	9,879
3189	Other Taxes	0	0
3180	Interest & Penalties on Delinquent Taxes	260,000	517,065
	Inventory Penalties	0	0
	<b>LICENSES, PERMITS &amp; FEES</b>		
3210	Business Licenses & Permits	0	0
3220	Motor Vehicle Permit Fees	2,567,500	2,734,270
3230	Building Permits	65,000	111,833
3290	Other Licenses, Permits & Fees	12,175	51,702
3311-3319	From Federal Government	0	66,903
	<b>FROM STATE</b>		
3351	Shared Revenues	0	0
3352	Meals & Rooms Tax Distribution	606,924	606,826
3353	Highway Block Grant	243,537	242,904
3354	Water Pollution Grant	0	0
3355	Housing & Community Development	0	0
3356	State & Federal Forest Land Reimbursement	642	661
3357	Flood Control Reimbursement	0	0
3359	Other (Including Railroad Tax)	133	133
3379	From Other Governments	0	3,715
	<b>CHARGES FOR SERVICES</b>		
3401-3406	Income from Departments	83,900	135,994
3409	Other Charges	0	0
	<b>MISCELLANEOUS REVENUES</b>		
3501	Sale of Municipal Property	1,500	360
3502	Interest on Investments	40,000	17,018
3503-3509	Other	286,600	606,470
	<b>INTERFUND OPERATING TRANSFERS IN</b>		
3912	From Special Revenue Funds	425,200	410,669
3913	From Capital Projects Funds	0	0
3914	From Enterprise Funds	0	0
	Sewer - (Offset)	1,952,077	1,952,077
	Water - (Offset)	0	0
	Electric - (Offset)	0	0
	Airport - (Offset)	0	0
3915	From Capital Reserve Funds	0	0
3916	From Trust & Fiduciary Funds	3,000	3,333
3917	Transfers from Conservation Fund	0	0
	<b>OTHER FINANCING SOURCES</b>		
3934	Proceeds from Long Term Bonds & Notes	0	0
	Loss Proprietary Funds, Special Revenue Funds, or Capital Project Funds	1,952,077	1,952,077
	<b>TOTAL GENERAL FUND REVENUE</b>	<b>4,611,111</b>	<b>41,177,266</b>

NOTE: NH law requires all municipalities to gross appropriate. Full disclosure of those appropriations and offsetting revenues are required on this report. Those revenues accounted for in proprietary or other funds are subtracted from this report for purposes of general fund balance sheet disclosure. See the municipality's audited financials for more information on proprietary funds, special revenue funds, or capital project funds. Also see supplemental schedule on page 10.

General Fund Balance Sheet for Town/City of		Town of Hooksett		0
		or Optional Reporting Year = \$		2,013.0
<b>A. ASSETS</b>				
<b>Current assets</b>				
	Acct. #	Beginning of Year	End of year	
	(a)	(b)	(c)	
a. Cash and equivalents	1010	8,185,683	10,697,899	
b. Investments	1030	6,874,829	4,239,212	
c. Restricted Assets		0	0	
d. Taxes receivable	1080	4,911,247	6,136,074	
e. Tax liens receivable	1110	1,493,567	1,799,012	
f. Accounts receivable	1150	2,633	239,732	
g. Due from other governments	1280	4,905	58,132	
h. Due from other funds	1310	155,263	292,948	
i. Other current assets	1400	11,075	21,464	
j. Tax deeded property (subject to resale)	1670	129,026	537,835	
<b>TOTAL ASSETS</b>		<b>21,768,228</b>	<b>24,022,308</b>	
<b>B. LIABILITIES AND FUND EQUITY</b>				
<b>Current liabilities</b>				
	Acct. #	Beginning of Year	End of year	
	(a)	(b)	(c)	
a. Warrants and accounts payable	2020	627,097	662,410	
b. Compensated absences payable	2030	384,029	423,648	
c. Contracts payable	2050	0	0	
d. Due to other governments	2070	11,353	1,059	
e. Due to school districts	2075	0	0	
f. Due to other funds	2080	152,211	27,406	
g. Deferred revenue	2220	17,891,177	18,780,251	
h. Notes payable - Current	2230	0	0	
i. Bonds payable - Current	2250	0	0	
j. Other payables	2270	0	119,025	
<b>TOTAL CURRENT LIABILITIES</b>		<b>19,065,867</b>	<b>20,013,797</b>	
<b>Fund equity:</b>				
a. Nonspendable Fund Balance	2440	140,101	566,083	
b. Restricted Fund Balance	2450	0	0	
c. Committed Fund Balance	2460	56,712	47,000	
d. Assigned Fund Balance	2490	68,866	225,391	
e. Unassigned Fund Balance	2530	2,436,682	3,170,036	
<b>TOTAL FUND EQUITY</b>		<b>2,702,361</b>	<b>4,008,510</b>	
<b>3. TOTAL LIABILITIES AND FUND EQUITY</b>		<b>21,768,228</b>	<b>24,022,308</b>	

Note: In order to be GASBS 34 compliant, the fund balance classifications have changed. See table titled "Fund Balance Explanation".

**NOTE:** NH law requires all municipalities to gross appropriate, but this balance sheet only reflects the general fund. See the municipality's audited financials for more information on proprietary funds, special revenue, or capital project funds.

MS-5	RECONCILIATION (to assist in balance sheet preparation)			
<b>A. GENERAL FUND BALANCE SHEET RECONCILIATION</b>				
	Total Revenues From Page 5	41,177,266		
	Less Expenditures From Page 4	39,871,118		
	Increase (decrease)	1306149		
	Ending Fund Equity From Balance Sheet	4,008,510		These cells should be equal
	Less Beginning Fund Equity From Balance Sheet	2,702,361		
	Increase (decrease)	1306149		
<b>B. RECONCILIATION OF SCHOOL DISTRICT LIABILITY ACCT. #2075</b>				
				Amount
	1. School district liability at beg. of year ( From balance sheet Acct # 2075, column b )			-
	2. ADD: School district assessment for current year			21,626,091
	3. TOTAL LIABILITY WITHIN CURRENT YEAR ( Sum of lines 1 and 2 )			21,626,091
	4. SUBTRACT: Payments made to school district			< 21,626,091 >
	(To balance sheet Acct # 2075, column c)			-
<b>C. RECONCILIATION OF TAX ANTICIPATION NOTES</b>				
				Amount
	1. Short-term (TANS) debt at beginning of year	\$		-
	2. ADD: New issues during current year			-
	3. SUBTRACT: Issues retired during current year	<		>
	4. Short-term (TANS) debt outstanding at end of year ( Lines 1 + 2 - 3 ) (To balance sheet in Acct # 2230, column c)			-
<b>**SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES**</b>				

**OPTIONAL RECONCILIATION (to assist in balance sheet preparation)**

A. USE OF OVERLAY & ALLOWANCE FOR UNCOLLECTIBLES/ABATEMENTS	Year of this report	For Prior Levy	TOTAL
	(a)	(b)	(c)
1. Overlay/Allowance for Uncollectibles/Abatements (Beginning of year) *			-
2. SUBTRACT: Abatements made (From pgs. 2-3 of tax collector's report)			-
3. SUBTRACT: Discounts (From pg. 2 of tax collector's report)			-
4. SUBTRACT: Refunds (Cash abatements - from treasurer or bookkeeper)			-
5. ESTIMATED ALLOWANCE FOR ABATEMENTS AT END OF YEAR ** (These amounts should be carried down to Section B, line 2)			-
6. Excess of estimate (Add to revenue on page 5)			-
<p>*Use overlay amount from tax rate for column (a) and use last year's balance of line 5, Allowance for abatements for column b (see your form from last year).</p> <p>**The amount in column c will go into line 1(b) for next year's worksheet.</p>			
B. TAXES/LIENS RECEIVABLE WORKSHEET	Acct. #1080 Taxes	Acct. #1110 Liens	TOTALS
<i>(From pgs 2-3 of tax collector's report)</i>	(a)	(b)	(c)
1. Uncollected, end of year			-
2. SUBTRACT: "Overlay" carried forward as Allowance for Abatements (from Section A above, line 5)	↓	↓	↓
3. Receivable, end of year (To Balance Sheet Acct. #1080 and 1110, column c)			-

**\*\*SAMPLE FIGURES USED FOR ILLUSTRATION. USE THE MUNICIPALITY'S ACTUAL FIGURES\*\***

Reporting Year = 0 Op FY Reporting Year = 2013  
**AMORTIZATION OF LONG-TERM DEBT (including proprietary and capital project funds)**

(a) Description	(b) Original obligation	(c) Purpose	(d) Annual installment	(e) Interest rate	Date of final payment	Bonds c/s at beginning of year	Bonds issued this year	Bonds retired this year	Bonds c/s at end of year
Exit 10 Tax Incremental Financing	\$ 2,600,000	Exit 10 Tax Incremental Financing	\$ 260,000	3.5-4.0	08/15/2012	\$ 260,000	\$ -	\$ 260,000	\$ -
SRF Loan	\$ 3,600,000	Upgrade Wastewater Plant	\$ 251,372	2.726	01/01/30	\$ 3,293,185	\$ -	\$ 128,527	\$ 3,166,668.38
SRF Loan (ARSA offset)	\$ 6,212,940	Upgrade Wastewater Plant	Varies	1.104	06/30/31	\$ 2,951,146	\$ -	\$ 155,323	\$ 2,795,822.82
TOTAL	\$ 12,312,940					\$ 6,505,331	\$ -	\$ 543,850	\$ 5,962,481

Remarks

**Supplemental Page  
Revolving Funds and Conservation Funds**

**Town of Hooksett**

**Fiscal Year 2012-13**

Please provide information regarding revenues, expenditures, and outstanding balances for Conservation Fund and each revolving fund under RSA 31:95-d.

<b>Name of Fund</b>	<b>Beginning balance</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Balance Remaining In Fund</b>
Exit 10 TIF District	15,630.00	288,658.97	304,288.97	-
Conservation	545,194.69	73,770.04	440,665.12	178,299.61
Impact Fees	1,451,686.84	1,017,662.46	164,039.47	2,305,309.83
Solid Waste Disposal	223,414.04	110,032.16	122,010.00	211,436.20
Recreation Revolving	19,514.93	36,970.90	35,948.96	20,536.87
Drug Forfeiture	27,206.21	-	-	27,206.21
Police Special Detail	97,674.24	145,752.78	108,138.17	135,288.85
Fire Special Detail	849.23	3,733.51	4,495.24	87.50
Ambulance Service	90,061.00	320,012.46	181,009.00	229,064.46

AGENDA NO. 13-94  
DATE: 9/25/13

**Staff Report  
Fund Balance Policy  
September 25, 2013**

**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:** The current policy adopted in 2012, which is attached, states "The Town shall work towards 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."

As of June 30, 2012 (last year), the Town has \$2,436,682 or 6% of Unassigned Fund Balance. This June 30, the Unassigned Fund Balance was \$3,169,997 which is an increase of \$733,315. As we do not have the School or the County numbers, I'm not able to tell you what the percentage will be.

**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:** To approve the Fund Balance Policy with no changes as presented.

**Prepared by:** Christine Soucie, Finance Director

**Town Administrator Recommendation:**

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Dean E. Shankle Jr.  
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 Details, 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 Revenuc, 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 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.

Town Council amended the Town of Hooksett's Fund Balance policy at their October 10, 2012 meeting.

AGENDA NO. 2 13-95  
DATE: 9/25/13

**Staff Report  
Investment Policy  
September 25, 2013**

**Background:** The Town's current Investment Policy was amended on October 10, 2012. 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.

Linda Courtemanche, Town Treasurer reviewed and recommended no changes.

**Fiscal Impact:** Improved safekeeping of the Town funds held by the Treasurer.

**Recommendation:** To approve the Town of Hooksett Investment Policy as presented.

**Prepared by:** Christine Soucie, Finance Director

**Town Administrator Recommendation:**

---

Dean E. Shankle Jr.  
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:

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

**III. 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 the Town of Hooksett Investment Policy at their September 14, 2011 meeting.

Town Council approved amendments of the Town of Hooksett Investment Policy at their October 10, 2012 meeting.

AGENDA NO. 13-96  
DATE: 9/25/13

**Staff Report  
School Impact Fees  
September 25, 2013**

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

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

As of August 31, 2013, the school impact fee special revenue fund had a balance of \$250,511.30. A transfer of the full amount is recommended at this time.

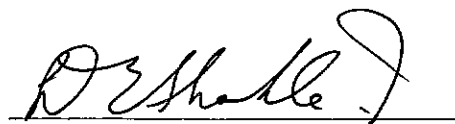
**Fiscal Impact:** This transfer will reduce the amount of property taxes needed to support the School District.

**Recommendation:** Motion to transfer \$250,511.30 from the School Impact Fee Special Revenue fund to the Hooksett School District.

**Prepared by:** Christine Soucie, Finance Director

**Town Administrator Recommendation:**

*Concur*

  
\_\_\_\_\_  
Dean E. Shankle Jr.  
Town Administrator

# Town of Hooksett's Impact Fee Summary

9/14/2013

## SCHOOL IMPACT FEE

Zoning Ordinance posted on 3/8/01

**Use or return date: September 2018**

Revenue Collected	1,609,480.48
Interest Earned	14,342.30
Amount Refunded	(11,240.00)
School Funding Dec 2003	(500,000.00)
September 22, 2004 School Funding Nov 2004	(250,000.00)
December 14, 2005 School Funding Jan 2006	(75,000.00)
September 13, 2006 School Funding	(70,000.00)
September 26, 2007 School Funding	(80,000.00)
September 24, 2008 School Funding	(85,000.00)
September 23, 2009 School Funding	(43,000.00)
September 8, 2010 School Funding	(55,000.00)
September 28, 2011 School Funding	(118,107.31)
September 12, 2012 School Funding	(85,964.17)

**Balance as of August 31, 2013**

**250,511.30**

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



AGENDA NO. 13-97

DATE: 9/25/13

**TOWN OF HOOKSETT  
RECYCLING AND TRANSFER DEPARTMENT**

210 WEST RIVER ROAD  
HOOKSETT, NEW HAMPSHIRE 03106  
(603) 669-5198  
FAX (603) 624-0415

**Staff Report  
Purchase of Skid Steer Loader  
September 25, 2013**

**Background:**

In May residents authorized the withdrawal \$30,000 from the Solid Waste Disposal Special Revenue Fund for the purchase of a new Skid Steer Loader for the facility.

**Discussion:**

On August 8<sup>th</sup> bids were opened for the skid steer loader. There were 4 bids, as follows:

Chadwick-BaRoss – Volvo MC60C	\$28,917.00
Chadwick-BaRoss- Volvo MC70C	\$29,671.00
Bobcat of NH – S510	\$28,599.00
Bobcat of NH – S570	\$30,857.00

**Recommendation:**

I recommend that the Town purchase the Bobcat S510 skid steer loader. We are pleased with the Bobcat that we are presently running. We would like to add an extended warrantee, 5 year drivetrain for \$2,102. This would bring the total to **\$30,701.00**. The remainder of the funds would come from our regular budget.

**Prepared by:** Diane Boyce

Town Administrator Recommendation:

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



AGENDA NO. 13-98  
DATE: 9/25/13

## TOWN OF HOOKSETT RECYCLING AND TRANSFER DEPARTMENT

210 WEST RIVER ROAD  
HOOKSETT, NEW HAMPSHIRE 03106  
(603) 669-5198  
FAX (603) 624-0415

### Staff Report Purchase of ¾ ton Heavy Duty Pickup with Plow September 25, 2013

**Background:**

In May, 2013, the Hooksett Residents supported the purchase of a ¾ ton pickup for the Recycling and Transfer Department and voted to release the funds from the Solid Waste Disposal Fund. The amount that was voted was \$38,000.

**Discussion:**

On August 8<sup>th</sup> bids were opened for the pickup truck. There were 5 bids, as follows:  
All bids were price plus price of extended warranty.

Ashley Ford Sales, Inc.	\$32,910.00
Colonial Ford, Plymouth Mass	\$29,773.00
Liberty Chevrolet, Wakefield Mass	\$31,227.00
Grappone Auto	\$29,993.00
Stoneham Motor, Stoneham Mass	\$29,910.30

**Recommendation:**

I recommend that the Town purchase the ¾ ton per bid through Grappone Auto. Most of the Town new vehicles have been purchased through Grappone and it is recommended by the Town Fleet Mechanic.

Purchase price \$29,993, plus a 7 year extra care warranty \$2,775

**Total cost \$32,768**

**Prepared by:** Diane Boyce

Town Administrator Recommendation:

*DK, C. Meyer*  
*DE Shackle*

Dean E. Shackle, Jr., Ph.D.



AGENDA NO. 13-99

DATE: 9/25/13

**TOWN OF HOOKSETT  
RECYCLING AND TRANSFER DEPARTMENT**

210 WEST RIVER ROAD  
HOOKSETT, NEW HAMPSHIRE 03106  
(603) 669-5198  
FAX (603) 624-0415

**Staff Report  
Mandatory Recycling  
September 25, 2013**

**Background:**

In May of 2013, Hooksett residents voted to move forward to explore mandatory recycling through a warrant article.

**Discussion:**

In an effort to increase recycling both at the curb and at the facility, I feel that we should move towards mandatory recycling for those residents who are not participating or who could be doing a better job. We will continue to send out our letters, which offer reminders of what can and can't be recycled. For those residents who refuse to recycle we will send "instructional" letters to them first, warnings second, and ultimately (I think) the loss of collection or dump privileges for a determined amount of time. The goal is not to punish but to educate. I realize no one likes to be told what to do, but if everyone refuses to recycle it will cost the Town money that is saved on disposal fees.

**Recommendation:**

I recommend that the Town move forward with mandatory recycling. I have attached a of list local communities that have mandatory recycling and how they enforce it.

**Prepared by:** Diane Boyce

Town Administrator Recommendation:

*If council is interested in moving in this direction, I think there should be a discussion regarding how condominiums are -- and will be -- handled.*

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

## Recycling and Transfer Department Ordinance

This Policy is created to establish control of solid waste in the Town of Hooksett, implementing rules and regulations for the operation of the Transfer and Recycling Center (Center), curbside collection of trash and recycling, and setting of fees for the use of the facility. Control and regulation of solid waste will serve the public interest, protect health and safety of Town residents and conserve our natural resources.

### SECTION 1

#### DEFINITIONS AND WORD USAGE

As used in this Policy, the following terms shall have the following meanings:

**ACCEPTABLE WASTE** – Household garbage, trash, rubbish and refuse originating within the boundaries of the Town, normally collected or disposed of as a result of residential pickups or deliveries.

**AUTOMATED COLLECTION** – shall mean a method of collecting refuse and recycling through the use of mechanical collection equipment and special carts issued for the storage and collection of rubbish and recyclables.

**AUTOMATED COLLECTION CART** – shall mean a specially designed cart with wheels, approved by the Town of Hooksett to be used for the storage of acceptable refuse or recyclables in the automated collection operation.

**COMMERCIAL** – Commercial entities doing business in the Town of Hooksett including but not limited to contractors, multifamily dwellings of more than four (4) units, commercial establishments of any size .

**CONSTRUCTION DEBRIS** – Non-putrescible waste building materials and rubble

**CURB LINE** – shall mean the area directly behind or adjacent to the curb; in the absence of a curb, the area adjacent to the edge of pavement or road.

**CURBSIDE COLLECTION** – shall mean the pickup of acceptable trash and recyclables at certain residences in the Town

**CUSTOMER** – shall mean any resident who delivers waste to the facility or receives trash and or recycling service from the Town

**DEMOLITION WASTE** – See Construction Debris

**DESIGNATED COLLECTION POINT** – shall mean the place where the automated cart shall be placed for service, as determined by the Recycling and Transfer Department.

EXTRA REFUSE – shall mean any refuse placed on, or around automated collection cart in excess capacity of the automated cart.

HAZARDOUS WASTE – shall mean any material which has been identified as hazardous waste by the New Hampshire Department of Environmental Services. Such wastes include, but are not limited to, those which are ignitable, irritants, or strong sensitizers, or which generate pressure through decomposition, heat, or other means. Such term also encompasses any solid, semisolid, liquid or contained gaseous waste, or any combination of these wastes which, because of either quantity, concentration, or physical, chemical or infectious characteristics may: a) cause or contribute to an increase in mortality or an increase in irreversible or incapacitating reversible illness; and/or b) pose a present or potential threat to humans or the environment when improperly treated, stored, transported, disposed of, or otherwise mismanaged.

HOUSEHOLD HAZARDOUS WASTE – hazardous waste generated from non-commercial usage by persons in their living abodes.

INFECTIOUS WASTE - Any waste which, because of its infectious nature, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

MANDATORY – Officially required.

METAL GOODS (METAL). Metal goods include household appliances, air conditioners, aluminum lawn chairs, aluminum windows, outside grills, hot water tanks, and other metallic items that can be readily recycled and marketed.

MOTOR VEHICLE WASTE – Used motor oil, motor vehicle batteries, antifreeze, and tires from motorized vehicles.

MULTI-FAMILY RESIDENTIAL PROPERTY – shall mean more than one (1) but not more than four (4) dwelling units in a building.

RECYCLABLE – Any item within the town recycling program which can be recycled with the intent of reusing that item.

RECYCLING – The collection, storage processing, and redistribution of separated solid waste as to return material to the marketplace.

REFUSE – Any solid waste product which is composed wholly or partly of such materials as garbage, swill, sweepings, cleanings, trash, rubbish, litter, industrial solid wastes, organic wastes, and domestic solid wastes.

RESIDENT – a person who is domiciled or has a place of abode in the Town of Hooksett and who has, through all of his or her actions, demonstrated a current intent to designate that place of abode as his or her principal place of physical presence for the indefinite future to the exclusion of all others.



RESIDENTIAL PROPERTY – shall mean a single-family or multi-family housing building that consists of four (4) or fewer dwelling units.

SOLID WASTE – Any matter consisting of putrescible material, refuse, and other discarded or abandoned material. It includes solid, liquid, semisolid, or contained gaseous material resulting from industrial, commercial, mining and agricultural operations and from community activities. For the purposes of this Ordinance, it does not include hazardous waste as defined in RSA147A:2 or infectious waste as defined in this Section.

USER FEE – A charge, usually by a municipality, to users of a service.

YARD WASTE – Leaves, grass clippings, weeds, hedge clippings, garden waste, and twigs.

## SECTION II

### CURBSIDE AUTOMATED COLLECTION

It shall be required for curbside collection in the Town of Hooksett that all designated recyclable materials will be separated from the solid waste stream and disposed of in the approved recycling containers, either at the curb-side, in the mobile recycling trailer or at the Recycling and Transfer Center. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at [www.hooksett.org](http://www.hooksett.org) under the Recycling and Transfer Department.

- a. The purpose of this section is to establish minimum standards for the storage, collection, transportation and disposal of solid waste and recycling, utilizing an automated collection program to promote the health, safety, and welfare of the Town's residents, employees and environment, and to minimize the amount of trash generated in the Town.
- b. The Superintendent shall have the direct responsibility for the administration of this section subject to the direction and control of the Town Administrator and the Town Council.
- c. The Town will provide curbside collection of residential solid waste from public schools, municipal buildings, single family dwellings, multi-family dwellings (not more than 4 units)
- d. Two automated collection carts, one for trash, one for recycling, and instructions for use will be distributed for residents who receive collection services from the Town. Additional recycling carts may be issued in certain circumstances, upon recommendation of the Superintendent, determination will be made on a case by case situation by the Recycling and Transfer Advisory Committee.

- e. It will be the resident's responsibility to assure that automated collection carts are placed in the appropriate location designated by the Town, by 7:00 am on collection day. The Superintendent or his/her designee shall have the authority to review and approve or disapprove placement of the collection carts. Alternative sites may be necessary to safeguard public safety and minimize risk of damage to public or private property during the collection process.
- f. It is the resident's responsibility to remove the automated cart from the curb line by the end of the collection day.
- g. It is prohibited to overload automated carts in a manner that is likely to cause damage to the collection vehicle, the automated cart or to create a litter condition or to impede collection. It shall be an infraction to place or deposit any refuse whatsoever in or around an automated cart owned or provided for the use of another customer without that customer's approval.
- h. The Town shall not be responsible for collection if there are any infractions of any section of this policy, or if there are any circumstances that are beyond the control of the Town. Infractions or circumstances include, but are not limited to, automated cart overload, unacceptable materials, improperly loaded automated cart, blocked access, automated cart inaccessibility, improper carts or dangerous situations.
- i. Automated Carts:
  - 1. All automated carts are the property of the Town of Hooksett and are not to be removed from the property even in the event of a change in ownership or resident status. All automated carts will be assigned to a street address and have an imprinted number for identification purposes. One cart shall be used for trash and one cart for mixed recyclables.
  - 2. Any repairs to the containers will be performed by the Town. The property owner/customer shall contact the Recycling and Transfer office to report damage and request a repair. Containers damaged beyond repair will be replaced by the Town. If the containers are subject to neglect or other preventable damage as determined by the Superintendent, the Superintendent will require a charge for the replacement. The property owners are the ultimate party responsible for all damages or removed containers by tenants. The owner shall pay the cost of \$50.00 for any replacement containers. The owner should work to educate the household members on the proper use and maintenance of the containers.
  - 3. All trash and recyclables shall be placed into the appropriate containers so that the lid can be securely shut. No trash or recyclables placed on the ground or in any unapproved containers shall be picked-up by the town. The containers shall not be overfilled or arranged in any manner that will prevent the lid from remaining closed at all times to prevent water from filling the container, and access by animals. In the event of overflow, residents may bring the extra material to the facility or must wait till the next scheduled collection day.

j. Placement of Carts

It shall be the duty of each customer to place the carts as follows:

1. Within two (2) feet of the curb line or where directed by the Town.
2. At least five (5) feet away from all objects such as fences, mailboxes, and utility poles, and clear of overhanging vegetation, utility wires, etc. to allow for the unimpeded operation of collection vehicles.
3. So that the automated cart handle is facing the dwelling unit.
4. At least two (2) feet from the other cart.
5. At least ten (10) feet away from parked vehicles.

k. Approved Materials for Automated Curbside Collection

1. All approved recyclables shall be placed in the containers loose. No plastic bags should be recycled or used to contain recyclable material. The complete list of acceptable recyclables will be prepared by the Superintendent and distributed to all residents. The list shall be available on the website at [www.hooksett.org](http://www.hooksett.org) or at the Recycling and Transfer Department. The list may be modified given market conditions or other factors. Recyclable materials, such as cereal boxes, and cardboard boxes should be flattened so that the recycling container does not become overfilled too quickly during a given collection week. All recyclable items shall be empty
2. All household trash must be bagged before placing into the trash container. All materials must be separated and placed into the appropriate container for the automated curbside program.
3. ONLY recyclables and household trash will be collected at the curb. All other material for disposal must be brought to the Recycling and Transfer Center at 210 West River Rd.

## ENFORCEMENT

### Section II Collection

It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident or tenant violates any provision of this section (Section II) it may result in the issuance of notices, warnings and possible loss of services.

First Violation – A courtesy notice will be issued. If the violation is the disposal of any unacceptable material, the cost of disposal (user fee) may be incurred.

Second Violation – A written warning will be issued. If the violation is the disposal of any unacceptable material the cost of the disposal (user fee) will be incurred.

Third Violation – A third violation will result in the loss of collection privileges, for an amount of time determined by the Superintendent, with approval by the Town Administrator. The violator shall have the right to appeal to the Town Council.

### SECTION III

#### CONDOMINIUMS

Condominiums will be required to provide for the collection and disposal of domestic trash within their communities. The Town will reimburse tonnage at a maximum of 31 pounds per unit per week at the Town budgeted rate (for trash disposal), paid semi-annually, upon submission and verification of paid invoices by the condominium association. The Town may rescind or amend this section at any time.

### SECTION IV

#### RECYCLING AND TRANSFER CENTER

The Center is operated and maintained in accordance with RSA 149-M:17 solely to receive, transport, and dispose of authorized solid waste generated within the geographical boundaries of the Town.

These regulations have been recommended by the Recycling and Transfer Advisory Committee and adopted by the Town Council pursuant to the authority granted the Council by RSA 149-M:17, II and 31:39, I (f). These regulations are intended to:

1. Prevent unauthorized entrance into and/or use of the Center;
2. Prohibit the disposal of illegal and/or unacceptable waste;
3. Control the disposal of authorized solid waste to facilitate compliance with operating standards, improve efficiency and productivity, require recycling and reuse of our resources, and maximize the life of the Center; and
4. Establish permit procedures.

The Superintendent of the Center is authorized to promulgate additional regulations subject to the approval of the Town Council which may include, but are not limited to, the following subjects:

1. Separation of solid wastes and other materials;
2. Inspection procedures;

3. Hours of operation; and
4. Establishing fees.

## USE OF CENTER

It is mandatory, that residents, who use the facility to drop off material, will separate all designated recyclable materials from the solid waste stream and dispose of them in the approved recycling containers. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at [www.hooksett.org](http://www.hooksett.org) under the Recycling and Transfer Department.

### A. Permit Required.

Permits will be issued for all residents who use the facility if the vehicle is registered in Hooksett. Residents who do not have a registered vehicle must show proof of residency in the way of a tax bill or license with Hooksett address.

### B. Removal of material

No material shall be removed from the Center without authorization.

### C. Designated Areas

Solid waste shall be disposed of only in the designated areas.

### D. Unauthorized Entry

No person shall enter or attempt to enter the Center at times other than during the posted operating hours.

### E. Acceptable Solid Waste

Solid waste which is allowed to be received at the Center includes refuse, recycling, construction debris and demolition waste, motor vehicle waste, yard waste, residential brush, appliances, and scrap metal. User fees may apply. See website at [www.hooksett.org](http://www.hooksett.org) or call facility 669-5198.

1. Clean demolition, wood, sheetrock(kept separate), asphalt shingles (kept separate)
2. Furniture
3. Metal items and appliances will be accepted. Appliances with freon will be kept separately
4. Yard Waste (grass clippings, garden waste, leaves and branches no larger than 3" in diameter) must be brought to the designated area (compost pile). Yard waste brought in plastic bags must be emptied.
5. Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.

### F. Unacceptable Solid Waste

Materials which will not be accepted at the Center shall include, but not be limited to, the following:

1. Hazardous waste. Hazardous waste or material which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.

2. Other. Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.
  3. Tires on rims.
- G. Stumps and Logs. Also branches greater than three inches in diameter or three feet in length.

## **ENFORCEMENT**

### **Use of Recycling and Transfer Facility**

It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident, tenant or Hooksett Commercial Business violates any provision of this section (Section IV) it may result in the issuance of notices, warnings and possible loss of privileges at the facility.

## RECYCLING AND TRANSFER DEPARTMENT

### OTHER COMMUNITY MANDATORY RECYCLING ORDINANCE

When it comes to the recycling ordinances no one is alike. I have listed some. Franklin has the one I think would be close to acceptable for Hooksett. Some communities are very vague on how they would issue penalties.

Franklin – This community has an ordinance that would be very similar as to how “I” think Hooksett should be written.

Collection - 2 notices of non-compliance. The city then may gather info from a trash audit to issue penalties or order to stop pickup.

Facility – Loss of permit to enter facility, fines up to \$1,000 for illegal dumping.

Goffstown –

Collection - Repeated offenses to the Solid Waste ordinance will be reported for further action which may include loss of curbside services.

Facility – Suspension and/ or revocation of disposal permit and/or other penalties (usually a reimbursement for illegal dumping)

Derry – Derry has residential drop off unless resident pays for a “subscriber” vendor

The resident and or hauler will be fined \$50.00 for first offense, \$100.00 for second offense and \$200 for subsequent offenses.

Laconia – 6 month pilot program to begin 7/1/13. If program falls short of goal of removing 4,000 tons of trash, a “Pay-As-You-Throw” program will be initiated in its place next year.

To be enforced in 2 stages:

7/1-7/6 - those found in violation of the recycling requirement, or in violation of the limitation of the number of containers will be ticketed, but trash would be collected.

7/8-7/12 – violations would be ticketed and the trash would not be collected.

The property owner would be responsible for the proper disposal of uncollected trash. Violators could be faced with a fine of \$250.00

Pembroke – Pembroke also uses something similar to Franklin but it isn’t exactly stated in the ordinance. They have courtesy notices to be checked with first offense, second offense then it becomes a violation. They say that on with the violation they can stop collection but do not have a specified time.

Portsmouth – is also a little vague, they can issue citations – all \$100.00 for non-compliance. They have right to refuse pickup.

Windham – first offense is written, second is \$100.00 fine, 3<sup>rd</sup> not less than \$100, not to exceed \$250.00 Transfer station is same, to include suspension of dump privileges.

Milford – drop off only. The ordinance is a little vague. The first offense is written , second issue fines (not listed) third is issue of fines/lose permission to enter transfer station.

Hampton – will be enforced but not clear in the ordinance. Ordinance for facility says \$500.00 fine.

HOOKSETT – I believe that we should do the following

Collection-

first offense, issue courtesy notice

second offense, issue courtesy notice with warning

Third offense, (blatant third offense) discontinuance of collection (for an amount of time to be determined (3 months?))

Any other offenses after I would say the termination of collection. ( or a hearing with the Council)

Facility

I would issue warning for first offense but would require any fees that are applicable to be paid in full

Second offense I would revoke dumping privileges for one year with any fees that are applicable to be paid in full.

Any other offenses would be termination of permit to dump.