

Revised: 03/20/2013

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, March 27, 2013**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
 - a. March 13, 2013
- 5. AGENDA OVERVIEW**
- 6. CONSENT AGENDA**
 - a. 13-30 FEMA reimbursement
 - b. 13-31 Homeland Security Grant Funds
 - c. 13-32 NH Fire Academy Training Grant
 - d. 13-33 Beaver Brook wetlands permit
- 7. TOWN ADMINISTRATOR'S REPORT**
- 8. PUBLIC INPUT: 15 Minutes**
- 9. NOMINATIONS AND APPOINTMENTS**
- 10. SCHEDULED APPOINTMENTS**
 - a. Police Commission (see letter)
 - b. Matt Mercier
 - c. Carrie Hyde, Chair of Hooksett Old Home Day
- 11. 15 MINUTE RECESS**
- 12. OLD BUSINESS**
 - a. 13-28 Town Warrant: Motions & Seconds
 - b. 12-103 Goals
 - c. 13-25 Discussion of Appointment of District 2 Councilor
- 13. NEW BUSINESS**
 - a. 13-29 Amendment to Section 218 Agreement
- 14. SUB-COMMITTEE REPORTS**
- 15. PUBLIC INPUT**
- 16. NON-PUBLIC SESSION**

NH RSA 91-A:3 II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.
- 17. ADJOURNMENT**

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

Public Input

1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.
2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.
3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

AGENDA NO. 4A
DATE: March 27, 2013

Unofficial

**TOWN COUNCIL MEETING
MINUTES
Regular Meeting
Wednesday, March 13, 2013**

CALL TO ORDER

Councilor Sullivan called the meeting to order at 7:10 pm.

ROLL CALL

Nancy Comai, M. Downer, Vincent Lembo, James Levesque (excused), Todd Lizotte, Susan Lovas Orr, Chairman James Sullivan and Dr. Dean E. Shankle, Jr. (Town Administrator)
N. Comai left the meeting at 8:56 pm
L. Boswak arrived at 8:56 pm

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

February 13, 2013 Regular Meeting
M. Downer motioned to approve the minutes of February 13, 2013 as presented. Seconded by V. Lembo.
Vote unanimously in favor. N. Comai abstained
Correction: Scheduled appointments – introduce “myself” rather than himself

February 13, 2013 Non-Public

M. Downer motioned to approve the minutes. Seconded by V. Lembo
Vote unanimously in favor. N. Comai abstained.

CONSENT AGENDA

T. Lizotte motioned to approve the consent agenda. Seconded by M. Downer
Vote unanimously in favor

TOWN ADMINISTRATOR’S REPORT

- Manchester Water Works notified the town that they will be seeking proposals from non-profits or government agencies for land they will be offering in Hooksett. The requirement will be that the land is to remain undeveloped.
- The Regional Planning Commission is putting together the Municipal Sharing Grant Project. The idea is to coordinate towns to work together for inter municipal cooperation.

They are looking for two people to sit on the advisory committee. In most towns it is the Administrator and a town official.

T. Lizotte motioned to appoint Dr. Shankle to the Advisory Committee. Seconded by V. Lembo. Vote unanimously in favor

- There was a previous approval to have TF Moran work with the Hackett Hill Intersection at W. River Road. The DOT has approved that proposal.
- A report is needed from the Town Council to be published in the Deliberative Session Voter's Guide.

N. Comai motioned to authorize the Chair to draft a letter from the Chair only to the Voter's Guide. Seconded by V. Lembo.

T. Lizotte requested that the Council review the letter prior to it being published.

Vote unanimously in favor.

- A letter was received from the Ehler's which was forwarded to the Conservation Commission. A meeting will be held with them in April.
- There was a meeting with Economic Development at the library last month.
- The Financial Software has been reviewed.
- A ribbon cutting ceremony was held at the new Heritage Credit Union on Hooksett Road.

T. Lizotte received a call from the elderly in town regarding the facilities that are government subsidized. A discussion regarding the fact that management companies are not treating them well because they are subsidized. Since we do not have a housing authority, I would like Dr. Shankle to look into the options.

V. Lembo stated that the trucks on Main Street are getting worse instead of better. He has received a number of complaints from constituents. He asked if the signs be made larger so trucks will see them before they make the turn. Some of the trucks are local companies that are still traveling on Main Street. Possibly the Police Department could take notice.

PUBLIC INPUT:

None

NOMINATIONS AND APPOINTMENTS

SCHEDULED APPOINTMENTS

NH Senator Boutin and Cub Scout Pack 292

In honor of the Cub Scouts 50th Anniversary, Senator Boutin recognized the Cub Scout Pack with a resolution and presented them with a State Flag.

Kayla White re sign on Hackett Hill Road

As part of a Girl Scout program, Kayla requested Council's approval to erect slow down signs on Hackett Hill Road after she witnesses an accident on that road. The Director of Public Works has agreed to erect signs as soon as spring arrives.

Mike Horn, Supervisor of Checklist

M. Horn reported that the redistricting maps are complete and posted on the town website with street lists for clarity. The redistricting is done by the Supervisors based on the population. It shifted the line where some of the sitting District Councilors live. There will be two Councilors, Susan Orr and John Danforth in the same district (4). With Councilor Danforth's resignation, there will now be only one sitting Councilor in District 4. As a result, there is a vacant position in District 2. The district change did not affect District 3 (J. Levesque). S. Orr was in District 4 and stays in 6. N. Comai was in 6 and stays in 6. M. Downer was in District 5 and is now District 1. T. Lizotte is now in District 1 and will be in District 2. Can the Council appoint Mr. Lizotte to District 2 as of July 1? Before the 28th of March, decisions must be made. At Large has a limit of 3 from one district; Leslie is in District 3, J. Sullivan is District 1 and will be in District 2 and V. Lembo is in District 2 and will be District 4.

J. Sullivan: This year there will be new District 5 and 6 elected. The new district 2 will be elected to a one year seat and needs to be filled now.

District 2 and 3 will be 2014

District 1 and 4 will be 2015

V. Lembo motioned to reconsider the acceptance of the resignation from John Danforth.

Seconded by M. Downer.

Vote unanimously in favor.

M. Downer motioned to accept J. Danforth's resignation effective March 26th. Seconded V.

Lembo.

Vote unanimously in favor.

OLD BUSINESS

Appointment of District 2 Councilor

This will be addressed at the first meeting in April.

Town Council Goals

Goals will be discussed at the next Council meeting.

D. Shankle will be out of the office next Thursday and Friday at the CMA Conference.

Default Budget

C. Soucie: The Default budget is \$16,022,113 which includes the current year's budget plus the contractual items, retirement, insurance, revaluation and removes one-time items power and the TIF bond.

M. Downer motioned to accept and sign the default budget in the amount of \$16,022,113.

Seconded by V. Lembo.

Vote unanimously in favor

Town Meeting Warrant

Deliberative Session will be held at 9:00 am on April 6th.

Zoning Amendments will be added to the Warrant.

Posting is March 22nd.

Budget Committee's recommendation will be added to the articles.

The NH Law changed which now allows the communities to add the tax impact on the budget. In order to do so, you must take a vote.

T. Lizotte motioned to add the tax impact on the warrant. Seconded by M. Downer.

Vote unanimously in favor

Article 23 regarding establishing curbside recycling was identified as an issue because the voters cannot establish a mandatory recycling. The Council must make that decision and the public should understand this vote is advisory only.

M. Downer motioned to add "This article is advisory in nature only and is non-binding in order to gauge public opinion" to Article 23. Seconded by T. Lizotte.

Vote 5:1 motion carries

NEW BUSINESS

Exit 10 TIF district

C. Soucie stated that the final bond payment was in August of 2012. There is an excess of \$23,458. which needs to be closed out and put to the general fund.

V. Lembo motioned to accept the \$23,458. Seconded by J. Sullivan.

Roll Call Vote

S. Orr Yes

N. Comai Yes

M. Downer Yes

V. Lembo Yes

T. Lizotte Yes

J. Sullivan Yes

Vote unanimously in favor

Town Council Goals

Review and consent of the Town Council required prior to the Planning Board's acceptance of facility improvements for a proposed park located in the University Heights Development. Jeff Burd representing SMC Management Corp.

Greenview Management/University Heights – Discussion re acceptance of property of Map 14, lot 1-16 for the purpose of public use. Fair Market Value to offset future impact fees.

Boston Post Cane

Past recipient of the Boston Cane has passed away.

It appears that the oldest resident is Evelyn G. Woodbury who is in a nursing however she stills owns property in Hooksett. It has been past practice for a Council to make the presentation in person.

T. Lizotte recognize Evelyn Woodbury as the recipient of the Boston Post Cane. Seconded by T. Lizotte.

Vote unanimously in favor.

SUB-COMMITTEE REPORTS

S. Orr – Planning Board

Gerber Dental Group's request for a larger sign was denied.

A new Change of Use Process was reviewed and adopted.

N. Comai- Board of Assessors

The Assessing Board met and decided on elderly exemptions.

N. Comai reported that the Budget Committee recommended the Town Council's budgets.

J. Sullivan- Heritage Commission

A Family Feud Night will be held to fund raise for Lamberts Park
Work continues at Veterans Park
The newly restored Indian paintings will be hung at Town Hall
Old Town Hall meeting was held with Maggie Steer.

L. Boswak reported on the Economic Development meeting at the library.
L. Boswak stated she will not be able to attend the Police Commission meetings on Tuesday for the next few months.

ADJOURNMENT

***M. Downer motioned to adjourn. Seconded by S. Orr.
Vote unanimously in favor***

Respectfully submitted,

Lee Ann Moynihan

AGENDA NO. 13-30
DATE: 3-27-13

**Staff Report
FEMA Reimbursement for Hurricane Sandy
March 27, 2013**

Background:

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

Issue:

To accept FEMA reimbursement for Hurricane Sandy expenses.

Discussion:

The Town of Hooksett had eligible cost of \$3,739.08 related to Fire-Rescue's response to reports of downed trees and downed or arcing power lines during October 26-31, 2012. Fire-Rescue used 72 hours of overtime during this time and incurred \$381.54 in food expenses.

Fiscal Impact:

The Federal share is 75% or \$2,804.31 monies received will offset Fire-Rescue's expenses in fiscal year 2012-13. The Town share of 25% or \$934.77 is reported in the Fire-Rescue's overtime line.

Recommendation:

Motion to accept \$2,804.31 from FEMA for the expenses related to Hurricane Sandy under RSA 31:95-b, III (b).

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *concur*


Dean E Shankle, Jr.
Town Administrator



State of New Hampshire Department of Safety
 John J. Barthelmes, Commissioner
 Earl M. Sweeney, Assistant Commissioner
 Homeland Security and Emergency Management
 Perry Plummer, Acting Director
 Steven H. Temperino, Assistant Director



February 22, 2013

Chairman, Board of Selectmen
 Hooksett Town Office
 35 Main Street
 Hooksett, NH 03106

Vendor Code: 177412-B002

Dear Chairman:

Enclosed you will find a copy of your Project Application under Disaster FEMA-3360-EM-NH, which was declared on November 4, 2012. A check or direct deposit to your financial account will be sent *separately* for \$2,804.31, representing the Federal share of the total approved eligible costs.

Funding Code: 33420000-500574
 Activity Code: 23EM3360

Please read the accompanying documentation very carefully. Attached are: 1) *Project Completion and Certification Report*, which should be dated, signed, and returned to this Agency once all projects are completed; 2) *P.2 - Project Application Grant Report* which list the applicant projects; and 3) *Subgrant Application-Entire Application* for the individual projects. The PW's provide information appropriate for each of the projects.

Also enclosed is a *Public Assistance Fact Sheet*, which may be useful in providing answers on frequently asked questions concerning the Public Assistance Program. To highlight a few issues, applicants have eighteen (18) months from the date of the declaration to complete permanent work on the projects. Any extension requests must be received by this agency sixty (60) days prior to deadline in order to be considered. In addition, the non-federal cost share commitment is being examined at this time.

Please be advised that if the cumulative total amount of federal funds from all granting agencies is \$500,000.00 or greater, you are required to submit an audit report of expenditures on this account to this agency. This procedure is required under the Single Audit Act of 1984 (Rev. 7/96) and OMB Circular A-133. An *Acceptance of Audit Requirements* form is enclosed and needs to be returned. All records on this account must be retained for a minimum of three years.

If there are any questions regarding your current disaster projects, audit requirements, or previous disaster accounts, please contact Emily Jacobs for assistance at (603) 223-3661 or 1-800-852-3792. All correspondence should be directed to this office.

Sincerely,

Michael J. Poirier
 Alternate Governor's Authorized Representative

Attachments

Invoice Number: 02222013HOOEM3360

Office: 110 Smokey Bear Boulevard, Concord, N.H.
 Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
 603-271-2231, 1-800-852-3792, Fax 603-223-3609
 State of New Hampshire TDD Access: Relay 1-800-735-2964

Dean will sign.

**Staff Report
Agenda Item
Meeting Date**

AGENDA NO. 13-31
DATE: 3-27-13

Background: Per RSA 31:95-b, III (b) for such amount less than \$5,000. Council shall post notice in the agenda and shall include notice in the minutes of a Council meeting in which such moneys are discussed.

Issue: To accept grant funds for reimbursement of Fire Department operating costs and move those funds into the Fire Department overtime wage line.

Discussion: The U.S. Department of Homeland Security has made available grant funds specifically for Computer Aided Management of Emergency Operations (CAMEO) introductory training. This training provides a great opportunity to raise the planning and preparedness response capability to a hazardous materials incident, along with providing atmospheric modeling useful for creating evacuation zones and a program for pre-planning potential target hazard sites. Additionally, this free, public domain collection of software programs can help manage other similar emergency response situations.

Reimbursement of funds allows our personnel to obtain this training while keeping the training cost neutral to our community.


Those taking part in this specific training program are eligible for overtime and backfill costs. Figures listed below include both wages and benefits estimate costs.

Fiscal Impact: Costs related to this grant funded CAMEO course application equal approximately \$485.63. It is requested to move this amount to the Fire Department overtime wage line for reimbursement of wages.

Recommendation: Motion to accept grant fund reimbursement for an approximate amount of \$485.63 under RSA 31:95-b, III (b).

Prepared by: Assistant Fire Chief Dean Jore

Town Administrator Recommendation: Concur.



Dean E. Shankle, Ph.D.
Town Administrator

Grant funded CAMEO Program Costs; March 4, 2013; overtime & benefits estimates

Captain Steve Colburn: Intro to Computer Aided Mgmt. Of Emergency Operations program
Training location: NH Fire Academy

Course Cost: No Cost- Grant funded

Course dates & times: March 4-6, 2013; 8:00am-4:30pm

Overtime: March 4: Overtime: 8.5 hours @ \$43.77/hr. = \$372.04

Benefits expenses for OT costs: \$113.59

<i>Total hourly wage expense approximation:</i>	<i>\$372.04</i>
<i>Benefits expenses:</i>	<i>\$113.59</i>
<i>Total requested reimbursement for this training:</i>	<i>\$485.63</i>

Total requested reimbursement to HFR overtime Wage line: \$485.63

Hourly wage rates taken from Fire Department Overtime Worksheet, FY 2012/2013.

Department Member's overtime rates are used for above calculations

**Staff Report
Agenda Item
March 27, 2013**

AGENDA NO. 13-32

DATE: 3-27-13

Background: Per RSA 31:95-b, III (b) for such amount less than \$5,000. Council shall post notice in the agenda and shall include notice in the minutes of a Council meeting in which such moneys are discussed.

Issue: To accept grant funds for reimbursement of Fire Department operating costs and move those funds into the Fire Department overtime wage line.

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

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

Training programs offered include a host of specific technical rescue courses which include fireground survival training, hazardous materials training and rescue skill courses including trench rescue, technical rope rescue, confined space rescue, and swift water rescue, etc.

Fiscal Impact: Costs related to grant funded course applications for the timeframe of January 2013, equal approximately \$2276.76. It is requested to move this amount to the Fire Department overtime wage line for reimbursement of expenses.

Recommendation: Motion to accept grant fund reimbursement for an approximate amount of \$2276.76 under RSA 31:95-b, III (b).

Prepared by: Assistant Fire Chief Dean Jore

Town Administrator Recommendation: Concur



Dean E. Shankle, Ph.D.
Town Administrator

Grant funded program Costs; January 2013; backfill, overtime & benefits estimates

Firefighter Gordon Othot: IAFF Fire Ground Survival program
Training location: NH Fire Academy

Course Cost: No Cost- Grant funded

Course dates & times: January 23-25, 2013; 8:30am-4:30pm

Back fill: January 23; 8 hours total; 8 hours @ \$29.60/hr. = \$236.80
Benefits expenses for backfill coverage: \$72.30

Overtime: January 24 & 25: OT: 16 hours @ \$26.85/hr. = \$429.60
Benefits expenses for OT costs: \$131.16

<i>Total hourly wage expense approximation:</i>	\$666.40
<i>Benefits expenses:</i>	\$203.46
<i>Total requested reimbursement for this training:</i>	<u>\$869.86</u>

Lieutenant William Palmer: IAFF Fire Ground Survival program
Training location: NH Fire Academy

Course Cost: No Cost- Grant funded

Course dates & times: Jan 28-30, 2013; 8:00am-5:00pm

Back fill: None

Overtime: January 28-30: OT: 27 hours @ \$/39.92hr. = \$1077.84
Benefits expenses for OT costs: \$329.06

<i>Total hourly wage expense approximation:</i>	\$1077.84
<i>Benefits expenses:</i>	\$329.06
<i>Total requested reimbursement for this training:</i>	<u>\$1406.90</u>

Total requested reimbursement to HFR overtime Wage line: **\$2276.76**

Hourly wage rates taken from Fire Department Overtime Worksheet, FY 2012/2013.
Department Member's overtime rates are used for above calculations

AGENDA NO. 13-33
DATE: 3-27-13

Staff Report
Beaver Brook Wetlands Permit
March 27, 2013

Background: In December 2007, there was a wetlands permit that was applied for and approved by DES on behalf of the Town of Hooksett. This permit was managed by the developer of the project due the fact the developer will be doing the work with in the town right of way. All of the residents that will be affected by these roadway upgrades in the wetland permitted area have signed easements for the work to be completed. The permit was over looked and that is the reason for the expiration and the need to reapply for it.

Issue: The wetlands permit needs to be signed by a representative of the town and it was felt by the conservation commission that this go before the Town Council for approval since it is a wetlands permit that is in the Town's name.

Discussion:

The discussion is to see if the town council will continue to be wetlands permit holder for this area of the project since the improvements are in the town right of way.

Fiscal Impact: None

Recommendation: To approve and sign the Wetlands Permit that was previously in the town's name and is again being applied for in the town's name so that this project can continue.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: For discussion


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

AGENDA NO. 10-a

DATE: 3-27-13

March 11, 2013

Mr. James Sullivan
Town Council Chairman
35 Main St.
Hooksett, NH 03106

Dear Jim and Members of the Town Council:

It was a pleasure speaking with you on the phone this morning. This letter is a follow up to our conversation that along with the approval that you have given that I would send a formal letter to you and to the members of the Town Council requesting the Hooksett Police Commission be included on the Town Council's agenda of March 27, 2013. This being one of your regular meetings all members of the Commission are available to meet.

We would like the opportunity to bring the Council up to date on the Commission's work over this past year and we are agreeable to entertain questions that the Council may have.

Thank you,

Sincerely,

Joanne McHugh
Hooksett Police Commission

AGENDA NO. 13-29
DATE: 3-27-13

Staff Report
Amendment to Section 218 Agreement
March 27, 2013

Background: A Section 218 Agreement is a voluntary agreement between the State and the Social Security Administration (SSA) to provide Social Security and Medicare Hospital Insurance coverage for State and local government employees. The Town voted to enter into the Section 218 Agreement with the State of NH on March 9, 1954 and modified the Agreement on March 11, 1977.

Issue: The Town's Section 218 Agreement currently allows for a \$50 per quarter exclusion from Social Security taxes for election worker.

Election workers are currently paid \$10 an hour and will work an average of 10 hours per election. The Town had been incorrectly following the SSA limits set each year, as I was unaware of the limit set in the Town's Section 218 Agreement.

Discussion: As of January 1, 2013, the SSA limit is \$1,600 annually. By modifying the election worker exclusion to the \$1,600 limit, further modifications are not required when the SSA adjusts its limit.


If this amendment is not approved, Finance will begin following the Town's Section 218 Agreement which requires amounts paid over \$50 a quarter to election workers be subjected to SSA taxes.

Fiscal Impact: No fiscal impact if the amendment is approved. If not approved the Town is required to match the SSA taxes; the estimated cost is \$200 to \$500 annually.

Recommendation: Motion to sign the AMENDMENT to the AGREEMENT BETWEEN the STATE OF NEW HAMPSHIRE and the TOWN OF HOOKSETT increasing the exclusion paid to election workers.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *Concur*


Dean E. Shankle Jr.
Town Administrator

SSA website 3/1/2013

From January 1, 2013 forward, the Federal Insurance Contributions Act (FICA) tax exclusion for election officials and election workers is \$1,600 a calendar year, unless those wages are subject to Social Security and Medicare taxes under the State's Section 218 Agreement. Under Section 218 of the Social Security Act, many States have excluded from coverage election workers paid less than the threshold amount mandated by law. Therefore, Social Security and Medicare taxes do not apply until the election worker is paid \$1,600 or more.

Some State Agreements specify a lower threshold amount for election workers, e.g., \$50 a calendar quarter or \$100 a calendar year. In these States, the Social Security and Medicare tax applies when the amount specified in the State's 218 Agreement is met. States may modify the State's Agreement to exclude the services of election workers paid less than the threshold amount mandated by law. Such modifications are effective in the calendar year the modification is mailed or delivered to SSA.

If the State's Agreement does not have an election worker exclusion or the entity has a Section 218 Agreement that does not exclude election workers, Social Security and Medicare taxes apply from the first dollar paid. If the entity is not covered under a Section 218 Agreement, the rules for mandatory Social Security and Medicare under Section 210(a)(7)(F) of the Social Security Act apply.

The election worker threshold amount for each calendar year **beginning 2013 and going forward is \$1,600.** For calendar years 2009 through 2012, the threshold amount was \$1,500. The election worker threshold amount was \$1,400 for calendar year 2008, and \$1,300 for 2006 and 2007. The threshold amount for calendar years 2002 through 2005 was \$1,200 and was \$1,100 for 2000 and 2001. The threshold amount was \$1,000 for years 1995 through 1999. For years 1978 through 1994, the threshold amount was \$100 for a calendar year. For years 1968 through 1977, the threshold amount was \$50 a calendar quarter.

AMENDMENT to the AGREEMENT BETWEEN THE
STATE OF NEW HAMPSHIRE and the
TOWN OF HOOKSETT

In accordance with appropriate local authority March 27, 2013 and with Chapter 101 of New Hampshire Revised Statutes Annotated as amended, the Town of Hooksett makes application to the Chief Financial Officer of the Department of Health and Human Services to amend the agreement executed between the Town of Hooksett the Commissioner of Public Welfare on April 1, 1954, to exclude from Social Security and Medicare coverage the services performed by election workers for a calendar year in which the remuneration paid for such services is less than \$1,600. Exclusion shall apply for the calendar year 2013 in which the remuneration paid for such services is less than \$1,600.

The effective date of this agreement will begin with services performed in the year in which the modification containing this amendment is forwarded to the Social Security Administration, and is shown below.

The \$1,600 limit on the excludable amount of remuneration paid in a calendar year for the services specified in this agreement will be subject to adjustment for calendar years after 2013 to reflect changes in wages in the economy without any further modification of the agreement, with respect to such services performed during such calendar years, in accordance with Section 218(c)(8)(B) of the Social Security Act.

Signature of Local Officials

The foregoing application or offer is approved and accepted by the New Hampshire Department of Health and Human Services.

Effective date: January 1, 2013

DHHS Chief Financial Officer

Staff Report
FEMA Reimbursement for Hurricane Sandy
March 27, 2013

Background:

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

Issue:

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Discussion:

The Town of Hooksett had eligible cost of \$3,739.08 related to Fire-Rescue's response to reports of downed trees and downed or arcing power lines during October 26-31, 2012. Fire-Rescue used 72 hours of overtime during this time and incurred \$381.54 in food expenses.

Fiscal Impact:

The Federal share is 75% or \$2,804.31 monies received will offset Fire-Rescue's expenses in fiscal year 2012-13. The Town share of 25% or \$934.77 is reported in the Fire-Rescue's overtime line.

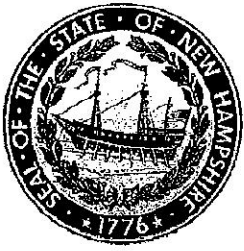
Recommendation:

Motion to accept \$2,804.31 from FEMA for the expenses related to Hurricane Sandy under RSA 31:95-b, III (b).

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation:

Dean E Shankle, Jr.
Town Administrator



State of New Hampshire Department of Safety
John J. Barthelmes, Commissioner
Earl M. Sweeney, Assistant Commissioner
Homeland Security and Emergency Management
Perry Plummer, Acting Director
Steven H. Temperino, Assistant Director



February 22, 2013

Chairman, Board of Selectmen
Hooksett Town Office
35 Main Street
Hooksett, NH 03106

Vendor Code: 177412-B002

Dear Chairman:

Enclosed you will find a copy of your Project Application under Disaster FEMA-3360-EM-NH, which was declared on November 4, 2012. A check or direct deposit to your financial account will be sent *separately* for \$2,804.31, representing the Federal share of the total approved eligible costs.

Funding Code: 33420000-500574

Activity Code: 23EM3360

Dear, will sign. Please read the accompanying documentation very carefully. Attached are: 1) **Project Completion and Certification Report**, which should be dated, signed, and returned to this Agency once all projects are completed; 2) **P.2 - Project Application Grant Report** which list the applicant projects; and 3) **Subgrant Application-Entire Application** for the individual projects. The PW's provide information appropriate for each of the projects.

Also enclosed is a **Public Assistance Fact Sheet**, which may be useful in providing answers on frequently asked questions concerning the Public Assistance Program. To highlight a few issues, applicants have eighteen (18) months from the date of the declaration to complete permanent work on the projects. Any extension requests must be received by this agency sixty (60) days prior to deadline in order to be considered. In addition, the non-federal cost share commitment is being examined at this time.

Please be advised that if the cumulative total amount of federal funds from all granting agencies is \$500,000.00 or greater, you are required to submit an audit report of expenditures on this account to this agency. This procedure is required under the Single Audit Act of 1984 (Rev. 7/96) and OMB Circular A-133. An **Acceptance of Audit Requirements** form is enclosed and needs to be returned. All records on this account must be retained for a minimum of three years.

If there are any questions regarding your current disaster projects, audit requirements, or previous disaster accounts, please contact Emily Jacobs for assistance at (603) 223-3661 or 1-800-852-3792. All correspondence should be directed to this office.

Sincerely,

Michael J. Poirier
Alternate Governor's Authorized Representative

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