

TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, May 8, 2013

1. 6:30 PM - CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

5. AGENDA OVERVIEW

6. CONSENT AGENDA

Donation of \$200 worth of Shaw's Gift Cards to Hooksett Fire Rescue.
Donation of \$50 to Police RAD program.

7. TOWN ADMINISTRATOR'S REPORT

8. PUBLIC INPUT: 15 Minutes

9. NOMINATIONS AND APPOINTMENTS

- a. Parks & Recreation Advisory Board: Michael Young

10. SCHEDULED APPOINTMENTS

- a. Hooksett Village Heritage District update: Roger Hawk
- b. Parks & Recreation Annual Report to Council
- c. Police Commission re purchasing cruiser

11. 15 MINUTE RECESS

12. OLD BUSINESS

- a. 12-121 Planning/ Zoning/ Building reorganization
- b. 13- 28 Town Meeting (Finalize Councilor Schedule)

13. NEW BUSINESS

- a. 13- 38 Miacomet Trail Easement
- b. 13- 39 Charter Changes: Eligibility for holding certain positions
- c. 13- 40 Finance Director: Quarterly Finance Report

14. SUB-COMMITTEE REPORTS

15. PUBLIC INPUT

16. NON-PUBLIC SESSION

Tax Deeding: 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.

**TOWN COUNCIL MEETING
MINUTES
Wednesday, April 24, 2013**

CALL TO ORDER

Councilor Sullivan called the meeting to order at 6:30pm.

ROLL CALL - ATTENDANCE

Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator), Nancy Comai, Vincent Lembo, James Levesque, Todd Lizotte, Susan Lovas Orr and Michael Downer.

Absent: Leslie Boswak.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES 04/10/2013

V. Lembo motioned to approve the minutes of April 10, 2013 as presented. Seconded by J. Levesque.

Vote unanimously in favor. S. Lovas Orr and M. Downer abstain.

AGENDA OVERVIEW

Chairman Sullivan provided an overview of tonight's agenda to include moving up the Old Business item(s) after the Town Administrator's report.

CONSENT AGENDA

- a. LGC donation of \$500 to the Joint Loss Management Committee
- b. Public Hearing on Police Vests
- c. Public Hearing on Police Homeland Security Radio Grant
- d. Public Hearing on Police Homeland Security Radio Grant Round 2
- e. Public Hearing on Police DWI Grant
- f. Public Hearing on Police Speeding Grant

LGC donation of \$500 to the Joint Loss Management Committee

J. Sullivan: Jodi Pinard, Joint Loss Management Committee member, attended a Health & Safety Coordinator Workshop sponsored by LGC. In turn the Committee was given a \$500 check for the Committee to use at it sees fit.

S. Lovas Orr motioned to approve the consent agenda. Seconded by T. Lizotte.

J. Levesque: I would like a roll call for the Consent Agenda dollar amounts.

Roll Call

T. Lizotte – Yes

J. Levesque – Yes

V. Lembo – Yes

M. Downer – Yes

J. Sullivan – Yes

N. Comai – Yes

S. Lovas Orr - Yes

Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- Employee Training - Lee Ann Moynihan transferred down to the Assessing Dept. She has now completed Basic Real Estate Appraisal Principles with a grade of 96%. She did a good job.
- Computer Server – We switched over to a virtual server. Last week we lost a week's worth of data including Word docs and data in the Tax & Assessing offices. Also payroll was lost and the Finance Dept. came in over the weekend. The lost payroll had to be re-entered before the new payroll could be completed. We received a letter of apologize from Mainstay.
- Police Commission – I received a note from the Police Commission Chair that the Commission would like to come to our next Council meeting to discuss the fund balance for new police cruiser. They just want the Council to start thinking about it tonight. At our next meeting I will have more details for you and Christine, Finance Director, will be back from vacation to review the subject with you.
- Administrative Services Coordinator – At our last Council meeting you approved the position of Administrative Services Coordinator. Donna Fitzpatrick has been offered and accepted this position. She has a background in Human Resources to include health benefits administration, training of employees, development of personnel & operational policies & procedures and analysis for workflow efficiencies. She has been our full-time Planning Coordinator for the last 5 years (started 2004 part-time). She has been a resident of the Town for over 20 years.
- Miscellaneous Town Items – Over the last two weeks the following have occurred: there have been two (2) Heritage Village Forums, I met with PSNH for tonight's discussion, the New England's Tap House Grille had their ribbon cutting ceremony, we conducted Fun-in-Sun staff interviews, I participated in a grievance hearing, I reviewed the Pinnacle issue(s), I met with the Hooksettites at the Library & listened to their questions on the upcoming election, and I completed a visit with SNHU. I will complete and Administrative memo on the potential tax impact based on the upcoming election. I can't speak on the overall tax rate, because the Town is not responsible for the County or State tax. If Article #3, operating budget, was the only item on the ballot that passed, the Town portion of the tax rate would decrease by about five (5) cents; down by about \$12.00 for a \$250,000 house.

OLD BUSINESS

- a. 12-122 Police Commission Discussion
- b. 13-25 District 2 Councilor
- c. 12-139 Deeding update
- d. 12-121 Planning/Zoning/Building reorganization

d. 12-121 Planning/Zoning/Building reorganization

Dr. Shankle: I just wanted to give you a heads-up tonight that Matt Labonte, CEO, is leaving soon for another job with the State of NH. Now the Planning & Zoning areas will be left with two (2) out of four (4) staff; Town Planner and Administrative Assistant. This is a good time to set-up what we want for those areas in the most effective manner. In the last week Leo, Jo Ann, and I sat down and discussed the possibilities. Jo Ann has outlined job description(s) and we

need to look at money to support the position. We will go ahead and post the CEO open position. With Donna Fitzpatrick transferring to Administration, we can look at how to put the two departments upstairs together as one.

J. Sullivan: Questions?

V. Lembo: If we don't hire someone before Matt leaves is there an interim CEO?

Dr. Shankle: We have had an ongoing relationship since last year with the Town Administrator in Bow. When their CEO goes on vacation we cover for them and they cover for us. For specific inspections that may be a rush Leo Lessard, DPW Director, will do that himself. If anybody needs something from the CEO, they should not hesitate to call that area.

c.12-139 Deeding update

Kim Blichmann, Tax Collector: I am here tonight to provide you an update from my last appearance. May 22nd is the deeding date and this will need to be on the Council's agenda for their 2nd meeting in May. The delinquent taxes are from 2005-2009. I sent out 186 notices of impending tax deeds via certified mail. They are all over the 30-day notice, so they will receive it well in advance. There is one (1) letter per property owner per deedable tax year; 2005-2009 they got one letter. 58 parcels are deedable. Overall the breakdown is: 12 single-family homes, 2 two-family homes, 18 mobile homes, 7 commercial buildings, 12 land only parcels, 3 storage units, 2 condos and 2 other. I have a list of the land only and how many acres for each parcel. Dr. Shankle and I looked at that list are they are some within developments that are not finished, but not no one has contacted us to settle with a payment plan. Anyone requesting to stop this deed process is advised to write a letter to the Town Council for discussion in a non-public session. I will come back to the Council's next meeting, because you may have new Councilors.

J. Sullivan: This process occurs every 3 years?

K. Blichmann: 2 years and a day from the original tax lien date.

J. Sullivan: Will this process be automatic next time?

K. Blichmann: With the State laws I send a list to the Council and they determine which ones to deed to the Town based on the parcel costs and being detrimental to the Town. At the May 22nd Town Council meeting, the Council will sign the Deed Waiver so if the same parcel is on the list next time, we can see why it was not deeded.

J. Sullivan: There is a deed process and will get into a consistent review.

K. Blichmann: Yes the next time will be a much smoother process.

J. Sullivan: Thank you for coming tonight.

PUBLIC INPUT

Don Riley, Moderator: Our only election in 2013 is 3 weeks away. This is a lite year. I encourage you to do some scheduling and sign-up for slots for coverage throughout the day 6:00am – 7:00pm. We had 655 voters+- last year. I expect more this year based on the items on the warrant, but not substantially more. I need three (3) of you at the end of the evening to seal

the ballots and get the appropriate signatures in place. I expect to have significant write-ins. There is an opportunity for you to help count. There is also the pre-election ballot count that some of you have participated in the past. I hope we can count on you this year.

N. Comai: Of this group there are only a handful that can help you. To clarify again, I will be running, so I am not eligible.

D. Riley: Correct, anyone on the ballot cannot be inside the ropes.

N. Comai: (Five) 5 of us can help you out of this group.

D. Riley: I can only encourage you to help.

Marc Miville, 42 Main Street: The Town Administrator mentioned "tax share". I wanted to make the Council aware that I sent a letter to the editor of the Hooksett Banner a few weeks ago clarifying the difference between "tax share" and "tax rate". The tax share of \$6.26 is not multiplied per thousand; that is compared to the State, County, and School share. Our tax rate now is \$22.32; \$6.26 is totally separate.

J. Sullivan: Thank you for doing that.

NOMINATIONS AND APPOINTMENTS

b. 13-25 District 2 Councilor (Old Business)

J. Sullivan: At our last Council meeting we nominated Robert Duhaime. We did get a letter that he is interested to fill-in for John Danforth's open slot. Mr. Duhaime would need to step down from his roll on the Planning Board.

J. Levesque: Robert wanted me to inform the Council that he is unable to make tonight's meeting, because he and his daughter are in NY volunteering at a soup kitchen.

***J. Levesque motioned to appoint Robert Duhaime as Councilor for District 2 through June 30, 2013(John Danforth's open slot). Seconded by V. Lembo.
Vote unanimously in favor.***

J. Sullivan: We thank Mr. Duhaime and his effective start date will be once he gets sworn in.

J. Sullivan: Nominations will be made at the Council's first meeting in June and appointments will be made at our second meeting in June.

SCHEDULED APPOINTMENTS

a.Kathie Northrup re: Veteran's Park and Heritage Commission update

Kathie Northrup, Heritage Commission: May 25, 2013 is Hooksett Heritage Day. This our 9th annual event. I would ask the Council to sign the Proclamation to declare this day.

J. Sullivan: Read the "Preservation Month 2013 Proclamation by Hooksett Town Council" into the record: "WHEREAS, historical preservation . . . important to celebrate the role of history in our lives . . . heritage that have shaped us as a people . . . "See! Save! Celebrate! is the theme for National Preservation Month 2013 by the National Trust for Historic Preservation . . . the

Hooksett Heritage Commission, Hooksett Historical Society, Robie' Country Store Historic Preservation Corp. and Head School Society will sponsor Hooksett Heritage Day on May 25, 2013".

***T. Lizotte motioned to authorize Council Chair J. Sullivan to sign the Proclamation declaring May 25, 2013 as Hooksett Heritage Day. Seconded by J. Levesque.
Vote unanimously in favor.***

K. Northrup: Also the Heritage Commission received a \$500 donation from the American legion. I ask the Council to accept the donation per RSA 674:44B.

***J. Levesque motioned to accept the \$500 donation from the American Legion to the Heritage Commission per RSA 674:44B. Seconded by T. Lizotte.
Vote unanimously in favor.***

K. Northrup: We have two (2) Indian murals that are genuine works of art. We received grant funds from the NH Council on Arts for the conservation of them. Through the conservation process I had a chance to meet many people I would never have met in my private life. A Chicago firm was hired to do the conservation. We chose this firm, because they did two (2) other murals from the same artist. In 1988 they had conserved 200 murals. These two (2) murals will be reunited by being hung here in the Council chambers. We will have an unveiling next month with the artist's son who lives in Goffstown, NH. The Council is invited too.

K. Northrup: Veteran's Park – we completed the initial clean-up of the granite monument. Blue Ribbon Fence volunteered their labor and we received discounts from Genesis Concrete and Outdoor World. When the ground thaws we will install the granite post, irrigation, and landscaping. Village Water Precinct was a tremendous help by waiving their connection fee for the irrigation. Without this waiver, there would be no irrigation. The landscaper will do the plant list. There are existing stones through the Vietnam War, however moving ahead I would like to add recognition for people who served after that time. Also for those who sacrificed even if not in a war time, but in peace time. For this addition to the park, I wanted seek your support. Dean and Leo have been updated and approve the new area. There will be a circular patio with two (2) benches and an engraved post in the middle looking out onto the Merrimack River. The dedication ceremony will be this Fall.

J. Sullivan: Questions?

N. Comai: Thank you Kathie for all you do.

J. Sullivan: Prior to the park restoration, you could not make out the existing names on the stones.

K. Northrup: We the Heritage Commission would like to express our appreciation to Jim Sullivan, our Council Rep., for his genuine interest in the Commission's work.

b.PSNH re: river shoreline

Dr. Shankle: PSNH asked me to meet with them in Manchester and I did. I don't see anyone from PSNH here tonight. I would like to read the draft letter from PSNH into the record along with their follow-up letter: "Dear Merrimack River Property Owner: As you may be aware, the

natural habitat of the Merrimack River shorelines from near the Amoskeag Dam in Manchester to the Sewall's Falls Dam north of Concord are now protected as part of a federal Shoreline Management Plan (SMP) . . .structures located within areas subject to the SMP, and which must conform to federal requirements in order to ensure the continued protection of the natural habitat . These structures include (but not limited to) the following: docks and boat ramps; boat houses and lifts; retaining walls; stairways and walkways; and beaches. . . Before modifying your structures in any way . . . contact Curt Mooney at PSNH (603-744-8855, ext. 5841; or e-mail curtis.mooney@nu.com) . . ." When I read the letter, I asked "what if a landowner doesn't comply?" I met with Pat McDermott at PNSH and there will be an attachment of two excerpts of the impact areas and penalties for non-compliance; for SMP call Curtis. Cover letter when sent out indicates the impact area on the river side of the banking full line. Wetlands per RSA 482:A will be the primary requirement under SMP except for those areas around the dams and power area. There are contour lines following the reservoir shoreline. 189 ft. means sea level in Hooksett. There are no project lands or buffer zones in the reservoirs. The scope of SMP are docks or things that jet out into the river is what I got out of this. For non-compliance there will be a PSNH inspection of the property and the owner will need to correct or remove the encroachment. For alterations or additions of existing use prior to PSNH's approval, PSNH reserves the right to revoke any permits. In extreme cases PSNH will take all means to remove the use and return the area to its previous use. We will be getting this information to the Planning Board in the near future.

J. Sullivan: Questions?

S. Lovas Orr: Letters are going to people in compliance, if non-compliant when will PSNH begin their process?

Dr. Shankle: Everything there now is grandfathered and locked in.

OLD BUSINESS

a. 12-122 Police Commission Discussion

V. Lembo: Who put this item on tonight's agenda?

J. Sullivan: Back in October 2012 there was a vote of the Council to discuss the previous vote of the Police Commission no confidence at our 2nd Council meeting in April 2013.

V. Lembo: Someone needs to motion for reconsideration.

J. Sullivan: The Council follows Robert's Rules whereby the prevailing side of the original vote can motion for reconsideration.

V. Lembo: And that (reconsideration vote) hasn't happened yet.

N. Comai: On tonight's agenda it just says "Police Commission Discussion". My opinion as a Town Councilor is 1) to thank the Police Commission to move forward with a new Chief, and 2) discuss the upcoming warrant article regarding the Police Commission, so voters know what we are going to do with the information once it is apparent. It may mean someone is to step forward for confidence or no confidence. Where we stand now with the vote coming up is to allow voters to tell us what they think as to whether we should or shouldn't have a Police Commission.

Three (3) members of our community have served us well in the capacity of an enormous job, and have made a huge move for the Town of Hooksett. It is semantics to talk about it or not. We should discuss where we are going forward in this Town. We have a capable Police Chief now. We have had past law suits. We are moving forward now.

V. Lembo: At our September 12th Council meeting I made the motion of no confidence. We had a lengthy discussion then, and we had a lengthy discussion at the recent deliberative session. We need to motion to bring this item back to the Town Council for reconsideration.

J. Sullivan: We follow Robert's Rules on reconsideration. In Hooksett no Board has made a vote on a warrant petitioned article. The Town Council should remain impartial. What happened in December 2012 was a different time. The no confidence on my end was based on when the Police Commission hire a Police Chief. They now have hired Chief Bartlett and he has been praised many times and the Police Commission has been doing their job. If we are not going to follow Robert's Rules, then the Town Council should overrule me. Once a decision is made, whether on the losing side or not, you should remain impartial. If it is reconference you want, then I would want a vote to overrule me.

J. Levesque: You say exactly what I thought. Leave it alone. We shouldn't take a side on the Town Council. Let the Town's people decide and we follow their wishes.

T. Lizotte: I agree with Mr. Lembo and Mr. Levesque. I was not at the meeting to make this agenda to set this date. We had a sub-committee regarding the Police Commission no confidence vote on what happens after the fact. As one of three (3) Councilors I couldn't reconvene that meeting and now those minutes are sitting unapproved. I would request the Town Council allow us to convene the sub-committee meeting so we can approve those minutes and put that sub-committee to bed. Then we (Todd Lizotte, Mike Downer, and Leslie Boswak) would have filled my charge on the sub-committee.

N. Comai motioned to have the sub-committee (regarding the Police Commission no confidence vote) move forward with having a meeting to close and approve their minutes and complete their charge as a sub-committee. Seconded by S. Lovas Orr.

N. Comai: I support the petition about the Police Commission as a petition to see what the people are thinking. At the end of the day it still falls on the Town Council's shoulders.

M. Downer: As a member of the sub-committee we met and discussed different options to mitigate communication issues for the vote of no confidence. We came up with ideas to help improve that. In time we wanted to have a subsequent meeting, however that was pre-empted by the Town Council not allowing any further discussion on the matter. The sub-committee deferred to the wishes of the entire Council. In retrospect this could have been handled better. It was a pendulum at times on this issue. I am troubled by "wanting to stay out of it". We injected ourselves back in September 2012 with a no confidence vote. Since then the Town Council as a whole has been impressed with the Police Commission communication. My source as a Councilor is that I was frustrated with communication, but there was no debating their (Police Commission) commitment and willingness. The Police Commission and Police Department should be praised for what they are now doing. I have changed my mind now. Time has passed, but we keep re-engaging in this discussion. This is not helpful for the Police Commission or the Police Department. Those men and woman in uniform, and not in uniform, to take an oath to

protect us, it comes across we impugn them. Chief Bartlett is the reason for the (positive) change in the Police Department.

S. Lovas Orr: Point-of-order, we are on a motion. Your sub-committee did some work. Actions of this Council put your work on hold, and you weren't able to release the minutes.

T. Lizotte: The sub-committee had a charge and now this motion is inappropriate. Of the three (3) Town Councilors on the sub-committee, two (2) discussed to suppress until a moment of time certain to this day. We have a duty to post and approve our minutes. There was question on what the Town Council would do. We need to approve our minutes and close the sub-committee. I wanted to make sure that we don't preach one thing and do another, because I was not at the meeting to approve minutes. I am just looking to close the minutes.

S. Lovas Orr: You asked us to take a motion, but now you say it is an invalid motion?

J. Sullivan: We gave you (sub-committee) a charge to hold-off until this date. The three (3) of you who volunteered should meet again and conclude your business to finalize and post your minutes.

S. Lovas Orr motioned to remove her 2nd to the motion above.

M. Downer: Point-of-clarification, during that time, depending on the outcome of the petitioned warrant, we would then determine what the sub-committee did for a communication plan. The Police Commission has come before us a number of times.

J. Sullivan: Let it go to the vote and we will proceed with the wishes of voters of Hooksett. It will either be continue with the Police Commission or now go under Administration.

S. Lovas Orr: The reason we wanted a discussion is because some thought with the standing vote of no confidence that it would have an influence on the voters. I don't think we have that much influence. I also understand someone who was in favor of no confidence. We can't change an existing vote. If we believe the Town Council has influence on voters, I agree that the Police Commission was doing a fine job then, and I do believe they are doing a fine job now and the change is fantastic. I voted negative to the no confidence vote.

J. Sullivan: If we had that much influence on the voters, we would never have a default budget.

T. Lizotte: My position is table this until after the May 2013 election. I know where I stand. I was somewhat shocked that Leslie (Boswak) was the author of the petition to abolish the Police Commission. That goes to show the controversy we have here.

J. Sullivan: Per Robert's Rules make a motion to table this item and have no further discussion tonight.

T. Lizotte motioned to table 12-122 Police Commission discussion and sub-committee until the first Town Council meeting after the May 14, 2013 election. Seconded by J. Levesque.

V. Lembo: I had my hand up before the motion was made.

J. Sullivan: I am sorry I apologize, but there is a motion now.

V. Lembo: Let's table it.

Roll Call

T. Lizotte – Yes

J Levesque – Yes

V. Lembo – Yes

M. Downer – Yes

J. Sullivan – Yes

N. Comai – No

S. Lovas Orr - Yes

*Vote 6 in favor; 1 opposed. **MOTION CARRIED.***

NEW BUSINESS

No new business.

SUB-COMMITTEE REPORTS

S. Lovas Orr: At the last Planning Board meeting an applicant had sign issues for a Veteran's counseling center. No one knew they were there at the Granite Hill Shoppes. We approved their sign equivalent to the existing Bavaria sign at the same site. The other applicant was SNHU for a new Library Learning Commons, but I stepped down as an abutter.

J. Sullivan: Would you like SNHU to come into a Town Council meeting to provide an overview of how they are changing their face with multiple projects they have going on?

Dr. Shankle: They (SNHU) will come in to discuss their new Library and an internal by-pass. They are also changing the end of Martin's Ferry Road and to smooth-out the turn at Depot Rd. with a traffic island. They also want to take down a house there and need to go to Heritage Commission.

J. Sullivan: We should schedule them on our agenda. There is a Demolition Ordinance that requires them to go to the Heritage Commission if they meet certain criteria. It is a five (5) day turnover. This short timeframe may put the Heritage Commission in a bind, but it is part of the process. We may need to look at the five (5) days. We will have them come in when it is appropriate.

N. Comai: No new sub-committee update. I did attend the Hooksett Village Forum on Monday night. It was to discuss where the Village would be 10, 25 & 50 years out.

J. Sullivan: The forum is funded through a grant through the heritage district. There were two (2) meetings, April 11th and April 22nd. We should schedule an agenda item to review the results of those forums for the next process in the grant.

Dr. Shankle: For both of those meetings I taped the intros and groups and people can see this on-line.

M. Downer: No sub-committee report.

V. Lembo: No sub-committee report.

J. Levesque: The Board of Assessors met tonight. The Assessor recommended to grant or deny taxes of \$135,000. We voted to approve that and the details will be in those minutes. The Transfer Committee celebrated Earth Day on this past Saturday and it was a success. They had raffles. Vinnie's son won a sweatshirt, and Alden Beauchemin won a t-shirt. A DPW employee is transferring to the Transfer & Recycle Department and he is receiving training for the new recycle trucks. Diane gave a report and recycling is up again this month with 114 tons in March 2013. It is \$5.00 per ton vs. \$72.00 in trash. For the ZBA there was a variance for a property on Roy Rd. It was sold as a two-family and the tenant wanted financial assistance. When the CEO checked it out he found a discrepancy that it wasn't a legal two-family. Also the Town collected taxes as a two-family, so the ZBA granted a variance. We have a site walk for SNHU wetlands crossing on May 7th at 5:30pm and are meeting at Depot Rd.

T. Lizotte: No sub-committee report.

PUBLIC INPUT

David Pearl, 789 Main St.: The Police Commission didn't cave to public pressure as you did in September as you stuck your nose in for a no confidence vote. To say no confidence just to have a meeting is bordering on being deceptive. The complaint should have been you don't know what they are doing. I agree with Mrs. Orr that you can't go back to the Fall and change your opinion. You are now voting on new knowledge and passage of time. If you vote for a reconsideration today, does that mean you have confidence as of the first of the year? Having something with a date like that, you were far off base on that. If this thing passes, you will need to enforce it. This Town Council hasn't discussed how this will happen or what powers the Town Administrator will have. Even if you don't want an opinion, under law or our understanding "this will happen if you vote yes . . .". You are caught-up with giving an opinion. Now as a voter we are left with no idea what would happen. We are better off to stay with people (Police Commission) we have.

Marc Miville, 42 Main St.: I was at that Council meeting in September. It was not that your vote was no confidence in the Police Commission themselves or their actions, it was that you were upset that they didn't want to come to the Town Council to meet with you. Also their auditors (PSSG) you had on the Council agenda backed out. You were voting on a no confidence vote in order to get them here. Chapter 412 gives exclusive authority to the Police Commission. They are not required to come here; you can only invite them. You (Council) threw a hissy fit and had bruised egos. It was not a no confidence on the Police Commission and their work, but it was an attempt to get them here. There was another vote to get them here tonight. Other than 1 or 2 Councilors here the Town Council has expressed their gratitude for the Police Commission work. A vote of confidence or not, now we should give thanks to the Police Commission including bringing in a new Police Chief. Regardless of your official motion, all your (Council) actions and words shows support for the Police Commission.

Entered Non-Public Session @ 7:55pm per RSA 91-A:3 II (c)

J. Levesque motioned to enter non-public session @ 7:55pm per NH RSA 91-A:3 II (c).

Seconded by T. Lizotte.

Roll Call

T. Lizotte – Yes
J Levesque – Yes
V. Lembo – Yes
M. Downer – Yes
J. Sullivan – Yes
N. Comai – Yes
S. Lovas Orr - Yes

Vote unanimously in favor.

Exited Non-Public Session @ 9:45pm per RSA 91-A:3 II (c)

*J. Levesque motioned to exit non-public session @ 9:45pm per NH RSA 91-A:3 II (c).
Seconded by T. Lizotte.*

Roll Call

T. Lizotte – Yes
J Levesque – Yes
V. Lembo – Yes
M. Downer – Yes
J. Sullivan – Yes
N. Comai – Yes
S. Lovas Orr - Yes

Vote unanimously in favor.

*J. Levesque motioned to seal the minutes of the non-public session. Seconded by T. Lizotte.
Vote unanimously in favor.*

*J. Levesque motioned to adjourn at 9:50pm. Seconded by T. Lizotte.
Vote unanimously in favor.*

ADJOURNMENT

Chairman Sullivan declared the meeting adjourned at 9:50pm.

Respectfully submitted,

Donna J. Fitzpatrick

Staff Report
Donation acceptance
May 8, 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 gift/donation of 8 \$25.00 gift cards to Shaw's


Discussion: The Hooksett Fire Department was given a gift of 8 \$25.00 Shaw's gift cards. This gift was given by a resident who wants to stay anonymous. These gift cards were given to all shifts at both fire stations.

Fiscal Impact: The donation is a gift to the Hooksett Fire-Rescue Department for a total amount of \$200.00. No fiscal impact

Recommendation: Motion to accept the donation/gift of 8, \$25.00 Shaw's gift cards under RSA 31:95-b, III (b).

Prepared by: Fire Chief Michael Williams

Town Administrator Recommendation: concur.



Dean Shankle
Town Administrator

Staff Report
Acceptance of Donations
May 8, 2103

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 \$50.00 donated to the Hooksett Police Department R.A.D. Program. (Rape Aggression Defense Class)

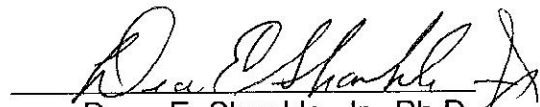
Discussion: Donation was received from a Kathleen Luebker who attended the R.A.D. Training Classes. (Rape Aggression Defense Class)

Fiscal Impact: The donation is a gift to the Hooksett Police Department R.A.D. Program (Rape Aggression Defense Class) for a total amount of \$50.00, no fiscal impact.

Recommendation: Motion to accept the donation of \$50.00 under RSA 31:95-b, III (b).

Prepared by: Francine Swafford, Executive Assistant

Town Administrator Recommendation: Concur.



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

Town of Hooksett


APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 4/17/13

Name: Michael Young Phone: 603-318-6894

Address: 13 Morse Dr., Hooksett, NH 03106

Email Address: mike.young101@yahoo.com

Signature: 

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Katie Rosengren, Project Coordinator or email to krosengren@hooksett.org

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

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Police Commission (Requires at least 5 years residency and copies of MV and Criminal Records)
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify.)

How long have you been a resident of Hooksett?

24 years

Why are you seeking this position?

To become more involved with the town. + to serve its residents.

Do you have any specific goals or objectives?

My only objective is to make the town of Hooksett better.

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

I have lived in the town for my entire life so I am very familiar with the town. I am organized + a willingness to help.

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

Graduate classes at night, the day of the class may conflict with meeting times but I have the ability to choose the day of the class.

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

Bachelor's of Science earned from Southern NH University.

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

N/A

AGENDA NO. 12-121
DATE: May 8, 2013

Staff Report
Community Development Reorganization
May 8, 2013


Background: We have been making physical changes to the space upstairs as well as cross-training and procedural changes in order to accommodate a closer relationship between the Planning, Code Enforcement, Zoning and Building Inspection functions. At the present time, due to a resignation and a transfer, there are two positions open. It seems that this would be a good time to complete the administrative reorganization that we have been heading toward.

Issue: Whether to combine these related functions into one department and add an assistant planner in place of the presently vacant position of planning coordinator.

Fiscal Impact: All changes will be made within the present budgets.

Town Administrator's Recommendation:

1. Change the administrative code as suggested on the attached sheet
2. Create the position of assistant town planner and eliminate the position of planning coordinator



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

Community Development Reorganization: Administrative Code Changes

Change section 3.3 Community Development Department to read: The Community Development Department shall be responsible for the planning, Zoning, code enforcement and building inspection functions of the town that are not specifically granted to other parties. It shall be responsible for addressing all issues related to land use and will be instrumental in the development and implementation of a master plan for the orderly growth and development of the town. It shall be responsible for the review of all applications and plans for construction projects in the town and subsequent building inspections in accordance with all local and State rules and regulations.

Remove reference to the Code Enforcement Division from section 3.7 Public Works Department

Town of Hooksett Job Description
Community Development Department – Assistant Planner
Pay Grade 14

Date: May 8, 2013

General Position Description: This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to. This position is responsible for assisting the Town Planner. This is a highly responsible position implementing the planning and zoning process of the Town. Individual provides administrative and technical support, as required and directed, to the Town Planner in overseeing the overall land use planning and development objectives of the Community Development Department.

Accountability: Reports to the Town Planner.

Equipment Used: Must be proficient in use of customary office equipment; Microsoft Word, Excel, Access, Outlook and GIS applications.

Environment: Inside: 80% Outside: 20%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Review of subdivision and site plan applications relative to Town zoning, subdivision, site plan and design specifications and prepares written and oral reports to the Planning Board.
2. Coordination of interdepartmental review, assesses comments, and transmits information to the Planning Board, as well as coordinating outside consultant and board/commission development review.
3. Attendance at appropriate site walks, meetings and other functions that relate to development applications before the Planning Board and Zoning Board of Adjustment.
4. Assistance in the inspection of site plan and subdivision construction for compliance with approved plans.
5. Follows-up on conditions of approval on site plan and subdivision applications.
6. Coordinates technical engineering support with the Department of Public Works in the areas of road planning, road improvement, road bonds, drainage, etc.
7. Coordination of road acceptance process and assistance to applicants through interdepartmental processes.
8. Maintenance of the geographic information system (GIS) for the Town.
9. Assist Town Planner with development project applicants to review and advise on appropriate rules, regulations, guidelines and timeframes.
10. Prepares and/or participates in special projects and performs other duties, as assigned by the Town Planner.

11. Attendance at appropriate meetings and committees on behalf of the Community Development Department.
12. Transcribe minutes for the Planning Board, Zoning Board of Adjustment and Capital Improvement Program Committee when needed.
12. Daily telephone and public counter service and assistance for the Community Development Office.
13. Performs other related duties as required.

Support: Provides full support to the Town Planner and Town Engineer as needed or required.

Financial Data: Responsible for contracting with outside agencies and consultants and accounting for such contracts.

Computer Operation: Should be familiar with Microsoft Office software, computer, telephone, copy and FAX machine, calculator, automobile, audio/video equipment, plotter, camera. Web site experience helpful.

Other Considerations and Requirements:

- Spoken and written communication skills.
- Proficiency in organization, process and detail.
- Ability to read and comprehend complex text.

Cognitive and Sensory Requirements:

Vision: Corrected 20-30, necessary to read instructions and documents.

Hearing: Necessary for listening to instructions and taking minutes at meetings.

Speaking: Necessary for communicating with the Planning Board and other departments.

Dexterity: Necessary for operating office equipment.

Mobility: Needed to move around the Municipal Building during regular work hours to assist customers
and for evening meetings.

Primary Physical Requirements:

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: frequently required.

Lift 26 to 50 pounds: occasionally required.

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

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: occasionally required.

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

Push/pull: frequently required.

Reach above shoulder height: frequently required.

Reach at shoulder height: constantly required.

Reach below shoulder height: frequently required.

Balancing: occasionally required.
Sit: four hours per day, total of eight hours.
Standing: no more than two hours per day.
Walking: no more than two hours per day.
Twisting: occasionally required.
Bending: frequently required.
Crawling: rarely required.
Squatting: rarely required.
Kneeling: rarely required.
Crouching: rarely required.
Climbing: regularly required.

Hand Manipulation:

Grasping: constantly required.
Handling: constantly required.
Torquing: occasionally required.
Fingering: frequently required.
Controls and equipment: motor vehicles, telephone and customary office equipment.

Work Surfaces:

Office area includes workstation with desk, computer and cupboards. Table, filing cabinets, closet with shelves, bookshelf, and bulletin boards. All surfaces are at various heights.

Summary of Occupational Exposures:

Most work occurs within an office setting. May work in an office without windows thus being exposed to unnatural light with no natural light, and various air climates and conditions in the building. I.e.: air conditioning, heat, lack of fresh air, unnatural light, etc. Some travel in a motor vehicle is required.

May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids and fertilizers.

May be exposed to long periods of sunlight and unfavorable climatic conditions when out of the office.

May be exposed to poison ivy, oak or sumac; and insects such as wasps, hornets, bees, etc.

Other Training, Skills and Experience Requirements:

- Individual shall be knowledgeable in land use matters such as planning, zoning and other matters pertinent to the local government environment, be skilled in working with the public and their concerns, be able to communicate effectively orally and in writing.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License or Certification Requirements:

- Bachelor's Degree in Planning or related field and one (2) years of progressively responsible experience in a municipality or state agency. Master's Degree preferred.
- Valid NH driver's license.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Schedule: Monday through Friday, 8:00 am – 4:30 pm. Evening meetings are held two or more times per month, depending on workload or the necessity of an issue, year round when required is expected within salary.

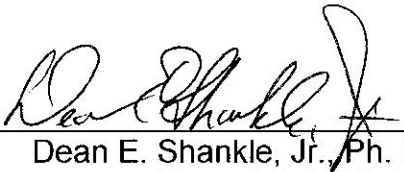
**Staff Report
Miacomet Trail Easement
May 8, 2013**

AGENDA NO. 13-38
DATE: May 8, 2013

Background:

This is an issue that will be dealt with by the planning board at their May 6, 2013 meeting.

Town Administrator's Recommendation: Will provide at night of meeting based on planning board action.



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



DONAHUE, TUCKER & CIANDELLA, PLLC

VIA E-MAIL (dshankle@hooksett.org)

MICHAEL J. DONAHUE
CHARLES F. TUCKER
ROBERT D. CIANDELLA
LIZABETH M. MACDONALD
JOHN J. RATIGAN
DENISE A. POULOS
ROBERT M. DEROSIER
CHRISTOPHER L. BOLDT
SHARON CUDDY SOMERS
DOUGLAS M. MANSFIELD
KATHERINE B. MILLER
CHRISTOPHER T. HILSON
JESSICA L. ECKER
JUSTIN L. PASAY
OF COUNSEL
JOY V. RIDDELL
NICHOLAS R. AESCHLIMAN
RETIRED
ROBERT B. DONOVAN
ROBERT A. BATTLES
(1951-2010)

April 23, 2013

Dean Shankle, Town Administrator
Town of Hooksett
35 Main Street
Hooksett, NH 03106

Re: Miacomet Development, LLC
Webster Woods, Phase II
Trail Easement

Dear Mr. Shankle:

This office represents Miacomet Development, LLC who has received a conditional approval for its Webster Woods, Phase II project located on Daniel Webster Highway. We are currently seeking an extension to that approval which is scheduled to be heard at the Planning Board's May 7 meeting.

One of the conditions of approval relates to a trail easement that is proposed to be conveyed to the Town. It is my understanding that Town Counsel as well as the Conservation Commission and Planning Board have approved the language of the easement and we have attached a copy of the easement. We now seek to have the Town Council accept this conveyance and authorize you, as Town Administrator, to execute the trail easement indicating such acceptance.

We respectfully request that this matter be placed on the Council's May 8, 2013 meeting agenda. In the meantime, if you have any questions do not hesitate to contact me.

Very truly yours,
DONAHUE, TUCKER & CIANDELLA, PLLC


Sharon Cuddy Somers

SCS/sag

Enclosures

cc: Miacomet Development, LLC
Hooksett Planning Dept.

TRAIL EASEMENT DEED

MIACOMET DEVELOPMENT, LLC (“Grantor”), a New Hampshire limited liability company, with an address of P.O. Box 642, Windham, County of Rockingham, State of New Hampshire, as a condition for development approvals, grants to the **TOWN OF HOOKSETT**, a body politic with an address of 16 Main Street, Town. of Hooksett, County of Merrimack, State of New Hampshire (“Grantee”), a non-exclusive trail easement, without covenants, only for the passage of pedestrians, as depicted on the attached Exhibit A.

This easement is granted as a condition of approval. The easement area may be utilized by members of the Association, their guests and invitees as well as the public at large (collectively, the “Users”) for a walking trail. No sub-surface rights are granted herein except for the right of the Grantee to undertake subsurface activities to repair, maintain or stabilize the trail. The use or travel by horse, snowmobiles, all-terrain vehicles or other motorized vehicles is prohibited. All risks arising from or related to the use shall be borne by the Users. The Users shall defend, hold harmless and indemnify the Grantor from any claim or demand, of every kind and nature arising from or related to the use of the easement. The easement is subject to an existing utility easement and all other matters of record and any facts that a view of the property would disclose. Grantor reserves for its successors and assigns, including the Webster Woods Condominium Association, the use and enjoyment of said trail easement area, including the subsurface area, for all purposes that will not interfere with the use and enjoyment of the easement area for a pedestrian trail.

The Grantor reserves the right, upon reasonable notice to the Grantee, to relocate, re-grade or modify the easement area as long as the relocation does not frustrate the intent of the easement. The Grantee will not unreasonably withhold, delay or deny permission to allow the Grantor to relocate, regrade or modify the easement area. The Grantor is under no obligation to maintain or repair the easement area, other than to provide initial grading of the trail. The initial grading is to be completed prior to the earlier of (i) issuance of an occupancy permit for the last Unit in Webster Woods, Phase II; or (ii) June,30, 2018. The Grantee may undertake repair or improvement in the easement area, upon reasonable notice to Grantor. The Grantor will not unreasonably withhold, delay or deny permission to allow the Grantee to repair or improve the easement. The Grantee may terminate the easement, at its sate discretion, by providing thirty (30) days advance written notice of termination, in recordable form, to the Grantor.

Meaning and intending to convey limited easement rights in a portion of the premises conveyed to the Grantor by deed of Webster Square, LLC, dated December 4, 2002 and recorded in the Merrimack. Country Registry of Deeds at Book 2433, Page 1174.

GRANTOR:
MIACOMET DEVELOPMENT, LLC

Dated: _____

By: _____
Peter Zohdi, Manager
Duly Authorized

GRANTEE:
TOWN OF HOOKSETT

Dated: _____

By: _____
Dean Shankle, Town Administrator
Duly Authorized

STATE OF NEW HAMPSHIRE
COUNTY OF _____, ss

The foregoing instrument was acknowledged before me this ____ day of _____, 2013, by Peter Zohdi, duly authorized Manager of Miacomet Development, LLC, a New Hampshire limited liability company, on behalf of said company.

Notary Public / Justice of the Peace
Printed Name: _____
My Commission expires: _____

STATE OF NEW HAMPSHIRE
COUNTY OF _____, ss

The foregoing instrument was acknowledged before me this ____ day of _____, 2013, by Dean Shankle, duly authorized Town Administrator of the Town of Hooksett on behalf of the Town.

Notary Public / Justice of the Peace
Printed Name: _____
My Commission expires: _____

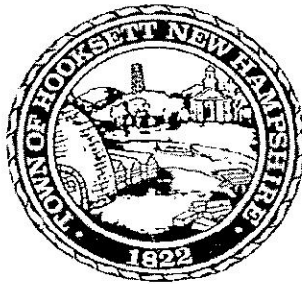
Exhibit A

A certain trail easement within "Webster Woods" Phase II Condominium located in the Town of Hooksett, Merrimack County, State of New Hampshire running between Bernice Street and a location on the northerly line of the condominium property, Map 6 lot 114 at land of "Country View Condominiums", near the intersection of Deer Run and Beaver Run. The easement shows on a plan entitled: "Condominium Site Plan, Town of Hooksett, of "Webster Woods" Phase II, Owner: Miacomet Development, LLC", June, 2007 revised October 9, 2009, prepared by Edward N Herbert, Assoc. Inc., Land Surveying & Civil Engineering, and recorded in Merrimack County Registry of Deeds as Plan # _____, and is more particularly described as follows.

Beginning at a point at the northerly end of Bernice Street being located $S42^{\circ}11'47''$ E, 18.62 feet from a granite bound at the northwesterly corner of Bernice Street and the southwest corner of Walnut Way, a private road; thence $N53^{\circ}55'32''$ E 156.53 feet to a point and $N36^{\circ}55'17''$ E, 731.25 feet to an iron rod on the northerly lot line of lot 114 at land of Country View Condominiums; thence $S77^{\circ}30'44''$ E, 16.48 feet along Country View Condominiums to an iron rod; thence $S36^{\circ}55'17''$ W, 740.31 feet and $S53^{\circ}55'32''$ W, 157.16 feet to a point at the end of Bernice Street; thence $N 42^{\circ}11'47''$ W, 15.09 feet to the point of beginning. The above described easement contains 13,389 square feet.

AGENDA NO. 13-40
DATE: May 8, 2013

Town of Hooksett New Hampshire



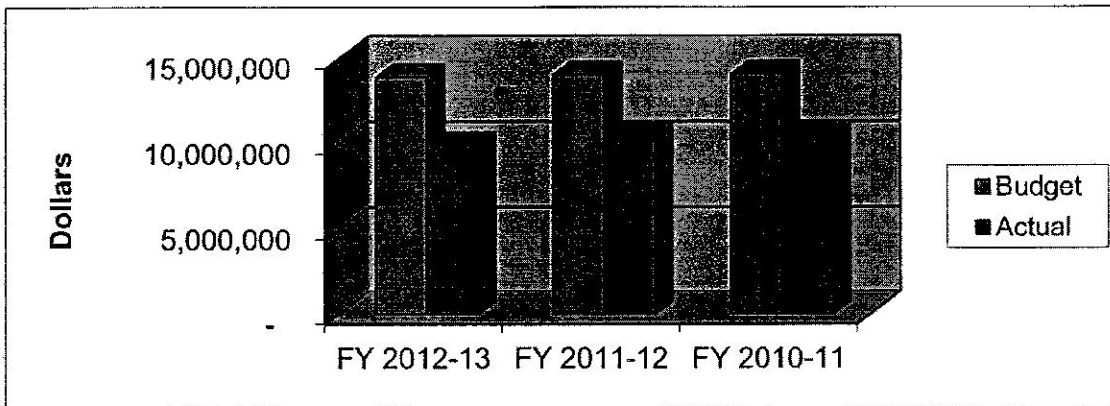
Quarterly Financial Report For March 31, 2013

Third Quarter of FY 2012-13

Unaudited

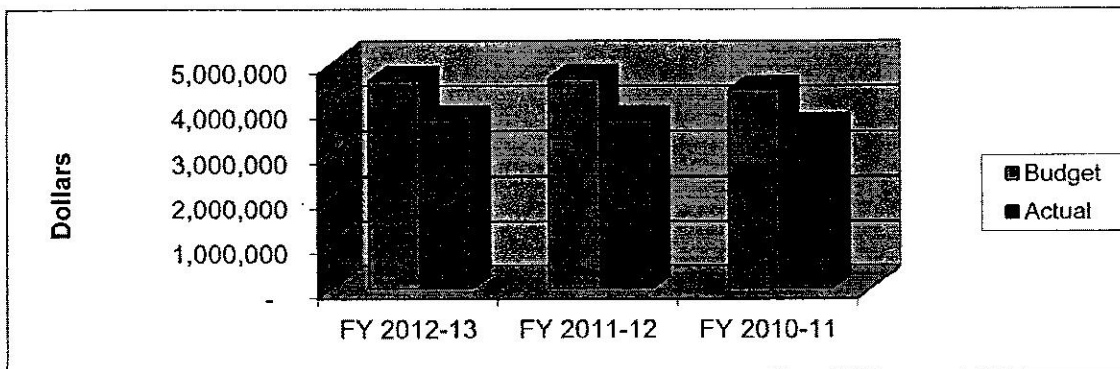
Total General Fund Operating Budget

Year	¹ Budget	Actual	Actuals (Over) Under	
			Budget	%
FY 2012-13	13,900,696	9,951,572	3,949,124	72%
FY 2011-12	14,044,712	10,453,932	3,590,780	74%
FY 2010-11	14,089,386	10,355,471	3,733,915	73%



Total General Fund Revenues

Year	¹ Budget	Actual	Actuals (Under) Over	
			Budget	%
FY 2012-13	4,634,061	3,765,431	(868,630)	81%
FY 2011-12	4,674,344	3,769,082	(905,262)	81%
FY 2010-11	4,420,571	3,595,500	(825,071)	81%



Note: Removed the Sewer from both the Expense and Revenues.

1) Budget amounts include transfers, grants and donations approved by Council as of 3/31 of each year.

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2012-13

March 31, 2013

75% of the year has expired

39 pay weeks of 52 weeks has expired or 75%

Department	* 2012-13 Appropriation	2012-13 Actual YTD	(Over) Under Expended YTD	Percent Expended
Administration	882,504	680,067	202,437	77.06%
Assessing	165,468	115,698	49,770	69.92%
Building & ZBA (renamed Code Enforcement under Public Works)				
Community Development & Planning Board	203,513	145,175	58,338	71.33%
Family Services	219,809	179,494	40,315	81.66%
Finance	199,444	155,050	44,394	77.74%
Fire-Rescue	3,674,519	2,699,738	974,781	73.47%
Public Works	2,744,231	1,942,081	802,150	70.77%
Recycling & Transfer	1,093,857	671,701	422,156	61.41%
Tax Collection	243,839	169,730	74,109	69.61%
Town Clerk	20,966	13,091	7,875	62.44%
Administration's Budget	9,448,150	6,771,825	2,676,325	71.67%
Budget Committee	8,658	5,474	3,184	63.22%
Capital Leases	85,377	85,377	0	100.00%
Cemetery Commission	850	-	850	0.00%
Conservation Commission	10,140	6,609	3,531	65.17%
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	3,544,589	2,279,357	1,265,232	64.31%
Total General Fund Operating Budget	13,900,696	9,951,572	3,949,124	71.59%
Sewer Department	1,952,077	-	1,952,077	0.00%
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	0.00%
Diesel Tank & Fuel Dispenser CR	25,000	25,000	-	100.00%
Fire Personal Protection Gear Purchase	24,000	-	24,000	0.00%
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	-	7,500	0.00%
2012-13 Grand Totals	16,536,273	10,518,582	6,017,691	63.61%

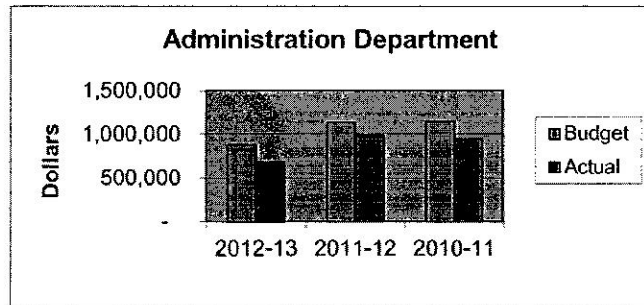
* Includes Budget Transfer and Grants authorized by Town Council.

Quarterly Financial Overview Third Quarter of FY 2012-13

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.

Major Department Expenditures

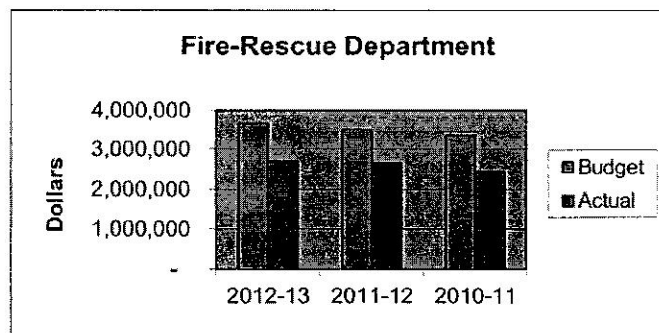
Administration Department			
Year	Budget	Actual	%
2012-13	882,504	680,067	77%
2011-12	1,136,854	980,994	86%
2010-11	1,152,680	948,639	82%



Administration Department - The 2012-13 year is showing 77% spent to date. The reduction in the budget from 2011-12 to 2012-13 is due to 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 reclassifying of the rental payments for the fire hydrants to the Fire-Rescue department.

Legal services are paid through February, which amount to \$57,625.81 compared to the same time last year at \$78,438.19, and the year prior to that at \$84,321.65. Over the last few years, the Town has seen an increase in defending the Town against possible litigation.

Fire-Rescue Department			
Year	Budget	Actual	%
2012-13	3,674,519	2,699,738	73%
2011-12	3,513,513	2,654,550	76%
2010-11	3,351,430	2,458,695	73%



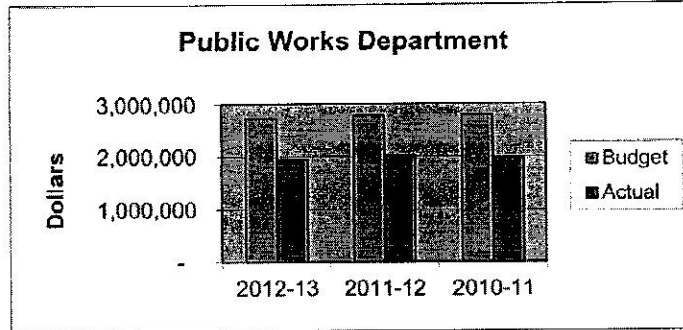
Fire-Rescue Department - This department is 73% spent and is keeping pace with the prior years. The increase in the budget from 2011-12 to 2012-13 is the union contract and the increase in the employer rates for NH Retirement System. Over the last three fiscal years, the employer rates for Group II has increased by 4.37%. The increase in the budget from 2010-11 to 2011-12 is the reclassification of the rental payments for the fire hydrants from Administration's budget. It is anticipated that Fire-Rescue will utilize its entire budget by the end of the year.

Major Department Expenditures, Continued

Public Works Department

Year	Budget	Actual	%
2012-13	2,744,231	1,942,081	71%
2011-12	2,789,528	2,014,511	72%
2010-11	2,803,899	1,975,702	70%

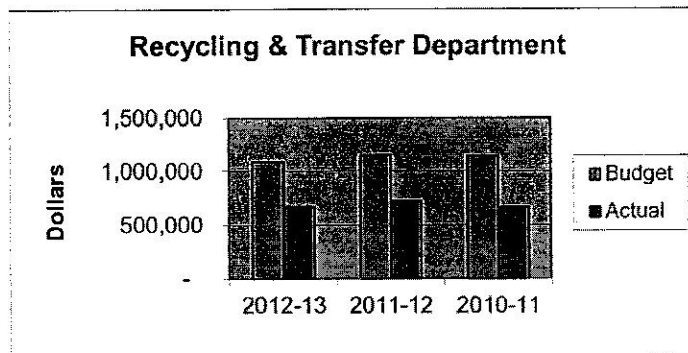
Public Works includes Building & ZBA.



Public Works Department - This department includes divisions for Highway, Parks and Recreation, Building Maintenance and Code Enforcement, formally known as the Building & ZBA Department. In the Highway Division, there is a savings in the overtime line for plowing of approximate \$30,000 due to the slow start of winter season. The Fleet Maintenance Division, which is anticipated to be over budget by \$80,000 for the year and the Building Maintenance Division is also anticipated to be over budget by \$20,000 for the year. Savings can be found in the wage lines due to a few employee turnovers and by paving budget by only spending half of the annual budget.

Recycling & Transfer Department

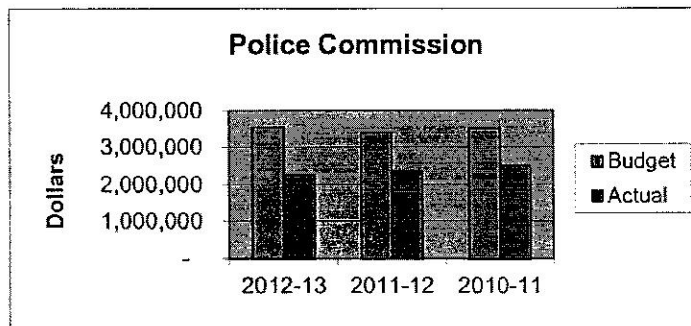
Year	Budget	Actual	%
2012-13	1,093,857	671,701	61%
2011-12	1,150,260	725,215	63%
2010-11	1,143,791	668,067	58%



Recycling & Transfer Department - This department is 61% spent. There has been one full-time position vacant for the year which was filled by a DPW employee. The department's vehicle maintenance line is estimated to be over by \$12,000 for the year and the fuel lines to be over by \$35,000 for the year. The Tipping Fee line, or trash disposal, is 45% spent as of March 31st, which compared to the same time last year was 54% spent and the year prior was 50% spent. Historically, June is the expensive month and it's estimated that the department will be under budget by \$80,000 for the year.

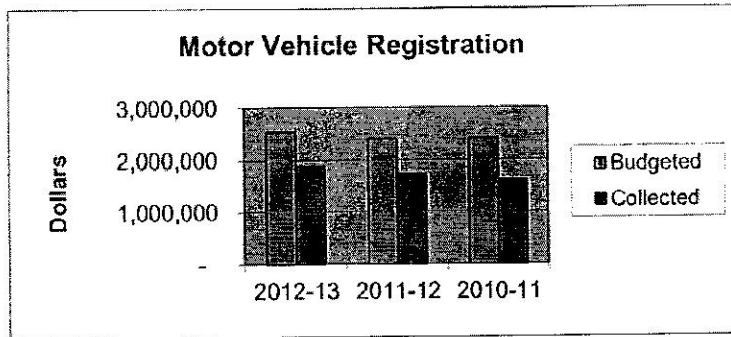
Police Commission

Year	Budget	Actual	%
2012-13	3,544,589	2,279,357	64%
2011-12	3,384,699	2,346,479	69%
2010-11	3,499,460	2,514,048	72%



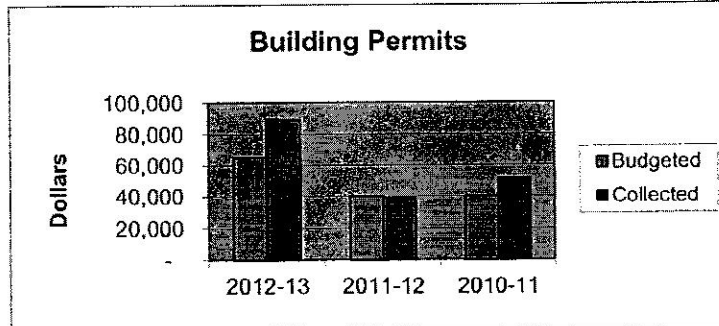
Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2012-13	2,532,500	1,872,649	74%
2011-12	2,400,000	1,741,055	73%
2010-11	2,400,000	1,610,022	67%



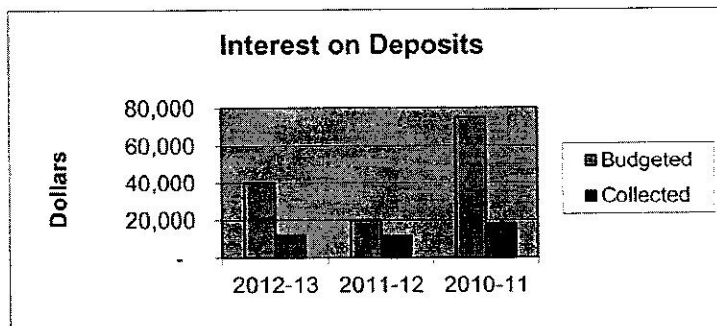
Motor Vehicle Registration - The top revenue source for the Town are fees collected for registering motor vehicles. The Town registered 286 additional vehicles in the first half of the year, which is reflective in the increase in actuals collected. Historically, May and June are high registration months and it's anticipated that fees for Motor Vehicle Registration will be over budget for the year.

Building Permits			
Year	Budget	Actual	%
2012-13	65,000	89,463	138%
2011-12	40,000	38,801	97%
2010-11	40,000	51,792	129%



Building Permits - These fees are paid by builders for residential and commercial construction. SNHU and University Heights Apartments, as well as, some residential permits have been collected to date. The collections for 2012-13 is already over the anticipated budget for the year.

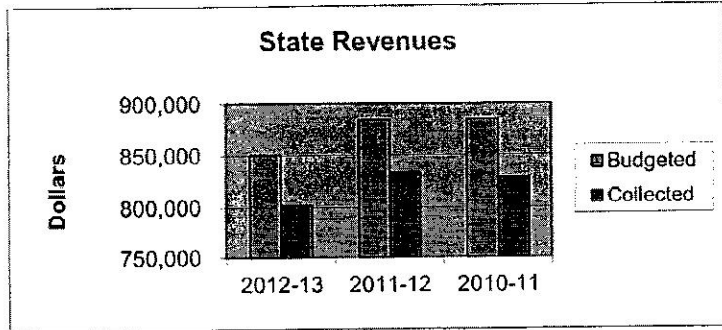
Interest on Deposits			
Year	Budget	Actual	%
2012-13	40,000	12,171	30%
2011-12	20,000	11,661	58%
2010-11	75,000	18,211	24%



Interest on Deposits - These are revenues earned on cash investments. Still waiting for interest rates to recover, which not expected in the near term. The Town did purchase a CD in December at a rate of 0.37% and anticipates that we will be close to meeting budgeted expectations by the end of the year.

Major Governmental Revenues, Continued

Year	State Revenues		%
	Budget	Actual	
2012-13	850,461	801,656	94%
2011-12	884,699	833,385	94%
2010-11	885,167	828,460	94%



State Revenues - The Town has not received the "State Shared Revenues" since FY 2009-10. The Meals and Rooms tax and the Highway Block Grants are holding steady.

Other Revenues	Budget	Actual	Over Budget
Interest & Penalties on late taxes	260,000	332,921	72,921
Elderly Lien Payoff	-	40,337	40,337
Fire Plan Reviews	3,500	7,125	3,625
Plowing	12,000	21,000	9,000