

**TOWN COUNCIL AGENDA**  
**Regular Meeting**  
**Wednesday, June 26, 2013**

**6:00 Non-public session per NH RSA 91-A:3 II(a) and (c)**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES: June 12, 2013**
- 5. AGENDA OVERVIEW**
- 6. CONSENT AGENDA**
  - a. 13-57 Fire Dept. Homeland Security Grant: \$306.86
  - b. 13-58 NH Fire Academy Training Grant: \$945.45
  - c. 13-59 Equipment Donation from Mainstay: approx. \$800.00
- 7. TOWN ADMINISTRATOR'S REPORT**
- 8. PUBLIC INPUT: 15 Minutes**
- 9. NOMINATIONS AND APPOINTMENTS**
  - a. Appointments: (See attached list)
  - b. Nominations: Jacqui McCartin, P&R Advisory Board, Alternate
- 10. SCHEDULED APPOINTMENTS**
  - a. Rusty McLear, partner in Granite State Hospitality to discuss new I-93 Hospitality Centers
  - b. 13-60 Public Hearing: FEMA reimbursement for snowstorm: \$54,625.59
- 11. 15 MINUTE RECESS**
- 12. OLD BUSINESS**
  - a. Town Goals: Community Building
- 13. NEW BUSINESS**
  - a. 13-61 Fire department vehicle
  - b. 13-62 Non-union pay increases
  - c. 13-63 Budget Transfer Requests
- 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.

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

## **17. ADJOURNMENT**

### **Public Input**

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

**TOWN COUNCIL MEETING MINUTES**  
**Wednesday, June 12, 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, Robert Duhaime (arrived 6:32 pm), Leslie Boswak, and Michael Downer (arrived 8:12 pm).

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES – May 22, 2013**

- a. *Public – J. Levesque motioned to approve the public minutes of May 22, 2013 with edits. Seconded by V. Lembo.  
Vote unanimously in favor.*
- b. *Non-public – J. Levesque motioned to approve the non-public minutes of May 22, 2013. Seconded by T. Lizotte.  
Vote unanimously in favor.*

**AGENDA OVERVIEW**

Chairman Sullivan provided an overview of tonight's agenda.

Chairman Sullivan: There is no need for a non-public tonight. As well, under "g – Discussion of School Board appointment" we do not need to do that. The school board has accomplished that goal.

**CONSENT AGENDA**

- a. 13-46 Donation to Veterans Memorial: Hooksett Chamber of Commerce \$100; husband and wife \$25; husband and wife \$50; group of individuals \$100; individual \$100 (\$375 total donation)
  - i. Chairman Sullivan: I'd like to offer an amendment under "a." They received an additional \$100 donation for that.  
*Chairman Sullivan motioned to approve the amendment of an additional \$100 donation from an individual. Seconded by J. Levesque.  
Vote unanimously in favor.*
- b. 13-47 Donation to Fire-Rescue: \$500 from John Solorio
- c. 13-48 Donation to Police Department: \$500 from John Solorio  
*T. Lizotte motioned to approve the Consent Agenda. Seconded by V. Lembo.  
Vote unanimously in favor.*

**TOWN ADMINISTRATOR'S REPORT**

- Hiring staff: over the last couple weeks interviewing for Code Enforcement Officer, who has been chosen and will be starting Monday. Conducting second interviews on 2 people for the assistant planner position.

T. Lizotte: In regards to hiring, can we update our employment documentation to also include the noncompete/nonsolicitation, so that if an outside vendor works for the town they cannot solicit our employees and vice versa? Also, is there a confidentiality agreement for employees in place currently, other than what is in RSA 91-A?

- Memorial Day – ribbon cutting for new outside space at American Legion
- Economic Development Advisory committee meeting – to be discussed later tonight by Councilor Boswak
- Native American Murals - I attended the unveiling. I brought copies of the brochure that was handed out. It was well attended, and the commissioner from state came down. It is available online if people want to see it.
- Old Town Hall Committee meeting - there are some exciting things going on in the Old Town Hall.

- Cemetery Trustees – met with the chair about their budget
- NH local government info network – attended in Concord.
- Website - Some people who subscribe to the newsletters are not getting email notifications; spam filter is picking them up. Once spam filter picks it up twice, it stops sending. Town hall spam filter also picks them up. We are working on a solution; I don't know what we are going to do, but we need to do something different.
- State register of historic places, photos, descriptions: Prescott library and old town hall did not have pictures in there. I sent an email to webmaster and asked if we could send a picture and what format they want it in. I have not heard back, but we are in the process of that.
- ISO fire rating received: classification is 4/8B (can be found online); or you can borrow the book from Dr. Shankle.

S. Orr: Does that mean it's good or not good (ISO rating)?

Dr. Shankle: My understanding is, it is no worse than it was; the bottom line is it shouldn't have a negative impact on insurance rates.

- Town volunteer annual appreciation dinner Saturday night 6/15; respond to Katie
- Hooksett Village Brainstorming session at Robie's store from 6-8 pm on Monday, 6/24. Find out the future of village and next steps to make it happen; refreshments will be provided.
- Police Commission - Sen. Boutin called and the governor signed the law that said the police commission is abolished. I followed up with secretary of state to make sure, and that did indeed happen. The Chief is working with Dr. Shankle on what to do; to be discussed more later tonight.
- Tax collector – there are signs up and on website: due to being short staffed the week of 6/17-6/21, the town clerk/tax collector office will be closed from 1-2 pm for lunch. Reminder: you can register cars, dogs, and pay property taxes online at [hooksett.org](http://hooksett.org); call 485-9534 with any questions.
- Hooksett garden club is volunteering to work around safety center sign on Rt. 3; – in attendance tonight and will speak during Public Input
- Dave Burrell, owner of Accurate Tree donated his time and bucket truck to install flags on bridge for Memorial Day – will continue to do every year as long as he can.
- Community garden - filled up quickly; people have been driving over to it (easier way to get water than by carrying) but will ruin fields. Requested they refrain from doing that. May need to fence in.

S Orr: I received a call from a constituent concerned about children playing on the ball field and balls going on to the garden and the garden being trampled. Do you know if that has been addressed and what the outcome was?

Dr. Shankle: I am in the process of working on that; nothing resolved yet. The issue is what damage they might do to the garden. I'm not sure how to address if it continues; do we want to put up a fence around the garden? They have been asked not to do it; we'll see if they continue.

S. Orr: Do you know who (DPW, if anybody?) has called the person back to let them know what the solution is?

Dr. Shankle: Let me check on that.

V. Lembo: I see there is a spigot outside town hall; is there any way a hose can be installed so the folks can drag the hose over instead of carrying gallons of water from their homes?

Dr. Shankle – My concern is that it is not monitored. If somebody turns the water on and leaves it on, we could end up with the whole garden being flooded out before anyone notices it. There is nobody here to monitor it on nights and weekends, when it goes on and off. That is my concern.

R. Duhaime: Can you use a keyed spigot?

Dr. Shankle: Who has the key?

R. Duhaime: Somebody from the Garden club – put it in a spot where only they know.

Dr. Shankle: This isn't really a Garden club issue. This is all the public that uses it.

V. Lembo: If the people with a garden pick up a key at the highway dept. w/\$10 deposit; get deposit back at end of season when they return the key. That way, only people with a garden have access to the faucet.

Dr. Shankle: We will look into that. As soon as this garden fills up, we are going to put people at Frasier Park. There is no spigot there so we will be dealing with providing something for one group and not another. I will look into this. I don't have any objections if we can do it in a way that will cause us or them any problem.

- Mr. Irish – came in last week and talked about the fact he was asked to pay impact fee for CO; we looked up other people and there was an entire file of people in same situation; no way to unravel who paid what, when, and whether people had CO's or not – we took them to the Planning board and they gave waivers – he is taken care of, and anybody else in like situations is taken care of.

V. Lembo: If there were a good number of people, we lost the impact fees for that particular development?

Dr. Shankle: It was different places all over town, and I think it ended up being about \$30K; I think there were about 8 of them.

J. Sullivan: It was 6 of them, thank you Susan.

V. Lembo: Did it all involve the same developer?

D. Shankle: No, it was different ones at different times and different places all over a few years, that's why it's hard to unravel.

J. Sullivan – I assume we have steps to take now that will not require us to do this again.

Dr. Shankle: Yes that is correct.

- Performance Measurements - (data driven decision making): info from town on how people feel you are doing – quantitative (numbers) - ICMA program called CPM 101. I will have more information as time goes on. First year cost is \$995.00 + training fee of \$200 = \$1300 more or less. We have moved ahead on that.
- Qualitative data - to see how people feel you are doing; we need a town survey – tied in w/data from ICMA. The only municipality in NH is Dover that is currently using both (survey once every 4-5 years). That will give us a statistically valid survey on how people feel about different areas. In addition, once survey is done, the survey questions will be posted and everyone in town will have a chance to input. The survey is about \$13,000. We have put down \$6,000 to start process. There is an encumbrance for remainder of \$7,000 that we will be talking about later. One benefit is you can compare yourself with every other municipality in the ICMA program. The survey is something we have a need to do and this is a good time to do that, moving forward over next few months.

J. Sullivan – We will ask questions when we get to the encumbrances.

N. Comai – You mentioned the solidification/confirmation of the commission being abolished. I wonder if we could be sure to send the 3 commissioners a thank you note for the work they have done; specifically mentioning the fiscal responsibility and impact.

### **PUBLIC INPUT**

Garden Club members: Mrs. Tina Paquette and Mrs. Doris Sorel, 54 Cross Rd.: This is about the Police Dept. sign at the Safety Center. Tina and I have been driving by, and it is in need of care. We talked about it at the garden club, and I spoke to Dean Shankle about it and I spoke to the chief of police and the fire chief. Everyone is in agreement that it needs to be addressed. We are going to clean up the planter, trim the rose bushes, and put in some perennials. Hopefully the town will be able to help us with some mulch? We are going to try to start that perhaps next week or the week after.

T. Paquette: It is a lovely sign and we thought that it would be nice to spruce it up a bit. If anyone is interested I have a photo of it on the iPad. If you haven't driven by it lately, it looks a little untidy.

J. Sullivan: We thank you for coming, and I believe that with the Hooksett beautification project, Dr. Shankle can help you with mulch. I think that is something we have been doing all along.

D. Sorel – We were hoping that because it is part of the beautification program, that we could get some assistance from town as well. This is where the mulching comes in and possibly the watering, if it ever needs it. We are hoping to put in plants that won't require too much of that.

J. Sullivan: If you have any other concerns to have the project fulfilled, please talk to Dr. Shankle. Thank you.

D. Sorel: Thank you. We will keep you informed of how the progress goes.

### **NOMINATIONS AND APPOINTMENTS**

#### **a. Conservation Commission – 2 full members, exp. 6/2016**

*T. Lizotte motioned to nominate David Hess and Philip Fitanides as full members to the Conservation Committee with a term until June 30, 2016. Seconded by R. Duhaime.*

J. Sullivan: We will be allowing nominations as standard procedure at our next meeting where we will be appointing.

#### **b. Economic Development – 1 full member**

J. Sullivan: We will need one full member, so if anyone is interested please contact town hall.

#### **c. Cemetery Commission – 1 full member, exp. 6/2016**

J. Sullivan: We have a position on the Cemetery Commission which expires 2016.

#### **d. Heritage Commission – 2 full members, exp. 6/2016; 1 alternate member, exp. 6/2014; 1 alternate member, exp. 6/2015**

J. Sullivan: If anyone is interested in that, please let the town know.

#### **e. Parks and Recreation Advisory Board – 1 full member, exp. 6/2016; 1 alternate member, exp. 6/2016**

#### **f. Planning Board – 2 full members, exp. 6/2016; 1 alternate member, exp. 6/2014; 1 alternate member, exp. 6/2015; 1 alternate member, exp. 6/2016**

*L. Boswak motioned to nominate Thomas Prasol as a full member to the Planning Board with a term until June 30, 2016. Seconded by S. Orr.*

#### **g. Recycling and Transfer Advisory Committee – 1 full member, exp. 6/2016; 1 alternate member, exp. 6/2016**

*J. Levesque motioned to nominate Richard Bairam as a full member to the Recycling and Transfer Advisory Committee with a term until June 30, 2016. Seconded by L. Boswak.*

*T. Lizotte motioned to nominate Robert Schroeder as an alternate member to the Recycling and Transfer Advisory Committee with a term until June 30, 2016. Seconded by S. Orr.*

**h. Southern NH Planning Commission (SNHPC) - 1 full member, exp. 6/2017**

J. Sullivan: At this point, there is someone interested but the application has not been received.

***L. Boswak motioned to nominate Mike Jolin as a full member to the SNHPC with a term until June 30, 2017.***

J. Sullivan: If we could get Mr. Jolin to send in that note of interest that we require our members to do.

**i. Zoning Board of Adjustment – 2 full members, exp. 6/2016; 1 alternate member, exp. 6/2016**

***R. Duhaime motioned to nominate Roger Duhaime as a full member to the Zoning Board of Adjustment with a term until June 30, 2016.***

***V. Lembo motioned to nominate Gerald Hyde as a full member to the Zoning Board of Adjustment with a term until June 30, 2016.***

***T. Lizotte motioned to nominate Jacqueline Roy as an alternate member to the Zoning Board of Adjustment with a term until June 30, 2016.***

N. Comai: We will just expect to see the applications prior to actually nominating them.

J. Sullivan: Please can we let them know they should send those applications in? If anyone else is interested, let us know. We will be nominating and appointing at our next meeting, as tradition.

V. Lembo: If we don't receive the applications, do we still appoint them or is it going to follow the process, and not appoint them until we do get the applications?

J. Sullivan: I don't believe it is. We request that they send in the information so that newer members will know who they are; I don't think it's a requirement.

V. Lembo: I believe we made it a requirement that anybody that is interested in a position send in the form. I believe that is what we decided one night.

J. Sullivan: Is that everyone's recollection?

J. Levesque: Yes, we need to keep that as a standard.

J. Sullivan: At this point, those who have sent in their interest to serve, they can send a simple form indicating what they can add to the board, what they have done in that past. That will be very helpful.

V. Lembo: If they don't send in the questionnaire, how do we even know they want to do it? Do they make a phone call?

D. Fitzpatrick: Phone calls and emails.

J. Sullivan – so they express an interest but an application hasn't been sent in.

V. Lembo: Are they aware that application needs to be sent in?

D. Fitzpatrick: Yes, multiple times they are aware. The secretaries were contacted to let them know.

J. Sullivan: Could we do a follow up to make sure they send those applications in so we can appoint them officially?

Town Council: Discussion regarding requesting information from interested applicants, whether they have already served or not. The Council members change, and as such, not all members know everyone in town and would like to know who they are appointing to positions. The request for information should be communicated in a friendly way, with appreciation for service.

S. Orr: What is the best way to communicate how we feel about this policy to prospective, current, future board members? Website?

D. Fitzpatrick: A recommendation – if we could get council to do cover memo about what you are encouraging them to do and why that would be more effective than calling the secretary of each board or committee.

J. Sullivan: I can work with Dr. Shankle on coming up with something that covers the concerns we have.

N. Comai: I recall this was done prior to the form; there was supposed to be a paragraph that stated that particular committee/board how many times a year they meet, what the expectation is of those things – that was supposed to go in with it. I thought we went over this a few years ago, maybe with the past Town Administrator?

J. Sullivan: There is always a better way to communicate and to thank people for service and asking for their continued service. Dr. Shankle will work on that, and if we need to we will bring up at our next meeting.

R. Duhaime: As part of process you have resumes that match and you can compare. We don't have that many people in the positions right now. I think reappointment is taken for granted since they have been appointed 2 or 3 times so you assume you don't have to do anything different than what you did in the past. I think in the future everybody will have filled out one of these and they will get used to it, it won't be an issue. We don't want to slight anyone who has served 20-30 yrs. on a board and now they are getting questioned about whether they are doing the job correctly. In the future, hopefully we will have multiple volunteers instead of not having enough people to fill the positions, and the board will have a process because we will have the applications to compare.

### **SCHEDULED APPOINTMENTS**

a. Chairman of Sewer Commission Sid Baines and superintendent Bruce Kudrick

S. Baines overview:

- Hired a new employee which is a rare occasion since we don't have much turnover.
- New triaxle truck nearly paid off in 1 year from savings in tipping fees going from Rochester to Merrimack
- Committed to taking our sludge to Merrimack and saving \$120,000-\$125,000/year instead of going to Rochester
- Completed re-laying 1200 feet of sewer line in front of Merchants Motors; paid for by state as part of widening of Rt. 3
- Informed DOT pipeline on 3A must be upgraded to accommodate new rest area that is projected on the highway
- Still working with DES and attorney general's office on disks issue; can't discuss further since it is with the attorney general
- New projects:
  - SNHU putting up new dorm and proposing new library soon
  - Contract w/Wal-Mart to run new sewer line from west side of river to pump station; also accommodate Bass Pro Shop for future hook up. This item may need special town meeting – agreement w/Wal-Mart might be construed by state as incurring town debt. That has not yet been determined, but Dr. Shankle is on top of this and will help to keep council informed.
- Have much better relationship with highway dept.; talking and seeing if we can work out agreements if they work for us we can exchange equipment as a cost savings
- Working on new permit with EPA which will double size waste water treatment plant from 1.1 to 2.2 million gal/day; 780k gal/day currently
- Budget in good shape; 44% left (as of April 15)
- \$11,150 permit fees; University Heights apartments has paid \$10,000 of that
- Residential housing off for past several years; during normal year we get 40-50 housing permits; we are around 10 this year. Shows economy not recovering yet.
- Process of trading 10 acres of land to Manchester Sand and Gravel in the industrial park; we bought 10 acres some years ago; they came to us with an interested party looking to purchase



that land. They want to put 800,000 sq. ft. building on that property and property adjacent to it. Working on trade and will be consummated shortly.

- Recently settled dispute w/Village Water Precinct; they had been overcharging for water for several years; an agreement has been reached
- Court case settled on appeal – won that also

N. Comai: What is in front of us is May 31 budget and you reference April 15. Do you still have \$1 million in your coffers? Can you walk me through your encumbrances and what happens to the money that is leftover? Can you educate me on that?

S. Baines: \$991,000 set aside for purchase of new trucks, upgrade of material that needs repair and all of these monies have been exhausted in clean-up of disks situation. We are into this for \$1.2-\$1.3 million at this time; situation that is with attorney general is how much of that can we recover? Next March statute of limitations runs out, so we need to stay on top of it. As time elapses, we need to file suit or extend time period.

J. Sullivan: You say you have 44% left; what happens to extra money?

S. Baines: It goes back to our general fund.

J. Sullivan: That general fund is used to offset sewer rate?

S. Baines: It could, or be put toward projects that need to be done.

N. Comai: Or emergencies like the disk problem.

B. Kudrick: There is a clarifier (settling tank) about 30 years old – center column has rotted away. We have ordered parts (12-14 weeks out for delivery of biggest part). We need to hire a company to come in and drain the tank, take the walkway off and rebuild it. To do all that is \$30,000. It was designed for 25 years, and we got 30 out of it.

S. Baines: The reserve money was set aside for major repair and was there to do that.

N. Comai: The \$992,000 that was captured to spend for the disks exhausted your rainy day fund; do you see in the short term you are going to try to recoup that so we have it again? And so we don't see any reduction in rates in the future?

S. Baines: We have no plans to increase rates.

N. Comai: Or to decrease either?

S. Baines: No, and we have no safety net either. We have to find money for repair coming up; if there is something left over in the budget, it might be able to take care of that.

R. Duhaime: You have a bond for improvements on sewer, paid off in a few years' time?

S. Baines: It's a 20-year bond.

R. Duhaime: Of course we're not going to get any reduced rates because you still have to cover that bond.

S. Baines: And we keep a payment in advance; we have next year's payment in place.

R. Duhaime: As Lowes, University Heights, and some of the larger ones come online, those rates start paying in, so the plant runs at a higher volume and pulls in more funds. If you were able to get the plant to 2.1 million then you would generate a lot more funds to catch up possibly faster?

J. Levesque: The situation with the disks, can you explain the settlement and who is the ultimate responsible party?

S. Baines: We are trying to determine. We think we know who the ultimate responsible party is. Krueger is the company we purchased the disks from. They have been summoned to DES for discussion. It is in the attorney general's office. It is ongoing and if by mid or late November nothing has come to fruition, we may have to contemplate a lawsuit.

V. Lembo: The reason the disks got out is because the alarm system didn't work?

S. Baines: There was no alarm system in plant.

V. Lembo: Is the alarm system up and running so this doesn't happen again?

S. Baines: There is an alarm system that is up and running along with several other safeguards.

V. Lembo: Regarding the Wal-Mart sewer on 3A you indicated you might need a special meeting. It was my understanding that they were footing the bill to come up 3A and over the river. Has that changed?

S. Baines: The arrangement is we pay them back if anyone hooks on to the line. They would have to pay us a system development fee which would go to Wal-Mart to cover the cost of construction. We would pay them back until what they invested in the line is paid. It would all come from the system development fee. If there was no system development fee money coming in, they wouldn't get paid.

V. Lembo: There should be no money from taxpayers? It would be coming in from the folks hooking up to the line and you would just take their system development fee and pass it to Wal-Mart?

S. Baines: It wouldn't come from tax payers anyway, it comes from rate payers.

V. Lembo – If Wal-Mart puts line in on their pocketbook, and a gas station hooks into it, they pay a system development fee to Hooksett and you pass it on to Wal-Mart? A rate payer should not encounter any additional cost?

S. Baines: When you get system development money it builds up a safety net of \$1 million sitting there in the event of catastrophe. We are operating without a safety net right now.

J. Sullivan: What is the need for a special meeting, for voters to approve what?

Dr. Shankle: The issue is we are working with the DRA to determine whether that is long term debt or not. Sewer commission's position is it is not long term debt because it is just a reimbursement of money we are getting in to repay them. In our opinion, the only way it is long term debt is if there was no system development fee, the rate payer would need to pay, but that is not the way it is being set up. Our position is that it is not long term debt. The DRA has not taken a position yet, they are waiting for more info. We still believe we will not need a special meeting but that is their call.

V. Lembo: Bottom line is rate payer is not going to incur any rate hikes for the sewer line on 3A.

Dr. Shankle: The way it's set up, if no one else ever ties into that, Wal-Mart would essentially pay for it.

S. Baines: They would pay \$30,000/year in sewer rent which is forgiven every year. As long as money is owed on sewer line they would get usage fee.

V. Lembo: Whatever it cost them to put the line in and hook up to your plant, the \$30,000/year sewer rental fee will be forgiven until the sewer line is paid for and then they would start to pay the sewer rental?

S. Baines: That money is put toward the cost of the sewer line. Wal-Mart is paying for the sewer line on 3A on an interest free loan.

V. Lembo: I am just clarifying that the rate payer will not get hit.

T. Lizotte: It would be interesting to understand the depreciation on that line by Wal-Mart on that investment. If they had to put in a new septic tank, they are in a situation where they have to do something.

S. Baines: When it started Wal-Mart looked at putting in an elaborate septic system and not only pay for that but hire someone to attend to it. I don't have an exact number but it was around \$4 million that they would get no return on. By running a sewer line, it benefits both of us.

T. Lizotte: They had to do it, it was a smaller line. We collaborated to make it bigger so others can tie in. Is the amount we pay back the difference between the small line and the large line? Should it be?

S. Baines: We are not paying 100%; all the work on their property is on their nickel. Once it leaves their property that's when the deal starts. We have not seen any numbers. When we went to the larger line we had received \$225,000 from SNHU for dorm. We told them that \$225,000 would be put immediately aside for that pipeline construction.

R. Duhaime: Wal-Mart's rate on their sewer will pay back part of the infrastructure cost or is that still going to the sewer department?

B. Kudrick: We bill them for water they use like any other person. We subtract it off the account to keep track of how much money they get back.

R. Duhaime: It's not a full reimbursement of their rate or is it?

S. Baines: Yes, complete forgiveness. What they pay, \$30,000 for example, will be taken off their debt if nobody else hooks on. That will keep reducing.

S. Orr: The land purchased by Sand and Gravel, they are asking to trade for that land back. When we purchased did we have a plan for that plan? What was that plan and why did we not follow through on that?

S. Baines: The plan was for a recycling program. When we had everything in place, we had the problem with disks. That used \$991,000 of reserved funds that was to be used to implement the recycling program. Until we can recoup that money we have to put the recycling program aside. It is not abandoned it, it's just there until we recover.

S. Orr: If we trade land, will we have to find an alternate location for the recycling program?

S. Baines: Yes, they traded us an even better spot.

S. Orr: What did we receive in trade?

S. Baines: Land for land (10 acres) from one spot to another spot.

S. Orr: Can you tell me more about the court case you won?

B. Kudrick: A property on 50 Whitehall Rd – when someone hooks on to the sewer system, we charge a system development fee (\$3000 per 225 gallons). A gentleman took a single family house and turned it into duplex; he argued against paying the \$3000 for the second hookup. He paid in protest and took Sewer Commission to court. We participated in mediation last year (the office manager, Sid Baines and myself). He contested it was always a 2 family home; town tax records show it was always a single family unit with a business. The court decided that we had all the facts on our side and, he didn't have anything. He lost and had to pay all the court fees.

S. Baines: He appealed and lost again.

**OLD BUSINESS**

Nothing to discuss.

**NEW BUSINESS**

- a. 13-49 Signing AFSCME union contract

J. Sullivan: The voters have approved the contract, so this is a ceremonial signing.

Dr. Shankle: Everything has been approved but the money portion prior to the town meeting where the contract was overwhelmingly approved.

***V. Lembo motioned to authorize the Chair to sign the AFSCME contract on behalf of the Council. Seconded by L. Boswak.***

Representatives present to sign for the union: Harriet Spencer, coordinator for AFSCME and Scott Marshall, DPW, president of AFSCME

Dr. Shankle: This is the first contract with this union, and I think we started off in the right direction.

***Vote unanimously in favor.***

**5 MINUTE BREAK – meeting resumed at 8:00pm**

J Sullivan: New business, we have Chief Bartlett and Capt. Daigle.

- b. 13-50 Police Department use of impact fees for repeater

Dr. Shankle: We always run these by the town attorney, in terms of using impact fees for things, and I did get a letter from Steve Buckley that says in part, "I agree that the release of the public safety impact fee funds for the proposed radio repeater device/system is appropriate and consistent with the requirements of the impact fee statute RSA 674-21 V."

Chief Bartlett: Currently our system is a single channel system. It promotes an officer safety problem working on the road. When somebody transmits portable radio or car radio to headquarters, the only person that hears them is dispatcher. With a repeater system, it allows us to have a dual channel system so the repeater will broadcast what that one radio is saying on a separate channel so everybody can hear it at the same time. Currently, if an officer has a confrontation and is asking for assistance, there is a time delay until the dispatcher can relay the message to everyone else. Additionally the repeater would take care of dead spots in town relative to transmission; everybody hears everybody at the same time in real time.

***T. Lizotte motioned to spend the impact fee funds totaling \$35,361 to purchase a radio repeater and FCC license for the Police Department radio system. The service will be provided by Ossipee Mountain Electronics, Inc. who is the contracted radio service provider for the Police Department. Seconded by V. Lembo.***

S. Orr: Is this related to damage done to your system by the lightning strike?

Chief Bartlett: No

S. Orr: That issue is still in effect since the voters did not approve that item?

Chief Bartlett: We still have 2 additional phases to this radio repair project that need to be completed. The dispatch console that was struck by lightning in 2010 still needs to be repaired. As of December 2012 they no longer make parts for repair. If something happens to the console, we will have some serious communication problems.

S. Orr: If we are spending \$35,000 on this system which is important and so is the damaged equipment at the station. How did you determine that this was phase 1 instead of the console at the station?

Chief Bartlett: Currently the console at station is functional; the radios on the street are only functional to one other person. I view this as an officer safety priority. Regarding the console, we have over \$200,000 in the CIP fund if we needed. I am looking at Ossipee Mountain Electronics to give me an updated estimate on the next 2 phases of radio system repairs. This has been going since 2002-2003, putting money in CIP fund. Currently, there is \$226,659.72 in the fund if we do need the console repaired now. I am waiting for an estimate in current dollars versus when it was first estimated in 2002/2003.

S. Orr: Regarding impact fee, what is the balance after spending \$35,000?

Chief Bartlett: It's in the area of \$80,000. We had roughly \$112,000 in the impact fee account so the \$35,000 would come out of that and we would be left with \$80,000-\$90,000.

R. Duhaime: I am familiar with the CIP request which I believe the total request was \$425,000 at that time. I saw the letter from Spillman; when you change the whole system, will you be able to use this other company?

Chief Bartlett: The Spillman Company is for computer aided dispatching system, not related to the radio system. Ossipee is the contract company that does all the maintenance and upgrades for the electronic equipment in the cars and portables.

R. Duhaime: Will the new system be tied into the computer with software?

Chief Bartlett: Computer aided dispatch and records management system software will run on hardware; the radio system is used to transmit to officers. The radio repeater and tower (will be located on Hackett Hill Rd.) amplifies the signal used to get officers and dispatcher on the same page communication wise.

#### **Roll call**

**T. Lizotte – Yes**  
**J. Levesque – Yes**  
**V. Lembo – Yes**  
**J. Sullivan – Yes**  
**N. Comai – Yes**  
**S. Lovas Orr – Yes**  
**R. Duhaime – Yes**  
**L. Boswak – Yes**

#### ***Vote unanimously in favor.***

- c. 13-51 Police Department purchase of upgraded dispatching/ recording keeping equipment

Chief Bartlett: The current system has been in place since 1989; it is very inefficient and does not allow tri-mapping and crime/sector analysis. When an officer does his report, it goes through at least 7 people before it is finalized. Officers do have not mobile capability to do anything in their vehicles. This is a great opportunity to move forward on this recommendation. The efficiency status of this agency is slowed down by no core nucleus of a good paperwork CAD/RMS system. It will make an extreme difference in how we operate. It incorporates modules for dispatching to enter more information into the initial call for service data; it has a mobile component to silent dispatch on mobile data terminal; everything is automatically uploaded through the computer system – including photos, arrest reports, e-ticket module to be uploaded to DMV. Through IMC and Tritech, if an officer runs a name check it also checks any other IMC person on the grid...Bow, Concord, anyone else using IMC. The biggest positive is the evidence management system; the current system is not conducive to continuity and chain of custody for evidence. This will streamline the process – we can store and retrieve evidence properly and more efficiently. The whole system will be more efficient and bring this department to 2013 as far as technology to incorporate all systems.

Chief Bartlett: We are requesting some additional funding of \$6,300 for onsite training fee of up to 10 people at a time. \$132,840 is the new amount.

***T. Lizotte motioned to approve the purchase of the Tritech/IMC software system quoted at \$132,840 with funds to be taken out of the current budget salary and/or benefits line items. Seconded by J. Levesque.***

V. Lembo: Do we have money in the budget – salary and benefits line?

Chief Bartlett: I am very confident we have money in the budget.

N. Comai: I don't support it coming out of the salary line, but I fully support purchase. I would like to see it come out of some other areas first.

C. Soucie: The purchase will be charged out of a computer software line; because it is a bottom line budget, the salary line will be underspent and the computer software line will be overspent. We would never charge it off to a salary line. We show the expense where it is, it's just where the budget lines up with that expense.

N. Comai: At the end of the year, will the salary line be the same as what is left over so we can say we didn't spend the salary line?

C. Soucie: Yes, definitely.

S. Orr: Are we fully staffed or will taking money from this line jeopardize any future hires?

Chief Bartlett: No, we are not at full complement yet; 1 officer is attending academy and 2 additional positions that are currently vacant. I am in the process of filling those positions. I don't think taking this money at this time will hinder the hiring of any future officers for the 2 vacant positions.

J. Sullivan: Any new hires will be funded out of the 2013-2014 budget?

Chief Bartlett: Yes.

Dr. Shankle: Once you approve this it's also going to show up under encumbrances to be approved.

R. Duhaime: This would help with management process. We could see results of new system in a year from now.

Chief Bartlett: Calls for service are incorporated into the mapping system (Google maps). IMC is so integrated with the NH system and laws; they have a system in place where the NH accident report is incorporated into this package. The information entered backfills info into report that officers generate.

**Roll call**

**T. Lizotte – Yes**

**J. Levesque – Yes**

**V. Lembo – Yes**

**M. Downer - Yes**

**J. Sullivan – Yes**

**N. Comai – Yes**

**S. Lovas Orr – Yes**

**R. Duhaime – Yes**

**L. Boswak – Yes**

***Vote unanimously in favor***

d. 13-52 DPW work on South Bow Road

L. Lessard: This is for the rental of an excavator to start the process of putting drainage in on S. Bow Rd through the winter months. The road is almost 5000' and about 4200' is designed and laid out. This is for the excavator to install the pipe. I am anticipating it will take longer than 3 months, but I hope to get the majority done this year.

***L. Boswak motioned to approve the hiring of B. Jean Excavation LLC an operator and excavator for no more than \$40,000. Seconded by J. Levesque.***

V. Lembo: Have we used B. Jean in town before?

L. Lessard: I used them to take the oil tank out at the highway department, and he worked out well

J. Levesque: How do you do a request for bids?

L. Lessard: I called 4-5 excavation companies I knew and asked for bids. Only 3 responded; I did not put anything in paper.

V. Lembo: Should Council look to put bids in paper so local companies can have a fair shot?

Dr. Shankle: This is more of a service contract; if we were purchasing an item we would put it out for bid. In the future we should advertise for anything where the total cost will be more than the requirements.

T. Lizotte: Are we obligated to solicit bids via the paper? Or can we post on the website and tell everyone to go to website if interested?

L. Boswak: I agree; I know that the legal ads are expensive but I think it's a best practice to advertise and put it in the paper so everyone can have the opportunity to bid.

**Roll call**

**T. Lizotte – Yes**

**J. Levesque – Yes**

**V. Lembo – Yes**

**M. Downer - Yes**

**J. Sullivan – Yes**

**N. Comai – Yes**

**S. Lovas Orr – Yes**

**R. Duhaime – Yes**

**L. Boswak – Yes**

***Vote unanimously in favor***

e. Recycling Department issues:

i. 13-53 Diesel tank bids – MB Maintenance

Diane Boyce, superintendent

***R. Duahime motioned to approve the amount of \$40,975 for replacing the diesel tanks. Seconded by S. Orr.***

N. Comai: How did you go out to bid?

D. Boyce: This was in the paper and on the website.

Dr. Shankle: In this case, we followed the formal bidding process.

D. Boyce: We requested the project start in July w/MB Maintenance; he cannot start until August or September, but I still think it's worth the difference in price to wait.

V. Lembo: Do we require these vendors to they have bonds in case they take off in the middle of the project?

D. Boyce: It's part of the bid that they have to be insured.

**Roll call**

**T. Lizotte – Yes**  
**J. Levesque – Yes**  
**V. Lembo – Yes**  
**M. Downer - Yes**  
**J. Sullivan – Yes**  
**N. Comai – Yes**  
**S. Lovas Orr – Yes**  
**R. Duhaime – Yes**  
**L. Boswak – Yes**

***Vote unanimously in favor***

ii. 13-54 Wheelabrator contract

D. Boyce: Our 5 year contract with Wheelabrator is up at end of 2013. We have never bid out on this since we have been using them for 20 years. They have approached us with a 10-year proposal that should save us \$6/ton from July 1 – December, and another \$30,000 for the year in the second half of our budget. Do we need to go out to bid? There are so limited sites for disposal, only a couple other places we can go. Wheelabrator is convenient, a little more expensive than landfill. Only other options are Bethlehem Landfill, Wheelabrator in Penacook, and Covanta in Haverhill, MA. Pricing might be a little less to go to Haverhill, but more fuel and more wear on vehicles as distance is further.

J. Sullivan: Under the current bid process there is an option that we do not have to go to bid if it meets certain criteria. Is that true?

Dr. Shankle: Basically, it is up to Council. Because of the nature of the situation, you can say you want to do it as a single source contract. But it is a decision Council should be making.

J. Sullivan: Do you have a recommendation on whether this would be wise for us to wait?

S. Orr: I think we need to stick to procedure to go out to bid for a contract of this nature, but you did receive other bids? Can these be considered bids?

D. Boyce – I wouldn't consider these bids. We don't have the trash volume that bigger companies have and can commit to more tonnage for the contracts themselves. I don't think we are going to do any better than Wheelabrator.

S. Orr: I still feel we need to be consistent and go through the exercise of getting bids from these other companies. We should include travel fees, and I feel we need to follow procedure and process. I don't want it to look improper.

J. Sullivan: We can request Diane to go back and follow the bid process.

T. Lizotte: Do you have a minimum number of loads you have to commit to?

D. Boyce: Not any longer. We would lose the \$13,000 we could save between July and December if we go out to bid.

***T. Lizotte motioned to waive bid process. Seconded by J. Levesque.***

M. Downer: You mentioned if it goes to bid we would lose any near term savings? Is there a requirement for a time frame for bids to be received?

Dr. Shankle: However long it takes.

M. Downer: Can we shorten the process to mitigate the financial impact?

J. Sullivan: You asked what we could lose if we don't waive the bid process.



D. Boyce: \$30,000

L. Boswak: If we waive the bid process, we vote to allow it to stand. If that does not pass, then we are voting to put it out to bid.

S.Orr: When does the current Wheelabrator bid expire? If we went out to bid and it took 3 months, they would still honor this contract?

D. Boyce: They wouldn't have to honor anything until Jan. 1.

R. Duhaime: Did the Advisory Committee agree?

D. Boyce: They agreed. The newer contract will save us more money upfront but is more expensive near the end of the contract. But still saves \$10,000 overall if we use the same amount of tonnage that we are now.

**Roll call**

**T. Lizotte – Yes**  
**J. Levesque – Yes**  
**V. Lembo – Yes**  
**M. Downer - No**  
**J. Sullivan – Yes**  
**N. Comai – Yes**  
**S. Lovas Orr – No**  
**R. Duhaime – Yes**  
**L. Boswak – Yes**

***Vote 7-2 in favor***

D. Boyce: Updated contract from Wheelabrator is for 9.5 years starting at \$65/ton and going up 2% annually vs. \$1/ton a year; overall savings is \$10,000 if going with newer contract. There would be a \$42,000 savings until next July.

N. Comai: On the 9.5 year contract, does the 2% increase cap?

D. Boyce: It goes to \$77.68/ton.

L. Boswak: I would go with the original contract; if we were looking at 9.5 years, it is likely the town will incur some kind of growth. We would be looking at a higher volume at a lower price down the road.

R. Duhaime: What is the rate we pay now?

D. Boyce: \$74/ton

***L. Boswak motioned to accept the original contract beginning at \$68/ton and ending at \$76/ton (dated 5/20 Staff Report). Seconded by T. Lizotte.***

J. Levesque: I would think we would be better off with the second proposal. In the future, if our recycling increases, hopefully our trash tonnage goes down. We will pay a little more at the end, but we will get more savings in the beginning.

**Roll call**

**T. Lizotte – Yes**  
**J. Levesque – No**  
**V. Lembo – Yes**  
**M. Downer - No**  
**J. Sullivan – No**  
**N. Comai – No**

S. Lovas Orr – No  
R. Duhaime – Yes  
L. Boswak – Yes

*Motion fails 4-5*

*N. Comai motioned to accept the proposal dated June 11 which commences at \$65 and ends up at \$77.68. Seconded by S. Orr.*

Roll call

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

*Vote unanimously in favor*

f. 13-55 Finance Director: Encumbrances

*M. Downer motioned to accept the staff report encumbrances agenda item 13-55\* for the 8 items listed, totaling \$342,125. Seconded by J. Levesque.*

\*Agenda Item 13-55:

**1. Financial Software (01-401-12-224) - \$14,480**

- Contract with BS&A Software for \$61,480 total (\$47,000 from Article & \$14,480 from computer line). Conversion is expected to be completed by December 31, 2013

**2. National Citizen Survey (01-401-11-223) - \$7,250**

- Contract with National Research Center, Inc. to perform citizens' survey.

**3. CPG Neighborhood Heritage District Grant (01-454-01-223) - \$2,126**

- Remaining cash match per grant agreement.

**4. PW Road Resurfacing (01-437-21-981) - \$119,829**

- Contract with Pike Industries, Inc.

**5. PW Road Striping (01-437-21-222) - \$11,785**

-Contract with Industrial Traffic Lines, Inc.

**6. CAD/RMS Police Software (01-424-01-211) - \$132,840**

- Contract with TriTech Software System.

**7. Riverside Cemetery Fence (Article #25) - \$6,815**

Contract with Blue Ribbon Fence & Landscaping to be installed by October 1, 2013.

**8. Financial Software - \$47,000**

Article 15 approved by the voters on May 8, 2012, stated the funds will not lapse until the software conversion is complete or by June 30, 2016, whichever is sooner.

S. Orr: On the survey is there an option for part mail and part online? Return rate is much greater if we have online option.

Dr. Shankle: They are set up to do one or the other; seemed doing it on paper made more sense. They do follow up on it. They say it will be a statistically valid survey.

S. Orr: How will you consolidate data from paper surveys with data from online surveys?

Dr. Shankle: We're not. When looking at the two after the fact, you need to determine which has more validity in your mind. It's important to give everyone a chance to voice their opinion.

S. Orr: There is no analysis or follow up on online one?

Dr. Shankle: How close does the online survey line up with the statistically valid one? If not, why not? They send out the paper survey first. Once that is completed, then the online survey will be released.

S. Orr: How will we compare to comparable municipalities?

Dr. Shankle: The tax structure in NH makes it hard for some comparisons. It would be nice to see more towns in NH doing this. What you are really trying to do is see what areas need to be worked on. Dover's surveys are online so you can see the questions and results.

#### **Roll call**

**T. Lizotte – Yes**  
**J. Levesque – Yes**  
**V. Lembo – Yes**  
**M. Downer - Yes**  
**J. Sullivan – Yes**  
**N. Comai – Yes**  
**S. Lovas Orr – Yes**  
**R. Duhaime – Yes**  
**L. Boswak – Yes**

***Vote unanimously in favor***

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

L. Boswak: Economic Development committee is working on instituting quarterly meetings with business owners to find out how the town can work better with business owners and in conjunction with SNHU and the Chamber of Commerce.

R. Duhaime: Nothing to report.

S. Orr: Nothing to report.

N. Comai: Nothing to report.

J. Sullivan: Tomorrow is Family Feud 2 with all funds donated to restoration of the veterans' memorial; Mr. Rogers submitted a resignation from Heritage Commission

***T. Lizotte motioned to accept Mr. Rogers's resignation from the Heritage Commission with thanks. Seconded by J. Levesque.***

***Vote unanimously in favor.***

M. Downer: Nothing to report.

V. Lembo: Nothing to report.

J. Levesque: Board of Assessors voted on recommendations of town assessor; ZBA granted the variance for property on 28 bypass – mortgage company on one side of the road and a farm that is going to be a Doctor's Park; elderly couple wanted to install a pool but were encroaching on setback by 5 feet – granted.

T. Lizotte: Nothing to report.

#### **PUBLIC INPUT**

Mark Miville, 42 Main St: Surveys should be actionable, not just casual reading. I would encourage Council to take the results and do something with them: conduct follow-up discussions to reflect and implement the majority's decisions. For transparency's sake, can you outline the encumbrances for the record, or add list to the record (13-55) as a subsequent addendum.

J Sullivan: We will do that.

M Miville: Is there a letter that goes out that the revaluation process is coming to their property at a particular time? Are we notified in advance? When I received my tax bill, my property value went up but my taxes went up too. I don't know if that is a result of the revaluation or if it's going to be revaluated even after my property tax came.

Dr. Shankle: The new value will show up in December tax bill. They are not knocking on most doors, only houses that have sold in the last 3 years. They make appointments.

M Miville: Everyone is notified at least a week in advance?

Dr. Shankle: They are only doing home visits with new sales; driving by and looking at other homes.

***S. Orr motioned to adjourn at 9:33pm. Seconded by R. Duhaime.***

***Vote unanimously in favor.***

**ADJOURNMENT**

Chairman Sullivan declared the meeting adjourned at 9:33pm.

**Respectfully submitted,**

**Tiffany Verney  
Recording Clerk**

**Staff Report  
Homeland Security Grant  
June 26, 2013**

AGENDA NO. 13-57  
DATE: 6/26/13

**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 grant funds to reimbursement of Police Department's costs to cover a shift for another employee to attend training.

**Discussion:**

The US Department of Homeland Security has made available grant funds to reimburse municipality for expenses to cover absence when employees are attending certain types of training. On April 23<sup>rd</sup> Cynthia Fowler attended the "Disaster Operations and the Communications Center" course offered by the APO Institute. Her shift was covered by another employee at the Police Department.

**Fiscal Impact:**

Costs related to cover shift during the training was \$306.86, which will be reimbursed to the Town by this Homeland Security Grant.

**Recommendation:**

Motion to accept grant fund reimbursement of \$306.86 under RSA 31:95-b, III (b).

**Prepared by:**

**Town Administrator Recommendation:**

*Concur*

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

Staff Report  
NH Fire Academy Grant  
06/26/2013

AGENDA NO. 13-58  
DATE: 6/26/13

**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 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.

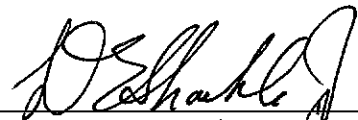
Training programs offered include a host of specific technical rescue courses which include fireground survival training, hazardous materials training and rescue skill courses including trench rescue, technical rope rescue, confined space rescue, and swift water rescue, etc.

**Fiscal Impact:** Costs related to grant funded course applications for the timeframe of May 2013, equal approximately \$945.45. 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 \$945.45 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; May 2013; backfill, overtime & benefits estimates**

**Firefighter Brad Balise: IAFF Fire Ground Survival program**

**Training location: NH Fire Academy**

Course Cost: No Cost- Grant funded

Course dates & times: May 13-15, 2013; 8:00am-5:00pm

**Back fill:** No backfill necessary

**Overtime:** May 13, 14, 15: OT: 24 hours @ \$30.18/hr. = \$724.32

Benefits expenses for OT costs: \$221.13

<b><i>Total hourly wage expense approximation: .....</i></b>	<b><i>\$724.32</i></b>
<b><i>Benefits expenses: .....</i></b>	<b><i>\$221.13</i></b>
<b><i>Total requested reimbursement for this training: .....</i></b>	<b><i>\$945.45</i></b>

**Total requested reimbursement to HFR overtime Wage line: ..... \$945.45**

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

Department Member's overtime rates are used for above calculations

AGENDA NO. 13-59

DATE: 6/26/13

**Staff Report  
Equipment Donation  
June 26, 2013**

**Background:** Per RSA 31:95-e, acceptance of personal property donated to the Town.

**Issue:** To accept equipment including a scanner and two monitors with video cards to be utilized in the finance department from Mainstay Technologies. Value of the equipment is approximately \$800.

**Discussion:** During the conversion to a new server, which was performed by Mainstay Technologies, Town Hall lost a weeks' worth of data. Attached is an email from Eric Shanley explaining the situation.

As the data was lost on a Friday, the bookkeeper and I worked Saturday to rebuild the lost payroll, accounts payable, and general ledger information. The remaining data was rebuilt by departments over the next two week, which took about 20 hours.

I personally feel Mainstay is a great company. Well informed, reliable, and flexible, they are forward thinking and understand our business practices. I believe this situation to be very unfortunate but not a reflection on the quality of service the Town received from Mainstay.

**Fiscal Impact:** Both the scanner and the dual monitors will enhance the efficiency of the Finance Office. Mainstay has also reimbursed the Town (via credit on their invoice) for the direct expense of the bookkeeper's overtime cost for working that Saturday.

**Recommendation:** Motion to accept the scanner, two monitors with video cards per RSA 31:95-e.

**Prepared by:** Christine Soucie

**Town Administrator Recommendation:** *Concur to accept donation*



Dean E Shankle Jr.  
Town Administrator



## Christine Soucie

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**From:** Eric Shanley <eshanley@mstech.com>  
**Sent:** Saturday, April 20, 2013 12:04 PM  
**To:** Dean Shankle; Christine Soucie  
**Cc:** Ryan Barton; Brock Kuhse  
**Subject:** Server follow up

Greetings Dean & Christine,

Here is a brief rundown of the server issues that were encountered this week:

- As discussed, we have been getting all current servers virtualized onto the new Dell Server (DC01 (AD/BMSI/File server), EXCH01(E-mail) & GIS2(Vision/GIS))
- GIS2 was successfully virtualized last week, and the old server hardware was shutdown
- Sunday evening, DC01 was successfully moved from the HP server to the Dell server. Since then DC01 had been rebooted several times with no ill effects.
- Yesterday (the 19<sup>th</sup>), Will worked with Troy (one of our VM Engineers) to successfully move EXCH01 over to the new Dell server. At about mid-day, all servers has been successfully moved over to the new Dell server and all Town software & functionality were fully operational. Shut down the HP server as everything had been moved off from there.
- Around 2:30pm, we then moved over the onsite external backup drives from the HP server to the Dell server as this task had not been completed yet. In order to connect those properly to the server VM's, we needed to shut down the servers in order to add them successfully. Verified that USB drives were associated with correct servers, then booted up servers. GIS2 & EXCH01 servers were successful with this task; however, when DC01 was rebooted, for some reason that is still unknown, the server reverted back to the state it was in when it was initially transferred over to the Dell server from Sunday evening. This resulted in not only the VM being reverted, but the data also being reverted back to the state it was in at that time as well.
- When this was discovered, we realized we would need to reference the offsite backups as to restore current data. When we went to pull from those backups, we saw that the latest good backup was from the evening of 4/13 – the evening before DC01 was moved to the new hardware. Somewhere in this transition, the offsite backups stopped working, and when we looked through our monitoring system, we found that we had not received any notifications of backup failure.
- It was determined at this point that we would not be able to recover any data that was modified during the time of Monday the 14<sup>th</sup> through Friday the 19<sup>th</sup>.

With this being said, obviously we are truly regretful of how things went, as this ended up being a 'perfect storm' of sorts- the onsite backup had not been moved over yet, we moved all VM's over assuming the whole time that offsite backups were working and our notifications were fully operational, and the DC01 VM reverting to a previous state is very uncommon and not something we ever see happen during a network upgrade like this.

At this point, we have verified that all onsite backups & offsite backups are fully operational- I have verified this personally. One of our technicians is working directly with our offsite backup vendor to get down to the bottom of why our notifications were not coming through, as to prevent this from happening in the future. For now, we are confident that the VM environment is stable, and *shouldn't* revert to any previous state.

Again- I can't express how much this pains me to know that we could lose any data under our watch as we take disaster recovery & hardware reliability very seriously. Our team really worked as diligently as possible to minimize the impact to the Town. With that being said, we would like to extend some kind of monetary compensation to the Finance Dept for having to re-enter critical data that has been entered this week (however that works out if we can pay Christine & Mary

directly or if we give that to the Town to then be distributed to them for inconveniencing their personal family time, and we will also set much of the project time as no charge to the Town.

As for informing staff on Monday, they will need to know that this data loss affects any BMSI changes that were made/entered this week, any changes to the P:\ drive, or any users' personal My Documents as this is all directly connected to the DC01 server. Motor vehicle entries should be fine, as they are all registered through the state connection; should the Town clerk's office have any questions.

I had planned on being on vacation this week with my family, but I will be available to you should there be any questions or remaining thoughts you have concerning this incident and support of the servers moving forward. Thank for your time, and should you need to reach me, please contact me directly on my cell phone – 603-520-3213.



**Eric Shanley**

*Account CIO*

[www.mstech.com](http://www.mstech.com)

O. 603.524.4774

**\*\*\* NOTICE OF CONFIDENTIALITY \*\*\***

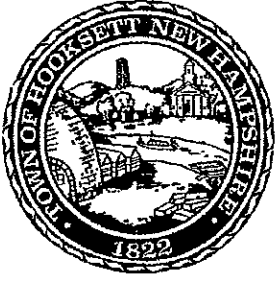
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Nominations and Appointments

AGENDA NO. Nord A  
DATE: 6/26/13

People nominated for Boards and Committees at last meeting at last meeting:

- David Hess—Full Member, Conservation Commission
- Philip Fitanides—Full Member, Conservation Commission
- Thomas Prasol—Full Member, Planning Board
- Richard Bairam—Full Member, Recycling and Transfer Advisory Committee
- Robert Schroeder—Alternate Member, Recycling and Transfer Committee
- Mike Jolin—Full Member, SNHPC (received application)
- Gerald Hyde—Full Member, ZBA
- Roger Duhaime—Full Member, ZBA
- Jacqueline Roy—Alternate Member, ZBA



# Town of Hooksett

## APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: JUNE 18, 2013

Name: MIKE JOLIN Phone: 625-2709

Address: 1214 SMYTH RD.

Email Address: JOLINMIKE@GMAIL.COM

Signature: *Mike Jolin*

\*\*\*\*\*

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

Attn: Administration Department or email to [krosengren@hooksett.org](mailto:krosengren@hooksett.org)

\*\*\*\*\*

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

### BOARDS, COMMISSIONS & COMMITTEES

Conservation Commission

Economic Development Study Committee

Heritage Commission

Parks & Recreation Advisory Board

Planning Board

Recycling & Transfer Advisory Committee

Town-Hall Preservation Committee

Zoning Board of Adjustment

Other (Please specify)

SOUTHERN NH PLANNING COMMISSION

How long have you been a resident of Hooksett? 46 YEARS

Why are you seeking this position? ALREADY SERVING IN POSITION

Do you have any specific goals or objectives? NO

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

Please list any potential conflicts of interest you may have if appointed for a board or commission:  
NONE

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

Please list any current/prior Town board membership and the dates of service:  
TOWN COUNCILOR 4/1999 TO 6/2007  
SO NH PLANNING COMMISSION 6/2001 TO PRESENT



How long have you been a resident of Hooksett?

I've resided in Hooksett for approximately 26 years, having raised my children here through the school system, HYAA programs and Fun in the Sun program

Why are you seeking this position?

I am a current member of the HP&RB, but due to other obligations I am stepping down as Chair and wish to continue on as an alternate

Do you have any specific goals or objectives?

I'd like to be involved in the completion fo the current projects, as well as work towards increasing the trail systems and perhaps developing some of the wonderful riverfront areas to the benefit of Hooksett residents.

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

I've been on the HP&RAB for the past 4-5 years, have a backgroun in business management and am a member of the local rowing club.

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

None

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

Current member of the P&RAB, my term expires 6/30/13

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

Hooksett Park & Recreation Advisory Board since 2008 to June 30, 2013  
Chair of this Board for appromately 3 years.

**Staff Report**  
**FEMA Funds for February's Snowstorm**  
**June 26, 2013**

**AGENDA NO. 13-60**

**DATE: 6/26/13**

**Background:**

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

**Issue:**

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

**Discussion:**

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

**Fiscal Impact:**

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

**Recommendation:**

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

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

**Town Administrator Recommendation:**

*Concur*



Dean E Shankle, Jr.  
Town Administrator



**TOWN OF HOOKSETT  
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, June 26, 2013 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept FEMA funds for the reimbursement of February 8<sup>th</sup>, 9<sup>th</sup>, & 10<sup>th</sup> 2013 severe snowstorm expenses in the amount of \$54,625.59 per RSA 31:95-b, III (a). Questions should be directed to the Administration Department 603-485-8472.

Staff Report  
Hooksett Fire-Rescue  
New vehicle purchase  
June 26, 2013

AGENDA NO. 13-61  
DATE: 6/26/13

**Background:** Hooksett Voters approved \$30,000.00 for the purchase of a new vehicle to replace our Car 5. Currently car 5 is out of service with a failed inspection due to a crack in the frame. This new vehicle will replace the current Car 5 which will be traded in towards this new vehicle purchase.

**Issue:** This new 2013 Chevy Tahoe is a Special service vehicle which means it's designed for police or fire service use. It is designed with options for emergency vehicle use. This new vehicle will replace a 1999 Chevy Tahoe

**Discussion:** Listed below outlines the one State of N.H. bid we received for this new vehicle purchase.

- MacMulkin Chevrolet: \$29,655.00

**Fiscal Impact:** Hooksett Voters approved the purchase of a \$30,000.00 replacement vehicle for the current Car 5

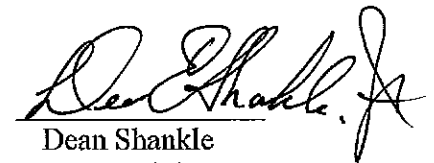
**Recommendation:** I would recommend to the Town Council to accept the State of N.H. bid price of 29,655.00 for the purchase of a new 2013 Chevy Tahoe SSV.

**Prepared By:** Chief Michael Williams



**Town Administrators recommendation:**

*Caren*



Dean Shankle  
Town Administrator

**Prepared For:**  
Chief Williams  
Hooksett Fire Department  
Hooksett, NH  
Phone: (603) 623-7272  
Email: mwilliams@hooksettfire.org  
Primary FAN: 000809909  
Requested Quantity: 1

MacMulkin Chevrolet-Cadillac

Paul C. LaRoche, Jr.

Commercial Sales Manager  
Email: paul@thompsonauto.net

Phone: (603) 888-1121  
Cell: (603)562-6741

**2013 Chevrolet Tahoe**  
CK10706 4WD 4dr 1500 Commercial

Photo may not represent exact vehicle or selected equipment.

New Hampshire State Bid Price \$30,655.00 less trade 1999 Tahoe \$1000.00  
Total \$29,655.00

**Prepared For:**  
Chief Williams  
Hooksett Fire Department  
Hooksett, NH  
Phone: (603) 623-7272  
Email: mwilliams@hooksettfire.org  
Primary FAN: 000809909  
Requested Quantity: 1

**Prepared By:**  
administrator

2013 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr 1500 Commercial CK1070

2013 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr 1500 Commercial CK1070

**WARRANTY INFORMATION**

WARRANTY INFORMATION - 2013 Fleet/Non-Retail CK10706 4WD 4dr 1500 Commercial

WARRANTY

Basic:

3 Years/36,000 Miles

Drivetrain:

5 Years/100,000 Miles

Corrosion:

3 Years/36,000 Miles

Rust-Through

6 Years/100,000 Miles

Roadside Assistance:

5 Years/100,000 Miles

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 279.0, Data updated 5/28/2013  
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Customer File:

June 04, 2013 3:35:53 PM

Page 2

**Prepared For:**  
 Chief Williams  
 Hooksett Fire Department  
 Hooksett, NH  
 Phone: (603) 623-7272  
 Email: mwilliams@hooksettfire.org  
 Primary FAN: 000809909  
 Requested Quantity: 1

**Prepared By:**  
 administrator

## 2013 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr 1500 Commercial CK1070

### WINDOW STICKER

2013 Chevrolet Tahoe 4WD 4dr 1500 Commercial	Interior: - No color has been selected.
5.3L/323 CID Gas/Ethanol V8	Exterior 1: - No color has been selected.
6-Speed Automatic	Exterior 2: - No color has been selected.

CODE	MODEL	MSRP
CK10706	2013 Chevrolet Tahoe 4WD 4dr 1500 Commercial	\$44,465.00

OPTIONS		
ZW7	SUSPENSION PACKAGE, PREMIUM SMOOTH RIDE	\$0.00
FE9	EMISSIONS, FEDERAL REQUIREMENTS	\$0.00
LMG	ENGINE, VORTEC 5.3L V8 SFI FLEXFUEL	\$0.00
MYC	TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROLLED	\$0.00
GU6	REAR AXLE, 3.42 RATIO	INC
1FL	COMMERCIAL PREFERRED EQUIPMENT GROUP	\$0.00
NX7	WHEELS, 4 - 17" X 7" (43.2 CM X 17.8 CM) STEEL	\$0.00
QGI	TIRES, P265/70R17 ALL-SEASON, BLACKWALL	\$0.00
ZY1	SOLID PAINT	\$0.00
41U	BLACK	\$0.00
A95	SEATS, FRONT BUCKET WITH PREMIUM CLOTH	\$935.00
19C	EBONY, PREMIUM CLOTH SEAT TRIM	\$0.00
US8	AUDIO SYSTEM, AM/FM STEREO WITH MP3 COMPATIBLE CD PLAYER	\$0.00
5W4	IDENTIFIER FOR SPECIAL SERVICE VEHICLE.	-\$5,710.00
K5L	TRAILERING PACKAGE, HEAVY-DUTY	INC
6J1	IGNITION	INC
G80	DIFFERENTIAL, HEAVY-DUTY LOCKING REAR	\$295.00
KNP	COOLING, AUXILIARY TRANSMISSION OIL COOLER, HEAVY-DUTY AIR-TO-OIL	INC
KC4	COOLING, EXTERNAL ENGINE OIL COOLER, HEAVY-DUTY AIR-TO-OIL, INTE	INC
K47	AIR CLEANER, HIGH-CAPACITY	INC

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 279.0, Data updated 5/28/2013  
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 Customer File:

**Prepared For:**  
 Chief Williams  
 Hooksett Fire Department  
 Hooksett, NH  
 Phone: (603) 623-7272  
 Email: mwilliams@hooksettfire.org  
 Primary FAN: 000809909  
 Requested Quantity: 1

**Prepared By:**  
 administrator

## 2013 Fleet/Non-Retail Chevrolet Tahoe 4WD 4dr 1500 Commercial CK1070

### WINDOW STICKER

NQH	TRANSFER CASE, ACTIVE, 2-SPEED ELECTRONIC AUTOTRAC	INC
K5T	BATTERIES, DUAL, 660 COLD-CRANKING AMPS	\$190.00
NZZ	SKID PLATE PACKAGE	\$150.00
---	KEY, SINGLE, 2-SIDED	INC
---	LUGGAGE RACK, DELETE	INC
7X6	SPOTLAMP, LEFT-HAND	\$460.00
---	WIPERS, FRONT INTERMITTENT WET-ARM	INC
UN9	RADIO SUPPRESSION, BRAIDED BRASS STRAPS	INC
AG2	SEAT ADJUSTER, FRONT PASSENGER 6-WAY POWER	INC
ATD	SEAT DELETE, THIRD ROW PASSENGER	INC
UT7	GROUND STUDS, AUXILIARY	INC
9G8	HEADLAMPS, DAYTIME RUNNING LAMPS AND AUTOMATIC HEADLAMP CON	\$1.00
UE0	ONSTAR, DELETE	INC
---	SAFETY BELTS, 3-POINT, DRIVER AND FRONT PASSENGER IN ALL SEATING	INC
VQ2	FLEET PROCESSING OPTION	\$0.00
VPV	SHIP THRU, PRODUCED IN ARLINGTON ASSEMBLY AND SHIPPED TO KERR I	INC
<b>SPECIAL EQUIPMENT OPTIONS</b>		
9N5	FLOOR CONSOLE DELETE	-\$625.00
5T5	SEATS, REAR VINYL WITH FRONT CLOTH SEATS	INC
<b>SUBTOTAL</b>		<b>\$40,161.00</b>
	Advert/Adjustments	\$0.00
	Destination Charge	\$995.00
<b>TOTAL PRICE</b>		<b>\$41,156.00</b>
Est City: 15.00 mpg		
Est Highway: 21.00 mpg		
Est Highway Cruising Range: 546.00 mi		

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 279.0, Data updated 5/28/2013  
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Customer File:

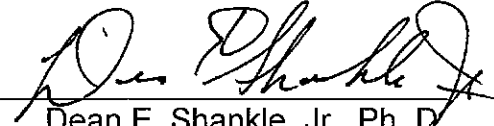
Staff Report  
Non-Union Pay Increases  
06/26/2013

AGENDA NO. 13-62  
DATE: 6/26/13

**Issue:** The funding for the 2% non-union pay raises was in the budget that was submitted to the voters. That budget failed and we are now working with a default budget. The department supervisors have provided information to the Finance Director that indicates that these raises can be paid without negatively impacting department operations.

**Fiscal Impact:** Detailed information can be found under next agenda item on Budget Transfer Request #2014-02.

**Recommendation:** Approve transfers so raises can be given.

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

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

**AGENDA NO.** 13-63  
**DATE:** 6/26/13

**TRANSFER # 2014-01**

Please explain the purpose of this transfer request:

Move "Legal - Police Commission" budget line out of the Police Department's budget and into the Administration's budget. This will comply with the State MS forms and treat the Police Department the same as the other departments with regards to legal.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
01-401-46-821	Legal Services	67,000.00	25,000.00	92,000.00
<b>Total</b>	<b>Administration</b>	<b>862,682.00</b>	<b>25,000.00</b>	<b>887,682.00</b>

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
01-424-01-821	Legal - Police Commission	25,000.00	(25,000.00)	0
<b>Total</b>	<b>Police Department</b>	<b>3,644,358.00</b>	<b>(25,000.00)</b>	<b>3,619,358.00</b>

**Recommended by:**

\_\_\_\_\_  
**Town Administrator**

  
\_\_\_\_\_  
**Finance Director**

**Approved by:**

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

\_\_\_\_\_  
**Council Meeting Date**



ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE

Report Sequence = Fund or Acct Group  
 Account = First thru Last; Mask = 01-424-##-###  
 Level of Detail = Object; Level = 9

Fund: General Fund

Period: July 2013 to June 2014

Account Number	Account Name	Current Year Budgeted	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Left
POLICE DEPARTMENT							
01-424-01-110	PD PUBLIC OFFICIALS COMMISSIO	1200.00	0.00	0.00	0.00	1200.00	100.00
01-424-01-111	PD FULL-TIME EMPLOYEES	2092377.00	0.00	0.00	0.00	2092377.00	100.00
01-424-01-112	PD OVERTIME	147383.00	0.00	0.00	0.00	147383.00	100.00
01-424-01-113	PD PART-TIME EMPLOYEES	67389.00	0.00	0.00	0.00	67389.00	100.00
01-424-01-200	PD FICA TAXES	72967.00	0.00	0.00	0.00	72967.00	100.00
01-424-01-202	PD HEALTH INSURANCE	448553.00	0.00	0.00	0.00	448553.00	100.00
01-424-01-204	PD DENTAL INSURANCE	14041.00	0.00	0.00	0.00	14041.00	100.00
01-424-01-206	PD LIFE & DISABILITY INS	18678.00	0.00	0.00	0.00	18678.00	100.00
01-424-01-208	PD NH RETIREMENT	472134.00	0.00	0.00	0.00	472134.00	100.00
01-424-01-221	PD COMPUTER SERVICES	21750.00	0.00	0.00	0.00	21750.00	100.00
01-424-01-223	PD PROFESSIONAL SERVICES	12345.00	0.00	0.00	0.00	12345.00	100.00
01-424-01-229	PD INTERNET SERVICES	1220.00	0.00	0.00	0.00	1220.00	100.00
01-424-01-251	PD PRINTING	3000.00	0.00	0.00	0.00	3000.00	100.00
01-424-01-310	PD EQUIPMENT MAINTENANCE	3180.00	0.00	0.00	0.00	3180.00	100.00
01-424-01-311	PD FUEL	59500.00	0.00	0.00	0.00	59500.00	100.00
01-424-01-313	PD VEHICLE MAINTENANCE	22282.00	0.00	0.00	0.00	22282.00	100.00
01-424-01-314	PD COMMUNICATION MAINTENANCE	36770.00	0.00	0.00	0.00	36770.00	100.00
01-424-01-315	PD MAINTENANCE CONTRACTS	0.00	0.00	0.00	0.00	0.00	0.00
01-424-01-415	PD PHOTOGRAPHY	2911.00	0.00	0.00	0.00	2911.00	100.00
01-424-01-427	PD MEALS & FOOD	501.00	0.00	0.00	0.00	501.00	100.00
01-424-01-431	PD POSTAGE	1000.00	0.00	0.00	0.00	1000.00	100.00
01-424-01-433	PD TELEPHONE	14098.00	0.00	0.00	0.00	14098.00	100.00
01-424-01-441	PD SELECTION PROCESS	15875.00	0.00	0.00	0.00	15875.00	100.00
01-424-01-443	PD TRAINING & DUES	9213.00	0.00	0.00	0.00	9213.00	100.00
01-424-01-444	PD EMPLOYMENT TESTING	1.00	0.00	0.00	0.00	1.00	100.00
01-424-01-446	PD EDUCATION (CONTRACTUAL)	7500.00	0.00	0.00	0.00	7500.00	100.00
01-424-01-447	PD COMMUNITY SERVICES	3125.00	0.00	0.00	0.00	3125.00	100.00
01-424-01-481	PD VEHICLE & RELATED PURCH	1.00	0.00	0.00	0.00	1.00	100.00
01-424-01-713	PD EQUIPMENT	10915.00	0.00	0.00	0.00	10915.00	100.00
01-424-01-715	PD UNIFORMS	21923.00	0.00	0.00	0.00	21923.00	100.00
01-424-01-716	PD UNIFORMS (CONTRACTUAL)	15300.00	0.00	0.00	0.00	15300.00	100.00
01-424-01-717	PD OFFICE SUPPLIES	13175.00	0.00	0.00	0.00	13175.00	100.00
01-424-01-718	PD RENTAL & LEASES	8350.00	0.00	0.00	0.00	8350.00	100.00
01-424-01-821	PD LEGAL/POLICE COMMISSION	25000.00	0.00	0.00	0.00	25000.00	100.00
01-424-01-962	PD ANIMAL CONTROL OPERATION	701.00	0.00	0.00	0.00	701.00	100.00
**TOTAL**	POLICE DEPARTMENT	3644358.00	0.00	0.00	0.00	3644358.00	100.00
**TOTAL**	General Fund	3644358.00	0.00	0.00	0.00	3644358.00	100.00

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

**TRANSFER # 2014-02**

Please explain the purpose of this transfer request:

Fund 2% raises for non-union full-time employees for Assessing, Finance, Tax, Town Clerk and Family Services. All the other departments can cover the 2% raises within their budgets. Fire-Rescue's budget request for FY 2013-14 was lower than the default; therefore, having the funds available for this transfer.

**NEED FOR FUNDS  
WHERE WILL THE MONEY GO?**


Account #	Description	Current Budget	Amount Added	New Budget
01-407-01-111	Full-Time Employees Assess	81,702.00	749.00	82,451.00
01-407-01-200	FICA Taxes Assessing	6,545.00	57.00	6,602.00
01-407-01-208	NH Retirement Assessing	8,956.00	81.00	9,037.00
01-404-01-111	Full-Time Employees Finance	105,934.00	2,122.00	108,056.00
01-404-01-200	FICA Taxes Finance	8,963.00	162.00	9,125.00
01-404-01-208	NH Retirement Finance	11,463.00	229.00	11,692.00
01-414-01-111	Full-Time Employees Tax	141,066.00	2,769.00	143,835.00
01-414-01-200	FICA Taxes Tax	11,127.00	212.00	11,339.00
01-414-01-208	NH Retirement Tax	15,354.00	298.00	15,652.00
01-415-01-111	Full-Time Clerk	3,024.00	60.00	3,084.00
01-415-01-200	FICA Taxes Clerk	647.00	5.00	652.00
01-415-01-208	NH Retirement Clerk	373.00	7.00	380.00
01-420-01-111	Part- Time Employees	38,957.00	713.00	39,670.00
01-420-01-200	NH Retirement Family service	2,980.00	55.00	3,035.00
<b>Total</b>			<b>7,519.00</b>	

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
01-461-01-433	EM Telephones	2,400.00	(1,200.00)	1,200.00
01-431-01-315	FD Equipment Maintenance	18,850.00	(2,478.00)	16,372.00
01-431-01-422	FD Medical Supplies	5,204.00	(3,841.00)	1,363.00
<b>Total</b>	<b>Fire-Rescue</b>	<b>3,799,103.00</b>	<b>(7,519.00)</b>	<b>3,791,584.00</b>

**Recommended by:**

\_\_\_\_\_  
**Town Administrator**

  
\_\_\_\_\_  
**Finance Director**

**Approved by:**

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

\_\_\_\_\_  
**Council Meeting Date**

**TOWN OF HOOKSETT - BUDGET SUMMARY FY 2012-13**

**6/19/2013**

DEPARTMENT	Current FY 2012-13 APPROP.	Budget Comm's Request vs. Default Budget		
		FY 2013-14 BUDGET COMM. RECOMM.	FY 2013-14 DEFAULT BUDGET	DEFAULT is (lower) then BUDGET COMM.
ADMINISTRATION	875,342	892,924	859,842	(33,082)
ASSESSING	165,468	300,898	294,556	(6,342)
COMMUNITY DEVELOPMENT	203,513	213,003	207,808	(5,195)
FAMILY SERVICES	219,809	254,527	253,928	(599)
FINANCE	199,444	223,679	199,956	(23,723)
*FIRE-RESCUE	3,652,643	3,799,103	3,811,661	12,558
PUBLIC WORKS	2,744,231	2,840,949	2,797,894	(43,055)
RECYCLING & TRANSFER	1,093,857	1,103,516	1,112,593	9,077
TAX COLLECTOR	243,839	258,769	251,204	(7,565)
TOWN CLERK	27,054	25,529	22,750	(2,779)
<b>OPERATING BUDGET</b>	<b>9,425,200</b>	<b>9,912,897</b>	<b>9,812,192</b>	<b>(100,705)</b>
BUDGET COMMITTEE	8,658	7,237	7,315	78
CAPITAL LEASES	85,377	51,601	51,601	-
CAPITAL PURCHASES (CIP)	-	-	-	-
CEMETERY COMMISSION	850	3,900	850	(3,050)
CONSERVATION COMMISSION	10,140	10,894	11,625	731
DEBT PRINCIPAL	260,000	-	-	-
DEBT INTEREST	5,200	-	-	-
DEBT TAN INTEREST PAYMENT	1	1	1	-
LIBRARY	537,731	580,261	547,164	(33,097)
POLICE COMMISSION	3,544,589	3,874,774	3,644,358	(230,416)
<b>TOTAL OPERATING BUDGET</b>	<b>13,877,746</b>	<b>14,441,565</b>	<b>14,075,106</b>	<b>(366,459)</b>
SEWER DEPARTMENT	1,952,077	1,947,007	1,947,007	-
<b>GRAND TOTAL</b>	<b>15,829,823</b>	<b>16,388,572</b>	<b>16,022,113</b>	<b>(366,459)</b>

## Christine Soucie

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**From:** Michael Williams <MWilliams@hooksettfire.org>  
**Sent:** Tuesday, June 18, 2013 3:24 PM  
**To:** Christine Soucie  
**Cc:** Mike Williams  
**Subject:** line numbers

1-461-01-433 \$1200  
1-431-01-315 \$2478  
1-431-01-422 \$5204  
1-431-01-443 \$3676

*Michael Williams  
Fire Chief  
Hooksett N.H. Fire-Rescue  
603-623-7272  
[mwilliams@hooksettfire.org](mailto:mwilliams@hooksettfire.org)*

**Town of Hooksett**  
**2% raise for non-union employees as of 7/1/13**

Department	Current Rate	Current Annual	New Rate	New Annual	Wages	Fica	NHRS	Total
<b>Administration</b>								
Town Administrator					-	-	-	
Project Coordinator	18.75	39,699.20	Probation		-	-	-	
Admin Services Coordinator	24.00	50,572.80	Probation		-	-	-	
					<hr/>	<hr/>	<hr/>	<hr/>
<b>Assessing</b>								
Assessing Clerk	18.09	37,627.20	18.45	38,376.00	(748.80)	-	-	
Assessing Technician	20.10	42,592.00	Probation		-	-	-	
					<hr/>	<hr/>	<hr/>	<hr/>
					(748.80)	(57.28)	(80.65)	(886.73)
<b>Community Development</b>								
Planner	33.35	69,368.00	34.02	70,761.60	(1,393.60)	(106.61)	(150.09)	
Assistant Planner		39,395.20	Probation		-	-	-	
Administration Assistant		40,302.40	Probation		-	-	-	
Code Enforcement Officer		Vacant	Probation		-	-	-	
					<hr/>	<hr/>	<hr/>	<hr/>
					(1,393.60)	(106.61)	(150.09)	(1,650.30)
<b>Finance</b>								
Finance Director	32.63	67,870.40	33.28	69,222.40	(1,352.00)	(103.43)	(145.61)	
Bookkeeper	18.30	38,064.00	18.67	38,833.60	(769.60)	(58.87)	(82.89)	
					<hr/>	<hr/>	<hr/>	<hr/>
					(2,121.60)	(162.30)	(228.50)	(2,512.40)
<b>Tax Collection &amp; Town Clerk</b>								
Tax Collector	20.23	42,078.40	20.63	42,910.40	(832.00)	(63.65)	(89.61)	
Clerk/Deputy Tax Collector	15.56	32,364.80	15.87	33,009.60	(644.80)	(49.33)	(69.44)	
Clerk/Deputy Town Clerk	14.54	30,243.20	14.83	30,846.40	(542.88)	(41.53)	(58.47)	
Clerk	18.13	37,710.40	18.49	38,459.20	(748.80)	(57.28)	(80.65)	
					<hr/>	<hr/>	<hr/>	<hr/>
					(2,768.48)	(211.79)	(298.17)	(3,278.43)
<b>Town Clerk</b>								
Clerk/Deputy Town Clerk	14.54	30,243.20	14.83	30,846.40	(60.32)	(4.61)	(6.50)	(71.43)
<b>Fire-Rescue</b>								
Chief	43.67	90,833.60	44.54	92,643.20	(1,809.60)	(26.24)	(501.98)	
Assistant Chief	37.05	77,064.00	37.79	78,603.20	(1,539.20)	(22.32)	(426.97)	
Deputy Chief	33.70	70,096.00	34.37	71,489.60	(1,393.60)	(20.21)	(386.58)	
Admin Captain	27.53	57,262.40	28.08	58,406.40	(1,144.00)	(16.59)	(317.35)	
Admin Assistant	19.79	36,017.80	20.19	36,745.80	(728.00)	(55.69)	(78.41)	
Forest Fire Warden		20,098.00		20,499.96	(401.96)	(30.75)	-	
					<hr/>	<hr/>	<hr/>	<hr/>
					(7,016.36)	(171.79)	(1,711.29)	(8,899.45)
<b>Public Works</b>								
Director	41.03	85,342.40	41.85	87,048.00	(1,705.60)	(130.48)	(183.69)	
Administrative Assistant	20.51	42,660.80	20.92	43,513.60	(852.80)	(65.24)	(91.85)	
PW Crew Chief	22.25	46,280.00	22.70	47,216.00	(936.00)	(71.60)	(100.81)	
Parks Crew Chief	23.61	49,108.80	24.08	50,086.40	(977.60)	(74.79)	(105.29)	
Parks Assistant Crew Chief	20.15	41,912.00	20.55	42,744.00	(832.00)	(63.65)	-	
Parks Seasonal	12.17	13,630.40	12.41	13,899.20	(268.80)	(20.56)	(28.95)	
TB Crew Chief		-	Probation		-	-	-	
Custodians		39,958.00		40,757.16	(799.16)	(61.14)	-	
					<hr/>	<hr/>	<hr/>	<hr/>
					(6,371.96)	(487.45)	(510.58)	(7,370.00)
<b>Recycling &amp; Transfers</b>								
Superintendent	32.59	67,787.20	33.24	69,139.20	(1,352.00)	(103.43)	(145.61)	
R&T Crew Chief	21.91	45,572.80	22.35	46,488.00	(915.20)	(70.01)	(98.57)	
PT Attendants		9,019.00		9,199.38	(180.38)	(13.80)	-	
					<hr/>	<hr/>	<hr/>	<hr/>
					(2,447.58)	(187.24)	(244.18)	(2,879.00)
<b>Family Services</b>								

Department	Current Rate	Current Annual	New Rate	New Annual	Wages	Fica	NHRS	Total
Director	25.77	35,356.44	26.29	36,069.88	(713.44)	(54.58)	-	(768.02)
<b>Police</b>								
Chief	1,862.80	96,865.60	1,900.06	98,803.12	(1,937.52)	(28.09)	(490.19)	
Capitan	42.37	88,129.60	43.22	89,897.60	(1,768.00)	(25.64)	(447.30)	
Lieutenant	35.29	73,403.20	36.00	74,880.00	(1,476.80)	(21.41)	(373.63)	
Sergeant	30.20	62,816.00	30.80	64,064.00	(1,248.00)	(18.10)	(315.74)	
Sergeant	30.20	62,816.00	30.80	64,064.00	(1,248.00)	(18.10)	(315.74)	
Sergeant	29.30	60,944.00	29.89	62,171.20	(1,227.20)	(17.79)	(310.48)	
Sergeant	29.30	60,944.00	29.89	62,171.20	(1,227.20)	(17.79)	(310.48)	
Sergeant	29.30	60,944.00	29.89	62,171.20	(1,227.20)	(17.79)	(310.48)	
Dispatch Supervisor	28.58	59,446.40	29.15	60,632.00	(1,185.60)	(90.70)	(127.69)	
Executive Assistant	30.38	63,190.40	30.99	64,459.20	(1,268.80)	(97.06)	(136.65)	
Administrative Assistant	19.58	40,726.40	19.97	41,537.60	(811.20)	(62.06)	(87.37)	
Prosecutor	39.46	82,076.80	40.25	83,720.00	(1,643.20)	(125.70)	(176.97)	
Prosecutor Assistant	21.18	44,054.40	21.60	44,928.00	(873.60)	(66.83)	(94.09)	
PT - Administrative Clerk	20.66	34,378.24	21.07	35,060.48	(682.24)	(52.19)	-	
PT - Administrative Clerk	17.03	28,337.92	17.37	28,903.68	(565.76)	(43.28)	-	
PT - Police Officer	18.00	29,952.00	18.36	30,551.04	(599.04)	(45.83)	-	
					<u>(18,989.36)</u>	<u>(748.37)</u>	<u>(3,496.82)</u>	<u>(23,234.56)</u>
<b>Library</b>								
Full- time		219,669		224,062.38	(4,393.38)	(336.09)	(473.17)	
Part - time		105,313		107,419.26	(2,106.26)	(161.13)	(226.84)	
					<u>(6,499.64)</u>	<u>(497.22)</u>	<u>(700.01)</u>	<u>(7,696.87)</u>

(59,247.18)