

02/06/14

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, February 12, 2014**

1. 6:30 PM - CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF MINUTES

- a. Public: January 22, 2014
- b. Non-public: January 22, 2014

5. AGENDA OVERVIEW

6. CONSENT AGENDA

- a. 14 – 012 Donation to Fire-Rescue – Owen & Alice Pierce \$100.00 gift certificate to Supreme House of Pizza
- b. 14 – 013 Donation to Fire-Rescue – Dionne family \$286.50
- c. 14 – 014 Donation to Fire-Rescue – HealthTrust, Inc. \$500.00 for fitness-wellness programs
- d. 14 – 015 Donation to Family Services – Home Depot large storage unit (replacement cost new \$200.00)
- e. 14 – 016 Donation to Town Clerk – Frank Kotowski printer/scanner/fax (replacement cost new \$299.00)
- f. 14 – 017 Bond release for Public Works: Dunkin Donuts Hooksett Rd. \$50,260.81 (conditional \$10,500 2 yr. landscape bond is in place)
- g. 14 – 018 Donation of exercise equipment from town hall by Bob Lind. \$200

7. TOWN ADMINISTRATOR'S REPORT

8. PUBLIC INPUT: 15 Minutes

9. NOMINATIONS AND APPOINTMENTS

- a. None.

10. SCHEDULED APPOINTMENTS

- a. Public hearing NHDOT bridge aid funds reimbursement for Benton Road culvert \$138,215.66 per RSA 31:95-b III (a)
- b. Doug MacGuire, The Dubay Group, Inc. – Autumn Frost 18-lot subdivision proposed 25 mph speed limit
- c. Todd Rainier, Hooksett Kiwanis – Hooksett youth projects
- d. Paul Scarpetti re Edgewater Drive

11. 15 MINUTE RECESS

12. OLD BUSINESS

- a. 13-119 Warrant Articles

13. NEW BUSINESS

- a. 14 – 019 FY 2014-15 Default Budget
- b. 14 – 020 Fire-Rescue purchase of Atmospheric Monitoring Equipment using impact fees
- c. 14 – 021 UNH Cooperative Extension – memorandum of understanding for Community Profile Steering Committee

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

14. SUB-COMMITTEE REPORTS

15. PUBLIC INPUT

16. NON-PUBLIC SESSION

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

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

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, January 22, 2014

CALL TO ORDER

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

ROLL CALL – ATTENDANCE

Chairman James Sullivan, Donald Winterton, David Ross, Todd Lizotte, Adam Jennings (left at 8:45), Susan Orr, Robert Duhaime, Dr. Dean E. Shankle, Jr. (Town Administrator)
Missed: Nancy Comai, James Levesque

PLEDGE OF ALLEGIANCE

NEW BUSINESS

- a. 14-010 Hooksett Youth Achiever of the Month - January 2014

D. Winterton: My favorite part of this job is getting to meet the youth of Hooksett and read the nominations of those not announced tonight. Our incredible town is producing incredible young men and women. This person is a student at Bow High School. He is in the National Honor Society and is on the soccer team and tennis team. He is also on a robotics team. His hard work is recognized and rewarded by others. He has been awarded a scholarship to St. Michael's College. He has also received a Dean's scholarship to UNH and University of Maine. He is here with his parents and both sets of grandparents. That defines the success of the community that creates great young men and women. Tonight we honor the achievements of Jacob Huppe.
Presentation of pin and certificate.

APPROVAL OF MINUTES

- a. Public: January 8, 2014

*T. Lizotte motioned to approve with edits. Seconded by S. Orr
Vote unanimously in favor.*

- b. Non-public: January 8, 2014

*T. Lizotte motioned to approve. Seconded by D. Winterton.
Vote unanimously in favor. S. Orr and D. Ross abstained due to absence.*

- c. Workshop: January 4, 2014

*D. Winterton motioned to approve. Seconded by R. Duhaime.
Vote unanimously in favor. S. Orr and D. Ross abstained due to absence.*

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda:

CONSENT AGENDA

- a. 14- 006 Donation to Veterans' Park \$35.
b. 14- 007 Bond release for Public Works: Heritage Family Credit Union; \$75,229.69
c. 14-008 Bond release for Public Works: Auto Zone; \$42,674.76

*T. Lizotte motioned to approve the consent agenda. Seconded by R. Duhaime.
Vote unanimously in favor.*

TOWN ADMINISTRATOR'S REPORT

- Spent time on police union negotiations
- Bass Pro soft opening on February 19 and grand opening on February 20
- Budget committee not doing a Saturday meeting this year
- Spent time interviewing architects
- Hearing in Senate on sewer (Walmart project) occurred last week. Staff, sewer commission and planning board members attended and spoke in favor. There was virtually no opposition. Senator Boutin hoping it goes through both houses and gets signed by end of Feb.
- Hooksett Banner memo – winter weather update – 30% of the winter is gone and we have already spent over 70% of winter maintenance budget. Recommend money move from paving line to winter maintenance line.
- Monday, Jan 27 at 6 pm Zoning workshop – will need to post as a meeting if Councilors will be attending.

- Change in personnel – Town Clerk Tax collector office. Current part time town clerk applied for and received position of deputy tax collector. Todd Rainier is now the part time town clerk and full time deputy tax collector.

PUBLIC INPUT: 15 Minutes

None

NOMINATIONS AND APPOINTMENTS

- a. Nomination of Chief Williams as Fire Warden

D. Ross motioned to nominate Chief Williams as Fire Warden. Seconded by R. Duhaime. Vote unanimously in favor.

Dr. Shankle: He will be appointed by the state Fire Marshal.

J. Sullivan: We thank Chief Williams for serving as our Fire Warden.

SCHEDULED APPOINTMENTS

- a. Carrie Hyde: Old Home Day

C. Hyde: I am here to provide an update on the 2013 event and 2014 as we start planning. 2013 was a huge turnout of public and parade attendance. By 11 am we had run out of parking – that is a concern for next year. I am hoping to connect with Cigna and use shuttle buses. I also wanted to get permission to see if we ran out of parking at Cigna, if we could use a little bit of parking at Old Town Hall and I'm also going to send a letter to the Legion. If they don't have a function going on, we would be able to park there. I'd plan on having a sign at Cigna directing people to Old Town Hall and then to the Legion. The bus would do a loop and not go into any parking or walking areas. My plan is to have 2 buses.

Dr. Shankle: We might want to reconsider Old Town Hall since the bus might not be able to fit if both sides of the road were taken up with cars.

C. Hyde: We would like police detail throughout the day to direct traffic. Everything was on time and the second stage we added worked out really well. This year we are going to enlarge the 2nd stage to be ½ the size of the main stage (approx. 16x16). We are planning a magician and more kid-friendly shows going on in between the demonstrations. We'd like to bring in some of the high school bands to play on the second stage. Hooksett fireworks closed the event and there was a huge turnout. A lot of food vendors ran out of food by 6pm. We are planning to have the Hooksett Hurricanes have football games that day to draw more people to the event to get more community involvement. Want to see if HYAA can open concession in the morning for breakfast since there weren't any breakfast vendors this past year. We anticipate a larger crowd for 2014, and we are submitting a parade permit next week. The date is planned for 3rd Saturday in September – September 20, 2014. We appreciate the funds that came from the town in 2013 as it helped a lot. I was able to find an insurance carrier that was \$1000 less than anticipated so we have a little extra to carry over to this year. We received \$4,499 from town for 2013; for 2014 I asked that the town donate \$3,000 – that is because we have extra carried over from 2013. We also raised vendor registration fees to help pay for the buses.

D. Winterton: Did you raise vendor rates for non-profits also?

C. Hyde: Yes. We raised food and retail vendors by \$5 and non-profit we are asking \$15 to offset the cost of the insurance.

- b. Sewer Commissioners to discuss budgets

Bruce Kudrick, Superintendent

B. Kudrick: We have been working well with the Walmart people. There have been some delays on Walmart's end but they will be resolved. We are also working on regulations for exit 10. We want to set up a system that if someone's septic fails, they cannot rebuild, and they have to hook up to the sewer. We are still having trouble with wastewater plant. We had another issue over Christmas. If we didn't have alarms, all the discs would have gone down the river. We have had to increase the blower speeds to double. Our electric bill will increase by 50%. We are going into mediation with contractors and engineers and state and attorney general office the first week of March. Attorney general has hired a company to look over and make recommendations. They have a draft going to the state soon. We know

what causes the problem, but how are we going to fix it? Lastly, the commission is always looking to the future and we need your help in getting a warrant article for this year or next year to acquire 5 acres north of the wastewater plant to increase capacity. It's all been cleared out and is town property. We also are the evacuation center for Memorial. They come twice a year to run trials and they turn it into an educational experience by writing letters and explaining what is going on.

J. Sullivan: You mentioned at exit 10 that if the septic fails, do you have authority to say that they can't rebuild?

B. Kudrick: Commission believes through RSA:149I that they have that authority. We need to take care of mediation and the next step is to work on that. I think once sewer gets in there, there is already a dry sewer line that was put in in the 80's. We just have to connect all the dots.

J. Sullivan: You stated that the alarm tripped 3 times. The alarm didn't go off last time, so how long does it take to get there?

B. Kudrick: 15 minutes. It took about 45 minutes to get things running and another 45 minutes to make sure things were good.

J. Sullivan: Is that enough time?

B. Kudrick: If we had a higher flow, I probably wouldn't make it. I've asked for help from the state and they won't let me do what I want to do. I want to bypass the I-pass system. They will let me test it in April.

J. Sullivan: Are there procedures in place that will prevent it from not happening again.

B. Kudrick: Yes.

T. Lizotte: Is there any way to cap the top of the pools so that fluid can come up but the disks are maintained?

B. Kudrick: That is fairly expensive and with the pressure coming in, the engineers don't believe it will hold. Hopefully when we find out what the fix is, we will know what we can do from there.

D. Winterton: Is there any discussion with the emergency management department or fire department in case you weren't available, what happens to the overflow?

B. Kudrick: If I'm not in the area, 5 other employees are on call in the area that can take care of it. They are within 30 minutes of the plant.

D. Winterton: Have there been any discussions with other departments in the town of Hooksett?

B. Kudrick: I don't know how it would be legally if another department did something and it wasn't done correctly, it falls on me because it's my license that runs the plant. But that is something we have talked about.

D. Ross: Is it written down anywhere?

B. Kudrick: The procedure is, yes. The state has looked at it and they asked me to take the bypass out and we just make it work.

D. Ross: I would think we should have a copy of that on file with emergency management. Just a suggestion.

B. Kudrick: As for the budget, we put in for 2% raise. Electricity has gone up because of the cost of running the blowers. They aren't supposed to be running at full speed and they are. Heat/fuel is increasing and we have to be prepared for that. Lab has gone up because of more testing through EPA. Hauling biosolids has gone down. We had Waste Management haul at \$213,000/year and they went up

4% every year. The board purchased a triaxle and we haul to Merrimack. The cost is now only \$106,000.

R. Duhaime: Health insurance – why the increase in that line item?

B. Kudrick: It went up because an unmarried employee retired and I had to figure the replacement would be married and on the family plan. The rates have gone up for this too.

D. Winterton: Do you use the same health insurance the town does?

B. Kudrick: Yes, it's the same plan. Moving on to the second page, wages and insurances = \$9,000 increase. That insurance hasn't changed for the 2 office people.

R. Duhaime: The legal line – is that because you are still in litigation?

B. Kudrick: Mediation we were told was going to cost \$20,000/month in Feb, March and until we get it resolved. We still owe money to the lawyers. The cost for using 90,000 gallons of water, (average person) is \$636/year. That is what the state bases everything on. Allentown is \$684 and Pembroke is \$624. Manchester is at \$501 but at one time they were \$312 for the same amount.

D. Winterton: 90,000 gallons – per person or family?

B. Kudrick: That is for a household for a year.

D. Winterton: So about \$160/quarter.

B. Kudrick: Rates will not go up this year. Wastewater treatment has been one of the biggest health improvements for this country. The Merrimack River was the 10th dirtiest river in this country in the late 50's, early 60's. Now it's a great river due to all the wastewater plants maintaining it.

D. Ross: Legal – will this money be potentially recovered?

B. Kudrick: Some of it. There are some things that can't be recovered. What we have spent so far is recoverable. Money spent for mediation is a gray area – they didn't say yes or no.

D. Ross: Where would it go?

B. Kudrick: Back to the sewer fund to expand our facility. We had over \$1M in that fund that went away when we lost the disks. We had to spend about \$990,000. You want to keep that money in reserve. Only users pay for sewer, septic people do not. Litigation is 2 parts: the cleanup and the fix.

S. Orr: How many total people on staff?

B. Kudrick: We have 5 at the wastewater plant. We work a 7-day week. We have 2 full time employees at the office and a part time accountant.

S. Orr: The office budget line – \$16,000 for office supplies?

B. Kudrick: That includes postage, copier contracts (we send out over 4,000 bills every quarter), billing forms, final bills, end of year notice, copier maintenance, billing software.

S. Orr: You have a line in there for office equipment. I would think copier would be there and generally we see postage as a separate line item.

B. Kudrick: That's the only part of the budget I don't do. Office equipment could be repairs to existing equipment. The office manager goes through what she needs and what is going to be spent. Same with the lab director – he gives me what he needs.

S. Orr: Your part time accountant was OK with putting postage under office supplies?

B. Kudrick: Yes.

D. Winterton: Under vehicles, the van we have had for 12 years has only 32,000 miles on it?

B. Kudrick: I have tools and ladders in it. We use it for final inspections of sewer lines and we keep it stocked with everything we need, ready to go.

D. Winterton: When it comes time to replace, I would think it would be a \$40,000 or \$50,000 item in 2016. Should you look into a trailer?

B. Kudrick: We have looked into that. We downsized from a box truck but there are other departments that use a trailer and tow it. I'm replacing my 1-ton right now and that is a \$60,000 item. We will look at all our options.

T. Lizotte: Sludge removal – you were looking at disposal to a facility that wanted it for compost. Did that go through?

B. Kudrick: Yes we take it to Merrimack.

T. Lizotte: All costs are purely hauling?

B. Kudrick: Yes. They charge us – 13.2 tons/run x 52 weeks at \$58/ton. Fuel is 52 miles/trip and that's where you get the \$106,000. We hope to have our own composting facility in the future and that number would go down even more.

J. Sullivan: The warrant article for this year is a little late.

B. Kudrick: We want a warrant article on the school district that would transfer property next to the plant to the town of Hooksett for future expansion.

J. Sullivan: You would need to go to the school board.

B. Kudrick: We are located in the center of town. Manchester Sand and Gravel, Granite Hill, Green's Marine - all that can expand. That could all go to the north plant. We've got to plan for growth in this town. We are looking to get this land set aside for the future of the wastewater facility.

J. Sullivan: You should contact the school superintendent. I think it's too late to be included in the school warrant article for this year.

Dr. Shankle: The Town Council can say whether or not they would accept it. We'll do whatever you need us to do to help you.

R. Duhaime: The expansion of Northbound/Southbound rest area - is there going to be a bigger pipe?

B. Kudrick: We are working with them. They are going to expand the facility and use less water.

c. Stantec re Engineering Services

Dan Tatem and Rene LaBranche

D. Tatem: We've worked here for a number of years and felt with the changing of Council members, we wanted to give you an understanding of what we do for the town. In the last couple months we have heard some negative comments concerning our services and we'd like to set the record straight. We support the Planning Board and DPW with construction monitoring. DPW has taken over that so we do estimates and reviews for the Planning Board. We have done various projects for town – Benton Rd box Culvert, Martins Ferry Rd retaining walls, Petersbrook rec fields, 3A hourglass and Hackett Hill intersection, NPDES permit compliance, traffic corridor studies – impact fee spending procedure. We came up with a procedure that mirrors RSA's for spending that money.

Misconceptions: We've heard negative comments from developers, contractors, etc. In the last couple months we've heard these comments from staff and board members. High hourly rate – Project

Management rate is \$113/hour; field staff is \$93.50/hour and monitoring is \$113/hour. Our rate for Project Management is less than most of our competitors. \$93.50 is industry standard. Compliance monitoring is stop in. Another misconception is that we sit all day just to bill developers. SPC is part time (see handout 1). Our invoices are detailed. We stop in, check the plan and leave. We can't sit all day long, that's an inaccurate statement. Construction monitoring – these town roads were not being monitored in the 70's and 80's. Your regulations require full time monitoring for underground utilities, sewer and water. We monitored University Heights project and we worked for DPW, Sewer and Water. We had 2 different inspectors watching different crews at the same time. We called a meeting to cut that cost in half for DPW and sewer. We suggested that to save the town money. Reviews – most are 10% of design cost which is industry standard. The Planning Board asked for detailed reviews. We have worked with them to create regulations that have different requirements. It's not our place to pick and choose which regulations we comment on; we comment on all of them. Designers have to continually address new comments in Stantec letters. We don't like comments on second reviews either. We have been thanked for timely, detailed reviews and very few "new" comments. Another comment we heard was making changes in the field during construction monitoring is acceptable. Engineers in town stamp plans and take on professional liability. The Planning Board does not feel it's appropriate for an inspector to make a change to a plan that a PE stamped and took on the liability. Field Staff doesn't have the ability to understand what the change could affect. Plans are designed with safety in mind and should not be changed by anyone other than the engineer. Goffstown was impressed with inspection and detail we offered. Next is regarding billing. Stantec billed \$300,000/year for last 5 years. The actual average is \$168,823. That is about ½ of the claim. We were alarmed and concerned and wanted to explain this. NPDES mapping project – required by EPA to map storm water infrastructure and provide annual reports. It was \$80,361. We hired a photo map company and just passed the cost along to you (\$75,900). Stantec billed only \$4400. Benton Rd Box culvert – \$152,000; FEMA funding was 75/25 split. Rene got DOT to pay 80% of the 25%. Town ended up paying \$7600 of a \$152,000 project. We worked with other local subs and of the \$152,000 we paid \$41,578 to help us with this project. Economic Development Committee would interview contractors and developers to see what they could do to spur development. Interview with Thibeault Corp. states \$500,000 was paid to Stantec. If you look at the breakdown of bills, they actually paid \$181,000 and \$81,000 was paid to the town. We had to defend ourselves against some misinformation from a contractor. We are a local office of 30 people and you deal with me 99% of the time. Not too many engineering firms can offer the services we can. We have been working with Hooksett since 1996. We have had no conflicts of interest and we have extensive knowledge of past projects and we've worked with the Planning Board to combine regulations into one document. We offer competitive rates with in-house staff. I hope we have set the record straight on some of these things. We want to continue our relationship with you.

J. Sullivan: One of the reasons we thought it would be useful for you to come in is we have been looking to see if this is something the town can do without having to go to an independent engineering firm. The other thing we've always heard is that Hooksett's not an easy place to develop. I think having you come in clarifies your role. Designers have to continually address new comments. That's not something that would never occur, does that happen occasionally?

D. Tatem: We meant during planning reviews. As far as construction, I think the field staff would make comments on a daily basis.

R. LaBranche: We try hard to be thorough initially to limit the number of comments they have to address.

T. Lizotte: You talked about changes on a job site and authority. Who grants who authority to make changes on the job site? And who decides how a change gets made?

D. Tatem: We work for the Planning Board and they directed us; when we did construction monitoring, the intent of the design has not changed but if a drainage pipe has to get moved we would have the contractor notify the design engineer and they would decide what needs to get done. DPW director would also be notified. Aesthetic issues are brought to the Planning Board as they are not technical.

T. Lizotte: The Planning Board grants you authority to make changes on job sites. Is there a contract in place? How do we deal with liability if a change is made that becomes an issue in the future?

R. LaBranche: We have never been given that authority. There isn't really any authority. We're talking about moving a catch basin a bit but going to the next level there is no authority.

T. Lizotte: The concept of potentially beefing up engineering staff is to save the town money and streamline smaller projects. The concern I have is authority – unless there is a contract there is no authority. The next thing is I've always been concerned with a third party representing the town. We don't have a contract with Stantec. When you do these reviews, if something came up, where is the liability?

R. LaBranche: If we are negligent, we are responsible for what we do. If there is something wrong with the plans, we or the contractor contact the design engineer of record. They modify, stamp and send it back and we would be the reviewer of the change (tier 2). Tier 1 is low liability and typically done to accommodate some inaccuracy in the field.

R. Duhaime: Stantec is so thorough and that is a positive thing. I don't think a lot of things were brought to the board prior to Stantec. I think they have been a bonus and I think the town should look into hiring staff or bidding out to other firms.

D. Ross: I find it troubling that the quotes you mentioned were so inaccurate. I would hope that anyone would not make such outrageous claims that were not true. Stantec has served this town well and they do have some expertise that we couldn't possibly duplicate.

T. Lizotte: The info provided was before the downturn since 2009. We dismissed it trying to justify a situation that if we had an engineer they could augment the work the DPW director was doing in terms of infrastructure, replacements, and fixes that are coming our way because of things that were not done right in the 60's and 70's. We are looking at the heyday, not the post-2008 downturn.

D. Winterton: I'd like to thank you for coming in today. It's an important issue that the town is looking at and I'm glad we've had the opportunity to listen to your presentation. This is part of an ongoing discussion of what is best for this town going forward.

5 MINUTE RECESS

OLD BUSINESS

- a. 13 - 119 Budgets and Warrant Articles

J. Sullivan: We are voting on budgets and warrant articles.

T. Lizotte: Did we ever put the 2% in the budget? We took it off the warrant.

C. Soucie: Yes.

Dr. Shankle: There are a few minor changes we need to address.

C. Soucie: The Library Trustees modified their budget – they are requesting a reduction in the health insurance line by \$4,577 bringing their budget down to \$593,331.

J. Sullivan: Do we still have the issue with the full time/part time employee and the Affordable Care Act? We had a question on the penalty.

C. Soucie: We have gotten different answers from different agencies and no clear answer, so they made the change to reduce the staff hours for that person.

Dr. Shankle: We had 3 lawyers look at it and they all had different answers. NH law is clear that library employees work under Library Trustees; however, nobody seems to be clear on what the ACA says about that issue. Library employees are under the control of the Trustees. We are saying that there is no clear answer.

M. Broderick: We had a meeting of the Trustees and we are going to follow that recommendation. We've reduced our line in health insurance and it is based on that discussion. We will make accommodations to meet the requirements of the law. I think we have to be realistic and we will make due with what we have. We appreciate all of your support. We want to work with Council to educate patrons on their support of the library.

J. Sullivan: Budget for Library is now \$593,331.

T. Lizotte: I'd like to do them section by section but taking everything as a whole, where are we in terms of default and percentage under/over.

C. Soucie: With the 2% raise, and the adjusted library budget, Council's request is higher than the default by 1.1% (\$180,000). This also means Council's request is higher than current budget by 3.78% (\$533,869).

S. Orr: Higher than default, is there one line item that stands out or is it across the board? Is it in one department? Where is the increase?

C. Soucie: There were 2 new vehicles for police, 1 in DPW, 2% nonunion raises, new equipment in fire department, and a part time new hire in Finance Department.

D. Winterton: Even with a 3.78% increase over last year, we have been hit with a 17% increase in health insurance.

J. Sullivan: I think having that info out there would be good for voters to know.

C. Soucie: Health insurance 17% increase (\$240,000), property liability 77% increase (\$159,000), and some other contractual items totaling \$112,000.

T. Lizotte: I would still like us to consider an info graphic on the budget in the paper or something.

T. Lizotte motioned to instruct the Town Administrator to explore options of placing an info graphic in newspaper at his discretion utilizing existing budget. Seconded by A. Jennings.

Dr. Shankle: I'm clear on what he is asking but is there anyone on Council that is willing to work with me on graphic design. I can give you the facts but need help in making it attractive.

T. Lizotte and S. Orr volunteered to assist the Town Administrator with this info graphic.

R. Duhaime: Town Council would want the voters to approve budget instead of default. The Town Council is educating the public.

S. Orr: It's not what the Town Council wants; we want to provide voters with information so they can make the best decision for the town.

Vote unanimously in favor.

D. Winterton: Could you give me the number for the salary increase with 2% nonunion raise?

C. Soucie: \$63,854 for wages and benefits.

A. Jennings: A \$240,000 increase in health insurance is 1.5% of default increases – almost half.

Dr. Shankle: When you look at how the budget is over the default, several things in the past have been separate warrant articles. This is the best way to do that.

T. Lizotte motioned to accept the Library budget of \$600,682. Seconded by S. Orr.

Roll Call

S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

D. Ross motioned to accept Town Clerk's budget of \$34,273. Seconded by T. Lizotte.

D. Ross: Is the 2% based on salaries?

C. Soucie: It was \$34,199 without 2% raises for nonunion, and we added \$74 for the 2% increase.

Roll Call

T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

J. Sullivan motioned to approve the Tax Collector budget at \$274,650. Seconded by T. Lizotte.

Roll Call

T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

R. Duhaime motioned to approve the Recycling & Transfer budget of \$1,082,076. Seconded by T. Lizotte.

Roll Call

D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

T. Lizotte motioned to approve the DPW budget of \$2,741,987. Seconded by R. Duhaime.

Roll Call

D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

T. Lizotte motioned to approve the Police budget of \$3,771,423. Seconded by D. Ross.

Roll Call

R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

T. Lizotte motioned to approve the Fire Rescue budget of \$3,949,867. Seconded by S. Orr.

Roll Call

R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

J. Sullivan motioned to approve the Finance budget of \$230,522. Seconded by R. Duhaime.

Roll Call

R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

T. Lizotte motioned to approve the Family Services budget of \$245,381. Seconded by D. Winterton.

Roll Call

S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

C. Soucie: Community Development was previously \$372,016 but after Joanne presented, she realized she hadn't included \$5000 for minute takers part time line 200.4191-113.000. She wanted to increase it to \$377,016.

J. Sullivan motioned to approve an additional \$5000 to increase to \$6,920. Seconded by R. Duhaime.

Vote unanimously in favor.

R. Duhaime motioned to approve the Community Development budget of \$377,016. Seconded by D. Ross.

Roll Call

T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
J. Levesque – Yes
Vote 6-0 in favor.

***D. Ross motioned to reduce the Assessing office supply line by \$1800 to \$1000. Seconded by T. Lizotte.
Vote unanimously in favor.***

D. Ross motioned to approve the Assessing budget of \$181,497. Seconded by J. Sullivan.

Roll call

T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

C. Soucie: For the Administrative budget – I suggest you increase by \$2000 based on the request from Ms. Hyde.

D. Ross motioned to increase Old Home Day donation by \$2000. Seconded by T. Lizotte.

L. Lessard: DPW paid for the stage and they raised money for fireworks.

C. Soucie: The money for insurance came from administration.

Vote unanimously in favor.

R. Duhaime motioned to approve the Administration budget of \$1,094,368. Seconded by T. Lizotte.

Roll call

D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
R. Duhaime – Yes
D. Winterton – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

T. Lizotte motioned to approve the Budget Committee budget of \$7,609. Seconded by R. Duhaime.

T. Lizotte: Are we going to give the 2% increase to the minute taker?

C. Soucie: Yes, we are including part timers in the raises.

T. Lizotte: That is a dual role at a mixed rate. Why add 2% to the minute taking role? It's a unique situation.

Dr. Shankle: Some of the minute takers are also full time employees of the town and they get a 2% raise. How does the blended rate work?

C. Soucie: It waters it down – they won't get a 4% raise.

T. Lizotte: The budget is enough to cover but not go over.

J. Sullivan: \$6000 is the amount budgeted.

C. Soucie: The \$6000 is 2% on top of that. Technically, they are paid a rate, get an evaluation and get the 2% and hourly rate increases. Full time rate goes up 2%. You add up the hours worked to come up with a blended rate.

T. Lizotte: The money in the budget is money that is representative of a do not exceed amount.

Dr. Shankle: We had talked about giving a stipend to budget committee members. I've done some research on that and will say that out of the towns we've looked at, only 1 out of 30 paid.

J. Sullivan: What is the suggested stipend?

Dr. Shankle: Planning Board gets \$200 each for a full member.

J. Sullivan: If we do consider the Budget Committee, should we look at other committees to see if there is a stipend necessary for them?

T. Lizotte: The Budget Committee had a discussion and not that many were inclined. The other concern is a school board member is on that committee, water district, Town Council member...all elected officials would be double stipend.

D. Winterton: There is no stipend for the Planning Board.

S. Orr: I think the Budget Committee is entitled to a stipend consideration. It's an important job and we should take our time and research. Adding this to a budget that is higher than the default and current budget isn't the right time.

Roll Call

D. Winterton – Yes

D. Ross – Yes

T. Lizotte – Yes

S. Orr – Yes

R. Duhaime – Yes

J. Sullivan – Yes

Vote 6-0 in favor.

R. Duhaime motioned to approve the Capital Lease budget (fire tanker truck) of \$51,601. Seconded by T. Lizotte.

Roll call

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – Yes

T. Lizotte – Yes

S. Orr – Yes

J. Sullivan – Yes

Vote 6-0 in favor.

T. Lizotte motioned to approve Cemetery Commission budget of \$850. Seconded by J. Sullivan. Vote unanimously in favor.

T. Lizotte motioned to approve the Conservation Commission budget of \$7,801. Seconded by S. Orr.

Roll call

R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

C. Soucie: The \$1 for interest paid on a Tax Anticipation Note (TAN) is just a placeholder.

**D. Ross motioned to approve \$1 for the interest on the TAN; seconded by D. Winterton.
Vote unanimously in favor.**

Warrant articles

C. Soucie: Operation budget is \$14,651,604 plus sewer (\$1,994,923) = \$16,646,527 to Budget Committee.

J. Sullivan: If we go to a default budget, sewer doesn't fall back to a default figure?

C. Soucie: Yes, they are working on finalizing that number in the next week or two.

D. Ross: What is the number for estimated tax impact on article 3?

C. Soucie: \$6.70 including sewer

S. Orr motioned to recommend the CIP Recycle & Transfer warrant article to see if the town will vote to raise and appropriate the sum of \$180,000 to purchase a 14 Yard Automated Collection Truck for the Recycling & Transfer Department and to authorize the withdrawal from the Solid Waste Disposal Special Revenue Fund created for that purpose. Seconded by T. Lizotte.

D. Ross: Why does it state raise and appropriate?

C. Soucie: It's state law

Roll call

R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
T. Lizotte – Yes
S. Orr – Yes
J. Sullivan – Yes
Vote 6-0 in favor.

**J. Sullivan motioned to table all warrant articles but the Town Engineer position until the first meeting in February. Seconded by S. Orr.
Vote unanimously in favor.**

Dr. Shankle: You have already approved them but the Town Engineer position. I'd like to have a discussion on that. I think that many of the reasons that we want to move ahead with this, they highlighted for us. It depends on where you start looking at the 5 years. We are looking at \$91,884 for this position. Just about every year except the last year, this position would have paid for itself. It didn't last year because Leo took on the construction monitoring. I'd like to have Leo come talk about this. There are some big projects coming up with regard to the MS4 drainage.

L. Lessard: We are one of 20 towns that do the MS4; Goffstown hired a part time engineer to do just that. This person will get some of that. We don't know the price of that yet. We are already in an MS4 from

2003-2008. Stantec was doing them but since I've been here I've been doing them (saving \$5000/year). This could be very costly.

Dr. Shankle: It's important to get on top of that because this is something the town will have to pay for directly. Stantec said they have averaged \$168,000/year over the last 5 years – we could have someone here full time for that.

***D. Ross motioned to continue the meeting until 10pm. Seconded by T. Lizotte.
Vote unanimously in favor.***

Dr. Shankle: From my perspective the problem with contractors is you have very little control over how they treat people. We'd want the Planning Board to be with us on this since they can pick who they want. They talked about detailed planning regulations. They have written those regulations so those things have to be done.

L. Lessard: It's the Planning Board regulations but they wrote it. We changed some of the Town's appropriated engineer duties to DPW director when I took over some of the responsibility.

Dr. Shankle: Having a full time employee makes sense. Sometimes you need to get a different perspective. From the town point of view, we haven't done anything to see if they are the best fit. Leo and Joanne support doing this. There are other things an engineer on staff could help with. It should end up being revenue neutral.

S. Orr: Stantec can suggest ordinance changes but they don't have authority to pass ordinances for the town of Hooksett.

Dr. Shankle: Development regs are passed by the Planning Board. How many towns have detailed development regs like us?

L. Lessard: Most are not that tight. They are set up where there can be debate or working room between developers, town engineers and developer's engineers. The Planning Board relies on them for knowledge and background.

S. Orr: you have 2 developers and you make one decision for one developer because you have that wiggle room. Isn't having strict, tight regulations a good thing because there is no room for argument?

Dr. Shankle: They are reviewing other engineers' work. A lot of small towns don't have engineers. By us doing this, we are putting ourselves in a liability position.

J. Sullivan: We are trying to do more work in house; we aren't doing it because we don't like Stantec; it is to result in savings, control, etc.

R. Duhaime: A town engineer being at every Planning Board meeting would be a good thing. Stantec provided that continuity with developers. This person in the field will represent the town as a better liaison with developers.

L. Lessard: They can make decisions in the field but would have to go back to the engineer (Stantec); an in-house engineer could do it faster and the contractor could continue and nobody gets shut down. That provides better customer service.

D. Winterton: If we write this article, should we say what department the Town Engineer is in? And if we do have significant projects out of the town engineer's expertise, how and where do we go for help? Do we have a list to choose from, count on one firm, or bid it out?

Dr. Shankle: Nobody has all the expertise you need. It would depend on the size of the job. In terms of where it's at, it's part of the Community Development department and I don't see any reason to change that.

T. Lizotte: When they say they have authority, that implies a contractual agreement to me, and we don't have a contract with them. I'm concerned when non-engineers are reviewing stamped designs. That's why I like having our own engineer. A lot of their billing is management. You can still access someone with expertise from Stantec.

Dr. Shankle: Any firm we hire, we are paying for insurance, overhead, profit, etc.

D. Winterton motioned to add Town Engineer position to warrant article. Seconded by T. Lizotte.

D. Ross: I'm a big fan of reducing how much government has to do. Privatization is a trend coming back around. It's an as needed item. I feel like there is an insulation value by hiring outsiders. What's to say the dysfunction between boards will not happen with an employee? There are a lot of things that occur when government grows. Without a compelling definable cost savings for the tax payers, I can't support it. I don't know anything has been horribly wrong. The Planning Board is adding the comments, not the engineering firm. I think the timing is wrong and it deserves more thought.

D. Winterton: The Planning Board is appointed by Council. If we have problems with them, we need to appoint different people to the board. The culture of the Planning Board has changed; however I think we need to continue to make the change in the Planning Board. That's why I support this motion and put it to the voters. This will be a revenue generator for the town vs. a consulting firm and could pay for the entire Community Development. The largest developer in southern NH will not come to Hooksett without a change in our engineering.

D. Ross: The firm is chosen by the Planning Board. I think this should be left to the Planning Board. This will take away that option.

R. Duhaime: It's not *if* Hooksett is going to develop, it's *when* is Hooksett going to develop? We are growing, and I think an engineer is something the town needs.

Roll call

S. Orr – Yes

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – No

T. Lizotte – Yes

J. Sullivan – Yes

Vote in favor – 5-1.

b. 14 - 009 Parking Ordinance

J. Sullivan: We had the public hearing last week. We need to vote on adopting Ordinance 00-28.

T. Lizotte motioned to adopt the amendments to ordinance 00-28 in Other Ordinances. Seconded by R. Duhaime.

Vote unanimously in favor.

J. Sullivan: Ordinance 00-28 is in effect as of 1/22/14.

NEW BUSINESS

a. 14 - 011 DPW Director authority to release street bonds under \$5,000

L. Lessard: On small excavation projects, we have them post a road bond on newly paved roads if there are lots not being developed. They post a \$5000 bond on the front of the lot so they have to pay for any damages. I want to be able to release \$5000 bonds without coming here every time.

D. Ross motioned to authorize DPW director to release street bonds not to exceed \$5000. Seconded by D. Winterton.

Vote in favor 5-1.

SUB-COMMITTEE REPORTS

None

PUBLIC INPUT

Marc Miville (42 Main St): I don't think the default budget was mentioned. Could you mention the amount?

S. Orr: It's \$180,000 higher than the default. 26 cents is the estimated increase in the Town share of the tax rate.

M. Miville: Last year we were over default by \$366,000 and the operating budget failed. School budget is also high this year. Town survey indicated that citizens don't want taxes raised. This is going to be a big sell job. Councilors Ross and Duhaime were lamenting certain things had to be raised and there were a lot of unanimous votes tonight on raising taxes. There was very little discussion tonight on proposed cuts. That is my concern. I am passionately trying to conserve tax payers' money in their pockets and I'm coming up against a tidal wave.

***T. Lizotte motioned to extend meeting to 10:20pm. Seconded by D. Winterton.
Vote unanimously in favor.***

***J. Sullivan motioned to enter non-public at 10:05pm. Seconded by T. Lizotte.
Vote unanimously in favor.***

NON-PUBLIC SESSION

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

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

J. Sullivan motioned to enter non-public session at 10:05pm. Seconded by T. Lizotte.

Roll call

T. Lizotte – Yes

S. Orr - Yes

R. Duhaime – Yes

D. Winterton – Yes

D. Ross - Yes

J. Sullivan - Yes

Vote unanimously in favor.

***D. Ross motioned to exit non-public at 10:20pm. Seconded by T. Lizotte.
Vote unanimously in favor.***

***J. Sullivan motioned to seal the non-public minutes of 1/22/14 with the exception of the Town Administrator contract amendments (see below for details). Seconded by T. Lizotte.
Vote unanimously in favor.***

DISCUSSION

The Council and Dr. Dean E. Shankle, Jr. discussed the Town Administrator contract language as a result of his evaluation for period 9/1/2012-8/31/2013.

Town Council Consensus: The following amendments are approved for the Town Administrator contract effective 9/1/2013:

- **Section 5 – Salary:** the Council, at their non-public meeting of 1/8/14, motioned for an increase of 5% (was \$88,658.00 now \$93,090.90); the Council at their non-public meeting of 1/22/14 approved this increase to be effective 9/1/2013
- **Section 6 – Performance Evaluation:** defined annual evaluation as “at a Town Council meeting scheduled in June”

***S. Orr motioned to adjourn at 10:23pm. Seconded by D. Ross.
Vote unanimously in favor.***

Respectfully Submitted,

Tiffany Verney
Recording Clerk

AGENDA NO. 14-012

DATE: 2/12/14

Staff Report
Acceptance of Donation from Owen and Alice Pierce
February 12, 2014

Background: Per RSA 31:95-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 or donations are discussed.

Issue: To accept the donation of a \$100.00 gift certificate for Supreme house of Pizza from Own and Alice Pierce.

Discussion: Owen and Alice Pierce donated a \$100.00 gift certificate to Hooksett Fire-Rescue Department as a way of saying thanks for your service.

Fiscal Impact: The donation is a gift to the Hooksett Fire-Rescue Department.

Recommendation: Motion to accept the donation of \$100.00 for the gift certificate under RSA 31:95-b.

Prepared by: Fire Chief Michael Williams

Town Administrator Recommendation: *concur*



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

AGENDA NO. 14-013

DATE: 2/12/14

Staff Report
Acceptance of Donations in Honor of Al Dionne
02-12-2014

Background: Per RSA 31:95-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 or donations are discussed.

Issue: To accept the donation we received in the total amount of \$286.50 from donations we have received in Honor of past Call Firefighter and Emergency Manager Al Dionne.

Discussion: The Dionne family chose to donate funds to Hooksett Fire-Rescue in lieu of gifts. Gifts were received from the following people:

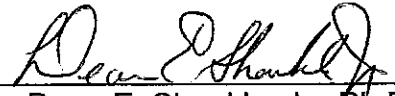
- Stanley Richardson JR.
- Mickie Grimes
- Harold Murray
- DHHS Concord District office
- Hooksett Kiwanis
- Lambert funeral home
- The Givalike Team
- John Mosto

Fiscal Impact: The donation is a gift to the Hooksett Fire Department.

Recommendation: Motion to accept donation of \$286.50 under RSA 31:95-b.

Prepared by: Fire Chief Michael Williams

Town Administrator Recommendation: *concur*



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

Staff Report
HealthTrust, Inc. Fitness-Wellness
February 12, 2014

Background: Per RSA 31:95-b, III (b) for such amount less than \$5,000.00, the 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: Acceptance of donated funds from Health Trust, Inc., (a branch of NH LGC) to promote Fire-Rescue Department health awareness programs.


Discussion: The Health Trust offers funds to designated Wellness Coordinators for the pursuit of wellness programs. The donated funds are to cover fitness-wellness programs that may address nutrition, fitness and positive lifestyle changes. The donated funds are in the amount of \$500.00. The program is administered to Fire Personnel by the Assistant Fire Chief, who is acting as the designated Wellness Coordinator, and also overseen by an administrator with HealthTrustNH.org. It is expected that the funds will be used in the course of the calendar year 2014.

Fiscal Impact: These funds do not require any matching amounts or other financial obligation for the administration of the program, by the Town of Hooksett or the Hooksett Fire-Rescue Department.

Recommendation: Motion to accept the Health Trust Inc. donated funds in the amount of \$500.00, under RSA 31:95-b, III (b) and move into the Fire Department Donations fund account line.

Prepared by: Assistant Fire Chief Dean Jore

Town Administrator Recommendation: *Concur*


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

AGENDA NO. 14-015
DATE: 02-12-14

Staff Report
February 12, 2014

Issue:

To accept the donation of a storage cabinet from the Home Depot store in Hooksett. per RSA 31:95.e.

Discussion:

Home Depot has offered to donate a large storage unit to the Family Services Department. This cabinet will be used to store forms and office supplies in the Family Services Department.

Recommendation:

Motion to accept the donation of the storage unit to the Hooksett Department of Family Services per RSA 31:95.e.

Prepared by:

Joy Buzzell, Family Services Director

Town Administrator Recommendation:

motion



Dean E Shankle, J
Town Administrator

16

**Staff Report
PRINTER/SCANNER/FAX**

AGENDA NO. 14-016

DATE: 02-12-14

February 12, 2014

Background:

Supervisors of the Checklist have requested a printer/scanner for use at elections and meetings. Hooksett resident Frank Kotowski has offered to donate a lightly used HP C4500 printer/scanner/fax to the Town. Replacement cost of device is estimated as \$299.00. *per RSA 31:95e*

Fiscal Impact:

None.

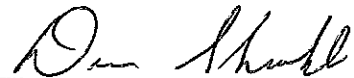
Recommendation:

Recommend that the Town Council accept donation of printer/copier/fax for use by Supervisors of the Checklist. *per RSA 31:95e*

Prepared by:

Todd Rainier – Town Clerk

Town Administrator Recommendation: *Cowan*



Dr. Dean E. Shankle, Jr.
Town Administrator

Staff Report
Dunkin Donuts Hooksett Road
February 12, 2014

AGENDA NO. 14-017
DATE: 02-12-14

Background:

July 31, 2013 a letter of credit was established from TD Bank, in the amount of \$50,260.81 for the excavation site bond. The site has been completed at this time. After the review of the site with a walk thru and review of as built, I find all requirements have been meet for the Public Works Department.

Issue:

I would like the Town Council to release the letter of credit that was established for the bond of \$50,260.81

Discussion:

After review the as-built plans and the site the Public Works Director finds the site has meet the requirements of the plans

Fiscal Impact:

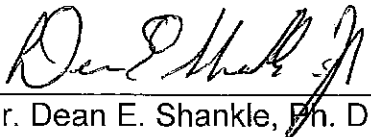
None

Recommendation:

I recommend that the Town Council approve the release of the site letter of credit set as the bond, once the landscaping bond is in place in the amount of \$10,500.00 for a two year time.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: Concur.



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

Staff Report
Acceptance of Fitness Equipment Donation
February 12, 2014

Background: Per RSA 31:95-e, III (b) for such amount less than \$5,000.00, the 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: Acceptance of donated used exercise equipment, to benefit the Hooksett Town Hall employee fitness training programs.

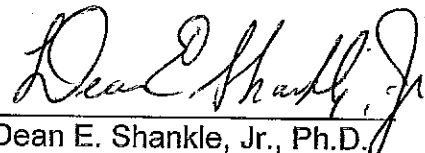
Discussion: A Hooksett resident is willing to donate a piece of exercise equipment to the Town of Hooksett. Bob Lind, who lives at 9 Doris Drive, spoke with a Town Hall employee to ask if we would be interested in taking delivery of an item of fitness equipment. This equipment was new in 1993, but remains in excellent, like new condition. Dr. Shankle asked if Assistant Fire Chief Dean Jore would look at the item to determine if we should pursue this donation and begin the acceptance process. Mr. Lind chose to donate equipment instead of selling it because of his interest in helping out an organization or Town department. Hooksett Town Hall was the only agency to return his telephone calls. He had originally bought it for his sons, and they no longer lived at that residence. No other conditions were set or discussed for this donation. This item is a cable and select-a-weight piece of exercise equipment the user sits on to operate (see item picture). The Town Hall does not currently have this type of equipment.

Fiscal Impact: This equipment is in excellent condition. There is no foreseeable mechanical maintenance that would be required this year, and very likely no maintenance required the following year. After that, I would encourage the Town Hall to have an annual inspection and general maintenance service completed.

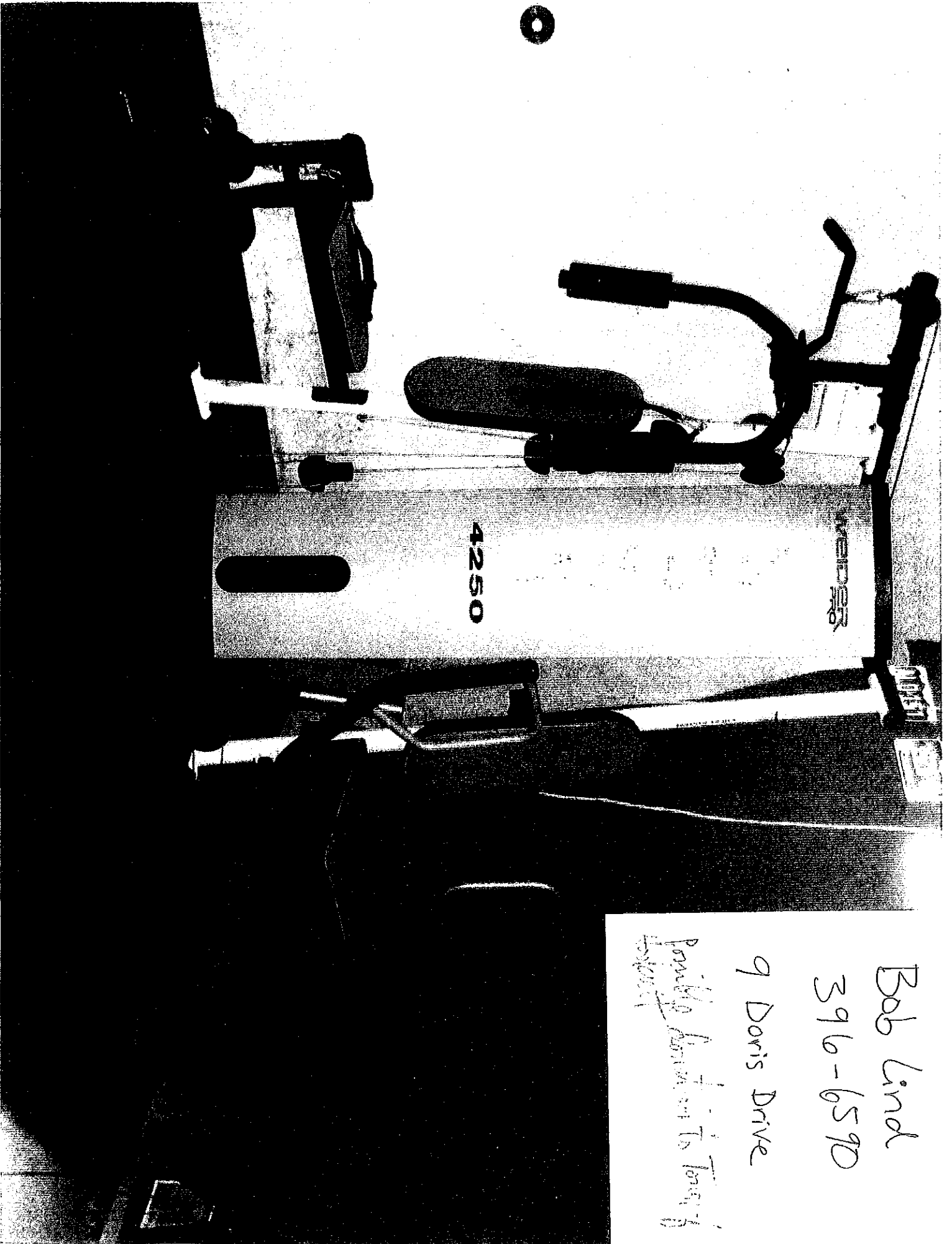
Recommendation: Motion to accept the exercise equipment donated under RSA 31:95-e, III (b) value placed in the amount of \$200.00.

Prepared by: Assistant Fire Chief Dean Jore

Town Administrator Recommendation: *concur*



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



Bob Lind

396-6590

9 Davis Drive

Possible Assignment To Training
Assignment

AGENDA NO. Scheduled
appointment
DATE: 02-12-14

Staff Report
NHDOT Bridge Aid for Benton Road
February 12, 2014

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.

The objective of the Benton Road Culvert project was to stop the flooding of Dalton Brook at Benton Road. The flooding resulted in shutting down several businesses along US Route 3. To stop the flooding, a box culvert was installed in place of a smaller concrete culvert. The project started in July 2008 and was completed three years later.

Issue:

To accept NHDOT Bridge Aid funds for reimbursement for the Benton Road Culvert project in the amount of \$138,215.66.

Discussion:

The Benton Road Culvert project cost a total of \$462,758.10 to complete. The Town received revenue in the amount of \$289,988.52 from FEMA. With the receipt of this payment from the State in the amount of \$138,215.66, the Town cost was \$34,553.92 which was funded from the Public Works' Budget over the lifetime of the project.

Fiscal Impact:

This final payment from NHDOT Bridge Aid will be reported as income to the Town in accordance with the budget law.

Recommendation:

Motion to accept \$138,215.66 from NHDOT Bridge Aid for the expenses related to the Benton Road Culvert project 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



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



CHRISTOPHER D. CLEMENT, SR.
COMMISSIONER

January 3, 2014

JEFF BRILLHART, P.E.
ASSISTANT COMMISSIONER

Christine Soucie, Finance Director
Town of Hooksett
35 Main Street
Hooksett, NH 03106-1397

RECEIVED
JAN 07 2014
BY: [Signature]

RE: HOOKSETT, #15328
Benton Road over Dalton Brook - Br. #102/085
FINAL REIMBURSEMENT

Dear Ms. Soucie:

This letter will serve as notification that our office has processed your request for reimbursement. The payment will be sent directly to the City/Town from the State of NH Treasury Department. If you do not receive reimbursement within three weeks, please contact our office at 271-2108.

The above-mentioned reimbursement will represent final payment in the amount of \$138,215.66 for the State's share of project-related charges. The breakdown is as follows:

Table with 2 columns: Description and Amount. Rows include Preliminary Engineering (Stantec \$93,956.79), Construction (Town Force Account 319,044.17, Stantec, CE 49,757.14), Total Project Cost \$462,758.10, Less FEMA & Other Payments 289,988.52, and State Aid Bridge Share \$172,769.58.

80% State Reimbursement \$138,215.66

If you have any other questions or concerns, please feel free to contact me.

Sincerely,

[Handwritten signature of Nancy S. Mayville]

Nancy S. Mayville, P.E.
Municipal Highways Engineer
Bureau of Planning and Community Assistance
Telephone: (603) 271-2107

NJM/sdb

cc: Finance & Contracts

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, February 12, 2014 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept NHDOT Bridge Aid funds for reimbursement for the Benton Road Culvert project in the amount of \$138,215.66 per RSA 31:95-b, III (a). Questions should be directed to the Administration Department 603-485-8472.

Dean Shankle

*Scheduled
appointment*

*DG Shankle
02-12-14*

From: Doug MacGuire <doug@thedubaygroup.com>
Sent: Wednesday, January 29, 2014 1:55 PM
To: Dean Shankle
Cc: Leo Lessard; Donna Fitzpatrick; Jo Ann Duffy; Tatem, Dan; Dave Scarpetti
Subject: Re: Request to be on Feb 12th Town Council Agenda

Hi Dean,

The intention of the engineering or traffic investigation mentioned in the RSA was likely intended for existing roads which had not been recently analyzed by a professional in that field. The investigation would be done to determine what level of reduced speed would be appropriate based on the design characteristics of the existing roadway.

Regarding this newly proposed subdivision, I have performed a thorough engineering investigation as part of the design process. Specifically, I have consulted both the AASHTO Policy on Geometric Design of Highways and Streets and AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads and have determined a speed limit of 25 MPH is appropriate for this subdivision. The proposed subdivision is anticipated to generate a daily trip volume of 180 vehicles, which is considered very low volume. The proposed roadway would also meet all AASHTO recommended design requirements associated with the posted Speed Limit of 25 MPH.

I have discussed this with Dan from Stantec and their internal traffic consultant Andre and both took no exception to the request for the reduced speed limit. I anticipate this to be in Dan's forthcoming review letter, which could be submitted as part of this request. I have added Dan to the email chain so he may comment as to our discussion. Perhaps he could respond to this email and this correspondence could be included in the Council's packets.

I will also be in attendance at the Council meeting to answer any questions regarding this request.

Thank you,

Doug

Douglas MacGuire, P.E.
Project Manager

The Dubay Group, Inc.
87 Indian Rock Road
Windham, NH 03087

P- 603.458.6462
C- 603.714.4568

www.thedubaygroup.com

On 1/29/2014 11:50 AM, Dean Shankle wrote:

The RSA requires "an engineering or traffic investigation." . Has this been done? I don't think a recommendation of the DPW Director will be adequate without the required study.

If it has been done, please send it to me so I can include it in the Council's agenda packet.

Dean

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

From: Doug MacGuire [<mailto:doug@thedubaygroup.com>]
Sent: Tuesday, January 28, 2014 1:42 PM
To: Dean Shankle
Cc: Leo Lessard; Donna Fitzpatrick; Dave Scarpetti
Subject: Request to be on Feb 12th Town Council Agenda

Dr. Shankle,

I am requesting to be placed on the agenda for a brief discussion regarding the Autumn Frost Subdivision. The subdivision is currently in front of the Planning Board and we would like to request the Council consider a reduced posted speed limit of 25 MPH. This is an 18-lot conservation subdivision proposed on a 1,200 foot cul-de-sac with no potential for expansion.

I have discussed this request with the Public Works Director and he is in favor of the reduced speed limit. He will be issuing a memorandum to that effect, which will be brought to the Council meeting.

Please let me know if you have any questions or require additional information.

Thank you,

Douglas MacGuire, P.E.
Engineering Manager

The Dubay Group, Inc.
87 Indian Rock Road
Windham, NH 03087

P- 603.458.6462
C- 603.714.4568

www.thedubaygroup.com

Scheduled
appointment
21
D. Shankle
02-12-14

Dean Shankle

From: Todd Rainier <toddwmrainier@gmail.com>
Sent: Monday, February 03, 2014 12:48 PM
To: Dean Shankle
Subject: Council Presentation

Dr. Shankle,
I am writing you today with my Kiwanis hat on.

In August of 2013, Hooksett Kiwanis facilitated a focus group meeting with the purpose of identifying project(s) to benefit the youth of Hooksett. Focus group attendees included a broad scope of individuals involved in and/or residing in Hooksett.

A project has been selected and I chair the Kiwanis committee tasked with its' research and implementation. I request inclusion on the Council agenda for the February 12 meeting to present the focus group findings and a proposal.

Thank you,
Todd Rainier

'Kiwanis is a global organization of volunteers, dedicated to changing the world, one child, and one community at a time'.

AGENDA NO. Scheduled
appendix

PROPOSAL FOR CLASS VI RIGHT OF WAY DATE: 12-12-14
EDGEWATER DRIVE, HOOKSETT, NEW HAMPSHIRE

(Not written in warrant article form)

The Town of Hooksett would discontinue the Class VI portion of the right-of-way, known as Edgewater Drive, on Tax Map 1, Lot 4, subject to:

1. The granting of a perpetual, non-exclusive right-of-way to the Town of Hooksett for non-motorized traffic (walking, bicycle, snow shoe/cross country skiing, equestrian) on Tax Map 1, Lot 4, as illustrated on a plan entitled "Conceptual Site Plan Prepared for Jocelyn Scarpetti", prepared by McCourt Engineering Associates, dated _____, which shall align, as closely as possible with any trail system on adjacent property in the Town of Bow; and

2. The granting of a perpetual utility easement on Tax Map 1, Lot 4, to the Town of Hooksett for the construction, maintenance, repair and replacement of utilities, now or in the future, which the Town may deem reasonable and necessary to install in the easement.

Town Warrant

To the inhabitants of the Town of Hooksett, New Hampshire, in the county of Merrimack in said state, qualified to vote in Town affairs.

You are hereby notified to meet at the **David R. Cawley Middle School on Saturday, April 5, 2014 at 9:00 am** for the first session of the Town Meeting to discuss and amend, as required, warrant articles 3 through ___.

The final ballot vote for warrant articles will take place at **David R. Cawley Middle School on Tuesday, May 13, 2014**. The polls will be open from 6 am until 7 pm.

Article 1

To choose all necessary Town officers for the year ensuing.

Article 2

Zoning Amendments

Article 3

Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles, the amounts set forth on the budget posted with the warrant, for the purposes set forth therein, and other appropriations voted separately totaling \$_____. Should this article be defeated, the operating budget shall be \$_____, which is the same as last year, with certain adjustments required by previous action of the Town meeting, or by law or the Town Council may hold one special meeting, to take up the issue of a revised operating budget only. Estimated tax rate impact \$_____.

Article

Police Union Contract

Article

Shall the Town, if article ___ is defeated, authorize the Town Council to call one special meeting, at its option, to address article ___ cost items only?

Article

To see if the Town will vote to raise and appropriate the sum of **\$180,000.00** to purchase a 14 Yard Automated Collection Truck for the Recycling and Transfer Department and to authorize the withdrawal from the Solid Waste Disposal Special Revenue Fund created for that purpose. No amount to be raised from taxation. Recommended by the Town Council (___),

Article

To see if the Town will vote to raise and appropriate the sum of **\$100,000.00** to be placed in the Town Building Maintenance Capital Reserve Fund already established. Estimated tax rate impact \$0.06. Recommended by the Town Council (___),

Article

To see if the Town will vote to establish a Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of purchasing Public Works Vehicles and to raise and appropriate the sum of **\$100,000.00** to be placed in this fund, and to name the Town Administrator as the agent to expend. Estimated tax rate impact \$0.06. Recommended by the Town Council (___),

Article

Town Engineer

Article

To see if the Town will vote to raise and appropriate the sum of **\$50,000.00** to be placed in the Fire Apparatus Capital Reserve Fund already established. Estimated tax rate impact \$0.03. Recommended by the Town Council (___),

Article

To see if the Town will vote to raise and appropriate the sum of **\$50,000.00** to be placed in the Drainage Upgrades Capital Reserve Fund already established. Estimated tax rate impact \$0.03. Recommended by the Town Council (___),

Article

To see if the Town will vote to authorize the Town Council to enter into a seven year lease agreement for \$248,400.00 the purpose of leasing a Rubber Tire Excavator for the Public Works Department, and to raise and appropriate the sum of \$41,433.00 for the first year's payment for that purpose. This lease agreement contains an escape clause. Recommended by the Town Council (___),

Article

To see if the Town will vote to raise and appropriate the sum of **\$30,000.00** to be placed in the Revaluation Capital Reserve Fund already established. Estimated tax rate impact \$0.02. Recommended by the Town Council (___),

Article

To see if the Town will vote to raise and appropriate the sum of **\$20,000.00** to be placed in the Air Pack and Bottles Capital Reserve Fund already established. Estimated tax rate impact \$0.01. Recommended by the Town Council (___),

Article

To see if the Town will vote raise and appropriate the sum of **\$20,000.00** to be placed in this Automated Collection Equipment Capital Reserve Fund already established. Estimated tax rate impact \$0.01 Recommended by the Town Council (___),

Article

To see if the Town will vote to raise and appropriate the sum of **\$15,000.00** to be placed in the Parks and Recreation Facilities Development Capital Reserve Fund already established. Estimated tax rate impact \$0.01. Recommended by the Town Council (___),

Given under our hands and seal, March __, 2014.

On behalf of the entire Hooksett Town Council:

James Sullivan, Chairman

Robert Duhaime, Secretary

A True Copy of the Warrant – Attest:

James Sullivan, Chairman

Robert Duhaime, Secretary

AGENDA NO. 14-019
DATE: 02-12-14

Staff Report
FY 2014-15 Default Budget
February 12, 2014

Background: The Town is required to prepare a default budget that will be utilized if the voters of Hooksett do not pass the operating budget. RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget.

Discussion: Major changes to the current budget to create the FY 2014-15 Default are as follows:

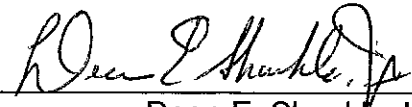
- \$32,967 for costs included in the 3rd year of the Fire Union contract.
- (\$20,968) for costs of the DPW & Recycling & Transfer Union contract; decrease is due to turnover of employees.
- \$19,642 for non-union employees at their current rate
- \$240,550 Employee Health Insurance increases
- (\$126,500) Revaluation contracts reduced
- \$159,160 Property Liability Insurance increase
- \$27,167 Worker's Compensation increase

Fiscal Impact: FY 2014-15 Default Budget is \$16,451,761, which is \$194,766 or 1.17% less than Council's recommended budget of \$16,646,527.

Recommendation: To accept and sign the FY 2014-15 Default Budget of the Town totaling \$16,451,761.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *Concur*



 Dean E. Shankle Jr.
 Town Administrator

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2014-15

1/31/2014

DEPARTMENT	column 1 FY 2012-13 APPROP.	column 2 FY 2012-13 ACTUAL	column 3 FY 2013-14 APPROP.	column 4 FY 2013-14 ACTUAL As of 1/22/14	column 5 FY 2014-15 DEPARTMENT REQUEST	column 6 FY 2014-15 TOWN ADMIN RECOMM.	column 7 FY 2014-15 COUNCIL RECOMM.	column 8 FY 2014-15 BUDGET COMM RECOMM.	column 10 FY 2014-15 DEFAULT BUDGET
ADMINISTRATION	870,942	831,602	887,682	682,230	1,090,215	1,090,215	1,094,368	0	1,095,470
ASSESSING	165,468	163,108	295,443	139,350	183,037	181,338	181,497	0	184,960
COMMUNITY DEVELOPMENT	364,231	334,120	384,791	197,282	376,496	367,136	377,016	0	370,959
FAMILY SERVICES	219,809	215,993	254,696	94,571	259,576	244,526	245,381	0	254,696
FINANCE	203,444	202,989	202,469	122,827	228,280	227,930	230,522	0	212,634
FIRE-RESCUE	3,652,643	3,614,752	3,804,142	2,200,576	3,972,177	3,940,174	3,949,867	0	3,914,729
POLICE	3,544,589	3,211,601	3,619,358	1,838,932	3,862,512	3,750,616	3,771,423	0	3,708,399
PUBLIC WORKS	2,583,513	2,508,560	2,646,799	1,458,497	3,118,997	2,735,162	2,741,987	0	2,676,653
RECYCLING & TRANSFER	1,093,807	968,079	1,113,596	534,149	1,079,047	1,079,047	1,082,076	0	1,106,370
TAX COLLECTOR	243,839	236,084	254,483	129,274	280,908	271,284	274,650	0	266,489
TOWN CLERK & ELECTIONS	27,454	27,434	22,822	8,009	34,611	34,199	34,273	0	30,647
OPERATING BUDGET	12,969,739	12,314,322	13,486,281	7,405,698	14,485,856	13,921,627	13,983,060	0	13,822,006
BUDGET COMMITTEE	8,658	5,725	7,315	3,138	8,747	7,467	7,609	0	7,315
CAPITAL LEASES	85,377	85,377	51,601	51,600	51,601	51,601	51,601	0	51,601
CAPITAL PURCHASES (CIP)	0	0	0	0	0	0	0	0	0
CEMETERY COMMISSION	900	895	850	478	850	850	850	0	850
CONSERVATION COMMISSION	10,140	10,140	11,626	3,551	7,743	7,673	7,801	0	7,743
DEBT PRINCIPAL	260,000	260,000	0	0	0	0	0	0	0
DEBT INTEREST	5,200	5,200	0	0	0	0	0	0	0
DEBT TAN INTEREST	1	0	1	0	1	1	1	0	1
LIBRARY	537,731	537,731	554,862	299,400	572,787	593,331	600,682	0	575,982
TOTAL OPERATING BUDGET	13,877,746	13,219,389	14,112,535	7,763,866	15,127,585	14,582,550	14,651,604	0	14,465,498
SEWER DEPARTMENT	1,952,077	1,825,293	1,947,007	0	1,994,923	1,994,923	1,994,923	0	1,986,263
GRAND TOTAL	15,829,823	15,044,682	16,059,542	7,763,866	17,122,508	16,577,473	16,646,527	0	16,451,761

Town Council's Operating Budget request, excluding Sewer, is higher than the default budget by: 1.29%
 Town Council's Operating Budget request, excluding Sewer, is higher than the FY 2013-14 budget by: 3.62%
 Town Council's Grand Total request is higher than the default budget by: 1.17%

Note: Grants and donations have been removed from both the Budget and Actuals for budgeting purposes.

Town of Hooksett
DEFAULT BUDGET CALCUALTION

Department	13-14 AMENDED BUDGET	Contractual Items	Remove One-time Items	14-15 DEFAULT BUDGET
ADMINISTRATION	887,682	207,788	0	1,095,470
ASSESSING	295,443	16,017	(126,500)	184,960
COMMUNITY DEVELOPMENT	384,791	(13,832)	0	370,959
FAMILY SERVICES	254,696	0	0	254,696
FINANCE	202,469	10,165	0	212,634
FIRE-RESCUE	3,804,142	110,587	0	3,914,729
POLICE	3,619,358	89,041	0	3,708,399
PUBLIC WORKS	2,646,799	29,854	0	2,676,653
RECYCLING & TRANSFER	1,113,596	(7,226)	0	1,106,370
TAX COLLECTOR	254,483	12,006	0	266,489
TOWN CLERK & ELECTIONS	22,822	7,825	0	30,647
OPERATING BUDGET	13,486,281	462,225	(126,500)	13,822,006
BUDGET COMMITTEE	7,315	0	0	7,315
CAPITAL LEASES	51,601	0	0	51,601
CAPITAL PURCHASES (CIP)	0	0	0	0
CEMETERY COMMISSION	850	0	0	850
CONSERVATION COMMISSION	11,625	(3,882)	0	7,743
DEBT PRINCIPAL	0	0	0	0
DEBT INTEREST	0	0	0	0
DEBT TAN INTEREST	1	0	0	1
LIBRARY	554,862	21,120	0	575,982
TOTAL OPERATING BUDGET	14,112,535	479,463	(126,500)	14,465,498
SEWER DEPARTMENT	1,947,007	39,256	0	1,986,263
GRAND TOTAL	16,059,542	518,719	(126,500)	16,451,761

Increased the default:

Non-union wages 2% for July 2013
 Fire-union 3rd year of contract
 DPW Union 2nd year of contract
 Health & Life and Disability Insurance
 Worker's compensation Insurance
 Property Liability Insurance
 Elections
 Contract for Tax Deeding
 Copier Lease DPW & Admin
 Software Contracts
 Financial Audit Contract
 Sewer NPDES Permit

Decreased the default:

Non-union staff turnover
 DPW Union staff turnover
 IT Contract
 Assessing Revaluation
 Fire Dispatch Contract



DEFAULT BUDGET OF THE TOWN

Form Due Date: **20 Days after the TOWN MEETING**

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

This form was posted with the warrant on:

Instructions

1. Use this form to list the default budget calculation in the appropriate columns.
2. Post this form or any amended version with proposed operating budget (MS-26 or MS-27) and the warrant.
3. Per RSA 40:13, XI, (a), the default budget shall be disclosed at the first budget hearing.

For Assistance Please Contact:
NH DRA Municipal and Property Division
Phone: (603) 230-5090
Fax: (603) 230-5947
http://www.revenue.nh.gov/munc_prop/municipalservices.htm

ENTITY'S INFORMATION ?

Municipality: County:

PREPARER'S INFORMATION ?

First Name	Last Name	
<input style="width: 100%;" type="text" value="Christine"/>	<input style="width: 100%;" type="text" value="Soucie"/>	
Street No.	Street Name	Phone Number
<input style="width: 50px;" type="text" value="35"/>	<input style="width: 300px;" type="text" value="Main Street"/>	<input style="width: 150px;" type="text" value="(603) 485-2712"/>
Email (optional)		
<input style="width: 100%;" type="text" value="csoucie@hooksett.org"/>		



APPROPRIATIONS

GENERAL GOVERNMENT		Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4130-4139	Executive		\$322,285	\$7,570		\$329,855
4140-4149	Election, Registration & Vital Statistics		\$22,822	\$7,825		\$30,647
4150-4151	Financial Administration		\$550,688	\$36,796		\$587,484
4152	Revaluation of Property		\$295,443	\$16,017	\$126,500	\$184,960
4153	Legal Expense		\$92,000			\$92,000
4155-4159	Personnel Administration		\$176,840	\$26,433		\$203,273
4191-4193	Planning & Zoning		\$212,487	\$56,878		\$269,365
4194	General Government Buildings		\$441,954	\$11,056		\$453,010
4195	Cemeteries		\$850			\$850
4196	Insurance		\$171,000	\$159,160		\$330,160
4197	Advertising & Regional Association		\$10,190			\$10,190
4199	Other General Government		\$13,000			\$13,000
General Government Subtotal			\$2,309,559	\$321,735	\$126,500	\$2,504,794



APPROPRIATIONS

PUBLIC SAFETY					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4210-4214	Police	\$3,619,358	\$89,041		\$3,708,399
4215-4219	Ambulance	\$1			\$1
4220-4229	Fire	\$3,840,782	\$118,047		\$3,958,829
4240-4249	Building Inspection	\$169,904	(\$70,710)		\$99,194
4290-4298	Emergency Management	\$14,960	(\$7,460)		\$7,500
4299	Other (Including Communications)				
Public Safety Subtotal		\$7,645,005	\$128,918		\$7,773,923

AIRPORT/AVIATION CENTER					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4301 - 4309	Airport Operations				
Airport/Aviation Subtotal					

HIGHWAYS AND STREETS					
Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4311	Administration	\$184,969	\$21,647		\$206,616
4312	Highways & Streets	\$1,308,304	(\$8,483)		\$1,299,821
4313	Bridges				
4316	Street Lighting	\$60,000			\$60,000
4319	Other	\$148,112	\$4,140		\$152,252
Highways and Streets Subtotal		\$1,701,385	\$17,304		\$1,718,689



APPROPRIATIONS

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4321	Administration	\$185,201	(\$913)		\$184,288
4323	Solid Waste Collection	\$226,461	(\$11,335)		\$215,126
4324	Solid Waste Disposal	\$701,934	\$5,022		\$706,956
4325	Solid Waste Clean-up				
4326-4329	Sewage Collection & Disposal & Other				
Sanitation Subtotal		\$1,113,596	(\$7,226)		\$1,106,370

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4331	Administration				
4332	Water Services				
4335	Water Treatment				
4338 - 4339	Water Conservation & Other				
Water Distribution and Treatment Subtotal					



APPROPRIATIONS

ELECTRIC	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4351 - 4352	Administration & Generation				
4353	Purchase Costs				
4354	Electric Equipment Maintenance				
4359	Other Electric Costs				
Electric Subtotal					

HEALTH	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4411	Administration	\$2,400			\$2,400
4414	Pest Control				
4415 - 4419	Health Agencies & Hospital & Other				
Health Subtotal					

WELFARE	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4441 - 4442	Administration & Direct Assistance	\$235,077			\$235,077
4444	Intergovernmental Welfare Payments	\$19,619			\$19,619
4445 - 4449	Vendor Payments & Other				
Welfare Subtotal					



APPROPRIATIONS

CULTURE AND RECREATION		Purpose of Appropriations (RSA 32:3, V)		Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
Account #							
4520 - 4529	Parks & Recreation			\$508,460	\$1,494		\$509,954
4550 - 4559	Library			\$554,862	\$21,120		\$575,982
4583	Patriotic Purposes			\$2,945			\$2,945
4589	Other Culture & Recreation			\$6,500			\$6,500
Culture and Recreation Subtotal				\$1,072,767	\$22,614		\$1,095,381

CONSERVATION		Purpose of Appropriations (RSA 32:3, V)		Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
Account #							
4611 - 4612	Admin. & Purch. of Natural Resources			\$11,625	(\$3,882)		\$7,743
4619	Other Conservation						
4631 - 4632	Redevelopment and Housing						
4651 - 4659	Economic Development			\$1,500			\$1,500
Conservation Subtotal				\$13,125	(\$3,882)		\$9,243

DEBT SERVICE		Purpose of Appropriations (RSA 32:3, V)		Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
Account #							
4711	Principal Long Term Bonds & Notes						
4721	Interest Long Term Bonds & Notes						
4723	Interest on Tax Anticipation Notes			\$1			\$1
4790 - 4799	Other Debt Service						
Debt Service Subtotal				\$1			\$1



APPROPRIATIONS

CAPITAL OUTLAY

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4901	Land	\$1			\$1
4902	Machinery, Vehicles, & Equipment				
4903	Buildings				
4909	Improvements Other Than Buildings				
Capital Outlay Subtotal		\$1			\$1

OPERATING TRANSFERS OUT

Account #	Purpose of Appropriations (RSA 32:3, V)	Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
4912	To Special Revenue Fund				
4913	To Capital Projects Fund				
4914	To Enterprise Fund	\$1,947,007	\$39,256		\$1,986,263
	Sewer	\$1,947,007	\$39,256		\$1,986,263
	Water				
	Electric				
	Airport				
4917	To Health Maintenance Trust Funds				
4918	To Nonexpendable Trust Funds				
4919	To Fiduciary Funds				
Operating Transfers Out Subtotal		\$1,947,007	\$39,256		\$1,986,263



Prior Year Adopted Operating Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
\$16,059,542	\$518,719	\$126,500	\$16,451,761

EXPLANATION FOR INCREASES AND REDUCTIONS

Use this section of the form to explain why any increase of reduction was applied to the estimated appropriation for an account code. Supply an explanation for each individual increase or reduction on its own line. You can use the "Add New Line" button to insert a new line. The "Remove Line" button will remove that line from the form.

Account #	Explanation for Increase or Reduction	Add New Line
	Various lines Non-union employee wages \$19,642	Remove Line
	Various lines DPW, Recycling & Transfer Union employee reduced \$20,986 due to staff change over	Remove Line
	Various lines Health Insurance contract \$240,550	Remove Line
4130-4139	Copier contract \$324	Remove Line
4140-4149	Two State Elections September & November 2014 \$7,824	Remove Line
4150-4151	Software contracts \$14,625; Financial Audit contract \$1,425; Tax Deed contract \$4,478	Remove Line
4152	Revaluation contracts removed \$126,500	Remove Line
4155-4159	Workers' Compensation contract \$27,167; Unemployment contract reduced \$734	Remove Line
4196	Property Liability Insurance contract \$159,160	Remove Line
4210-4214	IT contract reduced \$6,715	Remove Line
4220-4229	Union contract \$32,967; Dispatch contract reduced \$3,864	Remove Line
4311	Copier contract \$3,600	Remove Line
4914	NPDES Permit \$39,256	Remove Line



PREPARER'S CERTIFICATION

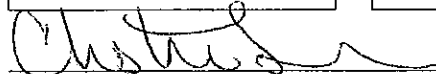
Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Preparer's Last Name

Christine

Soucle



1/31/2014

Preparer's Signature and Title

Date

Check to Certify Electronic Signature: You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

GOVERNING BODY CERTIFICATION

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

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

Governing Body Member's Signature and Title

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Governing Body Member's Signature and Title

Submit

Print

Please save and e-mail the completed PDF form to your Municipal Account Advisor:

- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlameau: shelly.gerlameau@dra.nh.gov
- Jean Samms: jean.samms@dra.nh.gov

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address: NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487

AGENDA NO. 14-020

DATE: 2-12-14

Staff Report
Atmospheric Monitoring equipment purchase using Fire impact fees
February 12, 2014

Background: Hooksett Fire-Rescue is looking for approval to purchase new gas meters which will detect and monitor hazardous atmospheres with sensors that include Hydrogen Cyanide (HCN).

Issue: To obtain Council's approval to spend impact fee money towards purchasing gas meters to improve emergency scene safety and hazard recognition.


Discussion: Hooksett Fire uses gas meters to detect and monitor hazardous atmospheres, such as those found at propane & natural gas leaks, chemical spills, fires, etc. As plastics and composites are developed and found in nearly all household contents, vehicles, shipping & building materials, etc., our need increases to better monitor the atmosphere when these items combust. Monitoring levels of hydrogen cyanide (HCN) has become more important as research shows a significant presence of HCN when these materials burn. As household items get replaced, businesses modernize their equipment and structural materials are engineered for new construction, the likelihood of encountering a more dangerous atmosphere increases. Our hope is to more quickly place the appropriate meter at an incident to improve scene safety and hazard recognition.

Fiscal Impact: This purchase will be made through impact fees already collected. The total amount for this entire purchase is \$19,386.00. Currently there is a balance of \$422,804.00 in the fire impact fee account. Three bids were obtained (attached), they include: Agile Safety: \$20,775.00, Midwest Gas Instrument Service: \$20,181.00, Fire Tech & Safety: \$19,386.00.

Recommendation: Motion to approve the purchase of new gas meters along with the necessary calibration equipment and calibration gases as listed in the Fire Tech & Safety estimate # 1237 in the amount of \$19,386.00.

Prepared by: Assistant Fire Chief Dean Jore

Town Administrator Recommendation: *At this point, waiting to see if attorney agrees this is an appropriate use of impact fees.*



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



FIRE TECH & SAFETY
 PO Box 435
 84A Route 133
 Winthrop, ME 04364

Quotation

Name/Address
Hooksett Fire Department 15 Legends Drive Hooksett, NH 03106

Bill Sukerman, Sales
 Cell: 603-809-1001
 bsukerman@fts-ne.com

Date	Estimate No.
01/06/14	1237

Item	Description	Quantity	Amount	Total
BW-QuattroA	QT-XWHM-A-Y-NA GasAlertQuattro 4 Gas Detector Alkiline	3	687.00	2,061.00
BW-QUATTRO-BMA	Base station and GasAlertQuattro docking module without charging cable DOCK2-2-4-IN-00-G	3	2,056.00	6,168.00
BW-RegD	Demand Flow regulator, REG-DF-1, 3 For 4, Gas, 2 For NH3, 2 for HCN	9	317.00	2,853.00
BW-Cal34-4gas	34 Lts of 4 Gas Calibration, CG-Q34-4	3	147.00	441.00
BW-GAEXTNH3	GasAlertExtreme, GAXT-A-DL NH3	3	502.00	1,506.00
BW-GasAlertHCN	GasAlertExtreme, GAXT-Z-DL HCN	3	404.00	1,212.00
BW-DOCKONLY	BW Dock non Charging, For HCN and NH3	6	489.00	2,934.00
BW-CYGAS	CG2-Z-10-34 34 Lts Hydrogen Cyanide Gas	3	255.00	765.00
BW NH3GAS	NH3 Ammonia 38 Lts Cal Gas	3	244.00	732.00
BW	MK-CG2-58 Cylinder Wall Bracket	9	72.00	648.00
BW	BWWALL-M Wall Mount for Docks	3	22.00	66.00
			Total	\$19,386.00



AGILE SAFETY™

850 Bridge Street NW
Grand Rapids, MI 49504 USA

616.301.1402 phone
616.301.1403 fax
800.836.1880 toll free

www.agilesafety.com

*Equipment and Services
for a Safe and Healthy Workplace*

January 14, 2014

Mike Williams
Hooksett Fire Department
15 Legends Drive
Hooksett, NH 03106

mwilliams@hooksettfire.org

Dear Mr. Williams:

QUOTE#: B140114.2

Thank you for your interest in our occupational safety and health equipment and services. Pricing on the BW by Honeywell gas detection equipment is below.

3 ea.	QT-XWHM-A-Y-NA GasAlertQuattro	\$695.00 ea.	\$2,085.00 for 3
3 ea.	DOCK2-4-1N-00-G MicroDock II for GasAlertQuattro	\$2,145.00 ea.	\$6,435.00 for 3
9 ea.	REG-DF-1 Demand Flow Regulator	\$360.00 ea.	\$3,240.00 for 9
3 ea.	CG-Q34-4 Calibration Gas, 4-Gas Blend, 34L	\$180.00 ea.	\$540.00 for 3
3 ea.	GAXT-A-DL GasAlertExtreme Ammonia Monitor	\$510.00 ea.	\$1,530.00 for 3
3 ea.	GAXT-Z-DL GasAlertExtreme Hydrogen Cyanide Monitor	\$410.00 ea.	\$1,230.00 for 3
6 ea.	DOCK2-0-ID-00-G Docking Module for GasAlertExtreme	\$500.00 ea.	\$3,000.00 for 6
3 ea.	CG2-Z-10-34 Calibration Gas, HCN, 34L	\$275.00 ea.	\$825.00 for 3
3 ea.	CG2-A-50-34 Calibration Gas, NH3, 34L	\$275.00 ea.	\$825.00 for 3
9 ea.	MK-CG2-58 Cylinder Wall Bracket	\$85.00 ea.	\$765.00 for 9
3 sets	Wall Mount Sets for MicroDock II's above	\$100.00 set	\$300.00 for 3 sets

TERMS: NET 30 Days
 FOB: Shipping Point
 Delivery: 6 weeks
 Shipping: Prepaid and Add
 Validity: April 30, 2014

Thank you for the opportunity to provide you with this information. If I may be of any further assistance, please contact me.

Sincerely,

Brandon Burnette
Agile Safety
brandon@agilesafety.com

MIDWEST GAS INSTRUMENT SERVICE

1535 SIXTH STREET - SUITE 6

DETROIT, MI 48226

(313) 964-7700

(Fax) 964-3359

HOOKSETT FIRE DEPARTMENT

15 LEGENDS DRIVE

HOOKSETT, NH 03106

QUOTE # : 40113
ATTENTION : FIRE CHIEF
PHONE : (603) 623-7272
FAX : (603) 626-6742

DATE : JANUARY 13, 2014
TERMS : NET 30 DAYS
SALESMAN : BOB FIELD

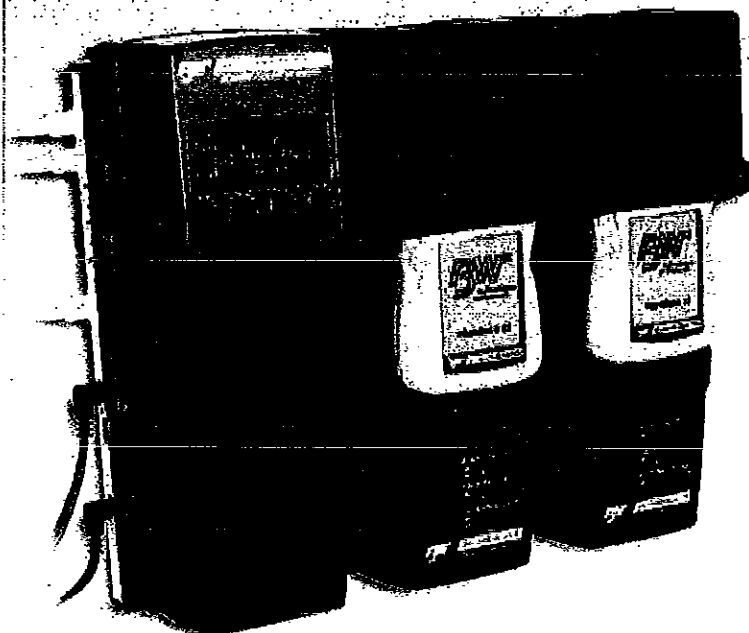
DESCRIPTION	UNIT PRICE
QUATTRO 4 GAS MONITOR (QT-XWHM-A-Y-NA).	\$ 695
MICRODOCK CALIBRATION STATION (DOCK2-2-4-IN-OO-G).	2,145
DEMAND FLOW REGULATOR (REG-DF-1).	325
QUAD MIX CALIBRATION GAS CYLINDER (CG-Q34-4).	150
EXTREME AMMONIA GAS MONITOR (GAXT-A-DL).	510
EXTREME HYDROGEN CYANIDE GAS MONITOR (GAXT-Z-DL).	410
MICRODOCK MODULE - EXTREME GAS MONITOR.	499
HYDROGEN CYANIDE CALIBRATION GAS CYLINDER (34 LITER).	275
AMMONIA CALIBRATION GAS CYLINDER (34 LITER).	275
CYLINDER WALL MOUNT BRACKET (MK-CG2-58).	79
MICRODOCK WALL MOUNT KIT (BWWALL-M).	57

PRICES ARE GOOD THROUGH DECEMBER 31, 2014.



MicroDock II

automated instrument
docking station



Cost effective calibration and bump test management

The most cost effective way to manage the calibration and bump testing of BW's portable gas detectors is through the MicroDock II automated test and calibration system. Fully portable and easily expandable, the MicroDock II requires no computer and provides simultaneous management of up to ten modules. Minimize expenses and maximize productivity with the MicroDock II.



Compatible detectors

- GasAlertQuattro
- GasAlertMax XT II
- GasAlertMicroClip
- GasAlertMicro 5 Series
- GasAlertClip Extreme (2 and 3 Year)
- GasAlert Extreme

- Quick and easy compliance - automatically maintain accurate records
- Automatic bump testing, calibration, record keeping and charging
- One base station with one AC outlet supports up to ten modules to suit your application



BW
Technologies
by Honeywell

Wear yellow. Work safe.

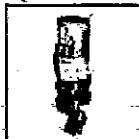
MicroDock II features:

- Fully automatic "hands-free" calibration and functional bump testing
- Automatically verifies performance of audible and visual alarms
- Stores and updates calibration records in the MicroDock II, as well as in datalogging instruments
- Entirely self-contained with no computer required
- Lightweight and fully portable with optional wall mount
- Operates via 6V line power or a set of four C-cell batteries
- Fully customizable

- Add extra self-contained docking modules to system via simple, plug-in connections—no external pressure transducers or gas lines necessary
- Simple, accurate record keeping and fleet management
- Verifies proper performance of detectors
- Reduces maintenance costs
- Multiple MicroDock II systems can be connected via a LAN
- Includes BW Fleet Manager II software for easy data analysis
- Multi-language support in English, French, German, Spanish and Portuguese

MicroDock II Specifications	
Size	8.3 x 10.4 x 3.2 in. / 21.2 x 26.3 x 8.2 cm (base station plus one docking module)
Power supply	6V wall adaptor or four C-cell batteries
Real-time clock	Provides time and date stamp for "last calibration" and "last bump test" data
Data storage	Automatic (instrument and base station) MultiMediaCard data storage system
Communications method	Infrared communication between docking module and detector
External Interface	USB 2.0 interface for PC (USB 2.0 full speed)
Pump	DC motor, micro-diaphragm; 6V PCB mount Flow rate 300 ml/min (typically)
Solenoid	Built-in (locking modules)
Calibration gas connections	1/8" SMC connect sub-miniature coupling Two gas inlets (standard), five gas inlets (maximum)
Detector configuration	Automatic recognition of instrument and sensors User-sellable with Fleet Manager II software
Command keys	Base station - menu navigation Docking module - One touch bump-test initiation - One touch calibration initiation - One touch data transfer (specific products)
LED Indicators	Yellow "TEST", Green "PASS", Red "FAIL"
Ratings	This device complies with the FCC Part 15 and ICES-003 Canadian EMI requirements. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) This device must accept any interference received, including interference that may cause undesired operation.
Certifications and approvals	 Ordinary location approved IEC 61010 C22.2 No. 61010  European Conformity
Warranty	Full two year warranty

Options and Accessories



Cal gas wall mount



MicroDock II portable system kit



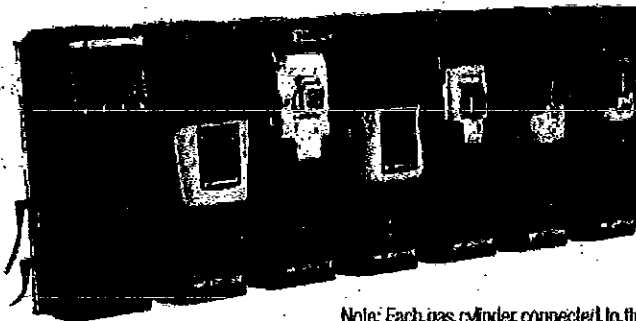
Demand flow regulator



Network USB

For a complete list of kits and accessories, please contact BW Technologies by Honeywell.

MicroDock II - choose any module combination with a maximum of ten docking modules, including six charging modules.



Note: Each gas cylinder connected to the system requires a individual demand flow regulator - sold separately

Locally available from



BW
Technologies
by Honeywell

Corporate Headquarters

2840 - 2 Avenue S.E.
Calgary, AB, Canada T2A 7X9
Phone: +1.403.248.9226
Toll free: 1.800.663.4164
www.gasmonitors.com

USA 1.800.749.8878
Europe +44 (0)1295.700.300
France +33 (0) 442.98.17.70
Germany 49 (0) 2137.17.6522
info@gasmonitors.com

Middle East +971.4.887.1766
S.E. Asia +65.6580.3468
China +86.10.6786.7305
Australia +61.3.9464.2770

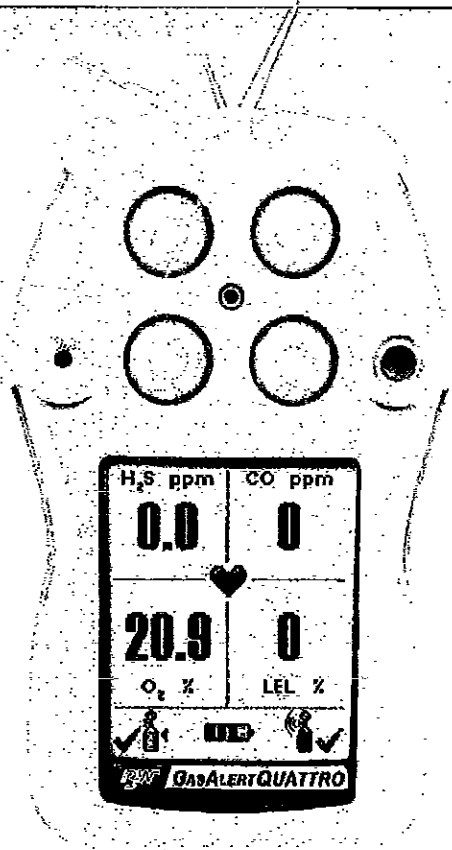
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GasAlert Quattro

multi-gas detector



Visual auditing, easy compliance

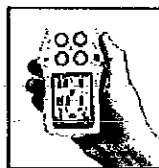
Rugged and reliable, the GasAlertQuattro four-gas detector combines a comprehensive range of features with simple one-button operation. With flexible power options, the GasAlertQuattro is always ready. The graphic LCD displays easy to identify icons that indicate operational information, such as bump test and calibration status for simplified onsite auditing. IntelliFlash provides continuous visual confirmation of detector operation and compliance. Suited to a wide range of industrial applications including confined space entry, the GasAlertQuattro is fully compatible with BW's MicroDock II automatic test and calibration system.

H₂S

CO

O₂

LEL



Easy one-button operation



Always ready when you are



Simple, visual compliance

- Minimize costs and training with one-button operation
- Field-proven SureCell sensors offer an unprecedented performance in even the harshest environments
- Interchangeable power options with extended battery runtimes for longer shifts

**WATER
RESISTANT** 

BW
Technologies
by Honeywell





Wear yellow. Work safe.

See green.

Standard features of BW products:

- Continuous LCD shows real-time gas concentrations
- Compact and lightweight design makes it comfortable to wear
- Simple automatic calibration procedure; compatible with BW MicroDock II automatic test and calibration station
- Full function self-test of sensor(s), battery status, circuit integrity and audible/visual alarms on start up and continuous testing on sensor(s)
- Bright wide-angled visual alarm bars
- Built-in concussion-proof boot

GasAlertQuattro Specifications

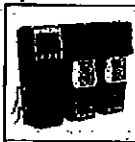
Size	5.1 x 3.2 x 1.9 in. / 13.0 x 8.1 x 4.7 cm	
Weight	- 11.15 oz. / 316 g (with rechargeable battery pack) - 11.92 oz. / 338 g (with alkaline battery pack)	
Temperature	-4 to +122°F / -20 to +50°C	
Humidity	10% - 100% RH (non-condensing)	
Alarms	- Visual (six red LEDs), vibrating, audible (95 dB) - Low, High, STEL, TWA, OEL (over limit)	
Tests	Sensor integrity, circuitry, battery and audible/visual alarms on activation, battery (continuous), sensor (continuous)	
Pump	Compatible with the Sampler motorized sampling pump	
Battery life	AA alkaline: 14 hrs (+68 to 122°F / +20 to 50°C) Rechargeable: 20 hrs (+68 to 122°F / +20 to 50°C) 18 hrs (-4 to +32°F / -20 to 0°C)	
User options	Confidence / compliance beep Confidence flash Set STEL interval Sensor on/off Latching alarms Safe display mode Force calibration Auto-zero on start up	Flip display Combustible gas measurement (% LEL or % by volume methane) User-definable calibration gas concentration Force bump Language choices (five) Custom start up message Datalog interval
Ratings	EMC/RFI: Complies with EMC Directive 2004/108/EC IP66/IP67	
Certifications and approvals	 Class I, Div. 1, Gr. A, B, C, D  ATEX: CE II 1 G Ga Ex Ia IIC T4  IECEX: Ga Ex Ia IIC T4  BR-Ex Ia IIC T4	
Warranty	Full two-year warranty including all sensors	

* Patent pending

Additional GasAlertQuattro features:

- Powered by an interchangeable rechargeable battery pack or alkaline pack with 3 AA batteries
- One-button operation and straightforward user interface minimizes training
- Comprehensive datalogging and event logging capacity
- IntelliFlash verifies operation and compliance to both the user and supervisors from up to 20 ft. / 6.1 m
- Enhanced resistance to common industrial cross sensitive gases such as methanol and ethanol (CO and H₂S-sensors)
- Multi-language support in English, French, German, Spanish and Portuguese
- Field-proven SureCell sensors offer an unprecedented performance in even the harshest environments.

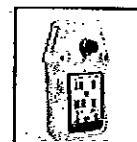
Options and Accessories



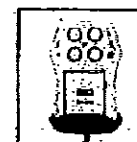
MicroDock II compatible



Carrying holster



Auxiliary filter



Vehicle attachment

For a complete list of accessories, please contact BW Technologies by Honeywell.

Sensor Specifications

Gas	Measuring Range	Resolution
Hydrogen sulfide (H ₂ S)	0-200 ppm	0.1 ppm
Carbon monoxide (CO)	0-1000 ppm	1 ppm
Oxygen (O ₂)	0-30.0%	0.1%
Combustible gases (%LEL)	0-100% LEL 0-5.0% v/v	1% 0.1%

Alarm setpoints for all sensors are user adjustable. Setpoint(s) are automatically displayed during instrument start up.

Locally available from



Corporate Headquarters

2840 - 2 Avenue S.E.
Calgary, AB, Canada T2A 7X9
Phone: +1.403.248.9226
Toll free: 1.800.663.4164
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Germany 49 (0) 2137.17.6522
info@gasmonitors.com

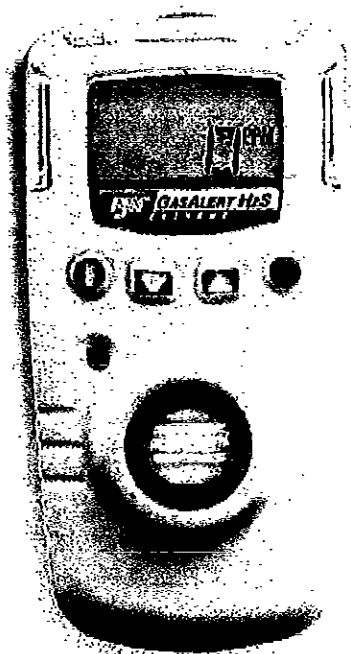
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S.E. Asia +65.6580.3468
China +86.10.6786.7305
Australia +61.3.9464.2770

Latin America +55.11.3475.1873
Other Countries +1.403.248.9226

THE INFORMATION RESEARCH AND DEVELOPMENT EXPERTISE ARE SUBJECT TO OUR OWN DISCRETION

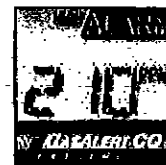
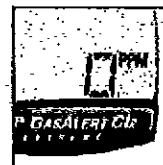
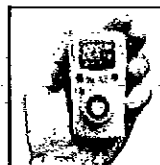
GasAlert EXTREME

single gas detector



Long-term solution

Designed with durability and comfort in mind, the GasAlert Extreme reliably monitors for any single gas hazard within its wide range of available toxic gas models. With easy on/off operation, this single gas detector offers extended longevity with a field-replaceable battery and sensor. Calibration is a simple automatic procedure and is compatible with BW's MicroDock II automatic test and calibration system. A wide range of user options, multi-language display and datalogging functionality make the GasAlert Extreme an ideal solution for many applications.



H₂S
CO
O₂
SO₂
NH₃
PH₃
Cl₂
ClO₂
NO
NO₂
HCN
ETO
O₃

**WATER
RESISTANT** 

- Direct, real-time readings on large LCD
- Operates through consecutive shifts
- Secure and accurate history with datalogging

Easy gas identification with color coded labels:







BWT
Technologies
by Honeywell

Wear yellow. Work safe.

Standard features of BW products:

- Continuous LCD shows real-time gas concentrations
- Compact and lightweight design makes it comfortable to wear
- Water-resistant
- Simple automatic calibration procedure; compatible with BW MicroDock II automatic test and calibration station
- Full function self-test of sensor, battery status, circuit integrity and audible/visual alarms on start up
- Bright wide-angled visual alarm bars
- Built-in concussion-proof boot

GasAlert Extreme Specifications

Size	1.1 x 2.0 x 3.75 in. / 2.8 x 5.0 x 9.5 cm	
Weight	2.9 oz. / 82 g	
Alarms	- Visual, vibrating, audible (95dB) - Low, High, STEL, TWA	
Tests	Sensor integrity, circuitry, battery and audible/visual alarms on activation, battery (continuous)	
Pump	Compatible with the Sampler motorized pump	
Typical battery life	1.5 year battery life (typical) with replaceable 3V battery	
User options	Confidence beep	Automatic backlight
	Latching alarms	User-settable calibration gas level
	Stealth mode	
	Passcode protection	Calibration past due lockout
	Automatic O ₂ calibration	Language choices (five)
Ratings	EMC/RF: Complies with EMC Directive 89/336/EEC IP 66/67	
Certifications and approvals	 Class I, Div. 1, Gr. A, B, G, D Class II, Div. 1, Gr. E, F, G  American Bureau of Shipping ATEX:  II 1 G T4 Ex Ia IIC T4 IECEX: Ex Ia IIC T4  European Conformity	
Warranty	Full two year warranty including sensors (One year NH ₃ , O ₂ , O ₃ , ETO, CO ₂ sensors)	

Additional GasAlert Extreme features:

- Equipped with internal vibrating alarm for high noise areas
- Secure and accurate history with datalogging
- Multi-language support in English, French, German, Spanish and Portuguese
- Tamper-proof settings with passcode protection

Options and Accessories



MicroDock II compatible



Concussion-proof boot



SamplerPak motorized pump



IR DataLink

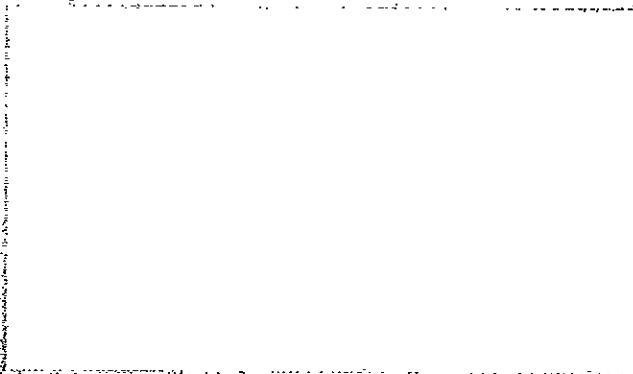
For a complete list of accessories, please contact BW Technologies by Honeywell.

Sensor Specifications

Gas	Measuring Range (ppm)	Operating Temperature	Relative Humidity
H ₂ S	0-100	-40 to +122°F / -40 to +50°C	15% - 90%
H ₂ S (High Range)	0-500	-40 to +122°F / -40 to +50°C	15% - 90%
SO ₂	0-100.0	-40 to +122°F / -40 to +50°C	15% - 90%
HCN	0-30.0	-40 to +122°F / -40 to +50°C	15% - 90%
CO	0-1000	-22 to +122°F / -30 to +50°C	15% - 90%
CO (Low %)	0-1000	-22 to +122°F / -30 to +50°C	15% - 90%
NH ₃	0-100	-4 to +104°F / -20 to +40°C	15% - 90%
NH ₃ (High Range)	0-400	-4 to +104°F / -20 to +40°C	15% - 90%
Cl ₂	0-50.0	-4 to +122°F / -20 to +50°C	10% - 95%
NO	0-250	-4 to +122°F / -20 to +50°C	15% - 90%
NO ₂	0-100	-4 to +122°F / -20 to +50°C	15% - 90%
PH ₃	0-5.0	-4 to +122°F / -20 to +50°C	15% - 90%
ETO	0-100.0	-4 to +122°F / -20 to +50°C	15% - 90%
ClO ₂	0-1.0	-4 to +122°F / -20 to +50°C	15% - 95%
O ₃	0-1.0	-4 to +122°F / -20 to +50°C	15% - 90%
O ₂ (by vol)	0-30.0%	-4 to +122°F / -20 to +50°C	0% - 99%

Alarm setpoints for all sensors are user adjustable. Setpoints are automatically displayed during instrument start up.

Locally available from



Corporate Headquarters

2840 - 2 Avenue S.E.
 Calgary, AB, Canada T2A 7X9
 Phone: +1.403.248.9226
 Toll free: 1.800.663.4164

www.gasmonitors.com

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 Europe +44 (0) 1295.700.300
 France +33 (0) 142.98.17.70
 Germany 49 (0) 2137.17.6522

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Staff Report
Community Profile Project
February 12, 2014

AGENDA NO. 14-021

DATE: 02-12-14

Background: UNH Cooperative Extension has a Community Profiling project that they facilitate in interested communities. Molly Donovan came to the Council and explained the program and there seemed to be interest.


Issue: Whether to enter a memorandum of understanding with the Extension for this program.

Discussion:

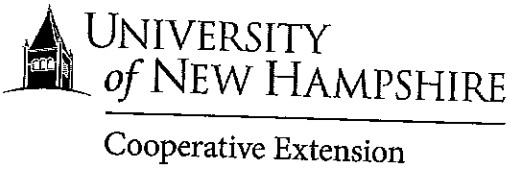
Fiscal Impact: \$2,500 + materials as needed

Recommendation: Fits in with community building initiative and will help us gather information that will be helpful in updating the master plan. In addition, the survey results indicated that people felt there were not enough avenues in Town to become involved; this would be a good fairly short term project that people can use to help guide the future of the Town. I think it is a great idea.

Prepared by: Town Administrator



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



UNH Cooperative Extension
Community Profile Project

Memorandum of Understanding

I. UNH Cooperative Extension

We, UNH Cooperative Extension, agree to provide the community named below the following:

- A. Adequate information, training and assistance to the Steering Committee to enable them to fulfill their responsibilities.
- B. A trained facilitator for the Community Profile large group sessions and Small Group Discussion Leader (facilitation) Training.
- C. A camera ready copy of the Community Profile report as well as a .pdf file within one month after the Community Profile event.
- D. Appropriate follow-up assistance.

II. Community

We, the Town of Hooksett agree to the following:

- A. Form a representative Community Profile Steering Committee responsible for organizing and conducting the Community Profile event and support activities, including, if necessary, fund-raising (see: Steering Committee Roles and Responsibilities fact sheet for specifics).
- B. Maintain communication with the UNH Cooperative Extension Community Profile staff
- C. Ensure all publicity and promotional materials concerning the Community Profile contains the following acknowledgment: **This Community Profile is facilitated by UNH Cooperative Extension in partnership with the Town of Hooksett.**
- D. Submit \$2500 fee to UNH Cooperative Extension to reimburse costs incurred including materials, program supplies, and travel. This cost recovery fee is due within 30 days of signing this agreement.

III. Agreement:

Town of Hooksett

UNH Cooperative Extension

Authorized Representative

Community Development staff

Date

Date

Community Profile Steering Committee Roles and Responsibilities

General Responsibilities: Implement strategies to ensure a broad and diverse representation at Community Profiles including unemployed, disabled, ethnic minorities, etc. and set the stage for a successful Community Profile.

Chairperson

- Schedule and run meetings, prepare agendas
- Act as liaison with Cooperative Extension staff
- Coordinate other roles and responsibilities

Treasurer

- Develop budget for event, keep track of and arrange for income and expense disbursement
- Coordinate any solicitations for fundraising or in-kind donations to avoid repetition
- Set up post office box (if necessary)

Secretary

- Keep minutes and record decisions
- Send out agendas and minutes
- Write thank you=s
- Responsible for working with Extension staff for final report production

Liaison & Statistician

- Keep local officials (select board, planning board and others) informed of Profile planning
- Organize and present town statistics at Profile

Invitations and Programs*

- Write and design invitation, RSVP
- Organize suggestions for invitation list and approach
- Generate or obtain mailing labels and coordinate mailing of invitations
- Design and print posters and flyers
- Design and print program
- Ice breaker (optional)
- Provide a mailing list to designated Cooperative Extension personnel
- Develop a telephone tree (if necessary)

Publicity and Promotion*

- Arrange posters, town newsletters, radio spots, letters to the editor etc. to publicize Profile
- Encourage local media to cover the Profile day
- Coordinate production (printing) of reports and distribution

Registration

- Handle RSVPs and monitor diversity of responses (see sample)
- Coordinate calls to encourage attendance
- Set up and run registration table or check-in on Profile day
- Obtain name tags

Food

- Arrange Friday potluck
- Purchase or seek donations for supplies, beverages, etc.
- Decide on Saturday lunch (brown bag, catered as fundraiser, donations, etc.) and make arrangements
- Arrange for food and beverages for the two Saturday breaks

Logistics of Site

- Arrange for use of site and act as liaison with principal or other site supervisor
- Arrange for rooms, chairs, tables, custodian etc.
- Coordinate set-up and clean-up crews
- Arrange to host Cooperative Extension personnel overnight if necessary

Small Group Discussion Leader Coordinator

- Recruit small group discussion leaders from among townspeople
- Set-up training meeting for small group discussion leaders and scribes
- Help coordinate small group discussion leaders at Profile

Child Care and Transportation

- Arrange for child care, if desired
- Arrange to provide transportation to those who wouldn't be able to attend otherwise
- Work with invitation and promotion people to publicize both of these

Photographer

- Attend both days of the event and take photographs for use in a variety of media including report.

Following the Community Profile event, the Steering Committee is responsible for:

- Meeting with Cooperative Extension to evaluate the Community Profile event.
- Designing a way to sustain momentum and coordinate communication between action committees and the community at large.

***Important**

The following credit statement must be visible on all publicity, including press releases, and promotional materials:

This Community Profile is facilitated by UNH Cooperative Extension in partnership with the Town of Hooksett . The University of New Hampshire Cooperative Extension is an equal opportunity educator and employer. UNH, U.S. Dept. of Agriculture and New Hampshire counties cooperating.