

**TOWN COUNCIL AGENDA  
Regular Meeting  
Wednesday, May 28, 2014**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
  - a. Youth Achiever of the Month
- 4. APPROVAL OF MINUTES**
  - a. Public: May 14, 2014
  - b. Non-public: May 14, 2014
- 5. AGENDA OVERVIEW**
- 6. CONSENT AGENDA**
  - a. Release of Maintenance Bond for Rae Brook Farm
- 7. TOWN ADMINISTRATOR'S REPORT**
- 8. PUBLIC INPUT: 15 Minutes**
- 9. NOMINATIONS AND APPOINTMENTS**
  - a. Cemetery Trustee: Denise Cascio Bolduc
- 10. SCHEDULED APPOINTMENTS**
  - a. Fire Chief re ambulance finances
  - b. Finance Director re quarterly finance report
- 11. 15 MINUTE RECESS**
- 12. OLD BUSINESS**
  - a. 14 – 041 Property Liability Contract proposals
  - b. 14 – 042 Discussion Other Ordinances Town Charter/Town Council Rules of Procedure
  - c. 14 – 043 Discussion on Results of Town Elections: MS-2
- 13. NEW BUSINESS**
  - a. 14 – 045 Town Council 2014 – 2015 schedule
- 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, May 14, 2014**

**CALL TO ORDER**

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

**ROLL CALL – ATTENDANCE**

Adam Jennings, Robert Duhaime (6:55 pm), Donald Winterton, David Ross, James Levesque, Susan Orr, Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)

Missed: Nancy Comai, Todd Lizotte

**PLEDGE OF ALLEGIANCE**

Moment of silence for Mrs. Robie and Brentwood police officer Steve Arkell.

**APPROVAL OF MINUTES**

a. Public: April 23, 2014

***S. Orr motioned to accept the public minutes of April 23, 2014. Seconded by D. Winterton. Vote unanimously in favor.***

b. Non-public: April 23, 2014

***A. Jennings motioned to accept the non-public minutes of April 23, 2014. Seconded by D. Winterton.***

***Vote unanimously in favor.***

**AGENDA OVERVIEW**

Chair Sullivan provided an overview of tonight's agenda.

**CONSENT AGENDA**

- a. Acceptance of \$30.00 donation from Sara Kelly to the Fire-Rescue Dept.
- b. Acceptance of \$50.00 donation from Diane A. Groux to the Fire-Rescue Dept.
- c. Acceptance of tree donation from Caroline Masterson to the Parks & Recreation Dept.
- d. Release of University Heights site bond for \$449,913.

***D. Ross motioned to table release of University Heights site bond for \$449,913. Seconded by J. Levesque.***

***Vote unanimously in favor.***

***J. Levesque motioned to accept agenda items A, B, and C as presented. Seconded by S. Orr.***

***Vote unanimously in favor.***

**TOWN ADMINISTRATOR'S REPORT**

- Working on returning property to someone who was tax deeded a couple years ago; \$253,075.52 check received today – for back taxes, interest and penalties. Includes taxes paid through 2014.
- Hooksett's Golden Age Dinner is tomorrow, May 15; Town Administrator and Councilor Lizotte to attend.
- NH DOL previously came through all town buildings and returned yesterday to check on progress; everything except one small thing has been completed and we avoided any fines.
  - We have installed a small barrier in the tax collector's office to prevent people from jumping over the counter.
- There have been thoughts about putting a plaque up in Town Hall to memorialize all the Hooksett Youth Achiever recipients.

*Consensus to allow Town Administrator to go forward with a plaque.*

- Memorial Service for Mrs. Robie on June 14. More details to follow.
- Employee Training – DPW employees (chain saw safety, excavation safety, etc.); continuous training initiative ongoing.
- Spent a lot of time interviewing for Fun In the Sun, working on personnel issues, and continue to spend time on purchasing new software for Community Development department so they flow together with Planning and Zoning and speed up the system.
- Spending a lot of time on insurance; update to come later in the meeting.

J. Sullivan: We previously had questions on the Charter and the procedure for amending ordinances.

Dr. Shankle: 14-33 and 14-34, the Chief couldn't be here tonight. The reason it's on the agenda is because it was tabled at the last meeting, so by definition we had to put it on the agenda.

J. Sullivan: We had a good discussion at our last meeting but there was some confusion on the process, if there were any changes to the proposed ordinances.

***D. Ross motioned to remove the ordinances from the table for discussion.***

Dr. Shankle: You are talking about 14-42, but if you want to move that up, we can.

*Consensus to move that item up in the agenda, before 14-33.*

**PUBLIC INPUT: 15 Minutes**

None

**NOMINATIONS AND APPOINTMENTS**

None

D. Winterton: Chair of Economic Development Committee has resigned and another member has moved. Maybe we ought to examine that committee and the direction we want to take.

J. Sullivan: We can put that on a future agenda. We are coming to that time in June where we nominate and appoint at our second meeting. We need to post and contact those currently serving to see if they want to continue and advertise any available positions.

S. Orr: May I ask the Town Administrator to include that in his article in the Banner?

**SCHEDULED APPOINTMENTS:**

a. Town Planner re: Impact Fees

JoAnn Duffy, Town Planner: I scheduled an EDC meeting for May 27 at 4 pm so it could be posted. I thought they could talk about the committee at that time. It can be canceled but it's on as a holding spot for now.

I was asked to come in to give you an overview of impact fees and how they are handled here in Hooksett. We currently have 4 impact fees: School, Parks and Rec, Public Safety (Police and Fire), and Roadway. They are used for things that are created as a result of the growth happening in town. When someone comes to the Planning Board with a plan (residential or commercial) we assess a fee that is based on a schedule put together by a consultant, Bruce Mayberry. He determined what the fees should be based on what we have now and what is needed in the future. BHD engineering company out of Bedford (Marty Kennedy) made the impact fees for Roadway. Residential is broken down by single family, townhouse, and apartment – there is a flat fee for each type of use. Commercial and Industrial is broken up by type – grocery store, office building, etc. – based on square footage. These fees are assessed by the Planning Board and they are given an invoice – they have to pay the fees within 10 days of getting certificate of occupancy. A few people have asked for waivers over the years, some granted and some denied. If someone thought the fee was unfair, they would go to the Planning Board, request a waiver and it would be granted or not. Another process is if someone does not want to produce a check, they would do a roadway improvement. That needs consent and review of Council before final action can be taken. Impact fees have been in effect since May 8, 2001 (schools). Fire has used it for cars, rescue tools, cameras, defibrillator, software, hardware, design of station remodel. Police department has used it for roadway projects, cruiser laptop, radio repeaters. We were able to revise the current law to include that we could use roadway money for state roads. Many people voicing concerns said most towns did not keep accurate records. They complimented Hooksett for the way we are keeping track of those things.

D. Winterton: When Mr. Mayberry and Mr. Kennedy designed our rate schedule, when was that and should that be looked at to make sure we are competitive with neighboring towns?

J. Duffy: They were first set by the stock of housing that existed on the books and the growth that would happen after that. They came up with how much each new house would have an impact on the overall services of the town. The schools were adopted in 2001 and updated around 2004. The school district paid for the update. It's not based on surrounding communities; it's based on how your town is growing and what your town needs. Roadway fees are based on an area, not project-based. If you divide the town in 3 sections, those define where the money can be spent (only within that area). The roadway fees were adopted in 2005 and updated once (2008); the other 2 have not been updated. Parks and Rec were in a deficit, based on our population and what we were supposed to be providing, we were far behind where we should have been.

D. Winterton: Who are they?

J. Duffy: The consultant. It's also based on state law. If you are supposed to have 20 officers for every 10,000 people and you only have 3, you would be behind. In order to be allowed to collect fees, we need to be where we should be. We looked into collecting a fee for renovating old Town Hall. They said we needed to spend town funds to get up to where you should be before you can collect a Town Hall impact fee. It's all based on studies.

D. Winterton: It's based on an RSA?

J. Duffy: You can only use impact fees for future growth. When a developer comes into town, people think they should be paying for everything but the town has to pay for things as well – it has to be a partnership.

R. Duhaime: The Parks and Rec deficit was on the west side of the town, and there are no real parks on that side of town.

J. Duffy: The only one split is roadways.

R. Duhaime: If there is a deficit in that area, you can't make a developer pay for improvement on what already exists or supplement the infrastructure they are at.

A. Jennings: The only impact fee that's divided is the roadway fee? We talked about the Lilac Bridge only coming of one place.

J. Duffy: That is Zone 2, not District 2.

D. Ross: We went through this with the Pinnacle project. We had a lot of impact fees that were going to expire. Do we have a schedule of expiration dates on impact fees that are currently held?

J. Duffy: Yes, Christine usually brings it to us a few months ahead of time to see if we can use the money on any projects. The biggest one is Roadway; but Leo is finding projects that are needed to spend that money on. There is a little bit on the list that I saw that will be going back to the developer. You can only hold it for 6 years and it has to be in an interest bearing account. Walmart/Lowes provided money and said we could hold it for 10 years to be used along the Route 3A corridor.

J. Sullivan: Could you provide a printed list to us? I think that would be helpful.

R. Duhaime: Walmart and Lowes were supposed to cover the whole hourglass cost.

J. Duhaime: They have an estimated cost; we collected the money in 2007 so we have a little time but not too much.

R. Duhaime: It was not on the 10-year plan; the state is aware it's going to run out in 3 or 4 years so they are going to make sure the project gets done.

J. Duffy: The state is considering the hourglass as phase 2 of the same project. Money is being held by the state but we need to get the funds encumbered for that project. They told us we have to get into the

construction state of the Hackett Hill project before we start the hourglass project. We are meeting with the abutters of the Hackett Hill project on Monday.

A. Jennings: Impact fees need to be spent or earmarked within 6 years?

J. Duffy: They have to be earmarked. There is a request for impact fees on South Bow Road (14-35). Can you move that up on the agenda?

a. 14 – 035 South Bow Road Fees Discussion

J. Duffy: The developer offered to do offsite improvement work in exchange for paying money upfront. They are getting \$20,000 more in work vs. the amount of money they would take. Planning Board has already approved but the final step is to get Council approval. Leo will be overseeing the work.

R. Duhaime: Is the entrance to the development on the Hooksett side going to be widened or any other improvements?

J. Duffy: Rather than take the money and worry about it later, they are just going to do the work.

***D. Ross motioned to approve the capital improvements to South Bow Road and the acceptance of \$53,960 in lieu of roadway impact fees for the Summit View project. Seconded by A. Jennings.***

R. Duhaime: There is nothing saying Leo is the clerk inspecting it.

J. Duffy: there is a statement at the end of the paragraph above saying "A specific note has been added to the plan set, specifying that all off-site improvements would be completed, inspected, and accepted prior to the issuance of the first certificate of occupancy."

D. Winterton: This has been a long process with the developer and this is a wonderful proposal for the town. I know Leo was excited because it is dealing with a lot of the drainage issues we would have to address anyway.

A. Jennings: It's going to save the town close to \$30,000.

**Roll Call**

S. Orr – Yes

A. Jennings – Yes

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – Yes

J. Levesque – Yes

J. Sullivan – Yes

***Vote unanimously in favor.***

**OLD BUSINESS**

b. 14 – 031 Discussion of Main Street Bridge Project

J. Sullivan: I'm going ask that we allow Senator Boutin to speak as he helped facilitate another option to us.

*Consensus to allow Sen. Boutin to speak.*

Dr. Shankle: The state realized that the options were not in the best interest of the town so they went back and discussed further. The third option they are suggesting is alternating one-way traffic. They put in signals on either end. It will be slower to get through but you will be able to go either way all day long. The other thing is they say is "Given the discussions and concerns that we have ad with the town, and lacking a clear consensus from the town otherwise, the Department is proposing to move ahead with Option 3." I think that's an important step as they are saying this is the preferred option and they are going to move ahead with that unless they hear otherwise.

Sen Boutin, 1465 Hooksett Rd, Hooksett, NH: There were 2 issues – the proposed suicide fence; everyone said we had to get rid of that. DOT agreed not to put up the fence but where the bridge goes over Riverside where stairs are, but they will put snow fencing so no snow will fall over the side to leave the state liable. They are putting a second fence where the railroad tracks are. The Hooksett Garden Club is ecstatic about that. The second thing – I asked the commissioner to come down and look at the situation. Option 3 was presented and I think it's a very common sense compromise for everyone. I spoke to Police and Fire Chiefs and there seems to be a consensus to proceed this way. The Department would like a vote tonight and a letter stating you support option 3 and approve the fencing so they can move forward.

***D. Ross motioned to accept the 3<sup>rd</sup> option and approve the snow fencing as recommended by DOT. Seconded by S. Orr.***

R. Duhaime: I think Option 3 is a great idea. The only thing I liked about closing the bridge is you'd get rid of truck traffic in the Village for 8 weeks. They would love it.

D. Ross: There is no mechanism for them to do that.

A. Jennings: When DOT engineers came down, they said Option 3 was not feasible. I think by Sen. Boutin talking to the Commissioner, we were able to get that option. My only concern is for the school buses and emergency vehicles.

Sen. Boutin: Lights will adjust in terms of peak times (northbound in the morning and southbound in the afternoon). My thought would be there is enough advance notice that the school district will have to make adjustments with the bussing. Regarding emergency response, Chief Bartlett raised the question of having an officer out there directing traffic. If a cruiser is traveling Northbound on 3 and need to cut over to 3A they can radio ahead to clear traffic for them. I haven't talked to the department about that but I think it's a worthwhile conversation to have. I don't know how they would do it otherwise. Flag people are another option for the town to consider.

R. Duhaime: Thank you Senator for getting them to back down on the fencing.

Sen. Boutin: I have to say the Commissioner was very responsive to our requests.

S. Orr: I just wanted to add my thanks for doing this. When I brought this up at the last meeting I got blank stares and I appreciate you bringing this forward.

D. Winterton: I'd like to add my thanks. It's nice to know someone knows their way to the front office.

***Vote unanimously in favor.***

***Dr. Shankle to send letter to DOT indicating Council's support of Option 3 and agreement of snow fencing as per the DOT recommendation.***

a. 14 – 042 Discussion Other Ordinances Town Charter/Town Council Rules of Procedure

Dr. Shankle: We talked to town attorney. The one thing that seems clear to me is that any single Councilor that wants to present an ordinance has the right to do that without a vote. The attorney suggested that we put in wording like "After the public hearing the Council shall put the proposed ordinance in final form, which may include editorial revisions and textual modifications resulting from the proceedings of that hearing. An additional public hearing shall be held if the ordinance is substantively altered by the Town Council after public hearing. Subsequent public hearings shall be held at least 14 days after the prior public hearing and with the notice provided in Section 3.5 (A) of the Charter. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s)." You need to make sure you are having public hearings. This is something we came up with internally – "Prior to a Council member introducing an ordinance, the Council shall discuss the contents which may include editorial revisions and textual modifications. An ordinance needing revisions based on this discussion will be brought back to the Council in a final format at their next scheduled meeting. The final version of an ordinance shall be introduced by one Councilor for a public hearing at the Council's next scheduled meeting. No second to a motion and/or vote is required to move an ordinance to a public hearing. The Council shall not take final action on any proposed ordinance until at least seven (7) days

*after said public hearing(s).*" I think that if a Councilor wants to present something and doesn't want the Council to play with it in advance, they have a right to do that. Instead of a motion to move forward, you'd have a motion to discuss a possible ordinance on a certain issue then you can discuss it as a possible ordinance and decide at the end if you want to move it forward. If you want to do something, amend the rules so it's clear, I'd include both but reverse the order. Then you'd have a process in place.

J. Sullivan: I think that helps to clarify public hearing changes as well as discussion by the Council. I'd ask that we approve this now before we get to the ordinances.

D. Ross: We can't make changes to the charter without a public hearing.

J. Sullivan: This is rules of procedure so we don't need a public hearing. There was a motion under community outreach to allow the Council Chair to sign letters on behalf of Council when off-schedule to Council meetings. That was moved and seconded and discussed and changed so we can follow the same procedure in adding 12.

Dr. Shankle: It needs to be a 2/3 vote by all members – 6 positive votes.

S. Orr: The last time we made a change to the rules and procedures we wanted a full slate of Councilors. We definitely have a quorum but do we want to have everyone's voice heard before we make a change to our rules and procedures?

Dr. Shankle: I don't think you need to do this right now in order to move ahead with what you've been doing because you've been doing exactly what the rules and procedures say. You can keep discussing the way you've been doing it and put it in writing.

S. Orr: I'd like to request we put the vote to amend rules and procedures by adding #12 to the next agenda.

R. Duhaime: I'd like to know that we won't be prolonging this.

D. Ross: Article 3.6 says it may be introduced by a Councilor, not a department head. Then you take ownership of it. There is a format to follow before you can present.

***D. Ross motioned to take the alarm ordinance off the table. Seconded by A. Jennings. Vote unanimously in favor.***

c. 14 – 033 Discussion of Amendment to alarm ordinance

Sgt. Bouchard and Capt. Daigle, Hooksett Police Department

D. Ross: Have there been any changes since the previous version at the last meeting.

Capt. Daigle: Yes. Chief decided we would change the fee from \$25 annually to make it a one-time fee for a new permit only. Every renewal would be no charge. He reviewed the fine schedule regarding false alarms and decided not to raise those higher than they were.

J. Sullivan: Those were 2 issues you addressed correct Mr. Ross?

D. Ross: I still find the non-response to be something that puts the town potentially at risk. It's not doing what we are expected to do for our citizens. We are obligated to respond. That's where I go back to it's money that makes people move. If the homeowner made a mistake by leaving the door open, they deserve to have a response but they should have to pay for that. It should be punitive, but I have trouble with anyone being told they are not going to be responding, at least residential.

Capt. Daigle: I don't want to have to tell an officer's widow that he responded for the 28<sup>th</sup> time to an alarm to a place where the permit holder never comes out to the alarm and never has it addressed. That is a problem. The trend across the country is no responses after a certain level. I know what you are saying about the fees but I think telling someone we aren't responding until you have it fixed, that will have the same response. In section 6, the last sentence states *"If a disconnect or no-response is initiated, reinstatement can be made by the Police Chief or his/her designee upon payment of fines or penalties*



*and/or a finding that a reasonable effort has been made to correct false alarms.*" We're not going to disconnect them if they are making a good faith effort.

D. Ross: I think clarification is needed. This non response would be if they fail to pay the fines? I know fines in Boston are exorbitant. I don't know what the statistics are in Boston and I understand with commercial properties, but my concern is homeowners. If they are paying the fine and doing what they can, that's my concern.

Capt. Daigle: If you are paying fines and doing what you are doing, we aren't going to have a no response for them. Having an alarm permitted by the town is the responsibility of the resident as well.

S. Orr: I think that's a valid point. Maybe it should be AND so they have to pay the fine. Does the town have a liability – if we decide a no response and the next time the alarm goes off it's a real alarm, are we liable for any damage or injuries?

Capt. Daigle: I'm not aware of that. How many times do we respond to a false alarm? I think you can deny a permit. We have a process to get the permit back.

Dr. Shankle: We would be sued and you as a Council need to think about if you were on a jury and explained it this way, what would you think? How many officers are on the road at night? No more than 3. If you take one person for an hour to respond to a false alarm, everybody else in town is less safe.

D. Winterton: No response means no response to an alarm. If they call 911, you are going.

Capt. Daigle: Yes, we go and always ask if a keyholder or responder if someone is coming out. 99% of the time, nobody comes out if the building is secure.

D. Winterton: Definition of false alarm is it went off and everything is secure. Is there a definition of non-response only to alarms?

Capt. Daigle: In definitions, we have included *"does not include an alarm signal caused by violent conditions of nature or other extraordinary circumstances not reasonably subject to control by the alarm business operator or alarm user."* We understand that due to lightning, thunder

J. Levesque: You are allowed 2 free false alarms and the third is \$75. Are the subsequent fines \$25 more than the previous fine?

Capt. Daigle: Yes. We aren't out to harm anyone financially. If you're at level 6, you'll be paying the alarm company as well. Every year we average 600-700 false alarms. We spend a lot of time going to false alarm calls.

J. Levesque: If you can't abide by the rules of the permit, then you don't get the service. You need these people to fulfill their end of the permit bargain.

A. Jennings: Is there a permit requirement now?

Capt. Daigle: Yes but there is no fee involved currently. You can see the changes we think need to be made since inception.

A. Jennings: Does the alarm company know that they need a permit? Is there a way to contact alarm companies?

Capt. Daigle: There are a lot of them that call us that don't know what the town ordinances are. When we go somewhere there isn't a person, we leave alarm cards that reference the ordinance so they can go back and get informed.

A. Jennings: If someone doesn't know about the ordinance, there would be no retroactive penalty, just a \$25 fee?

Capt. Daigle: Yes they would have to go through the permit process.

R. Duhaime: When you get into townhouses, condos, it turns into chaos when someone didn't enter the code or slide their card. I think this is a great idea.

S. Orr: You list 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> false alarm. I'd ask that you add "false alarm" to all so that it's clear. That's a lot of fees...what are they going to be used for?

Capt. Daigle: They are going to General Fund, same as the permit fees.

D. Ross: Many systems involve fire. How does this affect fire alarms? Has any thought been given to that?

Capt. Daigle: My understanding is when the call comes in, they know it's burglar or fire. Our ordinances wouldn't affect each other.

D. Ross: We might want to get that on a future agenda to review the Fire Alarm ordinance.

Capt. Daigle: I did approach them but they wanted to keep them separate.

***S. Orr motioned to introduce the ordinance with the edits discussed at tonight's meeting for public hearing at the next scheduled meeting.***

d. 14 – 034 Discussion of pawn shop ordinance

D. Ross: Any changes made from prior version?

Capt. Daigle: Yes, in Section 6 we added the exclusions we talked about last time.

***J. Levesque motioned to introduce the pawn shop ordinance for public hearing at our next meeting.***

#### **NEW BUSINESS**

b. 14 – 041 Property Liability Contract proposals

William Bald, presenting proposals from 3 different companies: Your current insurer LGC is good through June. We went to HUB, Davis and Towle (specialty carriers that do work in municipal space). Proposals received from Primex, Davis & Towle (representing Travelers). There is a high level chart of your coverage. We have a competitive quote from Davis & Towle (Travelers) but we have a couple more that I will present. Their premium is fairly close to what you were paying last year. Workers' comp is higher and their policies do not include flood coverage which is an additional \$11,388.

J. Sullivan: Unemployment is N/A with Travelers.

W. Bald: My suggestion is to split the coverage between Primex and Travelers.

D. Winterton: In the Primex and LGC quotes, flood zone is included?

W. Bald: Correct, it's included as part of the contract.

Dr. Shankle: We would need to add the \$11,388 to Christine's total of \$219,275 correct?

W. Bald: Yes. I do have total package pricing. I'm recommending an unbundled approach with Primex handling Workers Comp and Unemployment. You do lose a discount but the savings still makes sense to go in that direction. The Davis & Towle quote does include the flood zones. I do have an addendum that we can discuss at the end. Considerations: Loss Control – Primex has a good reputation with this. I think strongly engaging with either of them and utilizing their Loss Control will benefit the town significantly over time. Pooled vs. Direct Approach – With pooled (Primex), your claims are offset by other members. It's sometimes tempered – if you do move to Travelers and have a couple bad years, they will hit you pretty hard. Having Loss Control in place will really help you. It's included in the contract price. I'd highly recommend taking advantage of that. I know you have a relationship with Davis & Towle

and leveraging that will allow them to bring things to bear from a Loss Control standpoint in addition to an insurer. Travelers is a strong program – you don't have to worry about property coming from one insurer and liability from another. My recommendation is to have Workers' Comp and Unemployment with Primex and have a finalist presentation from Davis & Towle for Property and Liability.

R. Duhaime: Davis & Towle is only using Travelers, but they would have put it to bid?

W. Bald: Yes, the others declined. Travelers is your only commercial option.

D. Ross: Any caps, restrictions, etc?

W. Bald: No, if rates are increased by more than 25% there are constraints for that but if you do have another couple bad years, the commercial market rates will increase significantly. They can do more than 25% but it's more of a process to increase that. If you run well there is the opportunity for reductions in the future. If you are a poor risk, the rates could be raised and the insurer could drop you. The highlighted areas are of concern with the Travelers quote. Flood coverage is capped at \$5M and earthquake is capped at \$5M. Fairly low risks but you do have some buildings in Flood Zone A (courthouse, Riverside fire station, Hooksett Rd generator building, Hooksett Rd pump station, Martin's Ferry pump). My concern is \$5M adequate from your perspective? If not, what needs to be done to make it adequate? We have a fault line in NH and the rate is low, but I think it needs to be considered.

J. Sullivan: Other than the Kmart floods, we haven't had one since 1938. Nothing that affected these areas.

D. Ross: Risk of town buildings, is \$5M total occurrence? What would be the total value based on a 100-year flood plain rise. Will it be more than \$5M?

W. Bald: That is something that can be purchased for about \$11,000 additionally. There is still a premium savings. I'd hate to see you not be prepared for natural disasters.

J. Sullivan: Sometimes FEMA provides funds for natural disasters. How would that affect that?

W. Bald: You could possibly get funding from FEMA – you can't count on that.

J. Sullivan: FEMA would apply to municipal buildings as well as private?

W. Bald: Yes.

R. Duhaime: Can you explain some of the question marks?

W. Bald: Sure. Employee related practices deductible is \$50,000. Also on umbrella (excess liability limits) is a \$10,000 deductible. My area of concern is that \$50,000 deductible on employment related practices.

S. Orr: What would fall under that?

W. Bald: Improper termination, discrimination on the town staff's part, etc. There are question marks because I don't have a copy of the current property and liability. If it was clear, I put it in. It is listed on the policy. BI is Business Income Extra Expense – if you owned a restaurant and have a fire and are out of business for 6 months. That would be loss of receipts and getting back up and running. It's part of your policy but I don't think it's as important as other areas. It's built into the cost of the policy. BPP – Business and Personal Property Value – full flood coverage.

R. Duhaime: Have we done this all along but now they are setting direct amounts or did we ask for direct amounts?

W. Bald: That's how they write policies. You were getting that coverage last year and I don't anticipate any changes. It could be a situation where you feel you need increased coverage and asking Davis & Towle to get that pricing for you.

J. Levesque: Can you explain 30 and 31?

W. Bald: 30 (Scheduled Property) is a written schedule of items and 31 (Scheduled Fine Arts) is a written schedule of fine arts with a value of \$12,000. If you don't schedule them they are covered at depreciated value.

D. Ross: We might want to look at artifacts not belonging to the town being housed in town buildings. What is Blanket Limit?

W. Bald: You have the full \$51M coverage across everything; there are no internal limits on their policy. Even if you have a partial loss, you can get up to that full value if the loss amounts to that.

D. Ross: Flood and Earthquake – is it \$5M times two if we had both?

W. Bald: Yes that is correct.

A. Jennings: Because of the blanket limit, maybe we can ask them to set Zone A flood zone to what our valued buildings are?

W. Bald: That is my recommendation. You've got some things here I'm not sure if they have been addressed over the years or just renewed as is (cameras and musical equipment).

J. Sullivan: Based on your recommendation of determining value of buildings in flood zone, do we hold off until we get a value?

Dr. Shankle: We got LGC to hold off until your next meeting so you have time to think about this and get more information.

W. Bald: We have a meeting scheduled next Wednesday, so if you can come up with some estimated values, it will give you some more accurate information to base your decisions on. You are able to make tweaks to the policy between now and July 1, the inception of the policy.

D. Winterton: I see 32 items under property and 32 under liability. Are those we currently have?

W. Bald: Yes, those are all typically included in municipal policies.

D. Winterton: Are there things we have been insuring that we can remove and are there things you think we need to add coverage to?

W. Bald: Possibly. We weren't hired to examine that. It's something we can do for you or in conjunction with your employees. I'd recommend a process or procedure for the town to review every 3 years so you can do it yourself without a consultant.

Dr. Shankle: Employment related practices deductible. Can we go over that?

W. Bald: It's per occurrence. If you were sued for \$250,000 and were found liable, you would pay the first \$50,000. We need clarification on legal fees leading up to that. More often than not you end up with frivolous suits and you have defense costs.

D. Ross: Settling vs. fighting. I think we would want clarification on that.

W. Bald: That is one of the due diligence items we would do in the finalist presentation. If you do retain the right to settle, you may have more exposure and co-insurance. We do need clarification on that and what you currently have.

D. Ross: Last time if we didn't allow the insurance carrier to settle, they wouldn't cover us for anything. The other question is sewage back up liability. Is that sewer department or the town?

W. Bald: That depends if you are brought into a suit regarding that.

J. Sullivan: You will get clarifications and then Dr. Shankle will come back with a recommendation.

W. Bald: You don't want to be pennywise and pound foolish. It's understanding coverage and risks. Property – getting our hands around earthquake and flood. Liability – fully understanding employment related practices.

R. Duhaime: It's still a cost savings if we go unbundled even if we lose the discount. Unbundling is a good thing.

W. Bald: Primex does a good job on Worker's Comp.

c. 14 – 043 Discussion on Results of Town Elections

J. Sullivan: 580 voters turned out. Budget did pass and that is a good thing. Everything passed except for the revaluation.

Dr. Shankle: I think it's a good thing the way the votes went. People thought about it and majority came down on the side of staff, Council and Budget Committee.

J. Sullivan: Congratulations to the re-elected members and Councilor Jennings who had the only competition.

A. Jennings: A lot of people didn't know about the election. At Q&A it came up there is a 3% charge for public access channel. Can we earmark funds from public access to publicize the upcoming election? Can we ask businesses to advertise voting day? A lot of people didn't know Election Day was yesterday. I'd like to see more participation in the future.

J. Sullivan: We can discuss the Comcast thing. The other thing is March is school elections and May elections are town. We've been doing it this way for 25 years. Turnout has not always been great. We have 8300 registered voters and 580 is not even close. I think we can discuss the 3% charge on a future agenda.

D. Ross: I think it expounded confidence. They voted for all the recommendations. In that regard I think it's encouraging. People seem to be hovering in a holding pattern. We haven't done anything outrageous. It was subdued. We had more turnout for school election than town. There was displeasure on one side so there was a large turnout. There was no displeasure on the other side so there was a subdued turnout.

Dr. Shankle: Banner included our letters and the lead editorial was on Mother's Day so that means they didn't talk about the elections at all.

R. Duhaime: It was mostly seniors, not a lot of younger people. I know in the past they wouldn't support the budget because they are on a fixed income.

J. Sullivan: We can discuss further combining Election Day with the school district so people don't have to come out at different times. March is a necessity for school contracts, etc. but that would have budget impacts. But we could discuss this.

R. Duhaime: Tax rate will go up because everything did pass so I'm wondering if the turnout next year will be greater.

d. 14 – 044 Discussion of newsletter being placed in tax bills

J. Sullivan: Instead of "Do You Know" can we add "Positions are open" or something similar?

D. Ross: It's at the top of the next column.

J. Sullivan: Ok, I see it. I missed it.

S. Orr: When I see "Volunteers Needed," it doesn't sound like "participate in your local government." I don't have any other thoughts for what we can use.

D. Winterton: I don't think it's necessary to include specific term limits. We need to have a list of places we need residents to serve our government. Maybe just a list of boards and committees that have openings and they can go there for more information.

J. Sullivan: We want to clarify that to read Committee/Board Member Openings, and if you would like to serve, please contact administration.

***D. Winterton motioned to include newsletter in the 2014 tax bill as amended. Seconded by S. Orr. Vote unanimously in favor.***

### **SUB-COMMITTEE REPORTS**

J. Sullivan: Old Town Hall: Heritage Commission and Historical Society hosting Family Feud on June 12. Old Town Hall continue to look at it – asbestos and abatement were addressed and taken care of. Finalizing issues that the architect plans will address.

A. Jennings: Nothing to report.

R. Duhaime: Nothing to report.

S. Orr: Nothing to report.

D. Winterton: Hooksett Youth Achiever of the Month presented in 2 weeks at Town Council meeting. Planning Board did not meet last week so we meet next week. We have a full agenda. Economic Development Committee has a meeting the day before our next meeting. I need some input on what the real role of that committee is.

D. Ross: Nothing to report.

J. Levesque: Board Of Assessors met and addressed a list of items – changes in taxes due to conditions of buildings. We approved most, a few denied and one sent back for more info. ZBA met last night and Lilac Park project – sign on highway was approved but still has to go to Planning before he can get the sign. It won't be put up in the near future. He has someone that has 300 species of lilacs to be planted. Nonprofit is doing study – sounds like a good start. One person wanted to build a garage – it was approved even though it was 5' under the setback. Car dealer on Rt. 3 rents a building that a variance was given to do front end alignments only, no repairs. The person wants to do inspections which mean auto repairs will have to be done. ZBA can't give a variance because of groundwater. We don't know how he was able to get the change of use from automotive sales. ZBA will write a letter to Dr. Shankle asking for direction.

### **PUBLIC INPUT**

Dave Pearl, 79 Main St: 518 votes cast, that was the lowest in 6 years. That's the serious voters so maybe we had a good pulse of what was going on. I was thinking about how to increase voter involvement. There were a number of ex-Councilors at a recent event talking favorably about their time on Council. Maybe Council should form a type of alumni association to try to promote positive changes and experiences they've had without expending the time they spent on Council. They'd be a non-partisan group but could come up with funds if they wanted to have signs. Listening to them talk about their time on Council was inspiring to other people who wanted to do that. Particularly right before the vote to show it's more about civic duty than just showing up. If we can educate them earlier in the year, that might be a good thing.

J. Sullivan: The Hooksett Citizen of the Year celebration is the event he was referring to. It was a good event and I want to thank Councilor Lizotte for presenting the proclamation to David Dickson.

Marc Miville, 42 Main St: I like Councilor Jennings's idea of how to educate the voters. Low turnout is a concern. Everyone does know that senior citizens do vote more. We need to find out how to get younger turn out. I believe that is why the budget passed. I wanted to say it does justify and vindicate all the work that everyone does in the last 8 months to bring it to this point. For the 518 voters to approve every article but one, I feel that we did it right. Future considerations, an idea of limiting the number of warrant

articles but we still sweat if the budget will be approved or not. I'm concerned about the default budget as it relates to operating budget. Maybe get the budget passed and have more consideration for putting things on warrant articles than operating budget. Most of the time they do get approved. I believe the tax rate will increase \$1.73 according to my calculations. Regarding revaluation, I did read the voters' guide and the explanation was very good but it didn't say mandated. I don't know if it's clear to the voters that even if they vote no, it doesn't mean it's not going to happen. It will happen whether it's funded or not. Maybe in the newsletter, some wording on the revaluations should be included saying it's mandated. I think it was a good mix of warrant articles. Another consideration for CIP is a new capital reserve fund for sidewalks. Regarding the use of the term "Volunteer" – I agree the wording is a little vague. I would encourage them to learn about how town government operates.

R. Duhaime: Sign ordinance – sitting on Planning Board for years, we set up rules and sometimes enforce them and sometimes don't. We heard this tonight with the alignment shop. I hope Dr. Shankle can move forward with this – liquor store is going in and right next door we have Sullivan Tire. They started parking trailers on the property. They've run over a few of the trees by backing into them. Here is this guy spending \$34M and the place next door is getting ignored. I think it's something the town needs to do to get Plourde to fix their site. Hopefully the town engineer will get out there to do inspections on these sites.

M. Miville: I want to clarify the reference to the Lilac Bridge made during the Main St. Bridge discussion. There was a reference about money going to the Lilac Bridge and according to Sen. Boutin there is no money going to the Lilac Bridge as a result of this agreement.

#### **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 9:05pm. Seconded by D. Winterton.***

#### **Roll call**

S. Orr - Yes  
A. Jennings – Yes  
R. Duhaime - Yes  
D. Winterton – Yes  
D. Ross - Yes  
J. Levesque – Yes  
J. Sullivan - Yes

***Vote unanimously in favor.***

**5 minute recess.**

***D. Ross motioned to exit non-public at 9:55pm. Seconded by J. Levesque.  
Vote unanimously in favor.***

***D. Ross motioned to seal the non-public minutes of 5/14/14. Seconded by D. Winterton.  
Vote unanimously in favor.***

***J. Sullivan motioned to adjourn at 9:55pm. Seconded by S. Orr.  
Vote unanimously in favor.***

Respectfully Submitted,

Tiffany Verney

**Staff Report**  
**Maintenance Bond Release for Rae Brook Farm:**  
**May 28, 2014**

AGENDA NO. Current agenda  
Date: 5/28/2014

**Background:**

February 8, 2012 the Council granted the reduction of the site bond reduction of \$83,655 to two year maintenance of \$22,500.00.

**Issue:**

I would like to recommend to the Council to release the \$22,500.00 to the developer for the time has been 27 months which is over the time by three months.

**Discussion:**

I have visited the site with the developer and find the site and landscaping in satisfactory condition. I have also had the Town attorney researched the easement deeds for the right of way. Seems that all the necessary paperwork is correct. Once the cash bond is released the recording of the deed will take place and the road way will be officially a town road.

**Fiscal Impact:**


None

**Recommendation:**

I recommend that the Town Council approve the release of the cash bond of \$22,500.00 to the developer for Rae Brook Farm.

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

**Town Administrator Recommendation:**

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



**Dean Shankle**

---

**To:** Mike Horne  
**Subject:** RE: Appointing cemetery trustee to vacant position now?

Mike,

I will put it on the Council agenda for next Wednesday.

*Dcan*

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

Hi Dean,

If it's possible, the cemetery trustees (Sharron Champagne and I) would like to have

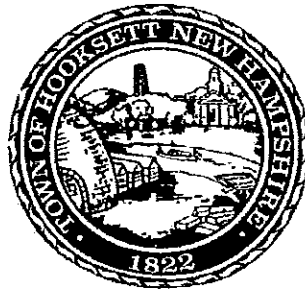
Denise Cascio Bolduc appointed right away to fill the vacant trustee position thru June 30, 2014.

She has been voted in to start a term on July 1st and there is on one else interested in filling the vacant position for the next 5 weeks. It would be helpful to have all three positions filled now.

Thanks,  
Mike  
Hooksett Cemetery Trustee

--  
Mike Horne

# Town of Hooksett New Hampshire



## Quarterly Financial Report For March 31, 2014

Third Quarter of FY 2013-14

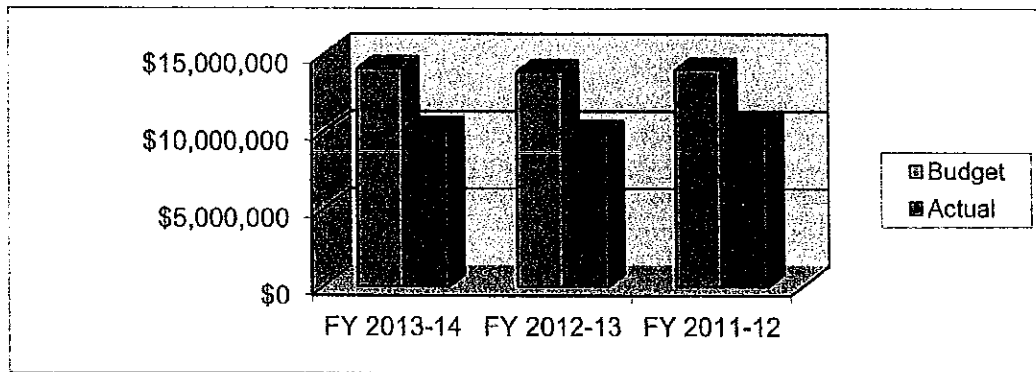
Unaudited

## General Fund Third Quarter Ending March 31st

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

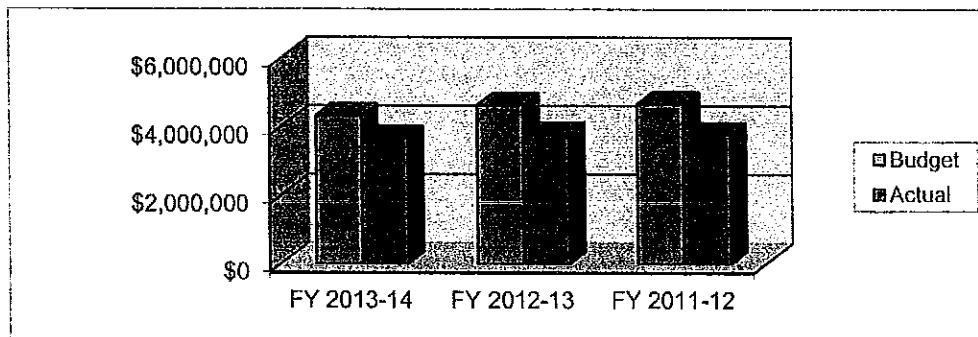
### Total Operating Budget

Year	<sup>1</sup> Budget	Actual	Remaining Budget	%
FY 2013-14	\$ 14,112,535	\$ 10,216,884	\$ 3,895,651	72%
FY 2012-13	13,900,696	9,951,572	3,949,124	72%
FY 2011-12	14,044,712	10,453,932	3,590,780	74%



### Total Revenues

Year	<sup>1</sup> Budget	Actual	Uncollected Budget	%
FY 2013-14	\$ 4,318,020	\$ 3,656,571	\$ (661,449)	85%
FY 2012-13	4,634,061	3,765,431	(868,630)	81%
FY 2011-12	4,674,344	3,769,082	(905,262)	81%



Notes: Removed the Sewer from both the General Fund Operating Budget and Revenues.

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

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2013-14

March 31, 2014

75.00% of the year has expired

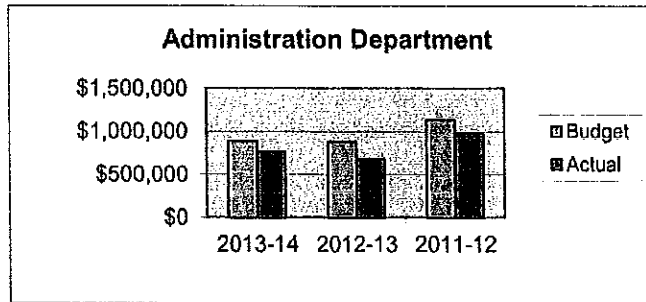
39 pay weeks of 52 weeks has expired or 75.00%

Department	2013-14			2013-14		(Over) Under Expended YTD	Percent Expended
	Approved Budget	Budget Transfers	* Budget Increases	Adjusted Budget	2013-14 Actual YTD		
Administration	862,682	26,000	-	888,682	767,359	121,323	86.35%
Assessing	294,556	14,887	-	309,443	194,468	114,975	62.84%
Community Development	384,791	(16,000)	-	368,791	255,646	113,146	69.32%
Family Services	253,928	768	-	254,696	121,787	132,909	47.82%
Finance	199,956	4,513	-	204,469	162,820	41,649	79.63%
Fire-Rescue	3,811,661	3,481	-	3,815,142	2,813,254	1,001,888	73.74%
Police	3,644,358	(33,000)	-	3,611,358	2,352,257	1,259,101	65.13%
Public Works	2,646,799	9,000	-	2,655,799	2,064,693	591,106	77.74%
Recycling & Transfer	1,121,294	(13,698)	-	1,107,596	687,836	419,760	62.10%
Tax Collection	251,204	(3,721)	-	247,483	168,988	78,495	68.28%
Town Clerk & Elections	22,750	72	-	22,822	11,383	11,439	49.88%
<b>Administration's Budget</b>	<b>13,493,979</b>	<b>(7,698)</b>	<b>-</b>	<b>13,486,281</b>	<b>9,600,490</b>	<b>3,885,791</b>	<b>71.19%</b>
Budget Committee	7,315	-	-	7,315	5,140	2,175	70.27%
Capital Leases	51,601	-	-	51,601	51,600	1	100.00%
Cemetery Commission	850	-	-	850	498	352	58.55%
Conservation Commission	11,625	-	-	11,625	4,294	7,331	36.94%
Debt Principal	-	-	-	-	-	-	0.00%
Debt Interest	-	-	-	-	-	-	0.00%
Debt Tax Anticipation Note (TAN)	1	-	-	1	-	1	0.00%
Library	547,164	7,698	-	554,862	554,862	-	100.00%
<b>Total General Fund Operating Budget</b>	<b>14,112,535</b>	<b>-</b>	<b>-</b>	<b>14,112,535</b>	<b>10,216,884</b>	<b>3,895,651</b>	<b>72.40%</b>
Sewer Department	1,947,007	-	-	1,947,007	-	1,947,007	0.00%
Town Building Maintenance CR	100,000	-	-	100,000	100,000	-	100.00%
Plow Dump Truck CR	80,000	-	-	80,000	80,000	-	100.00%
Fire Apparatus CR	50,000	-	-	50,000	50,000	-	100.00%
Drainage Upgrade CR	50,000	-	-	50,000	50,000	-	100.00%
R&T Pickup from Solid Waste	38,000	-	-	38,000	32,768	5,232	86.23%
Fire Prevention Utility Vehicle	30,000	-	-	30,000	29,186	814	97.29%
R&T Bobcat from Solid Waste	30,000	-	-	30,000	30,000	-	100.00%
Diesel Tank & Fuel Dispenser CR	25,000	-	-	25,000	25,000	-	100.00%
Fire Personal Protection Gear Purchase	24,000	-	-	24,000	23,942	58	99.76%
Fire Air Packs & Bottles CR	20,000	-	-	20,000	20,000	-	100.00%
Parks & Rec Facilities Development CR	15,000	-	-	15,000	15,000	-	100.00%
<b>2013-14 Grand Totals</b>	<b>16,521,542</b>	<b>-</b>	<b>-</b>	<b>16,521,542</b>	<b>10,672,780</b>	<b>5,848,762</b>	<b>64.60%</b>

\* Budget Increases are Grants and Donations accepted by Town Council.

## Major Department Expenditure

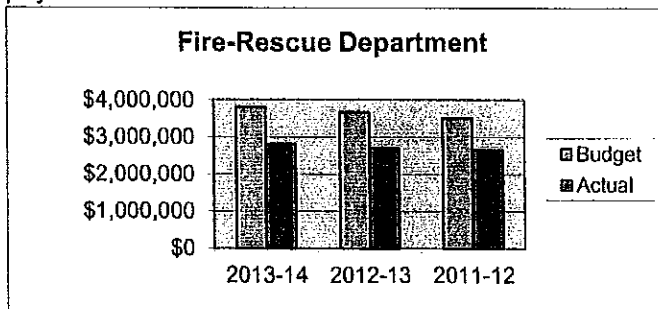
Administration Department			
Year	Budget	Actual	%
2013-14	\$ 888,682	\$ 767,359	86%
2012-13	882,504	680,067	77%
2011-12	1,136,854	980,994	86%



**Administration Department** - The FY 2013-14 is showing 86% spent to date. While the budget for two years has remained level, due to the default, actuals have increased approximately \$87,000 from the prior year in the following areas. 1) computer services is up due to the focus on data-driven data and transparency of government. 2) workers' compensation is higher due to fewer vacant positions. 3) property liability is covering an increase in properties. 4) legal expenses has increased because this line includes police department legal and in prior years the police legal was reported in the police department's budget. 5) an unanticipated settlement was reached with Little Angels Daycare this year.

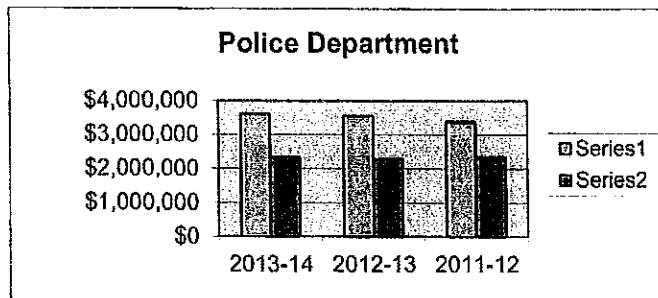
The FY 2011-12 budget and actuals are larger than the other two years, due to the one time purchase of the Petersbrook property and the exit 10 bond payment.

Fire-Rescue Department			
Year	Budget	Actual	%
2013-14	\$3,815,142	\$2,813,254	74%
2012-13	3,674,519	2,699,738	73%
2011-12	3,513,513	2,654,550	76%



**Fire-Rescue Department** - This department is 74% spent. Keeping pace with the prior years, it is expected to finish the year on budget. Included in the department is Fire, Forest Fire, Emergency Management and Ambulance until January 2012. Starting in January 2012, the Ambulance expenses are being reported in their own fund. The increase in the budget over the three years is largely due to the employees wages and benefits, such as health insurance and retirement costs.

Police Department			
Year	Budget	Actual	%
2013-14	\$3,611,358	\$2,352,257	65%
2012-13	3,544,589	2,279,357	64%
2011-12	3,384,699	2,346,479	69%

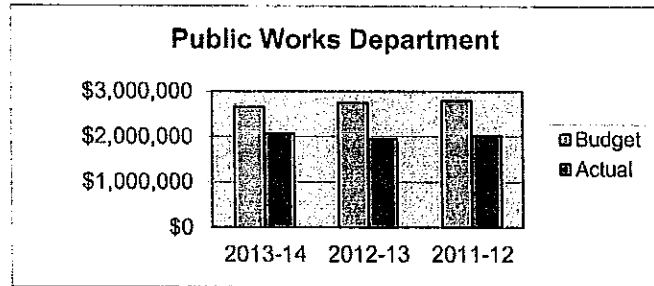


**Police Department** - This department is 65% spent to date. For the first eight months of the year, there were vacant positions in which overtime was utilized to cover shifts. Starting in February the department is fully staffed but has some employees on leaves and shifts are being covered using overtime. The department has been working on the installation of a new police software which has caused the computer service line to go over budget. With a focus on training employees, the training line is expected to be over budget for the year.

Starting in FY 2013-14 the police department is no longer working under the Police Commission and reports to the Town Administrator.

## Major Department Expenditures, Continued

Public Works Department			
Year	Budget	Actual	%
2013-14	\$2,655,799	\$2,064,693	78%
2012-13	2,744,231	1,942,081	71%
2011-12	2,789,528	2,014,511	72%



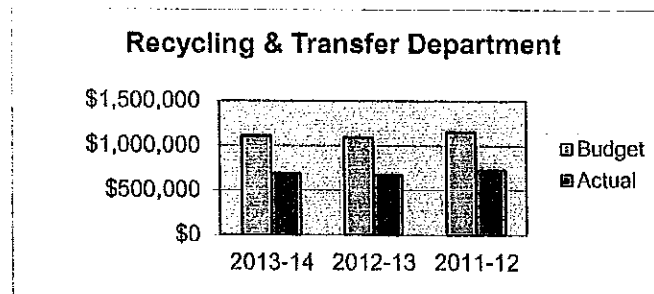
**Public Works Department** - This department covers Highway, Parks and Recreation, Building Maintenance and Code Enforcement, formally known as the Building & ZBA Department. As of FY 2013-14, The Code Enforcement division has been moved to Community Development Department.

The Highway Division has seen a large turnover in staff and is expected to use the savings from the turnover to stay within budget. In the fall, paving on Farmer Road, Heritage Road and Garden Land was completed, but paving that was planned for the spring has been deferred until the next budget year. Reconstruction was started on South Bow Road, which has left the professional service line over budget by \$15,196. Additionally the cold and stormy winter has caused the salt and sand line to be over budget by \$61,572 and the vehicle maintenance line is over budget by \$38,068.

The Parks and Recreation division is on track to stay within budget for the year.

The Building Maintenance division has several lines that are over budget including building maintenance which is over by \$26,883, water is over \$4,993 and heating is over budget by \$8,247. It is anticipated that the Public Works Department, as a whole, will not be over budget by the end of the fiscal year.

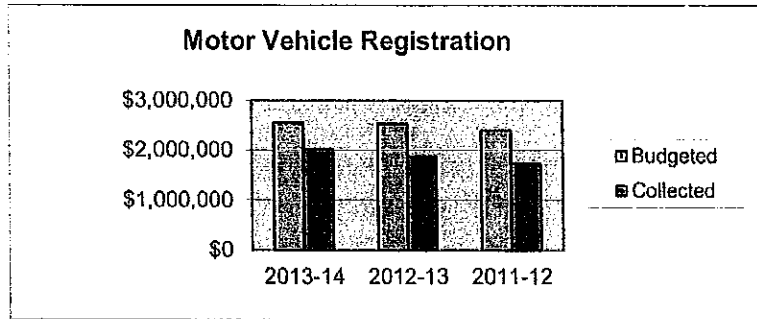
Recycling & Transfer Department			
Year	Budget	Actual	%
2013-14	\$1,107,596	\$ 687,836	62%
2012-13	1,093,857	671,701	61%
2011-12	1,150,260	725,215	63%



**Recycling & Transfer Department** - This department is 62% spent and is keeping pace with prior years spending. The department has been fully staffed most of the year. The vehicle maintenance line is over budget of \$15,865 but will be covered with the savings in the tipping fees line. The tipping fees line, or trash disposal, is 44% spent as of March 31st, which compared to the same time last year was 45% spent and the year prior was 54% spent. Historically, June is an expensive month and it's estimated that the department, as a whole, will be under budget by just under \$100,000 for the year.

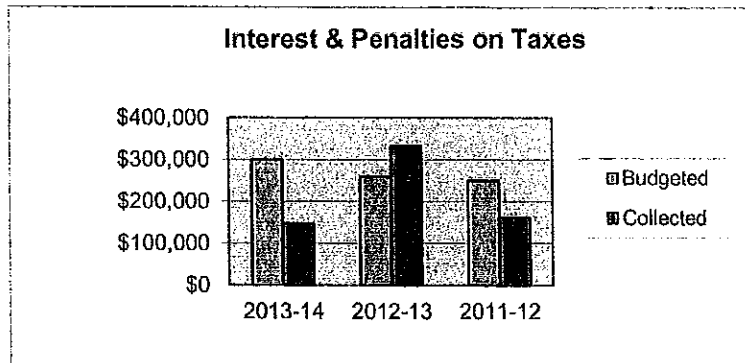
## Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2013-14	\$2,555,000	\$2,019,614	79%
2012-13	2,532,500	1,872,647	74%
2011-12	2,400,000	1,741,055	73%



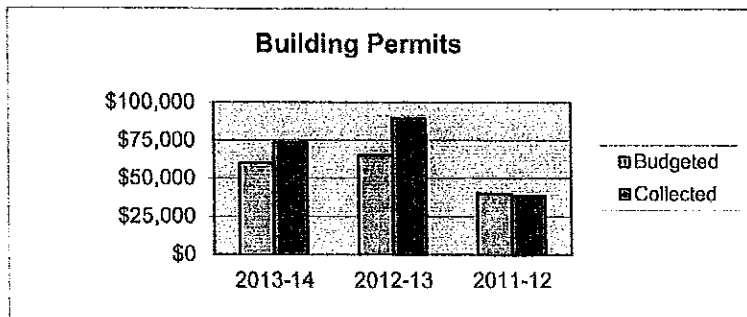
**Motor Vehicle Registration** - The top revenue source for the Town are fees collected for registering motor vehicles. The Town registered 484 additional vehicles in the first half of the year, which is reflected in the increase in actuals. Historically, May and June are high registration months and it's anticipated that fees for Motor Vehicle Registration will be over budget for the year.

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2013-14	\$ 300,000	\$ 146,828	49%
2012-13	260,000	332,922	128%
2011-12	250,000	160,999	64%



**Interest & Penalties on Taxes** - This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. The Town starts the tax deeding process in the spring, which will drive residents to pay off delinquent taxes. In FY 2012-13 the Town had one commercial property owner pay over \$100,000 in interest & penalties, which is reflected in the actuals. This large payoff is not typical and is not anticipated again.

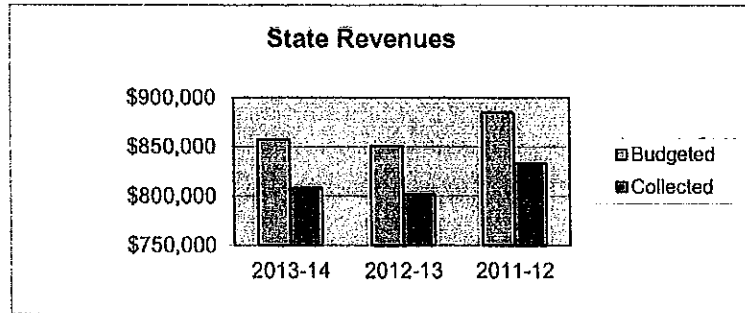
Building Permits			
Year	Budget	Actual	%
2013-14	\$ 60,000	\$ 73,266	122%
2012-13	65,000	89,463	138%
2011-12	40,000	38,801	97%



**Building Permits** - These fees are paid by builders for residential and commercial construction. Collections for the year are already over the anticipated budget, mostly due to large projects such as the North and Southbound State Rest Area's, Pro Con, Petco Inc. and the Kohl's renovations.

## Major Governmental Revenues, Continued

Year	State Revenues		
	Budget	Actual	%
2013-14	\$ 857,366	\$ 807,961	94%
2012-13	850,461	801,656	94%
2011-12	884,699	833,385	94%



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

<u>Other Revenues</u>	<u>Budget</u>	<u>Actual</u>	<u>Over Budget</u>
Gas Permits	\$ 12,000	\$ 14,100	\$ 2,100
Fire Details (general fund)	300	6,306	6,006
Construction Monitoring	15,000	22,495	7,495
State Bridge Aide	-	138,216	138,216
LGC Insurance Refund	-	98,686	98,686



**Staff Report  
 Property Liability, Workers' Compensation and Unemployment  
 Insurance Coverage - UPDATE  
 May 28, 2014**

**Background:** The renewal deadline for property liability, workers' compensation and unemployment insurance with your current carrier is May 29<sup>th</sup>.

**Issue:** Staff and William Bald of Risk-ex met with Travelers to review the proposal for Property Liability Coverage for the Town.

**Discussion:** William Bald presented at your May 14<sup>th</sup> meeting a line by line comparison of our current property liability carrier coverage and the proposed Travelers quote. The Travelers quote is \$110,885 less than our current carrier.

One change is the current deductible of \$1,000 will increase to \$2,500. This is a cost impact of \$30,000 (\$1,500 x 20 ave. claims/yr.). There is a new deductible of \$50,000 for employment related practice which applies to both defense and damages.

**Fiscal Impact:**

**Premium's Quoted for FY 2014-15**

<u>Coverage Line</u>	<u>PLT</u>	<u>Primex<sup>3</sup></u>	<u>Travelers</u>	<u>Best Cost Plan</u>
Property Liability	\$ 330,160.00	\$ 359,743.00	\$ 219,275.00	\$ 219,275.00 Travelers
Workers' Comp	184,777.00	147,818.00	199,834.00	164,711.00 *Primex <sup>3</sup>
Unemployment	15,500.00	13,478.00	-	13,478.00 Primex <sup>3</sup>
	<u>\$ 530,437.00</u>	<u>\$ 521,039.00</u>	<u>\$ 419,109.00</u>	<u>\$ 397,464.00</u>

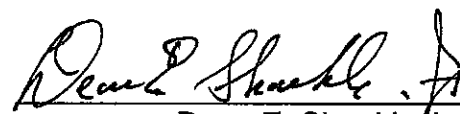
\* Primex<sup>3</sup> Worker's Compensation cost is higher under the best plan cost due to the removal of the Package Discount.

**Recommendation:** I would recommend Primex<sup>3</sup> for both workers' compensation and unemployment coverage. Primex<sup>3</sup> is the lowest cost option and is very proactive in relations to loss control. I do not have a recommendation for property liability coverage at this time. I'm waiting for more information about Travelers employment related practices deductible, which should be available by Wednesday's meeting.

**Motion:** To authorize the Town Administrator to enter into a one year contract for workers' compensation and unemployment coverage with Primex<sup>3</sup> and property liability coverage with \_\_\_\_\_.

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

**Town Administrator Recommendation:** *concur*

A handwritten signature in black ink, appearing to read "Dean E. Shankle Jr.", with a stylized flourish at the end.

Dean E. Shankle Jr.  
Town Administrator

AGENDA NO. 14-042

DATE: May 28, 2014

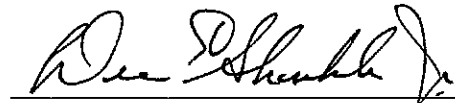
**Staff Report**  
**Discussion of Council Rules of Procedure**  
**May 28, 2014**

**Background:** Issue regarding how to handle discussions on possible ordinances before they are presented by a Councilor.

**Issue:** It is not clear in the charter how Council can discuss and amend potential ordinances.

**Discussion:** At last meeting there was a discussion regarding this issue.

**Town Administrator's Recommendation:** Approve new sections 12. A and B.



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

Town of Hooksett  
Town Council Rules of Procedures

Adopted as of: 01/10/2001

Amended as of: 05/28/2014

Resolved by the Town Council of the Town of Hooksett, NH that the following be and hereby are adopted as the Rules of the Hooksett Town Council.

1. The Following Rules shall be adopted by a majority of the Hooksett Town Council and these rules shall become effective immediately upon their adoption.
  - a. Riggins Rules and Parliamentary Law at a Glance by E.C. Utter should be used as a guide when proper procedure is in question except where modified herein.
  - b. Acceptable Procedure is determined by the acting Chair.
  
2. Procedures for electing officers are as follows:
  - a. Annually, at the first meeting of the new Town Council, the members thereof shall choose, from among their members, a Chair, a Vice Chair and a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
  - b. The above election shall be by majority vote of the Town Council present at the first meeting.
  - c. Duties of Officers
    1. Chair:
      - a. The Chair with the Town Administrator shall post all meetings and set meeting agenda.
      - b. Lead all meetings in an orderly manner using these procedures, Hooksett's Town Charter, Riggins Rules and Parliamentary Law as guides for appropriate protocol.
    2. Vice-Chair:
      - a. In the absence of the Chair, the Vice Chair shall conduct the Council Meeting until such time as the Chair is present.
    3. Council Secretary:
      - a. The Council Secretary shall be responsible for recording the attendance of Council members by roll call. (If available taped voice vote may be used) at the beginning of each meeting.
      - b. The Council Secretary shall be responsible for polling and recording all roll call votes.
      - c. If the Council Secretary is absent, the chair shall ask for a volunteer. If there is no volunteer, the Chair shall appoint a Council member to act as Council Secretary until such time as the Council Secretary is present.
      - d. The Town Council Secretary shall act as clerk of the Council and shall approve minutes of the meeting recorded by the Administrative Assistant. If there is no Administrative

Assistant present at meeting, the Town Council Secretary will be asked to keep minutes.

- e. The Town Council Secretary shall perform such other duties in the meeting as may be requested by the presiding officer of Council.
- f. In case of the absence of the Chair and the Vice Chair the Council Secretary shall call the Council to order and act as Chair.

### 3. Council Meetings

- a. The Council shall meet in regular session on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month, except as noted on Town Calendar, at 6:30 pm. When time permits, a regular meeting may be adjointed to a workshop session.
- b. The place of meetings shall be the Council Chambers unless otherwise designated.
- c. The Council reserves the right to end meetings at 9:30. Uncovered business will be included in the next meeting agenda. Meeting may be closed by a 2/3 roll call vote.
- d. The Council may meet for an informal workshop session or special meetings by Council vote on an as needed basis, in accordance of Section 3.5 C of the Town Charter. The place of meeting shall be the Council Chambers.
- e. When, after consultation with the Vice Chair and the Town Administrator, the Chair determines that the Council has insufficient business to warrant a meeting, the Chair may cancel said meeting after informing all councilors and receiving individual approval from 2/3 of the council members and shall not be inconsistent with the meeting provisions of the Town Charter. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting.
- f. Council members shall be seated in Council Chambers as determined by consensus of the Council advice of the Chair.
- g. Council members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair confine their remarks to the merit of pending questions; and shall not engage in personalities.
- h. Any member may leave the Council Chambers while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.

### 4. Town Employees

- a. The Town Administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
- b. The Town Administrator shall be responsible for providing the Council with necessary background information on all items of business before the Council.
- c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. All questions shall be directed to the Town Administrator who may, when necessary, defer to a

department head or employee. Staff should be made aware of all items on the agenda to be ready to discuss items in respect to their department or area of responsibility.

#### 5. Voting

- a. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining, in accordance with the Town Charter.
- b. Council Members wishing to abstain from voting shall so indicate and give reason for doing so.
- c. On roll call votes, Council Members shall vote alphabetically by last name, said name to be called on a rotating basis so that the name first called at the previous vote shall be name last called for the next vote, with the Chair voting last.
- d. All votes shall be voice votes unless Town funds are being voted on which will always require roll call vote. Any Councilor may call for a roll call vote on any matter.

#### 6. Debate

- a. Council members must raise their hand to be recognized by the Chair.
- b. Rules of Debate on all motions shall be as follows:
  1. The council member, who introduces a motion, may speak to that motion. Thereafter, every council member may speak to the motion two times only. The sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her their motion a total of three times.
  2. If by 2/3 vote it is determined additional discussion is needed each council member may only speak an additional 2 times on a motion.
  3. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
    - a. Address all questions and remarks through the Chair. Do not address audience or council members.
    - b. When commenting on another Councilor's statement or question, identify the speaker, statement and when the statement was made.
    - c. Confine remarks to the merits of the pending question.
    - d. Not engage in personalities or question the motives of other Councilors.
- c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by a two-thirds vote, or by unanimous consent. It is not in order to interrupt a speaker with cries of "Question" or "Call the question.", and even if no one is speaking, it is still necessary to seek recognition.

## 7. Order of Business

### a. Agenda Order of Council Meetings

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of minutes
- V. Agenda Overview
- VI. Consent Agenda
- VII. Town Administrator's Report
- VIII. Public Input
- IX. Nominations/Appointments
- X. Scheduled Appointments
- XI. 15 Minute Recess
- XII. Old Business
- XIII. New Business
- XIV. Subcommittee Reports
- XV. Public Input
- XVI. Non-Public Session
- XVII. Adjournment

### b. 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.

- c. Nominations for all Board and Committee appointments may be made during the nominations/Appointments portions of the Council Meeting. Appointment vote for nominee will be scheduled at the next meeting.
  - d. Scheduled Appointments
    - 1. A scheduled appointment shall have one person as a speaker when possible and follow the rules for addressing the Council.
  - e. Old Business
    - 1. Business carried over from a previous meeting.
  - f. New Business
    - 1. New Business should be submitted to the Town Administrator or Council Chair.
    - 2. New Business submitted by noon the Wednesday before a regular meeting may be considered for the next meeting by request. The Chair may schedule the topic on the Agenda under New Business as the schedule allows. Any new business brought forward at a council meeting shall not be acted upon at that meeting except by a motion to waive this rule by vote of 2/3<sup>rd</sup> of the members present.
    - 3. New Business submitted after noon the Wednesday preceding a regular scheduled meeting will be considered for the next meeting agenda unless time sensitivity is determined by Town Administrator or Chair.
8. Filing Agenda items
- a. Every item of business to come before the Council for action must be filed with the Town Administrator or Council Chair.
  - b. The Agenda shall be posted by the close of business on the Wednesday prior to the regular Council Meeting.
  - c. It shall be the duty of the Town Administrator to mail by first class postage said agenda and any available supporting documents to each Councilor (if not already picked-up) by Thursday of the week prior to the regular Council Meeting unless a Councilor requests, in writing, to receive it in electronic format only.
9. Addressing the Council
- a. Persons other than members of the Council shall not be permitted to address the Council except during the designated agenda Public Input or by invitation of the Chair.
  - b. A time limit for addressing the Council may be established by the Chair.
  - c. The speaker shall not enter into a debate with any person, the Chair or Council members.
10. Amendment To Rules
- a. Council rules may be suspended by a 2/3-majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and 2/3 of all Council members must declare the matter one of such priority that it would be detrimental to hold over until the next regular Council Meeting.



- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

#### 11. Community Outreach

- a. The Council Chair has the authority to act on the Council's behalf to present and/or sign letters of achievement for community outreach to include but not limited to Town of Hooksett departments, businesses, residents, and volunteer or membership groups. This authority is for times when the community outreach happens off-schedule to Town Council meetings.

#### 12. Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.

- a. Prior to a Council member introducing an ordinance, the Council shall discuss the contents which may include editorial revisions and textual modifications. An ordinance needing revisions based on this discussion will be brought back to the Council in a final format at their next scheduled meeting. The final version of an ordinance shall be introduced by one Councilor for a public hearing at the Council's next scheduled meeting. No second to a motion and/or vote is required to move an ordinance to a public hearing. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).
- b. After the public hearing the Council shall put the proposed ordinance in final form, which may include editorial revisions and textual modifications resulting from the proceedings of that hearing. An additional public hearing shall be held if the ordinance is substantively altered by the Town Council after public hearing. Subsequent public hearings shall be held at least 14 days after the prior public hearing and with the notice provided in Section 3.5 (A) of the Charter. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

**Town Council Rules of Procedures**  
**Adopted: 01/10/2001**  
**Amendments**

<b>Date Amended</b>	<b>Section Amended</b>
August 14, 2003	Added Section 7-c. Added Section 7-b-1, 2 & 3. Added Section 7-f-2.
January 27, 2010	Changed Section 7-a Scheduled Appointments – added 7 pm. Changed Section 7 - Order of Business - moved Non-Public Session towards the end of the meeting.
March 9, 2011	Changed Section 7 - Order of Business – added Consent Agenda after Agenda Overview and deleted Scheduled Appointment time (7:00 pm). Scheduled Appointments to start immediately after Nominations/Appointments.
October 12, 2011	Added Section 6-c.
November 30, 2011	Changed Section 7-a Agenda Order – Moved “Town Administrator’s Report” up before “Public Input”.
February 22, 2012	Changed Section 7-b Public Input (See file)
August 14, 2013	Changed Section 5. d. sentence 2 “The Chair” to “Any Councilor” Removed Section 5.d. sentence 3 Changed Section 7. d. “spokesman” to “speaker” Added to Section 7.d. “when possible” after “spokesman” Changed Section 7. f. 3. “only if” to “unless” Added Section 8. c. at end, “unless a Councilor requests, in writing, to receive it in electronic format only.”
December 18, 2013	Added Section 11 Community Outreach
May 28, 2014	Added Section 12 Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.

AGENDA NO. 14-043  
DATE: May 28, 2014

**Staff Report**  
**MS-2 State Form - Report of Appropriations Actually Voted**  
**May 28, 2014**

**Background:** The Town is required to complete the State Form MS-2 Report of Appropriations Actually Voted. This report informs the State on the appropriations that were passed at town meeting.

**Discussion:**

Article #	Description	Passed	Failed
3	Operating Budget	16,681,262	
4	CIP R & T 14 Yard Automated Collection Truck (Special Revenue)	180,000	
5	CIP - Public Works - Town Building Maintenance CR Fund	100,000	
6	CIP - Public Works - Vehicles CR Fund	100,000	
7	Town Engineer Position	91,884	
8	Police Union Contract	52,515	
10	CIP - Fire Rescue - Fire Apparatus CR Fund	50,000	
11	CIP - Public Works - Drainage Upgrades CR Fund	50,000	
12	CIP - Public Works - Rubber Tire Excavator Lease	41,433	
13	CIP - Administration - Revaluation CR Fund		30,000
14	CIP - Fire Rescue - Air Packs and Bottles CR Fund	20,000	
15	CIP - R & T - Automated Collection Equipment CR Fund	20,000	
16	CIP - Public Works - Parks & Recreation Facilities Dev CR Fund	15,000	
	<b>Total passed at Town Meeting</b>	<b>17,402,094</b>	

**Recommendation:** Motion to authorize the Town Council to sign the 2014-15 MS-2 Report of Appropriations Actually Voted with a total of \$17,402,094.

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

**Town Administrator Recommendation:** *Concur*



Dean E Shankle Jr.  
Town Administrator

# REPORT OF APPROPRIATIONS ACTUALLY VOTED

(RSA 21-J:34)

Date of Meeting: May 13, 2014

Town/City Of Hooksett, NH County: Merrimack

Mailing Address: 35 Main Street

Hooksett, NH 03106

Phone #:(603) 485-2712    #: (603) 485-4118

E-Mail: csoucie@hooksett.org

## Certificate of Appropriations

(To be Completed After each Annual and Special Meeting)

This is to certify that the information contained in this form, appropriations actually voted by the town/city meeting, was taken from official records and is complete to the best of our knowledge and belief.

### Governing Body (Selectmen)

*Please sign in ink.*

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.

Date: \_\_\_\_\_

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

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

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL SERVICES  
P.O. BOX 487, CONCORD, NH 03302-0487  
(603)230-5090

1	2	3	4	5
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	WARR. ART.#	Appropriations As Voted	For Use By Department of Revenue Administration
<b>GENERAL GOVERNMENT</b>				
4130-4139	Executive	3	338017	
4140-4149	Election Reg. & Vital Statistics	3	34273	
4150-4151	Financial Administration	3	612702	
4152	Revaluation of Property	3	181497	
4153	Legal Expense	3	82000	
4155-4159	Personnel Administration	3	203273	
4191-4193	Planning & Zoning	3,7	385988	
4194	General Government Buildings	3	433525	
4195	Cemeteries	3	850	
4196	Insurance	3	330160	
4197	Advertising & Regional Assoc.	3	11800	
4199	Other General Government	3	5000	
<b>PUBLIC SAFETY</b>				
4210-4214	Police	3,8	3818673	
4215-4219	Ambulance	3	1	
4220-4229	Fire	3	3885867	
4240-4249	Building Inspection	3	100862	
4290-4298	Emergency Management	3	5500	
4299	Other (Including Communications)			
<b>AIRPORT/AVIATION CENTER</b>				
4301-4309	Airport Operations			
<b>HIGHWAYS &amp; STREETS</b>				
4311	Administration	3	210832	
4312	Highways & Streets	3, 12	1411111	
4313	Bridges			
4316	Street Lighting	3	62000	
4319	Other	3	163847	
<b>SANITATION</b>				
4321	Administration	3	187037	
4323	Solid Waste Collection	3, 4	493658	
4324	Solid Waste Disposal	3	641383	
4325	Solid Waste Clean-up			
4326-4329	Sewage Coll. & Disposal & Other			
<b>WATER DISTRIBUTION &amp; TREATMENT</b>				
4331	Administration			
4332	Water Services			
4335-4339	Water Treatment, Conserv. & Other			
<b>ELECTRIC</b>				
4351-4359	Electrical Operations			

1	2	3	4	5
Acct.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	WARR. ART.#	Appropriations As Voted	For Use By Department of Revenue Administration
<b>HEALTH</b>				
4411	Administration	3	2000	
4414	Pest Control			
4415-4419	Health Agencies & Hosp. & Other			
<b>WELFARE</b>				
4441-4442	Administration & Direct Asslt.	3	215761	
4444	Intergovernmental Welfare Pymnts			
4445-4449	Vendor Payments & Other	3	19820	
<b>CULTURE &amp; RECREATION</b>				
4520-4529	Parks & Recreation	3	552106	
4550-4559	Library	3	600882	
4563	Patriotic Purposes	3	2945	
4589	Other Culture & Recreation	3	10750	
<b>CONSERVATION</b>				
4611-4612	Admin. & Purch. of Nat. Resources	3	7801	
4619	Other Conservation			
<b>REDEVELOPMENT AND HOUSING</b>				
4631-4632	Redevelopment and Housing			
4651-4659	Economic Development	3	500	
<b>DEBT SERVICE</b>				
4711	Princ.- Long Term Bonds & Notes			
4721	Interest-Long Term Bonds & Notes			
4723	Int. on Tax Anticipation Note	3	1	
4790-4799	Other Debt Service			
<b>CAPITAL OUTLAY</b>				
4901	Land	3	1	
4902	Machinery, Vehicles & Equipment			
4903	Buildings			
4909	Improvements Other Than Bldgs			
<b>OPERATING TRANSFERS OUT</b>				
4912	To Special Revenue Fund			
4913	To Capital Projects Fund			
4914	To Proprietary Fund			
	Sewer-	3	1994923	
	Water-			
	Electric-			
	Airport-			
4915	To Capital Reserve Fund	5,6,10,11,14	355000	
4916	To Exp. Tr. Fund -except #4917	15,16		
4917	To Health MainL. Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Agency Funds			
<b>TOTAL VOTED APPROPRIATIONS</b>			17402094	

Town of Hooksett

**BUDGET AND WARRANT ARTICLE with ESTIMATED IMPACT ON TAX RATE**

Warrant Articles for 2014-15

Assumes tax base of \$1,556,298,643 (2013 tax base)

5/21/2014

Warrant	Recomm. by Town Admin	Recomm. by Council	Recomm. by Budget Comm	Passed Town Meeting	Potential Tax Effect
3 Operating Budget (Town and Sewer less revenue)	10,370,790	10,167,960	10,202,695	14,686,339	6.73
Town	14,582,550	14,651,604	14,686,339	1,994,923	
Sewer	1,994,923	1,994,923	1,994,923		
Revenues (including Sewer offset)	(6,206,683)	(6,478,567)	(6,478,567)		
4 CIP - R & T 14 Yard Automated Collection Truck (Special Revenue)	180,000	180,000	180,000	180,000	N/A
5 CIP - Public Works - Town Building Maintenance CR Fund	100,000	100,000	100,000	100,000	0.06
6 CIP - Public Works - Vehicles CR Fund	100,000	100,000	100,000	100,000	0.06
7 Town Engineer Position	91,884	91,884	91,884	91,884	0.06
8 Police Union Contract	52,515	52,515	52,515	52,515	0.03
10 CIP - Fire Rescue - Fire Apparatus CR Fund	50,000	50,000	50,000	50,000	0.03
11 CIP - Public Works - Drainage Upgrades CR Fund	50,000	50,000	50,000	50,000	0.03
12 CIP - Public Works - Rubber Tire Excavator Lease	41,433	41,433	41,433	41,433	0.03
13 CIP - Administration - Revaluation CR Fund	30,000	30,000	30,000		-
14 CIP - Fire Rescue - Air Packs and Bottles CR Fund	20,000	20,000	20,000	20,000	0.01
15 CIP - R & T - Automated Collection Equipment CR Fund	20,000	20,000	20,000	20,000	0.01
16 CIP - Public Works - Parks & Recreation Facilities Dev CR Fund	15,000	15,000	15,000	15,000	0.01
<b>Totals</b>	<b>11,121,622</b>	<b>10,918,792</b>	<b>10,953,527</b>	<b>17,402,094</b>	<b>7.06</b>

7.06  
6.88  
0.18

2014 Potential Town Share of Tax Rate  
2013 Town Share of Tax Rate  
Estimated Increase in Town share of Tax Rate

**TOWN COUNCIL MEETING SCHEDULE**  
**July 2014 – June 2015**  
**Council Chambers @ 6:30 pm**

July 9, 2014	Regular Meeting	Council Chambers
July 23, 2014	Regular Meeting	Council Chambers
July 30, 2014	Workshop	Council Chambers
August 13, 2014	Regular Meeting	Council Chambers
August 27, 2014	Regular Meeting	Council Chambers
September 10, 2014	Regular Meeting	Council Chambers
September 24, 2014	Regular Meeting	Council Chambers
October 8, 2014	Regular Meeting	Council Chambers
October 22, 2014	Regular Meeting	Council Chambers
November 12, 2014	Regular Meeting	Council Chambers
November 19, 2014	Regular Meeting	Council Chambers
December 10, 2014	Regular Meeting	Council Chambers
December 17, 2014	Regular Meeting	Council Chambers
January 3, 2015	Budget Workshop	Council Chambers
January 14, 2015	Regular Meeting	Council Chambers
January 28, 2015	Regular Meeting	Council Chambers
February 11, 2015	Regular Meeting	Council Chambers
February 25, 2015	Regular Meeting	Council Chambers
March 11, 2015	Regular Meeting	Council Chambers
March 25, 2015	Regular Meeting	Council Chambers
April 4, 2015	Town Meeting	Cawley School
April 8, 2015	Regular Meeting	Council Chambers
April 22, 2015	Regular Meeting	Council Chambers
May 12, 2015	Town Election	Cawley School
May 13, 2015	Regular Meeting	Council Chambers
May 27, 2015	Regular Meeting	Council Chambers
June 10, 2015	Regular Meeting	Council Chambers
June 24, 2015	Regular Meeting	Council Chambers

\*Meetings are subject to change with at least a week's notice.