

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, September 10, 2014**

1. 6:30 PM - CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. SPECIAL RECOGNITIONS
5. APPROVAL OF MINUTES
 - a. Public: August 27, 2014
 - b. Non-public: August 27, 2014
6. AGENDA OVERVIEW
7. PUBLIC HEARINGS
8. CONSENT AGENDA
 - a. Crawford Car Wash Bond Release
9. TOWN ADMINISTRATOR'S REPORT
10. PUBLIC INPUT: 15 Minutes
11. NOMINATIONS AND APPOINTMENTS
12. SCHEDULED APPOINTMENTS
 - a. Representatives of General Electric
13. 15 MINUTE RECESS
14. OLD BUSINESS
 - a. 14 – 062 Proposed changes to Council Rules of Procedures
 - b. 14 – 066 Lilac Bridge Update
 - c. 14 – 046 Discontinuance of Edgewater Drive
15. NEW BUSINESS
 - a. 14 – 068 Industrial Drive Roadway Discontinuance
 - b. 14 – 069 School Impact Fee Transfer
 - c. 14 – 070 Readopted Investment Policy
 - d. 14 – 071 2015-2016 Budget Goals
 - e. 14 – 074 Briar Court Road Acceptance
 - f. 14 – 073 Classification Pay Plan
16. SUB-COMMITTEE REPORTS
17. PUBLIC INPUT

18. 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.

19. 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, August 27, 2014

CALL TO ORDER

Chair Sullivan called the meeting to order at 6:32 pm.

ROLL CALL – ATTENDANCE

Nancy Comai, Robert Duhaime (arrived 6:40pm), Donald Winterton, David Ross, James Levesque, Todd Lizotte, Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)

Missed: Susan Orr, Adam Jennings

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

Moment of silence for Jack Murphy who passed away this week.

APPROVAL OF MINUTES

a. Public: August 13, 2014

D. Ross motioned to accept the public minutes of August 13, 2014 with edits. Seconded by T. Lizotte.

Vote unanimously in favor.

b. Non-public: August 13, 2014

T. Lizotte motioned to accept the non-public minutes of August 13, 2014. Seconded by J. Levesque.

Vote unanimously in favor.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

a. NHDHR grant for tin ceiling restoration at Old Town Hall (16 Main St.)

J. Sullivan: The purpose of this public hearing is to accept a New Hampshire Division of Historical Resources grant in the awarded amount of \$10,000 for the tin ceiling restoration at the Old Town Hall, 16 Main Street, Hooksett, NH per RSA 31:95-b, III (a). I now declare this public hearing open.

Dr. Shankle: The grant is for \$10,000 and the Town Hall Preservation Committee applied for it a while back. The total cost of the project is just under \$13,000. We are taking down the second floor to make it a hall again. Although there was minimal damage to the existing ceiling, they would still need to make repairs to add the second floor. This will allow us to restore it to its original condition.

Kathie Northrup, Chair of Town Hall Preservation Committee: I would urge you to accept the grant money. This is a huge boost to the project and would give us a good head start. We found a craftsman in Lebanon when we did work on the Head's School and we would ask him to come down again. I think getting a grant of this kind is getting a seal of approval from those who really know and think the project is worthwhile. The estimate was around \$12,700 but that is on the higher end and depends on our discussions with the architect. With this grant, we have 2 years to complete the work.

CONSENT AGENDA

a. Botsford Memorial: \$15.00 to Fire-Rescue

T. Lizotte motioned to accept the consent agenda as written. Seconded by D. Winterton.

Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- Started fire union negotiations and 2 other ones will start soon
- Spent considerable time talking about the Lilac Bridge – more to come
- Family Services – Joy put together a back to school program in the gym. There was a U-shaped table containing backpacks and supplies necessary. She talked to teachers in each grade level to see what was needed. Through donations and with the help from volunteers she was able to help over 40 parents representing over 70 kids.

- We received a letter from the Hooksett Youth Achiever recipient – Karina Ithier: *“Dear Town Council Members, Thank you so very much for selecting me as “The Hooksett Youth Achiever of the Month Award” for the month of August. This is a huge honor to me, and I would like to thank everyone on the Hooksett Council for making this possible. I was thrilled to learn about my selection for this honor. It definitely motivates me to be the best individual I can be. I will always remember Hooksett as the town I was raised from and got so many opportunities from. I hope to make Hooksett proud someday. Thank you again! Sincerely, Karina Ithier.”*
- Rev. Robie signed the agreement on the secretary he donated.
- NH Municipal Association Legislative Policy Conference – voting rights conference is being held on September 19 for those interested in attending
- Discontinuation of any road needs to be done by Council. JoAnne Duffy, myself and a representative from the state met with GE. They want to do a major expansion in Hooksett. They have 2 buildings, one on either side of Industrial Drive. They would like to connect those 2 buildings and will need to go over Industrial Drive. Hooksett Industrial Development Corp previously owned the land and turned it over to the town at some point. It will be coming up as a public hearing possibly as early as your next meeting.
- Old Home Day Committee wants to offer helicopter rides this year. Carrie Hyde is here tonight to discuss. I got a letter from the police chief today and after speaking to the helicopter company, he has no problems doing this at this point. My inclination, after to speaking to the fire and police chiefs is to let them do it.

Carrie Hyde (Old Home Days Chair) and Bob Cloutier (owner of CR Helicopters): We are going to have around 150 vendors this year. This is a free community event. I'm glad to hear that Dr. Shankle will approve of the helicopter rides. They did a test run on Monday and will land at the end of the parking area where the football field is. It is a smooth take-off and landing and it's not too loud and doesn't make a lot of wind.

Bob Cloutier: We've been doing this for 12-13 years. It's a state authorized temporary helipad so it's safe. Safety is most important so everyone has a good time.

J. Sullivan: What is the cost to ride?

B. Cloutier: \$30 for a 4 ½ - 5 minute ride. If people live nearby, we try to get them over their house.

J. Sullivan: What is the capacity?

B. Cloutier: One pilot and 3 passengers.

D. Ross: What about liability and insurance issues?

B. Cloutier: The insurance policy will get faxed to the town and the town is named as the insured.

Dr. Shankle: We ran it by the town's insurance company and they approved.

D. Winterton: What is the number of staff on the ground?

B. Cloutier: 7 or 8. We will rope off the area around the parking lot. We will have one entry point and one exit point.

- One last note to my report is we continue to do safety training with Primex.

PUBLIC INPUT: 15 Minutes

None

NOMINATIONS AND APPOINTMENTS

None

SCHEDULED APPOINTMENTS

- a. Crop Hunger Walk: Sam and Ruth Knowles

S. Knowles: For the last several years, many churches have sponsored a crop hunger walk. We have been using First Congregational church. This year, the Hooksett Church is the host church. As a result of that we'd like to have the walk in Hooksett. Due to the lack of sidewalks, we'd like to use the Head's Pond Trail. It's scheduled for October 26. Walkers get sponsors and as a result, \$7000 was raised last year. 25% of what is raised gets sent back to the host church. We are looking for approval to use the Head's Pond Trail for this.

D. Ross: Maybe we can put something on the website to give it more exposure?

***D. Ross motioned to allow the sponsors of the Crop Hunger Walk to place temporary signage to promote the event as deemed necessary. Seconded by R. Duhaime.
Vote unanimously in favor.***

b. Jeff Kevan from TF Moran re: updated FEMA flood maps

Dr. Shankle: This is regarding the water ponding near Kmart and we have done some drainage work. I thought you might want to know about what has been going on.

J. Kevan: We were contracted with Merchant's Realty and RK Hooksett (owner of the Kmart Plaza) to prepare an application for a letter of map revision. NH DOT put in drainage improvements and replaced culverts starting at 28 Bypass and across Rt 3 and Benton Rd. They installed a box culvert. The existing FEMA flood maps have a 100-year flood plain. With this box culvert in place, the 100-year eliminates all the excess flood plain which is a good thing as far as the usefulness of the property. Notifications have gone out to those who were directly affected; FEMA has received the application and are reviewing it. We expect them to amend the flood maps which will reduce the flood plain insurance costs they have incurred in the past.

Dr. Shankle: There was significant rain after this project was completed and the drainage system handled it like it should.

c. Leo Lessard re: Petersbrook Field

Dr. Shankle: He has a contractor doing some work for material. I thought we should be transparent about this because it could turn into an issue.

L. Lessard: The field went through the Planning process in 2011. We received money from Council for the design for soccer fields. We met with HYAA and found out we had 65,000 yards of material to move out of there. Manchester Sand & Gravel had done the first part of Petersbrook fields (sub-grading), so I talked to them about this since the land came from them. They agreed to do the work in return for the material. If we had to hire a subcontractor we would have paid over \$563,000. (This is an average of the high/low NH DOT numbers):

Cuts and fills: \$7.95 per cubic yard for a total of \$516,750

Cut stump and grub 1.5 acres at \$5300 per acre for a total of \$7950

Remove stumps at \$750 per load (4 loads per acre average) $4 \times 1.5 = 6$ loads at \$750 per load for a total of \$4500

Strip and stock pile top soil 4840 cubic yards at \$3.00 per cubic yard for a total of \$14,520

Over cut by 1 foot to mix properly and form a base for the re-spread of loam (estimated 5500 cubic yards) at \$3.00 per yard for a total of \$16,500

Engineering layout and grades at \$850 x 2 layouts minimum for a total of \$1700

Rock excavation at \$38.43 per cubic yard (estimated at this time 50 cubic yards) for a total of \$1921.50

Total cost is \$563,000 and still would have left us at a point where we would need to remove the material. All we have spent so far is \$10,000 for the engineering firm to design the first building, \$6,490 on the first set of screening and I just put in another \$5,000 for the last screening. We've got \$20,000 into it as of today instead of \$563,000. It's been almost 2 years to get this done, but in the long run it's worth it. They still owned 1 1/2 acres of the parcel they sold us. Instead of putting in drainage I want it to sheet flow over their land, so in reciprocity, they would deed the land to the town if we pay for the deeding and lot line adjustments.

Dr. Shankle: All you would need to do is agree to purchase the land for the cost of doing the deeding and the lot line adjustment.

J. Sullivan: We should get the details and get it on the agenda for our next meeting.

R. Duhaime: How much longer will they be before it's complete?

L. Lessard: They are almost done moving material and then I will go in and do underground electrical, light poles, etc. and they will come back and spread the loam. Then we do irrigation, etc. I'd say probably in the spring.

D. Winterton: Is this eligible for impact fees?

L. Lessard: Yes we have been using impact fees so far.

J. Levesque: Did you end up with a surplus of loam?

L. Lessard: There is just enough – I might have to buy 400-500 yards.

T. Lizotte: I'd like to get a verification of the amount of impact fees before the vote at our next meeting.

OLD BUSINESS

a. 14 – 046 Edgewater Drive discontinuation discussion

Dr. Shankle: I drafted a motion based on the notes from the last meeting. The one thing that is different is you wanted conditions on the discontinuance. After consulting with legal, they said that once you discontinue a road, there isn't anything else you can really do. So they suggested finding other ways to do it and I came up with what is in the draft motion.

J. Sullivan: The draft motion reads as follows: *"I move that the Council support the discontinuance of the Class VI portion of Edgewater Drive if the following conditions are met: The plan as approved by the Planning Board generally conforms with the first plan that was presented to us by Mr. Scarpetti; Mr. Scarpetti continues as the developer; The plan as approved by the Planning Board is approved by the Conservation Commission; All approvals are received by September 1, 2015. It is understood that this discontinuance will need to come back to the Council for a vote."* We have information from Planning that on 5/22/1771 the road was laid out: *"Dunbarton Town Records, Vol. 1, Page 130. Dunbarton May 22nd, 1771. This day layed out by us a highway beginning at Bow line on the Westerly side of Merrimack River and running South as Sd. river runs two rods wide to the head of Ileahucket falls at present we allow said Highway upon the Intervals to have gates or what is called a bridel Rode. From thens South near as the Highway is at present used to Goffstown Line all to be as fare from the river as will make the Highway good from the falls to Goffstown Line an open Rode. Signed Jeremiah Page and William Stinson, Selectmen for Dunbarton."*

D. Ross motioned to support the discontinuation of the Class VI portion of Edgewater Dr if the following conditions are met: The plan as approved by the Planning Board generally conforms with the first plan that was presented to us by Mr. Scarpetti; Mr. Scarpetti continues as the developer; The plan as approved by the Planning Board is approved by the Conservation Commission; All approvals are received by September 1, 2015. It is understood that this discontinuance will need to come back to the Council for a vote. Seconded by T. Lizotte.

D. Ross: 2 items I find odd are that it appears we have to vote on this twice. My main concern is the town retains riverfront access except the frontage where the new houses are proposed. The egress across the property needs to remain for emergency public traffic.

T. Lizotte: Does Mr. Ross believe the Conservation easement of that section meet these requirements?

D. Ross: Perhaps. There are different kinds of easements. My concern is the public have access to that shorefront.

T. Lizotte: The Conservation Commission indicated the easement would allow that ability to go down there within the confines of anything that would interfere with the shoreline protection act per the state.

Dr. Shankle: The original intent of the first plan was to do that.

D. Winterton: This vote is to support the discontinuance and will come back to us for another vote potentially in another year?

Dr. Shankle: As soon as they meet the conditions, they will come back.

R. Duhaime: After he meets with the Planning Board, if they approve a plan, it's hard for us to go against them. I have faith in our boards to come to a solution that benefits anyone.

N. Comai: This Board sitting today is going to address the fate for a future Board so it's a moot point.

Dr. Shankle: You can discontinue and hope he does the right thing or you can try something like this draft motion. It addresses that we have faith that the other boards will do the right thing. Once that happens, he comes back to us to vote on the discontinuance.

T. Lizotte: To Mrs. Comai's point, by next September, there may be a new board in place.

J. Sullivan: So we can suggest having all decisions in to us by June 30, 2015 so it remains with this body.

D. Winterton motioned to amend the date for all approvals received from 9/1/15 to 6/15/15. Seconded by J. Levesque. Vote unanimously in favor.

D. Ross: I think we need to define the segment of the road to be discontinued. Is it the whole section or only the part traversing the properties?

J. Sullivan: My understanding is that it should start from the cul de sac.

Dr. Shankle: I believe what they have in mind is gating it so people can walk on it but they don't want people driving on it.

J. Sullivan: Is there a demarcation line to indicate where Class V ends and Class VI begins?

L. Lessard: There is a gate there right now.

Discussion on where the Class V ends and Class VI begins.

D. Ross motioned the discontinuation shall commence at the beginning of the first residential lot and terminate at the end of the last residential lot. Seconded by R. Duhaime.

T. Lizotte: if we have a Class VI road and their section is gated, I can take my ATV up there and destroy that property. I don't think we want that liability.

R. Duhaime: I think we trust the Planning Board and Conservation on this.

D. Winterton: I can't wrap my mind around how we may require a cul de sac and have a driveway and a Class VI road off that cul de sac. I don't think it can be done. I understand the concern but can't support the amendment.

J. Levesque: I'd like to see the right of way maintained for the town people. They can still use the walking right of way to Bow and we still maintain the riverfront property. It's a mess down there and I think as long as the right of way is available to everyone, that's what my concern is.

T. Lizotte: Conservation easement provides a continuous path to Bow.

J. Levesque: I'm saying we keep it as a right of way, but I don't see what use the Class VI road is.

Roll Call (amendment)

D. Winterton – No

J. Levesque – Yes
R. Duhaime – Yes
D. Ross – Yes
T. Lizotte – No
N. Comai – Yes
J. Sullivan – No

Vote in favor 4-3.

J. Sullivan: The motion is to discontinue a center chunk of the Class VI road.

Dr. Shankle: You have made that change to the draft motion and a change to the date. This isn't going to discontinue anything but go to Planning and Conservation then come back to you for a final vote.

Roll Call

J. Levesque – Yes
D. Ross – Yes
D. Winterton – No
T. Lizotte – No
N. Comai – No
R. Duhaime – Yes
J. Sullivan – No

Motion fails 4-3.

J. Sullivan motioned to discontinue the Class VI portion of Edgewater Dr. Seconded by T. Lizotte.

J. Sullivan: That is our only option as a Council I don't want to give direction to other boards; that is crossing a line.

T. Lizotte: I think we should just discontinue the road; giving a chunk of it is a bad idea.

J. Levesque: What does this do to the right of way?

Dr. Shankle: Nothing. It will eliminate the Class VI road. They can do whatever they want.

D. Ross: To give all that up is dereliction of duties to our constituents.

D. Winterton: I support the motion and leave the determination of what happens to that property to Planning and Conservation.

N. Comai: The clawbacks previously asked for are now off the table. Someone purchased some land and wants to develop it. I think we should leave it up to our boards to allow that to happen as is. We didn't take anything from this developer and we shouldn't give him anything.

R. Duhaime: I second what Ms. Comai said. Our agenda is for the town not the developer. What is the benefit to the town? Adding more homes adds more traffic on Edgewater Dr which already needs improvements. I just can't support this.

Roll Call

T. Lizotte – No
R. Duhaime – No
J. Levesque – No
D. Winterton – No
D. Ross – No
N. Comai – No
J. Sullivan – Yes

Motion fails 6-1.

b. 14 – 063 Town Engineer Job Description

Dr. Shankle: I previously mentioned on page 3 under Minimum Qualifications, I'd like to change the 5th line to read NH Professional Engineer License is required and delete the rest of the sentence.

R. Duhaime motioned to approve the Town Engineer job description as amended. Seconded by D. Ross.

Vote unanimously in favor.

NEW BUSINESS

a. 14 – 065 Solid Waste Ordinance Proposed Amendment

D. Boyce: Instead of bringing it to full mandatory recycling, I thought we would start with cardboard. The town makes money on cardboard. We can see how it goes and maybe move forward after that.

J. Sullivan: The fee for electronics – why are you adding that now?

D. Boyce: It's been there since 2006 – we have been charging all along.

N. Comai motioned to move the Solid Waste Ordinance Proposed Amendment to public hearing. Seconded by R. Duhaime.

T. Lizotte: I believe we can make the changes on town property if it streamlines things and makes it easier for them to "police" their area of operation. I'm in support of this.

J. Levesque: As the Council rep for the Transfer Station it's terrible how the cardboard is not being recycled. We do need rules down there. It's our property, so if people want to use it, they need to use it properly.

Vote unanimously in favor.

J. Sullivan: Public hearing will be scheduled for September 24.

Dr. Shankle: The first thing we should do is what we were going to do before the emergency happened. We got bids to look at what we should do with the Lilac Bridge going forward. CMA Engineering was the lowest bid so we recommend we go with them.

D. Ross motioned to accept the bid for CMA Engineering to begin the work required for the Lilac Bridge. Seconded by T. Lizotte.

Roll Call

N. Comai – Yes

D. Ross – Yes

J. Levesque – Yes

T. Lizotte – Yes

D. Winterton – Yes

R. Duhaime – Yes

J. Sullivan – Yes

Vote unanimously in favor.

b. 14 – 066 Lilac Bridge issues

Dr. Shankle: The state periodically does inspections. Since we have the bridge gated on both ends, they come to make sure nobody is using it. The inspector was looking at the gates on the Robie's end and happened to notice one of the stringers was broken in half. They sent us a letter (Critical Deficiency Letter). We have a sewer on there that is why sewer commission is involved. We had an engineer already looking at it and we got him out there. While they were there inspecting, they found another fracture. The first span is on the Robie's end and has fractures on both sides; middle span has 80% fracture on upstream and 50% on downstream; third span was replaced and that is not fractured. They will expedite things for this if we are willing to move forward. The estimates are around \$500,000; the good news is that Nancy Mayville from the NH DOT Bureau of Planning and Community Assistance (because we were getting ready to study this already and we may have concluded to reopen it) can find

bridge money to offset the cost. The way it works is 80/20. She has \$400,000 she can give to this project. We need to come up with about \$100,000 which Leo has in emergency funds.

L. Lessard: The memo from CMA Engineers reads as follows: *CMA Engineers was able to thoroughly review the underside of the bridge on Tuesday 8/26/ 14. We physically probed areas of concern obtained and photo / video documentation of present conditions from the water. We are in process of compiling all of the findings to be shared with the Town. We note some initial findings that confirm the serious condition of the existing bridge: the bridge is heavily rusted throughout; the timber decking and supporting steel and timber stringers show varying degrees (20% to 80%) loss of material (section loss) from corrosion; most floor beams (transverse members that connect to trusses and support the deck) show at least 50% section loss; there are critical fractures in the north and middle 1909 spans; there we no fractures found in the south 1936 span; I've shown the fracture locations on the attached sketch for your reference. They occur symmetrically at the second floor beam at approx. 37 feet into each spam; generally, the upstream side (sewer utility side) is in worse condition than the downstream side. We think this may be attributed to the downstream sidewalk providing some level of protection from de-icing salts over the years. The following items are in progress in the wake of the 8/26 findings: CMA Engineers has shared findings with the Town and NHDOT staff. CMA Engineers has recommended that the Town take immediate action on providing a temporary pumping alternative to bypass the active sewer line on the bridge; CMA Engineers has made outreach to NH Fish and Game regarding closure of the north and middle spans to boat traffic. NH Fish and Game will make a posting on their website regarding boater access at the site as soon as details are confirmed; CMA Engineers is in process of contacting the NHDES Dam Bureau for assistance in procuring floats and lines to restrict boat access under the bridge; CMA Engineers is in process of developing construction details for emergency repairs; CMA Engineers is in process of developing a cost estimate for the proposed emergency repairs and anticipates delivering that to the Town no later than 8/29/14 such that project construction budgeting can be set for the emergency repair project; CMA Engineers has contacted the NHDOT Cultural Resources Division and scheduled a meeting to review the condition of the bridge and conceptual emergency repairs at 10 am on 9/5/14. On the bottom of bridge they will put beams every 10 or 20'. On top of the bridge off the floor a few inches will be auxiliary beams from one end to the other and tied from the bottom beam to the top. Then they can take off the floor and this will solve the problem of the historical issue (not dismantling), repair of the bridge and the sewer can either stay put or run down the middle and on top of the beams going on top of the old floor, we can put a deck on that to make it a walking bridge.*

S. Baines: Will this relieve the twist that DOT found?

L. Lessard: Yes.

N. Comai: With the adjustment of the twist will it interfere with the sewer line at all?

S. Baines: No, it's pretty solid and the line is in good shape.

L. Lessard: They will tweak it a little at a time.

N. Comai: Financially, the \$400,000 from state will be allocated to the emergency part?

Dr. Shankle: Yes, they will help us to stabilize the bridge.

N. Comai: Then we would have to come up with money for the floor of the bridge above the \$100,000.

J. Sullivan: When will this be complete?

Dr. Shankle: We hope in a month. We need to go to bid but whoever gets it needs to be willing to start immediately.

L. Lessard: The DOT engineer is providing engineering services on our behalf to make sure things are done the way we want them to be done.

D. Ross: Are we obligated to continue in the direction of opening the bridge to 15 ton traffic?

Dr. Shankle: She (Nancy Mayville from DOT) said no. We just need to consider it.

D. Ross: How are these beams changing the look of the bridge for historical purposes?

L. Lessard: That will be taken into consideration.

D. Winterton: On the memo, it says the town takes immediate action on providing a temporary pumping alternative to bypass the active sewer line on the bridge; any comment?

S. Baines: We have people ready to go should an emergency arise.

B. Kudrick: I have a company that if the bridge section did fall into the river, they have septic trucks on call. You will have some sewer go into it. I have another company on call to put in a temporary pumping section on the southern side to go back to the pump station.

R. Duhaime: If this bridge happens to fall in to the river, sewer is an issue but also boaters under the bridge and if the current did take it down it could possibly damage the railroad bridge and the state bridge. You can see where it's in the state's interest to stabilize this bridge as soon as possible.

Dr. Shankle: We are blocking off the boating traffic under the 2 spans that are not stable.

L. Lessard: Fish and Game has posted it on their website. The area will be secured and safe for boat traffic.

J. Sullivan: Around 8:42 pm the video feed was lost as well as audio. Our secretary will take notes word for word at this point.

c. 14 – 067 NHDHR grant for tin ceiling restoration

J. Sullivan: If we are going to consider waiving the rules, I'm going to close the public hearing on the Moose Plate Grant for the tin ceiling restoration as of 8:50pm.

T. Lizotte: You didn't reflect if there were any more public comments.

J. Sullivan: Does anyone have anything else to comment? Seeing nothing, the hearing is officially closed. Our process is that we usually wait until the following meeting to vote but to get to the Executive Council and the Governor's meeting earlier than later, we would need to waive that rule.

D. Ross motioned to waive the rules on the public hearing. Seconded by D. Winterton. Vote unanimously in favor.

Dr. Shankle: I would suggest having the Chair sign as he is very close to this project.

D. Ross motioned to accept the Conservation License Plate Grant for \$10,000 and to have the Chair sign on Council's behalf. Seconded by N. Comai. Vote unanimously in favor.

D. Ross: A discussion item on this – I understand the contractor was selected for their expertise, etc. The amount of money being spent is effectively town money until the grant goes through, would there be any bid requirements?

Dr. Shankle: I understand the Town Hall Preservation Committee chair thought it was a good idea to use that contractor, but as she was speaking I was thinking we probably should get a couple more bids anyway. It doesn't have to be a formal bid process since it's under \$15,000 so it would just need to be 3 phone calls.

K. Northrup: I would just offer when we did Head's School, we can't find anyone else to do it.

J. Sullivan: We will do a cursory check to see if we can get additional bids based on the information we have, and when we do we can waive the requirements of rules based on certain circumstances according to the Charter. With that, the motion has been carried.

SUB-COMMITTEE REPORTS

T. Lizotte: Conservation did not meet. The next meeting is on 9/8.

R. Duhaime: I had my chance to make it to the Planning Board and I blew it. I didn't make it.

N. Comai: The Town Administrator covered the union negotiation piece so otherwise nothing to report.

J. Sullivan: Heritage Commission – I informed them of the Lilac Bridge situation and updated them. We are planning a historical marker program for Mt. St. Mary's on 10/19 as part of the Historical Marker program. We talked about other events regarding Historical Markers for 1, 2 or 3 possible additional markers. We will be sharing a booth with Old Town Hall and Town Council at Old Home Day. I did an ad for Town Hall and am creating another one for Mt. St. Mary's. We have a prototype of what it's going to look like which is being held up now. And the Robies' one is proceeding and will be a nice collection. Other than that we are continuing to do what the Heritage Commission needs to do.

Dr. Shankle: Can I make an amendment to your report? We've been working on the empty chair for the POW's. We have a final figure and we have a mockup of the chair in cardboard, so I haven't tried it out. Just an aside, when the contractors were there, some of us walked out on it and were looking and I didn't notice it which is a good thing. But I just wanted to let you know you will be getting something back on that soon.

J. Sullivan: We will be having some type of ceremony when that is ready - possibly a Veteran's Day program for the POW/MIA chair. The Old Town Hall got the tin ceiling approved; we have scheduled a meeting on Friday with the architect. Things are moving along there.

D. Winterton: I did not attend the Planning Board meeting Monday. I had an excused absence. We'll talk about fire negotiations in in non-public.

D. Ross: I have nothing to report.

J. Levesque: Transfer Committee didn't meet because some people wanted to go to Jack Murphy's wake and Diane was going to be here tonight anyway.

J. Sullivan: Now we are at our second public input.

PUBLIC INPUT

Jason Hyde, 36 Edgewater Drive: I wanted to point out a couple things about the discussion about Edgewater Dr. With the exception of one person here (and maybe it's your brother, I'm not even sure) none of you own property on Edgewater Dr; I don't know how much time you have spent down there or if you've walked down that road or been on that property and looked at the condition of the "road" that doesn't exist anymore because it's in the river. You've told a property owner who owns 11 acres of property at the end of that road, "Sorry you can't put your houses there" because there's a road where he wants to put his houses. He can't put the houses there unless the town discontinues the road. You've put a hurting on the developer for nothing. You didn't gain anything by doing that. You were going to get a Conservation easement. That's more than I would have given you if I was the property owner. What really gets me is you've made the decision, and I'd ask you to go back and look at it at another meeting and maybe change your minds, but you had the property owner and three other property owners sitting in the back of the room and not one of you bothered to ask for our input. All you had to do was ask, and we would have told you what we thought. Then you could make a more informed decision since we live and play there and we know the situation down there. Making decisions without all the information, particularly when you have the information in the back of the room is not really the best way to do things. I would ask that you revisit that for Mr. Scarpetti's sake. Just so you know my wife and I have no problems with him building homes back there. It's going to be a gated community, 2-bedroom homes, very high end which means they are going to be empty nester type folks, which are half the people that

live down the street from me anyway. They are only here during the summer time then they go down to Florida. I'm not concerned about the traffic; I have little kids and I own waterfront property there. I would rather have high end homes in a nice cul de sac where emergency vehicles can turn around when they can't now with some off street parking so when people from town want to go down there, it would be more controlled than it is now. We wouldn't have to worry about a Class VI road and someone driving a four wheeler down there and dumping it in the river because they didn't scope it out before they did it. There are a hundred other things that could have been taken into account before you guys just said "No, sorry, you're done. You can't develop your land now because we won't discontinue this road" that nobody uses and hasn't used in a very long time. They use the driveway that already exists that Mr. Scarpetti put in. So I would ask that you go back and revisit that for the future.

J. Sullivan: Thank you, Mr. Hyde. Is there any other public input? Seeing none, we will go into nonpublic.

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 9:00pm. Seconded by T. Lizotte.

Roll Call

J. Levesque – yes
R. Duhaime – yes
T. Lizotte – yes
N. Comai – yes
D. Winterton – yes
D. Ross – yes
J. Sullivan - yes

Vote unanimously in favor.

DISCUSSION #1 – Classification Pay Plan – Police Non-Union Civilian and Sworn Positions

Donna Fitzpatrick, Administrative Services Coordinator and Police Chief Bartlett: Presented and facilitated discussion on incorporating Police non-union civilian and sworn positions into the Town of Hooksett Classification Pay Plan and eliminating the wage matrix's previously established by the Hooksett Police Commission (commission was abolished). Additionally Chief Bartlett put forth a proposed Hooksett Police Dept. Administrative/Operations Directive "Administering of Overtime for Lieutenant and Dispatch Supervisor". The Classification Pay Plan will be scheduled for a future Town Council public session seeking the Council's approval.

D. Ross motioned to extend the meeting from 9:30pm to 9:50pm. Seconded by D. Winterton. Vote unanimously in favor.

D. Ross motioned to extend the meeting from 9:50pm to 10:10pm. Seconded by J. Levesque. Vote unanimously in favor.

D. Ross motioned to extend the meeting from 10:10pm to 10:20pm. Seconded by R. Duhaime. Vote unanimously in favor.

J. Sullivan motioned to exit non-public at 10:22pm. Seconded by R. Duhaime. Vote unanimously in favor.

D. Winterton motioned to seal the non-public minutes of 8/27/14 with the exception of Discussion item #1 Classification Pay Plan – Police Non-Union Civilian and Sworn Positions. Seconded by R. Duhaime.

Vote unanimously in favor.

D. Winterton motioned to adjourn at 10:25pm. Seconded by R. Duhaime.

Vote unanimously in favor.

NOTE

Attached is an overview sheet of the Town Council reading file material, documents referred to in tonight's meeting minutes, and ancillary documents that the Town Council Chair has signed as agent to expend as a result of the Council's prior approval of the documents.

Respectfully Submitted,

Tiffany Verney
Recording Clerk

Staff Report
Circle T Carwash Landscaping Bond Release
September 10 2014

AGENDA NO. consent
DATE: 9/10/14

Background:

In June of 2011 the bond amount of \$71,263.08 as a site bond was reduced to a landscaping bond for 24 months. This landscaping bond was set for \$12,250.00.

Issue:

The time has lapsed and the at this time it is about 26 months. the time has come to visit the site and inspect the landscaping

Discussion:

The site was inspected last week and all is good conditions. There were no plants or trees needing to be replaced

Fiscal Impact:


No fiscal impact to the town

Recommendation:

I recommend that council release the landscaping bond that was set at \$12,250.00, for it has gone over the 24 months and the area is in good shape and maintained very well

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: *consent*



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

Donna Fitzpatrick

From: Leo Lessard
Sent: Tuesday, September 02, 2014 7:55 AM
To: Christine Soucie
Cc: Jo Ann Duffy; Jessica Call; Donna Fitzpatrick
Subject: crawford car wash (11-04)

Hi Christine

I am looking to release the landscaping bond for this project, problem being is I can find a copy of the bond or staff report showing we decreased it from the original \$71,263.08 to \$12,250.00. I wanted to put a staff report together today for this coming council meeting on the 10th of September. If you can help please.

Thanks

Donna if you can keep me on the schedule for it, I would appreciate it

Thanks

Leo

Leo Lessard
Director of Public Works
Town of Hooksett
210 West River Road
Hooksett, NH 03106
Tel . 603.668.8019 Fax. 603.668.6850

**STAFF REPORT
TOWN COUNCIL RULES OF PROCEDURES**

September 10, 2014

AGENDA NO. 14-062
DATE: 9/10/14

Background:

The Town Council Rules of Procedures was last updated 08/13/14. Amendments to the rules are now needed to section 5.c. voting to clarify roll call votes to read "Roll call votes shall be in a random order with the Chair voting last."

Fiscal Impact:

None.

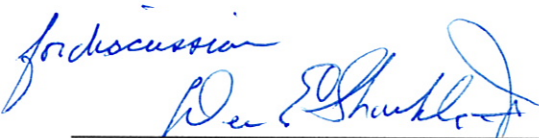
Recommendation:

Recommend that the Town Council motion to adopt the amendment to the Town Council Rules of Procedures section 5.c. voting as presented effective 09/10/14.

Prepared by:

Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation:

for discussion


Dr. Dean E. Shankle, Jr.
Town Administrator

Town of Hooksett
Town Council Rules of Procedures
Adopted as of: 01/10/2001
Amended as of: ~~08/13/2014~~09/10/2014

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:
 1. The Town Clerk shall swear-in all new Councilors as a group.
The members thereof shall:
 2. 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.
 3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
 4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
 5. Motion to adopt the Town Council Rules of Procedures.
 - 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 Recording Clerk. If there is no Recording Clerk present at meeting, the Town Council Secretary will be asked to keep minutes. The posted minutes shall have an attachment of the overview sheet of the Council reading file and Council Chair signed ancillary documents.
 - 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 2nd and 4th Wednesday of every month, except as noted on Town Calendar, at 6:30 pm. When time permits, a regular meeting may be adjoined to a workshop session.
- b. The place of meetings shall be the Council Chambers unless otherwise designated.
- c. A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
- d. 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.
- e. 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.
- f. 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.

- g. Council members shall be seated in Council Chambers as determined by consensus of the Council advice of the Chair.
- h. 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.
- i. 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. ~~Roll call votes shall be in a random alternate order with the last Councilor who made a motion to be the first Councilor to vote on the next roll call.~~ Roll call votes shall be in a random order 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. Special Recognitions
 - V. Approval of minutes
 - VI. Agenda Overview
 - VII. Public Hearings
 - VIII. Consent Agenda
 - IX. Town Administrator's Report
 - X. Public Input
 - XI. Nominations/Appointments
 - XII. Scheduled Appointments
 - XIII. 15 Minute Recess
 - XIV. Old Business
 - XV. New Business
 - XVI. Subcommittee Reports
 - XVII. Public Input
 - XVIII. Non-Public Session
 - XIX. 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 applicants may be made during the nominations/appointments portions of the Council meeting. Boards and Committees shall receive their respective applications and make recommendations for nominations. Appointment vote for a nominee will be scheduled at the next Council meeting. Nominations and appointments for new July terms shall be at the June Town Council meetings.
- d. Scheduled Appointments
1. A scheduled appointment shall have one person as a speaker when possible and follow the rules for addressing the Council.
 2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
 3. Board and Committee applicants shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
 4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.
- 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 2/3rd 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. Non-Public Session
 - a. The Council shall motion to exit in non-public, then motion to seal the minutes of the non-public session as appropriate.
9. 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.
10. 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.
11. 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

Date Amended	Section Amended
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.
August 13, 2014	<ul style="list-style-type: none"> • <u>Section 2.a - Annually, at the first meeting of the new Town Council – added:</u> <ul style="list-style-type: none"> ○ 1. The Town Clerk shall swear-in all new Councilors as a group. ○ 3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of

- defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
 - 4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
 - 5. Motion to adopt the Town Council Rules of Procedures.
- Section 2.c.3 – Council Secretary:
 - d. Changed - Administrative Assistant to Recording Clerk and Added - The posted minutes shall have an attachment of the overview sheet of the Council reading file and Council Chair signed ancillary documents.
- Section 3 – Council Meetings:
 - c. Added - A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
- Section 5 – Voting
 - c. ~~removed – 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.~~ Added - Roll call votes shall be in a random alternate order with the last Councilor who made a motion to be the first Councilor to vote on the next roll call.
- Section 7 – Order of Business added:
 - IV. Special Recognitions (after Pledge of Allegiance) and VII. Public Hearings
 - c. changed appointments to applicants and added - Boards and Committees shall receive their respective applications and make recommendations for nominations. Appointment vote for a nominee will be scheduled at the next Council meeting. Nominations and appointments for new July terms shall be at the June Town Council meetings.
 - d. added: -
 - ✓ 2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
 - ✓ 3. Board and Committee applicants shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
 - ✓ 4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.
- New Section 8 – Non-Public Session – Added:
 - a. The Council shall motion to exit in non-public, then motion to seal the minutes of the non-public session as appropriate.

September 10, 2014

Changed Section Section 5 – Voting c. reworded: Roll call votes shall be in a random order with the Chair voting last.

LILAC BRIDGE UPDATE

I've included a quantity summary and pricing for the anticipated construction costs below. In general, the support concept is the same as we discussed already, but we were able to reduce the system from 4 main beams to three beams for some savings. In reference to Milford, that project is a single 150' span over shallow water. I believe the estimate Nancy M. gave us was 260k for that, which may have included engineering. Considering that our bridge is 490' long, I think the price below is a good budgetary number for now, albeit higher than we had initially hoped. If we are able, we will trim material costs to further refine this pricing as the details develop further. Also, bids on Milford may warrant adjusting pricing for our project.

ITEM NO.	ITEM DESCRIPTION	Unit	QTY	Price	Extension
201.11	CLEARING AND GRUBBING	U	1	\$ 2,500.00	\$ 2,500.00
502	REMOVAL OF EXISTING BRIDGE STRUCTURE	U	1	\$ 18,280.00	\$ 18,280.00
550.11	STRUCTURAL STEEL (CONTRACTOR DESIGNED AND DETAILED)	U	1	\$ 22,400.00	\$ 22,400.00
550.195	TEMPORARY SUPPORT SYSTEM FOR STEEL TRUSS	U	1	\$526,950.00	\$526,950.00
645.95	EROSION CONTROL	U	1	\$ 1,000.00	\$ 1,000.00
645.99	TEMPORARY FLOAT SYSTEM	U	1	\$ 5,000.00	\$ 5,000.00
692	MOBILIZATION	U	1	\$ 40,000.00	\$ 40,000.00
1002.1	REPAIRS OR REPLACEMENTS AS NEEDED - BRIDGE STRUCTURES	U	1	\$ 10,000.00	\$ 10,000.00
			Construction Subtotal		\$626,130.00
			10% contingency		\$ 62,600.00
				Project Total	\$688,730.00

AGENDA NO. 14-066
DATE: 9/10/14

Jason L. Gallant, P.E.
CMA Engineers, Inc.
 ph: (603) 431-6196
 ph: (207) 541-4223
 mobile: (207) 400-6448
 fax: (207) 541-4225

**Staff Report
School Impact Fees
September 10, 2014**

AGENDA NO. 14-069
DATE: 9/10/14

Background: The Town of Hooksett collects school impact fees at the time the Town issues occupancy permits. These fees are collected in order to offset the cost of growth for the new developments.

Discussion: Each year at this time, the Town transfers the fees collected during the year to the School District to offset the cost of the new middle school and renovations at Memorial School. Back in 2003, these two projects were funded with a 20-year bond and it was determined they met the criteria for impact fees use.

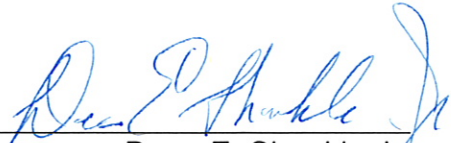
As of August 31, 2014, the school impact fee special revenue fund had a balance of \$34,846.00. A transfer of the full amount is recommended at this time.

Fiscal Impact: This transfer will reduce the amount of property taxes needed to support the School District.

Recommendation: Motion to transfer \$34,846.00 from the School Impact Fee Special Revenue fund to the Hooksett School District.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *concur*



Dean E. Shankle Jr.
Town Administrator

**Staff Report
Investment Policy
September 10, 2014**

AGENDA NO. 14-070
DATE: 9/10/14

Background: The Town's current Investment Policy was amended on September 25, 2013. RSA 41:29 duties of the Town Treasurer states this policy shall be reviewed and adopted by selectmen (Council) at least yearly.

Discussion: Attached is a copy of the current Investment Policy.

Linda Courtemanche, Town Treasurer has the following recommendations:

- 1) **Section VII. Maturity and Diversification.** In the last sentence change word "must" to "should". Justification: This change would allow for longer term investments. Currently the word "must" restricts the investment days to 180 or less.

- 2) **Section IIX. Competitive Selection of Investment Instruments.** Change the word "bid" to "quote". Justification: Competitive bid refers to the formal process of requesting quotes using the advertisement and sealed responses. Currently the Treasurer receives quotes, written or verbal, not bids. When there is excess cash to invest the Treasurer will reach out to all of the banks that the Town has banking relationship with and request rates. Reviewing at safety, diversity, maturity and rates the Treasurer will select the best option.

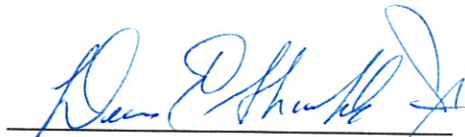
These changes have been reviewed by Plodzik & Sanderson the Town's independent auditors.

Fiscal Impact: Improved flexibility of the Treasurer.

Recommendation: To approve amendments the Town of Hooksett Investment Policy as presented and include the policy in the Administrative Code.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation:



Dean E. Shankle Jr.
Town Administrator

Town of Hooksett

35 Main Street
Hooksett, NH 03106

INVESTMENT POLICY

I. PREFACE

The investment policy establishes a framework for the safe and prudent investment of public funds. While attempting to achieve the best possible results, an investment program must consider the safety and liquidity necessary to effectively meet the operational needs of the Town.

It also provides guidance and direction for the Town Treasurer in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability and in ensuring that laws are followed.

II. SCOPE

The investment policy applies to all financial assets in the custody of the Town Treasurer of the Town of Hooksett, New Hampshire. These funds are accounted for in the Town's annual audited financial reports and include the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Proprietary Funds
- Fiduciary Funds
- Any new funds created by the Town, unless specifically exempted by the governing body, in accordance with law, or by-law.

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds. This investment policy does not apply to the Town of Hooksett Trust Funds or Capital Reserves.

III. OBJECTIVES

The priority of investment objectives shall be safety, liquidity, and yield:

1. **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - a) **Credit Risk** is the risk of loss due to the financial failure of the security issuer or backer. The Town will minimize credit risk by:

- Limiting exposure to poor credits and concentrating the investments in the safest types of securities.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Town will do business.
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
- Actively monitoring the investment portfolio holdings for ratings changes, changing economic/market conditions, etc.

b.) **Interest Rate Risk** The Town will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities or short-term investment pools.

2. **Liquidity** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets.

3. **Yield** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The majority of the portfolio is limited to highly rated/low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4. **Legality** The investment portfolio shall remain in conformance with Federal, State and other legal requirements.

IV. DELEGATION OF AUTHORITY

The investment policy delegation of authority is stated below:

1. In accordance with RSA 41:29 VI, the responsibility for conducting investment transactions resides with the Town Treasurer, with the approval of Town Council.

2. No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.

V. PRUDENCE

The investment policy will be conducted in accordance with the "prudent person" standard which requires that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The Town Treasurer involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

The Town Treasurer shall disclose to the Town Council any material financial interest in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of this jurisdiction's portfolio.

The Town Treasurer shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

VI. INVESTMENT INSTRUMENTS

In accordance with RSA 41:29 II and IV funds of the Town of Hooksett may be invested in the following:

1. Deposits, including money market accounts or certificates of deposit, of federally insured banks chartered under the laws of New Hampshire or the federal government with a branch within the state; or funds may be deposited in federally insured banks outside the state if such banks pledge and deliver to a third party custodial bank or the federal reserve bank collateral security for such deposits of the following types:
 - a. United States government obligations;
 - b. United States government agency obligations; or
 - c. Obligations of the state of New Hampshire in value at least equal to the amount of the deposit in each case.
2. New Hampshire Public Deposit Investment Pool (NHPDIP) established pursuant to RSA 383:22.

3. Obligations fully guaranteed as to principle and interest by the United States government. The obligations may be held directly or in the form of securities of or other interests in any open-end or closed-end management-type investment company or investment trust registered under 15 U. S.C. section 80a-1 et seq., if the portfolio of the investment company or investment trust is limited to such obligations.
4. Other instruments as may be specifically authorized by amendments to the State Law.

VII. MATURITY AND DIVERSIFICATION

Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs, taking into account large routine expenditures (school district remittances, payroll and accounts payable) as well as anticipated revenue inflows. However, the maturity characteristics of the portfolio ~~must~~ should comply with the following schedule:

Total Portfolio <u>Investments Maturing</u> 180 Days or Under	Required Minimum Percentage <u>of Total Portfolio</u> 100%
---------------------------------------------------------------------	------------------------------------------------------------------

No more than 80% of the total investment portfolio shall be invested with any one financial institution.

VIII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

Competitive bids quotes shall be requested from qualified financial institutions for various options with regards to terms and instrument. The Town Treasurer will accept the bid quote(s) which provide(s) the highest rate of return, within the maturity required, and within the parameters of this policy, taking into consideration all associated costs, requirements and capabilities.

IX. PERFORMANCE EVALUATION

The Town shall require, from any institution in which investing activity is conducted, sufficient routine reports/documentation to enable an accurate evaluation to be made as to the results of the Town's investment program as it relates to the Town's stated objectives, guidelines and policies, and to assist in revealing areas for potential improvement.

X. SAFEKEEPING AND COLLATERALIZATION

In accordance with RSA 41:29 V, the Town Treasurer shall ensure that prior to acceptance of any moneys for deposit or investment, including repurchase agreements, the federally insured bank shall have such funds, at the time of deposit or investment, secured by collateral having a market value at least equal to 102% of the amount deposited or invested over the FDIC limits. Such collateral shall be held by a third party custodian and segregated for the exclusive benefit of

the Town. Only securities defined by the bank commissioner as provided by rules adopted pursuant to RSA 386:57 shall be eligible to be pledged as collateral.

The banking institution shall provide the Town Treasurer with at least monthly reports of the Town's collateral position. In addition, collateral agreements shall comply with provisions set forth in the Financial Institutions Reform, Recovery and Enforcement Act of 1989 (FIRREA), which require that the collateral agreement be:

1. in writing;
2. approved by the Board of Directors of the depository or its loan committee;
3. has been, continuously, from the time of its execution, an official record of the depository institution.

A Certificate of Insurance is not considered to be adequate collateralization.

XI. INTERNAL CONTROLS

The internal controls for the Town of Hooksett shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, imprudent actions by employees and officers of the Town.

1. Indemnification: In accordance with RSA 41:6 (Surety Bond Required).

"Town Treasurers...Shall be bonded by position under a blanket bond from a surety company authorized to do business in this state. The bond shall indemnify against losses through:

- (a) The failure of officers covered to faithfully perform their duties or to account properly for all moneys or property received by virtue of their positions, or
 - (b) Fraudulent or dishonest acts committed by the covered officers."
2. The Town Treasurer conducts investment transactions via written instructions including Internet and reviews the bank statements daily to ensure that the appropriate transactions were made per the instructions. All bank balances will be reconciled monthly by the Town Treasurer and reported to the Finance Director on a monthly basis.
 3. The Finance Director, on a monthly basis, reviews and reconciles all bank account activity and records the investment transactions in the general ledger.

XII. REPORTING

The Town Treasurer shall submit quarterly to the Town Administrator an investment report that summarizes recent market conditions, economic development and anticipated investment conditions. The report shall summarize the investment strategies employed, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The

report shall explain the total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter.

XIII. OTHER

This policy shall be reviewed at least annually by Town Council, or its designee, with changes made as warranted, followed by re-adoption by the governing body.

The Town Council reserves the right to implement changes to this policy without prior notice if it is deemed in the Town's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Town Administrator.

XIV. POLICY APPROVAL/AMENDMENTS

The Council approved adoption of the Town of Hooksett Investment Policy at their October 12, 2005 meeting.

Town Council approved amendments of the Town of Hooksett Investment Policy at their September 9, 2009 meeting.

Town Council approved amendments of the Town of Hooksett Investment Policy at their September 8, 2010 meeting.

Town Council approved the Town of Hooksett Investment Policy at their September 14, 2011 meeting.

Town Council approved amendments of the Town of Hooksett Investment Policy at their October 10, 2012 meeting.

Town Council approved the Town of Hooksett Investment Policy at their September 25, 2013 meeting.

[Town Council approved amendments of the Town of Hooksett Investment Policy at their September meeting.](#)

Staff Report
FY 2015-16 Budget Goals
September 10, 2014

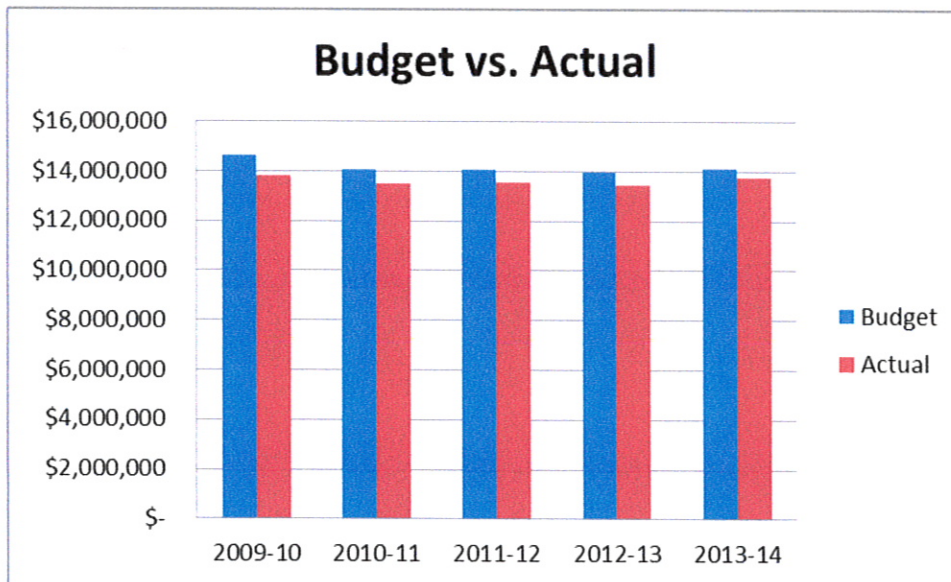
AGENDA NO. 14-071
DATE: 9/10/14

Background: To provide management a general direction of the priorities and goals for the development of FY 2015-16 Operating Budget.

Discussion:

Challenges:

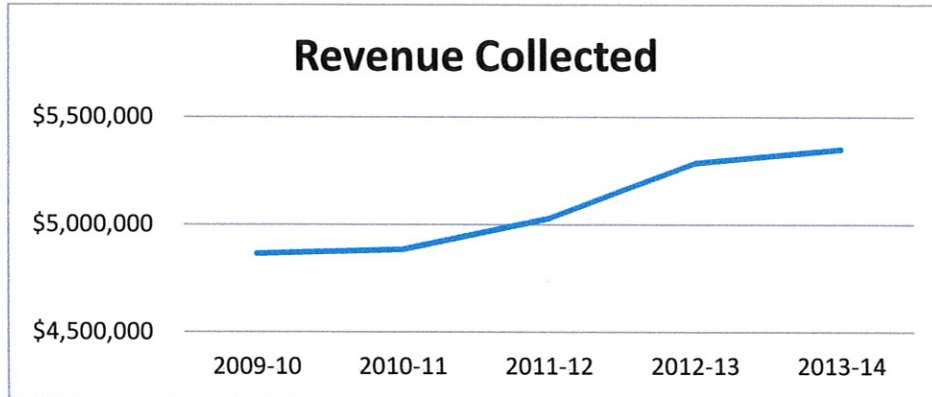
1. FY 2014-15 Operating Budget is currently \$14,872,171(not including Sewer). The chart below is a five-year history of budget and actuals.



2. Possible increase in Health Insurance rates. The average increase over the last five years was 8.18%. An 8.18% increase would cost about \$154,000 annually.
3. State Budgeting year. (possible down shift in costs and/or reduction in revenues)
4. All three union contracts are up for negotiations.

Positives:

1. Revenues (not including Sewer). The graft illustrates an increase of just under \$500,000 in collected revenues over the last five years.



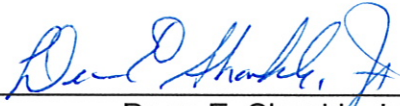
2. No long term debt is related to General Fund
3. Long term planning (CIP) has been supported by voters
4. Fund Balance is very close to meeting long term goal of 8% (7.87% as of June 30, 2013).
5. Reduction in the number of warrant articles (27 in 2012; 24 in 2013 and 16 in 2014)
6. Advancement of technology in our daily operation in order to improve communication between Town government, residents, and businesses.

Possible budget goals:

- a. Request level of percentage increase or decrease on the bottom line.
- b. Construct budgets that provide a cost effective government to achieve level or enhanced services.
- c. Explore all opportunities to enhance non-property tax revenues.
- d. Present a balanced operating budget (the overall operating budget would not increase without the overall revenues increasing).

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *for discussion*

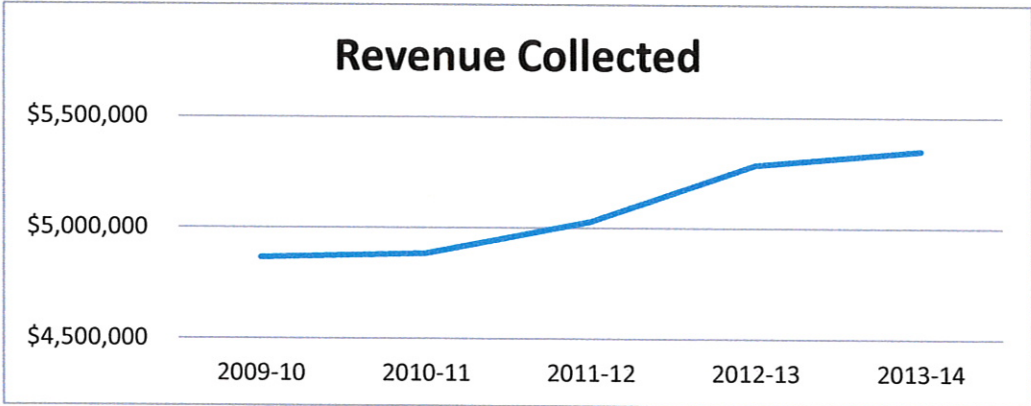
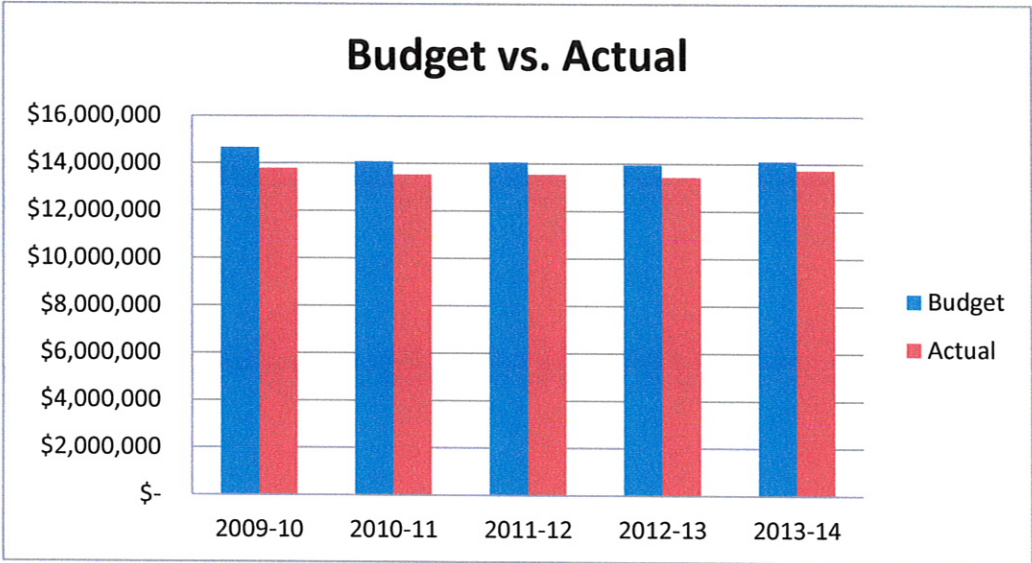


 Dean E. Shankle Jr.
 Town Administrator

	Budget	Actual	Under budget	%
2009-10	14,665,927.00	13,793,590.00	872,337.00	0.06
2010-11	14,089,386.00	13,528,243.00	561,143.00	0.04
2011-12	14,063,337.00	13,548,921.00	514,416.00	0.04
2012-13	13,957,493.00	13,437,965.00	519,528.00	0.04
2013-14	14,112,535.00	13,741,268.00	371,267.00	0.03

2009-10	\$ 4,865,753.00
2010-11	4,884,489.00
2011-12	5,028,393.00
2012-13	5,285,896.00
2013-14	5,350,690.00

(484,937.00)



Staff Report
Road Acceptance- Briar Court
September 10, 2014

AGENDA NO. 14-074
DATE: 9/10/14

Background:

On June 3, 2011 the council was asked to release the maintenance bond of Briar Court. With the release of this should of came the acceptance of the road way. For whatever reason this was not done.

Issue:

It is my understanding that the roadway has to be accepted then a two year surety is in place. At that time the planning board accepts, and is brought to council to release the surety.

Discussion:

Although I was not employed with the Town at that time, there is no reason to believe the proper process was not carried out. The department has the warranty deed in hand.

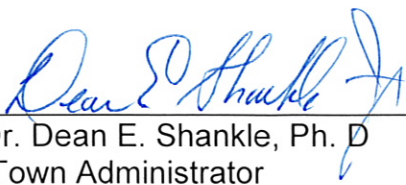
Fiscal Impact:

Recommendation:

I believe at this time it being 3 years that the council should accept the roadway, as we have been maintaining it.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: Concur



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

06/15/2011 on consent agenda and approved.

Staff Report
Bond Release – Briar Court – Vinewood Development
June 3, 2011

Background: In June of 2005 the council reduced the original bond in the amount of \$447,841 to a 2-year 10% maintenance bond in the amount of \$44,871. We are now requesting approval to release the maintenance bond that was to be released in 2007. The Highway Division has no issues with the roadway as it has been inspected.

Issue: I would like to have the bond released to the developer as all obligations have been met. This roadway has been inspected.

Discussion: To have the town council release the bond in the amount of \$44,871 to the developer. I have inspected the work and it meets all of the requirements set forth by the town.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the release of the bond in the amount of \$44,871 to the developer.

Prepared by: Douglas Urquhart, Acting Public Works Director

Town Administrator Recommendation:

Carol M. Granfield, ICMA-CM
Town Administrator

After Recording Return To:

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS: That Vinewood Development Company, LLC a New Hampshire limited liability company, of 57 Woodhill Hooksett Road, Bow NH 03304, for consideration grants and dedicates to The Town of Hooksett with a mailing address of 35 Main St. Hooksett, New Hampshire 03106 with WARRANTY COVENANTS:

A certain tract or parcel of land with any improvements thereon situated in Hooksett, County of Merrimack and State of New Hampshire and being shown as Lot 37-53-ROAD, Briar Court on a plan of land entitled "Subdivision Plan, Pegasus Management, Hackett Hill Road, Hooksett, NH" dated 9/11/00 with revisions through 4/20/01 and recorded in the Merrimack County Registry of Deeds as Plan No. 15721, to which reference may be made for a more particular description.

Subject to any restrictions, easements and/or conditions of record.

Meaning and intending to describe and convey a portion of the premises conveyed to Vinewood Development Company, LLC by deed of Paul A. Dutkiewicz, Trustee of the Rust Family Trust, dated October 23, 2001 recorded in the Merrimack County Registry of Deeds at Book 2306, Page 680.

Executed this 13th day of MARCH, 2014

VINEWOOD DEVELOPMENT COMPANY, LLC

By: *David Marcello*

David Marcello

Title: Manager

STATE OF NEW HAMPSHIRE
COUNTY OF MERRIMACK

Personally appeared the above-named *David Marcello*
of Vinewood Development Company, LLC known to me or satisfactorily proven to be
the person whose name is subscribed to the foregoing instrument and acknowledged that
he/she executed the same for the purposes therein contained on behalf of Vinewood
Development Company, LLC.

Before me, *Brittany Clark*
Notary Public/Justice of the Peace

My Commission expires: *2/6/18*



Staff Report
Bond Release – Briar Court – Vinewood Development
June 3, 2011

Background: In June of 2005 the council reduced the original bond in the amount of \$447,841 to a 2-year 10% maintenance bond in the amount of \$44,871. We are now requesting approval to release the maintenance bond that was to be released in 2007. The Highway Division has no issues with the roadway as it has been inspected.

Issue: I would like to have the bond released to the developer as all obligations have been met. This roadway has been inspected.

Discussion: To have the town council release the bond in the amount of \$44,871 to the developer. I have inspected the work and it meets all of the requirements set forth by the town.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the release of the bond in the amount of \$44,871 to the developer.

Prepared by: Douglas Urquhart, Acting Public Works Director

Town Administrator Recommendation:

Carol M. Granfield, *ICMA-CM*
Town Administrator

Staff Report
CLASSIFICATION PAY PLAN
September 10, 2014

AGENDA NO. 14-073
DATE: 9/10/14

Background:

The Classification Pay Plan was last updated 03/17/14. Amendments are now needed to incorporate the Hooksett Police Department non-union sworn and civilian positions into this plan as a result of the abolishment of the Police Commission.

Fiscal Impact:

To be determined.

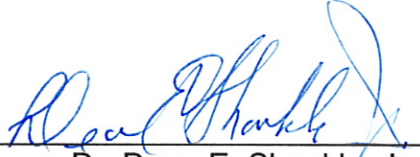
Recommendation:

Recommend that the Town Council motion to adopt the Classification Pay Plan to include the Hooksett Police Department non-union sworn and civilian positions effective September 10, 2014.

Prepared by:

Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation: *concur*



Dr. Dean E. Shankle, Jr.
Town Administrator

TOWN OF HOOKSETT
Classification Pay Plan 09/10/14

GRADE	CLASSIFICATION	SALARY RANGE		STATUS	
		MINIMUM	MAXIMUM	EXEMPT	NON-EXEMPT
1	Call Firefighter	\$ 11.00	\$ 19.80		Non-Exempt
	Custodian	\$ 22,880	\$ 41,181		Non-Exempt
	Floor Custodian				Non-Exempt
	Scale Attendant				Non-Exempt
2	Secretary	\$ 12.00	\$ 22.04		Non-Exempt
	Administrative Fill-In Recording Clerk	\$ 24,960	\$ 45,848		Non-Exempt Non-Exempt
3	Call Fire Lieutenant	\$ 12.17	\$ 20.70		Non-Exempt
	Laborer	\$ 25,314	\$ 43,049		Non-Exempt
4	Call Captain	\$ 12.81	\$ 21.81		Non-Exempt
		\$ 26,645	\$ 45,361		
5	Clerk	\$ 13.08	\$ 22.25		Non-Exempt
		\$ 27,206	\$ 46,273		
6	Bookkeeper	\$ 13.58	\$ 23.09		Non-Exempt
		\$ 28,246	\$ 48,034		
7	Clerk/Deputy Town Clerk	\$ 13.90	\$ 23.64		Non-Exempt
		\$ 28,912	\$ 49,180		
8	Call Fire District Chief	\$ 14.91	\$ 25.36		Non-Exempt
		\$ 31,013	\$ 52,744		
9	Administrative Assistant	\$ 14.95	\$ 25.43		Non-Exempt
	Assessing Clerk	\$ 31,096	\$ 52,893		Non-Exempt
	Clerk/Deputy Tax Collector				Non-Exempt
	Police Administrative Clerk				Non-Exempt
	Police Prosecution Assistant Police Administrative Assistant/Receptionist				Non-Exempt Non-Exempt
10	Assistant Crew Chief	\$ 15.27	\$ 25.98		Non-Exempt
		\$ 31,762	\$ 54,038		
11	Vacant	\$ 15.98	\$ 27.18		
		\$ 33,245	\$ 56,541		
12	Real Estate Appraiser	\$ 16.76	\$ 28.50		Non-Exempt
		\$ 34,861	\$ 59,279		
13	Crew Chief	\$ 17.80	\$ 30.27		Non-Exempt
	Master Mechanic	\$ 37,024	\$ 62,970		Non-Exempt
14	Forest Fire Warden	\$ 18.75	\$ 31.97		Non-Exempt
	Project Coordinator	\$ 39,000	\$ 66,492	Exempt	
	Administrative Services Coordinator			Exempt	
	Assistant Planner			Exempt	
	Police Executive Assistant				Non-Exempt
15	Family Services Director	\$ 19.27	\$ 32.76		Non-Exempt
		\$ 40,082	\$ 68,146		
16	Code Enforcement Officer	\$ 19.34	\$ 32.89	Exempt	
	Tax Collector	\$ 40,227	\$ 68,402	Exempt	
17	Vacant	\$ 20.00	\$ 34.33		
	Police Dispatch Supervisor	\$ 40,227	\$ 71,414		*Non-Exempt (Salary)
18	Police Sergeant	\$ 21.45	\$ 32.92		Non-Exempt
		\$ 41,600	\$ 68,465		
19	Superintendent	\$ 22.52	\$ 38.31	Exempt	
	Administrative Fire Captain	\$ 44,616	\$ 79,688		Non-Exempt
	Police Lieutenant Patrol Officers				*Non-Exempt (Salary)
20	Assessor	\$ 23.04	\$ 39.18	Exempt	
		\$ 47,923	\$ 81,491		
21	Deputy Fire Chief	\$ 23.43	\$ 38.38	Exempt	
		\$ 47,923	\$ 79,837		
22	Town Planner	\$ 23.27	\$ 39.58	Exempt	
	Finance Director	\$ 48,401	\$ 82,319		
	Police Prosecutor			Exempt	
23	Assistant Fire Chief	\$ 25.19	\$ 42.19	Exempt	
	Police Captain Operations Support	\$ 52,395	\$ 87,750	Exempt	

TOWN OF HOOKSETT
Classification Pay Plan 09/10/14

24	Public Works Director	\$ 27.02	\$ 46.45	Exempt	
		\$ 56,202	\$ 96,619		
25	Fire Chief	\$ 30.87	\$ 49.76	Exempt	
	Police Chief	\$ 62,202	\$ 103,493	Exempt	
26	Town Administrator	\$ 31.44	\$ 64.92	Exempt	
		\$ 65,395	\$ 135,040		

Annual minimum and maximum ranges apply to full-time non-union positions only and are based on a 40-hour work week
Hourly minimum and maximum rates apply to all non-union positions regardless of full-time, part-time, or other status.

Original adoption date: March 24, 2010.
Amendment date: September 10, 2014

02/13/13 Town Council approved that from now on the maximum level amounts would automatically increase by the amount of any COLA or COLA-type increases, but not merit increases. 07/01/13 Town Council approved 2% COLA. 07/01/14 2% COLA per budget voted 5/13/14.

*Refer to Hooksett Police Department Administrative/Operations Directive for Administering of Overtime for Lieutenant and Dispatch Supervisor.