

**TOWN COUNCIL AGENDA  
Regular Meeting  
Wednesday, September 24, 2014**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SPECIAL RECOGNITIONS**
- 5. APPROVAL OF MINUTES**
  - a. Public: September 10, 2014
  - b. Non-public: September 10, 2014
- 6. AGENDA OVERVIEW**
- 7. PUBLIC HEARINGS**
  - a. Town Discontinuance of a portion of Industrial Park Drive
  - b. Proposed Amendment to Town Ordinance #00-31 Solid Waste
  - c. Town Acceptance of NHDOT funds estimated at \$560,000 for Village (Lilac) Bridge Stabilization
- 8. CONSENT AGENDA**
  - a. Verizon Wireless Zone: \$600 to Family Services
- 9. TOWN ADMINISTRATOR'S REPORT**
- 10. PUBLIC INPUT: 15 Minutes**
- 11. NOMINATIONS AND APPOINTMENTS**
  - a.
- 12. SCHEDULED APPOINTMENTS**
  - a. Community Profile Steering Committee – Marc Miville
- 13. 15 MINUTE RECESS**
- 14. OLD BUSINESS**
  - a. 14-068 Discussion Town Discontinuance of a portion of Industrial Park Drive
  - b. 14-065 Discussion Proposed Amendment to Town Ordinance #00-31 Solid Waste
  - c. 14-066 Village (Lilac) Bridge Update
  - d. 14-070 Readopted Investment Policy
  - e. 14-071 2015-2016 Budget Goals
- 15. NEW BUSINESS**
  - a. 14-075 June 30<sup>th</sup> Quarterly Report
  - b. 14-076 Signing of MS-535
  - c. 14-077 Fund Balance – apply to tax rate and readopt policy
  - d. 14-078 Risk Assessment Questionnaire
- 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, September 10, 2014**

**CALL TO ORDER**

Chair Sullivan called the meeting to order at 6:31 pm.

**ROLL CALL – ATTENDANCE**

Donald Winterton, Nancy Comai, Todd Lizotte, James Levesque, Chairman James Sullivan, Robert Duhaime (arrived 6:32pm), Susan Orr, Adam Jennings, Dr. Dean E. Shankle, Jr. (Town Administrator)  
Missed: David Ross

**PLEDGE OF ALLEGIANCE**

**SPECIAL RECOGNITIONS**

**APPROVAL OF MINUTES**

a. Public: August 27, 2014

***T. Lizotte motioned to accept the public minutes of August 27, 2014 with edits. Seconded by J. Levesque***

***Vote unanimously in favor. Adam Jennings and Susan Orr abstained due to prior absence.***

b. Non-public: August 27, 2014

***L. Levesque motioned to accept the non-public minutes of August 27, 2014. Seconded by T. Lizotte.***

***Vote unanimously in favor. Adam Jennings and Susan Orr abstained due to prior absence.***

**AGENDA OVERVIEW**

Chair Sullivan provided an overview of tonight's agenda.

**PUBLIC HEARINGS**

**CONSENT AGENDA**

a. Crawford Car Wash Bond Release

***A. Jennings motioned to accept the consent agenda as written. Seconded by T. Lizotte.***

***Vote unanimously in favor.***

**TOWN ADMINISTRATOR'S REPORT**

- Received correspondence from Pennichuck Utility – went to NH public utilities commission to expand their franchise in Hooksett; they are now handling rest areas owned by state of NH instead of Hooksett Village Water Precinct
- Received letter from PSNH advising that they will install automated meter reading equipment in the area.
- You had previously asked about impact fees and balances as of 8/31 are as follows:
  - Fire - \$439,730.05
  - Police - \$91,986.35
  - Public recreation facilities - \$300,511.57 (specifically Petersbrook – the original obligation was \$60,000 and so far \$5,210.25 has been spent)
  - Traffic roadway - \$1,318,211.90
  - School - \$124,223.25
- Budget: For 2015-16, the NH retirement system employer contribution rates increased; general employees increased .4% from 10.77% to 11.17%, police increase is 1.08% from 25.3% to 26.38% and fire increase is 1.42% going from 27.74% to 29.16%.
- JoAnne Duffy – open board/committee positions:
  - Conservation Commission - 1 alternate
  - Heritage Commission - 2 full members and 2 alternates
  - Parks and Rec Advisory Board - 1 full member
  - Planning Board - 1 alternate
  - Town Hall Preservation Committee - 4 full members
- Over the last couple weeks, I have been focusing on the bridge, working on the Master Plan, union negotiations, and a Dartmouth Hitchcock Medical thing with the community profile.

N. Comai: We mentioned Town Council subcommittees be updated. If we can include the vacant positions noted above, that would be good.

J. Sullivan: And we could post it on our website also.

### **PUBLIC INPUT: 15 Minutes**

Joann McHugh: I think there was comment a few weeks ago to do with prominent citizens who have passed away – Jack Murphy and Dot Robie. I have been involved in the past with collecting fees to plant trees in the honor of those that have passed. I'd hope the Council would support this endeavor. I'd like to see a tree planted in memory of each one of them. The second item, I'm involved with the Community Profile and we've created postcards promoting Hooksett. It came to my attention that the Planning Board and Town Council were considering doing away with the CIP and from my perspective, and on behalf of the Hooksett School Board, years ago it was explained to me how important it was for schools to participate in the CIP program. As time went on the town took into consideration having impact fees. Our school district has benefitted from this to pay for the bond issues for the school. It's of concern to me that there is consideration to do away with the CIP. This whole Community Profile weekend is for the vision of what people want this community to look like. A CIP is a review of the plans for this community. It's important to have a plan in place to collect funds to set aside so when funds come due, we aren't spiking the tax rate. I am not questioning the wisdom, but I have concerns about why people want to go in that direction. It's going to be problematic on the school side. What does it mean for impact fees? I thought you had to have a CIP plan in place to collect impact fees, however I may be mistaken.

J. Sullivan: The CIP is not going away; the subcommittee is what we are referring to, according to Town Charter section 5.7. Dr. Shankle has been looking into doing away with that. It's the committee that was not prescribed by the Charter; the CIP is not going away.

Marc Miville: I knew the CIP plan wasn't going away, but had heard the committee was going to be disbanded. Initially there was a sigh of relief. There are 2 thoughts I had after: I'm lamenting the fact that it's one more citizen-based committee/board/commission that the town said we didn't need and can handle themselves. First the Police Commission goes away. Now this citizen-based committee which is a system of checks and balances, we don't need that. The cable committee gave recommendations, you worked on them and nothing has been done. I'm lamenting that this is one more citizen-based committee that has been tossed aside again. I have full faith in Dr. Shankle and the department heads but we are taking away that aspect of it. Secondly, regarding the school part of it, I assume the school administration will have to pay more attention to their plans to align properly with the town's plans and be more involved. They have historically stated they don't want to be involved. That has to gel together to form a solid CIP plan and I have full faith in Dr. Shankle to do that. I'm asking Town Council to perhaps have public hearings prior to Council examining the CIP warrant articles and also perhaps at the Planning Board level as well so there can be more citizen participation at that level. Community Profile, we are starting to work on the weekend and community outreach is out in full force. We are also going to be at the Town Council booth at Old Home Day and will be passing out flyers.

### **NOMINATIONS AND APPOINTMENTS**

None

### **SCHEDULED APPOINTMENTS**

a. Representatives from General Electric

J. Duffy: We met with GE about an expansion project they want to do and they need to discontinue a portion of Industrial Park Drive. We decided to hold a technical review meeting. All departments were represented as well as utilities and we had a thorough discussion with them. They are here to talk about their project and a little about the discontinuance of the road. We got very positive feedback from the department heads and the utilities as far as the project and the discontinuation. We've discussed the potential problems on Hooksett Rd. with DOT. They are here to ask for feedback from you on any issues you may see. They are returning on 9/24 for the public hearing for the discontinuance of the road. Everyone in the area has been made aware. They are attending the Planning Board meeting on 9/15 for a presentation and returning to the Planning Board after your public hearing to submit their site plan. GE is a very integral part of this community. They employ hundreds of people and we'd like to keep them here in Hooksett.

Doug Folsom, Plant Leader for GE Aviation: With me I have Dave Colburn Project Leader for GE expansion & Technical Program Leader for product being built in the expansion, Cindy Harrington from DRED, Ron Bretton from GZA (one of the contractors) and Nick Golon from TF Moran. *Presentation of GE Aviation history and facts.* We have 741 full time GE employees as well as 80 temporary employees who work for Adecco. We have a good reputation within the GE Corporation for having great employees.

D. Colburn: I wanted to make sure you understood how we manufacture blisks and the technology we use. *Explanation of the manufacturing process and product lines.* We employ over 130 people as we stand today. It's good jobs, great folks in Hooksett and the pay follows that. Our average salary is probably \$25,000 over what the Hooksett average salary is. As we expand we look to have our supply chain expand with us to create more opportunities in Hooksett. We just secured \$36B in orders at an international air show and we need to expand to handle these new opportunities.

D. Folsom: Our employees are retiring around age 62. Over the next 10 years 50% of our employees will be retired. We are going to have 450 new jobs over the next 10 years because of retirements. Our current product line is shrinking.

D. Colburn: I can satisfy demands through 2018 but the business is looking for something longer than that. With 40,000 plus square feet, I can get us to 2022 and secure the jobs and additional work in Hooksett to support these lines. We are actually looking for 55,000 square feet.

D. Folsom: We have other manufacturing sites but we were the first site to make blisks. Today we have facilities in N. Carolina, Turkey, and France. The company has options but we'd like to put it here in Hooksett. The catch is we've got to find a way to put the addition on without being too costly to the point where it's beneficial for them to do it somewhere else.

D. Colburn: Our Plant 2 is surrounded by Industrial Park Dr. We got permission from headquarters to go ahead with this. To keep us competitive, we down selected to a more cost effective solution construction value of \$6M; we need the facility built by 2016. There is a lot of capital associated with the project beyond just construction. From 32 Industrial Park Dr (Central Hooksett Water) down to the intersection of Lehoux Drive, we'd be asking to discontinue allowing us to move forward. This is the square footage we need to support the volume. We would put a cul de sac on Industrial Park Dr, and extend the building from the existing wall about 275' across the street. The NH BFA owns the parcel across the street and we've talked to them about acquiring that property. This would allow us to maintain parking and keep some visitor parking.

D. Folsom: We want this to be a win-win for GE and Hooksett as well as the other neighbors in the industrial park. Discontinuing the use of the road wouldn't cause an issue for the neighbors. There was a suggestion to conduct a traffic study; our perspective is it will not be an issue but we will do a traffic study.

N. Comai: The traffic coming out of your facilities exit where HK Powersports is.

D. Folsom: We have 3 shifts, so they exit at various times; there are 360 first shift employees so around 3:15-3:30 is the biggest exit. About 60 or 70 are in Plant 2, the rest are in Plant 1. The majority do exit by HK Powersports. We had talked about putting in a light to help employees, but we've been bearing the cost to have a police officer direct traffic.

N. Comai: This plan stops the choice.

D. Folsom: They go that way because there is an officer there.

N. Comai: This plan forces all employees one way out.

D. Colburn: We have a gate that we can open to let employees out. The 450 maintains our current level, so the traffic over 10 years may increase by about 50.

J. Duffy: Regarding additional employees there would only be 20 per shift (3 shifts). We received an email from Chief Bartlett and their observation of traffic flow. They believe 90% is coming through there

now so there would be no significant increase. A traffic study will be done and the DOT doesn't believe this will have a major impact.

J. Sullivan: You don't believe this will require a traffic signal?

D. Colburn: The Southern New Hampshire Planning Commission traffic study did not warrant a light.

D. Winterton: I read the TRC minutes about the traffic light and cost of it. Was it \$6M I saw for that?

D. Folsom: My recollection is in 2006/2007 Manchester Sand & Gravel had a desire to put in a strip mall across the street from Industrial Park Dr, to widen lanes and put in light. The cost on that was \$4.5M I believe. There was some discussion relative to what would GE's fair share would be if it was warranted in the future. This project would not trigger the need for a light but if the industrial park fills up, that may trigger the need for a light. We are willing to pay what would be our fair share.

D. Winterton: You're paying detail rates for the traffic officer?

D. Folsom: Yes, it is around \$50,000/year.

T. Lizotte: If we discontinue the road, what is the timing?

D. Folsom: We would break ground in April 2015, be complete by the end of 2015 and put machines in by early 2016.

R. Duhaime: There is an hourglass between the old Walmart and Granite Hill. Any improvements would make sense to widen to 4 lanes each direction. I'm looking forward to hearing what the traffic engineer's results will be.

J. Levesque: You are going to acquire the treed area? What prevents you from continuing the road around the building?

D. Colburn: Petersbrook is in the middle so there is limited space in putting any bypass road there.

J. Duffy: Regarding the sq ft price for traffic light installation, we only had school and public safety impact fees back then. They came up with a formula that new businesses would pay \$1/sq ft. Public safety fee was \$1.03/sq ft so they waived the impact fee and put the \$1/sq ft into a fund. There is about \$180,000 sitting there but we have road impact fees now. It's based on usage and how the building is configured inside. GE would need to ask the Planning Board for a waiver to pay into the fund vs. impact fee. If Planning agrees, it would come to Council for approval.

D. Colburn: This is creating a lot of buzz in our facility and everyone is looking forward to our expansion.

J. Sullivan: We will have a public hearing at our next meeting so we'd ask you to come back and perhaps give a brief presentation on what part will be discontinued.

T. Lizotte: I'd like them to talk about the technical side at the public hearing because it's kind of a hidden gem in Hooksett.

J. Sullivan: OK so if you could do something along the lines of what you did tonight that would be great.

Dr. Shankle: The only thing I want to mention is this would be similar to Edgewater Dr. You would not be discontinuing but laying out conditions after the Planning Board makes decisions. There are issues with ownership and construction but we want to make sure we do this clean.

T. Lizotte: Hopefully we'd get a historic perspective before the public hearing.

Dr. Shankle: We are still gathering info but will get it to you as soon as we can.

J. Sullivan: Thank you and thank you to the other reps for coming in as well.

**OLD BUSINESS**

a. 14 – 062 Proposed changes to Council Rules of Procedures

J. Sullivan: There was some confusion regarding roll call voting from our last meeting.

D. Fitzpatrick: We decided on a random voting order. When we put this into practice, the chair got mixed in with everyone else but the chair needs to vote last. This change will simplify this.

T. Lizotte: I think "shall" should be changed to "should."

D. Winterton: Who creates the randomization? I want it to be clear that the secretary isn't creating it.

K. Rosengren: I create a random list that I provide to the secretary.

S. Orr: Changing the wording to "should" doesn't make it a rule. I think "shall" needs to be in there. "Should" is too vague and it's not a rule.

T. Lizotte: They come to me randomized, and this rule doesn't say pre-randomized. I look at it if someone questions we didn't follow the rules for randomization.

N. Comai: One minor thing since I brought it up in the workshop, I agree with the "shall." It was the same order when I was secretary and I tried to mix it up according to Riggins' Rules.

T. Lizotte: Because they are all laid out they are not random.

S. Orr: It's not random when the secretary does it but randomly done when provided to the secretary. It's randomized before it gets to you.

J. Sullivan: Clearly the chair must vote last to break any potential ties. This clarifies that. Does this wording meet the rules we follow?

***S. Orr motioned to adopt the amendment to the Town Council Rules of Procedures section 5c voting as presented effective 9/10/14. Seconded by J. Sullivan.  
Vote 7-1 in favor.***

b. 14 – 066 Lilac Bridge Update

Dr. Shankle: The estimated cost is \$688,730. We had a meeting last week with the town engineer, DES, historical resources, DOT. Everyone bought into it and the one good thing that came out of it is the state is willing to go 80/20 on this amount so we will have to come up with \$140,000. There is some concern that timing might drive the cost up. Next step is another meeting this Friday (DOT, engineers, Leo Lessard) to finalize the project so the bid package can go out. The state said it needed to be out for 2 weeks then we can see what pricing is like. We are keeping this moving as fast as we can. We found someone to put floats around the 2 sections of the bridge so no traffic can go through and that will happen Sunday morning.

J. Levesque: Sewer has a major interest; are they bearing any cost?

Dr. Shankle: Sewer was there also. We had some discussion about that and moving sewer, but it does not look like they are going to be involved with the bridge; however, if anything related to sewer comes up they will need to take care of that.

J. Sullivan: Their contribution, if any, has not been established as of this point?

Dr. Shankle: Correct.

R. Duhaime: I thought we'd see a smaller rough estimate.

Dr. Shankle: When we send it out to bid then we'll have accurate numbers.

J. Levesque: Temporary support system for the steel truss is a lot of money. What does that entail?

Dr. Shankle: The 3 complete beams going across the bridge then the cross bars. That's all part of that. The significant cost is labor. They need to set this up one beam at a time, one section at a time and counter balance the weight. There's significant liability insurance on something like that.

c. 14 – 046 Discontinuance of Edgewater Drive

J. Sullivan: This is on here as I am asking for reconsideration instead of coming back without any notice so I thought it appropriate to put it on. I could have brought it up without putting it on but I thought we should officially put it on.

J. Levesque: Someone from the prevailing side needs to make the reconsideration.

Dr. Shankle: Given the number of votes taken, everyone was on both sides at one time or another. Think back to what you voted for. The next to final vote was a no vote 4-3. Any of those 4 can bring it up.

T. Lizotte: I was in the majority on both votes. The first vote was a modified motion. To bring back to the original you'd have to reconsider the discontinuance of the whole thing first.

J. Sullivan: Based on what I just heard, I was in the minority side on all votes so I can't make a motion to reconsider. Does someone want to make a motion to reconsider?

J. Levesque: Are we going back to the original vote or going back on all 3 votes?

T. Lizotte: Reconsider the vote where the motion was made by the chair to discontinue the entire road. The other motion was modified and failed with the addendum. We can make the original motion again with regards to concept 1.

N. Comai: Before we spend another 45 minutes going around in this circle again, what will it accomplish? Right now the developer can go to boards and committees and get plans done then come back to us to discontinue the road. I don't think it's going to be a problem for him to do what he wants to do. There is no benefit to go back to square one.

J. Sullivan: For each Councilor to figure out if discontinuing the road would benefit the town in any way, similar to GE.

N. Comai: Dr. Shankle's draft motion did not pass this cycle because we want to give confidence to our boards and committees then come back to us to discontinue the road.

A. Jennings: I think it's more to protect the developer and property owner by saying that if you pass other boards with the understanding that if you do meet the provisions, we will discontinue the road.

T. Lizotte: The one that failed was modified with the concept of saying within this section of conservation land there is a strip of road and to me that was untenable because that road is next to waterway. The idea was to have conservation land protected with an easement and discontinue the road completely all the way across the property not just the house.

J. Sullivan: My motion was the opposite with no conditions. Before we continue, is there a motion to reconsider?

J. Levesque: I'd like to reconsider but I'd like to do that with the whole board here.

N. Comai: My clarification would be are you asking to reconsider to motion in its original form?

J. Levesque: I'd like to reconsider the motion that Dr. Shankle drafted.

J. Sullivan: If that is the case, there is no reconsideration.

T. Lizotte: We have to first reconsider Councilor Sullivan's motion to discontinue the Class VI portion of Edgewater Dr and then the original motion could be brought up again.



J. Sullivan: Is there a motion to reconsider before we proceed?

***D. Winterton motioned to reconsider the motion made by J. Sullivan to discontinue Class VI portion of Edgewater Drive. Seconded by T. Lizotte.***

N. Comai: Can prior absentee Councilors vote on this since they were not here for the initial vote?

Dr. Shankle: People who were not here have a right to vote – whoever is here has a right to vote on whatever comes before the board.

J. Sullivan: if you miss a meeting we still have actions to take. We still need to make decisions.

S. Orr: I agree. As long as we have a quorum, we can vote.

R. Duhaime: We have spent hours discussing this. He can move forward, nobody is saying he can't.

S. Orr: It is on the agenda so people had a chance to attend this meeting.

N. Comai: There is a motion on the floor and a second and we were questioning if 2 voters who were not part of the original vote can vote to reconsider.

J. Sullivan: The only person who can't make a motion to reconsider is the chairman because he was on the non-prevailing side. I'm going to make a ruling that anyone who wasn't here can vote.

#### **Roll Call**

T. Lizotte – Yes  
R. Duhaime – No  
A. Jennings – Yes  
J. Levesque – Yes  
D. Winterton – Yes  
S. Orr – Yes  
N. Comai – No  
J. Sullivan – Yes  
**Vote 6-2 in favor.**

***D. Winterton motioned that Council support the discontinuation of the Class VI portion of Edgewater Dr if 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 6/15/15. It is understood that this discontinuance will need to come back to the Council for a vote. Seconded by A. Jennings.***

S. Orr: Since I missed last meeting, this is basically a show of support for process so as he goes to different boards he knows he has Council support?

J. Sullivan: If someone wants to do something that requires discontinuation of a road. In order for them to go forward, they need to know the road will be discontinued otherwise there is no purpose for them to continue. The motion after our next meeting is going to be similar to this regarding GE.

Dr. Shankle: With different conditions. This sends a message to Planning and Conservation under what conditions the Council will be willing to discontinue a road. Planning can do what they want. When it comes back here you can say yes or no.

S. Orr: Did you change the date of approval in your motion from September 1, 2015 to June 15, 2015?

D. Winterton: Yes I changed to 6/15 so it will be this same Council that votes on it.

T. Lizotte: The Conservation Commission voted unanimously for the option one concept even though one person was not in attendance. I brought forward Mr. Hess's letter because I thought it was a good point of view.

A. Jennings: I want citizens in this town to be able to use their land. Let's send them to the boards and come back to us for final approval.

N. Comai: Regarding the Conservation Commission, I had a conversation with a Conservation Commission member and he said, "I forgot to think about Pinnacle and GE." This is going to set a precedent and I like the way this is set up for a final vote. I will be adding to New Business a perspective for discontinuing class VI roads

J. Sullivan: I support this motion because we all have roles in this town – Conservation, Planning, Council. We are blending each other's roles but for any project to proceed, Planning decides if it meets their requirements. At this point I have confidence our other boards will do what they are supposed to do. There are many other roads we want to look at discontinuing.

J. Levesque: I think we are doing the right thing. We had a resident in public input voice his opinion and I agree with him.

#### **Roll Call**

S. Orr – Yes  
J. Levesque – Yes  
D. Winterton – Yes  
N. Comai – Yes  
T. Lizotte – Yes  
A. Jennings – Yes  
R. Duhaime – No  
J. Sullivan – Yes  
**Vote 7-1 in favor.**

#### **NEW BUSINESS**

a. 14 – 068 Industrial Drive Roadway Discontinuance

J. Sullivan: This was discussed previously.

b. 14 – 069 School Impact Fee Transfer

J. Sullivan: The new amount is \$124,223.25

***D. Winterton motioned to transfer \$124,223.25 from the School Impact Fee Special Revenue fund to the Hooksett School District. Seconded by A. Jennings.***

C. Soucie: Our annual transfer to school is money collected from developers and is going toward Cawley and Memorial renovations that were done in 2003.

T. Lizotte: Was last year's transfer more?

C. Soucie: It was \$250,000.

S. Orr: What is the balance on the bond?

C. Soucie: I don't know; the school district would have that info.

J. Sullivan: Can we ask Joann McHugh since she is here?

J. McHugh: We are in the 12<sup>th</sup> and 13<sup>th</sup> payments of the bond; I don't know but I asked Karen Lessard to get that number and will forward that information to the town.

#### **Roll Call**

R. Duhaime – Yes

J. Levesque – Yes  
A. Jennings – Yes  
T. Lizotte – Yes  
S. Orr – Yes  
D. Winterton – Yes  
N. Comai – Yes  
J. Sullivan – Yes  
**Vote 8-0 in favor.**

c. 14 – 070 Readopted Investment Policy

C. Soucie: We are required by RSA to annually look at this policy and make any changes and adopt. The Treasurer made 2 small recommendations. This past fiscal year, we pooled our money into less accounts (more cash to invest) so based on that we have asked to change “must” to “should” (Section VII) as that allows us to seek longer term investments. Currently we are at 180 days and she would like to go a bit longer. She reaches out to local banks to see what they can do for us regarding rates which leads to the second change which is in Section VIII. The policy currently says “bid” and we want to change it to “quote” since the bid process is more formal.

J. Sullivan: And you note it was reviewed by the town auditors.

**S. Orr motioned to approve the amendments to the Town of Hooksett Investment Policy as presented and include the policy in the Administrative Code. Seconded by T. Lizotte.**

T. Lizotte: I just want to say I love that you are going from :”must’ to “should”

N. Comai: By changing the policy, does it lend any impropriety? A bid process includes documentation/paper trail. By putting “quotes shall be requested” means she can go to any bank she wants and we gave her the approval to do this. I’m against this.

C. Soucie: I see your point. We have relationships with certain banks because they meet certain requirements.

N. Comai: I would just like another pair of eyes on this – either by you or Dr. Shankle.

J. Sullivan: Is there a paper trail the way it’s being done now?

C. Soucie: Yes. It is being recorded in our financial system and reconciled to our bank statements each month. There is nobody looking to see what the three bids are but we can request that information.

R. Duhaime: It may be an issue in the future – if someone else takes over the new person would have to get competitive bids. How can we change the wording?

J. Sullivan: Whether we change it to “bids” or “quotes,” there is still concern about not having another set of eyes.

D. Winterton: Under Section VIII it says, *“The Town Treasurer will accept the 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.”*

N. Comai: How would one know?

D. Winterton: Because Section XI (3) states, *“The Finance Director, on a monthly basis, reviews and reconciles all bank account activity and records the investment transactions in the general ledger.”* Then we move to number 1 under Internal Controls, *“Fraudulent or dishonest acts committed by the covered officers.”*

C. Soucie: Right now we don't look to see the quotes and make sure she is taking the highest. I'll make a draft to change the Roman numeral from IIX to VII and to include how to have a double check on that and bring it back at the next meeting.

**D. Winterton moved to table 14-070. Seconded by J. Levesque.  
Vote unanimously in favor.**

d. 14 – 071 2015-2016 Budget Goals

C. Soucie: It's that time of year to begin thinking about budgets. We want a feeling from the board on what the direction of town will be so we can let departments know so they have some sort of understanding. I put together something to show the areas that will affect the upcoming budget cycle. There is a possible 8.18% increase in health insurance rates which is about \$154,000 annually. We got the NH retirement employer contribution rates and there is an approximately \$60,000 increase, and all three union contracts are up for negotiation. Our revenue collections (not including sewer) were up over the last 5 years (just under \$500,000); there is no general long term debt related to the general fund. The only debt is in the sewer department and they have dedicated sewer use fees to pay that off. Long term planning (CIP) has been supported by voters. Fund Balance is very close to meeting long term goal of 8% (7.87% as of June 30, 2013). There was a reduction in the number of warrant articles (27 in 2012, 24 in 2013 and 16 in 2014). Advancement of technology in our daily operation in order to improve communication between Town government, residents, and businesses. We are looking for feedback on how we want to move forward in the budget process.

D. Shankle: Under technology, the recycling facility didn't have access to the internet except through wireless from DPW. The cable company put it in for nothing.

N. Comai: Because the Cable committee brought it to their attention that they were not being compliant with the deal.

J. Sullivan: We were going to look at some of the subcommittee recommendations and we had a good discussion at our workshop. We need to schedule that on the agenda. There are possible budget goals: Request level of percentage increase or decrease on the bottom line; construct budgets that provide a cost effective government to achieve level or enhanced services, explore all opportunities to enhance non-property tax revenues; present a balanced operating budget (the overall operating budget would not increase without the overall revenues increasing) . Can you remind us how we approached the budget last year?

Dr. Shankle: We don't expect a discussion tonight but maybe bring in your ideas at the next meeting or the one after.

S. Orr: I feel great about the way we have all worked together to increase the fund balance. 4 years ago it was dismally low and we made a conscious effort to increase it without increasing taxes.

J. Sullivan: We will put it on the agenda for our next meeting to come back with our thoughts.

T. Lizotte: Can we get a chart for each department so we can compare departments?

S. Orr: And can we get an answer on what we did last year?

C. Soucie: Of course.

T. Lizotte: I know it was Adam's initiative to lead the data committee but I'd like to get that activated. Just looking to see if Council will give permission to task the data committee to look at different departments and use that info for budget purposes.

J. Sullivan: We want you to look at all departments and we encouraged you to start with one, but there are no stipulations.

T. Lizotte: If Council is good to give us that latitude, then we'll proceed.

*Consensus is to allow the Data Committee to proceed as they have been.*

R. Duhaime: Katie was working on the performance management. Is any of that going to be used in the budget process?

K. Rosengren: I've already worked with 2 departments and will start meeting individually with more departments. The original intent was to meet and then come to the committee and move forward with goals in the budget process.

Dr. Shankle: DPW is getting ready to use it for the budget process. Hopefully we will see enough in this budget cycle to see what is available.

K. Rosengren: part of the process is to identify what we need to incorporate into the process moving forward.

e. 14 – 074 Briar Court Road Acceptance

Dr. Shankle: The maintenance bond was released in 2011; I'm not sure why the road wasn't accepted.

L. Lessard: Before I came here, the road was accepted; the bond was released, but never came to Town Council for acceptance of the roadway. I want to get it on the books. We've been taking care of it for 3 years.

***R. Duhaime motioned to accept Briar Court. Seconded by J. Levesque.  
Vote unanimously in favor.***

f. 14 – 073 Classification Pay Plan

Dr. Shankle: We are trying to integrate the Police Department more into the regular pay plan. Changes made to the pay plan integrate positions from the Police Department so everyone is on the same page. There is no change of pay; we are just putting it in the system.

D. Fitzpatrick: This was discussed in non-public at the last meeting and that section of the minutes have been released so it is in the packet and online. This takes the place of the previous police commission matrices.

***S. Orr motioned to adopt the Classification Pay Plan to include the Hooksett Police Department non-union sworn and civilian positions effective September 10, 2014. Seconded by R. Duhaime.***

N. Comai: With this in place, it classifies a pay grade but does not initiate or lead us into the changing of minimum and maximum. Do we have something in place when someone reaches the maximum? We are not adopting grade 1 to end at \$41,181. Is that what I am voting for?

Dr. Shankle: If anyone gets to the top, they wouldn't get a raise technically. Council said a couple years ago that the cost of living raise (2%) would be what they get, but then the scale moves. They can't get past the max without a Council vote.

D. Winterton: We are only adding police. All others were already in place. The vote is only to add police.

***Vote unanimously in favor.***

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

T. Lizotte: Conservation Commission met Monday and went over some maintenance plans on Clay Pond, etc. Something came up regarding a letter of support for a transportation alternative program application. Joe Carroll put together a letter to give assistance and we can modify if needed. *"The Hooksett Town Council is writing on behalf of our support for the Hooksett Conservation Commission's application for the Transportation Alternatives Program funds that your department recently announced. The Town Council considers the Merrimack Riverfront project to be one of our top five priorities for 2014-15 and we believe this project fulfills several key criteria for TAP (readiness, connectivity, socioeconomic benefit, and financial support). First, this project will be of foremost benefit to the community by providing a major addition to NH's Granite State Trail System and connecting southern NH to Lebanon through*

*Manchester. These proposed trails use the abandoned Concord & Portsmouth railroad corridor in Hooksett and provide a connector to the Heads Pond Trail System already developed (and supported by State Trail Grants and matching funds totaling \$70,000 to date). Secondly, the proposed trails are within a half-mile of both the Village of Hooksett and the Village of Suncook and will eventually provide a connector to these two locales that currently only have motorized access. Because of its central location off of I-93 at exit 11, we believe this area provides optimal benefit for anyone seeking access to the undeveloped areas of the Merrimack River. This property is within walking distance of a national historic landmark, Robie's Country Store, which was built in 1822, and is a favorite stop-over for political candidates. And finally, this area is part of Hooksett's deep cultural heritage and history. The land includes the former site of the Head & Son Brickyard (1850-1930) and is depicted on our town seal. Identified in the Town's Master Plan of 2004, the acquisition and management of conservation properties continues to be a long-term focus for the community. We have made significant progress in fulfilling our vision of providing quality conservation lands for public access, enjoyment, education, and preservation of our valuable wildlife through conservation efforts at Quimby Mountain, Pinnacle Park, Clay Pond, and the Merrimack River. The first phase of the Merrimack Riverfront project has been accomplished through fundraising and land acquisition of 130 acres, and the donation of easements to the Society for the Protection of NH Forests. We are now ready to fulfill the second phase of this project with the addition of connecting trails, access points, and signage. Our commitment includes 20% funding which has already been allocated through the HCC Conservation fund for project engineering, design, and construction. It is for these reasons and more that the Hooksett Town Council unanimously and enthusiastically supports the Merrimack Riverfront project through volunteers, town staff, contractors, and funding to see this project through completion in 2015-16. If you have any questions, please do not hesitate to contact me directly." This is funding to create different aspects of trails on that property and they are seeking a letter of support from us. Will Town Council consider a letter?*

S. Orr: When is the proposal due?

T. Lizotte: Near the end of the month so we can't really wait.

S. Orr: It's alternative transportation grant for trails? I would assume it's for buses.

T. Lizotte: They are putting in a trail system connecting as a bike path/walking path.

***R. Duhaime motioned to send letter of recommendation to Conservation Commission and authorize the chair to sign on behalf of Town Council. Seconded by T. Lizotte.***

T. Lizotte: I'd request it be amended to allow the chair to sign on behalf of Town Council.

J. Sullivan: We will add that as a modification to the motion.

***Vote unanimously in favor.***

A. Jennings: Nothing to report.

R. Duhaime: Nothing to report.

S. Orr: Hooksett Youth Achiever met and we realized we need to start outreach to garner a larger pool of candidates. I got a list of people we previously reached out to and I'm compiling correspondence so we can do some outreach.

N. Comai: Nothing to report. Todd Rainier thanked me for our work in expediency in the records retention committee.

J. Sullivan: Heritage Commission – October ceremony for new historical marker for Mt. St. Mary's; we are introducing a new wooden Mt. St. Mary's souvenir that will be ready for that ceremony. We have the town hall and Mt. St. Mary's funds will be used to support old town hall. Old Town Hall Committee met with the architect and reviewed goals and the scope of project. They are coming back for final details and it's moving along. We did get the Moose Plate Grant for the tin ceiling project and that will go out to bid.

Bids may be limited since the profession is very limited in who can do that type of work. We are looking at another project as a potential fundraiser but Dr. Shankle is looking into that.

D. Winterton: Union negotiations are ongoing.

J. Levesque: ZBA met last night and heard 2 cases: The first is a subdivision off Evelyn St. The road is a dirt driveway and there is a house back there. They want to do a lot line adjustment to rotate the property but keep the same amount of land on both pieces of property. There is no frontage on a street since it was never approved or developed into a street. Can they build on this lot? It's big enough to build on but there is no street to speak of. There is a common driveway and there is a maintenance agreement between the two property owners that is registered with the state. The cost of a new road is more than the land is worth. They are going to ask the Planning Board and consult legal counsel. The other is the Animal Crackers building on Route 3. Originally ½ of the property was in a residential zone and the other ½ in the performance zone. When they redid that area, the whole property moved into the performance zone. He has been trying to sell it as office space but no one wants it. He wants to put 2 4-unit condos but needs ZBA approval. They are going to consult an attorney. They would discontinue the road on Route 3 and use Mammoth Rd to get to the property. There is a 40' drop there. It's a hard piece of land to do something with. They will be returning at some point in the future.

### **PUBLIC INPUT**

Marc Miville: Regarding budget goals, I spent a lot of time at the elections talking to residents about the community profile and the biggest feedback is "whatever you come up with, keep my taxes down." I heard that 50 times. My recommendation is keep it strategic. I know administration does due diligence on what is needed. Keep it as close to default as possible, or potentially lower. The budget only passed by 15 votes and I think that sends a message to the Budget Committee and Town Council. I just want to bring up for reconsideration as an agenda item as to how stipends are created for the boards.

### **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 9:15pm. Seconded by T. Lizotte.***

### **Roll Call**

N. Comai – yes  
A. Jennings – yes  
J. Levesque – yes  
T. Lizotte – yes  
S. Orr – yes  
D. Winterton – yes  
R. Duhaime - yes  
J. Sullivan - yes

***Vote unanimously in favor.***

***D. Winterton motioned to extend the meeting from 9:30pm to 9:45pm. Seconded by J. Levesque. Vote unanimously in favor.***

***J. Sullivan motioned to extend the meeting from 9:45pm to 9:55pm. Seconded by J. Levesque. Vote unanimously in favor.***

***J. Sullivan motioned to extend the meeting from 9:55pm to 10:05pm. Seconded by D. Winterton. Vote unanimously in favor.***

***J. Sullivan motioned to exit non-public at 10:05pm. Seconded by D. Winterton.***

***Vote unanimously in favor.***

***D. Winterton motioned to seal the non-public minutes of 9/10/14. Seconded by J. Levesque.  
Vote unanimously in favor.***

***J. Sullivan motioned to adjourn at 10:07pm. Seconded by J. Levesque.  
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

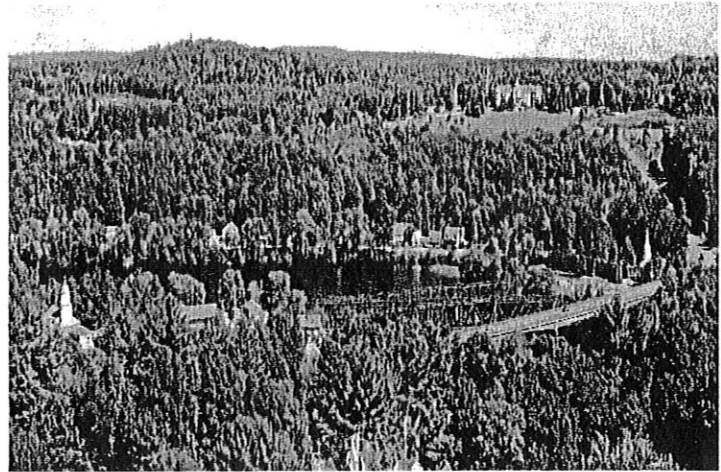


**Town Council  
September 10, 2014  
Reading File Items**

- Hooksett Happy Helpers monthly financial statement

## ***Hooksett – Our Town...Our Future***

Friday, November 7 & Saturday, November 8



Share your ideas for the future of Hooksett!

### **Hooksett Community Profile**

Friday, Nov. 7, 2014

5:30 PM – 9:00 PM

Free Community Supper

Saturday, Nov. 8, 2014

8:00 AM – 1:00 PM

Coffee & Refreshments

David R. Cawley Middle School, 89 Whitehall Rd.

Come share your ideas with your neighbors and plan the future of Hooksett! Consider the opportunities and challenges facing our town and bring your ideas to guide Hooksett's path to the future.

*Please RSVP by Nov. 1, 2014 so we can plan for food, and let us know if you need child care or transportation for the event*

RSVP at [hooksettsfuture@gmail.com](mailto:hooksettsfuture@gmail.com) or call Carolyn Cronin at the Hooksett Town Office 603-268-0279

*Everyone is invited – Everyone's voice has value!*



# Town of Hooksett

AGENDA NO. 7A  
DATE: 9/24/14



## **NOTICE OF PUBLIC HEARING**

THERE WILL BE A PUBLIC HEARING WITH THE HOOKSETT TOWN COUNCIL, AS PERMITTED UNDER STATE STATUTES, TO CONSIDER THE REQUEST OF GENERAL ELECTRIC AVIATION FOR THE LAND LOCATED AT INDUSTRIAL PARK DRIVE, MAP 18, LOT 43. THE APPLICANT REQUESTS TO DISCONTINUE A PORTION OF INDUSTRIAL PARK DRIVE IN THE AREA OF LAND OWNED BY THE CENTRAL WATER PRECINCT TO THE INTERSECTION OF LEHOUX DRIVE. A PUBLIC HEARING HAS BEEN SCHEDULED FOR

**WEDNESDAY, SEPTEMBER 24, 2014**

**6:30 PM**

**HOOKSETT TOWN OFFICES**

**35 MAIN STREET**

**HOOKSETT, NH**

**TOWN COUNCIL CHAMBERS**

**ROOM 105**

THE PUBLIC IS INVITED AND ENCOURAGED TO ATTEND

**TOWN OF HOOKSETT  
PUBLIC HEARING NOTICE**

**AGENDA NO.** 7b  
**DATE:** 9/24/14

The Hooksett Town Council will be holding a public hearing on Wednesday, September 24, 2014 @ 6:30pm at the Hooksett Town Hall - Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to adopt proposed amendment to Town Ordinance #00-31:Solid Waste. This notice is per Chapter 231:132-a of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter. The full text of the proposed amendment is on file with the Town Clerk and via [www.hooksett.org](http://www.hooksett.org) for your inspection. Questions should be directed to the Office of the Town Clerk at 485-9534.

**TOWN OF HOOKSETT  
PUBLIC HEARING NOTICE**

**AGENDA NO.** 7c  
**DATE:** 9/24/14

The Hooksett Town Council will be holding a public hearing on Wednesday, September 24, 2014 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept NHDOT funds estimated at \$560,000 for the Village (Lilac) Bridge Stabilization per RSA 31:95-b, III (a). Documentation is available for viewing in the Administration Dept. at the same address above. Questions should be directed to Administration at 603-485-8472.

AGENDA NO. 8 A  
DATE: 9/24/2014

**Staff Report**  
**2014 Employee Appreciation Picnic**  
**September 24, 2014**

**Background:**

Per RSA 31:95-b, III (b) for such amount less than \$5,000.00 Council shall post notice in the agenda and shall include notice in the minutes of a Council meeting in which such monies are discussed.

**Issue:**

To accept donations of gift cards to be used for the 2014 Employee Appreciation Picnic.

**Discussion:**

The Hooksett Verizon Wireless Zone has generously donated \$600.00 in gift cards to the Hooksett Family Services Department to be distributed to Town of Hooksett Employees. There are 30 gift cards, each with a value of \$20.00.

**Recommendation:**

Motion to accept a donation from the Hooksett Verizon Wireless Zone of gift cards totaling \$600.00 under RSA 31:95-b, III (b).

**Prepared by:**

Joy Buzzell, Family Services Director

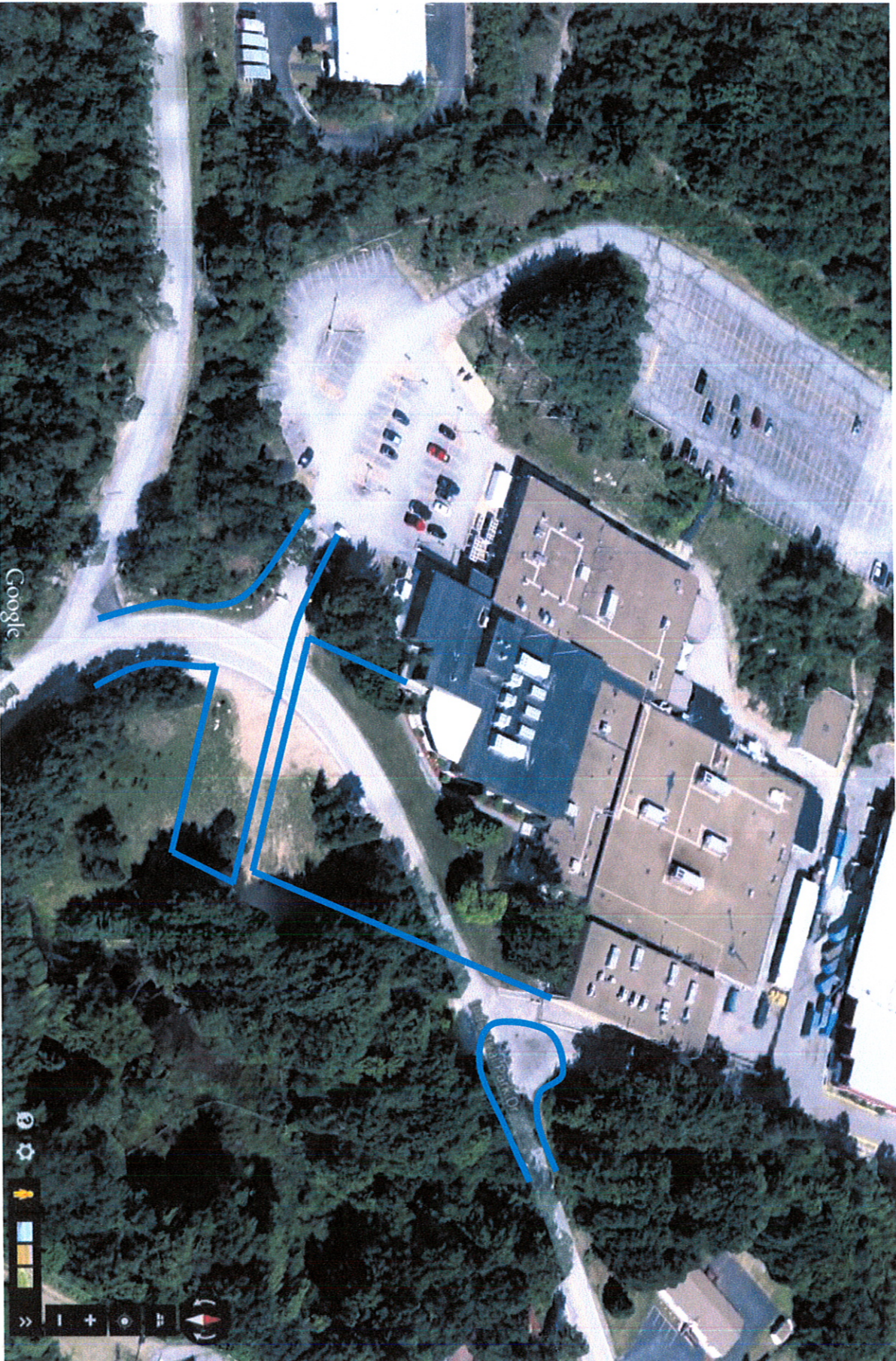
**Town Administrator Recommendation:**



Dean E Shankle, Jr.  
Town Administrator

# Proposal (Sat. View)

AGENDA NO. 14-068  
DATE: 9/24/2014



imagination at work

Confidential – GE Internal Use Only



AGENDA NO. 14-065  
DATE: 9/24/2014

Staff Report  
Recycling and Transfer Ordinance  
September 24, 2014

Background:

The Town of Hooksett has an ordinance governing the Town Recycling and Transfer Center. It needs to be updated with the changes made in recycling. At this time I would like to also to include the addition of mandatory or required "cardboard" recycling at the facility.

Discussion:

In reviewing the ordinance to include the mandatory or "required" recycling of cardboard at the facility it was noted that several other changes needed to be made. Proposed changes were made to the Recycling, Policy and Fee sections of the ordinance. In several cases it is just additional information to clarify. All original sections of the changes have been crossed out and all the new are highlighted in red.

Recommendation:

I recommend that the Council adopt the "new" version of the ordinance.

Prepared by:

Diane Boyce  
Superintendent

Town Administrator recommendation:

*Agree this would be a good change to  
the ordinance — will improve efficiency at the  
transfer station*

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



SOLID WASTE  
ORDINANCE #00-31

The Town of Hooksett ordains that, pursuant to the authority granted under Section 3.6 of the Hooksett town Charter, the following ordinance is hereby enacted in the Town of Hooksett:

INTRODUCTION

An Ordinance is hereby created establishing control of solid waste in the Town of Hooksett (Town), implementing rules and regulations for the operation of the Transfer and Recycling Center (Center), and setting fees for the use of the facilities thereof.

Whereas, the control and regulation of solid waste will serve the public interest, protect the health and safety of Town residents, and conserve our natural resources, and,

Whereas the town has authority pursuant to State law and the town Charter to establish rules and regulations for the control of solid waste, to establish permit regulations, and to prescribe penalties for the violations thereof, and

Whereas it is necessary to establish the rules and regulations for the acceptance of solid waste,

therefore be it ordained by the Town of Hooksett, the County of Merrimack, and the State of New Hampshire, that a solid waste ordinance is hereby established setting forth regulations governing the use of the Center and requiring that permits be obtained and fees paid.

SECTION 1

DEFINITIONS AND WORD USAGE

As used in this Ordinance, the following terms shall have the following meanings;

CENTER.           The Town of Hooksett Transfer and Recycling Center situated off route 3A.

COMMERCIAL.       Any and all nonresidential activities.

CONSTRUCTION DEBRIS.       Non putrescible waste building materials and rubble.

DEMOLITION WASTE.   See Construction Debris

DISPOSAL.       The discharge, deposit, injection, dumping, spilling, leaking, or placement of any solid waste into or onto any land or water so that such solid waste or any constituent of it may enter the environment, be emitted into the air, or be discharged into any water, including groundwater.

HAZARDOUS WASTE.   Any material which has been identified as hazardous waste by the New Hampshire Department of Environmental Services. Such wastes include, but are not limited to, those which are ignitable, irritants, or strong sensitizers, or any combination of these wastes which, because of either quantity, concentration, or physical , chemical or infectious characteristics may: a) cause or contribute to an increase in mortality or an increase in irreversible or incapacitating reversible illness;

and or b) pose a present or potential threat to humans or the environment when improperly treated, stored, transported, disposed of, or otherwise mismanaged.

**INFECTIOUS WASTE.** Any waste which, because of its infectious nature, may cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness, or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

**HOUSEHOLD HAZARDOUS WASTE.** Hazardous waste generated from non-commercial usage by persons in their living abodes.

**METAL GOODS (METAL).** Metal goods include household appliances, air conditioners, aluminum lawn chairs, aluminum windows, outside grills, hot water tanks, and other metallic items that can be readily recycled and marketed.

**MOTOR VEHICLE WASTE.** Used motor oil, motor vehicle batteries, antifreeze, and tires from motorized vehicles.

**RECYCLABLES.** Any item within the town recycling program which can be recycled with the intent of reusing that item.

**RECYCLING.** The collection, storage processing, and redistribution of separated solid waste so as to return material to the marketplace.

**REFUSE.** Any solid waste product which is composed wholly or partly of such materials as garbage, swill, sweepings, cleanings, trash, rubbish, litter, industrial solid wastes, organic wastes, and domestic solid wastes.

**RESIDENT.** A person who is domiciled or has a place of abode in the Town of Hooksett and who has, through all of his or her actions, demonstrated a current intent to designate that place of abode as his or her principal place of physical presence for the indefinite future to the exclusion of all others.

**SOLID WASTE.** Any matter consisting of putrescible material, refuse, and other discarded or abandoned material. It includes solid, liquid, semisolid, or contained gaseous material resulting from industrial, commercial, mining, and agricultural operations and from community activities. For the purposes of this Ordinance, it does not include hazardous waste as defined in RSA 147A:2, infectious waste as defined in this Section, solid or dissolved materials and irrigation return flows, or municipal and industrial discharges which are point sources subject to permits under Section 402 of the Federal Water Pollution Control Act, as amended, or source special nuclear or by-product material as defined by the Atomic Energy Act of 1954, as amended. Solid Waste includes municipal solid waste (MSW) as defined in State Waste Rule ENV-WM 103.23

**USER FEE.** A charge usually by a municipality to users of a service.

**YARD WASTE.** Leaves, grass clippings, weeds, hedge clippings, garden waste, and twigs.

SECTION II  
STATUTORY AND REGULATORY AUTHORITY

The Center is operated and maintained in accordance with RSA 149-M:17 solely to receive, transport, and dispose of authorized solid waste generated within the geographical boundaries of the Town.

These regulations have been recommended by the Recycling and Transfer Advisory Committee and adopted by the Town Council pursuant to the authority granted the Council by RSA 149-M:17, II and 31:39, I (f). These regulations are intended to:

1. Prevent unauthorized entrance into and/or use of the Center;
2. Prohibit the disposal of illegal and/or unacceptable solid waste;
3. control the disposal of authorized solid waste to facilitate compliance with operating standards, improve efficiency and productivity, encourage recycling and reuse of our resources, and maximize the life of the Center; and
4. Establish permit procedures.

The Superintendent of the Center is authorized to promulgate additional regulations subject to the approval of the Town council which may include, but are not limited to, the following subjects:

1. Separation of solid wastes and other materials;
2. Inspection procedures;
3. Hours of operation; and
4. Establishing fees.

SECTION III  
USE OF CENTER

A. Permit Required

No resident shall dispose of solid waste at the Center without having obtained a permit for such activity. In the event, the vehicle being used is not registered in Hooksett, paperwork disclosing the residential address must be submitted.

B. Removal of Material

No material shall be removed from the Center without authorization.

C. Designated Areas

Solid waste shall be disposed of only in the designated areas.

D. Unauthorized Entry

No person shall enter or attempt to enter the Center at times other than during posted operating hours.

SECTION IV  
RECYCLING

The policy of the Center is to promote and encourage ~~voluntary~~ recycling within the Town. The recycling program is intended to facilitate the reuse of resources, reduce operating costs through the avoidance of high tipping fee rates, and provide additional income to the Town (when applicable).

~~Although not mandatory, recycling by both residents and commercial entities is strongly encouraged.~~

~~Those who recycle must bring their recyclables to the Center. Residents can also recycle at the mobile recycling trailer that is placed at various Town/School facilities during the week. Materials that are currently accepted for recycling are: glass bottles, newspapers, aluminum cans, magazines and phone books, plastic bottles, cardboard, waste oil, steel cans, and batteries.~~

Residents, who use the facility, will be required to recycle cardboard. Cardboard is easily accepted in an area clearly marked. The recycling of other materials is strongly encouraged.

SECTION V  
SOLID WASTE POLICIES

A. Acceptable Solid Waste

Solid waste which is allowed to be received at the Center includes refuse, construction debris and demolition waste, motor vehicle waste, yard waste residential brush, appliances, and scrap metal. user fees may apply, see Section VIII.

~~Clean demolition will be accepted: for example, sheetrock: for example, sheetrock, wood, asphalt shingles, and bricks.~~

Clean demolition will be accepted: sheetrock (must be kept separate) wood, asphalt shingles (must be kept separate) and bricks (must be kept separate).

Metal items and appliances will be accepted. Appliances with Freon will be kept separate.

Yard waste (grass clippings, garden waste, and leaves) must be brought to the designated area (compost pile) and must be free from branches. Material brought in plastic bags must be emptied.

Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.

B. Unacceptable Solid Waste

Materials which will not be accepted at the Center shall include, but not be limited to, the following:

1. Hazardous Waste. Hazardous waste or materials which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.
2. Other. Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would otherwise not normally be allowed for burial under New Hampshire Department of Environmental Services or U.S. Environmental Protection Agency regulations, or which would be likely to pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.
3. Tires on rims. Also see Section VII, Fees.
4. Stumps; Logs. Stumps and logs greater than three inches in diameter or three feet in length.

SECTION VI  
PERMIT PROCEDURES

A. In General.

Permits may be obtained during normal business hours at the Center, 210 West River road, Hooksett, New Hampshire.

All permits shall be nontransferable.

Each vehicle intended for transport of solid waste to the Center must be permitted.

Permits must be prominently displayed on the window of the passenger side of the vehicle, which is bearing solid waste to be disposed of at the Center.

1. Residential

- a. Any person applying for a permit must present a vehicle registration showing residence in the Town.
- b. Permits are issued free of charge.

2. Commercial.

~~a. Any commercial entity applying for a permit or permits must present a vehicle registration showing an address in the Town.~~

- a. Any commercial entity must call the office for permission to enter the premises and have proper identification of legal Hooksett address. Permits will not be issued.
- b. Hooksett commercial entities, may use the facility only to bring in solid waste that is generated in Hooksett

B. Revocation of Permit

The Superintendent may revoke the permit of any holder when a written finding is made that the holder of the permit or the holder's agent has violated any provisions of these regulations or any regulations promulgated hereunder. The Superintendent will provide written notice of the revocation to the holder of the permit by certified mail. Any person ~~or commercial entity~~ with such notice of revocation may request a hearing before the Town Administrator within fifteen (15) days of the receipt of such notice. The Town Administrator will affirm, reverse, or modify the action of the Superintendent. The revocation of the permit will be stayed during the pendency of the appeal.

SECTION VII  
VIOLATIONS AND PENALTIES

Any person or commercial entity violating any provision of this ordinance or any regulation adopted pursuant to this Ordinance shall:

- a. be subject to a civil penalty not to exceed \$3,000 for each act constituting a violation of this Ordinance or the regulations adopted pursuant hereto;
- b. be subject to revocation of permission to use the Center;
- c. be liable for all costs incurred by the Town resulting from the violation and enforcement of this Ordinance, including attorney's fees; and,
- d. be liable for all costs of removal of solid waste improperly disposed of and all costs incurred by the Town resulting from the improper disposal of waste at the Center.

SECTION VIII  
FEES

The following disposal fees (user fees) are designed to defray some of the expense incurred by the Town in administering and operating the Center. **This list is not meant to be all inclusive and additional information can be obtained by calling the office at 669-5198 or checking the website at [www.hooksett.org](http://www.hooksett.org) and checking under the Recycling and Transfer Department**

Demolition. \$100.00 per ton

Furniture. \$100.00 per ton

Carpet. \$100.00 per ton (must be cut into 4' lengths).

Electronics. \$.11 per pound

Metal. Fee assessed per unit.  
Metal with refrigerants (per unit) Resident \$11.00 Commercial \$20.00  
Appliances (per unit) \$5.00

Recycling No fee

Solid Waste Resident \$0 Commercial \$100.00 per ton

Tires (not on rims)

Resident – No charge for the first four tires (**passenger tires**) per year per registered Hooksett vehicle, thereafter a charge of \$2.00 for each tire. Not accepted from commercial entities.

Yard Waste Fee assessed per load, one –ton truck.  
Resident \$0 Commercial \$15.00

Adopted: 6/11/97

Amended: 3/10/10



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).

AGENDA NO. 14-066  
DATE: 9/24/2014

**Staff Report  
NHDOT Bridge Aid for Lilac Bridge  
September 24, 2014**

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

**Issue:** The State inspected the Lilac Bridge and concluded the bridge will not last another winter. The concern is if the bridge falls, it could damage the Railroad Bridge and the Main Street Bridge both of which are fairly close to the Lilac Bridge, also there is concern about sewage leaking into the Merrimack River as there is a sewer pipe that runs long the Lilac Bridge.

**Discussion:** The Town is working closely with State DOT, the Sewer Commission and both the state and local historic preservations, as the Lilac Bridge is listed on the State Register of Historic Places. The Town has hired CMA Engineers, Inc. to design a system to stabilize the bridge and has been in the process of bidding the bridge repair work out. It is anticipated that the work to stabilize the bridge will be finished before year end.

**Fiscal Impact:** The engineers' estimated cost to stabilize the bridge is \$700,000 and the State has said this project is eligible for State Aid Bridge Program and will reimburse the Town 80% or \$560,000 of the total project cost. This will mean the Town's share would be \$140,000 which will be coming from DPW's paving line.

**Recommendation:** Motion to accept \$560,000.00 from NHDOT Bridge Aid for the expenses related to the Lilac Bridge stabilization project in accordance with RSA 31:95-b, III (a).

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

**Town Administrator Recommendation:** *Concur*

  
Dean E Shankle, Jr.  
Town Administrator



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



September 5, 2014

**CHRISTOPHER D. CLEMENT, SR.**  
**COMMISSIONER**

Dean E. Shankle, Jr.  
Town Administrator  
Town of Hooksett  
35 Main Street  
Hooksett, NH 03106-1397

**JEFF BRILLHART, P.E.**  
**ASSISTANT COMMISSIONER**

RE: HOOKSETT, #29655  
Veteran's Park Drive over Merrimack River – Br. #083/150  
**CONSTRUCTION APPLICATION**

Dear Mr. Shankle:

We are in receipt of the Town's Application for Construction on the above-referenced bridge. Based on anticipated State Aid Bridge funds, the earliest we could have construction funds is Fiscal Year 2015 (July 1, 2014 thru June 30, 2015).

The rehabilitation (stabilization) of this bridge is currently eligible for the State Aid Bridge Program, which reimburses the Town 80% of the total project costs or \$560,000.00. The municipality's share of the cost is estimated to be \$140,000.00.

The Department has waived the Qualifications-Based Selection Process and to utilize the services of CMA Engineers, Inc. for the above-referenced project. The Town may proceed with negotiation of a scope and fee for design services. Please submit that material to us for review and concurrence before execution of the Agreement.

Also, please note the State project number (#29655) and use that in all future correspondence relative to this project.

A copy of the "Process for State Bridge Aid Municipally-Managed Projects" and a Checklist for tracking your progress through the steps of the process are enclosed for your reference as you proceed with the project.

The Department requests that the Town keep us apprised of the schedule for designing and constructing the project, particularly any changes to the schedule. If you have any questions regarding the foregoing, please feel free to contact us.

Sincerely,

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

NJM/dmp  
Enclosures

cc: Mark Richardson, NHDOT  
Stephen Liakos, NHDOT  
Jason L. Gallent, PE, CMA Engineers, Inc.

JOHN O. MORTON BUILDING • 7 HAZEN DRIVE • P.O. BOX 483 • CONCORD, NEW HAMPSHIRE 03302-0483  
TELEPHONE: 603-271-3734 • FAX: 603-271-3914 • TDD: RELAY NH 1-800-735-2964 • INTERNET: WWW.NHDOT.COM

**Staff Report**  
**Investment Policy (Update)**  
**September 24, 2014**

**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 VIII. 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.
- 3) Section VIII. Competitive Selection of Investment instruments. Add that the Treasurer will provide the quotes to the Finance Director to insure compliance with the policy.

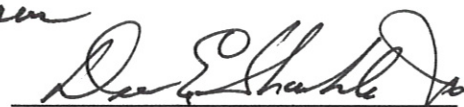
These changes have been reviewed by Plodzik & Sanderson the Town's independent auditors.

**Fiscal Impact:** Improved flexibly 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:** *Consent*



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:

<p>Total Portfolio  <u>Investments Maturing</u>          180 Days or Under</p>	<p>Required Minimum Percentage  <u>of Total Portfolio</u>          100%</p>
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No more than 80% of the total investment portfolio shall be invested with any one financial institution.

**VIII.HX. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Competitive bids quotes shall be requested from qualified financial institutions for various options with regards to terms and instrument, and provided to the Finance Director. 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 (Update) September 24, 2014

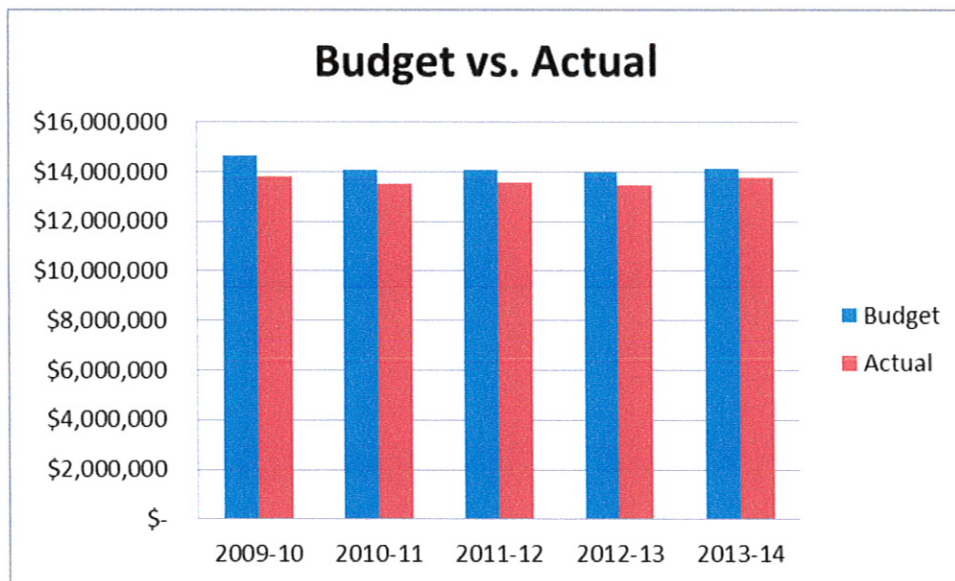
**Background:** To provide management a general direction of the priorities and goals for the development of FY 2015-16 Operating Budget.

### **Discussion:**

Last year's Town Council wanted departments to hold the bottom line as much as possible. Council did not want services cut but instead they wanted Departments to look for added efficiencies.

### **Challenges:**

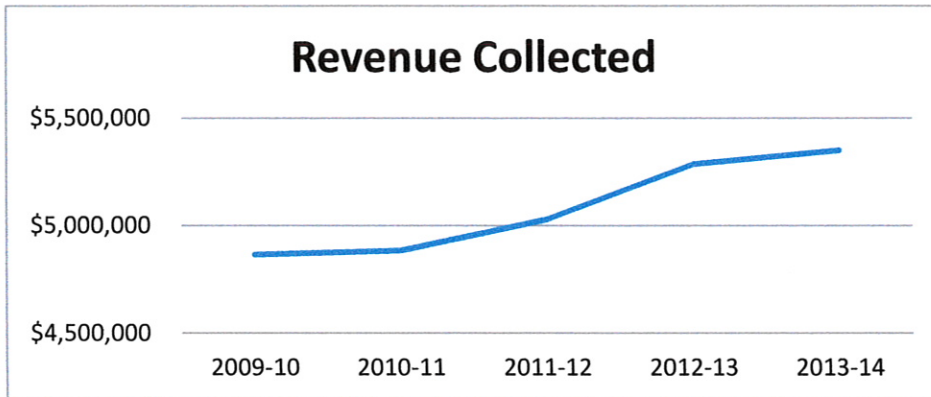
1. FY 2014-15 Operating Budget is currently \$14,872,171(not including Sewer). The chart below is a five year history of budget and actuals.



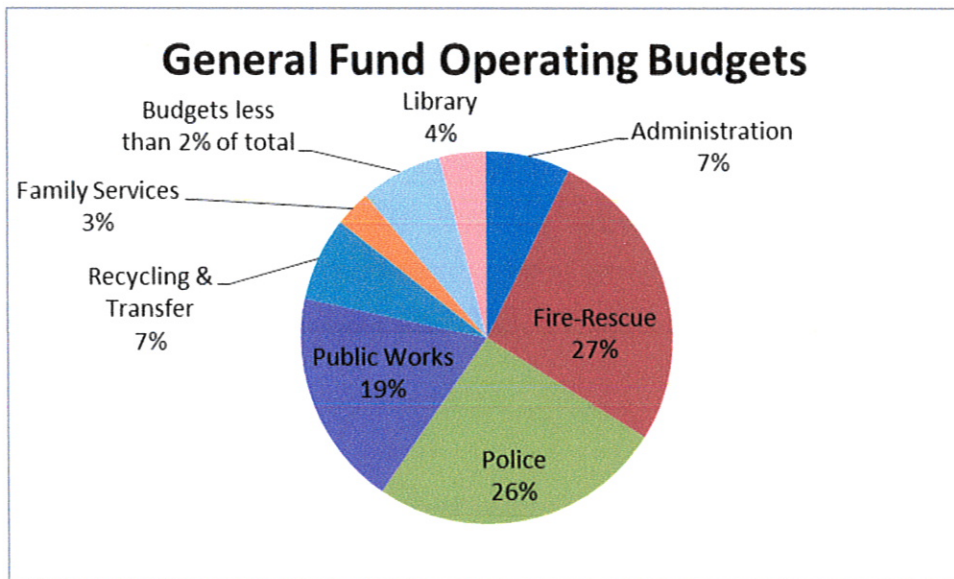
2. Possible increase in Health Insurance rates. The average increase over the last five years was 8.18%. An 8.18% increase would cost about \$154,000 annually.
3. State Budgeting year. (possible down shift in costs and reduction in revenues)
4. All three Union Contracts are up for negotiations.

### **Positives:**

1. Revenues collections are increasing (not Including Sewer). The graph illustrates an increase of just under \$500,000 in revenue collected 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% (7.8% 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).

- e. Use performance measurement and community citizen's surveys results to enhance departmental budgets.

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

**Town Administrator Recommendation:** *important to discuss*



Dean E. Shankle Jr.  
Town Administrator