

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, January 22, 2014**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. APPROVAL OF MINUTES**
 - a. Public: January 8, 2014
 - b. Non-public: January 8, 2014
 - c. Workshop: January 4, 2014
- 5. AGENDA OVERVIEW**
- 6. CONSENT AGENDA**
 - a. 14 – 006 Donation to Veterans' Park \$35.
 - b. 14 – 007 Bond release for Public Works: Heritage Family Credit Union; \$75,229.69
 - c. 14 – 008 Bond release for Public Works: Auto Zone; \$42,674.76
- 7. TOWN ADMINISTRATOR'S REPORT**
- 8. PUBLIC INPUT: 15 Minutes**
- 9. NOMINATIONS AND APPOINTMENTS**
 - a. Nomination of Chief Williams as Fire Warden
- 10. SCHEDULED APPOINTMENTS**
 - a. Carrie Hyde: Old Home Day
 - b. Sewer Commissioners to discuss budgets
 - c. Stantec re Engineering Services
- 11. 15 MINUTE RECESS**
- 12. OLD BUSINESS**
 - a. 13 – 119 Budgets and Warrant Articles
 - b. 14 – 009 Parking Ordinance
- 13. NEW BUSINESS**
 - a. 14 – 010 Hooksett Youth Achiever of the Month January 2014
 - b. 14 – 011 DPW Director authority to release street bonds under \$5,000
- 14. SUB-COMMITTEE REPORTS**
- 15. PUBLIC INPUT**
- 16. NON-PUBLIC SESSION**

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

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

Public Input

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

TOWN COUNCIL MEETING MINUTES
Wednesday, January 8, 2014

CALL TO ORDER

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

ROLL CALL – ATTENDANCE

Chairman James Sullivan, Nancy Comai, Donald Winterton, David Ross (left at 8:03 p.m.), James Levesque, Todd Lizotte, Adam Jennings, Susan Orr (left at 9:30 p.m.), Robert Duhaime, Dr. Dean E. Shankle, Jr. (Town Administrator)

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

a. Public: 12/18/2013

***D. Ross motioned to approve with edits. Seconded by J. Levesque.
Vote unanimously in favor.***

S. Orr and R. Duhaime abstained due to prior absence.

b. Non-public: 12/18/2013

***J. Levesque motioned to approve. Seconded by A. Jennings.
Vote unanimously in favor.***

S. Orr and R. Duhaime abstained due to prior absence.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

CONSENT AGENDA

- a. 14 – 001 Donation for Fire Department
- b. 14 – 002 Donation for Vet's Park: \$200
- c. 14 – 003 Donation to Police Department RAD program: \$150
- d. 14 – 005 Donation to Adopt-a-Family Program \$1,590

J. Sullivan: We received an additional donation for Vet's Park according to Chairman of Heritage Commission. It will be put on the next consent agenda.

***T. Lizotte motioned to accept the consent agenda. Seconded by A. Jennings.
Vote unanimously in favor.***

TOWN ADMINISTRATOR'S REPORT

- Most of time spent on budget and workshop
- Still working on union negotiations
- Some follow ups:
 - Discussion about sewer commission budget; coming in on 1/22 to review
 - Stipends for budget committee – started gathering info from other towns; not finished but still working on it.
- Mandatory recycling ordinance will be in Town Administrator's memo that comes out tomorrow but it needs to go through a process before people have a chance to get involved.
- Working on Wal-Mart sewer issue; senator working on getting legislation passed to get private partnership approved. Senate hearing on Jan 15 at 9:00 am. Hopefully that will move ahead so we can continue with the project. SB 223 – Senator Boutin is a sponsor of this bill.
- Adopt a Family program helps people in need have a better holiday season. On 12/21 gifts and food baskets distributed to 106 families, including 206 children. Received over \$5,000 in gift card donations as well as gifts, clothing and food.
- PSNH preparing to rebuild our D-118 transmission line from Hooksett to Deerfield. Construction to continue through summer (weather depending). They have sent notifications to all property owners who abut the right of way corridor. (Same area where they've been clearing vegetation since last summer).

J. Sullivan: I believe that goes across Campbell Hill. You mentioned looking at stipends for Budget Committee. Will you look at other committees as well?

Dr. Shankle: Yes.

PUBLIC INPUT: 15 Minutes
None

NOMINATIONS AND APPOINTMENTS
None

Dr. Shankle: We got a letter from a person who is interested in either the Economic Development Committee or Planning Board. Administration gives the requests that we receive to the appropriate committees for recommendations back to Town Council.

SCHEDULED APPOINTMENTS

a. Public Hearing on change to Parking Ordinance

J. Sullivan: *READ PUBLIC NOTICE* On behalf of the Hooksett Town Council, I declare the hearing open.

D. Winterton: Can we suspend this so we can ask Kayla White to come up?

b. Kayla White about her Hackett Hill Project

K. White: Thank you for everything you do and allowing me to put up the signs.

J. Sullivan: What was the sign?

K. White: There were two – one was to watch for children and the other was to stop speeding. The town put up 2 signs, but I noticed one was knocked down. Thank you for allowing me to come today.

J. Levesque: Is it all on Hackett Hill Road? Where are they posted?

K. White: They are 1000' on either side of 323 Hackett Hill Rd.

S. Orr: Also, congratulations on your Bronze Award in Girl Scouts.

K. White: Thank you.

J. Sullivan: Back to the parking ordinance. Are there any questions or other information anyone has regarding this?

Dr. Shankle: *Read from proposed amended ordinance #00-28.*

J. Sullivan: At the request of Police Chief, they requested to have this change. According to the charter, once a Councilor enacted to bring this ordinance to discussion that brings us to the public hearing.

S. Orr: The max amount never increases after 7 days of nonpayment?

Chief Bartlett: Correct.

A. Jennings: Night parking was changing due to the new software as it doubles after 7 days.

Chief Bartlett: Correct, the fine doubles and we can utilize that module for tracking billing.

S. Orr: Winter parking ban – someone is ticketed for parking on the street and they pay. The park on the street again and get ticketed again. What is the process to deal with a habitual offender of the parking ban?

Capt. Daigle: When the ban is in effect, if cars are impeding snow removal, they will be ticketed and removed. When there is no active snowstorm, officers will be out ticketing the vehicles as we go through neighborhoods.

D. Ross: I didn't see these other fines on this schedule previously. I would have liked to see the fire lane fine double.

J. Sullivan: Can we amend now?

Dr. Shankle: Since this is a public hearing, we will take this into consideration and I can update you at the next meeting.

Chief Bartlett: Are you referring to the initial or after 7 day fine?

D. Ross: Both of them.

Chief Bartlett: So just for clarification, you want the initial fine to double from \$15 to \$30 and the after 7 day fine to double from \$30 to \$60.

J. Sullivan: Should this parking ordinance indicate since it's a snowstorm instance, the town can tow? Can that be done or should that be in the ordinance?

Chief Bartlett: That should be up to the Council if you want that added into the ordinance to give someone the authority to make that decision during a snow emergency without the highway department calling us.

J. Sullivan: What is your take on that?

Chief Bartlett: I think that would be more efficient than waiting for a tow truck to move the vehicle before they can clear the roadway. We could look into putting a plan in place to declare a snow emergency based on what Council sees fit. We can then go out at a certain time and remove vehicles. In other towns, there are notifications to public that a snow emergency is in place (lights, media announcements, etc.). After 10 pm the police work with the tow companies to clear as many vehicles as possible so the plows can clear the roadways.

D. Winterton: Some towns allow odd and even street parking. I don't think we allow any street parking for the whole season. I think some jurisdictions allow that. Under what authority do you tow vehicles now?

Chief Bartlett: If it is impeding the snow removal process.

Capt. Daigle: It's based on being a violation of the winter parking ban. I don't know if it needs to be in there legally since they are violating the ban.

Chief Bartlett: It's more of a procedure than anything else. Once an emergency parking ban is in effect, that gives us authority to tow before the plow truck has to call us and wait for a response.

D. Winterton: What would be the investment of the town to notify people of the snow emergency (lights, etc.)?

Chief Bartlett: They are giving the residents an opportunity to move their vehicles prior to the start of towing (usually after 10 pm). Investment would depend on how you want to notify the residents.

R. Duhaime: Can we talk to Public Works director first to see how much of a problem this is and have the Town Administrator follow up?

Dr. Shankle: It seems like if we are going to do that we might want to do it in a separate ordinance. I live in Milford and they declare emergencies like that. I do know if you park on the street in front of your house and they declare an emergency at 3 am and you get up at 6 am your car is towed. The regularity

of not parking on the street from November to May is good. You might be trying to solve a problem we don't have.

S. Orr: I agree with that, you have to be careful how you enforce something like this. I think it's important to enforce this when there is snow on the road. If a car is not moved during clearing and then moves, you can hit a spot that is all ice. I like the idea of a snow emergency ordinance for when it's going to snow.

Chief Bartlett: Under ordinance #1 00-1, if you wanted to amend that ordinance to include some of these things you are talking about, it also includes removal of vehicles. But there is no definition of a snow emergency. If you want to create that, we can set up procedural aspects on how we address that during a snow emergency.

S. Orr: It seems to me you already have authority to tow during the winter. Maybe we don't even need one since you've already got it.

Capt. Daigle: This is the winter parking ban that would start after 10 pm. If you have a snow emergency, you might want to have different provisions so you can start earlier than an appointed hour. It's not often that we get a call to remove vehicles. Our officers are trained that if there is no snow in the forecast, we give out warning slips instead of tickets for street parking.

Chief Bartlett: There are not a lot of areas where this would become a problem. We like to remind them to transition to driveway or off street parking before we give them the violations.

T. Lizotte: What number is the snow ordinance?

Chief Bartlett: 00-1, parking during winter months.

T. Lizotte motioned to allow the Town Administrator to work with Public Works and Police Department to evaluate the snow ordinance 00-1 and follow up with Town Council to recommended modifications to execute their duties efficiently. Seconded by S. Orr.

J. Sullivan: Once that comes back with a change that is when the ordinance needs to be enacted by Council.

Vote unanimously in favor.

J. Sullivan: I didn't see authority to tow, but it's actually under 00-1. We will wait until the end of the second public input to close the hearing.

T. Lizotte: Is this the second time Stantec has canceled?

D. Winterton: They were supposed to present at Planning Board on Monday but the meeting was canceled. We wanted to make sure they presented to Planning before Council.

T. Lizotte: So it is excused.

OLD BUSINESS

a. 13 – 119 Town Budgets / Warrant Articles

J. Sullivan: We had a budget workshop on Saturday, 1/4 from 9 am to 11:30 am.

Dr. Shankle: Christine is passing out proposed warrant articles and it's up to Council if you want to discuss anything further.

T. Lizotte: I'd like to do warrant articles first.

J. Sullivan: We can skip over the Operating Budget for now. Let us go to CIP Recycle & Transfer.

T. Lizotte: We should do them one at a time. We are moving them to the process of being drafted into a warrant correct?

J. Sullivan: Yes, that is correct.

D. Winterton: I would suggest that if someone wants to pull one or two like a consent agenda, but we should take them all at once if no one has a desire to pull any.

T. Lizotte: The only reason I think we should do one by one is because you address them one by one.

N. Comai: I think we make a motion to talk about all of them and then go through them one by one and vote on them all at once.

T. Lizotte: If someone out there is reviewing it they are addressed one by one. By doing it all at once it's condensed.

J. Sullivan: We don't want to combine several topics in one motion since that creates confusion.

D. Ross: I agree because there are some blanks there. The verbiage doesn't seem to be quite right. All we are doing is voting to move these on to the ballot, not our concurrence with them.

J. Sullivan: I think you are right – we need to move this to public hearing at Budget Committee and as a result of the public hearing that is when we make a motion to recommend or not. Is that correct? When do we make the motion of recommending and when does it appear on the ballot?

C. Soucie: Budget Committee would like to know your recommendation prior to seeing the warrant. I'd like to see it in 2 steps. One to decide if it goes on the ballot or not and the second I could draft a warrant for the next meeting and you could go through and re-recommend them or not.

D. Ross: That's when we can make adjustments.

D. Ross motioned to move the CIP – R & T 14 Yard Automated Collection Truck (Special Revenue) line item in the amount of \$180,000 to the ballot. Seconded by T. Lizotte. Vote unanimously in favor.

T. Lizotte motioned to move the CIP – Public Works – Town Building Maintenance CR Fund line item in the amount of \$100,000 to the ballot. Seconded by J. Levesque. Vote unanimously in favor.

R. Duhaime: Public Works – it's funny how town building maintenance fund falls under Public Works. How can we word this differently or put it under a different heading?

Dr. Shankle: I think the final warrant article will talk about Town Building Maintenance Capital Reserve Fund; it won't start off with Public Works.

J. Sullivan: I think the Public Works notation is for CIP and it's coming from that department.

Dr. Shankle: What we have done previously is put it in the budget of the department it belongs to.

D. Ross motioned to move the CIP – Public Works – Plow Dump Trucks CR Fund line item in the amount of \$100,000 to the ballot. Seconded by T. Lizotte. Vote unanimously in favor.

N. Comai motioned to move the Non-Union Raises line item in the amount of \$63,854 to the ballot. Seconded by J. Levesque.

Dr. Shankle: What we have done in the past is to put it in the budgets for the departments it belongs to.

N. Comai: This particular line is one I have been trying to get off this paper. I really don't want it here. My opinion is not to have it here.

D. Ross: Then I recommend a nay vote on this so it doesn't get moved to warrant article.

A. Jennings: Why do we want to decrease the number of warrant articles? I think it provides more transparency in what big purchases there are or big items that are going to increase people's taxes.

D. Ross: The excessive number of warrant articles aggravates the average voter more often than not. More important items are left to the end and the last few warrant articles have fewer votes than others.

N. Comai: Some of the past years of warrant articles have had some items on it that had they been in the regular budget, we would be moving forward as a town in a better capacity. Non-union raises – for several years those people were not getting any increases at all. Voters know that line will be moved into the regular budget.

R. Duhaime: We've had a lot of zoning amendments in the past and that makes the warrant articles longer to get through.

T. Lizotte: If it goes down, no means no. Even if you wanted to it doesn't give the Town Administrator authority to provide that extra merit raise.

J. Sullivan: Is the amount based on 2%?

D. Shankle: Yes.

J. Sullivan: There are currently 46 full time and 20 part time, including police and library (not Chief and Town Administrator).

T. Lizotte: Is it the will of employees to put it on the warrant?

Dr. Shankle: Depends on which employees you ask. Some of them are mostly concerned that if we go into a default budget you won't allow it, but you have not in the past. Nobody this year has told me they would rather go on the warrant.

C. Soucie: Voters have been very good to employees in the town. In the last 7 years we have only missed 1 year of raises. The last 2 years they were in the operating budget and we failed so the Council found the money for it.

Dr. Shankle: We have moved several things into the operating budget: police cars, fire department radios, and this should be one of the things. All the CIP things have to be on a warrant article by law. Any time the town has been going to increase number of employees, you always give the voters a chance to look at that first. We are trying to be consistent and still give people a chance to vote on things with long term implications to tax payers.

Motion fails unanimously.

Dr. Shankle: One change is the purpose of capital reserve is that it doesn't have a dollar figure and never will. That is designed to change the purpose of the capital reserve fund from a specific purchase to a general fund that allows public works to buy vehicles as needed. We are trying to change the amount from \$80,000 to \$100,000 and change the name from Plow Dump Trucks to Public Works Vehicles; you won't be seeing specific vehicles every other year. You need to vote on changing the purpose, but it's not a money article.

J. Sullivan: The Plow Dump Truck should not be changed? If they vote yes on that and the change of purpose, the money will automatically go to that.

D. Ross: I think it will create confusion. You don't have the opportunity to explain this to every voter. I presume there is a current capital reserve fund identified as Plow Dump Truck. What is in that fund now and should we create a new fund for Public Works Vehicles and put the money there and deplete the existing fund? It's just cleaner to close out one and begin a new one.

D. Ross motioned to make a recommendation to the Budget Committee that they propose a new capital reserve fund identified as Public Works Vehicles to appear on the ballot requesting a

\$100,000 deposit and the existing capital reserve fund be depleted at the earliest time for its regular purpose. Seconded by T. Lizotte.

T. Lizotte: Can you expend the money in a capital reserve fund?

C. Soucie: The Town Administrator or Council agent can expend. What Councilor Ross is proposing is very doable.

A. Jennings: Does Public Works need a dump truck sooner than another truck?

Dr. Shankle: How much is in the plow dump truck fund?

C. Soucie: \$160,000 is in there now and a new one is \$170,000-\$175,000. He could use the \$160,000 for the next time he needs an 18-wheeler and he can dip into the new account or his operating budget for the difference.

D. Winterton: If there is \$160,000 in there and we put in another \$100,000 there would be \$260,000 if we stay with proposed process. If he needs equipment that costs \$130,000 or \$140,000, he only has \$100,000 in the account because the \$160,000 is designated for a plow. I think that limits part of his flexibility. My concern is if he needs more money for a piece of equipment, where does he find the rest of the money?

C. Soucie: I know his truck fleet is what is most important. He needs a backhoe or loader in the next year or two, but I think he is looking to replace lower priced vehicles.

N. Comai: I can't agree with putting vehicles on that line item. We put big ticket items out there for voters to vote on. If we start giving departments the leeway to purchase these things, there is no transparency. The purpose of CIP is to plan for the next 6 years. I don't like the idea of changing the purpose. I like the idea of creating another fund.

J. Sullivan: The whole purpose for combining is the same principle we did for fire apparatus 2 years ago. It was to allow the department head along with the Town Administrator and Council to do that. If there is a concern with doing this now, we need to revisit what we did with the Fire Department.

C. Soucie: The Fire Department is for fire apparatus – tankers, engines, etc. We don't replace smaller cars and trucks through that fund.

T. Lizotte: I like the idea for streamlining things and would allow us to stick one more article in here to keep it simple. There are so many levels of oversight to buy something out of that fund. Town Administrator and Council need to be involved. As for the budget process, if they want to fund this, they will need to answer questions. There are enough levels of oversight to control the spending.

D. Ross: The reason is that, similar to the Fire Department, when you ask voters for equipment, there is no time to explain. That is our job. The process is still in place, they can't just go buy anything they want. It turns it into a single warrant article instead of one for every vehicle needed. It will simplify it for the voters.

S. Orr: I agree with Councilor Lizotte. The line says vehicles, but before it can be expended it has to come through us anyway. There is always going to be a watch on cost, and what is being purchased. It seems simpler to create something and start new and fresh. To me I like the idea – it's clean, new. Let's put money in it and deplete the old line. It's confusing if we repurpose something existing.

D. Ross rescinded his previous motion to move Public Works Dump Truck to ballot. T. Lizotte rescinded his second.

D. Ross motioned to create a new capital reserve fund called Public Works Vehicle Fund with \$100,000 balance to be placed in that fund. Seconded by T. Lizotte.

N. Comai: I would caution us that it might take a couple years for the voters to get used to the simplicity. They will want to know what the plan is for the money.

R. Duhaime: Every year we should go through one department and transition to this simpler, easier capital reserve fund method.

Dr. Shankle: We do have that in place now. He can pull up for you how many miles are on each vehicle and how much we've spent on repairs. What if the truck is still usable after you get the money to replace that specific truck, you have to replace a working truck and can't replace another that might not be working. This gives him that flexibility. And we are repurposing vehicles that are taken out of fleets, such as police. We are getting more efficient with that.

J. Sullivan: It is our job to go out and tell the public why it's needed. We have been improving on that. We need to sell the product and answer questions.

Vote unanimously in favor.

***D. Ross motioned to rescind the previous vote to move the Public Works Plow Dump Truck Capital Reserve Fund of \$100,000 to the ballot. Secoded by T. Lizotte.
Vote unanimously in fund.***

C. Soucie: Council can decide who the agent would be, either the Town Administrator or Council.

J. Sullivan: What has been traditional in the past?

D. Ross: The Town Administrator is the agent to expend but beyond a certain amount he still comes to Council for approval.

A. Jennings: The general fund definitely comes to Council.

J. Sullivan: So the agent should be the Town Administrator because the same process has to occur.

Dr. Shankle: You will have a draft at the next meeting.

***T. Lizotte motioned to move the CIP – Fire Rescue – Fire Apparatus CR Fund line item in the amount of \$50,000 to the ballot. Secoded by J. Levesque.
Vote unanimously in favor.***

***J. Levesque motioned to move the CIP – Public Works – Drainage Upgrade CR Fund line item in the amount of \$50,000 to the ballot. Secoded by T. Lizotte.
Vote unanimously in favor.***

***T. Lizotte motioned to move the CIP – Public Works – Rubber Tire Excavator Lease line item in the amount of \$41,433 to the ballot. Secoded by D. Winterton.
Vote unanimously in favor.***

R. Duhaime: He can lease/rent the excavator to other towns to make money.

***N. Comai motioned to move the CIP – Administration – Revaluation CR Fund line item in the amount of \$30,000 to the ballot. Secoded by T. Lizotte.
Vote unanimously in favor.***

J. Sullivan: Next process is 5 years and the cost will be \$160,000.

***T. Lizotte motioned to move the CIP – Fire Rescue – Air Packs and Bottles CR Fund line item in the amount of \$20,000 to the ballot. Secoded by S. Orr.
Vote unanimously in favor.***

T. Lizotte motioned to move the CIP – Recycle and Transfer – Automated Collection Equipment CR Fund line item in the amount of \$20,000 to the ballot. Seconded by J. Levesque. Vote unanimously in favor.

J. Sullivan: Why is this not coming out of special revenue fund?

D. Boyce: We can keep it in the special revenue fund, but we just can't assign it when it's in the special revenue fund. I was told I couldn't put that money aside – you can't name it while it's in the account, only when you pull it out. This is a lot of money over the next 10 years so we started putting money in there. We should be in pretty good shape – we just put a little in every year so we have something in that account.

J. Sullivan: If we still need more after 10 years, we can take it out of the reserve fund in the final year but not the initial years.

D. Ross: I still have a problem with that. This is a self-sustaining operation and it looks like they are asking it not to be. Currently there is over \$100,000 in there and \$240,000 is the cost of a new vehicle. We have accumulated \$123,000 since the purchase of these vehicles. Here is a warrant article I would like to see not move forward. We are creating another capital reserve fund we don't have a desperate need for. Shortening this ballot is important.

Dr. Shankle: We are not creating this, it's existing. They created this when the program started.

D. Boyce: It was voted in the first year, not the second.

T. Lizotte: this fund was for ancillary equipment, not primary trucks.

D. Boyce: It was for trucks and barrels.

T. Lizotte: The Capital Reserve Fund is for that? I thought automated collection truck special revenue was for this.

D. Boyce: That is for the smaller truck.

J. Sullivan: If we don't put money away each year and at the end of 10 years when we need to purchase that truck, do we have any funds for that purchase or would it be a warrant article for \$240,000?

D. Ross: They were purchased using special revenue funds in the first place. Projections were that it was self-sustaining and this would not be a burden to the taxpayers.

R. Duhaime: I don't see how this \$20,000 is out of line. You would have to replace these trucks in 10 years but you don't know what the tipping fees would be.

J. Sullivan: In order to do this, if we can take it out of the last year of the special revenue fund, when we start getting up to that 10th year, we should hold off on other purchases because we're going to need that \$240,000. The problem is that in 10 years, this board will be completely different. We are telling future boards to be careful with the money. If we need another vehicle or other equipment, we don't have enough money. We have to be diligent on how we spend that money.

S. Orr: Don't I recall in the past there were times when one line item in the budget was short and there was extra money in Recycling & Transfer budget, so we could cover expenses for other line items with the saved money. This fact that it's self-sustaining is closer to the truth than not. They are putting aside money to pay for vehicles they know they will need eventually. This is just maintenance of vehicles.

J. Levesque: We have been putting money in every year and it just makes sense to do that. We don't want to have to come up with this money all at once and be short. I think it's a wise move.

N. Comai: Not just 1 vehicle, it could be 2 at \$240,000 each. We are looking at adding a smaller truck – I'm all for it and I hope \$20,000 is enough.

J. Sullivan: That covers the warrant articles other than the operating budget. Do we want to proceed to approving each budget? As a result of the first presenters at our budget workshop, regarding the impact of the Affordable Care Act, Dr. Shankle did you look into that? There is a contradiction – federal law requires us to cover someone who works a certain amount of hours (30 per week), but the town considers full time at 35 hours per week. Is it possible for us to comply with the ACA to provide health insurance but not provide other town benefits for full time employees?

Dr. Shankle: The ACA says 30 hours is needed for health insurance; state law says 35 for retirement. You can't do both.

J. Sullivan: For this employee at that level of 30 hours, we are obligated to provide insurance but not town benefits until 35 hours?

Dr. Shankle: That is correct.

J. Sullivan: The employee comes from the library and there is a library trustee here, Mr. Broderick.

D. Winterton: I've talked with our delegate since we met. The mandate for us as an employer was pushed back a year. We would be paying this now out of last year's budget if this wasn't changed. This starts on Jan 1, 2015 so the budget increase is only for ½ year. I have strong feelings in total support of the library. I have strong feelings on the fact this legislation by mandate is increasing our budgets. The Trustees indicated this might not be the impression we want to give, but I think we have a valued employee we should try to keep but providing a raise of \$5.50/hr to keep that employee at 32 hours a week is a 50% raise in compensation. At 29 hours a week, that employee loses \$800/year as opposed to a town increase of \$8500. I'm torn between the support of the library and the support of the tax payers.

J. Sullivan: By offering that employee a \$5/hour raise, if they go to the exchange there is some penalty charged to the employer. We are still going to have to pay that penalty.

C. Soucie: They have to go to the exchange and qualify for a subsidy before a penalty would be assessed.

D. Winterton: There is a penalty only if they are employed between 30-35 hours/week. There is no consequence to the town if they work 29 hours a week.

H. Rainier: That employee is currently at 33 hours a week.

Dr. Shankle: You were saying \$5/hour is the insurance cost. There may be some number you can get to if you drop their hours and they would still make the same amount of money. From the town's point of view, if I had someone at 32 hours, I would cut them back to 29 hours. It doesn't make sense to pay for health insurance for someone who works under 35 hours.

N. Comai: The 20 current part time employees, if you multiply that times \$8500, that's \$170,000. I think there is more homework to be done.

D. Winterton: That \$8500 is only for a single person. The family plan is \$23,000 for the town's contribution. There are consequences to laws that get passed. It's a tragedy this wonderful employee may be a victim of the law's unintended consequences. I don't think the town should have to pick up the garbage left behind by unintended consequences of bad legislation.

M. Broderick and H. Rainier, Library Trustees

M. Broderick: We needed to determine who the employer was because of the size of the employee population. If they were an employee of town (greater than 50 employees), there were certain obligations. If the library was the employer, would we still fall under that category? That hasn't been determined.

C. Soucie: I did not get an answer to that question.

M. Broderick: The second thing is taking an employee from 33 hours to 29 hours – one of the ideas from our last meeting to try to soften that blow would be to increase wages. Could we make those 29 hours/week equal to the 33 hour pay so they are not losing, but not gaining the insurance? The work still needs to get done for the extra 3 or 4 hours/week. If we raise the wages to offset the loss of income, the other staff in that similar level of positions would have to be examined. We did a quick study and the expense of a single health insurance turns out to be less than the expense of raising everyone's salary at that same level and making up for the difference in reduction of hours. We as a staff are the smallest full time equivalency of any library in towns of our size as well as the lowest paid. We have an amazing staff and there are a few standouts. To have this opportunity to have this person work as much as we can is a big bang for the buck.

S. Orr: I'd like to respectfully add that this is not a financial question. We are talking about a human being. Whether we agree or disagree with this law, it has been passed. We as an employer must abide by it. Hearing us talk of cutting hours so we don't have to pay benefits does not sit well with me. I understand we have an obligation to the tax payers but we are talking about people being able to afford basic healthcare. It's not perfect but we have to work within the guidelines we are given. That is the law and we can't pick and choose which laws we abide by. This is about human beings and people's lives and their ability to live a full life. In the process, we can't forget about the human factor. I would like to see the bottom line – what is the amount and how much of that is weighed against a human being?

A. Jennings: Everybody's health insurance is tied to their employer. I understand the human cost, but we have to stop bending over for the federal government.

R. Duhaime: I remember previous selectmen being Yankee, frugal farmers. They didn't want to spend any money unless they knew they would wear it out. This is forced upon us, we have to abide. The first thing I saw looking at this budget, the largest amount was in health benefits. Some of the departments had to double the pay for the health insurance. To just give every employee health insurance is a large cost.

H. Rainier: I just want to say that as an employee of a municipality essentially for my health insurance. I can make more money in a different line of work. We drive home how much it costs to employ each person.

Dr. Shankle: This person is working 33 hours is because you didn't want to pay benefits. If we are concerned about that we should turn all part time employees into full time employees. The only reason we have people working 33 hours now is because for a couple more hours, we will have to pay all the other full time benefits.

M. Broderick: I think we would like to have her full time eventually.

D. Winterton: I appreciate your comment tremendously and my point would be if she went to 29 hours and if we gave her a raise and if she went to the exchange and got her own insurance and if your fellow employees who look at the bottom line see that she got a raise but did not get the rest of the package. Culture is so important. You have a good culture at the library and I praise you for that. If this employee's hours were cut back and they were given a small raise but were not getting the rest of the package, their fellow employees would recognize that.

M. Broderick: Her raise would be 14%. We have other part timers at a similar level. If we offer them a comparable 14% increase and an extra person to cover the extra hours, it's over \$11,000. The single health care cost is \$8,000. We are going to have an expense, it's a question of how are we going to manage that expense to the benefit to the town? There are also intended consequences with this. If we are required to provide healthcare, it would benefit the entire organization. It would be a savings rather than providing additional help.

Dr. Shankle: If you provide healthcare for someone at 33 hours and there are other employees at 28, 29 hours they would ask for more hours. It would be cheaper to give them money than move their hours up.

M. Broderick: We have people in town making the same wage but using the family plan. We have a unique situation with this person who is providing us a mutually beneficial experience.

T. Lizotte: I'm ok with putting numbers together but with doing certain things there are sacrifices. Can we make more cuts to offset? I'd rather go into non-public to understand the employee aspect more. I have questions that can't be asked in this forum.

N. Comai: Regarding the other part time employees, there has to be a lot more homework done before we can sign off on this budget.

T. Lizotte: I'm not thinking this is for us to solve; it's a budget function of the library trustees. They need to come up with solutions and our job is to say yes or no.

N. Comai: It is our decision to set policy in the sense of employees having insurance. We could look at saving by only covering employees and not family members.

J. Sullivan: The key question we need to answer is whether the library is a stand-alone employer and they meet the requirements. If they are considered part of the Hooksett town family that is when the Council needs to step in. If they are on their own, we ultimately have no control. It would be up to the library to decide if the position is full or part time. If we give raises for the position when that position is open, the rate of pay can't be reduced in the future.

Dr. Shankle: The statute gives trustees governing authority over employees. I think if we can't get clear direction from someone, if our library chooses to say their employees are not town employees and they pay somebody 33 hours and not provide health insurance, our money is better spent buying health insurance and paying for the legal fees we will incur through that fight. If they won't give you a clear answer, there is no clear answer.

H. Rainier: Every town functions differently. We have a more gray (positive!) working relationship with the town.

R. Duhaime: Who are the employees paid by?

C. Soucie: They are a separate payroll with their own treasurer and tax ID number.

J. Sullivan: If we still need to work out details, the administrative staff would need to come up with more answers to help us resolve this.

Dr. Shankle: The only way to be sure this is not a problem is to go under 30 hours and that is what I'm doing with other employees.

C. Soucie: We have 2 other employees that work close to 30 hours a week: one is seasonal so that has different regulations and the second person is covered under their spouse.

N. Comai: My point is 120+ employees – how many have spouses that could put them on their insurance? That could save us thousands.

H. Rainier: There is also a buyout stipend available.

J. Sullivan: If an employee can be covered by a spouse, there is a \$1200 buyout. We should look at the buyout at some point – possibly increase the buyout to save money in the long run on benefits costs.

5 MINUTE RECESS

C. Soucie: Can I ask if we could consensus vote about non-union raises in the operating budget?

***N. Comai motioned to approve the 2% non-union raises in the amount of \$63,854 in the operating budget. Seconded by R. Duhaime.
Vote unanimously in favor.***

b. 13 – 099 Discussion of Mandatory Recycling Ordinance

J. Sullivan: This is for discussion only. The main goal of the department and superintendent is promoting recycling without coming down strongly. We had a non-binding referendum, but someone needs to make the motion. There is no rush. We have some changes you have proposed.

D. Boyce: Our system is so easy, we just want to see more participation and save money. We have a few changes; the biggest thing is the facility itself. As far as violations and enforcement, it is our intention to educate and we are looking for those who are belligerent, not those who make mistakes. The first violation is a courtesy notice, second violation is a written warning, third violation would be possible loss of collection privileges. If you don't want to follow the rules, you aren't going to follow the rules. The last change is Enforcement which includes, again, possible loss of collection privileges.

J. Sullivan: There is a desire to promote recycling to save money. But we don't want to be the "trash police." My concern is the enforcement – the way it's written, the use of the word "will." If a mistake was made, according to the wording you would be required to send them a notice. What constitutes the violation – that is up to you. How would this affect you in these 3 stages if you change it to "may" as that softens it a little?

S. Orr: Based on what you are saying, this is for chronic violators. Maybe say something like continually violates or chronically violates so they know it's a purposeful violation.

D. Boyce: That sounds fine. We aren't after the mistakes; we are looking for the habitual offenders. It affects everyone – we're all doing our part. I think if we make it mandatory we will be able to enforce those that aren't doing what they are supposed to.

S. Orr: It feels like it's giving you authority to enforce an existing policy. Do you have an idea of how many chronic offenders there are?

D. Boyce: At the facility there are a lot more. Home wise, I'd say at least 100 residents.

J. Levesque: How many recycle barrels are out there?

D. Boyce: There are more trash barrels than recycle.

J. Levesque: We should know how many offenders are out there.

D. Boyce: I can look at my spreadsheet – I have the serial number of the barrel and the reason for the extra barrel.

T. Lizotte: When I look at the ordinance, any ordinance should be equally applied. The first exemption I see is condos. Politically, I can say they are violating that ordinance but they are exempt.

D. Boyce: Council has the right to change the amount we reimburse to the condos. We can drop the amount (right now it's 31 pounds per unit) we can drop it to 25 pounds/unit. We would want to encourage the condos to do the same.

T. Lizotte: They do have a recycling system in Granite Hill. How do they reap the benefits for their recycling program?

D. Boyce: I have nothing to do with the condos. My understanding is they have a lot of trouble with recycling. A smaller development might be able to control it better.

T. Lizotte: 31 lbs/unit/week at town rate – if we drop it to 25, they can still violate the ordinance which to me goes back to the idea when you write the ordinance, it should be able to stand by itself. You have specific people you want to target so is there a way to word it so that the questionable items are addressed?

D. Boyce: That is a private area. I don't have control over what they do in the condos.

T. Lizotte: I would be inclined to say we don't reimburse condos at all. If this goes through that might be a consideration. I'm still concerned – you have presumed that because they have no barrel out to see if that triggers someone to say that you aren't recycling anymore. And cut the bag open in front of the house. I think it's going to be too targeted. I'm concerned about that. I do believe you can create an initial phase – town property is sovereign land of the town. You could create an ordinance that says if you want to bring your stuff here you have to sort it and it has to be recycled. I don't see how you equally apply this law without targeting socioeconomic levels.

D. Boyce: We do occasional inspections anyway. There is a procedure and protocol – each serial number is associated with an address.

S. Orr: The targeting argument, I'm not sure I buy that. It doesn't work that way with speeding. I can see why it could be a concern but I don't find it a valid argument for creating and enforcing an ordinance.

R. Duhaime: A lot of these rules and laws came from Massachusetts. There are guidelines you can't imagine. I don't have any problems with this. The condos are getting credits for mandatory recycling. We cannot get paid not to recycle.

A. Jennings: Is there already SOP in place currently for a violation? It didn't list that on the warrant article. Some of the people in the condos could have been voting in favor for the mandatory recycling program. You said the program was working so well that I think the carrot vs. the stick approach is applicable here. Continue educating vs. punishing people.

D. Winterton: With the 31 lbs/unit when was that established?

D. Boyce: In 1994. Granite Hill went to Council and they OK'd the town paying condo disposal fees. Later on, Council asked what else could be done. There are a couple communities that reimbursed condos so they didn't have to worry about dumpsters and trash. The 31 pounds was an estimate at the time of what people were generating. We do give a reimbursement and not too many communities do that.

D. Winterton: Would it make sense if we're going to take steps with the condos...the town recycles 30%. 31 lbs was before we were recycling. I would think that would drop to 20.

Dr. Shankle: The reason for my recommendation that in the Enforcement section there should be an alternate penalty for 3rd, and subsequent, violations is: any time after 2 the only choice we have is to cut off service. You will hear from people that don't have kids or don't use any of our services that they only thing they are getting for their tax dollars is trash collection. The second thing is you don't want them coming to the Town Administrator first. I don't want to see anybody cut off. I cannot imagine cutting off services that people pay for. I think you should enforce with fines.

J. Sullivan: Based on this discussion, maybe we can stop now and the Town Administrator and Diane can work on redefining things based on our suggestions and we can proceed accordingly at a future meeting.

T. Lizotte: The idea is to haul less trash. Do you offer an opt-out? I disagree that it shouldn't go to the Town Administrator; it should come to us and we should back it up.

S. Orr: I like the idea of fines. Maybe you can investigate other towns.

D. Boyce: I'd like to thank Katie for going over the Recycle & Transfer portion of the survey. I'm very happy with the results.

***T. Lizotte motioned to continue meeting to 10:30pm. Seconded by D. Winterton.
Vote 7-1 in favor.***

NEW BUSINESS

a. 14 – 004 Discussion of Fire Station #1 Expansion

Chief Williams: We'd like to move forward with expansion of the station in the village. It would be inside of the existing structure. It is 20 years old and was not set up for 3 firefighters working 24 hours and

doesn't accommodate male and females. We want to use impact fee money to redo the layout for this accommodation to try to get this project done. I got 3 quotes – the back portion of the bays area we want to take that space and figure out how to make 3 bedrooms instead of a wide open bunk room. We also want to move the gym to a climate controlled area. Currently, the officer sleeps in the office at the front of the building and we would move that into a separate bunk room so it's just an office. I'd like to move forward with SMP architects. We would get a layout, cost and put the project out to bid and then come back to you for approval on costs.

T. Lizotte motioned to approve recommendation of SMP Architecture for the Conceptual design services and estimating in the amount of \$9,800. Seconded by A. Jennings.

N. Comai: Have you and your team gone over this and provided the architect close to what you want to do so the fee doesn't inflate?

Chief Williams: Yes, all 3 have been to the station so they have an idea of what we are looking at. It's not a huge job but something that needs to be designed.

R. Duhaime: How many female firefighters do we have?

Chief Williams: We made a conditional offer to one that will be our first in 15 years.

R. Duhaime: How many bunks at safety center?

Chief Williams: There are separate bunks and bathrooms for male and female there and I'd like to do that at this location.

R. Duhaime: You are doing the interior; it's too bad the exterior can't fit the Village exterior.

Chief Williams: We are going to look into that. The block needs to be worked on. We can use the impact fees for that too.

D. Winterton: If this goes forward, the construction can also come out of impact fees?

Chief Williams: Yes, the entire project can come out of impact fees. This will give me an idea of what the cost of the entire project will be.

SUB-COMMITTEE REPORTS

None

PUBLIC INPUT

The public hearing is now closed on the proposed amended Administrative Enforcement of Parking Violations Ordinance #00-28.

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.

T. Lizotte motioned to enter non-public session at 9:40pm. Seconded by J. Sullivan.

Roll call

T. Lizotte – Yes

A. Jennings – Yes

N. Comai - Yes

R. Duhaime – Yes

D. Winterton – Yes

J. Levesque – Yes

J. Sullivan - Yes

Vote unanimously in favor.

T. Lizotte motioned to exit non-public at 10:27pm. Seconded by A. Jennings.

Vote unanimously in favor.

T. Lizotte motioned to seal the non-public minutes of 1/8/14. Seconded by A. Jennings.

Vote unanimously in favor.

T. Lizotte motioned to adjourn at 10:28pm. Seconded by A. Jennings.

Vote unanimously in favor.

Respectfully Submitted,

Tiffany Verney
Recording Clerk

TOWN COUNCIL BUDGET WORKSHOP MEETING MINUTES
Hooksett Town Hall
(35 Main Street, 1st floor room 105 - Chambers)
Saturday, January 4, 2014

CALL TO ORDER

Chair Sullivan called the meeting to order at 9:00 am.

ROLL CALL – ATTENDANCE

Chairman James Sullivan, Nancy Comai, Donald Winterton, James Levesque, Adam Jennings, Dr. Dean E. Shankle, Jr. (Town Administrator)

Missed: David Ross, Todd Lizotte, Robert Duhaime, Susan Orr

PLEDGE OF ALLEGIANCE

BUDGET PRESENTATION

a. Library

Mary Farwell, Mac Broderick, Heather Shumway Rainier

M. Farwell: Are you voting as you go?

J. Sullivan: We have not voted so far, but it doesn't stop us from doing that. We are a quorum.

M. Farwell: Our budget is similar to last year. The big change is contractual items and the biggest change is health insurance. You approved a \$12,710 increase in wages last year. We are asking for the same this year. We are also asking for an increase in the book line. We are deferring computer purchases this year, but that will eventually catch up with us. Health insurance went up by \$20,537 which is a 17% increase – we had a person with a lifestyle change and another employee will need to be covered under the Affordable Care Act as of Jan 2015.

N. Comai: Can you go into the van service a little bit?

H. Rainier: We borrow and lend materials from other libraries. The state library reduced the services they were providing and we use a local company out of Manchester to deliver. We were looking at 2 days a week but now we use them 3 days a week. It has been fantastic. It's been worth every penny. It comes out to 4 cents an item round trip.

M. Farwell: It leverages our collection, and allows access to more items than just what is in our library.

D. Winterton: You referenced someone needing coverage under the Affordable Care Act. Why is that?

M. Farwell: This employee is currently part time and because of the ACA, anyone working over 30 hours needs to be covered. She will need to be covered as of Jan 1, 2015.

D. Winterton: What would happen if she worked 29 hours a week?

M. Farwell: We wouldn't have to cover her.

D. Winterton: What if we hired another part time employee to work 10 hours to cover the difference? Would we have to pay health insurance under the ACA for these 2 employees?

H. Rainier: She is a student right now. We are getting her expertise at a very low cost.

D. Winterton: Can we examine that?

M. Farwell: She is making \$12/hour which is less than a seasonal Parks and Rec employee. That is a lot of bang for our buck.

D. Winterton: What is she getting for coverage? How much does that cost?

M. Farwell: Single. Christine can advise on the cost.

Dr. Shankle: The other town departments are looking at cutting hours or if you are going to pay health insurance, finding a way to make them full time.

M. Broderick: I think we would prefer that. We can utilize this employee. I don't know what the perception would be to say that because of this law we are going to reduce hours. I don't know if we want to send a message that because of this we are cutting hours. I don't know if this is the right tact for the town.

D. Winterton: This discussion will cover other departments as well. It may turn out cheaper for the town to raise her hourly rate and reduce her hours. The impact of this law has a huge impact to taxpayers.

M. Broderick: We put this budget together in continuing the level of employment she is currently at.

H. Rainier: We had the discussion about the cost and decided to present it as we did and have Council discuss publicly.

M. Farwell: We have more part time employees than any other department. If we raised her to full time, we are looking at retirement, vacation, sick time; there are additional costs in doing that as well.

Dr. Shankle: Especially since you are asking for part time hours for another person. You have extra hours in there already. It doesn't make sense to have someone work 32 hours and pay healthcare for them. It seems counterproductive.

J. Sullivan: It could be a situation where we have a full time employee and they are still going to be eligible for coverage under the ACA. If an individual has insurance that doesn't meet the requirements, there is a penalty applied.

Dr. Shankle: We have no way of knowing that. It's based on household income. We can't know that until the exchanges tell us that.

J. Sullivan: To bring this up regarding this or any employee, we can bring them up to full time and the town would be paying for their insurance. In this case, she is not full time but since she is over 30 hours a week, she is eligible.

D. Winterton: The town considers 35 hours full time and Obamacare considers 30 hours full time. All we have to do under this act is provide health insurance. By the law, we have to provide it at 31 hours a week. According to town policy we don't have to pay any other benefits until 35 hours per week.

Dr. Shankle: Some of the other issues are state law, not town policy, such as retirement.

C. Soucie: The cost for insurance in 2014-2015 is \$8,737 (single), \$17,000 (2-person), \$23,000 (family) which is the town's share of the premium.

D. Winterton: So there is an additional 10% that the employee has to pay.

J. Sullivan: We need to revisit the impact of the ACA on the town.

D. Winterton: At 32 hours a week, the cost of the town providing insurance is \$5.25/hour for an employee making \$12. That's nearly 50% of her hourly rate to provide health insurance.

J. Levesque: If we drop her down to 29 or 30 hours, we are not liable for health insurance but she is still required to have health insurance.

D. Winterton: At a wage of \$12/hour for 30 hours a week, she would have to apply to the exchange and she would probably be eligible for a subsidy.

N. Comai: Raising her rate to \$14/hour would help her pay for that.

D. Winterton: But upping her to \$14/hour would reduce her subsidy perhaps.

J. Sullivan: There is a penalty for the employer if an employee needs to go to the exchange. Is that correct?

Dr. Shankle: That does not apply to part time.

D. Winterton: Is the library a separate entity?

H. Rainier: I don't think so.

M. Farwell: We have separate RSA's, but we work with the town. Are you planning on shopping our health insurance for next year? At some point, there is a provision about Cadillac plans. There would be further penalties if we continue with that.

J. Sullivan: We need to talk about ACA issues but I don't want to keep you here as you don't have all the answers to the town umbrella.

Dr. Shankle: Cadillac plan is relative to what you are paying your people. I don't see any issues for the town based on what we pay for salaries.

C. Soucie: Under the ACA, the library would be a separate entity because they have a separate tax ID number. If there was a penalty on the library side, they would receive it not the town.

Dr. Shankle: Does the ACA not apply to them at all because they don't have enough employees?

C. Soucie: Yes.

J. Sullivan: I think we need to have a separate agenda item on ACA and its impact on the town and its agencies. It could affect the library or other groups.

Dr. Shankle: Every time we ask insurance people, they don't know the answer. We don't want to give people bad information.

M. Broderick: This budget we presented assumes worst case scenario. We hope you would support the other library items. I think everything else falls in line with what we have done the last few years.

H. Rainier: We were reviewing the town survey. We ranked good and excellent among 90% of the responses, and we are very proud of that. I also want to publicly thank Diane Boyce and her employees for their trash collection on Thursday when it was so cold out.

J. Sullivan: We have the other library trustees in attendance also.

M. Farwell: Linda Kleinshmidt, Tammy Hooker and Barbara Davis are here as well. We want to offer any help we can to try to get the budget passed. Anything we can do in terms of public education, signage, whatever we can.

N. Comai: I was going to suggest to all department heads to create signs to view these meetings online for more education and information.

M. Broderick: We have a great level of support for the library in this town. They know that this budget is part of the whole. It's hard to explain how it's a vote for all or none. It's important for everyone to work together to educate people. Primarily because of staff, resources and the involvement of the town we were awarded library of the year. We count on your support to help us.

H. Rainier: Part of the application process was town and community support so thank you for that.

J. Sullivan: When is our planned date for final budget approval?

C. Soucie: January 22 – we need to turn it over to the budget committee.

J. Sullivan: If there is an issue presented at our next meeting, we will let you know.

Dr. Shankle: There is a meeting this Wednesday (January 8) and voting will be on January 22.

J. Sullivan: I have a notice from the Recycling Center: Christmas tree pickup will be on January 6 for Monday and Tuesday collection routes and January 7 for Wednesday, Thursday, Friday routes. You can also bring the trees to the facility.

b. Public Works

Leo Lessard, Director, Public Works

1. Highway Division

L. Lessard: Everything is flat lined except for what can't help but be raised.

J. Sullivan: I see the insurance, again, is kicking up the budget. There is a big jump from \$4,800 to \$25,000. Is that health cost?

Dr. Shankle: No, it's additional employees. It is a combination of increases and any life changes.

D. Winterton: The health insurance line item is 55% of salary wage line. In terms of life events, have employees added people?

Dr. Shankle: We changed personnel that have added to family plans.

L. Lessard: The former Admin was under her spouse's plan, and the new person that took her place is under our insurance as a family.

D. Winterton: It's 55% in addition to wages.

L. Lessard: It is what it is. Our new people went from single to family.

Dr. Shankle: It goes to how little we pay our highway personnel.

L. Lessard: They are only making \$13.90/hour.

Dr. Shankle: If they make \$40,000 and health insurance is \$20,000 there's your 50%.

J. Sullivan: Street lights, we are on schedule with that?

L. Lessard: Yes.

2. Parks & Recreation Division/ Building Maintenance Division

L. Lessard: This is more or less the same also. The only potential problem, similar to the library, is our seasonal part timer. We might have to adjust the hours.

D. Winterton: Your request is different for the OT road maintenance line. Your request and the Town Administrator's request is \$63,000 different.

Dr. Shankle: The 2012-2013 actual was \$68,000; I looked at the actual and increased it from there. He more than doubled it.

C. Soucie: The part time employee is a seasonal employee so we could shorten the number of weeks that position works.

J. Sullivan: Parks and Rec health insurance went from \$121,000 to \$116,000. Why is that off?

C. Soucie: It has to do with staff turnover.

J. Levesque: Under fleet maintenance, I see shop supplies and hand tools. What does that encompass?

L. Lessard: Everything from wrenches to rags to chemicals used. It's everything incidental to being a mechanic.

Dr. Shankle: The difference between the default and budget request is less than 1%. The other increases are the result of increases in health insurance and property liability, things we have no control over. In this budget the difference is \$56,000. The biggest part goes to a policy we are trying to adopt by trying to cut down on the number of warrant articles. The new equipment line has a \$39,000 truck that is put in the budget but not on a warrant article. There is only \$16,000 in additional costs for all the other things he is responsible for.

J. Sullivan: What is your suggestion? Put it in the budget or on a warrant article?

L. Lessard: The vehicle was under highway – vehicle related purchases.

Dr. Shankle: That's the truck we put in the budget. The other one I put \$1 in, if he feels there is money left, he can ask you for the money to purchase it.

N. Comai: The bottom line is up \$100,000. \$39,000 is the truck, \$56,000 is insurance and \$16,000 is ancillary?

Dr. Shankle: Yes.

D. Winterton: The construction monitoring revenue – can you explain? Are those chores we have taken over from Stantec?

L. Lessard: Yes. We started last year taking over construction monitoring that Stantec used to do to bring money back into town and be more customer friendly. This is based on \$65/hour vs. Stantec at \$115. We only do it for the time needed instead of all day.

D. Winterton: Do you anticipate the man hours will impact other jobs that person might be doing?

L. Lessard: Yes but we can cover. That's why I don't put somebody there for 8 hours. It's bringing money back to the town.

J. Sullivan: Do you have any additional information on the CIP aspect of your budget? We have drainage upgrade reserve fund, plow dump truck, Parks & Rec facilities and town building maintenance reserve fund. I see the \$34,000 in the CIP that we put in the budget.

Dr. Shankle: Changing the plow dump truck to a general equipment/vehicle fund would allow some other things to drop out and give him the ability to decide what to spend the money on.

J. Sullivan: We did that a while ago on fire apparatus.

L. Lessard: The town voted to give us \$80,000/year to replace trucks. Now I have \$160,000 but it will cost a little more than that. We talked about increasing to \$100,000/year as a reserve so there is always money in there. If a truck replacement is needed, I don't need to wait a year to replace it. It gives me flexibility to replace a truck sooner with your permission.

J. Sullivan: To create a general category, would that require 2 separate warrant articles – to change name of the line item and one to add money?

C. Soucie: You could put it in one but to change the purpose of a capital reserve fund requires 2/3 votes so there is a higher standard; to add money it's only 50% majority vote.

Dr. Shankle: We would want to do one to add money (50% of the vote) and a second article to change the purpose (2/3 vote).

c. Recycling & Transfer

Diane Boyce, Superintendent

D. Boyce: We are \$14,000 less than proposed budget last year. Our increase is in insurance and a little bit in wages. There is nothing more than last year but another \$5,000 in fleet maintenance.

J. Sullivan: Recycling & Transfer has been consistently on or under budget.

N. Comai: Could you reiterate on tipping fees and how the town is saving money with recycling?

D. Boyce: With the new automated recycling program, recycling increased 24% from the volunteer program. It is saving us \$65/ton for every item we recycle. We saved over \$100,000 over the last couple years in disposal fees which helps with fuel and maintenance.

J. Sullivan: What is the cost to transfer items?

D. Boyce: \$65/ton because we could negotiate a better contract than \$74/ton. We are paying \$10/ton for comingled which is a \$55/ton savings for trash and disposal.

D. Winterton: Is the fee we pay for recyclables variable?

D. Boyce: We don't have a contract. It has either been 0 or \$10/ton for the past year. After the holidays I think we will find in February or March the fees will go down. It typically goes up after the holidays. I would think it would hit \$20/ton, but we haven't hit that yet. It changed mid- November and I was anticipating the increase closer to December so it wasn't that far off.

J. Sullivan: CIP comments?

D. Boyce: I am requesting a smaller automated truck this year because the program is working so well that this could enhance it even more. It would be so much better to get another smaller truck.

N. Comai: A smaller truck is for areas bigger trucks cannot get into?

D. Boyce: Yes, Rosedale and Maple streets we cannot get into. The smaller trucks could go into the schools more often and remove dumpsters in favor of barrels. We wouldn't have to have trucks just for schools looking down the line.

N. Comai: Going to automated trucks would release you from higher maintenance costs as well.

D. Boyce: Eventually yes.

D. Winterton: If the CIP warrant article is approved, would you buy this year and operate right away?

D. Boyce: It is coming out of special revenue so there is no tax impact at all. We would buy it in July if approved.

c. Police

Chief Bartlett, Captain Daigle, Hooksett Police Department

Chief Bartlett: The budget proposal is about a \$200,000+ increase from last year. Crux of increase is in wages, insurance and we have a line item for \$66,235 to purchase 2 emergency vehicles. We have an increase of \$1,440 in the photography line – I'm looking to purchase digital cameras for officers on the road to gather evidence. There is also an increase in postage – with the new Trittech software, we are going to be more vigilant with ticket notices, alarm permitting and sending out notices for evidence property to be picked up or it will be destroyed. Training and dues line incorporates training, including \$1,500 for ammunition. This will get us through state required certifications with weapons and if I have to send any officers to the academy in Concord, they need to be issued ammunition for courses they go through up there. Additionally, this covers specialty training and supervisory training; dues aspect is mandatory bar dues for prosecutor. The vehicle line amount of \$66,235 for 2 fully outfitted emergency vehicles, including emergency lighting equipment and cages, but does not include the radio which will

come from Ossipee Mountain Electronics due to the lighting strike (but does include cost of installation hopefully within the next few weeks).

Dr. Shankle: The difference between the default and recommended budget is \$42,000. \$66,000 is in the 2 cars. This budget would be below last year's budget if the cars were not in there.

N. Comai: The legal line has been moved so \$25,000 needs to be added back into that. With the purchases of new vehicles over last few years, why would the maintenance line go up?

Chief Bartlett: I have 8 black & white vehicles and 7 vehicles unmarked. Some are 2001/2002 and I'm in the process of reducing the fleet size. I just transferred ownership of a plow truck to the Highway Dept. It's not productive for us to keep it. I'm looking at reducing by 4 vehicles. In that process, maintenance is going to need to keep up as they are older and out of warranty. If we purchase new vehicles for the emergency fleet and move the older vehicles into administrative roles, we can rotate them and not have them sitting.

N. Comai: Does our Public Works Department offer you a mechanic to evaluate?

Chief Bartlett: Yes, Mario helps us. We have contracts for free tows for town vehicles through the course of the year. He evaluates and suggests what we need. He orders parts and does the maintenance if he can. If not, he discusses with me and Leo. It's a system that works out well.

N. Comai: Education contractual – I was not on the contract committee. Education line was a contract agreement. How can that line go down, especially with new employees?

Chief Bartlett: The \$7,500 line is for education reimbursement if they took college classes. Not everyone takes advantage of that. We are obligated to provide up to \$7,500 should we reach that amount, but we have never reached that amount. If we had to go to a max of \$7,500 I'm sure I could find money somewhere to cover it, but the contractual amount doesn't change. The amount can be reduced since we haven't ever reached the max. We have had no money expended out of that line for the last 3 previous years. We can reduce it, but understand we would have to honor the full amount.

D. Winterton: What is the selection process?

Chief Bartlett: Background investigation process to hire a new officer – polygraph, physical, testing processes, written exams, and general expenses for the selection process to get someone hired into the department.

D. Winterton: If we had a constant force, there would be no money there.

Chief Bartlett: The more stable force we have, the less we would spend on selection process.

D. Winterton: Professional services – what would those entail?

Chief Bartlett: Expenses we pay for relative to anything we contract – data shredding, biohazard cleaning inside cell block or cruiser, registration for JP's for supervisors; we have to pay a fee to have access to state motor vehicle data and NCIC system. It also includes EZPass for non-marked units and blood specimens vs. breathalyzer. Under the statute we have to cover that cost.

D. Winterton: NH retirement – your request and the Town Administrator's request have the same salary but the requests for retirement is different. How can that be? There is a \$20,000 difference.

Chief Bartlett: On the OT line, my request is \$244,524 and the Town Administrator's is \$169,061. I would need more money in OT dollars to add to retirement. Salary lines are the same, but I was asking for more money in OT.

A. Jennings: As of Nov. 27 you spent \$3,421 for selection process. Is that for one employee?

Chief Bartlett: That was for the hiring of 3 employees this past year and there was an expense to purchase a written test so that is what that is for.

Dr. Shankle: Can you talk about OT differences?

Chief Bartlett: My request for additional money is to cover things as vacations, sick call outs, mandatory training (we have to pay OT for that) and one of the big things we can't predict is court. Every time an officer is required to go to court we have to cover that as a minimum of 4 hours OT for appearance in court and 5 hours OT minimum for anything out of town. Those OT dollars are hard to predict based on how cases are going to turn out. I'm looking at deficiencies as far as shift coverage. I'm losing an officer to retirement, 2 are injured and there are a couple vacant positions. I am looking to make sure I have enough coverage on all shifts to make sure the town is covered. If I have adequate funding for OT I would be able to make personnel adjustments if I need to pull someone in for coverage. We had a lot of cases that came to light that I had to pull detectives in and it's all OT dollars. I added that expenditure to adequately cover the town, include court expenditures and to cover absences.

N. Comai: The person retiring is at upper end of salary, I would assume. Have we taken that into consideration on top of savings? There is a \$40,000 savings there.

Chief Bartlett: I was just made aware of it yesterday and haven't put that into anything yet. Even with the retirement, if they want to maintain part time status, I'm going to have a conversation to see if that employee is interested if I can maintain them on a part time status.

d. Fire-Rescue

Chief Williams, Deputy Chief Hoisington

1. Fire Division
2. Ambulance Division
3. Forestry Division
4. Emergency Management

Chief Williams: The budget has changed – health insurance, union contract (3rd year is July 1 so there will be negotiation after July 1), most of the lines are level or reduced. We asked for a new employee but that was removed so we increased the OT line due to that. There was a warrant article request for a radio replacement but we removed the warrant article and put it in the operating budget under the new equipment line. We don't have many CIP's – ongoing apparatus replacement (\$50,000), replacement of ambulance 2 for \$200,000 (from special revenue, not taxes), SCBA replacement fund – ongoing.

D. Winterton: Under CIP for 2015-2016, there is \$50,000 for a potential fire station lease with Manchester. Has there been any discussion?

Chief Williams: There are some new numbers for leasing a portion of station 4 at Hackett Hill for 2015-2016. Besides that, really nothing else.

D. Winterton: How many additional hires would you need?

Chief Williams: 5 additional people to bring all shifts to 8. It's not reflected in this budget. Our impact fees could pay for the lease and any equipment purchase. Staffing is the only cost.

N. Comai: The surviving spouse benefit - do we know how many more years we are covering that?

Chief Williams: It was transferred into my budget last year and I really don't know anything about it. I think the town has some type of agreement.

N. Comai: Is the person still alive and do we still pay it?

C. Soucie: We do verify each spring prior to payment that she is still living. It's one individual.

N. Comai: The ambulance line revenue is 0. We used to have a line there I assume?

Chief Williams: We haven't budgeted anything.

C. Soucie: It shows up in other funds. It's under non-general fund revenues (capital reserve, special revenues, etc.). They don't run through the general fund operating budget.

Chief Williams: That's why we do quarterly transfers into the special revenue account.

D. Winterton: It's important the public realize that appropriation from 2012-2013 to this time there is only a 6% increase in salary request. If we look at the increase in health insurance, it's over 20% and NH retirement increased over 25% which clearly impacts when you come to us for a full budget and how much you can do with what you have.

Chief Williams: When the state decided to downshift retirement to communities (employee/employer), it was quite a bit and they don't pay it now. It's a growing town and we have a lot of needs and we eventually need to increase staffing.

D. Winterton: It's \$75,000 to add an employee at \$40,000.

Chief Williams : Yes, all those costs have been downshifted and health insurance keeps going up.

d. Administration

Dr. Shankle: The default is \$5,000 less than the budget. There is more in advertising; I removed fuel from assessing and community development. The biggest thing is an increase in the computer section from \$86,000 to \$99,000. I cut other places where I could. Software and programs were increased as new things, upgrades (spam filter, video on demand, request tracking system) were added in. We are putting together a warrant article with several departments that want to improve computer systems. This is the normal cost.

C. Soucie: we moved some of police computer services out of their budget and into this budget.

D. Winterton: Under benefits, there is \$3,000 to hire a consultant to bid out health insurance. Will that go out to bid since it's more than \$2,000?

C. Soucie: We wouldn't put it out to bid but we would get quotes for it.

N. Comai: In moving legal fees from police to administration I don't see an increase. Is \$92,000 enough?

Dr. Shankle: Everything we take care of for other departments we try to put in our budget.

C. Soucie: We transferred the amount budgeted from police and did not increase it even though it has been over historically. We just don't know what litigation will be and is hard to forecast.

N. Comai: Is it safe to assume that with the legal line going into administration you centralize the decision making process of what attorney services you use/need to keep it at the lowest amount possible vs. department heads having free reign to that service?

Dr. Shankle: We do that now. They had a different legal team and they are now coming through me before they call anyone. The first call is to LGC if possible. I'm hoping we start cutting down some of the legal costs.

N. Comai: Old Home Day – we should put more money in that line since we had to increase it last year. It was such a success and I would hate to not support them.

Dr. Shankle: They got as much as they could in donations and we backfilled that. That's a big event that we have in the town in terms of people that brings the town together.

D. Winterton: Liability insurance line...

Dr. Shankle: That's another thing were going to bid out. That went up 77% because they changed the way they charged. It was part of the the property liability trust. They changed the way they handled the

pool. It used to be a pool and they didn't take experience into account and last year they did. They look at the last few years and we had a bad couple of years but it should get better.

D. Winterton: That line may change if we bid it out?

C. Soucie: We selected a vendor and the problem is that insurance companies will only give us a 90-day rate. We don't have a number other than our current carrier and it was a 5 year risk. They spent 41.3M in claims and we paid in \$700,000 so we had a negative impact and hence the increase in rate.

e. Assessing

J. Sullivan: Minus the revaluation of \$126,000 compared to 2012 it's up \$16,000.

Dr. Shankle: Health insurance is \$17,000, professional services is cut down a little, as well as office supplies. I have no idea where I came up with \$2,800. I'm fine if you want to cut it down to \$1,000. Each toner cartridge for their 2 printers is \$200. I think \$1,000 will be enough.

N. Comai: As the years progress and the assessor's contract is on the table when are we revisiting that to either make a full time employee or continue with a contract?

Dr. Shankle: We have nothing to do until the contract is up. It's my intention to have a full time assessor in there. It would be a change and would have to come to you for approval.

N. Comai: So we have another year or two on the 5 year contract?

C. Soucie: I think it's up in January of 2016, 6 months after this budget.

f. Finance

Christine Soucie, Finance Director

C. Soucie: I cut the hours back to 10 per week for the part time employee and that would help rather than have no help. We used part time help to work with software conversion. We are finding some time and efficiency savings with new software and we are learning something new every day but it's still reviewing our processes so hopefully in a year or two we will be most efficient. We process 8000 invoices per year and 5000 checks so they would be working on that. The other thing is banking services for \$9,000. Those fees have not been incorporated because we keep defaulting. That is the cost to do banking – get statements, use online services, transfer between 50 or so bank accounts. It's the service fee the bank charges.

D. Winterton: I get that for free.

C. Soucie: The treasurer is diligent about looking at this. She asked banks for price proposals 2 years ago and the current bank was the best bang for the buck. I can't explain it other than we will have \$3M sitting in the account for the month and interest is \$1.65. There is nothing there for the banks to give us. We used to pay these fees out of the interest earned and when the economy nosedived that was one of the things we could no longer do.

N. Comai: Is the bank we use a local Hooksett bank?

C. Soucie: We use several banks and most have branches in Hooksett. We can only bank with state approved banks. We look at all new banks that come into town to see if they qualify.

N. Comai: What are we doing to create efficiency in that area? We should only use local banks, and somebody should be shopping that out more often.

C. Soucie: We do a lot to cut down the cost. We scan checks and that saves ½ of what it costs to take them to the bank; we are analyzing services we use and if they are worth the cost. The look up features on the bank website, we analyze that all the time. These costs are really just the cost for the one account that we run everything through at Citizens.

N. Comai: Have we considered ADP or Paychex that does payroll at a minimum cost per check that would save time? That is the majority of your check cashing I assume?

C. Soucie: It's not actually. We have 30 checks a week for payroll, and we're writing 75 a week for AP. It's the AP side driving the cost. For payroll, you could go bi-weekly.

D. Winterton: Do we require direct deposit?

C. Soucie: Under NH RSA we do not require that.

D. Winterton: Can we incentivize that?

C. Soucie: We have 30 out of 120 who do not utilize direct deposit.

N. Comai: Can you potentially drop the number of vendors by 25% and consolidate? At the end of the day, someone should be looking into more efficiency.

C. Soucie: We do bid out office supplies.

N. Comai: To me if we stick with one vendor that saves money.

C. Soucie: By bidding it out we saved money and we told all the departments to use the same vendor. We could run payroll twice a month. There are options out there.

N. Comai: Are the audit services are mandatory?

C. Soucie: Yes we have a contract. We are in the third year of our contract. The only other one is debt. There is no new debt but there is \$1 in case we have to go out for tax anticipation which I don't think we need to. The first item is fire tanker truck for \$51,000. That lease has 4 more payments and the \$1 for tax anticipation note. That says if we have to borrow money there is money to pay the interest but I don't see needing to have to use that. We did have a department head come in to ask for a revision to budget – community development. She realized she did not include the cost of the part time employee taking minutes of budget meetings. She is looking to increase wages by \$5,000 to cover those costs. Regarding the sewer department – the commission or superintendent can come in and discuss.

N. Comai: Yes please.

C. Soucie: It would be more of an advisory discussion, but there is a law that the sewer department is the governing body of that budget and they are the only ones they can make changes.

N. Comai: I would ask that the findings we get from the health insurance inquiry get passed along to them so we can share the efficiencies. It's important for transparency purposes to have them in to discuss.

Dr. Shankle: Can you also talk about non-union raises?

C. Soucie: We are working on warrant articles and we haven't decided if it's going to be a warrant article. We are going to discuss these in more detail at the January 8 meeting. For non-union, we did similar to last year. You will have to decide if you want it in a special warrant article or operating budget. Non-union includes library, police non-union and town administration (not police chief, Town Administrator or sewer) – 46 full time employees and 20 part time employees. A 2% cost is about \$63,000.

Dr. Shankle: Police non-union employees – we do not have an exact figure. Non-union is on a step chart with union but the steps move every 2-3 years. We would suggest getting rid of non-union steps and include them in the 2% increase but that is up to you folks.

ADJOURNMENT

Vice Chair Comai adjourned the meeting 11:15 am due to not having a quorum.

Respectfully submitted,

Tiffany Verney
Recording Clerk

AGENDA NO. 14-007
DATE: 1-22-14

Staff Report
Site Surety Release for Heritage Family Credit Union
January 22, 2014

Background: Heritage Family Credit Union on Hooksett road posted a Surety bond for the site work of the new building in the amount of \$75,229.69. The site has been completed for some time. All of the as-built plans have been reviewed and the disc is on file. All has been inspected and meets all requirements.

Issue: I would like the town Council to release this surety bond in the amount of \$75,229.69

Discussion: after review of the as-built plans and the site I find the site has met the requirements of the plans

Fiscal Impact: None

Recommendation: I recommend that Town Council approve the release of the surety bond that has been put up in the name of Heritage Family Credit Union.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: concur


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

Staff Report
Site Surety Release for Auto Zone
January 22, 2014

~~AGENDA NO.~~ 14-008
~~DATE:~~ 1-22-14
~~DATE:~~
~~AGENDA NO.~~

Background: Auto Zone on Hooksett road posted a Surety bond for the site work of the new building in the amount of \$42,674.76. The site has been completed for some time. The only hold up was from the State DOT project getting their work done along the road way. The surety amount of \$42,674.76 should be released at this time.

Issue: I would like the town Council to release this surety bond in the amount of \$42,674.76.

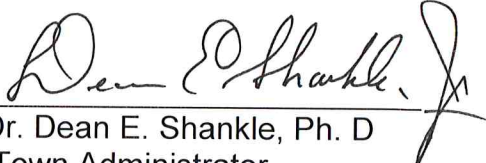
Discussion: after review the as-built plans and the site I find the site has met the requirements of the plans

Fiscal Impact: None

Recommendation: I recommend that Town Council approve the release of the surety bond that has been put up in the name of Auto Zone.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: Concur


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

HOOKSETT MUNICIPAL SEWER BUDGET

11/25/13

2014 2015

AGENDA NO. *Scheduled Appointments*
 DATE: 1-22-14

ITEM NAME	2012/2013	2013/2014	2014/2015	2014/2015
SYSTEMS OPERATIONS EXPENDITURES	BUDGET APPROVED	COMM. APPROVED	BUDGET REQUEST	BUDGET COMM. APPROVAL
Wages & Security				
1 Wages	293,851.86	300,016.69	306,042.00	6025.31
Social Security	18,499.53	22,921.27	23,412.21	490.94
Workman's Comp	3,330.38	6,480.35	6,610.50	130.15
Retirement	25,356.16	32,311.72	32,960.72	649
NH Unemployment	28.00	51.95	51.95	0
6 Health Insurance	92,949.52	97,199.52	135,072.72	37873.2
Life & Disability	2,629.93	5,070.28	5,172.10	101.82
8 Uniforms	6,529.61	6,646.36	6,646.36	0
Utilities				0
10 Electricity	159,013.18	136,940.45	165,270.79	28330.34
11 Heat	20,842.36	30,151.94	32,092.63	1940.69
12 Telephone	9,546.87	9,144.32	10,039.88	895.56
13 Water	2,773.96	10,907.40	8,208.00	-2699.4
14 Laboratory	16,186.17	15,482.72	20,054.13	4571.41
15 Chlorine	19,669.85	18,434.25	18,434.13	-0.12
16 EPA Testing	3,027.50	3,200.00	3,200.00	0
Sludge Disposal				
20 Polymer/Ferric chloride	11,159.50	16,158.50	16,158.50	0
21 Lime/wood chips	1.00	1.00	1.00	0
22 Maintenance	707.49	4,872.00	4,872.00	0
23 Testing	4,286.75	4,241.00	4,241.00	0
24 Truck Loader Maintenance	5,462.00	3,000.00	3,000.00	0
25 Land Farming/Compost	3,000.00	3,000.00	3,000.00	0
26 Hauling biosolid	75,879.75	99,017.25	106,016.00	6998.75
27 Sludge Management	42.95	1.00	1.00	0
28 EcoFiber	16,140.00	16,866.88	16,866.88	0
Maintenance				
30 Plant	49,779.86	43,005.40	44,991.40	1986
31 Pump Stations	29,056.56	10,000.00	10,000.00	0
32 Mains & Manholes	22,086.94	34,820.00	34,820.00	0
33 Vehicle Maintenance	7,345.97	4,000.00	4,000.00	0
34 Vehicle Fuel	10,704.54	10,244.00	10,800.00	556
Miscellaneous				
36 New Equipment	3,000.00	3,000.00	3,000.00	0
37 Alarm & Rent	4,194.75	4,094.00	4,200.00	106
38 Mileage	710.51	800.00	800.00	0
39 Eng, Constr. EPA map	5,885.88	18,000.00	18,000.00	0
41 Education	810.00	1,500.00	1,500.00	0
Capital Replacement Prog	156,773.00	140,659.79	102,000.00	-38659.79
	0	0.00	0.00	0
	1,081,262.33	1,112,240.04	1,161,535.90	0.00
				49295.86

01/06/14

HOOKSETT MUNICIPAL SEWER BUDGET

2014 2015

	2012/2013	2013/2014	2014/2015	2014/2015
ITEM NAME		BUDGET COMM.	BUDGET	BUDGET COMM.
SYSTEMS OPERATIONS EXPENDITURES		APPROVED	REQUEST	APPROVAL
TOTAL OPERATION	1,036,462.33	1,112,240.04	1,161,535.90	49295.86
OFFICE OPERATIONS				0
Commissioners Wages	5,000.00	5,000.00	5,000.00	0
50 Expenses	515.37	1,500.00	1,500.00	0
51 Mileage	323.97	1,000.00	1,000.00	0
Wages & Security				0
60 Wages	112,801.42	109,100.70	110,853.59	1752.89
Social Security	7,083.86	8,335.29	8,469.21	133.92
Workman's Comp	167.98	2,297.00	2,394.43	97.43
Retirement	7,618.07	9,917.25	11,938.93	2021.68
NH Unemployment	10.00	10.00	10.00	0
65 Health Insurance	45,558.48	46,371.84	56,173.68	9801.84
Life & Disability	826.93	1,843.80	1,873.42	29.62
Utilities				0
70 Electricity	4,653.21	4,504.66	4,653.21	148.55
71 Telephone	1,721.33	1,750.00	1,752.00	2
72 Water	183.60	120.00	183.60	63.6
73 Heat	2,302.87	2,716.13	2,716.13	0
80 Supplies	13,533.58	16,422.47	16,812.64	390.17
81 Office Equipment	719.42	1,000.00	1,000.00	0
83 Equipment Maintenance	1,297.82	2,000.00	2,000.00	0
84 Legal	44,979.55	120,000.00	110,000.00	-10000
85 Audit	3,725.00	5,000.00	4,000.00	-1000
86 BLG Office maintenance	2,351.80	2,400.00	2,400.00	0
DEBT SERVICE				0
1 STATE REVOLVING LOAN	251,371.60	251,371.60	251,371.60	0
2 STATE REVOLVING LOAN	237,284.59	242,106.00	237,284.59	-4821.41
DEBT SERVICE	488,656.19	493,477.60	488,656.19	-4821.41
OFFICE OPERATIONS				0
SUB TOTAL	255,374.26	341,289.14	344,730.84	3441.7
PLANT OPERATIONS				0
SUB TOTAL	1,081,262.33	1,112,240.04	1,161,535.90	49295.86
GRAND TOTAL				0
OPERATION	1,336,636.59	1,453,529.18	1,506,266.74	52737.56
SUB TOTAL	1,825,292.78	1,947,006.78	1,994,922.93	47,916.15
TOTAL	1,825,292.78	1,947,006.78	1,994,922.93	47,916.15

STATE C

AGENDA NO. Scheduled
Appointments
DATE: 1-22-14

Town of Hooksett

Engineering Services Presentation

To the Planning Board

December 16, 2013

Handouts for Board Members

1. Blake (Regency) Mortgage Invoice
2. Excerpt from the Town Regulations
3. Review letters from the SNHU Library Project
4. Email from Bedford Design Regarding Our Review
5. Economic Development Committee's Report on The Meeting With Thibeault Corporation Regarding The Berry Hill Estates Project

DE Habib

Handout #1



INVOICE

Invoice Number 613755
Invoice Date August 10, 2012
Purchase Order 195112527
Customer Number 52759
Project Number 195112527

Bill To

Hooksett NH Community Dev Dept
 Jo Ann Duffy
 35 Main Street
 Hooksett NH 03106-1397
 United States

Please Remit To

Stantec Consulting Services Inc. (SCSI)
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project	Blake Mortgage Site Plan Compliance Monitoring (11-08)		
Project Manager	Tatem, Dan	Contract Upset	5,845.25
Current Invoice Total (USD)	1,271.25	Amount Billed to Date	2,982.71
		For Period Ending	July 27, 2012

Top Task	200	Plan Compliance	Current Hours	Rate	Current Amount
Professional Services					
	Tatem, Jean Daniel (Dan)		11.25	113.00	1,271.25
	Subtotal Professional Services		<u>11.25</u>		<u>1,271.25</u>

Top Task Subtotal	Plan Compliance	1,271.25
	Total Fees & Disbursements	<u>1,271.25</u>
	INVOICE TOTAL (USD)	1,271.25

Due on Receipt

Billing Backup

Date	Project	Task	Employee/Supplier	Quantity	Bill Rate	Bill Amount	Comment	AP Ref. #
05/08/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	0.25	113.00	28.25	REVIEWED PROJECT CHARGES, SPC FIELD REPORT, AND GENERATED INVOICE.	
06/26/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	0.25	113.00	28.25	RET WALL SPC COORD	
06/28/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	1.00	113.00	113.00	RET WALL AND DRAINAGE SPC (0.75) TALKED TO JEN AND REVIEWED WALL CALCULATIONS (0.25)	
07/06/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	0.75	113.00	84.75	RET WALL TESTING COORD. AND FIELD REPORT REVIEW	
07/09/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	1.25	113.00	141.25	DRAINAGE SPC	
07/10/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	3.00	113.00	339.00	DRAINAGE AND RET. WALL SPC - 1.5 OFFICE REVIEW AND REVISIONS TO DRAINAGE DESIGN AND RET WALL COMPACTION ISSUES.	
07/12/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	0.50	113.00	56.50	ON-SITE DRAINAGE AND RET WALL SPC	
07/13/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	0.50	113.00	56.50	FIELD REPORT REVIEW - PROJECT ADMIN	
07/17/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	0.75	113.00	84.75	SPC	
07/19/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	1.75	113.00	197.75	SPC	
07/20/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	0.25	113.00	28.25	REVIEWED CURB REVISION REQUEST AND SENT TO JO ANN FOR APPROVAL	
07/24/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	0.50	113.00	56.50	REVIEWED AND FILED TESTING REPORTS FOR PAVING	
07/25/2012	195112527	200	TATEM, JEAN DANIEL (DAN)	0.50	113.00	56.50	PAVING -SPC	
Total Top Task 200				11.25		1,271.25		
Total Project 195112527				11.25		1,271.25		

Handout #2

TOWN OF HOOKSETT
ROAD INSPECTION CHECKLIST

Approved Name(s) of Road(s) or Drive(s)

Subdivision Name: _____ Location: _____

Developer: _____

Contracted Road builder: _____

INSPECTION CHECKLIST

Inspection No. 1: Review of design engineer's layout of roadway R.O.W. and wetlands marking.

Proceed
Do Not Proceed

Remarks:

Date: _____
Inspector's Signature

Inspection No. 2: Inspection of clearing, grubbing, and erosion control measures.

Proceed
Do Not Proceed

Remarks:

Date: _____
Inspector's Signature

Inspection No. 3: Inspection of fill placement. In-place compaction testing of fill is required every 1,000 c.y. or as directed by the inspector.

Proceed
Do Not Proceed

Remarks:

Date: _____
Inspector's Signature

Inspection No. 4: Inspection of drainage piping and buried utilities. **Full-time inspection is required,**
including the trench backfilling.

Proceed
Do Not Proceed

Remarks:

Date: _____
Inspector's Signature

Inspection No. 5 Inspection of subgrade and slope work.

Proceed
Do Not Proceed

Remarks:

Date: _____
Inspector's Signature

Inspection No. 6: Inspection of gravel grade, Compaction testing of the gravel course is required every 200
l.f. of roadway.

Proceed
Do Not Proceed

Remarks:

Date: _____
Inspector's Signature

Inspection No. 7: Inspection of crushed gravel grade, Compaction testing of the crushed gravel course is
required every 200 l.f. of roadway.

Proceed
Do Not Proceed

Remarks:

Date: _____
Inspector's Signature

Inspection No. 8: Inspection of final ditch work, slope work, landscaping, and erosion control measures.

Proceed
Do Not Proceed

Remarks:

Date: _____ Inspector's Signature

Inspection No. 9: Inspection of headwall and/or remaining wall construction.

Proceed
Do Not Proceed

Remarks:

Date: _____ Inspector's Signature

Inspection No. 10: Inspection of all driveways.

Proceed
Do Not Proceed

Remarks:

Date: _____ Inspector's Signature

Inspection No. 11: Inspection of binder course paving. Full-time inspection will be performed during paving.

Proceed
Do Not Proceed

Remarks:

Date: _____ Inspector's Signature

NOTE: One winter must elapse after paving the binder course.

Inspection No. 12

Inspection of the wearing course pavement. Full-time inspection is required.

Proceed
Do Not Proceed

Remarks:

Date: _____
Inspector's Signature

Inspection No. 13:

Remaining work inspection by Developer and Inspector.

Proceed
Do Not Proceed

Remarks:

Date: _____
Inspector's Signature

Inspection No. 14:

Final walk through inspection by the Highway Manager, Designated Representative of the Highway Department and Town Engineer.

Proceed
Do Not Proceed

Remarks:

Date: _____
Inspector's Signature

Inspection No. 15:

Follow-up inspection.

Proceed
Do Not Proceed

Remarks:

Date: _____
Inspector's Signature

Handout #3

Handout #3



Stantec

Stantec Consulting Services Inc.
5 Dartmouth Drive Suite 101
Auburn NH 03032
Tel: (603) 669-8672
Fax: (603) 669-7636

February 25, 2013
File: 195112688

Ms. Jo Ann Duffy, Town Planner
Hooksett Planning Department
35 Main Street
Hooksett, NH 03106-1397

**Reference: SNHU – Proposed Library Learning Commons (12-26)
Tax Map 33, Parcel 67
1st Plan Review**

Dear Ms. Duffy:

We have reviewed the following information for the subject project, received on January 22, 2013 and accepted as complete on February 11, 2013:

- Southern New Hampshire University, Proposed Library Learning Commons, prepared by TF Moran (TFM), including Sheets 1 through 22, and Sheets L1 & L2, dated November 29, 2012 and revised on January 22, 2103
- Proposed architectural elevation sheets, prepared by Perry Dean Rogers, Partners Architects, (PDR), dated November 20, 2012
- Stormwater Management Report, prepared by TFM, dated January 22, 2013
- Traffic Memorandum, prepared by TFM dated January 22, 2013
- Site plan application package with attachments, prepared by TFM, undated

This submittal was reviewed in response to a request by the Town of Hooksett and was reviewed for conformance with the applicable sections of the Town of Hooksett Development Regulations as well as other relevant local and state regulations and accepted engineering practices. We have the following comments:

The plans propose the construction of a 3-story library, an access road connecting to the Dining Facility, and a fire truck turn-around. The proposed structure has an 18,570 square footprint. The site is proposed to be serviced with municipal water and sewer.

General Comments

1. Written approval from Manchester Water Works (MWW) for the water distribution system design must be provided.
2. Written approval from the Hooksett Sewer Commission (HSC) for the sewer collection system design must be provided.
3. When received, the revised NHDES Alteration of Terrain and Sewer Discharge Permit numbers must be added to the coversheet.
4. Written approval from the Hooksett Fire Department must be provided regarding access and the fire suppression system (i.e. fire hydrant locations and water pressure).
5. The outdoor site lighting plan must be stamped by a NH registered PE.

Reference: SNHU – Proposed Library Learning Commons (12-26)
Tax Map 33, Parcel 67
1st Plan Review

Waiver Request Comments

6. Considering the size of the subject parcel (+/- 300 acres) and the distance between the proposed work and the abutting properties, we take no exception to the waiver requests to not show the various items (i.e. utilities, landscaping, wells, septic systems, etc.) within 100 and 200 feet of the parcel boundaries.
7. Considering the size of the subject parcel, we take no exception to the waiver request to not show the majority of the parcel boundary lines on the existing conditions plan.

Cover Sheet

8. Waiver note #5 should be removed and the existing building information added to the plans.
9. Waiver note #6 and #7 should remain; however, we did not receive written waiver requests to these regulations and the necessary forms should be submitted to the Town and Stantec for comment.

Existing Conditions Plan

10. The sewer / septic infrastructure for the existing building must be added and noted to be removed per NHDES requirements.
11. There is a hatched area that appears to be ledge but the hatch pattern is not the same as the other outcroppings of ledge on the plans. This hatch pattern should be corrected or added to the legend if it represents something other than ledge.

Site Preparation Plan

12. There is a note specifying the removal and stockpiling of an existing stone wall for reuse. It is not clear if the rocks are to be used during this project or for a future, unrelated project. This should be clarified.
13. A section of the existing sidewalk is to be removed and relocated along North River Road. The temporary construction fencing should be relocated to include this activity. In addition, it should be explained how the large number of pedestrians will be able to walk to the southern end of the campus, while the side walk is removed.
14. The DPW Director should be made aware that a small portion of the proposed sidewalk construction is located within the Town right-of-way.
15. Two of the southernmost sidewalk light fixtures are noted to be removed; however the fixtures are in the same location in the proposed plans. The need to remove these fixtures should be verified by the designers.
16. A section of the proposed silt fence, towards the southern end of the site, must be relocated to be within the tree clearing limits.

Recordable Site Plan

17. The words "Sheets 1 and 6" below note #17 appear to be incomplete and should be removed or expanded to a full note.
18. The existing sidewalk to the south of the site should be hatched to show that it is stamped asphalt, as is the other sections of sidewalk on the subject parcel.
19. The purpose of the "relocated boulders" note near the handicapped parking spaces should be explained.

**Reference: SNHU – Proposed Library Learning Commons (12-26)
Tax Map 33, Parcel 67
1st Plan Review**

20. Note #3 should be completed by adding the proposed characteristics of the plan set.
21. The limits of the underground detention facility must be labeled.
22. The outer limits of the landscaped areas must be added.
23. The underground utilities (i.e. water, sewer, drainage, etc.) must be added to the plan.
24. The northeast building overhang line work is missing and should be included on the plan.
25. The note for the 6" granite wall should be expanded to explain if it is 6" wide or 6" tall.
26. The proposed, exterior stairs should be labeled with dimensions and materials to be used.

Site Layout Plan

27. The designers included a signature block on this sheet. If the Town intends to record this plan, a 1" x 7" recording block must be added to the upper left corner of the sheet.
28. The limits of the "stonewall to be removed" should be revised to show the removal ending at the proposed limit of work, rather than extending into the existing tree line.

Grading and Drainage Plan

29. The 3:1 slope label near the access roadway turn around appears to be backwards and should be revised.
30. The bioretention area is graded with 3:1 slopes, while the regulations require 4:1 or flatter. However, we would not take exception to the 3:1 grading, if a waiver was requested.
31. We recommend that rip rap be incorporated into the grass swale between the paved swale outlet and the Bioretention basin.
32. It is not clear if the design includes a new drainage pipe between DMH 20 and the double grate CB to the north. If this is a proposed pipe, it should be labeled and the invert elevation into the CB should be noted.
33. The rim and invert elevation data is missing for DMH 29.
34. There are two sets of invert elevations for CBs 20 & 24; the table should be corrected.
35. The invert information for the trench drain is not complete and must be added to the table.
36. The invert elevations for CB 23 do not appear to be correct and should be revised.
37. Additional grading or spot grades should be added, to the west of CB 19, to show how the stormwater is to be directed between the high point and North River Road.
38. The invert information for the foundation drain connected to CB 24 is missing and should be added to the table.
39. The grading adjacent to DMH 25 should be revised to match the rim elevation noted in the table. In addition, the invert elevations for the underdrain penetrations must be added to the table.
40. We could not locate the specified dimensions of the rip rap aprons and swales, including the proposed stone sizes. This information should be added to the plans.

Stormwater Management Plan

41. The silt fence locations should be revised near the northeastern sidewalk extension to

**Reference: SNHU – Proposed Library Learning Commons (12-26)
Tax Map 33, Parcel 67
1st Plan Review**

include the proposed site work.

42. A proposed stockpile location should be added to this plan.
43. The method of handling the roof top flow must be added to the plans, and potentially the HydroCAD analysis.

Detail Sheets

44. Stockpile stabilization notes should be added.
45. The vertical granite curb detail must be revised to provide the 7" reveal, as required by the regulations.
46. The concrete sidewalk detail must be revised to specify 9" of crushed gravel, as required by the regulations.
47. Per Section 11.08.9, the access roadway must be revised from 20' wide to 24' wide.
48. The diamond cut trench detail should be revised to specify the pavement saw cuts be straight lines, slightly skewed, crossing the width of the roadway.
49. The Stormtech note requiring the contractor to confirm the percolation rate should be revised to require the design engineer to complete this task.
50. The Stormtech detail must be revised to include a manifold so that all the chamber rows are connected with solid piping.
51. The Stormtech detail on Sheet 17 must be revised to correct the label for the second DMH from "DMH 29" to "DMH 31". In addition, the purpose of DMH 29 (supposed to be DMH 31) should be explained.
52. The bioretention basin must be revised to meet all the criteria of a detention basin, because it is functioning as a stormwater detention basin (58% attenuation during the 100-year storm event), as well as water quality.
53. Several details include concrete; however, the class or compressive strength of the concrete is not specified and must be added to each detail.
54. The light pole base detail does not match the standard light pole bases that are typically installed at the SNHU campus on recent projects. The detail should be revised to match the actual base that will be installed.
55. The concrete pad detail must be revised to require the standard compaction requirements of the select gravels and include the class or compressive strength of the concrete.
56. A detail for the trench drain should be added to the plans.

Landscaping Plan

57. The plan must be revised to incorporate a shade tree along North River Road every 50'.
58. Several trees are labeled as "QUE RUB"; however this label does not appear in the table of tree types and must be added.
59. The scale bar on both landscaping plans appears to be inaccurate and should be corrected.
60. Landscaping Plan LD-1 contains several details that are not related to landscaping. In addition, several of the details duplicate details that are located on the Detail Sheets and

**Reference: SNHU – Proposed Library Learning Commons (12-26)
Tax Map 33, Parcel 67
1st Plan Review**

should be removed.

Architectural Plans

61. The designers must prepare color renderings of the proposed architectural plans to present to the Planning Board.

Drainage Comments

- 62. Several of the proposed drainage pipes do not meet the minimum 2fps flow velocity during a 2-year storm event. It appears that the slopes of several of these pipes could be made steeper, thus achieving the required 2fps. We recommend this be addressed prior to the Board voting on the requested wavier to this regulation.
- 63. The plans show 8" diameter foundation drains to be connected to the drainage system. The diameter of these pipe is larger than typically specified. The designers should explain how they sized these pipes and note the anticipated flows that are anticipated.
- 64. The vertical 24" x 24" orifice must be revised to reflect the numerous small openings of a CB grate, rather than a full 4 square feet of available capacity.
- 65. Many of the existing conditions Tc paths were not delineated using the slowest possible flow path. Most of the sheet flow segments should be revised from smooth surfaces to grassed or wooded surfaces.
- 66. Several of the proposed Tc paths are less than the recommended 6 minute length, and should be revised.

These comprise our comments at this time. We invite the Engineer and Applicant to meet with us to discuss these comments or other issues, which may affect the project. Based on revisions and additional submissions, we reserve the right to make future comments.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES, INC



J. Daniel Tatem
Project Manager
Tel: (603) 669-8672
Fax: (603) 669-7636
dan.tatem@stantec.com

c. Jeff Kevan, TFM (email)
Bob Vachon, SNHU
Rene LaBranche



Stantec

Stantec Consulting Services Inc.
5 Dartmouth Drive Suite 101
Auburn NH 03032
Tel: (603) 669-8672
Fax: (603) 669-7636

March 18, 2013
File: 195112688

Ms. Jo Ann Duffy, Town Planner
Hooksett Planning Department
35 Main Street
Hooksett, NH 03106-1397

**Reference: SNHU – Proposed Library Learning Commons (12-26)
Tax Map 33, Parcel 67
2nd Plan Review**

Dear Ms. Duffy:

We have reviewed the following information for the subject project, received on March 7 & 14, 2013:

- Southern New Hampshire University, Proposed Library Learning Commons, prepared by TF Moran (TFM), including Sheets 1 through 22, and Sheets L1 & L2, dated November 29, 2012 and most recently revised on March 13, 2013
- Proposed architectural elevation sheets, prepared by Perry Dean Rogers, Partners Architects, (PDR), dated November 20, 2012
- Stormwater Management Report, prepared by TFM, dated January 22, 2013 and most recently revised on March 5, 2013
- Response letter, prepared by TFM, dated March 13, 2013

This submittal was reviewed in response to a request by the Town of Hooksett and was reviewed for conformance with the applicable sections of the Town of Hooksett Development Regulations as well as other relevant local and state regulations and accepted engineering practices. Our original comments are in *italics*, new and supplemental comments are in **bold** and comments that have been addressed have been removed. We have the following comments:

The plans propose the construction of a 3-story library, an access road connecting to the Dining Facility, and a fire truck turn-around. The proposed structure has an 18,570 square footprint. The site is proposed to be serviced with municipal water and sewer.

General Comments

1. *Written approval from Manchester Water Works (MWW) for the water distribution system design must be provided. This approval is pending.*
2. *Written approval from the Hooksett Sewer Commission (HSC) for the sewer collection system design must be provided. This approval is pending.*
3. *When received, the revised NHDES Alteration of Terrain and Sewer Discharge Permit numbers must be added to the coversheet. The sewer permit number has been added to the plan; however the AoT permit is still pending.*

Waiver Request Comments

6. *Considering the size of the subject parcel (+/- 300 acres) and the distance between the proposed work and the abutting properties, we take no exception to the waiver requests to*

March 18, 2013

Page 2 of 2

**Reference: SNHU – Proposed Library Learning Commons (12-26)
Tax Map 33, Parcel 67
2nd Plan Review**

not show the various items (i.e. utilities, landscaping, wells, septic systems, etc.) within 100 and 200 feet of the parcel boundaries. This waiver request is pending Board action.

7. *Considering the size of the subject parcel, we take no exception to the waiver request to not show the majority of the parcel boundary lines on the existing conditions plan. This waiver request is pending Board action.*

Drainage Comments

61. *Several of the proposed drainage pipes do not meet the minimum 2fps flow velocity during a 2-year storm event. It appears that the slopes of several of these pipes could be made steeper, thus achieving the required 2fps. We recommend this be addressed prior to the Board voting on the requested waiver to this regulation. Several of the drainage pipes slopes were made steeper and now provide the minimum velocity of 2fps; however the remaining pipes could not be revised due to the elevations of the final drainage outlets. Due to the low flow volumes in these pipes, we take no exception to the waiver request to not provide flow velocities of at least 2fps during the 2-year storm event.*

These comprise our comments at this time. With the condition that the above-noted waiver requests are granted and the outstanding comments are addressed, we recommend the Board approve the application with the appropriate, typical conditions.

Please call if you have any questions.

Sincerely,

STANTEC CONSULTING SERVICES, INC



J. Daniel Tatem
Project Manager
Tel: (603) 669-8672
Fax: (603) 669-7636
dan.tatem@stantec.com

- c. Jeff Kevan, TFM (email)
Bob Vachon, SNHU
Rene LaBranche

Handout #4

Tatem, Dan

Subject: FW: Ravinia

From: Marcotte, Tony [<mailto:tonym@BedfordDesign.com>]
Sent: Friday, January 11, 2008 10:59 AM
To: Tatem, Dan
Cc: PETER.ROTCH@MCLANE.com; ed@reallycold.com; Quay, Rebecca
Subject: RE: Ravinia

Thank you Dan. As always a very timely review. Not all review engineers are as quick with turning plans around as your group is. We also receive very few 'new' comments on things that haven't changed when we submit plans to you. Just thought I would pass that along.

-Tony

From: Tatem, Dan [<mailto:dan.tatem@stantec.com>]
Sent: Friday, January 11, 2008 10:52 AM
To: Marcotte, Tony
Subject: RE: Ravinia

I wrote a letter yesterday that will go out today recommending signing the plans. I will email you a pdf of it.

J. Daniel Tatem
Project Manager
Stantec
175 Canal Street 6th Floor
Manchester NH 03101-2335
Ph: (603) 669-8672 Ext. 1328
Fx: (603) 669-7636
Cell: (603) 218-9739
dan.tatem@stantec.com
stantec.com

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 Please consider the environment before printing this email.

From: Marcotte, Tony [<mailto:tonym@BedfordDesign.com>]
Sent: Friday, January 11, 2008 10:51 AM
To: Tatem, Dan
Subject: Ravinia

Dan,

Have you had a chance to look at our submittal responding to the traffic comments for the Ravinia Cold Storage project? Our client is trying to schedule the purchase of the property for January 29 and would need the plans signed by the planning board before then. Please let me know if this is a realistic schedule.

Thank you in advance,

Tony

Tony A. Marcotte, PE - Senior Project Manager

tonym@bedforddesign.com

Bedford Design Consultants, Inc. - Engineers and Surveyors

177 East Industrial Park Drive

Manchester, NH 03109

Phone (603) 622-5533, Fax (603) 622-4740

Handout #5

Tatem, Dan

Subject: FW: Ambassador visit to Thibault Properties
Attachments: Ambassador visit with Berry Hill.doc

From: Fred Bishop [<mailto:fredwbishop@comcast.net>]

Sent: Thursday, August 20, 2009 5:53 PM

To: 'Alden Beauchemin'; 'Allison Smith'; Carol Granfield; 'Craig Ahlquist'; Jo Ann Duffy; 'Keith Moon'; 'Mike Reed'; 'Paul Loiseau'; 'Steve Korzynowski'; 'Tom Barrett'; 'William Sirak'

Subject: Ambassador visit to Thibault Properties

Fellow HEDC members,

On August 11, Steve Agrafiotis and I visited with Vincent Iacozzi of Thibeault properties at their Berry Hill project. Attached are our notes of this meeting. You will note that the summary contains much criticism of the development process in Hooksett. Before sending these notes to our HEDC committee, I ran the draft by Mr. Iacozzi for comment. He suggested only a few minor revisions. Your comments are welcome.

Fred

Hooksett Economic Development Committee
Ambassador Visit with Thibeault Properties & Investments
Berry Hill Rd. Residential Development, Hooksett NH
(Mailing address is 603 Old Mammoth Rd., Londonderry, NH)
August 11, 2009

HEDC Committee member Fred Bishop and Hooksett Police Chief Steve Agrafiotis met for about 90 minutes with Vincent Iacozzi, President of Thibeault Properties & Investments at the model home of their Berry Hill 55+ residential housing project off Berry Hill Rd. in Hooksett. The Hooksett site is one of many projects of this company. This company is the 3rd or 4th largest site contractor in New Hampshire. They are involved with a variety of different projects, including an Industrial Park in Bow, as well as with projects in Epping, Nashua, Manchester and the Seacoast area of NH. It also had considerable involvement as Miami and Pierce with the Cabela's proposed site in Hooksett. The company typically retains 200-250 employees. Due to the severe economic slowdown, business is off by about 40%. As a result, its current employee base is now at about 120. Their employees live all over Southern NH. In spite of the economic slowdown, the company is financially healthy. This is partly due to the owners putting much of their own equity into the company and the projects they develop.

With the Cabela's project, Hooksett was involved a year before Scarborough Maine. When the state dragged its feet and negotiations became difficult (such as the matter over projected toll revenue and land acquisition) Cabela's moved ahead with Scarborough. Since that time, Cabela's has found that New Hampshire people are willing to travel to Maine to shop, thereby negating the feasibility of a Hooksett site. Surveys have shown the typical Cabela's visitor spends 1.8 days in the store, thereby increasing business for accommodations and food. Mr. Iacozzi said that great plans were in place for the Hooksett site, including a hotel modeled after the former NH Highway Hotel in Concord. He said that Hooksett was not to blame for losing Cabela's. It was the State, and the time it took to get responses from them.

At Berry Hill, there are 107 units planned, with 11 sold, and 9 available for sale. Most current residents are professional people, some retired and some still working. Iacozzi stated that there is about a 30-month inventory of unsold 55+ units in greater Manchester. However, Thibeault plans to continue to develop this site over several years. Development is currently halted due to issues with required improvements to Whitehall Rd. Although significant improvements have been completed at Thibeault's expense, more are required. It will take about \$150,000 to finish this work, including \$55,000 for PSNH to move poles. With only 10 families occupying the Berry Hill project, the company is unable to justify spending this money. Until the Whitehall Rd improvements are completed, the company cannot get any more building permits. It finds itself in a catch 22. He expects that his company will litigate this to obtain a solution. What is ironic here is that the Berry Hill project was approved by Hooksett in 2005 several months before the Whitehall Rd improvements were required or approved by the Planning Board. Thus far Thibeault has already invested \$3.6 million in Berry Hill with very little return.

Mr. Iacozzi compared Hooksett as a place to do business with there other locations in NH, such as Epping, Nashua and Manchester. He remarked that Hooksett by far is the most difficult to deal with. It is not so much the Town Department heads as individuals, but with the process. The Planning process in Hooksett is extremely long, costly and time consuming. The availability of timely and consistently applied decisions is difficult to come by. The review process by Stantec is like the inquisition in many respects, and an individual has no recourse. . Like Cocci Computer, Iacozzi also praised Epping with its

approach to business and economic development. In Epping there is good give and take with the selectmen and planning board. It takes a proactive approach and has great outreach to economic development and prospective businesses. This is illustrated by new developments that include Target, Market Basket and the Brickyard. He said that Raymond is also a proactive community with a good economic development department.

They found a great approach in use by Nashua when the company wanted to complete a project in a brownsfields site. Nashua assembled all city interested department heads in the same room at the same time to discuss their proposal to develop 140 units of workforce housing on east Hollis St. The DES is helping to expedite this project. He indicated that Nashua's Planning and Redevelopment Authority has an ongoing attitude of "how can we fix this problem"? Manchester also has a very good Redevelopment Authority. He believes that Hooksett has the same opportunities as Epping. Hooksett needs to change its approach and stop living in the past.

When we mentioned that Hooksett had identified several brownsfields sites for economic development zones, Mr. Iacozzi stated that his company would not try do business here with a "Brownfields" site. Much coordination is required for such a project. There also needs to be a high level of trust. These are multi-year projects. You cannot have a moving target by changing regulations or requirements after a project is approved in Hooksett it is just too risky.

Mr. Iacozzi was quite negative on Stantec, the consulting firm employed by Hooksett. It costs the developers in Hooksett a lot of time and money. Stantec is in violation of bid requirements. Thibeault has already paid Stantec over \$500,000 for work. This is 30-40% higher than for comparable projects in other communities that bid this work and where Stantec is not involved. Stantec's rates are exorbitant. He believes that Stantec forces issues so it can get more work and bill the Town of Hooksett. Currently, Thibeault places money in escrow with the Town. Stantec then bills the Town for work completed and is paid from the escrow account. The Town then sends a notice to Thibeault stating the work billed and paid for by the Town. Some of these bills are surprises and include questionably high costs. Mr. Iacozzi said that it is being forced to litigate over this matter. He indicated that Hooksett could insource this work by hiring someone and save a lot of money in the process.

Hooksett ordinances and requirements cause people to move out of Hooksett. He provided an example within Berry Hill. In Hooksett all residents within a 55+ development must be 55 or older. This is in contrast with Federal guidelines and many other NH communities where only one family member must be 55. A 58 year-old woman with a 42 year old son with Down's syndrome wanted to purchase a unit in Berry Hill. Because the son is under 55, she could not purchase the home. Mr. Iacozzi hopes that Hooksett will change this ordinance to be in alignment with Federal guidelines.

Thibeault owns about 20 acres near Route 28 and Zapora Drive that the company originally wanted to develop as workforce housing.

Hooksett also has unreasonable requirement for private roads (like within Berry Hill). Even though the Town will provide few services, it requires wide streets, sidewalks and granite curbs. In Hudson, the company can build a similar new development at \$60 a foot less than Hooksett.

He remarked that PSNH no longer provides allowances or rebates once new properties hook up to the lines. It also must pay PSNH in full up front.

In dealing with Hooksett, Mr. Iacozzi said that the Sewer Department and Central Hooksett water Precinct are great to work with, and have recently had a hearing on Stantec's over billings, and unnecessary inspections concerning Thibeault's project. He also praised Dale Hemeon from the Highway Department. Although Dale's hands are often tied with Hooksett's restrictive ordinances, he is good to deal with.

Mr. Iacozzi believes that the type of business most lacking in Hooksett is large stable manufacturing. New Hampshire is no longer growing in this area. Hooksett has an abundant supply of flat land for this type of development.

He believes that if Hooksett established its own Chamber of Commerce it would be a positive thing. His company would probably join.

In closing, Mr. Iacozzi stated that he believes that over the past few months, the Country's economy and focus on single-family home ownership has fundamentally changed. Many are now shut out of the market. The only people that can now buy homes are those with a credit score of over 700 and having 25-30% down payment. He does not see this changing in the foreseeable future. The over 55 market has been the hardest hit with declining values of their existing homes, 401Ks and other investments. It makes developments like Berry Hill very difficult to market. With the restrictive over 55 ordinance in Hooksett it creates an even larger burden.

Town Warrant

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

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

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

Article 1

To choose all necessary Town officers for the year ensuing.

Article 2

Zoning Amendments

Article 3

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

Article

Police Union Contract

Article

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

Article

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

Article

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

Article

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

Article

Town Engineer

Article

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

Article

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

Article

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

Article

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

Article

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

Article

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

Article

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

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

On behalf of the entire Hooksett Town Council:

James Sullivan, Chairman

Robert Duhaime, Secretary

A True Copy of the Warrant – Attest:

James Sullivan, Chairman

Robert Duhaime, Secretary

DRAFT

BUDGET AND WARRANT ARTICLE with ESTIMATED IMPACT ON TAX RATE

Warrant Articles for 2014-15

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

1/15/2014

Warrant	Requested	Recomm. by Council	Recomm. by Budget Comm	Potential Tax Effect
3 Operating Budget (Town and Sewer less revenue)	10,434,415	-	-	6.70
Town	14,646,175	-	-	
Sewer	1,994,923	-	-	
Revenues (including Sewer offset)	(6,206,683)	-	-	
Police Union Contract				-
CIP - R & T 14 Yard Automated Collection Truck (Special Revenue)	180,000			N/A
CIP - Public Works - Town Building Maintenance CR Fund	100,000			0.06
CIP - Public Works - Vehicles CR Fund	100,000			0.06
Town Engineer Position	91,884			0.06
CIP - Fire Rescue - Fire Apparatus CR Fund	50,000			0.03
CIP - Public Works - Drainage Upgrades CR Fund	50,000			0.03
CIP - Public Works - Rubber Tire Excavator Lease	41,433			0.03
CIP - Administration - Revaluation CR Fund	30,000			0.02
CIP - Fire Rescue - Air Packs and Bottles CR Fund	20,000			0.01
CIP - R & T - Automated Collection Equipment CR Fund	20,000			0.01
CIP - Public Works - Parks & Recreation Facilities Dev CR Fund	15,000			0.01
Totals	11,297,732	-	-	7.14

Requested amount includes 2% raises for non-union employees and library reduction in Health Insurance.

2014 Potential Town Share of Tax Rate 7.14

2013 Town Share of Tax Rate 6.88

Estimated Increase in Town share of Tax Rate 0.26

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2014-15

LIBRARY
UPDATE

ACCOUNT NUMBER LIBRARY	ACCOUNT DESCRIPTION	column 1		column 2	column 3	column 4	column 5	column 6	column 7	column 8
		FY 2012-13 APPROP.	FY 2012-13 ACTUAL	FY 2012-13 Request	FY 2013-14 CURRENT YEAR APPROP.	FY 2013 Request	FY 2014-15 LIB TRUSTEES RECOMM.			FY 2014-15 BUDGET COMM RECOMM.
	WAGES	312,272	305,934		318,773	324,982	331,483			
	FICA TAXES	23,888	22,796		24,386	24,861	25,358			
	HEALTH INSURANCE	55,297	51,783		57,429	57,429	73,389			
	DENTAL INSURANCE	971	841		1,546	1,546	1,546			
	LIFE & DISABILITY INSURANCE	2,043	2,112		2,115	2,110	2,190			
	NH RETIREMENT	19,494	19,415		24,358	23,658	24,133			
	WORKERS COMPENSATION	670	689		670	690	810			
	UNEMPLOYMENT COMPENSATION	508	24		508	100	100			
	OFFICE/LIBRARY SUPPLIES	4,100	4,267		4,100	3,500	3,500			
	POSTAGE	300	295		300	400	300			
	BUILDING MAINTENANCE	8,800	10,066		8,800	8,800	8,800			
	CUSTODIAL SUPPLIES	1,100	2,010		1,100	2,000	2,000			
	UTILITIES	39,500	38,454		39,500	39,500	35,000			
	(NEW) EQUIPMENT	332	2,236		332	1,200	800			
	EQUIPMENT MAINTENANCE	1,137	2,448		1,137	2,448	3,408			
	INFORMATION TECHNOLOGY	2,319	3,061		2,319	5,201	3,335			
	AUTOMATION	17,784	17,198		18,936	18,936	20,680			
	STAFF & TRUSTEES	3,702	4,648		3,702	5,985	5,985			
	BOOKS & MATERIALS	37,059	41,978		37,059	41,459	41,459			
	REMOTE ACCESS DATABASE	4,520	4,970		4,520	4,710	4,220			
	PROGRAMS & SERVICES	1,935	2,507		1,935	1,935	1,935			
	VAN SERVICE	0	0		1,337	1,337	2,671			
	TOTAL LIBRARY	537,731	537,731		554,862	572,787	593,102	0	0	0

**Staff Report
OTHER ORDINANCES**

AGENDA NO. 14-009
DATE: 1-22-14

January 22, 2014

Background:

Other Ordinances were last updated in October 2013. An amendment is needed based on input from Hooksett Police to adjust parking violations fines.

Amendment:

Amendment to Ordinance #00-28 - Administrative Enforcement of Parking Violations proposed as of 1/22/14:

- In Schedule of Penalties: Disability Place – Adjust fine from \$50 to \$100 and Fine After 7 Days from \$75 to \$200.
- In Schedule of Penalties: Night Parking Prohibited – Adjust Fine After 7 Days from \$15 to \$20.

Fiscal Impact:

None.

Recommendation:

Recommend that the Town Council adopt the amendments to ordinance #00-28 in Other Ordinances effective 1/22/14.

Prepared by:

Todd Rainier, Town Clerk

Town Administrator Recommendation:

*Concur
Public Hearing at last meeting*



Dr. Dean E. Shankle, Jr.
Town Administrator



OTHER ORDINANCES

**January 2014
Cost \$7.00**

ADMINISTRATIVE ENFORCEMENT OF PARKING VIOLATION ORDINANCE # 00-28

The Town of Hooksett ordains that, pursuant to the authority granted under Chapter 231:132-a of the New Hampshire Revised Statutes annotated, and sections 3.6 of the Hooksett Town Charter, the following ordinance is hereby enacted in the Town of Hooksett:

SECTION 1

The purpose of this ordinance is to utilize a system for the administrative enforcement of parking violations and collection of penalties, to be utilized prior to the service of a formal summons and complaint. This system will be administered by the police department. The system will include opportunities for persons who do not wish to contest parking violations to pay such penalties by mail. The system may also provide for a schedule of enhanced penalties the longer such penalties remain unpaid; provided, however, that the penalty for any separate parking offense shall in no case exceed the maximum penalty for a violation in accordance with State Statutes.

SECTION 2

The administrative system shall include a written notice of violation containing a description of the parking offense and any applicable schedule of penalties. Affixed to the vehicle at the time of offense, the notice shall be deemed adequate service of process on the vehicle owner.

SECTION 3

If this administrative enforcement system is unsuccessful at resolving alleged parking violations, a summons shall be issued as in the case of other violations of the Motor Vehicle Code, Title XXI, of the New Hampshire Revised Statutes Annotated, to include the use of the procedure for plea by mail set forth in Chapter 502-A:19b of the State Statutes.

SECTION 4

This ordinance shall become effective upon passage.

**ADMINISTRATIVE ENFORCEMENT
OF PARKING VIOLATIONS**

SCHEDULE OF PENALTIES

Violation	Fine	Fine after 7 Days
Expired Meter	\$3.00	\$6.00
Overtime Parking	\$10.00	\$20.00
Disability Place	\$100.00	\$200.00
No Parking Zone	\$10.00	\$20.00

Night Parking Prohibited	\$10.00	\$20.00
Snow Emergency	\$25.00	\$50.00
Fire Lane	\$15.00	\$30.00
Tow Zone	\$15.00	\$30.00

ADOPTED: 01/22/97
AMENDED: 01/22/14

James Sullivan
Town Council Chair

Todd Rainier
Town Clerk

Staff Report
Surety Bonds \$5000.00 and Less
January 22, 2014

AGENDA NO. 14-011

DATE: 1-22-14

Background: The Town collects bonds for street opening permits, which is work being performed in the Towns Right of Way, and for driveway permits in newly paved areas. These bonds range from \$500.00 and up depending on the work being performed in the Right of Way. In the past what seems to have been practice, is that the public works department would receive the bond, once the work was satisfactory the bond was released from the public works department.

Issue: In discussion with the finance director and Town administrator, I would like to be able to receive the bonds and place them with the finance director as all bonds are done. I would also like to not to overload the Council with paper work and activities and be able to release the bonds myself in the amounts of \$5000.00 or less, once the work is to the satisfaction of the Public Works Department standards.

Discussion: With the Council letting Public Works Director release these bonds \$5000.00 and less would relieve the contractor of waiting for the release and would assist myself in continuingly coming to the Council, for these do occur quite a bit in the construction season. This I feel would be a good customer service to the contractor at hand.

Fiscal Impact: None

Recommendation: Could the Council give the Public Works Director the authority to release bonds of \$5000.00 and less without coming to Council for release prior? I would still collect the bond and have the finance department hold the bond as all the other bonds.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: Concur for street opening permit bonds under \$5,000.


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