

Revised: 01/26/2015

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, January 28, 2015**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SPECIAL RECOGNITIONS**
- 5. APPROVAL OF MINUTES**
 - a. Public: 01/21/2015
- 6. AGENDA OVERVIEW**
- 7. PUBLIC HEARINGS**
 - a. Other Ordinance #2015-1 Trustees of Trust Fund Ordinance
- 8. CONSENT AGENDA**
- 9. TOWN ADMINISTRATOR'S REPORT**
- 10. PUBLIC INPUT: 15 Minutes**
- 11. NOMINATIONS AND APPOINTMENTS**
- 12. SCHEDULED APPOINTMENTS**
- 13. 15 MINUTE RECESS**
- 14. OLD BUSINESS**
 - a. 14-101 Review of budgets and warrant articles: Vote on budgets and warrants.
- 15. NEW BUSINESS**
 - a. AFSCME (Public Works and Recycle & Transfer) Union Contract
- 16. SUB-COMMITTEE REPORTS**
- 17. PUBLIC INPUT**
- 18. NON-PUBLIC SESSION**

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

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

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

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 21, 2015

CALL TO ORDER

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

ROLL CALL – ATTENDANCE

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

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: January 14, 2015

D. Winterton motioned to accept the public minutes of January 14, 2015 with edits. Seconded by N. Comai.

Vote 5 in favor, 0 opposed; J. Levesque abstained due to prior absence.

b. Non-public: January 14, 2015

D. Winterton motioned to accept the non-public minutes of January 14, 2015. Seconded by J. Sullivan.

Vote 5 in favor, 0 opposed; J. Levesque abstained due to prior absence.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

None

CONSENT AGENDA

None

TOWN ADMINISTRATOR'S REPORT

- We worked on the sound system to improve the quality of the volume of the microphones for the viewing audience. We were doing some work last week on the system and it appears that the Thursday night Budget Committee meeting (school budget) may not have gotten recorded due to a technical glitch. I will post a message on the website tomorrow if the file cannot be found.

R. Duhaime: Just a comment for Leo - I had a constituent comment on their satisfaction with the sanding/salting of the roads during this past ice storm with icy road conditions.

- There was a meeting this morning regarding the Lilac Bridge. They are still moving through the 106 Process, but the Army Corps of Engineers needs to work with the Coast Guard; we keep emphasizing that we will remove the bridge when they give us approval to do so, which they have not yet.

J. Sullivan: Once all approvals are received and we start a project, is there any estimated time frame?

Dr. Shankle: We need to put it out to bid; we did it quickly last time, but if it lasts the winter we will make sure we do it more appropriately.

J. Sullivan: Would it be one whole project to dismantle and replace or would the removal be one project and a second bid would be needed to build a support bridge with a walking bridge?

Dr. Shankle: The state wants it to be 2 completely separate processes even if we do them at the same time.

- I attended a good meeting at the NH Municipal Managers Association on the Affordable Care Act; I got a good handout and learned a lot of things. The way we do our reporting is how the federal government is going to know if someone has insurance and if they will be fined for not having insurance. We will have the social security numbers of all dependents of our employees.
- I have started submitting articles to the Banner again.
- Meeting with PSNH tomorrow; not sure what we are discussing, but they requested the meeting.
- The trip to Jordan has been pushed back by a month (March time frame), but when I get exact dates I will let you know. They still have some things to do to get ready for our visit.
- Former Councilor Boswak has not responded to the Council's letter regarding her Economic Development commitment.

***D. Winterton motioned to accept Mrs. Boswak's resignation from the Economic Development Committee. Seconded by S. Orr.
Vote unanimously in favor.***

J. Sullivan: We thank Councilor Boswak for her past service.

PUBLIC INPUT: 15 Minutes

None

NOMINATIONS AND APPOINTMENTS

None

SCHEDULED APPOINTMENTS

None

OLD BUSINESS

- a. 14 – 101 Review of budgets and warrant articles: Administration, Assessing, Family Services, Tax Collector, Town Clerk, Cemetery Commission, Finance, and debts & leases and others as time permits. Vote on budgets and warrants.

J. Sullivan: We requested the sewer commissioner, Bruce Kudrick, come in and review their budget (refer to tab 18).

B. Kudrick: \$29,174 is our increase this year. We have gone with a 3% wage increase; we have been at 2% the past few years, and we have not heard what the town is doing. Next is plant maintenance due to new equipment breaking down and costing more to fix. Fuel increased because we are changing to a diesel. I kept the old gas rates and calculated the amount of gallons we are using. We also changed the on-call procedure; we have added other employees besides just me into the on call rotation. When an employee is on call, they can use the company vehicle for the week. On page 2, same increase on the wages; small changes in office supplies.

N. Comai: The health insurance line (#6) is a deduction of \$3,000. Did someone go from family to single?

B. Kudrick: The rates I got from the town have gone down from last year.

J. Sullivan: On page 1, the electricity.

B. Kudrick: It is explained on page 4 of back up. I take the yearly cost of all our facilities and add 10% to estimate next year's usage. That is how I have been doing it for years.

S. Orr: Do you still have a line for legal and to what extent do you expect to use those funds?

B. Kudrick: We are going back for mediation in March or April, but nothing has changed. We are going into our 4th year.

R. Duhaime: Payroll on page 3 and 4 – did you expand your OT line since the hourly employees are in the on call rotation now?

B. Kudrick: If they get called in, they get 3 hours at time and a half (hourly employees). If an employee is on call from Monday to Monday, they get \$50 for being on call.

R. Duhaime: It's only \$2,800?

B. Kudrick: They get \$50 for each week they are on call plus the minimum if they have to go to a call. I am short one employee and at this time we are not planning on replacing them so I pulled some money from that line. We put in 100 hours for OT and that should cover it. I want to point you to page 19 which is the sewer rates of all the towns in the state of NH. Hooksett is underlined; it's based on 90,000 gallons and is done by the state. You still get charged even if you don't use any water. We come out with \$509.44. You can compare Hooksett to surrounding towns and also see we are under the state average.

S. Orr: Can I go back to the OT/on call line? You said \$50/week plus any OT if they get called in. OK, I see it in the 100 hours. You are assuming about 100 hours based on what happened in the past.

B. Kudrick: I never based it on anything; I just always came in. I used 56 weeks because if I take my 4 weeks of vacation; we will have 2 people on call.

J. Sullivan: It doesn't require an official vote, but we like them to come in and review.

J. Levesque: Every year you put in a vehicle inventory, and I think every department should do that.

B. Kudrick: As a tax payer, you should know what we have for equipment and what we pay for it. I have an update on the Lilac Bridge. We got the tank in the ground at the north end of the bridge, and we are hooked up to the sewer main. The commissioners are looking at the next step of putting pumps in. At least now I have a storage tank in place in case the bridge falls in before we are ready for it and we can mitigate any environmental impacts.

J. Sullivan: We can go through the smaller departments first and do Administration last, if that is OK. We are voting and approving tonight so should we do them one at a time or come back to it? OK, we will come back to it.

Dr. Shankle: Assessing – it is exactly the same as last year. We don't have a reval or any other big items this year, just maintenance on what we do.

D. Winterton: Do they get a new coat every year for field work? Line 001-150.4152-290.000 ASSG Uniforms – coat for field work. There is an amount for \$100.

C. Soucie: I don't know anything about the coats.

J. Sullivan: There was no coat purchased this year or the previous year. So let's move on to Family Services on tab 5.

Dr. Shankle: We are trying to lower it little by little to what makes sense. The default is \$20,000 more than the recommended budget.

N. Comai: What happened to the community action program in Allenstown? It's my understanding the building closed. So would that money go to a different community action program or facility?

Dr. Shankle: The program must still exist so they must have moved because they do a lot with fuel assistance so they must have moved to a different place.

J. Sullivan: I believe they did move; they were scouting locations in the area.

N. Comai: It was my understanding the dollar amount was decided based upon what activities were available to Hooksett residents and seniors. If it's moved, that amount may go up or down depending where they moved to.

Dr. Shankle: It's based on request, and they must have requested the same amount as last year because that is what Joy put in.

D. Winterton: It shows a difference in the medical line and that may be due to the Medicaid expansion program. It's my assumption and hope that our department will assist people that might become Medicaid eligible under the new state law.

R. Duhaime: No health insurance is provided to the family services department, is that correct?

D. Winterton: Yes.

R. Duhaime: In Assessing, the health insurance for the real estate appraiser is 100%? The premium and the amount the town pays is the same.

C. Soucie: There is one plan the town offers (high deductible) and pays for at 100%. There are 5 or 6 employees on that plan; there is a \$2500 individual/\$5000 family deductible they have to meet before the insurance kicks in.

J. Sullivan: The high deductible translates into more cost for our contributions?

C. Soucie: The premiums are lower than the Blue Cross Blue Shield health plan; in order for the plan to be funded, the town said that they would pay the employee the difference between the high deductible and the Blue Choice plan. The town doesn't save on the premiums, but the deductible the employees are paying does not go on the town's rates and the theory is that would reduce the premiums for the town because those deductibles are paid by the employee not the town.

J. Sullivan: Is that something we want to continue to do, in looking at the insurance situation?

C. Soucie: The town continues to look at that.

R. Duhaime: Was it just recently that we started offering that at 100%?

C. Soucie: I think we started to do this in 2009.

J. Sullivan: Next item is Tax Collector (tab 11).

Dr. Shankle: Nothing has really changed; it's actually down about \$12,000 primarily due to the health insurance from an employee change.

D. Winterton: Salary and benefits line – in comparison with the last account we just looked at, the cost of benefits for a clerk are virtually 70% of the salary. In the future if we could find 2 or 3 part time people, we could get 60 hours of work for the same cost as the 40 hours we are paying now. I'd like the department heads to consider that the next time we have an opening.

J. Sullivan: Next is tab 12, Town Clerk.

Dr. Shankle: This budget is also an election budget, so it fluctuates depending on the number of elections. It's pretty even compared to last year.

D. Winterton: Having worked as the deputy moderator prior to being elected to Council, the Secretary of State determines the number of booths needed based upon the number of people who voted in previous elections so that we have a sufficient number of voting booths. Having been at the last 5 or 6 elections, we have never had a waiting line for a voting booth; we have had a line to register and get a ballot. The Secretary of State is requiring us to have more booths. I'd ask the Town Administrator to write a letter to Secretary of State requesting a waiver or directing our legislative delegation to examine that.

J. Sullivan: I know the moderator came in and updated us on the booth requirements. How do we approach his suggestion?

Dr. Shankle: In the line for New Equipment – there are some voting booths included in there. I think if Council would like to follow up on this, I'd suggest we ask the moderator to come in and ask him what the best way to approach this is.

N. Comai: You may want to ask him if he is using that \$1250 to bring in booths to replace older ones.

D. Winterton: These are in addition to the ones we currently have, according to the summary.

N. Comai: We had some volunteers who worked to tape things together so those may be going away. We should have the moderator in to discuss this.

Consensus to ask town moderator to come in for a future meeting to discuss.

J. Sullivan: Moving on to tab 15, Cemetery.

Dr. Shankle: The commissioners requested an amount in the line for grounds maintenance of \$3,700. I took all of it out and moved it to DPW which would be more appropriate.

J. Sullivan: This is in addition to general maintenance? I assume Parks & Rec does the mowing and weeding at the cemetery already.

Dr. Shankle: It lists the projects in the backup, but it would be more appropriate for DPW to do these.

J. Sullivan: Next is Finance, tab 6.

C. Soucie: Passing over the employment-related increases and decreases that the other departments have, the major increase is in the GASB Compliance line which is \$4,000 more. We have to do a post-employment benefit actuarial study that looks at what benefits we provide to employees after retirement. It ends up on the financial statement as a liability to the town. This study is required and is done every 3 years and this is the year; telephone increased \$480 because we added an additional line for the new A/P clerk. Printing increased due to previous history; minor increase in office supplies.

R. Duhaime: The GASB line - state retirement fund doesn't always make money, it loses money. This rolls into that – if retirees are still on pension they are paying health premiums but because they are pooled in with the other employees if there are higher loss runs, the tax payers pay higher rates. I mentioned this last week.

C. Soucie: The GASB-45 is post-employment. We hire a firm to do the work and they look at retirees and active employees. Because they are pooled together, they are adding increases because they utilize the services longer. They are looking at how much that cost is for future years.

D. Winterton: Trustees of the Trust Fund have requested professional services to be done. Does that reduce their duties? Should we reduce their stipend?

J. Sullivan: I need to consult the Charter; I'm not sure we can change their stipend.

C. Soucie: They still need to watch the advisor, but they are not actively looking for investments, the advisor does that.

D. Winterton: The banking fees for \$9,000 – we have over \$3M of trust deposits scattered around various banks.

C. Soucie: This banking service is cash held with a treasurer and currently we have \$5M or \$6M.

D. Winterton: We can't find a bank to waive \$9,000 in fees when we put in \$5M to \$6M in CD's?

C. Soucie: No, the state has a list of banks we can do business with and we have compared prices with all of them. We have recently moved some funds around since some of the banks are increasing their fees.

J. Sullivan: Charter 6.3 refers to the compensation to elected and appointed officials. *Refer to Charter.* Would those stipends be referred to in the minutes or the Administrative Code?

Dr. Shankle: They are not in the Administrative Code.

J. Sullivan: We should track down where those resolutions are that established that stipend and would require a separate vote to change their stipend. We need to check on that.

N. Comai: On the \$9,000 bank fees, would you say that if we went to a bi-weekly pay stub that could lower that amount? Of those services, are there efficiencies to be found?

C. Soucie: A lot of employees use direct deposit so the fee is very minimal. Check clearing does cost us, so if we moved to bi-weekly A/P we might see some savings there. We purchased a scanner so we scan our deposited checks to the bank and that saves a lot of money. Every transaction costs money; the reconciliation package has been looked at to see if that service can be reduced. We have also looked at having access through the internet. We have analyzed our services to see if we are being efficient. The treasurer looks at these things and meets with the banks regularly to discuss fees as well as interest rates.

D. Winterton: With that in mind, can we consider, for appointed positions, to pay them once a year?

C. Soucie: I would think that elected positions could be once a year as well.

D. Winterton: And direct deposit.

C. Soucie: We can't require that per RSA, but I can make a note to inform people of the direct deposit benefit.

J. Sullivan: There is no specific amount, but we are following section 6.3 of the Charter. We also want to look into how we distribute checks for various appointed boards/committees.

Dr. Shankle: Has the town looked at bi-weekly payroll?

C. Soucie: In the 7 years I have been here, nobody has requested we look into that.

***D. Winterton motioned to instruct the Town Administrator to direct the Finance Director to look into bi-weekly payrolls. Seconded by N. Comai.
Vote unanimously in favor.***

N. Comai: The idea behind the compensation of appointed/elected officials is part of the health committee that is going to be formed by the Council and various departments and possibly citizenry.

Dr. Shankle: What might make sense is to have an agenda item to discuss the stipend of the Trustees of the Trust Fund and invite them to come in and discuss what they do.

J. Sullivan: Before they come in, we can find out when that stipend rate was established.

N. Comai: I was referring to start getting the ball rolling on creating a health insurance committee. We are in the middle of union negotiations and looking at health insurance for the future, so please add that as an agenda item as well.

S. Orr: You said there is a state RSA listing authorized banks that municipalities can do business with. They don't list banks by name, they only give criteria?

C. Soucie: I have to look back but I think they list the criteria and also list the banks that qualify.

S. Orr: Do you know if the RSA is regularly reviewed?

C. Soucie: I don't know if it is an RSA or banking commission regulation handled by the banking commissioner.

S. Orr: The reasoning, according to your understanding, is so there is fairness across the board for municipalities to be provided the same type of services from these banks?

C. Soucie: I think the reasoning behind it is the banks are safe; there are certain safeguards against keeping the public's money safe. There are certain collateral agreements in place.

S. Orr: Do you know off the top of your head if there are any credit unions on the list?

C. Soucie: I don't know, but we have looked at local credit unions in town and haven't found any that qualify.

Dr. Shankle: A few years ago, we needed to stop using a bank because an employee that didn't have a checking account couldn't cash a payroll check without a fee and that is one of the state's criteria.

R. Duhaime: Could we see a copy of one of the fees? Has the treasurer always been paid \$9,000?

C. Soucie: There was a recent \$1,000 increase. I don't remember if it was this fiscal year or prior year. The treasurer does a lot with our accounts and has a lot of experience.

J. Sullivan: Next is Debts and Leases – tab 14. It has gone down. Seeing no further discussion, we thank you Christine. Once we finish Administration, we will make motions to approve/change.

5 MINUTE RECESS

J. Sullivan: After Administration, we will do Conservation and Library and any associated warrant articles.

Dr. Shankle: The bottom line is down; vehicle maintenance is something we haven't had in the past. We are using 2 retired police cruisers (refer to backup). This allows us to save money instead of paying personal mileage reimbursement. We also added in Volunteer Appreciation Night; in the past we got donations and last year we didn't. If we can get reimbursed for it, we can put it in the general fund. Some increases in the tech line are for software upgrades. We are doing a bit better on legal; we call NH Municipal Association first when we can. Workers comp went down. I put in Amoskeag Rowing Club again; you might want to take it out again. We have never expended it so it hasn't been an issue one way or the other. Everything else is pretty much the same.

S. Orr: Can you remind me what the Amoskeag Rowing Club is about?

Dr. Shankle: They give us \$5,000/year for the use of the facility and being a good neighbor. Part of the contract says that if there is someone from the town that wants to take advantage of the program, we would give it back to offset that cost. There have been no applications for that money in the past 7 years.

R. Duhaime: The software programs are looking like it will be a yearly thing. The 8 users are \$135/month. Can you explain to me those 8 users?

Dr. Shankle: It's for Community Development so that is five; we are trying to make the permitting process easier, faster and more transparent. This allows other departments to have input into the permit electronically. (Fire, Police, DPW).

R. Duhaime: Theoretically, we should see savings in time someplace else since they are now doing this electronically. We spend a lot of money on software and still don't have any data on the realized savings. \$38,000 for tech support – that is standard?

Dr. Shankle: We bid it out and that was the lowest bid we got. It's still cheaper than having one on staff. Someone needs to keep up the computers and networks. Community Development software has not gone online yet, but hopefully when it is up and running we will see the savings. It will also make it more user friendly for developers.

N. Comai: On the spam filters (\$3,560), was the outside tech support involved in that? My Hooksett.org email is getting tons of spam so I don't think it's a useful service.

K. Rosengren: I can contact our vendor and have them adjust the settings. With our new IT company, we changed to a new spam filter and we are going to see a savings there in the future; also with our DNS hosting as well.

Dr. Shankle: If you can send me the spam filter report I can look into it.

D. Winterton: Under new equipment, I see a Toughbook for Fire-rescue. Why is that not in the fire budget?

Dr. Shankle: Before I got here, there was an inventory done of all the equipment and a specific replacement schedule was put together that we try to keep up with. That has always been done through Administration; all the computers have always gone through Admin.

D. Winterton: Under benefits, the cost to hire a consultant to bid out insurance, what insurance does that include? Is that for health insurance, workers comp, liability, or all of the insurance?

C. Soucie: It could be a combination of any of them.

S. Orr: Professional Services – under what circumstances do you hire temporary help?

Dr. Shankle: It depends. There are times we need to have someone come in for Community Development. The CEO is out quite a bit so if one other person is out, there won't be someone there to answer the phones.

D. Fitzpatrick: We have per diem administrative fill-ins for vacation, short term disability, extended leave, special projects (audits), etc. That comes out of that departments' part time line item.

S. Orr: 2013-2014 was \$166; so far this year is 0. I'm wondering if \$5,000 is excessive; maybe \$2,000 would cover the shortages. Have you used the full amount in past years?

D. Fitzpatrick: Professional Services is not where these fill-ins come from, that comes from the part time line item; this is to hire someone contracted for a special project.

Dr. Shankle: In the backup for administrative professional services it says temporary agency to cover employee's sick and vacation time.

C. Soucie: There was a bit of a change of philosophy this year; the part time admin fill-ins were budgeted in the part time line, but the thought process was not to use these fill-ins as we had in the past and move to using these temp agencies. Right now, what is budgeted under that part time line is minute takers; professional service line is for a temp agency to fund those vacations, which is different than how we have done it in the past.

S. Orr: Given those changes, would we spend that \$5,000?

C. Soucie: In my opinion, I'd say there could be a slight reduction on that line.

Dr. Shankle: The change of philosophy is we can't find any admin fill-ins; we try not to fill every position for every absence. We don't do it if we don't have to.

J. Sullivan: Now we are going to Conservation to approve the budget and warrant articles. Then we will do the library and move on to the others. Conservation is tab 16.

R. Duhaime motioned to approve the conservation budget for \$1,250. Seconded by S. Orr.

J. Sullivan: Once that motion is set if someone wants to make an amendment, please do so. If I don't hear anything, I will call the vote.

Vote unanimously in favor.

J. Sullivan: The warrant article discussed at our last meeting for Conservation was the Merrimack Riverfront Trails Conservation offsetting revenues for grants.

C. Soucie: After talking to DRA and NHMA legal, we found out that "no means no" for the general fund. If you ask voters to fund something, it means no for that fiscal year. The Conservation fund is not bound by those rules. They can spend money on whatever conservation activities they deem appropriate. We tweaked the warrant article from last week to read as follows: "To see if the town will raise and appropriate \$00,000 to be placed in the Conservation Fund to assist in the development of a Merrimack Riverfront Trail System. Estimated tax rate impact is \$0.06."

J. Sullivan: Do we need a motion to place and one to recommend?

C. Soucie: Yes, that is correct.

N. Comai motioned to place article #2 on the ballot. Seconded by S. Orr.

N. Comai: As a voter reading this, I don't see an end. You are asking for assistance but I think it would be kind to let the voter know there is an end number that we are going to get to so they can complete the project.

S. Couture: Do you mean an end date or amount?

N. Comai: An amount of money so the voters know what the total end goal will be. If I put \$100,000 in will you come back next year for another \$100,000 or is this going to be enough?

S. Couture: You can be more detailed in the warrant, but to keep it simple places the impetus on the Conservation Commission to sell it. The previous wording was difficult to understand.

S. Orr: Would it be useful to put an amount on there?

S. Couture: The Parks & Rec advisory board approved impact fees in the amount of \$100,000 and the DOT grant in the amount of \$600,000 is pending.

S. Orr: If we knew what the funds were, it would be nice to put that in there but we can't.

Dr. Shankle: The CIP breaks down the whole project. The issue with the warrant article is there is some amount of money that is in there and if the voters vote no on the spending, the Conservation Commission can still spend it. We are asking the voters to give \$100,000 toward this project. Even if they don't get the \$600,000 from DOT, they might go ahead with a \$200,000 project to get it started.

Vote unanimously in favor.

S. Orr: We don't have a full house and this vote to recommend shows up on the ballot; if we only have 2/3 is that going to be a problem? I'd suggest we approve (or not) tonight and then vote to recommend at our next meeting?

N. Comai: There is no guarantee we will have a full vote next week. Can't we just put unanimous?

C. Soucie: No, it has to be a tally.

J. Sullivan: Someone read into some record indicating that unless the voters vote to require it, we don't have to put any recommendation on it but it's been established precedent that we have always done that.

C. Soucie: A couple years ago Council asked the voters if they wanted to add the tally and they did. It would show 6-0 if it was unanimous.

J. Sullivan: I understand but there is business that has to be done. I'd recommend we proceed now.

S. Orr: It's my recollection we have done this in the past; we have voted to move them to the ballot and at a subsequent meeting we have voted to recommend or not. I don't see a problem doing it that way.

J. Sullivan: We discussed that we would be approving warrant articles. We are going to proceed how Council wants.

R. Duhaime motioned to recommend article #2. Seconded by D. Winterton.

D. Winterton: I don't have anyone's proxy but I know Councilor Lizotte is on the Conservation Commission and Councilor Jennings is on Parks & Rec and both have recommended so I'm comfortable voting tonight to recommend.

S. Orr: So would it have more impact to the voters to recommend 9-0 instead of 6-0? The voters know how many Councilors we have.

D. Winterton: I'd like to vote to put the warrant articles on the ballot; if we are not comfortable voting on recommending, I'd suggest postponing to a following meeting.

J. Sullivan: Are we doing both votes tonight? I'll go through them and if someone recommends, it's up to then. If not, that means we have to come back at our next meeting.

N. Comai: Are we comfortable that the other Councilors who are recommending this would rather see 6-0 than 9-0? If it isn't imperative it happens tonight, I say we wait.

D. Winterton: I think we have so much work to do and our agendas are so full that I'd like to get things off our agenda when we can.

***D. Winterton motioned to call the question.
Vote unanimously in favor.***

Roll Call -

R. Duhaime – Yes

S. Orr – Yes

J. Levesque – Yes

N. Comai – Yes

D. Winterton – Yes

J. Sullivan – Yes

Vote 6-0 in favor.

J. Sullivan: Next is the library budget. Do we need to vote to recommend since it's not part of our budget? We have in the past.

B. Davis: Technically, no, but we have always come to you so it's more for support.

***S. Orr motioned to approve the library budget for \$638,515. Seconded by N. Comai.
Vote unanimously in favor.***

J. Sullivan: There is no current warrant article at this point to vote on. Next we will vote on Administration.

N. Comai: There was a lot of movement with salaries to Community Development but I couldn't follow them from point A to point B. For example, we just talked about Conservation salary dollars moved to Community Development but I didn't see them in the Community Development budget.

Dr. Shankle: Responsibilities moved but dollars didn't; it went from an hourly employee to a salaried employee.

S. Orr: We agreed to lower the professional services line but we need to come up with a number. I think we need to agree on that number before we vote on it.

**S. Orr motioned to approve the Administration budget for \$1,036,774. Seconded by D. Winterton.
S. Orr motioned to amend to reduce the professional services line item to \$2,000. Seconded by D. Winterton.**

S. Orr: That gives plenty of elbow room for any additional assistance.

Vote unanimously in favor.

**D. Winterton motioned to amend the Amoskeag Rowing Club line to \$1. Seconded by S. Orr
Vote unanimously in favor.**

**J. Sullivan motioned to change the legal line to \$87,000 from \$92,000. Seconded by R. Duhaime.
Vote unanimously in favor.**

C. Soucie: The new amount for the Administration budget is \$1,023,775.

Vote unanimously in favor.

N. Comai motioned to accept the Assessing budget of \$181,497. Seconded by D. Winterton.

5 MINUTE RECESS

Vote unanimously in favor.

R. Duhaime motioned to approve the Community Development budget of \$480,950. Seconded by S. Orr.

D. Winterton: Can you tell me where the reductions were?

R. Duhaime: We reduced vehicle maintenance by \$2,000.

N. Comai: Overtime was minus \$1,000. And ZBA officials went up to \$1300 and FICA taxes went to \$99.

Vote unanimously in favor.

**N. Comai motioned to approve Family Services budget of \$250,309. Seconded by S. Orr.
Vote unanimously in favor.**

**D. Winterton motioned to approve Finance budget of \$236,919. Seconded by N. Comai.
Vote unanimously in favor.**

**J. Levesque motioned to accept the Fire-Rescue budget of \$3,879,431. Seconded by N. Comai.
D. Winterton motioned to table the vote until the next meeting. Seconded by R. Duhaime.
Vote 5-1 in favor.**

J. Sullivan: We have to vote to take it off the table at the next meeting.

**J. Sullivan motioned to accept Police budget for \$3,837,910. Seconded by J. Levesque.
D. Winterton motioned to table the vote until the next meeting. Seconded by S. Orr.
Vote 4-2 in favor.**

J. Sullivan: Any other ones you want to plan before we continue?

D. Winterton: No.

D. Winterton motioned to accept DPW budget of \$2,877,905. Seconded by R. Duhaime.

J. Sullivan motioned to amend the building maintenance line 451 4194 436 from \$115,000 to \$125,000. Seconded by D. Winterton.

J. Sullivan: As part of the Town Hall Preservation Committee, we met and the progress has gone rather quickly. We have taken advantage of the Highway Department employees to do some demo to return it to a one-room hall. They are working on it now because we have no snow. We continue to receive fundraising and grants for the tin ceiling. We would also like to ask for grants that include in kind donations. We voted to spend some money for asbestos abatement but that came out of the current funds from the highway budget because there were some savings. We may not expend it but would like to have the money available for any future things that might come up requiring outside contractors. If for some reason that money isn't used, it could be used for some other buildings because it's covered under that.

N. Comai: The backup does not show us what the \$115,000 is for, only what the \$70,000 is for. The book is not accurate to show what the difference is between \$70,000 and \$115,000 and no an additional \$10,000. I'm not ready to vote on this.

N. Comai motioned to table the vote until the next meeting.

R. Duhaime: Could the Town Administrator find some other place in the budget where he could move the \$10,000 from one place to the other?

N. Comai: The Chair mentioned that the employees were not working on snow right now, they were working there so the money was found.

S. Orr: The question has to do with the difference between the department budget and the Town Administrator budget. Can he explain why his recommendation is so much higher than the department's recommendation?

5 MINUTE RECESS

J. Sullivan: One of our Councilors is not feeling well and without him we will not have a quorum to continue.

**J. Sullivan motioned to adjourn at 9:10 pm. Seconded by D. Winterton.
Vote unanimously in favor.**

NOTE: The Town website www.hooksett.org may have attachments to these Town Council minutes for documents referred to in the minutes, reading file material, and/or ancillary documents that the Town Council Chair has signed as agent to expend as a result of the Council's prior approval of the documents.

Respectfully Submitted,

Tiffany Verney
Recording Clerk

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, January 28, 2015 @ 6:30pm at the Hooksett Town Hall - Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to discuss Proposed Ordinance 2015-1; Trustees of Trust Fund Ordinance. This notice is per Chapter 231:132-a of the NH Revised Statutes Annotated, and section 3.6 of the Hooksett Town Charter. The full text of the proposed ordinance is on file with the Town Clerk and via www.hooksett.org for your inspection. Questions should be directed to the Office of the Town Clerk at 485-9534.

PROPOSED ORDINANCE 2015-1

An Ordinance to Authorize the Hooksett Trustees of Trust Funds to Pay Fees for Banks, Brokerage Firms, Portfolio Management Firms, and / or Investment Advisors Related to the Management of Capital Reserve Fund Income.

WHEREAS, the State of New Hampshire amended RSA 34 by inserting Section 34:16 effective July 26, 2014, which allows the governing body, which is the Town Council, to authorize the Trustees of Trust Funds to charge fees for banks, brokerage firms, portfolio management departments, and/or investment advisors against the capital reserve funds involved; and

WHEREAS, such authority shall remain in effect until rescinded, and no vote by the governing body to rescind shall occur within 5 (five) years of the original adoption of this article; and

WHEREAS, the Trustees of Trust Funds held a meeting on October 14, 2014, and agreed to support the adoption of this article,

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF HOOKSETT ORDAINS THAT the Hooksett Trustees of Trust Funds are hereby authorized to pay fees for banks, brokerage firms, portfolio management departments, and/or investment advisors from capital reserve income.