

Revised: 03/09/2015

**TOWN COUNCIL AGENDA  
Regular Meeting  
Wednesday, March 11, 2015**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SPECIAL RECOGNITIONS**
  - a. Hooksett Youth Achiever of the Month
- 5. APPROVAL OF MINUTES**
  - a. Public: 02/20/2015, 02/25/2015
  - b. Non-public: 02/20/2015
- 6. AGENDA OVERVIEW**
- 7. PUBLIC HEARINGS**
- 8. CONSENT AGENDA**
  - a. Donation of \$500 from HealthTrust to the Hooksett Fire-Rescue Dept. to support staff in workplace health & safety
- 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 Budgets (operating and default) & Warrants – vote on operating budget, sign default budget and sign various warrants
  - b. 15-008 Health Insurance Review Committee 2015 Update
- 15. NEW BUSINESS**
  - a. 15-013 Street Name Approval
  - b. 15-014 Quarterly Financial Report
- 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 SPECIAL MEETING MINUTES**  
**Friday, February 20, 2015**

**CALL TO ORDER**

Chair Sullivan called the meeting to order at 4:00pm.

**ATTENDANCE:**

Chair James Sullivan, Donald Winterton, Todd Lizotte, James Levesque, Robert Duhaime, Nancy Comai and Dr. Dean E. Shankle, Jr.

Missed: Adam Jennings, Susan Lovas Orr and David Ross.

**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 4:00pm. Seconded by J. Levesque.***

**Roll call**

D. Winterton – Yes

N. Comai – Yes

T. Lizotte – Yes

J. Levesque – Yes

R. Duhaime - Yes

J. Sullivan - Yes

***Vote unanimously in favor.***

**DISCUSSION #2 – Union Negotiations**

D. Shankle: Facilitated discussion on current union negotiations:

**NEPBA (Police)** – The NEPBA met on 2/16/15 and made a tentative agreement to the Town's last offer of a 2 year contract (July 1, 2015 – June 30, 2017):

- **Year 1:** 2% increase in wages and 12% (10%-12%) employee health insurance premium contribution and steps for members on their anniversary date. Dispatcher not on wage scale receives 2% wage increase. Overall wage increase of 3% when you add 2% + step.
- Health Insurance Review Committee in 2015
- **Year 2:** .25% increase in wages and 15% (12%-15%) employee health insurance premium contribution and steps for members on their anniversary date, dispatcher not on wage scale receive 2.25% wage increase **OR** re-open negotiations on wages and health insurance for 2016. Overall wage increase of 3% when you add .25% and step.
- **Articles:**
  - Article 16 – Uniform Allowance
  - Article 21 – Hours of Work and Overtime
  - Article 23 – Wages
  - Article 24 – Insurance
  - Article 29 - Duration

***T. Lizotte motioned to approve the agreement between the Town of Hooksett, NH and NEPBA (Police) Local 46 of NH July 1, 2015 – June 30, 2017 as written. Seconded by D. Winterton.***

**Roll call**

R. Duhaime – Yes

J. Levesque – Yes

N. Comai – Yes

D. Winterton – Yes  
T. Lizotte - Yes  
J. Sullivan - Yes

**Vote unanimously in favor.**

**J. Sullivan motioned to exit non-public at 4:55pm. Seconded by N. Comai.**

**Vote unanimously in favor.**

**T. Lizotte motioned to seal the non-public minutes of 2/20/15 with the exception of the discussion on the NEPBA (Police) union contract. Seconded by J. Levesque.**

**Vote unanimously in favor.**

**PUBLIC SESSION 4:55pm**

**NEPBA (Police) Union Contract**

J. Sullivan: Now that the tentative agreement between the Town of Hooksett, NH and the NEPBA Local 46 of NH for period July 1, 2015-June 30, 2017 has been approved by both parties the official signing of the collective bargaining agreement will be on the 2/25/15 Town Council agenda.

J. Sullivan: The warrant for the NEPBA contract reads "To see if the Town will vote to approve the cost items included in the collective bargaining agreement reached between the Hooksett Town Council and the Hooksett Police Union Local 46, NEPBA which calls for the following increase in salaries and benefits at the current staffing level:

<u>Fiscal year</u>	<u>Estimated increase over prior year</u>		
	<u>Salaries</u>	<u>Benefits</u>	<u>Estimated Increase</u>
2015-16	\$26,708.00	\$2,619.00	\$29,327.00
2016-17	\$28,871.00	(\$494.00)	\$28,377.00

And further to raise and appropriate the sum of **\$29,327.00** for the current fiscal year, such sum represents the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staff levels. Estimated tax rate impact \$0.02. Recommended/not Recommended by Council ( )."

**N. Comai motioned to place the NEPBA (Police) Union warrant article as written above on the ballot. Seconded by D. Winterton.**

**Vote unanimously in favor.**

**T. Lizotte motioned to recommend the NEPBA (Police) Union warrant article as written above. Seconded by N. Comai.**

**Roll call**

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

**Vote unanimously in favor (6-0).**

**OTHER**

J. Sullivan: Since we have met tonight for our Town Council special meeting, I am cancelling our 2/25/15 6:00pm special non-public session. We will still have our regularly scheduled 2/25/15 6:30pm meeting.

**N. Comai motioned to adjourn at 5:00pm. Seconded by T. Lizotte.**

**Vote unanimously in favor.**

**NOTE:** The Town website [www.hooksett.org](http://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,

Donna Fitzpatrick  
Recording Clerk

**TOWN COUNCIL MEETING MINUTES**  
**Wednesday, February 25, 2015**

**CALL TO ORDER**

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

**ROLL CALL – ATTENDANCE**

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

Missed: Donald Winterton, Todd Lizotte

**PLEDGE OF ALLEGIANCE**

*Moment of silence for Leo Hebert*

**SPECIAL RECOGNITIONS**

**APPROVAL OF MINUTES**

- a. Public: February 11, 2015

***J. Levesque motioned to accept the public minutes of February 11, 2015. Seconded by D. Ross. Vote 4-0 in favor; N. Comai, R. Duhaime and A. Jennings abstained due to prior absence.***

- a. Non-public: February 11, 2015

***D. Ross motioned to accept the non-public minutes of February 11, 2015. Seconded by J. Levesque.***

***Vote 4-0 in favor; N. Comai, R. Duhaime and A. Jennings abstained due to prior absence.***

**AGENDA OVERVIEW**

Chair Sullivan provided an overview of tonight's agenda.

**PUBLIC HEARINGS**

None

**CONSENT AGENDA**

- a. Donation of \$500 from HealthTrust to the Hooksett Joint Loss Management Committee to support staff in workplace health & safety
- b. Donation of \$20 in movie theater gift certificates from Renee Dudley to the Hooksett Family Services Dept.
- c. Acceptance of an in kind match grant of \$1800 from NH Dept. of Homeland Security to the Hooksett Police Dept. for software installation of Brandon Copsync on all in-cruiser computers, dispatch consoles and administration computers within the police station.

***N. Comai motioned to accept the consent agenda as written. Seconded by A. Jennings.***

D. Ross: I have a question on the matching grant. Because of the acceptance from Homeland Security, now we will be spending \$1,200/year for maintenance. Is that going to go in the police budget?

Dr. Shankle: Most of the software costs go into the administration budget, so I presume that is where it will go.

***Vote unanimously in favor.***

**TOWN ADMINISTRATOR'S REPORT**

- We received a letter of resignation from Robert Worrell from the Recycle & Transfer Committee. We need a motion to accept his resignation.

***J. Levesque motioned to accept the resignation of Robert Worrell from the Recycle & Transfer Committee with thanks and appreciation. Seconded by A. Jennings.***

***Vote unanimously in favor.***

J. Sullivan: This vacancy and any other committee vacancies will be posted on the website.

- I received an email from a resident (John Lewis) praising the work the DPW is doing on the roads with all the storms we have had.
- I received a letter from Congressman Frank Guinta regarding his sponsorship of legislation which, if enacted, would repeal the Cadillac Tax mandated under the Affordable Care Act. I know that is something Council is concerned about so I wanted to bring this up.
- Regarding the roof collapse at Carrington Farms: We (Mary Farwell – Salvation Army; Joy Buzzell – Family Services; Hooksett Fire Department; Hooksett Police Department) have spent a lot of time trying to help residents. The Red Cross has been sheltering them at Cawley but that will end Friday morning. The work to repair the roof will not be done for 4-8 weeks, and we are working with the residents to see what we need to do for them, and we are doing the best we can to help them. Cawley School has been opened for them. We are meeting with the tenants again tomorrow. Joy from Family Services is working with them because as of Friday morning, the Red Cross is closing up. There were 30 units affected.
- We did find out that the town does own the Lilac Bridge. The state did us a favor in the 1950's and started maintaining it. They said they would maintain it until a new bridge was built, which we know took over 20 years. We are still waiting for word from the state on approval to move forward.

D. Ross: I saw the letter and it only talks about maintenance; it doesn't talk about ownership. I'd like to see something that says the town of Hooksett built and owns it. Did we build it as a town?

Dr. Shankle: Yes, in fact business owners in town underwrote a bond and the town paid them back over time. There are several letters in the file that explicitly say it is the town's bridge.

R. Duhaime: I just want to echo the previous resident's sentiments that the highway department is doing a great job. I'm sure he is over his salt and overtime budget. I'm just curious if there are any other problems or issues and how smoothly things are going over there.

Dr. Shankle: He is down 3 people right now and still managing to do a great job.

**PUBLIC INPUT: 15 Minutes**

None

**NOMINATIONS AND APPOINTMENTS**

None

**SCHEDULED APPOINTMENTS**

- a. Union Representatives

J. Sullivan: There are no representatives here tonight, so we will move on.

**OLD BUSINESS**

- a. 14-101 Warrants – Library petitioned warrant article

J. Sullivan: The warrant article states: *"To see if the town will raise and appropriate the sum of \$49,744. This sum represents the additional costs over the current compensation rates attributable to an increase in salaries and benefits to address pay equity issues for library employees when compared with the salaries and benefits of other Hooksett municipal employees. The passage of this article will establish pay parity between Hooksett library employees and other Hooksett municipal employees. Salaries = \$43,902; Taxes (FICA) = \$3,358; NH Retirement = \$2,484."*

M. Broderick: Mary Farwell is with me as well as other library trustees Tammy Hooker and Barbara Davis and our librarian Heather Rainier. We are very passionate about this item. We followed your advice and what we took away from the last meeting was the idea this item would best be served as a warrant article. Luckily we received over 100 names; we needed 25. We are still collecting as part of our outreach to inform citizens of our petition article. We'd be happy to answer any questions if you have them, now that we have the finalized wording. We have made an update to Tab 6 of the pay equity study handout that we previously gave to you (attached). We also moved some things from the equity to the budget. On the far right, the bottom line number is the number on the warrant article (\$49,744).

J. Sullivan: We need to place this on the ballot and, as we recently learned, the Council actually does have to make a recommendation. In 2008, the voters voted on a separate warrant article that states all articles need a Council recommendation complete with a tally of votes and the estimated tax impact.

M. Broderick: The tax impact is not on there, but I believe it is \$0.03 per thousand.

***D. Ross motioned to place the Library petitioned warrant article on the ballot. Seconded by S. Orr. Vote unanimously in favor.***

N. Comai: Before we vote to recommend, can we double check the tax impact to be sure?

B. Davis: It is \$7.50/year on a \$250,000 house. That was the information I got from the Finance Director.

J. Sullivan: We will get clarification on that.

C. Soucie: \$0.03 is correct.

***N. Comai motioned to recommend the library petition warrant article as written. Seconded by S. Orr.***

**Roll Call**

R. Duhaime – No

S. Orr – Yes

D. Ross – Yes

J. Levesque – Yes

A. Jennings – Yes

N. Comai – Yes

J. Sullivan – Yes

***Vote 6-1 in favor.***

M. Farwell: I'd also like to add that the library is sponsoring a school board forum on March 2 from 6:30-8:00 pm with a meet and greet at 6:00 pm. You will be able to ask questions and get to know the candidates as some of them are new to running for elected office. We will videotape it and put it on the library website.

J. Levesque: On the updated sheet you handed out, what are the abbreviations on the left hand side?

M. Broderick: Library Director, Assistant Director, IT Support Specialist, Youth Services Librarian and Circulation Supervisor.

M. Farwell: We appreciate the Council's support of this warrant article. I believe it really makes a difference to the voters to have that recommendation.

M. Broderick: We will do our best to educate the community on this item, but seeing your support is very meaningful.

b. 14-068 Vote on discontinuance of portion of Industrial Park Drive

J. Sullivan: Nick Golon from TF Moran and Dave Coburn from GE are with us.

Dr. Shankle: Council told them to go through the process and get all the other approvals needed. They have done that and now they are back.

R. Duhaime: I assume everything went smoothly Monday night at the Planning Board meeting and that is why you are here?

N. Golon: Yes

D. Coburn: I'm a project manager with GE Aviation. We've been working on a 55,000 square foot expansion that would cross Industrial Park Drive. I'm here with Nick Golon from TF Moran and also Ron Bretton from GZA, 2 key members of the team that got us to this point.



N. Golon: Relative to the request there is a portion of Industrial Park Drive that runs from the property line with lot 18-43 and 18-45 as shown on the lot consolidation plan to the proposed right of way line along Lehoux Drive. This is an area of 1.5711 acres and would be the portion of the existing right of way in which we are requesting to be discontinued. We met with the Planning Board on Monday, and the project from a site plan prospective was approved.

R. Duhaime: I am assuming the abutters are in agreement and all the requirements have been met.

J. Sullivan: Were there any questions from the Planning Board?

N. Golon: Yes, the roadway impact fee was discussed relative to what would be an appropriate fee for GE to pay. They are paying what your regulations require. We discussed the traffic access and impact study which was the catalyst for the impact fee.

D. Ross: Is there still going to be a public hearing at the Planning Board after traffic study?

N. Golon: That has already taken place. The traffic access and impact study was completed and submitted to DOT. We received their comments, and they are in agreement with the assessment of the traffic study that it would not be necessary to install a light at that south loop of Industrial Park Drive. Appropriate mitigation would be a southbound right hand turn lane (75') for the project's impact.

***R. Duhaime motioned to approve the discontinuance of a portion of Industrial Park Drive, as shown on a plan titled Lot Consolidation Plan, GE Aviation Plant Two Expansion, prepared by TFM, Sheet 6 of 23, dated December 16, 2014, revised January 28, 2015. This discontinuance will result in the elimination of the loop roadway creating two separate roadways. The Community Development Department will receive all deeds and easements prior to the Planning Board Chair signing off on the site plan for recording purposes. This motion also authorizes the Town Administrator to sign any required documents pertaining to this action. Seconded by J. Levesque.***

N. Comai: Are all actions taken?

R. Duhaime: Once the plan is approved by the Planning Board, the Chair signs it the next day. Once they get all the main plans and everything they are actually going to build with all the changes (if there are any), if anything is different on the plans, they would come in with a full plan set, the Chair would sign them and now he can build, as long as the Council and Town Administrator sign off on it. I'd like to add that it's 1.5 acres of roadway the town is discontinuing, however it's referenced in the plan.

N. Golon: I'd like to add, jus for clarification, that it is sheet 1 of 1.

#### **Roll Call**

N. Comai – Yes

D. Ross = Yes

A. Jennings – Yes

R. Duhaime – Yes

J. Levesque – Yes

J. Sullivan – Yes

***Vote unanimously in favor.***

#### **NEW BUSINESS**

- a. 15-009 Union Contract Signing

J. Sullivan: We approved the contract at our last meeting last Friday, so this is just the signing.

- b. 15-010 Vote on Town Charter Changes Sections 5.9 Independent Audit & 9.1 Town Report for ballot

Dr. Shankle: We are going to pass over this because before you approve to move forward any further, we need to get something back from the Secretary of State approving it. The Town Clerk has sent it in but we have not received anything back yet. They are supposed to have it back to us in time; if not, I'd

suggest to put it on the warrant for this year. I wouldn't suggest having a special meeting for those so we will just move it to next year if we have to, but hopefully they will get it to us in time.

J. Sullivan: Would it be appropriate to motion to authorize the placement of these articles on the ballot subject to receiving approval from the Secretary of State?

Dr. Shankle: I would have said yes but after reading the RSA is pretty clear that you need to have something from the Secretary of State prior to voting.

c. 15-011 Merrimack County Savings Bank Contract

C. Soucie: After researching several banks, they did offer favorable rates of .25%, and they are approved to do municipal business in the state of NH.

***D. Ross motioned to authorize the Council Chair to sign the contract with Merrimack County Savings Bank to establish a banking relationship for the Town of Hooksett. Seconded by A. Jennings.***

N. Comai: Why the acceptance with interest rates since it matches another bank on the list. What were the attributes of bank you chose?

C. Soucie: We can't have all our money in one bank. There is an 80% rule stating that no more than 80% of our money can be in one bank. The majority is at Citizens Bank followed by People's United Bank. We are trying to get more banks with better rates. We used to do business with a couple of other banks and they stopped serving municipalities so we are looking for other options.

***Vote unanimously in favor.***

d. 15-012 Town of Hooksett Personnel Plan – Amended Nepotism Policy

Dr. Shankle: The current nepotism policy says that 2 employees related or living together can't work in the same department, which is a little unusual. Normally, policies talk about supervising one another. Over the last few years, the Fun in the Sun program was hiring siblings. The Personnel Policy says the Town Administrator can make exceptions to the entire Personnel Policy, and because we needed people to do this for the Fun in the Sun program, I made those exceptions for a couple years. However, it's now becoming institutionalized to the point where I am uncomfortable with it, and if I am going to continue to do it, I'd like to know if the Council would like to hold on to the nepotism policy it has or give us a little more flexibility through the policy itself rather than me just ignoring the policy on a regular basis which I feel uncomfortable doing.

D. Fitzpatrick: You have my recommended changes in front of you. Basically it's saying if you are in the same department, if a new employee that you aren't supervising or you are not being supervised by a current employee that falls under the definition of relative or the other definitions listed under nepotism. That is for the purpose that if we fall under disciplinary action, you would have to discipline someone you are close to.

J. Sullivan: If I was department head, we couldn't hire my wife or brother; but these changes allow for that?

D. Fitzpatrick: We want to ensure that it's any direct report position; i.e. if the Public Works director had a child working for the Fun in the Sun program. That would be allowed since there is middle management that supervises directly. There is another section that we want to add a statement to the grievance appeal procedure. If a direct supervisor concurs with the original discipline they gave the employee, they can go to the next level which would be department head, but since they are related it would skip and go up the chain to the next level.

J. Levesque: It's going to happen with these summer jobs. I think we should stay away from it as best we can. If they are in different departments, that is fine, but it can become a mess I would think.

***A. Jennings motioned to adopt the amendments to the Town of Hooksett Personnel Plan Sections 2 and 6 as attached, effective 02/25/2015. Seconded by D. Ross.***

***Vote unanimously in favor.***

**SUB-COMMITTEE REPORTS**

- J. Levesque: The Transfer Committee met last night but I was unable to attend, however I will refer to minutes: Recycling is down due to weather and possibly with the kids being home for February vacation things will pick up. The electronic disposal fee is costing the town money. She wants to increase the disposal fee by, possibly, 4 cents per pound. She will be coming to Council with that. Earth Day is scheduled for April 25; since they started curbside recycling they have not had much participation. She is hoping to get the word out about it. Last year the paper shredding was a big draw to get people to attend. People have been putting their barrels out even with the amount of snow we have had. By 6:30 am it is posted online and on the phones whether they will pick up recycling that day. She is encouraging people to check before putting out barrels. We received the resignation of Robert Worrell as discussed earlier, so they are looking for another member.
- D. Ross: Nothing to report.
- J. Sullivan: Town Hall Preservation Committee is meeting Monday at 11:00 am to review the bids for the repair of the tin ceiling.
- N. Comai: Nothing to report.
- R. Duhaime: Nothing to report.
- A. Jennings: Nothing to report.

**PUBLIC INPUT**

J. Sullivan: We have some guests in the audience. I received an email from Alyssa Cote, a nursing student from St. Anselm's. They are doing a community research project. I told her to contact our Health Inspector/Code Enforcement Office, Dr. Shankle, and Joy Buzzell with Family Services.

Alyssa Cote: I am here with Jen and Tyler and we are nursing students from St Anselm College. We are working on a community health project on the town of Hooksett. We are examining the town from the community health nursing perspective and finding what the health of Hooksett is and policies related to the health aspect.

Jen: I am the team leader for this project. My job is to get an overall view of the town, history, etc. I've spoken to the Heritage Commission and the Historical Society to see what the history of Hooksett is. Other aspects include school, environment, politics, business, and infrastructure. The point of the project is to get an overall sense of how Hooksett works in each of these sections. The final project is to write a paper on what we think the strengths of Hooksett are and some of the potential problems, regarding health.

Tyler: I am working on the environmental aspect. I have met with the Sewer Commission, Water Precinct, and Parks and Rec.

J. Levesque: When you are finished, would you provide the town with a copy of your report?

Jen: Yes, Todd Rainier has requested a copy, and we will send it to you also as well as Matt Lavoie.

D. Ross: Have you reviewed the town survey results?

Jen: Yes, Todd Rainier pointed that out to me, and I plan on using that for my portion which is an overview of the town, how the residents view the town and what they feel are issues and strengths within the town.

D. Ross: And the community profile that was just completed by UNH Cooperative Extension.

R. Duhaime: Where are you from and how did you end up with Hooksett?

A. Cote: I am from Methuen. We ended up with Hooksett because we went by town size and somewhere that was close to us.

Jen: I am from Maine. We also chose Hooksett because I know someone who is from the town.

Tyler: I'm from Woodsville, NH.

J. Sullivan: Thank you for coming in and if you'd like to come back and share your findings we would appreciate that.

Dr. Shankle: I'd just like to remind you that beginning next Friday, I will be gone for 2 weeks to Jordan. Please contact Christine Soucie with anything you would normally go to me for.

***N. Comai motioned to adjourn at 7:25 pm. Seconded by R. Duhaime.  
Vote unanimously in favor.***

**NOTE:** The Town website [www.hooksett.org](http://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

**Staff Report  
Consent Agenda Item  
March 11, 2015**

AGENDA NO. consent  
DATE: 3/11/15

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

**Issue:** To accept donated funds from Health Trust, Inc., (a branch of NH LGC) to promote Fire-Rescue Department fitness and wellness programs.

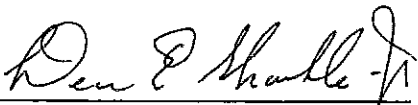
**Discussion:** The Health Trust offers funds to designated Wellness Coordinators for the pursuit of wellness programs. The donated funds are to cover fitness-wellness programs that may address nutrition, fitness and positive lifestyle changes. The donated funds are in the amount of \$500.00. The program is administered to Fire Personnel by the Assistant Fire Chief, who is acting as the designated Wellness Coordinator, and also overseen by an administrator with HealthTrustNH.org.

**Fiscal Impact:** These funds do not require any matching amounts or other financial obligation for the administration of the program, by the Town of Hooksett or the Hooksett Fire-Rescue Department.

**Recommendation:** Motion to accept the Health Trust Inc. donated funds in the amount of \$500.00, under RSA 31:95-b, III (b) and move into the Fire Department Wellness Donations; fund account line: 001-000.2220-029.000.

**Prepared by:** Assistant Fire Chief Dean Jore

**Town Administrator Recommendation:** *concur*

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

**Staff Report**  
**FY 2015-16 Default Budget**  
**March 11, 2015**

AGENDA NO. 14-101  
DATE: 3/11/15

**Background:** The Town is required to prepare a default budget that will be utilized if the voters of Hooksett do not pass the operating budget. RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget.

**Discussion:** Changes to the current budget to create the FY 2015-16 Default are as follows:

- \$39,135 for employer share of NH Retirement
- \$23,578 for employer share of health insurance
- \$22,661 for maintenance fee for software
- \$16,215 for trash removal contract
- \$3,804 Library contracts (GMILCS and equipment maintenance)
- \$4,999 for Amoskeag Rowing contract
- \$3,933 for Sewer contracts
- (\$75,160) for property liability insurance
- (\$56,020) for fire dispatch contract
- (\$34,000) for Highway pickup
- (\$28,776) for Worker's compensation and unemployment contracts
- (\$3,932) for excavator lease contract
- (\$2,570) for one less election this fiscal year
- (\$1,212) for deeding contract.

**Fiscal Impact:** FY 2015-16 Default Budget is \$16,779,749, which is \$35,473 or 0.21% more than Council's recommended budget of \$16,815,222.

**Recommendation:** To sign the FY 2015-16 Default Budget of the Town totaling \$16,779,749.

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

**Town Administrator Recommendation:** *concur*



Dean E. Shankle Jr.  
Town Administrator



## Default Budget: Hooksett

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

This form was posted with the warrant on: \_\_\_\_\_

**For Assistance Please Contact:  
NH DRA Municipal and Property Division**  
Phone: (603) 230-5090  
Fax: (603) 230-5947  
<http://www.revenue.nh.gov/mun-prop/>

**GOVERNING BODY CERTIFICATION**

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Governing Body Certifications		
Printed Name	Position	Signature
James Sullivan	Council Chair	
Nancy Comai	Council Vice Chair	
Todd Lizotte	Council Secretary	
Robert Duhaime	Councilor	
James Levesque	Councilor	
Susan Lovas Orr	Councilor	
Donald Winterton	Councilor	
David Ross	Councilor	
Adam Jennings	Councilor	

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

**NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL AND PROPERTY DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487**

Account Code	Purpose of Appropriation	Prior Year Adopted Budget	Reductions or Increases	One-Time Appropriations	DEFAULT BUDGET
<b>General Government</b>					
0000-0000	Collective Bargaining	\$0			\$0
4130-4139	Executive	338,017	1,987		\$340,004
4140-4149	Election, Registration, and Vital Statistics	34,273	(2,550)		\$31,723
4150-4151	Financial Administration	612,702	24,841		\$637,543
4152	Revaluation of Property	181,497	722		\$182,219
4153	Legal Expense	92,000			\$92,000
4155-4159	Personnel Administration	204,776	(28,776)		\$176,000
4191-4193	Planning and Zoning	365,938	1,832		\$367,770
4194	General Government Buildings	433,525	295		\$433,820
4195	Cemeteries	850			\$850
4196	Insurance	330,160	(75,160)		\$255,000
4197	Advertising and Regional Association	11,800			\$11,800
4199	Other General Government	5,000			\$5,000
<b>Public Safety</b>					
4210-4214	Police	3,817,170	16,620		\$3,833,790
4215-4219	Ambulance	1			\$1
4220-4229	Fire	3,995,967	(29,852)		\$3,966,115
4240-4249	Building Inspection	100,962	518		\$101,480
4290-4298	Emergency Management	5,500			\$5,500
4299	Other (Including Communications)	\$0			\$0
<b>Airport/Aviation Center</b>					
4301-4309	Airport Operations	\$0			\$0
<b>Highways and Streets</b>					
4311	Administration	210,832	714		\$211,546
4312	Highways and Streets	1,411,111	(1,026)	(34,000)	\$1,376,083
4313	Bridges	0	1		\$1
4316	Street Lighting	62,000			\$62,000
4319	Other	163,847	722		\$164,569
<b>Sanitation</b>					
4321	Administration	187,037	846		\$187,883
4323	Solid Waste Collection	253,656	1,126		\$254,782
4324	Solid Waste Disposal	641,383	17,138		\$658,521
4325	Solid Waste Cleanup	\$0			\$0
4326-4329	Sewage Collection, Disposal and Other	\$0			\$0
<b>Water Distribution and Treatment</b>					
4331	Administration	\$0			\$0
4332	Water Services	\$0			\$0
4335-4339	Water Treatment, Conservation and Other	\$0			\$0
<b>Electric</b>					
4351-4352	Administration and Generation	\$0			\$0
4353	Purchase Costs	\$0			\$0
4354	Electric Equipment Maintenance	\$0			\$0
4359	Other Electric Costs	\$0			\$0



Health					
4411	Administration	2,000			\$2,000
4414	Pest Control	\$0			\$0
4415-4419	Health Agencies, Hospitals, and Other	\$0			\$0
Welfare					
4441-4442	Administration and Direct Assistance	215,761			\$215,761
4444	Intergovernmental Welfare Payments	19,620			\$19,620
4445-4449	Vendor Payments and Other	\$0			\$0
Culture and Recreation					
4520-4529	Parks and Recreation	552,106	8,009		\$560,115
4550-4559	Library	600,682	4,717		\$605,399
4583	Patriotic Purposes	2,945			\$2,945
4589	Other Culture and Recreation	10,750			\$10,750
Conservation and Development					
4611-4612	Administration and Purchasing of Natural Resources	7,801			\$7,801
4619	Other Conservation	\$0			\$0
4631-4632	Redevelopment and Housing	\$0			\$0
4651-4659	Economic Development	500			\$500
Debt Service					
4711	Long Term Bonds and Notes - Principal	\$0			\$0
4721	Long Term Bonds and Notes - Interest	\$0			\$0
4723	Tax Anticipation Notes - Interest	1			\$1
4790-4799	Other Debt Service	\$0			\$0
Capital Outlay					
4901	Land	1			\$1
4902	Machinery, Vehicles, and Equipment	\$0			\$0
4903	Buildings	\$0			\$0
4909	Improvements Other than Buildings	\$0			\$0
Operating Transfers Out					
4912	To Special Revenue Fund	\$0			\$0
4913	To Capital Projects Fund	\$0			\$0
4914A	To Proprietary Fund - Airport	\$0			\$0
4914E	To Proprietary Fund - Electric	\$0			\$0
4914S	To Proprietary Fund - Sewer	1,994,923	3,933		\$1,998,856
4914W	To Proprietary Fund - Water	\$0			\$0
4915	To Capital Reserve Fund	\$0			\$0
4916	To Expendable Trusts/Fiduciary Funds	\$0			\$0
4917	To Health Maintenance Trust Funds	\$0			\$0
4918	To Non-Expendable Trust Funds	\$0			\$0
4919	To Agency Funds	\$0			\$0
<b>Total Appropriations</b>		<b>16,867,094</b>	<b>(53,345)</b>	<b>(34,000)</b>	<b>\$16,779,749</b>

Explanation for Increases and Decreases	
Account	Explanation
Varies	Increased \$39,135 for Employer share of NH Retirement

Varies	Increased \$23,578 for employer share of Health Insurance
4150-4151	Increased \$22,661 for maintenance fee on software
4324	Increased \$16,215 for trash removal contract
4550-4559	Increased \$3,804 for GMILCS contact and equipment maintenance contract
4520-4529	Increased \$4,999 for Amoskeag Rowing contract
4914S	Increased \$3,933 for NPDES permit obligation and employer share of NH Retirement
4196	Decreased \$75,160 for property liability contract
4220-4229	Decreased \$56,020 for dispatch contract
4312	Decreased \$34,000 for Pickup
4155-4159	Decreased \$28,776 for worker's compensation and unemployment contacts
4312	Decreased \$3,932for excavator lease contract
4140-4149	Decreased \$2,570 for one less election needed this year
4150-4151	Decreased \$1,212 for deeding contract

**Staff Report**  
**HEALTH INSURANCE REVIEW COMMITTEE UPDATE**  
**March 11, 2015**

AGENDA NO. 15-008  
DATE: 3/11/15

**Background:**

The Hooksett Town Council, at their meeting of 02/11/15, gave a directive for the Town of Hooksett Administration to form a Health Insurance Review Committee for 2015. The charge of this committee is to take whatever steps it deems necessary to review the current coverage and cost of Town health insurance offerings and bring back to the Council options that would address both potential cost reductions while maintaining an appropriate level of coverage for all who are presently covered under Town plans. It is expected that this will include a range of plans. The committee will be reviewing past claims experience, plan design options, carrier options, and other correspondence as appropriate.

Committee meetings are tentative April 2015 – August 2015 with the location at Town Hall 35 Main St. Hooksett, NH during business hours of 8:00am-4:30pm. The location, time and frequency of these meetings will be determined once the committee membership is formed and the first meeting occurs. The membership of the committee will include Town Administrator, Human Resources, active support staff, active management staff, union representatives, and retirees.

At this time I have sent notices seeking membership interest on the committee with a response date by 03/12/15. By March month end it will be determined who will be selected on the committee. Additionally I have requested and received our past claims experience via HealthTrust and will have their representative attend an initial committee meeting to review the findings. Finally, I have a list of brokers/carriers who have provided health insurance material to the Town in the past and intend to share this with the committee with the hopes the committee will invite them to present their plan design options.

**Discussion:**

This is an update at this time.

**Fiscal Impact:**

To be determined - focus on reducing costs for the Town & employee health insurance premium contributions AND increasing current annual stipend of \$2,400 to opt-out of Town's insurance.

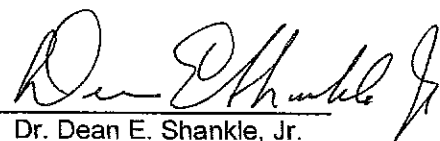
**Recommendation:**

This is an update at this time. No Recommendation.

**Prepared by:**

Donna Fitzpatrick, Administrative Services Coordinator

**Town Administrator Recommendation:** *lancer*



Dr. Dean E. Shankle, Jr.  
Town Administrator

AGENDA NO. 15-013

DATE: 3-11-13

**Staff Report  
COMMUNITY DEVELOPMENT DEPARTMENT  
Street Names Approval**

**Background:** Proposed street names for Merrimack Reserve (Edgewater Dr. Development).

**Issue:** Approval of new street name, Falcon Lane.

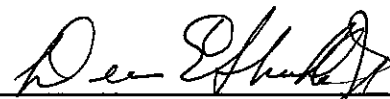
**Discussion:** Proposed street name has been approved by the Police Department, Fire Department, Code Enforcement and Public Works.

**Fiscal Impact:** None.

**Recommendation:** *Motion to approve the street name, Falcon Lane.*

**Prepared by:** Carolyn Cronin, Assistant Planner

**Town Administrator's Recommendation:** *see no reason why not*



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

**STREET NAME**  
**APPROVAL FORM**

Received  
DEC 11 2014  
Community Development

To: Hooksett Town Council

Date:

Please review the following name (s) being proposed for new streets in Hooksett. The names have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street names must be approved, by you, prior to being deemed "complete" by the Planning Board.

**NAME OF DEVELOPMENT:** Merrimack Reserve

**NAME OF DEVELOPER:** Jocelyn Scarpetti

<u>PROPOSED NAME (S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
Option 1 - Falcon Lane	62 Edgewater Drive	Private Drive
Option 2 - Eagle Way	62 Edgewater Drive	Private Drive
Option 3 - Hidden Lane	62 Edgewater Drive	Private Drive

Approved by the Hooksett Town Council \_\_\_\_\_  
(Date)

Town Council Chair \_\_\_\_\_  
Police Department \_\_\_\_\_  
Highway Department \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Code Enforcement \_\_\_\_\_

**STREET NAME**  
**APPROVAL FORM**

Received  
DEC 11 2014  
Community Development

To: Hooksett Town Council

Date:

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Option 1 - Falcon Lane,	62 Edgewater Drive,	Private Drive
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Option 3 - Hidden Lane,	62 Edgewater Drive,	Private Drive

Approved by the Hooksett Town Council \_\_\_\_\_  
(Date)

Town Council Chair \_\_\_\_\_  
Police Department [Signature] 12-13-14  
Highway Department \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Code Enforcement \_\_\_\_\_

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**APPROVAL FORM**

Received  
DEC 11 2014  
Community Development

To: Hooksett Town Council

Date:

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NAME OF DEVELOPER: Jocelyn Scarpetti

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Approved by the Hooksett Town Council \_\_\_\_\_  
(Date)

Town Council Chair \_\_\_\_\_  
Police Department \_\_\_\_\_  
Highway Department OPTION 2 \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Code Enforcement \_\_\_\_\_

**STREET NAME**  
**APPROVAL FORM**

Received  
DEC 11 2014  
Community Development

To: Hooksett Town Council

Date:

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Option 3 - Hidden Lane,	62 Edgewater Drive,	Private Drive

Approved by the Hooksett Town Council \_\_\_\_\_  
(Date)

Town Council Chair \_\_\_\_\_  
Police Department \_\_\_\_\_  
Highway Department \_\_\_\_\_  
Fire Department [Signature]  
Code Enforcement \_\_\_\_\_

Amended: March 17, 2004.

*either option 1 or 2 is ok  
# 3 is not since we have a  
hidden ranch.*



**STREET NAME**  
**APPROVAL FORM**

Received  
DEC 11 2014  
Community Development

To: Hooksett Town Council

Date:

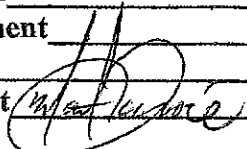
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Approved by the Hooksett Town Council \_\_\_\_\_  
(Date)

Town Council Chair \_\_\_\_\_  
Police Department \_\_\_\_\_  
Highway Department \_\_\_\_\_  
Fire Department \_\_\_\_\_  
Code Enforcement  \_\_\_\_\_

**Donna Fitzpatrick**

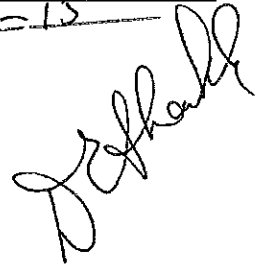
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AGENDA NO. 15-014

DATE: 3-11-15

**From:** Christine Soucie  
**Sent:** Monday, February 16, 2015 2:36 PM  
**To:** Dean Shankle; Donna Fitzpatrick  
**Subject:** December Quarterly Report  
**Attachments:** scanner@hooksett.org\_20150216\_161204.pdf

3/11/15

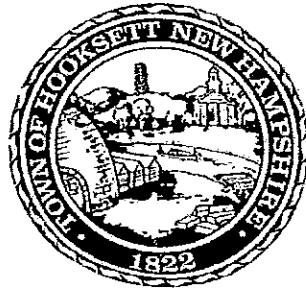


Hi Dean and Donna,

Can you please add this to the next Council agenda?

Thanks  
Christine

# Town of Hooksett New Hampshire



## Quarterly Financial Report For December 31, 2014 Second Quarter of FY 2014-15

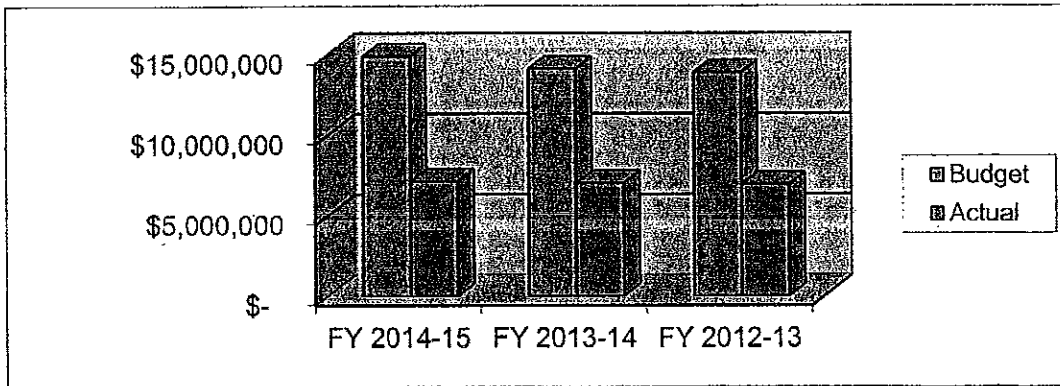
Unaudited

## General Fund Second Quarter Ending December 31st

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

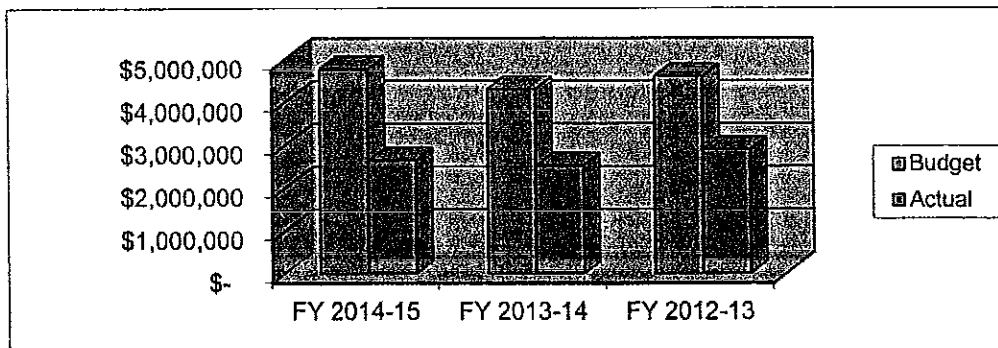
### Total Operating Budget

Year	<sup>1</sup> Budget	Actual	Remaining Budget	%
FY 2014-15	\$ 14,895,126	\$ 7,143,555	\$ 7,751,571	48%
FY 2013-14	14,112,535	7,040,080	7,072,455	50%
FY 2012-13	13,884,996	6,956,228	6,928,768	50%



### Total Revenues

Year	<sup>1</sup> Budget	Actual	Uncollected Budget	%
FY 2014-15	\$ 4,791,971	\$ 2,652,770	\$ (2,139,201)	55%
FY 2013-14	4,318,020	2,526,719	(1,791,301)	59%
FY 2012-13	4,618,361	2,903,122	(1,715,239)	63%



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

1) Budget amounts include transfers, grants and donations approved by Council as of 12/31 of each year.

## TOWN OF HOOKSETT - BUDGET SUMMARY FY 2014-15

December 31, 2014

50% of the year has expired

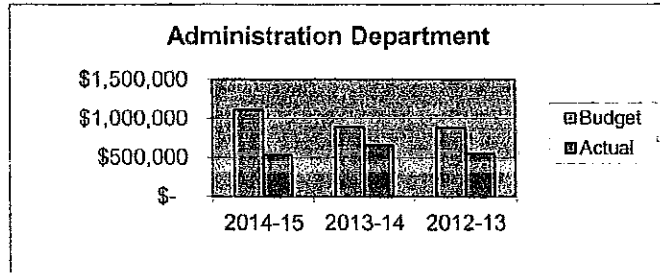
26 of 52 pay weeks has expired or 50%

Department	2014-15			2014-15		2014-15 Actual YTD	(Over) Under Expended YTD	Percent Expended
	Approved Budget	Budget Transfers	* Budget Increases	Adjusted Budget				
Administration	1,095,871	-	12,380	1,108,251	533,776	574,475	48.16%	
Assessing	181,497	-	-	181,497	74,576	106,921	41.09%	
Community Development	468,900	6,549	-	475,449	185,442	290,007	39.00%	
Family Services	235,381	-	-	235,381	94,527	140,854	40.16%	
Finance	230,522	-	-	230,522	117,789	112,733	51.10%	
Fire-Rescue	3,949,867	-	-	3,949,867	2,031,826	1,918,041	51.44%	
Police	3,817,170	-	10,575	3,827,745	1,648,355	2,179,390	43.06%	
Public Works	2,791,987	-	-	2,791,987	1,181,403	1,610,584	42.31%	
Recycling & Transfer	1,082,076	-	-	1,082,076	448,558	633,518	41.45%	
Tax Collection	274,650	-	-	274,650	120,574	154,076	43.90%	
Town Clerk & Elections	34,273	-	-	34,273	15,832	18,441	46.19%	
<b>Administration's Budget</b>	<b>14,162,194</b>	<b>6,549</b>	<b>22,955</b>	<b>14,191,698</b>	<b>6,452,659</b>	<b>7,739,039</b>	<b>45.47%</b>	
Budget Committee	7,609	-	-	7,609	1,059	6,550	13.92%	
Capital Leases	93,034	-	-	93,034	88,056	4,978	94.65%	
Cemetery Commission	850	-	-	850	420	430	49.41%	
Conservation Commission	7,801	(6,549)	-	1,252	680	572	54.27%	
Debt Principal	-	-	-	-	-	-	0.00%	
Debt Interest	-	-	-	-	-	-	0.00%	
Debt Tax Anticipation Note (TAN)	1	-	-	1	-	1	0.00%	
Library	600,682	-	-	600,682	600,682	-	100.00%	
<b>Total General Fund Operating Budget</b>	<b>14,872,171</b>	<b>-</b>	<b>22,955</b>	<b>14,895,126</b>	<b>7,143,555</b>	<b>7,751,571</b>	<b>47.96%</b>	
Sewer Department	1,994,923	-	-	1,994,923	-	1,994,923	0.00%	
Automated Collection Truck from Solid Waste	180,000	-	-	180,000	-	-	0.00%	
Town Building Maintenance CR	100,000	-	-	100,000	100,000	-	100.00%	
Public Works Vehicles CR	100,000	-	-	100,000	100,000	-	100.00%	
Fire Apparatus CR	50,000	-	-	50,000	50,000	-	100.00%	
Drainage Upgrades CR	50,000	-	-	50,000	50,000	-	100.00%	
Air Pack and Bottles CR	20,000	-	-	20,000	20,000	-	100.00%	
Automated Collection Equipment CR	20,000	-	-	20,000	20,000	-	100.00%	
Parks & Recreation Facilities Development CR	15,000	-	-	15,000	15,000	-	100.00%	
<b>2014-15 Grand Totals</b>	<b>17,402,094</b>	<b>-</b>	<b>22,955</b>	<b>17,425,049</b>	<b>7,498,555</b>	<b>9,746,494</b>	<b>43.03%</b>	

\* Includes grants, donations and prior year encumbrances.

## Major Department Expenditure

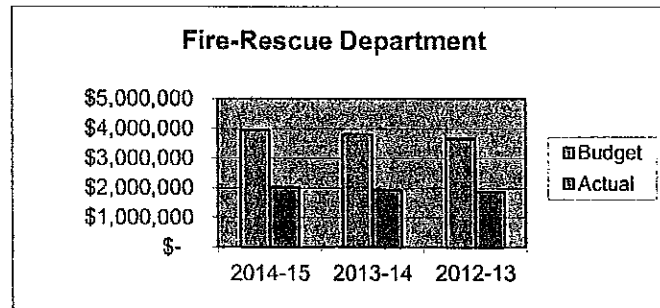
Administration Department			
Year	Budget	Actual	%
2014-15	\$ 1,108,251	\$ 533,776	48%
2013-14	887,682	655,545	74%
2012-13	881,774	547,585	62%



**Administration Department** - The FY 2014-15 budget has increased in the following areas: 17% for health insurance, 77% for property liability and 37% for worker's compensation coverage. After shopping the property liability and workers' compensation insurance out, the town received favorable bids. The actual cost increase for property liability was 18% and worker's compensation was 9%. Also by changing vendors the Town is allowed to pay for these coverages on a quarterly basis instead of paying in full at the beginning of the fiscal year.

The legal line is in good shape at 36% spent today compared to last December 31 which was 53% spent and December of 2012 was 49% spent.

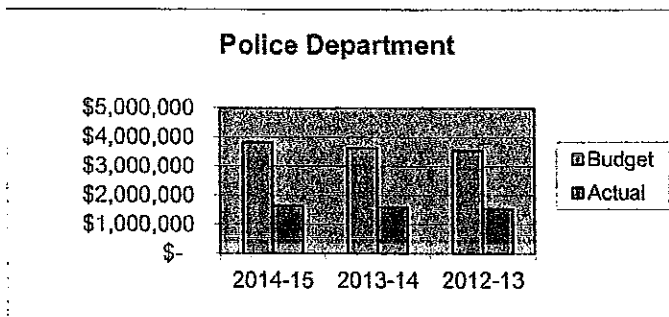
Fire-Rescue Department:			
Year	Budget	Actual	%
2014-15	\$ 3,949,867	\$ 2,031,826	51%
2013-14	3,804,142	1,925,974	51%
2012-13	3,659,549	1,860,024	51%



**Fire-Rescue Department** - This department is 51% spent. Keeping pace with the prior years it is expected to finish the year on budget. The budget increases over the years are primarily due to union contracts, health insurances and employer rates for NH Retirement System.

The Ambulance was operated under the this budget until January 2012, when it was moved out into a special revenue fund that is offset by user fees.

Police Department			
Year	Budget	Actual	%
2014-15	\$ 3,827,745	\$ 1,648,355	43%
2013-14	3,619,358	1,607,918	44%
2012-13	3,544,589	1,538,367	43%

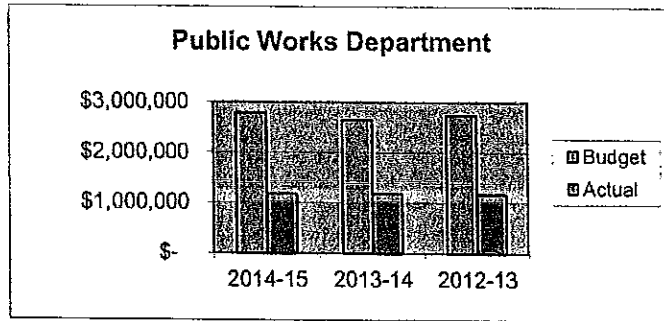


**Police Department** - This department is 43% spent to date, largely due to vacant positions for both patrol officers and dispatch. The increase in the budget for FY 2014-15 reflect the passing of the collective bargaining agreement in May 2014 and additional cost for training, two cruisers and fuel.

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

## Major Department Expenditures, Continued

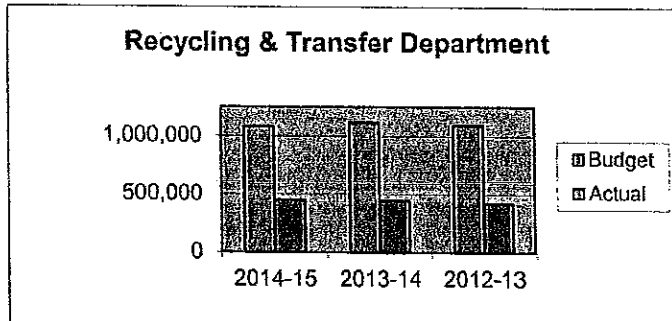
Public Works Department			
Year	Budget	Actual	%
2014-15	\$ 2,791,987	\$ 1,181,403	42%
2013-14	2,646,799	1,184,486	45%
2012-13	2,744,231	1,175,558	43%



**Public Works Department** - This department covers Highway, Parks and Recreation, and Building Maintenance. The budget for FY 2014-15 includes the expense associated with the collective bargaining agreement for the Public Works/Recycling employees that was approved by voters in May 2013. Other increase such as \$50,000 was added for resurfacing roads and a new pickup truck for \$34,000 was included in the Highway division.

Actuals for December 31st are slightly lower coming in at 42% spent compared to last year to 45% spent and December 2012 at 43% spent. The Director is holding off on road resurfacing until the spring. In the past 50% of the paving is done in the fall and 50% was done in the spring. Savings from staff turnover is being used to cover building and vehicle maintenance lines which are close to being expended for the year. The engineering for the Lilac Bridge is expected to cost close to \$100,000.

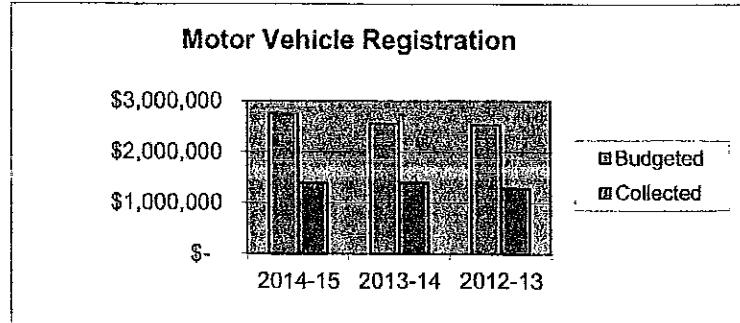
Recycling & Transfer Department			
Year	Budget	Actual	%
2014-15	\$ 1,082,076	\$ 448,558	41%
2013-14	1,113,596	442,152	40%
2012-13	1,093,857	419,591	38%



**Recycling & Transfer Department** - This department is 41% spent. The Vehicle Maintenance and the Hazardous Waste lines are about 70% spent year to date. As of December 31st, the Town spent \$131,536 in tipping fees to dispose of trash, demo, roofing and some single stream recycling. Last year at the same time, the Town spent \$115,996 on tipping fees and the year prior \$125,269 was spent.

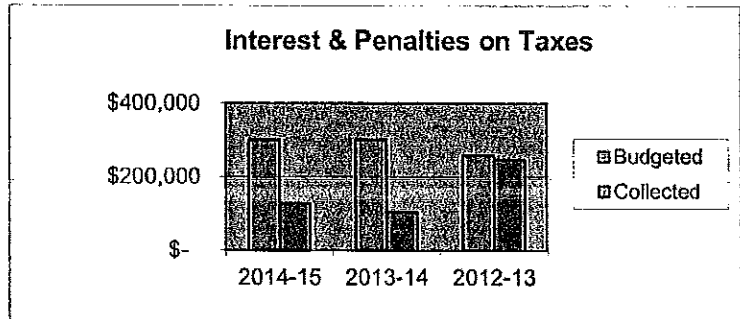
## Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2014-15	\$ 2,750,000	\$ 1,391,714	51%
2013-14	2,555,000	1,398,403	55%
2012-13	2,532,500	1,284,872	51%



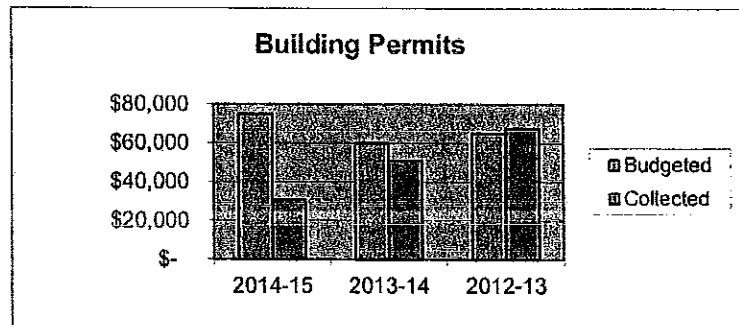
**Motor Vehicle Registration** - The top revenue source for the Town are fees collected for registering motor vehicles. Based on actuals, the Town is on track to collect as much revenue as the prior year, which would support the increased budget of \$195,000 in FY 2014-15.

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2014-15	\$ 300,000	\$ 128,063	43%
2013-14	300,000	103,103	34%
2012-13	260,000	246,905	95%



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

Building Permits			
Year	Budget	Actual	%
2014-15	\$ 75,000	\$ 30,627	41%
2013-14	60,000	50,724	85%
2012-13	65,000	67,527	104%

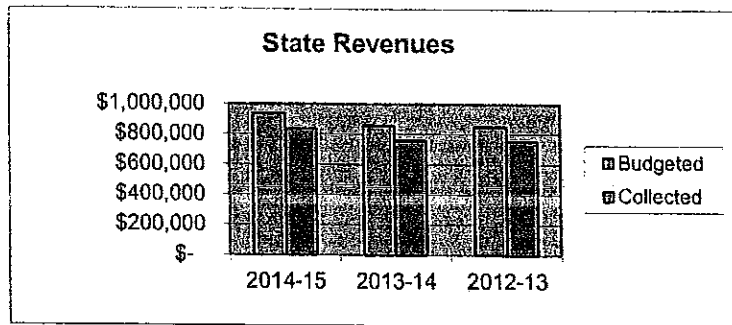


**Building Permits** - These fees are paid by builders for residential and commercial construction. Halfway through the FY 2014-15 year the Town has received only 41% of it's budgeted revenue.



## Major Governmental Revenues, Continued

Year	State Revenues		%
	Budget	Actual	
2014-15	\$ 937,623	\$ 835,947	89%
2013-14	857,366	758,556	88%
2012-13	850,461	752,949	89%



**State Revenues** - The Town has not received the "State Shared Revenues" since FY 2009-10. The Meals and Rooms tax and the Highway Block Grants have increased starting in FY 2014-15.

## Ambulance Service Fund

The Ambulance Service fund is reported separately from the Town's General Fund as approved by the voters at the May 2011 Town Meeting. January 2012 the Town started the special revenue fund. It is the expectation that the fees from the users of the ambulance will cover the direct cost of the Ambulance Service.

Information provide below is on a calendar year and cash basis of accounting.

### Calls for Service

	2012	2013	2014
Elliot Hospital	460	491	527
CMC Hospital	201	197	199
Concord Hospital	72	95	63
Non-Transport	734	664	780
<b>Total Calls for Service</b>	<b>1467</b>	<b>1447</b>	<b>1569</b>

### Billing and Collection Data

	2012	2013	2014
Gross Commitments	\$ 460,047.44	\$ 521,207.51	569,061.01
Contractual Allowances	(113,282.61)	(123,031.64)	(143,232.37)
Net Commitments	\$ 346,764.83	\$ 398,175.87	\$ 425,828.64
<b>Total Collected</b>	<b>\$ 283,189.28</b>	<b>\$ 296,230.60</b>	<b>\$ 288,818.43</b>
% Collected	82%	74%	68%
Total Uncollected for the period	\$ 63,575.55	\$ 101,945.27	\$ 137,010.21
% Uncollected for the period	18%	26%	32%
<b>Grand Total Uncollected</b>			<b>\$ 401,986.44</b>

### Expenses

	2012	2013	2014
Overtime	\$ 82,537.22	\$ 87,300.84	\$ 66,108.50
FICA Taxes	1,164.32	1,234.28	934.75
NH Retirement	18,893.06	21,910.15	18,338.34
Unemployment	279.48	698.40	559.34
Workers Compensation	2,165.99	5,635.86	3,925.69
Training & Dues	9,566.24	9,975.88	15,852.75
Professional Services	25,508.70	20,057.42	29,665.49
Vehicle Maintenance	6,035.47	5,980.77	5,489.13
Telephone	992.87	989.70	5,326.34
Medical Supplies	22,476.25	14,748.54	10,312.24
Fuel	8,740.29	10,592.56	16,170.23
New Equipment	6,930.76	1,726.38	4,523.78
Equipment Maintenance	522.99	6,442.73	177.78
Overpayment Refunds	-	-	89.34
<b>Total Expenses</b>	<b>\$ 185,813.64</b>	<b>\$ 187,293.51</b>	<b>\$ 177,473.70</b>

Cash on hand as of December 31, 2014

**\$ 318,300.69**