

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, May 27, 2015**

1. 6:30 PM - CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

5. APPROVAL OF MINUTES

- a. Public: 05/13/2015
- b. Non-public: 05/13/2015

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

8. CONSENT AGENDA

- a. Donation of \$798.00 kitchen table from Eugene Gaul to Fire-Rescue Dept.
- b. Council signing of MS-232 Appropriations Actually Voted

9. TOWN ADMINISTRATOR'S REPORT

10. PUBLIC INPUT: 15 Minutes

11. NOMINATIONS AND APPOINTMENTS

12. SCHEDULED APPOINTMENTS

- a. John Seidner, MD, FACEP, FAAEM, NREMT-P - Medical Director of EMS, Emergency & Trauma Services at Elliot Health System

13. 15 MINUTE RECESS

14. OLD BUSINESS

- a. 15 – 027 5/12/15 Town Election Results Update
- b. 15 – 030 \$2,341.66 Homeland Security Grant Funds Reimbursement to Fire Dept.
- c. 15 – 031 \$5,824.00 Bond Release to Regency Mortgage for 2 yr. Landscape Surety
- d. 14 - 066 Lilac Bridge Update
- e. 15 - 021 Reorganization of Department of Public Works
- f. 15 - 029 Policy on Hours of Work for Salaried Exempt Employees

15. NEW BUSINESS

- a. 15 – 032 Recycling and Transfer Condominium Reimbursement
- b. 15 – 033 Recycling and Transfer Automated vs. Manual Collection
- c. 15 – 034 Fire-Rescue Union Negotiations
- d. 15 – 035 Optima Bank & Trust Resolution
- e. 15 – 036 Record Retention – Unsealing of Town Council Non-Public Minutes

16. SUB-COMMITTEE REPORTS

17. PUBLIC INPUT

18. NON-PUBLIC SESSION

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

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

19. ADJOURNMENT

Public Input

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

TOWN COUNCIL MEETING MINUTES
Wednesday, May 13, 2015

CALL TO ORDER

Chair Sullivan called the meeting to order at 6:34 pm.

ROLL CALL – ATTENDANCE

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

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: April 22, 2015

T. Lizotte motioned to accept the public minutes of April 22, 2015. Seconded by D. Winterton. Vote unanimously in favor. S. Orr and A. Jennings abstained due to prior absence.

b. Public: April 29, 2015

T. Lizotte motioned to accept the public minutes of April 29, 2015. Seconded by D. Ross. Vote unanimously in favor. S. Orr, A. Jennings, and D. Winterton abstained due to prior absence.

c. Non-public: April 22, 2015

T. Lizotte motioned to accept the non-public minutes of April 22, 2015. Seconded by D. Winterton. Vote unanimously in favor. S. Orr and A. Jennings abstained due to prior absence.

d. Non-public: April 29, 2015

T. Lizotte motioned to accept the non-public minutes of April 29, 2015. Seconded by R. Duhaime. Vote unanimously in favor. S. Orr, A. Jennings, and D. Winterton abstained due to prior absence.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

CONSENT AGENDA

- a. \$352.47 donation from Comcast for Town Earth Day Clean-up 4/25/15
- b. \$2,341.66 Homeland Security Grant Funds Reimbursement to Fire Dept.
- c. \$5,824.00 bond release to Regency Mortgage for 2 yr. landscape surety
- d. \$54,431.55 bond release to Pike Industries for site plan improvements

N. Comai motioned to accept the Consent Agenda as written. Seconded by J. Levesque.

D. Winterton: I have a question about item "b." I couldn't totally understand page 2 of the request. Were those funds given to people who worked overtime or those who took courses? If not, who took the courses?

Dr. Shankle: My understanding is they are getting paid overtime for taking the courses.

D. Winterton: Does anyone know what fire ground survival techniques are? My concern is, is this a skill or a credit that would benefit under the previous bargaining agreement for stipend?

J. Sullivan: Should we wait for an explanation before we approve?

D. Winterton: I have no problem approving the consent agenda, but I would like a clarification on that if the federal government is paying for things that we are eventually going to be paying for later.

S. Orr: I think we need to remove item "b" from the Consent Agenda and table it pending the explanation.

D. Ross: Usually the consent agenda is similar items and none of these are similar items. I'd be more comfortable as handling them as separate items.

N. Comai removed original motion. J. Levesque removed the second.

D. Ross motioned to accept Consent Agenda item "a" as written. Seconded by T. Lizotte. Vote unanimously in favor.

S. Orr motioned to table Consent Agenda item "b" pending clarification on questions raised. Seconded by D. Ross. Vote unanimously in favor.

N. Comai motioned to accept Consent Agenda item "c" as written. Seconded by A. Jennings.

R. Duhaime: The parking lot seems to be built undersized. There is parking on the side of the roadway along the entrance. I wasn't sure if that was noted during the inspection.

D. Ross: Traditionally the Public Works Director would answer these questions, if that's OK?

J. Sullivan: The acting Public Works Director is here.

D. Boyce: The landscaping was OK. I know nothing about the driveway.

R. Duhaime: It's like they don't have enough parking; they have been parking on the side of the driveway. Maybe code enforcement could check on that.

S. Orr: This is only about landscaping; if there is a question about the driveway that should be brought up as a separate item on the agenda.

J. Sullivan: The director reviewed the landscaping and approved it. If there is another question, that is something we can ask the Town Administrator to have the Code Enforcement Officer check to see if they are allowed to park outside the parking lot.

D. Ross: I understand his point. The grass is landscaping; if it's going to be destroyed quickly, we need to check that before we release the bond. If this is the only tool we have to ensure they comply with the total landscaping requirements for the project, then I think we should hold off.

T. Lizotte: I concur with Mr. Duhaime and Mr. Ross. Maybe we should hang on to this bond until we determine if they are damaging the landscaping because of inadequate parking.

J. Sullivan called the question.

N. Comai: There is a document here that states the interim director of Public Works has reviewed it and feels the project has been completed. We have folks saying it's not completed. Are we saying since they park there it's not completed?

R. Duhaime: The idea of a bond is 2 years after it's installed, they should still be alive. Technically, the trees and shrubs should have that time to mature; if they are dead or dying, they need to be replaced. The lawn issue – whether snow plow damage or parking, the lawn was seeded and now the whole side of the lawn is dead. It's not looking like it's supposed to. I don't know the reason but the side of the driveway looks more like a dirt parking lot than a driveway.

J. Levesque: I agree with Councilor Ross and Councilor Lizotte. If we pass this we give them the bond back and they are never going to do anything, it's just going to be a dirt parking lot. This is our only chance.

J. Sullivan: It may be a melding of two things. Is someone parking on the lawn meeting the requirements?

Roll Call

R. Duhaime – No
S. Orr – Yes

D. Ross – No
J. Levesque – No
A. Jennings – No
N. Comai – Yes
D. Winterton – No
T. Lizotte – No
J. Sullivan – Yes
Motion fails 3-6.

J. Sullivan: Can this be brought back for another vote since it failed? We will have this on the next agenda and ask the Town Administrator to check with the appropriate departments.

D. Ross: Perhaps the company should be notified as to why it was denied.

Dr. Shankle: We are questioning whether Diane looked at the right place. She will go review it again; there is no reason to notify them. If there is a problem that she didn't notice, then we will notify them.

T. Lizotte motioned to accept Consent Agenda item "d" as written. Seconded by R. Duhaime.

Roll Call

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

Vote unanimously in favor.

J. Sullivan: Could we move up the scheduled appointment at this point? He is very gracious to be here.

Consensus to move up the Schedule Appointment.

SCHEDULED APPOINTMENTS

- a. Brian Dobson, Director of Military & Veteran Services – presentation of flag

J. Sullivan: I'd like to ask Mr. Dobson make the presentation to our Councilor Adam Jennings who is a member of the Army Reserves. He has served in the military for many years, and I think that would be appropriate.

B. Dobson: Thank you. On behalf of Congressman Guinta, I thank you for having us and for the request for a flag for your Veteran's Park. He has requested that an American Flag be flown over the U.S. Capital Building for a period of 24 hours that you can they use in Veteran's Park. If there is anything we can do for you, please don't hesitate to reach out. We thank you for your service.

Presentation of flag and certificate.

TOWN ADMINISTRATOR'S REPORT

- Update on Health Insurance Review Committee – Donna Fitzpatrick

D. Fitzpatrick: We are in the middle of having vendors coming out to present. Our current vendor, Health Trust, has provided different options for our top tier plan (Blue Choice). They gave us 4 different items for our Matthew Thornton plan; and our luminous high deductible stayed as is. They gave us different options for keeping the same co-pay but having different co-pays for pharmaceuticals. At our next meeting, we are going to review what other communities pay for their stipends. We pay a \$2,400 annual stipend for our employees who opt out. Excise (Cadillac) Tax – we calculated what our anticipated tax will be on what we know today. We have completed compensation charts for town employees on our

payroll so they can determine how much is wages and how much goes toward benefits, inclusive of time off and other benefits they may not think of. We are meeting twice a month right now.

D. Winterton: How is participation from employees?

D. Fitzpatrick: We have had great participation; we have an alternate at all times if the main person can't show up. They are asking a lot of questions also.

J. Sullivan: You mentioned an estimated Cadillac Tax.

D. Fitzpatrick: As is, if nothing changes, we are looking at \$90,000 for first year we have to pay in 2018.

J. Sullivan: This process of is to eliminate that tax burden because of the Affordable Care Act. Thank you.

- There was an election yesterday; one way Administration is preparing for the new Council is we sat through a webinar sponsored by ICMA on how to do orientations for new Councilors and got a lot of ideas.
- Spent a lot of time on the Lilac Bridge. We sent out RFP's and got 3 back in.
- Went to an Eversource Municipal Energy Efficiency workshop.
- Went to groundbreaking ceremony at GE Aviation. I got an email from Dave Coburn from GE Aviation to read into the record: *"To the members of the Hooksett Town Council, I am writing to thank you for your dedication and commitment to the GE Aviation expansion project. This project will allow General Electric to continue to be a part of your community for many years. Every step of the project was handled with patience and a high level of support which allowed the GE team to quickly navigate the approval and permitting process. Every committee, board, staff member and council greeted the GE team with an open mind and offered a helpful solution that allowed us to launch this project. Each one of our questions was greeted by Carolyn Cronin and promptly answered by Jo Ann Duffy. Without the quick service of your Planning Board staff this project would not have satisfied the schedule required to secure the work coming to our Hooksett facility. Please extend our gratitude to the entire Town of Hooksett as without a community like yours, the GE employees would not have the tremendous opportunity that the LEAP program is going to bring to our region. Sincerely, David T. Coburn | GE Aviation Blisk Expansion - Project Leader"*
- Went to Hooksett-ites over 80 dinner; the oldest man there was 96 and the oldest lady was 93.
- We have been interviewing for the Conservation Commission summer intern. We are also interviewing for Fun In The Sun. There are 110-121 campers each week; that is double what we were doing 3 years ago. That program has really taken off.
- Had a meeting with Dr. Seidner who oversees EMT's for the region for the fire department; talked about EMT/ambulance program seeing we are looking for a new chief.
- To answer a previous question about the Library Trustees and Sewer Commission budgets, according to our lawyer, Town Council has the authority to review these budgets the same way it does for all other departments although the reasoning behind each is different. The Library Trustees prepares a budget for the appropriate municipality and the Town Council is the appropriate agency. Sewer is a bit more complicated but concluded it should go to Council and be treated in the same manner as all other department budgets.

T. Lizotte: Is it possible to put that in the Town Councilor's manual when we get that type of declaration of authority so that any new Councilor has that?

N. Comai: Would we then copy both the Library Trustees and Sewer Commission on that document to let them know what we learned?

Dr. Shankle: Because of state law, the library budget doesn't come to me first, but specifically to Town Council; sewer comes to me first. Water is a separate entity. They are a water district.

- NH Municipal Association is doing a workshop (free to local officials) on Thursday, June 11 regarding the Right to Know Law from 7-9 pm at the Salisbury Old Town Hall, 645 Old Turnpike Rd. Let me know if you are interested.

- The amended zoning ordinance is posted on the website. If you need a hard copy, please let me know.

PUBLIC INPUT: 15 Minutes

NOMINATIONS AND APPOINTMENTS

- a. Appointment - Matt Barrett to EDAC

D. Winterton motioned to appoint Matt Barrett to the Economic Development Advisory Committee. Seconded by J. Levesque. Vote unanimously in favor.

OLD BUSINESS

- a. 14-046 Merrimack Reserve (Edgewater Drive) – Paul Scarpetti; Jennifer McCourt, McCourt Engineering

Dr. Shankle: You may recall that we started this process regarding Edgewater Drive and how to handle that. Council asked a lot of questions and got a lot of answers. You made the decision that if the Planning Board agreed, and Conservation Commission agreed, it would come back to you. They have done that and they are back to finalize the discontinuation.

T. Lizotte motioned to approve the discontinuance of the Class VI portion of Edgewater Drive and approve the acceptance of the Easement Deed of Jocelyn Scarpetti to the Town of Hooksett. Seconded by S. Orr.

D. Ross: I noticed there are some changes on the easement deed, and I wanted to ask if the Conservation Commission accepted and approved the current version?

P. Scarpetti: Yes they have.

R. Duhaime: I am just noticing the dark green and light green; is the light green forested?

P. Scarpetti: The light green is outside of the recreation easement.

J. McCourt: The light green is the grass area and the proposed cul de sac with parking. The house at the end has gone away. There will be an eagle roosting area; after reviewing with an eagle-biologist, it was decided to move the shift the road. Eagles have been seen on the east side of the driveway. There aren't a lot of pine trees (which they like the most). The houses to the Bow town line will remain forested. We are putting in a path through the forest to the existing gravel area without cutting any trees. The Conservation Commission asked us to allow them put in a picnic area on the west side of the road. The Wetlands Bureau and Fish and Game was fine with that as long as we didn't cut any trees.

R. Duhaime: On the 150' building setback, will the frontage along the river be cut? Are there any restrictions whatsoever?

J. McCourt: There are very few trees in this area, and it's a 50' setback from the reference line for the building structures (shore land buffer).

R. Duhaime: I thought it was 150' for the building setback? I didn't know if you were going to leave some sized trees to help with screening since the town owns the land across the river, and at least try to get it to flow along instead of having a wooded area and all of a sudden open up to these homes.

J. McCourt: It's open now; there are very few trees. They are within the 50' waterfront buffer protected by the state. If they are diseased, they may come down.

J. Sullivan: You wouldn't be able to cut more trees down anyway?

J. McCourt: Correct; you have a 50 point system that you have to maintain and I don't believe there are 50 points there in a 50' section so those trees should remain.

R. Duhaime: For sheds/buildings in that area, are there condo docs restricting owners?

P. Scarpetti: Yes we have covenants in the condo documents.

J. Levesque: The trees in the protected area can they be pruned and trimmed for better growth?

P. Scarpetti: Yes.

D. Ross: What is the height of these buildings? Are they single or two story?

P. Scarpetti: It's very preliminary but I did have a ranch style and a 2-story style. We would follow all town regulations as far as the heights of the buildings.

Roll Call

A. Jennings – Yes

D. Ross – Yes

R. Duhaime – No

J. Levesque – Yes

S. Orr – Yes

D. Winterton – Yes

T. Lizotte – Yes

N. Comai – No

J. Sullivan – Yes

Vote 7-2 in favor.

b. 15-050 Departmental Oversight Committee

Dr. Shankle: We put it on the agenda for this meeting when Mr. Jennings returned.

A. Jennings: At the time we were starting the committee, the first department we wanted to look at was the Fire Department, but it was postponed until after union negotiations. I will work with Mr. Lizotte and Dr. Shankle to schedule a meeting in the next week or two.

J. Sullivan: We discussed the charge and description of the committee. We look forward to updates on a weekly or monthly basis.

c. 15-021 Reorganization of Department of Public Works

Dr. Shankle: I brought something in and Councilor Winterton suggested something else. Next week he was out of town. Once he came back, we discussed what he was looking for and what his concerns were about putting someone between the Public Works Director and some of the other positions. I combined the ideas from Council and my conversation with Councilor Winterton and came up with this. It puts the Public Works Director overseeing 4 divisions, 3 directly (with union personnel in those departments for maximum flexibility of moving people back and forth). The concern was by tying the engineer too tightly into Public Works, it would lose the original focus which was in Planning. With this set up, the engineer would only have one department. You can't have an org chart where one person is responsible for two people. The engineer would report to the Public Works Director and oversee the Community Development division. This is a result of pulling together my original ideas with the ideas I heard from all of you and Councilor Winterton. Diane feels comfortable and likes this set up.

D. Winterton: We did meet and we were able to combine some of the ideas. I like this proposal organizationally. It allows the Public Works Director to bring the engineer into the other divisions within Public Works when they need engineering. Without this kind of organization, the Public Works Director would need to go to another department head to ask another employee to come over. Another plus I see is on the Community Development side. They have a planner, engineer and code enforcement officer in the same department and the communication will stay there. When we recruit for that job we will have a more defined idea of what that is. I hope we will be able to attract the kind of person we are looking for. The Public Works Director will have skill sets in any direct reports that we have for that person. I would envision weekly meetings with the crew chiefs and director. Engineering would also report to the same director who could monitor work that needs an engineer there, as required by law. It's a way for us to better expend our total dollars in these departments by combining the salary from the Public Works Director and adding dollars that exist in the current budget for an engineer. I think we can hire an Engineer/Assistant Public Works Director and save the town money. I thank Dr. Shankle for sitting with

me and blending our 2 ideas together. I apologize to him because perhaps we should have done this before presenting any proposal. I strongly support this. I see a better organization and an opportunity for us to create a culture that might be really good for these departments.

S. Orr: While I understand and respect the goal of saving the town money, I'm concerned with a consolidation that puts one person in a role that was formerly held by 2, full-time, capable people. I think when we put too much burden on one person, we are risking thoroughness, job quality, burnout and many other negative things that can happen when one person is asked to do the job of two people.

D. Ross: the original concept of the engineer being under Community Development was the plan; that's where the engineering is. I don't see there being a problem with authority. I still consider Recycle & Transfer to be a separate entity. We are still in the growing stages of that. We are putting a single person at the top of this pyramid. I think it's important to keep things spread out. There hadn't been a problem with sharing laborers when the time came; if there was, I think the cause of that problem has been alleviated. I am not comfortable with this layout at all. The engineer belongs under Community Development, not Public Works. They are 2 separate entities and my fear is we are increasing positions and pay scales, and as legacies go on, will not provide the benefits that we were hoping to get from this engineer in the first place. I think Highway and Parks & Rec belong together; Recycle & Transfer doesn't. It's not maintenance of the town, it's a service we provide to the town. I don't like the idea of co-mingling these things.

R. Duhaime: The Town of Bedford head of Public Works is a PE Engineer. I never met the Asst. Director, which is technically the superintendent of Public Works. I never dealt with the superintendent on the project I was working on in Bedford. The PE should sit beside someone in Public Works, not below. We have had a PE Engineer as Public Works Director and it didn't work out. Community Development is where I would like to see this position filled; in a year or two I think we can reorganize it then. We should see if we can fill the position; if we can find a PE engineer with experience in Public Works that is great.

S. Orr: The Crew Chief positions, are they management?

Dr. Shankle: At the lower end, breaking it down into the 3 divisions each with a crew chief, they are non-union managers. We also have a building crew chief and we want to break down the Assistant Crew Chief. At this point, they are not in the union. The crew chiefs are management level.

J. Levesque: I see we posted a job for Public Works Director; will they work under Diane or is that the job itself?

Dr. Shankle: I posted that after the last meeting; if this goes through I will pull it, but we haven't gotten any response. With this set up, we want someone who works well with the public and is familiar with zoning, planning and code enforcement.

D. Winterton: In the discussion, there would be an addition of a part time admin for the Public Works Director. The superintendent of Recycle & Transfer does a lot of admin work and a part time admin might alleviate some concerns Councilor Orr appropriately raised.

S. Orr: What is the line from Public Works Director to Asst. Public Works Director? Does that person report to the Public Works Director?

D. Winterton: Yes.

T. Lizotte: This is something we should give a shot for implementation. Diane has consistently come here and shown that organization runs almost by itself. Highway vs. Recycle & Transfer, Recycle & Transfer is consistent. The only time there is a headache is staffing. Other than that it's consistent. Highway has things shifting – damage this year vs. last year; paving can't be done due to budget constraints. Her staff has that system down, the question of too much burden or not...I don't think it's that much of a burden. Parks & Rec operates by itself; they have normal things they do year in and year out, other than special projects that Town Council may approve. Everyone understands they are under the same umbrella and can shift over between divisions. If our Town Administrator and the acting Public Works Director are saying this is a possibility, then we should give it a shot. I like the engineer in

Community Development; if we get someone with a PE, it makes sense to put them in that department. Having the engineer report to the Public Works Director, it's on a consulting basis. They have 2 different views and will be able to cross over seamlessly. We have voiced our concerns and I don't see any reason not to allow them to pursue this structure.

D. Ross: One of the concerns I have is the total cost to the town. My fear is we will end up with more positions that will cost the town more money. It started with an engineering position to take the weight off the needs for developers and they could be a filler in other departments as needed. It has turned into a total reorganization. My concern is it becomes top-heavy and the pay scales will change. We have taken what was going to be a net zero cost (possibly a profit) to the town and it seems that we are taking on an engineer for the town as opposed to helping the developers. I think we need more numbers associated with this. What are the pay scales associated and what is it going to cost?

N. Comai: You have to make a decision based on what you know at the time. We found out that the market didn't bear the cost we had for the engineer. We had the unknown with the Public Works Director; we have this plan in place and have a capable acting director who knows Recycle & Transfer inside and out and has a lot of strength in HR and employee management. It's my understanding this is a net savings of over \$60,000. The numbers are still in the process of building a job description and seeing what the market bears. I love this because it's new; I am inclined to ask for everybody's support on this and perhaps ask the Town Administrator and acting director to report back in 6 months for an update.

Dr. Shankle: When I brought the last proposal, I brought a package that included pay. There are not any additional people, just a part time admin. By getting rid of the Recycle & Transfer superintendent and adding the salary still in there for the engineer and moving up the new Public Works Director, we are talking about a savings of around \$50,000. We don't see a need for any more people. Current staffing will be utilized for this and we should see a reduction in staffing.

J. Levesque: With the recent change in Public Works, everything is running smoothly now. I like this reorganization. My concern is if we implement this and we find out it's not working, I don't want to see anyone out of a job.

J. Sullivan: Dr. Shankle proposed this because of the resignation of the previous Public Works Director. It's been reviewed and commented on for the last 3 meetings. We need to look at the organization itself. We need to know if it works. I think it will work regardless of the person in that position. We actually have someone who is able to do that. We aren't creating this position because we don't have the right person in there right now. It follows through with the voters who approved the engineering position, even though it's tweaked. It does affect town planning; we have 2 individuals here who may want to comment since it does affect their organization. I don't know if we want to have them participate.

T. Lizotte: We have already gone through some testing and Dr. Shankle has always asked to tweak things and we allowed it. I don't see a problem with having any concerns with Dr. Shankle pushing forward. Looking at the history – this is the first time that Dr. Shankle isn't dealing with legacy and I think he deserves a chance to put something together. This is his second proposal and I like this hybrid. We are going into his review. I think that is the best place to put some goals in terms of the financials, minimizing scope creep of the project, and put in some targeted goals in 3 months, 6 months. I don't see a problem with going forward.

J. Sullivan: According to the Charter, a proposal has been made and we need to act on it.

S. Orr: It's a well thought out plan. As with any new thing being implemented, it's never perfect the first time around. I think you need to focus on not creating too many management positions. It would be disingenuous to the terms we negotiated with the union. Secondly, employee development is important. Asking anybody to take on new positions that were not part of their purview, we should provide proper training so there is confidence in their ability. That would be where some of the money that we save would be well invested.

D. Ross: Back to the engineer issue – the reason it got through was because it was presented as a net zero cost to the town. I find that as being almost like a bait and switch. We have folded this position into something else; it's now become a payroll item. We allocated it so that we could get started. Eventually

it would turn into a plus, not another employee, in terms of cost to the town. It's bothering me that we aren't doing what we said we were going to do.

D. Winterton: When the engineer was being discussed, one of the components of the job was dumping water into the river that required engineering. We discussed that without a town engineer we would have to farm that out. Manchester is budgeting \$5M to \$6M for these federal requirements. If we have an engineer on staff we can handle that internally. There are other internal jobs that the engineer can do.

T. Lizotte: Dr. Shankle should get the job description clarified; our former Public Works Director was taking over the monitoring. This position is an engineer where our "sole source vendor" were not engineers, it was all on-the-job-training. I think this will be a step up.

N. Comai motioned to accept the reorganization proposal presented by Dr. Shankle. Seconded by S. Orr.

R. Duhaime called the question.

J. Sullivan: According to the rules, discussion is only among us at the table. Occasionally someone in the audience would like to participate. I need the Council's permission to allow Mrs. Duffy to speak.

T. Lizotte: There is a motion on the floor and the question was called.

J. Sullivan: Correct, so we will do this correctly.

Roll Call

N. Comai – Yes
D. Winterton – Yes
R. Duhaime – Yes
A. Jennings - Yes
J. Levesque – Yes
S. Orr – Yes
D. Ross – No
T. Lizotte – Yes
J. Sullivan – Yes

Vote 8-1 in favor.

Dr. Shankle: I will bring back all those documents that I previously had.

5 MINUTE RECESS

d. 14-066 Lilac Bridge Update

Dr. Shankle: We put out a request for qualifications, as required by the state. Myself, Bruce and Sid interviewed the 3 engineering firms we received responses from. Some of the questions that came up with two of them didn't come up with the third, so we are going to re-interview one on Friday and by your next meeting we should be bringing you a potential contract to sign.

NEW BUSINESS

a. 15-027 Discussion of 5/12/15 Town Election Results – Todd Rainier, Town Clerk and Don Riley, Town Moderator

J. Sullivan: Yesterday was our annual election. Everything passed, but the turnout was not very high. We will discuss District 1 Council seat and some other things. We have the town moderator and town clerk here with us tonight.

T. Rainier: Some of our residents knew about the election; 455 people voted out of 9,100 registered voters (5% turnout). The amendments and articles have all passed without a single "no" winning. We had 203 write-ins overall and one tie for the District 1 Councilor seat. Both parties will need to be contacted. I've been in touch with the Secretary of State on how to break the tie; we put both names in a hat and draw a name.

S. Orr: I thought there were a minimum number of write-ins needed?

T. Rainier: I called the Secretary of State and it was confirmed there is no minimum for a town election; there is for state and federal but not for town elections.

J. Sullivan: If the one is chosen is not inclined to serve, can the person who did not get picked be appointed?

T. Rainier: We don't have that scenario; I am going forward on the assumption that both want to serve.

D. Riley: Could you repeat that? I want to make sure I understand the question.

J. Sullivan: In 1993, there was a tie for District 2. They were on the ballot. We had to draw out of a hat, so that was the same situation.

D. Riley: If one chooses not to participate and the other chooses not to participate, then there is a tie with 4 people.

J. Levesque: How many votes for the tied position?

T. Rainier: It is tied at 2.

J. Sullivan: Congratulations to all the others who did win.

A. Jennings: How many people voted from District 1?

D. Riley: I think it was around 100, but don't quote me on that.

N. Comai: The feedback I received from 2 constituents is why don't we have the election on the same day as the school? It's still something the constituents are asking about. I would like to investigate that further.

J. Sullivan: If the town decided to pursue combining these elections, is that something we would have to discuss per the Charter?

T. Rainier: I don't see that it can't be done; it would be beneficial from a resources perspective. We could discuss it, and I would act on your wishes. Getting back to yesterday, I'd like to thank the Councilors who were there to assist; it makes a big difference when you are there. Councilors Winterton, Lizotte, Comai, Ross, and Orr were all there and I want to thank you on behalf of the election team. We had 9 absentee ballots; 3 challenged voter affidavits (when someone chooses not to show picture ID); and we registered 2 new voters. We had about 35 people through per hour; that is not a lot. I had a call with the town clerks in NH and they said town elections typically have low turnout.

D. Riley: As a follow up to Councilor Comai's question, I asked that question at the moderator's workshop. There is no statutory restriction from combining the two elections; it's more a question of timing. I would like to also express my thanks to those of you who were there. From 7AM on it took an hour and 25 minutes to reach the point where I could declare the results. We could not declare the write-ins and they were posted at 11AM this morning.

Dr. Shankle: What drives whether the school and town are together is what the town is willing to do. The school district will tell you they need to have it when they do because of pink slips they have to send out because of contract things. Would the town be willing to move forward two months? In Merrimack, the school district moved one month and the town moved one month and they met in the middle. The union issues are what drives that.

T. Lizotte: Another comment made outside of the election was the fact we have no signage saying there is an election going on, other than signs for candidates. A lot of people didn't know about it. Going forward, Town Council needs to think about that, and the town clerk should too.

D. Riley: I agree, but it is a Council election.

J. Sullivan: We can discuss that at our workshop.

T. Rainier: The next election is the Presidential Primary, and it will be a big one.

J. Sullivan: Thank you both and thank you to all the Councilors who went.

b. 15-028 Newsletter

J. Sullivan: This newsletter could be used to promote elections in the future. We typically have a newsletter attached to the tax bill which is going out soon.

K. Rosengren: It's past practice to include a newsletter, but I need Council permission to do so. Tax bills are being mailed out on May 29. It's estimated at 10 cents per newsletter and we are mailing out 5,800 so an estimated cost of \$580.

N. Comai: Could we add the Old Home Day date on here – September 19.

A. Jennings: Is the magician/comedian/entertainer at the Police Department?

K. Rosengren: That is a library event.

A. Jennings: Maybe rearrange it under library so it flows.

J. Sullivan: It's nice to highlight volunteers; it would be nice to mention this year's youth achievers, without mentioning names. And mention that we still have the program.

S. Orr: I have a blurb written up that I can send you on that. I would suggest you format the back with the bullets the way it is on the front.

J. Sullivan: On the board and committee openings, do you want to mention all the boards that have openings? I would give attention to all of them equally.

D. Winterton: The bills go out on the 29th. That is close to Heritage Day.

K. Rosengren: I mentioned it to the Chair and she thought it would be good to leave it in.

R. Duhaime: Maybe a sales pitch of some sort under boards and committees that would increase interest.

J. Sullivan motioned to allow the Town Newsletter, with edits as discussed, to be inserted along with the May 2015 tax bill. Seconded by D. Winterton.

T. Lizotte: Can you modify the motion to give administration some latitude in case something doesn't fit?

**J. Sullivan modified the motion to include "at the discretion of the Project Coordinator." Seconded by D. Winterton.
Vote unanimously in favor.**

c. 15-029 Policy on Hours of Work for Salaried Exempt Employees

Dr. Shankle: We have talked in the past about the fact that all of the salaried exempt employees have a line in their job descriptions saying the hours of work they are supposed to be here. An employee mentioned to me that it was added in by the former HR director and we can't really enforce it. We looked at past minutes and found where it did happen. This is fixing something we may have missed that Council should be aware of. I think this is important – I don't know why it never came to Council. In 2006, the FLSA was amended to put language in to say salary exempt employees could be given hours of work for management reasons or if they handled customers and needed to be there when customers were there. You can't dock their pay, but it becomes a discipline issue. I am asking Council to legitimately put it in and deal with exemptions as they come up. I think it's a rational thing. When the

public come in, they expect us to be here working. As long as we know where people are, that's fine. I hope you would support this.

D. Winterton: Under "if the employee's duties require them to be away...they should inform supervisor in advance." In advance to me seems kind of vague.

Dr. Shankle: If somebody gets an urgent call, all I want them to do is email their supervisor that they are on their way out and where they are going so people know where their employees are when they are out.
S. Orr: I believe that in writing does cover electronic communications. I think this is important for safety training and I'm not sure if you want to put this in or not. If there is a fire alarm and there is someone out of the building, you don't want someone risking their life to look for someone in the building who is not in the building.

Dr. Shankle: I'd prefer you wait to vote on this. I will change this draft and any other comments can be brought up at our next meeting.

SUB-COMMITTEE REPORTS

T. Lizotte: Conservation Commission met Monday; there was some housekeeping in anticipation of the election. There was a discussion on the reaffirmation of things discussed tonight with Edgewater Drive.

A. Jennings: Nothing to report.

R. Duhaime: I did not make the last sewer meeting; there is one next week.

S. Orr: Board of Assessors met tonight, but I will let our chair discuss.

N. Comai: There is a Retention Committee meeting in September.

J. Sullivan: Heritage Commission: Heritage Day is coming up, and we thank Council for declaring that proclamation. Update on marker program, we are working on the final details for the Lincoln Park marker. The location will be on the curve on Grace Ave. between the original Manchester school road (#4) and the 3-room school house; however the date of the event escapes me. There will be a directional sign on the corner of the old schoolhouse, across from Chantilly's on that corner (the first street after you pass Alice Ave.). We are working arrangements for the location for the Manchester-Hooksett airport marker. The tin ceiling will begin soon once the Highway Department is completed with the preparations (ventilation system and old lift). We need members on that board as well.

D. Winterton: Nothing to report.

D. Ross: Nothing to report, but I do have a question. Did we miss something in this easement deed? I didn't see the 1% stewardship fee in the deed.

J. Sullivan: Will that be added to the easement? We voted on the discontinuation of the road.

Dr. Shankle: I don't know off the top of my head. I will have to look into that.

T. Lizotte: It wasn't brought up on Monday.

D. Ross: When I read this, it mentions a 1% stewardship fee. I may want to reconsider this.

J. Sullivan: Your concern is to make sure the information in that letter is part of the easement that we sign.

Dr. Shankle: If that is a concern, you should reconsider it and remake the motion to add you want those conditions to have been met as part of the deal. You already passed it and if something got missed; if it's in there, it won't matter.

D. Ross: I searched for the 1% and it's not there.

T. Lizotte: I don't think they put the fee in the deed.

D. Ross: When I was on Conservation, there was language in there, sometimes with a number. It provides that they will be paying money.

T. Lizotte: The stewardship fee is in the letter from Conservation but not in the easement.

J. Sullivan: What is your suggestion, Dr. Shankle?

D. Ross: In section 2(c), they are the grantor, so it's at their discretion.

T. Lizotte: Conservation comes up with a plan. That is why they wanted that stewardship fee. It's a one-time fee.

J. Sullivan: This aspect we are concerned about is under the auspices of the Conservation Commission?

T. Lizotte: Yes; we can reconsider and put that in there.

Dr. Shankle: Everything is in there except the possibility of the fee, and I think that is supposed to be going to the Planning Board. If you are concerned about that fee, you don't have to reconsider the whole thing; you make a motion that the 1% stewardship fee has to be a condition of approval.

***D. Ross motioned that the easement should be subject to the 1% stewardship fee which will be calculated according to the Planning Board Fee Schedule for the conservation area that's protected by this deed. Seconded by J. Sullivan.
Vote unanimously in favor.***

J. Levesque: ZBA met and granted 2 variances; one was for a gentleman who wants to cover where he parks his motor home with a canvas building. It's close to the property line, but the neighbors were in favor. The second was a person wanted to put a small shed within the 25 foot setback and that was granted. Board of Assessors met and we had a non-public to discuss some hardship cases. Some communities have a disability clause where they can grant an exemption.

J. Sullivan: This exemption is similar to elderly exemption that no longer exists.

J. Levesque: Previously, Hooksett decided they did not want that, so we see them on a case by case basis. They are looked at and granted or denied. It seems to be working fine; we discussed whether we need a blanket clause on disability and how do you rate a disability?

D. Ross: You are not automatically entitled to town assistance; it's not like social security. I think it's working well and all the ones we have dealt with I haven't had any second thoughts on. We haven't had any appeals either.

J. Sullivan: The elderly exemption is based on income as an eligibility requirement; I think disability should also be tied to income. Can you apply a disability exemption without a directive from the actual body?

T. Lizotte: You want to stay away from adopting any state RSA that is pre-canned that creates issues. As Town Councilors, you see a hardship, and ask for more information. We had that with the elderly exemption, because a statute was created and adopted and you find out it is so narrow that it can be challenged. It works well as is.

J. Sullivan: Then we should just let it lie.

PUBLIC INPUT

M. Miville: Regarding the election and the comment made by the moderator – I had a conversation with Dr. Shankle and the school district clerk and she mentioned that it is not the proper rule to make phone calls to the 40 people who wrote their names in. If it doesn't work between the 2 people who are tied, you don't continue down the list, that is not proper procedure. The previous Town Clerk had called 40 people for the Budget Committee. She was advising us that is not the way it should be done. Should these 2

candidates for District 1 Councilor decline, a letter of interest should go out to seek other candidates; they shouldn't be calling those other candidates. I would get clarification based on what the other 2 candidates do. Secondly, based on applicable state laws, I mentioned this a couple years ago and the subject came up again this year. I was one of the few people in town who put up signs to let people know there was an election going on. Every year I drive around town and determine where I can put a political sign up for an election. An amendment was passed referring to RSA 664:17; logistically, as I am driving down the road, I don't know where we can put signs. I'd rather have something definitive as a map with shaded areas. If a new citizen wants to run for office, they need a template on where to put up signs. I lost 2 signs, thinking they were on state property, but they were removed.

D. Ross: It can't be on public property; even school property is considered town property which is OK. Roadways are in violation; it's up to local officials if they are going to enforce that or not.

M. Miville: There was an ordinance in the Code Enforcement office that they were allowed on state property or a private residence. It's too vague to know where someone's property ends. If we are going to do it right, let's do it right.

J. Sullivan: That is something that could be valuable to future candidates.

NON-PUBLIC SESSION

- **NH RSA 91-A:3 II (a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her.
- **NH RSA 91-A:3 II (c)** Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.

J. Sullivan motioned to enter non-public session at 9:10pm. Seconded by T. Lizotte.

Roll Call -

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

Vote unanimously in favor.

***J. Sullivan motioned to exit non-public at 9:15pm. Seconded by T. Lizotte.
Vote unanimously in favor.***

***J. Sullivan motioned to seal the non-public minutes of 5/13/15. Seconded by D. Winterton.
Vote unanimously in favor.***

***J. Sullivan motioned to adjourn at 9:15pm. Seconded by N. Comai.
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

AGENDA NO. consent
DATE: 05-27-15

Staff Report
Acceptance of Donation from Eugene Gaul
05-27-2015

Background: Per RSA 31:95-e II for such amount less than \$5,000. Council shall post notice in the agenda and shall include notice in the minutes of a Council meeting in which such moneys or donations are discussed.

Issue: To accept the donation we received for the total value of \$798.00 from Eugene Gaul.

Discussion: Mr. Gaul is donating a kitchen table to the Hooksett Fire-Rescue for the job we do.

Fiscal Impact: The donation is a gift to the Hooksett Fire Department.

Recommendation: Motion to accept the donation in the value of \$798.00 from Eugene Gaul to the Hooksett Fire Rescue Dept. per RSA 31:95-e II.

Prepared by: Acting Fire Chief Dean Jore

Town Administrator Recommendation: *amr*



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



John BOOS
Since 1887

DONATION REQUEST

John Boos & Co.
3601 S. Banker Street
Effingham, IL 62401
Phone: (217) 347-7701
Fax: (217) 347-7705
E-Mail: jbc@johnboos.com
Web Site: www.johnboos.com

Requested Date: 04/08/15 Requested By: Laurie

CUSTOMER: Kitchen Enthusiasts INVOICE NO: 287115

ACCOUNT NO: 002007 SALES ORDER NO: 435757

ITEMS: <u>C4836-AL</u>	QTY: <u>1</u>	LIST PRICE: <u>\$798.00</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL DONATION AMOUNT: _____

Donation Receipt made out in the name of John Boos & Co. must be received no later than _____ in order to receive full credit.

REASON FOR DONATION: Wind shakes in table top

REPLACEMENT ORDERED? YES X NO _____

FAX TO: 800-433-2667 EMAIL TO: laurie@johnboos.com

CC: Rayna / Donation File / Donation Receipt to Accounting / Sales

In conformity with the Internal Revenue Service Code, we are required to obtain written acknowledgement for all charitable contributions. Please complete the lower portion of this form, attach receipt, and return to John Boos & Co. by the date indicated above.

Hooksett Fire-Rescue
CHARITABLE ORGANIZATION

02-6000415
FEDERAL IDENTIFICATION NUMBER

15 Legends Drive
ADDRESS

ADDRESS

Hooksett, NH 03106
CITY, STATE, ZIP

\$798.00
TOTAL DONATION AMOUNT

Kitchen Table
DESCRIPTION OF GOODS

Eugene Gaul
DONATING COMPANY NAME

[Signature]
SIGNATURE

5/18/15
DATE

Appropriations

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations As Voted
General Government			
0000-0000	Collective Bargaining		\$0
4130-4139	Executive	03,08	\$349,341
4140-4149	Election, Registration, and Vital Statistics	03,08	\$31,920
4150-4151	Financial Administration	03,08	\$643,515
4152	Revaluation of Property	03,08	\$183,952
4153	Legal Expense	03	\$87,000
4155-4159	Personnel Administration	03,11,12	\$177,439
4191-4193	Planning and Zoning	03,08	\$381,128
4194	General Government Buildings	03,08	\$488,470
4195	Cemeteries	03	\$4,351
4196	Insurance	03	\$255,000
4197	Advertising and Regional Association	03	\$12,500
4199	Other General Government	03	\$1
Public Safety			
4210-4214	Police	03,05,08,11,13	\$4,206,996
4215-4219	Ambulance		\$0
4220-4229	Fire	03,08,15	\$3,780,841
4240-4249	Building Inspection	03,08	\$105,673
4290-4298	Emergency Management	03	\$5,500
4299	Other (Including Communications)		\$0
Airport/Aviation Center			
4301-4309	Airport Operations		\$0
Highways and Streets			
4311	Administration	03,08	\$218,722
4312	Highways and Streets	03,08,12	\$1,441,367
4313	Bridges	03	\$1
4316	Street Lighting	03	\$62,000
4319	Other	03,12	\$170,587
Sanitation			
4321	Administration	03,08	\$193,127
4323	Solid Waste Collection	03,12	\$242,520
4324	Solid Waste Disposal	03,08,12	\$666,400
4325	Solid Waste Cleanup		\$0
4326-4329	Sewage Collection, Disposal and Other		\$0
Water Distribution and Treatment			
4331	Administration		\$0
4332	Water Services		\$0
4335-4339	Water Treatment, Conservation and Other		\$0
Electric			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations As Voted
Health			
4411	Administration	03	\$2,000
4414	Pest Control		\$0
4415-4419	Health Agencies, Hospitals, and Other		\$0
Welfare			
4441-4442	Administration and Direct Assistance	03,08	\$196,877
4444	Intergovernmental Welfare Payments	03	\$19,620
4445-4449	Vendor Payments and Other		\$0
Culture and Recreation			
4520-4529	Parks and Recreation	03,08,12	\$569,608
4550-4559	Library	03,08,16	\$697,927
4583	Patriotic Purposes	03	\$2,945
4589	Other Culture and Recreation	03	\$10,750
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	03	\$1,250
4619	Other Conservation	07	\$100,000
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development	03	\$500
Debt Service			
4711	Long Term Bonds and Notes - Principal		\$0
4721	Long Term Bonds and Notes - Interest		\$0
4723	Tax Anticipation Notes - Interest	03	\$1
4790-4799	Other Debt Service		\$0
Capital Outlay			
4901	Land	03	\$1
4902	Machinery, Vehicles, and Equipment		\$0
4903	Buildings		\$0
4909	Improvements Other than Buildings		\$0
Operating Transfers Out			
4912	To Special Revenue Fund		\$0
4913	To Capital Projects Fund		\$0
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914S	To Proprietary Fund - Sewer	03	\$2,024,095
4914W	To Proprietary Fund - Water		\$0
4915	To Capital Reserve Fund	04,06,09,10,14	\$470,000
4916	To Expendable Trusts/Fiduciary Funds		\$0
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Agency Funds		\$0
Total Voted Appropriations			\$17,803,925

**NON-OFFICIAL VALUES-DRAFT APPROPRIATIONS FORM, NOT
SUBMITTED TO DRA AS FINAL**

BUDGET AND WARRANT ARTICLE with ESTIMATED IMPACT ON TAX RATE

Warrant Articles for 2015-16

Assumes tax base of \$1,573,447,531 (2014 tax base)

5/20/2015

Warrant	Recomm. by Council	Recomm. by Budget Comm	Passed Town Meeting	Potential Tax Effect
3 Operating Budget	10,114,071	10,114,071	16,833,908	6.43
Town				
Sewer	14,809,813	14,809,813	14,809,813	
Revenues	2,005,409	2,024,095	2,024,095	
	(6,701,151)	(6,719,837)		
4 CR Fund - Public Works Vehicles	200,000	200,000	200,000	0.13
5 Police Officers (2) new full-time	194,293	194,293	194,293	0.12
6 CR Funding	160,000	160,000	160,000	0.10
Town Building Maintenance \$75,000				-
Automated Collection Equipment \$20,000				-
Drainage Upgrades \$50,000				-
Parks & Recreation Facilities Development \$15,000				-
7 Merrimack Riverfront Trails - Conservation offsetting revenues from grants	100,000	100,000	100,000	0.06
8 Non-Union - Employees 3% wages & 2% increase in Copay	88,423	88,423	88,423	0.05
9 CR Funding	70,000	70,000	70,000	0.04
Fire Apparatus \$50,000				-
Air Packs & Bottles \$20,000				-
10 Revaluation - CR Fund	30,000	30,000	30,000	0.02
11 Union contract - Police	29,327	29,327	29,327	0.02
12 Union contract - DPW & Recycling	20,030	20,030	20,030	0.01
13 Clerk/Receptionist for Police (1) part-time	18,657	18,657	18,657	0.01
14 Master Plan - CR Fund	10,000	10,000	10,000	0.01
15 Firefighter/EMT (1) new full-time offsetting savings from overtime	71,997	71,997	71,997	
	(71,997)	(71,997)	(72,454)	-
16 Petition - Library Pay Equity	49,744	49,744	49,744	0.03
Totals	11,084,545	11,084,545	17,803,925	

2015 Potential Town Share of Tax Rate 7.03
 2014 Town Share of Tax Rate 6.49
 Estimated Increase in Town share of Tax Rate 0.54

**Staff Report
Council Agenda Item
May 27, 2015**

AGENDA NO. 15-030

DATE: 5-27-15

Background: Per RSA 31:95-b, III (b) for such amount less than \$5,000. 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 grant funds for reimbursement of Fire Department operating costs and move those funds into the Fire Department overtime wage line.

Discussion: The New Hampshire Fire Academy acquired grant funds specifically to give the New Hampshire first responder community the opportunity to gain awareness and skills in fireground survival techniques while keeping the training cost neutral to participating communities. Fire fighters must be trained to perform potentially life-saving actions if they become lost, disoriented, injured, low on air or trapped Prior to participating in this course, a member must complete an 8-hour online awareness level certificate course to maximize their preparation for this instruction. The course description and skills practiced are described as follows:

The IAFF Fire Ground Survival (FGS) program is the most comprehensive survival skills and MAYDAY prevention program currently available within the fire service.

Incorporating federal regulations, proven incident management best practices and survival techniques from leaders in the field, and real case studies from experienced fire fighters, the FGS program aims to educate all fire fighters to be prepared if the unfortunate happens. Fire Ground Survival instructors will provide participating fire departments with the skills they need to improve situational awareness and prevent a MAYDAY or lead in a MAYDAY rescue. Topics covered include:

Preventing the MAYDAY: situational awareness, planning, size up, air management, fitness for survival, defensive operations.

Being Ready for the MAYDAY: personal safety equipment, communications, accountability systems, expanding the incident command system, communications

Self-Survival Procedures: avoiding panic, actions a fire fighter must take to improve survivability, emergency breathing.

Self-Survival Skills: SCBA familiarization, emergency procedures, disentanglement, upper floor escape techniques.

The funding for this training is made possible by funds acquired from the Dept. of Homeland Security for the Assistance to FF Grant Programs. Those taking part in these training programs will be eligible for overtime and backfill costs. Full time department members will have the cost of their participation covered by overtime and/or shift backfill. Figures provided include both wages and benefits costs.

Hooksett Fire members participating {FF Tony Alvino and FF Josh Grover} in the training program are indicated by the training location.

Hooksett Fire members providing shift coverage {FF John Hill} are indicated as coverage location.

Fiscal Impact: Costs related to grant funded course applications for the timeframe of March 2015, equal \$2341.66. It is requested to move this amount to the Fire Department overtime wage line for reimbursement of expenses.

The reimbursed funds cover only the overtime wage expenses for members participating in the course off-duty, and for the member who was hired as backfill shift coverage for an on-duty member participating in the course.

No double payment of wages occurs. This course is not recognized by the CBA (Wages Art. 7) as a certification earning an incentive.

Recommendation: Motion to accept grant fund reimbursement in the amount of \$2341.66, under RSA 31:95-b, III (b).

Prepared by: Acting Fire Chief Dean Jore

Town Administrator Recommendation: *Concurs*



Dean E. Shankle, Ph.D.
Town Administrator

Grant funded program Costs; March 2015; backfill, overtime & benefits estimates

Firefighter Anthony Alvino: IAFF Fire Ground Survival program

Training location: NH Fire Academy

Course Cost: No Cost- Grant funded

Course dates & times: March 16, 17, 18, 2015; 8:00am-5:00pm

Overtime: March 16, 17, 18; OT: 27 hours @ \$27.99/hr. = \$755.73

Benefits expenses (FICA, Medicare, W/C, Unemp., NH Retirement): \$266.61

Total hourly wage expense approximation: \$755.73
Benefits expenses: \$266.62
Total training cost reimbursement requested for this individual: \$1022.35

Firefighter Joshua Grover: IAFF Fire Ground Survival program

Training location: NH Fire Academy

Course Cost: No Cost- Grant funded

Course dates & times: March 16, 17, 18, 2015; 8:00am-5:00pm

Overtime: March 16, 18; OT: 18 hours @ \$31.46/hr. = \$566.28

Benefits expenses (FICA, Medicare, W/C, Unemp., NH Retirement): \$199.78

Total hourly wage expense approximation: \$566.28
Benefits expenses: \$199.78
Total training cost reimbursement requested for this individual: \$766.06

Firefighter John Hill: Backfill Shift coverage

Coverage location: Hooksett Fire Station 1

Coverage dates & times: March 17, 2015; 7:00am-6:00pm

Overtime: March 17; OT: 12 hours @ \$/34.08hr. = \$408.96

Benefits expenses (FICA, Medicare, W/C, Unemp., NH Retirement): \$144.28

Total hourly wage expense approximation: \$408.96
Benefits expenses: \$144.29
Total backfill shift coverage reimbursement requested for this individual: \$553.25

Total requested reimbursement to HFR overtime Wage line: \$2341.66

Hourly wage rates taken from Fire Department Overtime Worksheet, FY 2014/2015.
Department Member's overtime payroll rates are used for above calculations

AGENDA NO. 15-031
DATE: 05-27-15

Staff Report
Surety Bond Release – Regency Mortgage
May 27th, 2015

Background: In August of 2011, Regency Mortgage was required to put a bond in the amount of \$59,930.00 into place for the Site Surety and Plan compliance to start the project. This project was for the completion of the Regency Mortgage building located at 26 Londonderry Turnpike. This project was completed and a bond reduction in the amount of \$53,566 was released. This left a remaining balance of \$5,824 to be held for the 2 year landscaping bond that is required per the Development Regulations.

Discussion: This was brought forward at the last council meeting. Councilor Duhaime thought that maybe there was a parking issue and that he had some concerns about vehicles parking on the lawn. This being my first landscape bond release I doubted myself and went back again. After completing a second site visit and reviewing the site landscape again, there were only brown spots along the parking and driveway areas of grass from sand and salt treatments. Given this was a bad year for freezing and ice, I feel that this was normal for the type of winter that we had. The trees are in great shape and blooming, the bushes were in the same great shape and 99% of the grass is perfect. There are parking issues for sure but this bond is for the landscape. I feel the project has been completed.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the release of the \$5,824 bond to cover the two year required landscape surety.

Prepared by: Diane Boyce, Interim Director of Public Works

Town Administrator Recommendation: *concur*



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

Staff Report
Reorganization of Department of Public Works
May 27, 2015

Issue:

Reorganization of Public Works, Transfer & Recycling and Community Development Departments as follows:

1. Combine the DPW, R&T and Community Development departments into a single Public Works Department with four divisions: Highway; Recycling and Transfer; Parks, Recreation & Cemeteries and Community Development.
2. Create a position called "Assistant Director of Public Works/ Town Engineer." (See attached job description.)
3. Make the Assistant Director the supervisor of the new Community Development Division and eliminate that function from the Town Planner's job description.
4. Eliminate the position of Transfer and Recycling Superintendent.
5. Eliminate the separate (never filled) position of Town Engineer.
6. Fund the Assistant position with a combination of money from the now eliminated Superintendent and Engineer positions.
7. Add part time administrative position to the department, and make other minor salary adjustments for added responsibilities for assistant crew chiefs.

I believe this will increase efficiency, clarify areas of responsibility and allow the combined department to move forward. Since there will be a reduction of two positions (Superintendent and Engineer) and the creation of two (Asst. DPW/ Engineer and part-time administrative assistant), there will be no additional positions added.

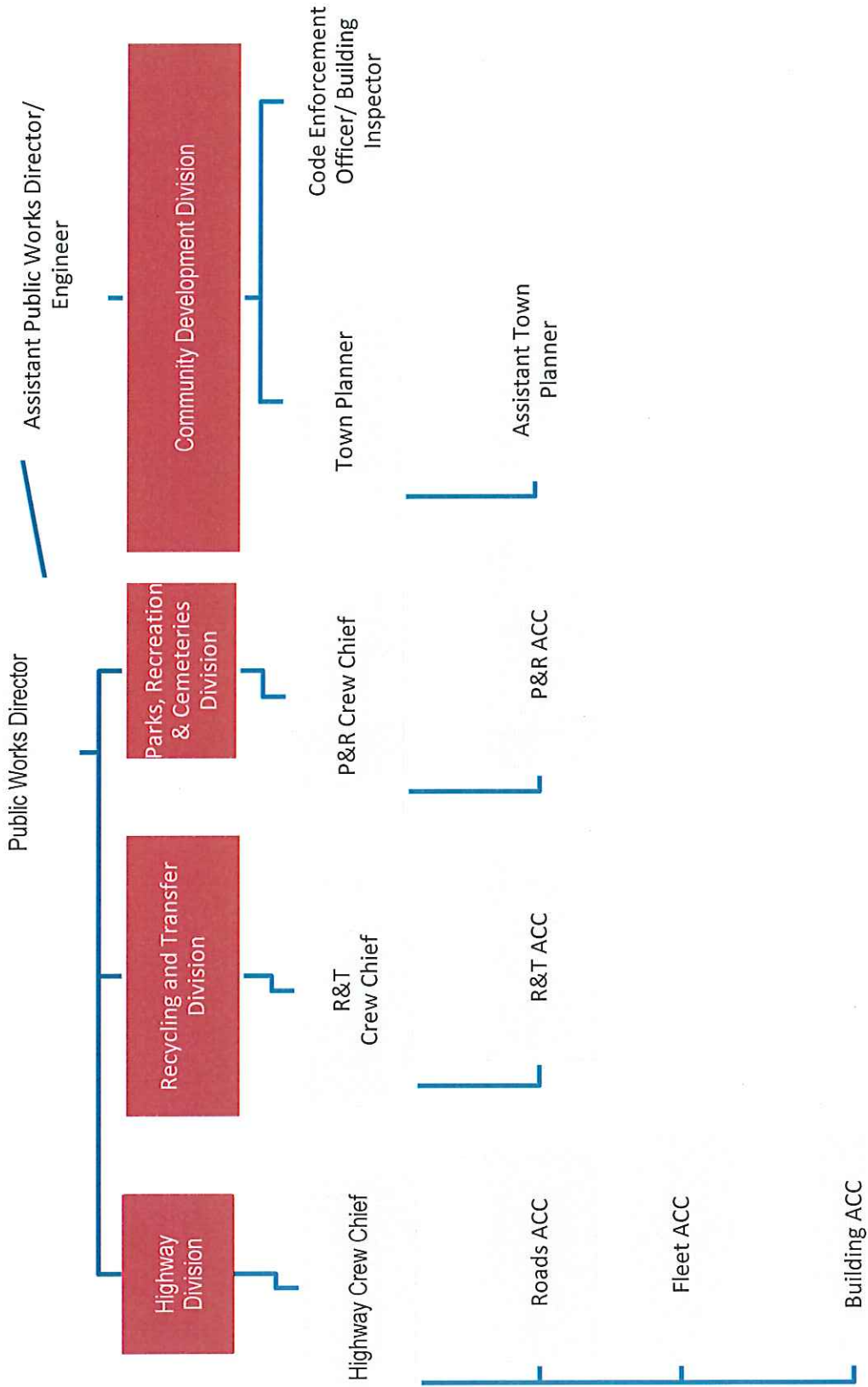
Fiscal Impact: Salaries and benefits lines will be reduced approximately \$220,000 and increased by approximately \$206,000, resulting in a net decrease in the overall budget of approximately \$16,000.

Recommendation: Motion to amend the administrative code, approve the new and revised job descriptions, approve the changes to the classification pay plan and revise the 2015-2016 budget to reflect the changes outlined above.

Prepared by: Dean Shankle

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

Proposed Departmental Reorganization



Public Works Reorganization Financial Implications
(Dollar figures approximate)

Current Budget	
Public Works Director	92,000
Recycling & Transfer Superintendent Engineer	70,000
	60,000
Total	222,000

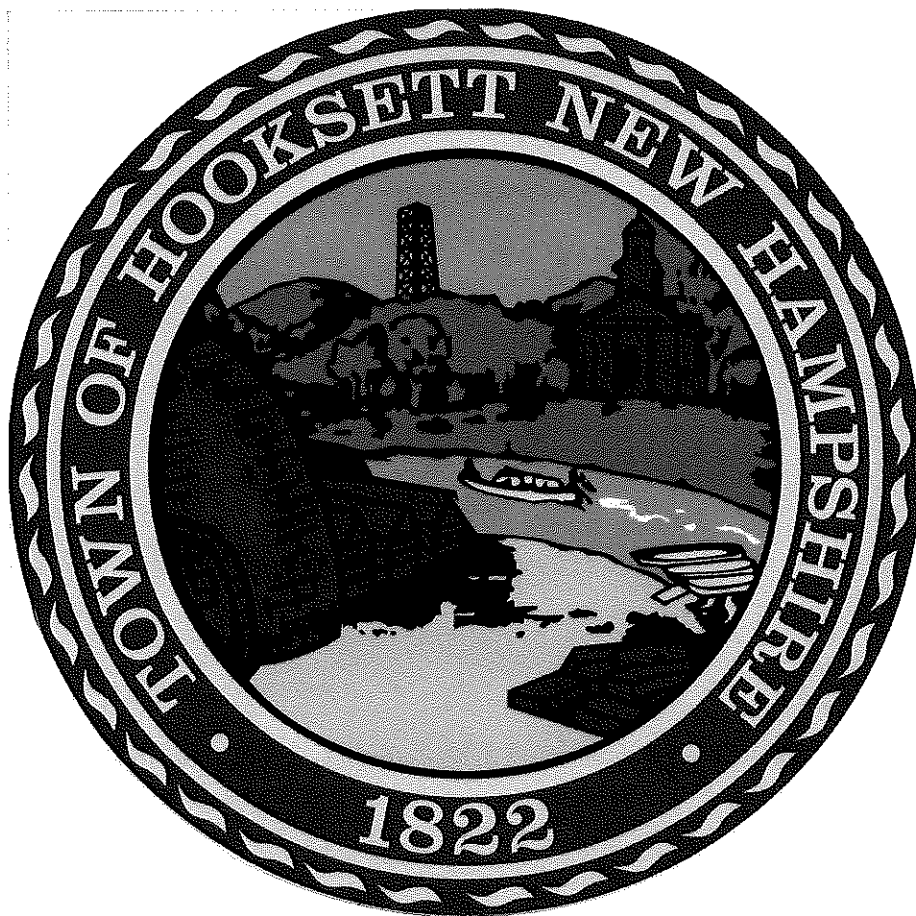
Proposed Budget	
Public Works Director	92,000
Assistant Director/ Engineer	90,000
Part-time administrative help	15,000
Increases for assistant crew chiefs	9,000
Total	206,000

Overall estimated cost reduction	16,000
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TOWN OF HOOKSETT

ADMINISTRATIVE CODE

Adopted: January 29, 1992



Amended
~~September 24, 2014~~ May 27, 2015

ADMINISTRATIVE CODE

(Adopted January 29, 1992)

Table of Contents

Sec. 1	Purpose	3
Sec. 2	Departmental Organization	4
Sec. 3	Departmental Functions	5-7
Sec. 4	Boards, Commissions, Committees and other Officials	8-10
Sec. 5	Administrative Policy and Procedure	11-16
	Amendments details	17-18
	Exhibit A – Record Retention Policy	19-24
	Exhibit B – Investment Policy	25-30
	Exhibit C – Fund Balance Policy	31-33

1. PURPOSE.

This Administrative Code is hereby established for the Town of Hooksett for the purpose of dividing the administrative service of the Town into departments, divisions and bureaus, and for the purpose of defining the functions and duties of each such department, division and bureau.

1.1 Severability.

The sections of this Administrative Code and the parts hereof are separable. If any portion or section of the Code of the application thereof to any person or circumstance shall be held invalid by a court of competent jurisdiction, the remainder of the Code shall not be affected thereby. If a clause, portion of or section of this Code is so held invalid, then the applicable provisions of State law, if any, shall govern.

1.2 Review.

This document will be reviewed at the beginning of each fiscal year by all included Town organizations. Recommended changes will be submitted to the Town Administrator within 30 days.

2. DEPARTMENTAL ORGANIZATION.

Department

Administration
Assessing
Community Development
Family Services
Finance
Fire-Rescue
Public Works
Library
Police
Recycling and Transfer
Tax Collector
Wastewater

Official Head

Town Administrator
Town Administrator or Assessor
Town Planner
Family Services Director
Finance Director
Fire Chief
Public Works Director
Library Director
Chief of Police
Superintendent
Tax Collector
Superintendent

3. DEPARTMENTAL FUNCTIONS.

3.1 Administration Department:

The Town Administrator shall supervise and be responsible for the administrative and financial affairs of the Town and shall carry out the policies enacted by the Council. His/her office shall be charged with the preservation of the health, safety and welfare of persons and property and shall see to the enforcement of the ordinances of the Town, the Town Charter and the laws of the State of NH. The Town Administrator shall supervise and direct the administration of all Town departments included under Section 3 of this ordinance and the personnel therein.

The Administration Department shall consist of the Town Administrator and other support staff as required; recommended by the Town Administrator and approved by the Council.

3.2 Assessing Department:

The Assessing Department is responsible for establishing and maintaining the value of all real property in the Town of Hooksett, for the purpose of taxation. The department is responsible for working with the Town Council, Board of Assessors and Department of Revenue Administration. This department shall prepare all tax warrants and bills, and provide assessing information to the general public.

The Department shall be under the supervision of the Town Administrator, if the Assessor position is contracted. If the Assessor position is filled by a hired employee, the department shall be under the supervision of the Assessor and shall consist of other support staff as required.

3.3 Community Development Department:

~~The Community Development Department shall be made up of planning, engineering, and code enforcement.~~

~~Planning and engineering shall be responsible for all business relating to land use and will be instrumental in the development and implementation of a comprehensive plan for the orderly growth and development of the Town.~~

~~Code Enforcement shall be responsible for addressing the enforcement of all building codes, ordinances, regulations and laws, where such enforcement is not specifically granted to other parties. This area shall also be responsible for the review of applications and plans for all construction projects in the Town and subsequent inspections in accordance with all local and State rules and regulations.~~

~~The Department shall be under the supervision of the Town Planner and shall consist of other support staff as required.~~

3.4 Family Services:

The Family Services Department administers General Assistance to families in need under RSA 165. It shall assess, investigate and authorize requests for assistance and refer applicants to other social services as needed.

Family Services shall be under the direction of the Family Services Director and shall consist of support staff as required.

3.5 Finance Department:

The Finance Department's major areas of responsibility include budget management, accounts payable, cash management and financial reporting.

The Department shall be under the supervision of the Finance Director and shall consist of other support staff as required.

3.6 Fire-Rescue Department:

The Fire-Rescue Department shall protect the lives and property of the inhabitants of the Town of Hooksett from the adverse effects of fire, sudden medical emergencies or exposure to dangerous conditions created by either man or nature.

The Fire-Rescue Department shall implement fire suppression, emergency response, rescue, prevention, inspection, haz-mat, Emergency Management, and investigation throughout the Town of Hooksett and as needed through Mutual Aid.

The Department shall be under the supervision of the Fire Chief with additional support staff as required.

3.7 Public Works Department:

~~The Public Works Department shall be responsible for the Divisions of Building Maintenance, Cemetery, Highway, and Parks, and Recreation and shall provide support services to other Town departments as necessary.~~

The Public Works Department shall be responsible for the Divisions of Highway, Recycling & Transfer, Parks, Recreation, & Cemeteries, and Community Development and shall provide support services to other Town departments as necessary.

~~The Building Maintenance Division shall be responsible for addressing the maintenance needs of all Town buildings.~~

~~The Cemetery Division shall coordinate activities with the Cemetery Commission and funeral directors, mow, trim the grass and excavate graves in town cemeteries.~~

The Highway Division shall be responsible for road maintenance, fleet maintenance, building maintenance and support services to other town departments as necessary.

The Recycling & Transfer Division shall be responsible for solid waste collection, recycling and transportation to solid waste disposal sites. The division shall also maintain and operate the transfer station, recycling center and post-closure of the Town's landfill site.

The Parks & Recreation & Cemeteries Division is responsible for the maintenance of all public playgrounds, athletic fields, parks, equipment, and related facilities as well as the grounds of all Town owned property. This Division is also responsible for the planning and coordination of recreational activities, and providing supervision of Town sponsored recreational activities. This Division also coordinates activities with the Cemetery

Commission and funeral directors, mows, trims the grass and excavates graves in town cemeteries.

The Community Development Division shall be responsible for planning, engineering, and code enforcement. Planning and engineering shall be responsible for all business relating to land use and will be instrumental in the development and implementation of a comprehensive plan for the orderly growth and development of the Town. Code Enforcement shall be responsible for addressing the enforcement of all building codes, ordinances, regulations and laws, where such enforcement is not specifically granted to other parties. Code Enforcement shall also be responsible for the review of applications and plans for all construction projects in the Town and subsequent inspections in accordance with all local and State rules and regulations.

All The Highway, Recycling & Transfer, and Parks, Recreation, & Cemeteries Divisions shall be under the supervision of the Public Works Director and shall consist of other support staff as required. The Community Development Division shall be under the supervision of the Assistant Public Works Director/Engineer and shall consist of other support staff as required. The Assistant Public Works Director/Engineer shall be under the supervision of the Public Works Director.

3.8 Library:

The Library shall provide services in accordance with RSA 202A.

The Department shall be under the supervision of the Library Director and shall consist of other support staff as required.

3.9 Police Department:

The Police Department is responsible for the enforcement of the laws, maintaining order in the community, protecting life and property, and assisting the public-at-large in a manner consistent with the rights and dignity of all persons as provided for by the law and under the Constitution of the United States and the State of New Hampshire.

The Department shall be under the supervision of the Police Chief with additional support staff as required.

3.10 Recycling and Transfer Department:

~~The Recycling and Transfer Department shall be responsible for solid waste collection, recycling and transportation to solid waste disposal sites. The department shall also maintain and operate the transfer station, recycling center and post-closure of the Town's landfill site.~~

~~The Department shall be under the supervision of a Superintendent and shall consist of other support staff as required.~~

3.11 Tax Collector:

The Tax Collector shall be responsible for issuing all tax notices, maintaining documents of reported payment, depositing monies in a timely fashion, assessing tax liens on delinquent accounts and issuing all licenses and permits, including motor vehicle permits, while collecting all fees and all other duties as required.

The Department shall be under the supervision of the Tax Collector and shall consist of other support staff as required.

3.12 Wastewater Department:

The Wastewater Department shall manage the treatment of wastewater within the Town of Hooksett and all collection and treatment systems.

The Department shall be under the supervision of a Superintendent, under the general supervision of the Sewer Commission, and shall consist of other support staff as required.

4. Boards, Commissions, Committees and other Officials
(to include elected or appointed officials.)

The appropriate State laws, The Town Charter, and Town Ordinances, direct the listed Boards, Commissions, Committees and other Officials. The following descriptions are for guidance only in the daily conduct of business.

- 4.1 **Budget Committee** (9 Elected and 4 Appointed) - Review annual budgets submitted by the Town Council, School Board, all Precincts and the Sewer Department. Submit recommended budgets to the Town Voters and periodically review all expenditures.
- 4.2 **Cemetery Trustees** (Elected) - Arrange for cemetery lot visits and sales, maintain vital records relative to burials, manage day-to-day care of cemeteries, and manage expenditures of allocated funds.
- 4.3 **Conservation Commission** (Appointed) - Research and catalog all open space, natural, ecological, wetland or aesthetic areas within the Town; develop a program to protect listed areas; and obtain land in the name of the Town through gift, purchase, grant, bequest or other legitimate means for continued preservation.
- 4.4 **Economic Development Committee** (Appointed) – Enhance the vitality of the local economy by retaining existing businesses and attracting new ones.
- 4.5 **Health Officer** (Appointed) – Enforce the state public health rules and laws as well as local ordinances and regulations. Serve as a liaison between state officials and the local community on issues concerning local public health.
- 4.6 **Heritage Commission** (Appointed) – Handle transactions relating to all cultural resources including hiring consultants and contractors as needed and receiving gifts of money and property, both real and personal, in the

name of the Town, subject to the approval of the Town Council. Such gifts shall be managed and controlled by the commission for their proper use.

- 4.7 **Library Trustees** (Elected) - Manage the Town Library and all property of the Town Library; control expenditures of funds received from Town appropriations, fines, gifts, and copying charges; and appoint and remove with due process the Librarian and other Library staff.
- 4.8 **Moderator** (Elected) - Preside over town meetings, regulate the business thereof, decide questions of order, and make a public declaration of every vote passed. May prescribe rules of procedure, but such rules may be altered by the town.
- 4.9 **Parks and Recreation Advisory Board** (Appointed) - Under the jurisdiction of the Town Council, assist the Public Works Department in an advisory capacity on recreational projects, recreational budgetary items, recreational capital improvements, and with the submittal of applications for federal, state, and other grant monies relating to parks and/or recreation. Develop plans and work with the Conservation Commission in obtaining and receiving land for recreational purposes.
- 4.10 **Planning Board** (Appointed) - Prepare and amend the Master Plan, review and recommend Zoning Ordinance amendments to the local legislative body and review and act on all subdivision and site plan applications.
- 4.11 **Sewer Commission** (Elected) - Make regulations and decisions as may be necessary for the proper functioning of the sewer system and overall operation of the Sewer Department, levy special assessments upon land benefited by the sewer, establish sewer charge procedures for defraying the cost of plant and system operations and manage the maintenance and repair of sewer systems.
- 4.12 **Recycling and Transfer Advisory Committee** (Appointed) - Advise the Council on matters related to the management of municipal solid waste and recycling.
- 4.13 **Supervisor of the Checklist** (Elected) - Care for the checklist in compliance with Federal HAVA (Help America Vote Act); determine whether or not each individual is qualified to vote; and amending the districts within two (2) years of the census.
- 4.14 **Town Clerk** (Elected) - Record and maintain all permanent documents and perform all other related functions per state statute.

- 4.15 **Town Council** (Elected) - Consists of nine elected members, one from each District and three At-Large members. Is the governing body of the Town and directed by the specifications of the Town Charter. Prepares and passes ordinances, submits a proposed budget to the Budget Committee and gives direction to the Town through the Town Administrator and appointed Boards and Committees.
- 4.16 **Town Hall Preservation Committee** (Appointed) – Work toward the preservation of the old Town Hall.
- 4.17 **Town Treasurer** (Appointed) – The Treasurer shall have custody of all monies belonging to the Town, and shall pay out the same only on orders of the body designated by the Town to expend such funds. The Treasurer shall deposit such funds in institutions and in such a manner as designated by law, and according to the Town’s investment policy, keep suitable records, reconcile the General Fund, and subsidiary account bank statements monthly, and perform all other related functions per state statute.
- 4.18 **Tri-County Solid Waste Committee** (Appointed) – The Tri-County Solid Waste Management District is formed under State law to prepare the 15-20 year Solid Waste Management Plan for municipalities within their district under the State law, RSA 149-M
- 4.19 **Trustees of the Trust Fund** (Elected) - Maintain custody of all trust funds held by the Town. Invest the monies as limited by RSA 31 and other state statutes as they apply.
- 4.20 **Zoning Board of Adjustment** (Appointed) - Hear appeals; and administer special provisions of the Zoning Ordinance dealing with variances, special exceptions and administrative decisions. Act as the Building Code Board of Appeals per RSA 673:I-V.

5. Administrative Policy and Procedure.

- 5.1 Departmental Records and Reports.** Reports of the major activities of each Department shall be made to the Town Administrator each month, and an annual written report shall be filed with the Administrator within ten days of the end of the fiscal year. Such reports shall be in proper form and of sufficient detail for proper control of departmental activities and for publication in the Annual Town Report.
- 5.2 Preservation of Public Records.** Each Department Head shall be responsible for the preservation of all public records under the department's jurisdiction and shall provide a system of filing and indexing of same. No public records, reports, correspondence or other data shall be removed permanently, unless authorized by law or ordinance, or without the knowledge and approval of the Administrator.
- 5.3 Cooperation between Departments.** If possible, it is the duty of every department, subject to approval of the Administrator, to furnish to any other department such service, equipment, labor and materials as may be needed to perform necessary operations. Expenses will be assigned to the appropriate budget when such considerations are germane.
- 5.4 Payment of Monies.** All monies withdrawn from the Town General Fund shall be authorized by the Town Administrator and/or his/her designee. Withdrawals may be in the form of a check, wire transfer, ACH transfer or other type of electronic banking format used by the Town Treasurer.
- 5.5 Purchasing Procedures.** The purchase of all equipment and supplies not taken out of petty cash fund may require the use of standardized purchase orders and varying levels of control dependent upon the dollar amounts.
- 5.5.1 Purchase Orders.** Purchase orders shall be used for all purchases of goods and services, including contractual, that in aggregate or individually are \$3,001 or more as required by the Town Administrator or recommended by the Finance Director. It is the responsibility of the department head to complete an electronic purchase order and submit it to the Town Administrator or his/her designee for approval, along with a description of, and reason for, the purchase. This applies to all items whether being purchased by grant, operating budget, warrant article, capital reserve or other funds.

5.5.2 Approval of Purchases. The level of approval required on a specific purchase shall vary depending upon its dollar amount. Total contract or job amounts should be used when determining thresholds. The thresholds do not include costs for shipping/freight.

Artificial Division Prohibited – Purchases shall not be artificially divided so as to create lower purchase amounts and therefore avoid some requirement of this policy. Whether or not a proposed purchase constitutes artificial division shall be determined by the Town Administrator.

<u>Amount</u>	<u>Approval Level</u>
\$0 - \$3,000	Department Head

Purchase up to \$3,000 – The Department Head shall have full authority to make department purchases of goods or services up to \$3,000, which are identified within the department’s annual budget. Electronic purchase orders are not required for purchases up to \$3,000.

<u>Amount</u>	<u>Approval Level</u>
\$3,001 - \$15,000	Town Administrator after three competitive quotes or bids required.

Purchases between \$3,001 and \$15,000 – The Department Head shall contact as many vendors as necessary in order to obtain at least three (3) written or verbal quotations or shall issue a request for proposals if required by the Town Administrator. All verbal quotes shall be documented by date, vendor contact information and dollar amounts. The Department Head shall prepare a purchase order for authorization by the Town Administrator, thereby requesting approval of their recommended vendor. In the event less than three (3) quotations are available; evidence of the attempt to obtain them should be attached.

<u>Amount</u>	<u>Approval Level</u>
\$15,001 and over	Town Council after three competitive bids

Purchases Above \$15,001 – Purchases having an estimated cost in excess of \$15,001 shall be bid pursuant to the Competitive Bid Process established in this regulation under Section 5.5.5.

The results of the three competitive quotes or bids required for purchases and contracts over \$15,000 shall be attached to the purchase order request to the Town Administrator. If Council’s approval is required, the Town Administrator in conjunction with the requesting Department Heads shall present the bids for Council review and disposition.

If the Council has voted to make a purchase or enter into a contract, the Administrator shall carry out the vote of the Council and enter into such transaction on behalf of the Town.

5.5.3 Special Exceptions. No purchase orders are required for the following items:

- Utilities (telephone, propane, heating fuel, cable, electricity, etc.)
- Welfare payments
- Vehicle repairs
- Human service agencies and associations that have their own line item within the approved budget.

No competitive bids shall be required when only one known sources of purchase, and there is no comparable substitute product or services; written documentation supporting the sole source may be required by the Town Administrator.

No competitive bids shall be required when purchasing through the State of New Hampshire or at State of New Hampshire bid prices per Section 5.12 of the Town Charter

Requirements for three competitive bids may be waived in specific instances by a 2/3 vote of the Council per Section 5.12 of the Town Charter.

5.5.4 Emergency Procurements Emergency procurements may be made when a threat to public health, welfare or safety exists, provided that such emergency procurement shall be made with such competition as is practical under the circumstances.

In case of an emergency requiring immediate purchase of materials, supplies, equipment or services, the Town Administrator hereby authorizes the Department Heads to approve such emergency purchase if the situation permits. The Town Administrator shall be notified as soon as possible as to the emergency and the associated purchases. A written determination for the basis of the emergency and for the selection of the particular contractor or vendor shall accompany the purchase order and voucher. As soon as is practicable, standard purchasing procedures will be reinstated.

5.5.5 Competitive Bid Process. A competitive bid process must be followed if the procurement of goods or services involves expenditures of more than \$15,000.

- A. The Administration Department is responsible for the release of all bids. The Town Administrator shall ensure that the requesting

department provides all relevant information for the time preparation and release of bids to be forwarded to the Finance Department.

- B. The Request for Proposal (RFP) must include:
 - a. Listing of required specifications.
 - b. Adequate public notice, of a minimum of seven (7) calendar days prior to the date set for the opening of the bids; notice shall include the town website and newspaper advertisement.
 - c. Dates for release of bid, return of bid and public bid opening.
 - d. A statement reserving the right to cancel or reject a bid.
- C. The bid shall be awarded to the lowest bidder that meets the specifications and submits proper bond requirements if applicable. The low bidders will receive the award unless supporting information presented recommends another bid. The Town Administrator shall make the final decision if supporting information justifies other than the low bid be awarded. Local advantage will be considered, but not mandated.
- D. The RFP, invitation to bid, as well as the bid award notices shall be sent from the Department to the Bid Winner, Finance Department and the Town Administrator.
- E. The Town of Hooksett may accept guaranteed rates for goods or services; however it is not obligated to purchase from the guaranteed rate vendor if a lower price is available.

5.6 Payment for Goods or Services. Request for payment for any product or service shall be sent to the Finance Department.

Payment for any purchase over \$3,001 will NOT be processed without a Purchase Order that must accompany the invoice.

Departments are responsible for obtaining new vendor information through form W-9.

If any item or service purchased is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund is prohibited unless the vendor insists that a refund must be by cash, and then the funds must be returned immediately to the Finance Department for deposit to the Town of Hooksett.

5.7 Budget Development. Each individual department is to submit their budgetary requests as per the schedule of the Town Administrator. These requests will include the account number, account description and a

written justification for each line item. This information, along with the Town Administrator's recommendations, shall be submitted to the Finance Department who will consolidate this information into a report to be submitted to the Council. The Council, Town Administrator and Budget Committee will then produce a schedule of review for the Council budget, beginning with the initial Council review, taking place by the first week of January. The Council shall receive copies of each departmental budget one week before the scheduled review, and the Budget Committee shall receive copies of all Council approved budgets one week before their review. All information will be tracked and updated by the Finance Department who will ultimately produce a report for the entire Town including the following information:

Account Number
Account Description
Current Appropriation
Department Request
Town Administrator Recommended
Town Council Recommended
Budget Committee Recommended
Variance in Dollars
Variance as a percentage
Last year's expenditures

The review process for the Council should be completed by the last week in February. The Budget Committee should conclude its meetings as prescribed by the Municipal Budget Act.

- 5.8 New Ordinances.** The Town Council approves new ordinances. The Town Clerk, or designee, codifies each new ordinance and distributes copies of the new ordinance to appropriate departments, boards and commissions.
- 5.9 Record Retention Policy.** In accordance with RSA 33-A:3, the Town will establish and maintain a Municipal Records Committee charged with governing the retention and disposition of municipal records. See exhibit A for policy details.
- 5.10 Investment Policy.** In accordance with RSA 41:9 VII, the Council shall annually review and adopt an investment policy for the investment of public funds in conformance with applicable statutes and shall advise the treasurer of such policies. See exhibit B for policy details.

5.11 Fund Balance Policy. In accordance with Governmental Accounting Standards Board (GASB) the Council shall review and adopt the Fund Balance Policy annually. The general purpose of this policy is to maintain an adequate level of Unassigned Fund Balance to mitigate financial risks that can occur from unforeseen revenue fluctuation and unanticipated expenditures. See exhibit C for policy details.

AMENDMENTS

<u>Date</u>	<u>Section(s) Amended</u>
January 1, 1995	Section(s) 2 & 3 – Departments/Positions changes.
June 26, 2002	Section 2 – minor changes to correspond with department reorganization. Section 3 – entire section replaced. Section 4 – minor changes Section 5 – minor changes to correspond with department reorganization.
January 12, 2005	Section 3 – minor changes to correspond with Department reorganization.
April 13, 2005	Section 5.4
September 9, 2009	Section 5.5.2 – Increased Town Administrator’s approval level to \$15,000. Minor housekeeping changes.
September 8, 2010	Section 4.12 – Deleted “ <i>Appoint or remove police personnel as necessary, while make and enforce all necessary rules for the orderly running of the department.</i> ” Section 4.15 – Added “ <i>...amending the district within 2 years of the census</i> ”. Minor housekeeping items.
January 1, 2012	Changes to eliminate the Building Department and create the Code Enforcement Division under Public Works Department. Minor housekeeping items.
February 13, 2013	Section 3.6 Fire Department – addition of “Emergency Management” to first paragraph. Section 4.5 Emergency Management Director – deletion of entire section.

AMENDMENTS, Continued

<u>Date</u>	<u>Section(s) Amended</u>
June 26, 2013	Section 3.1 removed Human Resource Coordinator, Section 3.3 added Code Enforcement, and section 3.7 removed Code Enforcement to correspond with Department reorganization. Section 3.9 and section 4.10 removed Police Commission to correspond with the legislative abolishment of the commission. Section 5.5.2 added contracts to correspond with Town Charter. Minor housekeeping items.
August 13, 2014	Section 5.5 to 5.6 reworded entire sections and increased department head approval level for purchases up to \$3,000. Section 5.9 added new section Record Retention Policy with new exhibit A
September 24, 2014	Section 5.10 added new section Investment Policy with new exhibit B Section 5.11 added new section Fund Balance Policy with new exhibit C
<u>May 27, 2015</u>	<u>Section 2 removed departments Community Development AND Recycling & Transfer</u> <u>Section 3.3 removed Community Development Department</u> <u>Section 3.7 added division Recycling & Transfer AND Community Development</u> <u>Section 3.10 removed Recycling and Transfer Department</u>

Exhibit A

Record Retention Policy Town of Hooksett New Hampshire 2014

SECTION I: PURPOSE:

The purpose of this Records Retention Policy is to ensure compliance with all applicable State and Federal laws and regulations regarding record retention including, but not limited to those listed in RSA 33-A; while simultaneously recognizing the Town of Hooksett's (hereby referred to as The Town) administrative need to manage its' records and provide for their systematic destruction after all legal requirements have been satisfied and the record no longer has value to The Town or its' constituents.

SECTION II: AUTHORITY:

This policy is adopted in accordance with the Town Charter and the governing laws of the State of New Hampshire: RSA 33-A (Appendix A).

SECTION III: APPLICABILITY:

This policy applies to all physical records generated in the course of The Towns' operation, including original, traceable reproductions as recorded with the Town Clerk, and electronic records.

SECTION IV: DEFINITIONS:

MUNICIPAL RECORD – As used herein, shall refer to all municipal records, whether in paper, electronic or any other form, prepared or received by The Town in connection with the conduct of its' official governmental function. A department that creates a record shall be considered the primary owner of that particular record as defined in RSA 33-A.

SECTION V: MUNICIPAL RECORDS COMMITTEE:

- A. In accordance with RSA 33-A:3, The Town will establish and maintain a Municipal Records Committee charged with governing the retention and disposition of municipal records. Said Committee shall be comprised of the following: A member of Town Council or designee; Town Clerk; Tax Collector; Treasurer; Town Assessor, and representatives from each of the following departments:
 1. Administration
 2. Community Development
 3. Police Department
 4. Public Works
 5. Recycling & Transfer
 6. Wastewater

- B. The Town has adopted a Town-wide Record Retention Schedule (Appendix B) detailing the initial maintenance, retention and disposal schedule for municipal records of The Town in accordance with RSA 33-A. To ensure that this Schedule is followed, the Committee shall:
 1. Monitor local, State and Federal laws affecting record retention, and;

2. Modify the Record Retention Schedule as necessary to ensure that it complies with Local, State and Federal laws and/or addresses the appropriate document and record categories for the Town.
- C. The Municipal Records Committee shall monitor compliance with (Section VI - Storage, Retention, and Disposal of Municipal Records) of this policy and, if necessary, develop additional operational procedures to ensure that records are properly stored and accessible.
1. Any such additional procedures will be developed in a manner which takes into account the organizations' operational capabilities. The Municipal Records Committee may elect to use electronic methods of document storage, where appropriate.
 2. Any such additional procedures and/or storage processes will be incorporated as an Appendix to this Policy and be periodically reviewed by the Committee in order to ensure their level of efficiency and adequacy.
- D. The Committee shall monitor compliance with (Section VI, C – Destruction of Municipal Records) of this policy and, if necessary, develop additional operational procedures to ensure that records are consistently disposed of in a proper manner.
1. Any such procedures shall take into account:
 - i. Statutory requirements.
 - ii. The Towns' operational capabilities.
 - iii. That certain records contain sensitive and/or confidential information, and, as a result, must be destroyed, unless Section VII (Suspension of Record Disposal) applies, and eliminated with particular care.
 2. These destruction processes will be periodically reviewed in order to ensure their adequacy and level of efficiency.
- E. The Committee shall review, in February/March of each year, the Record Retention Policy as a whole, including the Town-wide Record Retention Schedule (Appendix B) and recommend amendments as appropriate to comply with regulatory requirements and/or procedural changes.

SECTION VI: STORAGE, RETENTION, AND DISPOSAL OF MUNICIPAL RECORDS:

- A. Minimum Storage Procedures: Each department shall store their archived records in a box or cabinet and provide the following information on the exterior of the storage device: the department name, box number, retention period, scheduled disposition date, authority granting or allowing the disposition, and a general description of the contents. It is recommended a master list of each location and box contents be maintained by each department head.
- B. Retention of Municipal Records: The Town-wide Records Retention Schedule (Appendix B) details the retention period for specific types and categories of records in order to ensure legal compliance. In addition, this schedule is designed to accomplish other objectives such as the preservation of confidential and valuable administrative information, cost effectiveness, and space management. Scheduled records are those that, by Town, State and Federal Regulations, need only be retained for a stated period.

The Municipal Records Committee may determine that such records (i.e., grants from State, Federal or private agencies) are to be maintained by The Town for a period longer than the minimum required period. If so, such determination shall be made a matter of record by incorporation into the Town-Wide Records Retention Schedule.

C. Destruction of Municipal Records:

1. Documents to be destroyed shall first be reviewed by the applicable Department Head. If no reason exists to maintain the record beyond the retention schedule, the documents shall then be destroyed as follows:
 - i. Non-Confidential Documents – shall be disposed of with other paper recycled products or shredded.
 - ii. Confidential Documents – shall be shredded or burned.
 - iii. Electronic Files – shall be deleted from the individuals’ computer as well as any backup or permanent media storage.
2. Each Department Head is responsible for maintaining a Document Destruction Log which shall contain the following minimum information:
 - i. Department destroying the record
 - ii. What record was destroyed
 - iii. The date the record was destroyed
 - iv. Who destroyed the record
 - v. RSA or authority giving the right to destroy the record

- D. Unauthorized Activities: All Municipal Records belong to The Public in perpetuity and shall not be destroyed, maliciously damaged, or retained by any person not entitled to do so by local, State and/or Federal regulations.

SECTION VII: SUSPENSION OF RECORD DISPOSAL:

In the event any official or employee of The Town is served with any subpoena or Right-to-Know request; or becomes aware of an investigation or audit concerning The Town or commencement of any litigation against or concerning The Town; such individual shall ensure that all records are preserved, regardless of Retention Schedule, until The Towns’ legal counsel determines that the records are no longer needed.

SECTION VIII: ADOPTION:

The Town of Hooksett has adopted this Record Retention Policy effective ____August 13__ 2014.

Town of HOOKSETT MUNICIPAL
Municipal Records List for RSA 33-A for clarification***

Number	Record	Official Records Owner	Administration	Budget Committee	Centery Commission	Community Development	Conservation Commission	Family Services	Finance	Fire/Rescue	Police	Recycling & Transfer	Tax Office	Town Clerk	Trustees of Trust Funds	Invest/Outdated Medium?	Location	Electronic	Last Review	
CLX	Street records	Community Development																		
CLXI	Street maps and plans	Community Development																		
CLXII	Sewer system master's study	Community Development																		
CLXIII	Sign Inventory	Community Development																		
CLXIV	Site plan review	Community Development																		
CLXV	Site plan review request	Community Development																		
CLXVI	Site plan review withdrawal or not approved	Community Development																		
CLXVII	Special assessment/abatement of property	Community Development																		
CLXVIII	Street acceptances	Community Development																		
CLXIX	Subdivision applications signed	Community Development																		
CLXX	Subdivision applications successful and final plan	Community Development																		
CLXXI	Subdivision applications withdrawn or not approved	Community Development																		
CLXXII	Subdivision applications not approved	Community Development																		
CLXXIII	Summary inventory of valuation of property	Assessing	X																	
CLXXIV	Tax maps	Assessing	X																	
CLXXV	Tax Receipts paid, including taxes on land use change projects	Tax Office																		
CLXXVI	Tax records, property interests registered or certified receipts***	Tax Office																		
CLXXVII	Tax Certs	Finance																		
CLXXVIII	Tax Certs	Finance																		
CLXXIX	Trust fund minutes, quarterly reports, & blank statements	Finance																		
CLXXX	Vehicle Maintenance Records	Public Works																		
CLXXXI	Voter checkbook and receipts	Public Works																		
CLXXXII	Water checkbook, LEI, RSA	Town Clerk																		
CLXXXIII	Water checkbook, LEI, RSA	Finance																		
CLXXXIV	Warranties and treasurer's receipts	Finance																		
CLXXXV	Warrants land use change and book or list	Tax Office																		
CLXXXVI	Warrants property tax and lists	Tax Office																		
CLXXXVII	Warrants property tax and book or list	Tax Office																		
CLXXXVIII	Warrants utility and book of list	Tax Office																		
CLXXXIX	Warrants Utility and Belterment tax	Town Clerk																		
CLXXXX	Warrants yield tax and book or list	Finance																		
CLXXXXI	Warrants yield tax and book or list	Finance																		
CLXXXXII	Water checkbook and vendors	Tax Office																		
CLXXXXIII	Water program files	Tax Office																		
CLXXXXIV	Whis	Assessing	X																	
CLXXXXV	ZSA applications, decisions/pennets unsuccessful	Assessing	X																	
CLXXXXVI	Election Return forms - all elections	Assessing																		
CLXXXXVII	Alibi cards of religious exemption	Assessing																		
CLXXXXVIII	Excavator Permit/License	Community Development																		
CLXXXXIX	Gas permits	Fire																		
CLXXXXX	Oil permits	Fire																		
CLXXXXXI	Fire Alarm	Fire																		
CLXXXXXII	Blowing Permit	Fire																		
CLXXXXXIII	Fireworks Permit	Fire																		
CLXXXXXIV	Underground Tanks	Fire																		
CLXXXXXV	Fire Alarm Status	Fire																		
CLXXXXXVI	Fire Alarm Status	Fire																		
CLXXXXXVII	Fire Alarm Status	Fire																		
CLXXXXXVIII	Fire Alarm Status	Fire																		
CLXXXXXIX	Fire Alarm Status	Fire																		
CLXXXXXX	Advanced Life Forms	Fire																		
CLXXXXXXI	Basic Life Forms	Fire																		

Exhibit B
Town of Hooksett

35 Main Street
Hooksett, NH 03106

INVESTMENT POLICY

I. PREFACE

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

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

II. SCOPE

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

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

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

III. OBJECTIVES

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

1. **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a) **Credit Risk** is the risk of loss due to the financial failure of the security issuer or backer. The Town will minimize credit risk by:

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

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

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

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

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

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

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

IV. DELEGATION OF AUTHORITY

The investment policy delegation of authority is stated below:

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

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

V. PRUDENCE

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

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

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

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

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

VI. INVESTMENT INSTRUMENTS

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

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

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

VII. MATURITY AND DIVERSIFICATION

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

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

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

VIII. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS

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

IX. PERFORMANCE EVALUATION

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

X. SAFEKEEPING AND COLLATERALIZATION

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

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

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

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

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

XI. INTERNAL CONTROLS

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

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

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

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

XII. REPORTING

The Town Treasurer shall submit quarterly to the Town Administrator an investment report that summarizes recent market conditions, economic development and anticipated investment conditions. The report shall summarize the investment strategies employed, and describe the portfolio in terms of investment securities, maturities, risk characteristics and other features. The report shall explain the total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter.

XIII. OTHER

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

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

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

XIV. POLICY APPROVAL/AMENDMENTS

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

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

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

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

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

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

Town Council approved amendments of the Town of Hooksett Investment Policy at their September 24, 2014 meeting.

Exhibit C
Town of Hooksett
35 Main Street
Hooksett, NH 03106

FUND BALANCE POLICY

SECTION 1. PURPOSE

The Town hereby establishes and will maintain reservations of Fund Balance, as defined herein, in accordance with Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Types Definitions*. This policy shall only apply to the Town's governmental funds. Fund balance shall be composed of nonspendable, restricted, committed, assigned and unassigned amounts.

The general purpose of this policy is to improve the Town of Hooksett's financial stability by protecting itself against emergencies and economic downturns. Unassigned fund balance is an important measure of economic stability. It is essential that the Town maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the Town's general operations.

SECTION 2. DEFINITIONS

2.1) Nonspendable Fund Balance - includes amounts that are not in a spendable form (such as inventory, tax deeded property subject to resale or prepaid expenses) or are required to be maintained intact (such a principal of an endowment fund).

2.2) Restricted Fund Balance – includes amounts that can be spent only for the specific purposes stipulated by external resource providers (such as grantors) or laws or regulations of other governments or imposed by law through constitutional provisions or through enabling legislation (the annual Town meeting). Restrictions may be changed or lifted only with the consent of the resource providers or the enabling legislation. Non-lapsing warrant articles, library, income portion of permanent funds and Capital Project funds would be considered restricted.

2.3) Committed Fund Balance – includes amounts that can be used only for the specific purposes determined by a formal action of the Town's highest level of decision making authority (Town Council). Commitments may be changed or lifted only by the Town Council taking the same formal action that imposed the constraint originally. The Town Council's actions must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual obligations. Expendable trust funds and legislative body votes relative to the use of unassigned fund balance at year-end are included in this classification.

2.4) Assigned Fund Balance – includes amounts the Town *intends* to be used for specific purposes. For all governmental funds other than the General Fund, any remaining positive amounts are to be classified as “assigned”. The Town Council expressly delegates this authority to the Town Administrator. Items that would fall under this type of fund balance would be Police and Fire Details, Ambulance Fund and Conservation Fund etc. The Town also has assigned funds consisting of encumbrances in the general fund at year-end.

2.5) Unassigned Fund Balance – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose. Any deficit fund balance of another governmental fund is also classified as unassigned.

SECTION 3. SPENDING PRIORITIZATIONS

3.1) When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first.

3.2) When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classification can be used, committed amount should be reduced first, followed by assigned amounts and then unassigned amounts.

SECTION 4. DEFICIT FUND BALANCE

At year end, if any of the special revenues funds has a deficit unassigned fund balance, the Town Administrator is authorized to transfer from the General Fund to cover the deficit, providing the General Fund has the resources to do so.

SECTION 5. UNASSIGNED FUND BALANCE – GENERAL FUND

As recommended by the New Hampshire Department of Revenue, the Town shall strive to maintain an unassigned fund balance in its General Fund equal to 8-17% of the total annual appropriations of the community (which includes the Town, County, School District and Precincts).

5.1) Minimum Balance – The Town shall maintain a minimum unassigned fund balance of 5% of the general fund’s annual appropriations of the community.

5.2) Target Balance - The Town shall work toward maintaining an unassigned fund balance of 8% of the general fund’s annual budget, including Town, School and County appropriations.

SECTION 6. ANNUAL REVIEW

Town Council shall review and approve this policy annually.

SECTION 7. POLICY APPROVAL/AMENDMENTS

Town Council approved adoption of the Town of Hooksett's Fund Balance policy at their May 13, 2009 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their September 14, 2011 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their October 10, 2012 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their September 25, 2013 meeting.

Town Council amended the Town of Hooksett's Fund Balance policy at their September 24, 2014 meeting.

TOWN OF HOOKSETT

Classification Pay Plan 09/10/14 05/27/15

GRADE	CLASSIFICATION	SALARY RANGE		STATUS	
		MINIMUM	MAXIMUM	EXEMPT	NON-EXEMPT
1	Call Firefighter	\$ 11.00	\$ 19.80		Non-Exempt
	Custodian	\$ 22,880	\$ 41,184		Non-Exempt
	Floor Custodian				Non-Exempt
	Scale Attendant				Non-Exempt
2	Secretary	\$ 12.00	\$ 22.04		Non-Exempt
	Administrative Fill-In Recording Clerk	\$ 24,960	\$ 45,843		Non-Exempt Non-Exempt
3	Call Fire Lieutenant	\$ 12.17	\$ 20.70		Non-Exempt
	Laborer	\$ 25,314	\$ 43,056		Non-Exempt
4	Call Captain	\$ 12.81	\$ 21.81		Non-Exempt
		\$ 26,645	\$ 45,365		
5	Clerk	\$ 13.08	\$ 22.25		Non-Exempt
		\$ 27,206	\$ 46,280		
6	Bookkeeper	\$ 13.58	\$ 23.09		Non-Exempt
		\$ 28,246	\$ 48,027		
7	Clerk/Deputy Town Clerk	\$ 13.90	\$ 23.64		Non-Exempt
		\$ 28,912	\$ 49,171		
8	Call Fire District Chief	\$ 14.91	\$ 25.36		Non-Exempt
		\$ 31,013	\$ 52,749		
9	Administrative Assistant	\$ 14.95	\$ 25.43		Non-Exempt
	Assessing Clerk	\$ 31,096	\$ 52,894		Non-Exempt
	Clerk/Deputy Tax Collector				Non-Exempt
	Police Administrative Clerk				Non-Exempt
	Police Prosecution Assistant Police Administrative Assistant/Receptionist				Non-Exempt Non-Exempt
10	Assistant Crew Chief	\$ 15.27	\$ 25.98		Non-Exempt
		\$ 31,762	\$ 54,038		
11	Vacant	\$ 15.98	\$ 27.18		
		\$ 33,238	\$ 56,534		
12	Real Estate Appraiser	\$ 16.76	\$ 28.50		Non-Exempt
		\$ 34,861	\$ 59,280		
13	Crew Chief	\$ 17.80	\$ 30.27		Non-Exempt
	Master Mechanic	\$ 37,024	\$ 62,962		Non-Exempt
14	Forest Fire Warden	\$ 18.75	\$ 31.97		Non-Exempt
	Project Coordinator	\$ 39,000	\$ 66,498	Exempt	
	Administrative Services Coordinator			Exempt	
	Assistant Planner Police Executive Assistant			Exempt	Non-Exempt
15	Family Services Director	\$ 19.27	\$ 32.76		Non-Exempt
		\$ 40,082	\$ 68,141		
16	Code Enforcement Officer	\$ 19.34	\$ 32.89	Exempt	
	Tax Collector	\$ 40,227	\$ 68,411	Exempt	
17	Town Engineer	\$ 20.00	\$ 34.33	Exempt	
	Police Dispatch Supervisor	\$ 41,600	\$ 71,406		*Non-Exempt (Salary)
18	Police Sergeant	\$ 21.45	\$ 32.92		Non-Exempt
		\$ 44,616	\$ 68,474		
19	Superintendent	\$ 22.52	\$ 38.31	Exempt	
	Administrative Fire Captain	\$ 46,842	\$ 79,685		Non-Exempt
	Police Lieutenant Patrol Officers				*Non-Exempt (Salary)
20	Assessor	\$ 23.04	\$ 39.18	Exempt	
	Town Planner	\$ 47,923	\$ 81,494		
21	Deputy Fire Chief	\$ 23.43	\$ 38.38	Exempt	
		\$ 48,734	\$ 79,830		
22	Town Planner	\$ 23.27	\$ 39.58	Exempt	
	Finance Director	\$ 48,402	\$ 82,326	Exempt	
	Police Prosecutor				
23	Assistant Fire Chief	\$ 25.19	\$ 42.19	Exempt	
	Police Captain Operations Support	\$ 52,395	\$ 87,755	Exempt	

TOWN OF HOOKSETT

Classification Pay Plan ~~09/10/14~~ 05/27/15

24	Public Works Director	\$ 27.02	\$ 46.45	Exempt	
	Assistant Public Works Director/Town Engineer	\$ 56,202	\$ 96,616		
25	Fire Chief	\$ 30.87	\$ 49.76	Exempt	
	Police Chief	\$ 64,210	\$ 103,501		
	Public Works Director			Exempt	
26	Town Administrator	\$ 31.44	\$ 64.92	Exempt	
		\$ 65,395	\$ 135,034		

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

Original adoption date: March 24, 2010.

Amendment date: ~~September 10, 2014~~ May 27, 2015

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

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

AGENDA NO. 15-029
DATE: 5-27-15
Town Council
05/13/15 #15-029 &
05/27/15 #15-029

DRAFT

Policy on Hours of Work for Salaried Exempt Employees

Whereas the Town of Hooksett employs a number of salaried exempt employees in various managerial, professional and administrative positions; and

Whereas the Town Council desires to see that town government provides timely service to our residents, businesses and visitors in an effective and efficient manner; and

Whereas this service is provided by our town employees charged with this responsibility; and,

Whereas accountability of employees is guaranteed by, and their access to the information they may need is enhanced by, the presence of their supervisors,

We, the Town Council therefore establish the following policy regarding the hours of work of all salaried exempt employees:

All salaried exempt employees are expected to be performing their job duties at the assigned workplace. (e.g., the town offices, the safety center, dpw garage) between the hours of 8:00 am and 4:30 pm from Monday through Friday.

It is understood that salaried exempt employees may be required to work additional hours for meetings or special events as part of their regular job duties.

If the employee's duties require them to be away from their primary duty station (e.g., for a meeting, workshop or other) they should inform their immediate supervisor in writing and in advance.

Exceptions to this policy for specific positions may be granted by the Council if they feel that the position requires different hours or more flexibility (e.g. work from home) in order to provide the Town of Hooksett with the best possible service. The process for requesting exceptions is as follow: The person presently in the position should write a request to the Council with a copy to the Town Administrator. The Town Administrator will put it on a Council agenda and the Town Administrator will include a recommendation as to whether the Council should or should not grant the exception. The requesting employee will be given a chance to address their request at the Council meeting. The Council's decision will be final.

We understand that an employee deviating from these hours cannot have his or her salary impacted, but rather that non-compliance is considered a disciplinary matter to be handled in accordance with the town personnel policy.

This policy will go into effect on July 1, 2015, which will give employees time to request exemptions before it takes effect.

AGENDA NO. 15-032
DATE: 5-17-15

Staff Report
Condominium Reimbursement
May 27, 2015

Background: In 1994, the Town at one point was allowing condominium trash containers be dumped at the Transfer and Recycling facility. As the rates skyrocketed and condominium developments were increasing the Council agreed in 1999 to approve a reimbursement of 31 pounds per unit per week at the Town budgeted rate, paid semi-annually, upon submission and verification of paid invoices by the condominium association (at that time the "condominiums were listed by name). The Town voted to be able to rescind or amend this policy at any time. The wording was changed slightly and amended at the May 14, 2003 Town Council meeting to limit the listing of the condominium developments and simply say condominium communities.

Discussion: In November of 2012, the Council adopted the Recycling and Transfer Policy to accommodate the automated collection program. Section III reads:

Condominiums will be required to provide for the collection and disposal of domestic trash within their communities. "The town will reimburse tonnage at a maximum of 31 pounds per unit per week at the Town budgeted rate (for trash disposal), paid semi-annually, upon submission and verification of paid invoices by the condominium association. The Town may rescind or amend this section at any time."

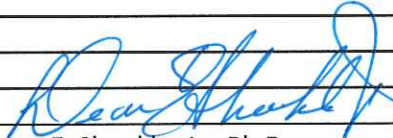
Recommendation: I would recommend that the Town Council amend the condominium reimbursement. We are asking residents to recycle more (we presently average a 30% rate) it makes sense to expect that the condominiums should be striving for that same goal. I would recommend that the Council amend the condominium reimbursement to 21 pounds per unit per week.

Fiscal Impact: by reducing the amount of money that we reimburse to the condominiums the Town would save (at 2015-2016 rates) \$21,786. Please see attached worksheet.

Prepared by: Diane Boyce

Town Administrator Recommendation:

Concur



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

Condominium Reimbursement

(based on 2015-2016 rates)

Present:

31 pounds per unit

$$1239 \text{ units (1,189 + 50 possible growth)} = 998.64 \text{ tons} \times \$67.63 = \$67,537$$

With recommend change:

21 pounds per unit

$$1239 \text{ units} = 676.49 \text{ tons} \times \$67.63 = \$45,751$$

Saving \$21,786

Recycling and Transfer Department Policy

This Policy is created to establish control of solid waste in the Town of Hooksett, implementing rules and regulations for the operation of the Transfer and Recycling Center (Center), curbside collection of trash and recycling, and setting of fees for the use of the facility. Control and regulation of solid waste will serve the public interest, protect health and safety of Town residents and conserve our natural resources.

SECTION 1 DEFINITIONS AND WORD USAGE

As used in this Policy, the following terms shall have the following meanings:

ACCEPTABLE WASTE – Household garbage, trash, rubbish and refuse originating within the boundaries of the Town, normally collected or disposed of as a result of residential pickups or deliveries.

AUTOMATED COLLECTION – shall mean a method of collecting refuse and recycling through the use of mechanical collection equipment and special carts issued for the storage and collection of rubbish and recyclables.

AUTOMATED COLLECTION CART – shall mean a specially designed cart with wheels, approved by the Town of Hooksett to be used for the storage of acceptable refuse or recyclables in the automated collection operation.

COMMERCIAL – Commercial entities doing business in the Town of Hooksett including but not limited to contractors, multifamily dwellings of more than four (4) units, commercial establishments of any size .

CONSTRUCTION DEBRIS – Non-putrescible waste building materials and rubble

CURB LINE – shall mean the area directly behind or adjacent to the curb; in the absence of a curb, the area adjacent to the edge of pavement or road.

CURBSIDE COLLECTION – shall mean the pickup of acceptable trash and recyclables at certain residences in the Town

CUSTOMER – shall mean any resident who delivers waste to the facility or receives trash and or recycling service from the Town

DEMOLITION WASTE – See Construction Debris

DESIGNATED COLLECTION POINT – shall mean the place where the automated cart shall be placed for service, as determined by the Recycling and Transfer Department.

EXTRA REFUSE – shall mean any refuse placed on, or around automated collection cart in excess capacity of the automated cart.

HAZARDOUS WASTE – shall mean any material which has been identified as hazardous waste by the New Hampshire Department of Environmental Services. Such wastes include, but are not limited to, those which are ignitable, irritants, or strong sensitizers, or which generate pressure through decomposition, heat, or other means. Such term also encompasses any solid, semisolid, liquid or contained gaseous waste, or any combination of these wastes which, because of either quantity, concentration, or physical, chemical or infectious characteristics may: a) cause or contribute to an increase in mortality or an increase in irreversible or incapacitating reversible illness; and/or b) pose a present or potential threat to humans or the environment when improperly treated, stored, transported, disposed of, or otherwise mismanaged.

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

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

MANDATORY – Officially required.

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

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

MULTI-FAMILY RESIDENTIAL PROPERTY – shall mean more than one (1) but not more than four (4) dwelling units in a building.

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

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

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

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

RESIDENTIAL PROPERTY – shall mean a single-family or multi-family housing building that consists of four (4) or fewer dwelling units.

SOLID WASTE – Any matter consisting of putrescible material, refuse, and other discarded or abandoned material. It includes solid, liquid, semisolid, or contained gaseous material resulting from industrial, commercial, mining and agricultural operations and from community activities. For the purposes of this Ordinance, it does not include hazardous waste as defined in RSA147A:2 or infectious waste as defined in this Section.

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

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

SECTION II

CURBSIDE AUTOMATED COLLECTION

It shall be required for curbside collection in the Town of Hooksett that all designated recyclable materials will be separated from the solid waste stream and disposed of in the approved recycling containers, either at the curb-side, in the mobile recycling trailer or at the Recycling and Transfer Center . The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at www.hooksett.org under the Recycling and Transfer Department.

- a. The purpose of this section is to establish minimum standards for the storage, collection, transportation and disposal of solid waste and recycling, utilizing an automated collection program to promote the health, safety , and welfare of the Town’s residents, employees and environment, and to minimize the amount of trash generated in the Town.
- b. The Superintendent shall have the direct responsibility for the administration of this section subject to the direction and control of the Town Administrator and the Town Council.
- c. The Town will provide curbside collection of residential solid waste from public schools, municipal buildings, single family dwellings, multi-family dwellings (not more than 4 units)
- d. Two automated collection carts, one for trash, one for recycling, and instructions for use will be distributed for residents who receive collection services from the Town. Additional recycling carts may be issued in certain circumstances, upon recommendation of the Superintendent, determination will be made on a case by case situation by the Recycling and Transfer Advisory Committee.

- e. It will be the resident's responsibility to assure that automated collection carts are placed in the appropriate location designated by the Town, by 7:00 am on collection day. The Superintendent or his/her designee shall have the authority to review and approve or disapprove placement of the collection carts. Alternative sites may be necessary to safeguard public safety and minimize risk of damage to public or private property during the collection process.
- f. It is the resident's responsibility to remove the automated cart from the curb line by the end of the collection day.
- g. It is prohibited to overload automated carts in a manner that is likely to cause damage to the collection vehicle, the automated cart or to create a litter condition or to impede collection. It shall be an infraction to place or deposit any refuse whatsoever in or around an automated cart owned or provided for the use of another customer without that customer's approval.
- h. The Town shall not be responsible for collection if there are any infractions of any section of this policy, or if there are any circumstances that are beyond the control of the Town. Infractions or circumstances include, but are not limited to, automated cart overload, unacceptable materials, improperly loaded automated cart, blocked access, automated cart inaccessibility, improper carts or dangerous situations.
- i. Automated Carts:
 - 1. All automated carts are the property of the Town of Hooksett and are not to be removed from the property even in the event of a change in ownership or resident status. All automated carts will be assigned to a street address and have an imprinted number for identification purposes. One cart shall be used for trash and one cart for mixed recyclables.
 - 2. Any repairs to the containers will be performed by the Town. The property owner/customer shall contact the Recycling and Transfer office to report damage and request a repair. Containers damaged beyond repair will be replaced by the Town. If the containers are subject to neglect or other preventable damage as determined by the Superintendent, the Superintendent will require a charge for the replacement. The property owners are the ultimate party responsible for all damages or removed containers by tenants. The owner shall pay the cost of \$50.00 for any replacement containers. The owner should work to educate the household members on the proper use and maintenance of the containers.
 - 3. All trash and recyclables shall be placed into the appropriate containers so that the lid can be securely shut. No trash or recyclables placed on the ground or in any unapproved containers shall be picked-up by the town. The containers shall not be overfilled or arranged in any manner that will prevent the lid from remaining closed at all times to prevent water from filling the container, and access by animals. In the event of overflow, residents may bring the extra material to the facility or must wait till the next scheduled collection day.

j. Placement of Carts

It shall be the duty of each customer to place the carts as follows:

1. Within two (2) feet of the curb line or where directed by the Town.
2. At least five (5) feet away from all objects such as fences, mailboxes, and utility poles, and clear of overhanging vegetation, utility wires, etc. to allow for the unimpeded operation of collection vehicles.
3. So that the automated cart handle is facing the dwelling unit.
4. At least two (2) feet from the other cart.
5. At least ten (10) feet away from parked vehicles.

k. Approved Materials for Automated Curbside Collection

1. All approved recyclables shall be placed in the containers loose. No plastic bags should be recycled or used to contain recyclable material. The complete list of acceptable recyclables will be prepared by the Superintendent and distributed to all residents. The list shall be available on the website at www.hooksett.org or at the Recycling and Transfer Department. The list may be modified given market conditions or other factors. Recyclable materials, such as cereal boxes, and cardboard boxes should be flattened so that the recycling container does not become overfilled too quickly during a given collection week. All recyclable items shall be empty
2. All household trash must be bagged before placing into the trash container. All materials must be separated and placed into the appropriate container for the automated curbside program.
3. ONLY recyclables and household trash will be collected at the curb. All other material for disposal must be brought to the Recycling and Transfer Center at 210 West River Rd.

ENFORCEMENT

Section II Collection

It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident or tenant violates any provision of this section (Section II) it may result in the issuance of notices, warnings and possible loss of services.

First Violation – A courtesy notice will be issued. If the violation is the disposal of any unacceptable material, the cost of disposal (user fee) may be incurred.

Second Violation – A written warning will be issued. If the violation is the disposal of any unacceptable material the cost of the disposal (user fee) will be incurred.

Third Violation – A third violation will result in the loss of collection privileges, for an amount of time determined by the Superintendent, with approval by the Town Administrator. The violator shall have the right to appeal to the Town Council.

SECTION III

CONDOMINIUMS

Condominiums will be required to provide for the collection and disposal of domestic trash within their communities. The Town will reimburse tonnage at a maximum of 31 pounds per unit per week at the Town budgeted rate (for trash disposal), paid semi-annually, upon submission and verification of paid invoices by the condominium association. The Town may rescind or amend this section at any time.

SECTION IV

RECYCLING AND TRANSFER CENTER

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

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

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

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

1. Separation of solid wastes and other materials;
2. Inspection procedures;

3. Hours of operation; and
4. Establishing fees.

USE OF CENTER

It is mandatory, that residents, who use the facility to drop off material, will separate all designated recyclable materials from the solid waste stream and dispose of them in the approved recycling containers. The reason for separation is to help control the costs associated with the disposal and management of solid waste by diverting as many recyclables from the solid waste stream as possible. The listing of acceptable materials will be available at the Recycling and Transfer Center, or online at www.hooksett.org under the Recycling and Transfer Department.

A. Permit Required.

Permits will be issued for all residents who use the facility if the vehicle is registered in Hooksett. Residents who do not have a registered vehicle must show proof of residency in the way of a tax bill or license with Hooksett address.

B. Removal of material

No material shall be removed from the Center without authorization.

C. Designated Areas

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

D. Unauthorized Entry

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

E. Acceptable Solid Waste

Solid waste which is allowed to be received at the Center includes refuse, recycling, construction debris and demolition waste, motor vehicle waste, yard waste, residential brush, appliances, and scrap metal. User fees may apply. See website at www.hooksett.org or call facility 669-5198.

1. Clean demolition, wood, sheetrock(kept separate), asphalt shingles (kept separate)
2. Furniture
3. Metal items and appliances will be accepted. Appliances with freon will be kept separately
4. Yard Waste (grass clippings, garden waste, leaves and branches no larger than 3" in diameter) must be brought to the designated area (compost pile). Yard waste brought in plastic bags must be emptied.
5. Some household hazardous wastes may be brought to the facility. Residents need to contact the facility to determine if it can be accepted.

F. Unacceptable Solid Waste

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

1. Hazardous waste. Hazardous waste or material which the Town considers to be detrimental to the operation of the Center or which require special handling or disposal procedures.

2. Other. Infectious, pathological and biological waste, radioactive materials, oil sludges, hazardous refuse of any kind, or other substances which are now or are hereafter considered harmful, inflammable, hazardous, or toxic, or which would pose a threat to health or safety, or which may cause damage to or adversely affect the operation of the Center.
 3. Tires on rims.
- G. Stumps and Logs. Also branches greater than three inches in diameter or three feet in length.

ENFORCEMENT

Use of Recycling and Transfer Facility

It is the intention of the Department to educate residents as to the value of recycling and the appropriate procedures for doing so. If, however, a resident, tenant or Hooksett Commercial Business violates any provision of this section (Section IV) it may result in the issuance of notices, warnings and possible loss of privileges at the facility.

AGENDA NO. 15-033
DATE: 5-17-15

Staff Report
Comparison of Automated and Manual Collection

FOR DISCUSSION

May 27, 2015

Discussion: Town Councilors have been asking for a comparison to see if the automated collection program is working more efficiently and cost effectively compared to the manual collection. As you can see on the spreadsheet there are many factors in regards to fuel costs, employee insurance costs, and presently the cost of commingled recycling when we are comparing different methods and different fiscal years. We have already reduced the number of employees that were hired at the facility by one employee. We have increased recycling, reduced injuries for the workers on the manual truck and we have put ourselves in a position to be able to handle growth in the Town without hiring additional help in the near future.

My Opinion: We have moved in a positive direction when it comes to trash collection. The issue I feel most important is that we are reducing the accidents that could occur with these men on the roads in all kinds of weather collecting trash (especially if we are putting them on the back of a truck)

COMPARISON OF AUTOMATED AND MANUAL COLLECTION

	2011-2012 Manual	2012-2013 Auto	2013-2014 Auto	2013-2014 if still Manual
Collection payroll	119,557 3 laborers 1 driver	3 drivers \$93,216	3 drivers \$97,736	3 laborers 1 driver \$124,360
Health Insurance	58,719 *(it should be noted that we were short 2 employees 2 Mos.) 1 two person 1 single 2 family	46,895	49,461	64,633
Retirement	11,311	8,640	11,379	14,400 (est)
Tipping Fees	408,690	347,031	330,067	356,852
(Trash tipping, Recycling tipping, Condo Reimburse ONLY)	7/11-12/11 \$70 ton 1/12-6/12 \$72 ton	7/12-12/12 \$72 ton 1/13-6/13 \$74 ton	7/13-6/14 \$65 ton ** 7/14-6/15 \$ 66.30	\$65 ton
Collection Vehicle Maintenance	10,915	22,318	33,608	25,600 (est)
Fuel	31,464 \$3.45	57,941 \$3.20	59,024 \$3.52	\$32,102
Yearly Totals	640,659	\$576,044	\$581,279	\$617,947

since 2012 we have had
an estimated 65 new homes
and 68 new condo units

AGENDA NO. 15-035
DATE: 5-27-15

**Staff Report
Optima Bank & Trust
May 27, 2015**

Background: Currently the Town has relationships with Citizens Bank, TD Bank, People's United Bank, NH Investment Pool and Merrimack County Savings Bank.

Discussion: The Treasurer would like to open a new relationship with Optima Bank and Trust to be able to invest excess funds. Optima Bank is a State chartered bank and will issue the Town a letter of credit for collateral.

The following are current interest rates for each bank:

Citizens Bank	.25%
TD Bank	.15%
People's United Bank	.30%
NH Investment Pool	.01%
Merrimack County Savings Bank	.25%
Optima Bank and Trust	.40%

The Town's investment policy states that no more than 80% of Town funds can be invested with any one financial institution. The Treasurer plans to invest the excess fund from the June's tax bills at Optima Bank and Trust.

Fiscal Impact:

Recommendation: To authorize the Council Chair to sign the resolution with Optima Bank and Trust to establish a banking relationship for the Town of Hooksett.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *Cover*



Dr. Dean E. Shankle
Town Administrator

**STAFF REPORT
UNSEALING OF TOWN COUNCIL
NON-PUBLIC MINUTES**

MAY 27, 2015

AGENDA NO. 15-036

DATE: 5-27-15

Background:

Per RSA 91-A:3, III Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply."

Discussion

The Town Council approved and adopted a Record Retention Policy on August 13, 2014. At the Municipal Records Committee meeting of March 11, 2015, the committee asked for departments (Boards) to assess whether they are in compliance with the new policy and their plan on working towards becoming compliant. The Town Council should have a discussion on creating and adopting a process for unsealing Town Council non-public minutes per the statute above.

Fiscal Impact:

None.


Recommendation:

Recommend that the Town Council create and adopt a process for unsealing Town Council Non-Public Minutes per RSA 91-A:3 III.

Prepared by:

Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation: *concur
with need for discussion*



Dr. Dean E. Shankle, Jr.
Town Administrator