

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, June 10, 2015**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SPECIAL RECOGNITIONS**
- 5. APPROVAL OF MINUTES**
 - a. Public: 05/27/2015
 - b. Non-public: 05/27/2015
- 6. AGENDA OVERVIEW**
- 7. PUBLIC HEARINGS**
- 8. CONSENT AGENDA**
- 9. TOWN ADMINISTRATOR'S REPORT**
- 10. PUBLIC INPUT: 15 Minutes**
- 11. NOMINATIONS AND APPOINTMENTS**
 - a. Nominations – Reappointment(s) and New Member(s) as of 07/01/2015
- 12. SCHEDULED APPOINTMENTS**
- 13. 15 MINUTE RECESS**
- 14. OLD BUSINESS**
 - a. 15-032 Recycling and Transfer Condominium Reimbursement Change of Policy
- 15. NEW BUSINESS**
 - a. 15-037 Public Works – Obligation of \$145,908 in Parks & Recreation Impact Fees for the Petersbrook Field Expansion
 - b. 15-038 Public Works – Obligation of \$100,000 in Parks & Recreation Impact Fees for the Merrimack Riverfront Project
 - c. 15-039 Public Works – Obligation of \$5,088 in Zone 1 Roadway Impact Fees for the Hackett Hill Roadway Project
 - d. 15-040 Property Liability Insurance contract with Travelers
 - e. 15-041 End of Fiscal Year Encumbrances
 - f. 15-042 Town Council 2015-2016 Meeting Schedule
 - g. 15-043 Public Safety Administrative Consolidation
- 16. SUB-COMMITTEE REPORTS**
- 17. PUBLIC INPUT**
- 18. NON-PUBLIC SESSION**

revised: 06/03/2015

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.

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

TOWN COUNCIL MEETING MINUTES
Wednesday, May 27, 2015

CALL TO ORDER

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

ROLL CALL – ATTENDANCE

Donald Winterton, Nancy Comai, James Levesque, Robert Duhaime, Susan Orr, Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)

Missed: Todd Lizotte, Adam Jennings, David Ross

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: May 13, 2015

J. Levesque motioned to accept the public minutes of May 13, 2015. Seconded by D. Winterton. Vote unanimously in favor.

b. Non-public: May 13, 2015

D. Winterton motioned to accept the non-public minutes of May 13, 2015. Seconded by R. Duhaime.

Vote unanimously in favor.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

CONSENT AGENDA

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

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

Roll Call –

R. Duhaime – Yes

J. Levesque – Yes

D. Winterton – Yes

S. Orr – Yes

N. Comai – Yes

J. Sullivan – Yes

Vote unanimously in favor.

Dr. Shankle: I got an email from Christine today; she mentioned we have to put these on for \$5,000 or more and the state just increased it to \$10,000 or more for future items (for unanticipated revenue over \$10,000).

D. Fitzpatrick: For clarification, a public hearing is required for \$10,000 or more; before it was \$5,000.

D. Winterton: I'd like to thank Mr. Eugene Gaul and family for the donation to the Fire-Rescue Dept.

J. Sullivan: Yes, thank you. Traditionally, a thank you note goes out from Administration.

TOWN ADMINISTRATOR'S REPORT

- The Hooksett Community Garden Project this year will be here and at Frazier Field; we have had issues in the past with watering, so Parks & Rec will put a barrel out there that they will keep filled so people don't have to transport it. We get a lot of interest in that project.
- If you go to www.accessmygov.com you can pick Hooksett and there is a dashboard with a lot of our financial information on it. If you're willing to create a log in, you can drill down and get more

information from our general ledger. It's not completely filled out, Christine is still working on it and it's coming along well.

S. Orr: It's up to us to keep it updated regularly?

Dr. Shankle: Once we enter the past information, the new stuff will automatically update.

- We just had training in Community Development on the new software for permits and planning which should improve that process some between departments in the Community Development group.
- We have a huge Fun In The Sun this year. We keep improving it; we have 4 times what we had a few years ago. There are a total of 171 kids; 120 is the maximum for one session, and we hired 2 more counselors. There is a 10:1 or better counselor to child ratio; less than that for younger kids.
- Tax bills will be going out soon. They will come out the end of this week and are due July 1.

D. Fitzpatrick: Health Committee met May 18; there were no presenters but we had members who had offered to collect data. We looked at communities our size and what their stipend ratio was compared to us. We are looking at different options for insurances and basing our stipend on whether it will be a single plan, family plan or 2-person plan. Right now we have a flat stipend of \$2,400 no matter what plan they are on. We also looked at the last survey we did in 2011 and got 3 other options from other vendors out there. In June we will send that out to employees to see if they want to stay with the same provider (Anthem) or Harvard Pilgrim – do they offer the same type of providers? We are also looking at doing the domestic partner rider. The rest of June we have 2 more vendors presenting plan designs. We average about 2 hours for each meeting, twice a month.

Dr. Shankle: Katie, do you have a tentative date for the Volunteer Dinner?

K. Rosengren: We are looking at June 19; it's a Friday night and we are planning for 6 pm. That needs to be confirmed still.

PUBLIC INPUT

NOMINATIONS AND APPOINTMENTS

J. Sullivan: We will be getting nominations the first meeting in June. If anyone is interested in volunteering, please contact Administration.

SCHEDULED APPOINTMENTS

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

J. Sullivan: Dr. Seidner is not here, but when he does arrive, we will return to the Scheduled Appointment.

OLD BUSINESS

- a. 15-027 5/12/15 Town Election Results Update – Todd Rainier, Town Clerk

T. Rainier: At the last meeting, I reported that we had a tie write-in vote for District 1 Councilor. The statute deals with state level items, not necessarily town level. I communicated with the Secretary of State who said to notify both parties then draw a name. I drew a name and that party declined the seat, which I have in writing. It now falls to you as Council to appoint someone for the year for District 1 Council seat.

S. Orr: If the first person declined, what about the other person?

T. Rainier: I was advised by the Secretary of State that if we follow state RSA, the other person can be considered by Council, but it is up to Council. It doesn't automatically go to that other person. This will be for the year beginning July 1 until June 30, 2016.

S. Orr: Do we know if the second person is interested and if so, what is the process? Do they need to approach Council to confirm their interest?

T. Rainier: I contacted that person and there was interest. They can contact Council directly if they want to be considered for that appointment.

J. Sullivan: Under the Charter section 3.3, it states we have 30 days from the declared vacancy to appoint someone. Since the vacancy isn't declared until July 1, we can wait or we can do it now.

T. Rainier: It's up to you, but in conversation with Dr. Shankle, since the Council coming in as of July 1, it may be more appropriate for them to address it, but you can act accordingly.

D. Winterton: Who declares there is a vacancy and do you declare it in advance? Would it be appropriate for us to invite, publicly, anyone who wants to be considered for the position? While it was a District 1 seat, I didn't investigate the District 1 candidates since I couldn't vote for them. I am going to be voting for someone in District 1 and if there is a choice between certain people, I might like to be able to, in public, ask them a question.

J. Sullivan: Whose authority is it to declare a vacancy?

T. Rainier: It's your (Council's) authority.

S. Orr: There is not a vacancy right now; there will not be one until July 1. It sounds like we are being technically fussy, but we always talk about following the rules correctly. If the Council is going to appoint, you need to wait until July 1 to declare a vacancy and at that time, interested people can come forward and Council can appoint an appropriate person to that seat. That is just my opinion.

N. Comai: Since we have not entered these waters in the past, I'd suggest the other gentleman involved to stay with it for the next few weeks, and fill out the form so we have that information. We are voting on someone now that we wouldn't have known about before.

Dr. Shankle: At your first meeting in July, you declare a vacancy and anyone interested in the District 1 seat should contact us and fill out a form between now and your first meeting in July.

N. Comai: That is what I am suggesting; otherwise we wouldn't have any idea who would be coming before us.

T. Rainier: We need to make sure those residents are from District 1; we can vet them and make sure everyone is qualified.

R. Duhaime: An interested party is here tonight; maybe we can ask him to come up tonight and ask him to introduce himself and tell us why he is interested. A month from now we will be much better informed.

D. Winterton: I think we need to make it a requirement to fill out the form, or not. I think we should set a date to appoint, probably the first meeting in July and I'd like to have this more formal and invite anyone interested come to our meeting and make a presentation. I'd like that to be done in public and have the procedure announced. I don't think we can require anyone to fill out the form; if we appoint someone who hasn't been a resident for a year, that appointment will fall flat. I'd like to invite all interested residents from District 1 who want to be considered, to come to our first meeting in July where we may appoint later in the meeting.

S. Orr: It would be great to have someone speak tonight, but I'm not going to be sitting in this chair in July and I won't vote on it. It would be in everyone's best interest for the people who are actually going to vote to hear and be introduced to them.

J. Sullivan: We can ask the Town Administrator to post a public notice that the vacancy for District 1 will be declared on July 1 and all interested residents should contact Administration.

Dr. Shankle: They need to fill out and return the form by June 30 so it can be included with the packet for your first meeting in July.

J. Levesque: Do we nominate at the first meeting and appoint at the second?

J. Sullivan: Yes, or we can waive the rules if we feel it's necessary.

N. Comai: Do you have enough time to put in a notice for a June 30 deadline?

Dr. Shankle: Yes.

N. Comai: If there is only one to appoint we won't have to deal with all the other stuff. I think we are on the right track.

J. Sullivan: Should we invite the individual who is here to speak, or hold off until the first meeting in July? That meeting date is July 8. Are we all set on this process?

D. Winterton: My only concern would be if someone doesn't know about it and wants to show up on July 8 without previously filling out the form, or if someone fills out the form and can't make the July 8 meeting. If you aren't going to be here, June 30 is the deadline. I'd rather leave it open rather than closed.

J. Sullivan: We declare the vacancy as of July 1 and provide interest by June 30; if they happen to show up on July 8 without previously filling out the form, it would be up to that Council to decide if they want to accept that. I think it's one way or the other.

N. Comai motioned that the procedure will be in these steps: 1.) public posting; 2.) June 30 interest form or letter to Administration to be included in packet for July 8. There either needs to be a person or form on July 8 to then take next steps. Seconded by D. Winterton.

J. Levesque: Are we cutting it close by posting on June 30?

Dr. Shankle: I will post it as soon as I can. The forms have to be back by June 30 to give the Town Clerk time to review them before they go out to Council on July 1.

N. Comai: Folks have had a long time to decide if they want to run for this seat or not. I'd like to nip this in the bud to get someone in this seat sooner rather than later so we have someone in that seat.

J. Sullivan: All qualified candidates must have the form in by June 30, request to appear at July 8 for nominations and/or appointment.

Vote unanimously in favor.

J. Sullivan: Dr. Seidner is here so we will move to our scheduled appointment.

Dr. Shankle: A few weeks ago he called me and wanted to come in to talk to me. He oversees paramedics for various towns and we are one of them. When he heard we were looking for a fire chief, he wanted to talk to me about what we might want to consider in a new fire chief given the amount of medical services we provide.

Dr. Seidner: I am an emergency physician at Elliot Hospital. I have 25 years' experience in EMS; I am a practicing paramedic in the town of Candia and have been practicing emergency medicine at Elliot since 2001. I took the position of Medical Director of EMS and started working with the Hooksett fire department last summer. This is a relatively new service (just over 5 years), and have experienced a lot of growth and I've been impressed with the programs they have put in place. We all rely on their quality of work and have a lot of respect for the work they do. I approached Dr. Shankle because with the retirement of Chief Williams, my understanding was there are some budget concerns and the possibility that the administrative structure of the department will be consolidated. I think that would be a lost opportunity to support the work they have done and continue to grow the EMS program by bringing in someone that could support the program and bring it program to its full potential by becoming a strong player in the regional EMS system. I can entertain any questions.

Dr. Shankle: When we spoke, you started by saying it was important that the new chief also be a paramedic, and you gave me some reasons why that was true.

Dr. Seidner: I think it's important that the administrator be a paramedic; I don't know that it has to be the chief. I have a lot of interactions with the acting Chief Jore and Assistant Chief Hoisington. They are confident leaders and are very supportive of the program and I am happy with their work. I suggest we bring in someone in leadership with EMS experience that can address the complexities that are forthcoming in the next few years with regards to billing. Adding to the leadership in the ranks of a paramedic who's got a lot of administrative experience would be beneficial to the department.

Dr. Shankle: I'm wondering what happened since your conversation with me. When you came to me, you said that for us to continue offering ambulance service, you felt there were changes we needed to make.

Dr. Seidner: I may have misspoken; I think the program as it stands is a very successful program. There will be challenges going into the future. There are measures that all services will have to meet and report on to get their billing approved and reimbursement made. Those complexities are ones that someone with experience and education in that area would bring to the service and make it run.

Dr. Shankle: Have you spoken to any members of the department since you spoke with me about this subject?

Dr. Seidner: Yes, we have had meetings, sure.

S. Orr: When you say you believe the administrative person should have more EMT experience, are you saying they should be medically trained? If that is true, how would medical training help that person perform that role more effectively?

Dr. Seidner: Successful ambulance service in towns like Derry and Bedford have people high up in administration that have paramedic certification and have done a lot of administrative training. The advantage on quality and billing, is when you review charts you can assure you have quality care being provided. Being an experienced care provider allows you the insight into what that document says.

D. Winterton: When you talk about having a senior person experienced with billing, don't we farm that out or does our department have anything to do with billing today?

Dr. Seidner: I'm not privy to the exact structure on how things operate in the department now.

D. Winterton: Do Derry and Bedford do their own ambulance billing?

Dr. Seidner: I don't have intimate knowledge of that.

D. Winterton: How about Candia?

Dr. Seidner: Candia is a volunteer service that doesn't charge the patient, and we don't transport.

D. Winterton: Who transports?

Dr. Seidner: American Medical Response out of Candia, and they bill the patients.

J. Sullivan: With the increased percentage of responses being medical services, we are leaning more toward emergency response medical systems requirements. Having ambulance service in town, are you encouraging us to look for a chief who has a solid background in emergency EMS services to complement the other good firefighters we have?

Dr. Seidner: 70% of fire business is EMS and 30% is fire, on average nationwide. If you look at successful departments in the area that run their own ambulance service, none is led by a chief paramedic; they have high level administrators to run EMS. I'm not suggesting the chief has to be a paramedic or run the service, the chief needs to be supportive of the service, and that's what this town has already.

D. Winterton: If AMR transports in Candia, how does EMS function in a volunteer operation?

Dr. Seidner: Candia only has 200 medical calls per year; that isn't enough to support an ambulance service. The volume wouldn't pay for the service without having taxpayers pay for it. That is why we contract to an outside service. First responders are there to provide care while waiting 20-30 minutes for the ambulance to get to the patient from out of town.

D. Winterton: You function with the fire department, which is also volunteer?

Dr. Seidner: Correct.

D. Winterton: Is somebody on staff up 24 hours? When you are volunteering, and you are at your home, are you at the fire station or do you get a call?

Dr. Seidner: We take calls at home and we get an alert over our pagers; all available personnel will start responding. Some will go to the house and some will go to the fire station to get apparatus.

S. Orr: I'm not sure what you are saying to us. Are you making a recommendation and if so, what is that?

Dr. Seidner: I am asking Council to support the fire department, not eliminate any positions, and consider the benefits of adding an administrative position with medical training to be in charge of EMS.

Dr. Shankle: Besides that, you are saying everything is fine – we don't have any trouble with scheduling, billing, etc.? Everything that we sat and talked about you are telling me now is just fine?

Dr. Seidner: At the moment, the department is staffed at 4 paramedics. There has been some turnover and there are 2 in school now. If someone is out on vacation, you will not have a paramedic on the truck 24/7. I'm hoping the Council will support an increased number of paramedics. They are very hard to come by. I'd like to see 6 or 8.

Dr. Shankle: Why is it a problem, what they have now?

Dr. Seidner: Like I said, if you have 4 paramedics and one is out on vacation, you've got an ambulance that doesn't have a paramedic on it.

Dr. Shankle: What about how the billing is done? Are we maximizing our ability to raise revenue?

Dr. Seidner: I haven't seen any numbers; I don't have the ability to speak to that.

Dr. Shankle: So you don't see our run sheets or know how we bill?

Dr. Seidner: I review the run sheets, but I don't have any billing data.

Dr. Shankle: Are the run sheets consistent with what you see in others?

Dr. Seidner: Very much so. Hooksett's quality measures surpass most of my other departments.

J. Sullivan: We thank you for coming in. I don't think this Council has not supported our fire department. The Council agreed with Dr. Shankle's appointment of the acting fire chief. With the possibility of having a new fire chief, there is always a chance to look at improvements and provide a different perspective. Having that advice from you will be helpful, but from an Administration point of view, Dr. Shankle will consider that when he comes back with a recommendation on who to appoint and any other changes he may suggest. I don't think Council has indicated any disrespect to our firefighters.

R. Duhaime: You are a volunteer EMT; are you compensated? You are trained by the town, are you paid for the training at least?

Dr. Seidner: Yes.

R. Duhaime: And you live in Candia. In Hooksett we can have a volunteer EMT also, correct?

Dr. Seidner: I don't think a town this size could support a volunteer EMT department.

R. Duhaime: Not all of them, just one volunteer.

Dr. Seidner: I think you have a legal right to do that.

D. Winterton: What is the size of a town – where does the number break?

Dr. Seidner: I don't know if I have a number I can give you. As the town grows and the department gets busier, you overwhelm the volunteers who provide service and you don't meet the expectations of the community, especially with as many business and residents as Hooksett has, you wouldn't offer a quality fire/EMS service.

J. Sullivan: Do you have any follow up?

Dr. Shankle: I don't have any follow ups, but I've got to be honest; the conversation I had with him was so much different. I'm sorry I didn't have a witness to that conversation. I can't believe you are doing this to me, and I can't believe you are doing this to the town. What you said to me in that room is completely different than what you are saying now. I'm not sure why you are doing it except, like you said, you've talked to people. I don't know why you are doing this. When you came to me, you were concerned about the citizens of the town and the service they were getting and the danger that they were in; those were the words you used to me, and I am so sorry I don't have a record of that or somebody else in that room.

J. Sullivan: Some miscommunication is occurring between the two of you and I'm not sure what happened, so if you could make your final thoughts.

Dr. Seidner: I apologize to Dr. Shankle for the miscommunication misunderstanding. It certainly wasn't my intention to convey anything of the sort. I have the greatest confidence in the quality of care that is being provided to the citizens of Hooksett.

J. Sullivan: Thank you very much. We appreciate you coming in.

b. 15-030 \$2,341.66 Homeland Security Grant Funds Reimbursement to Fire Dept.

J. Sullivan motioned to accept the Homeland Security Grant Funds reimbursement in the amount of \$2,341.66. Seconded by S. Orr.

Vote unanimously in favor.

c. 15-031 \$5,824.00 Bond Release to Regency Mortgage for 2 yr. Landscape Surety

S. Orr motioned to approve the release of the \$5,824 bond to cover the two year required landscape surety for Regency Mortgage. Seconded by R. Duhaime.

J. Sullivan: I'd like to ask Diane Boyce to give us an update.

D. Boyce: It was my first bond release and thought I might have missed something. The second time I went, there were parking concerns, but they weren't on the grass that I saw. The landscaping was in great shape and any damage was from salt and sand this year. Management were here at that meeting and called me to say they are in the process of leasing the land next door for parking.

Vote unanimously in favor.

d. 14-066 Lilac Bridge Update

Dr. Shankle: We are in the process of choosing an engineer to move forward. We did some interviews and know who we want but we don't have a contract yet. The next step is putting together a scope of engineering work. If we don't have something for the next meeting, certainly at your last meeting in June.

e. 15-021 Reorganization of Department of Public Works

J. Sullivan: We voted to support the reorganization; tonight we need to amend the Administrative Code.

D. Winterton motioned 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. Seconded by R. Duhaime.

Dr. Shankle: All the changes in there go along with the proposal I outlined, creating the Community Development department that has the 4 divisions and the way we talked about them.

R. Duhaime: \$16,000 is still left after the reorganization, even with what is budgeted in for the engineer?

Dr. Shankle: Yes, we will not overspend.

Roll Call -

R. Duhaime – Yes

S. Orr – Yes

J. Levesque – Yes

N. Comai – Yes

D. Winterton – Yes

J. Sullivan – Yes

Vote unanimously in favor.

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

Dr. Shankle: You have a new sheet with the suggested changes. It's an additional whereas that states "We believe it is important for the safety of the employees, as well as the first responders, to know, as much as possible, who should be present in the building at any given time."

S. Orr motioned to accept the policy based on the new edits provided. Seconded by N. Comai. Vote unanimously in favor.

NEW BUSINESS

a. 15-032 Recycling and Transfer Condominium Reimbursement

J. Sullivan: We asked Dr. Shankle to look into this, and it looks like he has a proposal.

N. Comai motioned that Council amend the condominium reimbursement to 21 pounds per unit per week as recommended by the acting DPW Director. Seconded by J. Levesque.

D. Boyce: It's above the 30% the town is recycling now. We are asking residents to recycle so we can save money. It makes sense to expect them to strive for the same goals we are.

D. Winterton: Have you had any discussion with any of the condos?

D. Boyce: Council can make any changes; I'd recommend a letter go out with our next reimbursement suggesting this starts in January. I think it would be fair to them to propose it begin in January.

D. Winterton: Rather than propose, I'd nicely say this is going to happen.

D. Boyce: Sometimes it's hard to give this money away, we have to chase them for the slips that prove they have paid for the trash. I'd like to ask we give them 90 days to provide information so we don't have to keep chasing them to give them money.

J. Sullivan amended the motion to include that it takes effect Jan. 1, 2016 to provide proper notice to the condo associations. Seconded by S. Orr.

R. Duhaime: How often do we reimburse?

D. Boyce: Twice a year, in June and December. The solid waste haulers aren't waiting 90 days to submit the bills. All they have to do is prove to us they have received a bill and paid it.

R. Duhaime: If they can't give you something in 90 days, why are we giving them 6 months?

D. Boyce: Letters and checks will go out at the end of June so that it's at the end of this fiscal year.

N. Comai: Maybe we need to re-look at this to solve it. It sounds ridiculous that you have to chase them to pay them money and do it twice a year. I'm not sure what the number of condos is and what the difference in reimbursement will be, but maybe at a future meeting you can spell it out. I think with your new position, you can decide how it's going to go and then do it. You will have our full support, I would assume.

J. Levesque: The billing is a separate issue so we should take care of the amendment first.

D. Winterton: I'd concur with Ms. Boyce that we send them out with the next billing. We will save about \$10,000; we have 14 condo developments. I think in terms of goodwill, I think giving them extended notice, it's a fair thing to do. They do have budgets. There hasn't been anyone from a condo board here and I don't want to surprise them so I support the proposal.

Vote unanimously in favor of the amendment.

Vote unanimously in favor of motion as amended.

b. 15-033 Recycling and Transfer Automated vs. Manual Collection

D. Boyce: I know Councilor Ross has been asking for the comparison. We ended manual collection in 2011 and compared that to the last few years. There are so many variables to be taken into consideration, but if you look at it last year and this year, I believe we are still ahead and saving some money. I am really excited to mention that yesterday was the first double collection day we had with our new truck and we were able to do it with 3 men instead of 5. With the heat we had, it's a win-win in my mind.

J. Sullivan: There is clearly a savings on all fronts, ultimately. Almost a \$35,000 savings with the automated program. From a safety standpoint, having no one on the back of the truck is priceless.

R. Duhaime: You had insurance claims previously, and in the last 3 years no one has fallen off the back of the truck?

D. Boyce: Correct.

R. Duhaime: Back when we were doing it manually, there was no recycling and you were picking up both cans and we're still saving money.

D. Boyce: This is including everything. It should be noted we are collecting 65 more homes than we were; I can see that increasing.

5 MINUTE RECESS

c. 15-034 Fire-Rescue Union Negotiations

Dr. Shankle: Since the town meeting is over, we need to know who is going to be on negotiations from Council.

N. Comai: Can it wait for the new Councilors to get on?

J. Sullivan: With all due respect to District 1, I think we should wait until the July 8 meeting to appoint the committee members.

D. Winterton: I'd suggest if we have the ability to have negotiations now, Councilors Comai, Lizotte and myself would be glad to participate until then.

J. Sullivan: if there is any interest in doing something now I think Council would be happy to have you do that.

d. 15-035 Optima Bank & Trust Resolution – Christine Soucie, Finance Director

D. Winterton motioned to authorize the Council Chair to sign the resolution with Optima Bank and Trust to establish a banking relationship for the town of Hooksett. Seconded by N. Comai.

C. Soucie: The treasurer was contacted by a resident who works at Optima and they discussed investing our excess funds in there. The treasurer would like to invest extra money from this tax bill into a Money Market Account at a rate of .4%.

J. Sullivan: You looked at other options, and this seems to have the best return.

C. Soucie: That is correct.

S. Orr: Money Market Accounts limit the number of checks you can draw on that account; will we have access to the money?

C. Soucie: Yes, the treasurer will move large sums at a time and they earn interest. When we need funds, she goes to the place where we are not earning the best interest and moves those funds first.

Vote unanimously in favor.

e. 15-036 Record Retention – Unsealing of Town Council Non-Public Minutes

R. Duhaime motioned that Town Council create and adopt a process for unsealing Town Council Non-Public Minutes per RSA 91-A:3 III. Seconded by J. Sullivan.

J. Sullivan: My question is, is this part of your committee, Mrs. Comai?

N. Comai: It was brought to our attention that we do not have a procedure in place to unseal sealed minutes. The committee went in the direction with providing us with the ability of starting the procedure and moving forward, not going back. We are out of compliance now, because we don't open any unsealed minutes.

D. Fitzpatrick: The RSA states the minutes should be unsealed when they no longer apply to the circumstance. As the governing body, you would determine if we could unseal those. We have not been unsealing minutes with the exception of perhaps a couple from Conservation. We need to start unsealing those that no longer apply.

J. Levesque: Minutes of hardships – how do we handle that?

D. Fitzpatrick: I believe once it's deeded, it shows as public record; for payment plans, I don't think those are public record but perhaps the Tax Collector could add to that later.

D. Winterton: Would this policy apply to all boards in Hooksett?

N. Comai: Yes, it would.

D. Winterton: Would that board decide whether those minutes are unsealed or would this board?

Dr. Shankle: Each board decides their own.

N. Comai: That is the issue; we don't have a process in place at the moment. I believe it's a good time to start moving forward, not go back. The only reason something would be unsealed is if someone wants to know about it.

J. Sullivan: Once the policy is created and adopted, from that point we would have a process to unseal the sealed minutes from future meetings. We haven't officially released sealed minutes since 1989; we would have to determine older minutes on a case by case basis.

N. Comai: At the point of sealing the minutes, we can put a date on it as to when we have to go back to it. We'd have to vote to unseal.

J. Sullivan: As part of adopting this policy, would that criteria be put in?

N. Comai: It's TBD, it hasn't been created yet. We need to create one. I'd rather have it on the document when we seal it.

D. Fitzpatrick: From history, it may be to our advantage to have the same Council who sealed the minutes, review them that same year. I'm looking at June for the past fiscal year. Rather than put a date, there may be some things we are looking at that might not be resolved. We may put a date now, but it might not be resolved to the point where we take it out.

J. Sullivan: That would be part of the process when we create this policy.

D. Fitzpatrick: Maybe at each summer workshop we review the minutes.

S. Orr: I think we need to reach back further; this RSA is very clear and specific about items you are looking for when looking at these minutes. Some group would have to review the minutes case by case. Are we talking about 10 years ago? Is it time to release those at this point? It's public information. Once everything is passed and done, it's important to release it so people know what happened. It needs to be on a case by case, because it might be someone whose reputation still could be negatively affected. I like the idea of starting at this place and moving forward, but we should not totally eliminate the idea of going back as well.

J. Sullivan: That would be part of the discussion with that Committee, and we would give them that guidance. The next Council will vote on who to appoint on that committee.

Vote unanimously in favor.

SUB-COMMITTEE REPORTS

J. Levesque: Diane Boyce already covered everything at the Recycle & Transfer meeting.

D. Winterton: There was no Planning Board meeting, and I missed the Economic Development meeting, but I will be contacting members of this board as the Economic Development Committee needs task force members for the survey being run by UNH Cooperative Extension.

J. Sullivan: May 31 is Heritage Day; you'll be able to see the progress at Old Town Hall. There will be events at Robie's, Prescott Library and the #1 schoolhouse at Head's Cemetery. Old Town Hall meeting is next Monday at 11:00; things are progressing.

N. Comai: Nothing further to report, as we just discussed the Retention Committee.

S. Orr: Nothing; however we got a nomination for the Hooksett Youth Achiever from our outreach. That will need to be another consideration - 2 current Councilors on that committee are leaving after July 1.

R. Duhaime: Nothing to report.

PUBLIC INPUT

Harold Murray, 311 Hackett Hill Rd: In tonight's medical questions, it was brought up by one of the Councilors - we do have a volunteer EMT in the department. Steve Mandible has been an EMT since Hooksett had 2 fire stations and still maintains his qualifications. I have a very deep interest in the ambulance service in this town. I'd like to read a letter from CMC to read into the record. *(Attached)*

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 8:15pm. Seconded by R. Duhaime.

Roll Call -

R. Duhaime – Yes

J. Levesque – Yes

D. Winterton – Yes

S. Orr – Yes

N. Comai – Yes

J. Sullivan - Yes

Vote unanimously in favor.

J. Sullivan motioned to exit non-public at 9:05pm. Seconded by D. Winterton.

Vote unanimously in favor.

D. Winterton motioned to seal the non-public minutes of 5/27/15. Seconded by S. Orr.

Vote unanimously in favor.

J. Sullivan motioned to adjourn at 9:05pm. Seconded by D. Winterton.

Vote unanimously in favor.

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

Respectfully Submitted,

Tiffany Verney
Recording Clerk

Nominations

AGENDA NO. Nominations & Appointments
DATE: 6-10-15

CONSERVATION COMMISSION

Cindy Robertson: Reappointment-Full Member, exp. 6/2018

HERITAGE COMMISSION

Kathleen Northrup: Reappointment-Full Member, exp. 6/2018

PLANNING BOARD

Michael DiBietto: Reappointment-Alternate Member, exp. 6/2018

Muamer Durakovic: Reappointment-Full Member, exp. 6/2018

Richard G. Marshall: Reappointment-Full Member, exp. 6/2018

RECYCLING & TRANSFER ADVISORY COMMITTEE

Raymond Bonney: Reappointment-Alternate Member to Full Member

Jim Gorton: Nomination-Full Member

ZONING BOARD OF ADJUSTMENT

Phil Denbow: Reappointment-Alternate Member, exp. 6/2018

Richard Bairam: Reappointment-Full Member, exp. 6/2018

TOWN OF HOOKSETT
AVAILABLE APPOINTED POSITIONS

CONSERVATION COMMISSION

- (1) Alternate Member, exp. 6/2017
- (1) Alternate Member, exp. 6/2018
- (1) Full Member, exp. 6/2018

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

- (1) Resident Member
- (3) Hooksett Business Members

HERITAGE COMMISSION

- (2) Full Members, exp. 6/2016
- (2) Full Members, exp. 6/2018
- (1) Alternate Member, exp. 6/2017
- (1) Alternate Member, exp. 6/2018

PARKS & RECREATION ADVISORY BOARD

- (2) Full Members, exp. 6/2018

PLANNING BOARD

- (1) Alternate Member, exp. 6/2016
- (1) Alternate Member, exp. 6/2017
- (1) Alternate Member, exp. 6/2018
- (2) Full Members, exp. 6/2018

RECYCLING & TRANSFER ADVISORY COMMITTEE

- (1) Full Member, exp. 6/2017
- (1) Full Member, exp. 6/2018
- (1) Alternate Member, exp. 6/2018

SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

- (1) Full Member, exp. 6/2018

TOWN HALL PRESERVATION COMMITTEE

- (5) Full Members

ZONING BOARD OF ADJUSTMENT

- (1) Alternate Member, exp. 6/2016
- (1) Alternate Member, exp. 6/2018
- (1) Full Member, exp. 6/2018

These are unpaid volunteer positions. If interested in being nominated for an appointed position, please fill out the volunteer application form and send it to:

Town of Hooksett, Administration Department, 35 Main Street, Hooksett, NH 03106.

Kathryn Rosengren

From: Cindy Robertson <CindyR@drcnh.org>
Sent: Friday, February 06, 2015 10:40 AM
To: Kathryn Rosengren
Subject: Conservation Commission

Categories: Council Mtg

Katie –

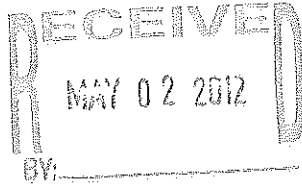
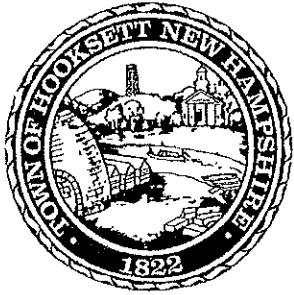
I received your letter of January 28, 2015 and am definitely interested in serving another term on the Conservation Commission.

I have nothing to add to the application I submitted in May of 2012 other than updating the length of time I have served on the Commission which is now 11 years.

Thanks!

Cindy Robertson
Senior Staff Attorney
Disability Rights Center - NH (Please note our new name)
New address as of August 27:
64 N Main Street, Suite 2, 3rd Floor
Concord, NH 03301-4913
phone: (603) 228-0432 or (800) 834-1721 (V/TTY)
fax: (603) 225-2077
www.drcnh.org

This message, including any attachments, is solely for the use of the intended recipient(s). It may contain privileged or confidential information, attorney work product, or other information protected from disclosure. If you are not the intended recipient, please contact the sender and delete the message from your system. Thank you.



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: May 1, 2012

Name: Cindy Robertson Phone: 603-228-0432

Address: 33 Autumn Run, Hooksett, N.H. 03106

Email Address: CindyR@drcnh.org

Signature: Cindy Robertson

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Evelyn F. Horn, Administrative Assistant or email to ehorn@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Conservation Commission

Economic Development Study Committee

Heritage Commission

Parks & Recreation Advisory Board

Planning Board

Police Commission (Requires at least 5 years residency and copies of MV and Criminal Records)

Recycling & Transfer Advisory Committee

Town Hall Preservation Committee

Zoning Board of Adjustment

How long have you been a resident of Hooksett?

22 years.

Why are you seeking this position?

In thinking about this question, I am reminded of the last stanza of a well-known Robert Frost poem which captures the sense of what it is like to be in nature and why, in addition, to the reasons stated below, it is imperative that such spaces be preserved. In these overly-hecktic, overly-hi-tech days, it is comforting to know that there are quiet, natural places close by where we can go to refresh our souls, calm our minds and just take a moment to breathe deeply. A place where perspective can be regained about what is really important in life. For me, that place is the woods.

*The woods are lovely, dark, and deep.
But I have promises to keep,
And miles to go before I sleep,
And miles to go before I sleep.* "Stopping by Woods on a Snowy Evening"

I have served as a Hooksett Conservation Commission member for the past 9 years. This tenure itself demonstrates my commitment to the belief that it is critical to the quality of life in Hooksett that open spaces be protected and available for the use and enjoyment of the Town residents now and in the future. It is also critical that wetlands be protected in order ensure safe drinking water, and the continued survival of innumerable plants and animals. I believe that I am able to do my part to ensure these things remain a vital part of my community by continuing to serve on the Conservation Commission.

Do you have any specific goals or objectives?

I would like to continue working on protecting, either by outright purchase or by easement, those areas of open space identified by the Open Space Committee and in the Master Plan as a priority. I would also like to make the open space Hooksett currently has, as well as any additional land obtained, as accessible as possible to as many people as possible through the development of a cohesive trail system.

Please list special skills, talents or experience pertinent to the position sought:

In addition to serving on the Hooksett Conservation Commission for the past 9 years (and occasionally serving as the acting chair), I have also taken trail maintenacnce workshops and worked on the AMC trails in the Mt. Washington Valley area. I am an avid outdoors person who

enjoys hiking, kayaking, cross-country skiing, snow shoeing, and winter camping which gives me a strong appreciation for open spaces and the critical need to keep them protected. I am also an attorney and am able to contribute to the review of various documents which come before the Commission.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

None known.

Please list any work, volunteer, and/or educational experience you would like to have considered:

I have been on the Hooksett Conservation Commission for the past 9 years and, on occasion, have served as the acting chair. I have also participated in several Conservation Commission workshops sponsored by the State of NH and am a member of Bear Paw Regional Greenways. As stated above, I am also an attorney which allows me to contribute a certain level of expertise to the Commission when reviewing various documents.

Please list any current/prior Town board membership and dates of service:

I have served on the Hooksett Conservation Commission since 2003. I also served as a member of the 2004 Master Plan Conservation and Natural Resources Subcommittee.



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 3-14-15

Name: KATHLEEN NORTHRUP Phone: 669-8926

Address: 24 Berry Hill Road

Email Address: KATHLEEN24@myfairpoint.net

Signature: Kathleen Northrup

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to krosengren@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify)

Kathleen Northrup
24 Berry Hill Road, Hooksett, NH 03106
Request for Reappointment to Hooksett Heritage Commission

How long have you been a resident of Hooksett?

All my life

Why are you seeking this position?

I have served on the Heritage Commission since it was reactivated in 2003. I'm very proud of what I've been able to accomplish and would like to continue to contribute. I really enjoy the variety of the tasks available—from research, to writing, and even event planning. It's all very interesting. There are not a lot of people working in this area so I feel I can make a difference.

Do you have any specific goals or objectives?

While I feel I have accomplished a lot, there are several projects I would like to wrap up. For example, we conducted many oral history interviews and made them available. I was successful in finding volunteers to transcribe them, but now the transcripts must be proofed and finalized to make them more accessible. There's a history book I'd like to reprint and a couple more markers noting sites of interest I'd like to do.

Please list special skills, talents or experience pertinent to the position sought:

I have been working in the preservation field since 1997 when I joined the board at Robie's. Since then I've attended many programs and seminars on a wide variety of subjects relating to historic preservation. I have written several successful grant applications for our projects. I am a member of the NH Preservation Alliance and have, over the years, cultivated many contacts there and at the NH Division of Historical Resources and other agencies which I feel have been beneficial to our work in Hooksett. I have been asked on several occasions to participate in panels at their programs.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

None that I am aware of.

Please list any work, volunteer, and/or educational experience you would like to have considered:

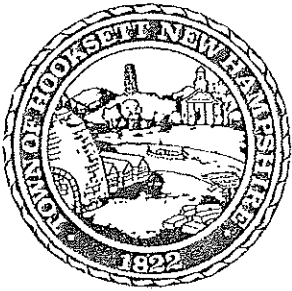
See "special skills/experience" answer above.

Please list any current/prior Town board membership and the dates of service:

Solid Waste Advisory Committee 1994-2000; Open Space Plan Committee 2004;
Pinnacle Planning Committee 2011-2012; Old Town Hall Preservation Committee 2009-2011,
2012-present, Chair 2014-date.

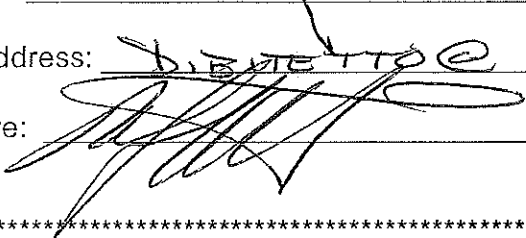
MEETING ATTENDANCE:

I have not missed a meeting during my current term.



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: JANUARY 29, 2015
Name: MICHAEL DIBETTE Phone: 603 346 4244
Address: 2 TAY ROAD
Email Address: DIBETTE@VLSN.COM
Signature: 

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to krosengren@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify)

How long have you been a resident of Hooksett?

20 years

Why are you seeking this position?

Public Service

Do you have any specific goals or objectives?

No Agenda except to Assure
That Applicants + VOTERS ARE
TREATED RESPECTFULLY

Please list special skills, talents or experience pertinent to the position sought:

Prior P.B. Service

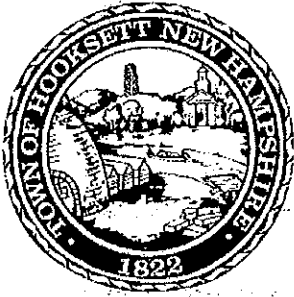
Please list any potential conflicts of interest you may have if appointed for a board or commission:

Any conflict or appearance
of conflict will be avoided by
Recusal or other means warranted

Please list any work, volunteer, and/or educational experience you would like to have considered:

Please list any current/prior Town board membership and the dates of service:

Planning Board ALTERNATE
Since July 1, 2014



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: December 30th 2013

Name: MUAMER DURAKOVIC Phone: 603-540-9979

Address: 124 MAMMOTH Rd #18, HOOKSETT, NH 03106

Email Address: Durakovic87@gmail.com

Signature: Muamer Durakovic

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to krosengren@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify)

How long have you been a resident of Hooksett?

November 2008 - Present

Why are you seeking this position?

I want to get involved and help out my community and to network since I am a recent graduate from SNHU.

M.S. in International Business.

Do you have any specific goals or objectives?

Make Hooksett a town for other towns to look at and try to copy us and our ideas.

Please list special skills, talents or experience pertinent to the position sought:

I've lived in four different countries with all kinds of different cultures. I understand people and have been an influential public figure in the Bosnian community for the past 10 years.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

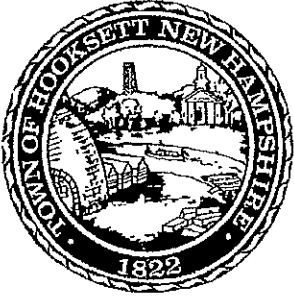
NONE

Please list any work, volunteer, and/or educational experience you would like to have considered:

M.S. in International Business from SNHU 2013
Coordinator at a high school in Amsterdam, Holland
Internship in international trade and customs in Ankara, Turkey.

Please list any current/prior Town board membership and the dates of service:

N/A



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 1 MAY 2012

Name: RICHARD MARSHALL Phone: 669-2805

Address: 6 LANCELOT DRIVE, HOOKSETT

Email Address: bumpaclaus@comcast.net

Signature: *Richard Marshall*

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Evelyn F. Horn, Administrative Assistant or email to ehorn@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Conservation Commission

Economic Development Study Committee

Heritage Commission

Parks & Recreation Advisory Board

Planning Board

Police Commission (Requires at least 5 years residency and copies of MV and Criminal Records)

Recycling & Transfer Advisory Committee

Town Hall Preservation Committee

Zoning Board of Adjustment

How long have you been a resident of Hooksett?

45 YEARS

Why are you seeking this position?

I BELIEVE I CAN BE AN ASSET TO THE PLANNING BOARD
BASED ON EXPERIENCE AND EDUCATION.

Do you have any specific goals or objectives?

MAINTAIN A BALANCED GROWTH WITHIN THE COMMUNITY

Please list special skills, talents or experience pertinent to the position sought:

REGISTERED PROFESSIONAL ENGINEER (RET)
MEMBER - HOOKSETT PLANNING BOARD (1973-2012)
35 YEARS AS AN ENGINEER WITH NHDOT

Please list any potential conflicts of interest you may have if appointed for a board or commission:

NONE THAT I AM AWARE OF.

Please list any work, volunteer, and/or educational experience you would like to have considered:

BSCOE - UNH - 1961 (MAJOR - CIVIL ENGINEERING)
MSCE - PURDUE - 1962 (MAJOR - TRANSPORTATION PLANNING)
HOOKSETT PLANNING BOARD (1973-2012)
COMMISSIONER - SOUTHERN N.H. PLANNING COMMISSION

Please list any current/prior Town board membership and the dates of service:

HOOKSETT PLANNING BOARD (1973-2012)

Kathryn Rosengren

From: r-f-b-trucking@comcast.net
Sent: Thursday, February 05, 2015 9:30 AM
To: Kathryn Rosengren
Subject: R. Bonney - Recycling Committtee

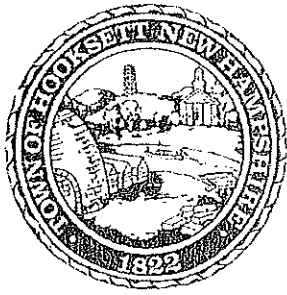
Categories: Council Mtg

Hello Katie,

As requested I am sending this email to you to express my continued interest in maintaining a position on the Recycling and Transfer Advisory Committee. I have enjoyed the time I have spent on this committee and wish to continue to help the Committee and Town with all aspects of trash and recycling. I have reviewed the application and there are no changes.

Should you need any more information or have any questions, please do not hesitate to email me or call me.

Thank you and have a great day,
Ray Bonney
603.341.4038



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: April 30, 2012
Name: Ray Bonney Phone: 603.670.4870
Address: PO Box 116246 Hooksett NH 03106
Email Address: R-FB-Trucking@Comcast.net
Signature: Raymond Bonney

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Evelyn F. Horn, Administrative Assistant or email to ehorn@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Police Commission (Requires at least 5 years residency and copies of MV and Criminal Records)
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment

How long have you been a resident of Hooksett?

August 2007

Why are you seeking this position?

Currently on the board and am very interested in continuing to help improve the town.

Do you have any specific goals or objectives?

Continue to help the town in a positive, money saving direction

Please list special skills, talents or experience pertinent to the position sought:

Been on Commission for 3 years. I have over 10 years experience working in transfer/landfill stations.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

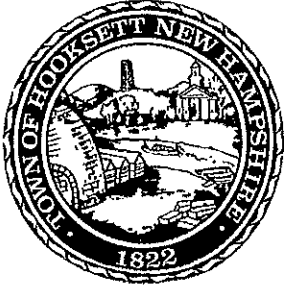
None

Please list any work, volunteer, and/or educational experience you would like to have considered:

Member Hooksett Kiwanis
Board Member Hooksett Lions Club

Please list any current/prior Town board membership and the dates of service:

Recycling & Transfer Advisory Committee
-Current



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: MAY 27, 2015

Name: JIM GORTON Phone: 603-8760

Address: 150 WEST RIVER ROAD

Email Address: jo go 33 @ comcast.net

Signature: *[Handwritten Signature]*

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to krosengren@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify)

How long have you been a resident of Hooksett?

30+ YEARS

Why are you seeking this position?

Do you have any specific goals or objectives?

WOULD LIKE TO INCREASE PUBLIC AWARENESS OF RECREATION

Please list special skills, talents or experience pertinent to the position sought:

Please list any potential conflicts of interest you may have if appointed for a board or commission:

N/A

Please list any work, volunteer, and/or educational experience you would like to have considered:

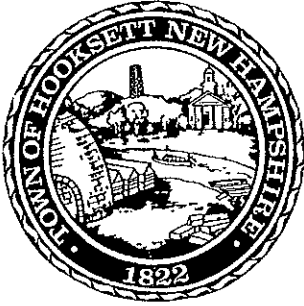
BOY SCOUT LEADER (10 YEARS)

SERVED ON ~~TOWN~~ HEVT

PARTICIPATED IN MASTER PLAN OF 2004

Please list any current/prior Town board membership and the dates of service:

SERVED AS TOWN COUNCILOR FOR 5 YEARS



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 5/28/15 _____

Name: Phil Denbow _____ Phone: 603-566-8443

Address: 8 Nancy Lane _____

Email Address: Delbert_Denbow@hsb.com _____

Signature: _____

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to krosengren@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify.)

How long have you been a resident of Hooksett?

26 years

Why are you seeking this position?

Want to help preserve the history of the town, but help it move forward

Do you have any specific goals or objectives?

Make sure Zoning decisions are consistent

Please list special skills, talents or experience pertinent to the position sought:

Engineer by trade and have been on board for some time already

Please list any potential conflicts of interest you may have if appointed for a board or commission:

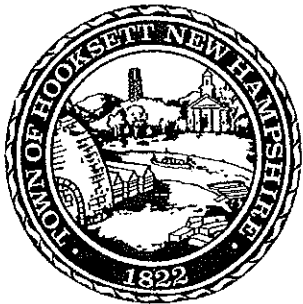
None

Please list any work, volunteer, and/or educational experience you would like to have considered:

Have volunteered on school board and ZBA

Please list any current/prior Town board membership and the dates of service:

See above.



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 6/7/12

Name: RICHARD BAIRAM Phone: 603-623-3219

Address: 2 FARMER RD

Email Address: RBAIRAM@COMCAST.NET

Signature: Richard Bairam

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Evelyn F. Horn, Administrative Assistant or email to ehorn@hooksett.org.

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Conservation Commission

Economic Development Study Committee

Heritage Commission

Parks & Recreation Advisory Board

Planning Board

Police Commission (Requires at least 5 years residency and copies of MV and Criminal Records)

Recycling & Transfer Advisory Committee

Town Hall Preservation Committee

Zoning Board of Adjustment

Other (Please specify.)

How long have you been a resident of Hooksett?

71 yrs

Why are you seeking this position?

To Help The Town

Do you have any specific goals or objectives?

NO

Please list special skills, talents or experience pertinent to the position sought:

LONG LONG Resident

LOCAL BUSINESS OWNER 36 YRS BEFORE RETIREMENT

Please list any potential conflicts of interest you may have if appointed for a board or commission:

NONE

Please list any work, volunteer, and/or educational experience you would like to have considered:

| | |
|-------------------|-----------------|
| ZBA ALTERNATE | 2007 TO 2008 |
| IL FULL TIME | 2009 TO PRESENT |
| Recycle + TRANS. | 2007 TO PRESENT |
| Police Commission | 1999 TO 2006 |

Please list any current/prior Town board membership and the dates of service:

ZBA



AGENDA NO. 15-032

DATE: 6-10-15

Staff Report
Recycling and Transfer Change of Policy re: Condominium Reimbursement
June 10, 2015

Background: On May 27, 2015, the Town Council voted to reduce the amount of money reimbursed to the Condominiums in Hooksett. The reduction was to reimburse at a 21 pound per unit from the original 31 pound per unit. This change is to take place in January 2016, to give the condominiums an opportunity to prepare their budgets. This was to keep with the Town wide recycling rate of 30%.

Discussion: The Town Recycling and Transfer Policy will need to reflect this change. We have also experienced on several occasions that we have to constantly remind the condo associations about providing copies of paid invoices to receive the checks that we issue twice a year. I would like this opportunity to change the policy to give a time line so that it is not our obligation to constantly remind them that we have a check for them. I have attached a copy of the Policy and the change.

Fiscal Impact: None

Recommendation: I would recommend the Council approve the change in the Recycling and Transfer Policy to reflect the reimbursement amount and the time frame for which the paperwork needs to be received by us for release of the check.

Prepared by: Diane Boyce, Acting Public Works Director

Town Administrator Recommendation: *concur*


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

RECYCLING AND TRANSFER POLICY

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~~ 21 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. (*Condominium associations must submit the verification of paid invoices no later than 90 days after the reimbursement period.*

January – June receipts must be received by September 30th

July-December receipts must be received by March 31st.)

AGENDA NO. 15-037
DATE: 6-10-15

Staff Report
Parks and Recreation Impact Fees – Petersbrook Field Expansion
June 10, 2015

Background: In 2011, the town purchased the 7+ acres adjacent to the Petersbrook Fields that the town currently owns. Discussions were held with HYAA and the Parks and Recreation Advisory board. A plan was developed and a plan to move forward was developed. The plan is to utilize the Parks and Recreation Impact fees to build the new fields that will be located on these 7+ acres. We are looking to continue work on this project and would like to obligate the funds to move forward.

Issue: to have the Town council obligate \$145,908 from the Parks and Recreation Impact fees for the continued development of Petersbrook field Expansion.

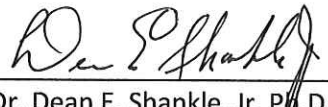
Discussion: After discussions with HYAA, Parks and Recreation Advisory board and the Parks and Recreation Division the following plan was agreed upon. The money will be used for hydroseeding the slopes, electrical (not including the lights themselves), irrigation, fine grading and fencing so that the field will be play ready in two years. We have started some of these projects now with money that was already been obligated.

Fiscal Impact: None

Recommendation: I recommend the town council to obligate \$145,908 from the Parks and Recreation Impact Fees for the Petersbrook Field Expansion Project.

Prepared by: Diane Boyce, Acting Public Works Director

Town Administrator Recommendation: *Concur*


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

AGENDA NO. 15-038

DATE: 6-10-15

Staff Report
Parks and Recreation Impact Fees – Merrimack Riverfront Project
June 10, 2015

Background: In December , 2014, The Hooksett Parks and Recreation Advisory board voted to obligate \$100,000 from the Parks and Recreation impact fees to the conservation commission, Merrimack riverfront Project.

Issue: To have the town council obligate \$100,000 from the Parks and Recreation Impact fees for the Merrimack Riverfront Project.


Discussion: After obligating this money, the Hooksett Parks and Recreation Advisory Board will have enough funds to complete Petersbrook Field Expansion to have the fields play ready in two years.

Fiscal Impact: None

Recommendation: Town council to obligate \$100,000 from the Parks and Recreation Impact Fees for the Merrimack Riverfront Project.

Prepared by: Diane Boyce, Acting Public Works Director

Town Administrator Recommendation: *concur.*


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

Staff Report
Roadway Impact Fees – Hackett Hill Roadway Project
June 10, 2015

AGENDA NO. 15-039
DATE: 6-10-15

Background: The Town of Hooksett has been working with TF Moran and the State of New Hampshire to develop a plan for the for improvements on Route 3A involving the hourglass project and the Hackett Hill Intersection.


Discussion: The Town needs to obligate \$5,088 for Zone 1 impact fees in the near future, or lose them.

Fiscal Impact: None

Recommendation: I recommend that the Town council obligate \$5,088 in impact fees for Zone 1 for the Hackett Hill Intersection Project.

Prepared by: Diane Boyce, Acting Public Works Director

Town Administrator Recommendation: *concur*



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

Staff Report
Waive bid requirements and approve Property Liability
Insurance contract with Travelers
June 10, 2015

Background:

The Town Charter Section 5.12. "Requirements for bids may be waived in specific instances by two-thirds (2/3) vote of the Council." The Town's contract with Travelers for Property Liability is ending June 30, 2015. Last year the Town received only three bids from Property-Liability Trust Inc (PLT), Primex³ and Travelers.

Issue:

I would like to request the waiving of the bid requirements for the following reasons:

- 1) It has been anticipated that Travelers renewal rates would be favorable. A 3% increase is expected, as the Town's claims for this current year has been minimal.
- 2) Last year carriers were not interested in providing quotes to the Town due to The Town's loss experience. Carriers generally look at the past five years of historical claims. Currently the Town had seven large claims over the past five years that cost \$514,248.
- 3) Carriers look at relationships with clients, if the Town changes carriers every year, this may turn some carriers off as they don't see the Town as a long term partner.
- 4) Travelers provides a lot of resources (trainings, websites and staff, including attorneys) that are helpful to Towns that do not have a dedicated Risk Managers. It takes time for our staff to learn and navigate these resources in order to take full advantage.
- 5) Last year Travelers quote was over \$110,000 less than PLT and \$140,468 less than Primex³.

Discussion:

More information will be provided about the renewal rates for Travelers at the meeting. The rates are expected on Monday June 8th.

Fiscal Impact:

Current cost for property liability insurance is \$233,630. Anticipated 3% increase of \$7,008 would bring the renewal cost to \$240,638.

Recommendation: Motion to waive the three bid requirement for property liability insurance and allow the Town Administration to enter into a one year agreement with Travelers.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *cover*

A handwritten signature in cursive script, reading "Dean E. Shankle Jr.", positioned above a horizontal line.

Dean E. Shankle Jr.
Town Administrator

**Staff Report
Encumbrances
June 10, 2015**

AGENDA NO. 15-041
DATE: 6-10-15

Background: In accordance with RSA 32:7, all appropriations shall lapse at the end of the fiscal year unless it meets one of six exceptions:

- I. Encumbered by a legally enforceable obligation created by contract
- II. Capital Reserve Funds and Trust Funds
- III. Issuance of Bonds or Notes
- IV. Anticipated Grants from State, Federal or private sources
- V. Special warrant article at properly noticed meeting for which appropriations is available
- VI. Special warrant articles that are written longer than one year, but not over five years

Discussion: The following items are possible encumbrances for the next Council meeting.

| | | |
|----------|--|--------------|
| 1 | Police New Filing System – 001-400.4210-751.000 -Contract with Datum Storage Solution. System to be delivered on June 26 th to local installer with on-site installation in early July. | \$11,909.00 |
| 2 | Road Paving – 001-450.4312-720.000 | \$300,000.00 |
| 3 | Parks Laser Mower – 001-450.4520-751.000 | \$8,000.00 |

Fiscal Impact: Budget Summary will be provided at the June 24th meeting along with more detail about each encumbrance.

Recommendation: Review and discuss each items for possible encumbrance at the June 24 meeting.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *Concur*



Dean E. Shankle Jr.
Town Administrator

TOWN COUNCIL MEETING SCHEDULE

July 2015 – June 2016
Council Chambers @ 6:30 pm

AGENDA NO. 15-042

DATE: 6-10-15

| | | |
|---------------------------|------------------------|-------------------------|
| July 8, 2015 | Regular Meeting | Council Chambers |
| July 22, 2015 | Workshop | Council Chambers |
| August 12, 2015 | Regular Meeting | Council Chambers |
| August 26, 2015 | Regular Meeting | Council Chambers |
| September 9, 2015 | Regular Meeting | Council Chambers |
| September 23, 2015 | Regular Meeting | Council Chambers |
| October 14, 2015 | Regular Meeting | Council Chambers |
| October 28, 2015 | Regular Meeting | Council Chambers |
| November 18, 2015 | Regular Meeting | Council Chambers |
| December 2, 2015 | Regular Meeting | Council Chambers |
| December 16, 2015 | Regular Meeting | Council Chambers |
| January 9, 2016 | Budget Workshop | Council Chambers |
| January 13, 2016 | Regular Meeting | Council Chambers |
| January 27, 2016 | Regular Meeting | Council Chambers |
| February 10, 2016 | Regular Meeting | Council Chambers |
| February 24, 2016 | Regular Meeting | Council Chambers |
| March 9, 2016 | Regular Meeting | Council Chambers |
| March 23, 2016 | Regular Meeting | Council Chambers |
| April 2, 2016 | Town Meeting | Cawley School |
| April 13, 2016 | Regular Meeting | Council Chambers |
| April 27, 2016 | Regular Meeting | Council Chambers |
| May 10, 2016 | Town Election | Cawley School |
| May 11, 2016 | Regular Meeting | Council Chambers |
| May 25, 2016 | Regular Meeting | Council Chambers |
| June 8, 2016 | Regular Meeting | Council Chambers |
| June 22, 2016 | Regular Meeting | Council Chambers |

*Meetings are subject to change with at least a week's notice.

AGENDA NO. 15-043

DATE: 10-10-15

Staff Report
Proposed Public Safety Administrative Consolidation
June 10, 2015

Background: For some time the Council has been discussing the possibility of an administrative consolidation of the police and fire/ rescue departments. It seems that now would be a good time to move forward.

Discussion: Please see attached "DRAFT Hooksett Department of Public Safety Proposed Consolidation of Police and Fire Departments 2015."

Fiscal Impact: Reduction in cost by streamlining functions so as to not need to replace the recently retired fire chief.

Recommendation: Recommend that the Council move to direct the Town Administrator to prepare or revise the appropriate documents to move forward with the consolidation and to bring them back to the Council's next meeting for approval.

Prepared by: Town Administrator



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

DRAFT

Hooksett Department of Public Safety

Proposed Consolidation of Police and Fire Departments

2015

Purpose:

The purpose of this report is to consider what a department of public safety for the Town of Hooksett would look like and how an administrative consolidation would benefit the community as a whole. It will also briefly discuss the administrative functions associated with one Director of Public Safety and the organizational structure of any combined aspects of the new department of public safety.

Discussion:

The Town of Hooksett currently is comprised of a police department and a fire department with emergency management duties generally assigned to the fire department by appointment of the Town Administrator, according to ordinance # 00-30.

The police department is currently allotted 28 full time sworn police officers, 2 part time sworn officers and 10.5 civilian employees for support staff, administrative and prosecutorial duties.

The fire/ rescue department is comprised of 26 full time fire fighter positions and 5 on call firefighter positions, one administrative civilian working out of two separate station houses. Central Station, which is the department's headquarters and Station One located on the North side of the Mains Street Bridge.

Consideration:

The Town, looking to make organizational improvements, is considering an administrative consolidation of the Fire and Police departments. Research from both the IAFF (International Association of Fire Fighters) and the IAFC (International Association of Fire Chiefs) has indicated that there are four types of department consolidation models.

1. **Full Consolidation:** Police and fire fighting duties are combined under a single agency.
2. **Partial Consolidation:** Police and fire services remain separate, except for a designated cadre of PSOs who perform both firefighting and law enforcement functions.
3. **Functional Consolidation:** Police and fire departments operate separately, with some of the duties typically performed by one department assigned to the other; e.g., firefighting personnel may help in administering police work, or police officers may assist fire fighters at a scene by reading gauges or hooking up hoses.
4. **Administrative Consolidation:** Fire and police departments remain completely separate; however, they operate under the administration of a single director who maintains full authority over all police and fire services.

The first three of these models are generally discouraged as combined Public Safety Officers who are partially trained for both fire and law enforcement duties can be an enormous task. Waterville Valley NH has had a fully consolidated department of public safety since about 1971. Police officers are trained as firefighter/ EMT's and firefighters are certified part time police

officers. This model has been successful as there was no fire department when the concept of consolidation was implemented.

The Town of Hooksett is looking to emulate the "Administrative Consolidation" model with each department functioning as separate divisions reporting to one Public Safety administrator. An IAFF study titled "Police and Fire Consolidation, An Ineffective Use of Resources" states

*"Most consolidation efforts today do not involve operational consolidation. Instead, a limited number of functions may be combined, or two departments may be nominally consolidated under a single administrator. **Such cases do not normally alter the delivery of fire and police services"***

Hooksett is looking to achieve this goal. One Department of Public Safety that oversees and operates fire operations and police operations separately. This will allow the town to continue a high level of fire service and police service while maintaining staffing levels, training opportunities and creating efficiencies within the administrative operation of the new department.

It is recommended that the Town Council create a new organizational structure for the Town's Police and Fire Departments. That structure would include the creation of a single Public Safety Director, who will have administrative oversight of a newly titled position of Deputy Director/Chief of Fire Operations and a newly titled position of Deputy Director/Chief of Police Operations and that the director be appointed to a fixed term of service no less than five years and that he/she reports directly to the Town Administrator. Additionally, the Director shall be appointed Director of Emergency Management by the Town Administrator under Hooksett Other Ordinances #00-33. It is also recommended that each of the Deputy Directors negotiate individual contracts with the Town Administrator and the Council approve those contracts for no more than two year terms.