

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, June 24, 2015**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SPECIAL RECOGNITIONS**
 - a. Town Councilors with terms ending 06/30/2015
- 5. APPROVAL OF MINUTES**
 - a. Public: 06/10/2015
 - b. Non-public: 06/10/2015
- 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 – New Volunteer(s)
 - b. Appointments – Reappointment(s) and New Member(s) as of 07/01/2015
- 12. SCHEDULED APPOINTMENTS**
 - a. Hooksett Kiwanis 5K Road Race – John Lyscars & Sue Willey
 - b. Merrimack Riverfront Trails – Steve Couture
- 13. 15 MINUTE RECESS**
- 14. OLD BUSINESS**
 - a. 14-066 Lilac Bridge Update
 - b. 15-041 End of Fiscal Year Encumbrances
- 15. NEW BUSINESS**
 - a. 15-044 Land Use Permission Request – Hooksett Kiwanis 5 K Road Race
 - b. 15-045 Approval for Consultant - Merrimack Riverfront Trails
 - c. 15-046 Approval for LCHIP Historic Grant Application - Old Town Hall
 - d. 15-047 Discussion - Martin's Ferry Road Speed Limit
 - e. 15-048 Town Report Cover Theme
 - f. 15-049 Approval of Paving Contract
 - g. 15-050 Approval for Purchase of 20 New Taser X2
 - h. 15-051 Presentation on Hooksett Fire Department Operations
 - i. 15-052 Exception Requests for Salaried Exempt Employees Hours of Work
- 16. SUB-COMMITTEE REPORTS**
- 17. PUBLIC INPUT**
- 18. NON-PUBLIC SESSION**

revised: 06/17/2015

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.

TOWN COUNCIL MEETING MINUTES
Wednesday, June 10, 2015

1. CALL TO ORDER

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

2. ROLL CALL – ATTENDANCE

Nancy Comai, Robert Duhaime, Donald Winterton, James Levesque, Chairman James Sullivan, Susan Orr, and Adam Jennings

MISSED: Todd Lizotte and David Ross

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

None

5. APPROVAL OF MINUTES

a. Public: May 27, 2015

J. Levesque motioned to accept the public minutes of May 27, 2015. Seconded by D. Winterton. Vote unanimously in favor. A. Jennings abstained due to prior absence.

b. Non-public: May 27, 2015

D. Winterton motioned to accept the non-public minutes of May 27, 2015. Seconded by R. Duhaime. Vote unanimously in favor. A. Jennings abstained due to prior absence.

6. AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

7. PUBLIC HEARINGS

None.

8. CONSENT AGENDA

9. TOWN ADMINISTRATOR'S REPORT

The Town Administrator was not in attendance.

10. PUBLIC INPUT: 15 Minutes

Harold Murray (311 Hackett Hill Road): At the May 27, 2015, meeting I came before you, read a letter, and asked that it be placed on the record and as part of the minutes. When I read the minutes it says "attached", however I cannot find it.

J. Sullivan: We will double check that and make sure that information was added. I believe you did read that into the record.

H. Murray: I provided you with a copy of it, but I wanted it in the written record.

J. Sullivan: That was the intention. We can include it in the body of the minutes, if need be.

11. NOMINATIONS AND APPOINTMENTS

Nominations – Reappointment(s) and New Member(s) as of 07/01/2015

a. Nominated: Cindy Robertson: Conservation Commission (reappointment) (full member)

N. Comai motioned to appoint Cindy Robertson to Conservation Commission as a full member until 6/2018. Vote unanimously in favor.

- b. Nominated: Kathy Northrup: Heritage Commission (reappointment) (full member)
R. Duhaime motioned to appoint Kathy Northrup to the Heritage Commission as a full member until 6/2018. Vote unanimously in favor.
- c. Nominated: Michael DiBitetto: Planning Board (reappointment) (alternate member)
D. Winterton motioned to appoint Michael DiBitetto to the Planning Board as an alternate member until 6/2018. Vote unanimously in favor.
- d. Nominated: Muamer Durakovic: Planning Board (reappointment) (full member)
D. Winterton motioned to appoint Muamer Durakovic to the Planning Board as a full member until 6/2018. Vote unanimously in favor.
- e. Nominated: Richard G. Marshall: Planning Board (reappointment) (full member)
D. Winterton motioned to appoint Richard G. Marshall to the Planning Board as a full member until 6/2018. Vote unanimously in favor.
- f. Nominated: Raymond Bonney: Recycling & Transfer Advisory Committee (reappointment) (alternate member to full member)
J. Levesque motioned to appoint Raymond Bonney to the Recycling & Transfer Advisory Committee from alternate member to full member until 6/2018. Vote unanimously in favor.
- g. Nominated: Jim Gorton: Recycling & Transfer Advisory Committee (full member)
J. Levesque motioned to appoint Jim Gorton to the Recycling & Transfer Advisory Committee as a full member until 6/2017. Vote unanimously in favor.
- h. Nominated: Phil Denbow: Zoning Board of Adjustment (reappointment) (alternate member)
J. Levesque motioned to appoint Phil Denbow to the Zoning Board of Adjustment as an alternate member until 6/2018. Vote unanimously in favor.
- i. Nominated: Richard Bairam – Zoning Board of Adjustment (reappointment) (full member)
J. Levesque motioned to appoint Richard Bairam to the Zoning Board of Adjustment as a full member until 6/2018. Vote unanimously in favor.

J. Sullivan: There is a complete list of appointed positions available on the website. If anyone has a request for information they should contact the Administration Department.

Donna Fitzpatrick: In reference to the item Mr. Murray brought to our attention, I spoke with him in the audience and was showing him that on the record for the CMC letter, it is the last attachment of 36 pages of the minutes. We include additional items as attachments to the minutes.

J. Sullivan: If someone were to go to the website they will see that letter at the end of the 36 pages?

D. Fitzpatrick: Yes.

H. Murray: Is it possible to move that up as part of my input on the record so you don't have to go through all 36 pages?

J. Sullivan: I will see if they can move that.

12. SCHEDULED APPOINTMENTS

None.

13. 15 MINUTE RECESS

14. OLD BUSINESS

- a. 15-032 Recycling and Transfer Condominium Reimbursement Change of Policy

Diane Boyce (Director of Public Works): Dr. Shankle asked me to mention that Eversource has hired a tree company to cut down trees on Main Street that are hanging over the power lines. The trees are marked, and if anyone has a sentimental tree that they would like to save please let us know. Regarding the reimbursement policy, at the last Council meeting the Council voted to reduce the amount of trash disposal to 21 lbs. per unit, per week, at the condo for their condo reimbursement so I am moving forward so we can change the policy to reflect that. We also wanted to add on to the policy a time line of when we have to have the receipts in, because we occasionally have an issue getting those checks out.

J. Sullivan: That will be effective as of January 1, 2016?

D. Boyce: Correct. I am getting ready to issue some checks now, and we will put a letter in with them so they are aware.

J. Levesque motioned to amend the policy to state that the amount of trash disposal be reduced from 31 lbs. per unit, per week, to 21 lbs. per unit, per week and that condominium associates must submit the verification of paid invoices no later than 90 days after the reimbursement period. January through June receipts must be received by September 30 and July through December receipts must be received by March 31. Seconded by N. Comai. Vote unanimously in favor.

D. Boyce: I would like to add that the town may rescind or amend this section of the policy at any time. It is already in the policy, but not on the sheet that I gave you.

N. Comai: Diane is not the beginning of not getting the checks out and it isn't her procedures that are slowing the process down. It is the timing of the receipts coming in from the condominium complexes.

15. NEW BUSINESS

- a. 15-037 Public Works – Obligation of \$145,908 in Parks & Recreation Impact Fees for the Petersbrook Field Expansion

D. Winterton moved that we oblige \$145,908 for the Parks & Recreation Impact Fees for the Petersbrook Field Expansion project. Seconded by A. Jennings.

D. Boyce: We have these impact fees and we have to obligate them before we lose them. Petersbrook is a big project we have going. This will allow completion to get it play ready.

J. Sullivan: What will the funds be used for?

D. Boyce: Hydro-seeding, which we have started; electrical, which will not include the lights because HYAA will be paying for those; irrigation; fine grading; and fencing.

R. Duhaime: What is the time-frame for removing the fill?

D. Boyce: We do not have a time-line, however, they are in the process of doing that now. They are working with Manchester Sand and Gravel and this is a busy season. We believe it will be soon because we have to have the grass established before the end of the season.

R. Duhaime: The Fall will be the best to hydro-seed.

D. Boyce: Correct.

R. Duhaime: Is Manchester Sand and Gravel aware of that?

D. Boyce: Yes, and we are in constant contact with them.

Roll Call

D. Winterton – Yes

N. Comai – Yes

J. Levesque – Yes

A. Jennings – Yes

R. Duhaime – Yes

S. Orr – Yes

J. Sullivan – Yes

Vote unanimously in favor.

- b. 15-038 Public Works – Obligation of \$100,000 in Parks & Recreation Impact Fees for the Merrimack Riverfront Project

A. Jennings motioned to obligate \$100,000 in Parks & Recreation Impact Fees for the Merrimack Riverfront Project. Seconded by N. Comai.

D. Boyce: The Hooksett Parks & Recreation Advisory Board has been working with Steve Couture on the Merrimack conservation trails. They wanted to be able to obligate some of the money that we have in the Parks & Recreation impact fee, they voted to do that, and we have enough money to do what we need to on Petersbrook.

Steve Couture: We are ready to move forward.

A. Jennings: The Parks & Recreation Advisory Committee was not sure if we had enough funds for both projects so Diane has been working with Christine, since the last meeting, to verify we had the right amount of funds.

D. Winterton: This is in addition to the \$100,000 the voters approved on the warrant article?

S. Couture: Correct.

R. Duhaime: I read there will be enough funds to complete the Petersbrook field expansion which is not where this \$100,000 is going. It says both monies for two different projects.

A. Jennings: At our last Parks & Recreation meeting there was a question on if we had enough funds.

D. Boyce: We are losing a field on Rt. 3A so we wanted to make sure there was enough money in this fund to complete Petersbrook before we obligated the money to the Merrimack trails. They do have enough money for both.

R. Duhaime: So the \$100,000 is going to the river front project?

D. Boyce: Correct.

N. Comai: Could we have Mr. Couture explain to us the details of what is happening?

J. Sullivan: Yes.

S. Couture: We issued an RFP, are interviewing two consultants tomorrow, and are hoping to have them under contract by next week. That will be for the design, permitting, bid construction documents, and construction oversight. All of the permits will be in place for the project as a whole. We have tentative funding and, very likely, \$50,000 from DRED to establish the trail head and the first bridge over Brown's Brook. The permits will drive things and we are hopeful that this Fall we will be able to establish the trail-head and the initial 1,000' of trail. We will have \$50,000 from DRED, \$100,000 from the warrant article, \$100,000 from the impact fee, and it looks like the Conservation Commission, out of it's conservation fund, will be paying for the consultant to do all the permitting and design work on the front. Then we will be using the other funds for the actual construction. It will be phased. There was \$1,000,000 estimate for the whole thing and we are about a quarter of the way there with what we have. We will be applying for a technical assistance grant with the National Park Service Rivers and Trails Conservation Program. Generally they can help with fundraising efforts and raising awareness about the project as well as staff time.

N. Comai: Not to hinder the process, I am just curious. If we had a town engineer in place, would this kind of project be something that would be passed to that person to remove some of the costs?

S. Couture: It is possible. It is a work load matter so I am not sure what the scope is to be the hired town engineer. My guess is they would provide assistance and oversight for the contract since they are an engineer.

N. Comai: With the design and permitting, would that be something that person has the capacity to do?

S. Couture: I don't know the expertise of the engineers. It is wetlands science as well, so it would depend on their expertise and what they have done in the past.

D. Boyce: I would think there would be more overseeing and some construction monitoring.

N. Comai: You would not foresee any elements of the project to go to the engineer to save Hooksett money?

D. Boyce: Once we get the plans in place there could be some parts of the project.

J. Sullivan: What is the full acreage of the riverside project?

S. Couture: 134 acres and we are going to try to put in 1.47 miles of trail.

Roll Call

D. Winterton – Yes

N. Comai – Yes

J. Levesque – Yes

A. Jennings – Yes

R. Duhaime – Yes

S. Orr – Yes

J. Sullivan – Yes

Vote unanimously in favor.

- c. 15-039 Public Works – Obligation of \$5,088 in Zone 1 Roadway Impact Fees for the Hackett Hill Roadway Project

J. Sullivan motioned to recommend the Town Council obligate \$5,088 in impact fees in Zone 1 for the Hackett Hill Roadway Project. Seconded by J. Levesque.

D. Boyce: We have to obligate these funds or lose them in Zone 1. The project we currently have going on is the Rt. 3A and Hackett Hill Road intersection.

Vote unanimously in favor.

- d. 15-040 Property Liability Insurance contract with Travelers

Christine Soucie (Finance Director): I met with our agent for property liability and he gave us the quote for Travelers. It came in three percent higher than the previous year. Our history with property liability is about a nine percent increase each year, so three percent was positive. The national average is between five and six percent. We did not do a competitive bid process this year for several factors. The major reason was that last year, when we did the bidding, the two competitors plus Travelers, had such a difference in price we did not feel going out again would serve the community. Also, Property-Liability Trust, Inc. is no longer offering property insurance so we would be limited to Primex, which offered \$140,000 more than our current contract.

J. Levesque motioned to waive the three-bid requirement for insurance for this year. Seconded by S. Orr.

D. Winterton: Even if we put this out to bid, you would only expect two bidders?

C. Soucie: That is what we were anticipating, one from Primex and one from Travelers. We had a couple of others interested last year, private commercial property insurance, but when they saw our claims history they declined to offer to us. We are still not far enough away from our claims history to show that we made an improvement. Although, this year, we only had \$18,000 worth of claims, so it was a good year for us.

D. Winterton: What is the cost to the town for the bidding process?

C. Soucie: We spent approximately 40 hours of staff time reviewing documents and preparing individual applications.

Vote unanimously in favor.

J. Sullivan motioned to allow the town administration to enter into a one-year contract with Travelers for \$243,434. Seconded by A. Jennings.

C. Soucie: The flood insurance went up more than three percent. Flood insurance is based on the federal government.

R. Duhaime: How many years will it be for our past history to be a factor?

C. Soucie: They look at the last five years of history.

R. Duhaime: Maybe in the next year or two you should be able to get competing bids.

C. Soucie: In 2013, we had three large claims. We dropped \$100,000 worth of claims off from the previous year.

N. Comai: Would we get a further discount with a longer term than one year?

C. Soucie: Travelers does not do longer than one year, and I am not sure commercial insurance generally does.

Roll Call

D. Winterton – Yes

N. Comai – Yes

J. Levesque – Yes

A. Jennings – Yes

R. Duhaime – Yes

S. Orr – Yes

J. Sullivan – Yes

Vote unanimously in favor.

e. 15-041 End of Fiscal Year Encumbrances

C. Soucie: We submitted a staff report with three items and it has grown to eight items. We are here to discuss these items. If you would like more information we can provide that to you and at the next meeting we anticipate giving you a better understanding of how this will impact the budget.

J. Sullivan: Could you please go through this for us.

C. Soucie: 1.) New filing system for the Police Department. They placed the order for this system in early May. It is a custom file system that moves files up for the employees and there will be no more drawers.

This is a timing issue and they anticipate it being in state at the installer on June 26, but not at the Town Hall until June 30. 2.) Road Paving. I believe Diane is working on the bid. She anticipates getting it out to the three major bidders that we see every year. They have been put on notice that it will be a short time frame to get that bid back to us. The \$300,000 is what was annually budgeted. 3.) The laser mower has been removed. 4.) The Granite Street retaining wall. Last Fall the DPW Director was in, he got a contract, and we got early snow which prevented the work from being done. We wanted to encumber the funds to do it this Fall. 5.) Engineering services for the CMAC sidewalk grant. There is \$13,000 left on that contract. The sidewalk is for the Connector Road and that project was put on hold because of the Main Street bridge. 6.) Tin ceiling for the Old Town Hall. We received \$10,000 of grant funds. We are holding those funds over into the next year for the work to be performed. 7.) In this years budget, we had a highway truck with a plow budgeted. It has been put on order. They just have to put the equipment on it and then will ship it to us. We are hoping to get it by June 30, but if not we want to encumber it so that we can pay for it in July. 8.) Chief Bartlett is requesting 20 new tasers with holsters, cartridges, belts and batteries. They have a mix of old and new, and the goal was to phase out the old ones as they fail reducing the burden of replacing them all at one time. Unfortunately, their situation is at the point where the old tasers are failing rapidly.

N. Comai: If we vote tonight to allow you to encumber these funds, and for some reason one of these falls out after more discussion when the Town Administrator comes back, would that mean that you may or may not have to spend the money?

C. Soucie: Correct. When you encumber the funds, if something happens where we can purchase it prior to July 1, or not, the monies do not roll over into the new year budget. It would just go back as unspent budget.

N. Comai: I see questions regarding some these items, and I don't feel comfortable just saying to encumber the funds.

C. Soucie: We are not asking you to encumber any money tonight. We are just asking you to hear these questions so that you can be prepared for the next meeting for this to be presented to you.

J. Sullivan: That is what you indicated in the recommendation. To discuss items for possible encumbrance at our June 24 meeting.

R. Duhaime: Is the Chief going to be here at the next meeting?

J. Sullivan: I will ask the administration to request his presence.

N. Comai: It is encumbered upon us that 4, 5, 6, 7, and 8 are just being brought to us now. 1, 2, and 3 were in the packets. That is why I am hesitant to be forthright.

J. Sullivan: We were asked to wait and make the official motion at our next meeting.

A. Jennings: Which line items were budgeted for that purpose? Is it only because it is rolling over that we need to encumber the funds? Is there anything that is changing it's purpose?

C. Soucie: I don't think so. The filing system is being paid out of the new equipment line for the police; the paving is the paving line for DPW; the Granite Street wall is road construction; engineering services for the sidewalk grant is a grant number, but it is professional services; the Town Hall tin ceiling is building maintenance; the plow truck was budgeted under the road maintenance vehicles and new equipment line; and the tasers are police equipment.

R. Duhaime: Have all these amounts been budgeted or are they adding on to the budget?

C. Soucie: For the filing system, they have an equipment line. I don't think it was in the budget saying they wanted a filing system, but the police department has available funds within their budget for that

purchase. It is the same with all of the items. As of May 31, we have \$2.77 million left of our budget. These encumbrances are roughly \$370,000. Our average June expenditure is \$1.5 million so it should leave as estimated \$800,000, which will feed into fund balance, possibly for the Lilac Bridge.

D. Winterton: It will be used to replace the funds that are already committed out of the fund balance. We have not committed, but we have a fund balance, and we have committed some funds out of that fund balance. These monies could go to put our fund balance back somewhere close to where we were.

C. Soucie: We have not committed any money out of fund balance for the Lilac Bridge, but that was our anticipation of how we were going to fund it.

N. Comai: I believe we did, as a group, vote to use fund balance to help with the Bridge.

J. Sullivan: Of the five percent that is suggested we have for emergency situations, we committed a portion of that for the Lilac Bridge. Currently, we have not committed any funds that are left over for this year.

N. Comai: I will go back and look in the minutes. I am unaware of the actual commitment, but I believe it changed the percentage.

J. Sullivan: I believe you are correct and we made a commitment to use the emergency fund balance to cover the cost of the Lilac Bridge due to the emergency nature of it.

J. Levesque: Regarding Item 4, the Granite Street retaining wall, if I recall correctly that is a one or two-year wall. Can we ask Diane what needs to be repaired on it?

R. Duhaime: It is the old granite wall, not the brick wall.

J. Sullivan: We voted to approve it to be done last year but, due to the early snow storm, it has not been completed yet. Therefore, you want us to encumber it so it allows us to cover it after July 1?

C. Soucie: Correct.

J. Sullivan: The Town Hall grant was money that we accepted from the moose plate grant for this year. It is being requested to encumber it, because there are a couple more items that need to be done before they can start that project. That will probably not start until after July. That \$10,000 is the only thing that was not covered in the budget that we accepted. I would suggest that, if you have any other questions, you contact Christine or the Administrator and we can come back with more information for the June 24 meeting. We will also ask the Police Chief to be here.

f. 15-042 Town Council 2015-2016 Meeting Schedule

J. Sullivan: We have a meeting schedule that includes the 2nd and 4th Wednesdays of the month. We originally had a workshop scheduled the 3rd meeting in July. The administration and Councilor Comai thought we might not need that extra meeting, so we are replacing the workshop and having it at the 2nd meeting in July.

D. Fitzpatrick: We have some other recommendations. In addition to what the Chairman just mentioned, in November we have a town holiday, Veteran's Day, that falls on the 11th which would normally be our first meeting of the month, and the 25th would fall on the Wednesday that is the eve of Thanksgiving. Therefore, I pushed to just have one meeting in November on the 18th. In December, rather than having the 2nd and 4th Wednesdays, coming up to the week of Christmas, I am offering to have 1st and 3rd Wednesday's. Once we get to the January budget workshop, rather than have it the first Saturday, which is January 2, I moved it to January 9. I checked with the Finance Director and that was okay with the budget cycle. Going into April of 2016, I checked with the Town Clerk's office, and April 2 appears to be a good date to have our town meeting, and it is not Easter weekend.

J. Sullivan motioned to approve the July, 2015 - June, 2016 town meeting schedule, subject to change if we are in need of having any special meetings. Seconded by A. Jennings. Vote unanimously in favor.

g. 15-043 Public Safety Administrative Consolidation

D. Winterton read a letter from Dr. Dean Shankle, dated June 9, 2015, in support of his recommendation regarding the public safety administrative consolidation, into record.

J. Sullivan: I would want to hold off on a lot of questions until Dr. Shankle is here. This letter did touch on a lot of the aspects. One of the things in our packet talked about full consolidation and partial, functional, and administrative consolidation and it appears that administrative consolidation the one he is proposing. I have questions and would suggest we take our time on this.

J. Levesque: Could the Councilors have a copy of that letter?

D. Winterton: Yes. Quoting from our packet: "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." The model that Dr. Shankle is suggesting is the administrative consolidation in which: "The 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." For example, a full consolidation is what was done at Waterville Valley where everyone is a certified police officer and a certified firefighter. That would not work in this town. The partial consolidation is where you have fire, police, and some that overlap. The administrative consolidation makes sense for a number of reasons. To quote from the IAFF study called "Police and Fire Consolidation" which remedies ineffective use of resources: "Most consolidation efforts today do not involve operational consolidation (which Dr. Shankle's plan does not). 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." It is important for the public and the Council to understand this is not a combining of two departments. It is a consolidation of the administration of the departments. We would not be the first in the state of New Hampshire to do this. North Hampton has recently done this. I don't want to speak for Dr. Shankle but, from things he has said, this is first and foremost discussed at town managers convention meetings. There are large sessions held on this topic. Especially in times where we may have an all hands on deck disaster event, if we are siloed in terms of who is in charge, that is not good. If we have one public safety director that directs both departments, I feel that is better.

J. Sullivan: I would want the Administrator to be here to move forward.

R. Duhaime: As far as numbers go, we could have the Administrator start working on numbers to see if it is cost effective and what ideas he has for heading in that direction. I don't understand not wanting to have him move forward in that direction. If he does not start working on it he can not give us numbers, solutions, or variables.

J. Sullivan: There is a lot of information from the letter that Mr. Winterton read, and I think there are a lot of questions that we have. You are correct to say that the Administrator could come back with more information. I may have conveyed that wrong.

S. Orr: Money isn't the only factor. It is interesting to hear. It sounds like you and Dr. Shankle have had conversations about this that we have not been a part of so you know more information about this than we do. I think it is interesting that other towns have done this. I would like to see the thought process. You have someone who is part of one department trained in a certain task that is going to be supervising people who are trained in entirely different tasks. In my opinion, I need clarification on things like that. I am not an expert in police or fire operations. To make a huge leap like this makes sense on some levels, and on others I would not feel comfortable making a decision that large without more information.

D. Winterton: It is important to keep in mind that this is a consolidation of the administration. On the last page of our agenda, it is recommended that we create a new position of Deputy Director/Chief of Fire

Operations and a new position of Deputy Director/Chief of Police Operations. The Administrator doesn't administrate the functionality of the department. Those are handled by a Deputy Director/Chief of Fire Operations and a Deputy Director/Chief of Police Operations. These departments remain functionally separate as they are now. Currently Dr. Shankle administrates police and fire. I understand your concern and I understand this request tonight is a request to only move forward, and to suggest the Administrator look more into this.

N. Comai: I was going to ask if you are willing to allow the opportunity for Dr. Shankle to investigate further and bring more facts back to us. This is not driven by money. Money isn't mentioned, yet. This concept and idea has been discussed for several years. It is just coming to light that now might be the time to investigate it further.

R. Duhaime: We have a Police Chief who has only been with us few years so he might be open for changes. Someone moving up in the Fire Department to another position would be a new benefit. As far as moving forward, someone could talk to the Planning Commission in North Hampton, and find out how many other towns have done this and how they have done it. If this is something that is seen again and again at the Town Administrator's meetings, there must be a reason. I want answers and data. We got new software and computers. I want to see numbers, graphs, and data. I think this is a key chance for us to revamp both departments, make it easier for us to look at them, and make it easier for them to manage because it is data driven. That would be a cost savings for the residents in Hooksett.

J. Sullivan: In the letter there is a list of potential advantages of an administration consolidation with bullet points. I would want more information and details of how this would work and on each bullet point. The question is do we want Dr. Shankle to come back with additional information which would allow us to look further into this?

D. Winterton: One of the things that is paramount is that it is appropriate and recommended for individual Council members to talk with the Administrator. It is inappropriate for a number of Councilors to meet with the Administrator on a topic. This is RSA 91A compliant and all decisions in this town will be done in the light of day.

J. Sullivan: Everything will be done properly and openly.

S. Orr: I understand this is being brought to the Council for discussion and conversation. Does the Administrator need Council approval to make this organizational change.

J. Sullivan: According to the charter, there are two ways for administration or any changes in the organization of the town to be made. They can be brought forth by a Councilor, which is similar to what happened with public works. There is also something within the charter that allows the Administrator to make organizational changes and proposals which would be up to the Council to approve.

S. Orr: I wanted to clarify so this is a worthwhile discussion and not just spinning our wheels if he can make the decision regardless of what our input is.

N. Comai motioned that we support this concept in order to direct the Town Administrator to put together the details of this concept for the next meeting, at his will. Seconded by A. Jennings.

N. Comai: I applaud Dr. Shankle for taking the proper protocol and steps and presenting this to us in this manner, written nicely on paper, so we can refer to it. This is the first time I have seen this material, but not the first time we have briefed the concept over the last few years.

A. Jennings: I like Councilor Comai's wording of the recommendation, rather than what was in the packet. The packet said "move forward with the consolidation" and I am not sure we are ready for that.

J. Sullivan: Referred to Town Charter section 10.11 Reorganization Plans and 10.12 Proposed Reorganization Plans by the Administrator (see attached for details).

Vote unanimously in favor.

16. SUB-COMMITTEE REPORTS

A. Jennings: Nothing to report.

R. Duhaime: Referring to the minutes from the May 18th meeting of the Sewer Commission, the Lilac Bridge is moving forward and they are interviewing three engineering companies. The other thing mentioned was the discussion of Granite Hill. Mike DiBitto discussed future plans for preserving Granite Hill. They changed the lot sizes and there was concern on whether the Sewer Commission had enough sewerage capacity for that plan.

J. Sullivan: A while ago there was a proposal on Walmart and the sewer line going across the river. Could you please find out what is going on with that.

R. Duhaime: They will be issuing a letter to the Town Council.

S. Orr: I have nothing to report.

N. Comai: I have nothing to report.

J. Sullivan: For the Heritage Commission, this Sunday, June 14, at 2:00 pm is the Lincoln Park Historical Marker dedication on Brace Avenue between the original Manchester Road School No. 2 and Lincoln Park. Councilor Comai will be there to represent the Council. There will be a reception in the second Lincoln Park School, which is the three-room school house. Regarding Town Hall preservation, there is some information in the room about the schematic of the potential of what the Old Town Hall can look like, the breakdown of the floor plan, pictures of the Old Town Hall, and various functions that occurred dating back to 1828. The Committee will be coming in at some point to talk about those things. The tin ceiling should be started soon. We want to remove some of obstacles above such as ventilation. Great job to the Department of Public Works in being valuable in that. Currently the second floor is wide open and a lot of architectural detail is left.

D. Winterton: The Planning Board met and there were just a couple of items.

J. Levesque: The ZBA met last night, however, I was unable to attend. I have the information they worked on, and when I get the minutes I will report at the next meeting.

N. Comai: At the next July meeting, we may want to ask everyone to think about the sub-committees they want to be on and somehow get the information to the new Councilors.

J. Sullivan: Could we make sure the the Councilors are aware of the various tasks they may be assigned or appointed to. On July 8, we will be voting on a District 1 Council seat and we will be having a ceremony to swear in the new Councilors all together to make it more formal.

13. PUBLIC INPUT

Harold Murray (311 Hackett Hill Road): I am glad to see you are approaching this cautiously and glad to see that you haven't gotten any information either. I have not read any of the details on this, but there can be some problems when you combine both. We had an EMT who went from fire to another town doing part-time police work, as well as EMT work, and I asked him: "When you have a DWI accident do you give a breathalyzer or patch him up first?" That is the problem that you have when you are combining these. In the past you have had a level of management between Police and the Town Manager, and that was the Police Commission. The last one was a disaster. I talked to the Police Chief and he said without that they got along fabulous working with the Town Manager directly. I don't know if this will add another level back in or not. I am speaking ignorant on this because I have not read anything on it. I am assuming you can get documents on how this would be set up so it can be looked at. I caution you on combining. Is this person going to be police or fire oriented? That can be a problem. I am sure it can work under certain conditions.

J. Sullivan: The letter that was read from the Administrator, as well as the pieces of information we received with our agenda, will be in the minutes.

H. Murray: The statement that was made regarding a disaster where you have a single person in charge, you have that now. In an emergency, the Chair of the Council is called, he has to sign a paper declaring an emergency, and the emergency manager runs fire, police, and highway. Currently, you have a single source for management under emergencies.

Valerie Silva (1858 Hookett Rd.) I have been in EMS and have had many friends who have done both fire and police. It is uncomfortable for them to do both. Mr. Murray said the incident command system is in place and works very well. I don't see the purpose behind this. There was a lot of vituperation in the letter from Dr. Shankle which seemed unwarranted and uncalled for. In speaking to neighbors and Hooksett residents they are adamantly opposed to this.

J. Sullivan: The only information we received was what was in the packet and this was the first time we heard the letter that was read. This will be done correctly. Please come and listen because we will be getting a lot of information and will make sure that information is available before we proceed.

V. Silva: I understand.

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. Levesque motioned to enter non-public session at 7:55pm. Seconded by J. Sullivan.

Roll Call

R. Duhaime – yes
A. Jennings – yes
J. Levesque – yes
D. Winterton – yes
S. Orr – yes
N. Comai - yes
J. Sullivan – Yes
Vote unanimously in favor.

***J. Sullivan motioned to extend the meeting from 9:30pm to 9:45pm. Seconded by A. Jennings.
Vote unanimously in favor.***

***D. Winterton motioned to exit non-public at 9:45pm. Seconded by J. Levesque.
Vote unanimously in favor.***

***J. Levesque motioned to seal the non-public minutes of 6/10/15. Seconded by J. Levesque.
Vote unanimously in favor.***

***J. Sullivan motioned to adjourn at 9:48pm. Seconded by J. Levesque.
Vote unanimously in favor.***

Respectfully Submitted,

AnnMarie White

Sec. 10.11.

Reorganization Plans.

Except for those agencies established by this Charter or as otherwise prohibited by state law, the Council may reorganize consolidate, or abolish any existing Town agency in whole or in part; establish new Town agencies and prescribe the functions of any Town agencies; provided that such action shall not eliminate the statutory duties of Town officials.

Sec. 10.12.

Proposed Reorganization Plans by the Administrator.

The Administrator may prepare and submit to the Council proposed reorganization plans which may, subject to applicable law and this Charter, reorganize, consolidate or abolish any Town agency in whole or in part, or establish new Town agencies as he/she deems necessary or expedient. Such reorganization plans shall be accompanied by explanatory messages when submitted.

Sec. 10.13.

Indemnification of Town Officers, Board Members, and Employees.

The Town shall undertake to indemnify and save harmless all its officers, officials, volunteers, boards, commissions, and employees from personal loss and expense, including reasonable legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of negligent acts or omissions if the indemnified person was acting in the scope of his/her office or employment and in good faith in accord with the provisions of state law. In addition, the Town shall undertake to indemnify and save harmless all its officers, officials, volunteers, boards, commissions and employees from personal loss and expense, including reasonable legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of any act or omission constituting violation of the civil rights of any person if such act or omission was not committed with malice, and if indemnified person at the time of such act or omission was acting in the scope of his office or employment. If state statutes provide further indemnification in the future, this paragraph shall expand in definition to be consistent with that statute.

Sec. 10.14.

Prohibition.

- A. No person shall be appointed to or removed from, or in any way favored or discriminated against with respect to, any Town position or appointed Town administrative office because of age, race, sex, political or religious opinions or affiliations.
- B. No person shall willfully make any false statement, certificate, mark, rating or report in regard to any test, certification or appointment.
- C. No person who seeks appointment or promotion with respect to any Town position or appointed Town administrative office shall directly or indirectly give, render or pay any money, service or other valuable thing to any person for or in

Town Administrator Dean Shankle's comments on the administrative consolidation of the police and fire/ rescue departments for the meeting of June 10, 2015:

"As Councilors may recall, the idea of consolidating the police and fire departments was discussed briefly when the police chief position was vacant. There were a variety of reasons it did not move forward at that time, including the fact that there was a significant number of issues that needed to be addressed within the police department. The time just did not seem right.

When I became aware that Chief Williams would be retiring from the Fire Department, I immediately began looking into whether this would be a good time to move forward with an administrative consolidation.

I felt that although there were some organizational issues within the Fire Department that this consolidation would address (see below), that overall they were solid in the areas of fire suppression and EMS. At your last Council meeting a representative from Elliot hospital spoke to their readiness and this was re-affirmed by a letter from representatives of the Catholic Medical Center. This being the case, it seems like now is a good time to move forward with an administrative consolidation.

The potential advantages of an administrative consolidation include:

- Better coordinated emergency management system
- Increased efficiency in service delivery
- Reduced costs
- More efficient utilization of personnel and town-owned resources
- Ability to obtain statistical data to be used for deployment of resources ensuring efficient operations
- Possible cost savings using data analysis for resource and personnel deployment including medical call analysis (are we billing correctly)
- Increased communication between departments
- Increased training opportunities such as active shooter scenarios, industrial accidents, natural disasters, drug overdose calls, and arson and death case investigations, where each role is separate but working together proves crucial for public safety

6-10-15
TA comments

Hooksett has already seen the benefit of co-locating the departments in the Safety Center. An administrative consolidation is the next logical step.

But if it “ain’t broke, don’t fix it,” right?

The fact is that in spite of (or maybe because of) fire/ rescue’s success at the operational aspects of their job, the Council is aware of a number of issues where administrative tasks have suffered.

First, getting data for decision-making has sometimes been difficult for the staff and the Council. For example, last year the Council had asked some of its members to gather data from the department for a study they were doing on departmental efficiencies. Over two weeks later, a Councilor’s frustration boiled and he made the comment: “This is getting ridiculous.” Nearly a month later this Councilor was still trying to get the information and apparently has NEVER received it in a user-friendly format.

Staff has had similar difficulties getting clear and concise information from Fire Rescue. If the town is going to continue moving toward data-driven decision making, decision-makers need to be able to get useful data in a timely manner. Making sure this data is readily available will be one of the main functions of the new Director of Public Safety.

Second, the contract that an organization has with its union members is vital. In the Fire Department this is a multi-million dollar cost item that covers all aspects of the working condition of the staff, including hours of work, training, equipment, pay, etc. During the last round of union negotiations none of the fire command staff sat in on the union negotiations, although they were invited.

This had a significant effect on the negotiations. Their union was the only one of the three with which we were not able to reach an agreement. The active participation of departmental supervisors from police, public works, and transfer and recycling was instrumental in forging the contracts with their respective unions. This is a major administrative function that I think will be able to be handled effectively by the new administration in the Department of Public Safety.

Once again, this is not to in any way suggest that Fire Rescue is not doing a great job in their functional areas of responsibility. Rather it is an effort to give two recent examples of why an administrative consolidation is in the best interest of the Town of Hooksett.

I hope you will support this concept so that I can move ahead and put together the details for your next meeting.”

Nominations

Deborah Miville: Conservation Commission and Parks & Recreation Advisory Board

Steve Smith: Conservation Commission, Economic Development Committee - Resident Member, Parks & Recreation Advisory Board (one of these three)

Denise Grafton: Planning Board – Alternate

Maureen McMahon: Economic Development Committee - Resident Member

Appointments

CONSERVATION COMMISSION

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

HERITAGE COMMISSION

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

PLANNING BOARD

Michael DiBitetto: 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, exp. 6/2018

Jim Gorton: Appointment-Full Member, exp. 6/2017

ZONING BOARD OF ADJUSTMENT

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

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

<p style="text-align: center;">TOWN OF HOOKSETT AVAILABLE APPOINTED POSITIONS</p>

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

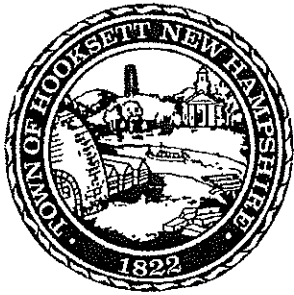
- (5) Full Members

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.



Town of Hooksett

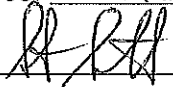
APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: June 5, 2015

Name: Steve Smith Phone: 207-212-8218

Address: 1465 Hooksett Rd - Unit 77

Email Address: hadlockslogger@yahoo.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)

} 1 of the 3

How long have you been a resident of Hooksett?

One year

Why are you seeking this position?

To become involved in my new community.
To develop new interests as I approach retirement.

Do you have any specific goals or objectives?

To make Hooksett a better place for my grandsons.
I'd like to contribute a new perspective.

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

33 years in management positions within a Fortune 500 co,
4 years of commercial lending/finance.
Many years of coaching youth sports / Board member

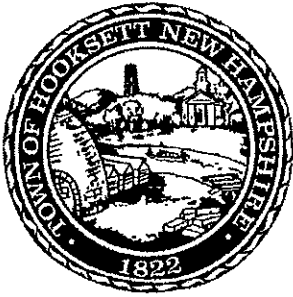
Please list any potential conflicts of interest you may have if appointed for a board or commission:

Employed by Sherwin Williams / Hooksett.
(Can't see that as a conflict)

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

Umpire / Coach - Caribou Me. Little League
Coach / Board Member - Auburn Suburban Little League
Coach / Board Member Auburn, Me, Parks & Rec

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



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 6-10-2015

Name: Deborah A. Miville Phone: 603-268-0398

Address: 42 Main Street Hooksett, NH 03106

Email Address: debm@c-nh.com

Signature: Deborah A. Miville

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 *Steve Couture states that there is an opening.*

Economic Development Study Committee

Heritage Commission

Parks & Recreation Advisory Board *unless mike Noone has already applied.*

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?

13 years

Why are you seeking this position?

I feel that it is time for me to get involved in community service closer to home.

Do you have any specific goals or objectives?

Trying to implement some of the goals that the people of Hooksett stated as priorities at the Community Profile meeting

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

30 years as a teacher have taught me patience and the art of getting people to make the right choices.

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

If Mike Horne has already applied to be on the Parks and Rec Advisory Board then I rescind my application for that Board.

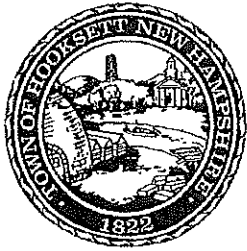
Please list any work, volunteer, and/or educational experience you would like to have considered:

Teacher of Pre-schoolers

Home School Teacher

Daughter participated in Hooksett Sports for 10 years

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



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 11 June 2015

Name: DENISE M. GRAFTON Phone: 603-836-5453

Address: 1465 HOOKSETT Rd 1323 HOOKSETT NH 03106

Email Address: denise.grafton@yahoo.com

Signature: *Denise M. Grafton*

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?

Nov 2013

Why are you seeking this position?

To take an active interest in the community and its growth.

Do you have any specific goals or objectives?

None

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

While serving as President for the Scott Enlisted Spouse Club of Scott Air Force Base, IL; the position was also involved with the Senior Leadership Council. The goal was to work w/ the surrounding communities to assist military families in the transition of local community life and education.

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:

None

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

None

Kathryn Rosengren

From: McMahon, Maureen [maureen.mcmahon@snhu.edu]
Sent: Thursday, June 04, 2015 11:47 AM
To: Dean Shankle
Subject: Board & Committee Openings

Dear Dr. Shankle:

My Name is Maureen McMahon. My fiancé and I, Dr. John Jacobs, moved to 10 Farmer Road, Hooksett, NH last year. I am currently a homemaker and would be very interested in your consideration for the Economic Development Committee as a board member. I received my MBA in June of 2013. I also have a MS in Organizational Leadership. I have attached my resume for your review. Please email me if we can discuss this great opportunity for me to enhance my education and to get involved.

Sincerely,
Maureen McMahon, MS, MBA, LADC

Please consider the environment before printing this e-mail.

Maureen McMahon, *MBA, MS, LADC*

10 Farmer Road ▪ Hooksett, NH 03106 ▪ (603) 321-5954 ▪ maureen.mcmahon@snhu.edu

Highly talented Human Services professional with experience in Program Management, Staff Development and Relationship Building

Human Services professional with a passion for excellence. Demonstrated ability to design and implement operational enhancements to ensure consistency and profitability for the non-profit sector. Dynamic leadership ability to manage and direct personnel in performing key operational functions. Effectively expedite daily operations by nurturing and maintaining strong relationships with clients and all levels of staff. Ability to adapt to culturally diverse environments, display attitude of compassion and commitment to health and well-being. Known for sound judgement, leadership and mentoring skills. Excellent written and verbal skills along with computer skills, problem solving and conflict resolution.

Areas of Expertise

- Training/Mentoring
- Conflict Resolution
- Project Management
- Records Management
- Capacity Building
- Relationship Building
- Regulatory Compliance
- Quality Assurance
- Communication
- Budget Management
- Counseling
- Facilitation

Education

Master's Degree in Business Administration (Human Resource Management) Southern New Hampshire University

Master of Science in Organizational Leadership Southern New Hampshire University

Bachelor of Science in Human Relations Springfield College

Associate's Degree in Psychology New Hampshire Technical Institute

New Hampshire Licensed Alcohol and Drug Counselor

Experience

Management

- Effectively researched, designed and implemented procedures for document quality and compliance
- Developed training and orientation materials designed to streamline intake procedures for counselors and clients
- Trained and mentored new counselors, ensuring consistent facilitation and counseling practices
- Facilitated individual and group supervision
- Collected available information on social, educational and economic factors to facilitate creation of an optimal treatment plan
- Assisted customers in developing individual treatment plans. Plans included short and long-term goals and strategies to successfully achieve them

Administration

- Developed and maintained proprietary databases for profit and non-profit settings to include demographic information including age, residency, education and economic & financial status
- Reviewed and approved progress notes, treatment plans and assessments
- Acted as Hearing Officer to review client termination and appeals
- Maintained client records according to agency protocol and confidentiality

Counseling

- Met with clients individually and collaboratively to discuss recovery, wellness and relapse prevention
- Effectively managed caseloads of 85 to 95 clients
- Responded to requests from family and outside organizations in a timely manner
- Strive to continuously utilize the latest knowledge in addiction treatment
- Developed treatment plans focused on patient goals; educated patients, families and community members on addiction issues
- Used multi-faceted program delivery to accommodate multiple learning styles in a workshop setting

Work Experience

LADC, Concord Hospital, Concord, NH	2013-2015
LADC, Habit Opco, Manchester, NH	2011-2013
Counselor/Relationship Specialist, Merrimack River Medical Services, Hudson, NH	2009-2011
Counselor/Relationship Specialist, Colonial Management Group, L.P., Manchester, NH	2007-2009
Legal Assistant, Wiggin & Nourie, Manchester, NH	2005-2006
Legal Administrative Assistant, Cook, Little, Rosenblatt & Manson, L.P., Manchester, NH	2001-2005

Continuing Education

Counseling Techniques ▪ Boundaries and Ethics ▪ DWI Symposium Parts I, II, III ▪ Treatment Planning ▪ Dual Diagnosis Methadone and Prenatal Care ▪ Psychology of an Opiate Addict ▪ Medication Management ▪ Recovery and Resilience ▪ Understanding "Trauma ▪ Addiction as a Chronic Illness ▪ Co-Occurring Recovery ▪ Infection Control ▪ Driver Risk Inventory I, II ▪ HIV Education/IV Use/Prevention ▪ HIV Trends and Treatment

Additional Skills & Qualifications

Notary Public ▪ CPR Certification ▪ Microsoft Office Suite ▪ LexisNexis Research ▪ Carpe Diem ▪ Juris Billing, Accounting & Financial Management

**Staff Report
Encumbrances - Updated
June 24, 2015**

**AGENDA NO. 15-041
DATE: 6-24-15**

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.

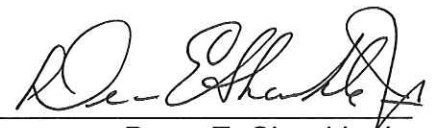
1	Police New Filing System – 001-400.4210-751.000 -Contract with Datum Storage Solution. System to be delivered on June 26 th to local installer with on-site installation in early July.	\$11,909.00
2	Road Paving – 001-450.4312-720.000	\$300,000.00
3	Parks Laser Mower – 001-450.4520-751.000 -Mower will be delivered before June 30th	
4	Granite Street Retaining Wall – 001-450.4312-722.000 -Contract with Michie Corporation to repair the retaining wall.	\$7,471.00
5	Engineering Service – 001-702.4312-330.000 -Contract with CMA Engineers for CMAQ Sidewalk grant.	\$13,808.00
6	Tin Ceiling Old Town Hall – 001-451.4191-436.000 -Contract with Milestone for Tin Ceiling grant.	\$10,000.00
7	PW - Pickup with Plow - 001-450.4312-752.000 -State Bid with Grappone	\$33,992.00
8	Police Tasers – 001-400.4210-751.000	\$26,071.00

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

Recommendation: Motion to encumber \$403,251.00 of the FY 2014-15 budget under RSA 32:7(I).

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *Concur*



Dean E. Shankle Jr.
Town Administrator

Kiwanis

Hooksett Kiwanis Foundation, a 501c3 non profit corporation, Tax ID 35-2219078

PO Box 16443 Hooksett, NH 03106

www.hooksettkiwanis.org

June 9, 2015

Town of Hooksett
Dean Shankle
35 Main Street
Hooksett, NH 03106

Dear Mr. Shankle,

The Hooksett Kiwanis Foundation would like to thank you for your assistance last year in helping us make the "Book It to the Library" race a success. In addition we would like to run the race again this year and are seeking your approval to use your land owned by the town. The event is planned for Saturday, September 19th at 8:30 AM which will coincide with Old Home Days. We will be using the same course that we used last year – a map is attached to this letter.

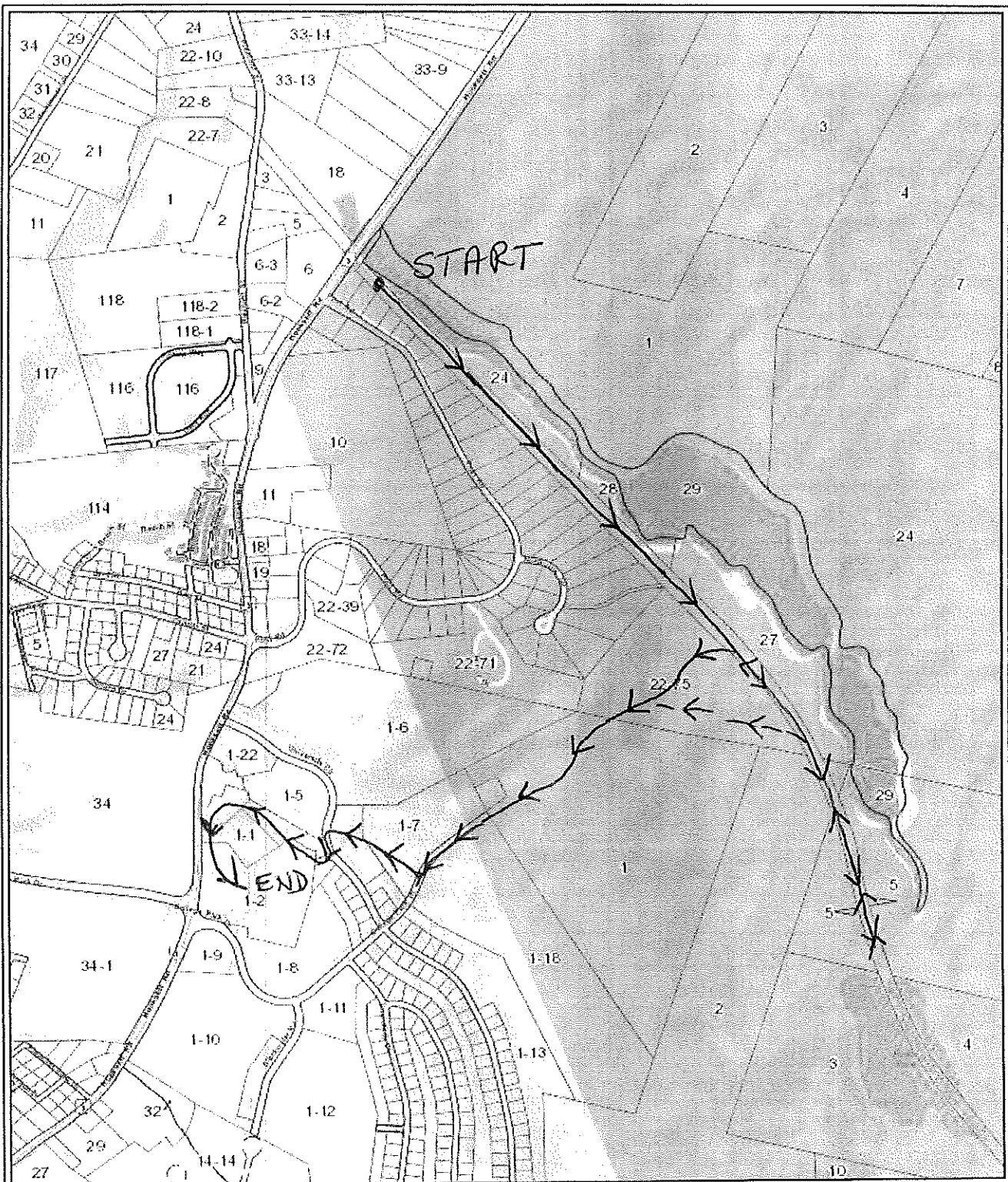
We are requesting permission of the Town of Hooksett to direct a portion of a 5K Road Race through land owned by the town. We will provide a certificate of insurance showing \$1 million in liability limits, naming the Town of Hooksett as an additional insured as their liability may arise from all activities related to this 5K race. We'll also have indemnification agreements built into all race registrant's documents whereby the racers will indemnify all property owners, Town of Hooksett and the Hooksett Kiwanis Club.

Would it be possible to be put on the agenda for one of the upcoming Town Council meetings? We could review in detail the roads to be used, police detail, port-a potties, traffic cones, barricades, EMTs, trail equipment and anything else pertaining to the race.

Thank you for your support and consideration!

Sincerely,

John Lyscars
Hooksett Kiwanis 5k Road Race Chair
603-340-0688



Hooksett, NH
1 Inch = 1103 Feet



Data shown on this map is provided for planning and informational purposes only. The municipality and Cartographic Associates, Inc. are not responsible for any use for other purposes or misuse or misrepresentation of this map.

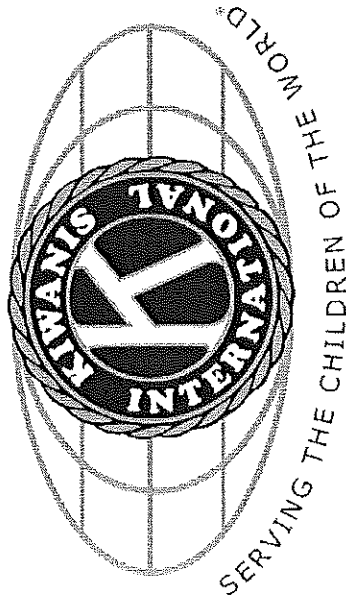
www.cai-info.com

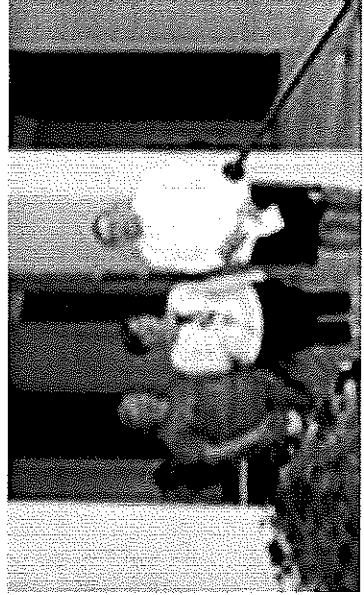
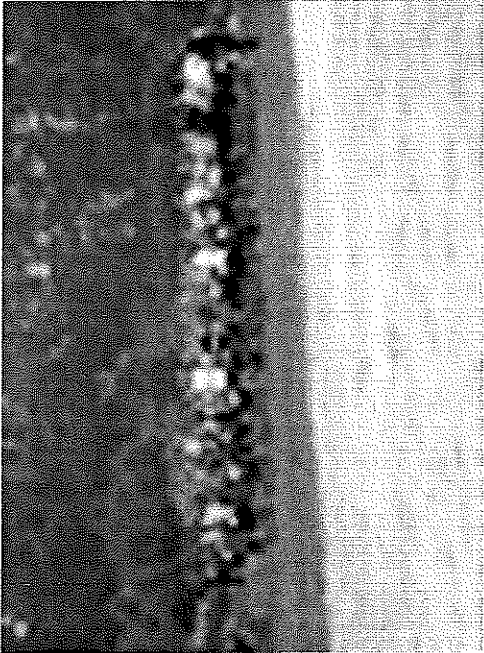
CARTOGRAPHIC ASSOCIATES, INC.

HOOKSETT KIWANIS

5K Trail Race

September 19, 2015





Property Owner Status

Property Owners	Status
• Greenview Management	Granted
• Mount Saint Mary's Condominiums	Pending
• Hooksett Library Trustees	Granted
• CIGNA Healthcare	Granted
• Town of Hooksett	Pending
• Manchester Sand & Gravel	Granted

Request of Town Council

- **1. Police Traffic Control**
- **2. Emergency Response Medics**
- **3. Use of Town Roads –**
 - **University Circle**
 - **College Heights**
 - **Blackwater Road**
 - **Other roads or lots as parking may demand**
- **4. Porta-Potties & Waste Receptacles**
- **5. Public Works – Traffic cones, Barricades**
- **6. Use of Heads Pond Trail and Conservation Easement**

AGENDA NO. 15-045

DATE: 6-29-15

**Staff Report
Conservation Commission
Update Report
June 24, 2015**

Background: As part of the Merrimack Riverfront Trail System Project, the Conservation Commission put out an RFP for firms to submit a trail plan (including design, permitting, bid development and construction oversight.) On June 11, 2015 the RFP Review Team interviewed potential firms and selected Stantec to work with.

Issue: The Conservation Commission would like to update the Town Council on the RFP process and consequential contract with Stantec.

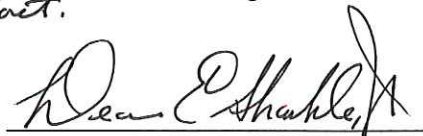
Discussion: Both Stantec and TFMoran presented impressive plans, however Stantec had the advantage in that they were more familiar with the project and attuned to the ConCom's needs and deadline restrictions.

Fiscal Impact: Phase I of the project is funded by grant money plus a match from the Conservation Fund.

Recommendation: Motion to concur with the with RFP Review Team's decision to contract with Stantec for the Merrimack Riverfront Trail System Project.

Prepared by: Carolyn Cronin, Assistant Planner/Conservation Commission Staff Support

Town Administrator Recommendation: *If the Conservation Commission chooses to act outside of the Town's Purchasing Policy I do not recommend overriding it after-the-fact.*



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

MEMO

To: Town Council

Date: June 16, 2015

From: Steve Couture, Chair, Hooksett Conservation Commission (HCC)

Subject: Consultant selection for Merrimack Riverfront Trail design, permitting, bid development and construction oversight.

Earlier this year, the HCC applied for a grant from Department of Resources Economic Development (DRED) for a trailhead and crossing. We were notified that we tentatively received the grant conditional upon a Phase 1A Archaeological Survey. The next step was contracting with a firm to create a trail plan, for not just the trailhead but the entire project, to include design, permitting, bid development, and construction oversight. An RFP for this work was issued at the end of May.

Last week we interviewed the two firms that responded to the RFP (Stantec and TF Moran.) After reviewing the proposals and interviewing both consultants, we (Carolyn Cronin, JoCarol Woodburn and Steve Couture) agreed to negotiate with Stantec because of their project approach and project team. TF Moran was the low bid (appx. \$99,000), but Stantec had helped us with the DRED grant application and were, therefore, thoroughly attuned to our needs and ready to help navigate the process under an extremely tight timeline. Per the stipulations of the grant, all construction on the trail head and crossing must be completed by the end of the calendar year.

We negotiated a contract budget with Stantec of \$115,909.50 (original budget was \$150,000+), and if permitting waivers are granted, a reduced total of \$113,499.50. This will be mainly paid out of the Conservation Fund with a small portion being paid by the DRED grant. The first design and construction phase will be funded by the DRED grant plus recreation impact fees, and the funds from the warrant article which passed last month. At this time we do not have all the funds in hand for the entire trail system but with continued fund raising, grant opportunities and Town support, we hope to have the project completed in the next few years.

Since the funding for the contract is coming from the Conservation Fund, the Conservation Commission has the authority per RSA 36-A:5 (I) to expend the funds to authorize the contract. However, we respectfully request Town Council concurrence with the decision to contract with Stantec.

Enclosure: Signed Notice to Proceed



Stantec

NOTICE TO PROCEED

PROJECT NAME: Merrimack Riverfront Trail Design
PROJECT ADDRESS: Hooksett, NH
STANTEC'S PROJECT NO.: Stantec project number: 1951

"CLIENT"

Name: TOWN OF HOOKSETT, CONSERVATION COMMISSION
Address: 35 Main Street, Hooksett, NH 03106
Phone: (603) 286-0278 **Fax:**
Representative: Steve Coulure, Chairman

"STANTEC"

Name: STANTEC CONSULTING SERVICES INC.
Address: 5 Dartmouth Drive, Suite 101, Auburn, NH 03032
Phone: (603) 889-8872 **Fax:** (603) 889-7836
Representative: Rene LaBranche, Senior Associate

DESCRIPTION OF ASSIGNMENT AND SERVICES ("SERVICES"):

Engineering Services, per attached scope and fee, dated June 5, 2015, revised on June 15, 2015. The contract amount will be reduced by \$2,410 if the NHDES wetland permit waivers are granted in lieu of preparing a standard Dredge and Fill Wetland Permit.

FEE BASIS ("FEES"): Agreement Amount: \$115,909.60. Invoice Basis: Fixed fee invoiced monthly on % completion basis

By this NOTICE TO PROCEED effective June 15, 2015 ("EFFECTIVE DATE"), CLIENT authorizes STANTEC to proceed with the SERVICES in accordance with the CONDITIONS shown below. CLIENT agrees to pay STANTEC's Invoices for the FEES upon receipt. CLIENT and STANTEC agree to negotiate and sign a formal contract detailing the scope of work, fees and associated terms and conditions no later than July 15, 2015. If no formal contract is signed by that date, CLIENT and STANTEC may agree in writing to amend this NOTICE TO PROCEED or, at STANTEC's sole option SERVICES may be terminated. Upon termination of SERVICES and receipt of STANTEC'S Invoice, CLIENT agrees to pay STANTEC in full for SERVICES rendered to the date of termination.

TOWN OF HOOKSETT, CONSERVATION COMMISSION

STANTEC CONSULTING SERVICES INC.

Steve Coulure, Chairman

Rene LaBranche, Senior Associate

Print Name and Title

Print Name and Title

Per:

Per:

CONDITIONS:

1. The total amount of all claims the CLIENT may have against STANTEC shall be strictly limited to the professional fees paid to Stantec for the SERVICES.
2. Fees for Services will be performed at STANTEC'S time basis rates unless noted otherwise above. An 8 percent flat rate disbursement recovery charge will be applied to all fees.
3. Fees paid under this NOTICE TO PROCEED will be applied to the Professional Services Agreement when signed.

Section 3 Project Approach and Understanding Stantec

Following is our Project Approach – Scope of Work for the Merrimack Riverfront Trail System Development Plan.

General Design/Permitting Parameters

Considering our previous involvement with the funding efforts for this project, we intimately understand the crucial need for a carefully balanced design, considering all of the environmental, design, and construction aspects of the proposed trail project. In order for the project to be successfully permitted and constructed, there are many environmental aspects of the project that must be considered. For this reason, we have assembled a team of specialized experts with extensive experience in NH and the surrounding states. After reviewing the attached resumes, it will be clear that our key members lead the industry in their area of expertise.



As noted in the preliminary investigations, the site contains several rare, threatened, or endangered (RTE) species of plants and wildlife. In addition to these RTE species, the Conservation Commission's design team must carefully consider all requirements regarding the proposed wetland crossings and the potential impacts to the Merrimack River frontage. To successfully design the

proposed trail and bridge network, we propose the following approach.

A. Design and Construction

The proposed trails must be constructed of crushed gravel, 12' wide, and at the existing grades. The finish grade of the trails are to match the existing grades, in order to limit impact to the surrounding areas and to not interrupt the existing, natural stormwater flows. All wetland impact areas will be spanned with walking/snowmobile style wooden bridges on concrete supports. There will be elevated, wooden boardwalks over the flat, widespread wetlands and wet meadows, these will have a wooden curb, no handrails and will not be greater than 32" above the existing ground. The bridges over defined channels and/or streams, requiring them to be greater than 32" above the ground, will have wooden curbs and 42" wooden handrails. The bridge/boardwalk structures will be designed by a NH Registered structural engineer and will be designed to handle the loads associated with pedestrians, snowmobiles and ATV's. The more significant bridge, spanning the historic railroad abutments will have actual concrete abutments and a wood truss design to adequately carry the intended loads. In addition, this bridge will be designed to be independent of the existing stone abutments, as one of the abutments is in structural failure.

To provide the Conservation Commission with cost effective and aesthetic timber bridge designs, we have teamed with Bourne Consulting Engineering, PC. Ron Bourne has over 30 years of experience designing similar boardwalks and bridges for projects all over New England.

To significantly limit the temporary and permanent impacts to the wetlands and surrounding land areas along the trails, during construction, temporary wooden mats must be utilized and installed at grade. Once the construction activities have been completed, the mats must be carefully removed and transported to the next sensitive/wet area.



Rene LaBranche has 30 years of experience, specializing in construction management, bidding assistance, and general construction services. Mr. LaBranche understands all the details of the implementation of design plans through, bidding, construction administration, construction monitoring, phasing, funding, as-built documentation, and project closeout. This will facilitate a positive project outcome.

We understand that the various sources of funding for the project will control the phasing of the construction of the trails, boardwalks, and bridges. Please see the "Schedule" section of the proposal for the specific details.

B. Permitting

Shoreland Permit – A shoreland permit will be needed for the proposed trail

development work located within 250 feet of the Merrimack River. Based on the proposed trail development plan that we previously generated with the Conservation Commission, assuming a permanent impact width of 12' and temporary slope/grading impacts of 2' on either side, the total anticipated shoreland impact area is estimate to be 49,000 sf. Several of our key members have taken the lead on many shoreland permits and know the various aspects of these permits and are have great working relationships with the NHDES Staff handling these permit applications.

Wetland Permit – The 11 wetland crossing locations, as identified on the "Proposed Trails and Wetland Crossings RTP Funding" plan in the RFP will be designed and permitted in accordance with the criteria required by NHDES. Each of the crossings will be surveyed and the limits of the wetland delineated and located. The surveys will provide the necessary information to appropriately design the crossings to reduce impact to any RTE species identified or discovered, and to the jurisdictional wetlands, while still providing safe and appropriate access to the proposed trail network.



The wetland permitting efforts will be led by Mike Leach, CWS, CESSWI, CPESC, who has

Section 3 Project Approach and Understanding Stantec

over 18 years of experience permitting similar projects. Mr. Leach has successfully permitted many wetland impact projects through NHDES and fully understands the NHDES processes and enjoys successful working relationships with the NHDES Staff members who will be reviewing the proposed plans and application(s) for the proposed trails and wetland crossings. **As noted at the bottom of the revised Project Fee Schedule, Stantec will request the necessary NHDES waivers to not be required to complete a standard Dredge and Fill permit. If these waivers are granted, the fee will be reduced by \$2,410.

Natural Heritage Bureau (NHB) – We understand that a New Hampshire Natural Heritage Bureau (NHB) database search on August 22, 2011, indicated the presence of seven rare, threatened, and endangered (RTE) plant species and three rare natural communities within a 1-mile radius of the proposed riverfront trail site. In addition to the 2011 NHB Data Check, Stantec submitted a recent NHB request on October 21, 2014. This check noted one invertebrate and three vertebrates of concern: The Brook Floater, Bald Eagle, Blanding's Turtle, and the Eastern Hog Nose Snake, respectively.

Plant Species of Concern – Avoiding and minimizing impacts to the RTE species and rare communities is one of several critical steps to the successful permitting of the proposed trail network. To facilitate the design and layout of the proposed riverfront trail system and to avoid / minimize impacts to the RTE botanical resources to the greatest extent practicable, we will conduct a botanical survey along the proposed trail network and the immediate surrounding areas to locate RTE plant species and rare natural communities.

The botanical survey will target the RTE species and rare natural communities within the project area as well as additional RTE plants and rare natural communities that occur in the southern New Hampshire region. The field survey(s) will be conducted at an appropriate time of the year when the potential RTE species are expected to be identifiable (i.e., mid-summer).



The field survey(s) will consist of a meander survey throughout the proposed project site in order to identify suitable habitats that may support RTE plant species. Emphasis will be placed on surveying the preferred locations for the riverfront trail layout as well as potential alternative trail locations. During the meander surveys, data will be recorded for dominant vegetation as well as uncommon vegetation that may indicate the presence of unique microhabitat conditions potentially conducive to supporting RTE plant populations. Data will also be collected on overall site characteristics including general observations of topography, evidence of past land use and disturbances, on-site hydrology, soil characteristics, and presence of invasive plant species. For any RTE plant identified within the project site, data will be collected on populations size (e.g., areal cover and/or stem counts), condition, and

Section 3 Project Approach and Understanding Stantec

associated habitat. The RTE plant populations will be located using a Global Positioning System (GPS) capable of submeter accuracy. Photographs will be taken of each RTE plant population, rare natural community location, and overall site characteristics.

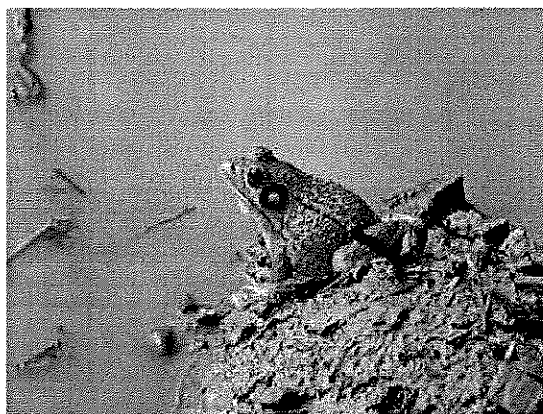
Upon completion of the field surveys, a report will be provided that summarizes the methods and results and of the field surveys. The report will include data on each RTE plant or rare natural community documented that is appropriate for NHB review. The report will include a figure of the RTE plant or rare natural community locations as well as representative photographs of RTE plant locations and on-site habitats.

The botanical surveys will be conducted by our botanist Matt Arsenault. Matt is a leader in field botany and plant ecology in New England. He has published botanical field manuals and technical papers and presented workshops and lectures on New England plant identification and ecology.

Wildlife Species of Concern – The (NHB) database search that Stantec completed in October, 2014, indicated the known occurrences of 4 state or federally-listed RTE animal species within a 1-mile radius of the proposed riverfront trail site. These species, which include bald eagle, blanding's turtle, eastern hognose snake, and brook floater (a freshwater mussel) could potentially be present in the project area based on the NHB records provided in the RFP materials for this project.

Avoiding and minimizing impacts to RTE animal species and their critical habitats (if known) is one of several critical steps to the successful permitting of the riverfront trail

project. To facilitate the design and layout of the proposed riverfront trail system to avoid and minimize impacts to RTE animal resources to the greatest extent practicable, we will conduct a survey along the proposed trail network and the immediate surrounding areas to look for RTE species and their potential habitats, such as eagle roosting or nesting trees, and shallow pools of water for the Blanding's turtle.



The survey will target the RTE species and their known habitats identified by NHB, and will be conducted at an appropriate time of the year when these species would be expected to be present. The field work will consist of a meander survey throughout the proposed project site to identify signs of RTE species (e.g., tracks, burrows, nests) and suitable habitats and features that may support the known listed RTE animal species. Biologists will also look for other listed rare animals that were not included in the NHB records. Overall site characteristics and habitat types will be recorded, including general observations of vegetative community types, topography, and evidence of past land use and disturbances.

For any RTE animal identified within the project site, data will be collected on the habitat where the species was observed,

Section 3 Project Approach and Understanding Stantec

and signs of past or continued use by the species to allow predictions on frequency of use or possible residency on the site. The RTE animal observations will be located using GPS equipment. Photographs will be taken of each RTE individual and the habitat and overall site characteristics where it was observed.

Upon completion of the field surveys, a report will be provided that summarizes the methods and results and of the field surveys. The report will include data on each RTE animal that is appropriate for NHB review. The report will include a figure of the RTE animal locations as well as representative photographs.

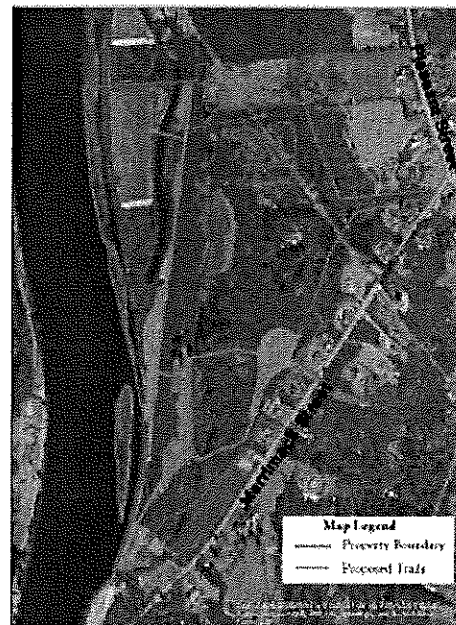
The RTE wildlife surveys will be conducted by our biologist Sean Moriarty. Sean is an experienced wildlife with over 12 years of experience and is a natural resource expert who has conducted many, similar field survey projects in New Hampshire and numerous other states and regions of the U.S.

Historical – The NH Division of Historical Resources (NHDHR) previously noted, in 2013, the site may contain historic and/or Native American archeological sites and may require further investigation. We have teamed with renowned archaeologist, Dr. Robert G. Goodby, Ph.D., of Monadnock Archaeological Consulting, LLC complete a Phase A1 Archeological Survey of the project as part of the design process for the project.

Alteration of Terrain – Due to the nature of the proposed trail construction, it is our understanding that a standard NHDES Alteration of Terrain Permit will not be required and that the project will be covered under the "General Permit by Rule"

per ENV-Wq 1503.03.(c) or (d). Our approach for this project will be to meet with NHDES, review the proposed plans, and demonstrate that the project meets the "General Permit by Rule" requirements.

Should Stantec be awarded this project we would begin by first conducting, botanist evaluation, wildlife evaluation, wetland delineation, the Phase IA survey, and general field survey to identify any potential areas which may need avoidance before preparing plans and applications for the project. Upon completion of these tasks, the species of concern, natural communities, and the understanding of the impacts associated with Prime Wetlands will



be known. At that point, it is anticipated we would meet with NHDES to discuss if a Trail Maintenance Application is necessary rather than the standard NHDES Dredge and Fill Application.

~~**Construction Permitting~~ – We understand the proposed trail will impact approximately 3 acres and requires completion and submission of a Notice of Intent (NOI) with

Section 3 Project Approach and Understanding Stantec

~~the US Environmental Protection Agency. As part of the NOI filing, we will prepare the required Storm Water Pollution Prevention Plan (SWPPP) for the project.~~

**Red and strikeout text per agreement with Client

Client: Hooksett Con Com
 Project: Merrimack Riverfront Trail Design
 Detail: Proposed Fee Schedule

Job No: 19513071
 Date: 6/5/2015
 Revised: 6/15/2015
 By: JDT
 Checked: RL

PHASE	TASK	HOURS										TOTAL	
		Sr Assoc. / QC Mgr.	Project Manager	Structural Engineer	Geotech Engineer	Landscaps Architect	Project Engineer	Field Engineer	Permitting Specialist	Environmental Assistant	Environmental Specialist		
I	Project Set Up and Administration												
	Project Set Up and Administration		10										10
	Coordination of Subs (Survey, Drilling, etc.)	1	4										5
	Site Visit Prior to Design		2										2
	TOTAL HOURS	1	16	0	0	0	0	0	0	0	0	17	
	Rate	168	126	152	135	168	100	90	142	105	127	2,184.00	
		\$ 168	\$ 2,016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,184.00	
II	Wildlife, Wetland, & Plant Survey & Report												
	Field Survey		2								13	15	
	Report		2								10	12	
	Report Publishing		1									7	
	Mapping & GPS		1					8		3.5	4.5	17	
	Report QC	1	8	0	0	0	0	8	0	9.5	4.5	7.5	
	TOTAL HOURS	1	8	0	0	0	0	8	0	9.5	32	58.5	
	Rate	168	126	152	135	168	100	90	142	105	127	6,957.50	
		\$ 168	\$ 1,008	\$ -	\$ -	\$ -	\$ -	\$ 720	\$ -	\$ 998	\$ 4,064	\$ 6,957.50	
III	Preliminary Design												
	Survey Base Plan Prep						8					8	
	Trail Design & Grading Plans	0.5	1				32					33.5	
	Specialized Trail Design					16						16	
	Geotechnical Report				3		16					19	
	Bridge Design	4	2	8								14	
	Construction Details	1	2	4			8					15	
	**Prepare Wetlands & Shoreland Permits	1	1				6		24			32	
	NHDHR Coordination		1						3			4	
	TOTAL HOURS	6.5	7	12	3	16	70	0	27	0	0	141.5	
	Rate	168	126	152	135	168	100	90	142	105	127	17,725.00	
		\$ 1,092	\$ 882	\$ 1,824	\$ 405	\$ 2,688	\$ 7,000	\$ -	\$ 3,834	\$ -	\$ -	\$ 17,725.00	
IV	Meetings												
	NHDES	4	8						8		12	32	
	Meetings with Con Com / Town	4	6						2		2	14	
	TOTAL HOURS	8	14	0	0	0	0	0	10	0	14	46	
	Rate	168	126	152	135	168	100	90	142	105	127	6,306.00	
		\$ 1,344	\$ 1,764	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,420	\$ 105	\$ 1,778	\$ 6,306.00	
V	Bid Docs												
	Specs	3	8	2		1	20					34	
	Specs - QC	2	4	1		1						8	
	TOTAL HOURS	5	12	3	0	2	20	0	0	0	0	42	
	Rate	168	126	152	135	168	100	90	142	105	127	5,144.00	
		\$ 840	\$ 1,512	\$ 456	\$ -	\$ 336	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ 5,144.00	
VI	Final Design												
	Trail Design & end Grading Plans	1	1				10					12	
	Specialized Trail Design					12						12	
	Geotechnical Report				1		2					3	
	Bridge Design	1	2				4					7	
	Construction Details	1	1	2			2					6	
	**Prepare Wetlands & Shoreland Permits	0.5	1				10		12	2	2	27.5	
	NHDHR Coordination		1						2			3	
	Final design drawings QA/QC	2	4	2								8	
	TOTAL HOURS	5.5	10	4	1	12	28	0	14	2	2	78.5	
	Rate	168	126	152	135	168	100	90	142	105	127	10,195.00	
		\$ 924	\$ 1,260	\$ 608	\$ 135	\$ 2,016	\$ 2,800	\$ -	\$ 1,988	\$ 210	\$ 254	\$ 10,195.00	
VII	Construction & Bidding Services												
	Bid Services (Agenda, Bid Tab, References)	4	16			4	8					32	
	Shop Drawing Submittals	2	10				12					24	
	Pl. Time Const. Monitoring (15 hrs/Avk-5mos)							340				340	
	Construction Administration	10	40									50	
	Construction Meetings	4	8									12	
	Contract Closeout	2	6									8	
	TOTAL HOURS	22	80	0	0	4	20	340	0	0	0	466	
	Rate	168	126	152	135	168	100	90	135	105	127	47,048.00	
		\$ 3,696	\$ 10,080	\$ -	\$ -	\$ 672	\$ 2,000	\$ 30,600	\$ -	\$ -	\$ -	\$ 47,048.00	
	TOTAL HOURS	49	147	19	4	34	138	348	51	11.5	48	849.5	
	Rate	168	126	152	135	168	100	90	142	105	127	8,232	
		\$ 8,232	\$ 18,522	\$ 2,888	\$ 540	\$ 5,712	\$ 13,800	\$ 31,320	\$ 7,242	\$ 1,208	\$ 6,096		

The fee will be reduced by \$2,410 if the NHDES wetland permit waivers are granted in lieu of preparing a standard Dredge and Fill Wetland Permit.

Subtotal \$ 95,559.50
 Field Survey \$ 5,250.00
 Phase IA \$ 1,600.00
 Geotechnical Drilling \$ 2,500.00
 Structural \$ 10,000.00
 Expenses \$ 1,000.00
\$ 115,909.50

**Permit application fees paid by the Con Com

AGENDA NO. 15-046
DATE: 6-24-15

Staff Report
LCHIP Historic Resource Grant Application
June 24, 2015

Background: The Town Hall Preservation Committee is applying for a NH Land and Community Heritage Investment Program (LCHIP) Historic Resource Project grant to restore the side and rear windows at Old Town Hall. When the second floor was added the large (2-story) windows on the north and east side of the hall were removed. The top half of the window openings were bricked in to accommodate the use of the second floor while new windows were added in the bottom half. Along with removing the second floor, restoring the windows is required to recreate the main hall. LCHIP funds would provide up to 50% of the cost of this project. A copy of the completed grant application will be available to view if desired at the meeting.

Issue: Signing and executing documents for the application and potential grant. The grant application is due June 26th.

Discussion: The Council may either authorize the Chair to sign documents related to the application, or may grant the Town Administrator authority to sign. It may be advantageous to grant the Town Administrator authority as it would apply to potential future documents, which can provide flexibility if there are tight deadlines. The Chair in this case would need to sign one form providing authorization.

Recommendation: Motion to authorize the Town Administrator to enter into a contract with the New Hampshire Land & Community Heritage Investment Program (LCHIP) and to execute any documents which may be necessary to effectuate such contract.

Prepared by: Katie Rosengren, Project Coordinator

Town Administrator's Recommendation: *concur*



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

ATTACHMENT 5 – HISTORIC RESOURCE PROJECT ACKNOWLEDGEMENT FORMS

APPLICANT ACKNOWLEDGEMENT

As a duly authorized representative of the organization applying for LCHIP funding, I hereby acknowledge that I have read and understand NH RSA 227-M and LCHIP's *Criteria, Guidelines, and Procedures (CGP)*, I further understand that any change in the scope of this project, or failure to comply with the terms set forth in the CGP, may result in withdrawal of funding.

Signature _____ Date _____

Name _____ Title _____

LANDOWNER ACKNOWLEDGEMENT

As the owner of the property to be conserved with LCHIP assistance, I authorize the submission of this application and understand that public access to the property is required by NH RSA 227-M and LCHIP's *Criteria, Guidelines, and Procedures (CGP)*. I further understand that any change in the scope of this project, or any failure to comply with the terms set forth in the CGP may result in withdrawal of funding.

Signature _____ Name _____

Date _____ Address _____

GOVERNING BODY ACKNOWLEDGEMENT

Municipality _____ Governing Body _____

As a duly authorized representative of the municipal governing body listed above, I approve the submission of this application. I further understand that any change in the scope of this project, or failure to comply with the terms set forth in NH RSA 227-M and LCHIP's *Criteria, Guidelines, and Procedures (CGP)* may result in withdrawal of funding for this project.

Signature _____ Date _____

Name _____ Title _____

EASEMENT HOLDER ACKNOWLEDGEMENT

Proposed Easement Holder (Org.) _____

Address _____

As a duly authorized representative of the organization named above and proposed to hold a Conservation Easement on the property described in this LCHIP application, I hereby acknowledge that I have reviewed and understand NH RSA 227-M and LCHIP's *Criteria, Guidelines, and Procedures (CGP)*. I further understand that any change in the scope of this project, or any failure to comply with the terms set forth in the CGP may result in withdrawal of funding.

Signature _____ Date _____

Name _____ Title _____

ATTACHMENT 7 - AUTHORITY TO SIGN

I, _____, Chairman/President of the Board of Directors/Board of Selectmen,
certify that: the Board of Directors of *(name of organization)*

_____ authorize *(Name and Title of Officer)*

_____ to enter into a contract with the New
Hampshire Land and Community Heritage Investment Program (LCHIP) and to execute any documents which
may be necessary to effectuate such contract.

Signature of Chairman/President

Printed Name and Title of Chairman/President

State of New Hampshire, County of _____ SS

On this the _____ day of _____, 2015

_____ *(name of chairman/president)* personally appeared before me,
acknowledging herself/himself to be the Chairman/President of _____

(name of organization), and that s/he, as such and being authorized so to do, executed the foregoing authority
to sign form for the purpose contained therein. In witness whereof I hereunto set my hand and official seal.

Justice of the Peace/Notary Public

COMMISSION EXPIRATION DATE

**Staff Report
Martin's Ferry Road
June 24, 2015**

AGENDA NO. 15-047
DATE: 6-24-15

Background: Some residents who live on Martin's Ferry Road had been complaining to the police department and wanted them to enforce the 25 mph posted speed limit. State law states that roads of that type need to be posted at 30 mph unless a study indicates that they should be lower. Upon review, staff could not find that any such study was done.

I authorized the study. As you can see, the study recommends that the speed limit be set at 30 mph.

Even though we could not find any information relating to the speed limit having been legally changed I believe that the prudent approach to take is to hold a public hearing and then vote to set the speed limit at 30.

Fiscal Impact: 0

Recommendation: A motion to move the process of setting the speed limit on Martin's Ferry Road to 30 mph by posting a public hearing for a future council meeting.

Prepared by: Town Administrator



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

MEMORANDUM

Ref: 1609A

To: Dean E. Shankle, Jr., Town Administrator
Hooksett, New Hampshire

From: Stephen G. Pernaw, P.E., PTOE

Subject: Martin's Ferry Road – Speed Limit Evaluation

Date: May 5, 2015

In accordance with our agreement dated April 9, 2015, Pernaw & Company, Inc. has completed the speed limit study for Martin's Ferry Road. This effort involved measuring the velocity of free flowing vehicles at two separate locations, and assessing the maximum comfortable speeds on curves, spacing of intersections, pavement condition, shoulder conditions, vehicle-pedestrian conflicts, and relevant traffic control devices. **Based on this engineering and traffic investigation, Pernaw & Company, Inc. recommends that the posted speed limit be changed from 25 mph to 30 mph.** The purpose of this memorandum is to summarize our findings that formed the basis for this recommendation.

BACKGROUND

The goal of this study is to establish a speed limit that is reasonable and safe for Martin's Ferry Road. There will always be differences of opinion as to what is "reasonable" among drivers, nearby residents, decision makers and enforcement personnel. Studies have shown that changing a speed limit seldom changes the speed characteristics of the traffic stream. From a traffic engineering standpoint, a primary consideration in setting speed limits is the 85th percentile speed, or the speed at which 85-percent of the vehicles travel at or below. Speed limits are often set at the nearest 5 mph to the 85th percentile. Nevertheless, this finding must be tempered by other considerations such as the geometric features of the roadway, roadside development, surface and shoulder considerations, and pedestrian/bicycle conflicts.

EXISTING CONDITIONS

Martin's Ferry Road is approximately 0.7 miles in length and it functions as a two-lane bi-directional collector roadway that extends from North River Road to the west, to U.S. Route 3 (US3) to the east. The pavement measures approximately 22-feet in width and it is delineated with a four-inch double-yellow centerline (passing maneuvers prohibited) and four-inch white edge lines. Grass and gravel shoulders of variable width extend beyond the "cape cod" berm on both sides of the roadway. The horizontal alignment of Martin's Ferry Road is curvilinear and the vertical profile follows a rolling terrain. A spot grade of 6% is present several hundred feet west of US3. The speed limit is currently posted at 25 mph.

Intersections along Martin's Ferry Road include Cemetery Road (a loop road with two intersections), Sherwood Drive, Benton Road and McAllister Street. The majority of abutting parcels are occupied by single-family residences.

TRAVEL SPEEDS

The free-flow speed of approaching vehicles was measured at two locations on Martin's Ferry Road: east of Benton Road and west of Benton Road (vicinity of Sherwood Drive) in April 2015. The following table summarizes the speed data by location and travel direction. The tally sheets showing the raw data and other statistical summaries are attached.

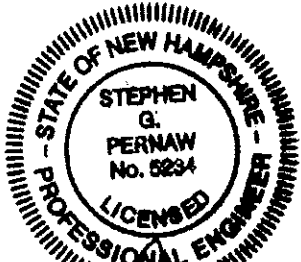
Martin's Ferry Road Speed Summary - MPH

	East of Benton Road		West of Benton Road	
	Eastbound	Westbound	Eastbound	Westbound
Average Speed	33	34	35	34
85th Percentile Speed	38	37	38	38
Posted Speed Limit	25	25	25	25

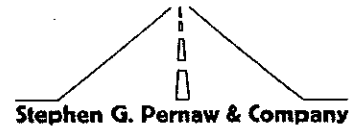
This data indicates that the free-flow travel speeds are relatively consistent between the two study locations, and both the average and 85th percentile speeds exceed the current speed limit by a considerable margin.

CONCLUSION / RECOMMENDATION

Although the 85th percentile speed data initially suggests that a posted speed limit of 35 mph may be appropriate, posting the speed limit at 30 mph is recommended given: the horizontal and vertical alignment features of Martin's Ferry Road, the roadway widths involved, the lack of paved shoulders, the comfortable speed on the curves, and that the majority of the abutting land uses are residential.



Stephen G. Pernaw 5/11/15



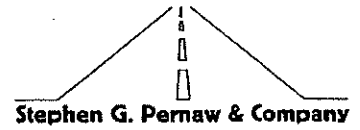
Spot Speed Study

Client: Town of Hooksett
Job #: 1609A
Town/City: Hooksett, New Hampshire

Location: East of Benton Road
Date: 4/24/2015
Weather: Fair

I. Recorded Data

Eastbound		Westbound	
Observation	Speed (mph)	Observation	Speed (mph)
1	31	1	32
2	34	2	30
3	27	3	41
4	36	4	36
5	32	5	31
6	30	6	31
7	31	7	30
8	33	8	37
9	32	9	36
10	31	10	32
11	33	11	39
12	27	12	26
13	28	13	31
14	29	14	31
15	28	15	33
16	36	16	42
17	37	17	34
18	38	18	32
19	35	19	28
20	34	20	37
21	31	21	35
22	29	22	33
23	33	23	35
24	31	24	37
25	36	25	34
26	36	26	33
27	38	27	40
28	38	28	37
29	39	29	35
30	32	30	33
31	39	31	36
32	30	32	35
33	35	33	32
34	31	34	33
35	34	35	34
36	30	36	35
37	28	37	39
38	37	38	27
39	38	39	34
40	38	40	33
41	32	41	32
42	32	42	31



Spot Speed Study

Client: Town of Hooksett
Job #: 1609A
Town/City: Hooksett, New Hampshire

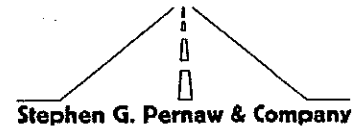
Location: East of Benton Road
Date: 4/24/2015
Weather: Fair

I. Recorded Data

Eastbound		Westbound	
Observation	Speed (mph)	Observation	Speed (mph)
43	35	43	35
44	31	44	32
45	29	45	36
46	41	46	34
47	34	47	31
48	30	48	29
49	33	49	39
50	36	50	35

II. Statistical Summaries

Eastbound		Westbound	
Observations =	50 vehicles	Observations =	50 vehicles
High Speed =	41.0 mph	High Speed =	42.0 mph
Low Speed =	27.0 mph	Low Speed =	26.0 mph
Average Speed =	33.2 mph	Average Speed =	33.9 mph
Median Speed =	33.0 mph	Median Speed =	34.0 mph
Standard Deviation =	3.5 mph	Standard Deviation =	3.4 mph
85th Percentile =	37.7 mph	85th Percentile =	37.0 mph
Posted Speed Limit =	25 mph	Posted Speed Limit =	25 mph



Spot Speed Study

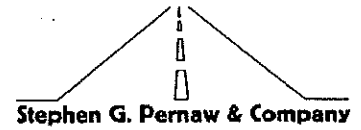
Client: Town of Hooksett
Job #: 1609A
Town/City: Hooksett, New Hampshire

Location: West of Benton Road
Date: 4/24/2015
Weather: Fair

I. Recorded Data

Eastbound	
Observation	Speed (mph)
1	36
2	32
3	47
4	31
5	31
6	28
7	32
8	38
9	36
10	41
11	33
12	34
13	35
14	38
15	33
16	31
17	41
18	35
19	31
20	42
21	37
22	35
23	31
24	40
25	31
26	33
27	34
28	37
29	32
30	32
31	33
32	35
33	37
34	35
35	34
36	31
37	42
38	38
39	35
40	41
41	35
42	36

Westbound	
Observation	Speed (mph)
1	33
2	33
3	37
4	38
5	36
6	37
7	37
8	29
9	31
10	34
11	30
12	32
13	32
14	33
15	29
16	33
17	34
18	29
19	37
20	35
21	35
22	28
23	28
24	34
25	44
26	33
27	39
28	29
29	38
30	33
31	34
32	42
33	33
34	40
35	32
36	44
37	43
38	32
39	33
40	33
41	33
42	32



Spot Speed Study

Client: Town of Hooksett
Job #: 1609A
Town/City: Hooksett, New Hampshire

Location: West of Benton Road
Date: 4/24/2015
Weather: Fair

I. Recorded Data

Eastbound		Westbound	
Observation	Speed (mph)	Observation	Speed (mph)
43	37	43	34
44	32	44	32
45	32	45	29
46	30	46	29
47	33	47	34
48	34	48	27
49	29	49	36
50	37	50	36

II. Statistical Summaries

Eastbound		Westbound	
Observations =	50 vehicles	Observations =	50 vehicles
High Speed =	47.0 mph	High Speed =	44.0 mph
Low Speed =	28.0 mph	Low Speed =	27.0 mph
Average Speed =	34.9 mph	Average Speed =	34.0 mph
Median Speed =	34.5 mph	Median Speed =	33.0 mph
Standard Deviation =	3.8 mph	Standard Deviation =	4.0 mph
85th Percentile =	38.0 mph	85th Percentile =	37.7 mph
Posted Speed Limit =	25 mph	Posted Speed Limit =	25 mph

AGENDA NO. 15-048
DATE: 6-24-15

Staff Report
Annual Town & School Report
June 24, 2015

Background: Each year the Town Council approves the cover for the Annual Town & School report, and discusses procedure for generating the Council's report.

Issue: Approval of the 2014-2015 report cover and discussion on the Council's annual report.


Discussion: The proposed cover for the Town Report this year displays photos of the Merrimack Riverfront project and proposed trails. The interior will discuss this conservation project and latest developments. Typically, the Council uses their report from the Town Meeting Guide as guidance for the Town Report, and authorizes the Chair to put it together.

Fiscal Impact: None

Recommendation: Motion to approve the 2014-2015 Annual Town & School Report cover, and to authorize the Chair to draft the Council's annual report.

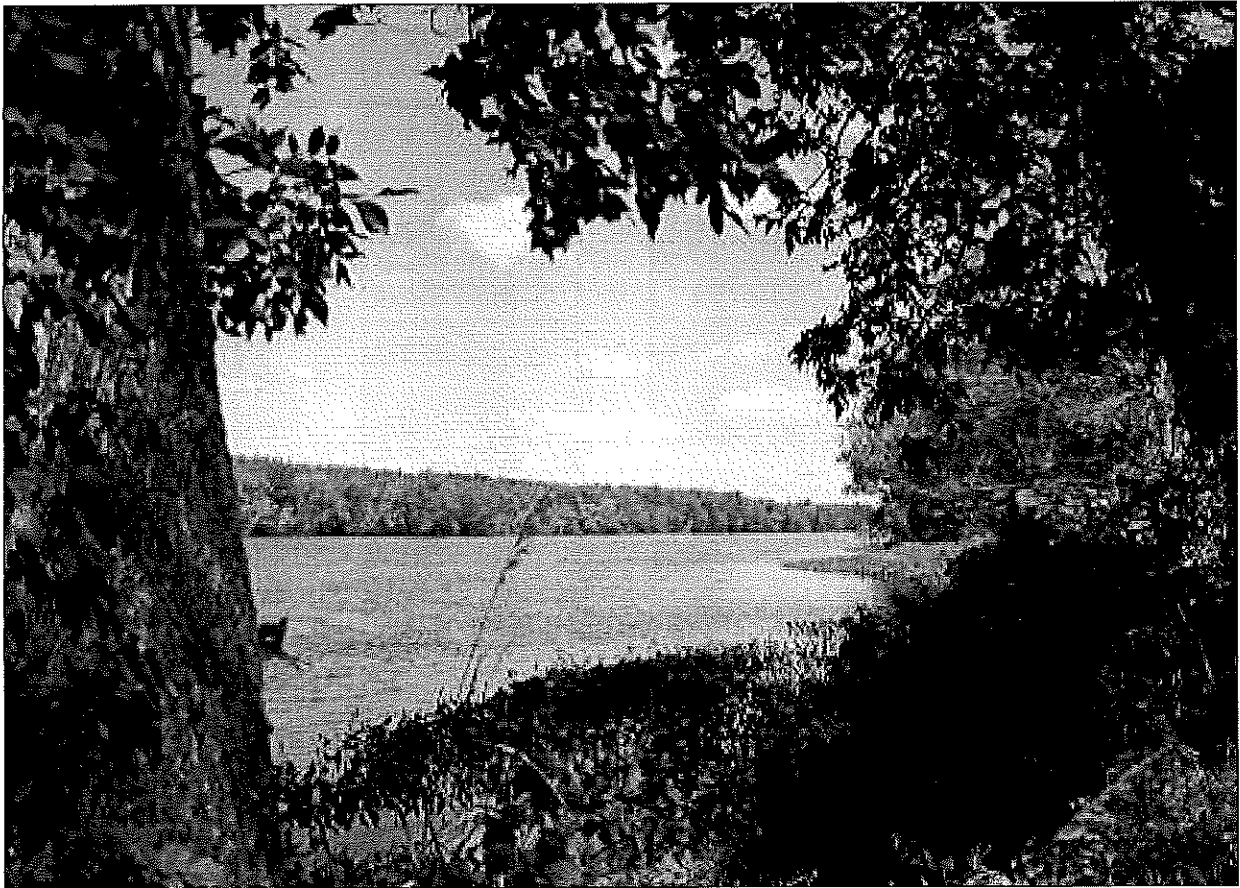
Prepared by: Katie Rosengren, Project Coordinator

Town Administrator's Recommendation: *cover*


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

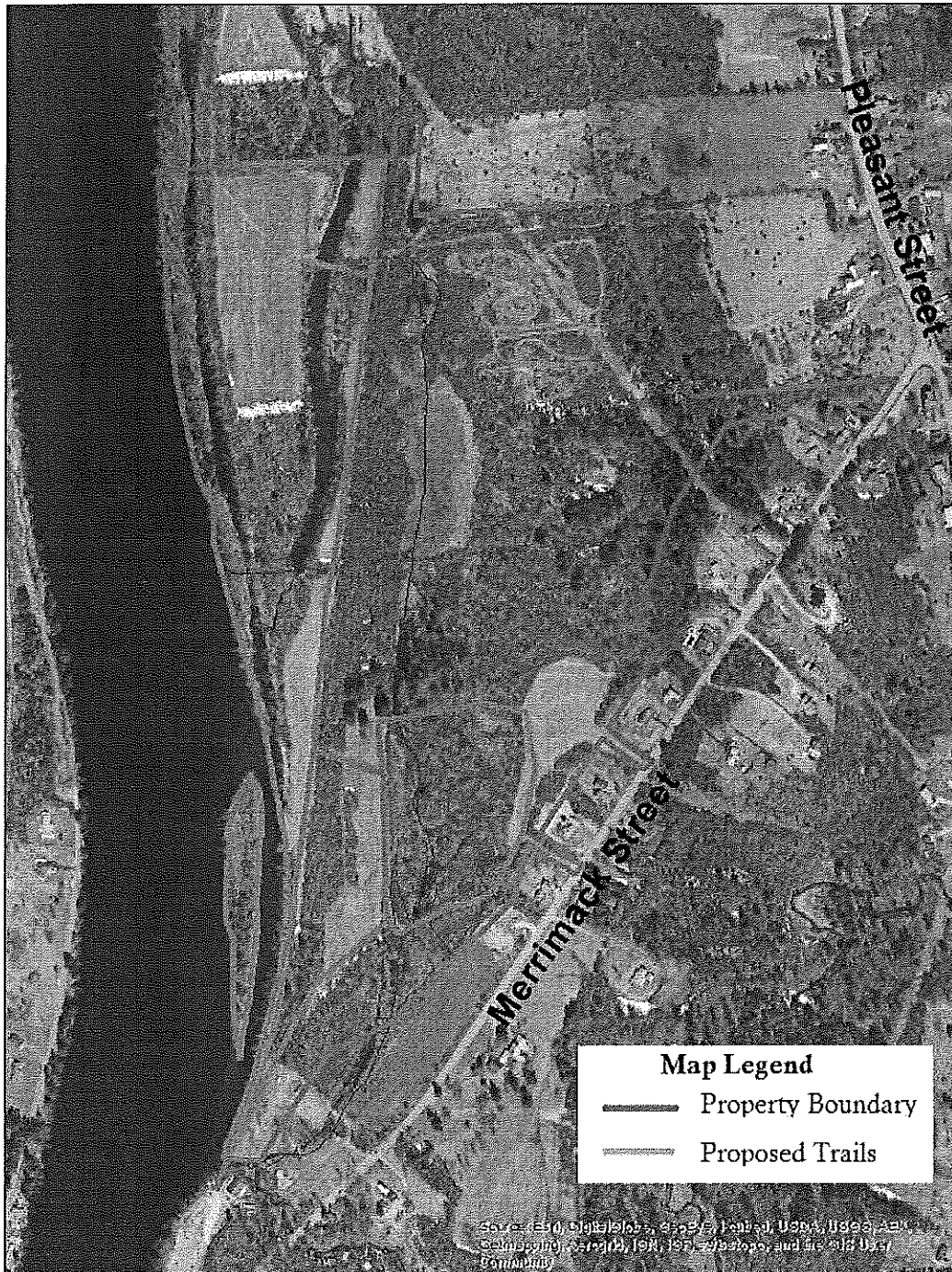
TOWN OF HOOKSETT NEW HAMPSHIRE

2014-2015 ANNUAL TOWN & SCHOOL REPORT



Merrimack Riverfront Project

Merrimack Riverfront Proposed Trail Layout



AGENDA NO. 15-050
DATE: 6-24-15

Staff Report
Purchase New Taser X2
June 24th 2015

Background: The Hooksett Police Department has a strong need for weapons that are in pristine working order so officers can protect themselves and the public while performing their duties. These include less lethal weapons such as the Taser, which is a very effective tool, causing officers to use fewer hands on tactics in order to assert compliance.

Issue: Currently the Hooksett Police Department carries the Taser X26 and has purchased new Taser X2's on a limited basis when the older X26's have failed. We currently have a need to replace the older X26's to the newer X2's to ensure performance is pristine.

Discussion: The Hooksett Police Department would like to purchase 20 new Taser X2 class III yellow handle CEW's (Conducted Energy Weapon) along with 40 15' cartridges (for training), 50 25" cartridges (for duty), 20 belt holsters, and 20 batteries. Currently we have a mix of old and new. Hoping to phase in purchases as the older X26's fail was the goal to ease the burden of a massive purchase. Unfortunately, our situation is at a point where the X26's are failing at a more rapid pace and having officers share these less lethal weapons cannot be an option.

Fiscal Impact: The Hooksett Police Department would like to spend a total of \$26,070.13 from its current budget. These funds can be encumbered as it may take beyond June 30th to accept delivery of these weapons. These encumbered funds will come out of the current police budget and will have a zero fiscal impact on the town.

Recommendation: Motion to allow the Chief Bartlett to purchase 20 new Taser X2 class III yellow handle CEW's (Conducted Energy Weapon) along with 40 15' cartridges (for training), 50 25" cartridges (for duty), 20 belt holsters, and 20 batteries. Thus having a zero fiscal impact on the Town.

Prepared by: Chief Peter Bartlett

Town Administrator Recommendation: *Concur*


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

AGENDA NO. 15-051

DATE: 6-24-15

**Staff Report
Council Agenda Item
June 24, 2015**

Background: The Town Council, at their meeting of June 10, 2015, began consideration of a proposed Public Safety Administrative consolidation. In the course of their deliberation, it was mentioned that they had never seen a presentation by the Fire Department with regards to Department operations related information.

Discussion: As the Acting Chief, I would be pleased to present a brief, informational report, using a PowerPoint presentation format. I would like to present a 15-20 slide PPT presentation to the Hooksett Town Council to illustrate the operations of the Fire Department. It is intended to be approximately 15 minutes in length, with time to respond to any questions. I would like to request to be placed on the June 24, 2015 Council Agenda for this purpose.

Fiscal Impact: Informational only, no fiscal impact

Recommendation:

Prepared by: Acting Fire Chief Dean Jore

Town Administrator Recommendation:

It is my understanding that this was requested by the Council


Dean E. Shankle, Ph.D.
Town Administrator

Staff Report
Exemption Requests for Salaried Exempt Employees
Hours of Work
June 24, 2015

Background: On May 27, 2015 the Town Council passed a Policy on Hours of Work for Salaried Exempt Employees. The policy contained a provision for exceptions, which includes a request to the Town Council and a recommendation from the Town Administrator.

Issue: The following employees have requested exceptions (see letters with rationale attached):


- Peter Bartlett, Chief of Police
- Jon A. Daigle, Police Captain
- Dean Jore, Acting Fire Chief
- Michael Hoisington, Deputy Fire Chief
- Diane Boyce, Public Works Director
- Kimberly A. Blichmann, Tax Collector

Recommendation:

My recommendation is that you grant the requested exemptions for the Chief of Police, Police Captain, Acting Fire Chief and Deputy Fire Chief because the nature of their work in public safety requires a level of flexibility.

Further, I recommend that you grant the exemption for the Public Works Director. As she points out, the nature of her work requires earlier hours than the policy envisions and that she needs to be present to adequately supervise her employees.

However, I do not recommend the exception for the Tax Collector. I understand that the schedule was put into place when she took the job and that it has never been an issue that impacted the public. However, it seems designed just to keep the tax collector from needing to work an extra hour and a half on the two days a month the Council meets. Given how many overtime hours many of the salaried exempt employees work I do not think this justifies an exception.



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

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; and,

Whereas 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,

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 present at their duty stations (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 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.

5-27-15
TC mtg
#15-029

Peter Bartlett
Chief of Police



15 Legends Drive
Hooksett, NH 03106
Telephone 603-624-1560
Fax 644-1849

Hooksett Police Department

June 16, 2015

James Sullivan
Chairman
Town of Hooksett
Town Council
35 Main Street
Hooksett, NH 03106

Dear Chairman Sullivan,


I would like to address the Town Council on the "Policy on Hours of Work for Salaried Exempt Employees" regarding the Chief of Police position and how this policy may affect the police department. I would request that I be given an opportunity to ask for a waiver as instructed in the policy and to address the Town Council at the June 24th 2015 Town Council meeting.

It is my understanding that customer service to residents, businesses and visitors to Hooksett is of extreme importance to this council and states as much in the policy. When I was appointed Chief of Police in 2013 I made a commitment to this community and pledged to provide the best possible police service. I believe the Hooksett Police department has met this goal. Members of the public are able to access police services twenty four hours a day/seven days a week. Business type services including police reports, pistol permits, property release, fingerprinting and other "administrative" functions are in fact available Monday through Friday from 8:00 am to 4:30 pm. The employees who work this customer service function have constant supervision even when I am not present in the building.

The Chief of Police needs to have some component of flexibility in order to be successful. Having a Chief of Police remain in an office from 8:00 to 4:30 each work day is counter to the spirit of community based policing and has proven to have had an ineffective history in Hooksett. Community functions, network meetings, neighborhood watch, or other professional connections are all part of being out in the community. Professional relationships and building contacts are crucial.

Please allow me this exemption and give me the flexibility to do my job as I have been for the past two and half years. I believe that Hooksett Police is one of the best police agencies in the region for its size and it is largely due to involvement. Staying in an office or asking for permission to attend a meeting, in my opinion, is stepping backwards.

Respectfully Submitted,



Peter Bartlett
Chief of Police



Hooksett Police Department

PETER BARTLETT
CHIEF OF POLICE

15 LEGENDS DRIVE
HOOKSETT, NH 03106
TELEPHONE 603-624-1560
FAX 624-6891

June 16, 2015

James Sullivan
Chairman
Hooksett Town Council
35 Main Street
Hooksett, NH 03106

Dear Chairman Sullivan,

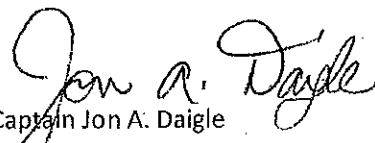
I would very much like to speak to the Town Council in regards to the new policy on "Hours of Work for Salaried Exempt Employees" regarding how I believe that this policy will have a negative impact on my position as a Police Captain. Therefore I would like to request that I be permitted to ask for a waiver as stated in the new policy. I would be happy to attend the next meeting of the Town Council to formally make the request for a waiver.

In my position as Police Captain my schedule can vary based upon other commitments such as Town Council meetings, Budget Committee meetings, attending some of the community based programs such as Rape Aggression Defense classes to monitor the program and welcome the participants. Most of these initiatives are held outside the course of what is considered to be the normal business day.

It is my respectful opinion that there have been no issues here at the Police Department and in particular with me working my schedule which at this time is flexible. Furthermore, I do believe that any issues I may have with my schedule and the need to flex it should go through the head of the Agency, which is Chief Peter Bartlett. Chief Bartlett has always been and will continue to be, updated by me when my schedule will need to be flexed.

I thank you in advance for your consideration of my request.

Respectfully Submitted,


Captain Jon A. Daigle
Hooksett Police Department

HOOKSETT FIRE-RESCUE DEPARTMENT

15 LEGENDS DRIVE
HOOKSETT, NEW HAMPSHIRE 03106
Phone: (603) 623-7272 • Fax (603) 626-6742
www.hooksettfire.org



Council Request

Policy on Hours of Work for Salaried Exempt Employees Agenda Item

Council Meeting of June 24, 2015

Background: The Town Council, at their meeting of May 27, 2015, adopted the "Policy on Hours of Work for Salaried Exempt Employees". This policy will go into effect on July 1, 2015. As directed, a request for exception will be considered at the Council's meeting of June 24, 2015, with a submission deadline of the Tuesday prior (June 16th). This will give employees time to request exemptions before this policy takes effect.

Discussion: The Fire Administrations current schedule was put in place several years ago when our objective was to enable better service delivery to the contractor/customer with extended inspection hours. Our schedule allows for 4-10 hour days and creates an overlap with personnel so that there are 2 people scheduled on duty any given day. This produces a 50 hour business week to reach the customer. This would be illustrated by examples of meeting with homeowners before and after their regular work hours (outside 8am-4pm), increasing the flexibility of inspection schedules to reduce interfering with business owners regular hours of operation. Many construction sites begin their workday earlier than 8:00 am and our current schedule allows a general manager or foreman to begin or continue their projects without interruption later in the morning. This may also reduce delays in production while waiting for information from a fire official. The Fire Administration is also utilized with the timely delivery and return of apparatus or equipment to repair agencies. This keeps our responders available and in service. Further, it allows the Administration to daily meet with department members who are off-duty at 07:00, to review any issues, concerns or assist with ongoing projects. These are some of the many benefits that the current schedule utilizing a 10 hour day affords. A further consideration with this request is for the amount of time spent out of our office. Frequently Fire Admin attends training and meetings outside of the office. Included with this are emergency responses, varying in duration and frequency. Our personnel have come to depend on our availability for direct assistance, consultation or impromptu meetings to discuss or resolve matters. These actions may take place at either or outside of our two stations.

Fiscal Impact: Utilizing our current schedule reduces the need to hold over off-going duty personnel for routine transfers of information. A 50 hour week is created to reach the customer, without cost increases.

Requested by: Acting Fire Chief Dean Jore

Signature 

Date 06/15/2015

HOOKSETT FIRE-RESCUE DEPARTMENT

15 LEGENDS DRIVE
HOOKSETT, NEW HAMPSHIRE 03106
Phone: (603) 623-7272 • Fax (603) 626-6742
www.hooksettfire.org



Council Request

Policy on Hours of Work for Salaried Exempt Employees Agenda Item

Council Meeting of June 24, 2015

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Fiscal Impact: Utilizing our current schedule reduces the need to hold over off-going duty personnel for routine transfers of information. A 50 hour week is created to reach the customer, without cost increases.

Requested by: Deputy Fire Chief Michael Hoisington

Signature _____

A handwritten signature in black ink, appearing to be "Michael Hoisington", written over a horizontal line.

Date _____

6/15/15

Town of Hooksett

DEPARTMENT OF PUBLIC WORKS
210 West River Road
Hooksett, New Hampshire 03106



Telephone: (603) 668-8019
Fax: (603) 668-6850

June 8, 2015

Hooksett Town Council
35 Main St.
Hooksett, NH 03106

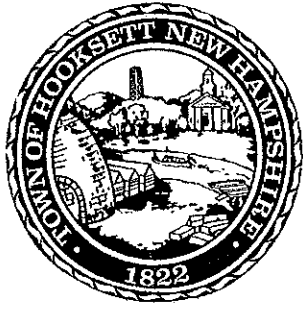
Dear Council Members,

I am asking for an exception of the *Town of Hooksett, Policy on Hours of Work for Salaried Exempt Employees*. The policy states that all salaried exempt employees are expected to be performing their job duties at the assigned workplace between the hours of 8:00am and 4:30pm. Presently, I am in charge of four different divisions within the Department of Public Works. The majority of employees, from three of those divisions work Monday through Friday between the hours of 7:00am and 3:30pm. I realize that I will need to be required to work additional hours and can assure you that I am available at the office most of the time from 6:00am through 4:30pm. I am asking the Town Council to grant an exception and allow my hours of work to be 7:00am through 3:30pm.

A handwritten signature in cursive script that reads "Diane Boyce".

Diane Boyce
Director Department of Public Works

Cc: Dean E. Shankle, Town Administrator



Town of Hooksett

TAX COLLECTORS OFFICE

Town Council
35 Main Street
Hooksett NH 03106

Dear Members of the Town Council,

I am writing to you regarding the Policy on Hours Work for Salaried Exempt Employees. I am requesting an exemption be made for myself regarding the hours worked on Wednesday nights when the Town Council meets. Per my job description it lists my hours as Monday, Tuesday, Thursday and Friday 8:00 am to 4:30 pm and on Wednesdays when there is a Town Council meeting there is a split shift of 8:00 am to 4:30 pm or 9:30 am to 6:00pm to assist with the extended hours.

Thank you for your consideration,

Kimberly A Blichmann CTC
Tax Collector

cc: Dr. Dean Shankle Jr