

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, September 9, 2015**

1. 6:30 PM - CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

5. APPROVAL OF MINUTES

- a. Public: 08/26/2015

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

a. Public Hearing for the Town Council to give the public **Whitehall Terrace**, Hooksett, NH speed limit study data and to get their comments about this roadway for the Town Council to establish a speed limit for Whitehall Terrace.

b. Public Hearing to give public notice of a proposed street name of **Water Works Drive**, Hooksett, NH for the closed off portion/loop of Industrial Park Dr. that will be closed off due to the GE Expansion. The southern leg of the road will remain Industrial Park Dr.; however the northern leg will need a new name with the proposal of Water Works Drive.

8. CONSENT AGENDA

- a. Landscape Surety Release \$4,835.00 Bond Auto Parts
- b. Landscape Surety Release \$8,290.00 AutoZone, Inc.
- c. Landscape Surety Release \$10,808.50 Ritchie Bros. Inc.
- d. Landscape Surety Release \$6,560.00 United Rental Realty
- e. Donation of granite bench valued at \$832.00 from Diane Boyce to Hooksett Pinnacle Park

9. TOWN ADMINISTRATOR'S REPORT

10. PUBLIC INPUT: 15 Minutes

11. NOMINATIONS AND APPOINTMENTS

- a. Appointment: Todd Lizotte – Conservation Commission, Alternate

12. SCHEDULED APPOINTMENTS

- a. Eagle Scouts - Town Projects

13. 15 MINUTE RECESS

14. OLD BUSINESS

- a. 15-047 Establishing Speed Limit for Martin's Ferry Road

15. NEW BUSINESS

- a. 15-069 Building Permit/Mechanical Permit Fees
- b. 15-070 Signing of 2015 MS-535 Financial Report
- c. 15-071 June 30th Quarterly Financial Report

16. SUB-COMMITTEE REPORTS

17. PUBLIC INPUT

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

18. NON-PUBLIC SESSION

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

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

19. ADJOURNMENT

Public Input

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

TOWN COUNCIL MEETING MINUTES
Wednesday, August 26, 2015

CALL TO ORDER

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

ROLL CALL – ATTENDANCE

Marc Miville, David Ross, Robert Duhaime (arrived 6:32 pm), Donald Winterton, Adam Jennings (arrived 6:41 pm), Timothy Tsantoulis, James Levesque, Chair James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)

Missed: Nancy Comai

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

a. Hooksett Youth Achiever of the Month

D. Winterton: Mostly we have said the award recipient has done something special. I'm going to read a list to you of things that are all special: huge fundraiser for Salvation Army; cheerleader; track and field team; has performed in 20 theater productions; but most of all Macy Broderick was recognized nationally in San Diego as 1 of 35 cheerleaders in the country to receive the honor of Pop Warner First Team All-American Scholars and received, while in 8th grade, a \$1,000 college scholarship. We are very proud of you; your accomplishments at Cawley Middle School have been wonderful and I'm sure you are going to take them on to Bow and show the kids in Bow what a kid from Hooksett can do! Congratulations, you really deserve this.

Presentation of certificate and pin.

APPROVAL OF MINUTES

a. Public & Non-Public: August 12, 2015

M. Miville: As Council Secretary, I have reviewed the votes tallied and confirm the accuracy of the minutes.

J. Levesque motioned to accept the public & non-public minutes of August 12, 2015 with edits.

Seconded by T. Tsantoulis.

Vote unanimously in favor. J. Levesque abstained due to prior absence.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

CONSENT AGENDA

TOWN ADMINISTRATOR'S REPORT

- Lilac Bridge – continue to move forward; you approved the engineering at your last meeting. There are a couple lines on the bridge now. We met with the town engineer and the engineering company regarding that and are starting that process.
- Spent quite a bit of time on preparing for a deposition for a personnel suit the town is involved in.
- We were at a ribbon cutting for a new dance studio in town; they had a good turnout.
- I attended a meeting sponsored by greater Manchester Chamber and Regional Planning Commission regarding economic development. They are trying to continue their efforts in regional economic development.
- At the previous meeting, Councilor Winterton asked an insurance question re: if one large claim will make a difference in premiums. From Health Trust, they said because of the way their pool works, claims over \$150,000 go into a pool with other people who have claims over \$150,000 so we need to watch that moving forward to make sure anything we get has something similar.
- Received 4 letters from Don Riley, the Town Moderator – thanking Todd Rainier, Billie Hebert, Diane Boyce and Chief Bartlett for their assistance in the election.
- Cable renewal franchise contract expires 12/15/2020.

R. Duhaime: There is no time frame from state on the bridge? Is the engineer able to move it along?

Dr. Shankle: The engineers do not see it going out to bid until next spring, and we are moving as quickly as we can.

- We did not get a successful contract with the firefighters so we are reopening negotiations with them. We are now waiting for the firefighters to come back with some dates in September to begin negotiations with their new team.

J. Sullivan: In the contracts from the other two unions from last year, there was a caveat pending their thoughts on the health insurance committee findings. Has there been official notification that they are happy with the changes so we will be able to proceed on the second year of those contracts?

Dr. Shankle: We are working with them to push it out past the September 18 deadline, until after you make a decision so they see what it looks like.

PUBLIC INPUT

Elicia Dowd: As a resident I do not have a good understanding as far as the fire department and trying to consolidate administration or what is going on there?

J. Sullivan: We are addressing that later on. The Charter allows Council to initiate any organizational changes and allows the Town Administrator to make suggestions and proposals. He has presented some information in previous meetings and has some more information to present tonight. These changes need to come through us for an official vote, and that is what is happening tonight. That is the process on any organizational changes.

E. Dowd: That's what I needed, is an understanding. So after the discussion tonight, it goes to a vote?

J. Sullivan: There will be a recommendation from administration on how to proceed. That will be discussed later on in the agenda. For him to proceed further, the Town Administrator will be asking for a motion to allow him to continue with that process.

E. Dowd: Is tonight's meeting the last opportunity for public input for this subject?

J. Sullivan: Public input is allowed at each meeting. There are also public hearings; whether we will have a public hearing on this subject is to be determined but we will be talking more about that later on when we get to that point in the agenda.

E. Dowd: Thank you, you have answered my question.

Harold Murray, 311 Hackett Hill Road, Hooksett: I want to speak on 2 subjects that are coming up later on. The first thing is emergency management. I have been the Assistant Emergency Manager since 1952. There was a statement in one of the letters from last June saying emergency management could be improved by putting in a new public safety administrator. I would like to point out that we have gone through hurricanes, floods and opened successful shelters, including a pet-friendly one. I'd like to thank the Town Administrator for his assistance. He came down to see how it was run so he would know what was going on with it. I'd like to also point out that when Al Dionne was emergency manager, he was picked as the head emergency manager of the year for the state. As far as this public safety administrator helping emergency management, I don't think it is necessary, but I think emergency management should be a stand-alone position. They do work before (not after or during) a disaster. If you recall the floods at K-mart, that was handled with emergency management funds so keep that in mind when you contemplate what you are going to do with this. Next is the fire department. I have only been on that 57 years. They have come a long way. It's a military-type organization – continuation of chain of command is extremely important and it seems like this will change that considerably. At the second public input, I'd like to ask: How is this going to save the town money, as was stated in one of the letters? I see a lot of personnel shifting but I don't see the financial end of this. The first letter said the fire department was doing a horrible job and the second letter said they were doing a fabulous job. If it's not broke, don't fix it. Thank you.

NOMINATIONS AND APPOINTMENTS

- a. Nomination: Todd Lizotte – Conservation Commission, Alternate

R. Duhaime nominated T. Lizotte to the Conservation Commission as Alternate. Seconded by M. Miville.

J. Sullivan: Nominations do not need a second but are appreciated. We will appoint at our next meeting.

b. Appointment: Mike Horne – Parks & Recreation Advisory Board, Alternate
M. Miville appointed Mike Horne to Parks & Rec Advisory Board as Alternate with a term expiring 6/2016. Seconded by A. Jennings.

J. Levesque: Why are we appointing to an alternate position when a full member is available?

A. Jennings: At the last meeting, we changed Jackie from alternate to full member which left an alternate opening.

Vote unanimously in favor.

SCHEDULED APPOINTMENTS

OLD BUSINESS

a. 15-047 Establishing Speed Limit for Martin's Ferry Road

J. Sullivan: We had a public hearing at our last meeting. We should have a motion to post an official speed limit.

D. Ross motioned to establish a speed limit of 25 mph be posted on Martin's Ferry Road. Seconded by J. Levesque.

D. Ross: With the Planning Board definitions of a road, Martin's Ferry does not come near the requirements of any road in Hooksett. It has never been fully reconstructed. That was an issue that came up in 20062008. When the school was undergoing improvements, it came up that Martin's Ferry needed improvements. It's the same road that has always existed, it's just been ground up and repaved, but it's never been rebuilt. The width of any collector roads is supposed to be 60' and 100' for connecting highways. Martin's Ferry at best is 50' as it's laid out, but there are encroachments that make that road not a 50' right of way. The road is about 20' wide at its best places. It doesn't meet the requirements of our own codes; that is something I call into question with the engineering study. We seem to be missing a comparative study. I did my own personal study; I took pictures of roads in Manchester and Hooksett of other 30 mph roads. You can see from one end to the other, that's not the case on Martin's Ferry Road; you can't see more than 100 yards if you're lucky. It's not as wide as Main Street; there is no real place to walk. On Hooksett Road, there is one section where it's 5 lanes wide, has a solid median and has a 30 mph speed limit. College park Drive is 4 lanes wide with a solid median and is a 30 mph zone. Donati Road with sidewalks, curbs, guard rails, breakdown lane is 30 mph. How can you compare Martin's Ferry to that? On River Road in Manchester, sidewalks on both sides and far wider than Martin's Ferry, 30 mph. I have seen many 25 mph zones in Hooksett; those should be addressed first, not Martin's Ferry. The road is a hazard and is substandard to anybody's specifications. I see no reason it's rated the same as these other roads. The other issue has to do with enforcement. A concern was specified by the town attorney about a potential attorney coming in to defend a case against a speeding violation. I find that a bit of a stretch. I'd like to know how many speeding tickets in town are successfully contested. I don't see how, if that did become an issue, we couldn't settle through negotiation. As far as posting at 25, we've all come to the conclusion that posted speeds are not enforced at the limit, even though the letter of the law states that from 1-5 mph over the speed limit is a \$65 fine. Another suggestion is to put stop signs on Martin's Ferry Road. That is the most outrageously ridiculous idea; there is nowhere to put stop signs without impeding traffic. These studies occurred when schools weren't open. RSA 265:60 talks about potential hazards. These aren't addressed in the study; these are things we are supposed to address. We wouldn't need to vote on this if the traffic study determined speed limits. Underhill School abuts Martin's Ferry Road; I brought that up 14 years ago. They put up signs on Sherwood Drive, but there are no school signs on Martin's Ferry. There are school zone signs on Hooksett Road for Memorial School and they do not abut the road. The other issue with the engineering study is the average speed measured. Just because people break the law, doesn't mean it's OK, it just means it hasn't been enforced. I can count on one hand the number of times I have seen a cruiser sitting there waiting for speeders, in 14 years. Section 47:17, referred to by the attorney – we have the authority to regulate all

streets and public ways. The issue with having no authority over speeds has to do with highways, not local roads. It also refers to the latest edition of the manual on uniform traffic control devices. This is something distributed to Council when I was on Council previously. There should be some notes in the minutes as to all the discussions that did take place. This has been an ongoing issue that got dropped and needs to be reinvigorated. Later in the meeting we have another report where they do think 25 mph is an appropriate speed. I'm not questioning much other than did anyone actually look or did they just take numbers from a machine. I can't see how anyone can consider raising the speed limit on Martin's Ferry Road to meet improvement of public safety in any sense of the word. RSA 265:62 and 63 seem to be the most pertinent parts to this.

J. Sullivan: Mr. Ross is referring to a letter from our town attorney (*see attachment "A"*). He did bring up some other issues – stop signs and posting of school zones. That certainly is part of the discussion but separate at this point. We can get to that on a future agenda.

R. Duhaime: I'm on your side. I think the new town engineer should look at how to improve that road going forward. I spoke to residents who were concerned with high rates of speed. It would be harder to lower it in the future if we did set it at 30 and wanted to reduce it to 25. It was mentioned that we don't have a safety cross walk – we don't have one in that area. If we put a cross walk do we need a sidewalk? Where does it go from there? We have one more to discuss tonight.

M. Miville: It's in my district as well as Councilor Ross's. At the last meeting, we were led to believe that the engineering study was state-ruled. Mr. Ross brought up that it's not the only thing to consider. I also did extensive research in the last 2 weeks as well. I have walked both sides of that road and did not go onto anyone's property. My observations are there are only 2 speed limit signs on Martin's Ferry heading west; there are no signs going up from Rt. 28. The first sign heading east is at the west entrance of Cemetery Rd; there are 2 signs on the east side and 1 on west. There is more than one location where there is protruding brush into the road and it's a hazard that needs to be cleared. It's the only time I was nervous while walking. The cars on the curve could not see me past the brush. I agree that it's not just about the speed limit; I am expanding my perspective to include the unique characteristics of this road. There are no paint lines on this road; it needs a lot of TLC. It needs some traffic mitigation, regardless of speed limit. I think a 3-way stop sign at Benton Rd. would help and a stop sign at Cemetery Rd. would help. I was told an island was going in and I think that would help. More signage would also help. That is a significant reason that drivers don't know what the speed limit is. I recommend sidewalks near the school; I am not in favor of speed bumps but that is another traffic mitigation option. Flashing signs – I don't know if we want to spend that kind of money; there is a sign in Derry that posts the speed limit and has an LED sign under it that flashes the speed drivers are traveling.

J. Sullivan: The purpose is to establish a speed limit so the police department can successfully enforce the speed limit. I think mitigation should be a separate motion requiring the Town Administrator to do more research.

M. Miville: I agree with Councilor Ross; it's not just about the speed limit. 25 is slow for that road but because of the uniqueness of that road, it needs mitigation regardless of what the speed limit is.

A. Jennings: I agree there are safety and upgrading concerns on that road. RSA 265:63 states we have to have a traffic study to back us up to give the police the right to enforce a 25 mph speed limit. I purposely highlighted "required" is section 2A of that same RSA. We cannot avoid listening to the engineering study. It took into consideration the curbs, the intersections, the pavement conditions, etc; after reading the RSA and Windham's 2012 decision to lower their speed limit (no traffic study to back them up), I think it's a disservice to our police department to lower it to 25.

J. Levesque: By lowering it to 25, and knowing the police are reasonable, if anyone was going 30 I wouldn't think there would be any citations given out. Residents want 25 mph; they have children and have a right to voice their opinion. I don't think it's unreasonable. There has to be some give and take; if you are doing a reasonable speed of 28 or 29 mph; instead of making it 30 and traffic is going 35 or more. It's a good move to establish it at 25.

D. Winterton: I don't think there is anyone in the room or in town that doesn't have the safety of the people on Martin's Ferry Road at the front of their mind in this decision. If we set it at 25, would that

hinder any prosecutions any higher than 30? From the input of the residents, the most important thing is enforcement. We plow over 80 miles of roads in town and we are talking about .7 miles of road in a police department that is stretched incredibly thin. There was a DWI grant we had to send back because we didn't have enough staff to conduct the DWI check. The citizens want officers out there protecting, and arresting when need be, the town. I clearly support 25 if it doesn't hinder the police doing their job. If it does, then I support 30. I'd ask the citizens to look at what their priorities are in terms of spending public safety dollars.

Dr. Shankle: The law is clear to me; the default speed limit on local roads in NH is 30. In order to get off of that one way or another, 265:63 says an engineering study or traffic investigation needs to be done by someone qualified. We did not have a town engineer when we did these. We hired the person who does them all over the state and is highly qualified. We got an opinion from the town attorney saying the same thing. You have a recommendation from the police chief to post it at 30.

T. Tsantoulis: We have established that Martin's Ferry Road is in poor condition. I have gleaned that from a police enforcement point of view, following the engineering study's assessment of the road, there are a lot of other issues – striping road which has a tendency to slow traffic down. I am big on supporting local law enforcement and to give them the opportunity to do what they need to do. In that case, we post it at 30. Word will spread and perhaps the problem gets solved.

D. Ross: The town attorney writes that his opinion may not be universally agreed upon. We have a certain level of jurisdiction. If we write a ticket for 28, we can't enforce that. If they are going 30 we can, they are going over the 5 mph over the limit. I wonder what the percentage of successful speeding ticket defenses is. On the outside chance we get sued, how much money are they going to sue us for over a 25 mph speed limit sign? The police department is under our authority as specified by the town attorney. If someone is going 35, you can write it for 10 or 5 over the speed limit. It's been 25 since the day it was paved, probably. We are talking about maintaining what is grandfathered into that road. The painted lines aren't there but the engineering study indicates they are. I find that a flaw worth looking at. The condition of the paving isn't addressed in that study; the walk that Councilor Miville took – school is not open yet. And wait until it snows. I think it's our obligation to protect our residents and if people going through want to fight speeding tickets, so be it. We have the authority to do it so let's do it and be done with it.

A. Jennings: We don't have authority; a state RSA trumps what we have. I want to give the police department the best chance of winning cases and getting the speeds down, and then get with Public Works to find ways to improve the road. Let's not fly in the face of the state RSA.

R. Duhaime: We have a letter from the town attorney that says Public Works should take a look at this; I would love for the town engineer, a licensed PE, to take a look at it. If we want to wait for him to take a look I am in no rush, we can wait a while. If he can help validate us then maybe that's the way we should handle it.

***R. Duhaime motioned to table until information from the Town Engineer is received. Seconded by D. Winterton.
Vote 5-3 in favor.***

Consensus to have the Town Administrator ask the Town Engineer and Public Works Director to inspect Martin's Ferry Road.

Dr. Shankle: Leo Lessard was looking into CMAC money for sidewalks before he left, but it's really expensive.

J. Sullivan: If we can have that done for our next meeting so we can officially set the speed limit on that road that would allow the police department to do what they need to do to enforce the speed limit.

D. Ross motioned that Council establish a policy for the police department to enforce traffic violations in excess of 31 mph on Martin's Ferry Road. Seconded by J. Levesque.

D. Ross: We are worried about the letter of the law and we aren't paying attention to the letter of the law. Speeding is enforceable at 1 mph over the speed limit. It seems this is going to go on for another 14 years, because that is when I first brought this up. Maybe everyone needs to re-read these articles as well as the letter from the town attorney as to what our authority and jurisdiction is in this town, and that we do have the authority and we have the ability to defend that authority and we should. For something that has been on many people's minds and people don't go 25 mph on that road and that during school you can't walk safely on that road. That is why I am putting forth this motion.

M. Miville: There are a lot of roads in town not backed up by official studies. They were arbitrarily posted and currently are not enforceable. This is not the only road. If we are following the letter of the law, it should be 30 right now. I feel the list of mitigations I listed is just as important as the speed limit. I am more interested in helping the safety of that road, in addition to the speed limit. Let's change all the speed limits in town that are not properly posted.

R. Duhaime: We have to take a lot of things under advisement, not just this one. As much as I enjoy the debate, we need to move on.

J. Levesque: I can't see people getting tickets for 31 mph, but it might solve the problem. I think the residents would be satisfied with that and we wouldn't have to make a decision.

D. Winterton: I also enjoy the passion; the reason I am anxious to wait 2 weeks is because we now have expertise in our administration and I'd like to hear from that expertise. Safety is most important but we are pulling a community into the laws of the 21st century and we need to do it right. I appreciate the arguments that are being made.

J. Sullivan: I think we are getting into the administration of the town, but that is my opinion. I don't think the Charter wanted us to get into directing the police department to enforce things it is their job to enforce. I understand the motion on the table.

Roll Call –

D. Winterton – No

T. Tsantoulis – No

J. Levesque – Yes

A. Jennings – No

R. Duhaime – No

D. Ross - Yes

M. Miville – No

J. Sullivan – No

Motion fails 6-2

b. 14-050 Departmental Oversight Committee Charge

Dr. Shankle: When this came up last year with Councilor Jennings, it seemed like it's what Council was looking for at the time and I see no reason to change it.

A. Jennings: The idea was to give a fresh set of eyes to the functions of the departments and work with them, not against them, to see what we could do to help them out. Councilor Miville, myself and the Town Administrator will get together. I'd like to know which department we should start with first.

R. Duhaime: Alphabetically? It doesn't matter to me. The point is to make it through all the departments.

M. Miville: I assume Budget Committee would not be included?

J. Sullivan: Correct.

Dr. Shankle: Administration is before assessing, alphabetically. I'd suggest that since we combined some departments, Public Works seems like a good place to start. You are really looking at if there is any need for a change in policies

J. Sullivan: Your thought is to look at policies in Public Works first?

Dr. Shankle: When you put two departments together, there may be some policies that conflict. We looked at it when we put them together and this would check to see if we missed anything.

A. Jennings: We will focus on policies and see what else there is.

D. Ross: I thought we had to establish and form the committee. If I read this, it seems like we are layering work that is already being done. I thought data was being accumulated by administration. Departments are disappearing, we have divisions and directors now. We remanufactured town government. I find it a little not right you would have a committee formed by the Council to include the Town Administrator as a member – it goes against the line of authority we gave him and our authority, which we really don't have in dealing with department heads. I think we need to reevaluate the way things are working – how is the budget going to work and be reallocated? I see this as time being spent and having no value to the town.

J. Sullivan: There is nothing restricting an administration member being a part of a committee as an advisory member, i.e. Board of Assessors. They provide information but do not make decisions. Without someone from administration providing info, the committee can't do their job.

Dr. Shankle: I didn't see this as a committee that would be voting on things, but just gathering information. I pushed to have myself and someone from Planning Board on this committee. I saw this as information-gathering to bring back to the Council. Someone from admin needs to be there to provide the information. I didn't see this as a voting committee.

R. Duhaime: When was the last time this Board met with committees? According to the Charter we are supposed to meet with them every year. We have a lot of things to cover.

J. Sullivan: The Charter says we need to meet with committees on an annual basis. If we have missed someone, we will be sure to get them in.

M. Miville: As far as I know, all committees have met with this Board in the last fiscal year. I think we are good.

Consensus to direct the Oversight Committee to start with Public Works.

5 MINUTE RECESS

c. 15-043 Public Safety Administrative Consolidation

Dr. Shankle: Council has talked about this in the past. We don't want to add more people, but we are looking at this since we have an opening at Fire Chief. If you look at the 2 handouts, you will see the present administrative structure and the proposed structure. Currently there are 7 administrators between the two; the new proposal would still have 7 administrators just be restructured so that the basic administrative functions would be under the Public Safety Director. There would be no reduction in the administrative structure, just reorganized. The other thing I brought in is the Director of Public Safety, primarily administrative in nature. We are trying to increase efficiencies where we can and gather more data. One of the things inherent in police and fire is administration and is not their first priority. This would put someone over there to gather information, coordinating resources for emergency management. I need to know if Council is interested in moving toward this. I think it's a good plan and I think it will work. I also know there are some people who might not agree with it. If we are not going forward with this, we are down one person in the fire department and I need to address that.

J. Sullivan: I have some specific information I would like if we agree to proceed to continue on.

R. Duhaime: I agree; I see that there is no increase to staff, just different positions. I don't see any cost savings, but it's not going to cost me more.

T. Tsantoulis: How will we be able to "sell" this to public? It looks like another layer of government. What is it going to cost the tax payer and what effect is it going to have on the overall operations? I looked at the qualifications – good luck finding that person. If that individual were to be found and considered for that position, I suspect they would demand quite a salary for all the qualifications we are asking of them.

J. Sullivan: I need more pieces of information too. If the plan looks good, I would need the information to support it. I would need cost and pay grade for this position also. That would be information he will provide at our next meeting if we agree to continue.

D. Winterton motioned to task Town Administrator to further investigate to answer questions from the Council and bring back answers for discussion. Seconded by A. Jennings.

D. Winterton: Currently we have a fire department and police department reporting to our Town Administrator who is in a separate building and who has little experience in public safety. If we have a director of public safety that can keep both departments completely separate with no integration but has experience in budgets, personnel, and union negotiations, it takes the burden off the police chief and fire chief to focus on public safety. It really frees up a huge portion of the job from those administrators now and places it in the hands of someone in the building to help that building function. Our Town Administrator does it now, who has other things to focus on. We have the opportunity since we have an opening in terms of administrative positions within those two departments to consolidate without adding expenses to the town and to pull these departments to a leader in the 21st Century.

D. Ross: I am more opposed to this than I was to the last reorganization of town departments into divisions, that isn't even addressed in the Charter. This consolidation – there hasn't been any overt effort to find another chief and the other reorganization just raised the pay grades. We are creating a top heavy environment to do what his job is – he is the Administrator. I find us creating one big pyramid in town. You have one department in charge of all of Public Works, he is in charge of this building and now we are going to have one person in charge of public safety. As far as these 2 departments, it's like a military organization - you have the guy at the top and their subordinates. Now you have someone at the top who can go between those 2 departments and assign projects, work plans, evaluate assigned personnel. This is what the chief and his subordinates do, in both departments. The fire department isn't the police department and the police department isn't the fire department. I don't get it at all other than creating another high-paying position in town. Our fire department is exemplary; likewise with the police department. As far as I see, we are fixing something that definitely doesn't need to be fixed. We are reinventing town government without the voters having a say in it. We are reps of the people, this is their decision. I would hope there is a public hearing on this. I think we have already reinvented the town enough. Let's get a fire chief in that position.

J. Sullivan: We do have an acting fire chief, doing the job. We are not without a chief or a deputy chief.

A. Jennings: From day to day ops, if we compare it to the military, each branch does their own thing but there is a central figure at the top before you get to the Commander in Chief. If we proceed, I want to know how it improves processes and services for the town and how it will save money and/or time.

R. Duhaime: We have an open position and this is something that our Town Administrator said other towns are doing by consolidating. I remember when they built the Safety Center. How much has changed in town since that was built? They are together in the same building, now you are asking us not to join them together. We should at least ask him to investigate. If other towns are doing it, it can't be all that bad. If we are looking out for the tax payers and for the bottom line, that is information that we are all looking for. I assume he will bring us all that information and then we can make a better decision.

M. Miville: What functions done by the present positions are going to be taken over by the public safety director, what is the shift of tasks going to be? Will all required job duties be handled by the director, provided they have the qualifications for it? Will there be a method to get the new safety director qualifications they may need? Does a police person know enough about fire to administrate effectively and vice versa? I am totally for improving processes as well and what is the bottom line cost/savings? It's not always about the money, it's more about accuracy, accountability, qualifications and efficiencies.

J. Levesque: I am concerned about a public safety director. The 2 chiefs are doing a good job and everything is running smoothly. This person is going to have to be an expert as a fire department manager and a police department manager. If they are working on budgets, fine. But the day to day ops of the department goes to the chief of each department. This is going to be a \$100,000 job and what are we getting for it? I am not sold on this idea at all. I think we should tread lightly and find out how this is going to work much better. It seems like we have a lot of chiefs. What are the duties of the chief,

assistant chief and the administrative captain vs. the 3 chiefs we have now? We are going to be eliminating one and his salary can go toward the public safety director. The Administrative Assistant – is that for chief of police, public safety director or is the chief still going to have his admin assistant? I have a lot of questions but I'm open to listen.

J. Sullivan: I don't have enough info at this point to say yes or no. I'd like to know cost and impact on services, day to day ops in both departments. Job descriptions – how what they do now will change as well as the job description for the admin assistant. I'd like a list of pros and cons on this type of set up; how is it working now vs. the new set up. You mentioned other towns set up this way and how it works for them. Until I get this information, I can't make a proper decision.

Dr. Shankle: All I am asking is that if this motion passes and I bring back something reasonable that you consider it.

D. Ross: I think suggestions, comments and opinions from the people currently doing these jobs in the fire and police departments would be valuable. These are the people doing the job and I think it would be important.

J. Sullivan: Dr. Shankle has been communicating with the current chiefs, so maybe at our next session, it would be important to hear from them.

Vote unanimously in favor.

NEW BUSINESS

a. 15-059 Financial Risk Assessment Questionnaire

J. Sullivan: We have been asked by the finance director to fill in the questionnaire; we need to answer #1, #2, and #11.

"No" to #1(a); "No" to #1(b); "No" to #2; "No" to #11 (see attachment "B")

A. Jennings motioned to authorize the Chair to sign the updated risk assessment questionnaire. Seconded by R. Duhaime.

D. Ross: As far as the term "fraud" as it pertains to this document, perhaps it would be helpful if we had a copy of the definition as it applies here. It should be something we all have a copy of; fraud is not always a monetary thing.

J. Sullivan: If we can get a definition for our next meeting and hopefully we won't need to change anything.

M. Miville: In the interest of full disclosure, #4 – there is a Councilor that is identified as doing business with the town and it is mentioned in this report.

J. Sullivan: Yes, it is security monitoring services.

Vote unanimously in favor.

b. 15-060 Purchase of Public Works One Ton Diesel Dump Truck (F550) with plow & sander

R. Duhaime motioned to authorize the purchase of the F550 plow truck & sander using the state bid through Grappone for at total of \$70,279.00. Seconded by M. Miville.

D. Boyce: I sat with my crew chiefs and experienced plow truck drivers to figure out the next best step to get through this winter and future winters. It is actually a 2-ton, not a 1-ton. It's going to have a bigger sander so we can keep it out longer.

J. Sullivan: Since we are using a state bid, we don't need the traditional 3-bid process.

D. Ross: Is it an error where it states the town originally had 3 one-ton trucks?

D. Boyce: We did have 3 one-ton trucks. This is a step up and will be more effective for plowing. The 1-tons are good, but this will be heavier.

D. Ross: I presume there is still a need to have these smaller trucks in some areas. It sounds like we are going to be without this little truck?

D. Boyce: The one-tons are mostly being used in Parks & Rec. With this one step up, they will still be able to get through the gates but this is more effective on the roads for plowing.

J. Sullivan: This is coming from the Capital Reserve fund, previously authorized by voters.

R. Duhaime: This is a heavy duty truck. You wouldn't be able to put a 9' blade on a standard truck because it is much heavier. This is the in-between truck; it will still cover the one-ton but is as heavy duty in that chassis as you can get.

M. Miville: It says the town originally had 3 one-ton trucks. How many do you need?

D. Boyce: We only have one left; we decided that our next best step instead of replacing a one-ton is to go one step higher.

T. Tsantoulis: When the one-ton you currently have breaks down, what are your plans moving forward? Would you look at another vehicle of this type?

D. Boyce: They talked about building a flatbed on the back of that. It's going to depend on cost; we don't want to spend too much money on it. It might be the next step we take instead of the one-tons.

M. Miville: This money is coming out of the CIP Capital Reserve fund, already established?

D. Boyce: Correct.

Roll Call –

R. Duhaime – Yes

M. Miville – Yes

D. Ross – Yes

J. Levesque – Yes

A. Jennings – Yes

D. Winterton – Yes

T. Tsantoulis – Yes

J. Sullivan – Yes

Vote unanimously in favor.

c. 15-061 Street Name Approval – Water Works Drive

Dr. Shankle: There was a loop on Industrial Park Drive and Council allowed GE to expand and cut off part of the loop. There is a stub that goes past the water company. Although I concur, I would not discourage you if you wanted to have a public hearing, only as a matter of process. Normally you would have a public hearing on a road name change.

***J. Sullivan motioned to table. Seconded by R. Duhaime.
Vote unanimously in favor.***

J. Sullivan: I'd like to request we have a posted official hearing on the street name change from Industrial Park Drive to Water Works Drive, or other, to be scheduled within our requirements.

D. Ross: And possibly an amendment to that to notify any other businesses on that road should be notified.

Dr. Shankle: The only business on this stub is the water precinct. We will notify abutters on that road of the public hearing as well.

d. 15-062 Discussion – Whitehall Terrace Speed Limit

Dr. Shankle: The only reason these 2 roads came up is because we had specific complaints from people on those roads. We don't go looking for trouble, it comes to us. All we need to do is make a motion to set up a public hearing and discuss after a public hearing.

**J. Sullivan motioned to hold a public hearing on whether the speed limit on Whitehall Terrace should be posted at 25 mph. Seconded by R. Duhaime.
Vote unanimously in favor.**

e. 15-063 Advanced Life Support Intercept Agreement with City of Concord NH Fire Dept. (see attachment "C")

D. Ross motioned to accept the agreement and authorize the Town Administrator to sign on behalf of the town of Hooksett. Seconded by R. Duhaime.

Acting Chief Jore: I'd like to thank you for the voiced respect for both police and fire this evening. I truly appreciate that so thank you very much. Concord Fire provides service when requested. They provided services to surrounding towns before Hooksett began transport service. The agreement is only for transport to Concord Hospital. Historically, it is something they have always requested; there is a fee involved with this, because it is outside of regular mutual aid, which is recovered through billing. It lists specific reasons for requiring paramedics, gives definitions, and has a signature page for the contract. I can sign on behalf of fire service but it also needs an authorized town signature. This isn't our first contract with them, and it is valid until 2018. We haven't had an intercept with Concord in recent memory. It's a rare occurrence.

D. Ross: It's a 0 fiscal impact and recovered through billing. It's on an as-needed basis which is becoming more rare.

J. Levesque: This is for a paramedic you said?

Acting Chief Jore: We have times when our guys are at another call; we still have the ambulance and need to request a paramedic, or if we don't have a paramedic on staff at the time, and only if they are going to Concord.

A. Jennings: You said you used 3 other services in the last 18 months. Do you know what towns and what they charge?

Acting Chief Jore: One with Bow and 2 with Tri-Town. Their fees are very similar; I can't remember exactly. Since Bow instituted this 15 years ago, they have only increased their fee \$50.

T. Tsantoulis: If you are dealing with someone who doesn't have the means to pay the transport fee does that fall back on the town?

Acting Chief Jore: Yes we would still be responsible for that fee.

T. Tsantoulis: Has that happened?

Acting Chief Jore: I don't know but I can find that out if you'd like.

J. Sullivan: There is a process with the ambulance service that a person can appeal to the Council and there have been some cases where we have waived that. I don't know if it applies to the intercepts.

A. Jennings: And there is a collections process before we write it off.

M. Miville: I believe there is a significant amount of money that we are trying to constantly collect.

R. Duhaime: We have to pay the bill in 30 days, whether we collect it or not.

Acting Chief Jore: That is exactly right; we pay Concord Fire and we bill the patient.

Vote unanimously in favor.

f. 15-064 Technology – Tablets for Chambers Meeting Room (*see attachment "D"*)

K. Rosengren: Planning Board and Council have expressed interest in tablets; I have a quote from our IT vendor. Unit price is \$324/tablet. They would be Wi-Fi only so we would only need that service. They have capability for Silverlight or PowerPoint plug-in. You could pull up a presentation from your email and follow along. The quote does not include a case, but I have quotes for that as well.

J. Sullivan: I think this would work and it would not require any printing. At the meeting, we wouldn't get hard copies delivered to us. How much is the average cost to mail the packets for each meeting?

D. Fitzpatrick: Smaller packets are about \$3.75 and the larger packet is about \$8.00 and there are 10 packets for each meeting.

J. Sullivan: We would save money in postage and staff time.

R. Duhaime: Planning Board requires referencing information from several months ago. This would make it much easier.

J. Sullivan: I assume other departments would use them as well.

K. Rosengren: The packets would be emailed to you in advance and the tablets would be here at the meeting rather than have the paper packet in front of you.

J. Sullivan: I would encourage covers to help them last longer.

D. Winterton: Would these be tablets we take home or leave here?

K. Rosengren: We would lock them up in chambers so they would be available for other meetings.

D. Winterton: Would the data on a tablet from a Council meeting be available to a Planning Board member? It might not be advantageous to share that with a Planning Board member.

K. Rosengren: You would access the information through the web browser and you would log out. During any public meeting, anything on the table in front of you is public knowledge and is accessible. Because you don't have a private log in, you won't have personal settings either.

D. Ross: It sounds great, but my concern is with security. You are using a web browser to log into email. It remembers what you do. I understand the thought process, however I wouldn't feel comfortable using it. I use my own secure email server. Sharing an electronic device, you are sharing info whether you realize it or not. I see it as a potential flaw with this.

K. Rosengren: Your hooksett.org emails are public and you can get a right to know request for them too.

A. Jennings: If we decide to approve these, I would still like printed packets until we get used to the tablets. The other thing is naming conventions – follow the agenda perhaps, especially if Planning Board is using it, to make it easier to find files later on. Maybe a shared drive connected to the Wi-Fi that we could access documents securely. Android 4.0 has multiple accounts on tablets and this is 4.4.

D. Winterton: Maybe we test this with 2 or 3 Councilors since there is no advantage to buying them in bulk. Just something to consider.

D. Ross: Price assumes purchase of all line items?

K. Rosengren: I confirmed that \$324 is the unit price for any quantity.

Dr. Shankle: I think testing it with a few of you is a great idea. It gives us a chance to look at different ways to do it. As long as you can agree who of you will get them.

J. Sullivan: I would use it and I will volunteer to test it.

M. Miville: I prefer the paper copy. I have a tablet at home for work and I prefer to have my email on a bigger screen. Looking at a \$14M budget on a little screen isn't feasible to me. I prefer to have it on a large printed page. It would not work for the Budget Committee. Would you honor a request for hard copies?

K. Rosengren: I don't think you would have to use them; they would be available for you to use.

Dr. Shankle: The question here is if Council wants them. We aren't going to make anyone do it. We will buy them for the ones who want them and see how it works.

D. Winterton: I think if they were available for Planning Board, if someone was making a presentation, we could follow along on a tablet. Retrieving older info would be easier also.

Dr. Shankle: We spend money as we have it but one of the long term goals for this room is a big screen because some big plans don't make sense for that. This is part of a plan.

M. Miville: I write on every page of the hard copy. Can I highlight or write on the tablet?

Dr. Shankle: If we set it up on individual drives, you can do it. It depends on how we set it up.

J. Levesque: Can we still access our email or website for prior information? Can we use our own tablets if we wanted to?

K. Rosengren: Yes.

R. Duhaime: When I was on the Planning Board, they tried to get me on email and once I got on it was so much easier. It makes sense. You can't replace the hard copy packet.

M. Miville: And we can specify what files we want on it going forward.

T. Tsantoulis: Tablets would save postage; I have received a lot of mail since I have been on Council. If we are going to get tablets, I think it would be redundant for some to have paper and some to have tablets. We aren't really saving money. We should take a good look at if we are going to use them and make a decision based on that.

J. Sullivan: If only 1 person is going to use it, it might not be a good idea. I would use it.

R. Duhaime: The open volunteer positions could be on the tablet and not be printed every time it gets updated.

D. Ross: We can access all of this on the website already. It's not a big expense for anyone to get your own tablet. It is the most secure method. It only costs me a monthly fee; they rebate you the cost of the device. That is my opinion; having them available for Councilors who don't want to buy one is a good idea.

**A. Jennings motioned to have the Town Administrator move forward with the purchase of 3 meeting tablets. Seconded by D. Winterton.
Vote unanimously in favor.**

J. Sullivan: It is coming out of the equipment line.

K. Rosengren: Do you want cases or wait until after you test them?

J. Sullivan: You might as well get the cases too.

K. Rosengren: There are 2 options – one is \$28.99 with a Bluetooth keyboard the other is \$12.99.

g. 15-065 Town Charter Changes

**M. Miville motioned to extend the meeting to 9:45 pm. Seconded by R. Duhaime.
Vote unanimously in favor.**

Dr. Shankle: One of the things you've talked about is ways to get more people out to vote. This is one way to do that. I am recommending a public hearing to see what the public has to say.

A. Jennings motioned to move the process forward by having a public hearing on the proposed changes to move the Town Meeting from May to March. Seconded by D. Winterton.

M. Miville: If we move everything up 2 months, when do we start? The first Budget Committee meeting is Sept. 16. Does that mean Administration and the town and the school district need to have budgets done by September? Budget has to review the school and town budget at the same time. When does the town start? Can the Budget Committee get it a little earlier than we do now?

Dr. Shankle: State law spells out the process. We will do whatever we need to. It impacts the Budget Committee the most.

J. Sullivan: You will be getting everything together. Before 1989, that was the process.

M. Miville: The budget has to be ready by January 30 when typically it's the end of February or beginning of March.

Vote unanimously in favor.

h. 15-066 Applying Stipends to Boards & Committees

M. Miville: We talked about whether stipends should be attached to attendance. I have an attendance report for information (*see attachment "E"*). With all things being equal, when everyone does all their work, what is not equal for the stipend we receive is the attendance. You see there are some Councilors who attend less meetings than others. At 30 meetings, that is \$50/meeting. If we are looking to save money and accountability, we spent \$2,000 for stipends on Councilors who did not attend meetings. I did the same report for Planning Board – on average, each member misses about 4 meetings.

J. Sullivan: The only stipend mentioned in the Charter is \$1500 and \$2000 for Council. It does not refer to assigning that to participation. If we change it, it would require a Charter change. The other ones may be a little easier. I don't necessarily have a problem with that.

M. Miville: Rules require if a Board member misses 3 consecutive meetings, there is the potential to remove them from the Board. Nobody has missed 3 in a row, so they are not breaking any rules but they are missing a lot of meetings.

Dr. Shankle: It's 25% of regularly scheduled Council meetings in a calendar year cannot be missed.

J. Sullivan: No one is in violation since there were some special meetings.

i. 15-067 Old Home Day – Town Council Booth 09/19/15

D. Fitzpatrick: Old Home Day is scheduled for 9/19; the field opens at 8 am and break down is at 6 pm. I have a sign-up sheet to pass around. I also need a Councilor to help me coordinate beforehand.

J. Sullivan: Mr. Duhaime will volunteer. We will be participating as we have previously.

j. 15-068 Employee Appreciation Picnic 2015

D. Fitzpatrick: This is the one date and time I can get the majority of employees together. We are having our flu clinic at the same time and there will be a table for health and safety. Previously Councilors Lizotte and Winterton have provided donations for food and gotten donations from the community.

D. Winterton: I will take the lead on that again.

J. Sullivan motioned to approve the 2015 Employee Appreciation Picnic as presented. Seconded by A. Jennings.

D. Fitzpatrick: It has been a successful year for employees; I will also work with you on an appreciation letter.

Vote unanimously in favor.

***D. Ross motioned to extend the meeting to 10:00 pm. Seconded by A. Jennings.
Vote unanimously in favor.***

A. Jennings: Do we need to motion on Old Home Day?

D. Fitzpatrick: You made a previous motion to participation, and I have reserved a booth; the date is already set.

SUB-COMMITTEE REPORTS

J. Levesque: Board of Assessors met tonight and we reviewed some abatements. Most of them were denied. We made an offer to someone and negotiated back and forth on the abatement they wanted and what we expected to get.

M. Miville: Economic Development met last Tuesday; we are trimming down the business list and still recruiting volunteers to interview business for about an hour. There will be training on 9/16 for volunteers; one is at 10 am and another at 6 pm. There was a ribbon cutting this week at the opening of a new dance studio and another at the 99 Restaurant tomorrow at 5 pm.

PUBLIC INPUT

Harold Murray, 311 Hackett Hill Rd, Hooksett: If you recall the Police Commission and problems you have when you had that level of management between the police chief and Town Administrator. I spoke to police chief and he says it works fine without it. This system with a public safety manager would add a level back in, also for fire. I'd also ask what the authority is going to be at an incident. Will they have any authority at an incident? Job description - I happen to sit on the oral boards for the state forestry and they now carry guns. They have to go through the police academy and that is about a \$10k cost. You hire a police officer and make them a forestry person or vice versa. You are looking at totally different things. I'd like to let Mr. Duhaime know that Hampton is the only town in NH that has this, and I understand that is going out when the chief goes to Florida in a couple of months. There is one at Waterville Valley because the police chief was also a fireman and grew up with that whole system. Thank you.

***J. Sullivan motioned to adjourn at 9:50 pm. Seconded by D. Ross.
Vote unanimously in favor.***

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

Respectfully Submitted,


Tiffany Verney
Recording Clerk

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

AGENDA NO. 7a
DATE: 09/09/15

The Hooksett Town Council will be holding a public hearing on Wednesday, September 9, 2015 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is for the Town Council to give the public Whitehall Terrace, Hooksett, NH speed limit study data and to get their comments about this roadway for the Town Council to establish a speed limit for Whitehall Terrace. The speed limit study is available for viewing in the Administration Dept. and questions should be directed to them at 603-485-8472.

Memo

To: Dr. Dean E. Shankle, Jr., Town Administrator
From: James J. Donison, P.E., Assistant Public Works Director/Town Engineer
Cc: Diane Boyce, Public Works Director 
Date: August 31, 2015
Re: Whitehall Terrace Speed Limit (Town Council File #15-062)

As per the request of the Town Council at their August 26, 2015 meeting I have evaluated the question of what the speed limit should be on Whitehall Terrace.

My evaluation has included: driving the roadway at the current posted speed limit of 25 mph; observing the roadway geometry, both the horizontal and vertical configuration; observing the roadway shoulders and intersecting roadways; observing vehicle and pedestrian movements along the roadway; review of Stephen G. Pernaw & Company, Inc.'s traffic engineering report dated June 22, 2015; and review of Attorney Jay Hodes, Hage Hodes Professional Association, legal opinion dated August 19, 2015.

Of particular significance in my observation on August 28, 2015 (mid-afternoon) were parked vehicles along the edge/shoulder of the roadway and a woman pushing a baby carriage along the edge of Whitehall Terrace.

After review of all information, it is my recommendation that the roadway speed limit be posted and maintained at 25 mph.

Thank you.

AGENDA NO. 15-062
DATE: 08/26/15

**Staff Report
Whitehall Terrace Speed Limit
August 26, 2015**

Background:

In order to determine the appropriate speed limit on Whitehall Terrace, and in compliance with NH RSA 265:63 I (see below), a traffic investigation was done (see attached). The study found that the appropriate speed limit should be set at 25 MPH.

265:63 Alteration of Limits. –

I. Whenever local authorities in their respective jurisdictions determine *on the basis of an engineering or traffic investigation* (emphasis added) that the prima facie speed permitted under this chapter is greater or less than is reasonable and safe under the conditions found to exist upon a way or part of a way, the local authority may determine and declare a reasonable and safe prima facie limit thereon...

Issue: Whether the speed limit should be set at 25 or 30 mph.

Recommendation: In accordance with past practice, that the Council hold a public hearing on whether the speed limit on Whitehall Terrace should be posted at 25 mph.



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

MEMORANDUM

Ref: 1628A

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

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

Subject: Whitehall Terrace – Speed Limit Evaluation

Date: June 22, 2015

In accordance with your authorization to proceed, Pernaw & Company, Inc. has completed the speed limit study for Whitehall Terrace. This effort involved measuring the velocity of free flowing vehicles at a specific location during the typical morning and afternoon commuter periods, 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 maintained at 25 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 Whitehall Terrace. 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

Whitehall Terrace is approximately 0.5 mile in length and it functions as a two-lane bi-directional collector roadway that extends from NH Route 27 (north) to Farmer Road (south). This roadway carries both through traffic as well as providing access to those living on Whitehall Terrace. The pavement measures approximately 23-feet in width and there are no pavement markings present. A “cape cod” berm is present along the west side of the roadway and grass shoulders blend into front lawns on both sides. The majority of Whitehall Terrace has

a straight horizontal alignment; however there are two significant curves with radii of approximately 200-feet. The vertical alignment is generally flat along most of its length; however the roadway does follow a rolling terrain. The speed limit is posted at 25 mph.

Intersections along Whitehall Terrace are limited to Terrace Drive, a short “driveway” that provides access to a single-family residence. Single-family residences are predominant. On-street parking was observed in several instances, with some vehicles parked completely off the pavement while others were entirely on the pavement. Pedestrian travel was light, and neighborhood children were observed playing in the street during the afternoon count period.

TRAVEL SPEEDS

The free-flow speed of approaching vehicles was measured on Whitehall Terrace, on a typical weekday in June 2015 during the morning and afternoon peak periods. The following table summarizes the speed data by time of day and travel direction. The tally sheets showing the raw data and other statistical summaries are attached.

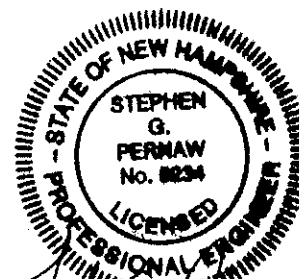
Whitehall Terrace Speed Summary - MPH

	AM		PM	
	Northbound	Southbound	Northbound	Southbound
Average Speed	31	30	28	30
85th Percentile Speed	33	33	35	34
Posted Speed Limit	25	25	25	25

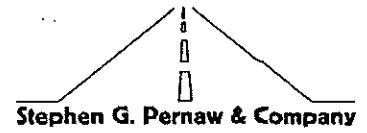
This data indicates that the free-flow travel speeds are relatively consistent between the two study periods, and the 85th percentile speeds exceed the speed limit by a considerable margin.

CONCLUSION / RECOMMENDATION

Although the 85th percentile speed data initially suggests that a posted speed limit of 30 or 35 mph may be appropriate, the horizontal curves at both ends of Whitehall Terrace would require “Turn” warning signs (MUTCD W1-1) and 25 mph Advisory Speed Plate signs (W13-1P). Given the short length of the roadway (with Stop signs at both ends), its horizontal curvature, the lack of paved shoulders, and residential character of the area (on-street parking, children playing, minimal signage) **Pernaw & Company, Inc. recommends that the current speed limit of 25 mph be maintained.** In our view, increased enforcement would be helpful, but the results are usually temporary. As an aside, we feel compelled to report that several “speeders” had a trip origin or destination on Whitehall Terrace.



Stephen G. Pernaw 6/22/15



Spot Speed Study - AM

Client: Town of Hooksett
Job #: 1628A
Town/City: Hooksett, New Hampshire

Location: Whitehall Terrace (#32), Hooksett, NH
Date: 6/10/2015 (7-9 am)
Weather: Fair

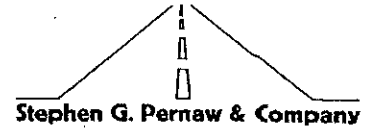
I. Recorded Data

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

II. Statistical Summaries

Northbound
 Observations = 34 vehicles
 High Speed = 38.0 mph
 Low Speed = 22.0 mph
 Average Speed = 30.9 mph

Southbound
 Observations = 26 vehicles
 High Speed = 39.0 mph
 Low Speed = 22.0 mph
 Average Speed = 30.0 mph



Spot Speed Study - AM

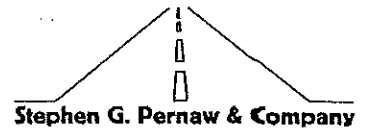
Client: Town of Hooksett
Job #: 1628A
Town/City: Hooksett, New Hampshire

Location: Whitehall Terrace (#32), Hooksett, NH
Date: 6/10/2015 (7-9 am)
Weather: Fair

I. Recorded Data

Northbound	
Observation	Speed (mph)
Median Speed =	32.0 mph
Standard Deviation =	3.8 mph
85th Percentile =	33.0 mph
67th Percentile =	33.0 mph
Posted Speed Limit =	25 mph

Southbound	
Observation	Speed (mph)
Median Speed =	30.0 mph
Standard Deviation =	4.2 mph
85th Percentile =	33.3 mph
67th Percentile =	31.8 mph
Posted Speed Limit =	25 mph



Spot Speed Study - PM

Client: Town of Hooksett
Job #: 1628A
Town/City: Hooksett, New Hampshire

Location: Whitehall Terrace (#32), Hooksett, NH
Date: 6/10/2015 (4-6 pm)
Weather: Fair

I. Recorded Data

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

II. Statistical Summaries

Northbound		Southbound	
Observations =	27 vehicles	Observations =	20 vehicles
High Speed =	43.0 mph	High Speed =	37.0 mph
Low Speed =	21.0 mph	Low Speed =	24.0 mph
Average Speed =	28.4 mph	Average Speed =	30.2 mph
Median Speed =	27.0 mph	Median Speed =	31.0 mph
Standard Deviation =	6.0 mph	Standard Deviation =	3.9 mph
85th Percentile =	35.0 mph	85th Percentile =	34.0 mph
67th Percentile =	30.8 mph	67th Percentile =	33.0 mph
Posted Speed Limit =	25 mph	Posted Speed Limit =	25 mph

TOWN OF HOOKSETT



DEVELOPMENT REGULATIONS

Effective: January 23, 2012

Cost: \$10.00

4. Jurisdiction

The provisions of these regulations shall apply to all land within the boundaries of the Town of Hooksett.

Greater Restrictions To Apply – Whenever the regulations made under the authority hereof differ from those prescribed by any other statute, ordinance or regulation that provision which imposes the greater restriction or the higher standard shall govern.

(end of Section 4)

5. Definitions

Words and terms defined in these regulations may have their customary dictionary meanings, may have legal meanings as defined in relevant court decisions, or the same meanings as corresponding words and terms as defined in the Zoning Ordinance of the Town of Hooksett. More specifically, certain words and terms are defined as follows:

AASHTO – American Association of State Highway and Transportation Officials.

Abutter – Any person whose property is located in New Hampshire and adjoins or is directly across the street, stream, river or other body of water from the land under consideration by the Planning Board. For the purposes of receiving testimony only, and not for purposes of notification, the term “abutter” shall include any person who is able to demonstrate that his land will be directly affected by the proposal under consideration.

Active and Substantial Development – In approving any application, the Planning Board may specify the threshold level of work which constitutes “active and substantial development and building” for the purpose of determining the minimum amount of work required in order to satisfy the provisions of RSA 674:39. Active and substantial development, in the absence of a specific finding by the Planning Board, shall be deemed to have occurred when:

- 1) Roadways and access ways have been installed to crushed gravel grade
- 2) Underground utilities and conduits have been installed and are ready for connection
- 3) Construction and completion of the drainage system to include: detention basins, culverts, treatment swales, catch basins, etc. in accordance with the approved plans.
- 4) All erosion control measures must be installed and maintained, in accordance with the approved plans.

Appropriate completion of items 1, 2, 3, and 4 must be approved by the DPW Director, the Town Planner, or the Town’s Consulting Engineer.

Excavation of earth and/or clearing of trees without the completion of 1, 2, 3, and 4 shall not be considered “active and substantial development”. Plans that were approved in phases, must adhere to this definition for the phase currently being developed.

The Planning Board reserves the right to issue an extension to the active and substantial deadline, if requested by the developer in writing and for good cause, as determined by the Board.

Applicant/Developer – The owner of land to be subdivided or developed through site plan, or his agent or representative, as may be authorized by signed and notarized statement on a form sufficient and acceptable to the Board, also referred to as a Subdivider.

Approval – A final vote by the Planning Board, certified by written endorsement on the subdivision plan or site plan, that the plan, in the judgment of the Planning Board, will ratify the requirements of these regulations.

Arterial Road – Road that serves corridor movements between the different areas of the Town; that interconnect with major arterials and highways in Town; that normally experience heavy traffic demands; that are designed to be within a 100-foot right-of-way. (Table of Geometric Standards, in the Town's "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover.

As-Built Plan – A final plan of improvements as they were constructed.

Best Management Practice (BMP) – A proven or accepted structural, non-structural, or vegetative measure the application of which reduces erosion, sediment, or peak storm discharge, or improves the quality of storm water runoff.

Block – Space between parallel streets, intersecting a common street.

Board – The Planning Board of the Town of Hooksett, NH.

Bond – See Surety

Buffer or Buffer Strip – A strip of land separating different uses, for the intent of screening one use from the other. This buffer shall be naturally wooded or established with trees, shrubs, grass, and other herbaceous material for its complete area with a minimum height of 6'. This area shall not be impacted or used for any other purpose without specific written permission of the Hooksett Planning Board.

Buildable Area – The required area of contiguous non-wetland acreage within each building lot, including each clustered building lot. The buildable area shall not contain jurisdictional wetlands, slopes 25% or steeper, front, side or rear yard setbacks, wetland buffers, cluster perimeter buffers, slope, drainage, and utility easements.

Building Height – The distance measured from the average finish grade along the street side of a building to the mean level of the highest gable or slope of a pitched roof and the highest roof beam for a flat or mansard roof. Ornamental projections such as a cupola's weather vane, etc., and chimneys, antennae, etc., or potentially habitable structures like roof decks, cupolas, silos, mezzanines, etc., shall be included in the height calculations.

Cluster Development – See Open Space Development

Collector Road – Road which carries traffic from Local Roads to the major system of Arterial Roads, including the principal entrance roads of a residential development and roads of circulation within the development; that normally experience moderate traffic

demands; that are designed to be within a 60-foot right-of-way. (Table of Geometric Standards in the Hooksett "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover. Book.)

Critical Areas - Disturbed areas of any size located within 50 feet of a stream, bog, water body or very poorly, poorly, or somewhat poorly drained soils; disturbed areas exceeding 2,000 square feet in highly erosive soils; disturbed areas containing slope lengths exceeding 25 feet on slopes greater than 15 percent; or, disturbed areas within 100' from prime wetlands, (no disturbance permitted within 100').

Cul-de-sac – A local street closed at one end by building lots which complies with the typical cul-de-sac details set forth in the most recent edition of the Hooksett "Hooksett, NH Standard Specifications for Design and Construction of Roadway, Drainage, and Utility Infrastructure," otherwise known as The Blue Book, published under separate cover. Book.

Detention Pond or Basin – A storm water storage facility which acts as a temporary reservoir, allowing rainfall runoff to be released at slow, pre-determined rates.

Development – Any construction or land alteration or grading activities other than for agricultural and silvicultural practices.

Disturbed Area – An area where the natural vegetation has been removed exposing the underlying soil.

Easement – A restriction by a property owner, of his property to another party without consideration being given for the transfer. Since a transfer of real property is involved, the dedication shall be made by written instrument suitable for recording and completed with an acceptance.

Engineer – The designated registered and licensed professional engineer of the applicant.

Erosion – The detachment and movement of soil or rock fragments by water, wind, ice or gravity.

Esplanade – A flat grassed area along the edge of a road. Typically between the street and sidewalk (where present), or beyond the shoulder or curb of the road. May include grassed strips/islands between traffic lanes.

Frontage – The dimensional requirement which is the distance along the lot line dividing a lot from either (a) a public highway, except Limited Access Highways as defined by RSA 230:44 and Class VI highways; or (b) a road shown in an approved and recorded subdivision plan. Such dimensional requirements for each zone may be found printed in the Zoning Ordinance. Any proposed lot with frontage on two adjacent roads (corner lot), must have the minimum required frontage on each road.

Hazard Mitigation Plan – A written plan which provides a detailed approach to mitigate hazards on a project. This plan must be stamped by the appropriate Professional Engineer.

Highly Erosive Soils – Any soil with an erosive class (K factor) greater than or equal to 0.43 in any layer as found in Table 3-1 of the “Storm Water Management and Erosion and Sediment Control Handbook for the Urban and Developing Areas in New Hampshire.”

Intersection – The point where the edge-of-pavement of two roads meet; the point where minimum and maximum road length criteria are measured from.

Local Road – Road that primarily provides direct access to abutting properties.

Lot Line Adjustment – Any adjustment of a property line(s) with no new lots being created.

Master Plan (Comprehensive Plan) – Any part or element of the overall plan for development adopted by the Planning Board.

Measure – A specific procedure designed to control runoff, erosion or sediment.

Minor Field Changes – Limited modifications to approved construction drawings (plans, profiles and details) that are necessitated by site conditions, which are encountered during construction. Minor field changes may include revision to roadway elevation and grade, drainage/pipe materials, elevations, grade and location. Minor field changes shall not include substitution or elimination of curbing, or changing underground utilities to above ground utilities or other major cross section elements or any revision affecting lot boundaries. Minor field changes shall be documented by the submittal of a drawing or other written or graphical depiction. A professional Engineer licensed to practice in the State of New Hampshire and approved by the Town’s DPW Director or designee.

Multi-Unit Building – Any structure with more than two units (residential or non-residential).

Notice Of Intent (NOI) – A Federal EPA permit required to be filed at least 7 days prior to the commencement of land disturbance on any project that includes more than one (1) acre of land area.

Open Space (Common Land) Development – A subdivision where a portion of land is to remain undeveloped and protected with covenants or easements. See Zoning Article #8 for requirements.

Person – A firm, association, organization, partnership, trust, company, or corporation, as well as an individual.

Planning Board Agent – An individual, partnership or corporation designated by the Planning Board for plan review, inspection of road construction and other required public improvements.

Project Area – The area within the subdivision or site plan boundaries.

Public Street – See “Article 22 – Definitions” in the current edition of the Hooksett Zoning Ordinance for definitions of publicly approved streets and public right-of-way.

Publicly Approved Street – The term publicly approved street shall mean any street maintained on a year-round basis by the state of New Hampshire or the Town of

The Planning Board shall determine whether sidewalks are required on one or two sides of proposed roads based upon proposed intensity of the development, traffic characteristics, potential pedestrian destinations and other factors.

In medium-density residential districts, sidewalks shall be required on collector and arterial roads.

- b) **With or Without Curbing** – In low-density districts, either sidewalks or widened paved shoulders shall be required on both sides of arterial and on one side of collector roads.

Pedestrian traffic on local roads in medium- and low-density districts shall be accommodated by a paved, widened shoulder or a sidewalk on one side only.

Where sidewalks exist or are proposed on both sides of the road, all residential mail boxes shall be installed on the same side of the road. If only one sidewalk exists or is proposed, the mailboxes shall be installed on the opposite side of the road from the sidewalk.

4) **Sight Distance**

Sight distances at intersections shall be in accordance with the most recent edition of AASHTO standards for Intersection Sight Distance using the posted/design speed limit plus 5 mph. Sight distance calculations shall be required and shown on the project roadway and/or driveway plans. Vertical curves and sags must also be designed in accordance with AASHTO

5) **Highway Classifications**

Arterial Highways:

- Route 3 & 28, Hooksett Road
- Bypass 28, Londonderry Turnpike
- Route 28A, Mammoth Road
- Route 3A, West River Road
- Route 27, Whitehall Road

Collector Roadways:

- | | |
|-------------------------------|-----------------------|
| Alice Avenue | Merrimack Street |
| Auburn Road | North River Road |
| Bicentennial Drive | Pleasant Street |
| Farmer Road.....p/o | *Shannon Road.....p/o |
| Granite Street | Smyth Road |
| Hackett Hill Road | South Bow Road |
| Industrial Park Drive.....p/o | *Thames Road.....p/o |

Legends Drive.....p/o	West Alice Avenue
Lindsay Road.....p/o	Zapora Drive
Main Street	
Martins Ferry Road	
* Private Roadway	
p/o - Part Of	
<u>Local Roads:</u>	
All Other Public Roadways	

11.12 Drainage Design Criteria

1) Definitions

Acre-foot – A volume equal to an area of one acre times a depth of one foot.

Anti-Seep Collar – A device installed around a culvert, pipe or conduit through an embankment, which lengthens the path of seepage along the exterior of the conduit. The minimum required extension to all sides is twice the exterior diameter of the conduit embedded in an impervious material.

Aquifer – An underground potential water-producing geologic formation.

Barrel – The concrete, HDPE, or corrugated metal pipe that passes runoff for the riser portion of an outlet structure, through the embankment, and finally discharges to outfall point.

Base Flow – The portion of stream flow that is not due to storm runoff, and is supported by interflow and groundwater outflow into a channel.

Bedrock – Solid rock located on or below the ground surface of the earth.

Best Management Practice (BMP) – In stormwater management, a structure or practice designed to prevent the discharge of one or more pollutants to the land surface and thus minimize their availability for wash-off by stormwater, or a structure or practice to temporarily store or treat urban stormwater runoff to reduce flooding, remove pollutants, and provide other amenities.

Channel Erosion – The widening, deepening, and headward cutting of small channels and waterways, due to erosion caused by moderate to larger floods.

Contributing Watershed Area – Geographic extent of land area contributing its runoff of the point of interest. (Also referred to as “catchment.”)

Crown – The highest point on the inside of a culvert or pipe.

Design Storm – A selection rainfall event of specified amount, intensity, duration, and frequency used as the basis of design. Type III storm event is typical for the Hooksett area.

Detention – The temporary storage of runoff in a structure or waterbody.

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

AGENDA NO. 7b
DATE: 09/09/15

The Hooksett Town Council will be holding a public hearing on Wednesday, September 9, 2015 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is for the Town Council to give public notice of a proposed street name of Water Works Drive, Hooksett, NH for the closed off portion/loop of Industrial Park Dr. that will be closed off due to the GE Expansion. The southern leg of the road will remain Industrial Park Dr.; however the northern leg will need a new name with the proposal of Water Works Drive. Proposed plan designs are available for viewing in the Community Development Dept. Questions should be directed to the Administration Dept. 603-485-8472.

AGENDA NO. 15-061
DATE: 08/26/15

Staff Report
COMMUNITY DEVELOPMENT DEPARTMENT
Street Names Approval
August 26, 2015

Background: Proposed street name for closed off portion of Industrial Park Dr. The loop of Industrial Park Dr. will be closed off due to the GE expansion. The southern leg of the road will remain Industrial Park Dr.; however, the northern leg will need a new name.

Issue: Approval of new street name, *Water Works Drive* (named for the Central Hooksett Water Precinct office)


Discussion: Proposed street names have been approved by the Police Department, Fire Department, Public Works, and Code Enforcement.

Fiscal Impact: None.

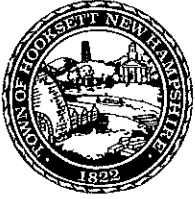
Recommendation: *Motion to approve the street name, Water Works Drive.*

Prepared by: Carolyn Cronin, Assistant Planner

Town Administrator's Recommendation: *concur*



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



Town of Hooksett

COMMUNITY DEVELOPMENT

August 28, 2015

Dear Abutter:

There will be a public meeting with the Hooksett Town Council to hear the proposed new street name, **Water Works Drive**, to rename the closed off portion of Industrial Park Dr. The loop of Industrial Park Dr. will be closed off due to the GE building expansion. The southern leg of Industrial Park Dr. will remain unchanged; however, the northern leg will need a new name and addressing.

The addressing change will affect:

32 Industrial Park Dr.
34 Industrial Park Dr.

All Lehoux Dr. addresses will remain unchanged.

The public hearing has been scheduled for Wednesday, September 9, 2015 at 6:30 p.m. at the Hooksett Municipal Building (room 105), 35 Main Street, Hooksett, NH.

As an abutter, you are being notified of this meeting. You are allowed to be present and to speak at the public hearing. Legal counsel may represent you if you desire.

Sincerely,

Carolyn A. Cronin
Assistant Planner

cc: Plan File #14-16

Staff Report
September 9, 2015
Release of Landscape Surety

AGENDA NO. 8a
DATE: 09/09/15

Background: On August 9, 2013 , Bond Auto Parts issued the Town of Hooksett a surety bond in the amount of \$4,835.00 to be held for landscaping on their property at 1109 Hooksett Road.

Discussion: After an initial inspection, the company replaced several bushes. The landscape is now healthy.

Recommendation: I recommend that the Town of Hooksett release the landscape surety in the amount of \$4,835.00 to Bond Auto Parts.

Fiscal Impact: None

Prepared by: Diane Boyce, Public Works Director

Town Administrator Recommendation: *concur*



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

Town Administrator

Staff Report
September 9, 2015
Release of Landscape Surety

AGENDA NO. 86
DATE: 09/09/15

Background: On May 2, 2011, AutoZone, Inc. issued the Town of Hooksett a surety bond in the amount of \$8,290.00 to be held for landscaping on their property at 1279 Hooksett Road.

Discussion: The landscape is in good condition.

Recommendation: I recommend that the Town of Hooksett release the landscape surety in the amount of \$8,290.00 AutoZone, Inc.

Fiscal Impact: None

Prepared by: Diane Boyce, Public Works Director

Town Administrator Recommendation: *concur*



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

Town Administrator

AGENDA NO. 8c
DATE: 09/09/15

Staff Report
September 9, 2015
Release of Landscape Surety

Background: On October 2, 2013, Ritchie Bros. issued the Town of Hooksett a surety bond in the amount of \$10,808.50 to be held for landscaping on their property at on Hackett Hill Road.

Discussion: The landscape was in great shape with the exception of 3 rose bushes. Those bushes have been replaced.

Recommendation: I recommend that the Town of Hooksett release the landscape surety in the amount of \$10,808.50 to Richie Bros, Inc.

Fiscal Impact: None

Prepared by: Diane Boyce, Public Works Director

Town Administrator Recommendation: *Concur.*



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

Town Administrator

AGENDA NO. 8d
DATE: 09/09/15

Staff Report
September 9, 2015
Release of Landscape Surety

Background: In June of 2013, United Rental Realty working on East Point Industrial Park Drive placed a surety in the amount of \$6,560 for landscaping.

Discussion: The property has been inspected for the landscaping. All plants, grass and trees are in place and are healthy.

Recommendation: I recommend that the Town of Hooksett release the landscape surety in the amount of \$6,560 for landscaping for United Rental Realty.

Fiscal Impact: None

Prepared by: Diane Boyce, Public Works Director

Town Administrator Recommendation: *concur*



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

Staff Report
Acceptance of Donation for Granite Bench, Pinnacle Park Fund
September 9, 2015

AGENDA NO. 82
DATE: 09/09/15

Background:

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

Issue:

To accept a donation of \$832.00 for a granite bench for Pinnacle Park, by Diane Boyce

Discussion: I have lived in the neighborhood for 32 years and thought it would be fitting to place a bench for my children and grandchildren.

Fiscal Impact:

There will be no fiscal impact.

Recommendation:

Please accept the donation in the value of \$832.00 for memorial bench at Pinnacle per RSA 31:95-e, II

Prepared by: Diane Boyce, Public Works Director

Town Administrator Recommendation: *concur*



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

TOWN OF HOOKSETT
AVAILABLE APPOINTED POSITIONS

CONSERVATION COMMISSION

(1) Alternate Member, exp. 6/2018

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Resident Members

(2) Hooksett Business Members

HERITAGE COMMISSION

(2) Full Members, exp. 6/2016

(1) Full Member, exp. 6/2018

(1) Alternate Member, exp. 6/2017

(1) Alternate Member, exp. 6/2018

PLANNING BOARD

(1) Alternate Member, exp. 6/2017

RECYCLING & TRANSFER ADVISORY COMMITTEE

(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

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: 8-7-15

Name: Tono Lizotte Phone: 603-493-2579

Address: 21 Post Road

Email Address: telizotte@comcast.net

Signature: 

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Katie Rosengren, Project Coordinator 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 *ALTERNATE*
- 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? 10 years

Why are you seeking this position? TO ASSIST IN PLANNING AND TO ENSURE CONTINUITY OF MEETINGS IF A PRIMARY.

Do you have any specific goals or objectives? WORK TOWARDS FORESTRY PLAN

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

TOWN COUNCIL
CONSERVATION PUP
GENTLEMAN FARMER

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:

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

TOWN COUNCIL 4 years
SCHOOL BOARD 1 year
BUDGET COMMITTEE 3 years

Staff Report
Martin's Ferry Road Speed Limit
August 26, 2015

AGENDA NO. 15-047

DATE: 08/26/15

09/09/15

09/09/15

Background:

In order to determine the appropriate speed limit on Martin's Ferry Road, and in compliance with NH RSA 265:63 I (see below), a traffic investigation was done (see attached). The study found that the appropriate speed limit should be set at 30 MPH. I also obtained an opinion from the Town Attorney.

265:63 Alteration of Limits. –

I. Whenever local authorities in their respective jurisdictions determine *on the basis of an engineering or traffic investigation* (emphasis added) that the prima facie speed permitted under this chapter is greater or less than is reasonable and safe under the conditions found to exist upon a way or part of a way, the local authority may determine and declare a reasonable and safe prima facie limit thereon...


Issue: Whether the speed limit should be set at 25 or 30 mph.

Recommendation: I believe that given RSA 265: 63, the results from the study, the recommendation of the Police Chief and the advice of the Town Attorney, the Council should move to post the speed limit on Martin's Ferry Road at 30 mph.



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

Memo

To: Dr. Dean E. Shankle, Jr., Town Administrator
From: James J. Donison, P.E., Assistant Public Works Director/Town Engineer
Cc: Diane Boyce, Public Works Director 
Date: August 31, 2015
Re: Martin's Ferry Road Speed Limit (Town Council File #15-047)

As per the request of the Town Council at their August 26, 2015 meeting I have evaluated the question of what the speed limit should be on Martin's Ferry Road.

My evaluation has included: driving the roadway at the current posted speed limit of 25 mph; observing the roadway geometry, both the horizontal and vertical configuration; observing the roadway shoulders and intersecting roadways; observing vehicle and pedestrian movements along the roadway; review of Stephen G. Pernaw & Company, Inc.'s traffic engineering report dated May 5, 2015; and review of Attorney Jay Hodes, Hage Hodes Professional Association, legal opinion dated August 19, 2015.

Of particular significance is the traffic engineer's recommendation, after a study of actual traffic speeds and roadway conditions, that the speed limit be posted at 30 mph and Attorney Hode's comment that it would be hard to realistically enforce a speed limit of 25 mph as a result of the traffic and engineering study recommendation.

After review of all information, it is my recommendation that the roadway speed limit be posted at 30 mph.

Thank you.

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.

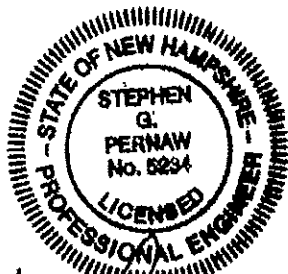
Martin's Ferry Road Speed Summary - MPH

	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

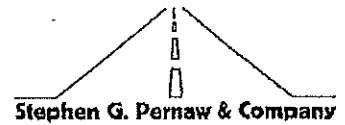
This data indicates that the free-flow travel speeds are relatively consistent between the two study locations, and both the average and 85th percentile speeds exceed the current speed limit by a considerable margin.

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

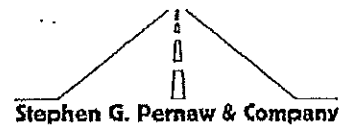
II. Statistical Summaries

Eastbound

Observations = 50 vehicles
 High Speed = 41.0 mph
 Low Speed = 27.0 mph
 Average Speed = 33.2 mph
 Median Speed = 33.0 mph
 Standard Deviation = 3.5 mph
 85th Percentile = 37.7 mph
 Posted Speed Limit = 25 mph

Westbound

Observations = 50 vehicles
 High Speed = 42.0 mph
 Low Speed = 26.0 mph
 Average Speed = 33.9 mph
 Median Speed = 34.0 mph
 Standard Deviation = 3.4 mph
 85th Percentile = 37.0 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		Westbound	
Observation	Speed (mph)	Observation	Speed (mph)
1	36	1	33
2	32	2	33
3	47	3	37
4	31	4	38
5	31	5	36
6	28	6	37
7	32	7	37
8	38	8	29
9	36	9	31
10	41	10	34
11	33	11	30
12	34	12	32
13	35	13	32
14	38	14	33
15	33	15	29
16	31	16	33
17	41	17	34
18	35	18	29
19	31	19	37
20	42	20	35
21	37	21	35
22	35	22	28
23	31	23	28
24	40	24	34
25	31	25	44
26	33	26	33
27	34	27	39
28	37	28	29
29	32	29	38
30	32	30	33
31	33	31	34
32	35	32	42
33	37	33	33
34	35	34	40
35	34	35	32
36	31	36	44
37	42	37	43
38	38	38	32
39	35	39	33
40	41	40	33
41	35	41	33
42	36	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. 15-069
DATE: 09/09/15

Staff Report

Building Permit Fees/ Mechanical Permits

September 9, 2015

Background : The building permit fees were last amended in May of 2001. At that time they were increased by approximately 100%. A review has been ongoing.

Issue: To update and amend the fee schedule.

Discussion: The building fee adjustment will bring The Town of Hooksett in line with surrounding communities. Attached are my proposals.

Fiscal impact: The new fee schedules represent an approximate increase of 20% in potential revenues in the building department. The increase in fees would help insure the building department be self-sufficient.

Recommendation: Review the attached information and adopt the fees as presented.

Prepared by: Matthew Lavoie

Town Administrator Recommendation *for discussion*

Dean E. Shankle Jr. Town Administrator- _____
DE Shankle Jr

Building Permit fees-Increasing fee(s) and also price per square foot calculation, also applying a minimum permit fee with other building permits,

	Existing Permit fees	Proposed Permit Fees
Single family app fee	\$20.00	\$50.00
Commercial App fee	\$25.00	\$50.00
Fee per square foot (Res)	\$0.10	\$0.15
Fee per square foot(com)	\$0.12	\$0.20
Demolition (res)	\$50.00	\$75.00
Demolition (com)	\$50.00	\$100.00
Minimum fee	\$10.00	\$50.00
Septic System	\$50.00	\$75.00
Swimming Pools (in ground)	\$50.00	\$75.00
Swimming Pools (above ground)	\$25.00	\$50.00

Plumbing Permit Fees-minimum charge would be \$50.00, plus the cost of the fixture(s) being installed. Currently minimum charge is \$10.00. For instance, if someone pulls a permit for a sink, the charge is \$2.00, we then charge the applicant the minimum charge of \$10.00, under the proposed changes they would be charged \$52.00. The addition of the fee for using an air admittance valve would encourage the limiting of their use. These valves can be a nuisance if they fail, and must be installed according to the plumbing code. Currently there is no fee for such valve.

	Existing Permit Fees	Proposed Permit Fee
Minimum charge	\$10.00	\$50.00
Air Admittance Valve	\$0.00	\$10.00

Electrical Permit Fees- Minimum Charge would be \$50.00, plus cost of fixture(s) being installed. Currently minimum charge is \$10.00. For instance, if someone were to pull a permit for a smoke detector the current charge is \$1.00 we would then apply the minimum charge of \$10.00. Under the proposed changes that same permit would cost \$51.00.

	Existing Permit Fee	Proposed Permit Fee
Minimum Fee	\$10.00	\$50.00

Re-inspection Fee: There shall be a fee of \$25.00 assessed for each re-inspection required after the second visit of the code enforcement officer to the job site. This fee shall be paid prior to the certificate of occupancy being issued or prior to the final Approval of the project.

Fiscal year 2013, starting July 1st, thru December 11th 2013 the Town had over 320 permits applied for, with total revenue at around \$45,000. The additional revenue generated for that same time period would be approximately \$10,000.00 an increase of approximately 20%.

It is my thought that the building department should be somewhat self-sufficient. Currently The Town's permit fee schedule is excessively low. The addition of application fees would assist in paying for not only my time but also the administrative assistant's time. The Town of Hooksett has not adjusted the building permit fee schedule since May 2001. The building fees are now out of line with other surrounding communities. The most effective way I feel to bring the fee schedule up to date would be to install the minor increases in building permit square footage calculation and also the addition of a permit fee.

It is my opinion that Building in the Town of Hooksett is not driven by the permit fees, it is driven by the economy and that simple fact that people want to live here. These increases do not directly impact the residents of the town. Yes in some way they will but typically the contractor doing the work will pay for all fees, I know from experience in my field that these increases are modest but will be effective in raising revenue for the town, its residents, and the building department.

Examples

Permit cost comparisons

1. Example 1- 2,000 square foot colonial with 576 sq. ft. garage, and a 144 sf. Deck \$270,000 value
2. Example 2- 50,000 sf retail box store \$4,000,000 value

Town	Example 1 Permitting fee	Example 2 Permitting fee
Hooksett (existing)	\$392.00	\$6025.00
Bow	\$700.00	\$7,605.00
Bedford	\$500.64	\$8,100.00
Goffstown	\$393.00	\$9,000.00
Hollis	\$534.20	\$20,015.00
Newbury	\$866.00	\$20,100.00
Sunapee	\$730.00	\$15,100.00
Meredith	\$680.00	\$15,000.00
Londonderry	\$1,200.00	\$24,000.00
Derry	\$1,000.00	\$20,000.00
Salem	\$1,080.00	\$28,000.00
Pembroke	\$841.00	\$12,550.00
Hooksett (proposed)	\$586.40	\$10,050.00
Merrimack	\$511.40	\$11,525.00
Manchester	\$1,200.00	\$40,025.00

AGENDA NO. 15-070
 DATE: 09/09/15

**Staff Report
 MS-535 Financial Report
 September 9, 2015**

Background: The Town is required to complete the State Form MS-535 *Financial Report of the Town, City, or Village District Budget* prior to setting the Tax Rate. This report is prepared following the NH Department of Revenue Administration Rev 1700 Rules, Financial Accounting for Cities and Towns.

Discussion: The Finance Director using the Auditor's adjusted balance for the period ending June 30, 2015 completed this form and believes it to be in accordance with the NH Department of Revenue Administration Rev 1700 Rules.

Reconciliation of form MS -535 to June 30, 2015 Quarterly Report			
	Voted Appropriations	Other Appropriations	Actual Expenditures
Total General Fund Expenditures (from page 7 of MS -535)	\$ 44,107,825	\$ 4,480	\$ 42,710,934
County Payment	(4,854,067)		(4,854,067)
Local & State School Payment	(23,846,587)		(23,846,587)
To Capital Reserve Funds	(355,000)		(355,000)
Other warrant articles	(180,000)		(180,000)
Encumbrances spent in FY 2014-15	20,817		
Encumbrances authorized in FY 2014-15	(540,186)		
Grants (Police & Fire)	4,480		(2,403)
General Fund Operating Budget (from Quarterly Report)	\$ 14,357,282		\$ 13,472,877
	Revenues use to set tax rate	Unanticipated Revenues	Actual Revenues
Total General Fund Revenue (from Page 10 of MS 535)	\$ 4,789,833	\$ 4,480	\$ 44,124,416
Property Taxes			(38,689,113)
Grants (Police & Fire)	4,480		(2,255)
General Fund Revenues (from Quarterly Report)	\$ 4,794,313		\$ 5,433,048

Recommendation: Motion to authorize the Town Council to sign the 2015 MS-535 *Financial Report of the Town, City, or Village District Budget*.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *concur*



 Dean E. Shankle Jr.
 Town Administrator

AGENDA NO. 15-071
DATE: 09/09/15

Town of Hooksett New Hampshire



Quarterly Financial Report
For June 30, 2015
Fourth Quarter of FY 2014-15

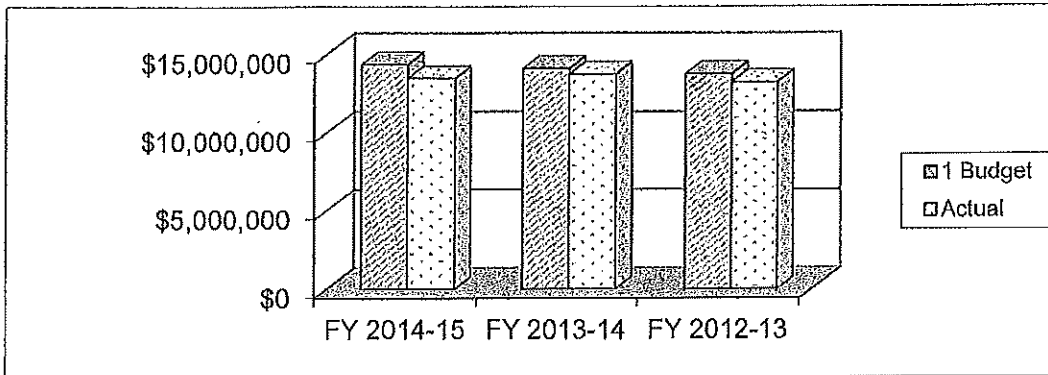
Unaudited

General Fund Fourth Quarter Ending June 30th

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

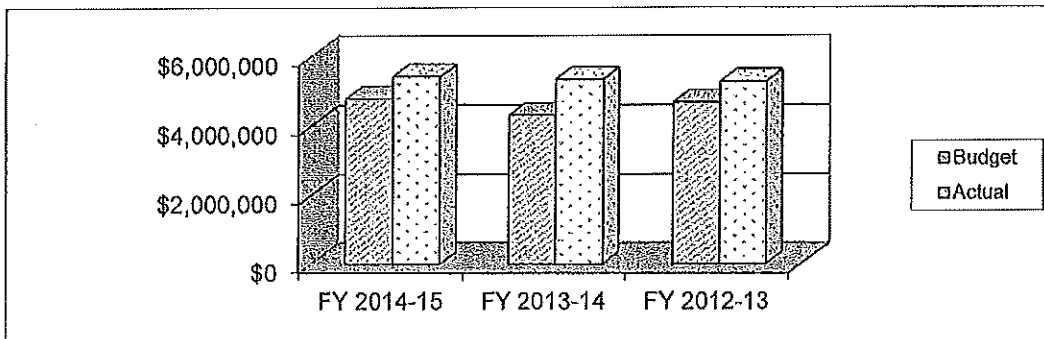
Total Operating Budget

Year	¹ Budget	Actual	Remaining Budget	%
FY 2014-15	\$ 14,357,282	\$ 13,472,877	\$ 884,405	94%
FY 2013-14	14,091,718	13,741,268	350,450	98%
FY 2012-13	13,738,917	13,219,389	519,528	96%



Total Revenues

Year	¹ Budget	Actual	Over Budget	%
FY 2014-15	\$ 4,794,313	\$ 5,433,048	\$ 638,735	113%
FY 2013-14	4,318,020	5,350,690	1,032,670	124%
FY 2012-13	4,690,849	5,285,896	595,047	113%



1) Budget amounts include transfers, grants, donations and encumbrance approved by Council.

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2014-15
June 30, 2015
Unaudited as of 7/31/2015

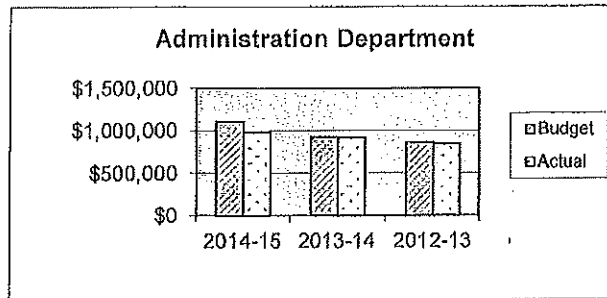
Department	2014-15 Approved Budget	Budget Transfers	* Budget Increases	2014-15 Adjusted Budget	Approved Encumbrances	2014-15 Actual YTD	{Over} Under Expended YTD	Percent Expended
Administration	1,095,871	-	12,461	1,108,332	-	980,081	128,251	88.43%
Assessing	181,497	-	-	181,497	-	157,848	23,649	86.97%
Family Services	235,381	-	-	235,381	-	157,500	77,881	66.91%
Finance	230,522	-	-	230,522	-	220,887	9,635	95.82%
Fire-Rescue	3,949,867	{45,750}	2,261	3,906,378	-	3,842,726	63,652	98.37%
Police	3,817,170	{45,750}	10,575	3,781,995	37,980	3,358,093	385,922	88.79%
Public Works **	4,342,963	98,049	-	4,441,012	502,206	3,784,173	154,633	85.21%
Tax Collection	274,650	-	-	274,650	-	249,360	25,290	90.79%
Town Clerk & Elections	34,273	-	-	34,273	-	27,461	6,812	80.13%
Administration's Budget	14,162,194	6,549	25,297	14,194,040	540,186	12,778,130	875,724	90.02%
Budget Committee	7,609	-	-	7,609	-	4,148	3,461	54.51%
Capital Leases	93,034	-	-	93,034	-	88,056	4,978	94.65%
Cemetery Commission	850	-	-	850	-	610	240	71.76%
Conservation Commission	7,801	{6,549}	-	1,252	-	1,252	-	100.00%
Debt Principal	-	-	-	-	-	-	-	0.00%
Debt Interest	-	-	-	-	-	-	-	0.00%
Debt Tax Anticipation Note (TAN)	1	-	-	1	-	-	1	0.00%
Library	600,682	-	-	600,682	-	600,682	-	100.00%
Total General Fund Operating Budget	14,872,171	-	25,297	14,897,468	540,186	13,472,877	884,405	90.44%
Sewer Department	1,994,923	-	-	1,994,923	-	-	1,994,923	0.00%
Automated Collection Truck from Solid Waste	180,000	-	-	180,000	-	180,000	-	100.00%
Town Building Maintenance CR	100,000	-	-	100,000	-	100,000	-	100.00%
Public Works Vehicles CR	100,000	-	-	100,000	-	100,000	-	100.00%
Fire Apparatus CR	50,000	-	-	50,000	-	50,000	-	100.00%
Drainage Upgrades CR	50,000	-	-	50,000	-	50,000	-	100.00%
Air Pack and Bottles CR	20,000	-	-	20,000	-	20,000	-	100.00%
Automated Collection Equipment CR	20,000	-	-	20,000	-	20,000	-	100.00%
Parks & Recreation Facilities Development CR	15,000	-	-	15,000	-	15,000	-	100.00%
2014-15 Grand Totals	17,402,094	-	25,297	17,427,391	540,186	14,007,877	2,879,328	80.38%

** Public Works								
Community Development	468,900	6,549	-	475,449	-	367,223	108,226	77.24%
Highway	2,239,882	91,500	-	2,331,382	502,206	1,921,868	{92,692}	82.43%
Parks, Recreation & Cemeteries	552,105	-	-	552,105	-	540,500	11,605	97.90%
Recycling & Transfer	1,082,076	-	-	1,082,076	-	954,582	127,494	88.22%
Total Public Works	4,342,963	98,049	-	4,441,012	502,206	3,784,173	154,633	85.21%

* Includes grants, donations and prior year encumbrances.

Major Department Expenditure

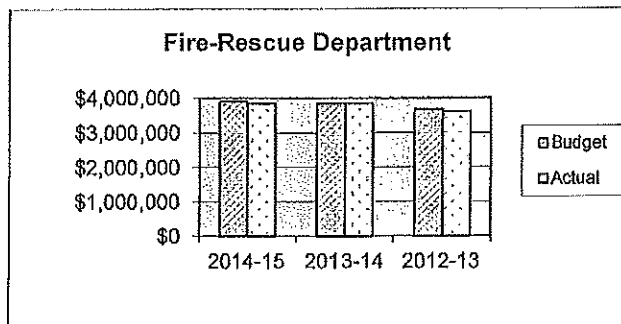
Administration Department			
Year	Budget	Actual	%
2014-15	\$ 1,108,332	\$ 980,081	88%
2013-14	923,682	913,084	99%
2012-13	858,798	839,394	98%



Administration Department - The current budget finished the year at 88% spent. The Town budgeted a 10% increase for health insurance, a 77% increase for property liability coverage and a 37% increase for workers' compensation coverage. The Town did receive favorable bids in all three areas. The actual property liability coverage increased 18%, with higher deductibles. This produced an estimated budget savings of \$95,000. For workers' compensation coverage the Town accepted a bid for a 9% increase over last year actuals. This produced a budget savings of just over \$20,000. The increase for employee health insurance was an average of 2.5%. The health insurance savings is reflected in each of the department's budgets.

Legal services ended the year at \$94,968, compared to last year's \$86,910 and the year prior at \$110,680.

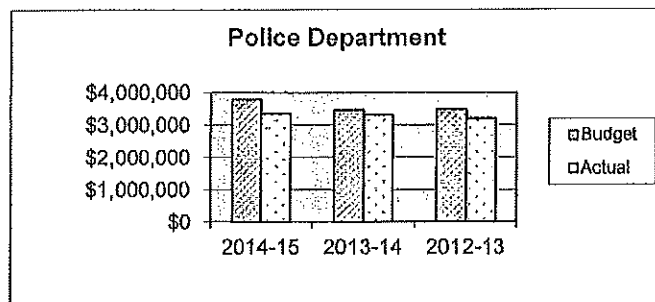
Fire-Rescue Department			
Year	Budget	Actual	%
2014-15	\$ 3,906,378	\$ 3,842,726	98%
2013-14	3,841,142	3,842,313	100%
2012-13	3,676,294	3,614,752	98%



Fire-Rescue Department - Finished the year at 98% spent, which is consistent with the prior years. The budget increases, over the years, are primarily due to the union contract. The department turn over included four firefighters and the administrative secretary position during the year. The Fire Chief's position was vacant for the last two months. The department spent \$44,342 on vehicle maintenance, which is comparable to last year's \$47,069 and the prior year of \$44,720.

The Ambulance operated under the Fire-Rescue budget until January 2012; then it was moved out into a self-funding special revenue fund.

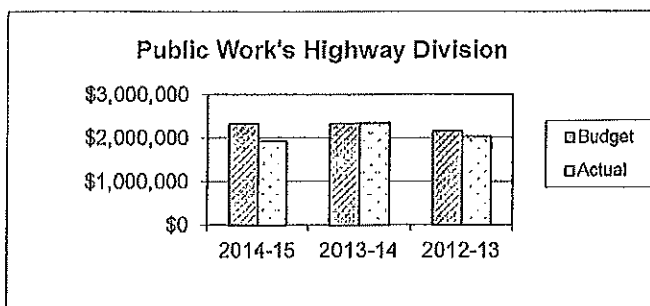
Police Department			
Year	Budget	Actual	%
2014-15	\$ 3,781,995	\$ 3,358,093	89%
2013-14	3,472,359	3,305,494	95%
2012-13	3,481,550	3,211,601	92%



Police Department - The increase in the budget for FY 2014-15 reflects the passing of the collective bargaining agreement in May 2014 and additional costs for training, two cruisers and fuel. The current departmental budget finished the year at 89% spent, which is primarily due to four patrol officers and four dispatch positions turning over. Overtime was utilized to cover vacant shifts. The department purchased two two cruisers in late 2014, as approved in the budget.

Major Department Expenditures, Continued

Public Work's Highway Division			
Year	Budget	Actual	%
2014-15	\$ 2,331,382	\$ 1,921,868	82%
2013-14	2,334,338	2,341,388	100%
2012-13	2,155,580	2,023,824	94%

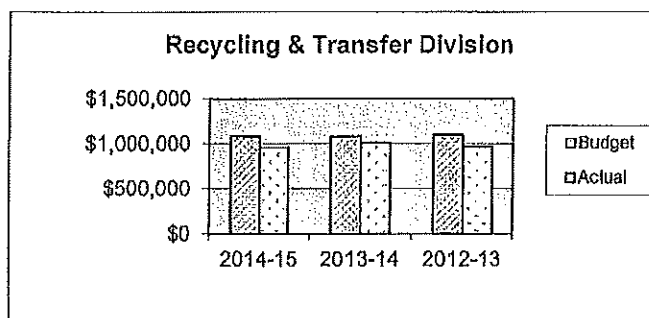


Public Work's Highway Division - This division includes road maintenance, fleet maintenance and building maintenance. The budget for FY 2014-15 includes expenses associated with the collective bargaining agreement for Public Works/Recycling employees that was approved by the voters in May 2013; also a new pickup truck for \$34,000 and \$50,000 more in the road resurfacing line. This division finished the year at 82% spent and Council voted to move \$502,206 of the remaining budget to next year for paving and road work.

The biggest challenge this division faced was staff vacancies, which included nine full-time and one part-time employees, as well as the crew-chief and the director. The second challenge was winter storms; this winter there were 30 storms as compared to 34 the prior year. The Town spent \$126,418 in salt and sand compared to last years \$226,556. Last winter the wet months of January and February are to be blamed for the increase in the salt and sand line. The third challenge was vehicle maintenance having spent \$135,625 this year and \$107,836 on repairs last year.

The Town has spent \$101,102 for engineering costs on the Village(Lilac) Bridge which was paid out of the professional services line. Council did approve a budget transfer of \$91,000 to cover these costs, 50% to come from each the Police and the Fire departments.

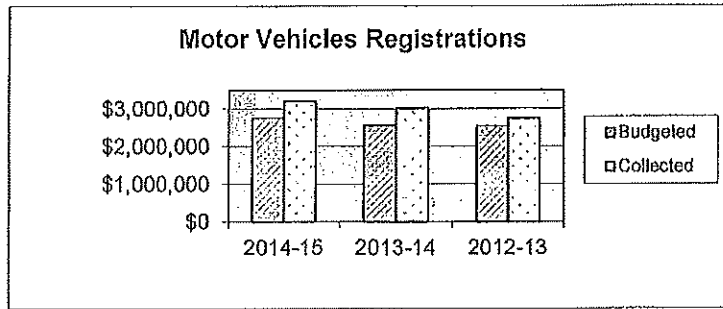
Recycling & Transfer Division			
Year	Budget	Actual	%
2014-15	\$ 1,082,076	\$ 954,582	88%
2013-14	1,081,596	1,007,727	93%
2012-13	1,093,807	968,079	89%



Recycling & Transfer Division - This division came in well below budget at 88% spent. There was a budget savings of \$55,584 in the Tipping Fee line, having spent \$334,297 to remove 5325.40 tons of materials, including recycling, compared to last year's \$330,066 for 5264.71 tons and the year prior of \$347,031 for 5229.45 tons. The Town recycled 1344.41 tons of mixed materials this year, compared to last year's 1495.94 tons.

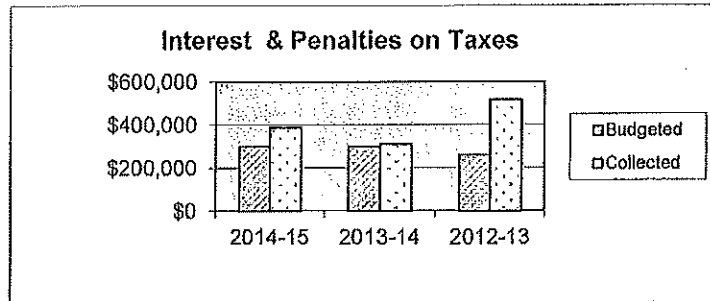
Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2014-15	\$ 2,750,000	\$ 3,199,772	116%
2013-14	2,555,000	3,029,330	119%
2012-13	2,532,500	2,734,270	108%



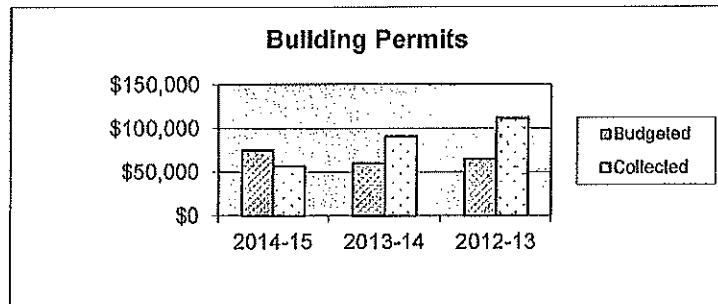
Motor Vehicle Registration - The top revenue source for the Town are fees collected for registering motor vehicles. The reason for the increased revenue is due to newer model vehicles being registered and the number of vehicles registered. 19,215 vehicles were registered in FY 2014-15 which compares to 19,223 registered in FY 2013-14 and 18,129 registered in FY 2012-13

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2014-15	\$ 300,000	\$ 387,924	129%
2013-14	300,000	311,775	104%
2012-13	260,000	516,606	199%



Interest & Penalties on Taxes - This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. In FY 2012-13 the Town had one commercial property owner pay over \$100,000 in interest & penalties. Many other property owners paid off delinquent taxes to avoid the Town deeding their property.

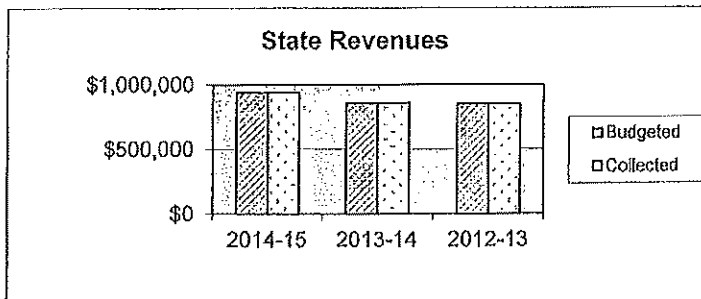
Building Permits			
Year	Budget	Actual	%
2014-15	\$ 75,000	\$ 56,689	76%
2013-14	60,000	90,672	151%
2012-13	65,000	111,833	172%



Building Permits - These fees are paid for residential and commercial construction. Two years in a row we have seen the number of new construction permits for commercial and multi-families dropped. In FY 2013-12 the large increase was due to the multi-families permits for University Heights Apartments.

Major Governmental Revenues, Continued

Year	State Revenues		
	Budget	Actual	%
2014-15	\$ 937,623	\$ 939,970	100%
2013-14	857,366	858,260	100%
2012-13	850,462	849,730	100%



State Revenues - The Meals and Rooms Tax and the Highway Block Grant have been steady for the last three years. The Town has not received any funding from the State Shared Revenues since FY 2009-10.

Other Revenues	Budget	Actual	Over Budget
Interest on Investments	\$ 20,000	\$ 33,839	\$ 13,839
Sale of Town Property	1,200	13,878	12,678
HealthTrust Insurance Refund	-	197,528	197,528