

Revised: 01/20/2015

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, January 28, 2015**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SPECIAL RECOGNITIONS**
- 5. APPROVAL OF MINUTES**
 - a. Public: 01/21/2015
 - b. Non-public: 01/21/2015
- 6. AGENDA OVERVIEW**
- 7. PUBLIC HEARINGS**
 - a. Other Ordinance #2015-1 Trustees of Trust Fund Ordinance
- 8. CONSENT AGENDA**
 - a. Donation of two (2) used printers from Town of Weare, NH to Hooksett Tax/Town Clerk office (\$684.00 total replacement cost)
 - b. Donation of \$1,794.57 from The Friends of Kids Kaboose to the Hooksett Parks & Recreation Division
 - c. Donation of \$25.00 from resident Edna Hemeon to Hooksett Family Service's Holiday Assistance Program
 - d. Donation of \$1,990.36 from the Hooksett Police Association to the Hooksett Family Services Dept.
- 9. TOWN ADMINISTRATOR'S REPORT**
- 10. PUBLIC INPUT: 15 Minutes**
- 11. NOMINATIONS AND APPOINTMENTS**
- 12. SCHEDULED APPOINTMENTS**
- 13. 15 MINUTE RECESS**
- 14. OLD BUSINESS**
 - a. 14-101 Review of budgets and warrant articles: Vote on budgets and warrants.
- 15. NEW BUSINESS**
 - a. 15-003 Auditor Contract Extension
 - b. 15-004 Public Works Department – Highway Division – Assistant Crew Chief job description
 - c. 15-005 Town of Hooksett Safety Manual – new policy "Hot Works (Contractor)"
 - d. 15-006 Town of Hooksett Personnel Plan – new policy "Motor Vehicle Records"
- 16. SUB-COMMITTEE REPORTS**
- 17. PUBLIC INPUT**
- 18. NON-PUBLIC SESSION**

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

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 OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, January 28, 2015 @ 6:30pm at the Hooksett Town Hall - Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to discuss Proposed Ordinance 2015-1; Trustees of Trust Fund Ordinance. This notice is per Chapter 231:132-a of the NH Revised Statutes Annotated, and section 3.6 of the Hooksett Town Charter. The full text of the proposed ordinance is on file with the Town Clerk and via www.hooksett.org for your inspection. Questions should be directed to the Office of the Town Clerk at 485-9534.

PROPOSED ORDINANCE 2015-1

An Ordinance to Authorize the Hooksett Trustees of Trust Funds to Pay Fees for Banks, Brokerage Firms, Portfolio Management Firms, and / or Investment Advisors Related to the Management of Capital Reserve Fund Income.

WHEREAS, the State of New Hampshire amended RSA 34 by inserting Section 34:16 effective July 26, 2014, which allows the governing body, which is the Town Council, to authorize the Trustees of Trust Funds to charge fees for banks, brokerage firms, portfolio management departments, and/or investment advisors against the capital reserve funds involved; and

WHEREAS, such authority shall remain in effect until rescinded, and no vote by the governing body to rescind shall occur within 5 (five) years of the original adoption of this article; and

WHEREAS, the Trustees of Trust Funds held a meeting on October 14, 2014, and agreed to support the adoption of this article,

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF HOOKSETT ORDAINS THAT the Hooksett Trustees of Trust Funds are hereby authorized to pay fees for banks, brokerage firms, portfolio management departments, and/or investment advisors from capital reserve income.

**Staff Report
OKI Printer Donations**

January 28, 2015

Background:

Tax Collector/Town Clerk utilizes OKI Microline 320 Turbo printers for town portion only automobile registrations, automobile title applications and check validation printing.

Weare, NH Town Clerk has made the NH City and Town Clerks' Association members aware that Weare has two (2) of these printers in used but good condition available free of charge.

Fiscal Impact:

None.

Recommendation:

Recommend that the Town Council accept donation of two (2) used printers from Town of Weare, NH municipal offices with an estimated replacement cost of \$342.00 each to be placed in storage as backup for automobile registration and check validation use in Tax/Town Clerk office per RSA 31:95-e, II.

Prepared by:

Todd Rainier – Town Clerk

Town Administrator Recommendation: *concur*



Dr. Dean E. Shankle, Jr.
Town Administrator

Staff Report
Donation from the Friends of Kids Kaboose
January 28, 2015

Background:

The Town of Hooksett has a playground located at Donati Park called Kids Kaboose. The playground was updated with new structures back in April of 2006 and is maintained by our Parks & Recreation Division. We have been offered a donation according to RSA 31:95-b, III (b), from the Friends of Kids Kaboose, to help assist in the upkeep of the playground.

Issue:

This is a group of residents who have played a big role in volunteering both their time and finances to assuring the children and parents both in town and the surrounding towns have a safe and fun place to play.

Discussion:

The Friends of Kids Kaboose would like to donate a check in the amount of \$1,794.57 to the Hooksett Parks & Recreation Division, in order to help out with clean-up and maintenance of Kids Kaboose, which is the playground located at Donati Park.

Fiscal Impact:

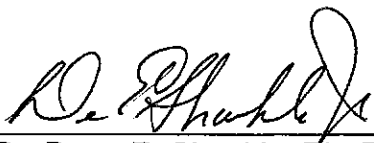
There will be no fiscal impact, as it will be revenue for the Park & Recreation Division to provide mulch and a picnic table for the playground.

Recommendation:

I recommend that the council accepts the monies according to RSA 31:95-b, III (b), from the Friends of Kids Kaboose to assist in the clean-up and maintenance of the Kids Kaboose playground.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: *concur*



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

Staff Report
Adopt-A-Family Donation
January 28, 2015

Background:

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

Issue:

To accept a donation of \$25.00 to be used for the 2015 Hooksett Holiday Assistance Program.

Discussion:

Hooksett resident, Edna Hemeon donated \$25.00 to the Hooksett Family Service's Holiday Assistance Program. This donation is to be used for purchasing items for families in need.


Recommendation:

Motion to accept the \$25.00 donation from Edna Hemeon to the Hooksett Family Service's Holiday Assistance Program under RSA 31:95-b, III (b).

Prepared by:

Joy Buzzell, Family Services Director

Town Administrator Recommendation: *concur*



Dean E Shankle, Jr.
Town Administrator

Staff Report
Adopt-A-Family Donation
January 28, 2015

Background:

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

Issue:

To accept a donation of \$1,990.36 to the Hooksett Family Services Department.

Discussion:

The Hooksett Police Association raised \$1,990.36 through their Decem-beard fundraiser in which the officers grew facial hair to raise donations. The Police Association would like these donations to be used for Hooksett residents in need. The donation includes two Target gift cards (totaling \$166.86) and a check for \$1,823.50.

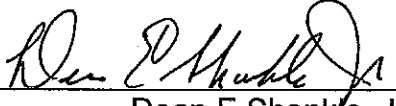
Recommendation:

Motion to accept the \$1,990.36 donation under RSA 31:95-b, III (b).

Prepared by:

Joy Buzzell, Family Services Director

Town Administrator Recommendation: *cover*



Dean E Shankle, Jr.
Town Administrator

Staff Report
Independent Auditor's Contract Extension
January 28, 2015

Background: The Town's Charter states in Sec. 5.9 Independent Audit, "At least once every five years the Council shall request that such audits be made by Certified Public Accountants other than those involved in such audits during any of the previous four years." Plodzick & Sanderson has performed the last three independent audits for the Town.

Discussion: In 2012, the Town put this service out to bid and received three proposals. For a three-year contract Plodzick & Sanderson bid \$68,253, Graham & Graham bid \$148,565 and Melanson Heath & Company bid \$87,750.

Plodzick & Sanderson perform approximately 150 municipal audits annually and participated in the American Institute of Certified Public Accountants Peer Review Program. A program designed to review systems of quality control and complying with it to provide communities with reasonable assurance of performing and reporting in conformity with applicable professional standards.

At this time I would recommend a 1-year extension with our current firm Plodzick & Sanderson at a cost of \$19,770 for the Town and \$3,875 for Sewer fund. While there are many benefits to changing auditing firms it is very time consuming and costly, as new auditors need to review the basic financial building blocks of the community, which can lead to failed audits.

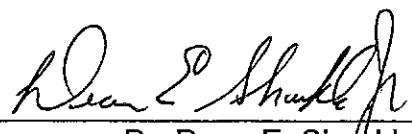
The Hooksett Public Library and the Sewer Department are supportive of my recommendation to extend Plodzick & Sanderson's contract for one more year.

Fiscal Impact: The Town's budget for FY 2014-15 is \$20,000.00.

Recommendation: Motion to approve the Chairman of the Board and the Town Administrator to engage with the Plodzick and Sanderson, PA. to perform the Town's independent audit for FY ending 2015.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *Renew*



Dr. Dean E. Shankle
Town Administrator



December 2, 2014

Edward T. Perry, CPA

James A. Sojka, CPA

Sheryl A. Pratt, CPA*

Michael J. Campo, CPA*

Kathryn C. Sanders, CPA

Donna M. LaClair, CPA**

Ashley J. Miller, CPA

Tyler A. Paine, CPA

Kyle G. Gingras, CPA

* Also licensed in Maine

** Also licensed in Massachusetts

To the Members of the Town Council
and Mr. Dean Shankle, Town Administrator
Town of Hooksett
Town Hall, 35 Main Street
Hooksett, NH 03106

Dear Members of the Town Council and Mr. Shankle:

We are pleased to confirm our understanding of the services we are to provide the Town of Hooksett for the fiscal year ended June 30, 2015. We will audit the financial statements of the governmental activities, the business-type activities, the major fund, and aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Hooksett as of and for the fiscal year ended June 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement the Town of Hooksett's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Hooksett's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Fund Progress for Other Postemployment Benefit Plan
- 3) Schedule of Funding Progress for the Public Employees' Retirement System

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Hooksett's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statement:

- 1) Combining Fund Schedules
- 2) Individual Fund Schedules

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records

PLODZIK & SANDERSON
Professional Association / Accountants & Auditors

and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Town of Hooksett's financial statements. Our report will be addressed to the Town Council of the Town of Hooksett. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.



Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Hooksett's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Plodzik & Sanderson Professional Association and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Plodzik & Sanderson Professional Association personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a Regulator or its designee. The Regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audits in late August to early September and to issue our reports no later than the first of January. Sheryl A. Pratt, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services is estimated to be \$19,770 for the Town audit, \$3,875 for the proprietary fund audit, and if necessary \$3,300 for the audit in accordance with OMB Circular A-133 for the fiscal year ended June 30, 2015. These fees are approximate and will be billed based on actual time spent on the audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audits. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.



We appreciate the opportunity to be of service to the Town of Hooksett and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,



PLODZIK & SANDERSON
Professional Association

RESPONSE:

This letter correctly sets forth the understanding of the *Town of Hooksett*.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



AGENDA NO. 15-004
DATE: 01/28/15

Staff Report
Assistant Crew Chief Position for
Department of Public Works, Highway Division
January 28, 2015

Background:

The DPW has three main Divisions which consist of Highway with 8 positions and a Crew Chief; Parks and Recreation with 6 positions and a Crew Chief; and Building Maintenance with 3 part-time positions and a Crew Chief, and when needed will use someone from Highway if available.

Issue:

The Department is a union based operation, which is AFSCME 93. With this union, a union employee cannot discipline or give orders to another union employee; it can only come from a non-union body. The Parks Division has an Assistant Crew Chief to help out in this situation. This is helpful for when the Crew Chief is occupied doing other tasks, the union employees are being overseen.

Discussion:

The Highway Division needs an Assistant Crew Chief like Parks has. This would help out tremendously in day to day on-site operations, as it does with Parks. This is what I propose, with the existing Heavy Equipment Operators position currently open, it would be feasible to replace that position with the Assistant Crew Chief position. This will not be adding any personnel but giving the Division much more than an Operator to help Management. This would be a non-union position.

Fiscal Impact:


The fiscal impact should be nothing at this point. I would like to start the position at what the Operator pay was at the time of vacancy. Once this person passes his probation, then adjust pay as I see fit with shown accomplishments.

Recommendation:

I would like council to approve the Assistant Crew Chief position for the Highway Division to help in Management, as we have in Parks with an Assistant Crew Chief.

Prepared by: Leo Lessard, Public Works Director

Town Administrator Recommendation: *Caron*


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

Town of Hooksett Job Description
Public Works Department
Highway Division
“Assistant Crew Chief”

Date: January 2015

General position Description: This position works in a supervisory capacity and performs routine work of semi-skilled or skilled tasks in the maintenance, repair, construction and rebuilding of roads, drainage, and public facilities. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: Reports to the Highway Division Crew Chief

Equipment Used: Hand and power tools, heavy and light construction equipment, pickup trucks, dump trucks, motor vehicles, backhoe, loader, computer hardware, office equipment, etc.

Environment: Inside: 10% Outside: 90%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

- Perform routine supervisory tasks.
- Assign manpower and equipment to perform construction projects.
- Assist in estimating material requirements and acquisition for varied projects.
- Schedule manpower and equipment for routine maintenance work of roads and public buildings.
- Respond to complaints from residents and other departments.
- Meet with the Highway Crew Chief to discuss projects, manpower, equipment, scheduling, and employee problems.
- Receive and disseminate information from other departments.
- During absence of the Highway Division Crew Chief, receive and disseminate information from other departments.
- Perform all assignments including equipment operation, snow plowing/removal, laboring, and other work tasks as assigned by the Highway Crew Chief.
- Work on and perform a variety of tasks in connection with the maintenance and construction of sidewalks and roads.
- Supervise the attachment and removal of snow plows and associated equipment from vehicles.
- Assist with or operate trucks with front plow and wings, and other equipment for snow removal and other seasonal clean up operations, on an emergency and seasonal basis.
- Be familiar with and execute safe work procedures associated with assigned work.
- Train employees in safe work procedures.
- Perform driveway inspections.
- Be available 24 hours per day to meet emergency situations.
- Perform all other duties as deemed necessary and appropriate.

Support: Support the Public Works Director in all operations of the Department.

Financial Data: Assist as needed with specs, bids, equipment, street signs, catch basins, etc.

Computer Operation: Email, memos, reports, etc.

Cognitive and Sensory Requirements:

- Vision: Necessary to perform job effectively and safely.

- Hearing: Necessary for receiving instructions and safety.
- Speaking: Necessary for communicating with co-workers, officials, the public, etc.
- Taste & Smell: Necessary for detecting fumes and gases and other smells which indicate a hazard a proper safety function.
- Dexterity: Necessary for operating equipment, handwriting, computer hardware operations, etc.
- Mobility: Needed to walk around the department locations, job sites, and different locations as required.

Physical Requirements:

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: frequently required.

Lift 26 to 50 pounds: frequently required.

Lift over 50 pounds: occasionally required. Assistance may be available.

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: frequently required.

Carry over 50 pounds: occasionally required. Assistance may be available.

Push/Pull: frequently required.

Reach above shoulder height: occasionally required.

Reach at shoulder height: constantly required.

Reach below shoulder height: frequently required.

Balance: regularly required.

Sit: four plus total hours per day.

Stand: six plus total hours per day.

Walk: four plus total hours per day.

Twisting: occasionally required.

Bending: frequently required.

Crawling: rarely required.

Squatting: rarely required.

Kneeling: rarely required.

Crouching: rarely required.

Climbing: occasionally required.

Hand Manipulation:

Grasping: constantly required.

Handling: constantly required.

Torque: occasionally required.

Fingering: frequently required.

Controls: Hand and power tools, light and heavy equipment, motor vehicles, office equipment, engineering tools, etc.

Work Surfaces: Inside and outside surfaces. Equipment and vehicle interiors and exteriors. Rough, harsh, dangerous, wooded, flooded, ground surfaces and/or areas. Grass, dirt, gravel, mud, asphalt, concrete, linoleum, ceramic tile surfaces. Rain, snow, sleet, hail, ice and flooded areas and surfaces. Vertical and horizontal step surfaces.

Summary of Occupational Exposures:

- Long periods of exposure to sunlight, wind, snow, rain, and extreme temperatures.
- May be exposed to bacteria, paint, solvents, hydraulic fluids, fertilizers, fuels, and herbicides.
- May be exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees, etc.

Other Training, Skills and Experience Requirements:

- Five years supervisory experience in road or related construction.
- Five years experience in operating heavy equipment.
- Five years experience in estimating and field layout, i.e. grade stakes, elevations.

- Effective leadership and communication skills to include the effective motivation of employees.
- Shall be a capable heavy equipment operator and a skilled road supervisor.
- Work assignments may be of a repetitive nature. Once learned, can be executed under general supervision.
- Work may be frequently checked by the Public Works Director to ensure accuracy and completeness of assignments.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- Valid NH CDL-A or B drivers license.
- High school diploma or G.E.D.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities

Schedule: Monday through Friday, 7am – 3:30pm. Overtime if and when needed or required. Must be available 24-hours a day.

Staff Report
Policy on Cutting, Welding, and Hot Work Operations
January 28, 2015

Background: The Town of Hooksett currently has a welding policy, which is listed in the Safety Manual on page 72, section 1403.63 and 1403.64, and was last amended by Town Council on October 9, 2013, which only refers to Town employees. We are adding a new policy and permit to include Cutting, Welding, and Hot Work Operations on projects that are performed by outside contractors within the town.

Issue: I would like to add this new policy and permit to the existing Town of Hooksett's Safety Manual. This policy was recommended by Travelers, our property-liability insurance carrier. I sent the policy along with the permit over to them for their approval. Upon reviewing the final draft, they have acknowledged their recommendations as being complete. I would like the Town Council to approve this new policy and permit that have been drafted.

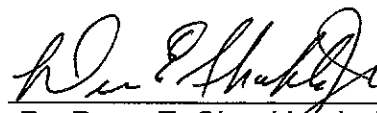
Discussion: I am requesting the Town Council to approve the new policy on Cutting, Welding, and Hot Work Operations for outside contractors performing work on projects within the town, along with the permit to be added the Town of Hooksett's Safety Manual. This policy has been put in place by a recommendation from our property liability insurance company, Travelers, so that outside contractors have guidelines to follow to insure the safety of individuals and town property while work is being performed.

Fiscal Impact: None

Recommendation: I recommend the Town Council approve the new policy and permit on Cutting, Welding and Hot Work Operations for projects that are performed by outside contractors within the town, which will be added to the current Town of Hooksett's Safety Manual.

Prepared by: Leo Lessard, Public Works Director

Town Administrator's Recommendation: *Concur*



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

Cutting, welding, and hot work operations

Cutting, welding, and other hot work operations using portable equipment, presents a severe hazard, because these operations introduce ignition sources into random areas of the facility. The National Fire Protection Association (NFPA) estimates that approximately 6 percent of all fires in industrial properties have been caused by improper procedures or equipment use during hot work operations. With strong support by management and trained employees, these procedures can help to control this exposure.

Hot work basics

Hot work is defined as any operation that generates heat, sparks, or a flame. Fires caused by hot work operations routinely result from sparks or molten globules of metal that roll great distances or fall through cracks onto unseen combustibles. The combustible material smolders and eventually bursts into flames, sometimes after work has ended and employees have left the area. Sometimes the heat or flame directly ignites combustible or flammable materials located too close to the hot work operation.

The common reasons for fires caused by cutting, welding, and hot work operations are:

- Inadequate preparation of work site
- Defective equipment
- Outside contractors failing to comply with “hot work” precautions
- Poor housekeeping
- Conducting operations in areas where the sprinkler protection is shut off
- Failure to maintain fire watches or to provide adequate fire extinguishing equipment

It shall be the duty and responsibility of the contractor performing any cutting, welding, or hot work to comply with the safety provisions of the National Fire Protection Association’s *National Fire Codes* pertaining to such work, and the contractor shall be responsible for all damages resulting from a failure to so comply.

Ideally, all hot work operations should be conducted in designated, properly safeguarded areas, such as maintenance shops or a detached outside location. When work cannot be moved into the maintenance shop, a hot work permit must be obtained before any hot work can be conducted. The permit should only be issued after a trained supervisor has assessed the area and the supervisor has verified that all safety precautions are being taken.

Selection and responsibilities of a supervisor

Hot work operations must be strictly monitored if fires are to be prevented. Management should appoint a responsible person to closely supervise the use of all hot work equipment. The person(s) assigned to oversee the hot work program must be thoroughly familiar with hot work processes and the hazards of the areas where work will be performed. They also must be able to determine the precautions that must be taken for the work to be completed in a safe manner. The success of the program will depend on the training and knowledge of those who implement the permit system.

Before cutting or welding is permitted, the assigned supervisor must inspect the area to verify that all fire precautions have been taken. The inspection should start with a simple question, "Is a hot work operation necessary to complete the work?" Many times welding and flame cutting are used because it is fast and easy even though other safer methods, such as mechanical fastening and sawing, could be used. If hot work is not absolutely necessary, it should not be permitted, especially in hazardous areas. Upon verifying that the precautions listed on the permit were implemented, the supervisor can sign the permit and give it to the welder.

No work should be allowed to begin without a properly signed permit at the job site. The supervisor should keep a copy of the permit as a reminder of the project. If the work will continue for more than one shift, a new permit should be issued for the next shift. If conditions cannot be made safe, the supervisor should insist on other methods to complete the maintenance request. Listed below is a brief overview of the safety features that must be verified or implemented before the supervisor will authorize the cutting/welding permit.

Precautions

To extinguish any fires that may start, provide a fire watch for the involved area and include tours of the floors above and below. The fire watch should be continuous during the hot work operations, during lunch breaks, etc., and continue for at least half an hour after the work has been completed. If the hot work ends near the time of a shift change, arrangements should be made for the patrols to continue into the next shift.

The fire watch staff should be equipped with an adequate complement of portable extinguishers and/or charged small hose lines and must be trained in their use. They also should know how to sound a fire alarm. Welding, cutting, or other hot work should not be allowed in any building where sprinklers are out of service.

Use only equipment that is in good condition. Valves, regulators, hoses, and torches should be thoroughly checked. Before beginning, secure the gas cutting and welding cylinders so they will not be upset or damaged, and verify that the protective caps are on all cylinders not in use. When using electrical arc welding equipment, the ground clamp can be a source of ignition. The ground clamp should be carefully connected close to the work so that it can be easily observed.

Precautions (Continued)

Within 35 feet of the work area:

- Prohibit hot work until surrounding floors have been swept clean.
- If floors are of combustible construction, they should be adequately protected to prevent ignition.
- Remove all flammable liquids from the area and clean up any oily deposits.
- Move combustibles at least 35 feet from hot work operations. If combustibles cannot be moved, they must be protected by metal guards or by flameproof curtains or covers. Do not use ordinary tarpaulins.
- Prohibit hot work until all wall and floor openings within 35 feet of the operations have been tightly sealed or otherwise protected with metal guards or flameproof tarpaulins.

Work on walls and ceilings

- Do not work on combustible walls or ceilings, or those containing combustible insulation.
- Combustibles on the other side of the wall should be moved away so any heat that is transmitted through the wall cannot ignite the combustibles.
- When working on ceilings or upper levels of process equipment, fire resistant tarpaulins should be suspended beneath the work area to collect sparks.

Work on enclosed equipment

- Before working on enclosed equipment, remove any combustible residue from its interior. When working on duct systems, in addition to removing combustible residue from its interior, also remove any combustible screens or dust bags.
- Prohibit hot work in or on vessels containing flammable or combustible contents or residue, until they have been completely cleaned and purged or inerted, and verified vapor free by combustible gas detectors. If there is a chance of a gas vapor release during the hot work operations, use gas detectors to constantly monitor the area.

Final check-up

- After the hot work is completed, the welder should sign off on the permit and return it to the supervisor.
- The supervisor should return to the scene within two to four hours after the work has been completed to check the area. After this final check, the supervisor signs off on the permit and needs to bring it back to the Hooksett Department of Public Works, and be kept on file for review by a Travelers Risk Control consultant.

HOT WORKS OPERATIONS PERMIT

APPLICATION DATE: _____

You are hereby given permission to weld or to flame cut, per the National Fire Protection Association's *National Fire Code*, for the purpose of: _____

on (date): _____ at (time): _____. Work is to be performed in accordance with the Cutting, welding, and hot work operations policy, with special precautions as noted below: _____

_____ Check here if continued on another sheet

Fire Watch Personnel is: _____ Phone #: _____
Permit is valid if signed by the Hooksett Public Works Director, and expires on: _____
Date

I hereby agree to perform the work in accordance with the Cutting, welding, and hot work operations policy, and the above-stated special precautions.

Supervisor's Signature

Date

Supervisor's Address

Phone #

APPROVED: _____
Public Works Director

Date

The following Departments have been notified of the above hot work operations and have indicated their approval below:

Police Department

Fire Department

This monitoring must be done by the immediate Supervisor, and the Fire Watch Personnel designated above. Also, this permit needs to be signed off on when the work is complete and brought back to Hooksett DPW to be kept on file.

Welder's Signature

Date and time

Supervisor's Signature

Date and time

Staff Report
Town of Hooksett (Town)
Personnel Plan – Employment Driver's Records Checks

January 28, 2015

Background:

Currently the Town completes background checks for driver's records as a pre-employment condition for all hires. Employees who are then hired and operate Town heavy machinery or vehicles are placed on either a DOT (CDL-B) or Non-DOT list. These employees are then in a pool with the Town consortium who conducts a quarterly random drug/alcohol testing based on a percentage of employees. At the request of the Town's property-liability carrier, Travelers Insurance, a new policy should be created to conduct annual Employment Driver's Records Checks.

Proposal:

I would propose that the Town adopt a policy for completing quarterly background checks for driver's records for those employees listed on the above-captioned DOT and Non-DOT lists. The selection would be from Administration/Human Resources to take ¼ of each list each quarter so that all employees (not a percentage) on these lists are completed by year's end. The year is defined as January 1st to December 31st. An employee would have one driver's records check per year unless there was reasonable cause/suspicion to complete more.

Fiscal Impact:

There would need to be additional funds in the Administration line item Employment Testing #100.4130-298.000 to cover the \$15.00 per employee driver's records x 112 employees (28 DOT & 84 Non-DOT) = \$1,680.00.

Recommendation:

Recommend that the Town Council adopt Town of Hooksett Personnel Plan Section 4. Workplace Conduct new policy Employment Driver's Records Checks effective January 28, 2015.

Prepared by:

Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation: *concur*



Dr. Dean E. Shankle, Jr.
Town Administrator

TOWN OF HOOKSETT (TOWN) PERSONNEL PLAN

SECTION 4. WORKPLACE CONDUCT

Employment Driver's Records Checks. The Town is committed to providing an environment that is safe to both its employees and the community it serves. In doing so, as a condition of employment, employees who operate Town heavy machinery/equipment or vehicles are placed on either a DOT (CDL-B) or Non-DOT list. These are the same lists within the Town's Personnel Plan Section 4. Workplace Conduct - Drugs and alcohol in the workplace and testing. On a quarterly basis Administration/Human Resources will select ¼ of employees on each list noted above for each quarter to conduct Employment Driver's Records Checks. All active employees on these lists will have one driver's records check per year unless there was reasonable cause/suspicion to complete more. The year is defined as January 1st to December 31st.

If violations are found in the employee's annual driver's records check, the employee may be required to complete safe driver training(s) as it relates to the violation. Violations resulting in endangering the safety of others may result in an employee loss of operating Town heavy machinery/equipment or vehicles on a temporary or permanent basis.

Reasonable cause/suspicion includes but is not limited to personal and contemporaneous observation of specific behaviors or performance or physical characteristics which indicate that an employee may be unfit for duty to operate Town heavy machinery/equipment or vehicles. The Town reserves the right to require any employee to submit to a fitness for duty exam when there is reasonable basis to believe that the employee may be otherwise unfit for duty.

Refer to the Town of Hooksett Safety Manual and departmental operation procedures for additional criteria on safely operating heavy machinery/equipment and vehicles.