

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, October 14, 2015**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SPECIAL RECOGNITIONS**
 - a. Hooksett Youth Achiever
 - b. Eagle Scout
- 5. EXPANDED PUBLIC INPUT (one hour; no person will be allowed to speak for more than 5 minutes – per public input protocol)**
 - a. Public Safety Administrative Consolidation
- 6. APPROVAL OF MINUTES**
 - a. Public: 09/23/2015
 - b. Non-Public: 09/23/2015
- 7. AGENDA OVERVIEW**
- 8. PUBLIC HEARINGS**
 - a. Public Hearing for the Town Council to receive public input on proposed Town Charter amendments changing Town Meeting to March.
 - b. Public hearing for the Town Council to receive public input on proposed changes to the Building Permit/Mechanical Permit Fees.
- 9. CONSENT AGENDA**
 - a. Donation of granite memorial bench valued at \$832.00 from Diane Boyce to the Town of Hooksett
 - b. Donation of a dozen 3-ring binders valued at \$15-\$20 from Don Ingalls to the Town of Hooksett
 - c. Donation of Pinnacle Kiosk valued at \$1,400.00 from Eagle Scout Justin Taylor to the Town of Hooksett
 - d. Landscape Surety Release \$60,560.00 Harvey Construction
- 10. TOWN ADMINISTRATOR'S REPORT**
- 11. PUBLIC INPUT: 15 Minutes**
- 12. NOMINATIONS AND APPOINTMENTS**
- 13. SCHEDULED APPOINTMENTS**
 - a. Daniel Hudson, P.E., CMA Engineers – 2nd presentation on College Park Dr. Sidewalk Project (1st presentation 02/26/2014)
 - b. Bernadette Chevrette – Veteran's Monument
- 14. 15 MINUTE RECESS**
- 15. OLD BUSINESS**

16. NEW BUSINESS

- a. 15-076 Tax Rate & Fund Balance
- b. 15-077 Amendment to Other Ordinances #00-31 Solid Waste – Disposal Fees for Electronics
- c. 15-078 Grant Drive Drainage Bid
- d. 15-079 Zone 2 Roadway Impact Fees
- e. 15-080 Discussion Berry Hill Roadway Bond

17. SUB-COMMITTEE REPORTS

18. PUBLIC INPUT

19. 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.

20. 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, September 23, 2015

THE COUNCIL WAS IN A NON-MEETING FROM 6:00-6:37PM WITH THE FOLLOWING IN ATTENDANCE:

Chair James Sullivan, Donald Winterton, James Levesque, Nancy Comai, Marc Miville, Timothy Tsantoulis, David Ross
Missed: Adam Jennings and Robert Duhaime

ATTENDANCE:

Chair James Sullivan, Donald Winterton, James Levesque, Nancy Comai, Marc Miville, Timothy Tsantoulis, David Ross, Dr. Dean E. Shankle, Jr. and Adam Jennings (arrived 7:00pm).
Missed: Robert Duhaime

NON-PUBLIC SESSION (FIRST)

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

J. Sullivan motioned to enter non-public session at 6:38pm. Seconded by T. Tsantoulis.

Roll Call-

M. Miville – Yes
D. Ross – Yes
J. Levesque – Yes
N. Comai – Yes
D. Winterton – Yes
T. Tsantoulis – Yes
J. Sullivan - Yes

Vote unanimously in favor. A. Jennings arrived at 7:00pm.

*D. Winterton motioned to exit non-public at 7:40pm. Seconded by D. Ross.
Vote unanimously in favor.*

*D. Winterton motioned to seal the non-public minutes of 9/23/15 (for time 6:38pm-7:40pm).
Seconded by D. Ross.
Vote 6 in favor; 2 opposed. Motion carries.*

Respectfully submitted by,

Donna J. Fitzpatrick
Recording Clerk

CALL TO ORDER - PUBLIC SESSION will begin immediately following non-public session above
Chair Sullivan called the meeting to order at 7:40 pm.

ROLL CALL – ATTENDANCE

Marc Miville, Nancy Comai, David Ross, Donald Winterton, Adam Jennings, Timothy Tsantoulis, James Levesque, Chair James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)
Missed: Robert Duhaime

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: September 9, 2015

D. Winterton motioned to accept the public minutes of September 9, 2015 with edits. Seconded by A. Jennings.

M. Miville: As Council Secretary, I have reviewed the votes tallied and confirm they are accurate.

Vote unanimously in favor.

b. Non-public: September 9, 2015

D. Winterton motioned to accept the non-public minutes of September 9, 2015. Seconded by T. Tsantoulis.

Vote unanimously in favor.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

CONSENT AGENDA

- a. Acceptance of gift cards/donations for the 10/9/15 Employee Picnic
- b. Donation of \$973.88 in grant funds from The Comcast Foundation to the Hooksett Conservation Commission

M. Miville motioned to accept the Consent Agenda as written. Seconded by D. Winterton.

Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- Council needs to vote to have Trick or Treat on 10/31 from 6-8 pm

A. Jennings motioned to set trick or treat times on October 31, 2015 from 6-8 pm. Seconded by N. Comai.

Vote unanimously in favor.

- You gave me the authority to sign grants for the Conservation Commission to keep things moving. I signed a grant for the Conservation Moose Plate Grant Program. They applied for a grant for Clay's Pond Headwater trails. The total cost is \$34,000 including supplies, equipment and personnel. Conservation Commission is seeking \$20,000 from the Moose Plate Grant Program and will be providing \$14,000 from the town conservation fund. If approved it needs to come back for your signature.
- Lilac Bridge will not hit any endangered mussels if it falls into the river; one less environmental hazard we may face if it falls into the river.
- Union negotiations started with Fire Department
- We got 2 bids for things you will see later tonight - retaining wall and Old Town Hall roof
- I went to a NH Municipal Association budget workshop
- At our staff meeting last Tuesday we had 10 local officials from Poland. They visited the Fire Department and Library and were impressed with all of our facilities.
- Met with Granicus (vendor who provides our streaming media). They have a new program for development of non-paper agenda processes. I will be looking into that since we are talking about using tablets.
- Hooksett Old Home Day was an amazing success. Hackett Hill roundabout was a big topic of discussion.
- We had a meeting at Old Town Hall and they are moving ahead on tin roof project.
- Front page of newspaper there was an article that said Hooksett real estate market is in the top 10 in NH.

J. Sullivan: You mentioned the roundabout – when will that be starting? What is going on with Memorial Bridge, and any additional information on the Lilac Bridge, other than the mussels?

Dr. Shankle: No additional information on the Lilac Bridge. The Memorial Bridge is paved. This week they worked on sidewalks. They are still on schedule for second week of October. Regarding the

roundabout, we were all set to start this year, but the bridge came up. I presume we can start in the spring. We should also give you an update on health insurance

D. Fitzpatrick: We sent out RFP and they are due back 10/22. We intend to bring it to your 10/28 meeting, at which time you may decide that evening or at the next meeting, or call a special meeting. That is how quickly we are moving because of all the deadlines.

PUBLIC INPUT

Joanne McHugh, 14 Jefferson Dr.: I feel Council knows their job, however I am here because I have a couple things I think you should have on your radar. I go way back so I do have some history with regard to Martin's Ferry Rd. Underhill was a neighborhood school – grades 1 through 6. Then they moved 6th to Memorial School. At that time, many students had to walk to school. We had a person (Ms. Fields) stand on the corner of Sherwood and Martin's Ferry. I think at that time the speed was reduced because kids were walking on both shoulders and it was very dangerous. I visited all 3 schools tonight. There is no school zone sign by Cawley; but that is a state road, Route 27. Memorial sits on a hill off Hooksett Rd. The only one different is Underhill on Martin's Ferry. The other item I wanted to bring up is about the eyesores in this community. I have had people ask me when something will be done. Before the last election, I asked at the debate that was held would they do about some of the eyesores. The answer was look into them based on what the law is and see if something can be done. Most people are proud of their community and try to maintain their property. I'd like to see you look into that. Lastly is the condition of Martin's Ferry Rd. If you drive that road, after a while you'll need to have your car aligned again. Thank you.

J. Sullivan: We can ask Dr. Shankle to update us on the eyesores at a future meeting. Please contact him if there are some he is not aware of. We are working to see if we can make improvements to Martin's Ferry.

Harold Murray, 311 Hackett Hill Rd: I'd like to bring up a pet peeve that I have. Regardless of the outcome of 15 c tonight, I'm wondering why the Chief position has been vacant so long. As I understand, even if 15 c passes, you will still have a chief and an assistant chief. The results of choosing a chief from within, since 1925, has been very successful. This town has only chosen one chief from the outside (the one before this) and that was a disaster as far as you are concerned. If you are going to do this, I'd strongly suggest you do it from within. If you bring someone in from outside, that is demeaning to the guy down the line on the totem pole because he sees no room to grow if you keep filling those spots. It also affects the people who are looking for a job to come in here. They aren't even going to look at this town because there is no room to grow. I would recommend, strongly, you pick this as soon as you can so it does have continuity within the department. Thank you.

NOMINATIONS AND APPOINTMENTS

SCHEDULED APPOINTMENTS

OLD BUSINESS

- a. 15-062 Establishing Speed Limit for Whitehall Terrace

D. Ross motioned to establish a speed limit on Whitehall Terrace of 25 mph. Seconded by N. Comai.

D. Ross: Granted it's in far better shape than Martin's Ferry which was voted at 30, I am fully supportive of the 25 mph speed limit.

Vote unanimously in favor.

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

J. Levesque motioned to approve the street name Water Works Drive. Seconded by A. Jennings. Vote unanimously in favor.

- c. 15-043 Public Safety Administrative Consolidation

D. Winterton motioned to recommend the consolidation of police and fire departments under direction of a Public Safety Director and include the Emergency Management Director position within the Public Safety Director's job and direct the Town Administrator to move forward with those plans. Seconded by N. Comai.

D. Winterton: Much of the information Dr. Shankle brought back from the manager's association is to recommend we go forward. This position will be responsible for budgets and administrating the building that we send over \$8M per year to, and I think it's a proper thing to do as we go forward.

N. Comai: I am in support of this recommendation to try to consolidate and provide focus to areas that may or may not have been focused on in the past and move things forward.

D. Ross: I thought we were going to entertain a motion to have a public hearing prior to moving forward. There is a lot of input that we haven't had that we could get if everybody was aware that we were willing to hear it. There is a motion already on the table.

D. Winterton withdrew prior motion. N. Comai removed the second.

D. Ross motioned to hold a public hearing to receive input from the public and anyone else interested or concerned about this potential move. Seconded by T. Tsantoulis.

N. Comai: Is this public hearing just for residents of the town or anybody?

D. Ross: Public hearings are for the public.

J. Sullivan: We have never limited it to just residents; non-residents would be allowed.

D. Ross: There would be valuable information from other towns that may have tried this or thought about it as well as people in these professions and what their opinions are. My main concern is to get all the facts before we go any further.

Vote unanimously in favor.

J. Sullivan: We will schedule it for our next meeting, October 14. After the public hearing, if we want to make additional motions, I will entertain those.

NEW BUSINESS

a. 15-072 Town Hall Roof Bid

A. Jennings motioned to approve the bid from Skyline Roofing in the amount of \$345,420. Seconded by M. Miville.

J. Sullivan: I'll ask the Town Engineer to come up, Jim Donison to give us any additional information.

J. Donison: We received 2 bids and Skyline Roofing was the lowest. Our engineer, Jeff Randall with Northeast Roofing Consultants, had discussions with them and was comfortable with the bid. They have a good reputation. It will come out of the Town Building Maintenance Capital Reserve account which has sufficient funds to cover the bid.

M. Miville: What is the balance after this is spent?

J. Donison: The current balance in the account is \$489,021.96, so approximately \$147,000 will be left.

D. Ross: Only 2 bids were received?

J. Donison: Yes; we had a mandatory pre-bid meeting. 6 contractors attended and possibly the timing scared them away. It had to be completed by Thanksgiving. The work will begin once we sign the contract and will have to be done by early November.

Roll Call –

T. Tsantoulis – Yes
D. Ross – Yes
A. Jennings – Yes
J. Levesque – Yes
D. Winterton – Yes
M. Miville – Yes
N. Comai – Yes
J. Sullivan - Yes

Vote unanimously in favor.

b. 15-073 Granite Street Retaining Wall Bid

D. Winterton motioned to approve the bid from J. Parker and Daughters in the amount of \$41,970. Seconded by M. Miville.

J. Donison: We received 2 bids received for retaining wall to remove existing concrete wall and install pre-existing blocks. Contractor is ready to start and will finish by the end of October. This amount, \$41,970, is the base bid plus an additional \$7,600 for a guardrail, depending on location due to large trees the guardrail company may not be able to get to. If it can't be completed, the money won't be spent.

D. Ross: This got put off from last year; didn't we already have a bid and encumber funds for it?

J. Sullivan: There were 2 projects in that area – this is on the left hand side (on the north side of the road) and is another aspect; previously we addressed the wall on the south side of the road.

M. Miville: Money for this is coming from roadway construction – is that the paving line?

J. Donison: It's the construction materials line, 14504312.722. There is a balance of \$85,000 which will leave \$43,000 after this is complete.

M. Miville: Will this shortchange any other projects this budget season?

J. Donison: I don't have the answer to that.

Roll Call –

D. Winterton – Yes
N. Comai – Yes
T. Tsantoulis – Yes
J. Levesque – Yes
A. Jennings – Yes
M. Miville – Yes
D. Ross – Yes
J. Sullivan – Yes

Vote unanimously in favor.

c. 15-074 School Impact Fees

A. Jennings motioned to transfer \$94,812.32 from the School Impact Fee Special Revenue fund to the Hooksett School District. Seconded by M. Miville.

J. Sullivan: It makes sense for me to refrain from moving and seconding, since it may be considered a conflict.

Roll Call –

M. Miville – Yes
J. Levesque – Yes
D. Winterton - Yes
N. Comai - Yes
D. Ross – Yes
T. Tsantoulis – Yes
A. Jennings – Yes

J. Sullivan – Abstained due to possible conflict since currently serving on the school board.

Vote 7-0 in favor; 1 abstention.

d. 15-075 2016-2017 Budget Goals

C. Soucie: The current budget is \$15,209,830. The change from last year is a 2.3% increase, largely due to the personnel services line related to employees and benefits. It does include warrant articles that passed (additional police officers). It is heavy with personnel. Budget to actual over last 5 years, we come close to spending all that is appropriated but return around 2-3% each year. We will be looking at how the Affordable Care Act and excise tax (beginning in 2018) will impact budgets; Lilac Bridge will have some impact one way or the other this year, and Fire Union contracts. Over last 5 years, revenue increased largely due to Motor Vehicles and uncollected taxes being collected. We have no long term debt in our general fund; our CIP (long term planning) has been supported by voters. We met our long term goal of 8% of fund balance in 2014. We had a pretty substantial fund balance increase this year, but there should be no problem meeting the 8%, possibly putting some tax dollars back on the tax rate to reduce that. We have had advancements of technology in our daily operations. (See Attachment "A.") Item "C" is something we will always be doing; "D" is no increase between revenue and expenditures (expect increase in revenue to offset expenditures if they go up).

Dr. Shankle: What I'm hoping you would consider out of those, is try to do what we have done previously – maintain level of service (things that affect tax rate). There is no need to specify an increase or decrease in the level of spending. We are expecting healthcare to stay the same or go down, so we shouldn't see a lot of increases. I don't think anyone wants to see a reduction of services at this point. "C" is a good one; "E" is interesting. We are looking at more recreational opportunities for all age groups which came out of the citizen survey. We have a revolving recreation fund. Anything we would be proposing would be out of that revolving fund and would be self-funding and not go on the tax rate, at this point. There are some contracting of services we should be looking at. I'm suggesting B, C, F and a little bit of E.

D. Ross: One of the things we need to keep in mind is there have been a lot of uncollected taxes that have been collected, which is a one-time thing. This revenue has been affected by that. We do have issues of unknowns, like healthcare.

N. Comai: I'd like a little bit of "A" and request a decrease to the bottom line if we have been returning 3% every year consecutively. Mr. Murray has mentioned forestry and there is some revenue in that area that can be tapped. I would like to say maybe a 2% decrease, just put it out there to see how it goes. I don't know what oil or propane will be; I don't know where other efficiencies can be found. When you first stated that we are heavy on people, I worry we could be pink-slipping at some point. I don't want to go there; I really want to fine tune a 0-based budget and build it back in and maybe suggest a 2% decrease overall.

M. Miville: I don't know the percentage of the current fund balance from the previous year, what is that percentage?

C. Soucie: We don't have the percentage yet. We have the dollar amount but we don't have the percentage because it's based on the total community, including schools and county and we don't have that information.

M. Miville: The town did a great job of saving \$884,000; perhaps we should target that same percentage level this year. If we did it last year, we can do it again. I'd suggest adding a warrant article (CIP Item) for sidewalks. Everyone is screaming for sidewalks. Maybe we establish a CIP fund for sidewalks? They are about \$85,000 each which means we would need capital reserves to generate money. Just an idea.

C. Soucie: The main reason we returned a large sum of the budget last year is due to having unfilled positions; as we fill those positions we'll spend the money. That is why we returned such a large amount.

N. Comai: Where did those 17 positions come from?

C. Soucie: They were vacant positions, and replacing those positions didn't happen as quickly as everyone would have liked.

Dr. Shankle: Primarily they were in police and public works, and partly because the economy has picked up and big companies pay more than we do, so we lost a lot of people to that.

C. Soucie: We had a large turnover in the Fire Department last year which isn't something we usually see.

J. Sullivan: That \$800,000 was due to those situations; in the past 5 years has there been an average amount so maybe we consider a portion of that as a way to find reductions? Your good idea about sidewalks may require additional Public Works staff. That is something we need to balance. I'd be inclined to follow past practice to maintain current services but take into account there could be some reductions to get close to what we typically return.

N. Comai: Personnel services for FY 15 is \$11,275,996. Does that include monies that were supposed to be for the open positions?

C. Soucie: That is what we budgeted for, not what we spent.

N. Comai: Where does the \$362,000 come in?

C. Soucie: The increase in personnel – we added 3 officers, we had a change in health insurance and a change in retirement costs and all of our union contracts (all on warrant articles).

D. Winterton: There are things in the budget we have little control over (budgets we have already signed, state retirement requirements). We have to build those into the personnel side of the budget because they are there and we have no control.

C. Soucie: State/NH retirement is not increasing in this fiscal year, it will be next fiscal year. You are exactly right about the union contracts which we have already passed (except for increases).

J. Sullivan: You could look at this budget as having 2 items: non-discretionary and discretionary. Is there a percentage of our budget that is discretionary and not obligated for contracts and insurance? That is ultimately where we would be able to cut.

D. Ross: Generally "A" is something we always do. Before we always shot to 0 and let them explain why they need more. That would be the goal for us to shoot for. We have done it before; it can be done again. In years prior, we had a couple years where we did achieve close to a 0% increase.

A. Jennings: As we plan for increases coming up (retirement, Affordable Care Act), if we can target it so when it hits, we've got the money so it won't be a huge tax increase. We find savings now so when we get there it's the same tax rate.

M. Miville: School budget is determined before ours and there is another teacher contract coming up; that always adds a big chunk.

N. Comai: We found some savings in healthcare (\$127,000) and we don't want it to spike in coming years. I'd still like to start lower and see where we get instead of saying 0 and we know we can get there. Give them the challenge and see if we can lower this and that.

J. Sullivan: Consensus is you come back and indicate if there is a need for increases and why. We should take advantage of that constant surplus at the end of the year so we might be able to make decreases in areas you are comfortable with.

M. Miville: Regarding "E" – we have a lot of surveys out there without having this Council address it specifically the Community Profile which is almost a year old now. Can we maybe add an agenda item, occasionally, to address some of those items?

J. Sullivan: We can make sure we include that.

Dr. Shankle: So in summary, we are trying to keep level services and if possible keep the increase at 0 or below; anything above that you will need a good reason.

J. Sullivan: A request has been made for an audience with Council to review a termination notice on a town employee.

***D. Winterton motioned to deny the request for an audience for Council to review the termination notice with the employee who requested that audience. Seconded by M. Miville.
Vote 7-0 in favor' 1 abstention (D. Ross abstained due to being conflicted)***

J. Levesque: On Rt 3-A by the weigh station there have been some complaints of trash in that area. Some people were kayaking and noticed it was full of trash, and now there are people living down there. Diane talked to the state about putting up a gate or chain and is still waiting to hear back. Do we have a Roadway Safety Committee? On S. Bow Rd at Roy Rd when people are trying to get out onto S. Bow the cars speed down S. Bow. When paving is done it will be a new super highway; they would like to see a 4-way stop sign. That might be something for the Safety Committee.

Dr. Shankle: They (Police Chief, Public Works Director, Town Planner and Assistant Town Planner and the Town Engineer) are meeting on Martin's Ferry Rd. so I'll pass this along to them also.

J. Sullivan: Perhaps issues directed to the Town Administrator should be covered under his report.

Dr. Shankle: I want to mention about forestry – the Conservation Commission is looking at some of their conservation land and we will piggy back on what they decide to do, since they are already working on it and pull the same process in for the town lands.

J. Sullivan: When they are completed, we should invite them in to talk about it in a public setting.

SUB-COMMITTEE REPORTS

J. Levesque: Board of Assessors met to update the MS-1 sheet; there were some changes made since last meeting and we had to re-sign. Recycle & Transfer didn't have a quorum – will meet next month.

D. Ross: Conservation had a contractor surveyor for a land acquisition. There was a walk of some town properties past Tuesday. We are in the process of deciding on materials to be used for the initial bridge entering the riverfront trails project. It's down to 2 of 3 presented (probably will be the wood bridge because of cost and appearance). Gates at Clay Pond going in in October. Signs have been approved and ordered and the wording was revised to shorten it up. At Old Home Day Phil Fitandes knew the helicopter people and he arranged a photo and video tour of that property, as well as some other places around town. I was honored to be included; the video is remarkable. We can see details that show how beautiful and awesome of a project the riverfront property will be. It was such a valuable tool to see things from the air that would be extremely useful for management in getting an overview of the town. We could video the whole town in a day. It will be a useful tool for raising funds for this project. There was a lot of interest in the riverfront project. Public response was good; Bear Paw was there with us.

D. Winterton: In preparation for the Planning Board, Sewer Commission approved a proposed building for Merrimack County Savings Bank. Planning Board – SNHU is proposing to build a welcome center (14,000 sq ft and 2 floors) as you head north on River Road across from the athletic department where the new parking lots are. There will be some administrative offices there and a welcome center for students coming in for tours. The Planning Board gave final approval to Woodsprings Suites to build a hotel on Hackett Hill by exit 11; they hope to break ground before the snow flies. Hooksett Kawasaki (HK Sports) is building another warehouse to hold inventory.

J. Sullivan: Heritage Commission is having an October 4 at 2 pm unveiling of the town's 9th historical roadside marker at Tri-Town ice arena on October 4 at 2:00 pm commemorating the Hooksett Airport. Old Town Hall – We had an electrician review certain aspects of the building - emergency entrance and alarm system, fire panel, and ways to salvage some duct work for the heating system. They also went over updates on what was going on, completed rough wiring for the lighting based on the original lighting locations, and addressed other things that may have to be done before the tin ceiling can be repaired. In addition, we received a grant for the windows. The project is moving along well.

N. Comai: Municipal Records Committee reviewed responses from department heads; policy has been implemented and we are getting positive responses (they are understanding what it is and why). 91-A documents will be provided to new hires; I think the last time we had everyone review and sign off on 91-A was in 2011 so that might be something to put on a future agenda. Todd attended a town clerk convention; our department heads are always on the cutting edge. Because of upcoming elections, we have a lot of extra records we have to hold on to for 22 months. The Committee is looking forward to taking steps to achieve more space and bringing a budget request for correcting storage space. The Committee has done a tremendous amount of work in a short amount of time. Records are where they need to be, or en route to where they need to be; the fire department has signed off on fire codes and compliance in that direction. That task is almost complete, now we go into implementation mode. Next meeting with department heads is October 6.

A. Jennings: Nothing to report.

T. Tsantoulis: Nothing to report.

J. Sullivan: Employee appreciation picnic will be on October 9; non-emergency offices are closing at noon. We will recognize those that can't attend also.

M. Miville: Budget Committee met last Thursday and it was an organizational meeting. We have a very active board this year. Officers elected this year: Patrick Gosselin, Chair; David Pearl, Vice Chair; Tabitha Jennings, Secretary. There was a motion to postpone discussion with Dr. Shankle and Dr. Littlefield until we have the budget in our hands. Last year, by the time the budget was finalized, a lot of the things discussed never happened. Our next meeting is November 12 when we discuss the current year's budget and Dr. Littlefield will come on November 19. We reviewed the discussion here about potentially condensing the budget season next year to make them aware. We had a long discussion about our calendar because we pushed back other calendar items which are typically already scheduled but because we changed the whole budget review things are up in the air. We only have 2 scheduled meetings right now but are working on that. We have a full board on the Budget Committee. Economic Development met and had a presentation from UNH Cooperative Extension on how not to conduct an interview. We still need more volunteers. 40 businesses have not been signed up for interviews yet. We are starting interviews now with a potential October completion.

PUBLIC INPUT

Harold Murray, 311 Hackett Hill Rd: Is there a time requirement after posting the public hearing before it can be held?

J. Sullivan: There are certain requirements for public hearings when they are required by statute, but there are no guidelines to have a public hearing for a street name. That is something we are doing as a Council. If a public hearing is required, by statute, there are certain requirements such as proper posting, etc. According to the Charter, we have a hearing and we vote 2 weeks later, unless we waive the rules. There is no requirement for this because it is more of a public input session, not an official public hearing.

D. Fitzpatrick: It needs to be posted one week prior to the meeting. For the next public hearing on October 14, the deadline is October 7.

NON-PUBLIC SESSION (SECOND)

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

J. Sullivan motioned to enter non-public session at 9:06pm. Seconded by A. Jennings.

Roll Call -

D. Winterton – Yes
T. Tsantoulis – Yes
J. Levesque – Yes
D. Ross – Yes
N. Comai – Yes
M. Miville – Yes

A. Jennings - Yes

J. Sullivan - Yes

Vote unanimously in favor.

DISCUSSION #3 – Donation of Granite Bench from Diane Boyce to Town of Hooksett

D. Shankle facilitated discussion on donation of granite bench valued at \$832.00 from Diane Boyce to Town of Hooksett in memory of her deceased husband.

Council Consensus: Donation to be placed on next Council agenda as a consent agenda item.

D. Ross motioned to exit non-public at 9:12pm. Seconded by T. Tsantoulis.

Vote unanimously in favor.

Respectfully submitted by,

Donna J. Fitzpatrick,
Recording Clerk

See Attachment "B" for an update to the Town Administrator's contract.

A. Jennings motioned to adjourn at 9:15pm. Seconded by T. Tsantoulis.

Vote unanimously in favor.

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

Respectfully Submitted,

Tiffany Verney
Recording Clerk

AGENDA NO. 15-075
 DATE: 9/23/15

Staff Report FY 2016-17 Budget Goals September 23, 2015

Background: To provide management a general direction of the priorities and goals for the development of FY 2016-17 general fund operating budget.

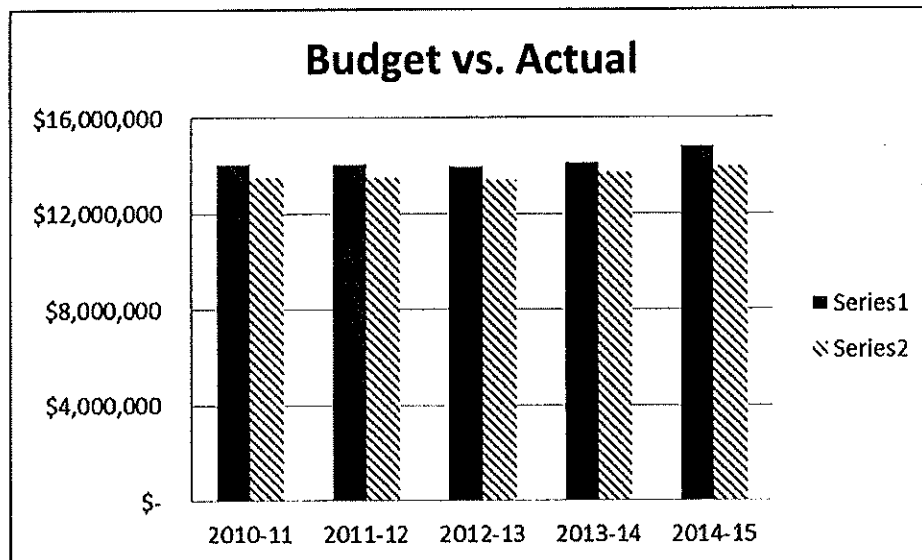
Discussion:

Last year's Town Council set a budget goal to construct a budget that provides a cost effective government to achieve level services.

FY 2016-17 Operating Budget is currently \$15,209,830(not including Sewer or encumbrances).

Appropriations	FY 15	FY 16	Change	% Chng
Personal Services	11,275,996	11,638,716	362,720	3.2%
Other Operation Costs	2,959,730	2,953,165	(6,565)	-0.2%
Capital Outlay	636,445	617,949	(18,496)	-2.9%
Debt Service	0	0	0	0.0%
Totals	14,872,171	15,209,830	337,659	2.3%

The chart below is a five year history of budget and actuals.

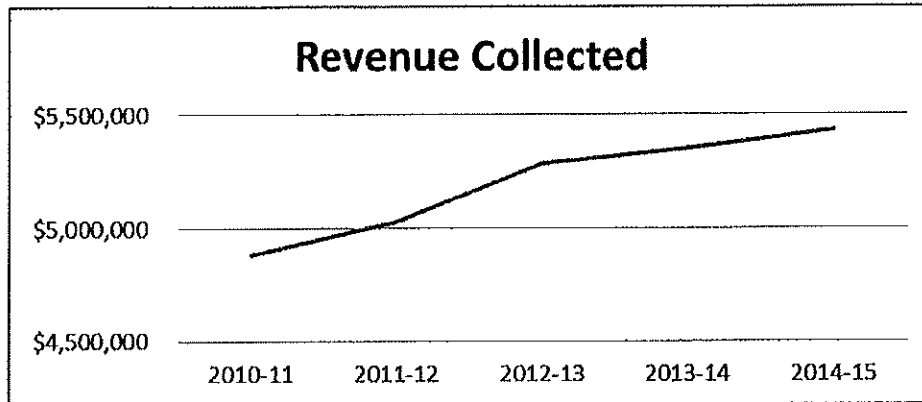


Challenges:

1. Affordable Care Act – Excise tax starting 2018
2. Lilac Bridge removal or rehabilitation of superstructure
3. Fire Union contracts are up for negotiations.

Positives:

1. General fund revenues collections continue to increase. The graph illustrates an increase of over \$500,000 in revenue collected over the last five years.



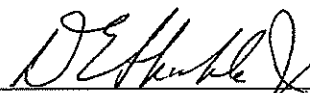
2. No long-term debt is related to General Fund
3. Long term planning (CIP) continues to be supported by voters.
4. Fund Balance has met the long term goal of 8% as of June 30, 2014.
5. Advancement of technology in our daily operation in order to improve communication between Town government, residents, and businesses.

Possible budget goals: (could be one or a combination)

- a. Request level of percentage increase or decrease on the bottom line.
- b. Construct budgets that provide a cost effective government to achieve level or enhanced services.
- c. Explore all opportunities to enhance non-property tax revenues.
- d. Present a balanced operating budget (the overall operating budget would not increase without the overall revenues increasing).
- e. Use performance measurement and community citizen's surveys results to enhance departmental budgets.
- f. Contracting of services to private sectors where it is proven to be most effective and efficient means for delivering serves.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation: *discuss goals*


Dean E. Shankle Jr.

**EMPLOYMENT AGREEMENT
TOWN OF HOOKSETT, NH AND
DEAN E. SHANKLE, JR.
ADDENDUM #1**

This agreement, made and entered into on __September 23, 2015__ and intended to become effective the 23rd day of September, 2015, by and between the Town of Hooksett, NH, a municipal corporation, hereinafter called the "Town", and Dean E. Shankle Jr., hereinafter called the "Administrator", both of whom understand as follows:

In consideration of the mutual covenants contained in the original contract effective August 1, 2015, the parties agree to amendment(s) of the following section(s):

Section 2 – Term

- A. The Term of this Agreement shall be for a period from August 1, 2015 through June 30, 2018, unless the town meeting votes to terminate the form of government in which case this contract will terminate in accordance with RSA 37:15. Under this termination, provisions of Section 3 shall apply.
- D. The Administrator agrees to remain in the exclusive employ of the Town from August 1, 2015 until June 30, 2018, and to neither accept other employment nor become employed by any other Town during this period unless the Administrator resigns or is terminated prior thereto.

Section 10 – Vacation and Sick Pay

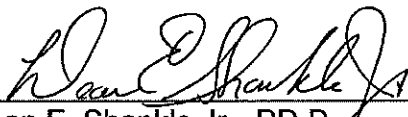
In year 1 and year 2 the Administrator is entitled to twenty (20) days of vacation and nine (9) days of sick leave in each of these years of the agreement. In year 3 the Administrator is entitled to twenty-five (25) days of vacation and nine (9) days of sick leave. The Administrator may have no more than thirty (30) days of vacation leave at any given time; use it or lose it. The Town Council must be notified of any vacation leave. Sick leave cannot be carried over from year-to-year. The year of the agreement is defined as of July 1st to June 30th.

**EMPLOYMENT AGREEMENT
TOWN OF HOOKSETT, NH AND
DEAN E. SHANKLE, JR.
ADDENDUM #1**

IN WITNESS THEREOF, The Town of Hooksett has caused this Agreement to be signed and executed both in duplicate, for the day and year first above written.

Town Administrator:

Town Councilor:



Dean E. Shankle Jr., PD.D.

Dated: September 23, 2015



James Sullivan, Chairperson

On Behalf of the Hooksett Town Council

Dated: September 23, 2015

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, October 14, 2015 @ 6:30pm at the Hooksett Town Hall - Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to consider amendments to the Hooksett Town Charter in accordance with NH RSA 49-B:5 as follows:

- Sec. 1.6. Change "May" to "March"
- Sec. 3.1. Change "May" to "March"
- Sec. 5.3 Remove entire section and replace with:

- A. "The Budget Committee shall hold hearings as specified in RSA 32:5 and hearings under RSA 33:8-a shall be held on or before the third Tuesday in January.

One or more supplemental budget hearings may be held at any time before the first session of the annual meeting, subject to the 7-day notice requirement in RSA 32:5. If the first hearing or any supplemental hearing is recessed to a later date or time, additional notice shall not be required for a supplemental session if the date, time, and place of the supplemental session are made known at the original hearing. In a political subdivision that has adopted a municipal budget committee pursuant to RSA 32:14, the last day for the budget committee to deliver copies of the final budget and recommendations to the governing body pursuant to RSA 32:16, IV shall be the Thursday before the last Monday in January."

- B. The final date for posting notice of budget hearings under RSA 32:5 and hearings under RSA 33:8-a shall be the second Tuesday in January.
- C. The "budget submission date" as defined in RSA 273-A:1, III and the final date for submission of petitioned articles under RSA 39:3 and RSA 197:6 shall be the second Tuesday in January, provided however, that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline shall be the preceding Friday.

- Sec. 5.4.B Remove entire section and replace with:

The warrant under RSA 39:5 and budgets for any annual meeting shall be posted and copies available to the general public on or before the last Monday in January and shall prescribe the place, date and hour for each of two separate session of the meeting."

- Sec. 5.4.C. Remove entire section and replace with:

The first session of the annual meeting, which shall be for the transaction of all business other than voting by official ballot shall be held between the first and the second Saturdays following the last Monday in January, inclusive of those Saturdays, at a time prescribed by the Town Council. The second Tuesday in March shall be deemed the annual meeting, to elect officers of the local political subdivision by official ballot, to vote on questions required by law to be inserted on said official ballot, and to vote on all budgetary warrant articles from the first session on official ballot.

- Sec. 5.4.F. Change "May" to "March"
- Sec. 9.2.B Change "May" to "March"
- Sec. 10.2.B Change "July" to "May"

Proposed charter amendments are available for viewing in the Town Clerks Office. Questions should be directed to the Office of the Town Clerk at 485-9534.

AGENDA NO. 15-065

DATE: 08/26/15

Staff Report
Proposed Charter Changes: March Town Meeting
August 26, 2015

Background:

The Council has been concerned about the low voter turnout for municipal elections. One way that has been suggested to increase it is to move the town meeting schedule to March to co-inside with statewide norms and the SAU.

49-B:5 Charter Amendments, Procedure. –

I. The municipal officers may determine that one or more amendments to the municipal charter are necessary and, by order, provide for notice and hearing on them in the same manner as provided in RSA 49-B:5, V(a). Within 7 days after receiving approval from the secretary of state, the attorney general, and the commissioner of the department of revenue administration under RSA 49-B:4-a, the municipal officers may order the proposed amendment to be placed on a ballot at the next regular municipal election. In the case of municipalities with biennial elections, the municipal officers may order amendments to be placed on the ballot at either the next regular municipal election or the next state biennial election, whichever occurs earlier, that occurs not less than 60 days after the order....

V. (a) Within 10 days of receipt of a report that a petition is sufficient, the municipal officers shall by order provide for a public hearing on the proposed amendment. The notice of the hearing shall be published in a newspaper having general circulation in the municipality at least 7 days prior to the hearing, and shall contain the text of the proposed amendment and a brief explanation. The hearing shall be conducted by the municipal officers or a committee appointed by them; provided that in the case of an amendment submitted by voter petition, the hearing shall be conducted by the municipal officers.

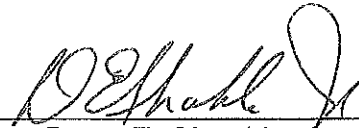
See attached page for proposed amendments needed to implement this change.

Issue:

Whether to change the Town Charter to move the Town Meeting from May to March.

Recommendation:

Move the process forward by having a public hearing on the proposed changes.



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

**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, October 14, 2015 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to amend the Building Permit/ Mechanical Permit Fees. Proposed increases to these permit fees are located in the Community Development Division at the address above. Questions should be directed to the Administration Department 603-485-8472.

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.

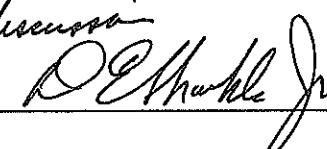
Fiscal impact: The new fee schedules represent an approximate increase of 20% in potential revenues in the building department. The increase in fees would help insure the building department be self-sufficient.

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

Prepared by: Matthew Lavoie

Town Administrator Recommendation

Dean E. Shankle Jr. Town Administrator-

for discussion


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

Staff Report
Donation for Granite Memorial Bench at Pinnacle Park
October 14, 2015

AGENDA NO. 9A
~~DATE~~ 10/14/15

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 a granite memorial bench valued at \$832.00 from Diane Boyce to Town of Hooksett for Pinnacle Park.

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 of a granite memorial bench valued at \$832.00 from Diane Boyce to Town of Hooksett for Pinnacle Park 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

AGENDA NO. 9.B
DATE: 10/14/15

Staff Report

Donation of 3-Ring Binders

October 14, 2015

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

Discussion: To accept the donation of a dozen slightly used 3-ring binders valued at \$15-\$20 from Don Ingalls to Town of Hooksett.

Fiscal Impact:

None.

Recommendation: Motion to accept the donation of a dozen slightly used 3-ring binders valued at \$15-\$20 from Don Ingalls to Town of Hooksett per RSA 31:95-e II.

Prepared by: Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation: *concur*



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

AGENDA NO. 9c

DATE: 10/14/15

Staff Report

Donation of Pinnacle Trail Kiosk

October 14, 2015

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

Discussion: Justin Taylor approached the Conservation Commission to propose building a kiosk for his Eagle Scout project. He did research and based his design off of the Appalachian bulletin board format, which is the style also used at the Head's Pond trail. The estimated cost of the kiosk is \$1,400. Justin was able to raise the funds for the project all by himself.

Fiscal Impact: None.

Recommendation: Motion to accept the donation of a kiosk for the Pinnacle trailhead valued at \$1,400 from Eagle Scout Justin Taylor to the Town of Hooksett per RSA 31:95-e II.

Prepared by: Carolyn Cronin, Assistant Planner

Town Administrator Recommendation: *Concur*



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

Staff Report
Landscape Release
October 14, 2015

AGENDA NO. 9D
DATE: 10/14/15

Background: In December, 2013, the Town accepted a landscape surety for Scarpetti Medical Building on 27 Londonderry Turnpike for \$60,560.00 from Harvey Construction.

Discussion: The Town needs to release the landscape surety. The landscape has been inspected and has been accepted.

Fiscal Impact: None

Recommendation: I recommend that the Town Council release the landscape surety in the amount of \$60,560.00 for the Scarpetti Medical Building, 27 Londonderry Turnpike to Harvey Construction.

Prepared by: Diane Boyce, Public Works Director

Town Administrator Recommendation: *concur*



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

WEL

L. Lessard: Yes unless there is only an inch or so of snow and we keep them sitting longer.

T. Lizotte: The last storm brought a lot of snow in a short amount of time. This is reflective of a default budget so I think that should be stated. You need to make adjustments so maybe that affects timing and materials.

J. Sullivan: Clearly there is a reason why we ask for budget items.

D. Winterton: I'd like to compliment you on the cooperation between departments. This town will run better when we operate together and hearing that makes me feel good.

Dr. Shankle: He mentioned he is over budget, but that is coming out of the paving budget so the roads will not get fixed until we get money for that. The other thing is our misspelled street signs. Can you explain that?

L. Lessard: A few years back they started changing from green to blue which is a safety thing for signs and the format has changed. We usually change them as they get damaged (Autumn Run). There are 4 signs for it and we forgot the "n" at the end.

Dr. Shankle: We are going to fix it.

L. Lessard: Hopefully it will all be changed by Friday.

J. Sullivan: Community groups come out with honors at this time of year. David Dickson is Hooksett citizen of year. He will be honored on May 10. Community leaders: Municipal employee of year, Heather Shumway Rainier; volunteer of the year, Todd Rainier; Delaney Roche, volunteer of the year; Carla Gallivan as educator of the year. Business awards: Barrett Insurance, United Healthcare and Dan Bouchard as business leader. That event is April 12 and Councilors should be attending.

PUBLIC INPUT: 15 Minutes
None

NOMINATIONS AND APPOINTMENTS

SCHEDULED APPOINTMENTS

*

a. CMA Engineering re College Park Drive sidewalks

L. Lessard: Sidewalk was sent out to bid and CMA Engineering got the contract. They put the plan together. With the state and federal funds, we have to have 2 public meetings so this is one. Dan Hudson, project manager for CMA will explain the process.

T. Lizotte: Who is the authority on the public hearing?

Dr. Shankle: You already had the public hearing on accepting the money so it isn't really a public hearing. This is just to talk about the design phase.

T. Lizotte: Will there be a second public hearing?

L. Lessard: There have to be 2 meetings to update the public on the preliminary design and once again when the final design is complete.

T. Lizotte: Then it's not a public hearing but a public informational item on the agenda, the Town Council discussing the project.

D. Hudson: With me I have Steve who is the project engineer on the project. We have to have 2 noticed public meetings and this has been as part of your public meeting. Location is Merrimack St. to Rt. 3 along College Park Dr. on the south side. This was originally planned as part of the construction of College Park Dr. but it was dropped for funding reasons. This is being run through CMAQ program. Total budget is 20% town responsibility coming from impact fees. We are in the preliminary design phase. We've developed these plans and as part of this we need a complete engineering report to go to

the state for review. We need to develop the whole package and estimate and sent to DOT for review. Then we can move to final design and put final touches on plans. There is still a way to go so there is plenty of opportunity for input. We are looking to start late summer/early fall. Total length is about 2100'. There is no curbing on 1200' of the current road that we would add. 900' of sidewalk offset with grass buffer so we don't have to replace any existing curbing and we won't have to move existing signs. Adding curbing where there is none is part of drainage modifications. There will be crosswalks, signals and signs at the intersection of Route 3. This is a nice connection from the residential areas to the community areas. There is a right of way location on the edge of the sidewalk. There is about 5' of right of way there but the signs are in the way. We either need to put the signs out of the right of way (easement) or we leave the signs, put the sidewalk in and get a permanent easement on that section of the property that encompasses the sidewalk. We will have to evaluate that. No right of way can use federal funding without appropriate evaluation so the land owner gets paid for the use of that land. If we have issues, we will have to revisit that. There might be a future sidewalk on the south side if that lot on the corner gets developed for commercial use at some point. We'd encourage developing that sidewalk if any development proposals come forward. That is an overview and we welcome input from you and residents. If anyone has any questions or concerns they can contact Leo.

D. Ross: There are going to be lighted crossing signals at College Park Dr, but what about the other end?

D. Hudson: We were going to paint to match with the crossing that is there. If that is a concern we can address that. We can look at yellow strobes on a sign to bring visual awareness to the crossing.

D. Ross: Is there a reason you go from slope to vertical back to slope?

D. Hudson: Slope is already there and you don't see the sidewalk because it's more dangerous. The slope curve exists and controls drainage so we propose to divert away from that and then at the intersection we would install vertical curb to come back to the roadway.

R. Duhaime: The state put in a granite wall. Will you be continuing that?

D. Hudson: We need to look at the grading; we may need to continue that.

R. Duhaime: The owner on that corner donated that land. I was curious how far you can take that to at least match the existing.

D. Hudson: We can look into continuing that.

J. Sullivan: Would you take into consideration an easement later on north of this?

D. Hudson: The state issues driveway permits so if there is one approved, the state will allow us to tip down, continue flat and come back up to put a driveway in.

D. Winterton: Who maintains the buffer of grass?

D. Hudson: The town would do the maintenance and beyond that it's the property owner. 5' is a good width so the grass will grow and look nice.

Dr. Shankle: At this point, the state is not acknowledging an easement or driveway, correct?

L. Lessard: Yes, I checked with DOT and not to say there will never be a driveway there, but the resident will have to apply for it. If they apply in the future, it would be the responsibility of the property owner to fix the sidewalk that is damaged. There will be grass cutting in the area anyway, so it won't just be a couple hundred feet of grass we are going there for.

J. Sullivan: Are the plans available for the public to take a look at?

Dr. Shankle: Yes, we can put these online.

AGENDA NO. 15-076
DATE: 10/14/15

**Staff Report
Tax Rate & Fund Balance
October 14, 2015**

Background: The current policy is reviewed and adopted each year as a part of the Administrative Code update. It says the minimum unassigned fund balance shall be 5% and the target balance shall be 8% of the general fund's annual budget, including the School and County's net appropriations.

Discussion: As of June 30, 2015, the Town has \$5,263,685 of unassigned fund balance, which is estimated to be 11%.

A low unassigned fund balance is can be viewed as an indicator of financial instability, which can negatively affect bond ratings and interest rate options. A high unassigned fund balance is beneficial to the Town's cash flow.

Fiscal Impact: More details are provided on the "2015 Estimated Tax Rate Calculations" worksheet which is attached. In summary:

If no fund balance is applied the total tax rate will increase by \$0.94.

Option A – apply the same fund balance as last year; the total tax rate increase is \$0.45

Option B – apply excess fund balance over 8%; the total tax rate increase is \$0.10

Option C – apply excess fund balance over 5%; the total tax rate decrease is \$0.90

Recommendation: I recommend keeping fund balance at 8% and allowing the Town Administrator to offset the tax rate with the excess.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation:

for discussion



Dean E. Shankle Jr.
Town Administrator

TOWN OF HOOKSETT
 2015 ESTIMATED TAX RATE CALCULATION

09/28/15

For Analysis Use Only (2015 TAX RATE HAS NOT BEEN SET)

	Net Appropriations	Estimated Tax rate 2015	Tax rate 2014	Estimated Change
Municipal Tax Rate	11,203,109	7.08	6.49	0.59
School Tax Rate	20,509,622	12.95	12.90	0.05
State School tax Rate	3,815,350	2.51	2.36	0.15
County Tax Rate	5,107,424	3.23	3.08	0.15
Total Estimated Tax Rate		25.77	24.83	0.94

History of Assessed Value, Tax Rate and % of Fund Balance Retained

Year	Assessed Value	Total Tax Rate	Fund Balance Retained
2015	1,583,357,301		
2014	1,573,447,531	24.83	8.00%
2013	1,556,298,643	23.48	7.87%
2012	1,627,781,982	22.32	6.00%
2011	1,629,349,475	21.68	4.41%
2010	1,624,958,734	21.68	3.12%
2009	1,614,242,921	21.16	2.80%
2008	1,595,105,965	20.82	5.18%
2007	1,322,460,143	22.68	4.90%
2006	1,274,733,978	22.68	2.65%
2005	1,222,579,467	22.10	3.80%

Estimated Effects of Unassigned Fund Balance Used to Reduce Tax Rate

Options	Fund Balance used to reduce tax rate	Fund Balance Retained	Estimated Town Rate	Estimated Total Tax Rate	Estimated Total Increase
A	767,363	9.52%	6.59	25.28	0.45
B	1,322,797	8.00%	6.24	24.93	0.10
C	2,901,869	5.00%	5.24	23.93	(0.90)

Town of Hooksett

Unassigned General Fund Balance History

Year	Beginning Balance	Current year Increase		Warrant Articles	Used to Reduce Tax Rate	Ending Balance	% of FB Retained
2000	1,000,000	1,022,779	a	(60,000)	(1,302,779)	660,000	-
2001	660,000	1,195,605		-	(1,355,605)	500,000	1.85%
2002	500,000	1,550,431	b	(37,000)	(1,050,431)	963,000	3.40%
2003	963,000	1,794,830	c	(22,980)	(1,334,850)	1,400,000	5.00%
2004	1,400,000	1,775,797		-	(1,649,300)	1,526,497	5.00%
2005	1,526,497	1,504,609		-	(1,600,000)	1,431,106	3.80%
2006	1,431,106	1,863,542	d	(500,000)	(1,350,000)	1,444,648	2.65%
2007	1,444,648	1,785,347		-	(1,500,000)	1,729,995	4.90%
2008	1,729,995	1,867,302		-	(1,500,000)	2,097,297	5.18%
2009	2,097,297	295,371	e	(194,000)	(875,000)	1,323,668	2.80%
2010	1,323,668	203,789		-	(300,000)	1,227,457	3.12%
2011	1,227,457	802,977		-	(260,000)	1,770,434	4.41%
2012	1,770,434	666,248		-	-	2,436,682	6.00%
2013	2,436,682	733,354		-	-	3,170,036	7.87%
2014	3,107,036	1,348,547		-	(767,363)	3,688,220	8.00%
2015	3,688,220	1,575,465		-	-	5,263,685	11.14%

* Current year increase are from actual revenues higher than estimated and expense lower than budgeted and changes in overlay.

a - Warrant article #18 Transfer Station Front-End Loader Fund.

b - Warrant article #13 Emergency Radio Communication System.

c - Warrant article #32 Police Computer Development Fund.

d - Warrant article #20 Renovation of Former Village School.

e - Warrant article #8 & 9 Town Building maintenance (\$130,000) and Martin Ferry Wall Repairs (\$64,000).

DRA's Guidance as stated on Surplus Retention form.

"Responsible long term financial planning requires an adequate level of general fund unreserved fund balance to mitigate future risks and to ensure stable tax rates. The GFOA suggests municipalities retain between 8% and 17% of regular general fund operating revenues or no less than 2 months of general fund operating expenditures. In NH, this is calculated by adding the municipality's general fund operating appropriations, the state education tax amount, the local school net tax commitment, and the county appropriations. Based on our best available information, the suggested levels for your municipality for 2015 would be:

5% \$2,361,816

8% \$3,778,905

10% \$4,723,632

17% \$8,030,174

AGENDA NO. 16-B
DATE: 10/14/15

Staff Report
October 14, 2015
Increased Disposal Fees for Electronics

Background: The Town of Hooksett has been charging residents to drop off electronics since 2006. Since 2006 we have not raised the rates. We have charge \$.11 per pound since the beginning. Charging for the electronics has never been a break even situation, but it helps towards the cost of disposal.

Discussion: The rate for electronic disposal has increased the last year from \$650.00 per 10 yard container to \$870.00 last spring to a recent increase to \$975.00 per 10 yard container. In doing research, most of the surrounding Towns (with the exception to electronics in Manchester) we have the least expensive fees.

Electronics

Manchester	\$.075 per pound		Hooksett	\$.11 per pound
Allenstown	18" or smaller \$10.00	[18" or smaller	\$6.00 or less
	19" or larger \$20.00	[19"	\$7.00
Goffstown				
	13" or less \$ 5.00	[25"	\$11.00
	Greater than 13"\$15.00	[27"	\$13.00
Pembroke	18" or smaller \$10.00			
	19" or larger \$20.00			
Concord	any size \$20.00			

Presently a 19" TV (old box TV) in Hooksett costs \$7.00 to dispose of. Generally the flat screens weigh less.

Recommendation: I recommend that the Town Council vote to have a Public Hearing to change the Solid Waste "other ordinance" # 00-31 to increase the electronic tipping fees to \$.15 per pound.

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
October 14, 2015
Grant Drive Drainage Upgrade Bids

AGENDA NO. 15-078
DATE: 10/14/15

Background: The Town of Hooksett has had several drainage issues in the Beachesne Development area for many years. This year we have done some patch work to several drainage issues on Grant Drive. The drainage pipe from the corner of Morgan Drive to Grant Drive needs to be replaced.

Discussion: The bid is to remove the existing pipe that is deteriorating, adjustment of 2 existing drainage structures to accommodate the new pipe and replacement of pavement to the disturbed trench areas.

We feel there is a need to get this drainage completed before winter.

The bid is being opened on Tuesday, October 13th and the bid recommendations will be presented at the Town Council meeting on Wednesday, October 14th.

Fiscal Impact: The money will be coming from the Capital Reserve established for Town wide drainage issues.

Prepared by: Diane Boyce, Public Works Director

Town Administrator Recommendation: *concerned that Council will not have time to review before meeting → public not notified in advance*



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

AGENDA NO. 15-079
DATE: 10/14/15

Staff Report
Roadway Impact Fees – Lilac Bridge Project
October 14th, 2015

Background: The Town of Hooksett has been working with the State of NH regarding the removal of the Lilac Bridge.


Discussion: The Town needs to obligate \$1558 for Zone 2 impact fees in the near future, or lose them.

Fiscal Impact: None

Recommendation: I recommend that the Town council obligate \$1558 in impact fees for Zone 2 for the Lilac Bridge Project.

Prepared by: Diane Boyce, Public Works Director

Town Administrator Recommendation: *cover*



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

Dean E. Shankle, Jr, Ph.D
Town Administrator
35 Main St.
Hooksett, NH. 03106

AGENDA NO. 15-080
DATE: 10/14/15
for discussion
Deth

We are Christopher Martel and Henry Roy, President and Treasurer of the Berry Hill Estates Condo Association. We are writing, at the suggestion of James Sullivan to ask for the Town of Hooksett's help in several areas. Specifically, our developer Ernie Thibeault has failed to complete substantial work in the development. Our roads have gone 9 years with just the base coat of paving and are breaking down significantly. Additionally, there are 17 driveways, also with just a base coat, that need to be completed. Both of these issues have gone on for years and are degrading a valuable community in our town

We are aware that the Town holds three performance bonds dated April 2006 for 225,000, July 15 2010 for 112,447, and April 4, 2015 for 390,000 that all speak to road improvements. We are also aware that the developer has a tax liability to the Town in excess of 125,000. We respectfully request that the Town release these bonds and compel the developer to complete the work he is financially responsible for.

Berry Hill Estates was intended to be an upscale 55 and over community. We currently have 35 occupied units with a site plan calling for 107 total units. We seriously doubt that, after 10 years and only one third of the units built, the development will ever be consummated but at least, working together, we can bring it up to the standards it was marketed as.

Thank you for your time and consideration.

Respectfully,

Christopher Martel

Christopher Martel, President
Berry Hill Estates Association
5 Shaker Hill Road
206-5965
cmm50@comcast.net

Henry Roy

Henry Roy, Treasurer
6 Shaker Hill Road
624-0193
hlroy@myfairpoint.net

CC: James Sullivan, Chairman, Town Council