

: 11/24/2015

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, December 2, 2015**

1. 6:00 PM - CALL TO ORDER

2. 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.

3. ROLL CALL – PUBLIC SESSION will begin immediately following the non-public session above.

4. PLEDGE OF ALLEGIANCE

5. SPECIAL RECOGNITIONS

6. APPROVAL OF MINUTES

- a. Public: 11/18/2015
- b. Non-Public: 11/18/2015

7. AGENDA OVERVIEW

8. PUBLIC HEARINGS

9. CONSENT AGENDA

10. TOWN ADMINISTRATOR'S REPORT

11. PUBLIC INPUT: 15 Minutes

12. NOMINATIONS AND APPOINTMENTS

13. SCHEDULED APPOINTMENTS

14. 15 MINUTE RECESS

15. OLD BUSINESS

- a. 15-083 Town Assessor Bid

16. NEW BUSINESS

- a. 15-092 Budgets & CIP Overview
- b. 15-093 Acceptance of Grant for Town Hall Conditions Assessment
- c. 15-094 Adopt Resolution for 2015 Hazard Mitigation Plan
- d. 15-095 Conservation Commission Recommendation for Forestry Plan
- e. 15-096 Perambulation Hackett Hill Road
- f. 15-097 Acceptance of Donation of Land at 53 Kimball Road, Hooksett, NH from Phyllis J. Soboczenski to Town of Hooksett, NH

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

: 11/24/2015

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, November 18, 2015

ROLL CALL – ATTENDANCE

Chair James Sullivan, Donald Winterton, James Levesque, Nancy Comai, Marc Miville, Timothy Tsantoulis, David Ross, Adam Jennings and Dr. Dean E. Shankle, Jr. and Robert Duhaime (arrived 5:40pm).

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 5:30pm. Seconded by D. Winterton.

Roll Call

M. Miville – Yes

N. Comai – Yes

D. Ross – Yes

D. Winterton – Yes

A. Jennings – Yes

T. Tsantoulis – Yes

J. Levesque – Yes

J. Sullivan - Yes

Vote unanimously in favor.

R. Duhaime arrived at 5:40pm.

*D. Winterton motioned to exit non-public at 6:29pm. Seconded by T. Tsantoulis.
Vote unanimously in favor.*

*J. Sullivan motioned to seal the non-public minutes of 11/18/15 (for time 5:30pm-6:29pm).
Seconded by M. Miville.
Vote unanimously in favor.*

Respectfully submitted by,

Donna J. Fitzpatrick
Recording Clerk

ATTENDANCE

Chair James Sullivan, Donald Winterton, James Levesque, Nancy Comai, Marc Miville, Timothy Tsantoulis, David Ross, Adam Jennings and Dr. Dean E. Shankle, Jr. and Robert Duhaime.

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

a. Hooksett Youth Achiever – Will Fournier
Councilor Winterton presented certificate and pin.

PUBLIC HEARINGS

a. Public Hearing for the Town Council to accept public input regarding the revised 2015 Hazard Mitigation Plan. Presenter, Jack Munn, SNHPC.
J. Sullivan: *"The Hooksett Town Council will be holding a public hearing on Wednesday, November 18, 2015 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept public input regarding the revised Hazard Mitigation Plan which*

is available for review on the town's website www.hooksett.org > [Departments](#) > [Fire and Rescue](#) > [Proposed Hazard Mitigation Plan 2015](#) or in Administration at the address noted above. Questions should be directed to the Administration Department at 603-485-8472." On behalf of Council I declare the public hearing open.

J. Munn: This is an advisory document but it opens the town up for federal funding for disaster mitigation. FEMA looks at it as an important document for municipalities. We looked at ways to update the plan and look at new strategies for the town to consider to make improvements to save lives, reduce costs to property owners and mitigate potential disasters.

J. Sullivan: The full report is on the website and it lists all the committee members. We only have the table of contents in our packet because it was too long.

J. Munn: It is pretty comprehensive.

J. Sullivan: When was this reviewed previously and when was it established?

J. Munn: In 2010 it was adopted, and every 5 years it's reviewed.

D. Ross: FEMA has approved this?

J. Munn: They have conditionally approved it, and they wait for public hearings and input. Once the Town Council has adopted it, they will formally approve it.

M. Miville: How much money is available to the town of Hooksett?

J. Munn: Depending on the disaster. This is pre-disaster. One of the strategies is to work with the town and schools to put in backup generators at the library and one of the elementary schools. It opens the town up to the opportunity to apply for grant funding to pay for those.

J. Sullivan: Underhill School just installed a generator. Will we be able to apply for reimbursement?

J. Munn: I don't know if it's reimbursable; it's really more for first-time purchases. We'll have to check with state Homeland Security.

T. Tsantoulis: How does the town become advised of opportunities to take part in collecting money for different things, such as the generator?

J. Munn: The best way to get more information is to invite someone from the state's Homeland Security office to your meeting and they can update you on available grants. They can put you on a notice that they put out to towns, which mostly go through the Emergency Management Director.

Elicia Dowd: Who is the Emergency Management Director?

J. Sullivan: Currently it's Acting Chief Jore.

E. Dowd: Whose responsibility is it?

Acting Chief Jore: It has been with the fire chief for the last several years. In my position now, I am the acting Emergency Management Director.

E. Dowd: So it will go back to the fire chief?

Acting Chief Jore: At this time, yes.

J. Sullivan: In the past we had a standalone Emergency Management Director, a fire chief and a police chief. Over time it moved over to being included in the duties of the fire chief.

E. Dowd: I just want to be sure someone is overseeing that and it's not being put aside.

J. Sullivan: There is a person assigned as the Emergency Management Director and they are doing work throughout the year; if there is a state of emergency, the Emergency Management Director is the person in charge. As a member of the Council and the chairman I am a de facto member but the Emergency Management Director is directing operations.

E. Dowd: With everything going on in the country, I want to make sure someone is there.

Acting Chief Jore: This is more of a pre-disaster planning for different departments to identify different needs in order to mitigate disasters.

JoAnne McHugh: Just some history with regard to generators. When we built Cawley, Harold Murray was the one who got it for us. At that time we had a CIP committee. Harold, working with the fire department, was able to get the grant for us and we got it at no cost. One of the schools was used for an emergency area. That's how we got it. People owe Harold a lot of credit, he looks out for Hooksett.

Harold Murray: The generator in this building was on wheels to go between the 2 schools that didn't have one. When they got the other generator in, this generator was moved from the fire station and plumbed into this building.

R. Duhaime: How did we get here? Through CTAP or the population of the town? What are the ways we end up with this?

J. Munn: All municipalities have to have one. Grant funding is used to update and prepare these plans. I assume a few years ago, Hooksett got a grant and we prepared the document. It's all FEMA money. That's how we got here. Before that you didn't have one. We hope that Council will vote to approve the plan and sign the resolution of approval. Once that is done, we insert the public hearing, minutes, and signed resolution into the plan. We send it to the state and they send it to FEMA. You've met all the bureaucratic steps to be eligible for a disaster mitigation plan.

N. Comai: Once this gets approved, are we liable for buying equipment X, Y, Z?

J. Munn: This is an advisory document that sets forth strategies and recommendations. It's up to the Emergency Management Director to determine what needs are critical. They then go through the Town Administrator and Budget Committee. There are also grants available to use for equipment purchase.

J. Sullivan: If anyone has additional questions, please contact Acting Chief Jore. Typically we have the hearing and adopt at the following meeting. Is there any urgency that we need to do this tonight?

J. Munn: No there is no urgency; they have been more receptive to the length of time you need because they understand the process for the town to adopt a plan.

APPROVAL OF MINUTES

a. Public: October 28, 2015

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

J. Levesque motioned to accept the public minutes of October 28, 2015 with edits. Seconded by A. Jennings.

Vote unanimously in favor. R. Duhaime abstained due to prior absence.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

CONSENT AGENDA

a. \$205.00 donation from Eagle Scout Dylan Durazzano to Hooksett Heritage Commission

R. Duhaime motioned to accept the Consent Agenda. Seconded by M. Miville.

J. Sullivan: This was money that was raised for his Eagle Scout project. There were extra funds and since it applied to the history of the town, it's going to the Heritage Commission.

Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- Since the last meeting, I spent a lot of time on departmental budgets. You will get them sometime next week to review them at the Dec. 2 meeting.
- Spent some time on the Public Safety re-org questions.
- NH Municipal Association annual convention is tomorrow and Friday.
- Interviewing candidates for the Fire Chief position on Monday
- Tuesday, there is an event at GE on the expansion; I will send you the information if you didn't receive it.
- Tax bills went out Monday; it should have gone down a little bit from what you approved. The tax rate went down 11 cents.
- Berry Hill folks came in to talk about their road. We talked about calling the bond. We received a letter from Chris Martel saying they are satisfied with the work that was completed. At this point they are happy they got some work done that they wanted. JoAnne Duffy did a good job taking care of that.
- I got a letter from a resident at 64 Main St talking about heavy speed and traffic. She asked about sidewalks and I'm going to turn it over to the highway safety committee so they can take a look and get back to her and us.
- Safety Committee discussed the potential for stop signs on S. Bow Rd. They do not feel they are appropriate. We are going to cut some brush and try to improve the site distance. They felt stop signs could create more problems than they solve. The manhole cover was fixed also.

M. Miville: Is the brush you are cutting town property?

Chief Bartlett: I don't know; my understanding is Diane was going to see if anything was impeding the line of vision and cut it back. I did a traffic survey out there and decided stop signs would create accident data.

J. Sullivan: Is that in the right of way? For safety, can we do it without property owner approval?

- There were some advertising signs on Campbell Hill – I sent the Code Enforcement Officer up there to take care of it today. He also went out to Silver and talked to the people there. I'm not sure if it's gotten better but he's doing what he can. I'll follow up with him.

N. Comai: Can you address the CIP for the benefit of the audience so we can address what Mrs. McHugh said. Even though we don't have a CIP committee, we do have steps in place.

Dr. Shankle: The Council went back to what the Charter says – CIP is put together by the Town Administrator after discussion with the Planning Board (Section 5.7).

- We have talked about doing some work with the town forest. Conservation Commission is working on that. At your next meeting I will have a staff report from Carolyn Cronin with a recommendation from the Conservation Commission.

Dr. Shankle: If you see something on the agenda that you think I'm stalling on, I'm trying to triage it. We are trying to get time sensitive things on there first.

PUBLIC INPUT: 15 MINUTES

JoAnne McHugh, 14 Jefferson Dr: I was on the School Board before CIP, and we were told by lawyers on both sides that it was to the benefit to the School Board and the town to work together on a CIP plan. Because of working through CIP we were able to gain beneficial knowledge or we changed things on our CIP plan for the betterment of the whole community. I feel sad there is no CIP committee solely because it isn't written in the Charter. I think you can change that pretty readily. The benefits of having a CIP committee is enormous. The advice that's given, the research that takes place in order to bring forward a plan is in the best interest of the tax payers. I understand it doesn't say it in the Charter, but I know that has been changed a couple of times over the past few years. A while ago I came to Council about some unsightly property on Benton Rd. I heard from someone that we can't really do anything. Recently, all

that stuff has been moved to one side. Can we find someone to clear it out? It would make this town look a lot better. Secondly, I wasn't aware from the last Council meeting that you would be discussing the re-org. I watched the meeting, and I learned that even if something is not on the agenda, it can be discussed. Apparently both the Chair and the Town Administrator had decided since there was still work to be done they wouldn't put it on the agenda, but it was still discussed; my reason for coming here is what I observed during that meeting. There was a lot of discussion about whether the public really understood what it meant. I called other communities and spoke to people at the Town Administrator levels. They explained there are different types of re-organizations. During the meeting, I got a sense that many of the Councilors were in agreement that they would be willing to go along with a study as long as it was in the scope of what Hooksett is looking at. I am here to say that I think that's a fair compromise. There was comment made about not putting things out to a study, but you put some things out to the voters to decide without doing a study, such as recycling. There was talk about joining Recycle & Transfer, Highway, Parks & Rec and Public Works. You were at a juncture since the person who was in charge was no longer there, so you didn't have time to do a study. I feel it's in the best interest of the tax payers to have the study and take the time to make the public aware of some of the questions asked and the answers to them. There were several references to non-public; I'm not saying you divulge non-public, but as a tax payer, I'm left to wonder is this in the tax payer's best interest? What benefit is it to go in this direction? I'm asking you all to consider once again, to take the time and do the study.

Harold Murray, 311 Hackett Hill Rd: I came here a few weeks ago about perambulation and bounds in the town. Hackett Hill has not been finalized. Last week, someone took the bound out and threw it on the ground. This is the second bound Manchester has done that to on that same line. 3-4 weeks later we went back and it was there. You cannot, by state law, pull a bound without having people from all 3 areas present. This is also a county bound. I've been waiting for 14 years to get somebody to do something about that bound. Surveyors are using a witness stone as a bound; it goes through the porches of the brand new houses. They are in Hooksett, but somebody has to take the bull by the horns. It won't be Manchester, they could care less. This particular bound happens to be a corner post. It's one of the bounds in contention as to closing this off. Someone is going to be in court over this, guaranteed.

D. Winterton: I'd like to know if every bound with Manchester is also a county bound, since Manchester is Hillsborough County and Hooksett is Merrimack County. Can we direct the Town Administrator to look into that?

D. Ross: This is a significant violation of the law; it should be looked into by our town attorney or whoever as to what is the proper course of action. This can't occur and be ignored. It's ridiculous that something so significant can just disappear. We have to find a legal way to make sure it's done; let's put the bound in the ground. We have to establish where that bound is and we will prosecute anyone who tampers with it.

J. Levesque: Depending on how much they move the bound, it could change the tax maps. Those houses could end up being in Manchester, which would give them more tax money. If we move it, Manchester would have their survey crew out there; we don't have a survey crew. We should do something about this because it's pretty important.

Dr. Shankle: It's illegal to do that, and I will talk to the town attorney. I believe that the way the bound is going to be determined is the 2 municipalities will have to get together and decide on something and take it to the state to decide on the bound. I don't know there is any way to recreate that. Part of the problem is the state highway. We tried to throw it back to the state because they are county bounds, but they don't seem to care either. Someone has to spend the money and time to work with Manchester to come up with something everyone agrees on, but I don't think we will ever recreate what was there.

J. Sullivan: You'll look into this and come back with more definitive information and steps we can take.

M. Miville: I'd suggest getting a state rep and mayor to walk it at the same time. It sounds kind of urgent at this point.

D. Ross: It's more the county officials; the state doesn't care.

Dr. Shankle: State legislature is going to have to approve what we come up with.

M. Miville: And we aren't insinuating that Manchester moved the bounds; it could be a bunch of kids.

NOMINATIONS AND APPOINTMENTS

SCHEDULED APPOINTMENTS

OLD BUSINESS

- a. 15-077 Vote on Amendment to Other Ordinances #00-31 Solid Waste – Disposal Fees for Electronics

J. Levesque motioned to approve the change to the Solid Waste "other ordinance" #00-31 to increase the electronic tipping fees to \$.15 per pound. Seconded by R. Duhaime. Vote unanimously in favor.

- b. 15-080 Discussion Berry Hill Roadway Bond

J. Sullivan: This was covered under the Administrator's report.

- c. 15-043 Public Safety Administrative Consolidation

J. Sullivan: It was discussed at the last meeting, but we needed to bring it up because it was tabled. You needed additional time to address questions from the public.

Dr. Shankle: There are 3 categories of questions: administrative effect, legal and financial. The one set of issues, for various reasons, that I can't deal with is financial. Generally, if you look at what I have in mind, we are probably looking at a \$30,000-\$50,000/year savings. I can understand how people wouldn't know how that would work, so I'm asking you to authorize me to put together a financial proposal with enough financial detail to answer the questions the residents have.

R. Duhaime motioned to authorize the Town Administrator to put together a financial proposal for the administrative consolidation of the police and fire departments with enough detail to be able to answer the questions asked by the residents of the town. Seconded by N. Comai.

R. Duhaime: We have been talking about data coming in from the software we are installing. Administration should be able to tell us where all the services they perform are being done through every department. I think money-wise he will be able to show us. If there is no savings to the tax payer, why are we bothering to do this? I'm looking forward to seeing those facts.

N. Comai: What happens after that is TBD, but we can't tie his hands or sit on our hands. Let's keep this moving and see what happens.

A. Jennings: Didn't we vote a couple months ago to look into this? Why do we need to do this again when we already gave him the go-ahead to start looking into it?

Dr. Shankle: Asked a different way at the last meeting, you took a vote and you said no. I'm asking you to let me do it this way, instead of the other way.

A. Jennings: We brought it up at the last meeting, but I don't understand how we can't have the financial information already. You have a plan for how it would look and what the savings would be. What else do we need? I understand why we need to do this because of the last meeting, but prior to that why couldn't we have come up with this?

Dr. Shankle: What this will do is, some of the things we've talked about in the past in terms of things that would affect individuals we couldn't do in public. This will tell me that you want me to bring those things forward in public.

J. Sullivan: This has been a process for a while; the first official suggestion came in March. We are being very deliberate in our approach. You tweaked your initial proposal to include a 3-year sunset clause. This is another step, not a final step. Once you get the information, would there be another step before we need to make a decision on now is the time to go or not to proceed? Would that be sometime in January?

Dr. Shankle: Probably January; I'm expecting this step to be completed by December 16. I think you'll have everything you need and we'll have it on the agenda one more time. It's a very big deal to the town, departments, Council and me. I want to make sure everyone feels comfortable with this. If anyone is uncomfortable with this, you just vote no at any time during the process.

D. Ross: Everyone knows my opposition, and it's not financial. Even if it saves \$50,000, that's not enough to risk the potential downfalls, the operations and the people that do the work. Being a town government isn't a business. We are supposed to do what the townspeople trusted us to do – making sure the garbage is being picked up, fires are being put out, roads are being plowed, etc. It's not to find a new way to do things. That's why Charter changes go to the voters. I some changes we've already made should have gone to the voters. The potential downfalls far outweigh any financial savings. In the town budget, \$50,000 isn't a lot of money when weighed against what we are risking – discord among town employees in the fire and police departments. I feel strongly this is going to muddy their ability to campaign for their budgets. All the departments make their case to us, and we decide what those priorities are. When this consolidation happens, we have one person making decisions that used to come to Council. You can move things around in your department, but now it's one big group. Now we can take money from paving and move it to something which has nothing to do with roadwork. It's what makes a town a town. Some of that decision making is up to us as to what those priorities are. I think that's going to be a serious problem and that's what I read; there are different priorities for these 2 departments that are totally unrelated to each other. I'm still dead against it.

T. Tsantoulis: I haven't been able to explain very well to people what we are looking to do or why it would be advantageous because my heart's not in it. Through my position with PSNH I have had dealings with both the police and fire departments. During those times there has been a thorough and quick response by both departments. I've seen the idea seems to create another layer of management, but it appears there is going to be another decision maker to muddy the waters. I don't know that's necessary in a town of 13,000 residents. We spend a lot of money on police and fire and we are getting a lot for it. Maybe over time we can trim those costs, but creating another position to be in charge of public safety, I'm not a big fan of it. I've only been on the board since July and it's taken up a fair amount of our time. I don't see the public buying it and I don't see that we need to keep beating this horse.

A. Jennings: Dr. Shankle said he had some answers to the questions; I don't know if you want to allow him to give us that information so we can let the public or other Councilors know 2 of the 3 things we are discussing.

Dr. Shankle: In general, questions were about the legality of it. According to the attorney, it's perfectly legal. We will still have a police and fire chief. They said to make sure the job descriptions needed to reflect what the RSA's said they needed to do. Some of the administrative things are already given over to the Town Administrator and the Town Administrator can assign those to anyone he wants. Most of the operational questions were related to things we weren't going to do anyway. We're not taking things away from police or fire chiefs. We're not going to cross train, we're not going to get rid of any of the chiefs. It's strictly an administrative reorganization to allow the police chief and fire chief to focus on the operations as opposed to needing to answer our questions. We don't need someone with a degree in fire science to work a computer program to get data for us. We are trying to focus administrative responsibilities on someone that can focus on budgets and other administrative tasks. Somebody is going to be the Emergency Management Director; in the past they didn't work for the town, they were part time. With what is going on in the world, you need someone who is available 24 hours a day and knows what is going on and how things work. That person has tremendous amounts of power in the town. To have someone full time, trained to do that, it's been the fire chief in the past. The acting chief has stated that it's the hardest part of his job to find time for. It's an important job whether it's done by the public safety director, or someone else. In an emergency, that person is going to be responsible. In the past, when we had a part time person, they were qualified to do neither. This is a case where someone would have time to focus on it. Given the complexity of the world, having another layer to coordinate to make sure everything is going the way it's supposed to go, and to do that without costing the town more money, we should try to do that. I understand people have some issues; to me those are political issues, not administrative issues.

R. Duhaime: I'm not the guy to expand town government; I supported the town engineer position. I see the \$31,000 we paid to Pike at the last meeting because we didn't have a town engineer. Now we do,

and we won't have to pay \$31,000 in the future. There are people good at finding software efficiencies. Things are changing in the administration. Long term, reviewing these departments we will see it's better to change things, not leave them alone. We will have an efficient operation that sees its shortcomings and come to us with facts and cost savings and we'll all look good for supporting the Town Administrator's recommendation.

D. Winterton: This is an administrative consolidation proposal. We've heard from the public that traditionally people within departments have been promoted within the department. To expect someone to work their way through promotions and dump them in an administrative job, we have a way to solve that problem with a police chief that does operational policing and a fire chief that does operational firefighting. The arguments I've heard all stray from that; this is not an attempt to change the operations. From an emergency management situation, our acting chief did a great job on this emergency mitigation plan, but that clearly took him away from operational duties. We were late and had to file for an extension, otherwise we could have been at risk of not being eligible for the FEMA funds that we deserve. I think taking some of the administrative duties away from them has the potential to make this town more efficient. We aren't voting for anything with a sunset clause or to hire anyone; we are voting to allow our Town Administrator to bring us more information.

M. Miville: Towns shouldn't run as a business, but we are trying to defend our tax payers. We decreased our tax rates by 11 cents; that's a good job by us and the school board as well. My questions have to do with costs; if he is telling me now is we could save up to \$50,000; that's 3 an additional cents per thousand on the tax rate. I don't see it as adding another level, I see it as fine tuning and shifting of levels. My concern is citizens are sitting out there with questions, but I don't know what I can tell them, what is non-public and what isn't. I was asking for a basic financial scenario; if you are telling me it's going to save up to \$50,000 that's what I need to know.

Dr. Shankle: That is what I'm telling you, but people are not going to know how that is going to happen because they don't know what happened in non-public. So with this I'll come back and tell everybody how that is going to happen.

M. Miville: Regarding a request for a committee, it was voted down at our last meeting mainly because there is a lot of information the public doesn't know. Anyone who wants to be on a potential committee that we aren't setting up, can take a tour of the Safety Center and learn what this is all about from the current chiefs or their subordinates.

N. Comai: I think the situation is this is the group of 9 that is the committee; we are not going to put an unqualified person at the helm. It's going to strengthen safety to allow the operation to be stronger; before you know it, the 3 years are up and you can re-evaluate it. We are all in agreement that there is a long list to get to and this Council has been good about chiseling away at that. I believe this is the correct course of action to take at this point.

D Ross: The Emergency Management Director was eliminated to save money; I didn't like it then. We should have someone who does that and nothing else. There are specialties that should be left to one person. There was someone who everyone knew and trusted. We don't need to spend 6 figures to get one. I hear the issue about operations. Budgeting is an operational factor in these departments. We don't need another layer to tell them what they need so that person can tell us what they need. The Town Engineer – it's in writing that when it was proposed to the voters, it was going to cost around \$60,000. On voting day, it was written to the voters that it was a self-funding position. He wouldn't have saved that \$31,000; we should have said no to a contractor that blew his own bid. If someone did that in your house, you wouldn't pay him the money. That's where that \$31,000 got blown. Recycling is another debacle; I'm still waiting for that to come back here. Those trucks will never save enough to pay for themselves. The track record isn't good. Freezing hiring is part of the reason we voted down that committee. That was a huge lead balloon in that motion. This is interfering with the operations of these departments and the morale. We can't save enough money to risk it, that's my opinion. Let's get an Emergency Management Director, we need one. It should be a separate position, even if it is part time. We don't need to spend 6 figures to do this.

J. Sullivan: This motion is to provide answers to the questions raised by the public. It would be a disservice not to bring back answers to the questions that were posed. If we have a public input and do

not respond to the questions, what's the point of that exercise? We need to be careful in our approach; we are not rushing this. A consolidation which could impact safety, I'm the first person to make sure we have excellent service. We need to get the information to answer the questions; if not, what is the point of having public comment? This is not the final vote, but until we get some more information, I still have some remaining questions.

J. Levesque: We had a part time person before and it worked out well. I can imagine an older fireman would do a good job at a more reasonable cost and we still get the result we wanted.

J. Sullivan called the question.

Roll Call -

D. Winterton – Yes
N. Comai – Yes
T. Tsantoulis – No
J. Levesque – No
A. Jennings – Yes
R. Duhaime – Yes
M. Miville – Yes
D. Ross – No
J. Sullivan – Yes
Vote 6-3 in favor.

NEW BUSINESS

a. 15-083 Town Assessor Bid

Dr. Shankle: We have had an assessor here for 5 years and the contract is up. We went out to bid and only received 2 bids. We recommend accepting the bid from KRT Appraisals for an 18-month contract.

A Jennings motioned to award the General Assessing Services contract to KRT Appraisals for the period of 18 months, from January 1, 2016 to June 30, 2017. Seconded by D. Winterton.

A. Jennings: KRT is a flat \$60/hour; the other company is \$55/hour but goes up for commercial and industrial property appeals.

D. Ross: I searched and didn't find that in his bid anywhere. It might be a reason to hold off.

***D. Ross moved to table until more information is received. Seconded by T. Tsantoulis.
D. Ross removed the motion to table.***

J. Sullivan: We are able to pull that back because I haven't announced the result of the vote.

J. Levesque: Looking at all these prices, the one we have now is either \$47.50/hour or \$54/hour and theirs is \$60/hour. Commercial and industrial appeals is \$120/hour. Being on the Board of Assessors I never found any issue with the other company. Regarding the opt out clause of 6 months, I believe he has a clause of 15 days.

Dr. Shankle: Hopefully we will be able to move Lee Ann into that assessing job; I let her choose, but if you want more information, I can have her come next time so she can speak to it.

D. Winterton: One of these is in Haverhill, the other is in Concord. Do they get paid for travel time?

Dr. Shankle: Most of it will be done online. If you are concerned about the operational issues, she should be the one here to discuss that.

N. Comai: In the letter from Todd Hayward, I'm not sure what he is trying to say in the second paragraph: two things – required work and timely manner. The same access for this other company, is it fulfilling the job? For the money being paid to these appraisers, if our field appraiser is getting more qualified to do the job, money should be going down. The other part, in a timely manner, do you envision 18 months as the time to switch from having an appraiser contracted to having someone on staff.

Dr. Shankle: An assessor needs to double check values and that's what this is for. I let her decide which way she wanted to go, and if you want her to explain that better, she can come to your next meeting.

R. Duhaime: It's interesting on these contracts; we should have a trained employee. The \$120 is like our previous engineering firm, Stantec. I think it's time for a change and I think we should vote it through.

D. Ross: One thing to keep in mind, for commercial and industrial appeals, I don't know how many he has had to go to court, so I don't think it's an issue. I think it would be a smoother transition to have the person who has been doing it; there's a lot to be said for someone who is familiar with the community. I think he has been very thorough, and he always has the answers to our questions. I can't recall a tax payer that has had a legitimate complaint about his work habits or demeanor. He's charging less and gives us a 15-day out, where the other people need a 6-month notice. There is a lot to be said for continuity – the transition will be a lot smoother than bringing in someone new and then moving it over.

N. Comai: Then we would ask him for a deduction in pay to keep the same person on? The job of the municipal employee is starting to chisel in on what the assessor does; I'd be OK going that way if we could start to lower the cost.

D. Winterton: Under Assessing Professional Services, we budget \$43,211 for the job we are looking to fulfill. To date we have spent 11% of that budget. I don't know if that is seasonal, after taxes come out or after things are assessed. My opinion is if we are going to change, I'd like to have Lee Ann come in and explain why because I'm on the Board of Assessors too.

J. Sullivan: At this point, we'd like to have Lee Ann come in. It seems to make more sense to keep the same person on if we are transitioning to a staff person in the next 18 months. I think we should table it with the request to have Lee Ann come in.

M. Miville: I know 2 of the individuals with the current assessor's office; I've known Mr. Hayward for 25 years, prior to either of us having our current town capacities. I'm not sure if I should abstain, but I wanted to divulge that.

J. Sullivan: I don't think there is a conflict of interest, there is no direct financial benefit.

J. Sullivan motioned to table the item until the next meeting. Seconded by D. Winterton. Vote unanimously in favor.

5 Minute Recess

b. 15-084 Town Legal Services Bid

Dr. Shankle: We put out an RFP and 3 people responded; we interviewed all 3 of them (Me, Donna, Christine, JoAnne, D. Winterton). We are recommending that we go with Drummond Woodsum; the other 2 would have to send things to other law firms because they don't have a full service municipal practice.

D. Winterton motioned to allow the Town Administrator to contract with Drummond Woodsum to be our town legal services firm. Seconded by R. Duhaime.

D. Winterton: I was here for the Drummond Woodsum and Tarbell & Brodich. I couldn't be more impressed with them. We asked them questions about Hooksett and they knew the answers. I strongly recommend we contract with them.

A. Jennings: Would that be a cost savings or time savings?

Dr. Shankle: Time and convenience savings. One of the people that worked for Hage Hodes went to the firm they are going to contract out to.

D. Fitzpatrick: With Hage Hodes, I'm not finding efficiencies I'm looking for regarding Human Resources. We are finding a lot of back and forth with them; we worked with Drummond Woodsum before. The specific contact I'd had with them did not involve all the back and forth. This current firm is very

cumbersome. This is a good move for us at this time. We are the only general municipality in the state of NH that Hage Hodes works with which is why they outsource.

J. Levesque: When there was an issue with the police commission, Mr. Hodes got information from Mr. Buckley and said the opinion was wrong. The Council changed their decision based on his advice and he came back the next day and said he was wrong.

J. Sullivan: Having a legal counsel where we are the only municipal client, it is a concern to me. I wasn't aware of that. And having to be parceled out to others, concerns me too. I think the municipality experience from Drummond Woodsum makes sense to me.

D. Fitzpatrick: When we were questioning Hage Hodes, we have one individual for human resources and she was not available. The comment was they would teach the others to get up to that level. I don't want to work with someone that is in a learning capacity because we need those valid answers to keep us out of the courts.

M. Miville: I'd like to get Mr. Winterton's impression of Tarbell & Brodich.

D. Winterton: They are a small firm where only one person does municipal law. With Drummond, they have 16 people who specialize in municipal law. To me it was night and day.

Dr. Shankle: When we asked Tarbell about TIFT, he asked what that stood for.

R. Duhaime: Was there any comparison on rate?

Dr. Shankle: Steve Buckley was the one who did a lot of work for the Planning Board; he is now working for NH Municipal Association. The cost comparison is Drummond and Hage Hodes were about the same at \$175/\$170 per hour. Tarbell was \$145/hour.

D. Winterton: It also was thought that sometimes paying a little more (\$5/hour) we may be able to get answers quicker so the clock isn't ticking. In my mind this is a no-brainer.

Vote unanimously in favor.

c. 15-089 Spaulding Hill IT Contract Extension

D. Winterton motioned to have the Town Administrator enter into a Memorandum of Understanding with Spaulding Hill Networks for service from December 1, 2015 through June 30, 2016 at a cost of \$22,897. Seconded by A. Jennings.

K. Ambrose: Our current one year contract is nearing completion. This time last year we went through the RFP process and it became apparent that this is a difficult time of year to coordinate that transition with a new vendor. You are rushing a process that you need to take some time with as it deals with security. We are looking to extend the contract to merge with our fiscal year to make it more convenient. We are pleased with the level of service we have received.

R. Duhaime: The extension is the only thing we are paying for?

K. Ambrose: Yes. We pay a monthly rate and that has increased a little bit. We are paying \$2,072/month and it would go up to \$2,975. We asked for an extension proposal; when you start off with a new vendor, they give you a lower price to begin with and increase it with extensions.

D. Winterton: It's about \$350/month. It's not a \$900/month increase.

K. Ambrose: It still stays under budget.

Roll Call –

T. Tsantoulis – Yes

D. Ross – Yes

R. Duhaime – Yes

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

Vote unanimously in favor.

d. 15-090 Treasurer Job Description

D. Fitzpatrick: I did an inventory of job descriptions this summer and these 2 positions did not have a Council approved job description.

D. Ross motioned to accept the Town Treasurer job description as written. Seconded by D. Winterton.

A. Jennings: Are there any changes or was it just not approved by Town Council?

D. Fitzpatrick: We only had a job posting which was an overview; this is just a housekeeping item.

Vote unanimously in favor.

e. 15-091 Recording Clerk Job Description

D. Ross motioned to accept the Recording Clerk job description as written. Seconded by D. Winterton.

R. Duhaime: Under Environment – 25% of the time is outside?

D. Fitzpatrick: There is a lot of work done behind the scenes; editing the minutes, posting the minutes and getting official minutes, attachments, etc. So it's 75% in house and 25% outside.

J. Sullivan: So you mean outside the building at home, not outside.

Vote unanimously in favor.

SUB-COMMITTEE REPORTS

D. Ross: Conservation Commission has obtained a town forester that came up with a timber harvest plan for one parcel. It's very detail-oriented. There is nothing that isn't in there. The person we have is focused on responsible harvesting. We are hoping that will get approved so they can schedule it. It gets scheduled ahead of time because there is only a certain amount of time we can cut. The other concern brought up – as far as timber harvest that is under their stewardship, any proceeds remain the property of the Conservation Commission so they can use the money to maintain the properties they have. They wanted to cut this year but they ran out of time. This will give us time to get 3 bids for the opportunity. We got the medallions, the signage came in. Access to property – in order to get the wood bridge to be used as the main entrance to the Riverfront Trail project, it won't fit the way they'd like to bring it in. The chain link fence and outhouse belonging to the Rowing Club is near a tree that no one wants to cut. They are working on getting access through other properties which could prove to be costly. One of the questions is can we temporarily move the chain link fence and outhouse as that would be the most cost effective way to bring the bridge and other materials into that site. This bridge is 12' wide. They have access from one abutter already.

D. Winterton: I continue to be amazed at the level of achievers for the Hooksett Youth Achiever of the Month. I continue to ask my fellow Council members to encourage people to nominate anyone that's done something special. Fire negotiations are ongoing. Sewer rates increasing 8% on January 1. They haven't raised rates in 5 years, and they struggled with that. They are burning cash, and they are subsidizing operations with cash balance. Planning Board met Monday and Merrimack Savings Bank on the corner of bypass and Hooksett Rd has had a delay. When the state finished the work, they gave a strip of property to Mrs. Labrie. That property was deeded to John Kelly and that was not included; the project was approved conditionally. The other thing was Manchester Sand & Gravel came in – there is an easement for a southern bypass that would go through the property behind Legends Drive. On the

Master Plan, it was going to go through SNHU which isn't going to happen now. That restricts Manchester Sand & Gravel's ability to sell the property as a whole. We have them another year extension. We will have another meeting with all interested parties. There is \$68,000 in CIP money that has to be approved by the voters to be returned to the general fund.

Dr. Shankle: I did hear something about the Labrie property. We had that property at one point, and there was never a second deed there. We never gave them a tax bill for that. We showed that property as one. They were paying taxes on what we had; we never had that as a taxable piece of property.

D. Winterton: Attorney Uchida from Concord is handling that but it's Mr. Kelly's responsibility to find it so he can sell it.

Dr. Shankle: I don't know who is looking for Mrs. Labrie, but our tax collector found her so maybe you can ask Kim for her number.

D. Winterton: We had this month's Hooksett Youth Achiever because at Old Home Day I interacted with the people that run the baton twirling organization.

J. Levesque: ZBA – Pike Industries came in to expand their mining application; after a site walk it was granted. The gentleman at 1 Farwell Dr does wholesale car sales on his property; Code Enforcement Officer gave him a cease and desist letter because he has a lot of cars in the yard, some with no plates on them. He does carpools to auctions. He has a retail lot not too far away and will do all his carpooling from that lot. They granted him on the condition that he complies with the law. Harmony Place on Route 3 want to build 63 2-bedroom apartments. That didn't go over too well. They continued it and are looking for more information from the Planning Board and legal because it's a blatant change of our zoning laws.

***D. Ross motioned to extend the meeting to 9:40pm. Seconded by D. Winterton.
Vote unanimously in favor.***

J. Sullivan: Heritage Commission – We met to talk about criteria for Veterans Park monuments. There is a small monument for Mr. Nadeau who lived in Hooksett and died in the Battle of the Bulge. I spoke to Mrs. Chevrette to update her on the progress.

Dr. Shankle: The town engineer went to the state about the ownership of the point which I think is theirs, to see if they had any problem with us adding to what we've already put there.

N. Comai: Nothing to report.

M. Miville: Budget met last Thursday and established our budget and calendar. We reviewed the current school budget for 15-16, and examined adjustments to find out what their logic is for future budgets. Dec. 3 default budget will be presented to us. The Superintendent coming tomorrow night to present his budget drivers; he will have budget books with him so we can start reviewing. I told him we removed the January 9 meeting off our calendar.

R. Duhaime: Nothing to report.

A. Jennings: Parks & Rec met last night; Planning Board discussed the master plan and kicking over parts of that to appropriate committees and departments. We maintain a 5-year plan for Parks & Rec and are reviewing that with DPW director next month. We discussed the Merrimack Riverfront project because of the money Parks & Rec gave us.

T. Tsantoulis: Nothing to report, however I'd like to comment on the Berry Hill issue we dealt with a couple weeks ago. It seems there was some resolution as Dr. Shankle mentioned earlier. They asked me to pass along their satisfaction and thanks. They hope that as the economy improves, it will stimulate some activity and growth in there.

D. Fitzpatrick: I'm still looking for RSA 91 acknowledgement receipts. If you could help out when you go to your meetings and remind them. We don't want to forget they are out there.

PUBLIC INPUT

Dennis Desrochers, 71 Farmer Rd: I have a concern on Auburn Rd. It's recently been paved and they've done some shoulder work. If you look at the shoulder work on that road – I don't feel the shoulder will hold through the winter. If you step off the edge of the road, the gravel sinks. If someone can look at that before the town loses money on something they have invested in. There are a lot of spots over 18" that drop off.

J. Sullivan: Seeing no further public comment, I am going to close the public hearing on the revised 2015 Hazard Mitigation Plan.

NON-PUBLIC SESSION (SECOND)

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 9:43pm. Seconded by D. Ross.

Roll Call -

R. Duhaime – Yes

M. Miville – Yes

D. Ross – Yes

J. Levesque – Yes

A. Jennings – Yes

N. Comai – Yes

D. Winterton – Yes

T. Tsantoulis – Yes

J. Sullivan - Yes

Vote unanimously in favor.

J. Levesque motioned to exit non-public at 10:20pm. Seconded by D. Ross.

Vote unanimously in favor.

J. Levesque motioned to seal the non-public minutes of 11/18/15 (for time 9:43pm-10:20pm).

Seconded by D. Ross.

Vote unanimously in favor.

Respectfully submitted by,

Donna J. Fitzpatrick
Recording Clerk

WENT BACK INTO PUBLIC SESSION AT 10:21pm

A. Jennings motioned to authorize \$1,143.04 in ambulance collection write-offs. Seconded by D. Winterton.

Vote unanimously in favor.

N. Comai motioned to adjourn at 10:25pm. Seconded by D. Ross.

Vote unanimously in favor.

NOTE: The Town website 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. 15-083
DATE: ~~11/18/15~~
11/02/15

Staff Report
General Assessing Services Contract
November 18, 2015
DECEMBER 2, 2015

Background: The current assessing contract ends December 31, 2015. The Town issued a request for proposal and received two (2) bids; KRT Appraisals and Granite Hill Municipal Services.

Issue: KRT Appraisals bid a rate of \$60.00 per hour for all services including BTLA and Superior Court defense of values guaranteed for 5 years. Granite Hill Municipal Services bid a rate of \$55.00 per hour for all assessing services and \$120.00 per hour for Commercial/Industrial property appeals. The fee will increase by the rate of COLA as published at the end of the third quarter of the present year.

Discussion: Both firms are qualified and can provide General Assessing Services as outlined in the proposal. Both firms are agreeable to an 18 month contract which would provide services from January 1, 2016 through June 30, 2017 for an estimated 35 hours per month plus appeals. KRT Appraisals has included a six (6) month opt out for the Town with no penalty.

Recommendation: Based on cost, level of services, qualifications and recommendations obtained from other municipalities, it is recommended that the Town enter into an eighteen (18) month contract with KRT Appraisals with an option to cancel after 6 months.

Motion to award the General Assessing Services contract to KRT Appraisals for the period of 18 months, from January 1, 2016 to June 30, 2017.

Prepared by: Lee Ann Moynihan, Real Estate Appraisal

Town Administrator Recommendation: Concur.


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

July 27, 2015

Town of Hooksett
Dr. Dean Shankle
Town Administrator

Re: Settlement with Department. of Revenue Administration

Dear Dr. Shankle,

I am sending you this letter as required by the enclosed settlement agreement. This settlement is a result of an infraction I unwittingly made by changing three fields in the building tables in the Town of Lisbon subsequent to the implementation of a value update I was contracted for in 2014.

In short, I saw this as the correction of an omission that I thought was at the behest of the Director of the Municipal and Property Division, Stephan Hamilton. The effect of this change was a reduction of the town's value of around 1/2%, which was essentially statistically benign. However, because the values had been implemented a new contract should have been executed to allow for this action. I only had a contract to provide abatement services. So consequently my infraction was assessing without a contract according to the Department of Revenue.

Please be assured this does not affect my ability to provide the same level of assessing services to the Town of Hooksett as I have been for nearly nine years.

If you would like to discuss this further I would be happy to do so.

Sincerely,

Todd Haywood, CNHA

J

SETTLEMENT AGREEMENT

This Agreement ("Agreement") is made by and between Mr. Todd Haywood, with an address of 153 Hoit Road, Concord, NH 03301 ("Assessor") and the State of New Hampshire, Department of Revenue Administration ("Department"), with its principal office at 109 Pleasant Street, P.O. Box 457, Concord, NH 03302-0457.

WHEREAS: On February 4, 2015, the Assessor violated RSA 21-J:11, I(a) and Rev 602.01(a) by making changes to the electronic property record card system for a town for whom the Assessor had previously contracted to provide assessing services which resulted in a revaluation of the properties impacted; and

WHEREAS: The Assessor is certified by the Department as a Real Estate Appraiser Supervisor pursuant to RSA 21-J:13, VI; and

WHEREAS: Pursuant to RSA 21-J:14-g, "The commissioner may decertify, suspend, or take other disciplinary action against any person for failure to comply with the rules of the assessing standards board adopted pursuant to RSA 21-J:14-f, II;" and

WHEREAS: The Assessing Standards Board ("ASB") has defined assessor misconduct to include the "Violation of any applicable NH property assessing statutes, Asb 300 or Rev 600;" and

WHEREAS: The acts of the Assessor represent an error in judgment resulting from a misunderstanding of the proper course of action to remedy an error or a suspected error in a property assessment; and

WHEREAS: The parties desire to avoid the delay and expense of further disciplinary proceedings while imposing discipline in compliance with N.H. Admin. Rules Asb 308.13.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained in this Agreement, the parties hereby agree as follows:

I. Settlement Agreement.

- A. The Assessor is required to participate in the following continuing education classes:
 - a. 15 Hour Uniform Standards of Professional Appraisal Practice course, with a passing grade on the exam.
 - b. NH State Statutes Part II, with a passing grade on the exam.
- B. The Assessor shall submit a copy of this Agreement to any municipality for whom the Assessor is currently performing assessing services, as that term is defined in N.H. Admin. Rules Rev 601.05.

- C. The Assessor shall submit a copy of this Agreement to any municipality for whom the Assessor submits a bid to perform assessing services, as that term is defined in N.H. Admin. Rules Rev 601.05, for a period of six (6) months from the date of the execution of this Agreement.
- D. The Assessor shall provide a copy of this agreement to the New Hampshire Assessing Standards Board at its next regularly scheduled meeting.
- E. For a period of one (1) year from the date of the execution of this Agreement, any of the Assessor's work or work product that the Department monitors and reviews pursuant to RSA 21-J:11 and Administrative Rule Rev 609 shall be subject to increased scrutiny and the Assessor agrees to make every reasonable effort to cooperate with the Department's review. At a minimum, increased scrutiny shall mean that upon request of the Department, the Assessor shall meet with a representative of the Department every two weeks for the first three months of the review period, and thereafter shall meet with the Department at least once a month. Every reasonable effort shall be made to hold meetings at mutually convenient times and locations.
- F. Except as provided herein, this Agreement shall bar the commencement of further disciplinary action by the Commissioner based upon the actions described above. However, the Commissioner may consider the above described actions as evidence of a pattern of conduct in the event that the Assessor is subject to the provisions of RSA 21-J:14-g in the future.

2. Breach. The Assessor's Breach of any of the terms or conditions of this Agreement, shall entitle the Department to commence disciplinary proceedings pursuant to RSA 21-J:14-g.

3. Waiver of Appeal. The Assessor agrees that this Agreement is not subject to reconsideration or judicial review or appeal.

3. Mutual Releases.

A. Department, on behalf of itself and the State of New Hampshire, hereby releases and discharges the Assessor, from all charges, complaints, liabilities, obligations, penalties, promises, agreements, disputes, damages, actions, causes of action, suits, rights, demands, costs, losses, debts, and expenses (including attorneys' fees and costs) and claims of any nature whatsoever that were or could have been asserted pursuant to RSA 21-J:14-g.

B. Assessor, on behalf of himself and his successors and assigns, hereby releases and discharges Department, the State of New Hampshire, along with its employees and agents, and all departments of the State of New Hampshire and their respective employees, from all charges, complaints, liabilities, obligations, penalties, promises, agreements, disputes, damages, actions, causes of action, suits, rights, demands, costs, losses, debts, and expenses

(including attorneys' fees and costs) and claims of any nature whatsoever, that were or could have been asserted in relation to this Agreement.

4. Representations and Warranties. Department and Assessor hereby mutually represent and warrant that the execution and delivery of this Agreement by each party has been duly authorized and that this Agreement, when so executed and delivered, will constitute the legally binding obligation of such party, enforceable against such party in accordance with its terms.

5. Modification, Amendment and Termination. This Agreement may not be modified, amended or terminated except with the express written consent of all parties.

6. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties and their successors or assigns.

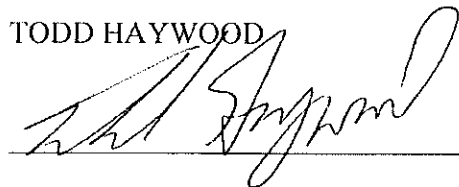
7. Entire Agreement. This Agreement constitutes the complete understanding between the Parties and supersedes any and all prior agreements, promises, or inducements, no matter what form, concerning its subject matter. No promises or agreements made subsequent to the execution of this Agreement by the parties shall be binding unless reduced to writing and signed by authorized representatives of all parties.

8. Governing Law. This Agreement shall be governed by the laws of the State of New Hampshire, regardless of the choice of law rules of this State or any other State.

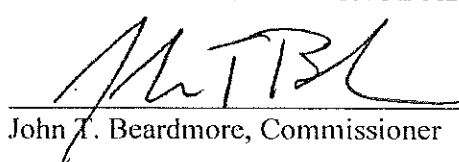
9. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall constitute one agreement, and such execution may be evidenced by signatures delivered by facsimile or other electronic transmission.

IN WITNESS WHEREOF, the parties have executed this Agreement, effective as of the date below.

6/30/15
Dated

TODD HAYWOOD


7/9/15
Dated

STATE OF NEW HAMPSHIRE
DEPARTMENT OF REVENUE ADMINISTRATION

John T. Beardmore, Commissioner

Town of Hooksett

2016-17 Budget Overview

AGENDA NO. 15-092

DATE: 12-02-15

General Information

- The Town Administrator's recommendation of \$15,318,950, excluding Wastewater, is an increase of \$109,121 or 0.63% from the current year budget.

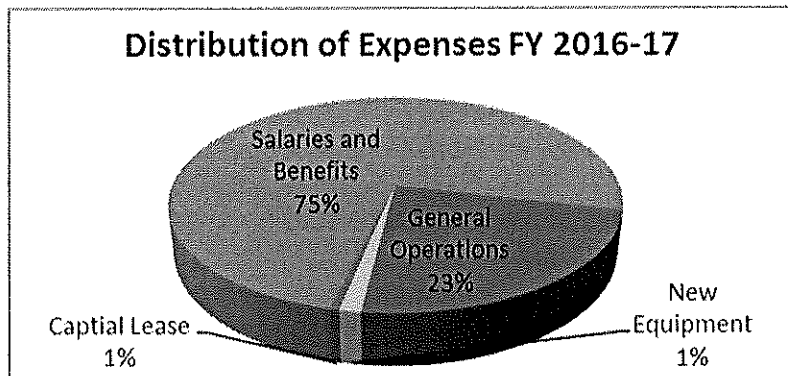
The recommendation includes the following:

- 1 new full time employee (recommend by the Library Trustees)
121 Full-time employees (115 Town & 6 Library including new position)
37 Part-time employees (29 Town including 4 new police officers & 8 Library)
- Wages
Voter's approved contracts for Police and DPW unions.
3% increase for non-union employees. (\$96,609 net)
- Insurances
Health insurance decreased an average of 4.39%.
The recommended cost share for health premiums is 15% for all employees excluding Fire Union, which are currently paying 10%. This is an increase from 12%, which employees are currently paying.

Department overview:

1. - The **Administration** budget increased in total \$31,294. This budget includes a 5% increase in the Administrator's wages in accordance with his employment contract, as well as an increase in the number of part time hours available. There is a \$4,000 increase in Computer IT Tech Support and an \$8,000 increase in Legal Services, which reflects the current rate of services. Also OLD Home Day costs increased \$2,000 based on the Committee's request. Workers' Compensation increased by \$14,673 and Property Liability decreased by \$14,000.
2. - The **Family Services** budget has decreased a total of \$22,113 due to the economic trends. The Town Welfare line has been lowered to \$125,000.
3. - The **Finance** budget reflects a decrease of approximately \$15,000. This is largely due to employee turnover and a reduction in the GASB compliance line, which will not be needed this year.
4. - The **Fire-Rescue** budget has increased by approximately \$75,000. The majority of that increase is due to moving the dispatch costs back into the budget from the Ambulance Service Fund; this increased the budget by \$68,367. An additional \$9,000 for immunizations for all department employees was added, as well as \$15,000 for mobile radios and new hoses.
5. - The **Library** budget has increased \$14,956 in total. The Library Trustees have requested the current part-time Technical Services Assistant position to be increased to a full-time position. Additional funds for Automation have also been requested.
6. - The **Police** budget has decreased by approximately \$17,000. Both Health Insurance and Fuel cost have decreased, while Training and Dues have increased due to State cuts. This budget also includes four new part time officers and funds

- to purchase tactical vest, to be placed in each cruiser.
7. - The **Public Works** budget increased approximately \$35,000. The **Community Development Division** had a few minor increases in the Telephone and Fuel lines due to the new engineer's position. The **Highway Division** had increases in areas such as Vehicle Maintenance, Fleet New Equipment and Plow Edges & Chains. Also, an additional \$20,000 has been added for the Old Town Hall's restorations of windows and bathrooms. New equipment and other operational supplies have been kept to a minimum, reducing when possible. The **Parks, Recreation and Cemeteries Division** have increases for water and electric for the fields, and had decreases in the Fuel and Ground Maintenance lines. The **Recycling and Transfer Division** reflects a total decrease of approximately \$11,000 mainly due to the drop in fuel costs.
 8. - The **Tax Collector** budget reflects a total increase of just over \$4,000 primarily due to employee wages.
 9. - The **Town Clerk and Elections** overall budget reflects an increase of \$10,853 due to one additional State election held during this year.



- The recommended operating budget is \$68,737 or 0.40% higher than the working default. The main change in the default is a reduction in Health Insurance of 3.49% and the Fire Dispatch cost of \$68,367 moved from Ambulance Revenue Fund back to the Fire-Rescue's operating budget. More details can be found on Tab 18.

Estimated Revenues

- Estimated revenues have increased by \$14,385, excluding Wastewater, for FY 2016-17 (Details on Tab 17)

Increases:

Interest and Penalties have increased \$5,000 in **Taxes**

Motor Vehicle decals are up \$2,000; Building permits have increased by \$5,000

and Alarm Permits have increased by \$7,000 in **Licenses, Permits & Fees**

Interest on Deposits has increased by \$5,000 in **Miscellaneous**

Decreases:

Yield tax has decreased by \$3,500 in **Taxes**

Welfare Reimbursements and miscellaneous income have decreased a total of \$6,500 in **Miscellaneous**

Revenue by Sources					
Sources	Actuals FY 2013-14	Actuals FY 2014-15	Budgeted FY 2015-16	Estimated Budget FY 2016-17	Budgeted Increase (Decrease)
Taxes (Excluding Property Taxes)	\$ 332,754	\$ 406,179	\$ 336,000	\$ 337,500	\$ 1,500
Licenses, Permits & Fees	3,178,980	3,312,859	3,129,000	3,143,201	14,201
Federal Government	56,347	3,578	-	-	
State Government	1,009,267	949,639	992,642	992,645	3
Charges for Services	111,419	61,677	150,524	150,878	354
Miscellaneous	654,676	516,295	310,751	309,078	(1,673)
Subtotal prior to Other Funds	\$5,343,443	\$5,250,227	\$ 4,918,917	\$ 4,933,302	\$ 14,385
Special Revenue Fund	62,768	180,000	-	-	-
Sewer	2,212,197	1,994,923	2,024,095	2,002,597	(21,498)
Capital Reserve Fund	12,921	-	-	-	-
Trust & Agency Fund	5,262	5,076	5,000	5,000	-
Subtotal prior to Fund Balance	7,636,591	7,430,226	6,948,012	6,940,899	(7,113)
Use of Fund Balance	-	767,363	1,647,814	-	
Total Revenues	\$7,636,591	\$8,197,589	\$ 8,595,826	\$ 6,940,899	

**Town of Hooksett
Budget Schedule**

23-Oct-15	Budget and CIP Submission	Last day to submit budget and CIP for Town Administrator's review
16-Nov-15	Planning Board Meeting	Planning Board review of Capital Improvement Program
20-Nov-15	Budget Submission	Last day to submit budgets for Council's review (Town, Library and Wastewater)
2-Dec-15	Council Meeting	Overview of Budget and CIP, Wastewater and other budget as time allows
16-Dec-15	Council Meeting	Cemetery Commission, Library and other budget as time allows
	Council Meeting	
13-Jan-16	Council Meeting	Review warrant articles
27-Jan-16	Council Meeting	Finalize Budget and Articles
29-Jan-16	Budget Submission	Last day to submit Budget to Budget Committee RSA 32:17 Budget Committee fixes date.
24-Feb-16	Petition Warrant Articles with Money Submission	Last day to submit Petition warrant articles with money. 7 days prior to last day for Budget Committee's Public hearing
24-Feb-16	Collective Bargaining to Budget Committee	Last day to submit CBA's to Budget Committee. 7 days prior to last day for Budget Committee's Public hearing
3-Mar-16	Public Hearing	Budget Committee's Public Hearing. Last day to hold hearing is March 8, 2016 per Town Charter 5.3. Must include all purposes at Hearing.
8-Mar-16	Last day for submission of Petition Warrant Articles Non-Money	Per RSA 40:13 - Second Tuesday in March
18-Mar-16	Last day to post Town Warrant	Per Town Charter, Section 5.4.b - 14 days before the First Session not including the day posted and the meeting day.
2-Apr-16	First Session aka Deliberative Session	Per Town Charter, Section 5.4.c - First or second Saturday in April as prescribed by Town Council
24-Apr-16	Last day to Hold Public Hearing on Bonds	Per Town Charter, Section 5.4.c - At least 15 days but not more than 60 days before Town's May meeting with at least 7 day notice.
10-May-16	Town Election	Second Tuesday of May per Town Charter, Section 5.4.F

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2016-17

11/25/2015

	column 1 FY 2014-15 Amended Budget	column 2 FY 2014-15 Actuals	column 3 FY 2015-16 Amended Budget	column 4 FY 2015-16 Actuals as of 11/20/15	column 5 FY 2016-17 Department Request	column 6 FY 2016-17 Town Admin Recomm.	column 7 FY 2016-17 Council Recomm.	column 9 FY 2016-17 Default Budget
Departments								
Administration	1,108,332	980,081	1,028,059	498,513	1,061,150	1,059,353		1,041,191
Assessing	181,497	157,848	183,952	57,169	175,457	176,382		182,808
Family Services	235,381	157,500	216,497	56,447	193,341	194,384		216,497
Finance	230,522	220,887	240,252	97,212	221,604	224,611		240,252
Fire-Rescue	3,906,378	3,842,726	3,734,740	1,407,878	3,849,790	3,810,723		3,779,030
* Police	3,781,995	3,358,093	4,206,996	1,547,711	4,168,340	4,189,247		4,198,885
* Public Works	4,441,012	3,784,173	4,502,801	1,204,802	4,615,619	4,538,512		4,492,263
Tax Collector	274,650	249,360	267,209	99,190	270,266	271,295		265,203
Town Clerk & Elections	34,273	27,461	31,920	6,525	54,618	42,773		40,255
Operating Budget	14,194,040	12,778,129	14,412,426	4,975,445	14,610,185	14,507,280	-	14,456,384
Budget Committee	7,609	4,148	8,472	1,428	9,636	8,305		8,472
Capital Leases	93,034	88,056	89,102	88,056	88,057	88,057		88,057
Cemetery Commission	850	610	651	588	1,146	1,147		651
Conservation Commission	1,252	1,252	1,250	517	1,300	1,277		1,250
Debt Principal	0	0	0	0	0	0		0
Debt Interest	0	0	0	0	0	0		0
Debt TAN interest	1	0	1	0	1	1		1
Library	600,682	600,682	697,927	262,836	701,105	712,883		695,398
Total Operating Budget	14,897,468	13,472,877	15,209,829	5,328,870	15,411,430	15,318,950	-	15,250,213
Wastewater	1,994,923	2,024,083	2,024,095	0	2,002,597	2,002,597		2,016,101
Grand Total	16,892,391	15,496,960	17,233,924	5,328,870	17,414,027	17,321,547	-	17,266,314

Town Administrator's recommended budget is higher than the default budget by: 68,737 0.40%

Town Administrator's recommended budget is higher than the FY 2015-16 budget by: 109,121 0.63%

* Grants, donations and encumbrances have been removed from both the Budget and Actuals for budgeting purposes.

Budget Details FY 2016-17

11/25/2015

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 ACTIVITY THRU 06/30/15	2015-16 AMENDED BUDGET	2015-16 ACTIVITY as of 11/20/15	2016-17 DEPARTMENT Request	2016-17 TAs Request	2016-17 COUNCIL'S Request	2016-17 DEFAULT BUDGET
Administration									
Administration Office Expenses									
001-100.4130-110.000	ADMIN Public Officials Council	14,000	14,000	14,000	0.00	14,000	14,000	14,000	14,000
001-100.4130-111.000	ADMIN Full-Time Employees	181,182	190,578	191,509	77,169.69	199,798	202,750	202,750	196,304
001-100.4130-113.000	ADMIN Part-Time Employees	7,500	7,988	5,665	4,812.30	8,000	8,000	8,000	5,665
001-100.4130-130.000	ADMIN Overtime	1	60	1	0.00	1	1	1	1
001-100.4130-210.000	ADMIN Health Insurance	34,726	33,574	34,779	13,892.33	43,573	42,259	42,259	33,252
001-100.4130-212.000	ADMIN Dental Insurance	961	915	961	381.25	1,128	1,128	1,128	961
001-100.4130-214.000	ADMIN Life & Disability Ins	1,787	1,877	1,916	800.96	2,005	2,026	2,026	1,916
001-100.4130-220.000	ADMIN FICA Taxes	15,506	16,243	16,153	6,219.51	16,968	17,183	17,183	16,520
001-100.4130-230.000	ADMIN NH Retirement	19,518	20,478	21,390	8,625.02	22,318	22,647	22,647	21,926
001-100.4130-294.000	ADMIN Training & Dues	4,500	4,567	4,650	2,992.83	5,000	5,000	5,000	4,650
001-100.4130-298.000	ADMIN Employment Testing	7,700	10,430	9,680	1,924.10	10,500	10,500	10,500	9,680
001-100.4130-330.000	ADMIN Professional Services	5,000	275	2,000	0.00	2,000	2,000	2,000	2,000
001-100.4130-430.000	ADMIN Equipment Maintenance	500	660	500	0.00	500	500	500	500
001-100.4130-434.000	ADMIN Vehicle Maintenance	2,000	389	2,000	14.95	1,000	1,000	1,000	2,000
001-100.4130-440.000	ADMIN Rental & Leases	9,456	10,963	9,156	3,223.95	7,646	7,646	7,646	7,646
001-100.4130-530.000	ADMIN Telephone	4,500	4,143	4,500	1,744.32	4,200	4,200	4,200	4,500
001-100.4130-540.000	ADMIN Advertising	4,000	6,714	3,500	1,703.49	5,000	5,000	5,000	3,500
001-100.4130-550.000	ADMIN Printing	6,750	6,046	6,750	3,553.09	6,350	6,350	6,350	6,750
001-100.4130-560.000	ADMIN Postage	7,000	5,820	7,000	488.20	6,000	6,000	6,000	7,000
001-100.4130-580.000	ADMIN Mileage	50	0	1	0.00	1	1	1	1
001-100.4130-600.000	ADMIN Office Supplies	7,000	6,021	7,000	1,985.91	6,500	6,500	6,500	7,000
001-100.4130-614.000	ADMIN Public Relations	1,000	418	1,000	78.00	750	750	750	1,000
001-100.4130-626.000	ADMIN Fuel	500	306	500	336.96	500	500	500	500
001-100.4130-630.000	ADMIN Meals & Food	1,880	3,082	2,230	1,340.67	2,800	2,800	2,800	2,230
001-100.4130-751.000	ADMIN New Equipment	500	4,218	500	0.00	2,500	2,500	2,500	500
001-100.4130-800.010	ADMIN Appreciation Night	500	50	2,000	1,810.57	2,000	2,000	2,000	2,000
	Subtotal Administration office Expense	338,017	349,815	349,341	133,098.10	371,038	373,241	373,241	352,902
Computers									
001-100.4150-340.000	COMP IT Tech Support	38,000	35,136	38,000	14,875.00	42,000	42,000	42,000	38,000
001-100.4150-342.000	COMP Software & Programs	62,901	69,637	73,182	41,423.60	72,854	72,854	72,854	73,182
001-100.4150-532.000	COMP Internet Services	1,400	1,527	1,400	540.39	1,650	1,650	1,650	1,400
001-100.4150-751.000	COMP New Equipment	10,000	14,430	15,000	5,234.62	19,000	15,000	15,000	15,000
	Subtotal Computers	112,301	120,730	127,582	62,073.61	135,504	131,504	131,504	127,582
Legal									
001-100.4153-320.000	ADMIN Legal Services	92,000	94,969	87,000	27,726.93	95,000	95,000	95,000	87,000
	Subtotal Legal	92,000	94,969	87,000	27,726.93	95,000	95,000	95,000	87,000
Benefits									
001-100.4155-250.000	BEN Unemployment Compensation	15,828	10,786	13,202	5,722.01	9,000	9,000	9,000	9,000
001-100.4155-260.000	BEN Workers' Compensation	186,029	149,297	161,237	104,179.98	175,910	175,910	175,910	175,910
001-100.4155-330.000	BEN Professional Services	3,000	0	3,000	5,750.00	5,000	5,000	5,000	3,000
	Subtotal Benefits	204,857	160,083	177,439	115,651.99	189,910	189,910	189,910	187,910

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 ACTIVITY THRU 06/30/15	2015-16 AMENDED BUDGET	2015-16 ACTIVITY as of 11/20/15	2016-17 DEPARTMENT Request	2016-17 TA's Request	2016-17 COUNCIL'S Request	2016-17 DEFAULT BUDGET
Insurances									
001-100.4196-520.000	ADMIN Liability	330,160	233,630	255,000	131,560.66	241,000	241,000		255,000
	Subtotal Insurances	330,160	233,630	255,000	131,560.66	241,000	241,000		255,000
Misc Act/Associations									
001-100.4197-800.012	ADMIN NH Municipal Assoc	11,800	6,119	12,500	6,119.00	13,000	13,000		12,500
001-100.4199-899.000	ADMIN Unanticipated	5,000	0	1	10,000.00	1	1		1
001-100.4520-800.000	ADMIN Amoskeag Rowing Club	1	0	5,000	0.00	1	1		5,000
001-100.4583-800.014	ADMIN Memorial Day	2,945	1,445	2,945	0.00	2,945	2,945		2,945
001-100.4589-800.002	ADMIN Hooksettites	3,500	3,500	3,500	3,500.00	3,500	3,500		3,500
001-100.4589-800.004	ADMIN Historical Society	750	806	750	0.00	750	750		750
001-100.4589-800.005	ADMIN Old Home Day	3,000	5,000	3,000	5,000.00	5,000	5,000		3,000
001-100.4589-800.016	ADMIN Heritage Commission	3,500	3,500	3,500	3,500.00	3,000	3,000		3,500
001-100.4651-600.000	ED Office Supplies	500	484	500	281.25	500	500		500
001-100.4901-710.000	ADMIN Land Purchase	1	0	1	1.00	1	1		1
	Subtotal Misc Act/Accounts	30,997	20,854	31,697	28,401.25	28,698	28,698		31,697
	Total Administration	1,108,332	980,081	1,028,059	498,512.54	1,061,150	1,059,353		1,041,191
Assessing									
001-150.4152-111.000	ASSG Full-Time Employees	84,374	85,449	86,873	35,134.90	89,955	92,597		86,873
001-150.4152-113.000	ASSG Part-Time Employees	960	0	150	0.00	150	150		150
001-150.4152-130.000	ASSG Overtime	1,000	650	1,500	312.60	1,800	1,000		1,500
001-150.4152-210.000	ASSG Health Insurance	26,211	23,658	26,050	6,932.63	16,416	15,856		24,906
001-150.4152-212.000	ASSG Dental Insurance	585	501	585	157.30	388	388		585
001-150.4152-214.000	ASSG Life & Disability Ins	824	829	834	368.40	883	914		834
001-150.4152-220.000	ASSG FICA Taxes	6,605	6,490	6,781	2,663.01	7,031	7,172		6,781
001-150.4152-230.000	ASSG NH Retirement	9,195	9,193	9,872	3,959.50	10,249	10,455		9,872
001-150.4152-290.000	ASSG Uniforms	100	0	100	88.00	100	100		100
001-150.4152-294.000	ASSG Training & Dues	2,905	1,521	2,751	605.00	3,351	3,000		2,751
001-150.4152-330.000	ASSG Professional Services	43,922	25,327	43,211	5,686.20	40,400	40,000		43,211
001-150.4152-344.000	ASSG Property Record Maintenance	165	66	150	0.00	150	150		150
001-150.4152-530.000	ASSG Telephone	2,100	2,032	2,100	831.36	2,100	2,100		2,100
001-150.4152-550.000	ASSG Printing	1	349	200	7.77	200	200		200
001-150.4152-560.000	ASSG Postage	400	343	495	164.12	495	500		495
001-150.4152-600.000	ASSG Office Supplies	1,000	570	1,300	108.08	789	800		1,300
001-150.4152-751.000	ASSG New Equipment	1,150	870	1,000	150.00	1,000	1,000		1,000
	Total Assessing	181,497	157,848	183,952	57,168.87	175,457	176,382		182,908
Family Services									
001-250.4441-113.000	FS Part-Time Employees	40,463	34,874	41,501	14,072.79	41,603	42,851		41,501
001-250.4441-130.000	FS Overtime	1	331	1	49.50	1	1		1
001-250.4441-220.000	FS FICA Taxes	3,096	2,693	3,174	1,080.35	3,183	3,278		3,174
001-250.4441-294.000	FS Training & Dues	200	40	200	55.00	150	100		200
001-250.4441-530.000	FS Telephone	500	472	500	197.46	500	500		500
001-250.4441-550.000	FS Printing	400	440	400	0.00	400	400		400
001-250.4441-560.000	FS Postage	400	322	400	149.06	400	350		400
001-250.4441-600.000	FS Office Supplies	700	263	700	386.95	700	500		700

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 ACTIVITY THRU 06/30/15	2015-16 AMENDED BUDGET	2015-16 ACTIVITY as of 11/20/15	2016-17 DEPARTMENT Request	2016-17 TA's Request	2016-17 COUNCIL'S Request	2016-17 DEFAULT BUDGET
001-250.4441-751.000	FS New Equipment	1	35	1	0.00	1	1	1	1
	Subtotal FS Administration	45,761	39,470	46,877	15,991.11	46,938	47,981		46,877
	FS Direct Assistance	170,000	98,411	150,000	28,238.58	125,000	125,000		150,000
001-250.4442-510.000	Subtotal FS Direct Assistance	170,000	98,411	150,000	28,238.58	125,000	125,000		150,000
	FS Agencies	12,217	12,217	12,217	12,217.00	14,000	14,000		12,217
001-250.4444-800.020	FS Community Action Program	7,402	7,402	7,402	0.00	7,402	7,402		7,402
001-250.4444-800.022	FS Visiting Nurses	1	0	1	0.00	1	1		1
001-250.4444-800.026	FS Home Health & Hospice Care	19,620	19,619	19,620	12,217.00	21,403	21,403		19,620
	Subtotal FS Agencies	235,381	157,500	216,497	56,446.69	193,341	194,384		216,497
	Total Family Services								
	Finance	1,800	1,800	1,800	0.00	1,800	1,800		1,800
001-300.4150-110.000	FIN Public Officials	111,640	109,455	115,194	43,193.12	109,994	113,258		115,194
001-300.4150-111.000	FIN Full-Time Employees	16,644	17,046	16,849	8,211.39	20,249	20,561		16,849
001-300.4150-113.000	FIN Part-Time Employees	500	193	500	0.00	250	250		500
001-300.4150-130.000	FIN Overtime	41,063	35,907	40,856	12,774.29	30,367	29,332		40,856
001-300.4150-210.000	FIN Health Insurance	1,150	1,047	1,150	381.35	946	946		1,150
001-300.4150-212.000	FIN Dental Insurance	1,082	998	1,122	452.56	1,112	1,122		1,122
001-300.4150-214.000	FIN Life & Disability Ins	9,989	9,499	10,278	3,850.56	10,120	10,394		10,278
001-300.4150-220.000	FIN FICA Taxes	12,078	11,699	12,922	4,824.78	12,181	12,546		12,922
001-300.4150-230.000	FIN NH Retirement	575	435	500	130.00	500	500		500
001-300.4150-294.000	FIN Training & Dues	9,000	7,508	9,000	1,701.28	8,000	8,000		9,000
001-300.4150-314.000	FIN Banking Services	0	0	4,000	3,900.00	1	1		4,000
001-300.4150-321.000	FIN GASB Compliance	20,000	19,382	20,000	16,274.50	20,000	20,000		20,000
001-300.4150-322.000	FIN Audit Services	0	0	200	0.00	200	200		200
001-300.4150-430.000	FIN Equipment Maintenance	1,000	1,219	1,480	592.37	1,450	1,350		1,480
001-300.4150-530.000	FIN Telephone	1,250	1,367	1,500	0.05	1,500	1,400		1,500
001-300.4150-550.000	FIN Printing	1,950	1,948	2,100	621.82	2,000	2,000		2,100
001-300.4150-560.000	FIN Postage	800	1,173	800	304.36	933	950		800
001-300.4150-600.000	FIN Office Supplies	1	211	1	0.00	1	1		1
001-300.4150-751.000	FIN New Equipment	230,522	220,887	240,252	97,212.43	221,604	224,611		240,252
	Total Finance								
	Fire-Rescue	1	0	0	0.00	0	0		0
	Ambulance Division	1	0	0	0.00	0	0		0
001-350.4215-610.000	FD Medical Supplies								
	Subtotal Ambulance Division								
	Fire Division	1,528,740	1,535,086	1,467,395	573,315.46	1,396,247	1,396,247		1,467,395
001-350.4220-111.000	FD Full-Time Employees	304,783	283,624	304,583	87,801.82	380,999	392,428		304,583
001-350.4220-111.002	FD Full-Time Employees - Admin	2,200	9,299	4,260	2,095.50	8,880	8,880		4,260
001-350.4220-113.000	FD Part-Time Employees	1	4,573	1	480.00	1	1		1
001-350.4220-113.002	FD Part-Time Employees - Admin	98,457	84,971	98,196	23,619.61	98,025	98,025		98,196
001-350.4220-130.000	FD Overtime	206,113	219,278	173,042	89,014.12	180,017	135,017		173,042
001-350.4220-130.002	FD Overtime- CBA Coverage								

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 ACTIVITY THRU 06/30/15	2015-16 AMENDED BUDGET	2015-16 ACTIVITY as of 11/20/15	2016-17 DEPARTMENT Request	2016-17 TA's Request	2016-17 COUNCIL'S Request	2016-17 DEFAULT BUDGET
001-350.4220-210.000	FD Health Insurance	566,291	537,019	548,450	207,447.91	555,720	552,141		524,373
001-350.4220-212.000	FD Dental Insurance	15,538	13,691	14,577	5,338.64	15,040	15,040		14,577
001-350.4220-214.000	FD Life & Disability Ins	16,383	16,121	16,402	6,230.62	16,234	16,453		16,402
001-350.4220-220.000	FD FICA Taxes	33,877	33,419	33,122	12,036.80	33,111	32,703		33,122
001-350.4220-230.000	FD NH Retirement	585,723	574,279	594,195	221,982.30	571,666	561,648		594,195
001-350.4220-230.002	FD Surviving Spouse Benefit	6,000	6,000	6,000	0.00	6,000	6,000		6,000
001-350.4220-290.000	FD Uniforms	29,850	25,927	32,850	5,979.69	32,530	32,530		32,850
001-350.4220-294.000	FD Training & Dues	5,000	6,732	5,000	8,811.87	16,896	16,896		5,000
001-350.4220-294.002	FD Training - Admin	5,000	4,721	5,000	2,739.19	5,000	5,000		5,000
001-350.4220-294.004	FD Training - Contractual	18,000	9,200	18,000	3,981.10	18,000	18,000		18,000
001-350.4220-330.000	FD Professional Services	132,653	137,109	76,633	69,095.00	145,000	154,000		145,000
001-350.4220-430.000	FD Equipment Maintenance	16,372	17,374	17,942	1,176.65	25,429	25,429		17,942
001-350.4220-430.002	FD Office Equipment Maintenance	10,135	13,035	13,410	583.00	15,030	15,030		13,410
001-350.4220-434.000	FD Vehicle Maintenance	37,100	44,342	38,300	18,492.91	48,800	48,800		38,300
001-350.4220-440.000	FD Rental & Leases	183,485	183,951	187,820	45,416.52	186,160	186,160		187,820
001-350.4220-500.000	FD Forest Fires	0	0	0	0.00	3,000	1		0
001-350.4220-530.000	FD Telephone	11,720	8,655	10,000	2,204.94	11,461	10,000		10,000
001-350.4220-532.000	FD Internet Services	2,400	2,269	2,400	844.82	2,871	2,871		2,400
001-350.4220-550.000	FD Printing	1,000	972	1,000	201.00	1,000	1,000		1,000
001-350.4220-560.000	FD Postage	300	461	300	50.20	300	300		300
001-350.4220-600.000	FD Office Supplies	3,000	2,269	2,500	361.63	2,500	2,500		2,500
001-350.4220-600.002	FD Publications	2,085	2,497	2,085	1,757.60	2,085	2,085		2,085
001-350.4220-600.004	FD Fire Prevention	4,000	2,688	4,000	981.07	5,000	4,000		4,000
001-350.4220-610.000	FD Medical Supplies	1	0	1	0.00	1	0		1
001-350.4220-626.000	FD Fuel	30,099	25,963	30,876	8,052.65	28,275	28,275		30,876
001-350.4220-630.000	FD Meals & Food	2,000	805	2,000	231.28	1,000	1,000		2,000
001-350.4220-751.000	FD New Equipment	15,399	22,301	14,800	2,580.22	27,262	33,262		14,800
001-350.4220-751.002	FD Operating Equipment	5,100	8,236	5,100	3,018.36	4,750	4,750		5,100
	Subtotal Fire Division	3,878,805	3,836,867	3,729,240	1,405,922.48	3,844,290	3,806,472		3,773,550
	Emergency Management								
001-350.4290-294.000	EM Training & Dues	500	0	500	0.00	500	500		500
001-350.4290-294.008	EM EOC Exercises	2,000	0	2,000	0.00	2,000	1,000		2,000
001-350.4290-530.000	EM Telephone	1,200	1,562	1,200	405.07	1,200	1,200		1,200
001-350.4290-751.000	EM New Equipment	250	0	250	0.00	250	1		250
001-350.4290-800.024	EM American Red Cross	1,550	1,550	1,550	1,550.00	1,550	1,550		1,550
	Subtotal Emergency Management	5,500	3,112	5,500	1,955.07	5,500	4,251		5,500
	Forest Division								
001-351.4220-113.000	FF Part-Time Employees	20,500	0	0	0.00	0	0		0
001-351.4220-220.000	FF FICA Taxes	1,568	0	0	0.00	0	0		0
001-351.4220-294.000	FF Training & Dues	1	0	0	0.00	0	0		0
001-351.4220-430.000	FF Equipment Maintenance	1	0	0	0.00	0	0		0
001-351.4220-500.000	FF Mutual Aid Wages	1	2,166	0	0.00	0	0		0
001-351.4220-751.000	FF New Equipment	1	581	0	0.00	0	0		0
	Subtotal Forest Division	22,072	2,747	0	0.00	0	0		0
	Total Fire-Rescue	3,906,378	3,842,726	3,734,740	1,407,877.55	3,849,790	3,810,723		3,779,030

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 ACTIVITY THRU 06/30/15	2015-16 AMENDED BUDGET	2015-16 ACTIVITY as of 11/20/15	2016-17 DEPARTMENT Request	2016-17 TA's Request	2016-17 COUNCIL'S Request	2016-17 DEFAULT BUDGET
Police									
001-400.4210-111.000	PD Full-Time Employees	2,157,859	1,860,213	2,296,457	860,678.65	2,311,612	2,343,072		2,311,612
001-400.4210-113.000	PD Part-Time Employees	29,952	29,378	49,149	5,701.07	58,801	60,563		49,149
001-400.4210-130.000	PD Overtime	174,342	174,163	192,290	81,323.27	191,075	191,075		192,290
001-400.4210-210.000	PD Health Insurance	479,102	436,917	634,039	207,346.39	535,909	529,143		606,205
001-400.4210-212.000	PD Dental Insurance	14,032	10,509	17,264	4,955.83	13,240	13,240		17,264
001-400.4210-214.000	PD Life & Disability Ins	20,147	17,295	21,478	7,854.38	22,947	23,234		21,478
001-400.4210-220.000	PD FICA Taxes	76,305	66,822	77,904	28,430.99	76,879	78,059		78,124
001-400.4210-230.000	PD NH Retirement	494,081	429,295	554,493	206,860.86	566,705	573,409		558,491
001-400.4210-240.000	PD Education (contractual)	2,500	1,500	5,000	0.00	7,500	5,000		5,000
001-400.4210-290.000	PD Uniforms	15,300	17,063	15,300	7,526.81	18,690	18,000		15,300
001-400.4210-290.002	PD Uniforms (contractual)	16,151	14,663	25,451	0.00	23,801	23,801		23,801
001-400.4210-294.000	PD Training & Dues	20,000	19,625	25,000	19,134.72	40,246	40,246		25,000
001-400.4210-298.002	PD Selection Process	5,000	7,002	5,400	489.14	5,400	5,400		5,400
001-400.4210-330.000	PD Professional Services	11,438	18,982	11,438	2,788.25	12,638	12,638		11,438
001-400.4210-332.000	PD Communication Maintenance	25,920	20,045	29,761	1,566.22	30,732	30,732		29,761
001-400.4210-340.000	PD IT Tech Support	15,035	20,029	16,460	10,780.00	18,460	18,460		18,460
001-400.4210-430.000	PD Equipment Maintenance	2,475	780	2,475	716.50	2,475	2,475		2,475
001-400.4210-434.000	PD Vehicle Maintenance	26,358	29,190	26,358	12,727.99	26,358	26,358		26,358
001-400.4210-440.000	PD Rental & Leases	8,334	9,538	9,750	4,151.92	10,017	10,017		9,750
001-400.4210-506.000	PD Animal Control Operation	500	300	500	0.00	500	500		500
001-400.4210-530.000	PD Telephone	10,000	10,469	10,250	2,897.11	11,100	11,100		10,250
001-400.4210-532.000	PD Internet Services	299	335	335	111.60	335	335		335
001-400.4210-552.000	PD Printing	2,500	1,199	2,500	382.55	2,500	2,500		2,500
001-400.4210-555.000	PD Photography	2,240	1,065	2,240	0.00	1,100	1,100		2,240
001-400.4210-560.000	PD Postage	2,500	1,501	2,500	500.00	2,500	2,500		2,500
001-400.4210-600.000	PD Office Supplies	10,600	7,505	10,000	1,445.24	10,000	9,000		10,000
001-400.4210-614.000	PD Public Relations	1,500	181	2,000	1,162.87	2,000	1,500		2,000
001-400.4210-626.000	PD Fuel	76,000	52,918	76,000	13,631.78	60,000	60,000		76,000
001-400.4210-630.000	PD Meals & Food	102	1,827	2,534	865.15	2,930	2,000		2,534
001-400.4210-751.000	* PD New Equipment	0	5,656	1,500	0.00	2,500	2,500		1,500
001-400.4210-751.002	* PD Police Equipment	6,750	10,193	8,750	2,453.25	21,390	14,290		8,750
001-400.4210-752.000	PD Vehicle & Related Purchases	74,673	81,935	72,420	61,228.00	78,000	78,000		72,420
Total Police		3,781,995	3,358,093	4,206,996	1,547,710.54	4,168,340	4,189,247		4,198,885
Public Works									
Community Development Division									
Planning & Engineering									
001-200.4191-111.000	CD Full-Time Employees	216,001	160,356	241,635	96,144.86	244,480	251,807		220,435
001-200.4191-113.000	CD Part-Time Employees	6,920	3,987	9,048	1,301.90	8,420	8,420		9,048
001-200.4191-130.000	CD Overtime	4,000	178	1,000	272.96	2,500	2,500		1,000
001-200.4191-210.000	CD Health Insurance	64,652	39,594	64,749	22,625.00	56,015	54,106		61,907
001-200.4191-212.000	CD Dental Insurance	1,913	1,104	1,922	467.85	1,155	1,155		1,922
001-200.4191-214.000	CD Life & Disability Ins	2,065	1,581	2,145	776.23	2,453	2,522		2,145
001-200.4191-220.000	CD FICA Taxes	17,020	12,302	19,184	7,273.40	19,538	20,099		17,562
001-200.4191-230.000	CD NH Retirement	23,713	17,261	27,214	10,769.93	27,588	28,406		24,846
001-200.4191-294.000	CD Training & Dues	1,160	1,920	3,500	1,074.51	3,500	3,500		3,500
001-200.4191-330.000	CD Professional Services	6,000	5,121	6,000	2,198.36	3,600	3,600		6,000
001-200.4191-344.000	CD Property Record Maintenance	1,100	910	1,100	84.98	1,100	1,100		1,100

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001-200.4191-530.000	CD Telephone	1,560	1,545	1,560	864.69	2,160	2,160		1,560
001-200.4191-550.000	CD Printing	1,500	723	1,750	70.84	2,000	1,750		1,750
001-200.4191-580.000	CD Mileage	1	0	1	0.00	1	1		1
001-200.4191-600.000	CD Office Supplies	2,000	2,128	3,000	1,311.99	3,500	3,500		3,000
001-200.4191-626.000	CD Fuel	0	0	0	0.00	3,000	2,000		0
001-200.4191-630.000	CD Meals & Food	250	13	250	300.00	400	250		250
001-200.4191-751.000	CD New Equipment	700	1,968	700	1,381.18	1,600	1,600		700
001-200.4191-800.018	CD Southern NH Planning Comm	8,640	8,639	8,931	0.00	9,134	9,134		8,931
	Subtotal Planning & Engineering	359,195	259,350	393,689	146,918.78	392,144	397,610		365,657
	Planning Board								
001-201.4191-110.000	PB Public Officials	1,500	1,275	1,500	0.00	1,700	1,700		1,500
001-201.4191-220.000	PB FICA Taxes	115	98	130	0.00	130	130		130
001-201.4191-294.000	PB Training & Dues	2,000	335	1,000	290.00	1,000	1,000		1,000
001-201.4191-540.000	PB Advertising	1,600	374	1,600	0.00	1,600	1,600		1,600
001-201.4191-560.000	PB Postage	5,000	2,868	5,000	1,605.55	5,000	5,000		5,000
	Subtotal Planning Board	10,215	4,950	9,230	1,895.55	9,430	9,430		9,230
	Building Inspection								
001-202.4240-111.000	CEO Full-Time Employees	56,200	57,911	57,867	22,721.46	57,868	59,868		57,867
001-202.4240-113.000	CEO Part-Time Employees	1	0	1	0.00	1,500	1,500		1
001-202.4240-210.000	CEO Health Insurance	23,589	22,744	23,633	9,440.21	22,159	21,404		22,596
001-202.4240-212.000	CEO Dental Insurance	763	726	763	302.70	748	748		763
001-202.4240-214.000	CEO Life & Disability Ins	556	564	566	241.25	576	596		566
001-202.4240-220.000	CEO FICA Taxes	4,299	4,252	4,428	1,659.06	4,542	4,695		4,428
001-202.4240-230.000	CEO NH Retirement	6,053	6,256	6,464	2,573.22	6,464	6,687		6,464
001-202.4240-290.000	CEO Uniforms	500	0	500	118.99	500	500		500
001-202.4240-294.000	CEO Training & Dues	1,500	1,881	3,000	300.00	3,000	2,000		3,000
001-202.4240-330.000	CEO Professional Services	1	586	1	0.00	2,500	1		1
001-202.4240-434.000	CEO Vehicle Maintenance	1,000	1,300	2,000	0.00	1,000	1,000		2,000
001-202.4240-530.000	CEO Telephone	1,800	1,902	1,800	1,045.49	1,800	1,800		1,800
001-202.4240-550.000	CEO Printing	1,200	1,007	1,400	1,823.30	1,400	1,250		1,400
001-202.4240-560.000	CEO Postage	1,500	808	1,250	65.25	1,000	1,000		1,250
001-202.4240-600.000	CEO Office Supplies	500	691	0	92.60	0	0		0
001-202.4240-626.000	CEO Fuel	1,000	753	1,500	544.08	1,500	1,500		1,500
001-202.4240-751.000	CEO New Equipment	500	0	500	0.00	500	500		500
	Subtotal Building Inspections	100,962	101,361	105,673	40,927.61	107,057	105,049		104,636
	Public Health								
001-202.4411-330.000	PH Professional Services	2,000	0	2,000	0.00	2,400	2,000		2,000
	Subtotal Public Health	2,000	0	2,000	0.00	2,400	2,000		2,000
	Zoning Board of Adjustments								
001-203.4191-110.000	ZBA Public Officials	1,000	400	1,300	0.00	1,300	1,300		1,300
001-203.4191-220.000	ZBA FICA Taxes	77	31	99	0.00	99	99		99
001-203.4191-294.000	ZBA Training & Dues	500	0	500	0.00	500	500		500
001-203.4191-540.000	ZBA Advertising	1,000	608	1,000	247.28	1,000	1,000		1,000
001-203.4191-560.000	ZBA Postage	500	523	500	322.26	600	600		500

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Subtotal Zoning Board of Adjustments									
		3,077	1,562	3,399	569.54	3,499	3,499	3,499	3,399
Subtotal Community Development Division									
		475,449	367,223	513,991	190,311.48	514,530	517,588	517,588	484,922
Highway Division									
DPW Administration									
001-450.4311-111.000	DPW ADMIN Full-Time Employees	124,220	130,359	108,789	48,306.66	104,230	107,326	107,326	124,789
001-450.4311-113.000	DPW ADMIN Part-Time Employees	0	675	1	631.87	1,872	1,872	1,872	1
001-450.4311-130.000	DPW ADMIN Overtime	2,500	6,850	4,000	2,665.69	2,500	2,500	2,500	4,000
001-450.4311-210.000	DPW ADMIN Health Insurance	25,989	24,582	26,713	14,516.64	31,803	30,719	30,719	25,540
001-450.4311-212.000	DPW ADMIN Dental Insurance	763	726	763	372.69	845	845	845	763
001-450.4311-214.000	DPW ADMIN Life & Disability Ins	1,222	1,065	1,212	390.73	1,044	1,044	1,044	1,212
001-450.4311-220.000	DPW ADMIN FICA Taxes	9,694	10,769	8,514	3,873.25	8,308	8,545	8,545	9,738
001-450.4311-230.000	DPW ADMIN NH Retirement	13,647	12,411	12,431	5,693.55	11,922	12,268	12,268	14,218
001-450.4311-290.000	DPW ADMIN Uniforms	14,360	13,336	15,300	5,541.19	16,980	15,300	15,300	15,300
001-450.4311-294.000	DPW ADMIN Training & Dues	2,000	640	2,500	720.00	2,180	2,500	2,500	2,500
001-450.4311-342.000	DPW ADMIN Software & Programs	2,300	3,049	2,300	2,299.00	3,900	3,900	3,900	2,300
001-450.4311-344.000	DPW ADMIN Property Record Maintenance	0	628	1	0.00	1	1	1	1
001-450.4311-440.000	DPW ADMIN Rental & Leases	3,600	3,813	3,600	1,241.10	3,600	3,600	3,600	3,600
001-450.4311-530.000	DPW ADMIN Telephone	4,260	3,921	4,500	1,303.50	4,300	4,300	4,300	4,500
001-450.4311-532.000	DPW ADMIN Internet Services	1,200	1,404	1,250	499.60	1,500	1,500	1,500	1,250
001-450.4311-540.000	DPW ADMIN Advertising	0	0	250	0.00	500	500	500	250
001-450.4311-560.000	DPW ADMIN Postage	75	150	85	95.60	200	200	200	85
001-450.4311-580.000	DPW ADMIN Mileage	1	11	1	0.00	1	1	1	1
001-450.4311-600.000	DPW ADMIN Office Supplies	1,500	3,316	5,000	843.77	4,920	4,500	4,500	5,000
001-450.4311-600.008	DPW ADMIN Technical Supplies	1	127	1	0.00	1	1	1	1
001-450.4311-604.000	DPW ADMIN Safety Supplies	3,000	2,519	2,000	524.56	1,500	1,500	1,500	2,000
001-450.4311-630.000	DPW ADMIN Meals & Food	500	1,244	500	602.27	1,350	1,350	1,350	500
	Subtotal DPW Administration	210,832	221,595	199,711	90,121.67	203,457	204,301	204,301	217,549
Road Maintenance									
001-450.4312-111.000	RD MNT Full-Time Employees	307,555	174,406	310,108	62,055.95	313,249	315,923	315,923	313,249
001-450.4312-130.000	RD MNT Overtime	80,000	66,207	65,907	9,393.67	100,000	80,000	80,000	65,907
001-450.4312-210.000	RD MNT Health Insurance	170,367	125,768	200,937	32,776.30	175,649	174,392	174,392	192,116
001-450.4312-212.000	RD MNT Dental Insurance	4,420	4,008	6,115	941.44	5,628	5,628	5,628	6,115
001-450.4312-214.000	RD MNT Life & Disability Ins	3,068	2,079	3,029	599.77	3,118	3,148	3,148	3,029
001-450.4312-220.000	RD MNT FICA Taxes	29,686	17,661	28,766	5,018.02	31,614	30,338	30,338	29,006
001-450.4312-230.000	RD MNT NH Retirement	41,794	24,996	42,000	7,983.02	46,160	44,252	44,252	42,351
001-450.4312-330.000	RD MNT Professional Services	126,500	127,997	35,000	823.50	35,000	35,000	35,000	35,000
001-450.4312-330.010	RD MNT NPDES Stormwater Permit	2,500	0	1	0.00	2,500	2,500	2,500	1
001-450.4312-430.000	RD MNT Equipment Maintenance	0	638	1	196.47	1	1	1	1
001-450.4312-434.000	RD MNT Vehicle Maintenance	50,000	135,625	100,000	33,364.50	120,000	120,000	120,000	100,000
001-450.4312-440.000	RD MNT Rental & Leases	15,000	6,675	3,000	697.48	3,000	3,000	3,000	3,000
001-450.4312-515.000	RD MNT Road Salt & Sand	140,464	126,418	140,000	0.00	169,000	140,000	140,000	140,000
001-450.4312-618.000	RD MNT Signage	8,000	5,439	8,000	2,737.50	8,000	8,000	8,000	8,000
001-450.4312-626.000	RD MNT Fuel	64,824	51,957	63,000	4,993.97	55,900	55,900	55,900	63,000
001-450.4312-720.000	* RD MNT Resurfacing	300,000	366	300,000	0.00	300,000	300,000	300,000	300,000
001-450.4312-722.000	* RD MNT Construction Materials	70,000	53,355	80,000	20,510.13	80,000	80,000	80,000	80,000
001-450.4312-751.000	RD MNT New Equipment	1,000	4,190	1	279.96	1,000	1,000	1,000	1

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 ACTIVITY THRU 06/30/15	2015-16 AMENDED BUDGET	2015-16 ACTIVITY as of 11/20/15	2016-17 DEPARTMENT Request	2016-17 TA's Request	2016-17 COUNCILS Request	2016-17 DEFAULT BUDGET
001-450.4312-752.000	RD MNT Vehicle & Related Purch	34,000	41,810	1	0.00	1	1	1	1
001-450.4312-754.000	RD MNT Plow Edges & Chains	12,000	27,635	18,000	14,331.56	20,000	20,000	20,000	18,000
	Subtotal Road Maintenance	1,461,178	997,230	1,403,866	196,703.24	1,469,820	1,419,083		1,398,777
Bridges									
001-450.4313-330.000	DPW Bridge Professional Services	0	0	1	0.00	1	1	1	1
	Subtotal Bridges	0	0	1	0.00	1	1	1	1
Street Lighting									
001-450.4316-622.000	DPW Street Lights	62,000	60,658	62,000	20,290.09	62,300	62,300	62,300	62,000
	Subtotal Street Lighting	62,000	60,658	62,000	20,290.09	62,300	62,300		62,000
Fleet									
001-450.4319-111.000	FLEET Full-Time Employees	83,450	85,250	86,168	26,150.56	89,379	92,027	86,168	86,168
001-450.4319-130.000	FLEET Overtime	10,000	19,914	15,301	6,587.11	20,000	20,000	15,301	15,301
001-450.4319-210.000	FLEET Health Insurance	25,989	25,149	26,028	10,395.98	27,159	26,404	24,885	24,885
001-450.4319-212.000	FLEET Dental Insurance	1,150	1,095	1,150	456.40	1,128	1,128	1,150	1,150
001-450.4319-214.000	FLEET Life & Disability Ins	844	840	844	356.39	883	914	844	844
001-450.4319-220.000	FLEET FICA Taxes	7,149	8,056	7,762	2,486.62	8,367	8,570	7,762	7,762
001-450.4319-230.000	FLEET NH Retirement	10,065	11,265	11,333	3,656.81	12,218	12,513	11,333	11,333
001-450.4319-342.000	FLEET Software & Programs	0	0	1,500	2,175.00	3,500	3,500	1,500	1,500
001-450.4319-430.000	FLEET Equipment Maintenance	2,200	1,106	500	0.00	2,200	2,200	500	500
001-450.4319-606.000	FLEET Shop Supplies & Hand Tools	13,000	23,655	20,000	4,508.73	12,080	12,080	20,000	20,000
001-450.4319-751.000	FLEET New Equipment	10,000	3,500	1	0.00	12,500	10,000	1	1
	Subtotal Fleet	163,847	179,830	170,587	56,773.60	189,414	189,936		169,444
Building Maintenance									
001-451.4194-111.000	TB Full-Time Employees	40,415	40,994	41,625	16,569.69	41,621	42,870	41,625	41,625
001-451.4194-113.000	TB Part-Time Employees	24,480	29,405	36,652	12,102.94	32,674	33,655	36,652	36,652
001-451.4194-130.000	TB Overtime	5,000	8,529	5,000	1,207.46	5,000	5,000	5,000	5,000
001-451.4194-210.000	TB Health Insurance	23,589	22,745	23,627	9,440.21	22,159	21,404	22,591	22,591
001-451.4194-212.000	TB Dental Insurance	763	726	763	302.60	748	748	763	763
001-451.4194-214.000	TB Life & Disability Ins	397	405	408	173.80	417	427	408	408
001-451.4194-220.000	TB FICA Taxes	5,348	5,857	6,371	2,178.95	6,066	6,237	6,371	6,371
001-451.4194-230.000	TB NH Retirement	4,891	5,340	5,026	1,985.70	5,188	5,327	5,026	5,026
001-451.4194-410.000	TB Other Utilities	3,000	5,972	5,750	2,656.93	3,300	3,300	5,750	5,750
001-451.4194-411.000	TB Sewer	7,000	4,815	4,750	2,594.16	7,380	7,380	4,750	4,750
001-451.4194-412.000	TB Water	6,200	6,381	8,000	3,315.70	8,125	8,125	8,000	8,000
001-451.4194-413.000	TB Heating	68,200	77,479	66,000	3,650.93	75,500	75,500	66,000	66,000
001-451.4194-420.000	TB Custodial Supplies	13,777	13,983	11,000	2,827.79	16,050	16,050	11,000	11,000
001-451.4194-434.000	TB Vehicle Maintenance	1	0	1	0.00	1,000	1,000	1	1
001-451.4194-436.000	* TB Building Maintenance	70,000	110,315	125,000	32,828.40	127,286	127,286	125,000	125,000
001-451.4194-440.000	TB Rental & Leases	9,759	9,068	10,000	4,436.50	9,280	9,280	10,000	10,000
001-451.4194-530.000	TB Telephone	600	601	600	238.99	600	600	600	600
001-451.4194-622.000	TB Electric	108,000	84,600	98,000	28,160.99	93,700	93,700	98,000	98,000
001-451.4194-626.000	TB Fuel	3,000	599	1,000	145.12	5,540	1,000	1,000	1,000
001-451.4194-751.000	TB New Equipment	1	625	7,000	392.47	1	1	7,000	7,000
001-452.4194-111.000	TB CH Full-Time Employees	1	0	1	0.00	1	1	1	1

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001-452.4194-113.000	TB CH Part-Time Employees	7,558	5,303	5,892	2,077.58	5,835	6,010		5,892
001-452.4194-220.000	TB CH FICA Taxes	578	406	451	158.93	446	460		451
001-452.4194-230.000	TB CH NH Retirement	1	0	1	0.00	1	1		1
001-452.4194-410.000	TB CH Other Utilities	1,165	240	250	240.00	1,165	1,165		250
001-452.4194-413.000	TB CH Heating	6,500	8,522	6,500	419.09	8,000	8,000		6,500
001-452.4194-420.000	TB CH Custodial Supplies	1,500	1,770	1,300	349.46	1,800	1,800		1,300
001-452.4194-436.000	TB CH Building Maintenance	10,000	9,005	7,000	1,764.14	12,080	12,080		7,000
001-452.4194-622.000	TB CH Electric	11,800	8,870	10,500	4,225.90	11,800	11,800		10,500
	Subtotal Building Maintenance	433,525	482,555	488,469	134,448.43	502,763	500,207		487,433
	Total Highway Division	2,331,382	1,921,868	2,324,634	498,337.03	2,427,755	2,375,228		2,335,204
	Parks, Recreation, Cemeteries								
001-450.4520-111.000	P&R Full-Time Employees	256,242	253,522	284,449	80,527.99	271,422	274,622		271,422
001-450.4520-113.000	P&R Part-Time Employees	14,052	12,851	13,000	0.00	6,720	6,720		13,000
001-450.4520-130.000	P&R Overtime	11,000	8,395	11,600	4,333.27	10,000	10,000		11,600
001-450.4520-210.000	P&R Health Insurance	116,852	110,848	115,270	34,147.66	133,544	131,992		110,210
001-450.4520-212.000	P&R Dental Insurance	4,024	3,911	4,024	1,272.99	4,343	4,343		4,024
001-450.4520-214.000	P&R Life & Disability Ins	2,561	2,512	2,631	918.35	2,731	2,869		2,631
001-450.4520-220.000	P&R FICA Taxes	21,580	20,629	23,641	6,226.27	22,043	22,288		22,645
001-450.4520-230.000	P&R NH Retirement	28,868	28,590	33,070	9,473.97	31,435	31,792		31,615
001-450.4520-421.000	P&R Water	12,500	20,723	12,500	16,797.50	17,000	17,000		12,500
001-450.4520-430.000	P&R Equipment Maintenance	1,000	9,550	5,000	2,577.77	5,000	5,000		5,000
001-450.4520-434.000	P&R Vehicle Maintenance	5,000	6,801	5,000	3,102.85	5,000	5,000		5,000
001-450.4520-438.000	P&R Ground Maintenance	37,000	14,609	32,000	6,609.98	29,950	20,000		32,000
001-450.4520-440.000	P&R Rental & Leases	1,000	927	1,000	615.04	1,100	1,100		1,000
001-450.4520-530.000	P&R Telephone	1,620	1,008	1,100	329.31	1,620	1,620		1,100
001-450.4520-532.000	P&R Internet Services	500	516	500	171.96	600	600		500
001-450.4520-600.000	P&R Office Supplies	0	0	0	55.50	0	0		0
001-450.4520-600.010	P&R Recreation Supplies	1	95	1	0.00	1	1		1
001-450.4520-604.000	P&R Safety Supplies	600	471	500	239.80	600	600		500
001-450.4520-622.000	P&R Electric	13,000	14,889	13,000	10,313.47	22,000	22,000		13,000
001-450.4520-626.000	P&R Fuel	14,704	13,755	14,500	2,757.64	9,022	9,022		14,500
001-450.4520-751.000	P&R New Equipment	1	6,335	1	0.00	22,000	2,000		1
001-450.4520-800.006	P&R Old Home Day	10,000	9,563	10,000	10,013.57	9,000	10,000		10,000
	Subtotal Parks & Recreation	552,105	540,500	582,787	190,484.89	605,131	578,569		562,249
	Cemeteries								
001-450.4195-438.000	DPW CEM Grounds Maintenance	0	0	3,700	0.00	2,000	1,000		3,700
	Subtotal Cemeteries	0	0	3,700	0.00	2,000	1,000		3,700
	Total Parks, Recreation & Cemeteries Division	552,105	540,500	586,487	190,484.89	607,131	579,569		565,949
	Recycling & Transfer Division								
	R&T Administration								
001-500.4321-111.000	R&T ADMIN Full-Time Employees	120,661	110,489	103,787	29,861.25	74,337	76,517		124,287
001-500.4321-113.000	R&T ADMIN Part-Time Employees	2,228	1,476	2,184	3,138.12	15,912	16,389		2,184
001-500.4321-130.000	R&T ADMIN Overtime	5,592	4,429	5,711	2,334.15	5,997	5,997		5,711
001-500.4321-210.000	R&T ADMIN Health Insurance	26,211	25,273	26,253	7,866.78	18,466	17,837		25,100

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001-500.4321-212.000	R&T ADMIN Dental Insurance	396	378	396	98.30	243	243		396
001-500.4321-214.000	R&T ADMIN Life & Disability Ins	1,162	1,182	1,182	302.60	725	754		1,182
001-500.4321-220.000	R&T ADMIN FICA Taxes	9,828	8,719	8,544	2,616.10	7,363	7,566		10,112
001-500.4321-230.000	R&T ADMIN NH Retirement	13,598	12,397	12,231	3,596.18	8,973	9,217		14,521
001-500.4321-294.000	R&T ADMIN Training & Dues	1,400	750	1,500	1,508.00	1,900	1,900		1,500
001-500.4321-430.000	R&T ADMIN Equipment Maintenance	1	660	1	0.00	1	1		1
001-500.4321-502.000	R&T ADMIN Facility Permits	335	215	335	180.00	335	335		335
001-500.4321-530.000	R&T ADMIN Telephone	1,440	1,068	960	242.34	960	960		960
001-500.4321-532.000	R&T ADMIN Internet Services	0	1,419	1,500	508.39	1,500	1,500		1,500
001-500.4321-560.000	R&T ADMIN Postage	200	147	200	46.08	200	200		200
001-500.4321-600.000	R&T ADMIN Office Supplies	2,100	1,730	2,100	437.45	2,100	2,000		2,100
001-500.4321-604.000	R&T ADMIN Safety Supplies	1,160	952	1,160	289.70	1,160	1,160		1,160
001-500.4321-630.000	R&T ADMIN Meals & Food	225	73	225	13.50	300	225		225
001-500.4321-751.000	R&T ADMIN New Equipment	500	0	500	0.00	500	500		500
	Subtotal R&T Administration	187,037	171,357	168,769	53,038.94	140,972	142,802		191,974
Collection									
001-500.4323-111.000	R&T COLL Full-Time Employees	99,736	91,124	100,564	40,045.26	103,606	103,606		103,606
001-500.4323-130.000	R&T COLL Overtime	9,182	8,696	11,548	4,629.00	11,541	11,541		11,548
001-500.4323-210.000	R&T COLL Health Insurance	55,915	39,255	41,131	16,432.91	45,187	45,187		40,045
001-500.4323-212.000	R&T COLL Dental Insurance	1,724	1,050	1,159	459.90	1,322	1,322		1,159
001-500.4323-214.000	R&T COLL Life & Disability Ins	1,007	856	987	420.55	1,043	1,043		987
001-500.4323-220.000	R&T COLL FICA Taxes	8,332	7,548	8,577	3,359.24	8,809	8,809		8,810
001-500.4323-230.000	R&T COLL NH Retirement	11,730	10,729	12,524	4,990.12	12,862	12,862		12,864
001-500.4323-290.000	R&T COLL Uniforms	2,280	2,101	2,280	1,506.50	2,280	2,280		2,280
001-500.4323-434.000	R&T COLL Vehicle Maintenance	0	0	0	12,186.32	30,000	30,000		0
001-500.4323-626.000	R&T COLL Fuel	63,750	45,354	63,750	9,589.49	55,250	55,250		63,750
	Subtotal Collections	253,656	206,713	242,520	93,619.29	271,900	271,900		245,049
Disposal									
001-500.4324-111.000	R&T Full-Time Employees	74,497	71,000	76,704	25,076.28	80,777	82,086		80,777
001-500.4324-113.000	R&T Part-Time Employees	8,532	7,598	8,789	2,902.48	8,793	9,057		8,789
001-500.4324-130.000	R&T Overtime	8,860	6,328	9,125	3,088.02	6,427	6,427		9,125
001-500.4324-210.000	R&T Health Insurance	47,178	45,491	47,256	14,874.20	43,563	42,808		45,181
001-500.4324-212.000	R&T Dental Insurance	1,526	1,453	1,526	484.22	1,496	1,496		1,526
001-500.4324-214.000	R&T Life & Disability Ins	745	739	745	262.48	804	814		745
001-500.4324-220.000	R&T FICA Taxes	7,030	6,532	7,235	2,318.84	7,344	7,464		7,547
001-500.4324-230.000	R&T NH Retirement	8,978	8,629	9,587	3,085.24	9,741	9,887		10,042
001-500.4324-290.000	R&T Uniforms	2,280	1,932	2,280	1,138.73	2,280	2,280		2,280
001-500.4324-330.000	R&T Professional Services	2,000	2,111	2,180	421.75	2,180	2,180		2,180
001-500.4324-421.000	R&T Tipping Fees	389,882	334,298	406,097	102,144.69	419,075	419,075		406,097
001-500.4324-421.002	R&T Hazardous Waste Disposal	9,000	9,757	14,000	4,128.12	14,000	12,000		14,000
001-500.4324-430.000	R&T Equipment Maintenance	2,500	53	3,000	0.00	3,000	2,000		3,000
001-500.4324-434.000	R&T Vehicle Maintenance	40,000	50,702	45,000	14,508.27	25,000	25,000		45,000
001-500.4324-606.000	R&T Shop Supplies & Hand Tools	4,500	3,978	4,000	1,866.71	4,000	4,000		4,000
001-500.4324-626.000	R&T Fuel	28,875	15,221	28,875	2,710.62	24,850	24,850		28,875
001-500.4324-751.000	R&T New Equipment	5,000	10,690	1	0.00	1	1		1
	Subtotal Disposal	641,383	576,512	666,400	179,010.65	653,331	651,425		669,165

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Total Recycling & Transfer Division		1,082,076	954,582	1,077,689	325,668.88	1,066,203	1,066,127		1,106,188
Total Public Works		4,441,012	3,784,173	4,502,801	1,204,802.28	4,615,619	4,539,512		4,492,263

Tax Collection

001-550.4150-111.000	TAX Full-Time Employees	144,986	154,840	158,216	63,341.87	159,418	164,190		158,216
001-550.4150-113.000	TAX Part-Time Employees	2,880	0	2,880	0.00	2,880	1,500		2,880
001-550.4150-130.000	TAX Overtime	1,500	510	1,500	574.91	1,500	1,000		1,500
001-550.4150-210.000	TAX Health Insurance	66,812	44,161	45,690	18,248.64	48,073	46,759		43,684
001-550.4150-212.000	TAX Dental Insurance	1,913	1,095	1,450	456.45	1,128	1,128		1,150
001-550.4150-214.000	TAX Life & Disability Ins	1,430	1,546	1,559	684.35	1,658	1,658		1,559
001-550.4150-220.000	TAX FICA Taxes	11,426	11,751	12,439	4,788.46	12,531	12,752		12,439
001-550.4150-230.000	TAX NH Retirement	15,776	16,707	17,841	7,139.41	17,940	18,417		17,841
001-550.4150-294.000	TAX Training & Dues	936	1,181	1,396	996.00	886	900		1,396
001-550.4150-300.000	TAX Professional Services	10,065	6,822	8,853	1,230.00	9,880	9,000		8,853
001-550.4150-344.000	TAX Property Record Maintenance	1,600	1,109	1,600	267.47	1,600	1,600		1,600
001-550.4150-430.000	TAX Equipment Maintenance	180	0	180	0.00	180	150		180
001-550.4150-530.000	TAX Telephone	1,710	1,529	1,710	682.65	1,710	1,710		1,710
001-550.4150-550.000	TAX Printing	286	181	121	1.06	121	130		121
001-550.4150-560.000	TAX Postage	8,000	6,634	8,000	581.37	8,380	8,000		8,000
001-550.4150-600.000	TAX Office Supplies	3,500	1,294	2,854	217.03	2,381	2,400		2,854
001-550.4150-751.000	TAX New Equipment	1,650	0	1,220	0.00	0	1		1,220
Total Tax Collection		274,650	249,360	267,209	99,189.67	270,266	271,295		265,203

Town Clerk & Elections

001-600.4140-110.000	TC Public Officials	5,000	5,000	5,000	1,250.00	5,000	5,000		5,000
001-600.4140-111.000	TC Full-Time Employees	3,147	3,213	3,241	1,290.02	3,241	3,338		3,241
001-600.4140-113.000	TC Part-Time Employees	1	0	1	0.00	1	1		1
001-600.4140-130.000	TC Overtime	872	983	910	58.43	1,169	1,169		910
001-600.4140-210.000	TC Health Insurance	240	241	240	95.82	500	500		240
001-600.4140-214.000	TC Life & Disability Ins	40	32	40	13.55	40	40		40
001-600.4140-220.000	TC FICA Taxes	690	722	700	206.14	720	727		700
001-600.4140-230.000	TC NH Retirement	433	722	464	150.61	492	504		464
001-600.4140-294.000	TC Training & Dues	676	568	801	569.00	847	847		801
001-600.4140-530.000	TC Telephone	690	296	210	0.00	210	210		210
001-600.4140-540.000	TC Advertising	0	0	500	367.39	700	700		500
001-600.4140-560.000	TC Postage	1,750	835	1,750	87.59	1,777	1,750		1,750
001-600.4140-600.000	TC Office Supplies	1,250	704	1,217	641.92	1,342	1,350		1,217
001-600.4140-751.000	TC New Equipment	63	0	245	16.00	11,943	1		245
Subtotal Town Clerk		14,852	13,316	15,319	4,746.47	27,982	16,137		15,319

Election

001-601.4140-110.000	ELEC Public Officials	2,600	2,600	2,600	125.00	2,600	2,600		2,600
001-601.4140-220.000	ELEC FICA Taxes	199	199	199	9.56	199	199		199
001-601.4140-311.000	ELEC Town Deliberative & Election	13,926	8,669	6,656	405.80	7,756	7,756		6,656
001-601.4140-311.002	ELEC State/Federal	0	0	4,700	0.00	13,035	13,035		13,035
001-601.4140-312.000	ELEC Special Town Meeting	1	0	1	0.00	1	1		1
001-601.4140-430.000	ELEC Equipment Maintenance	0	0	545	37.00	545	545		545
001-601.4140-560.000	ELEC Postage	213	21	550	0.00	1,250	1,250		550

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 ACTIVITY THRU 06/30/15	2015-16 AMENDED BUDGET	2015-16 ACTIVITY as of 11/20/15	2016-17 DEPARTMENT Request	2016-17 TA's Request	2016-17 COUNCILS Request	2016-17 DEFAULT BUDGET
001-601.4140-751.000	ELEC New Equipment	2,482	2,656	1,350	1,200.84	1,250	1,250	1,250	1,350
	Subtotal Elections	19,421	14,145	16,601	1,778.20	26,636	26,636	26,636	24,936
	Total Town Clerk & Elections	34,273	27,461	31,920	6,574.67	54,618	42,773	42,773	40,255
Budget Committee									
001-650.4150-110.000	BC Public Officials	0	0	1,850	0.00	1,850	1,850	1,850	1,850
001-650.4150-113.000	BC Part-Time Employees	6,120	3,376	5,150	1,067.78	6,120	5,000	5,000	5,150
001-650.4150-220.000	BC FICA Taxes	468	253	535	80.54	610	524	524	535
001-650.4150-230.000	BC NH Retirement	659	364	575	119.27	684	559	559	575
001-650.4150-294.000	BC Training & Dues	162	0	162	160.00	162	162	162	162
001-650.4150-540.000	BC Advertising	150	155	150	0.00	160	160	160	150
001-650.4150-560.000	BC Postage	50	0	50	0.00	50	50	50	50
	Total Budget Committee	7,609	4,148	8,472	1,427.59	9,636	8,305	8,305	8,472
Cemetery Commission									
001-660.4195-294.000	CEM Training & Dues	40	0	40	0.00	1	1	1	40
001-660.4195-330.000	CEM Professional Services	240	20	120	0.00	500	500	500	120
001-660.4195-342.000	CEM Software & Programs	420	420	420	420.00	420	420	420	420
001-660.4195-438.000	CEM Ground Maintenance	25	0	70	0.00	200	200	200	0
001-660.4195-600.000	CEM Office Supplies	125	170	1	167.98	25	25	25	70
001-660.4195-751.000	CEM New Equipment	850	610	651	587.98	0	1	1	1
	Total Cemetery Commission					1,146	1,147	1,147	651
Conservation Commission									
001-670.4611-294.000	CC Training & Dues	876	618	998	645.00	998	1,000	1,000	998
001-670.4611-330.000	CC Professional Services	100	70	100	0.00	100	100	100	100
001-670.4611-504.000	CC Scholarship	200	50	125	0.00	150	125	125	125
001-670.4611-560.000	CC Postage	25	40	15	40.26	25	25	25	15
001-670.4611-600.000	CC Office Supplies	50	29	10	0.00	25	25	25	10
001-670.4611-751.000	CC New Equipment	0	421	1	(167.98)	1	1	1	1
001-670.4611-830.000	CC Transfer To Conservation Ac	1	24	1	0.00	1	1	1	1
	Total Conservation Commission	1,252	1,252	1,250	517.28	1,300	1,277	1,277	1,250
Leases									
001-680.4220-752.000	Lease Fire Tanker	51,601	51,601	51,601	51,600.48	51,601	51,601	51,601	51,601
001-680.4312-752.000	Lease Excavator	41,433	36,455	37,501	36,455.40	36,456	36,456	36,456	36,456
	Total Leases	93,034	88,056	89,102	88,055.88	88,057	88,057	88,057	88,057
Tax Anticipation Note									
001-681.4723-851.000	Bond Interest Payments	1	0	1	-	1	1	1	1
	Total Tax Anticipation Note	1	0	1	-	1	1	1	1
Library									
001-684.4550-830.002	LIB Appropriation	600,682	600,682	697,927	262,836.00	701,105	712,883	712,883	695,398
	Total Library	600,682	600,682	697,927	262,836.00	701,105	712,883	712,883	695,398
Wastewater									

GL NUMBER	DESCRIPTION	2014-15 AMENDED BUDGET	2014-15 ACTIVITY THRU 06/30/15	2015-16 AMENDED BUDGET	2015-16 ACTIVITY as of 11/20/15	2016-17 DEPARTMENT Request	2016-17 TA's Request	2016-17 COUNCIL'S Request	2016-17 DEFAULT BUDGET
001-875.4914-830.004	Sewer Appropriation	1,994,923	2,024,083	2,024,095	-	2,002,597	2,002,597		2,016,101
Total Wastewater		1,994,923	2,024,083	2,024,095		2,002,597	2,002,597		2,016,101
Grand Totals		16,892,391	15,496,960	17,233,924	5,328,869.97	17,414,027	17,321,547		17,266,314

AGENDA NO. 15-093
DATE: 12-02-15

Staff Report
Acceptance of Grant for Town Hall Conditions Assessment
December 02, 2015

Background: The Town Hall Preservation Committee applied for a NH Preservation Alliance grant to conduct a conditions assessment report with preservation guidelines. This report is required in order to apply for LCHIP grant funding in the amount of \$50,000 or more.

Issue: Whether to accept the grant.

Fiscal Impact: The total cost of the assessment and report is estimated to be \$4,665. NH Preservation Alliance grants require at least a 1:1 match, so the Town would need to fund \$2,332.50

Recommendation: Motion to accept the New Hampshire Preservation Alliance grant in the amount of \$2,332.50 to conduct a Town Hall conditions assessment report with preservation guidelines.

Prepared by: Katie Ambrose, Project Coordinator

Town Administrator's Recommendation: *Concur.*



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



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EXECUTIVE DIRECTOR
JENNIFER GOODMAN

November 23, 2015

Dr. Dean Shankle, Jr.
Town Administrator
Town of Hooksett
35 Main Street
Hooksett, NH 03106

Dear Dr. Shankle:

Congratulations on the approval of the Town of Hooksett's application for a \$2,333 grant (50% of projected assessment cost) to help fund a Condition Assessment with Preservation Guidelines for the Hooksett Town Hall. Please find enclosed an agreement between the Town of Hooksett and the New Hampshire Preservation Alliance.

Please sign the Letter of Agreement and return an original copy to me in the enclosed envelope. The other copy is for your file.

If you have any questions, feel free to contact Beverly Thomas at (603) 224-2281.

Sincerely,

Jennifer Goodman
Executive Director



Assessment Grant
Letter of Agreement

November 23, 2015

Congratulations on the approval of the Town of Hooksett's application for an assessment grant for the Hooksett Town Hall. We have allocated up to \$2,333 (50% of projected assessment cost) as outlined in your application. *Work supported by this grant may not be undertaken before this letter of agreement is signed and returned to the New Hampshire Preservation Alliance.*

Acceptance of this grant is indication of your willingness to conduct your project in conformance with the following conditions:

- The Scope of Work: To perform a condition assessment as outlined in UK Architects' proposal dated September 2, 2015 to include but not limited to:
 - Assessment of existing conditions with structural assessment information previously prepared by TF Moran.
 - Recommendations for the building's life safety, energy and handicap accessibility code compliance.
 - Rough cost estimates for recommended structural repairs, building improvements and preservation treatments with phasing suggestions where appropriate.
 - It is understood that preservation consultant, Elizabeth Durfee Hengen, will provide consulting services (per her November 18, 2015 proposal) to assist UK Architects with the identification of character-defining features and to review of draft report sections related to preservation strategies and treatments.
 - All recommendations for work to be performed must comply with the Secretary of the Interior's Standards for Rehabilitation of Historic Properties. (Copy attached)
 - The report should align with the Alliance's "Suggested Format for Condition Assessment Reports."

If there is a material change in the scope of work, new approval must be sought from the Preservation Alliance.

We encourage the Town of Hooksett to have representatives present during the consultants' site visit(s), and at that time, to share the suggested report format furnished with this agreement, and describe the two-stage report review process outlined below.

- The consultants' report and grant award: The Preservation Alliance must receive a copy of the consultants' draft report, which it will review within 2 weeks. Comments will be shared with the grantee, who will pass these along to the consultant. The consultant will then revise the report and submit two copies of the final report to the grantee, who will then send one copy of the final report, a copy of the consultant's invoice, and proof of matching funds to the NH Preservation Alliance. Once the grant review committee is satisfied with the contents of the final report, the Alliance will remit funds to the grantee, and the grantee will pay the consultant.



- Publicity and Acknowledgment of Grant Assistance: Please acknowledge this grant in any printed material and publicity releases in the following manner: *This project was funded in part by a grant from the NH Preservation Alliance, which receives support for its grants program from the New Hampshire Land and Community Heritage Investment Program (LCHIP).*
- Reporting: Within one month of acceptance of the consultant's final report, the Town of Hooksett will furnish the New Hampshire Preservation Alliance with an evaluation outlining the effectiveness of the grant and plans for implementation of the recommendations.

Please return a signed, original copy of this agreement letter. The other copy is for your file. *Please contact Beverly Thomas, 224-2281 or bt@nhpreservation.org if you have any questions.* We are pleased to assist you in your preservation project and hope that this grant is valuable in your efforts.



Assessment Grant Agreement cont.

_____ Date: _____
Jennifer Goodman, Executive Director
New Hampshire Preservation Alliance

_____ Date: _____
Town of Hooksett Representative

Print Name



Assessment Grant Agreement cont.

_____ Date: _____
Jennifer Goodman, Executive Director
New Hampshire Preservation Alliance

_____ Date: _____
Town of Hooksett Representative

Print Name

AGENDA NO. 15-094

DATE: 12-02-15

**Staff Report
Council Agenda Item
December 2, 2015**

Background: The revised Hooksett Hazard Mitigation plan needs to be approved by the Hooksett Town Council.

Discussion: Every 5 years the Hooksett Hazard Mitigation Plan is reviewed and revised by Town Department personnel, in order to provide information regarding potential hazards that the Town may face. Revision of this plan is done with direction and guidance provided by the Southern NH Planning Commission. In order for the revised plan to be accepted by FEMA and the NH HSEM agencies, it must be approved by the Hooksett Town Council. Council approval follows a public hearing and that requirement was previously met. I am requesting Council approval with signatures for the 2015 Hooksett Hazard Mitigation Plan.

Fiscal Impact: Approval of this plan will qualify the Town of Hooksett to receive grant funds when available FEMA grants list this plan as a prerequisite to apply. Following the guidance of the mitigation strategies in this plan may prevent or lower expenditures due to the cost of disaster responses in our Town.

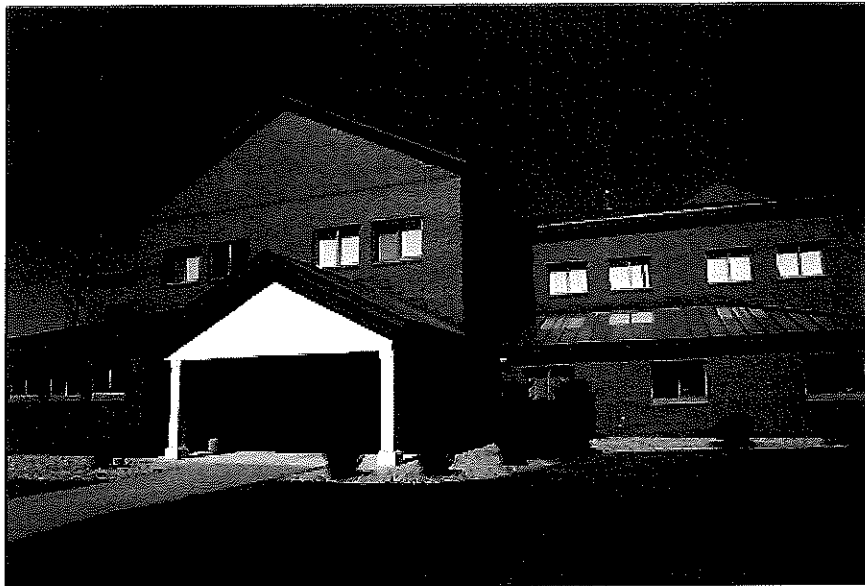
Recommendation: I recommend that the Hooksett Town Council approve the 2015 Hooksett Hazard Mitigation Plan.

Prepared by: Acting Fire Chief Dean Jore

Town Administrator Recommendation: *concur.*


Dean E. Shankle, Ph.D.
Town Administrator

TOWN OF HOOKSETT NEW HAMPSHIRE



Hooksett Safety Center, Hooksett, New Hampshire

HAZARD MITIGATION PLAN UPDATE 2015

Town of Hooksett, New Hampshire

Hazard Mitigation Plan Update 2015

Prepared by the Southern New Hampshire Planning Commission

The preparation of this document has been financed in
part by a grant from the State of New Hampshire
Department of Safety, Division of Homeland Security and
Emergency Management

ACKNOWLEDGEMENTS

The Hooksett Town Council would like to thank the following people for contributing their time and effort to complete this *Hooksett Hazard Mitigation Plan*:

Hooksett Hazard Mitigation Plan Update 2015 **Committee Members**

Harold Murray, Chairman, Hooksett Fire-Rescue Department/Emergency Management

Jo Ann Duffy, Hooksett Town Planner

Dean Jore, Assistant Fire Chief, Hooksett Fire-Rescue Department

Leo Lessard, Hooksett Public Works Director

Matthew Lavoie, Hooksett Code Enforcement Officer

Parker Moore, State of NH Mitigation Planner

“Prevention pays. It outperforms Wall Street hands down, and at the same time, it pays dividends that you can’t calculate in dollars and cents. It saves lives. It saves suffering. It saves loss of property. Prevention saves jobs. Bottom line, prevention works.”

James Lee Witt, former Director, Federal Emergency Management Agency

Thanks also to:

The New Hampshire Department of Safety, Homeland Security and Emergency Management Division, which developed the “New Hampshire Multi-Hazard Mitigation Plan Update 2013,” and

The Local Mitigation Planning Handbook, prepared by FEMA, March 2013.

Both publications served as models for this Plan.

PREFACE

Hazard Mitigation Planning is a new field, spearheaded by the Federal Emergency Management Agency (FEMA) during the 1990s after Hurricane Andrew caused well over 20 billion dollars in damage over several southern states. That event resulted in 54 fatalities and the disruption of millions of lives. The Disaster Mitigation Act of 2000, developed by FEMA, was intended to help both communities and states prepare for, and deal with, such disasters. While New Hampshire normally does not have hurricanes of Andrew's magnitude, this area does experience many types of hazardous occurrences that cost both lives and money.

Natural hazards occur during all four seasons in the Northeast: winter ice, snow, and nor'easters; spring flooding; summer downbursts and thunderstorms; and fall hurricanes. Planning to make a community *disaster-resistant* before these storms occur can help to save lives as well as homes and infrastructure.

The Town of Hooksett has had its share of disasters over the past 100 years. In 1936, flooding caused Main Street to be under 18 feet of water, while taking out homes and train trestles in its path.

FEMA has several programs designed to strengthen the nation's disaster resistance by reducing risks, changing conditions and behaviors before a disaster to protect lives and prevent the loss of property.

FEMA has also recently updated the existing Flood Insurance Rate Maps, as many communities had outdated maps that did not reflect the true extent of flooding potential.

A community's eligibility for hazard mitigation funding depends upon having *adopted* a FEMA approved hazard mitigation plan and updating it at least every five years. Mitigation measures contained within the plan may be sufficient to warrant a grant. The Local Mitigation Planning Handbook, prepared by FEMA, March 2013 provides guidance to local governments on developing or updating hazard mitigation plans to meet the requirements of Title 44 Code of Federal Regulations (CFR) 201.6 for FEMA approval and eligibility to apply for FEMA Hazard Mitigation Assistance grant programs.

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APPENDIX G - Documentation of Plan Adoption

APPENDIX H - Past Prioritized Implementation Schedules

**Staff Report
Conservation Commission
Update Report
December 2, 2015**

AGENDA NO. 15-095
DATE: 12-02-15

Background: The Conservation Commission has been discussing forestry options with Swift Corwin, who developed the forestry component of the Clay Pond Stewardship Plan. Mr. Corwin has provided the attached information on timber sales. In being good stewards of the land and also maximizing the value of its resources, the Conservation Commission is exploring timber cuts on Compartment 1, per the Clay Pond Stewardship Plan, for winter of 2016-2017. As there is currently no Town policy on timber cut procedure, the Commission wants to ensure that the Council is aware of their plans and would also like to ensure that any profits from timber on conservation lands be deposited into the Conservation Fund for future conservation and stewardship of the property.

Attachments: *Calhoun & Corwin Forestry Proposal, map of proposed timber harvests from Stewardship Plan, and page 23 of Stewardship Plan outlining timber cut schedule.*

Issue: The Conservation Commission is aware that the Town Council has been interested in pursuing forestry for timber value, as well. This first foray into timber harvesting on conservation land will provide important information for future timber harvest on other town properties.


Discussion: The Conservation Commission would like to solicit the Council's thoughts and questions on proceeding with timber harvesting and discuss policy and procedure in regard to the bidding process, revenue distribution, and any other issues that may arise.

Fiscal Impact: The projected net revenue to the town is estimated at \$15,000 after fees.

Recommendation: Motion to approve any timber revenue from Conservation lands be deposited into the Conservation Fund.

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

Town Administrator Recommendation: *Both DRA and NHMA legal have concerns about legality. Continuing to research.*



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

Revised

Following the conservation commission meeting of November 9th, 2015 we offer these revisions to the time table.

Relationship: I am proposing to work as forestry agent for the town to implement and conduct timber sales in collaboration with Jeff Littleton of Mooswood Environmental Service
I am proposing to work on the Town's behalf.

My fee is 12% of the gross stumpage
Plus marking \$5/thousand board feet and \$.40/ton
Hourly rate for meetings, presentations, and walks is \$75/hour

Working in Compartment 1 Stand 1 and 4

The projected expected revenue to the town \$20,000 Gross

The projected net after fees \$15,000 net

The projections are based on the following scenario

Harvesting	100 MBF	130 /MBF	\$	13,000
White pine	1000 tons	5 /ton	\$	5,000
hardwood Pulp	400 tons	5 /ton	\$	2,000
hemlock pulp			\$	20,000
Forestry fee 12%			\$	2,400
Marking logs @ \$5/mbf			\$	500
Marking Pulp @ \$.40/ton			\$	560
Meetings presentations and walks			\$	1,540
Projected fees from Calhoun Forestry to the town of Hooksett			\$	5,000

Projected Net from the timber sale

\$ 15,000

Hooksett Coonservation Commission
Clay Pond Area Compartment 1 Stand 1 and 4
2015

Calhoun and Corwin Forestry
Proposal

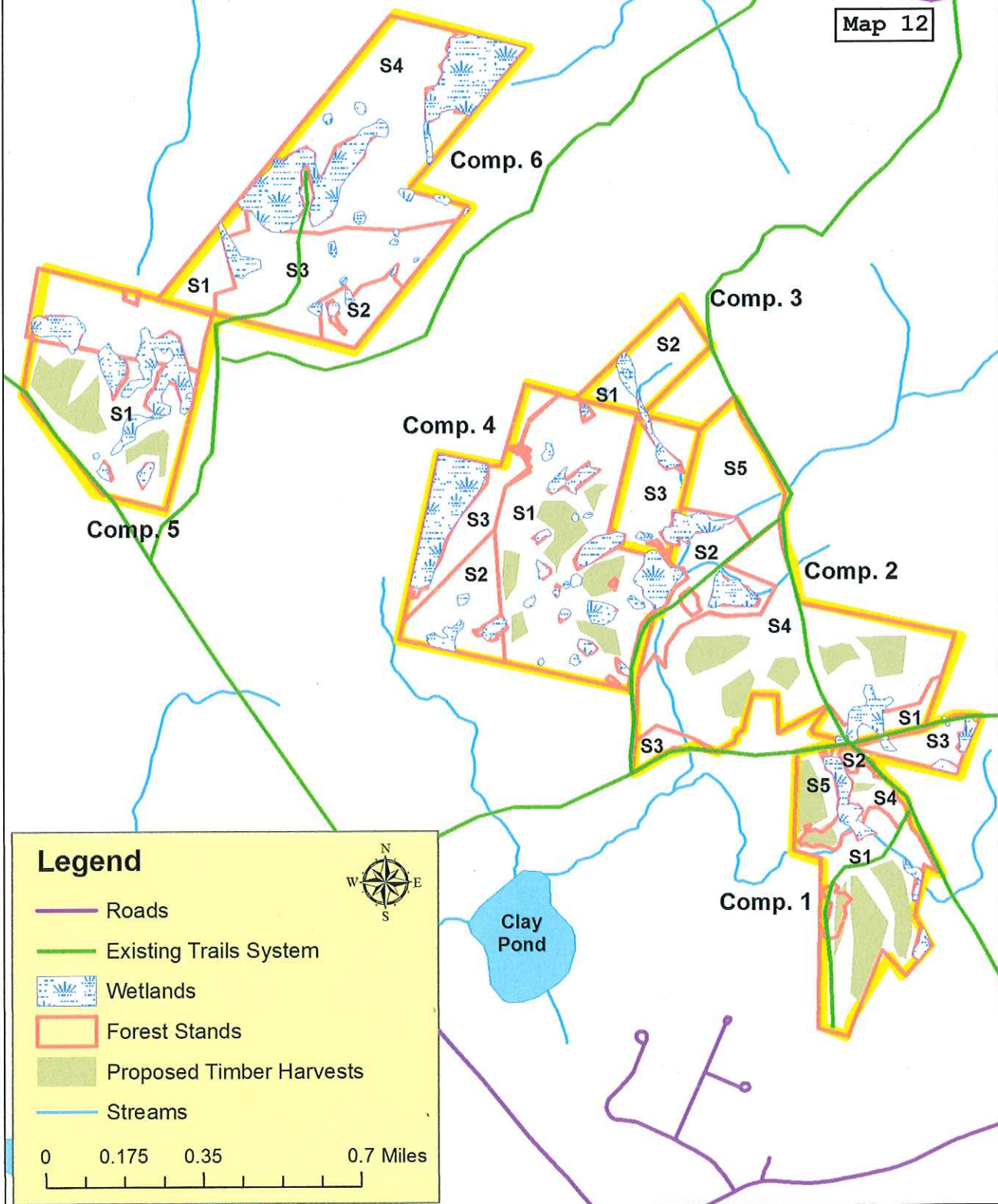
Month	Timbersale Timeline
21-Dec-15	Sign a workorder
1-Jun-16	Walk the area with Jeff to review and discuss the sensitive areas
1 day	Buffer those areas
1 day	layout paths of entry and exit
July August 2016	Mark the harvest
15-Aug-16	Prepare prospectus and Mail
20-Aug-16	Send out bids or requests for Proposals to qualified timber harvesters
19-Sep-16	Have bids sent to The town of Hookset for opening
	Do the contract with logger and the town
	Do The Intent to cut
	Submit minimum impact forestry wetlands permit
December 2016 January 2017	All clear -- the work begins
January	Work takes 5 weeks
February	Each week payments for the timber sold in each weekly period are sent to Calhoun and Corwin Forestry Office
	Each week Calhoun and Corwin Forestry reviews these statements, summerizes them and makes the fee deductions
	Each week Calhoun and Corwin Forestry sends the net to the town
	Work completes
March	Report of Cut is submitted
	Schedule the sale

May

Landing is cleaned and seeded

Clay Pond Headwaters Conservation Area Forest Stands with Proposed Timber Harvests

Map 12



Legend

- Roads
- Existing Trails System
- Wetlands
- Forest Stands
- Proposed Timber Harvests
- Streams



0 0.175 0.35 0.7 Miles

preclude reasonable access to areas suitable for forestry. Existing roads as identified in the baseline documentation may be retained and used but must be maintained to minimize degradation of water quality and aquatic habitat.

- No timber harvesting, mechanized equipment, roads, or landings shall occur within confirmed or potential vernal pools or forest seeps.
- The following timetable for forest management operations are recommended for the next 10 years. See Appendix D for more details.

Year	Compartment	Stand	Acres	Activity	Concern
2017	1	1	19	Conduct a series of up to 8 group selections 1/2 to 1 acre	improve habitat for early successional
2017	1	5	2	Conduct firewood thinning	stand improvement and improved regeration
2017	1	6	2	Conduct firewood thinning	stand improvement and improved regeration
2020	4	1	17	Conduct a series of up to 6 areas of patch cuttings 1/2 to 2 acres	improve habitat for early successional
2022	5	1	13	Conduct group selection, retain red oak mast	release, regenerate, white pine
2024	2	4	17	Conduct a series of up to 6 areas of patch cuttings 1/2 to 2 acres	improve habitat for early successional

- The forest management recommendations and future timber operations should be reviewed and updated as needed every 10 years.
- Follow up in the next decade by conducting complementary work of group selections and patch cuttings near timber operations completed from 2014 to 2024 to establish a series of even aged patches.

Recreational Management

As stated above, the purpose of this Plan was to assess the current conditions of the property and the site capability for recreational management, and to guide the implementation of management activities to benefit the goals outlined in the Conservation Easement Deed. The Recreational Management goals include the following:

- Protection of water quality, wetlands and riparian areas;
- Maintenance or enhancement of scenic quality;
- Protection of unique or fragile natural areas;
- Protection of unique historic or cultural features;

Based on the findings of the field assessments the following objectives are recommended to meet the above stated goals for the property. These objectives were based on the presence of species of conservation concern and ecologically significant areas with a focus on increasing overall biodiversity on the property. These following are aligned with the goals and objectives recommended for forestry and recreation.

D. Tatem: You have space at the entrance. I would think you would want it visible to the parking lot.

S. Couture: Is there enough space for 8-10ft for a three-panel kiosk there?

D. Tatem: Yes, there is enough space. We would actually design the gravel to walk up to the kiosk so you don't wear out the grass.

O. Mack: Thank you. I will come back with plans for my materials and cost estimates and with what the structure is going to look like.

S. Couture: Thank you and good luck. If you need anything from us, please let us know.

P. Fitanides: In the past with some of these projects, depending on what is it, some of the big box stores in town donate. You could approach them for any kind of donation, but an Eagle Scout project plus our project would give them some incentive to donate.

S. Couture: We look forward to seeing what you come up with.

O. Mack: Thank you.

b. Swift Corwin, Clay Pond Forestry

S. Corwin: We are talking about doing some timber harvest as part of the recommendations of the Clay Pond Stewardship Plan. The first section is at the border of Candia on Knowlton Road. The idea is to do patch cuts and group selections about an acre in size. The idea is to place them in areas that are upland away from the water flows. First, we would flag out all the wet spots and figure out how the machines would go in with a minimum impact. In my opinion the best access is from Knowlton Road coming in from Candia. It's a Class VI road. It goes by the farm. It crosses a culvert where a wetland crosses from west to east. That culvert is in good shape. It could use maybe one layer of stone on the top of it, but very few improvements are necessary for that road in contrast to N. Candia Road, which is hellacious. The idea of a timber sale is to do it in a way that it doesn't cost money to the Town.

S. Couture: To summarize, they developed the Stewardship Plan which references the timber cut. We got an estimate of what we would recoup from the timber harvest, after their fees, of approximately \$15,000. It could be less or more, it depends, but that's the ballpark figure. The one thing I wanted to clarify is there needs to be some Intent to Cut and permits and things like that.

S. Corwin: Before anything happens there is Intent to Cut, a minimum impact for forestry notification, and insurance certificates. I would hire a logger on behalf of the Town. The logger signs the Intent to Cut, and the stumpage payment he agrees to pay the Town includes the timber tax. The money comes in on a weekly basis while the timber sale is going on. I account for the

timber tax in each weekly amount we make. Once the job is done, we report the full volumes that have been cut, but the logger will sign the report of cut, and then the timber taxes will have been paid. That's how it works in a municipal sale.

S. Couture: I have a question on timing. When do you need to be authorized in order for this cut to occur?

S. Corwin: I don't want to pressure the town to come to an agreement before they are ready. I would recommend postponing the cut until next winter. We should ideally be planning this in August.

D. Ross: One thing I would add is this should be going out to bid.

S. Corwin: I could do it either way. The advantage of a bid is that you put it out to the market. The disadvantage is you lose the opportunity to work with someone you've worked with before that will go the extra mile and get the job done in a cooperative way. Either way, I know what the timber is worth because it doesn't fluctuate that much with a lower grade timber. Definitely if you are bidding, the time window is longer.

D. Ross: That was my thought if we put this out another year, then we have time to explore all our options. This is something the town has been looking to do for a while. As part of the overall part of the big picture, it's not the cost so much as having someone we can depend on to do the right things and get the most value out of it as well. This is our first foray into this so I want to operate carefully and do my due diligence.

D. Hess: Are there any other town parcels that you think would be appropriate to have logged? Maybe if they have been identified, we can include them in a package to look at all together.

D. Ross: This is a long-standing Council agenda item. There are a lot of properties in town that we could be looking at. That's a lot of money out there that we're wasting. We are not collecting it but we should be. Also, these forests suffer when they're not maintained. It's a double whammy right now by not having a plan. We have a year before this first operation so this can be the test pit. I just want to make sure that we do the best we can for the conservation lands and the town.

S. Couture: There are just a couple of things I want to touch on. The bid process is something we are OK with, and it helps to have an entity that we trust overseeing it, which we will. We want to gear it to make sure we are getting the type of harvester that we want and to give ourselves outs so that it doesn't have to be low bid. The other thing, I think we should run this idea to the Council to see if they want to do this and see if they want to add another town parcel. I don't want to take on too much since this is the first time we are doing it. Our priority is Clay Pond and implementing our stewardship plan. I'd be happy to build this a little bit so the Council and town can benefit some. I think moving forward, another reason we should go to Council is because I would want to ensure that the funds we receive from harvesting on the conservation land come back to the Conservation Commission to manage the land over time. There is no written policy on this. I think it's easy to make that case, but there has been no discussion on it yet.

D. Hess: I think it's easy to make the case because the land is under the jurisdiction of the Conservation Commission. We set the rules and as a courtesy, we will go to the Council ahead of time. I've been told under statute it's up to the Conservation Commission to manage the property.

S. Couture: It's the funds I want to be clear on.

D. Ross: The Conservation Commission manages the property but the Town owns it so it's a balancing act. In conservation it's a balance as well. One side is the health of the land and on the other side is maximizing the value. We are giving the town a foray into the other properties that aren't conservation properties.

S. Couture: Cawley conservation easement might be a great area for a timber harvest because it would be a learning experience for the students there too. There's another property on Route 27 that would be good for that too. I'm just throwing some ideas out there.

S. Corwin: There is a mechanism to having a town forest. There is a town forest committee and the money goes to the committee, which is a subset of the Conservation Commission, as I understand it.

S. Couture: Yes, I think a town can set it up that way. We have been asked about that. It's an option to look at especially on properties in town where we don't hold an easement and it's not under control of the Conservation Commission.

S. Corwin: The simplest thing is to bring it up with the Town Council and get a ruling.

S. Couture: Are people comfortable with me working with Swift more on that and we can present it as a staff report for a Council agenda item?

J. Woodburn: If we go out to bid is that something we would do?

S. Corwin: No, I would handle that.

S. Couture: So basically we would be looking at pulling something together for a staff report for next Wednesday. Is that something you and Jeff are OK with?

S. Corwin: The only difference is that we need to adjust the whole timetable.

S. Couture: Would it be possible for you and Jeff to get me something by the end of the week?

S. Corwin: Yes.

S. Couture: Perfect, then that gives Carolyn a couple days to put together a staff report at the beginning of next week. Thanks for coming in.

**Staff Report
Land Donation to Town
December 2, 2015**

AGENDA NO. 15-097
DATE: 12-02-15

Background: Phyllis Soboczinski contacted me indicating she wanted to donate a piece of land on the Merrimack River. In doing my due diligence I had the town attorney review this and put together the deed, checked with the assessing department and had a title search done. Everything is in order and the signed warranty deed is in your packet along with supporting documents.

Recommendation:

This is a very generous donation and although it is a small piece of property it potentially provides the town with another access point to the Merrimack River. I would recommend that you make a motion to accept this gift of real estate, identified on our tax maps as Map 29 Lot 53 at 53 Kimball Road.

Prepared by: Dean Shankle, Town Administrator



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

Dean Shankle

From: Phyllis Soboczenski <pjsobo@comcast.net>
Sent: Tuesday, June 02, 2015 9:11 PM
To: Dean Shankle
Subject: Land Transfer

Thank you for the message. I think I have your e-mail right this time.

I was told to contact you regarding my wish to donate a small lot I own in Hooksett. Lot 29/53, at 53 Kimball Drive. I inherited this lot many years ago (my grandfather was Jesse Kimball, former Hooksett Selectman, and for whom Kimball drive was named). I live in Delaware, am in my 80s and have no use for the lot. Please contact me at (302) 645-7504, or 570 Pilottown Rd., Lewes, DE 19958 or email, pjsobo@comcast.net.
Thank You,
Phyllis J Soboczenski



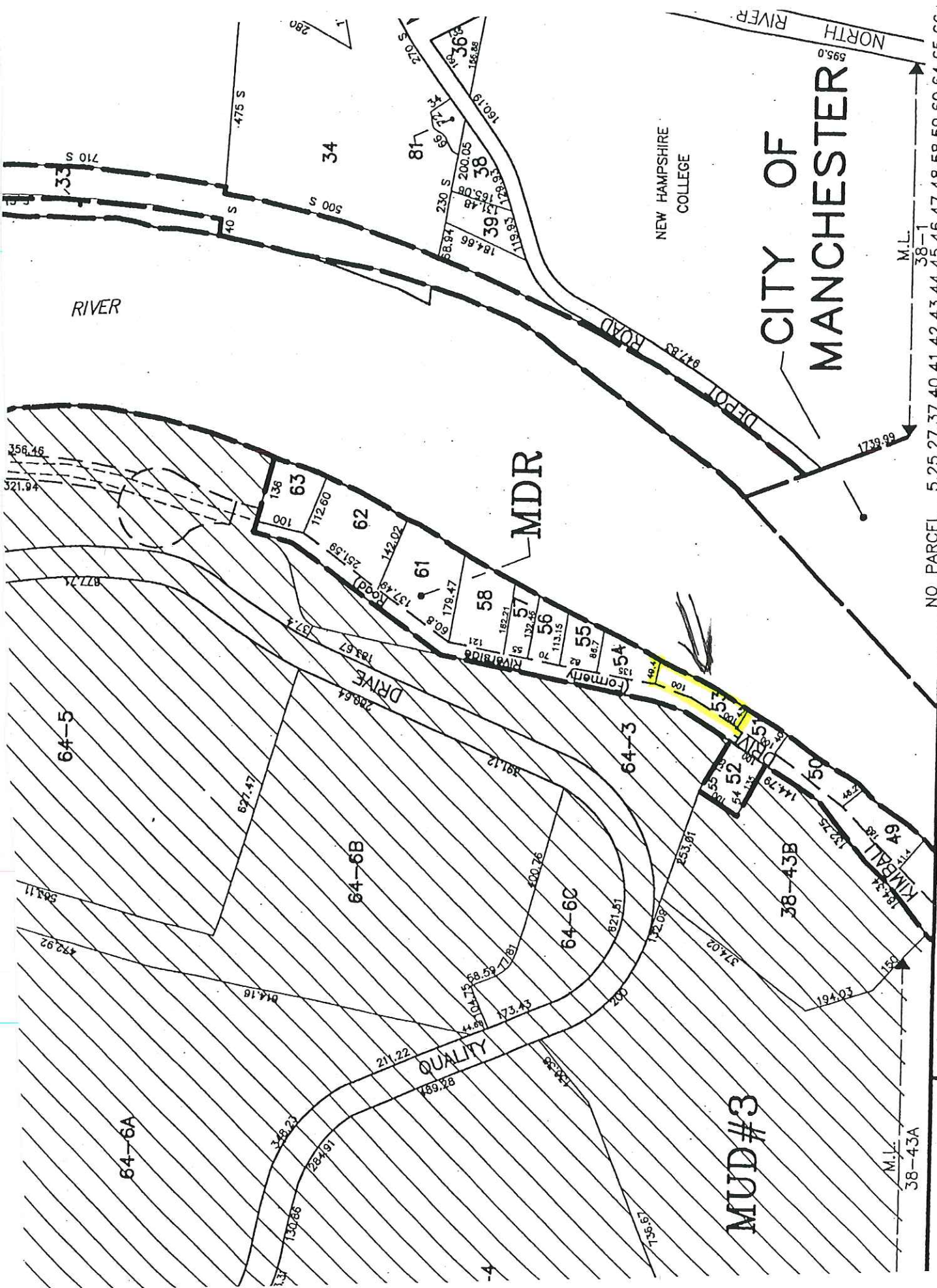
Hooksett, NH
 1 Inch = 89 Feet
 November 25, 2015



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

www.cai-tech.com





MUD #3

CITY OF MANCHESTER

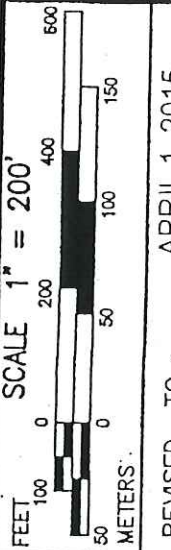
NEW HAMPSHIRE COLLEGE

NO PARCEL 5,25,27,37,40,41,42,43,44,45,46,47,48,58,59,60,64,65,66,38-1

PROPERTY MAPS

INDEX DIAGRAM

HOOKSETT



INDARY
NO.
CESS
HIP
Y

APRIL 1 2015

REVISED TO

CURRENT OWNER SOBOCZENSKI,PHYLLIS	TOPO 4 Rolling	UTILITIES	STRT/ROAD	LOCATION 2 Suburban	CURRENT ASSESSMENT Code 1320	Assessed Value 9,300
570 PILOTTOWN ROAD						
LEWIS, DE 19958-9999	SUPPLEMENTAL DATA					
Additional Owners:	Other ID: 00029 00053 00000					
	SUB-DIV ACCOUNT#2 2234					
	WARD 3					
	PREC.					
	INVENTORY RYES 04/02/09					
	GIS ID: 2915					
	ASSOC PID#					

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	QTY	SALE PRICE	V.C.
SOBOCZENSKI,PHYLLIS			09/06/1998			
MCCARTER,HAZEL MORENO & SOBOCZENSKI,PHYLLIS						

EXEMPTIONS		Amount	Code	Description	Number	Amount	Comm. Int.
Total:						9,300	

OTHER ASSESSMENTS		Amount	Code	Description	Number	Amount	Comm. Int.
Total:						9,300	

ASSESSING NEIGHBORHOOD		Tracing	
NBHD/SUB	NBHD Name		
0001/A			
NOTES			
UNBUILDABLE			
150 X .85 X .25= .85			

EXEMPTIONS		Amount	Code	Description	Number	Amount	Comm. Int.
Total:						9,300	

ASSESSMENTS (HISTORY)		Yr.	Code	Assessed Value	Yr.	Code	Assessed Value
Total:				9,300			9,300
Total:				9,300			9,300

APPRaised VALUE SUMMARY

Appraised Bldg. Value (Card) 0
 Appraised XF (B) Value (Bldg) 0
 Appraised OB (L) Value (Bldg) 0
 Appraised Land Value (Bldg) 9,300
 Special Land Value 0
 Total Appraised Parcel Value 9,300
 Valuation Method: C
 Exemptions 0
 Adjustment: 0
 Net Total Appraised Parcel Value 9,300

BUILDING PERMIT RECORD		Permit ID	Issue Date	Type	Description	Amount	Insp. Date	% Comp.	Date Comp.	Comments
Total:										

LAND LINE VALUATION SECTION		Zone	D	Front	Depth	Units	Unit Price	I. Factor S.A.	Acres Disc	C. Factor Idx	SF.
B #	Use Description	1	1320	RES ACLNUD	MDR	9,148	SF	8.42	0.9000	4	1.0000
Total Card Land Units:		0.21		AC		Parcel Total Land Area: 0.21		AC		Total Land Value: 9,300	

VISIT/CHANGE HISTORY		Date	Type	IS	ID	Cd.	Purpose/Result
Total:							

Special Pricing		Spec Use	Spec Calc	S Adj	Fact	Adj.	Unit Price	Land Value
Total:								

Special Pricing		Spec Use	Spec Calc	S Adj	Fact	Adj.	Unit Price	Land Value
Total:								

Special Pricing		Spec Use	Spec Calc	S Adj	Fact	Adj.	Unit Price	Land Value
Total:								

Special Pricing		Spec Use	Spec Calc	S Adj	Fact	Adj.	Unit Price	Land Value
Total:								

Special Pricing		Spec Use	Spec Calc	S Adj	Fact	Adj.	Unit Price	Land Value
Total:								

Special Pricing		Spec Use	Spec Calc	S Adj	Fact	Adj.	Unit Price	Land Value
Total:								

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS, That I, **Phyllis J. Soboczenski**, a married individual of 570 Pilotown Road, Lewes, County of Sussex, State of Delaware 19958 for consideration paid grant to the **Town of Hooksett, New Hampshire**, a body corporate and politic with an address of 35 Main Street, Hooksett, County of Merrimack, State of New Hampshire 03106, with **WARRANTY COVENANTS** a certain tract or parcel of land, with any buildings thereon, situate at 53 Kimball Road in Hooksett, County of Merrimack, State of New Hampshire, more particularly bounded and described as follows, to wit:

Beginning at the passage way (Camp Road) at the northeasterly corner of the premises herein conveyed and the northwesterly corner of Lot No. 1, thence southerly along Lot No. 1, 49.41 feet more or less to the river bank;

Thence westerly along river bank about 200 feet to the southeasterly corner of Lot 65; Thence northerly along Lot No. 65, 43.4 feet more or less to passage way;

thence easterly along said passage way about 200 feet to point of beginning.

Said premises known as Lots #63 and #64 as shown on Plan of Camp Lots on the West river bank in Hooksett, formerly owned by Arthur H. Hale, said Plan by Gay and Dowst, C.F., June 1926, recorded in the Merrimack County Registry of Deeds as Plan #1493; being a continuation of Plan of Camp Lots #1310, and being a part of the original tract of land recorded in Merrimack County Registry of Deeds as Plan #658.

Together with and subject to a right of way along the travelled way (Camp Road) starting at the West River Road (Route 3-A) to the premises herein conveyed.

The above premises do not constitute homestead property of the grantor.

This transfer is exempt from documentary tax stamps as it consists of a non-contractual transfer as defined in RSA 78-B:1 and is also a transfer of title to a town, and as such is consequently exempt from taxation according to RSA 78-B:2, IX and I.

Meaning and intending to describe and convey the same premises conveyed to the grantor and Hazel J. Moreno by deed of Hazel K. Moreno dated July 17, 1980 and recorded in the Merrimack County Registry of Deeds at Book 2121, Page 280. The grantor is the surviving joint tenant, the said Hazel J. Moreno (also known as Hazel K. McCarter and Hazel K. Moreno) having died on September 6, 1988, death certificate recorded at Book 2241, Page 460 in the Merrimack County Registry of Deeds.

DATED this 17th day of September, 2015.

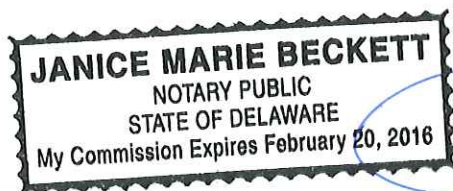
Phyllis J. Soboczenski
Phyllis J. Soboczenski

Edward J. Soboczenski
Edward J. Soboczenski (Spouse)

STATE OF DELAWARE
COUNTY OF SUSSEX

September 17, 2015

Personally appeared the above named Phyllis J. Soboczenski and her spouse, Edward J. Soboczenski, known to me, or satisfactorily proven to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.



Janice M. Beckett
Notary Public Janice M. Beckett

RECEIVED AUG 27 2015

McNICHOLAS LAW OFFICES, P.A.

95 NORTH STATE STREET, SUITE 1
CONCORD, NEW HAMPSHIRE 03301

TEL. 603-225-5828
FAX 603-225-2293

PATRICK J. McNICHOLAS

E-MAIL pjmc@mwlaw.net

August 7, 2015

Carynne Christine Fillmore, Esquire
Hage Hodes, PA
1855 Elm Street
Manchester, NH 03104

**RE: Property owned by: Phyllis J. Soboczenski
Address: 53 Kimball Street, Hooksett, NH**

Dear Attorney Fillmore:

On July 20, 2015 at 4:00 p.m. I completed examination of the record title of the above-described premises which was the same property conveyed to Hazel J. Moreno and Phyllis J. Soboczenski by Deed of Warranty dated July 17, 1980 and recorded in the Merrimack County Registry of Deeds at Book 2121, Page 280. My search consisted of bringing forward the record title of the premises from a Warranty Deed dated October 2, 1957.

Based on my examination it is my opinion that the title of Phyllis J. Soboczenski is good and merchantable subject to the following qualifications:

1. Together with and subject to right of way as described in deed at Book 2121, Page 280 in the Merrimack County Registry of Deeds.
2. Matters shown on plans #1493, #14743 & #15040 recorded in said Registry of Deeds to the extent they affect the premises, if at all.

****NOTE:** Hazel K. McCarter f/k/a Hazel J. Moreno and Hazel K. Moreno died September 6, 1998. Her death certificate is recorded at Book 2241, Page 360 in said Registry of Deeds.

In accordance with custom and practice the foregoing does not constitute a guarantee of title, nor is it intended as a guarantee of the boundaries of the premises examined, but represents my opinion of the effect upon the real estate in question of the properly indexed Registry of Deeds records and Registry of Probate records searched for the time period indicated above. No representation is made regarding building codes, water supply and pollution control, zoning, conservation and preservation, hazardous waste and similar governmental regulations and laws which effect the use of real estate.

Page 2

No view of the premises was made and no survey was available unless otherwise referred to in this report. You are, therefore, made aware that no representation is made with regard to the accuracy of the descriptions of the premises or the parent tract of which the subject premises is a portion, and the foregoing report is subject to any discrepancies as might appear on an accurate survey. The accuracy of any surveys of record is not a determination or function of the undersigned but is rather the function of a surveyor. You are also made aware that no representation is made with regard to rights of use and persons in possession as may exist.

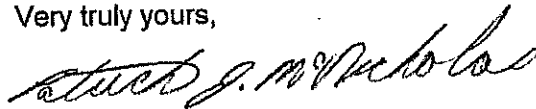
By law certain liens, rights and encumbrances that may affect title to real estate are not required to be recorded to be effective and as such no representation is made regarding them, except as may be expressly stated herein.

Some examples of such liens, rights and encumbrances are mechanics liens, federal estate tax, liens for municipal utility services, timber yield tax, meals and room tax, bankruptcy, federal gift tax, state inheritance tax, and current but unrecorded real estate tax assessments.

Subject to any claims which arise out of any transaction creating the interest in the owner, by reasons of the operation of the federal bankruptcy, state insolvency, or similar creditors' rights laws.

If you have any questions, please do not hesitate to contact me. Thank you for your cooperation.

Very truly yours,



Patrick J. McNicholas

PJM/mm

39395

98 OCT -5 PM 1:34

BK2121 PG0280

10.00 DEED OF WARRANTY

THAT I, Hazel K. Moreno, of St. Petersburg, Pinellas County, State of Florida, For consideration paid, grant to HAZEL J. MORENO, of St. Petersburg, Pinellas County, State of Florida, and PHYLLIS J. SOBOCZENSKI, of ~~Memtenthall, Chester~~ ^{1324 Pasadena Ave #501} ~~So Pasadena FL 33703~~ ^{570 Pilotown Rd.} County, Pennsylvania, as Joint Tenants with Right of Survivorship and not as Lewes DE 19758 Tenants in Common, with WARRANTY COVENANTS,

Certain lots or parcels of land situated in Hooksett, Merrimack County, State of New Hampshire, bounded and described as follows, to wit:-

Beginning at the passage way (Camp Road) at the northeasterly corner of the premises herein conveyed and the northwesterly corner of Lot No. 1, thence southerly along Lot No. 1, 49.41 feet more or less to the river bank; thence westerly along river bank about 200 feet to the southeasterly corner of Lot 65; thence northerly along Lot No. 65, 43.7 feet more or less to passage way; thence easterly along said passage way about 200 feet to point of beginning. (Lots #63 and #64)

Meaning and intending to convey Lots Nos. 63 and 64 as shown on Plan of Camp Lots on the West river bank in Hooksett, formerly owned by Arthur H. Hale, said Plan by Gay and Dowst, C.E., June 1926, recorded in the Merrimack County Records as Plan #1493; being a continuation of Plan of Camp Lots #1310, and being part of the original tract of land recorded in Merrimack County Records as Plan #658.

Together with and subject to a right of way along the travelled way (Camp Road) starting at the West River Road (Route 3-A) to the premises herein conveyed.

Said premises being the same as conveyed to me by deed of Ethel K. Houle, dated October 2, 1957, and recorded November 25, 1957 in Volume 820 Page 145 in Merrimack County Registry.

The consideration paid in this transfer is less than one hundred dollars.

AND I, Hazel K. Moreno, am unmarried and hereby release to said Grantees all rights of homestead and other interest therein.

Witness my hand and seal this 17th day of July, 1980.

Witness:

[Signature]
[Signature]

[Signature]
Hazel K. Moreno

BK 2121 PB 0280A

State of Florida)
Pinellas County) ss.

Hazel K. Moreno personally
appeared on this the 17th day of July 1980
and acknowledged the foregoing instrument
to be her voluntary act and deed, before me,

STATE OF NEW HAMPSHIRE

DEPARTMENT OF REVENUE ADMINISTRATION

REAL ESTATE TRANSFER TAX

THOUSAND HUNDRED AND 10 DOLLARS

10/05/1998 337600 \$ 33760.00

VOID IF ALTERED

Victor J. Frullo
Justice of the Peace, Notary Public
My Commission Expires June 8, 1992

MERRIMACK COUNTY RECORDS

MERRIMACK COUNTY RECORDS

Kathi L. Gray, Register

