

**TOWN COUNCIL AGENDA  
Regular Meeting  
Wednesday, April 22, 2015**

- 1. 6:30 PM - CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SPECIAL RECOGNITIONS**
- 5. APPROVAL OF MINUTES**
  - a. Public: 04/08/2015
  - b. Non-public: 04/08/2015
- 6. AGENDA OVERVIEW**
- 7. PUBLIC HEARINGS**
- 8. CONSENT AGENDA**
- 9. TOWN ADMINISTRATOR'S REPORT**
- 10. PUBLIC INPUT: 15 Minutes**
- 11. NOMINATIONS AND APPOINTMENTS**
- 12. SCHEDULED APPOINTMENTS**
  - a. Don Riley - Moderator
  - b. Jeff Larrabee
- 13. 15 MINUTE RECESS**
- 14. OLD BUSINESS**
  - a. 14-066 Lilac Bridge Update & Memorandum of Agreement
  - b. 15-021 Reorganization of Department of Public Works
- 15. NEW BUSINESS**
  - a. 15-022 Budget Transfers
  - b. 15-023 Quarterly Financial Report
  - c. 15-024 Economic Development Advisory Committee Rules, Charge & Membership
  - d. 15-025 Town Report & Volunteer Appreciation Dinner
- 16. SUB-COMMITTEE REPORTS**
- 17. PUBLIC INPUT**
- 18. NON-PUBLIC SESSION**

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

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

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

## **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, April 8, 2015**

**CALL TO ORDER**

Chair Sullivan called the meeting to order at 6:35 pm.

**ROLL CALL – ATTENDANCE**

Donald Winterton, Nancy Comai, James Levesque, Adam Jennings, Robert Duhaime, D. Ross (arrived at 6:45 pm), Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)  
Missed: T. Lizotte, S. Orr

**PLEDGE OF ALLEGIANCE**

**SPECIAL RECOGNITIONS**

**APPROVAL OF MINUTES**

a. Public: March 25, 2015

***A. Jennings motioned to accept the public minutes of March 25, 2015. Seconded by D. Winterton. Vote unanimously in favor.***

b. Public: April 4, 2015

***D. Winterton motioned to accept the public minutes of April 4, 2015. Seconded by A. Jennings. Vote unanimously in favor; J. Levesque abstained due to prior absence.***

c. Non-public: March 25, 2015

***A. Jennings motioned to accept the non-public minutes of March 25, 2015. Seconded by R. Duhaime. Vote unanimously in favor.***

**AGENDA OVERVIEW**

Chair Sullivan provided an overview of tonight's agenda.

**PUBLIC HEARINGS**

**CONSENT AGENDA**

**TOWN ADMINISTRATOR'S REPORT**

- We had a final large meeting regarding the Main St. Bridge closing (school, bus, police, fire were in attendance); if people do not seek alternate routes, it will get messy. We discussed what we would do if we need to go to northbound only. There will be 4 officers there during morning (6am to 10am) and afternoon (3pm to 7pm) rush hours. They will be located at the intersections of Route 3 and College Park Dr.; Merrimack St. and College Park Dr.; Main St. and Route 3-A; and the west side of the bridge. We discussed ideas on how to get students to school – the chief will make arrangements. They will be working from 7am – 4pm Monday through Friday beginning April 20, unless it rains. (They need to stripe and they can't do that in the rain.)
- Got a news release on I-93 Exit 11 northbound ramp; it will be closed on 4/12 from 9pm – 5am and again on 4/13 from 9pm – 5am. This is part of the first phase of removing the concrete deck over the northbound onramp.
- Jo Ann Duffy completed the Economic Development Academy put on by the UNH Cooperative Extension; Diane Boyce completed the NH Class C UST (Underground Storage Tank) operator training; Ernest Coulombe completed same training.

J. Levesque: The map of the one-way traffic on the bridge prints too small. Can I get a larger map somewhere?

D. Fitzpatrick: Community Development has the capability to print the larger map.

J. Levesque: On the west side coming north, there are already signs up as well as the temporary traffic lights. They are moving right along.

J. Sullivan: A smaller copy of the map is on the website.

- Lilac Bridge – We had a meeting last week and we are moving ahead. The state is still going back and forth; the federal agency that is overseeing it is the Army Corps of Engineers, and they have given us permission to get an engineer for the next phase so we are moving ahead on that.

N. Comai: How are we doing on Health Insurance committee?

D. Fitzpatrick: We have our first meeting on 4/15; there are 15 members on the committee, however we are inviting all employees to attend in the audience. We are hoping to get more support staff – we are heavy on the management side. We have a handful of retirees; one person who has worked in this field before (former Town Administrator Carol Granfield) who has been going out to other communities to work with them on this. She is coming as a retiree on our insurance. We have reached out to 5 vendors that have been working with us to give presentations. I will reach out to the committee to see who they would like to come, it is just a matter of scheduling them. At the end of April our current health insurance provider is coming to present our claims experience reports to the committee what all that means so we can start a template of where we are and where we will finish to provide data driven analysis.

R. Duhaime: Town Engineer position – How is that proceeding?

Dr. Shankle: That is coming up a little later.

### **PUBLIC INPUT: 15 Minutes**

#### **NOMINATIONS AND APPOINTMENTS**

- a. Appointment of Muamer Durakovic as full member to Planning Board

***D. Ross motioned to appoint Muamer Durakovic as a full member to the Planning Board. Seconded by D. Winterton. Vote unanimously in favor.***

J. Sullivan: We will be actively looking for an alternate to the Planning Board.

- b. Acceptance of resignation of Jacqueline Roy from ZBA

***J. Levesque motioned to accept Jacqueline Roy's resignation with thanks and appreciation for her service. Seconded by R. Duhaime.***

J. Levesque: She knew the building business quite well and we are sorry to see her go. She is moving to another town.

***Vote unanimously in favor.***

J. Sullivan: We now have an opening on the ZBA for an alternate to be filled.

R. Duhaime: She was recently appointed to the Southern New Hampshire Planning Commission. She is going to have to resign from that also?

D. Winterton: She has resigned from that already.

J. Sullivan: Who appoints to the Southern New Hampshire Planning Commission?

R. Duhaime: Council does.

J. Sullivan: Please make a note to ask the ZBA to send recommendations to us for consideration.

J. Levesque: The Transfer Committee has an opening and has sent a recommendation. As soon as we get his application, I will make a motion to nominate him.

J. Sullivan: And we have some openings for Budget Committee as well; the filing period for elected positions is completed. We have an opening for District 1 – no one is running currently. There are (3) 3-year Budget Committee terms and (1) 2-year term. There are 2 people running for Sewer Commission.

D. Ross: Are there Budget Committee candidates for the open positions?

A. Jennings: Not a single person put their name in for that.

J. Sullivan: If we can't fill those, there may be an issue. If no one decides to run as a write-in we may need the Budget Committee chair to come in to figure out what happens; can they proceed if they don't have enough members?

Dr. Shankle: I don't remember what the process is; on some boards the moderator appoints, but I'm not sure who appoints to the Budget Committee.

A. Jennings: Has the Economic Development met again to further discuss their charge/direction?

D. Winterton: No, Miss Cronin in the Planning Department is preparing an agenda; this meeting came on quickly and she was not ready. It is on for a future meeting.

### **SCHEDULED APPOINTMENTS**

a. Old Home Day 9/19/15 – Carrie Hyde

C. Hyde: We changed from the program book to a calendar as this is more useful; it starts in October and goes through September. We have sent letters to sponsors, and we are planning on 150 vendors. The date is the third Saturday in September, as in past years. It seems to work well. We received the parade permit; we are starting it 30 minutes earlier (at 9:30 am) to get the day rolling quicker. Opening ceremonies are at 10:30 instead of 10:45; the website has all the information. We are going to be having a float contest. We are trying to make it an all-day event from the parade to the fireworks. We are trying to get vendors to stay until 6pm. The fireworks are between 7:00-7:20. We anticipate fireworks again but we don't find out until it gets closer if there is funding. We'd like to ask the town for a donation of \$5,000 (our budget has gone up 1%) to keep this event free. We are bringing back the climbing wall and trampoline – we stopped bringing it due to cost but the rate has gone down. We will also have the petting farm, ponies, bounce houses and live entertainment as in the past. The helicopters went well last year – he is interested in coming back. He would get all the same permits as last year; if it's ok we would like to have him back. We plan on buses to transport from Cigna; we are waiting for confirmation from Cigna, but there were no issues last year. It will take a little longer with the bridge construction but it should be fine. Parking notifications need to be done earlier so people know where parking is and that buses will be transporting; vendors are required to park at Cigna (except food vendors). Last year the town paid for fireworks, the stage, porta-potties, decorations, staff and painted lines for vendor spaces. The Committee would not mind booking those things, but we would like to ask for additional funds from the town.

J. Sullivan: Do you know what we contributed in the past? I know we have something in the budget for this event.

C. Hyde: Last year you donated \$3,000; I don't know what is in the budget for this year.

J. Sullivan: The list of things we have done that you mentioned, should we still do that?

Dr. Shankle: We have done it in the past; I don't know why we wouldn't continue to do that.

J. Sullivan: It looks like administration will still continue to do what we have always done; there is \$3,000 in budget for this. There is a \$2,000 difference, so we will leave that up to you since it's under \$15,000.

Dr. Shankle: We will look at it. I'll talk to her and see what she needs it for, and if necessary she can come back and talk to you.

C. Hyde: One of the things with the stage is we need the canopy to be 8' high; last year was too short. They need to be 8' for the sound system.

J. Sullivan: The permission for the helicopter; does Council need to authorize that?

Dr. Shankle: I think you did last year, but before you do that it strikes me that there were there some issues with teams that were playing?

C. Hyde: There were no football games going on.

Dr. Shankle: There were supposed to be but they canceled due to the helicopter.

C. Hyde: I initially contacted pop warner to see if they wanted to have games to bring in more people; they were waiting for schedules and when they heard about the helicopters they moved the games back to the originally scheduled locations. The helicopters never flew over the field. They never have games on that day; I just suggested it to bring more people to the event.

Dr. Shankle: We should wait to get a contract before making a motion on the helicopters.

C. Hyde: I will have him send something over.

J. Sullivan: Once the contract is received we will put it on the agenda for approval.

D. Ross: Helicopters are a great idea; it drew attention to the event.

J. Sullivan: As part of our community outreach, we've had a booth in previous years. Should we have another one this year?

Dr. Shankle: We were combined with other committees.

J. Sullivan: We can put a schedule together for staffing as it gets closer.

*Consensus to have a booth at 2015 Old Home Day.*

### **OLD BUSINESS**

#### a. Deliberative Session of 4/4/15 & Future Session Planning

A. Jennings: There was very little public input.

N. Comai: The design of the room -- can we figure out a way to go diagonal so the speaker is not visually obstructed? Another thing is the microphones -- we need to try to solve that.

D. Ross: By arranging diagonally you are not facing speakers against a wall which is the main cause of feedback. That is pretty traditional to offset just a little bit. That could solve 2 problems.

J. Sullivan: Should we keep it on Saturday or move it to Friday?

R. Duhaime: The low turnout might be due to Easter weekend; I thought there would be more people not less after the public input sessions we had.

A. Jennings: I think Saturday morning is better than Friday night; it creates its own date and isn't at the end of a work day.

J. Sullivan: The school does that; we have a window of 9 days to schedule that public session.

Dr. Shankle: We have always done it on the first Saturday.

D. Ross: It was unusual to have Easter that early.

J. Sullivan: I want to compliment everyone on the packet; explanations were great and eliminated a lot of questions. That was a good idea.

J. Levesque: Going back to Old Home Day, I've noticed at flea markets they charge vendors \$10 or \$20 and you get it back when you leave. It is an incentive for them to stay until the end.

N. Comai: That is a great idea; perhaps you could set it up so if someone wants to leave early, they could be set up around the perimeter.

**NEW BUSINESS**

a. 15 – 020 Heritage Day Proclamation 5/31/15

J. Sullivan: *Read attached proclamation*

***D. Ross motioned to accept the Heritage Day Proclamation as written. Seconded by J. Levesque. Vote unanimously in favor.***

J. Sullivan: We will be coming back for another proclamation request for Citizen of the Year, which is on May 15 if you are interested in attending.

b. 15 – 021 Reorganization of Department of Public Works

Dr. Shankle: The Public Works director resigned. With that opening we are always looking for ways to make things more efficient and effective. There is a possibility of tying together Public Works with Recycling & Transfer for efficiencies since the same union people are working for 2 different department heads, on occasion. I suggested: to combine the DPW and R&T departments into a single Public Works Department; create a position called "Deputy Director of Public Works/Town Engineer" similar to what they have in Merrimack; eliminate the position of Transfer and Recycling Superintendent; eliminate the separate (never filled) position of Town Engineer; fund the Deputy position with a combination of money from the now eliminated Superintendent and Engineer positions; potentially (if deemed necessary) use some of the funds saved from this restructuring to provide part-time administrative assistance. The problem we had with finding a Town Engineer was the position wasn't paying enough for what we wanted. To eliminate the Superintendent position we would move Diane Boyce into the Public Works Director and she would be over both departments. Leo Lessard (former Public Works director) made about \$90,000 and she currently makes about \$77,000. She would get the salary Leo was getting, and we would have her salary plus the Town Engineer salary (which is already funded) and wouldn't pay near that for this job description. Merrimack has had someone in that position for quite a while who is making \$85,000; we should be able to get someone for \$85,000 - \$90,000 to do plan reviews and construction monitoring plus make sure projects are getting done the way we want. We would have some extra money; I've talked to Diane and she would like to add administrative help if she takes over both. I think it is a good plan. If you would like to hear from Diane, you would get an idea of her thoughts and vision.

D. Boyce: I have always thought we should be part of Public Works; it is feast or famine with us. This year we have sent at least 2, almost permanently, down to plow for Leo. Cross training is a good thing for both departments. It is uplifting to the employees to learn more things. I would like to hire from within so they know they can grow into positions – it would be good for them.

J. Sullivan: The office work, is that part time?

D. Boyce: I don't have an assistant; I could use someone part time. We are always open so someone always has to be there. I have been looking for this position for a little while.

N. Comai: I like your approach – it's a refreshing twist to the program and your high level of understanding of the whole thing will help. I caution how much we are going to pay a Town Engineer – if you start at the top you might not have money for the administrative help you are looking for.

Dr. Shankle: Between the positions we have, we will have plenty of money to get a good person. If you are inclined to go in this direction I will sit with Diane and come up with a job description to bring to your next meeting.

J. Sullivan: I assume we have a salary range for the Town Engineer position?

Dr. Shankle: It was posted as \$50,000 - \$55,000 for wages which was not enough for what we wanted. We will get a reasonable range; Merrimack's range is \$70,000 - \$99,000 and they pay \$85,000. I think we can get someone in the range we can afford.

N. Comai: We don't want to pay them higher than the person above them.

J. Sullivan: Combining 2 positions, would that demand a little higher salary range?

Dr. Shankle: We know what money we have got to play with; if you are inclined to go forward, we can do some research and come back to you. We will bring in something that will make sense.

R. Duhaime: There is an administrative assistant in the Public Works department now; you would look for additional part time help to cover Recycling & Transfer which is one of the positions you are looking for. There is extra money in here for incentives, and cross training like you said. I am in favor of this. This is a hard time of year to be hiring staff in the trades; there is a huge demand right now. The thing I was thinking about the engineering job we posted, an engineer who has been in a firm for 10 years is not thinking of leaving. You might have to lower the experience or you still might not get what you want.

D. Winterton: I appreciate you bringing this forward; I would really like to see a solid potential org chart to see who reports to who. My first thought is if the deputy director reports to the director, who do the other people report to? The marketplace will determine who and what we can hire; I am not going to make a ballpark guess at anything.

D. Ross: My concern is the timing is not good; the engineering thing was recently voted in at the last election. We haven't even given it a shot yet. It would be good to have an independent eye to review and oversee things. There are a lot of categories that might fit that from retirees wanting to come out of retirement to recent college graduates; I don't think we have given that a chance to see if it will work. To create a more compact pyramid – things good for business are not necessarily good for towns. The citizenry and Council should have as much input as possible. The concept of Recycling & Transfer is a separate entity in what it does, why it does it and it needs to be, in my opinion, a separate thing like sewer. We have made big changes in that over the years and we are still waiting for that to see the fruits of that to come out; for me timing is not good. There is a lot to be said for the traditional way we have done things. The DPW maintains the infrastructure of the town; Recycling & Transfer pick up and deliver stuff; I understand trading help back and forth. I don't think consolidating too much authority is a good thing for the community.

J. Levesque: The Deputy Director of Public Works and Town Engineer would be under Diane (Public Works Director). I think it's a good idea, but I still think it should stay 2 separate departments run by one person. Having one budget will be hard to figure out if Public Works is making money or not.

Dr. Shankle: It would be separate divisions like Highway, Parks & Rec, etc.; that is pretty common. In most towns I know of, Recycling & Transfer is part of Public Works.

J. Levesque: Another idea that has been passed around is that having a lead person in Public Works would be a good thing; if Diane is comfortable with that, I think it's a good idea.

D. Ross: It seems like we are putting something in between the Town Administrator and these departments, they already report to one person. When there is a doubt, he brings it to us. Someone has to be at Recycling & Transfer at all times; likewise with Public Works. I see it as inherently separate things that need to be addressed by someone who knows about this stuff. In my opinion, no one knows enough about both of these departments. They are so different and I think the structure we have is still a better one.

R. Duhaime: The chain of command is the first topic that ties in with everything; staffing is an issue right now. People aren't going to be flocking here to get a job now. We have an experienced director running the department. She knows the town and is familiar with the town; yes with only one department, but it won't be too hard to pick up the ball and run with it. Years from now hopefully we will have an experienced deputy engineer and if the Town Administrator or Council chooses to change that direction, it would be wise. We don't have anyone with a lot experience right now. Where else can we turn to?

J. Sullivan: Looking at this position for the future, she is doing a fantastic job right now. We are creating the position because it will work, but we do have a capable person to fill it. Town Engineer would have previously been under Community Development, so a little change there. If we were to create that position separately, would it be assigned to Highway or Community Development; if we separated that would there still be a need for a deputy director of Public Works?



Dr. Shankle: We wouldn't have money to do justice to either one of them. This job description is something towns do because it makes sense. Someone to coordinate and someone to run projects, do construction monitoring, plan review and make sure what is happening on the roads ties in to what developers are doing. We put the Town Engineer in Community Development because that's where it was before. They never had it and probably one of the reasons it never happened is because it doesn't make as much sense there as it does in Public Works.

J. Sullivan: According to the Charter sections 10.11 and 10.12, Council has the authority to reorganize the layout of town;

R. Duhaime: From a planning perspective, even if we had 2 Town Engineers in '04-'05, he wouldn't have been able to handle all the work. In the future it could change depending on the growth of town.

A Jennings: If this person is also Deputy Director of Public Works it gives them something to do in lean times and shift work accordingly. And also to be a director of a department, you don't necessarily need to know everything everyone does – they just need to know the business. If we go forward, hiring competent middle-level management would be best since they could give Diane the best direction.

N. Comai: I have full confidence in Dr. Shankle's decision-making process, and how Diane has demonstrated her strong base of goals and objectives and has demonstrated a flawless department. She is always fully prepared to present to this body and has left no stone unturned. I have full confidence this is a perfect way to start this process and let's see where that takes us.

J. Sullivan: At one point, wasn't trash collection under highway and it morphed over to recycling?

D. Boyce: The collection itself was part of highway.

J. Sullivan: Are there any other thoughts for Dr. Shankle to bring back with the org chart? An official decision will be scheduled for our next meeting.

D. Ross: We can't ignore that this was a ballot question, creating funding for a Town Engineer; we are changing what has been voted on.

Dr. Shankle: I don't see it as eliminating a Town Engineer; someone will be doing the same things we told people they would be doing, but the other thing is I told people at that deliberative session that we would have enough money coming in to cover it from the projects. We have had nothing close to that. If we hired someone, we would be \$40,000 below because the projects have disappeared. The position we are eliminating is \$70,000; maybe \$15,000 (at most) out of the Town Engineer will need to be added to get what we need. We will be keeping our promise to the town to get an engineer and that will be covered by what we get from developers. We will be closer to the promise that I made than if I spend \$60,000 on someone and get \$15,000 in revenue.

J. Sullivan: Dr. Shankle will have the information for us at the next meeting, including job descriptions and an org chart, so we can make that vote.

D. Winterton: In the org chart can we add salary ranges for each position so we can look at it from a budgetary point of view?

Dr. Shankle: Classifications will be included. In the meantime, I have appointed Diane as acting Public Works director as of last Friday.

#### **SUB-COMMITTEE REPORTS**

R. Duhaime: Sewer Commission met and they got into the Lilac Bridge; they promised \$500,000 toward this project. They have spent over \$25,000 which is deducted. Depending on how we remove the bridge, they estimate it will cost \$5,000k/week to maintain the sewer line. That comes out of the \$500,000; if we don't move fast enough, there will be nothing left. That is a set limit and they won't give any more. We have to worry about how to take it down and put up another one in the shortest time.

Dr. Shankle: Some of it depends on how this happens; another option is run a temporary line over the railroad bridge.

R. Duhaime: That would be a lot cheaper. This money won't be used to move the sewer line, just to maintain it. That's how I'm looking at it.

Dr. Shankle: Part of the costs were figured into the engineering estimate.

D. Ross: Is there any news with the railroad company as to what is going on?

R. Duhaime: They had an insurance company attorney who backed out; they didn't want anything to do with B&M because it was too small of a firm and they were afraid the attorney was going to put them out of business, so they ran on that one. It was brought up that nothing is moving on the Walmart line; the biggest thing was the cost of the delay in taking down the bridge. SNHU business department is putting a lunch truck on campus from 10pm-2am. One final thing, they have always gone with what the town has recommended for health insurance; they pay 100% of employee's premium because of the hazard. They didn't understand why we cut their negotiations on the health insurance; they didn't quite see it from our point of view. They said that nobody asked them for their input so in the future we are going to ask them.

A Jennings: Nothing to report.

N. Comai: Nothing to report.

J. Sullivan: Mr. Winterton is working on a program for the POW-MIA chair; it looks very nice. We talked about Heritage Day; Old Town Hall Preservation met Monday – more progress was made (pre-wiring for lights), and we found a tin ceiling contractor using the Moose Plate Grant but auxiliary items need to be removed (piping and chair lift) before beginning. We estimate a 3-week project to repair the ceiling; at that point we will proceed on other aspects which may prompt us to eliminate the 2<sup>nd</sup> floor.

D. Winterton: Nothing from Planning Board or Economic Development. On 4/19 at 1:00pm there is the POW-MIA chair dedication at Veterans Park; Rolling Thunder will be there. I would like to invite all Councilors to attend. Police will escort Rolling Thunder through town; Councilor Jennings has volunteered to help out also.

D. Ross: Nothing to report.

J. Levesque: ZBA meeting is next week.

### **PUBLIC INPUT**

### **NON-PUBLIC SESSION**

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

***J. Sullivan motioned to enter non-public session at 8:00pm. Seconded by J. Levesque.***

### **Roll Call**

R. Duhaime – yes

D. Ross – yes

J. Levesque – yes

A. Jennings – yes

N. Comai – yes

D. Winterton - yes

J. Sullivan - Yes

***Vote unanimously in favor.***

***J. Sullivan motioned to exit non-public at 8:24pm. Seconded by D. Ross.  
Vote unanimously in favor.***

***J. Sullivan motioned to seal the non-public minutes of 4/8/15. Seconded by J. Levesque.  
Vote unanimously in favor.***

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

***J. Sullivan motioned to adjourn at 8:25pm. Seconded by D. Winterton.  
Vote unanimously in favor.***

Respectfully Submitted,

Tiffany Verney  
Recording Clerk

AGENDA NO. 14-066  
DATE: 4/22/15

**Staff Report**  
**Lilac Bridge Memorandum of Agreement**  
**April 22, 2015**

**Issue:**

The staff and engineer have been working with state and federal agencies on an agreement regarding historic preservation issues on the bridge that will allow us to move forward.

**Discussion:**

Council needs to discuss the proposed Memorandum of Agreement (attached) and decide whether to support it.

**Fiscal Impact:**

**Recommendation:**

Move to have the Council Chair sign the memorandum of agreement.

**Prepared by:** Dean Shankle



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

**MEMORANDUM OF AGREEMENT  
AMONG U.S. ARMY CORPS OF ENGINEERS, NEW HAMPSHIRE DEPARTMENT OF  
TRANSPORTATION, TOWN OF HOOKSETT  
and the  
NEW HAMPSHIRE STATE HISTORIC PRESERVATION OFFICER**

**Regarding the Hooksett 29655 project with plans to replace the closed Lilac Bridge (083/150) crossing over the Merrimack River.**

WHEREAS, the Town of Hooksett, NH (Hooksett), in conjunction with the NH Department of Transportation (NHDOT), proposes the replacement of Hooksett Bridge 083/150, also known locally as Hooksett Village Bridge and recently as Lilac Bridge, a closed and bypassed former highway bridge over the Merrimack River; and

WHEREAS, the undertaking consists of removing and replacing the superstructure on the existing abutments and pier; and

WHEREAS, the undertaking requires a permit from the Army Corps of Engineers, New England District (ACOE); and

WHEREAS, ACOE, in consultation with Hooksett, NHDOT, and NH State Historic Preservation Officer (NHSHP) and pursuant to regulations (36 CFR Part 800) implementing Section 106 of the National Historic Preservation Act (54 U.S.C. 306108) have determined that the proposed undertaking will have an adverse effect on the following properties that are eligible for listing in the National Register of Historic Places:

Hooksett Bridge 083/150 (High Pratt Truss Bridge)  
Hooksett Village Historic District

WHEREAS, Hooksett, NHDOT, and ACOE participated in consultation with the NHSHP to find ways to mitigate the effects to the above property through their respective standard consultation process; and

WHEREAS, Hooksett has solicited public comment through the public involvement process and the consulting party procedures with NHDOT, ACOE, and NHSHP as slated in 36 CFR 800 (2); and

WHEREAS, Hooksett has consulted with identified Consulting Parties, Hooksett Heritage Commission, Hooksett Historical Society, and the United States Coast Guard (USCG), regarding the effects of the undertaking on historic properties; and

WHEREAS, in accordance with 36 CFR 800.6(a)(1), ACOE has notified the Advisory Council on Historic Preservation (ACHP) of its adverse effect determination with specified documentation and the ACHP has chosen not to participate in the consultation process pursuant to 36 CFR 800.6(a)(1)(iii).

NOW, THEREFORE, ACOE, Hooksett, NHDOT, and NHSHP agree that the undertaking shall be implemented in accordance with the following stipulations in order to take into account the effect of the undertaking on historic properties.

## STIPULATIONS

ACOE, with the assistance of Hooksett and NHDOT, will ensure that the following measures are carried out:

### 1.0 MARKETING

Hooksett will ensure that Hooksett Bridge 083/150 is marketed for relocation and re-use of one or more spans in compliance with 23 USC Section 144, which requires, in part, the bridge be made available for donation to a State, locality, or responsible private entity (Donee), if such Donee enters into an agreement to (A) maintain the bridge and the features that give it its historic significance; and (B) assume all future legal and financial responsibility for the bridge, which may include an agreement to hold Hooksett and other signatories of this agreement harmless in any liability action. Ownership transfer for the re-use of the bridge will require the use of restrictive preservation and maintenance covenants lasting for ten years to ensure the long-term protection of the character-defining features of the bridge. Marketing will include at a minimum, advertising within a New Hampshire state newspaper and such additional marketing as necessary to demonstrate a good-faith effort to reach potential Donees. The marketing period shall continue a minimum of 30 days or until project circumstances justify discontinuance. Hooksett shall maintain a written record of the marketing effort.

### 2.0 RESOURCE DOCUMENTATION

Prior to alteration or demolition of Hooksett Bridge 083/150, ACOE shall ensure the bridge is documented in accordance with the *Secretary of the Interior's Guidelines for Architectural and Engineering Documentation, Level II*, as published in the Federal Register 21 July 2003, pp. 43159-43162. Documentation will be prepared by a 36CFR61-qualified Architectural Historian and will conform to New Hampshire Division of Historical Resources Historic Property Documentation Program (NHHPD) guidelines, as follows:

**2.1 Photographic Documentation** will consist of large-format film and corresponding digital photographs of the bridge superstructure, substructure, approaches, setting and significant engineering details. A minimum of sixteen (16) photographic views will be taken. Film photographs will be on 4"x5" or greater black-and-white negative film and contact printed, processed and stabilized to Historic American Engineering Record archival standards as published on their website. One set of negatives and two sets of contact prints will be produced. Negatives will be scanned at 800 dpi or greater and provided in JPEG and DNG format. Due to restricted access to the bridge, photographs taken from the deck may not be obtained, in which case alternative viewpoints and/or telephoto lens will be utilized to provide photographic coverage of all representative truss structural members. Digital photographs taken to supplement large-format photography due to these restrictions will be submitted to NHSHPO as archivally-printed black-and-white prints. Digital photographs will be taken with a DSLR camera as RAW files with a minimum capture resolution of 12 megapixels and provided in JPEG and DNG files. Should full or partial collapse occur prior to the photographs being completed, any remaining and visible portions of the bridge will be photographed to the standards identified above.

**2.2 Written Documentation** will include a detailed physical description of the bridge, and its history and significance within local and state contexts relating to topics including its original

1909 construction in the village of Hooksett, 1936 WPA-funded flood recovery rehabilitation, as well as its engineering associations. Previous scholarly reporting on the bridge and associated topics will be utilized in the reporting, with additional research focused on obtaining new primary-source historical information and photographs.

**2.3 Drawing Documentation** will consist of archival printing of the known five original plan sheets filed at NHDOT (and additional drawings if discovered) on 11x17 archival paper. The digital scan files (TIFF format) of the original plans and supplemental drawings, if any, will be included in the digital documentation delivery, discussed below.

**2.4 Resource Documentation Delivery and Approvals.** The NHHPD package will include photographic documentation, written documentation, and graphics including a site plan, USGS map, photo location map and index, and historic maps, drawings and photographs.

NHDOT Cultural Resource Manager (NHDOT CRM) and NHSHPO agree to expedite approval of photographic documentation. NHDOT CRM will receive the photographic documentation, including photos, a photo location map, and photo index, and will comment within 3 working days; after which NHDOT CRM will provide the photo documentation to NHSHPO for their review and comment within 5 working days. Large format negatives and prints will be submitted in archival photo sleeves. ACOE and NHSHPO approval of the resource documentation photographs shall be received prior to demolition of the superstructure.

After photographs are approved, full draft documentation packages will be submitted. One digital draft copy of the complete resource documentation package (NHHPD) will be submitted to NHDOT CRM for a 30 day review and comment period. The draft final documentation package in archival hard copy (in archival folder) and digital format (PDF, JPEG and DNG files) on CD and/or flash drive will be submitted to NHSHPO who will have 45 days for review and comment. Subsequent to final NHSHPO approval, hard copy final documentation packages will be produced (with high-quality scans of large-format photographs) and submitted to the following: NHDOT (1), Hooksett Public Library (1), Hooksett Town Clerk (1), and Hooksett Heritage Commission (1). A digital resource documentation (PDF) will be submitted to the NH State Library Digital Library Collection for universal digital access. Final documentation packages will be distributed within 45 days of final NHSHPO approval.

### **3.0 PUBLIC EDUCATION & OUTREACH**

**3.1 Public Education.** The Hooksett Heritage Commission, Historical Society, and Town Council will work to develop additional public education as mitigation for this project's adverse effects on Hooksett Bridge 083/150 and Hooksett Village Historic District as part of wider efforts by the Town of Hooksett in anticipation of its 200<sup>th</sup> anniversary and incorporation of the new bridge structure into a heritage trail. A plan, expected to be implemented in a phased approach, will be developed by Hooksett identifying anticipated public education/village enhancement elements by January 1, 2017.

**3.2 Public Outreach.** Final design of the replacement pedestrian bridge will be developed in consultation with the Hooksett Heritage Commission, Historical Society, and Town Council with design review opportunities afforded at each stage of plan submission, to ensure compatibility with the historic characteristics of the Hooksett Village Historic District.

#### **4.0 CONSTRUCTION IMPACTS**

Hooksett will coordinate with the Project Contractor to ensure impacts to adjacent properties are minimized. Construction fencing will be placed at Veterans' Park. Continued coordination during the construction phase shall occur with the Hooksett Heritage Commission to ensure all impacts are minimized to the extent practical.

#### **5.0 EMERGENCY SITUATIONS**

Should an emergency situation occur which represents an imminent threat to public health or safety, or creates a hazardous condition, the ACOE and Hooksett shall immediately notify the NHSHP and the NHDOT CRM of the condition which has initiated the situation and the measures taken to respond to the emergency or hazardous condition. Should the NHSHP or the NHDOT CRM desire to provide technical assistance to the ACOE and Hooksett, they shall submit comments with seven (7) calendar days from notification, if the nature of the emergency or hazardous condition allows for such coordination.

#### **6.0 DURATION**

This MOA will expire if its terms are not carried out within five (5) years from the date of its execution. Prior to such time, ACOE may consult with the other signatories to reconsider the terms of the MOA and amend it in accordance with Stipulation 9.0 below.

#### **7.0 MONITORING AND REPORTING**

Each year following the execution of this MOA until it expires, is terminated or stipulations completed, Hooksett shall provide all parties to this MOA a summary report detailing work undertaken pursuant to its terms. Such report shall include any scheduling changes proposed, any problems encountered, and any disputes and objections received in ACOE's efforts to carry out the terms of this MOA.

#### **8.0 DISPUTE RESOLUTION**

Should any signatory to this MOA object at any time to any actions proposed or the manner in which the terms of this MOA are implemented, ACOE shall consult with such party to resolve the objection. If the ACOE determines that such objection cannot be resolved, ACOE will:

**8.1 Forward documentation.** Forward all documentation relevant to the dispute, including ACOE's proposed resolution, to the ACHP. The ACHP shall provide ACOE with its advice on the resolution of the objection within thirty (30) days of receiving adequate documentation. Prior to reaching a final decision on the dispute, ACOE shall prepare a written response that takes into account any timely advice or comments regarding the dispute from the ACHP, signatories and concurring parties, and provide them with a copy of this written response. ACOE will then proceed according to its final decision.

**8.2 Final decision.** If the ACHP does not provide its advice regarding the dispute within the thirty (30) day time period, ACOE may make a final decision on the dispute and proceed accordingly. Prior to reaching such a final decision, ACOE shall prepare a written response that



takes into account any timely comments regarding the dispute from the signatories and concurring parties to the MOA, and provide them and the ACHP with a copy of such written response.

**8.3 ACOE Responsibility.** ACOE's responsibility to carry out all other actions subject to the terms of this MOA that are not the subject of the dispute remain unchanged.

## **9.0 AMENDMENT**

This MOA may be amended when such an amendment is agreed to in writing by all signatories. The amendment will be effective on the date a copy signed by all of the signatories is filed with the ACHP.

## **10.0 TERMINATION OF AGREEMENT**

If any signatory to this MOA determines that its terms will not or cannot be carried out, that party shall immediately consult with the other parties to attempt to develop an amendment per Stipulation 8.0, above. If within thirty (30) days (or another time period agreed to by all signatories) an amendment cannot be reached, any signatory may terminate the MOA upon written notification to the other signatories.

Once the MOA is terminated, and prior to work continuing on the undertaking, ACOE must either (a) execute an MOA pursuant to 36 CFR § 800.6 or (b) request, take into account, and respond to the comments of the ACHP under 36 CFR § 800.7. ACOE shall notify the signatories as to the course of action it will pursue.

Execution of this MOA by ACOE, NHDOT, Hooksett and NESHPO and implementation of its terms evidence that ACOE has taken into account the effects of this undertaking on historic properties and afforded the ACHP an opportunity to comment.

**SIGNATORIES:**

**ARMY CORPS OF ENGINEERS – NEW ENGLAND DISTRICT**

By: \_\_\_\_\_  
Frank J. Delgiudice  
Chief, Permits and Enforcement Branch

\_\_\_\_\_, 2015  
Date

**NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_  
William J. Cass  
Director of Project Development

\_\_\_\_\_, 2015  
Date

**NEW HAMPSHIRE STATE HISTORIC PRESERVATION OFFICE**

By: \_\_\_\_\_  
Elizabeth H. Muzzey  
NH State Historic Preservation Officer

\_\_\_\_\_, 2015  
Date

**TOWN OF HOOKSETT**

By: \_\_\_\_\_

\_\_\_\_\_, 2015  
Date

**Staff Report**  
**Reorganization of Department of Public Works**  
**April 22, 2015**

**Issue:**

Reorganization of Public Works and Transfer & Recycling Departments as follows:

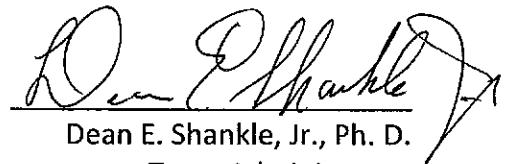
1. Combine the DPW and R&T departments into a single Public Works Department.
2. Create a position called "Deputy Director of Public Works/ Town Engineer." (See attached job description.)
3. Eliminate the position of Transfer and Recycling Superintendent.
4. Eliminate the separate (never filled) position of Town Engineer.
5. Fund the Deputy position with a combination of money from the now eliminated Superintendent and Engineer positions.
6. Add part time administrative position to the department.

I believe this will increase efficiency, clarify areas of responsibility and allow the combined department to move forward. Since there will be a reduction of two positions (Superintendent and Engineer) and the creation of two (Deputy DPW/ Engineer and part-time administrative assistant), there will be no additional positions added.

**Fiscal Impact:** Salaries and benefits lines will be reduced approximately \$210,000 and increased by approximately \$160,000, resulting in a net decrease in the overall budget of approximately \$50,000.

**Recommendation:** Motion to amend the administrative code, approve the new and revised job descriptions, approve the changes to the classification pay plan and revise the budget to reflect the changes outlined above, to be effective July 3, 2015.

**Prepared by:** Dean Shankle

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

AGENDA NO. 15-022

DATE: 4/22/15

**Staff Report**  
**Budget Transfer Requests FY 2014-15**  
**April 22, 2015**

**Background:** In accordance with the Charter Sec 5.6. Transfer and RSA 32:10 the following budget transfer is being recommended by the Town Administrator.

**Discussion:** Charter Sec 5.6. Transfer. "After the budget has been adopted, no money shall be drawn from the treasury or the Town nor shall any obligation for the expenditure of money be incurred except pursuant to a budget appropriation. The Administrator, with the approval of the Council, may transfer any unexpended balance or any portion thereof from any appropriation within one department to any appropriation within any other department. The transfer of appropriations shall comply with RSA 32:10."

RSA 32:10 I(b) states that public records must be kept of all transfers of appropriations.

**Discussion:** I'm requesting a Budget Transfer for FY 2014-15.

2015-02) Transfer funds to the Public Works Highway Division's Professional Service line to cover the engineering cost to evaluate the condition of the Village (Lilac) Bridge, develop conceptual plans for stabilization of the bridge and develop alternatives to stabilization. The funds will come from the Fire-Rescue and the Police's health insurance lines. Both lines have a budget savings due to the favorable rates received for the 2015 premiums. The Town budgeted for a 10% increase and received an average of 2.5% increase in premiums.


**Recommendation:**

Motion to have the Council Chair sign Budget Transfers Requests #2015-02 as recommended by the Town Administrator.

**Prepared by:** Christine Soucie, Finance Director

**Town Administrator Recommendation:**

*Concur*

  
\_\_\_\_\_  
Dean E. Shankle Jr.  
Town Administrator

**TOWN OF HOOKSETT  
BUDGET TRANSFER REQUEST FORM**

**TRANSFER # 2015-02**

Please explain the purpose of this transfer request: Transfer funds to cover engineering cost to evaluate the condition of the Village (Lilac) Bridge, develop conceptual plans for stabilization of the bridge and develop alternatives to stabilization.

**NEED OF FUNDS  
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-450.4312-330.000	RD MNT Professional Service	35,000.00	91,500.00	126,500.00
<b>Total</b>	<b>Public Works</b>	<b>2,791,987.00</b>	<b>91,500.00</b>	<b>2,883,487.00</b>

**SOURCES OF FUNDS  
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-350.4220-210.000	FD Health Insurance	612,041.00	(45,750.00)	566,291.00
<b>Total</b>	<b>Fire- Rescue</b>	<b>3,949,867.00</b>	<b>(45,750.00)</b>	<b>3,904,117.00</b>
001-400.4210-210.000	PD Health Insurance	524,852.00	(45,750.00)	479,102.00
<b>Total</b>	<b>Police</b>	<b>3,827,745.00</b>	<b>(45,750.00)</b>	<b>3,781,995.00</b>

**Recommended by:**

  
Town Administrator

  
Finance Director

**Approved by:**

\_\_\_\_\_  
Town Council

\_\_\_\_\_  
Council Meeting Date

04/13/2015 09:42 AM  
 User: csoucic  
 DB: Hooksett

EXPENDITURE REPORT FOR HOOKSETT  
 PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 03/31/2015 (NORM (ABNORM))	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	% BSGT USED
001-450.4312-330.000	RD MNT Professional Services	35,000.00	35,000.00	98,731.34	20,120.14	(83,851.48)	339.58

04/13/2015 09:43 AM  
 User: csoudie  
 DB: Hooksett

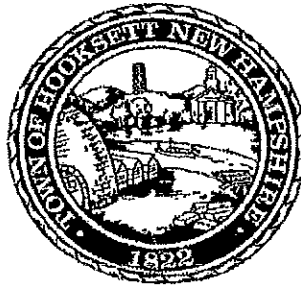
EXPENDITURE REPORT FOR HOOKSETT  
 PERIOD ENDING 03/31/2015

GL NUMBER	DESCRIPTION	2014-15 ORIGINAL BUDGET	2014-15 AMENDED BUDGET	YTD BALANCE 03/31/2015 (NORM (ABNORM))	ENCUMBERED YEAR-TO-DATE	UNENCUMBERED BALANCE	\$ BSGT USED
001-350.4220-210.000	FD Health Insurance	612,041.00	612,041.00	403,270.21	0.00	208,770.79	65.89
001-400.4210-210.000	PD Health Insurance	524,852.00	524,852.00	320,979.32	0.00	203,872.68	61.16

AGENDA NO. 15-023  
DATE: 4-22-15

# Town of Hooksett New Hampshire

*W*



Quarterly Financial Report  
For March 31, 2015  
Third Quarter of FY 2014-15

Unaudited

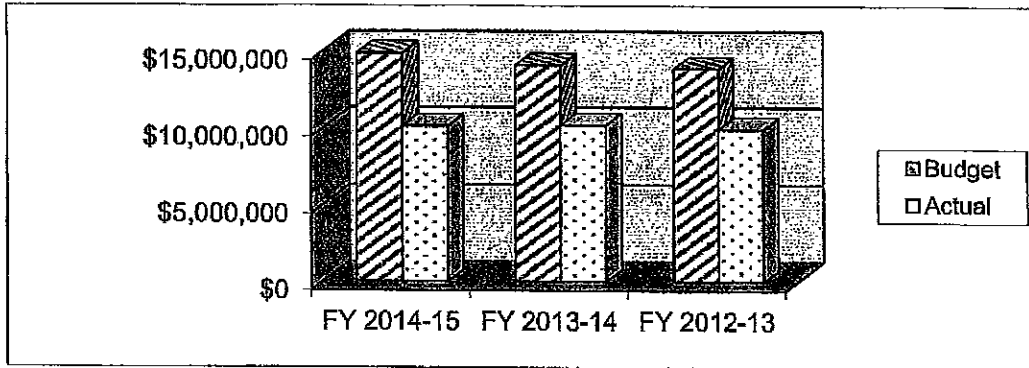


## General Fund Third Quarter Ending March 31st

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

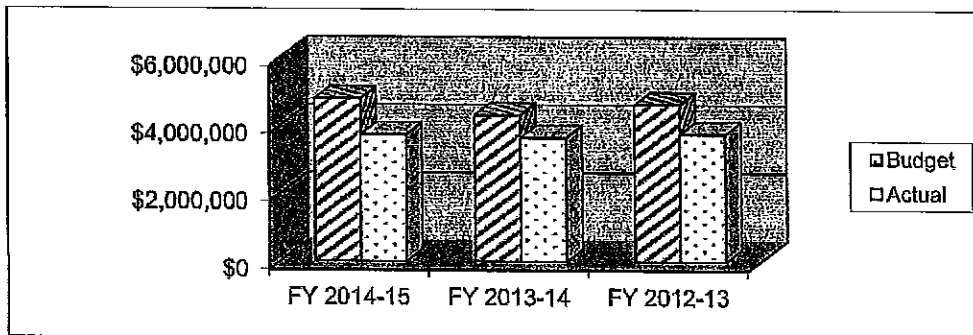
### Total Operating Budget

Year	<sup>1</sup> Budget	Actual	Remaining Budget	%
FY 2014-15	\$ 14,895,126	\$ 10,141,111	\$ 4,754,015	68%
FY 2013-14	14,112,535	10,216,884	3,895,651	72%
FY 2012-13	13,900,696	9,951,572	3,949,124	72%



### Total Revenues

Year	<sup>1</sup> Budget	Actual	Uncollected Budget	%
FY 2014-15	\$ 4,791,971	\$ 3,735,506	\$ (1,056,465)	78%
FY 2013-14	4,318,020	3,656,571	(661,449)	85%
FY 2012-13	4,634,061	3,765,431	(868,630)	81%



Notes: Removed the Sewer from both the General Fund Operating Budget and Revenues.

1) Budget amounts include transfers, grants, and donations approved by Council as of March 31st of each year.

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2014-15

March 2015

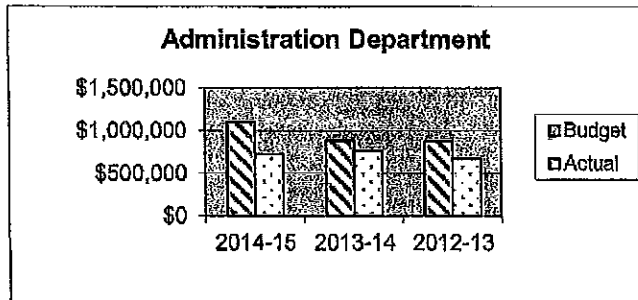
75% of the year has expired

39 of 52 pay weeks has expired or 75%

Department	2014-15 Approved Budget	Budget Transfers	* Budget Increases	2014-15 Adjusted Budget	2014-15 Actual YTD	(Over) Under Expended YTD	Percent Expended
Administration	1,095,871	-	12,380	1,108,251	729,497	378,754	65.82%
Assessing	181,497	-	-	181,497	110,780	70,717	61.04%
Community Development	468,900	6,549	-	475,449	266,832	208,617	56.12%
Family Services	235,381	-	-	235,381	121,724	113,657	51.71%
Finance	230,522	-	-	230,522	166,045	64,477	72.03%
Fire-Rescue	3,949,867	-	-	3,949,867	2,874,224	1,075,643	72.77%
Police	3,817,170	-	10,575	3,827,745	2,426,071	1,401,674	63.38%
Public Works	2,791,987	-	-	2,791,987	1,887,971	904,016	67.62%
Recycling & Transfer	1,082,076	-	-	1,082,076	665,521	416,555	61.50%
Tax Collection	274,650	-	-	274,650	178,901	95,749	65.14%
Town Clerk & Elections	34,273	-	-	34,273	19,755	14,518	57.64%
<b>Administration's Budget</b>	<b>14,162,194</b>	<b>6,549</b>	<b>22,955</b>	<b>14,191,698</b>	<b>9,447,321</b>	<b>4,744,377</b>	<b>66.57%</b>
Budget Committee	7,609	-	-	7,609	3,862	3,747	50.76%
Capital Leases	93,034	-	-	93,034	88,056	4,978	94.65%
Cemetery Commission	850	-	-	850	420	430	49.41%
Conservation Commission	7,801	(6,549)	-	1,252	770	482	61.49%
Debt Principal	-	-	-	-	-	-	0.00%
Debt Interest	-	-	-	-	-	-	0.00%
Debt Tax Anticipation Note (TAN)	1	-	-	1	-	1	0.00%
Library	600,682	-	-	600,682	600,682	-	100.00%
<b>Total General Fund Operating Budget</b>	<b>14,872,171</b>	<b>-</b>	<b>22,955</b>	<b>14,895,126</b>	<b>10,141,111</b>	<b>4,754,015</b>	<b>68.08%</b>
Sewer Department	1,994,923	-	-	1,994,923	-	1,994,923	0.00%
Automated Collection Truck from Solid Waste	180,000	-	-	180,000	-	-	0.00%
Town Building Maintenance CR	100,000	-	-	100,000	100,000	-	100.00%
Public Works Vehicles CR	100,000	-	-	100,000	100,000	-	100.00%
Fire Apparatus CR	50,000	-	-	50,000	50,000	-	100.00%
Drainage Upgrades CR	50,000	-	-	50,000	50,000	-	100.00%
Air Pack and Bottles CR	20,000	-	-	20,000	20,000	-	100.00%
Automated Collection Equipment CR	20,000	-	-	20,000	20,000	-	100.00%
Parks & Recreation Facilities Development CR	15,000	-	-	15,000	15,000	-	100.00%
<b>2014-15 Grand Totals</b>	<b>17,402,094</b>	<b>-</b>	<b>22,955</b>	<b>17,425,049</b>	<b>10,496,111</b>	<b>6,748,938</b>	<b>60.24%</b>

## Major Department Expenditure

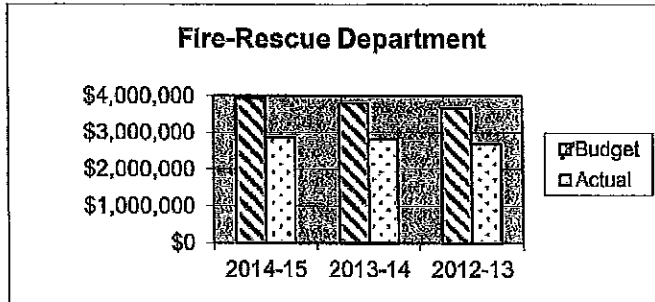
Administration Department			
Year	Budget	Actual	%
2014-15	\$ 1,108,251	\$ 729,497	66%
2013-14	888,682	767,359	86%
2012-13	882,504	680,087	77%



**Administration Department** - The current budget is showing 66% spent to date. The Town budgeted a 10% increase for health insurance, a 77% increase for property liability coverage and a 37% increase for workers' compensation coverage. The Town did receive favorable bids in all three areas. The actual property liability coverage increased 18%, with higher deductibles. This produce an estimated budget saving of \$95,000. For workers' compensation coverage the Town accepted a bid for a 9% increase over last year actuals, this produced a budget saving of just over \$20,000. The increase for employee health insurance was an average of 2.5%. The health insurance saving is reflected in each of the department's budgets.

The legal line remains in good shape at 55% spent to date compared to March 31, 2014 which was 72% spent.

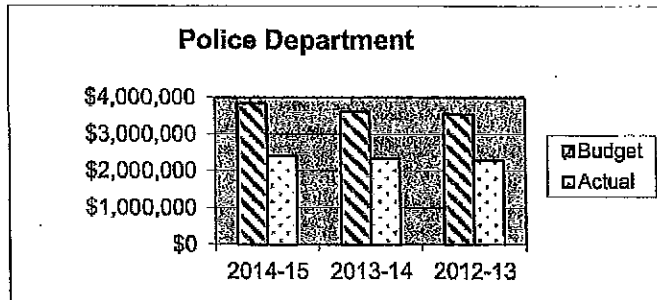
Fire-Rescue Department			
Year	Budget	Actual	%
2014-15	\$ 3,949,867	\$ 2,874,224	73%
2013-14	3,815,142	2,813,254	74%
2012-13	3,674,519	2,699,738	73%



**Fire-Rescue Department** - This department's budget is 73% spent. Keeping pace with the prior years, it is expected to finish the year on budget. The budget increases are primarily due to union contracts, health insurance premiums and employer rates for NH Retirement System. This department as had four firefighter positions turnover this year and one employee out for three months. Positions are filled quickly using an eligibility list.

The Ambulance was operated under the this budget until January 2012, when it was moved out into a special revenue fund that is offset by user fees.

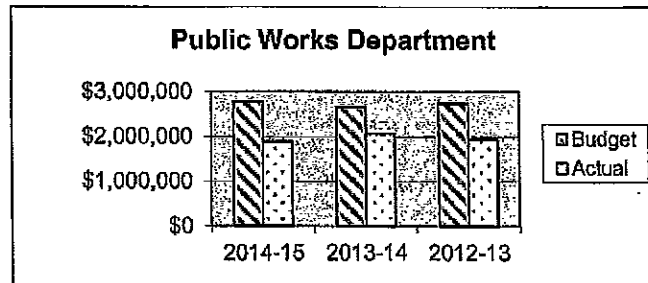
Police Department			
Year	Budget	Actual	%
2014-15	\$ 3,827,745	\$ 2,426,071	63%
2013-14	3,611,358	2,352,257	65%
2012-13	3,544,589	2,279,357	64%



**Police Department** - The increase in the budget for FY 2014-15 reflects the passing of the collective bargaining agreement in May 2014 and additional costs for training, two cruisers and fuel. The current departmental budget is 63% spent to date, which is primarily due to four patrol officers and three dispatch positions turning over. Overtime is being utilized to cover vacant shifts. It's expected that the department will come in under budget for the year.

## Major Department Expenditures, Continued

Public Works Department			
Year	Budget	Actual	%
2014-15	\$2,791,987	\$1,887,971	68%
2013-14	2,655,799	2,064,693	78%
2012-13	2,744,231	1,942,081	71%



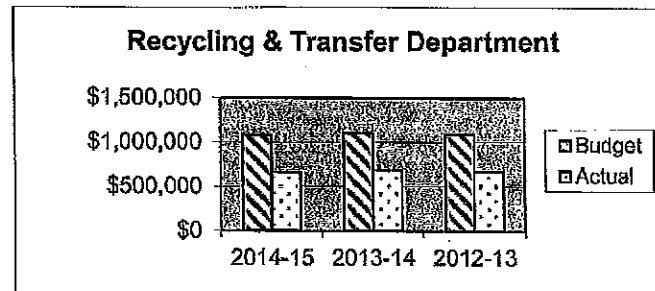
**Public Works Department** - This department covers Highway, Parks and Recreation, and Building Maintenance. The budget for FY 2014-15 includes the expense associated with the collective bargaining agreement for the Public Works/Recycling employees that was approved by voters in May 2013. Other increases included in this budget are resurfacing roads for \$50,000 and a new pickup truck for \$34,000.

Year to date actuals are at 68% of the budget, which is lower than the previous two budget years for two reasons. First the Highway division has seen seven full-time employees turnover and second no road paving was done in the fall of 2014. It is anticipated that the annual paving will start in late spring. The Town has spent \$79,732 as of March 31st for engineering cost on the Village(Lilac) Bridge which was paid out of Highway's professional services line. The winter has taken its toll on the vehicle maintenance line, which is anticipated to finish the year about \$80,000 over budget and the salt and sand line, which is anticipated to be \$20,000 over budget for the year.

The Parks and Recreation division is on track to stay within budget for the year.

The Building Maintenance division has several lines that are over budget including building maintenance which is over by \$20,107, the overtime budget is over by \$7,457 and the other utilities line is over by \$1,044. It's anticipated that the Public Works Department, as a whole, will not be over budget by the end of the fiscal year.

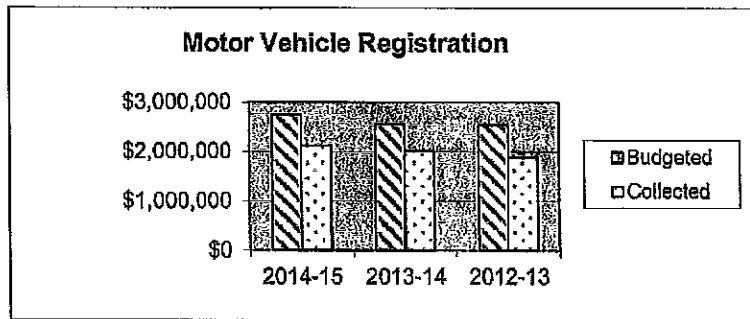
Recycling & Transfer Department			
Year	Budget	Actual	%
2014-15	\$1,082,076	\$ 665,521	62%
2013-14	1,107,596	687,836	62%
2012-13	1,093,857	671,701	61%



**Recycling & Transfer Department** - This department is 62% spent and is keeping pace with prior years spending. The vehicle maintenance line is 91% spent to date and the hazardous waste line is 80% spent. The Town has spent \$213,437 or 54% in tipping fees to dispose of trash, demo, roofing and some single stream recycling. This compares to \$208,865 at the same time as last year and \$218,675 for the year prior to that. Historically, June is an expensive month for tipping fees and it's expected Recycling & Transfer Department will finish the year within the budget.

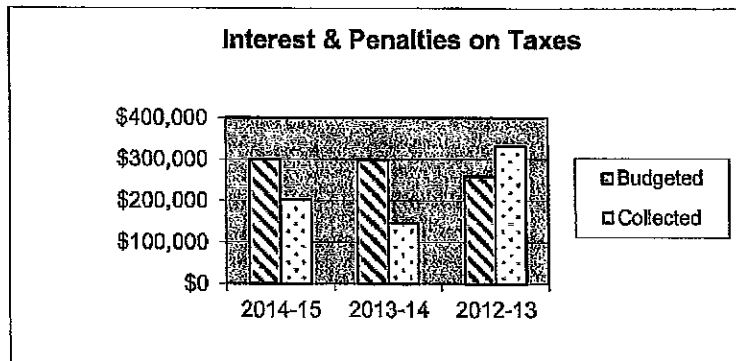
## Major Governmental Revenues

Motor Vehicle Registration			
Year	Budget	Actual	%
2014-15	\$2,750,000	\$2,119,476	77%
2013-14	2,555,000	2,019,614	79%
2012-13	2,532,500	1,872,647	74%



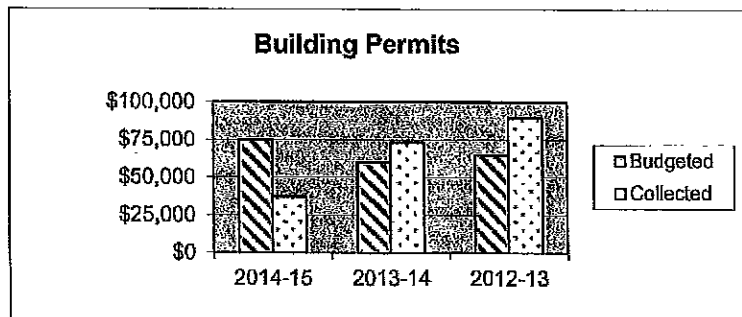
**Motor Vehicle Registration** - The top revenue source for the Town are fees collected for registering motor vehicles. Historically, May and June are high registration months and it's anticipated that fees for Motor Vehicle Registration will be over budget for the year.

Interest & Penalties on Taxes			
Year	Budget	Actual	%
2014-15	\$ 300,000	\$ 203,803	68%
2013-14	300,000	146,828	49%
2012-13	260,000	332,922	128%



**Interest & Penalties on Taxes** - This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. The Town starts the tax deeding process in the spring, which will drive residents to pay off delinquent taxes. In FY 2012-13 the Town had one commercial property owner pay over \$100,000 in interest & penalties, which is reflected in the actuals. This large payoff is not typical and is not anticipated again.

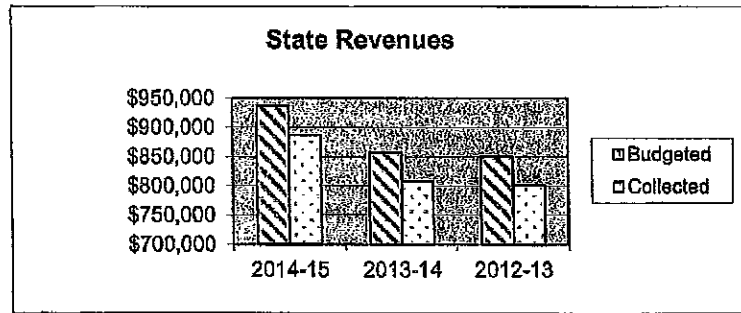
Building Permits			
Year	Budget	Actual	%
2014-15	\$ 75,000	\$ 37,278	50%
2013-14	60,000	73,266	122%
2012-13	65,000	89,463	138%



**Building Permits** - These fees are paid by builders for residential and commercial construction. As of March 31st the Town has received only 50% of its budgeted revenue, it is unlikely that the revenues will meet the budgeted expectations.

## Major Governmental Revenues, Continued

Year	State Revenues		%
	Budget	Actual	
2014-15	\$ 937,623	\$ 886,786	95%
2013-14	857,366	807,961	94%
2012-13	850,461	801,656	94%



**State Revenues** - The Town has not received the "State Shared Revenues" since FY 2009-10. The Meals and Rooms tax and the Highway Block Grants have increased starting in FY 2014-15.

<u>Other Revenues</u>	Budget	Actual	Over Budget
Interest on Investments	\$ 20,000	\$ 26,353	\$ 6,353
Sale of Town Property	1,200	13,878	12,678
HealthTrust Insurance Refund	-	197,528	197,528

AGENDA NO. 15-024  
DATE: 4/22/15

**Staff Report  
Economic Development Committee  
Membership  
April 22, 2015**

**Background:**

The Economic Development Committee (EDC), at its February 24, 2015 meeting, moved to allow non-resident business owners to serve as voting members of the Committee. Historically, the EDC has allowed advisory members, who represented businesses and institutions in town, to sit on the Committee. However, because they were not residents, they were not considered full members with voting rights. In an effort to increase its membership and connect with the local business community in a more meaningful way, the EDC would like to include those who have businesses in Hooksett, but who may not be residents, to join the Committee with full voting rights. This statute would be codified in the newly adopted EDC Rules of Procedure.

**Fiscal Impact:**

None.

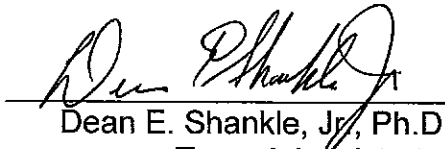
**Recommendation:**

The Town Council move to accept the Economic Development Committee's recommendation to allow non-resident business owners to serve as voting members of the EDC as part of their Rules of Procedure.

**Prepared by:**

Carolyn Cronin, Assistant Planner

**Town Administrator Recommendation:** *concur — an advisory group.*

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

**Hooksett Economic Development Committee**  
**Meeting Minutes**  
**Tuesday, February 24, 2015**  
**4:00 PM**

**Call to Order:** The meeting was called to order at 4:10 pm.

**Present:** Muamer Duracovic, Matt Mercier, David Rogers, David Scarpetti, Carolyn Cronin (Assistant Town Planner)

**Pledge of Allegiance**

**Approval of Minutes**

February 3, 2015 Minutes – The minutes were approved as presented.

**Old Business**

**EDC Membership Terms**

Board consensus was to wait until membership is full to set terms for all members.

***D. Scarpetti moved to allow non-residents/business owners to become voting members of the board. Motion seconded by M. Mercier. Motion carried unanimously.***

**Community Profile Report**

Discussion on the Economic Development findings and possible projects EDC could work on.

M. Duracovic was able to contact 5-6 interested SNHU students to help with the business survey case studies. Names and contact information will be provided to the Town Planner.

**Economic Development Director**

A survey (attached) was done on how other communities handle the Economic Development Director position.

The board would like to develop a self-funding position for the Town. This would be a professional full time position with matrix that the pay would be based on the amount of tax base raised.

M. Mercier stated the board will have to solidify first then draft a proposed job description with salary requirements to be presented to the Town Council for approval. He will speak to the Town Administrator with regards to this position.



### **Town Planner's Update**

C. Cronin presented the following updates:

1. General Electric, Industrial Park Drive – Planning Board approved the expansion project. They are scheduled to appear before the Town Council at their meeting on February 25<sup>th</sup> to obtain final approval for the discontinuation of a portion of Industrial Park Drive.
2. NH Army National Guard Project, 1227 Hooksett Road – The State has purchased the (19.6 acres) land. National Guard Chief Engineer presented a conceptual plan to the Planning Board and answered some questions from abutters. This is a Federal project; site plan approval is not required. When the final site plan is prepared, they will hold a public informational meeting. The site will be used for maintaining National Guard vehicles. There will be 20 full time employees. No storage of vehicles, no ammunition. Construction to start in 2016.
3. UNH Cooperative Extension – Business Retention & Expansion Program – Andre Garron will meet with the Town Planner and the Town Administrator on March 5<sup>th</sup> and will attend the EDC meeting on March 24<sup>th</sup>. A Steering Committee made up of 5-7 people will be formed. One person to serve as Chair, Business Resource Coordinator (typically, the Town Planner or the Town Administrator), Media Coordinator, Milestone Coordinator and Visitation Coordinator. A Task Force will also be needed consisting of about 5-7 people. Another group consisting of visitors will be needed. Members from the Chambers of Commerce have offered to help. This should be a short-time commitment to start mid-April. The Town Planner will reach out to some of the Community Profile volunteers.

The next meeting will be held on Tuesday, March 24<sup>th</sup>.

### **Adjournment**

The meeting adjourned at 5:30 pm.

Respectfully submitted by,

Evelyn F. Horn  
Administrative Assistant

## **HOOKSETT ECONOMIC DEVELOPMENT ADVISORY COMMITTEE**

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### **MISSION STATEMENT**

The Hooksett Economic Development Committee's mission is to enhance the vitality of the local economy by retaining existing businesses, encouraging entrepreneurship and attracting new business to Hooksett, in support of the Town Council's effort toward the development of public policy and strategies that result in balanced and sustainable economic growth.

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### **OFFICERS**

1. **A Chairman** shall be elected annually by a majority vote of the board in the month of July. The Chairman shall preside over all meetings and hearings, appoint such committees as directed by the board.
2. **A Vice-Chairman** shall be elected annually by a majority vote of the board in the month of July. The Vice-Chairman shall preside in the absence of the Chairman and shall have the full powers of the Chairman on matters, which come before the board during the absence of the Chairman.
3. All officers shall serve for one year and shall be eligible for re-election.

### **A) MEMBERSHIP:**

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1. As established by the Town Council, the HEDAC shall consist of nine (9) members, as appointed by the Town Council. Four (4) members shall be town residents. Three (3) members shall be involved in the Hooksett business community. One (1) member shall be appointed as the Town Council Representative. One (1) member shall be appointed by the Planning Board as the Planning Board representative. at least seven (7) voting members. One of the members shall be a member of and appointed by the Town Council and one shall be a member of and appointed by the Planning Board. The terms of the regular members shall be three (3) years except that the current appointments (2015) shall be staggered by the Town Council to two (2) members for three year terms, two (2) members for two year terms, and the remaining members for one (1) year terms.
2. The HEDAC may recommend to the Town Council the removal of any member having unexcused absences from either three (3) consecutive meetings, or a total of five (5) unexcused absences in any one rolling 12 month period.
3. **MEMBERSHIP REPLACEMENT:** When a vacancy occurs or when a membership term expires, the HEDAC shall notify the Town Council, who shall then proceed to fill the vacancy using the Town's Appointment Guidelines.
4. **SUBCOMMITTEES:** Subcommittees may be established by HEDAC to work on specific projects and/or initiatives and report back to the HEDAC

a) The Chair of the Subcommittee will be a member of HEDAC and be appointed by the HEDAC membership

b) Members of the Subcommittee are appointed by the HEDAC but do not have to be members of HEDAC except for the Subcommittee Chair, and may be made up of residents non-residents of Hooksett.

c) All subcommittees must follow the requirements as outlined in NH RSA 91-A.

Staff, non-voting members, will include The Town Administrator, Town Planner, and the Assistant Town Planner

### GOALS

- To establish and nurture supportive relationships with existing business to retain and encourage expansion within the Town of Hooksett.
- Promote growth in property valuation that generates tax revenue, which exceeds municipal costs, in order to reduce the tax burden on residents.
- Identify and pursue funding sources, on behalf of the Town, which would enable HEDAC to meet the mission and goals of this document.
- To promote the Town of Hooksett as a destination for new businesses.
- Provide support for the Town Council, planning and zoning boards projecting a welcoming and helpful image to the business and general community.
- Assist the Town Council with research and development of new business opportunities.
- Coordinate and seek out support for business development from local, state, and regional organizations such as SNHPC, DRED, and Metro Center.

### OBJECTIVES

- Establish Ambassador Group to make monthly contacts with identified existing business to understand their needs and to provide assistance with retention and expansion activities.
- Develop and refine Web Site to include economic development page describing Hooksett's planning and zoning process and assistance with partners such as DRED, SNHPC, and other business development agencies.
- Maintain and update Web Site to keep it current with changing Town policy and economic conditions.
- Recommend economic development projects and opportunities to the Town Council.
- Respond to request from the Town Council regarding economic development issues and opportunities such as use of the Old Town Hall, affordable housing

- and related economic development issues.
- Recommend contractual relationships to complete specific economic development activities in support of the Town Planner and Administrator.

Develop with the Town Planner printed materials describing business opportunities in Hooksett along with the process for navigating the planning and zoning process.

Administrative Code:

—Section 4.4

Enhance the vitality of the local economy by retaining existing businesses and attracting new ones.

### MEETINGS

1. **Regular meetings** shall be held at the Town Municipal Building, 35 Main Street, Hooksett, NH at 4 pm on the fourth Tuesday of each month. Other meetings may be held at the call of the Chairman provided public notice and notice to each member is given at least 48 hours excluding Sundays and legal holidays prior to such meetings. In the case of a holiday or unforeseen circumstances, the meeting may be moved to the following Tuesday.

2. **Quorum.** Four (4) members shall constitute a quorum of the Hooksett Economic Development Advisory Committee. A quorum for all meetings of the board shall be 4 members.

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3. **Order of Business.** The order of business for regular meetings shall be as follows:

- a) Call meeting to order.
- b) Pledge of Allegiance
- c) Introduce members of the board.
- d) Minutes of the previous meeting.
- e) Unfinished business.
- f) New Business.
- g) Correspondence
- h) Adjournment

AGENDA NO. 15-825  
DATE: 4/22/15

**Staff Report**  
**Annual Town & School Report and Volunteer Appreciation**  
**Dinner**  
**April 22, 2015**

**Background:** Each year the Town produces a Town & School report and hosts an appreciation dinner for volunteers in Town.


**Discussion:** There is no set policy for which groups in town contribute reports for the Annual Report or receive invitations to the Appreciation Dinner. Practice has been to continue to include those who have been involved in the past, which includes some unaffiliated town groups and organizations. Other unaffiliated groups have requested to be involved in the current and future reports & dinners, which has shed light on the need for a set policy.

**Fiscal Impact:** The only fiscal impacts would be the impact on the attendance and resulting cost of the Volunteer Appreciation Dinner (either up or down) and the impact on printing costs for the Town Report (either up or down).

**Recommendation:** Discuss and adopt a policy. For example, some towns only have affiliated boards & committees contribute reports to the Annual Report.

**Prepared by:** Katie Rosengren, Project Coordinator

**Town Administrator's Recommendation:** *concur*

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