

revised: 08/20/2015

**TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, August 26, 2015**

1. **6:30 PM - CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **SPECIAL RECOGNITIONS**
 - a. Hooksett Youth Achiever of the Month
5. **APPROVAL OF MINUTES**
 - a. Public & Non-Public: 08/12/2015
6. **AGENDA OVERVIEW**
7. **PUBLIC HEARINGS**
8. **CONSENT AGENDA**
9. **TOWN ADMINISTRATOR'S REPORT**
10. **PUBLIC INPUT: 15 Minutes**
11. **NOMINATIONS AND APPOINTMENTS**
 - a. Nomination: Todd Lizotte – Conservation Commission, Alternate
 - b. Appointment: Mike Horne – Parks & Recreation Advisory Board, Alternate
12. **SCHEDULED APPOINTMENTS**
13. **15 MINUTE RECESS**
14. **OLD BUSINESS**
 - a. 15-047 Establishing Speed Limit for Martin's Ferry Road
 - b. 14-050 Departmental Oversight Committee Charge
 - c. 15-043 Public Safety Administrative Consolidation
15. **NEW BUSINESS**
 - a. 15-059 Financial Risk Assessment Questionnaire
 - b. 15-060 Purchase of Public Works One Ton Diesel Dump Truck (F550) with plow & sander
 - c. 15-061 Street Name Approval – Water Works Drive
 - d. 15-062 Discussion – Whitehall Terrace Speed Limit
 - e. 15-063 Advanced Life Support Intercept Agreement with City of Concord NH Fire Dept.
 - f. 15-064 Technology – Tablets for Chambers Meeting Room
 - g. 15-065 Town Charter Changes
 - h. 15-066 Applying Stipends to Boards & Committees
 - i. 15-067 Old Home Day – Town Council Booth 09/19/15
 - j. 15-068 Employee Appreciation Picnic 2015
16. **SUB-COMMITTEE REPORTS**
17. **PUBLIC INPUT**
18. **NON-PUBLIC SESSION**

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

revised: 08/20/2015

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

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

19. ADJOURNMENT

Public Input

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

TOWN COUNCIL MEETING MINUTES
Wednesday, August 12, 2015

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 5:30pm. Seconded by D. Winterton.

Roll Call -

D. Winterton – yes
T. Tsantoulis – yes
A. Jennings – yes
R. Duhaime – yes
M. Miville – yes
D. Ross - yes
J. Sullivan - yes

Vote unanimously in favor.

DISCUSSION #1 – Classification Pay Plan

D. Shankle: Facilitated discussion regarding Classification Pay Plan and recommendation to move Police Prosecutor position from a grade 22 to a grade 23.

R. Duhaime motioned to approve the Classification Pay Plan as presented dated 08/12/15 to move Police Prosecutor position from a grade 22 to a grade 23. Seconded by A. Jennings.

Roll Call -

R. Duhaime – yes
M. Miville – no
D. Ross – yes
A. Jennings – yes
D. Winterton – yes
T. Tsantoulis – yes
J. Sullivan - yes

Vote 6 in favor; 1 opposed = motion carries.

DISCUSSION #2 – Town Administrator Contract

Donna Fitzpatrick, Administrative Services Coordinator: Facilitated discussion regarding Dr. Shankle's Town Administrator contract with the Town of Hooksett for period 08/01/2015-06/30/2020 (see attachment "A").

D. Winterton motioned to approve Dr. Shankle's Town Administrator contract with the Town of Hooksett for period 08/01/2015-06/30/2020 as presented dated 08/12/15. Seconded by R. Duhaime.

Roll Call -

A. Jennings – yes
M. Miville – yes
R. Duhaime – yes
T. Tsantoulis – yes
D. Winterton - yes
J. Sullivan - yes

Vote unanimously in favor.

J. Sullivan motioned to exit non-public at 6:00pm. Seconded by D. Winterton.

Vote unanimously in favor.

Respectfully submitted by,

Donna J. Fitzpatrick,
Recording Clerk

CALL TO ORDER- PUBLIC SESSION

Chair Sullivan called the meeting to order at 6:00 pm.

ROLL CALL – ATTENDANCE

Donald Winterton, Nancy Comai, T. Tsantoulis, Adam Jennings, Robert Duhaime (left at 9:00 pm), Marc Miville, David Ross, Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: July 8, 2015

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

R. Duhaime motioned to accept the public minutes of July 8, 2015 with edits. Seconded by T. Tsantoulis.

Vote unanimously in favor. A. Jennings abstained due to prior absence.

b. Non-public: July 8, 2015

D. Ross motioned to accept the non-public minutes of July 8, 2015. Seconded by D. Winterton.

Vote unanimously in favor. A. Jennings abstained due to prior absence.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

CONSENT AGENDA

- a. \$100.00 donation from Professional Electric al Contractors of CT., Inc. to Hooksett Fire-Rescue Dept.
- b. \$50.00 donation from Margaret L. & Arthur D. Saul to Hooksett Fire-Rescue Dept.
- c. \$250.00 donation from Hooksett Garden Club to Hooksett Conservation Commission for the Merrimack Riverfront Trails project.
- d. \$97.00 donation from Hooksett Memorial School to Hooksett Fun-in-the-Sun Camp Program

D. Winterton: I'd like to thank everyone for their generous donations. Once a donation is made to a department, who determines where the funds are spent within the department (specifically items "a and b")? Is the money dedicated to a fund or determined by the Chief or this body?

Dr. Shankle: It depends on how the donation is worded; if it specifies a place, it would go there. If it's general, it goes to the department's budget and the Chief would determine how it gets spent.

D. Ross motioned to accept the Consent Agenda as written. Seconded by M. Miville. Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- The Attorney General for NH has come out with an updated memo on the Right to Know law; sent a memo previously in 2013 and sent it to all boards and committees at that time. We need to do this again so we can send it out to everyone who should get it.

Consensus to direct Chair to send letter with updates on RSA 91-A to all town boards and committees.

- Health Insurance committee update is coming up later.

- I'm working on some possible Charter changes. One of the things I'm going to put together for your consideration is moving the town meeting from April back to March to be in line with the School District. I spoke to the superintendent who said that moving to April would be difficult for them; they would have to send out pink slips and some people may have an issue with that timing. Another issue is there are 3 towns in the district so people would be voting at different times for the school board. I think those are good reasons. Another issue that this brings up is how to get more voter participation. I called Bill Gardner who does a lot of voter education. When I called him to ask what we can do, he suggested that we go back to a March meeting. For every town on a meeting schedule other than March, people aren't just paying attention. They think March is the time for town meetings; once that time has passed, people aren't really paying attention. We wouldn't need to change the fiscal year, but we may need to move Council seats. I don't think anything else would need to change.

N. Comai: By the town changing the vote to March, how does that impact pink slips and anything else the school district does?

D. Shankle: By moving to March, it wouldn't affect them. Moving to April to coincide with us would make it more difficult.

J. Sullivan: Traditionally by April 15, the school proceeds on hiring additional positions if they get approved based on the vote from March. Budget Committee would have to review both at the same time. I was a member of a Charter review board several years ago and that was brought up at that time also as something the Council may want to consider.

Consensus for Town Administrator to look into and proceed with moving the town meeting from April to March, beginning in 2017.

- Lilac Bridge engineering contract is coming up later.
- The organization of Police and Fire (public safety), anything you aren't seeing tonight you will see at a future meeting.

PUBLIC INPUT

NOMINATIONS AND APPOINTMENTS

a. Nomination: Jacqueline McCartin – Alternate to Full Member Parks & Rec Advisory Board
A. Jennings nominated Jacqueline McCartin from alternate to full member of Parks & Rec Advisory Board. Seconded by M. Miville.

J. Sullivan: Since Parks & Rec has appointed her as their Chair, we would need to waive the rules and appoint her tonight.

D. Ross motioned to waive the rules and appoint tonight. Seconded by M. Miville. Vote unanimously in favor.

D. Winterton motioned to appoint Jacqueline McCartin. Seconded by R. Duhaime. Vote unanimously in favor.

b. Nomination: Mike Horne – Alternate Parks & Rec Advisory Board
A Jennings nominated Mike Horne as an alternate to the Parks & Rec Advisory Board. Seconded by M. Miville.

D. Ross: This is a nomination so he will be appointed at the next meeting.

J. Sullivan: Nominations do not require a second; appointments do.

c. Appointment: Dan Lagueux – Economic Development Advisory Committee
M. Miville motioned to appoint Dan Lagueux. Seconded by D. Ross. Vote unanimously in favor.

- d. Appointment: Town Councilor(s) sub-committee – Parks & Rec Advisory Board AND Dept. Oversight Committee

A Jennings has been appointed to the Parks and Rec and Department Oversight subcommittees as Council rep.

J. Sullivan: Maybe there should be 3 so there would be a tie breaker; you can still conduct business with 2 and have no alternate.

M. Miville was appointed to the Department Oversight Committee as a member.

K. Rosengren: In the original motion for the committee, there were 3 full members and an alternate.

J. Sullivan: Mr. Ross will serve as an alternate.

D. Ross: Is there an alternate for Conservation Commission Council rep? We needed one this past Monday.

K. Rosengren: Rob Duhaime is the alternate.

SUBCOMMITTEE REPORTS

A. Jennings: Parks and Rec elected Jacqui McCartin as Chair, Deb Miville as Secretary and Vice Chair was also elected. I need to look and see who it was; you can come back to me.

T. Tsantoulis: Hooksett Youth Achiever meeting was held tonight. We selected a recipient, and we will present that at our next meeting.

R. Duhaime: Nothing to report.

M. Miville: Economic Development Committee has 115 business lined up and we are recruiting volunteers to interview between 2-4 business each. There will be 2 hours of training on 9/18 and they will have a couple of weeks to interview business (who will receive surveys in advance) based on their responses. We are currently looking for volunteers to meet with these businesses. Every committee member is tasked with 10 businesses to make sure the file with contact information is correct and updated. I received an email from the manager of the 99 Restaurant. They are closing on 8/24 for a few days for renovations and are having a grand reopening ribbon cutting ceremony on 8/27 at 5pm.

PUBLIC HEARINGS

Public Hearing for the Town Council to give the public Martin's Ferry Road, Hooksett, NH speed limit study data and to get their comments about this roadway for the Town Council to establish a speed limit for Martin's Ferry Road.

J. Sullivan: *"The Hooksett Town Council will be holding a public hearing on Wednesday, August 12, 2015 at 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main St, Hooksett NH. The purpose of the public hearing is to give the public Martin's Ferry Road, Hooksett, NH speed limit study data and to get their comments about this roadway for the Town Council to establish a speed limit for Martin's Ferry Road. The speed limit study is available for viewing in the Administration Department and questions should be directed to them."* I declare this public hearing open. Chief Bartlett and Captain Daigle are here to review the study.

D. Fitzpatrick: I'd like to let the audience know that there are copies of the study as well as Development Regulations material available on the front table if they would like to review any of these documents.

Chief Bartlett: We have had some residents on Martin's Ferry ask me to provide additional enforcement down there for speeding, noise and other traffic related issues. I wanted to gather some data so I mounted a radar device on a phone pole for a week in June 2014 and again in September 2014. Combined statistics were an average speed in September of 33 mph and 35 mph in June. 70% of the cars were between 29-38 mph in June and 19,169 cars were between 30-39 mph in September. September had more volume since school was in session. Under state statute we need an engineering study to justify the reduction of speed. It should be posted at 30 and we needed the study to reduce it to

25. I don't know how it got posted at 25 mph, but it was. It's hard to enforce something that isn't legal. The residents were not satisfied with my survey, so Dr. Shankle had an engineering study done. It's my understanding that those results were similar to mine. I think statutorily the speed limit is 30 mph but is incorrectly posted at 25 mph, which is just my opinion.

Dr. Shankle: On page I-30 of the Development Regulations handout (*see attachment "B"*), there are highway classifications within the town – collector roadway, local roads and arterial highways. The definitions are on page I-4. There are only a few collector roads in town, and Martin's Ferry is one of them. It meets the criteria of the Chief's study and the traffic study as well, which is why it's our recommendation is to post it at 30 mph which is probably the legal speed limit since we can find any indication a traffic study was done before.

J. Sullivan: On page I-30, should all collector roads be posted at 30?

Dr. Shankle: The point of them being collector roads, you know there is going to be higher traffic and the Planning Board designated them as that. Since it is presumed the speed is going to be 30 unless it's posted lower, it's implied that they can handle normal traffic which would be a 330 mph road.

D. Ross: The traffic study isn't the only consideration in determining the speed limits in town. A traffic study is part of that, not the only thing to be considered. We are talking about a stretch of road that is 0.7 miles long, about 25 seconds of driving at 30 mph. I don't see any hardship in leaving it at 25. There are dynamics on that road which are unique to, as opposed to so many others. It is a "shortcut" to get from Manchester to Hooksett Rd. People often drive very fast on that road. The surface condition is rarely good, especially in the winter. It has 2 different bus stops where the kids have to walk to and stand on the street. There are students from the college, walking/driving/biking, on that road. I think there are a lot of dynamics of that road that require a lower speed limit. All the way into Manchester, it is a school zone. I see no hardships to drivers leaving it at 25 mph. Posted at 25 mph says to me that it's 30. Everyone knows they won't get a ticket for going 5 mph over. I consider the safety of the children and the parents firstly. This came up previously back in 2007; I have heard from a number of residents and they are totally opposed to this. I think we should be listening to them.

J. Sullivan: The process is after the public hearing the vote will be in 2 weeks.

N. Comai: You are saying that it's posted at 25 but have no legal authority to enforce that; can you elaborate?

Chief Bartlett: Under statute 265:63 and 265:62 it discusses the process and manner to alter speed limits, and it is based on engineering study. The engineering study says it should be posted at 30. Right now it's posted at 25 and I'm not going to enforce that speed limit if it's not legal.

N. Comai: There must have been something in the past that had it posted at 25.

M. Miville: The previous police chief unilaterally changed speed limits without consulting the Council, several years ago. There are several roads in town that do not have the correct speed limits posted. I'm not sure if it is in the minutes or not.

R. Duhaime: If the speed limit was changed to 30, it's enforceable.

Chief Bartlett: It's really 30 now, unless we find an engineering study that says it's not. The fact that the sign says 25 isn't really valid, in my opinion.

R. Duhaime: If this gets approved, the speed will be set at 30 and you can enforce it.

Chief Bartlett: We have written tickets over there; since 2014, we have issued 25 for an average speed of 43 mph. It is subjective based on the officer's discretion. The other side is credibility in court. If we bring someone in for 1, 2, 3 mph over the speed limit, the credibility needs to be maintained in front of the judge. We have to balance this; same thing with the deployment of resources and where we spend our time. That is part of the decision making process when we ask voters to support more officers, so we have more proactive patrols.

A. Jennings: Reading the engineering study, it states changing the speed limit rarely changes the speed characteristics of the traffic stream. It recommends that it be set at 35; 85% of the drivers are driving above 35 already.

D. Winterton: I see this as we have a couple options: we could set it at 25 as a Council, but your feeling is you can't enforce it at 25 but you can at 30. Our other option is change to 30 so it can be enforced.

Chief Bartlett: If you vote to change it to 25, it needs to be based on the engineering study. This process started because we couldn't find the background to show it was properly posted at 25.

J. Sullivan: Whatever we decide to post it at, you have the authority to enforce it at your discretion.

Chief Bartlett: I hope so.

M. Miville: If we vote to keep it at 25, the study doesn't back it up and you said we need the study to back up the current speed limit.

Chief Bartlett: The statute says "shall use." In my opinion, we need to have something that sets the speed limit if it's less than the state regulated 30 mph zone, such as an engineering study as required by law. What you do with that is up to you.

D. Ross: There is a document somewhere listing all the roads in town and posted speed limits. The town can appoint someone to set the speed limits, based on expertise – the RSA requires it has to be done through a process, if I'm correct. It's not the only factor to consider in making this decision. We are using it as a basis for our determination. You have to have some legitimacy on a ticket when you take them to court. People are going 40 mph on that road. It's not safe, especially for younger drivers. Speed limits are so we are not duly impeding the flow of traffic. An extra 2 or 3 seconds of driving is hardly impeding the flow of traffic on that road.

J. Sullivan: This is the hearing to get the information for the official posting. There is a safety committee which includes the Chief, Town Planner and Director of Public Works. Can you indicate if they concur with the recommendation?

Chief Bartlett: Back then, we didn't conduct an engineering study, however the 2 surveys can be used as an engineering study according to the statute. I didn't see it, at the time, as a major problem based on the data we collected.

T. Tsantoulis: The town paid for an engineering study and we have the Chief before us indicating that it would be easier to enforce a posted speed of 30. The engineer indicated the road will support a higher speed limit. These are things we need to take into consideration. It's probably irrelevant on how it got there. I understand the enforcement issue and we need to support the police department.

J. Sullivan: Is anyone from the public here to comment on this subject?

David Smith, 26 Martin's Ferry Rd, Hooksett: I want to thank the Hooksett PD for taking the time to do these surveys, although we disagree on the outcome, they did do something very productive. I'm going to prove how productive it was which I think it will contradict some of the views. The first survey was in June 2014 over approximately 10 days; 91% were driving over 25 mph. That is pretty extreme. 35 mph and over was 40% of the traffic. That is 10 mph over the speed limit. I don't think any of us would expect to be able to drive 10 mph over the speed limit and not get pulled over. If we did then speed limits would be useless. When that survey was done they came back and were satisfied and didn't think it was extreme. The traffic at that time was pretty light. The September 2014 survey was over 7 days; there were 96% more vehicles than the first study. This is a major road for dump trucks, tow trucks, etc. It's based on safety and speed. We have 2 schools on that street; my house is only 20' off the road. When I bought my home, the street was posted at 25 mph and that was one of the considerations when I bought my home. 86% of the cars in the second survey were speeding at 26 mph and above. 12,597 were going 35-53 mph; these are real numbers. The study that the town paid for has given us some good information. They ran this study for one day, 50 cars each direction. I'm not sure that is a good perspective of volume on that road. 85% were traveling at 38 mph; that's pretty drastic. I wouldn't expect

the police to pull anyone over doing 31 mph. If you know there is a police presence on that street, I think it would greatly reduce the speeding on that road. There are 31 driveways, 4 intersections, 2 commercial buildings on one end of it, Underhill School (485 students, 58 staff), SNHU has 3,000 in-house students (and about 200 faculty) and half probably drive by our house. I'd like to address what Mr. Ross said about every road has dynamics. There is a runner in my house and she feels like she is taking her life in her hands by running on that road. The study references there will always be a difference of opinion of what is reasonable. I'd like Council to vote in favor of keeping it at 25 and have our police reasonably enforce that. 12,597 cars in 7 days were going over 35 mph; that is a lot of tickets. Thank you.

Matt Harding, 32 Martin's Ferry Rd, Hooksett: I want to express that my concern with raising the speed limit is the pedestrians on that road. The shoulder of the road is less than shoulder width. If I am trying to bike or push a stroller, it's not a comfortable situation. Increasing the speed limit would reduce the reaction time of drivers to make maneuvers to avoid pedestrians/oncoming traffic, and I'm concerned that would create unsafe situations. Thank you.

Robin Dupuis, 21 Martin's Ferry Rd, Hooksett: My concerns are the same as everyone else's. Daily, at some point on that road, I see an accident just missed. Whether it is a car rear-ending another car or a child crossing the road and a car is speeding down there. Safety should be a consideration, not just needing another police officer or not. I have a dog and I also have children. A couple years ago, during the school year, there were lots of cars all going over 30 mph and my dog happened to run across the street to see another dog. I knew he would be killed because of all the traffic and how fast they were going. There was a woman bringing her child to Underhill and she was going 25 mph, and she hit my dog. We took him to the vet and they said he would have been killed if she was going 5-10 mph faster. All I can think about is if that was a child; they would not have made it. I would encourage you all to drive that road a few times before you make a decision. When 2 school buses pass each other, the kids can high five each other. Adding 5-10 mph to that, you are asking for problems. I'd also encourage maybe looking into a sidewalk on that road. Day and night young people are walking there. I hope you vote to keep it at 25. Whatever the speed limit is, you know they are going faster than that. If you move it to 30 or 35, now they are traveling at 40 mph or more. Just a thought, thank you.

J. Sullivan: I have 2 letters from residents to read into the record. (*see attachments "C" and "D"*)

Lorie Wilkinson-Bell, 18 Martin's Ferry Rd, Hooksett: I am here to tell you that in the experience of walking the road, just from the shoulder to the top of the hill, it's very dangerous. I am a runner and biker and feel like I need to increase my speed to get to the sidewalk at SNHU just to feel safe. My daughter, who is from out of state, was very nervous pushing her children in the stroller. The trash is increasing; every week we see more and more. When the time changes and it gets darker earlier, it will be harder to see the students who dress in dark colors, walking to get food and groceries, etc. They are putting their life in your hands. I was running at one time and a female police officer turned her car sideways to slow the traffic so I could get by. I can't imagine increasing the speed limit there. I haven't seen many officers going by. The volume of tractor trailer trucks – I'm not sure if they are over the weight limit for the bridge - but it shakes the house. At 9:30pm I have to close my windows because when traffic is leaving night classes, I can't hear anything. There needs to be something done about it.

David Breault, 28 Martin's Ferry Rd, Hooksett: I am retired and see different traffic at different times of day. I went out and measured the road from the yellow line to the white line and it was 9.5'. That doesn't leave a lot of room; from the white line over, I don't know if it's even a foot. For anyone walking, it's impossible. There is nowhere to park, so please consider the width of that road also – it's very narrow. Thank you.

Pat Dietrich, 30 Martin's Ferry Rd, Hooksett: At the end of the road there is a 10 ton weight limit on that bridge. If you raise the speed limit to 30, you have the trucks going faster. Add to that the 10 ton weight limit on the bridge at the end. How do you say it's safer if you increase the speed limit, keeping that in consideration?

Chief Bartlett: We would have to have some method to weigh them. State police have portable scales but we are not certified. There have been a lot of changes with the state police and trucks. Over the last few years, the federal and state have taken local ability away from local jurisdictions and put that back on the state. Without training on weighing trucks I don't know how we would deal with that.

P. Dietrich: I am a truck driver and the Gross Vehicle Weight is posted on the side of my truck; each truck has a classification and it has to be posted on the side of any commercial vehicle.

D. Ross: It's a stone bridge and that is why it's legally limited at 10 tons.

P. Dietrich: A 26,000 pound truck exceeds the 10 ton weight.

T. Tsantoulis: We seem to have wandered off the original subject of the speed limit. I assume the town owns the bridge, but I believe we need to consider that at a later date.

J. Sullivan: Council will be voting at our next meeting on the official posting of the road. The police have raised the concern that they are not able to enforce a speed limit that has not been properly posted. Regardless of whatever the posting is, the police can use their resources to promote safety on that road.

R. Duhaime: Times have changed; we have major highways going through Hooksett. The town doesn't have control over the state roads, the state does. This is a road that is taking the overflow from the state roads. When I was on the Planning Board, we talked about how many buildings they were going to put in before we would put sidewalks in from the campus to DW Highway. SNHU keeps expanding and it's going to turn into increased traffic volume. There have not been any improvements on Martin's Ferry in a long time. No matter what we set the speed limit at, I don't think it's going to solve the problems that are out there.

D. Ross: Raising the speed limit is not going to be an improvement of any sort. When you have school buses going in opposite directions, and there is a pedestrian on the road, I have to cross the center line if I want to avoid hitting that person. That is putting myself and the oncoming driver in danger. I see no benefit in changing the speed limit at all. To correct a presumption made by Councilor Tsantoulis, it would be easier to enforce a legally posted speed limit. Regardless of the speed, that has nothing to do with the police ability to enforce it.

M. Miville: It is in my district as well as Councilor Ross's district, and I am struggling with this. I have driven that road on 6 different occasions at different times. I had a hard time keeping my car at 25 mph. According to these surveys, not one single car was traveling at 25 mph; the lowest speed was 27 mph.

D. Smith, 26 Martin's Ferry Rd, Hooksett: We all find it hard to do certain things, but if it's the law, that's what we have to do. It's a safety issue. We all speed, no one is perfect. We aren't looking at the 26 mph speeder.

J. Sullivan: We will close this after the second public input and vote on the speed limit at our next meeting. We thank everyone for coming.

5 MINUTE RECESS

SCHEDULED APPOINTMENTS

- a. William "Bill" Bald, Risk-Ex, Health Insurance Presentation

J. Sullivan: We have 3 members of the health insurance committee here tonight.

D. Fitzpatrick: We are here tonight to present to you recommendations for the health insurance for 2016. We have Matt Bose, committee chair, and Bill Bald our committee consultant. We also have 3 presenters from the health insurance carriers: Candace Schaefer and Melissa Briggs from Health Trust; John O'Leary from NHIT and Bob Bergan from CGI. We have some of the committee members in the audience also. The members are here to answer questions tonight, or they are willing to come to a future meeting for a formal presentation if you prefer that.

M. Bose: The committee asked me to put a letter together as an overview (*see attachment "E"*). The last statement directly relates to the excise tax and we are willing to come back before that takes effect in 2018. You will want to engage in a formal RFP process as these numbers are based on the previous months and years to give you these estimates. I will pass it off to Mr. Bald for his presentation.

B. Bald: I came in mid-stream with the committee. They had done a lot of legwork that made my job much easier (*see attachment "F"*). National Perspective: Typically government sector premiums are higher than commercial sector. New England has the highest health care costs in the nation; the cost of health care is driving those costs. We go into a lot of detail on how the town of Hooksett compares on a number of values, including co-pays. Hooksett is considered Platinum under the ACA; there are 4 tiers of plan designs – platinum, gold, silver and bronze.

D. Winterton: Is there a platinum plan design in NH?

B. Bald: There is one with one small group carrier and they are an anomaly. It's Maine Community Health Options.

D. Winterton: Was there one in 2014?

B. Bald: No there was not. Bronze is the minimum level that meets the ACA. Narrow networks limit the choice of providers for plan participants. 20% of health care dollars is taken up by prescription drug costs. The average wholesale price is \$178/month for brand name drugs and \$11/month for generic drugs. Medical Loss Ratio looks at demographics which impacts pricing for health plans. In NH, as you move further north in the state, the costs of health care increases. Insurers that have a larger market share tend to get better rates because they have the volume. You are trending well in early 2015, year to date. You are attractive to insurers with this MLR. \$3000 hospital services deductible; HRA is a promise by the town to pay claims subject to the deductible. Health Trust offers higher deductible options coupled with an HRA. These are 2015 rates; 2016 rates are not available at this time.

D. Winterton: If the town funds an HRA and an employee goes to a specialist for a co-pay of \$50, who pays that?

B. Bald: The employee; the HRA is set up to pay for the hospital services. The "Cadillac Tax" is uncertain, depending on what happens in the 2016 election. Employee deductibles are not included in the calculation.

D. Winterton: Would you expect the tax to be paid by the employer or shared with the employee?

B. Bald: That depends on the employer. If you are on a fully insured plan it will be the responsibility of the insurer to collect and pay that tax. It is based on the full amount of the premium, regardless of how much the employee or employer pays. It also includes contributions to Health Savings Accounts and health FSA's and HRA's. The IRS is counting on that income. It only looks at cost, not quality of coverage.

D. Winterton: If someone goes to the commercial market, I pay much less than what this shows. Is this partly because our over 65 population is included in our medical loss ratio?

M. Briggs: Yes, we include the Medicomp employees as well. This is secondary coverage, so Medicare ultimately pays most of the claims.

D. Winterton: If we cover retirees over age 65, can they adversely affect our medical loss ratio, impacting rates for a 25-year old?

M. Briggs: Yes, that is correct.

D. Winterton: If we had a retiree who goes to the private marketplace, can they come in and out of our program?

D. Fitzpatrick: Most of the time, they cannot. There is a slight possibility, if they are in the NH retirement system, they may be eligible. It would be up to the provider to make that decision (NHIT or Health Trust).

D. Winterton: Is the buyout rate of 50% of the annual cost a result of surveying other towns? And is that 50% of any plan they pick or is that 50% of our lowest plan they might be eligible for?

D. Fitzpatrick: We looked at other communities and we found we are on average but could be a little higher. The 50% cost of insurance is based on the higher tiers we were looking at.

D. Ross: If someone opts out, if that amount is below the threshold, that is free of any Cadillac Tax correct?

D. Fitzpatrick: We pay \$2400 annually to anyone who opts out; if they opt out, they would not be on the health insurance so there would not be any Cadillac Tax.

B. Bald: There is a huge disparity in the cost of health care in NH. Shopping tools are very beneficial to your employees as well as your medical loss ratio.

D. Winterton: If we had a high deductible plan and the consumer was paying out of pocket, you would drive the extra few miles to save significant dollars. We might save money in 3 years, but what is the cost benefit to the employee? We are trying to change behavior because we are heading toward the Cadillac Tax.

B. Bald: Police, Fire and Public Works unions support the NHIT recommendation.

T. Tsantoulis: What are the incentives for a generic prescription?

B. Bald: A lower co-pay.

D. Winterton: So right now we are paying \$10/month for a 90-day supply of medication and the "carrot" would be to go to \$0 co-pay for a savings of \$3.33 month, hoping to change behavior.

B. Bald: That's the recommendation; the other "carrot" would be the \$127,000 in premium savings and being able to possibly push back the excise "Cadillac" tax.

D. Ross: Another "carrot" to offer, is if the town has a savings of \$127,000, they will be less likely to push for more contributions from employees. Anything we can encourage them to do to keep the cost of health care down, we should.

B. Bald: If you educate your employees about the medical loss ratio, they are paying a percentage of the premiums and that is going to increase.

R. Duhaime: I think this is long overdue. Why would we pay all these benefits and not review it every year? This is a win-win and I hope it happens.

N. Comai: I want to make sure that we as a group remember that our end goal is continue to allow employees to have some skin in the game. I hope our aura isn't changing because we are saving some money. The 3 union groups – by having their buy-in is going to save the Administration and the re-negotiation of the new contracts. We gave them an opt-out in case they didn't like what you came up with. Thank you to all of you for putting in the hours to do this project. You have saved an immense amount of time in the long run in other areas such as union negotiations and the desire of the board to get everyone moving in the same direction in town.

B. Bald: I was very impressed with the way the committee was engaged in this. They were looking for a win-win versus an adversarial approach. They realized there were 2 sides to this story – tax impact and having a reasonable plan.

D. Winterton: I'd like to thank the committee immensely for taking on this challenge and all the hard work

D. Fitzpatrick: We are looking for a consensus this evening to move forward with a formal RFP process in the fall. All of the rate info presented was from 2015; the meeting is October 16 so by the end of October we should have the formal rates from Health Trust to move forward with an RFP. Secondly, is the union negotiations. They put in opt-out language into the second year of their contracts. They were looking at doing that in September and since our rates will not come out until October, according to the town

attorney, we can ask them for an extension to wait until the new rates come out. We wouldn't have to go back to the voters to have them vote on the contract again that they voted on in May 2015.

D. Ross: Does the calendar year vs. fiscal year impact budgeting? I'd think that would make it easier.

D. Fitzpatrick: We can look into seeing if these carriers offer that. If we decide not to continue with our current carrier, Health Trust, they require a 60-day opt-out and there is a 2-year restriction before we can go back to them.

D. Winterton motioned to direct Town Administrator to approach the unions and see if they would be willing to extend their deadline until formal rates are received. Seconded by A. Jennings. Vote unanimously in favor.

D. Winterton motioned to direct Town Administrator to move forward with a formal RFP process to get bids and include the current recommendation. Seconded by T. Tsantoulis. Vote unanimously in favor.

M. Miville: I'd like to recognize Dr. Shankle for his leadership on this and commend all their efforts on a job well done.

OLD BUSINESS

a. 14-066 Lilac Bridge Update – Engineering Contract

J. Sullivan motioned to approve the engineering contract for the Lilac/Village Bridge with Dubois and King in the amount of \$132,450 and authorize Dr. Shankle to sign the contract. Seconded by M. Miville.

Roll Call –

T. Tsantoulis – Yes

D. Ross – Yes

R. Duhaime – Yes

A. Jennings – Yes

D. Winterton – Yes

M. Miville – Yes

N. Comai – Yes

J. Sullivan – Yes

Vote unanimously in favor.

b. 15-021 Reorganization of Department of Public Works – New Job Descriptions 1) Recycling & Transfer Division Asst. Crew Chief and 2) Highway Division Building Asst. Crew Chief

D. Boyce: I have a change to the Asst. Crew Chief for Building Maintenance so I am giving you an updated version right now (see attachment "G").

J. Sullivan motioned to approve the Recycling & Transfer Asst. Crew Chief job description. Seconded by D. Winterton. Vote unanimously in favor.

Dr. Shankle: I have no problem with the changes that she has proposed to the Building Asst. Crew Chief.

J. Sullivan motioned to accept the Highway Division Asst. Crew Chief job description with proposed changes. Seconded by A. Jennings.

A. Jennings: Will there be training available to achieve these certifications and licenses?

Dr. Shankle: If people came in with these requirements, they would have a leg up on the job, but to say these are a minimum requirement isn't realistic.

M. Miville: I assume these positions will be posted publicly for anyone to apply for, not just the people in the department?

D. Boyce: This is part of the reorganization; the Recycle & Transfer Asst. Crew Chief is a new position.

D. Winterton: Are these new positions part of the bargaining unit?

D. Boyce: No.

Vote unanimously in favor.

NEW BUSINESS

- a. 15-055 Acceptance of Conservation Easement Deeds 1) Manchester Sand, Gravel & Cement Co., Inc. "The Villages at Head's Pond" "Head's Pond" "Great Pond" "Town Pond" "Small Pond" parcels 3-1, 3-5, 3-19, 3-29, 14-2, 14-4, and 2) Carriage Manor of Hooksett Condominium Association conversation property to the south of Head's Pond in Hooksett, NH parcel 6-22-75.

D. Ross motioned to allow Dr. Shankle to sign the Conservation Easement Deeds for the Villages at Head's Pond and Carriage Manor. Seconded by T. Tsantoulis.

Vote unanimously in favor.

- b. 15-056 Approval of DRED contract to accept grant money allotted for Merrimack Riverfront Trails

D. Ross motioned to approve entering into the Recreational Trails Program Grant Agreement and authorize Dr. Shankle to sign the agreement. Seconded by D. Winterton.

Vote unanimously in favor.

- c. 15-057 Adopt Changes to Administrative Code

A. Jennings motioned to adopt the amendments to the Administrative Code as presented effective 08/12/2015 and to remove the reference to the Tri-County Solid Waste Committee. Seconded by D. Ross.

Vote unanimously in favor.

- d. 15-058 Adopt Changes to Town Council Rules of Procedures

D. Winterton motioned to adopt the amendments to the Town Council Rules of Procedures as presented effective 08/12/2015. Seconded by A. Jennings.

M. Miville: Did we pass over attaching stipends to attendance?

J. Sullivan: We have approved that under the Administrative Code. I think that is a good agenda item for a future meeting.

Vote unanimously in favor.

SUB-COMMITTEE REPORTS

N. Comai: Record retention committee meets soon; we haven't met since our last meeting.

A. Jennings: We voted David Elliot as Vice Chair of Parks & Rec.

J. Sullivan: Heritage Commission – there was a request from the Planning Board to subdivide property on University Heights. It was an old slaughter house that burned many years ago. It is not historical but we are going to do some historical archival to collect photos for public record. It is the last house on Main St. The dedication of the Hooksett Airport marker is coming up; I'll have more info at our next meeting.

D. Winterton: Planning Board -the situation is to make a minor subdivision to the property on University Heights to make 2 lots out of 1. One issue is the driveway isn't where the state wants it so they have to go back and work that out. The frivolous part is they thought it was the foundation of an old garage with old car parts in it. One of the applicants mentioned it was the old slaughterhouse so we want to make sure there are no historical aspects before we make the final decision. We are starting to get busy in town which is good. Town Engineer was at the previous meeting. We got him together with an applicant there which turned out to be very fortuitous. They left to figure out a solution where previously the application have gone to a consulting engineer which would have probably created billable hours for the

applicant. Sewer Commission voted to fund an investigation for a composting facility. They paid the engineering fees to investigate that, and the contract was awarded to Stantec. Hooksett Youth Achiever met tonight. We selected a winner and will present at the next meeting pending the availability of the recipient.

D. Ross: I missed Conservation Commission this week but they went over what has been discussed tonight. We had a presentation from the engineering group going over the relocation of one section of the trail plan to make it acceptable so it would go through. It was a good discussion on how crossings would be dealt with and the continued use of agriculture and the land because that is part of the whole project. The intern, Mila Paul, was amazing. What a benefit to the town. She pointed out a lot of things that needed to get done. She also was very interested in possibly volunteering for another intern position having to do with the forestry plan that we don't have. That is part of her course of study coming up. It came up that it seems to be difficult to get interns for the town. I don't know any of the details, but it was brought up. It would be such a benefit to both us and the students. It's free, excellent help.

M. Miville: She is also helping Parks & Rec as well.

J. Sullivan: Your suggestion was written down by Dr. Shankle, especially with the college in town.

D. Ross: The Lambert junkyard was fully cleaned up and all requirements were met. There was a question on posting no trespassing signage on the easement. We came to a consensus on a black/white/green diagonal sign. Mila brought several suggestions; there will be signage where the gates are going to be installed to list what the restrictions are. The gates will be donated by Blue Ribbon.

D. Fitzpatrick: For the record, that was a paid internship. She received a weekly paycheck, but does not have health insurance.

PUBLIC INPUT

J. Sullivan: Seeing no further public input, I am officially closing the public hearing on the Martin's Ferry Road speed limit.

***M. Miville motioned to adjourn at 9:20pm. Seconded by D. Ross.
Vote unanimously in favor.***

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

Respectfully Submitted,

Tiffany Verney
Recording Clerk

Nominations

Todd Lizotte: Conservation Commission - Alternate

Appointments

PARKS & RECREATION ADVISORY BOARD

Mike Horne: Alternate Member, exp. 6/2016

Town of Hooksett

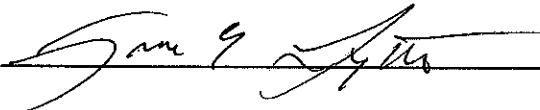
APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 8-7-15

Name: Tonia Lizotte Phone: 603-493-2579

Address: 21 Post Road

Email Address: telizotte@comcast.net

Signature: 

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Katie Rosengren, Project Coordinator or email to krosengren@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Conservation Commission *ALTERNATE*

Economic Development Study Committee

Heritage Commission

Parks & Recreation Advisory Board

Planning Board

Recycling & Transfer Advisory Committee

Town Hall Preservation Committee

Zoning Board of Adjustment

Other (Please specify.)

How long have you been a resident of Hooksett? 10 years

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

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

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

TOWN COUNCIL
CONSERVATION POT
GENTLEMAN FARMER

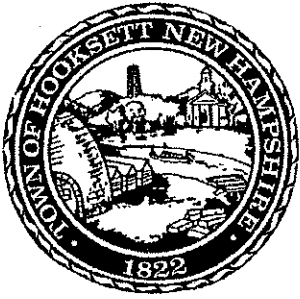
Please list any potential conflicts of interest you may have if appointed for a board or commission:

NONE

Please list any work, volunteer, and/or educational experience you would like to have considered:

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

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



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 7/21/2015

Name: MIKE HORNE Phone: 540-9608

Address: 1 MONROE DR HOOKSETT, NH

Email Address: HORNE MW @ GMAIL.COM

Signature: Michael W Horne

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to krosengren@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

- Conservation Commission
- Economic Development Study Committee
- Heritage Commission
- Parks & Recreation Advisory Board - *ALTERNATE*
- Planning Board
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify)

How long have you been a resident of Hooksett?

31 YEARS

Why are you seeking this position?

TO ASSIST NEW MEMBERS WITH HISTORIC INFORMATION AND KNOWING VARIOUS ASPECTS ABOUT HOOKSETT'S PROPERTY & INFRASTRUCTURE

Do you have any specific goals or objectives?

TO UPDATE PARKS & REC MASTER PLAN (5, 10, 25 YRS)

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

UNDERSTAND BOARD ADMINISTRATIVE REQMENTS
ENGINEER
PROBLEM SOLVER & COLLABORATOR

Please list any potential conflicts of interest you may have if appointed for a board or commission:

NONE UNLESS CEMETERY TRUSTEE CAUSES IT.
I'M A MEMBER OF KIWANIS AND TRAILS CMTY
BUT WILL NOT BE A CONFLICT

Please list any work, volunteer, and/or educational experience you would like to have considered:

I'M A KNOWN ENTITY.

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

P&RAB MANY YEARS
CEMETERY TRUSTEE - CURRENT
SUPERVISOR OF CHECKLIST 11

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

AGENDA NO. 15-047

DATE: 08/26/15

Background:

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

265:63 Alteration of Limits. –

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

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

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



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

MEMORANDUM

Ref: 1609A

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

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

Subject: Martin's Ferry Road – Speed Limit Evaluation

Date: May 5, 2015

In accordance with our agreement dated April 9, 2015, Pernaw & Company, Inc. has completed the speed limit study for Martin's Ferry Road. This effort involved measuring the velocity of free flowing vehicles at two separate locations, and assessing the maximum comfortable speeds on curves, spacing of intersections, pavement condition, shoulder conditions, vehicle-pedestrian conflicts, and relevant traffic control devices. **Based on this engineering and traffic investigation, Pernaw & Company, Inc. recommends that the posted speed limit be changed from 25 mph to 30 mph.** The purpose of this memorandum is to summarize our findings that formed the basis for this recommendation.

BACKGROUND

The goal of this study is to establish a speed limit that is reasonable and safe for Martin's Ferry Road. There will always be differences of opinion as to what is "reasonable" among drivers, nearby residents, decision makers and enforcement personnel. Studies have shown that changing a speed limit seldom changes the speed characteristics of the traffic stream. From a traffic engineering standpoint, a primary consideration in setting speed limits is the 85th percentile speed, or the speed at which 85-percent of the vehicles travel at or below. Speed limits are often set at the nearest 5 mph to the 85th percentile. Nevertheless, this finding must be tempered by other considerations such as the geometric features of the roadway, roadside development, surface and shoulder considerations, and pedestrian/bicycle conflicts.

EXISTING CONDITIONS

Martin's Ferry Road is approximately 0.7 miles in length and it functions as a two-lane bi-directional collector roadway that extends from North River Road to the west, to U.S. Route 3 (US3) to the east. The pavement measures approximately 22-feet in width and it is delineated with a four-inch double-yellow centerline (passing maneuvers prohibited) and four-inch white edge lines. Grass and gravel shoulders of variable width extend beyond the "cape cod" berm on both sides of the roadway. The horizontal alignment of Martin's Ferry Road is curvilinear and the vertical profile follows a rolling terrain. A spot grade of 6% is present several hundred feet west of US3. The speed limit is currently posted at 25 mph.

Intersections along Martin's Ferry Road include Cemetery Road (a loop road with two intersections), Sherwood Drive, Benton Road and McAllister Street. The majority of abutting parcels are occupied by single-family residences.

TRAVEL SPEEDS

The free-flow speed of approaching vehicles was measured at two locations on Martin's Ferry Road: east of Benton Road and west of Benton Road (vicinity of Sherwood Drive) in April 2015. The following table summarizes the speed data by location and travel direction. The tally sheets showing the raw data and other statistical summaries are attached.

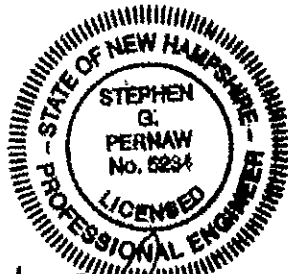
Martin's Ferry Road Speed Summary - MFH

	East of Benton Road		West of Benton Road	
	Eastbound	Westbound	Eastbound	Westbound
Average Speed	33	34	35	34
85th Percentile Speed	38	37	38	38
Posted Speed Limit	25	25	25	25

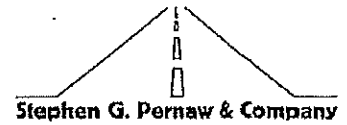
This data indicates that the free-flow travel speeds are relatively consistent between the two study locations, and both the average and 85th percentile speeds exceed the current speed limit by a considerable margin.

CONCLUSION / RECOMMENDATION

Although the 85th percentile speed data initially suggests that a posted speed limit of 35 mph may be appropriate, posting the speed limit at 30 mph is recommended given: the horizontal and vertical alignment features of Martin's Ferry Road, the roadway widths involved, the lack of paved shoulders, the comfortable speed on the curves, and that the majority of the abutting land uses are residential.



Stephen G. Pernaw 5/11/15



Spot Speed Study

Client: Town of Hooksett
Job #: 1609A
Town/City: Hooksett, New Hampshire

Location: East of Benton Road
Date: 4/24/2015
Weather: Fair

I. Recorded Data

Eastbound	
Observation	Speed (mph)
1	31
2	34
3	27
4	36
5	32
6	30
7	31
8	33
9	32
10	31
11	33
12	27
13	28
14	29
15	28
16	36
17	37
18	38
19	35
20	34
21	31
22	29
23	33
24	31
25	36
26	36
27	38
28	38
29	39
30	32
31	39
32	30
33	35
34	31
35	34
36	30
37	28
38	37
39	38
40	38
41	32
42	32

Westbound	
Observation	Speed (mph)
1	32
2	30
3	41
4	36
5	31
6	31
7	30
8	37
9	36
10	32
11	39
12	26
13	31
14	31
15	33
16	42
17	34
18	32
19	28
20	37
21	35
22	33
23	35
24	37
25	34
26	33
27	40
28	37
29	35
30	33
31	36
32	35
33	32
34	33
35	34
36	35
37	39
38	27
39	34
40	33
41	32
42	31



Spot Speed Study

Client: Town of Hooksett
Job #: 1609A
Town/City: Hooksett, New Hampshire

Location: East of Benton Road
Date: 4/24/2015
Weather: Fair

I. Recorded Data

Eastbound	
Observation	Speed (mph)
43	35
44	31
45	29
46	41
47	34
48	30
49	33
50	36

Westbound	
Observation	Speed (mph)
43	35
44	32
45	36
46	34
47	31
48	29
49	39
50	35

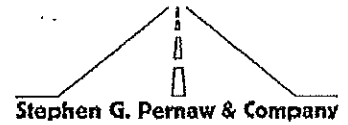
II. Statistical Summaries

Eastbound

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

Westbound

Observations =	50 vehicles
High Speed =	42.0 mph
Low Speed =	26.0 mph
Average Speed =	33.9 mph
Median Speed =	34.0 mph
Standard Deviation =	3.4 mph
85th Percentile =	37.0 mph
Posted Speed Limit =	25 mph



Spot Speed Study

Client: Town of Hooksett
Job #: 1609A
Town/City: Hooksett, New Hampshire

Location: West of Benton Road
Date: 4/24/2015
Weather: Fair

I. Recorded Data

Eastbound		Westbound	
Observation	Speed (mph)	Observation	Speed (mph)
1	36	1	33
2	32	2	33
3	47	3	37
4	31	4	38
5	31	5	36
6	28	6	37
7	32	7	37
8	38	8	29
9	36	9	31
10	41	10	34
11	33	11	30
12	34	12	32
13	35	13	32
14	38	14	33
15	33	15	29
16	31	16	33
17	41	17	34
18	35	18	29
19	31	19	37
20	42	20	35
21	37	21	35
22	35	22	28
23	31	23	28
24	40	24	34
25	31	25	44
26	33	26	33
27	34	27	39
28	37	28	29
29	32	29	38
30	32	30	33
31	33	31	34
32	35	32	42
33	37	33	33
34	35	34	40
35	34	35	32
36	31	36	44
37	42	37	43
38	38	38	32
39	35	39	33
40	41	40	33
41	35	41	33
42	36	42	32



Spot Speed Study

Client: Town of Hooksett
 Job #: 1609A
 Town/City: Hooksett, New Hampshire

Location: West of Benton Road
 Date: 4/24/2015
 Weather: Fair

I. Recorded Data

Eastbound		Westbound	
Observation	Speed (mph)	Observation	Speed (mph)
43	37	43	34
44	32	44	32
45	32	45	29
46	30	46	29
47	33	47	34
48	34	48	27
49	29	49	36
50	37	50	36

II. Statistical Summaries

Eastbound

Observations = 50 vehicles
 High Speed = 47.0 mph
 Low Speed = 28.0 mph
 Average Speed = 34.9 mph
 Median Speed = 34.5 mph
 Standard Deviation = 3.8 mph
 85th Percentile = 38.0 mph
 Posted Speed Limit = 25 mph

Westbound

Observations = 50 vehicles
 High Speed = 44.0 mph
 Low Speed = 27.0 mph
 Average Speed = 34.0 mph
 Median Speed = 33.0 mph
 Standard Deviation = 4.0 mph
 85th Percentile = 37.7 mph
 Posted Speed Limit = 25 mph

TOWN OF HOOKSETT



DEVELOPMENT REGULATIONS

Effective: January 23, 2012

Cost: \$10.00

4. Jurisdiction

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

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

(end of Section 4)

5. Definitions

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

AASHTO – American Association of State Highway and Transportation Officials.

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

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

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

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

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

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

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

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

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

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

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

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

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

Bond – See Surety

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

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

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

Cluster Development – See Open Space Development

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4) **Sight Distance**

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

5) **Highway Classifications**

Arterial Highways:

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

Collector Roadways:

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

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

11.12 Drainage Design Criteria

1) Definitions

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

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

Aquifer – An underground potential water-producing geologic formation.

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

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

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

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

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

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

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

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

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

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August 19, 2015

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

RE: Altering Speed Limits

Dear Dean:

I have reviewed NH RSA 265:63 and NH RSA 265:60. It appears to me that in order for a speed limit to be altered, the justification for the same must be based upon an engineering or traffic investigation.

The law in New Hampshire is that a person must drive at a speed that is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing. This is per NH RSA 265:60. The statute goes on to say that where no hazard exists which requires lower speed limitations, then the limits are as follows. In Section II (b), 30 miles per hour is prescribed as the speed limitation in a business or urban residence district. I believe that Martins Ferry Road would be considered to be in the urban residence district. Thus, the starting point is that the prima facie speed limit is 30 miles per hour.

NH RSA 265:63 states that when the local authority (Town Council) in their respective jurisdiction, determine on the basis of an engineering or traffic investigation that the prima facie speed permitted...is greater or less than is reasonable...the local authority may determine and declare a reasonable safe prima facie limit as provided in subsection I. The statute then goes on to say in subsection II, that the local authority in their respective jurisdiction shall determine, by an engineering or traffic investigation, the proper prima facie speed for all arterial streets. I think it is hard to ignore the language contained in NH RSA 265:63 which uses the word "shall" in it. Furthermore, in section I, it states that whenever local authorities in their respective jurisdictions determine on the basis of "an engineering or traffic investigation", that the prima facie speed permitted should be greater or less, they then may determine and declare what a reasonable and safe prima facie limit is. In that case, the Town Council can reduce the limit to 25 miles per hour in an urban district. However, again, the language used there says that whenever local authorities "determine by an engineering or traffic investigation" that the speed is improper, they may act. Thus, it would appear to me that if the Town has had an engineering or traffic investigation, that the same would set the standard for the speed limitation and any deviation therefrom.

Dean E. Shankle, Jr., Ph.D
Hooksett Town Administrator
Page 2
August 19, 2015

I understand the other factors involved in this decision making process. For instance, I understand that residents on the roadway feel that traffic travels at a high rate of speed and that the same causes unsafe conditions. I think the Town Council can take that into consideration in trying to remedy this situation through other means. For instance, I think the Town Council could clearly establish a series of stop signs if they felt that was an appropriate remedy. In fact, that may be a better remedy in that stop signs at one or more of the intersections on Martins Ferry Road would, in all probability, significantly reduce the speeds upon which the traveling public use Martins Ferry Road.

The other problem with lowering the speed limit to 25 miles per hour, is that it really ties the hands of the police in the enforceability of the same. If someone is cited for travelling over 25 miles per hour, the question would be, was that a "speed greater than is reasonable and prudent under the conditions"? See NH RSA 265:60. A defense lawyer could cite to the fact that the Town had a traffic and engineering study performed and that study found that the proper speed limit was 30 miles per hour. Thus, I think it would be hard to realistically enforce a speed limit of 25 miles per hour. I think the Town would end up using a lot of its Police Department resources in defense of these types of cases with little satisfaction. On the other hand, stop signs would definitely be available to slow the traffic and might be a better remedy for the residents of Martins Ferry Road.

Dean, I cannot tell you that my opinion is universally agreed upon. We called the Municipal Association and they felt that input from the Department of Public Works, the Police Department, etc., could be taken into account regarding establishing speed limits. The Municipal Association also felt that the views of residents could be considered. However, I just cannot advise the Town to take that position based upon the mandatory language contained in NH RSA 265:63.

In general, the Town Council has the power to regulate the use of vehicles upon the highways located in the Town, except as to speed, which is regulated by the statutes noted above. Under NH RSA 47:17, VII, VIII and XVIII, the Town Council is granted broad discretion in this sphere. That is where the issue of stop signs, yield signs, etc., can be utilized as traffic control devices. If you have further questions about this or need for us to conduct more extensive research on this topic, please advise.

Sincerely yours,

HAGE HODES PROFESSIONAL ASSOCIATION


By: Jay L. Hodes
e-mail: jhodes@hagehodes.com

AGENDA NO. 14-050
DATE: 6-11-14 and
8/26/15

Staff Report
Charge for Council Sub-committee
Meeting Date

Background: ^{last year} At the ~~last~~ Council meeting Councilor Jennings was tasked with putting together a proposed charge for a Council sub-committee for performance overview. Attached is his draft.

Issue: Whether to form a sub-committee with this charge or take other related action as the Council decides.



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

Town Department Performance Study Sub-Committee Charge

Authority:

Hooksett Town Council

Purpose:

To evaluate town departmental policies by working with the town administrator to improve operating performance or general efficiency.

Membership

Two town council members, an alternate town councilor, and the Town Administrator or their designee

Schedule:

Meetings to be scheduled as needed.

Duties:

Working with the town administrator, the committee is to explore town department programs, initiatives or operations; to report to the town council specific performance, efficiencies, operational costs or other key performance indicators. The town council will assign through majority vote the specific scope of any study to be conducted by this committee. Department heads will be welcomed participants.

Reporting:

Reporting will be made to The Hooksett Town Council in a public meeting and / or non-public meeting, which ever is deemed appropriate for the information to be reported and is in accordance with NH RSA 91a.

e. 14 – 050 Charge for Council departmental oversight subcommittee

T. Lizotte: I think everything is in line but I'd add under membership that the Town Administrator or designee(s) as needed.

J. Sullivan motioned to approve the subcommittee (3 Council members and one alternate) charge and amend Membership Section to say "Town Administrator or designee(s)" under membership section. Seconded by T. Lizotte.

D. Winterton: I think we had 3 Council members and an alternate.

D. Ross: Is there any conflict where it says department heads will be welcomed participants? I'd like clarity on the roles of the subcommittee so we aren't interfering with any managerial aspects of the Administrator's job.

Dr. Shankle: The one change I asked Councilor Jennings to make is under purpose. It originally said "departments" where it says "policies." I think if you stay focused on policies, you'll be OK.

D. Ross: When you have Councilors and department heads that could be a misconception. We don't want to interfere with the Town Administrator.

Dr. Shankle: I think it's important for the committee if we are going to work with the data we have they can sit with the people who know the department policies. There will be more clear-cut efficiencies, as long as everyone understands their roles.

N. Comai: My guess is the subcommittee could be charged with one project at a time approved by Council and Town Administrator and have a list of objectives and goals; everyone would be more comfortable with that.

Vote unanimously in favor.

J. Sullivan motioned to extend the meeting from 9:30 pm to 9:45 pm. Seconded by R. Duhaime. Vote 6-1 in favor.

R. Duhaime: I want to understand the policies. I don't want to get into the nitty gritty. I'll be more educated on how they do things. We are looking at efficiencies to save money for tax payers.

T. Lizotte: The charter deals with directives but I can ask any department a question. The charge stipulates bringing it to the board.

f. 14 – 051 Discussion of ambulance collection policy and billing rates

Deputy Chief Hoisington and Asst. Chief Jore

Asst. Chief Jore: We have increased Medicaid/Medicare rates and addressed the uncollected funds. The 2014 rates bring us more in line with surrounding communities.

T. Lizotte: On page 5, "will" is a strong word. Can we change it to "may consider?"

T. Lizotte motioned to change page 5 to read "When all collection procedures are exhausted, The Hooksett Town Council may consider writing off any uncollected debt." Seconded by J. Sullivan. Vote unanimously in favor.

R. Duhaime: The payment plan you had drawn up, was that added?

Deputy Chief Hoisington: That has always been the policy in the hardship paperwork.

D. Winterton: Do we have to vote to change this and do we have to vote every year?

J. Sullivan: The wording says it will adjust annually so by voting it in this year, I'd say it would not require a vote.

Staff Report
Administrative Consolidation of Police and Fire:
Public Safety Department
August 26, 2015

Background:

The Council has discussed the possibility of consolidating the Police and Fire Departments into a Public Safety Department occasionally over the last several years. When the former Fire Chief left earlier this year they requested that I put together a proposal. The purpose of the consolidation is twofold: To increase efficiency by removing administrative tasks from the current departments and to improve coordination of Town resources during a public safety emergency.

Issue:

The main issue is how to accomplish the tasks outlined above without negatively impacting the high level of fire and police services that the people of Hooksett expect.

I have included a draft job description for the Director of Public Safety and the administrative levels of the police and fire both as they now exist and after the consolidation. As you can see, each current department would be giving up one administrative position to the new departmental administration and, importantly, the overall number of administrative- level positions would not change.

Recommendation:

I am recommending an administrative consolidation of the police and fire departments under the direction of a Public Safety Director. The Director's responsibilities will include acting as Emergency Management Director and providing administrative oversight and assistance to both police and fire services.

I would like you to move to give me authority to move forward with this consolidation and, on or before the first meeting in October, to bring back final details and recommendations on issues such as pay grade for the new positions.



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

Draft
TOWN OF HOOKSETT
JOB DESCRIPTION

DIRECTOR OF PUBLIC SAFETY

Supervised By: Town Administrator
Supervises: All Public Safety department personnel

Position Summary:

Under the administrative direction of the Town Administrator, is responsible for the overall management of police and fire operations and personnel including law enforcement, criminal investigations, crime prevention, fire suppression and prevention, emergency medical services, disaster response, community problem solving, fire code enforcement, general community support services and related support services; coordinates assigned activities with other departments and fosters relations with outside agencies; acts as a member of the Town Administrators management team; and provides highly responsible and complex administrative support to the Town Administrator to include collective bargaining; and shall act as and or designate the director of Emergency Management under Hooksett Other Ordinances #00-33.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assume full management responsibility for all Public Safety Department services and activities; manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
2. Establish, within Town policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
3. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
4. Plan, direct, and coordinate, through subordinate level staff, the Public Safety Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

6. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
7. Oversee the acquisition and maintenance of Department equipment and vehicles; maintain safety standards for personnel and equipment.
8. Provide staff assistance to the Town Administrator and Town Council; prepare and present staff reports and other necessary correspondence; attend Town Council and other meetings as required.
9. Represent the Public Safety Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations. Represent the interest of the town and the department during the collective bargaining process by actively participating in the negotiation process.
10. Respond to and resolve difficult and sensitive citizen inquiries and complaints; explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
11. Participate on a variety of boards, commissions, and committees; serve as the Town's representative to committees and community organizations concerned with improvements in law enforcement and fire services, public education, and departmental public relations.
12. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of law enforcement, crime prevention, fire suppression, fire prevention, and related support services; incorporate new developments as appropriate.
13. Respond to and oversee command of police and/or fire at emergencies or community disasters.
14. Perform related duties as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in political science, criminal justice, police science, fire science, behavioral science, business or public administration, or a related field. Master's degree preferred.
- Ten (10) years of increasingly responsible administrative oversight of law enforcement and/or fire service including three (3) years of supervisory responsibility.

- Valid Vehicle Operator's License.
- Thorough knowledge of the operations, services, and activities of a comprehensive public safety program including law enforcement, crime prevention, fire suppression, fire preventions, emergency medical services, disaster preparedness, fire code enforcement, and associated programs, services, and operations.
- Knowledge of advanced principles and practices of program development and administration.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of law enforcement theory, principles and practices and their application to a wide variety of services and programs including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.
- Knowledge of fire science theory, principles, and practices and their application to a wide variety of emergency service operations including fire suppression, fire prevention, fire investigation, and emergency medical response.
- Knowledge of principles and practices of disaster preparedness, response, and recovery.
- Knowledge of operational characteristics of police and fire apparatus and equipment.
- Knowledge of recent court decisions and how they affect department operations.
- Knowledge of methods and techniques of public relations.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of principles and practices of municipal organization, administration and personnel management including the collective bargaining process.
- Knowledge of principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training and performance evaluation.
- Ability to manage and direct a comprehensive public safety program including law enforcement, crime prevention, fire suppression, fire prevention, emergency medical services, disaster preparedness, fire code enforcement, and associated programs, services, and operations.

- Ability to develop and administer departmental goals, objectives, and procedures.
- Ability to analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Ability to identify and respond to sensitive community and organizational issues, concerns, and needs.
- Ability to plan, organize, direct and coordinate the work of lower level staff.
- Ability to delegate authority and responsibility.
- Ability to select, supervise, train and evaluate staff.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to prepare clear and concise administrative and financial reports.
- Ability to prepare and administer large and complex budgets.
- Ability to interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
- Ability to retain presence of mind and act quickly and calmly in emergency situations.
- Ability to effectively use specialized public safety tools and equipment including safety equipment.
- Ability to meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Ability to operate modern office equipment and computers including applicable software applications.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to gain cooperation through discussion and persuasion.

- Ability to mediate and resolve conflict situations.
- Ability to demonstrate tact and diplomacy with the public.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Town employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the Town.
- Town employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
- In addition to the above requirements, all Town positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Physical Demands and Work Environment:

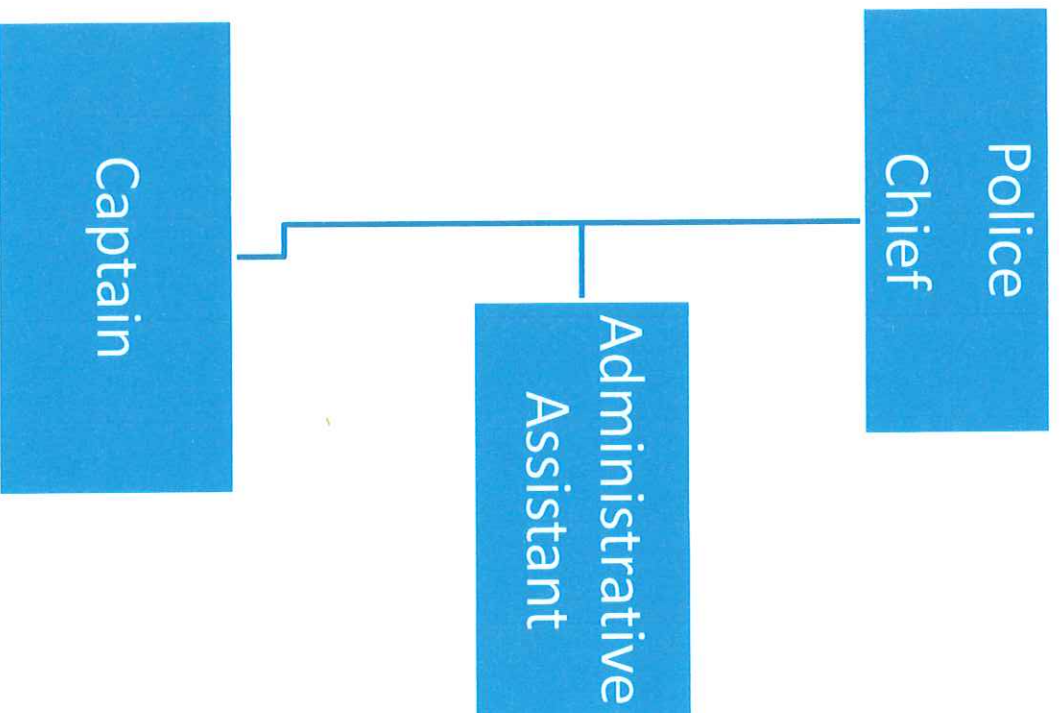
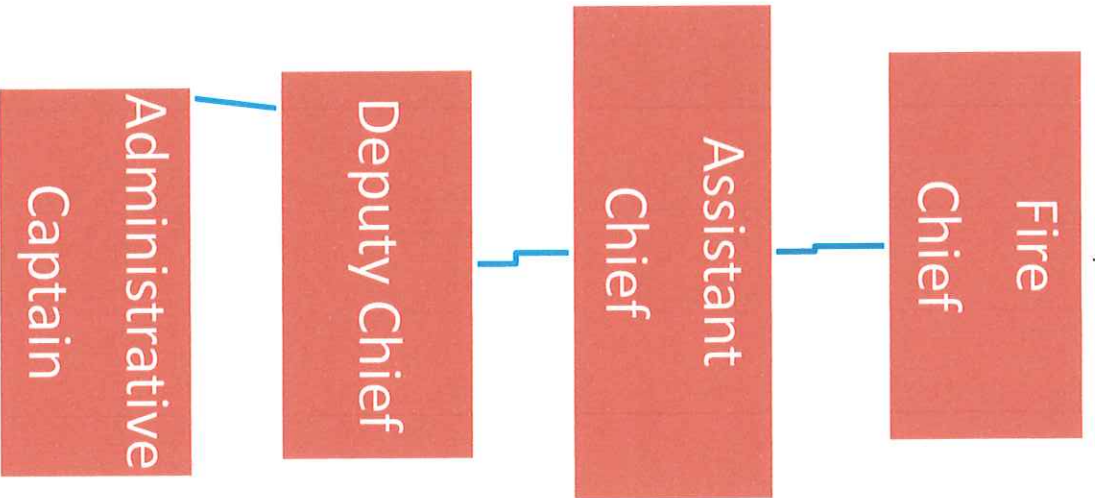
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight and may occasionally lift and/or move items of moderate weight. The employee is frequently required to operate a vehicle to travel to other locations within and outside of the Town.

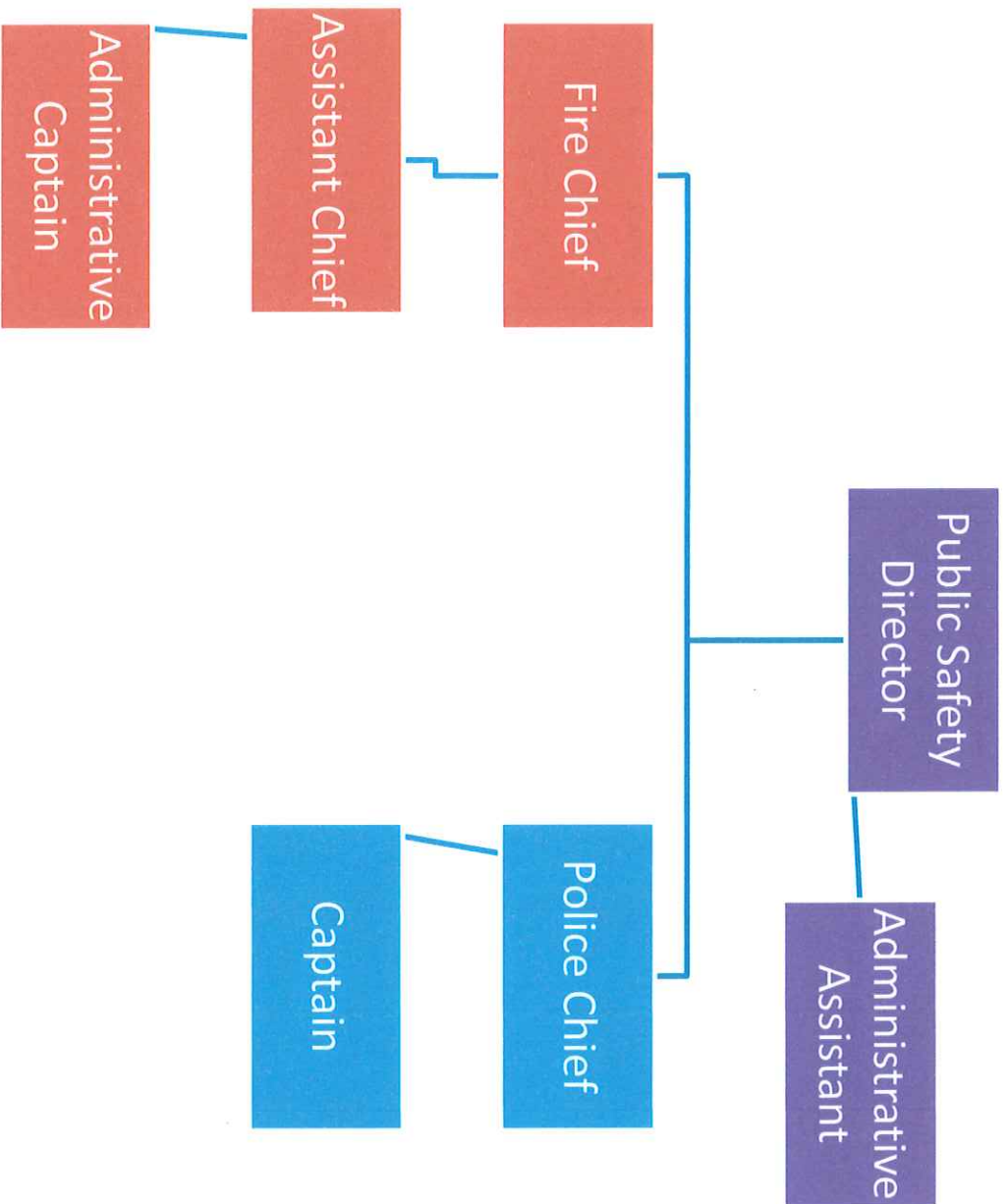
While performing the duties of this job, the employee regularly works in an office setting and occasionally works outdoors, possibly in dangerous law enforcement situations. The noise level in the work environment can range from quiet to very loud.



This job description does not constitute an employment agreement between the Town of Hooksett and employee and is subject to change by the Town of Hooksett as the needs of the Town and requirements of the job change.



PRESENT



Proposed

AGENDA NO. 15-059
DATE: 08/26/15

Staff Report
Plodzik & Sanderson Risk Assessment Questionnaire
August 26, 2015

Background:

RSA 41:9 VI. Financial duties - "The selectmen (Council) shall be responsible for establishing and maintaining appropriate internal control procedures to ensure the safeguarding of all town assets and properties."

Discussion:

Each year as a part of the independent financial audit, Plodzik & Sanderson reach out to elected officials and key members of management to inquire about the town's financial procedures.

As done in the past, I have completed the questionnaire based on last year's information, with the exception of #1, 2 and 11.

Fiscal Impact:

Recommendation:

Answer questions 1, 2 and 11 then motion to authorize the Council Chair to sign updated Plodzik & Sanderson Risk Assessment questionnaire.

Prepared by:

Christine Soucie, Finance Director

Town Administrator Recommendation: *concur*



Dean E. Shankle Jr.
Town Administrator



PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

To the Members of the Board of Selectmen or Town Council:

This document is an integral part of our auditing process. In order to assist us with gathering information necessary to understand the Town and its environment in connection with this year's audit, please answer the following questions concerning your knowledge of the Town's financial procedures, and **return to Plodzik & Sanderson, PA as soon as possible.** Thank you in advance for your cooperation.

1. Do you have knowledge of any fraud or suspicions of fraud affecting the Town?
Yes ___ No ___ If yes, please elaborate below.

Have you received any communications from employees, former employees, regulators, or others alleging fraud? Yes ___ No ___ If yes, describe briefly.

2. Have you identified any specific risks of fraud within the Town?
Yes ___ No ___ If yes, describe briefly.

3. Has the Board adopted a universal code of ethics for members and employees to follow?
Yes No ___ If yes, please furnish a copy. **Conduct of employee is in the Town's Personnel Plan.**

If yes, does this document prohibit elected officials and employees from doing business with the Town? Yes ___ No **Town Charter prohibits Councilors from holding another paid office, but not from doing business with the Town.**

4. Have you or any related party of yours had any interest, direct or indirect, in any of the following transactions or pending or incomplete transactions since July 1, 2014 to which the Town or any retirement, savings, pension, or other similar plan was, or is to be, a party?

	YES	NO
Sale, purchase, exchange, or leasing of property?	___	___
Receiving or furnishing of goods, services, or facilities?	<u>x</u>	___
Transfer or receipt of income or assets?	___	___
Maintenance of bank balances as compensating balances for the benefit of another?	___	___
Other transactions?	___	___

If yes, please describe below, and note dollar amount of the activity. Council Ross, is the owner of D. P. Ross Home Electronics and provide building security systems to the Town's building.

5. Does the Board formally authorize all disbursements, both vendor and payroll, prior to the release of funds? Yes ___ No X

If the answer to the above is No, please describe your knowledge of how disbursements are approved within the system. Department head's approve invoices/timesheets stating the good and services are valid Town expenses and record the budget line item to charge. Then the invoices/timesheets and backup documentation are sent to Finance to process. Finance reviews and produces a check manifest and sends the manifest along with the invoices/timesheets to the Town Administrator for his signature indicated approval. The signed check manifest is then provided to the Treasurers for approval to sign the checks.

6. Describe how the Board stays informed of the latest changes in the laws and regulations pertaining to the Town. Town Administrator's updates, staff reports, publications and personal research.

7. Does the Board review comparative reports of estimated and actual revenues and appropriations and expenditures? Yes X No ___ If yes, how often are reports reviewed? Monthly reports are provided to the board which details budget to actuals for both revenue and expenses. Quarterly the Finance Director reviews with Council the budget to actuals for both revenue and expenses.

What procedures does the Board follow in reviewing or using these reports? For example, does the Board normally meet with the department heads as part of this process? Also, does the Board review BOTH the revenue and expenditure reports? Yes, Council meets with departments during the year and with the Finance Director each quarter.

8. Has the Board approved a Disaster Recovery Plan in the event of loss or interruption of the IT function? Yes X No ___ If yes, please provide a copy.
9. Is there a written investment policy adopted? Yes X No ___ If yes, please provide a copy. When was the policy last reviewed and approved? 9/24/2014
10. Have you adopted the use of either debit or credit cards by employees? Yes X No ___ If yes, please provide a copy of policy covering same.
11. Does the Board have knowledge of any funds or bank accounts that are not in the custody of the Treasurer? Yes ___ No ___ If yes, provide the name and custodian of account.

12. Has the Board approved a fund balance policy in compliance with GASB No. 54? Yes X No ___

Signed by _____ Date: _____
Chairperson on behalf of the Board

AGENDA NO. 15-060

DATE: 08/26/15

Staff Report
Purchase of One Ton Truck with Plow
August 26, 2015

Purpose: To purchase a one ton diesel dump truck (F550) with plow and sander, through the State Bid at Grappone Ford.

Discussion: The Town originally had 3 one ton dumps that were used for plowing schools, library, Town Hall and smaller road areas. We now have only one left in the fleet that is in need of serious frame work. The truck is also used for road maintenance, asphalt repair and patching and parks and recreation. It is being fitted with a tail gate for the asphalt, radio and what will be our first electric sander which the mechanic believes will save us time and money during breakdowns. It is also a larger sander which should keep the truck out on the road longer.

Fiscal Impact: The cost of the truck, sander, plow, installation of chutes for tail gate, and the radio comes to \$70,279.00

The money will come out of the Capital Reserve funds for Plow Dump Trucks.

Recommendation: I recommend the Council support the purchase of the F550, using the State Bid through Grappone for a total of \$70,279.00.

Prepared by: Diane Boyce, Director of DPW

Town Administrator Recommendation:

concur



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



Grappone Ford
530 Route 3A, Bow, New Hampshire, 03304
Office: 603-224-2501

Mario Saulniers, Town of Hooksett
Office: 603-419-4010
Email: mdesaulniers@hooksett.org

Re: Vehicle Proposal

Dear Mario,

August 17th, 2015

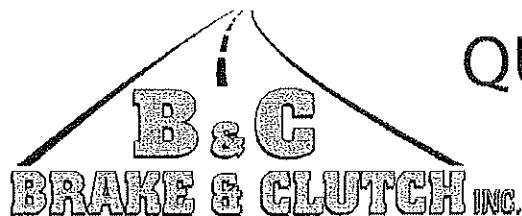
Per our conversation, quote for in stk 2015 Ford F550 Regular Cab 4x4 diesel with Dump Body. Fisher 9' FT MC Series plow, Fisher 9' FT Stainless Steel 4.5 yard sander, 2-strobe lifes on cab protector and 2- strobes in rear of dump. Also will include radio equipment installed from Ossipee Mountain Electronics.

Quote Price: \$68,329

**Quote Price includes the price of the radio from Ossipee Mountain.

Sincerely,

Jeff Harsin
Fleet Mgr
603-226-8010
jharsin@grappone.com



QUOTATION



63 BRIDGE ST., SALEM, MA 01970 • TELS. (800) 322-1111 (978) 745-2500 • FAX (978) 745-4484

TO: GRAPPONE
ATTN: JEFF
FROM: Jeff Springer < Jeff@BrakeAndClutch.com >
CHASSIS: F5H 4-5YD CRYSTEEL

8/18/2015

INSTALL 3 COAL CHUTES
REPAINT TAIL GATE
REPOSITION TAIL GATE RELEASE HANDLE

COMPLETE & INSTALLED = \$ 1950.00

OPTION:

PICK UP AND DELIVERY = \$ 200.00

APPROVED BY _____ DATE _____ PO# _____

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

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

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

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


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

Fiscal Impact: None.

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

Prepared by: Carolyn Cronin, Assistant Planner

Town Administrator's Recommendation: *concur*



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

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date:

Please review the following name (s) being proposed for new streets in Hooksett. The names have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street names must be approved, by you, prior to being deemed "complete" by the Planning Board.

NAME OF DEVELOPMENT: GE Aviation Expansion

NAME OF DEVELOPER: Pure Development

<u>PROPOSED NAME (S)</u>	<u>LOCATION</u>	<u>DESCRIPTION</u>
① <u>Water Works Dr</u>	<u>Industrial Park Dr.</u>	<u></u>
② <u>Precinct Dr.</u>	<u>(closed off portion)</u>	<u></u>
③ <u>Leap Dr.</u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Approved by the Hooksett Town Council _____
(Date)

- Town Council Chair _____
- ✓ Police Department _____
- ✓ Highway Department _____
- ✓ Fire Department _____
- ✓ Code Enforcement _____

Amended: March 17, 2004.

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date:

Please review the following name (s) being proposed for new streets in Hooksett. The names have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street names must be approved, by you, prior to being deemed "complete" by the Planning Board.

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③ <u>Leap Dr.</u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Approved by the Hooksett Town Council _____
(Date)

Town Council Chair _____
Police Department _____
Highway Department _____
Fire Department [Signature]
Code Enforcement _____

Amended: March 17, 2004.

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date:

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③ <u>Leap Dr.</u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Approved by the Hooksett Town Council _____
(Date)

Town Council Chair _____
Police Department _____
Highway Department _____
Fire Department _____
Code Enforcement [Signature]

Amended: March 17, 2004.

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date:

Please review the following name (s) being proposed for new streets in Hooksett. The names have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street names must be approved, by you, prior to being deemed "complete" by the Planning Board.

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NAME OF DEVELOPER: Pure Development

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① <u>Water works Dr</u>	<u>Industrial Park Dr.</u>	<u></u>
② <u>Precinct Dr.</u>	<u>(closed off portion)</u>	<u></u>
③ <u>Leap Dr.</u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Approved by the Hooksett Town Council _____
(Date)

Town Council Chair _____
Police Department _____
Highway Department Shane Boyce
Fire Department _____
Code Enforcement _____

STREET NAME

APPROVAL FORM

To: Hooksett Town Council

Date:

Please review the following name (s) being proposed for new streets in Hooksett. The names have been reviewed for 9-1-1 compatibility and are with the established guidelines. The applicant is presently preparing a submission for the Planning Board and the street names must be approved, by you, prior to being deemed "complete" by the Planning Board.

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② <u>Precinct Dr</u>	<u>(closed off portion)</u>	<u></u>
③ <u>Leap Dr</u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Approved by the Hooksett Town Council _____

(Date)

Town Council Chair _____
Police Department [Signature]
Highway Department _____
Fire Department _____
Code Enforcement _____

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

Staff Report
Whitehall Terrace Speed Limit
August 26, 2015

Background:

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

265:63 Alteration of Limits. –

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

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

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



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

MEMORANDUM

Ref: 1628A

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

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

Subject: Whitehall Terrace – Speed Limit Evaluation

Date: June 22, 2015

In accordance with your authorization to proceed, Pernaw & Company, Inc. has completed the speed limit study for Whitehall Terrace. This effort involved measuring the velocity of free flowing vehicles at a specific location during the typical morning and afternoon commuter periods, and assessing the maximum comfortable speeds on curves, spacing of intersections, pavement condition, shoulder conditions, vehicle-pedestrian conflicts, and relevant traffic control devices. **Based on this engineering and traffic investigation, Pernaw & Company, Inc. recommends that the posted speed limit be maintained at 25 mph.** The purpose of this memorandum is to summarize our findings that formed the basis for this recommendation.

BACKGROUND

The goal of this study is to establish a speed limit that is reasonable and safe for Whitehall Terrace. There will always be differences of opinion as to what is “reasonable” among drivers, nearby residents, decision makers and enforcement personnel. Studies have shown that changing a speed limit seldom changes the speed characteristics of the traffic stream. From a traffic engineering standpoint, a primary consideration in setting speed limits is the 85th percentile speed, or the speed at which 85-percent of the vehicles travel at or below. Speed limits are often set at the nearest 5 mph to the 85th percentile. Nevertheless, this finding must be tempered by other considerations such as the geometric features of the roadway, roadside development, surface and shoulder considerations, and pedestrian/bicycle conflicts.

EXISTING CONDITIONS

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

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

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

TRAVEL SPEEDS

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

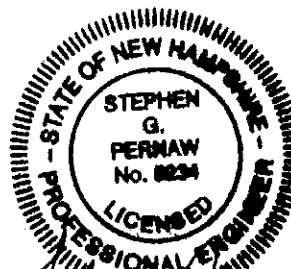
Whitehall Terrace Speed Summary - MPH

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

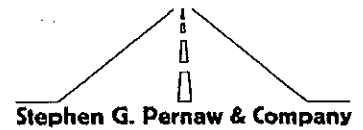
This data indicates that the free-flow travel speeds are relatively consistent between the two study periods, and the 85th percentile speeds exceed the speed limit by a considerable margin.

CONCLUSION / RECOMMENDATION

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



Stephen G. Pernaw 6/22/15



Spot Speed Study - AM

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

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

I. Recorded Data

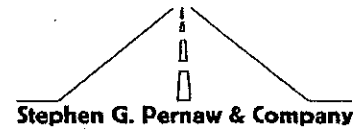
Northbound	
Observation	Speed (mph)
1	28
2	31
3	33
4	31
5	33
6	32
7	32
8	29
9	23
10	22
11	23
12	27
13	29
14	32
15	27
16	33
17	33
18	29
19	33
20	30
21	33
22	33
23	26
24	32
25	26
26	33
27	32
28	38
29	33
30	36
31	32
32	33
33	37
34	35

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

II. Statistical Summaries

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

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



Spot Speed Study - AM

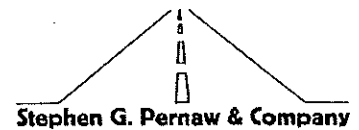
Client: Town of Hooksett
Job #: 1628A
Town/City: Hooksett, New Hampshire

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

I. Recorded Data

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

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



Spot Speed Study - PM

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

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

I. Recorded Data

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

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

II. Statistical Summaries

Northbound
 Observations = 27 vehicles
 High Speed = 43.0 mph
 Low Speed = 21.0 mph
 Average Speed = 28.4 mph
 Median Speed = 27.0 mph
 Standard Deviation = 6.0 mph
 85th Percentile = 35.0 mph
 67th Percentile = 30.8 mph
 Posted Speed Limit = 25 mph

Southbound
 Observations = 20 vehicles
 High Speed = 37.0 mph
 Low Speed = 24.0 mph
 Average Speed = 30.2 mph
 Median Speed = 31.0 mph
 Standard Deviation = 3.9 mph
 85th Percentile = 34.0 mph
 67th Percentile = 33.0 mph
 Posted Speed Limit = 25 mph

AGENDA NO. 15-063

DATE: 08/26/15

Staff Report
Council Agenda Item : FIRE AGREEMENT w/ CONCORD
August 26, 2015

Background: Concord Fire has requested a signed agreement recognizing the costs and services their department will provide if requested to provide a paramedic to assist Hooksett Fire-Rescue with patient transport to Concord Hospital. These agreements have been in place previously. The cost today for a Concord Fire Department medic intercept is \$549.00.

Issue: To have the Hooksett Town Council accept this agreement and permit the Town Administrator to sign this agreement on behalf of the Town of Hooksett

Discussion: In years past, Concord Fire Department was the main ALS Paramedic intercept provider for the Capitol Area Mutual Aid Fire Compact. A paramedic intercept occurs when the patient in the transporting ambulance requires a greater level of care than can be provided by those treating the patient and a paramedic from another community/agency is requested to provide that higher level of intervention while enroute to the hospital. Historically, Concord Fire was the department requested by other Compact Communities, and a cost for their intercept service was created due to the frequency of requests. The agreement has been in place with all the Compact communities for a number of years and this is a continuation of that to insure that intercept requesting departments/communities understand that they will be billed a specified amount for this service.

Fiscal Impact: Hooksett Fire-Rescue provides its own paramedic level service routinely. An intercept request with Concord is always a possibility, but that is a rare occurrence. The fiscal impact is minimal.

Recommendation: Accept this agreement and authorize the Town Administrator to sign on behalf of the Town of Hooksett.

Prepared by: Acting Fire Chief Dean Jore

Town Administrator Recommendation: *concur*

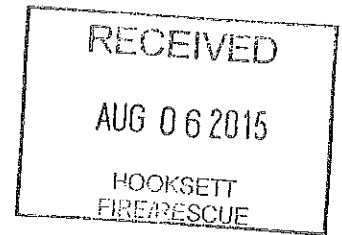


Dean E. Shankle, Ph.D.
Town Administrator



FIRE DEPARTMENT CITY OF CONCORD

24 Horseshoe Pond Lane
Concord, NH 03301
www.concordnh.gov/fire



Hooksett Fire Department
15 Legends Dr.
Hooksett, NH 03106

August 4, 2015

Enclosed please find the new Advanced Life Support Intercept Agreement with the City of Concord, Fire Department, valid through June 30, 2018. This agreement replaces the current one that expired on June 30, 2015.

Please complete the agreement and return to: Concord Fire Department
24 Horseshoe Pond Lane
Concord, NH 03301

Please feel free to contact us with any questions.

Sincerely,

Deb Marcotte
Concord Fire Department

Administration
(603) 225-8650
(603) 225-5833 fax

Prevention
(603) 225-8651
(603) 225-5833 fax

Fire Alarm
(603) 225-8667
(603) 225-8509 fax

Communications
(603) 225-8669
(603) 225-8507 fax

Concord Fire Department
Advanced Life Support Intercept Agreement

This agreement is entered into this 1st day of July, 2015, by and between the Concord Fire Department as the Service Provider, and the Hooksett Fire Department as the Service Receiver, with either and amended as necessary. This agreement will expire on the 30th day of June, 2018.

WHEREAS, the Service Receiver desires Advanced Life Support ("ALS") Intercept Services for its community, based on Attachment A (Intercept Criteria).

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree:

- The Service Receiver agrees to call for the service based on the attached Intercept Criteria listed in Attachment A.
- The Transporting Agency (Attachment B, Definitions) or its Billing Contractor is the only agency allowed to bill the patient(s) for all ambulance services provided.
- The Service Provider will not be held liable for its inability to respond for any reason.
- The Service Provider and its employees shall comply with all federal, state, and municipal laws, statutes, and ordinances relating to the operation of its intercept service.
- The Service Provider shall at all times maintain public liability insurance in force as required by the applicable ordinances of their municipality and as required by the N.H. Code of Administrative Rules, He-P 1203.03(2)b.
- The Service Receiver agrees to reimburse the Service Provider (or its designee) an intercept fee of \$549.00 within thirty (30) days of billing. The Intercept Fee is to be reviewed every three years by the Service Providers. Service Receivers will be notified thirty (30) days prior to implementation of any fee change.
- The scope of this agreement is intended to identify and serve the Concord Hospital Catchment Area. (Attachment B, Definitions)
- The Service Receiver reserves the right to cancel an intercept request at any time prior to ALS patient contact without an intercept fee being incurred.
- This agreement shall become effective upon execution by the involved parties. Any party may withdraw in writing, without cause, at any time, with suitable notice to the other parties.

ATTACHMENT A
INTERCEPT CRITERIA

ANAPHYLAXIS – with severe dyspnea, or coma, or known allergy

BURNS – 2nd & 3rd degree with greater than 10% of body surface

CARDIAC EMERGENCIES – patients with irregular heart rhythms that are symptomatic

CHEST PAIN – sustained and longer than 2 minutes in duration, with any other cardiac symptoms, or meets STEMI criteria.

COMA – any etiology

DIABETIC EMERGENCIES – combative or comatose patient

DROWNING/NEAR DROWNING – any etiology, less than 2 hours in duration, Status 1 or 2

EXTENDED EXTRICATION – any situation requiring fluid or drug administration

HEAD INJURY/CVA – with unstable or deteriorating vital signs

MULTIPLE SYSTEM TRAUMA – any etiology, Status 1 or 2

OBSTETRICAL EMERGENCIES – any complications, the need for fluid resuscitation, or imminent delivery

PAIN CONTROL – significant pain from any etiology for which BSI measures fail to decrease the severity of the pain

RAPID SERIES INDUCTION (RSI) – if certified RSI Assistant is available

RESPIRATORY PROBLEMS – any etiology, Status 1 or 2

ATTACHMENT A – Page 2

INTERCEPT CRITERIA

Intercept Criteria was developed with the assistance of Medical Direction and is intended to be used as a guideline for First Responder and BLS services in determining the need to call for an ALS intercept. In order for any Intercept to function properly, First Responder and BLS services have a duty to:

- A. Do a patient assessment.
- B. Determine whether or not the patient meets *Intercept Criteria*.
- C. Request the Intercept as soon as possible.
- D. Rapidly package the patient and begin transport with appropriate BLS care.
- E. Conduct a radio dialogue with the Intercept Provider to include the patient's condition, status and appropriate Intercept location.
- F. Assist the Intercept Provider as necessary, including vehicle transfer, if required.*

*If it is necessary for the Service Receiver to transfer the patient to the Service Provider's vehicle, all billing functions will be assumed by the Transporting Agency.

NOTE: Inappropriate deviations from the *Intercept Criteria* will be evaluated and may serve as a rationale for discontinuing the service with the offending Service Receiver.

ATTACHMENT B

DEFINITIONS

ALS – advanced life support

BLS – basic life support

Catchment Area – the geographical area that normally utilizes Concord Hospital as the local resource hospital

Service Provider – the department or agency providing the ALS intercept service

Service Receiver – the department or agency requesting the ALS intercept service

Transporting Agency – the department or agency who actually transports the patient to the hospital in an emergency medical service unit (i.e. land, air or water vehicle designed and equipped for the purpose of transporting sick or injured patients to the hospital).

FOR SERVICE PROVIDER

HOOKSETT FIRE DEPARTMENT

Name of Organization, City, or Town

Authorization to enter into this agreement was given by a vote of _____
on _____, 20____. (Governing Jurisdiction)

IN WITNESS WHEREOF, the parties have executed this Agreement effective the date first written above.

Witness

By: _____
(Administrator/Manager/Chairperson of the Governing Board-duly authorized)

Witness

By: _____
(Authorized Agent for Service/Fire Department)

FOR SERVICE RECEIVER

HOOKSETT FIRE DEPARTMENT

Name of Organization, City, or Town

35 Main St. Hooksett, NH 03106

Billing Address

Authorization to enter into this agreement was given by a vote of _____
on _____, 20____. (Governing Jurisdiction)

IN WITNESS WHEREOF, the parties have executed this Agreement effective the date first written above.

Witness

By: _____
(Administrator/Manager/Chairperson of the Governing Board-duly authorized)

Witness

By: Acting Chief Dean [Signature]
(Authorized Agent for Service/Fire Department)

AGENDA NO. 15-064

DATE: 08/26/15

**Staff Report
Meeting Tablets
August 26, 2015**

Background: Interest has been expressed during the past two Town Council workshops to purchase tablets to have in Chambers for use during meetings.

Discussion: Town Council and the Planning Board have expressed interest in having tablets to use during official meetings. If these were purchased, the intent would be to eliminate printing and mailing agenda packets and consequently saving on postage, paper, toner and staff time. They could also be used to display supporting materials during presentations.

Fiscal Impact: A final quote and detailed specifications will be provided at the meeting. The expense has been budgeted in Administration's "Computer - New Equipment" line. This line is typically underfunded, so if the purchase is not made those funds can still be used to replace current equipment.

Recommendation: Motion to have the Town Administrator move forward with the purchase of meeting tablets.

Prepared by: Katie Rosengren, Project Coordinator

Town Administrator's Recommendation: *concur - if Council will use them.*



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

AGENDA NO. 15-065

DATE: 08/26/15

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

Background:

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

49-B:5 Charter Amendments, Procedure. –

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

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


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

Issue:

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

Recommendation:

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



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

Proposed Amendments to Charter
Intention of Changes: to move to a March Town Meeting

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

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

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

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

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

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

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

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

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

STAFF REPORT

AGENDA NO. 15-067

DATE: 08/26/15

2015 OLD HOME DAY TOWN COUNCIL BOOTH

August 26, 2015

Background:

Annually the Council has hosted an Old Home Day Town Council Booth. Councilors have volunteered their time to work the booth and share information with the public on the Town's large construction projects, website access, Boards & Committees, Civic Groups, Community Directory, Newsletter, Land Use FAQs, etc. Additionally to promote Town collaboration the Conservation Commission and Heritage Commission have booths on either side to share their respective information.

Discussion

The Administrative Services Coordinator is seeking Council participation for a 2015 Old Home Day Town Council Booth. The following items are to be addressed:

1. Coordinate Event - assign one/two Councilor(s) to work with Administration
2. Event Date & Time - Saturday, September 19, 2015 – 8:00am to 6:00pm
3. Information Sharing – Same as noted in background above.
4. Voter Registration – Direct public to location for voter registration.
5. Volunteer Sign-up Sheet – Councilor(s) volunteer to sign-up for day of event set-up, working booth, and break-down.

Fiscal Impact:

None.

Recommendation:

Recommend that the Town Council approve the 2015 Old Home Day Town Council Booth as presented.

Prepared by:

Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation: *concur*



Dr. Dean E. Shankle, Jr.
Town Administrator

Staff Report

AGENDA NO. 15-068

2015 EMPLOYEE APPRECIATION PICNIC

DATE: 08/26/15

August 26, 2015

Background:

Annually the Town Council has hosted an employee appreciation picnic. The past two years Councilors have volunteered their time to hold the event in the Town Hall gymnasium and provide food & beverage along with raffling off many local business gift cards and other donations to employees. Raffles enable staff who cannot attend the event due to shift schedules to still participate in prizes.

Discussion

The Administrative Services Coordinator is seeking Council participation for a 2015 Employee Appreciation Picnic. The following items are to be addressed:

1. Coordinate Event - assign one/two Councilor(s) to work with Administration
2. Event Date & Time - Friday, October 9, 2015 - close non-emergency offices at noon and have picnic until 1:30pm
3. Employee Appreciation Letter - Council draft with Administration for final version signed by all Councilors for further distribution to employees
4. Raffle Tickets for Gift Cards/Other Donations - Councilor(s) obtain local business gift card/other donations to raffle off to employees. Any donations would be on a consent agenda of the Council to motion to approve prior to the picnic date.
5. Food & Beverages - Councilor(s) provide food & beverages for event.
6. Volunteer Sign-up Sheet - Councilor(s) volunteer to sign-up for day of event set-up, cooking, serving & clean-up.

Additionally, knowing this is the one time a year the majority of our staff is in one location at one time, I wanted to take advantage of this opportunity and have the following representation at the event:

- a. HealthTrust Health & Safety Division = to promote interactive health & safety sessions such as: Fatal Vision Goggles (driving while exhausted), Choose My Plate (healthy meal choices), and Sit & Reach Box (injury prevention).
- b. Maxim Health Systems = HealthTrust vendor flu vaccine program to help combat the risk of influenza

Fiscal Impact:

None to Town of Hooksett. Donations are anticipated to come from Town Councilors and local businesses. HealthTrust activities are paid through our NHMA membership. The flu vaccine program is paid through health insurance preventive care visits.

Recommendation:

Recommend that the Town Council approve the 2015 Employee Appreciation Picnic as presented.

Prepared by:

Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation: *concur*



Dr. Dean E. Shankle, Jr.
Town Administrator