



TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, February 24, 2016
6:00 PM
Council Chambers

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. LILAC BRIDGE - PUBLIC INPUT - 30 MINUTES

4.a Public input for the following Boards/Commissions to make their recommendations on the Lilac Bridge Preliminary Design: Village Water Commission, Sewer Commission, Heritage Commission, Historical Society. Also for general public to provide their input on the Lilac Bridge.

5. LILAC BRIDGE - TOWN COUNCIL DISCUSSION

6. LILAC BRIDGE - PUBLIC INPUT - 15 MINUTES

7. LILAC BRIDGE - TOWN COUNCIL VOTE ON PRELIMINARY DESIGN

8. SPECIAL RECOGNITIONS

9. APPROVAL OF MINUTES

9.a Public: 02/10/2016

[TC Minutes 021016.pdf](#)

10. AGENDA OVERVIEW

11. PUBLIC HEARINGS

12. CONSENT AGENDA

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

13. TOWN ADMINISTRATOR'S REPORT

14. PUBLIC INPUT - 15 MINUTES

15. NOMINATIONS AND APPOINTMENTS

15.a Nomination for Planning Board Alternate
[Stelmach PB App.pdf](#)

[Sorensen PB App.pdf](#)

[BOARDS COMMITTEES Open January 2016.pdf](#)

16. SCHEDULED APPOINTMENTS

17. 15 MINUTE RECESS

18. OLD BUSINESS

18.a 15-092 Budgets, CIP and Warrant Articles

[RENEWABLE ENERGY WARRANT.pdf](#)

[Default Budget.pdf](#)

[Default.xlsx](#)

19. NEW BUSINESS

19.a 16-006 Quarterly Financial Report for December 31, 2015
[Quarterly Financial Report for Dec 31, 2015.pdf](#)

19.b 16-007 TIF District

20. SUB-COMMITTEE REPORTS

21. PUBLIC INPUT

22. NON-PUBLIC SESSION

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

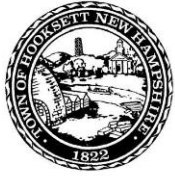
22.a NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her,

22.b 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.

23. 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 MINUTES -- DRAFT
Regular Meeting
Wednesday, February 10, 2016
6:30 PM
Council Chambers

1. CALL TO ORDER

Chairman James Sullivan called the meeting to order at 6:30 p.m.

2. ROLL CALL #1

In attendance: Councilors D. Winterton, N. Comai, T. Tsantoulis, J. Levesque, A. Jennings, R. Duhaime (arrived at 6:34 p.m.), M. Miville and Chairman Sullivan.

Absent: Councilor D. Ross

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

5. APPROVAL OF MINUTES

5.a Public 01/13/2016

Board Secretary, M. Miville, reviewed the vote tallies and confirmed their accuracy.

Councilor Levesque moved, second by Councilor Winterton, to remove from the table the Council meeting minutes of January 13, 2016. Motion passed 7-0-1 (Councilor Duhaime abstained).

Councilor ??? moved, second by Councilor ???, to approve the January 13, 2016 Council meeting minutes, as amended. Motion passed unanimously, 8-0.

Amendments: Page 5 under "scheduled appointments" change "need" to "needed" and change "Councils" to "Councilors".

5.b Public 01/27/2016

Board Secretary, M. Miville, reviewed the vote tallies and confirmed their accuracy.

Councilor Duhaime moved, second by Councilor Tsantoulis, to approve Council meeting minutes of January 27, 2016, as amended. Motion passed 7-0-1 (Councilor Jennings abstained).

Amendments: Page 5, 4th paragraph, change "SHU" to "SNHU". Page 8, 3rd paragraph, remove the word "take" and include "ask the taxpayers". Page 11, 7th paragraph, replace "the serve" to "they serve". Page 12, 6th paragraph, Dr. Shankle's comments should read "thank the members". Page 13, 6th paragraph, change "negation" to "negotiation". 7th paragraph, "as someone that" should read "as someone who". 10th paragraph, change

50 “exercises” to “exercising”. Page 14 under “subcommittee reports” change “20 surveys”
51 to “22 surveys”.

52 53 **6. AGENDA OVERVIEW**

54
55 Chairman Sullivan provided an overview of the agenda.

56 57 **7. PUBLIC HEARINGS -- None**

58 59 **8. CONSENT AGENDA**

60
61 8.a Donation of Drug Drop Box from CVS Pharmacy and the Partnership for Drug Free
62 Kids to Hooksett Police valued at \$800.00 per RSA 31:95 e II

63
64 8.b Donation of gates and labor (valued at \$6,000) from Blue Ribbon Fence for the
65 Hooksett Clay Pond Stewardship Plan per RSA 31:95 e II

66
67 8.c Donation of piano valued not to exceed \$5,000 from Rob and Patti Duhaime to the
68 Hooksett Heritage Commission per RSA 31:95 e II

69
70 8.d Donations of snack food and beverages from Hooksett businesses to the Town of
71 Hooksett municipal offices to assist in nourishment of election day workers at the polls on
72 February 9, 2016.

73
74 *Councilor Levesque moved, second by Councilor Winterton, to approve consent agenda*
75 *items as presented. Motion passed unanimously, 8-0.* Chairman Sullivan thanked
76 Councilor Duhaime and his wife for their generous donation to the Heritage Commission.
77 D. Fitzpatrick noted that the donation mentioned in 8.d totaled \$30 from Utz.

78 79 80 **9. TOWN ADMINISTRATOR'S REPORT**

81
82 **Library Elevator:** Town Administrator Shankle stated that he has researched the town’s
83 responsibilities in repairing the elevator at the library. The town must comply with
84 relevant ADA state and federal regulations. The cost of repairs could run from \$50,000
85 to \$150,000. An RFP will be out tomorrow. Councilors discussed what account the
86 funds could be taken from. Councilor Miville asked whether an elevator in the old town
87 hall could be used or removed. Dr. Shankle said that elevator was more of a lift than an
88 elevator.

89
90 Councilor Tsantoulis asked what was wrong with the elevator. Dr. Shankle responded
91 that it had to do with hydraulics. It is strictly a repair job, not replacing the elevator.
92 Mary Farwell, a library trustee, came forward and said the elevator is 50 years old and
93 has been a problem since 2002. Stanley Elevator came out to look at it. There are three
94 components – hydraulics, pump, and control and parts can no longer be found. Library
95 trustees and staff have looked at a number of alternatives and repairing the elevator will
96 be the most cost-effective solution. Ms. Farwell said a lot of people in the building have
97 been severely impacted and she is delighted that this will be taken care of. Ms. Farwell
98 applauded Dr. Shankle for finding the ADA clause requiring the repair.

100 **Town Election:** Don Riley, Moderator, and Todd Rainier, Town Clerk, came forward to
101 provide a debriefing on Election Day. Mr. Rainier thanked the Councilors for their
102 assistance. Mr. Riley said that Councilor Jennings helped him take down about 50 signs,
103 Councilor Ross helped with the clean-up and stayed until 11:15 p.m. along with
104 Councilors Miville and Comai. Mr. Riley also thanked the school, the departments of
105 Public Works and Police, the Board of Elections, town office staff, and over 60
106 volunteers. It was a great team effort and everyone walked away with a great deal of
107 satisfaction. The Town Clerk and Moderator reported the following:
108

- 109 • vote count came in eight short of 6,000, or 64% of registered voters
- 110 • registered 727 new voters which is significant since the total number of registrants is
111 now over 10,000
- 112 • handled five media crews
- 113 • someone from the Attorney General's office expressed concern about parking;
114 according to statute, one space is required per 100 registered voters which would
115 equal 93 in Hooksett; town had double that number – 126 space in front lot, 100 in
116 back lot, and 10 handicapped.
- 117 • over the next several weeks the Town Clerk and Moderator will assess traffic flow
118 and come up with a long range solution; stuck with traffic coming in one way and
119 going out another.
- 120 • Mr. Riley is concerned that ballot clerks have to deal with seven pieces of
121 information for every voter which amounts to 42,000 transactions, presenting
122 significant opportunity for error; the time to process and focus on each voter is
123 extreme even though ballot clerks work in shifts; if any dimension is added to their
124 duties, it would be difficult to handle; and ballot clerks are asked to be vigilant and
125 attentive to their surroundings
- 126 • booths may be an issue; had 101 booths that included three portable; may go to
127 115-120 before thinking about adding booths
- 128 • had two wheelchairs that were used more than anticipated; a 90 year old sat for over
129 20 minutes before being able to vote
- 130 • voter entrance - workers decided to open rear door for exiting but people started
131 entering which may not have been a good decision
- 132 • post election reconciliation – looking for 99.6 percent accuracy; between voters
133 checked in and the tape number there was a deviation of 24; there was an issue with
134 non-machine counted votes; there were more write-ins than recorded on the tape;
135 the machine malfunction was resolved; Mr. Riley erred in reporting to the State that
136 Rick Santorum received 1174 votes and Donald Trump received one when the
137 reverse was the case; the correction was made on the State form
- 138 • a number of staff were dedicated to counting 340 absentee ballots which can be a
139 challenge and it was all done in four hours
- 140 • the deliberative session is scheduled for April 2nd and Mr. Riley will be back before
141 the Council to go over anticipated issues and who will be making motions
142

143 Councilor Tsantoulis asked how those in need of a wheelchair got to the polling place.
144 Town Clerk Rainier said they came in on crutches and that the concern has more to do
145 with the distance from the parked car to the polling place and the amount of time
146 standing. Two wheelchairs were available and it worked out pretty well. In the future the
147 town may want to consider renting another wheelchair but no one was unhappy.
148 Councilor Jennings asked if it might be worth partnering with civic action groups to assist.

149 Mr. Rainier said that staff was there and helped recognize who was coming through the
150 door. **[Note: Councilor Duhaime left at 7:05 p.m. and returned at 7:37 p.m.]**
151

152 Councilor Winterton asked if there was any way to purge voters so that the town doesn't
153 go over any state imposed barriers, nor bear the cost of adding booths, parking spaces,
154 and the like. Town Clerk Rainier said that it will be a few weeks before Supervisors of
155 Checklists reconcile their tallies but he is certain Hooksett does not have over 10,000
156 registered voters today. If a voter votes in another State, some will let the Secretary of
157 State's office know who in turn let the town know. If a voter hasn't voted in six years,
158 they get removed from the list. Every ten years, vital records do report on deceased
159 individuals. Mr. Riley said there is an agreement between New Hampshire, Maine, and
160 Vermont that identifies voters from one State to another but there is no national system
161 that identifies whether a person has voted more than once. Supervisors of the Checklist
162 can best answer the question.
163

164 Councilor Miville commended everybody involved. He said citizens coming out "were
165 very complimentary, so kudos to all". Councilor Miville also said that the exit ramp could
166 have used more salt and might have been difficult to navigate for an elderly or
167 handicapped person. Mr. Riley said the ramp is not ADA compliant; the handicapped
168 exit was to the left. Regarding the number of voting booths, Councilor Miville said he
169 observed a whole row not used. Mr. Riley said the issue with booths is that it is State
170 mandated. Mr. Rainier added that in November the ballot will be longer, requiring voters
171 to be in the booth for a longer length of time.
172

173 Councilor Miville suggested not having to share books. Town Clerk Rainier said that the
174 list of "undeclared" votes has been an issue for years in that when the State went to the
175 Election Net program, the program would not alphabetize the entire town by last name,
176 but rather was alphabetized by district so there were six books. Brian Williams, a
177 Supervisor of the Checklist, invested a fair amount of time designing a program that
178 merged and alphabetized everything. This was the first year using that list and it went
179 very well and was much better than ever.
180

181 Councilor Comai expressed gratitude to everyone for all of the hours of work. There
182 were no lines, no waiting, and many people commented on it being a very positive
183 experience. Councilor Comai also appreciated food being put in the teachers lounge.
184

185 Dr. Shankle continued his report as follows:
186

- 187 • he will leave with the town clerk a notice received from Eversource who are planning
188 to do a lot of work on the dam
- 189 • moving forward with agenda packets being automated once tablets are distributed
- 190 • old town hall project is moving ahead
- 191 • budget committee has started meeting; one last week and one tomorrow night
- 192 • Katie and I are looking to upgrade technology in the Council room to include a couple
193 of 70 inch televisions and overhead cameras
- 194 • Councilor Winterton will talk later about creating a TIF District along Route 3A. More
195 information will be forthcoming at the Council's next meeting

- Reminder that next Wednesday there will be a workshop on the Lilac Bridge and he hopes all Councilors will be able to attend. **[Councilor Comai said she would not be able to attend.]**

10. **PUBLIC INPUT - 15 MINUTES -- None**

11. **NOMINATIONS AND APPOINTMENTS -- None**

12. **SCHEDULED APPOINTMENTS**

12.a Carrie Hyde, Hooksett Old Home Day Chairperson

Carrie Hyde came forward to provide an update on the Old Home Day plans. As always, the celebration is scheduled on the third Saturday of September. This year's Old Home Day is scheduled on September 17th. The committee is playing with the parade start time being 10:30 a.m. and the opening ceremony at 10:00 a.m. instead of 11:00 a.m. They will have a clown/magician and are changing the line up for music. They are also planning to bring back the Bektash mini cars. Councilor Duhaime said he likes the layout for tents, etc. Ms. Hyde said that they try to arrange rows so that there is enough space for emergency vehicles to go through. She is expecting 80 to 100 vendors.

13. **15 MINUTE RECESS – Not Taken**

14. **OLD BUSINESS**

14.a 15-092 Budgets, CIP and Warrant Articles

[Council Articles FY 2017.pdf](#)

[Back up for Council Articles FY 2017.docx](#)

Chairman Sullivan asked if the Council had already voted on the operating budget. D. Fitzpatrick stated that the Council had indeed approved an operating budget of \$17,261,292 million by unanimous vote. The default budget will be taken up on the Council's February 24th meeting.

Councilor Winterton suggested that a reduction should be made in the Fire Department's benefits and pension lines in light of the fact that the new Fire Chief will not be receiving these benefits. Councilor Winterton moved to authorize the Council's Budget Committee representative to recommend and vote in favor of reducing up to \$25,000 from the benefits and pension budget lines since the new Fire Chief will not be receiving the benefits. Councilor Comai seconded but would like to see the exact number included. Councilor Winterton said "you never know how much health insurance will cost depending on the plan chosen so we always plug in the higher number." Councilor Winterton said his goal is to take advantage of the fact that the new Fire Chief will not be receiving health insurance or a pension. After some discussion, Councilors Winterton and Comai withdrew their motion.

Councilor Winterton moved to recommend that the Council's representative to the Budget Committee support a reduction in the Fire Department budget based upon the fact that

245 *Hooksett has a new part-time Fire Chief. Councilor Comai seconded and the motion*
246 *passed unanimously, 8-0.*
247

248 Article 4: To see if the town will vote to approve the reconstruction of the Town Roads at
249 a cost not to exceed \$1,500,000.00 payable over a term of five years with an annual
250 appropriation of \$300,000.00, and further to raise and appropriate \$300,000.00 for the
251 first year's payment. In each of the following four years the appropriation of \$300,000.00
252 will be contained in the operating budget and the default budget. A 3/5th majority vote is
253 required for passage. Estimated tax rate impact is \$0.19. *Councilor Winterton moved,*
254 *second by Councilor Duhaime, to recommend Article 4 to the ballot. Roll Call #2 –*
255 *Duhaime-yes, Miville-yes, Levesque-yes, Jennings-yes, Comai-yes, Winterton-yes,*
256 *Tsantoulis-yes, Sullivan-yes. Motion passed unanimously, 8-0.*
257

258 Article 5: To see if the town will vote to raise and appropriate the sum of \$200,000.00 to
259 be added to the Public Works' Vehicles Capital Reserve Fund previously established.
260 Estimated tax rate impact is \$0.13. *Councilor Winterton moved, second by Councilor*
261 *Duhaime, to recommend Article 5 to the ballot. Roll Call #3 – Comai-yes, Jennings-yes,*
262 *Miville-yes, Duhaime-yes, Tsantoulis-yes, Levesque-yes, Winterton-yes, Sullivan-yes.*
263 *Motion passed unanimously, 8-0.*
264

265 Councilor Jennings asked about the estimated tax impact of \$0.13 which was included in
266 last year's total tax rate. Councilor Winterton noted that if Article 5 is voted down the tax
267 rate will be \$0.13 less. If Article 5 passes, the tax impact amount is already included.
268 Dr. Shankle stated that last year's tax rate included the operating budget and all warrant
269 articles. Councilor Winterton stated that the Department of Revenue Administration
270 (DRA) gives the town a new figure every year so it cannot be compared to last year's tax
271 rate. Warrant articles allow voters to decide on matters that are not funded in the
272 operating budget. The police cruisers, for example, are not a choice of voters; it is in the
273 operating budget. Councilor Levesque confirmed that last year's tax rate was \$24.72.
274 Dr. Shankle suggested taking last year's default budget and including all warrant articles
275 that get passed by the voters and that will provide an estimate of what this year's tax rate
276 might be. Councilor Winterton also pointed out that the discussion relates to the town
277 portion and not the school share. Councilor Miville said that the tax rate increases by one
278 cent for every \$15,000 appropriated. Chairman Sullivan stated that the Council will look
279 to Dr. Shankle to explain the tax rate in the Voter Guide.
280

281 Since Steve Couture, Chair of the Conservation Commission, was in attendance,
282 Chairman Sullivan moved to consider Articles 13 and 14.
283

284 Article 13: To see if the town will vote to raise and appropriate the sum of \$25,000.00 to
285 be placed in the Conservation Fund, said funds to come from the sale of timber on
286 conservation land. No amount to be raised from taxation. *Councilor Winterton moved,*
287 *second by Councilor Duhaime, to recommend Article 13 to the ballot.*
288

289 Councilor Comai asked if \$25,000 was the right amount. Mr. Couture said the matter had
290 been discussed at the last Council meeting. Christine Soucie, Finance Director,
291 explained that there was no responsibility to go up to the \$25,000. If sales from the
292 harvest come in at \$15,000 or \$25,000 that is the amount that will be appropriated. The
293 current estimate is \$15,000. The \$25,000 amount provides a buffer. Councilor Jennings
294 confirmed that if sales reach \$26,000, \$1,000 would go to the General Fund and \$25,000

295 to the Conservation Fund. Councilor Miville wondered if there should not be an
296 explanation that monies would normally go to the General Fund. Dr. Shankle will include
297 an explanation in the Voter Guide. Mr. Couture stated that they had received an estimate
298 from the town engineer for the development of Clay Pond of \$17,500. Another item that
299 has not been approved by the Conservation Commission yet is a 108 acres parcel that
300 has an easement on it and is town property to be harvested, proceeds of which would go
301 to the General Fund. The property also has ten acres set aside for active recreational
302 use. Chairman Sullivan questioned the difference between Article 13 referencing the
303 Conservation Fund, and Article 14 establishing a Conservation Land Improvement
304 Capital Improvement Fund (CRF). Conservation funds can be used to purchase land
305 while funds from the Conservation Land Improvement CRF cannot. Funds from the CRF
306 can only be used for the improvement of existing land. Chairman Sullivan asked that the
307 Conservation Commission be prepared to address any related questions during the
308 deliberative session.

309
310 Councilor Levesque asked who would oversee the work. Mr. Couture said that he had
311 contracted with a timber harvest consultant who will oversee logging and ensure that
312 rules and regulations are being met and that accounting aspects of the project are taken
313 care of. Dr. Shankle said the State oversees operations in order to get their timber tax.
314 Councilor Miville felt that including the verbiage “no amount to be raised from taxation” on
315 the warrant is not necessarily accurate since funds going to the Conservation Fund rather
316 than the General Fund, in effect, results in lost revenue to the taxpayers. Councilor
317 Comai said that speaks to her original question of whether the \$25,000 was a correct
318 amount. It was repeated that the best estimate on the sale of timber is \$15,000.
319 Councilor Comai wanted to propose an amendment to the Article but could not while a
320 motion was pending.

321
322 Chairman Sullivan moved the question. *Roll Call #4 – Levesque-yes, Duhaime-yes,*
323 *Winterton-yes, Tsantoulis-yes, Sullivan-yes. Motion passed, 5-3 (Councilors Jennings,*
324 *Miville and Comai opposed).*

325
326 Councilor Comai said it could have been unanimous had she been allowed to propose
327 her amendment. Councilor Winterton pointed out that the warrant was for this year only
328 and “must be done yearly so the amount doesn’t make much difference”. Councilor
329 Miville said he voted no because he believes the funds should go to the General Fund
330 and not the Conservation Fund and feels voters have a choice. Dr. Shankle said that
331 there is no tax impact as the tax rate is defined. It was also pointed out that funds raised
332 through timber sales were never intended to offset the tax rate.

333
334 Article 14: To see if the town will vote to establish a Conservation Land Improvements
335 Capital Reserve Fund under the provisions of RSA 35:1 for infrastructure improvements
336 on Conservation easements or property and to raise and appropriate the sum of
337 \$10,000.00 to be placed in this fund. Further, to name the Town Administrator as the
338 agent to expend from said fund. Estimated tax rate impact is \$0.01. *Councilor Winterton*
339 *moved, second by Councilor Duhaime, to recommend Article 14 to the ballot. Roll Call*
340 *#5 – Tsantoulis-yes, Duhaime-yes, Jennings-yes, Levesque-yes, Winterton-yes, Comai-*
341 *yes, Sullivan-yes. Motion passed 7-1 (Councilor Miville opposed).*

342
343 Article 6: To see if the town will vote to raise and appropriate the sum of \$194,293.00 for
344 the salaries, overtime, benefits, including uniforms and equipment to hire two (2) new full-

345 time police officers. *Councilor Comai moved, second by Councilor Jennings, to*
346 *recommend Article 6 to the ballot. Roll Call #6 – Levesque-yes, Winterton-yes, Comai-*
347 *yes, Tsantoulis-yes, Jennings-yes, Duhaime-yes, Sullivan-yes. Motion passed, 7-1*
348 *(Councilor Miville opposed).*
349

350 Article 7: To see if the town will vote to raise and appropriate the sum of \$170,000.00 to
351 be added to previously established Capital Reserve Funds and to apportion the sum
352 among several funds as listed:

| | | |
|-----|---|---------------------|
| 353 | | |
| 354 | Automated Collection Equipment | \$ 30,000.00 |
| 355 | Drainage Upgrades | \$ 50,000.00 |
| 356 | Parks & Recreation Facilities Development | \$ 15,000.00 |
| 357 | Town Building Maintenance | <u>\$ 75,000.00</u> |
| 358 | | |
| 359 | Total | \$170,000.00 |
| 360 | | |

361 *Chairman Sullivan moved, second by Councilor Comai, to recommend Article 7 to the*
362 *ballot. Roll Call #7 – Winterton-yes, Levesque-yes, Duhaime-yes, Jennings-yes, Miville-*
363 *yes, Tsantoulis-yes, Comai-yes, Sullivan-yes. Motion passed unanimously, 8-0.*
364

365 Article 8: To see if the town will vote to raise and appropriate the sum of \$70,000.00 to
366 be added to the previously established Capital Reserve Funds and to apportion the sum
367 among several funds as listed:

| | | |
|-----|---------------------|---------------------|
| 368 | | |
| 369 | Fire Apparatus | \$ 50,000.00 |
| 370 | Air Packs & Bottles | <u>\$ 20,000.00</u> |
| 371 | | |
| 372 | Total | \$ 70,000.00 |
| 373 | | |

374 *Councilor Tsantoulis moved, second by Councilor Winterton, to recommend Article 8 to*
375 *the ballot. Roll Call #8 – Levesque-yes, Duhaime-yes, Tsantoulis-yes, Jennings-yes,*
376 *Miville-yes, Comai-yes, Winterton-yes, Sullivan-yes. Motion passed unanimously, 8-0.*
377

378 Article 9: To see if the town will vote to raise and appropriate the sum of \$60,000.00 to
379 purchase a Live Bottom Trailer for the Recycling and Transfer Division of Public Works
380 with said funds to come from the Solid Waste Disposal Special Revenue Fund. No
381 amount to be raised from taxation. *Councilor Levesque moved, second by Councilor*
382 *Winterton, to recommend Article 9 to the ballot. Roll Call #9 – Miville-yes, Comai-yes,*
383 *Duhaime-yes, Winterton-yes, Jennings-yes, Tsantoulis-yes, Levesque-yes, Sullivan-yes.*
384 *Motion passed unanimously, 8-0.*
385

386 Article 10: To see if the town will vote to raise and appropriate the sum of \$50,000.00 to
387 purchase a new command style 4x4 vehicle for the Fire Rescue Department. Estimated
388 tax rate impact is \$0.03. *Councilor Jennings moved, second by Councilor Tsantoulis, to*
389 *recommend Article 10 to the ballot. Roll Call #10 – Winterton-yes, Tsantoulis-yes,*
390 *Levesque-yes, Comai-yes, Miville-yes, Jennings-yes, Sullivan-yes. Motion passed 7-1*
391 *(Councilor Duhaime opposed).*
392
393

394 Article 11: To see if the town will vote to raise and appropriate the sum of \$40,000.00 to
 395 be added to previously established Capital Reserve Funds and to apportion the sum
 396 among several funds as listed. Estimated tax rate impact is \$0.03.

| | | |
|-----|-------------|--------------------|
| 397 | | |
| 398 | Revaluation | \$30,000.00 |
| 399 | Master Plan | <u>\$10,000.00</u> |
| 400 | | |
| 401 | Total | \$40,000.00 |
| 402 | | |

403 Councilor Miville pointed out that revaluation must take place every five years so if the
 404 Article is voted down funds must be taken from the General Fund. Chairman Sullivan
 405 asked why the expense is not included in the Operating Budget. It was mentioned that
 406 the full expense of \$200,000 would have to be expensed in one year rather than spread
 407 out over five years.

408
 409 *Councilor Miville moved, second by Councilor Comai, to recommend Article 11 to the*
 410 *ballot. Roll Call #11 – Tsantoulis-yes, Levesque-yes, Miville-yes, Winterton-yes,*
 411 *Jennings-yes, Duhaime-yes, Comai-yes, Sullivan-yes. Motion passed unanimously, 8-0.*
 412

413 Article 12: To see if the town will vote to establish a Sidewalk Capital Reserve Fund
 414 under the provisions of RSA 35:1 for installing and maintaining sidewalks and to raise
 415 and appropriate the sum of \$25,000.00 to be placed in this fund. Further, to name the
 416 Town Administrator as the agent to expend from said fund. Estimated tax rate impact is
 417 \$0.02. *Councilor Duhaime moved, second by Councilor Miville, to recommend Article 12*
 418 *to the ballot. Roll Call #12 – Comai-yes, Jennings-yes, Miville-yes, Winerton-yes,*
 419 *Levesque-yes, Tsantoulis-yes, Duhaime-yes. Motion passed, 7-1 (Chairman Sullivan*
 420 *opposed). Councilor Winterton indicated that this warrant must be approved yearly.*
 421

422 Article 15: To see if the town will vote to discontinue the following Capital Reserve Funds
 423 with said funds and accumulated interest to date of withdrawal, to be transferred to the
 424 town’s general fund.

| 425 | <u>Name of Capital Reserve</u> | <u>Established</u> | <u>Balance</u> |
|-----|--|--------------------|----------------|
| 426 | HVAC System Development (Library) | 2003 | \$ 15.04 |
| 427 | Plow Dump Trucks | 2012 | \$ -0- |
| 428 | Police Computer System Development | 2003 | \$ 13.91 |
| 429 | Road Impact Fee Traffic Study | 2009 | \$ 33,046.68 |
| 430 | Town Wide Computer Development | 2006 | \$ 23.79 |
| 431 | Town Wide Opti-Com System | 1996 | \$ -0- |
| 432 | Upgrading Diesel Tank & Fuel Dispenser | 2012 | \$ 9,531.67 |
| 433 | | | |
| 434 | | | |

435 *Councilor Comai moved, second by Councilor Winterton, to recommend Article 15 to the*
 436 *ballot. Roll Call #1 – Winterton-yes, Comai-yes, Tsantoulis-yes, Levesque-yes,*
 437 *Jennings-yes, Duhaime-yes, Miville-yes, Sullivan-yes. Motion passed unanimously, 8-0.*
 438

439 **15. NEW BUSINESS**

440 **16-005 Review of Town Council Future Agenda Items**

441

DRAFT

| Agenda Date | S. B. | Agenda Item | Other Information as needed |
|-------------|-------|-------------------------|---|
| ? | DF | Public Hearing | Donation of \$20,027.20 from Hooksett Happy Helpers, Hooksett individuals and a Memorial Park to the Hooksett Safety Center on \$ |
| ? | DF | Consent Agenda | Acceptance of donation of \$20,027.20 from Hooksett Happy private individuals and a Memorial Park to the Hooksett Safety |
| ? | DF | non-public | ambulance write-off tabled pending more info. |
| ? | DF | New Business | Support for Eliminating Adequate Education Grant Cap |
| ? | DF | New Business | FY 2015-2016 Town Council & Town Administrator Goals |
| ? | DF | Old Business | Recycling Analysis (Councilor Ross) |
| ? | DF | Old Business | Berry Hill Bond Release - Thibault (Public Works Director) |
| ? | DF | New Business | ICMA RC 457 Plan - Council resolution to adopt |
| ? | DF | New Business | Town Departments - Sewer and Library |
| ? | DF | Consent Agenda | SNHU furniture donation replacement value of \$? To Hooksett Library Trustees) ??? |
| ? | DF | Warrant Article | Councilor Winterton (renewable energy) |
| | | Amended Other Ordinance | |
| ? | DF | 00-25 | Councilor to move forward amendment to 00-25 Winter Burn |
| ? | DF | Public Hearing 00-25 | Other Ordinance amendment to 00-25 Winter Burn Permits |
| ? | DF | Personnel Plan Change | Fire-Rescue O.T. pay for probationary employees (Christine |
| ? | DF | New Business | Petersbrook Fields (DPW Director) |
| ? | KR | Scheduled Appointment | Moderator (address mandated purchasing of additional votes) |
| ? | DF | New Business | Bi-weekly payroll (Council request) |
| | | Nominations & | |
| ? | KR | Appointments | Economic Development Advisory Committee - David Coburn |
| ? | KR | Scheduled Appointment | Community Profile/Action Groups (HARMONY) |
| | | | Obligation of \$100,000 Recreation Impact Fees to Conservation |
| ? | DF | New Business | Riverfront Project (no public hearing required) |
| ? | DF | | Condo reimbursement - billing 2x annually & 90-day notice |
| ? | DF | New Business | Cable Franchise Agreement (Councilor Ross) |
| ? | DF | Old Business | 15-047 Martin's Ferry Road - Mitigation/Safety Committee |
| ? | DF | Old Business | Coop Extension Survey - next steps |
| ? | DF | New Business | Job Descriptions - Departmental Updates (inventory complete) |

Boards & Committees

Budget Committee

Cemetery Commission

Conservation Commission

Economic Development Advisory Committee

Heritage Commission

Library Trustees

Board of Election/Moderator

Parks and Recreation Advisory Board

Planning Board

Recycling & Transfer Advisory Committee

Sewer Commission

Supervisors of the Checklist

Town Hall Preservation Committee

Trustees of the Trust Funds

Zoning Board of Adjustment

14

11

444
445 The Council went over the status of a number of future agenda items. The following
446 Board and Committees still need to come before the Council as required by Charter:
447 Budget Committee, Cemetery Commission, Conservation Commission, Economic
448 Development Advisory Committee, Heritage Commission, Library Trustees, Parks and
449 Recreation Advisory Board, Planning Board, Recycling and Transfer Advisory
450 Committee, Town Hall Preservation Committee, and Zoning Board of Adjustment.
451

452 Councilor Comai suggested hosting a “thank you” volunteer lunch or continental
453 breakfast on April 2, the date of the deliberative session. Councilor Winterton liked the
454 idea but was concerned about the perception of paying people to come vote. All
455 Council members thought this was a good idea.
456

457 Councilor Tsantoulis asked that the Code Enforcement Officer be dispatched to take a
458 look at #30 Londonderry Turnpike in Councilor Winterton’s district. It seems a resident
459 is running a dumpster business in a residential area, and the dumpsters are continually
460 over-filled. Dr. Shankle will follow-up.
461

462 **16. SUB-COMMITTEE REPORTS**

463
464 Councilor Levesque said the transfer station lost its best driver. The price of recycling
465 went up a bit. Price is now \$40/ton to recycle versus \$60/\$65 to get rid of trash.
466

467 Councilor Winterton said the Hooksett Youth Achiever meeting is scheduled for
468 February 24th. The Planning Board got a volunteer application but did not make a
469 recommendation. SNHU continues to grow and is looking at a storage facility at
470 University Heights. ProCon is expanding. Most of the meeting was about ordinances
471 for chickens which will be discussed at the next Council meeting.
472

473 Tying into the Planning Board, Councilor Winterton has visited with the Sewer
474 Commission and discussed the potential for a TIF district on the west side of the river.
475 Engineering has been done and will be presented to the Planning Board on the 22nd.
476 Good economic potential could be realized by having sewer there. Discussions have
477 been held on how large the TIF district should be and whether work should be done in
478 segments. Consultants are good and have established TIF districts in other towns and
479 this is a very positive step for Hooksett. Also, Walmart came in for an extension. They
480 had approval to build their own treatment plant. The permit expired and they were given
481 a 60-day extension. It seems they don’t want to do that and would like to have sewer
482 available. The Council may get a presentation on the 24th following a presentation
483 made to the Planning Board on the 22nd
484

485 In response to a question by Chairman Sullivan on the Exit 10 TIF District, Councilor
486 Winterton said there was \$90 million of taxable property that came out of the Exit 10 TIF
487 District. Part of the evaluation process now is determining the potential for the sewer
488 TIF and whether it will pay for itself or not which will come from the consultants.
489 Councilor Winterton also stated that part of the reason Exit 11 has not been developed
490 is because of the sewer. “No restaurant will be built there without sewer”. Councilor
491 Miville asked that the Economic Development Committee be kept apprised of
492 developments.
493

494 Councilor Comai had nothing to report.

495
496 Councilor Miville said the school budget was done and citizens added in additional
497 monies. The budget is over \$32 million plus warrant articles. There were two
498 openings on the Budget Committee. The Committee appointed Brian Tilton who wants
499 to become more involved. Last Thursday Dr. Shankle provided a budget review and
500 the Committee will start tomorrow with the DPW budget.

501
502 *Councilor Levesque moved, second by Councilor Winterton, to extend the meeting by*
503 *ten minutes. Motion passed unanimously, 8-0.*

504
505 Councilor Duhaime referenced materials that were in the reading file.

506
507 Councilor Jennings attended the Parks and Recreation meeting. It was a full house.
508 The Director of Public Works was in attendance and there was discussion about the
509 MasterPlan. They are moving forward on developing an area behind Walgreens to be
510 used for passive recreation next summer.

511
512 Councilor Tsantoulis had nothing to report.

513
514 Councilor Winterton noted that while it is not reflected in the budget process, having a
515 town engineer to facilitate all these projects moving forward and attending meetings and
516 working with engineers has been very valuable.

517
518 **17. PUBLIC INPUT -- None**

519
520 **18. NON-PUBLIC SESSION -- None**

521
522 **19. ADJOURNMENT**

523
524 Chairman Sullivan moved to adjourn the meeting at 9:35 p.m. Motion was seconded by
525 Councilor Levesque and passed unanimously, 8-0.

526
527
528 Respectfully Submitted

529
530 Suzanne Beauchesne
531 Recording Clerk



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 1-13-16

Name: CHRISTOPHER STELMACH Phone: 268-0380 ^{CELL} 670-4197

Address: 22 ROY RD HOOKSETT, NH 03106

Email Address: CPS TRANSPORT @ COMCAST.NET

Signature: *[Handwritten Signature]*

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to ^{ambrose} 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
- Planning Board (alternate)
- Recycling & Transfer Advisory Committee
- Town Hall Preservation Committee
- Zoning Board of Adjustment
- Other (Please specify)

How long have you been a resident of Hooksett?

ALL MY LIFE 46 YRS

Why are you seeking this position?

LOOKING TO GET INTO
TOWN POLITICS

Do you have any specific goals or objectives?

TO SEE THE TOWN
GROW IN A WAY TO NOT
TURN IT INTO A MAJOR CITY

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

CONSTRUCTION BACKGROUND
EXCAVATING
SITE PLANNING

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:

WORKING WITH THE TOWN
TO SEE IT GROW SUCCESSFULLY
NOT TO OVER GROW

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

NONE



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 24 January 16

Name: Anne Sorensen Phone: 606-1476

Address: 19 Nancy Ln

Email Address: w9jat@comcast.net

Signature: Anne Sorensen

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to kambrose@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
- 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?

Six years

Why are you seeking this position?

To ensure that the town of Hooksett remains a great place to live by promoting business and private contentment to ensure the safety and betterment of all who live here.

Being part of a team that works well together to promote constructive public and private contentment in the interest of a better community as a whole.

To help promote fair and open process in decision making issues.

Do you have any specific goals or objectives?

To encourage business and community growth.
To encourage people to WANT to live in Hooksett.

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

Former Police Officer
Operating room registered nurse for 25 years. Trauma team nurse for 25 years.
Notary Public
The above skills may not be pertinent to this position but it allows you to know that I have great organizational skills and have had much public contact through the years.

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

N/A

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

I am a volunteer instructor for the Red Cross. I teach CPR/AED/First AED/BBPs to both the medical community and the community at large.

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

N/A

TOWN OF HOOKSETT
AVAILABLE APPOINTED POSITIONS

BUDGET COMMITTEE

(2) Full Members, exp. 6/2016

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Resident Members

(2) Hooksett Business Members

HERITAGE COMMISSION

(2) Full Members, exp. 6/2016

(1) Full Member, exp. 6/2018

(1) Alternate Member, exp. 6/2017

(1) Alternate Member, exp. 6/2018

PLANNING BOARD

(1) Alternate Member, exp. 6/2017

RECYCLING & TRANSFER ADVISORY COMMITTEE

(1) Alternate Member, exp. 6/2018

SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

(1) Full Member, exp. 6/2018

TOWN HALL PRESERVATION COMMITTEE

(5) Full Members

ZONING BOARD OF ADJUSTMENT

(1) Alternate Member, exp. 6/2016

These are unpaid volunteer positions. If interested in being nominated for an appointed position, please fill out the volunteer application form and send it to:

Town of Hooksett, Administration Department, 35 Main Street, Hooksett, NH 03106.

TITLE V TAXATION

CHAPTER 72 PERSONS AND PROPERTY LIABLE TO TAXATION

Property Taxes

Section 72:27-a

72:27-a Procedure for Adoption, Modification, or Rescission. –

I. Any town or city may adopt the provisions of RSA 72:28, RSA 72:29-a, RSA 72:35, RSA 72:37, RSA 72:37-b, RSA 72:38-b, RSA 72:39-a, RSA 72:62, RSA 72:66, RSA 72:70, or RSA 72:76 in the following manner:

(a) In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition pursuant to RSA 39:3.

(b) In a city or town that has adopted a charter pursuant to RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

II. The vote shall specify the provisions of the property tax exemption or credit, the amount of such exemption or credit, and the manner of its determination, as listed in paragraph I. If a majority of those voting on the question vote "yes," the exemption or credit shall take effect within the town or city, on the date set by the governing body, or in the tax year beginning April 1 following its adoption, whichever shall occur first.

III. A municipality may modify, if applicable, or rescind the exemption or credits provided in paragraph I in the manner described in this section.

IV. An amendment to a statutory provision listed in paragraph I related to an exemption or credit amount or to the eligibility or application of an exemption or credit, shall apply in a municipality which previously adopted the provision only after the municipality complies with the procedure in this section, unless otherwise expressly required by law.

Source. 2003, 299:1; 299:23. 2004, 170:3. 2008, 224:3, eff. July 1, 2008.

Sample Warrant Article

This example is meant as a guide to assist a municipality in creating their own warrant article developed to suit their own needs.

Municipalities may adopt any one of the renewable energy property tax exemptions or any combination of the three or all three as in the examples. Municipalities are advised to review any warrant article language with the municipal attorney for proper form and compliance with all applicable state laws.

"To see if the town will vote to adopt the provisions of RSA 72:61 through RSA 72:72 inclusively, which provide for an optional property tax exemption from the property's assessed value, for property tax purposes, for persons owning real property, which is equipped with solar energy systems, wind-powered energy systems or woodheating energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to 100% of the assessed value of qualifying equipment under these statutes."

NH Office of Energy and Planning
Governor Hugh J. Gallen State Office Park
Johnson Hall, 3rd Floor | 107 Pleasant Street | Concord, NH 03301
(603) 271-2155 | fax: (603) 271-2615

Staff Report

Title: _____

Date: _____

Background and Discussion of Issues

Recommendation (including suggested motion, if appropriate)

Fiscal Impact

Prepared by: _____

Town Administrator Recommendation



Default Budget: Hooksett

RSA 40:13, IX (b) "Default budget" as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14-b are adopted, of the local political subdivision.

This form was posted with the warrant on: <<DATE>>

For Assistance Please Contact:
NH DRA Municipal and Property Division
Phone: (603) 230-5090
Fax: (603) 230-5947
<http://www.revenue.nh.gov/mun-prop/>

GOVERNING BODY CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

| Governing Body Certifications | | |
|-------------------------------|---------------|-----------|
| Printed Name | Position | Signature |
| James Sullivan | Council Chair | |
| Timothy Tsantoulis | | |
| Donald Winterton | | |
| Adam Jennings | | |
| David Ross | | |
| James Levesque | | |
| Nancy Comai | | |
| Marc Miville | | |
| Robert Duhaime | | |
| | | |
| | | |

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

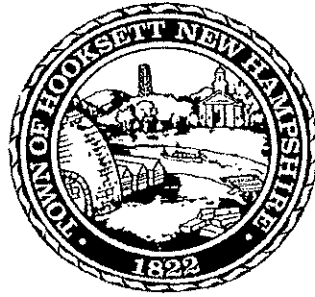
**NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O.BOX 487, CONCORD, NH 03302-0487**

| Account Code | Purpose of Appropriation | Prior Year Adopted Budget | Reductions or Increases | One-Time Appropriations | DEFAULT BUDGET |
|---|--|---------------------------|-------------------------|-------------------------|----------------|
| General Government | | | | | |
| 4130-4139 | Executive | \$349,341 | 3,447 | | \$352,788 |
| 4140-4149 | Election, Registration, and Vital Statistics | \$31,920 | 8,335 | | \$40,255 |
| 4150-4151 | Financial Administration | \$643,515 | (907) | | \$642,608 |
| 4152 | Revaluation of Property | \$183,952 | (802) | | \$183,150 |
| 4153 | Legal Expense | \$87,000 | | | \$87,000 |
| 4155-4159 | Personnel Administration | \$177,439 | 10,471 | | \$187,910 |
| 4191-4193 | Planning and Zoning | \$381,128 | (1,962) | | \$379,166 |
| 4194 | General Government Buildings | \$488,470 | (10,870) | | \$477,600 |
| 4195 | Cemeteries | \$4,351 | | | \$4,351 |
| 4196 | Insurance | \$255,000 | | | \$255,000 |
| 4197 | Advertising and Regional Association | \$12,500 | | | \$12,500 |
| 4199 | Other General Government | \$1 | | | \$1 |
| Public Safety | | | | | |
| 4210-4214 | Police | \$4,206,996 | 695 | | \$4,207,691 |
| 4215-4219 | Ambulance | \$0 | | | \$0 |
| 4220-4229 | Fire | \$3,780,841 | (17,352) | | \$3,763,489 |
| 4240-4249 | Building Inspection | \$105,673 | (805) | | \$104,868 |
| 4290-4298 | Emergency Management | \$5,500 | | | \$5,500 |
| 4299 | Other (Including Communications) | \$0 | | | \$0 |
| Airport/Aviation Center | | | | | |
| 4301-4309 | Airport Operations | \$0 | | | \$0 |
| Highways and Streets | | | | | |
| 4311 | Administration | \$218,722 | (676) | | \$218,046 |
| 4312 | Highways and Streets | \$1,441,367 | (4,892) | | \$1,436,475 |
| 4313 | Bridges | \$1 | | | \$1 |
| 4316 | Street Lighting | \$62,000 | | | \$62,000 |
| 4319 | Other | \$170,587 | (797) | | \$169,790 |
| Sanitation | | | | | |
| 4321 | Administration | \$193,127 | (668) | | \$192,459 |
| 4323 | Solid Waste Collection | \$242,520 | 2,934 | | \$245,454 |
| 4324 | Solid Waste Disposal | \$666,400 | 3,070 | | \$669,470 |
| 4325 | Solid Waste Cleanup | \$0 | | | \$0 |
| 4326-4329 | Sewage Collection, Disposal and Other | \$0 | | | \$0 |
| Water Distribution and Treatment | | | | | |
| 4331 | Administration | \$0 | | | \$0 |
| 4332 | Water Services | \$0 | | | \$0 |
| 4335-4339 | Water Treatment, Conservation and Other | \$0 | | | \$0 |
| Electric | | | | | |
| 4351-4352 | Administration and Generation | \$0 | | | \$0 |
| 4353 | Purchase Costs | \$0 | | | \$0 |
| 4354 | Electric Equipment Maintenance | \$0 | | | \$0 |
| 4359 | Other Electric Costs | \$0 | | | \$0 |
| Health | | | | | |
| 4411 | Administration | \$2,000 | | | \$2,000 |
| 4414 | Pest Control | \$0 | | | \$0 |
| 4415-4419 | Health Agencies, Hospitals, and Other | \$0 | | | \$0 |
| Welfare | | | | | |
| 4441-4442 | Administration and Direct Assistance | \$196,877 | | | \$196,877 |
| 4444 | Intergovernmental Welfare Payments | \$19,620 | | | \$19,620 |
| 4445-4449 | Vendor Payments and Other | \$0 | | | \$0 |
| Culture and Recreation | | | | | |
| 4520-4529 | Parks and Recreation | \$569,608 | (1,280) | | \$568,328 |

| | | | | | |
|-------------------------------------|--|---------------------|-----------------|----------|---------------------|
| 4550-4559 | Library | \$697,927 | (1,428) | | \$696,499 |
| 4583 | Patriotic Purposes | \$2,945 | | | \$2,945 |
| 4589 | Other Culture and Recreation | \$10,750 | | | \$10,750 |
| Conservation and Development | | | | | |
| 4611-4612 | Administration and Purchasing of Natural Resources | \$1,250 | | | \$1,250 |
| 4619 | Other Conservation | \$0 | | | \$0 |
| 4631-4632 | Redevelopment and Housing | \$0 | | | \$0 |
| 4651-4659 | Economic Development | \$500 | | | \$500 |
| Debt Service | | | | | |
| 4711 | Long Term Bonds and Notes - Principal | \$0 | | | \$0 |
| 4721 | Long Term Bonds and Notes - Interest | \$0 | | | \$0 |
| 4723 | Tax Anticipation Notes - Interest | \$1 | | | \$1 |
| 4790-4799 | Other Debt Service | \$0 | | | \$0 |
| Capital Outlay | | | | | |
| 4901 | Land | \$1 | | | \$1 |
| 4902 | Machinery, Vehicles, and Equipment | \$0 | | | \$0 |
| 4903 | Buildings | \$0 | | | \$0 |
| 4909 | Improvements Other than Buildings | \$0 | | | \$0 |
| Operating Transfers Out | | | | | |
| 4912 | To Special Revenue Fund | \$0 | | | \$0 |
| 4913 | To Capital Projects Fund | \$0 | | | \$0 |
| 4914A | To Proprietary Fund - Airport | \$0 | | | \$0 |
| 4914E | To Proprietary Fund - Electric | \$0 | | | \$0 |
| 4914S | To Proprietary Fund - Sewer | \$2,024,095 | (13,612) | | \$2,010,483 |
| 4914W | To Proprietary Fund - Water | \$0 | | | \$0 |
| 4915 | To Capital Reserve Fund | \$0 | | | \$0 |
| 4916 | To Expendable Trusts/Fiduciary Funds | \$0 | | | \$0 |
| 4917 | To Health Maintenance Trust Funds | \$0 | | | \$0 |
| 4918 | To Non-Expendable Trust Funds | \$0 | | | \$0 |
| 4919 | To Agency Funds | \$0 | | | \$0 |
| Total Appropriations | | \$17,233,925 | (27,099) | - | \$17,206,826 |

| Explanation for Increases and Decreases | |
|---|---|
| Account | Explanation |
| 4130-4139 | Town Administrator's contract increased \$5,698 |
| 4210-4214 | Police Union contract increased \$17,723 |
| 4210-4214 | Police Software contract increased \$2,000 |
| Multiple | DPW union contract increased \$14,888 |
| 4140-4149 | Federal Election increased \$8,335 |
| 4155-4159 | Workers' Compensation Insurance contract increased \$10,471 |
| Multiple | Life and Disability Insurance contract increased \$24,859 |
| 4550-4559 | Library contracts for GMILCS & Copier increased \$1,331 |
| 4130-4139 | Copier contact decreased \$1,510 |
| Multiple | Health Insurance contract decreased \$93,869 |
| 4312 | Excavator lease decreased \$1,045 |
| 4914 | Wastewater contacts decreased \$5,980 |
| 4194 | Heating contract decreased \$10,000 |

Town of Hooksett New Hampshire



Quarterly Financial Report
For December 31, 2015
Second Quarter of FY 2015-16

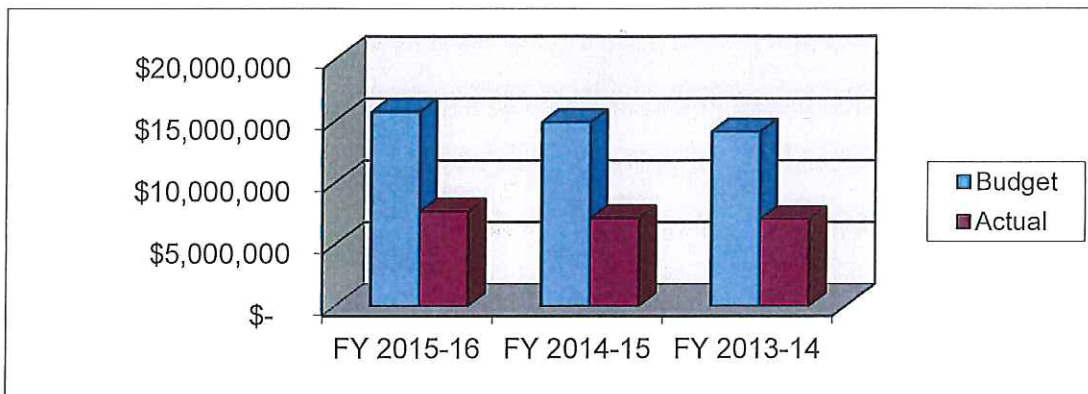
Unaudited

General Fund Second Quarter Ending December 31st

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

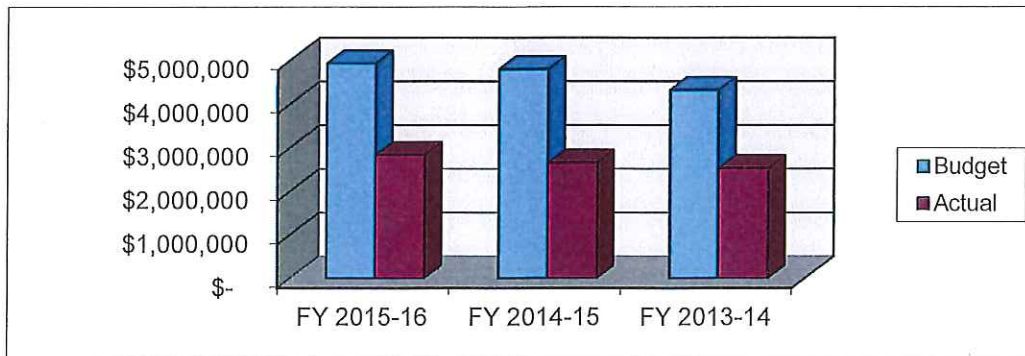
Total Operating Budget

| Year | ¹ Budget | Actual | Remaining Budget | % |
|------------|---------------------|--------------|------------------|-----|
| FY 2015-16 | \$ 15,739,800 | \$ 7,681,194 | \$ 8,058,606 | 49% |
| FY 2014-15 | 14,895,126 | 7,143,555 | 7,751,571 | 48% |
| FY 2013-14 | 14,112,535 | 7,040,080 | 7,072,455 | 50% |



Total Revenues

| Year | ¹ Budget | Actual | Uncollected Budget | % |
|------------|---------------------|--------------|--------------------|-----|
| FY 2015-16 | \$ 4,926,519 | \$ 2,834,679 | \$ (2,091,840) | 58% |
| FY 2014-15 | 4,791,971 | 2,652,770 | (2,139,201) | 55% |
| FY 2013-14 | 4,318,020 | 2,526,719 | (1,791,301) | 59% |



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

1) Budget amounts include encumbrances, transfers, grants and donations approved by Council as of 12/31 of each year.

TOWN OF HOOKSETT - BUDGET SUMMARY FY 2015-16

December 31, 2015

51.92% of the year has expired

26 of 52 pay weeks has expired or 50%

| Department | 2015-16 Approved Budget | Budget Transfers | * Budget Increases | 2015-16 Adjusted Budget | 2015-16 Actual YTD | (Over) Under Expended YTD | Percent Expended |
|--|-------------------------------|---------------------|-----------------------|-------------------------------|-----------------------|------------------------------|---------------------|
| Administration | 1,028,059 | - | 48 | 1,028,107 | 620,344 | 407,763 | 60.34% |
| Assessing | 183,952 | - | - | 183,952 | 74,064 | 109,888 | 40.26% |
| Family Services | 216,497 | - | - | 216,497 | 65,504 | 150,993 | 30.26% |
| Finance | 240,252 | - | - | 240,252 | 116,971 | 123,281 | 48.69% |
| Fire-Rescue | 3,734,740 | - | 1,364 | 3,736,104 | 1,768,439 | 1,967,665 | 47.33% |
| Police | 4,206,996 | - | 39,170 | 4,246,166 | 2,010,177 | 2,235,989 | 47.34% |
| Public Works ** | 4,502,802 | - | 489,388 | 4,992,190 | 2,102,467 | 2,889,723 | 42.12% |
| Tax Collection | 267,209 | - | - | 267,209 | 122,231 | 144,978 | 45.74% |
| Town Clerk & Elections | 31,920 | - | - | 31,920 | 10,244 | 21,676 | 32.09% |
| Administration's Budget | 14,412,427 | - | 529,970 | 14,942,397 | 6,890,441 | 8,051,956 | 46.11% |
| Budget Committee | 8,472 | - | - | 8,472 | 2,924 | 5,548 | 34.52% |
| Capital Leases | 89,102 | - | - | 89,102 | 88,056 | 1,046 | 98.83% |
| Cemetery Commission | 651 | - | - | 651 | 588 | 63 | 90.32% |
| Conservation Commission | 1,250 | - | - | 1,250 | 1,257 | (7) | 100.58% |
| Debt Principal | - | - | - | - | - | - | 0.00% |
| Debt Interest | - | - | - | - | - | - | 0.00% |
| Debt Tax Anticipation Note (TAN) | 1 | - | - | 1 | - | 1 | 0.00% |
| Library | 697,927 | - | - | 697,927 | 697,927 | - | 100.00% |
| Total General Fund Operating Budget | 15,209,830 | - | 529,970 | 15,739,800 | 7,681,194 | 8,058,606 | 48.80% |
| Sewer Department | 2,024,095 | - | - | 2,024,095 | - | 2,024,095 | 0.00% |
| Merrimack Riverfront Trail Systems | 100,000 | - | - | 100,000 | 100,000 | - | 100.00% |
| Public Works Vehicles CR | 200,000 | - | - | 200,000 | 200,000 | - | 100.00% |
| Automated Collection Equipment CR | 20,000 | - | - | 20,000 | 20,000 | - | 100.00% |
| Drainage Upgrades CR | 50,000 | - | - | 50,000 | 50,000 | - | 100.00% |
| Parks & Recreation Facilities Development CR | 15,000 | - | - | 15,000 | 15,000 | - | 100.00% |
| Town Building Maintenance CR | 75,000 | - | - | 75,000 | 75,000 | - | 100.00% |
| Air Pack and Bottles CR | 20,000 | - | - | 20,000 | 20,000 | - | 100.00% |
| Fire Apparatus CR | 50,000 | - | - | 50,000 | 50,000 | - | 100.00% |
| Revaluation CR | 30,000 | - | - | 30,000 | 30,000 | - | 100.00% |
| Master Plan CR | 10,000 | - | - | 10,000 | 10,000 | - | 100.00% |
| 2015-16 Grand Totals | 17,803,925 | - | 529,970 | 18,333,895 | 8,251,194 | 10,082,701 | 45.01% |

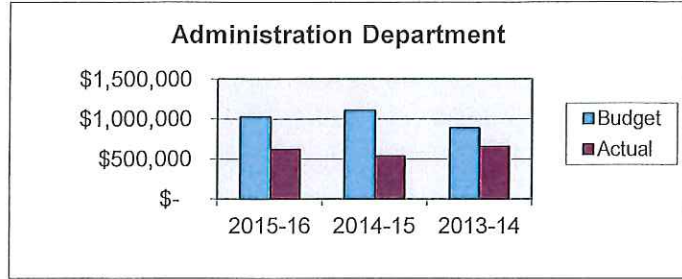
* Includes grants, donations and prior year encumbrances.

**** Public Works**

| | | | | | | | |
|--------------------------------|------------------|----------|----------------|------------------|------------------|------------------|---------------|
| Community Development | 488,801 | 25,190 | - | 513,991 | 244,573 | 269,418 | 47.58% |
| Highway | 2,343,646 | (19,011) | 489,388 | 2,814,023 | 1,174,377 | 1,639,646 | 41.73% |
| Parks, Recreation & Cemeteries | 568,308 | 18,179 | - | 586,487 | 233,376 | 353,111 | 39.79% |
| Recycling & Transfer | 1,102,047 | (24,358) | - | 1,077,689 | 450,141 | 627,548 | 41.77% |
| Total Public Works | 4,502,802 | - | 489,388 | 4,992,190 | 2,102,467 | 2,889,723 | 42.12% |

Major Department Expenditure

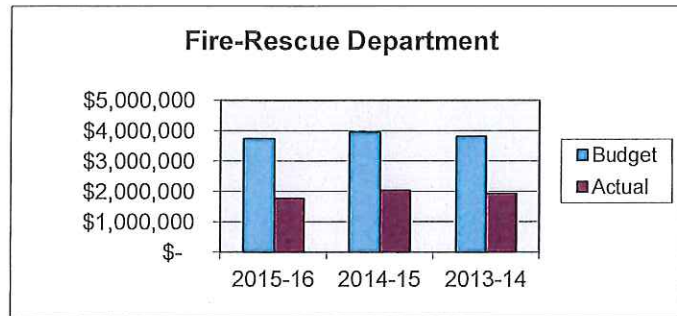
| Administration Department | | | |
|---------------------------|--------------|------------|-----|
| Year | Budget | Actual | % |
| 2015-16 | \$ 1,028,017 | \$ 620,344 | 60% |
| 2014-15 | 1,108,251 | 533,776 | 48% |
| 2013-14 | 887,682 | 655,545 | 74% |



Administration Department - The fluctuation in the budget is due to the property liability and workers' compensation insurance coverages. In late 2013, the Town received a notice from our current provider that stated they were going to increase cost to insure the Town based on our claims history. They quoted a 77% increase in property liability and 37% increase for workers' compensation coverage. In response the Town shopped the coverages and was able to obtain coverages with increase of 18% for property liability and 9% for workers' compensation.

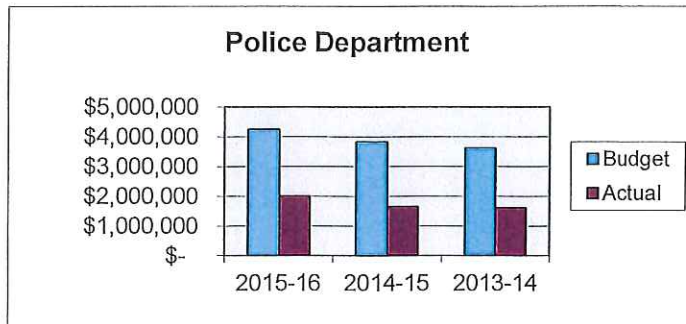
As of December 31st, the legal line is 46% spent, compared to last December 31st which was 36% spent and December 31, 2013 which was 53% spent.

| Fire-Rescue Department | | | |
|------------------------|--------------|--------------|-----|
| Year | Budget | Actual | % |
| 2015-16 | \$ 3,736,104 | \$ 1,768,439 | 47% |
| 2014-15 | 3,949,867 | 2,031,826 | 51% |
| 2013-14 | 3,804,142 | 1,925,974 | 51% |



Fire-Rescue Department - The reduction in FY 2015-16 budget is the result of Council moving the funding for two full-time firefighters to the Ambulance Service Fund. As of December 31st, the budget is 47% spent, which is slightly lower than the prior two years. This is primarily due to the vacant positions for the chief and three firefighters. The firefighters' positions are being filled when necessary with overtime.

| Police Department | | | |
|-------------------|--------------|--------------|-----|
| Year | Budget | Actual | % |
| 2015-16 | \$ 4,246,166 | \$ 2,010,177 | 47% |
| 2014-15 | 3,827,745 | 1,648,355 | 43% |
| 2013-14 | 3,619,358 | 1,607,918 | 44% |

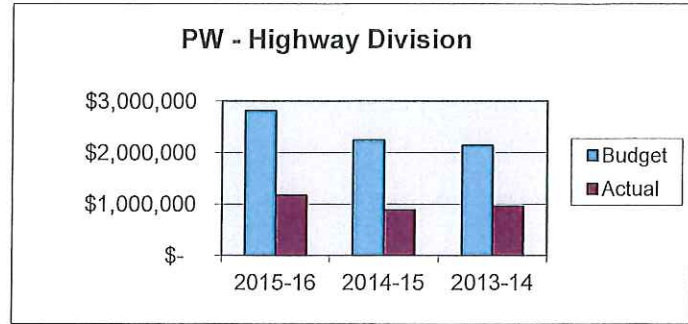


Police Department - The increase in the FY 2015-16 budget is due to three additional police officers, the passing of the collective bargaining agreement in May 2015 and encumbrances for taser and a file system. The department has been fully staffed for a few months and is 47% spent as of December 31st.

Starting in FY 2013-14 the police department is no longer working under the Police Commission and reports to the Town Administrator.

Major Department Expenditures, Continued

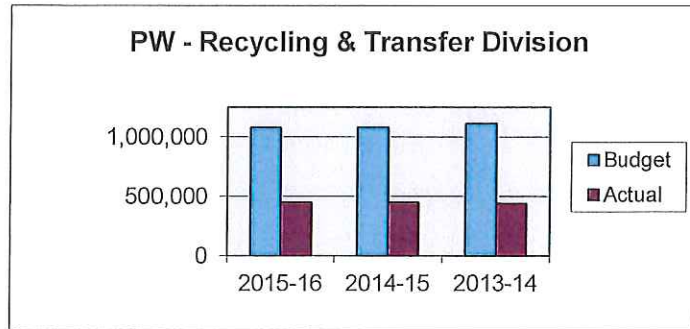
| PW- Highway Division | | | |
|----------------------|--------------|--------------|-----|
| Year | Budget | Actual | % |
| 2015-16 | \$ 2,814,023 | \$ 1,174,377 | 42% |
| 2014-15 | 2,239,882 | 887,172 | 40% |
| 2013-14 | 2,143,339 | 960,405 | 45% |



PW - Highway Division - This division of Public Works covers Road, Fleet, and Building Maintenance. The budget for FY 2015-16 includes increases in historically overspent lines, such as vehicle and building maintenance, construction materials and plow edges & chains. Also \$489,388 was encumbered for road paving from the prior year's budget.

Half of the truck driver/laborer positions have been vacant for several months. Contracted drivers have been hired to remove snow from the school parking lots. Auburn and South Bow roads have been paved. Line striping and repairs to Granite Street's retaining wall have also been completed.

| PW- Recycling & Transfer Division | | | |
|-----------------------------------|--------------|------------|-----|
| Year | Budget | Actual | % |
| 2015-16 | \$ 1,077,689 | \$ 450,141 | 42% |
| 2014-15 | 1,082,076 | 448,558 | 41% |
| 2013-14 | 1,113,596 | 442,152 | 40% |

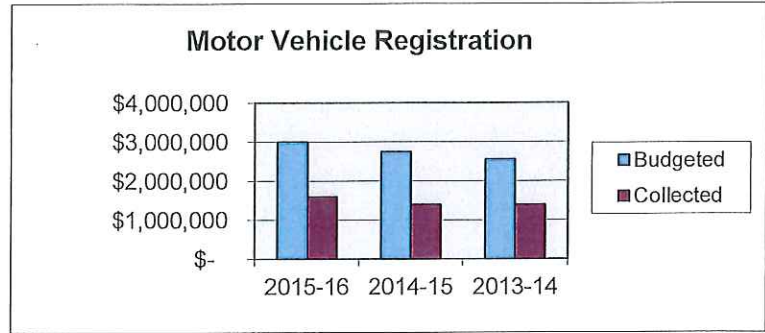


Recycling & Transfer Department - This department is 42% spent, which is very consistent with the prior years. For the second year in a row, the vehicle maintenance line is over budget. The automated trash arms needed repairs on both of the collection trucks. As of December 31st, the Town spent \$160,780 in tipping fees to dispose of trash, demo, roofing and some single stream recycling. Last year at the same time, the Town spent \$131,536 on tipping fees and the year prior \$115,996 was spent.

Major Governmental Revenues

Motor Vehicle Registration

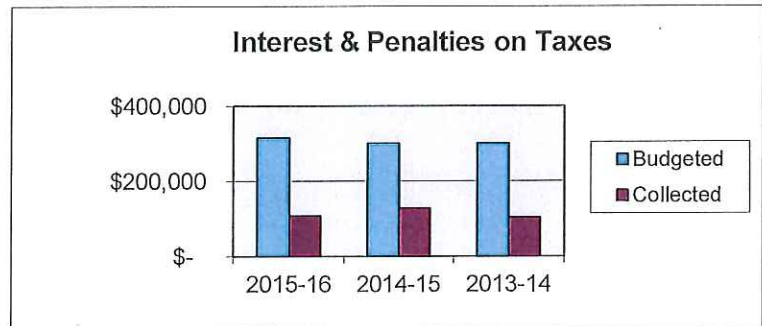
| Year | Budget | Actual | % |
|---------|--------------|--------------|-----|
| 2015-16 | \$ 3,000,000 | \$ 1,603,694 | 53% |
| 2014-15 | 2,750,000 | 1,391,714 | 51% |
| 2013-14 | 2,555,000 | 1,398,403 | 55% |



Motor Vehicle Registration - The top revenue source for the Town are fees collected for registering motor vehicles. Based on actuals, the Town is on track to collect as much revenue as the prior year, which would support the increased budget of \$250,000 in FY 2015-16. Since the number of vehicles registered has not increased over the years, it leads one to believe newer vehicles are causing the increases in revenues.

Interest & Penalties on Taxes

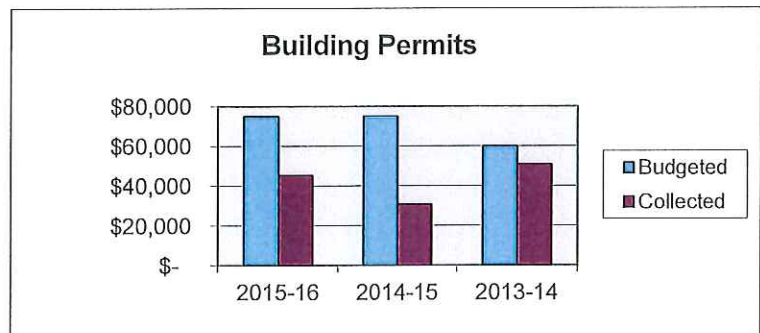
| Year | Budget | Actual | % |
|---------|------------|------------|-----|
| 2015-16 | \$ 315,000 | \$ 107,621 | 34% |
| 2014-15 | 300,000 | 128,063 | 43% |
| 2013-14 | 300,000 | 103,103 | 34% |



Interest & Penalties on Taxes - This interest comes from property taxes not being paid timely and the penalties are fees to execute liens and notices. The Town starts the tax deeding process in the spring, which will drive residents to pay off delinquent taxes. In FY 2014-15 the Town collected \$387,924 for the year, supporting the increased budget of \$15,000 in FY 2015-16.

Building Permits

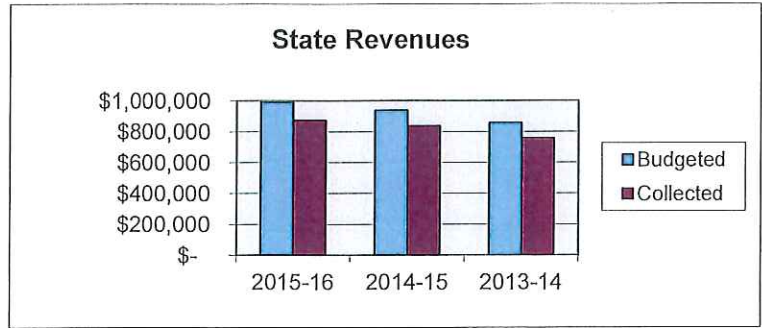
| Year | Budget | Actual | % |
|---------|-----------|-----------|-----|
| 2015-16 | \$ 75,000 | \$ 45,274 | 60% |
| 2014-15 | 75,000 | 30,627 | 41% |
| 2013-14 | 60,000 | 50,724 | 85% |



Building Permits - These fees are paid by builders for residential and commercial construction. Halfway through the FY 2015-16 year the Town has received 60% of it's budgeted revenue. Historically collection of permit fees are highest in March of each year.

Major Governmental Revenues, Continued

| Year | State Revenues | | |
|---------|----------------|------------|-----|
| | Budget | Actual | % |
| 2015-16 | \$ 990,978 | \$ 873,484 | 88% |
| 2014-15 | 937,623 | 835,947 | 89% |
| 2013-14 | 857,366 | 758,556 | 88% |



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

Ambulance Service Fund

The Ambulance Service fund is reported separately from the Town's General Fund as approved by the voters at the May 2011 Town Meeting. January 2012 the Town started the special revenue fund. It is the expectation that the fees from the users of the ambulance will cover the direct cost of the Ambulance Service.

Information provide below is on a calendar year and cash basis of accounting.

Calls for Service

| | 2013 | 2014 | 2015 |
|--------------------------------|-------------|-------------|-------------|
| Elliot Hospital | 491 | 527 | 569 |
| CMC Hospital | 197 | 199 | 227 |
| Concord Hospital | 95 | 63 | 67 |
| Non-Transport | 664 | 780 | 630 |
| Total Calls for Service | 1447 | 1569 | 1493 |

Billing and Collection Data

| | 2013 | 2014 | 2015 |
|----------------------------------|----------------------|----------------------|----------------------|
| Gross Commitments | \$ 521,207.51 | 569,061.01 | 723,822.88 |
| Contractual Allowances | (123,031.64) | (143,232.37) | (267,772.46) |
| Net Commitments | \$ 398,175.87 | \$ 425,828.64 | \$ 456,050.42 |
| Total Collected | \$ 296,230.60 | \$ 288,818.43 | \$ 346,913.10 |
| % Collected | 74% | 68% | 76% |
| Total Uncollected for the period | \$ 101,945.27 | \$ 137,010.21 | \$ 109,137.32 |
| % Uncollected for the period | 26% | 32% | 24% |
| Total Uncollected (all years) | | | \$ 507,241.85 |

Expenses

| | 2013 | 2014 | 2015 |
|---|----------------------|----------------------|----------------------|
| Full-time Employees | \$ - | \$ - | \$ 41,482.83 |
| Overtime | 87,300.84 | 66,108.50 | 20,262.21 |
| Health Insurance | - | - | 12,797.24 |
| Dental Insurance | - | - | 426.08 |
| Life & Disability Insurance | - | - | 388.92 |
| FICA Taxes | 1,234.28 | 934.75 | 860.45 |
| NH Retirement | 21,910.15 | 18,338.34 | 17,236.23 |
| Unemployment | 698.40 | 559.34 | 490.54 |
| Workers Compensation | 5,635.86 | 3,925.69 | 2,814.52 |
| Training & Dues | 9,975.88 | 15,852.75 | 12,695.00 |
| Professional Services | 20,057.42 | 29,665.49 | 91,152.33 |
| Equipment Maintenance | 6,442.73 | 177.78 | 258.97 |
| Vehicle Maintenance | 5,980.77 | 5,489.13 | 7,518.79 |
| Telephone | 989.70 | 5,326.34 | 1,441.79 |
| Medical Supplies | 14,748.54 | 10,312.24 | 14,475.98 |
| Fuel | 10,592.56 | 16,170.23 | 10,679.06 |
| New Equipment | 1,726.38 | 4,523.78 | - |
| Overpayment Refunds | - | 89.34 | 1,063.21 |
| Total Expenses | \$ 187,293.51 | \$ 177,473.70 | \$ 236,044.15 |
| Cash on hand as of December 31st | \$ 206,312.73 | \$ 318,300.69 | \$ 431,012.72 |