



TOWN COUNCIL AGENDA
Regular Meeting
Wednesday, August 24, 2016
6:30 PM
Council Chambers

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. SPECIAL RECOGNITIONS

4.a Police Captain Jon Daigle

5. APPROVAL OF MINUTES

5.a Public 07/27/2016
[TC Minutes 07272016-U.pdf](#)

5.b Non-Public: 07/27/2016

5.c Public Workshop: 08/10/2016
[TC Workshop Minutes 081016-U.doc](#)

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

8. CONSENT AGENDA

8.a Town Council to accept a \$1,266.67 training grant from New Hampshire Police Standards & Training Council to the Town of Hooksett for the Hooksett Police Dept. to cover cost associated with "Traffic Crash Reconstruction" per RSA 31:95-b, III (b).
[20160801154540328.pdf](#)

9. TOWN ADMINISTRATOR'S REPORT

10. PUBLIC INPUT - 15 MINUTES

11. NOMINATIONS AND APPOINTMENTS

11.a Nomination - Marika Yakubovich to Parks & Recreation Advisory Board
[MarikaYakubovichApp.pdf](#)

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

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

12. SCHEDULED APPOINTMENTS

12.a Deborah Loiselle, NHDES (information on proposed private water well sampling program for MtBE gasoline additive)

[Staff Report 8-24-16 NHDES testing of private water wells.pdf](#)

[Hooksett_map of MtBE remediation Bureau private well sampling.pdf](#)

[NHDES Sample Invite to residents letter.pdf](#)

13. 15 MINUTE RECESS

14. OLD BUSINESS

14.a Administrative Code - Approval of Updates & Adoption

[Staff Report Adm Code Updates 082416.pdf](#)

[Admin Code Section 5.7.doc](#)

[CELL PHONE POLICY.pdf](#)

14.b Town Council Rules of Procedures - Approval of Updates & Adoption

[Staff Report TC Rules Procedures 082416.pdf](#)

[TC Rules 082416.doc](#)

14.c Town Personnel Plan - Approval of Updates & Adoption

[Staff Report TPP Section 2.pdf](#)

[TPP SECTION 2 082416.docx](#)

15. NEW BUSINESS

15.a Purchase new police vehicles and related equipment

[Purchase new poliie vehicle staff report.pdf](#)

[Memo for new vehicle purchases.pdf](#)

[Ford Of Londonderry e-mail.pdf](#)

[CMG Quote.pdf](#)

[Memo for Cruisers.pdf](#)

[OME Quote.pdf](#)

[MHQ Quote \(3\).pdf](#)

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

[Adamson Quote.pdf](#)

15.b FY 2017-18 Budget Overview

15.c Risk Assessment Questionnaire
[SR Auditors' Financial Procedures Questionnaire.doc](#)

[2016 Questionnaire - BOS-Town Council.doc](#)

15.d State Form MS - 535 Financial Report
[SR MS- 535.doc](#)

[MS 535.pdf](#)

15.e Town Council to accept a donation of \$25,000 from SNHU to the Town of Hooksett towards the construction costs of the Martins Ferry Road pedestrian bridge over Messer Brook Tax Map 29, Lot 34 in Hooksett, NH per RSA 31:95-b III (a)
[072716 SNHU BRIDGE.doc](#)

[Staff Report 7-27-16 Accept SNHU \\$25000 donation for Pedestrian bridge on Martins Ferry Road.pdf](#)

15.f Change Order to RFP#16-03 to add Rte 3 Crosswalk pedestals and lights
[Staff Report 8-24-16 Change Order for crosswalk signals to Advanced Excavating and Paving.pdf](#)

15.g Main Street Roadway Improvements alternatives 1 and 2
[Staff Report 8-24-16 Main Street Roadway Improvement Alternatives.pdf](#)

15.h Purchase of new Liberty International 7400 SFA 6 wheel plow truck
[Staff Report - 2016 purchase of 6 wheel plow truck.pdf](#)

[2016 Freightliner Bid.pdf](#)

[2016 Liberty International Bid.pdf](#)

[2016 Mack Bid.pdf](#)

15.i Public Works Administrative Assistant Job Description
[Staff Report - Administrative Assistant Job Description.pdf](#)

[DPW Administrative Assistant Job Description 8-16.docx](#)

16. SUB-COMMITTEE REPORTS

17. PUBLIC INPUT

18. NON-PUBLIC SESSION

18.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,

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

18.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.

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.**

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



TOWN COUNCIL MINUTES -- UNOFFICIAL
Regular Meeting
Wednesday, July 27, 2016
6:30 PM
Council Chambers

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8 **1. CALL TO ORDER**

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10 Chairman James Sullivan called the meeting to order at 6:32 p.m.

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12 **2. ROLL CALL #1**

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14 In attendance: Councilors Donald Winterton, John Giotas, Timothy Tsantoulis, James
15 Levesque, Adam Jennings, Robert Duhaime, Marc Miville, David Ross, and Chairman James
16 Sullivan.

17
18 **3. PLEDGE OF ALLEGIANCE**

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20 **4. SPECIAL RECOGNITIONS**

21
22 Chairman Sullivan asked both Lt. Michael Labrecque and Police Chief Peter Bartlett to come
23 forward as he read Lt. Labrecque's background in front of a room full of Lieutenant
24 Labrecque's colleagues and well-wishers.

25
26 "Michael Labrecque started his Law Enforcement career in 1993 with the NH Department of
27 Corrections in Concord, rising to the rank of Corporal. During his tenure at NHDOC, he
28 became a Field Training Officer and Defensive Tactics Instructor. After serving the NHDOC
29 for five years, Mike left corrections to pursue a career in law enforcement and joined the
30 ranks of the Bow Police Department in 1999. While in Bow, Mike continued as an FTO as
31 well as a Defensive Tactics and Baton Instructor. Labrecque earned the rank of Corporal in
32 his five years with Bow Police.

33
34 "In 2004, Mike joined the Hooksett Police Department as an Officer. Mike was promoted to
35 Patrol Sergeant in 2005, where he supervised members of the patrol division while working
36 the street. In 2002 he was promoted to Lieutenant and took over as the Patrol Division
37 Commander, where his main responsibilities were the patrol operations and the
38 Communications Division.

39
40 "In December of 2014, Labrecque earned his Associate's Degree in Criminal Justice from
41 New Hampshire's Technical Institute in Concord. Labrecque has been happily married to his
42 wife, Trish for almost 22 years, and has two sons, Michael 20, and Matthew 17, whom he
43 could not be more proud of."

44
45 Police Chief Bartlett said when he came in as the new chief three plus years ago it was good
46 to have somebody on command to make the transition easy. He wished Lt. Labrecque
47 success and good luck in Canterbury, but was saddened to see him go. The chief presented
48 Lt. Labrecque with his Hooksett police badge. To the applause and congratulations from all
49 in attendance, Chairman Sullivan offered the Council's best wishes for continued success
50 and to be safe in his new position as Police Chief for the Town of Canterbury.

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5. APPROVAL OF MINUTES

- 5.a Public: 07/13/2016
- 5.b Non-public: 07/13/2016

Councilor Ross moved, second by Councilor Winterton, to approve the July 13, 2016 minutes, as amended. Motion passed, 7-0-2 [Councilors Tsantoulis and Jennings abstained].

Councilor Winterton moved, second by Councilor Ross, to approve the July 13, 2016 non-public minutes, as presented. Motion passed, 7-0-2 [Councilors Tsantoulis and Jennings abstained.]

6. AGENDA OVERVIEW

7. PUBLIC HEARINGS

- 7.a Public Hearing per RSA 31:95-b III (a) for Town Council to accept a donation of \$25,000 from SNHU to the Town of Hooksett towards the construction costs of the Martins Ferry Road pedestrian bridge over Messer Brook Tax Map 29, Lot 34 in Hooksett, NH
[072716 SNHU BRIDGE.doc](#)
[Staff Report 7-27-16 Accept SNHU \\$25000 contribution for pedestrian bridge on Martins Ferry Road.pdf](#)

At 6:45 p.m. Chairman Sullivan opened the public hearing and read the notice. The purpose of the public hearing is to accept a donation of \$25,000. Town Engineer and Assistant DPW, Jim Donison, indicated that SNHU has offered to donate \$25,000 towards the construction costs of a Pedestrian Bridge crossing Messer Brook as part of the Martins Ferry Road roadway and sidewalk project. The bid price from Advanced Excavating and Paving as part of Bid #16-03 is \$50,410. Councilor Ross asked if the total cost of the project was \$50,410 and SNHU was picking up \$25,000 of the cost. Mr. Donison said "yes". There were no public comments. The public hearing remains open.

- 7.b Public hearing for the Town Council to accept a \$13,418.00 AFG grant from FEMA to the Town of Hooksett for the Hooksett Fire-Rescue Dept. to purchase and install structural fire gear washer/extractor and dryer per RSA 31:95-b, III (a).
[072716 AFG GRANT HFD.doc](#)
[Staff report - PPE Extractor & Dryer.pdf](#)
[DHS-AFG Approval letter.pdf](#)
[Equipment costs and narratives.pdf](#)
[Price quotes - Extractor - Dryer.pdf](#)

Chairman Sullivan opened the public hearing at 6:48 p.m. and read the hearing notice. The purpose of the hearing is to accept a \$13,418 grant from the Federal Emergency Management Administration (FEMA). Fire Chief Burkush came forward and stated that annually FEMA's Department of Homeland Security (DHS) provides funding for a competitive grant which invites and considers requests to fund the improvement in operation and equipment for fire service agencies. The grant is known as the Assistance to Firefighters Grant (AFG). Hooksett Fire-Rescue was selected to receive a grant award from the 2015 grant submission program. Hooksett requested funding for the purchase and installation of a structural fire gear washer/extractor and dryer. The current washer was installed in 1997 and is worn out. The DHS will award 95 percent of the funds necessary to implement and requires a 5 percent fund match. Chief Burkush said "extractor" is a fancy name for a washer designed to wash two or three sets of firefighter gear together. Councilor Winterton

103 complimented staff for being aware of such grants and taking advantage of them. There
104 were no public comments on the matter. The hearing remains open.

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106 **8. CONSENT AGENDA**

107
108 8.a Acceptance of Donation of Microwave from Jim Rozzi to the Town of Hooksett for the Fun in
109 the Sun Recreation Camp Program valued at \$50.00 under RSA 31:9-3 II, acceptance of gifts
110 less than \$5,000

111 [Staff Report Donation of Microwave.pdf](#)

112
113 *Councilor Winterton moved, second by Councilor Miville, to accept the Consent Agenda as*
114 *presented. Motion passed unanimously, 9-0. Staff is to follow up with a thank you to Mr.*
115 *Rozzi.*

116
117 **9. TOWN ADMINISTRATOR'S REPORT**

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119 Chairman Sullivan stated that Town Administrator, Dean Shankle, was away on a work-
120 related trip to China. In his absence Finance Director, Christine Soucie, reported the
121 following:

- 122
- 123 • The video of the July 13th Town Council meeting did not record so is not available.
 - 124 • The August 10th Town Council meeting is a workshop meeting; the next regular meeting
125 is on August 24th.
 - 126 • Negotiations between the town and fire union were successful and parties have
127 tentatively agreed on a union contract. More information will be forthcoming.
 - 128 • After a lot of consideration and debate, the town had to cancel the Before-and-After
129 School Program for this year because "we did not get enough staff; got two, needed
130 ten. Because of the timeframe, people needed to know so they could register their
131 children. The town talked with the school district and the "New Morning" program will
132 take it on this year. There is talk that the New Morning program has asked the school
133 to sign a three year contract, though that information has not been confirmed.
 - 134 • The end of this week will mark the town report deadline. The budget was over-
135 extended and Director Soucie asked the Council to consider a budget transfer. Over-
136 extended lines include: Administration/Legal Services \$3,000 and Employment Testing
137 \$4,000. Funds can be transferred from Tax Professional Services for \$3,000 leaving a
138 balance of \$5,583 and Parks & Recreation Part-Time wages \$4,000 leaving a balance
139 of \$9,000. In response to Councilor Ross, Director Soucie said the funds taken from
140 the tax professional services line is from last year's budget that has ended and the
141 overage in employment testing is all salaries.

142
143 *Councilor Winterton moved, second by Councilor Jennings, to waive the rules to consider the*
144 *budget transfer even though it was not included on the agenda. Motion passed unanimously,*
145 *9-0.*

146
147 *Councilor Ross moved, second by Councilor Tsantoulis, to authorize the transfer of \$7,000*
148 *from the Tax Professional Services and Parks & Recreation budget lines to the*
149 *Administration/Legal Services and Employment Testing lines. Motion passed unanimously,*
150 *9-0.*

152 Firebird Motel: While Police Chief Bartlett was in attendance, Chairman Sullivan adjusted the
153 agenda to receive the chief's report on the Firebird Motel. Chief Bartlett said his department
154 was still working on solutions to the problems at the motel. He said he met with the owner
155 about a week ago, along with a fellow hotel provider. There was a language barrier and it
156 was clear Mr. Patel has a hard time with English. Chief Bartlett felt the meeting was
157 productive and he shared with Mr. Patel the town's concerns. The chief said that Mr. Patel
158 needs to establish and make changes to his business practices; such as, being able to
159 electronically register guest and then be able to refuse service to unwanted repeat
160 customers. He said the motel owner was concerned with seeing cruisers there all the time.
161 Chief Bartlett explained that cruisers will be there whenever they need to be there, and
162 encouraged Mr. Patel to come before the Town Council. Mr. Patel is cooperating with
163 establishing some long term changes. Chairman Sullivan said there is a request from the
164 state to replace the fence on the property. Dr. Shankle will follow up on that matter.
165

166 Peters Brook Athletic Fields: Town Engineer Jim Donison said that at the last Council
167 meeting the Council made the decision not to waive the rule of getting a minimum of three
168 bids on RFPs so could not consider RFP #16-09 for the Peters Brook Athletic Fields
169 construction with only one bid received. Mr. Donison said he has re-bid the matter extending
170 the completion date. Bids are due Friday, August 11th. Mr. Donison said that at the request
171 of Chairman Sullivan, he looked at minutes of the CIP, Parks and Recreations, and others
172 and it seems the Peters Brook discussion started in 2008. CIP was to raise money and
173 Public Works had a target date of spring 2017 with DPW performing a lot of the labor which is
174 no longer available. Completion of the project will be delayed by six months. Councilor Ross
175 pointed out that it is the Town Council's responsibility to do its due diligence and are just
176 trying to do the right thing for the town.
177

178 **10. PUBLIC INPUT - 15 MINUTES**
179

180 Stacy Berry of 18 Nancy Lane read from a prepared statement indicating her disappointment
181 that the Parks & Recreation Department were not allowed to move forward on the Before and
182 After School Program which would have saved parents money by bringing the program in-
183 house. Hooksett had a population of 14,000 in 2013 and it needs a Parks & Recreation
184 Department. Last week residents were informed that due to lack of applicants the program
185 would not go forward. Mr. Berry asked if the program was given a fair chance and
186 questioned how the director position was posted. She also asked why Steve Shack wouldn't
187 be interviewed like everyone else. She said the town is screaming for an adult and senior
188 program as well.
189

190 Chairman Sullivan said the Council doesn't get involved in the details of hiring but staff has
191 made note of questions raised and will report back to the Council regarding the interview
192 process and posting of positions, and perhaps the need to expand the postings. Ms. Berry
193 said she would email her remarks to be placed in the record.
194

195 Mr. Todd Lizotte of 21 Post Road said the Fun in the Sun program is an effective program.
196 He said he worked with Steve Shack who did a lot. Mr. Lizotte said that the last weekend
197 Hooksett hosted baseball in Spanish with Panama and the Dominican Republic. It shows
198 that Hooksett stepped up and helped the umpires from Memorial High School. Kevin Gray
199 got it organized and made it a great weekend for the kids who used the town's facility.
200

201 Jen McPherson of 28 Spring Drive came forward to support Steve Shack and the
202 development of a Before-and-After School Program. She is disappointed that Mr. Shack
203 submitted his resignation. She said both of her children have participated in the Fun in the
204 Sun program for three years. Mr. Shack continually improved the program that has become
205 a staple in Hooksett. She feels the Before-and-After School program could not be
206 implemented because it was disjointed and unorganized. The Council should have placed a
207 larger priority on the matter. It was a great idea and as a Board member of the PTA, she
208 feels that without Mr. Shack, the program will fall by the way side, and he wasn't given a
209 chance to follow through.

210
211 Sarah Mattison of 16 Heritage Drive said she supports Steve Shack trying to bring the
212 extended care program to Hooksett schools. She said he is an exemplary young man and so
213 many parents were looking forward to a seamless program with a familiar face running it.
214 She is extremely disappointed. The kids were interacting and not sitting down with
215 computers.

216
217 Chairman Sullivan indicated that the Council does not, and cannot, by charter restrictions, get
218 involved in personnel issues. Comments have been noted by staff who in turn will advise the
219 Council on such matters. A shout out from someone in attendance asked whether the school
220 signed a three year contract with New Morning. Christine Soucie said she did not know
221 whether a contract was signed; only that "they would be looking for a three year contract".
222

223 Chairman Sullivan said that as a School Board member he is not aware of any such
224 arrangement. Councilor Miville reminded everyone that the Council voted 7 to 2 to approve a
225 temporary full time recreation director and post the position, and the issue included on the
226 March Warrant Article. Chairman Sullivan said they are still accepting applications and if they
227 need to expand where positions are posted, they will encourage administration to do that.
228

229 **11. NOMINATIONS AND APPOINTMENTS**

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231 **12. SCHEDULED APPOINTMENTS**

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233 **13. 15 MINUTE RECESS**

234
235 **14. OLD BUSINESS**

236
237 14.a Land Use Agreement with Jason Pritchard DBA Pritchard Farms or land off of Merrimack
238 Street

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240 *Councilor Winterton moved, second by Councilor Tsantoulis, to remove this matter from the*
241 *table. Motion passed unanimously, 9-0.*
242

243 Assistant DPW/Town Engineer Jim Donison handed out an updated staff report indicating
244 that Town Attorney, Matt Serge has re-thought the issue and has advised signing a license
245 rather than a lease. A license agreement was presented to and signed by Jason Pritchard.
246 Mr. Donison indicated that this license agreement will allow Pritchard Farms to use
247 Hooksett's land off of Merrimack Street (Tax Map1/Lot 34) and surrounding fields for
248 agricultural purposes. Pritchard Farms will hay the open fields two to three times per year,
249 including mowing, tedding, raking, and baling the hay. Mr. Pritchard also agrees to keep the
250 land clean and fertile, and to be used solely for agricultural purposes. The Town may

251 terminate the land license with at least 30 days' advance written notice. Pritchard Farms will
252 provide the Town with a Certificate of Insurance listing the town as additional insured.
253 Councilor Miville said he didn't see the difference between the lease and the license. Mr.
254 Donison said town counsel had provided a recommendation which is included in the Council
255 packet. Councilor Tsantoulis asked why this was being addressed now. Councilor Ross said
256 the Town didn't own the property that is now conservation land. Councilor Winterton said a
257 previous motion at the last Town Council meeting was tabled.

258

259 *Councilor Ross moved, second by Councilor Winterton, to authorize the Town Administrator*
260 *to enter into a license agreement with Pritchard Farms as required by the signed agreement.*

261 *Roll Call #2: Councilor Duhaime=yes, Councilor Miville=yes, Councilor Ross=yes, Councilor*
262 *Levesque=yes, Councilor Jennings=yes, Councilor Giotas=yes, Councilor Winterton=yes,*

263 *Councilor Tsantoulis=yes, Chairman Sullivan=yes. Motion passed unanimously, 9-0.*

264

265 14.b Appointment of Councilors to Sub-Committees

266 [TC subcom 060816.pdf](#)

267

268 Councilors agreed to the following subcommittee assignments:

269

270 Board of Assessors: Councilor Giotas will replace former Councilor Nancy Comai.

271 Budget Committee: No change.

272 Cable Franchise Advisory Board: Councilor Giotas will replace former Councilor Nancy
273 Comai.

274 Council Department Oversight Subcommittee: No change; there was some question on
275 whether the Subcommittee should continue.

276 Economic Development Advisory Committee: No change.

277 Heritage Commission: No change

278 Hooksett Youth Achiever of the Month: No change.

279 Parks and Recreation Advisory Board: No change.

280 Perambulation: No change.

281 Planning Board: No change.

282 Record Retention Committee: No change.

283 Recycling & Transfer Advisory Committee: Councilor Giotas agreed to serve as an Alternate.

284 Sewer Commission: No change.

285 Town Hall Preservation Committee: Councilor Giotas agreed to serve.

286 Fire Union Negotiations: No change.

287 Public Works/Recycling & Transfer Union Negotiations: Councilor Jennings agreed to
288 replace former Councilor Nancy Comai.

289 Police Union Negotiations: Councilor Jennings agreed to replace former Councilor Nancy
290 Comai.

291 Zoning Board of Adjustment: No change.

292

293 14.c Adopt the Town Council Rules of Procedures

294 [TC Rules 081215.pdf](#)

295

296 *Councilor Winterton moved, second by Councilor Jennings, to approve the Town Council*
297 *Rules of Procedures as presented. Motion passed unanimously, 9-0.*

298

299 Chairman Sullivan closed the public hearings at 7:55 p.m.

300

301 *Councilor Jennings moved, second by Councilor Ross, to waive the rules to wait 30 days*
302 *from receiving to accepting a grant. Motion passed unanimously, 9-0.*

303

304 *Councilor Jennings moved, second by Councilor Tsantoulis, to accept the grant fund*
305 *donation from the Department of Homeland Security, as well as allow \$670 to be expended*
306 *from the town building maintenance line to assist with the purchase and installation of a PPE*
307 *Gear Washer/Extractor and Dryer for use by the Hooksett Fire-Rescue Department. Motion*
308 *passed unanimously, 9-0.*

309

310 **15. NEW BUSINESS**

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312 15.a Change Order to RFP#16-3 Roadway Improvements Contract with Advanced Excavating
313 and Paving

314

315 Jim Donison, Assistant DPW/Town Engineer, said the town has awarded a contract to
316 Advanced Excavating and Paving for roadway improvements to Martins Ferry Road and Main
317 Street (Bid #16-03). The contract is for the amount of \$763,206. Mr. Donison said Advanced
318 Excavating and Paving are doing an excellent job on Martins Ferry Road and Main Street at
319 an excellent unit price. Mr. Donison said additional streets/roads that are proposed to be
320 paved as part of a change order to their contract with a shim and overlay include Corriveau
321 Drive, the driveway on Mt. St. Mary property to access the library, a portion of Pinnacle Street
322 off of Route 3A, and an area at the intersection of Vista Drive and Summit Drive. The cost for
323 the paving of these streets is estimated at \$150,000. Mr. Donison provided a map on the
324 back of a price quote from Advanced Paving totaling \$147,713. The town will negotiate with
325 Mt. St. Mary's Condo Association for their share of the driveway improvements.

326

327 In response to Councilor Levesque, Mr. Donison said the shim and overlay is similar to what
328 was done on Auburn Road. He said shim levels the roadway. Mr. Donison will report back to
329 the Council with a five or six year plan. Councilor Winterton confirmed that funds for the
330 roadway were approved by Hooksett voters during the last election, otherwise it wouldn't be
331 done. Councilor Ross asked about the costs of traffic control. Mr. Donison said funds not
332 spent can be applied for traffic control. If no funds remain, traffic control will be handled by
333 staff. Councilor Miville asked if the work was part of a five year plan and why there was such
334 a difference in cost of shim. Mr. Donison said the work was part of the five year plan and the
335 higher cost of shim upfront was for setting up, getting rollers out, and the like.

336

337 *Councilor Jennings moved, second by Councilor Winterton, to authorize change order to Bid*
338 *#16-03 with Advanced Excavating and Paving for the amount of \$150,000 to increase their*
339 *contract amount from \$763,206 to \$913,206 to perform roadway paving improvements. Roll*
340 *Call #3 – Councilor Giotas-yes, Councilor Ross-yes, Councilor Jennings-yes, Councilor*
341 *Miville-yes, Councilor Duhaime-abstained, Councilor Tsantoulis-yes, Councilor Levesque-*
342 *yes, Councilor Winterton-yes, Chairman Sullivan-yes.*

343

344 15.b Amend Town Council Meeting Schedule

345 [Staff Report Amend Council Meeting Schedule.pdf](#)

346

347 *Councilor Winterton moved, second by Councilor Jennings to schedule the Town Deliberative*
348 *Session on Saturday, February 4th, 2017, with Saturday, February 11th, at the snow date.*
349 *Motion passed unanimously, 9-0.*

350

351 Councilor Winterton moved, second by Councilor Miville, to add September 7th and
352 September 21st, 2016 to the meeting schedule for budget reviews. Motion passed
353 unanimously, 9-0.
354

355 15.c Town Council to accept 25' x 100' parking area from CTH Building and Development LLC
356 to the Town of Hooksett located at Tax Map 15, Lot 3 northern end of the Class 5 section of
357 Chester Turnpike east side of roadway Hooksett, NH.
358 [071316 TC CTH.doc](#)
359

360 Assistant DPW/Town Engineer Jim Donison stated that the Conservation Commission voted
361 on June 13, 2016 to recommend that the town accept an easement for a parking area to
362 service the Clay Pond Conservation Land. The easement was provided to the town by CTH
363 Building and Development, LLC. Mr. Donison expects that a grant will be applied for this
364 year with the Department of Recreation and Economic Development for the purpose of
365 constructing the gravel parking lot improvements. The construct costs are estimated at
366 \$17,500.
367

368 Councilor Winterton moved, second by Councilor Jennings, to accept an easement for a
369 parking area to service the Clay Pond Conservation Land. Motion passed unanimously, 9-0.
370

371 15.d Administrative Code Review and Adoption
372 [Staff Report - Administrative Code Changes.pdf](#)
373 [Admin Code Section 5.5.3.docx](#)
374 [Admin Code Section 5.7.doc](#)
375 [Admin Code Investment Policy Section IV.docx](#)
376 [Cell Phone Policy.docx](#)
377

378 Christine Soucie, Finance Director, proposed several administrative code changes as follows:
379

380 Section 5.5.3 Special Exceptions. Director Soucie asked the Council to consider adding an
381 exception to the competitive bid requirement for a Cooperative Purchasing Program. The
382 program would provide volume purchasing power to the town. Chief Burkush joined Director
383 Soucie and both responded to a number of questions regarding the program. Director Soucie
384 wasn't quite sure of the specific definition of a cooperative purchasing program but said the
385 town would be able to piggyback on state bids that go out and get the best rates for local
386 communities. Chief Burkush explained that a small town such as Hooksett could get the
387 same purchasing power as a large city like New York. He said 75 to 80 percent of purchases
388 of equipment are now done through these programs. In addition to getting a better rate, not
389 as much staff time is required in developing specs. The dealer does all of the paperwork.
390 Councilor Ross asked if it would restrict or prohibit the town from seeking competitive bids.
391 Chief Burkush said you have to join the program but it "doesn't restrict you in any way".
392 Cities and towns throughout New Hampshire participate; Keene, Concord, Amherst, Salem,
393 Hudson, and Nashua, to name a few. Councilor Ross asked why this is being done as an
394 exception. Director Soucie responded that the Town Charter and Administrative Code
395 require three bids for purchases and want this program to be a third exception to that
396 provision. Director Soucie said there is a fee that is built in and applies only when the
397 program is utilized. The exception would negate the need for purchase orders. Councilor
398 Ross asked why it was necessary to change the Administrative Code when the Council can
399 waive the rules. Chief Burkush indicated that pricing done through a group of organizations
400 is better than the competitive bidding process. The purchasing program doesn't participate in

401 the bidding process; they do the bidding; they've already done the RFP; have done the
402 bidding and guarantee it.

403

404 In response to Councilor Tsantoulis, Chief Burkush and Director Soucie confirmed that if the
405 town belonged to the cooperative, the town could still send out bids and then contact the
406 cooperative without having to buy from them. Director Soucie said that each program would
407 have to be approved by the Council. Councilor Miville said the Budget Committee is securing
408 a procurement officer. He asked if the program was for big ticket items only or is the town
409 getting a procurement director through a cooperative. Director Soucie said the program
410 would primarily be used for electric, natural gas, fire apparatus, IT services; all pretty large
411 purchases.

412

413 *Councilor Jennings moved, second by Councilor Winterton, to amend Administrative Code*
414 *Section 5.5.3 to add an exception to the competitive bid requirement allowing participation in*
415 *a Cooperative Purchasing Program per Council approval. Motion passed unanimously, 9-0.*

416

417 Section 5.7 Budget Development – To be discussed during the Council's workshop meeting.

418

419 Investment Policy Section IV Delegation of Authority. Director Soucie said that the
420 responsibility for conducting investment transactions resides with the Town Treasurer. She is
421 looking to add verbiage "the Town Treasurer may delegate authority" with approval of Town
422 Council. Councilor Ross suggested including a specific length of time, a specific term.

423

424 *Councilor Ross moved, second by Councilor Winterton, to amend the verbiage of Section IV*
425 *"the Town Treasurer may delegate authority" and include a specific term to the delegation*
426 *approved by the Town Council. Motion passed unanimously, 9-0.*

427

428 Director Soucie asked the Council to consider adding Section 5.13 to the code entitled
429 Cellular Phone in the Workplace Policy. It was mentioned that the policy has existed but not
430 documented.

431

432 *Councilor Ross moved, second by Councilor Miville, to add Section 5.13 Cellular Phones in*
433 *the Workplace Policy, as presented. Motion passed unanimously, 9-0.*

434

435 Director Soucie is proposing no change to the Fund Balance Policy. *Councilor Ross moved,*
436 *second by Councilor Jennings, to continue the fund balance policy as is. Motion passed*
437 *unanimously, 9-0.*

438

439 **16. SUB-COMMITTEE REPORTS**

440

441 Councilor Winterton said that the Sewer TIF met yesterday. A joint meeting between the
442 Sewer TIF, the Planning Board, Economic Development Committee and Sewer Commission
443 will meet on October 17th which hopefully will be held at the public library and seeking public
444 input. Councilor Winterton said it was a good meeting on Tuesday. The group is doing great
445 work and he praised Katie's outstanding work.

446

447 Councilor Levesque said the Recycling Committee met last night. Price was as high as \$40;
448 down to \$27.50. He said the town is still saving with recycling. They are getting by but are
449 short on employees.

450

451 Councilor Duhaime said he attended a Planning Board meeting in Councilor Winterton's
452 absence. He said engineers and several applicants came in. A joint meeting with the Zoning
453 Board is planned.

454

455 Chairman Sullivan closed the public hearing on SNHU's offer to donate \$25,000 towards the
456 construction costs of a Pedestrian Bridge crossing Messer Brook as part of the Martins Ferry
457 Road roadway and sidewalk project at 8:51 p.m.

458

459 **17. PUBLIC INPUT**

460

461 **18. NON-PUBLIC SESSION**

462

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

465

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

468

469 ***J. Sullivan motioned to enter non-public session at 8:50pm. Seconded by D.***

470 ***Winterton.***

471

472 **5 MINUTE RECESS**

473

474 **Roll Call**

475 A. Jennings – yes

476 J. Levesque – yes

477 D. Ross – yes

478 R. Duhaime – yes

479 M Miville – yes

480 D. Winterton – yes

481 T. Tsantoulis – yes

482 J. Giotas – yes

483 J. Sullivan - yes

484 ***Vote unanimously in favor.***

485

486 ***J. Levesque motioned to exit non-public at 9:30pm. Seconded by D. Winterton.***

487 ***Vote unanimously in favor.***

488 ***J. Sullivan motioned to seal the non-public minutes of 07/27/16. Seconded by D.***

489 ***Winterton. Vote unanimously in favor.***

490

491 **Public Session entered at 9:31pm**

492

493 ***D. Winterton motioned to accept the tentative agreement between the Town of***
494 ***Hooksett and IAFF Local 3264, to include Appendix A wage chart, effective 07/01/2017***
495 ***to 06/30/2019 AND to place said agreement as a warrant article on the March 2017***
496 ***ballot. Seconded by A. Jennings.***

497 ***Vote 8 in favor; 1 opposed (M. Miville). Motion carried.***

498

499 **19. Adjournment**

500

501 *A. Jennings motioned to adjourn the public session at 9:40pm. Seconded by D.*
502 *Winterton. Vote unanimously in favor.*

503

504

505

506 **Note:**

507

508 **The town website may have attachments to these Town Council minutes for documents**
509 **referred to in the minutes, reading file material, and/or ancillary documents that the Town**
510 **Council Chair has signed as agent to expend as a result of the Council's prior approval of the**
511 **documents.**

512

513 Respectfully submitted,

514

515

516 Suzanne Beauchesne

517 Recording Clerk

LICENSE

The Town of Hooksett, a municipal corporation, with an address of 35 Main Street, Hooksett, New Hampshire, 03106, (Grantor or Town) grants to Jason Pritchard d/b/a Pritchard Farms, an individual with an address of 326 Buck Street, Pembroke, New Hampshire, 03275, (Grantee or Pritchard) a license to use the Town of Hooksett's land off of Merrimack Street and surrounding fields located at 161 Merrimack Street, Tax Map 1 Lot 34.

The Grantee will use the Property for agricultural purposes, and will hay the open fields 2 to 3 times per year, including mowing, tedding, raking, and baling the hay. In doing so, he also agrees to keep the land clean and fertile, and to be used solely for agricultural purposes. The Grantee also agrees to trim any limbs that lean over the field and remove any natural debris.

This license is valid until either the Property is sold, or the Town revokes the license, whichever occurs first. The Town reserves the right to revoke this license for any reason. The Grantor shall provide the Grantee with a minimum of 30 days written notice prior to terminating this license.

The Town makes no warranty or guarantee concerning the condition of the property. The Grantee agrees to assume all risks associated with his use of the Property.

The Grantee agrees to hold harmless, release, and indemnify the Grantor for any and all liability and/or claims for personal injury or damage to property arising from the Grantee's use of the Property, except those claims based on the Grantor's alleged intentional or reckless conduct.

Licensee agrees to repair any damage caused to the Property as a result of the parking use, and restore the property to its original condition.

This license shall become binding when signed by the parties. This license supersedes all prior or contemporaneous communications and negotiations, both oral and written and constitutes the entire agreement between the parties relating to the use(s) set out above.

No amendment shall be effective except in writing signed by both parties.

If any provision of this license is held invalid, the other provisions shall not be affected thereby.

TOWN OF HOOKSETT

Date: _____

Dr. Dean E. Shankle, Jr., Duly Authorized

Date: 7/27/16


Jason Pritchard

Staff Report

Title: Land lease agreement with Jason Pritchard DBA Pritchard Farms for agricultural use

Date: 07/27/2016

Background and Discussion of Issues

Jason Pritchard DBA Pritchard Farms and The Town of Hooksett, NH have an license agreement to allow Pritchard Farms to use Hooksett's land off of Merrimack Street and surrounding fields, in Hooksett, NH for agricultural purposes (161 Merrimack Street, Tax Map 1/Lot 34). Pritchard Farms will start utilizing the land in 2016. Pritchard will hay the open fields 2 to 3 times per year, including mowing, tedding, raking, and baling the hay. In doing so, he also agrees to keep the land clean and fertile, and to be used solely for agricultural purposes. Pritchard also agrees to trim any limbs that lean over the field and remove any natural debris. the Town may terminate the land license with at least 30 days' advance written notice. Pritchard Farms will provide the Town with a Certificate of Insurance listing the Town as additional insured. Jason Pritchard has agreed to these terms.

Recommendation (including suggested motion, if appropriate)

It is recommended that the Town sign a land use license with Pritchard Farms to allow them to use Town land off located at 161 Merrimack Street - Tax Map 1/Lot 34, for agricultural purposes with the understanding that the Town can terminate the license with at least 30 days advance written notice. Pritchard Farms will have a Certificate of Insurance listing the Town as additional insured.

Fiscal Impact

No financial impact to the Town.

Prepared by: James Donlson, Asst DPW/Town Eng

Town Administrator Recommendation

Concur



PO BOX 581 • SUNCOOK, NH 03275

Quote

Date: 7/22/2016

Customer Name : Town of Hooksett

Project Name/Location: Shim and Overlay Various streets

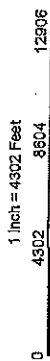
ITEM	APPROX QUANTITY	PRICE	
Corraveau Dr. ½" Shim and 1" overlay	1567 ton	\$65.50/ton	\$ 102,638.
Bemis Savoie Rd 1" Shim	75 ton	\$115/ton	\$ 8,625
Pinnacle St. 1" Shim and 1" Overlay Pinnacle St. Install 2 SMH risers	136 ton 2 each	\$85.00/ton 250 each	\$ 11,560.0 \$ 500.0
Intersection of Vista & Summit	76 ton	\$115/ton	\$ 8,740.
Library Access Rd 1" shim and 1" overlay	170 ton	\$85.00/ton	\$ 14,450.0
Cold Plane of Start/Stop joints with bob Cat Cold Planner, if required		\$150/hr min 4 hrs x 8 hrs	\$ 1,200
Traffic control by others			
Work done in Nov and Dec can not be Guaranteed by Advanced and will be done only at the customers risk			
Should you desire Advanced to perform the above work please sign, date and return	SIGN	DATE	\$ 149,713.

NOTES *ALL WORK IS SUBJECT TO MOBILIZATION CHARGE BASED ON QUANTITY. Pricing in place based on current NHDOT posting for liquid asphalt. Adjustment to be made if required based on NHDOT Road and Bridge Specifications.

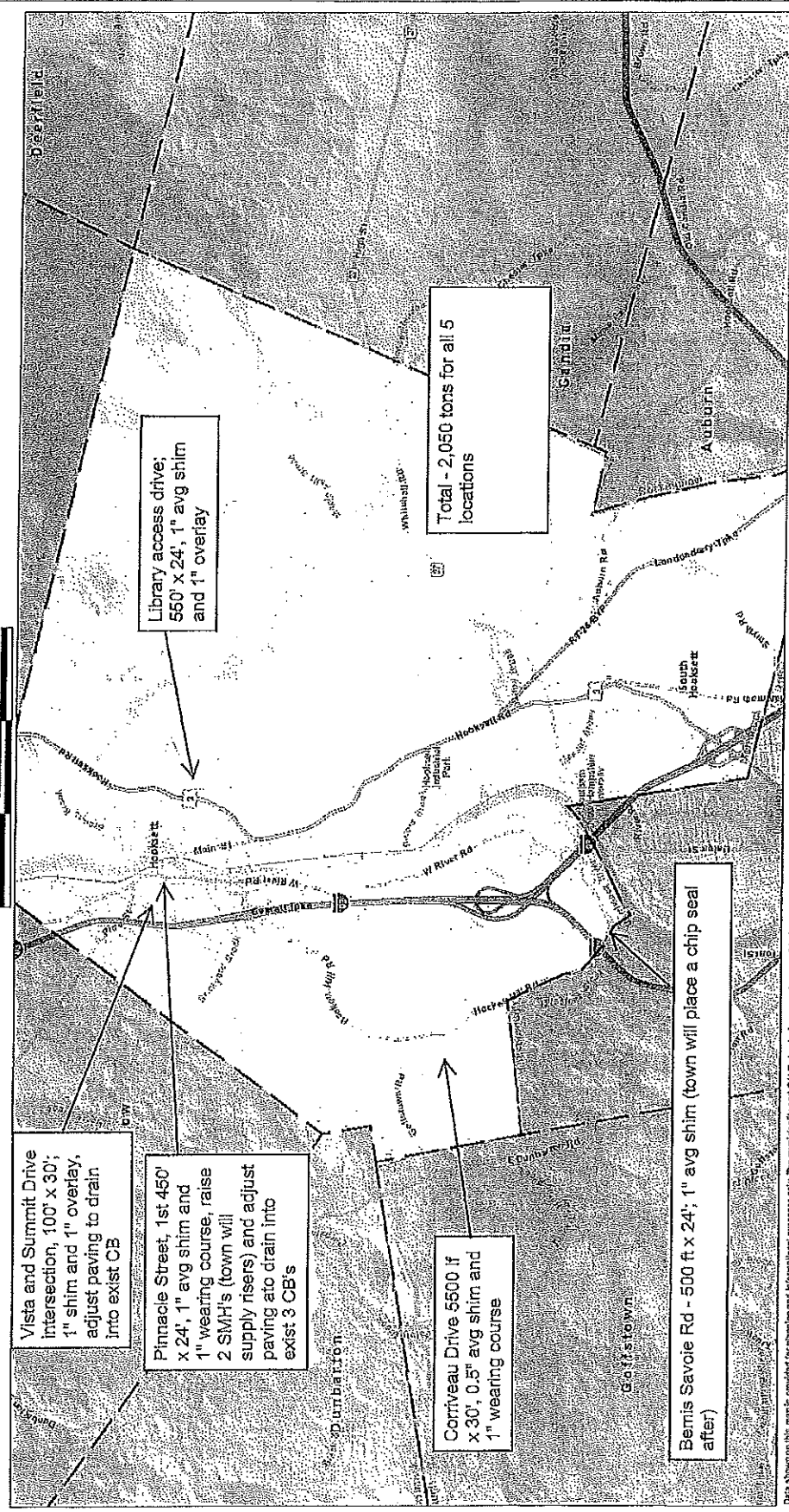
166 Granite Street * Allenstown, NH * 603 485-9755 FAX 603 485-5579

Change Order #1 Additional Paving

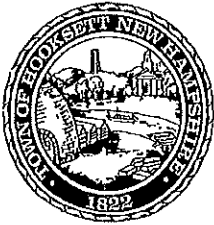
Hooksett, NH



July 21, 2016




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



Town of Hooksett

FINANCE MEMORANDUM

To: James Sullivan, Town Council Chairman
From: Christine Soucie, Finance Director 
Date: July 27, 2016
Subject: Requests for your signature as Agent to Expend

The following is a summary of the requests for you to sign as the agent to expend on July 27, 2016:

<u>Fund</u>	<u>Amount</u>
Sanitary Landfill Capital Reserve	\$ 522.50
Fire Special Details	1,101.12
Police Special Details	35,137.67
Ambulance Service Fund	74,671.17
Police Impact Fees	2,774.50
Public Recreation Facilities Impact Fee	40,854.06
Roadway Impact Fees	8,907.74

The request includes copies of invoices and other supporting documents, if applicable. As always, if you have any questions, please do not hesitate to contact me.

Thanks

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2016-04

Please explain the purpose of this transfer request: Covers coverage in Administration's budget for Legal Services and Employment Testing to come from unexpended professional Services in the Tax office and unexpended part-time wages at Parks, Recreation and Cemeteries.

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

Account #	Description	Current Budget	Amount Added	New Budget
001-100.4153-320.000	Admin Legal Services	\$87,000.00	\$3,000.00	\$90,000.00
001-100.4130-298.000	Employment Testing	9,680.00	4,000.00	13,680.00
Total	Administration	\$1,068,107.00	\$7,000.00	\$1,075,107.00

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

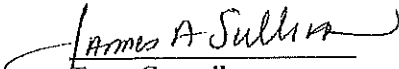
Account #	Description	Current Budget	Amount Reduced	New Budget
001-550.4150-330.000	Tax Professional Services	\$8,853.00	(\$3,000.00)	\$5,853.00
	Total Tax Collection	267,209.00	(3,000.00)	264,209.00
001-450.4520-113.000	Parks & Rec Part Time	13,000.00	(4,000.00)	\$9,000.00
	Total Public Works	4,987,990.00	(4,000.00)	4,983,990.00
Totals			(\$7,000.00)	

Recommended by:

Town Administrator


Finance Director

Approved by:


Town Council

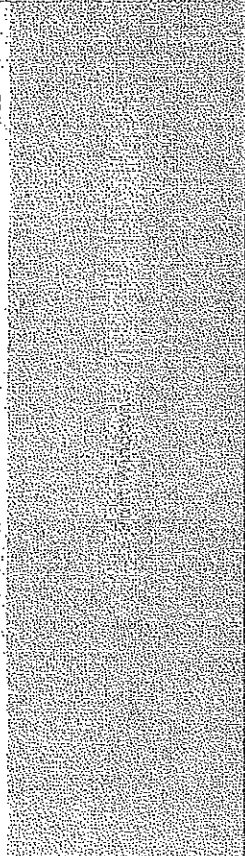
Council Meeting Date

Budget Information



GL # Over Budget

001-100-4153-320.000 Yes



Information as of: 05/30/2016
Selected GL Number: 001-100-4153-320.000
Description: ADMIN Legal Services

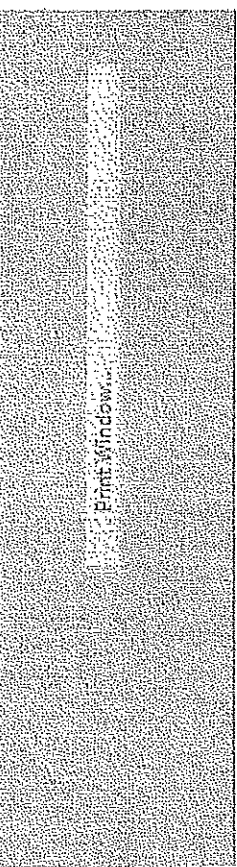
Budget Checking Specific Detail

Budget Check Type: Department	
Amended Budget:	587,000.00
Activity To Date:	89,673.25
Encumbered:	0.00
Other:	0.00
Total Available:	(52,673.25)
Amount Requested:	\$0.00
Over Budget Amount:	-2,673.25

Close

Budget Information

GL # 001-100-4130-298-000 Over Budget Yes



Information as of: 06/30/2016
Selected GL Number: 001-100-4130-298-000
Description: ADMIN Employment Testing

Budget Checking Specific Detail

Budget Check Type: Department
Amended Budget: \$9,49,341.00
Activity To Date: 355,455.88
Encumbered: 0.00
Other: 0.00
Total Available: (\$15,114.89)
Amount Requested: \$0.00
Over Budget Amount: -15,114.89

Close

DRAFT MINUTES
Town Council Workshop
Wednesday, August 10, 2016
6:30 p.m.
Town Hall, Council Chambers

1. Discussion of Best Practices with Previous Councilor(s)

Chairman James Sullivan called the workshop meeting to order at 6:32 p.m. In attendance: Councilors Donald Winterton, James Levesque, Robert Duhaime (arrived at 6:40 p.m.), John Giotas, Adam Jennings, David Ross (arrived at 7:21 p.m.), and Timothy Tsantoulis. Councilor Miville was not present but did provide a number of suggested items to be discussed.

Town Administrator, Dr. Dean Shankle, said they have had issues in getting feedback from microphones and asked everyone to speak into the microphone to diminish feedback. The Councilors welcomed Dr. Shankle back from China, and Chairman Sullivan suggested that at the next council meeting, he might provide feedback on his trip.

Administrator Shankle also announced that Katie Ambrose will be leaving Hooksett to take on a position as Town Administrator in Sanbornton. Councilors noted that a number of employees have left for similar positions in the past.

Chairman Sullivan said that at 7:00 p.m. tonight the NH Department of Transportation was having an open house and public information session regarding alternatives for improving I-293 and the interchanges at Exit 6, Amoskeag Street, and Exit 7, Route 3A, River Road, which could impact Hooksett, but this workshop was already scheduled.

2. Administrative Code Updates – [copy included in Council packet]

a. Update 5.7 Budget Development

The Council packet included recommended changes by Finance Director, Christine Soucie, to Administrative Code, Section 5.7. Dr. Shankle stated that the suggested changes reflect actual practice. Chairman Sullivan questioned whether the change would impact the Budget Committee. Dr. Shankle said the changes had more to do with timing. The Town Council's submittal date to the Budget Committee is set by the Budget Committee. The Budget Committee should conclude its meetings as prescribed by the Town Charter.

b. Add 5.13 Cellular Phones in the Workplace

Donna Fitzpatrick said that Administration did not have a concrete cell phone policy that encompassed the use of cell phones in the workplace. The purpose of the policy is to establish guidelines for employees who have been identified as needing cellular phones, both town provided and reimbursed (via allowances) personal phones. Councilor Winterton asked Dr. Shankle if he was comfortable with the proposed policy regarding disciplining, if and when necessary. Dr. Shankle said they needed something more comprehensive and over the last month, they have brought it up at staff meetings and it seems okay. Councilor Winterton asked if there were people in the collective bargaining unit that the town provides cell phones to and how would a grievance be filed if necessary. Dr. Shankle said the bargaining unit contract doesn't address cell phones. Councilor Jennings asked how many people were getting a cell phone

52 allowance and whether an increase would be anticipated if rates change. Donna Fitzpatrick said a handful
53 of people get an allowance. She will provide an answer to the question at the next meeting. Dr. Shankle
54 said it is not a big problem. Councilor Duhaime said if the town wants an employee to have a phone, it
55 must provide it. Councilor Tsantoulis felt there were two parts to the issues – use by employees when they
56 are working and when an employee is not doing their legitimate work. Councilor Levesque pointed out
57 that most cell phone plans now have unlimited texting and WiFi is widely available. He feels the draft
58 policy is straightforward enough. After a bit more discussion, it was agreed that verbiage should be added
59 to the effect that the policy will follow the disciplinary process as described in the personnel policy.

61 **3. Town Council Rules of Procedures Updates – [copy included in Board packet]**

62 63 a. Update 2.a. Annually, at the first meeting of the new Town Council

64
65 Numbers 5, 6, 9, 10, and 11 were added to Section 2.a of the Town Council Rules and Procedures. No. 8
66 Motion to Adopt the Administrative Code, included “(which includes the Investment and Fund Balance
67 Policies). There was no particular discussion on the suggested changes.

68 69 b. Update 2.c.3.d. Minutes attachments

70
71 Donna Fitzpatrick stated that attachments to minutes must now be formatted in PDF and makes the
72 upcoming Board packet larger than it needs to be. The Council discussed options. It was pointed out that
73 most attachments are provided to Council members at meetings so need not be included with the minutes
74 placed in the Council packets for approval. Everyone agreed that attachments be posted online as a
75 separate document and that minutes include reference to the attachments as appropriate.

76 77 c. Update 3.d. extend public session

78
79 Chairman Sullivan suggested starting the Town Council meetings at 6:00 p.m. instead of 6:30. Councilor
80 Winterton said that the Board of Assessors sometimes meets on Town Council meeting nights, but they can
81 adjust and start a little earlier. It was recommended that the verbiage to Section 3.d include “The Council
82 shall motion to extend public session meetings past 9:30 p.m. as follows ‘motion to extend public session
83 until meeting is adjourned’”. Councilor Winterton said it’s hard to get all of the public business that town
84 councilors must accomplish in two days of the month and at the end of some meetings things get
85 compressed and perhaps not take as much time as it should take. He urged the Councilors to “do the
86 public’s business and do it right”. He was in favor of starting meetings at 6:00 p.m. Councilor Winterton
87 said that in his work life, meetings started on time and ended when they were done. Councilor Jennings
88 said Councilor Miville said he’s okay with a 6:00 p.m. start time. Councilor Winterton was in favor of
89 motioning to extend until adjournment. Chairman Sullivan said motions to extend public sessions will
90 occur past 9:30 p.m.

91 92 d. Update 6.3.a. addressing remarks through the Chair

93
94 Chairman Sullivan said he requested that remarks be kept at a maximum of two times per subject matter.
95 Councilor Winterton feels it should be left to the discretion of the Chair, and leave it to two times but not
96 include a maximum since this section may be waived at the discretion of the chair.

97 98 e. Update 8.b. non-public sessions – no motions to extend

99
100 No. 8.b was included and reads “Non-public sessions do not require motions to extend the meeting past
101 9:30 p.m. There was no discussion on this matter.

103 It was recommended to add “no later than noon the Wednesday prior to the regular Council meeting” to No.
104 9.a. Councilor Winterton asked if there had been an issue historically and how long it takes staff to put
105 together Council meeting materials once everything has been received. Donna Fitzpatrick said it takes
106 from noon to end of day. Councilor Winterton was concerned with establishing a drop dead time, and
107 asked about something coming in three minutes after deadline and it not being able to be included on the
108 meeting agenda.

109
110 Chairman Sullivan indicated that the Town Administrator’s report has leeway to bring items to the
111 Council’s attention. Dr. Shankle said he didn’t like departments bringing in last minute items and
112 expecting the Council to vote on it. Councilor Tsantoulis said if staff needs time to prepare materials, all
113 should adhere to the timeline as much as possible, recognizing that there will be exceptions. Exceptions
114 should go through Dr. Shankle. Chairman Sullivan pointed out that the Council has the option to table
115 items as they see fit, and late items should go to the Administrator. Councilor Ross said that if an item is
116 brought in the same day of a meeting, the Council should not vote on it. Dr. Shankle noted that printing
117 begins at noon and when items come in later, the whole packet needs to be reprinted. Councilor Ross noted
118 that residents must be advised in advance about what the Council will take up. Dr. Shankle said state law
119 requires notification occur 24 hours prior to discussion. Chairman Sullivan said when the rule is waived to
120 consider last minute items, a statement on the reasons why should accompany the action.

121
122 f. Add 14 Moment of Silence

123
124 The Council agreed to delete the word “shall” and instead use the word “may” in the phrase and not narrow
125 the practice. The section should read: “the Council Chair may call a moment of silence for deceased.

126
127 g. Add 15 Special Recognition

128
129 The Council discussed recognizing new hires and whether they need to be recognized. Councilor Jennings
130 said they could be included on the meeting agenda. Chairman Sullivan said newly hired employees could
131 be mentioned in the Town Administrator’s report. Councilor Ross again suggested included verbiage to the
132 affect “may include but is not limited...” Councilor Giotas likes the idea of recognizing length of service to
133 the town. Chairman Sullivan suggested longevity awards be provided in September with a Hooksett Pin or
134 other appropriate recognition. Councilor Jennings said perhaps they could be recognized during employee
135 appreciation – recognize at meeting and follow up with employee appreciation. Councilor Winterton
136 suggested having staff come on their anniversary dates to be recognized and provided with a token of
137 appreciation. Donna Fitzpatrick mentioned that being a concern for staff on shifts. Katie Ambrose
138 mentioned that there are still pens left that use to be handed out. Donna Fitzpatrick said comments that have
139 been received from staff include: a bonus, a paid administrative day off, vacation accrual because it maxes
140 out at 15. Councilor Ross said he would be more inclined to go with a bonus. Chairman Sullivan said the
141 key is to recognize them on camera. Councilor Winterton said there is a difference between recognition and
142 compensation. “We’re talking about recognition”. Councilor Ross said rewarding with pens is nice but at
143 the 15-20 year point, bonuses speak volumes; it’s not a bad idea especially since we have a retention
144 problem. Donna Fitzpatrick said she and Dr. Shankle will work on a recognition program.

145
146 **4. Personnel Plan Discussion – [copy included in Council packet]**

147
148 a. Section 2 Vacancy – job postings

149
150 At the Council’s last meeting there was discussion about expanding where job openings are announced.
151 Donna Fitzpatrick listed where job openings are placed. Councilor Ross said online postings make sense;
152 perhaps try Monster.com. Donna said they post with the NH Municipal Association and have used
153 Employment Security in the past. Chairman Sullivan said the issue is posting new positions and possibly

154 expanding distribution of staff openings: Councilor Winterton asked if the Municipal Association provided
155 links to other sites. Dr. Shankle indicated that other things would need to be changed since the town
156 doesn't accept just a resume; "we require applicants to fill in a form and have them sign the form".
157 Chairman Sullivan said if increased postings, increase applicants, perhaps there is need to make other
158 changes.

159
160 Councilor Ross said perhaps a call can be made to those whose resume looks good and have them come in
161 to fill out an application. He said "we need to cast a wider net". Chairman Sullivan said consensus is that
162 we need to expand the net of applicants. Administration will come back to the Council.

163
164 The Council then discussed whether new positions are to be placed on the ballot. Councilor Ross suggested
165 including verbiage "to be placed on the ballot". Dr. Shankle asked about additional positions instead of
166 "new" position. Chairman Sullivan said open positions would have to wait until March to be posted;
167 perhaps a position could not be filled for a full year. Councilor Ross feels that the town should have an
168 opportunity to weigh in on whether to add an employee or not.

169
170 Councilor Winterton questioned whether "additional" would constitute adding counselors to the Fun in the
171 Sun program, for example. Dr. Shankle said the policy would apply to full time positions only, permanent
172 position. Councilor Jennings asked if the four recent police hires were in the budget and not on the ballot.

173 Councilor Ross said permanent, full time positions have to go on the ballot and that's what Dr. Shankle has
174 been doing. Councilor Giotas asked if that meant the town can only hire once a year and brought up the
175 issue of hiring emergency personnel. Councilor Ross said "yes". Councilor Duhaime suggested that the
176 practice would restrict the Town Administrator. Councilor Ross said the Town Administrator has to
177 manage. Councilor Tsantoulis said there should be reasonable expectation that the Town Administrator
178 would be able to exercise some judgment and do what is prudent for the time, and what a Town
179 Administrator does is subject to review. If he or she is putting too many people on, the Council has means
180 of dealing with it, rather than restrict employment for a year. Councilor Tsantoulis feels having to place all
181 full time permanent positions on the ballot is too restrictive and that much can happen in 365 days.
182 Chairman Sullivan said the Council should not tie the Town Administrator's hands within the scope of the
183 fiscal year. There seemed to be consensus that only permanent, full time positions would be placed on the
184 ballot. Administration would be free to hire full time and part time temporary.

185
186 Councilor Miville asked to add this phrase to the following sentence: "No new position will be established
187 without the approval of the Town Administrator and vote of the Town Council", and with the advanced
188 advising notice to Town Council, upon the Department Head's request for the new position." Councilor
189 Miville suggested the phrase to recognize the recent attempt to create the temporary full-time Recreation
190 Director position where a candidate was advised to seek out the position, and behind the scenes go to
191 various boards and groups around town prior to the Council being made aware of the position and prior to
192 Council vote. Councilor Miville asks that the Council be made aware of any departmental requests for a
193 new position immediately upon the Town Administrator receiving the request.

194
195 Councilor Miville asked that Administration establish a "notification" file per district that would highlight
196 and outline anything that occurs in each district. Dr. Shankle said that would be burdensome to try to figure
197 out districts. He said communications need to improve but for the Council as a whole. All agreed.

198
199 Councilor Miville said there have been multiple email messages from constituents expressing their opinion
200 about how the Council is not responding to their requests or call for action. Councilor Miville asked what
201 the protocol is for responding to such messages when sent to councilors as a group; i.e., can each councilor
202 respond on their own, or should the Council provide a unified response. Councilor Winterton suggested
203 NEVER responding TO ALL since that would constitute a Council meeting. Dr. Shankle said the Chair

204 copies him and tells the person that he is copying the town administrator and it will be taken care of.
205 Consensus was to respond and copy the Town Administrator.

206
207 One final item brought up by Councilor Miville was access to the Reading File. Donna Fitzpatrick said that
208 the “read file” is available anytime.

209
210 **5. Assessing Discussion Items – [copy included in Council packet]**

211
212 a. Veterans or Veterans Widow Credit

213
214 Councilor Winterton said he would prefer to hold off making a recommendation until the data previously
215 provided by Lee Ann Moynihan, Field Appraiser, is available. Other councilors agreed.

216
217 b. Elderly Exemption

218
219 Councilors decided to hold off making any recommendations, pending Lee Ann Moynihan providing the
220 formula and numbers as previously provided. Chairman Sullivan asked that the three members of the Board
221 of Assessors meet with Ms. Moynihan and bring back to the Council their recommendations.

222
223 **6. Old Home Day September 17, 2016 – Town Council Booth**

224
225 a. Volunteer Schedule

226
227 Donna Fitzpatrick asked for a volunteer to work with her leading up to the Old Home Day celebration to
228 help coordinate the Town Council Old Home Day booth and Employee Appreciation Picnic. Chairman
229 Sullivan volunteered to help.

230
231 b. Assign Town Councilor to Coordinate Booth with Administration

232
233 Donna Fitzpatrick asked Councilors to sign up to cover the Town Council Booth during Old Home Day.

234
235 **7. Employee Appreciation Picnic October 7, 2016**

236
237 a. Volunteer Schedule

238 b. Assign Town Councilor to Coordinate Picnic with Administration

239
240 Chairman Sullivan volunteered. Donna Fitzpatrick said they have a budget line for the picnic and asked
241 councilors to sign up to volunteer the event.

242
243 **8. Other**

244
245 a. Communication with Boards & Committees

246
247 Chairman Sullivan said there is a disconnect with what is going on with town Boards. He asked Council
248 representatives to the Boards to be more forthcoming in their reports to the Council. Donna Fitzpatrick said
249 many Boards and Committees have been invited to come in to address the Council but were unable to make
250 it.

251
252 b. Town Administrator information sharing with Councilors

254 Councilor Miville asked that more email communications be sent to councilors in between the twice
255 monthly meetings. Dr. Shankle pointed out that he doesn't always know of "every pothole being fixed",
256 and he doesn't want to add staff to keep Council informed. He acknowledged that the Council should be
257 informed of signs being posted or things going on at the dog park.

258
259 c. Encumbrances – is item already contracted?

260 Councilor Ross said his concern is that the Council is not supposed to create situations to encumber money
261 and disagrees with the "use or lose" mentality. How the last batch of encumbrances were handled was
262 improper and he is not impressed as a taxpayer. Councilor Duhaime said he, too, didn't recall doing
263 anything like that over the last two previous years. Dr. Shankle agreed and felt it "was dumped on all of
264 us". Councilor Ross suggested putting the practice in policy. Dr. Shankle said it needs to be done by July
265 1st; there's a law and policy.

266
267
268 d. Budget transfers and overages of a specific amount within divisions of the same dept.

269 It was agreed to take up this issue when Finance Director, Christine Soucie, is available.

270
271
272 e. Miscellaneous

273 Councilor Tsantoulis asked if meetings would begin at 6:00 going forward. Chairman Sullivan said voting
274 on matters discuss tonight will take place at the Council's next meeting. If approved, start time of Council
275 meetings could be effective in September.

276
277
278 Chairman Sullivan adjourned the workshop meeting at 8:47 p.m.

279
280
281
282
283

Staff Report

Title: Training Grant

Date: 08-24-2016

Background and Discussion of Issues

The New Hampshire Police Standards & Training Academy was forced due to budget issues to cut back on some of the free training offered to officers. Three of the classes removed were the ones required to become Certified in Crash Reconstruction. Some additional funding was appropriated for the Training Academy and the Training Council decided to offer Training Grants to help cover the costs incurred by departments who now had to pay for the training. Upon notification of the opening of the grant period the department applied for and was granted funds to cover the costs associated with sending two officers to the training. This staff report is being submitted to cover the maximum award for the third training class "Traffic Crash Reconstruction" in the amount of \$1,266.67. At their July meeting of the Police Standards and Training Council it was voted to approve the training grant in the above amount to the Hooksett Police Department. On the May 24th, 2016 Hooksett Town Council meeting the first two training grants in the series of three were approved.

Recommendation (including suggested motion, if appropriate)

It is recommended that the Hooksett Town Council accept the Training Grant from the State of New Hampshire Police Standards and Training Council in the amount of \$1,266.67 the help cover the cost associated with the "Traffic Crash Reconstruction" school.

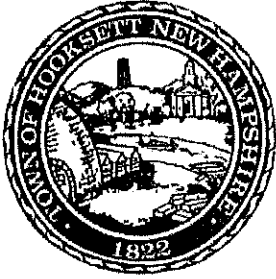
Fiscal Impact

No fiscal Impact. The classes were paid from the training & dues line and the department submitted a newly opened training grant to cover the cost associated with training which was not available at the Police Academy due to fiscal issues.

Prepared by: Captain Jon Daigle

Town Administrator Recommendation

I concur with the above listed recommendation.



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: August 8 / 2016
Name: Marika Yakubovich Phone: (603) 340-2122
Address: 15 Doris Dr., Hooksett NH 03106
Email Address: marikuz@gmail.com
Signature: M Yakubovich

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
- 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?

I have been a resident of Hooksett since August 2015.

Why are you seeking this position?

I would like to be involved in the planning of camps, recreational activities and educational development.

Do you have any specific goals or objectives?

To implement diverse and exciting opportunities for children.

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

I have been involved in planning committees for school, dance, sports and arts and crafts.

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

There are no potential conflicts of interests due to my work in the private sector that has no business relationship with the town.

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

I volunteered on PTA of my son's prior school and his taekwondo team.

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

None

TOWN OF HOOKSETT
AVAILABLE APPOINTED POSITIONS

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Resident Members
(2) Hooksett Business Members

HERITAGE COMMISSION

(2) Full Members, exp. 6/2019
(1) Full Member, exp. 6/2018
(1) Alternate Member, exp. 6/2017
(1) Alternate Member, exp. 6/2018

RECYCLING & TRANSFER ADVISORY COMMITTEE

(1) Alternate Member, exp. 6/2018

TOWN HALL PRESERVATION COMMITTEE

(5) Full Members

PARKS AND RECREATION ADVISORY BOARD

(1) Full Member, exp. 6/2019
(1) Full Member, exp. 6/2017
(1) Alternate Member, exp. 6/2019

TOWN HALL PRESERVATION COMMITTEE

(4) Full Members

ZONING BOARD OF ADJUSTMENT

(1) Alternate Member, exp. 6/2019

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.

Staff Report

Title: NHDES private water well sampling

Date: 8/24/16

Background and Discussion of Issues

Ms. Deborah Loisel with the State of New Hampshire Department of Environmental Services will make a presentation regarding proposed water well testing of 227 houses in Hooksett for the presence of the gasoline additive MtBE in their private water wells. There will be no cost to the homeowners for this water testing due to a MtBE settlement fund collected by the State of New Hampshire from a lawsuit pursued against refineries and gasoline manufacturers. This short presentation will be made to inform the Town Council of the program and what is to be expected from the residents.

Recommendation (including suggested motion, if appropriate)

Recommend that the Town Council accept the report as informational.

Fiscal Impact

No cost to the town or residents for this testing.

Prepared by: James J Donison, Asst DPW/Town Eng.

Town Administrator Recommendation





Concur

MtBE Remediation Bureau Private Well Sampling




603-271-7174

-  Sampling District
-  Political_Boundary

Sites of Interest

-  Underground Storage Tanks
-  Remediation Site
-  Gasoline Related Site
-  Auto Salvage Yard

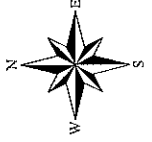
Public Water Supplies

-  Community System
-  Non Transient System
-  Transient System
- Water Distribution

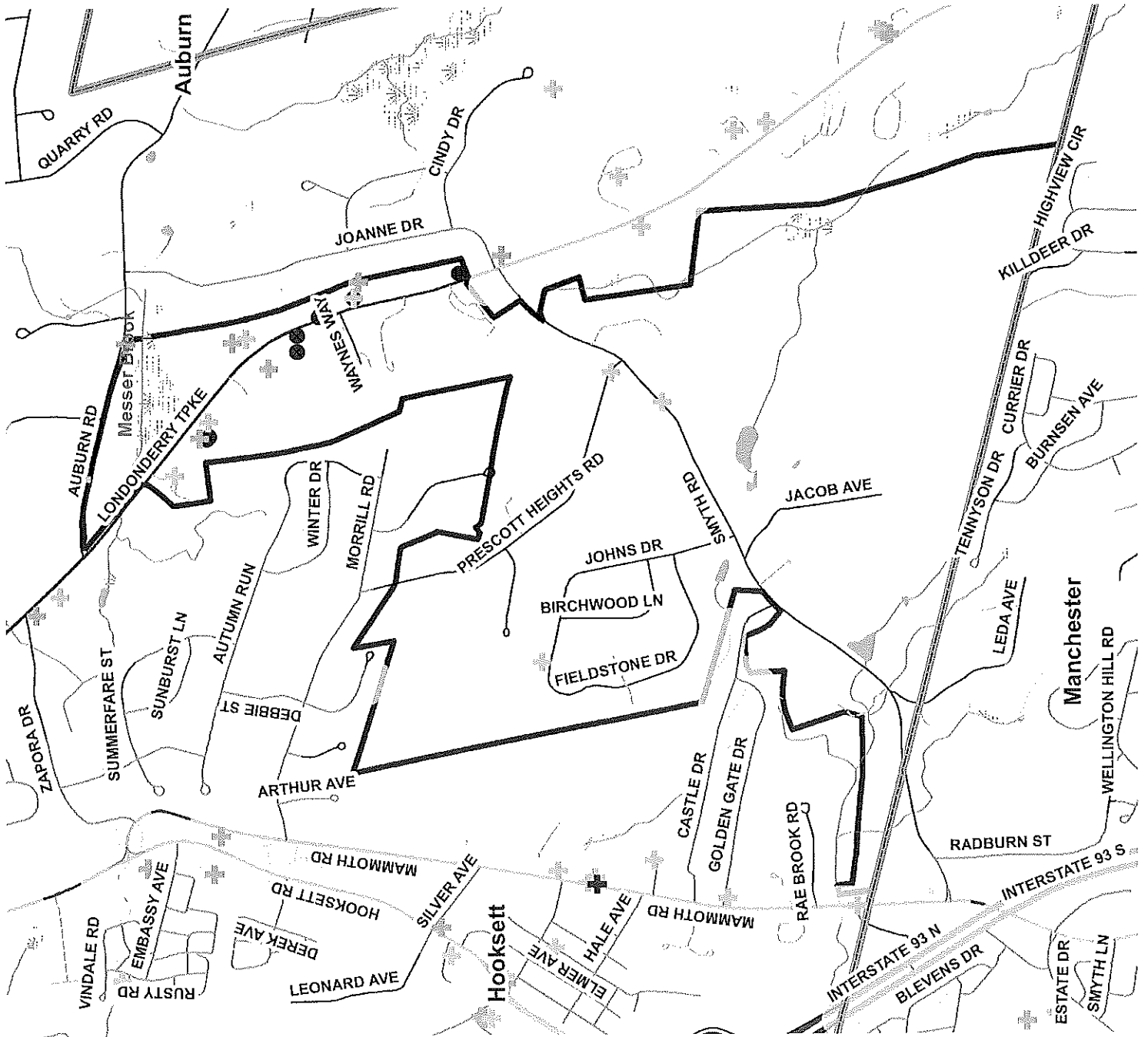
Hydrography

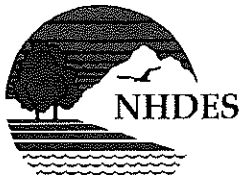
-  Stream/River
-  Swamp/Marsh
-  Open Water

The proposed sampling district was conservatively developed to encompass an area potentially vulnerable to MtBE contamination. No inferences should be drawn on the presence or absence of contamination from this map. Testing of well water is the only way to determine drinking water quality.



1 in = 1,500 feet





The State of New Hampshire
Department of Environmental Services



Thomas S. Burack, Commissioner

Month DD, YYYY

«OWNER» «CO_OWNER»
«MAIL1» «MAIL2»
«MAIL_CITY» «MAIL_STATE» «MAIL_ZIP»

Subject: Gasoline-related testing of water supply well at:
«ADDRESS», «TOWN», NH

Dear Property Owner,

A review of New Hampshire Department of Environmental Services (NHDES) records indicates a property you own may be served by a well located near an area that is potentially vulnerable to gasoline contamination. **NHDES does not know whether gasoline components, such as methyl tertiary butyl ether (MtBE) have impacted your well.** Laboratory analysis of your drinking water is the only way to find out.

The purpose of this letter is to ensure that you are aware of the potential for contamination and invite you to participate in a NHDES well sampling program. NHDES will collect a sample and provide you with a copy of the results. This work will be performed at no cost to you. If concentrations of MtBE are determined to be above the health-based drinking water standard, NHDES may also pay for the costs associated with installing and maintaining a treatment system or provide you with an alternative source of drinking water. NHDES is able to perform this work at no cost due to a MtBE settlement fund collected from a lawsuit pursued against refineries and gasoline manufacturers. More information may be obtained from our website at:

<http://des.nh.gov/organization/divisions/waste/mtbe/index.htm>

NHDES recommends that all well owners have their water tested in order to understand common problems with drinking water quality. Due to settlement fund restrictions, NHDES can only pay for a MtBE-related (VOC) analysis, which also includes other common gasoline and chemical contaminants (\$120 value). However, NHDES can collect any other samples that you would like to have analyzed and deliver them to the laboratory along with the VOC sample. If you elect to have additional analyses added, you will need to pay for those analyses.

If you would like to have your well sampled by NHDES please contact Tina Clark at (603) 271-7174 or send an email to Tina.Clark@des.nh.gov to set up an appointment. If you have any questions about the sampling program please don't hesitate to contact me at (603) 271-8483 or Deborah.Loiselle@des.nh.gov. Thank you for your time.

Sincerely,

Deborah Loiselle
Sampling Program Supervisor / MtBE Remediation Bureau

Staff Report

Title: Administrative Code Updates

Date: 08/24/16

Background and Discussion of Issues

The Council, at their workshop of 08/10/16, discussed updates to the Administrative Code:
5.7 Budget Development - this updated version is to put in writing how the budget process actually works.
New section "Cellular Phones in the Workplace" - this policy covers employees: receiving work phones, receiving an allowance for use of personal phones for work, and use of personal phones at work. The Town did not have a comprehensive policy to cover all of these aspects in the past.

Recommendation (including suggested motion, if appropriate)

Council motion to accept the Administrative Code updates 5.7 Budget Development and new section Cellular Phone in the Workplace as presented.

Fiscal Impact

\$11.53 weekly cellular phone reimbursement for personal phone used for work.

Prepared by: Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation

Concur

Final Draft

5.7 Budget Development. The Town Administrator will set a budget schedule for the year, to include department submittal dates, Town Administrator and Town Council review dates. Each individual department or committee shall submit their budgetary requests to the Finance Office. These requests will include the account number, account descriptions and a written justification for each line item. This information shall be consolidated into a report to be submitted to the Town Administrator for his/her recommendations. The Council shall receive copies of each departmental budget one week before their scheduled review. All information will be tracked and updated by the Finance Department who will ultimately produce a report to the entire Town including the following information:

- Prior Year Appropriation
- Prior Year Expenditures
- Current Year Appropriation
- Current Year Expenditures
- Department Request
- Town Administrator Recommended
- Town Council Recommended
- Budget Committee Recommended
- Variance in Dollars
- Variance as a percentage
- Default

Town Council's submittal date to the Budget Committee is set by the Budget Committee. The Budget Committee should conclude its meetings as prescribed by the Town Charter.

**POLICY:
CELLULAR PHONES IN THE WORKPLACE**

SECTION I: PURPOSE

The purpose of this policy is to establish guidelines and administrative procedures for employees who have been identified as needing cellular phones (both Town provided and reimbursed (via allowances) personal phones) during working hours and for other times as needed for the health, safety, welfare, or operational efficiency of the Town.

SECTION II: POLICY

It is the policy of the Town that if an employee's job duties require them to be readily accessible for frequent contact with the Town staff or public, and the accessibility extends to time away from work or involves on-call responsibilities, then the eligible employee may have the choice to either use a Town-issued cellular phone, or provide their own cellular phone for which they will be compensated for business use pursuant to this policy. The Town shall have the discretion to determine who is eligible, as well as the service plan and features that will be provided, required, or otherwise reimbursed via allowances.

SECTION III: ELIGIBILITY

Employees whose job duties include the inherent need for a cellular phone may be provided a town issued cellular phone or, in lieu thereof, use their own personal cellular phone and receive a reimbursement allowance for business-related costs. Department heads may identify employees who hold positions that include the need for a cellular phone. The Town Administrator shall have final approval on all such determinations. Generally, an employee is eligible for a town issued cellular phone if a reimbursement allowance for using a personal cellular phone if at least one (1) of the following criteria are met:

- 1) The job function of the employee requires considerable time outside of his/her assigned office or work area and it is important to the Town that she/he is accessible during those times; or
- 2) The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours where time sensitive decisions / notifications are required.

If an employee is eligible for a town issued cellular phone or a reimbursement allowance for a personal cellular phone based on satisfaction of at least one of the above criteria, then if the employee also needs data access for health, safety, welfare or operational efficiency concerns, their town issued cellular phone or reimbursement allowance shall provide data access or provide for a data plan.

SECTION IV: LIMITATIONS ON TOWN PROVIDED CELLULAR PHONES

- A. Personal Use: Occasional brief personal use is allowable; however, employees should always use their own personal cellular phones for personal use, if possible.
- B. Text Messaging: Shall be limited whenever possible, unless the cellular phone has a service plan that provides for unlimited messaging or a messaging allowance and in either case, is approved for such use by the employee's department head.
- C. Internet Access: Employees should use discretion when using their cellular phone to not access websites that would be in violation of the Town's Computer Use Policy found in the Personnel Plan. D. Directory Assistance: Employees should avoid using cellular directory assistance so as to avoid additional charges.
- E. Reimbursement to the Town for Personal Use: In an employee's personal use of the Town's cellular phone results in an unreasonable charge to the Town, the user will be responsible for reimbursing the Town. This includes charges for text messaging, long distance and/or roaming charges, overseas charges, multi-media charges, and charges for directory assistance.
- F. Data Downloads: Employees should attempt to download data in wi-fi networks so as to minimize costs.
- G. Any cellular phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cellular phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the service provider, and to the Administration or IT Contactor as soon as possible.
- H. Misuse: Use of a cellular phone in any manner contrary to local, state, or federal laws will constitute misuse, and may result in disciplinary action up to and including immediate termination.
- I. No expectation of privacy: Town issued cellular phones shall remain the sole property of the Town and shall be subject to inspection or monitoring at any time. Employees who are issued town cellular phones must understand that there is no expectation of privacy when using such phones. The Town has the right to review all records related to Town issued cellular phones, including but not limited to phone logs, text messages, and internet usage logs. Users should further be aware that such records may be subject to discovery under RSA Chapter 91-A (aka, the "Right to Know" law).
- J. Upon resignation or termination of employment, or at any time upon request, the employee will produce the device for return and inspection. Employees unable to present the device in good working condition will be expected to bear the cost of a replacement.

SECTION V: REIMBURSEMENT ALLOWANCES FOR PERSONAL CELLULAR PHONES

- A. Allowance Amount: The amount shall be \$11.53 per week for cellular phones utilizing an unlimited data plan, e-mail, texting and internet access features. No

further reimbursement for cellular phones is available to employees who receive an allowance.

B. The allowance is neither permanent nor guaranteed. The Town reserves the right to remove a participant from this plan or cancel the allowance for business reasons.

C. To receive the allowance, a "Personal Action Form" must be completed (see Appendix A).

D. Allowance Payment: The approved cellular phone reimbursement allowance will be paid to the employee each week in the employee's paycheck.

E. The employee is responsible for purchasing the cellular phone and establishing and maintaining a service contract with the cellular phone service provider of his/her choice. The cellular phone contract shall be in the name of the employee, who shall be solely responsible for all payments to the service provider. If the employee terminates the cellular phone contract at any point, s/he must notify his/her supervisor within five (5) business days.

F. Because the cellular phone is owned personally by the employee, the reimbursement allowance is not considered taxable income and the employee may use the cellular phone for both business and personal purposes, as needed. The employee may, at his or her own expense, add extra services or equipment features, as desired. If there are problems with service, the employee is expected to work directly with the service provider for resolution.

SECTION VI: LIMITATIONS ON PERSONAL CELLULAR PHONES

A. For a personal cellular phone approved for a reimbursement allowance under this policy, support from the Town's IT contractor is limited to connecting the cellular phone to Town-provided services, such as e-mail, calendar, and contacts.

B. The Town does not accept any liability for claims, charges or disputes between the service provider and the employee. Use of the cellular phone in any manner contrary to local, state, or federal laws will constitute misuse, and may result in disciplinary action up to and including immediate termination if misused in furtherance of Town business, and then, depending on the nature of the misuse.

C. Any cellular phone that has data capabilities must be secured based on current security standards including password protection and encryption. If a cellular phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the service provider, and to the IT Director as soon as possible.

D. Employees are expected to delete all Town data from the cellular phone when their employment with the Town is severed, except when legally required to maintain that data (e.g., litigation).

E. Note: Unlike Town provided cellular phones, users of personal cellular phones have an expectation of privacy and accordingly, if the Town desires to review the

employee's cellular phone records, it will first obtain a search warrant or subpoena the relevant records pursuant to RSA Chapter 91-A (aka, the "Right to Know" law).

SECTION VII: EMPLOYEE RESPONSIBILITIES

A. Excessive use of cellular phones during the work day for personal use can interfere with employee productivity and be distracting to others. During paid work time, employees are expected to exercise the same discretion in using cellular phones as is expected for the use of any town telephone or computer. Cellular phones may not be used at any work site where the operation of the phone would create an unreasonable distraction to the public or other employees.

B. Employees are expected to make personal communications on non-work time, when possible. However, it is understood that occasional personal communications of short duration may be accomplished without disrupting others and without having an adverse effect on one's job performance. Personal calls, incoming and outgoing, must be kept to a minimum and must be incidental to business use. Employees should use good judgment when making personal communications and should recognize that the Town incurs costs for each minute of air time on Town issued phones. Abuse of personal communications privileges may subject the employee to discipline.

C. In order to ensure a productive work day, the following uses of any cellular phone are prohibited during working hours:

- 1) Accessing the internet for non-work related purposes
 - 2) Playing games;
 - 3) Watching movie, television, sports, etc. and
 - 4) Any activity that relates to town policy.
- D. Employees in possession of Town issued cellular phones are expected to protect them from loss, damage or theft.

SECTION VIII: SAFETY IN USING CELLULAR PHONES

A. This section applies to all uses of Town provided cellular phones, and to all use of personal cellular phones when used for Town business.

B. If use of their cellular phone is unavoidable, employees shall use hands-free options, abiding by applicable state laws. During hands-free operation, employees are expected to keep their message to a minimum, refrain from discussions of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is heavy traffic, inclement weather or where the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs.

C. With the exception of extraordinary circumstances, operators of authorized emergency vehicles are to comply with this Policy while driving.

D. Engaging in text or email communications, or accessing the internet while driving is not allowable under any circumstance. Note: safety pull over to the side of the road before setting a destination and selecting a route for GPS-related applications.

E. Employees who are charged with traffic violations resulting from the use of cellular phones while driving on duty may be subject to disciplinary action.

F. Employees who are charged with traffic violations resulting from the use of their cellular phone while driving will be solely responsible for all liabilities that result from such actions.

G. Violations of this Policy will be subject to discipline, up to and including dismissal.

SECTION IX: WAIVERS

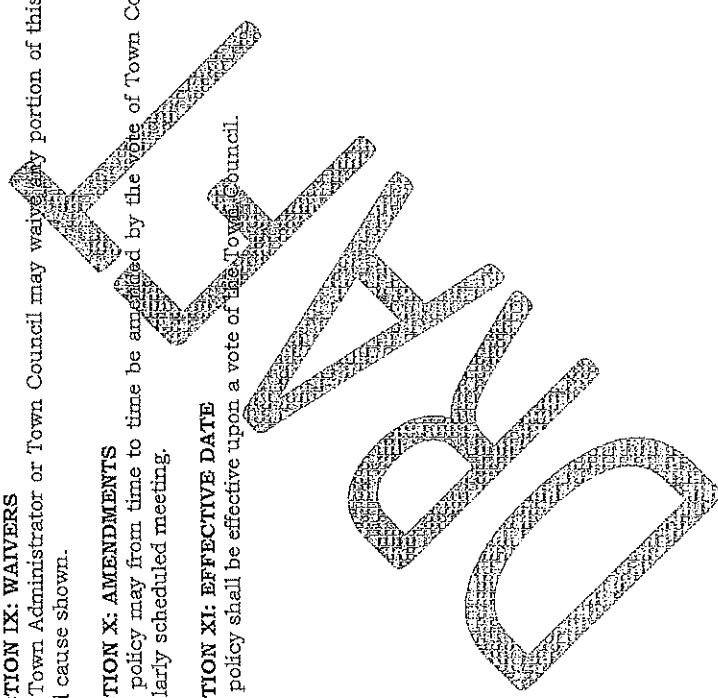
The Town Administrator or Town Council may waive any portion of this policy for good cause shown.

SECTION X: AMENDMENTS

This policy may from time to time be amended by the vote of Town Council at a regularly scheduled meeting.

SECTION XI: EFFECTIVE DATE

This policy shall be effective upon a vote of the Town Council.



Staff Report

Title: Town Council Rules of Procedures

Date: 08/24/16

Background and Discussion of Issues

The Council, at their workshop of 08/10/16, discussed revisions to the Town Council Rules of Procedures". Attached underlines are the additions to this sections and cross-outs are sections to remove.

Recommendation (including suggested motion, if appropriate)

Council to motion to accept the updates to the Town Council Rules of Procedures as presented.

Fiscal Impact

None.

Prepared by: Donna Fitzpatrick, Administrative Services Coordinator

Town Administrator Recommendation

Concur

Town of Hooksett
Town Council Rules of Procedures
Adopted as of: 01/10/2001
Amended as of: ~~08/12/2015~~ 08/24/2016

Resolved by the Town Council of the Town of Hooksett, NH that the following be and hereby are adopted as the Rules of the Hooksett Town Council.

1. The Following Rules shall be adopted by a majority of the Hooksett Town Council and these rules shall become effective immediately upon their adoption.
 - a. Riggins Rules and Parliamentary Law at a Glance by E.C. Utter should be used as a guide when proper procedure is in question except where modified herein.
 - b. Acceptable Procedure is determined by the acting Chair.
2. Procedures for electing officers are as follows:
 - a. Annually, at the first meeting of the new Town Council:
 1. The Town Clerk shall swear-in all new Councilors as a group.
The members thereof shall:
 2. Choose, from among their members, a Chair, a Vice Chair and a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
 3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
 4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
 5. Motion to have the Town Council Chair complete the Council's section of the Annual Report.
 6. Motion to have the Town Council Chair complete Tax Deed Waivers.
 7. Motion to adopt the Town Council Rules of Procedures.
 8. Motion to adopt the Administrative Code (which includes the Investment and Fund Balance Policies).
 9. Motion to have the Tax Collector sign payment plans for deedable properties.
 10. Motion to have the Town Administrator approve payment plans for deedable properties (Town Administrator cannot forgive interest or principal).
 11. Motion to have a Councilor work with the Administrative Services Coordinator to coordinate the Town Council Old Home Day booth (3rd Saturday in September) and Employee Appreciation Picnic (Friday in October prior to Columbus Day holiday)
 - b. The above election shall be by majority vote of the Town Council present at the first meeting.
 - c. Duties of Officers
 1. Chair:
 - a. The Chair with the Town Administrator shall post all meetings and set meeting agenda.

- b. Lead all meetings in an orderly manner using these procedures, Hooksett's Town Charter, Riggins Rules and Parliamentary Law as guides for appropriate protocol.
2. Vice Chair:
 - a. In the absence of the Chair, the Vice Chair shall conduct the Council Meeting until such time as the Chair is present.
3. Council Secretary:
 - a. The Council Secretary shall be responsible for recording the attendance of Council members by roll call. (If available taped voice vote may be used) at the beginning of each meeting.
 - b. The Council Secretary shall be responsible for polling and recording all roll call votes.
 - c. If the Council Secretary is absent, the chair shall ask for a volunteer. If there is no volunteer, the Chair shall appoint a Council member to act as Council Secretary until such time as the Council Secretary is present.
 - d. The Town Council Secretary shall act as clerk of the Council and shall approve unofficial minutes of the meeting recorded by the Recording Clerk. If there is no Recording Clerk present at meeting, the Town Council Secretary will be asked to keep minutes. ~~The posted minutes shall include a reference of the page number where the attachment of the overview sheet of the Council reading file and Council Chair signed ancillary documents can be found. Minutes and attachments shall be posted separately from each other. Only the minutes' section will appear in the Town Council agenda packet.~~
 - e. The Town Council Secretary shall perform such other duties in the meeting as may be requested by the presiding officer of Council.
 - f. In case of the absence of the Chair and the Vice Chair the Council Secretary shall call the Council to order and act as Chair.
3. Council Meetings
 - a. The Council shall meet in regular session on the 2nd and 4th Wednesday of every month, except as noted on Town Calendar, at ~~6:30~~ 6:00pm. When time permits, a regular meeting may be adjoined to a workshop session.
 - b. The place of meetings shall be the Council Chambers unless otherwise designated.
 - c. A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
 - d. The Council reserves the right to end meetings at 9:30. The Council shall motion to extend public session meetings past 9:30pm as follows "motion to extend public session until meeting is adjourned". Uncovered business will be included in the next meeting agenda. Meeting may be closed by a 2/3 roll call vote.
 - e. The Council may meet for an informal workshop session or special meetings by Council vote on an as needed basis, in accordance of Section 3.5 C of the Town Charter. The place of meeting shall be the Council Chambers.
 - f. When, after consultation with the Vice Chair and the Town Administrator, the Chair determines that the Council has insufficient business to warrant a meeting, the Chair may cancel said meeting after informing all councilors and receiving individual approval from 2/3 of the council members and shall not be inconsistent with the meeting provisions of the Town Charter. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting.

- g. Council members shall be seated in Council Chambers as determined by consensus of the Council. The Chair, Vice-Chair and Secretary shall be seated at the head of the Council table in Chambers.
 - h. Council members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair confine their remarks to the merit of pending questions; and shall not engage in personalities.
 - i. Any member may leave the Council Chambers while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.
4. Town Employees
 - a. The Town Administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
 - b. The Town Administrator shall be responsible for providing the Council with necessary background information on all items of business before the Council.
 - c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. All questions shall be directed to the Town Administrator who may, when necessary, defer to a department head or employee. Staff should be made aware of all items on the agenda to be ready to discuss items in respect to their department or area of responsibility.
5. Voting
 - a. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining, in accordance with the Town Charter.
 - b. Council Members wishing to abstain from voting shall so indicate and give reason for doing so.
 - c. Roll call votes shall be in a random order with the Chair voting last.
 - d. All votes shall be voice votes unless Town funds are being voted on which will always require roll call vote. Any Councilor may call for a roll call vote on any matter.
6. Debate
 - a. Council members must raise their hand to be recognized by the Chair.
 - b. Rules of Debate on all motions shall be as follows:
 1. The council member, who introduces a motion, may speak to that motion. Thereafter, every council member may speak to the motion two times only. The sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her their motion a total of three times.
 2. If by 2/3 vote it is determined additional discussion is needed each council member may only speak an additional 2 times on a motion.
 3. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
 - a. Address all questions and remarks through the Chair. Do not address audience or council members.
 - b. When commenting on another Councilor's statement or question, identify the speaker, statement and when the statement was made.
 - c. Confine remarks to the merits of the pending question.
 - d. Not engage in personalities or question the motives of other Councilors.

- c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by a two-thirds vote, or by unanimous consent. It is not in order to interrupt a speaker with cries of "Question" or "Call the question.", and even if no one is speaking, it is still necessary to seek recognition.

7. Order of Business

a. Agenda Order of Council Meetings

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Special Recognitions
- V. Approval of minutes
- VI. Agenda Overview
- VII. Public Hearings
- VIII. Consent Agenda
- IX. Town Administrator's Report
- X. Public Input
- XI. Nominations/Appointments
- XII. Scheduled Appointments
- XIII. 15 Minute Recess
- XIV. Old Business
- XV. New Business
- XVI. Subcommittee Reports
- XVII. Public Input
- XVIII. Non-Public Session
- XIX. Adjournment

b. 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.

- c. Nominations for all Board and Committee applicants may be made during the nominations/appointments portions of the Council meeting. Boards and Committees shall receive their respective applications and make recommendations for nominations. Appointment vote for a nominee will be scheduled at the next Council meeting. Nominations and appointments for new July terms shall be at the June Town Council meetings.
 - d. Scheduled Appointments
 1. A scheduled appointment shall have one person as a speaker when possible and follow the rules for addressing the Council.
 2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
 3. Board and Committee applicants shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
 4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.
 - e. Old Business
 1. Business carried over from a previous meeting.
 - f. New Business
 1. New Business should be submitted to the Town Administrator or Council Chair.
 2. New Business submitted by noon the Wednesday before a regular meeting may be considered for the next meeting by request. The Chair may schedule the topic on the Agenda under New Business as the schedule allows. Any new business brought forward at a council meeting shall not be acted upon at that meeting except by a motion to waive this rule by vote of 2/3rd of the members present.
 3. New Business submitted after noon the Wednesday preceding a regular scheduled meeting will be considered for the next meeting agenda unless time sensitivity is determined by Town Administrator or Chair.
8. Non-Public Session
- a. The Council shall motion to exit in non-public, then motion to seal the minutes of the non-public session as appropriate.
 - b. Non-public sessions do not require motions to extend the meeting past 9:30pm.
 - c. Non-public minutes shall consist of the subject matter and motions only. No minutes of the subject discussion shall be taken.
 - d. A councilor not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Council.
 - e. Unsealing of the non-public session minutes for the current fiscal year (June 1st to May 31st) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91:3 III.
9. Filing Agenda items
- a. Every item of business to come before the Council for action must be filed with the Town Administrator or Council Chair no later than noon the Wednesday prior to the regular Council Meeting.
 - b. The Agenda shall be posted by the close of business on the Wednesday prior to the regular Council Meeting.
 - c. It shall be the duty of the Town Administrator to mail by first class postage said agenda and any available supporting documents to each Councilor (if not already picked-up) by Thursday of the week prior to the regular Council Meeting unless a Councilor requests, in writing, to receive it in electronic format only.

10. Addressing the Council

- a. Persons other than members of the Council shall not be permitted to address the Council except during the designated agenda Public Input or by invitation of the Chair.
- b. A time limit for addressing the Council may be established by the Chair.
- c. The speaker shall not enter into a debate with any person, the Chair or Council members.

11. Amendment To Rules

- a. Council rules may be suspended by a 2/3-majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and 2/3 of all Council members must declare the matter one of such priority that it would be detrimental to hold over until the next regular Council Meeting.
- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

11. Community Outreach

- a. The Council Chair has the authority to act on the Council's behalf to present and/or sign letters of achievement for community outreach to include but not limited to Town of Hooksett departments, businesses, residents, and volunteer or membership groups. This authority is for times when the community outreach happens off-schedule to Town Council meetings.

12. Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.

a. Prior to a Council member introducing an ordinance, the Council shall discuss the contents which may include editorial revisions and textual modifications. An ordinance needing revisions based on this discussion will be brought back to the Council in a final format at their next scheduled meeting. The final version of an ordinance shall be introduced by one Councilor for a public hearing at the Council's next scheduled meeting. No second to a motion and/or vote is required to move an ordinance to a public hearing. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

b. After the public hearing the Council shall put the proposed ordinance in final form, which may include editorial revisions and textual modifications resulting from the proceedings of that hearing. An additional public hearing shall be held if the ordinance is substantively altered by the Town Council after public hearing. Subsequent public hearings shall be held at least 14 days after the prior public hearing and with the notice provided in Section 3.5 (A) of the Charter. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

13. Procedure for Town Administrator Annual Evaluation

- a. Council's first meeting in May – Council will receive Town Administrator's self-evaluation to include status on his/her goals with comments for period ending June 30th of the same fiscal year along with a blank evaluation form.
- b. Council's second meeting in May = Councilors are to complete and submit the Town Administrator evaluation form via e-mail to the Council Chair and cc: Administrative Services Coordinator (or hand deliver to same at meeting).

Town Council Rules of Procedures

- c. First week in June = Administrative Services Coordinator and Council Chair consolidate each Councilor's Town Administrator evaluation data into one report.
- d. Council's first meeting in June – Councilors to review consolidated Town Administrator evaluation report for edits.
- e. Council's second meeting in June – Councilors and Town Administrator to receive Town Administrator evaluation report in agenda packet and review at this meeting.
- f. Council's July Workshop meeting – New council to establish goals for new fiscal year.

14. Moment of Silence

- a. The Council Chair may call a moment of silence for the deceased with ascent of the Town Council at the beginning of the meeting

15. Special Recognition

- a. Special Recognition may include but is not limited to:

- Hooksett Youth Achiever of the Month
- Boston Post Cane Recipient
- Retiring employees
- Longevity employees (at Council's last regularly scheduled meeting each September)

16. Town Administrator's Report

- a. New hires will be invited to attend a Council meeting when the Town Administrator will announce his/her Department, name and start date with "Welcome to the Hooksett Family"

Town Council Rules of Procedures

Adopted: 01/10/2001

Amendments

Date Amended	Section Amended
August 14, 2003	Added Section 7-c. Added Section 7-b-1, 2 & 3. Added Section 7-f-2.
January 27, 2010	Changed Section 7-a Scheduled Appointments – added 7 pm. Changed Section 7 - Order of Business - moved Non-Public Session towards the end of the meeting.
March 9, 2011	Changed Section 7 - Order of Business – added Consent Agenda after Agenda Overview and deleted Scheduled Appointment time (7:00 pm). Scheduled Appointments to start immediately after Nominations/Appointments.
October 12, 2011	Added Section 6-c.
November 30, 2011	Changed Section 7-a Agenda Order – Moved “Town Administrator’s Report” up before “Public Input”.
February 22, 2012	Changed Section 7-b Public Input (See file)
August 14, 2013	Changed Section 5. d. sentence 2 “The Chair” to “Any Councilor” Removed Section 5.d. sentence 3 Changed Section 7. d. “spokesman” to “speaker” Added to Section 7.d. “when possible” after “spokesman” Changed Section 7. f. 3. “only if” to “unless” Added Section 8. c. at end, “unless a Councilor requests, in writing, to receive it in electronic format only.”
December 18, 2013	Added Section 11 Community Outreach
May 28, 2014	Added Section 12 Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.
August 13, 2014	<ul style="list-style-type: none"> • <u>Section 2.a - Annually, at the first meeting of the new Town Council – added:</u> <ul style="list-style-type: none"> ○ 1. The Town Clerk shall swear-in all new Councilors as a group. ○ 3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106. ○ 4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents. ○ 5. Motion to adopt the Town Council Rules of Procedures. • <u>Section 2.c.3 – Council Secretary:</u> <ul style="list-style-type: none"> ○ d. Changed - Administrative Assistant to Recording Clerk and Added - The posted minutes shall have an attachment of the overview sheet of the Council reading file and Council Chair signed ancillary documents.

- Section 3 – Council Meetings:
 - c. Added - A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
- Section 5 – Voting
 - c. removed – ~~On roll call votes, Council Members shall vote alphabetically by last name, said name to be called on a rotating basis so that the name first called at the previous vote shall be name last called for the next vote, with the Chair voting last.~~ Added - Roll call votes shall be in a random alternate order with the last Councilor who made a motion to be the first Councilor to vote on the next roll call.
- Section 7 – Order of Business added:
 - IV. Special Recognitions (after Pledge of Allegiance) and VII. Public Hearings
 - c. changed appointments to applicants and added - Boards and Committees shall receive their respective applications and make recommendations for nominations. Appointment vote for a nominee will be scheduled at the next Council meeting. Nominations and appointments for new July terms shall be at the June Town Council meetings.
 - d. added: -
 - ✓ 2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
 - ✓ 3. Board and Committee applicants shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
 - ✓ 4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.
- New Section 8 – Non-Public Session – Added:
 - a. The Council shall motion to exit in non-public, then motion to seal the minutes of the non-public session as appropriate.

September 10, 2014

Changed Section Section 5 – Voting c. reworded: Roll call votes shall be in a random order with the Chair voting last.

August 12, 2015

-Section 2.A.6 add: Motion to adopt Administrative Code.
 -Section 2.C.3.d add: The Town Council Secretary shall act as clerk of the Council and shall approve unofficial minutes of the meeting recorded by the Recording Clerk. The posted minutes shall include a reference of the page number where the attachment of the overview sheet of the Council reading file and Council Chair signed ancillary documents can be found.
 -Section 3.g. delete: Council members shall be seated in Council Chambers as determined by consensus of the Council ~~advice of the Chair.~~
 -Section 3.g. add: The Chair, Vice-Chair and Secretary shall be seated at the head of the Council table in Chambers.
 -Section 8.b. add: Non-public minutes shall consist of the subject matter and motions only. No minutes of the subject discussion

shall be taken.

-Section 8.c. add: A councilor not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Council.

-Section 8.d. add: Unsealing of the non-public session minutes for the current fiscal year (June 1st to May 31st) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91:3 III.

-Section 13. Add: Procedure for Town Administrator Annual Evaluation

August 24, 2016

TO BE DEVELOPED BASED ON 8/24/16 MEETING

Staff Report

Title: Town Personnel Plan

Date: 08/24/16

Background and Discussion of Issues

The Council, at their workshop of 08/10/16, discussed revisions to the Town of Hooksett Personnel Plan Section 2 "Creating an additional full-time permanent position". Attached underlines are the additions to this sections and cross-outs are sections to remove.

Recommendation (including suggested motion, if appropriate)

Council to motion to approve the updated Town Personnel Plan Section 2 "Creating an additional full-time permanent position" as presented.

Fiscal Impact

None.

Prepared by: Donna Fitzpatrick, Administrative Services Coordinator.

Town Administrator Recommendation

Concur

2. PRE-EMPLOYMENT CONDITIONS and CRITERIA

Creating an new additional full-time permanent position. When a department head wishes to create an new additional full-time permanent position, the department head will notify the Town Administrator in writing with the proposed information such as the job title, job description, wage scale, reason for the request, and any other information deemed pertinent. No new additional full-time permanent position will be established without the approval of the Town Administrator and, vote of the Town Council and placement on the ballot. For clarification purposes, an new additional full-time permanent position is one that did not previously exist. This does not mean an increase in the number of workers for a position already in existence. This pertains to the creation of an new additional full-time permanent position not in existence. Temporary additional full-time and part-time positions may be added by the Town Administrator within the scope of the same fiscal year without the approval of the Town Council.

Staff Report

Title: Use of Funds for Purchase

Date: August 24, 2016

Background and Discussion of Issues

two new vehicles.
The past two budget cycles the police departemnt has used the guidelines of thye state bid prices. Knowing what the current, now expired, state bid price for similarly equipped vehicles is, allows us to competitively shop local dealers willing to cost out quotes. Currently, the town administrative code, section 5.5.5, allows for exemption to the RFP process for items purchased using state bid. The police department requested the purchase of two new Ford Explorer police vehicles through Londonderry Ford. The request was denied citing failure to comply with section 5.5.5 of the administrative code.
The purchase of these vehicles is imperative to the efficient operation of the department. We have a difficult time with the quote process as some dealers have not responded to requests for pricing. Additionally, in order to ensure these cars are ordered and ready for purchase the dealerships want promissary letters of intent to purchase.. The RFP process for this type of purchase, although over the \$15,000.00 limit seems unrealistic.

Recommendation (including suggested motion, if appropriate)

Motion to allow the police departemnt to purchase two new Ford police explorer vehicles from Ford of Londonderry and the related emergency equipment through Ossipee Mountain Electronics in the amount of \$77,205.50.

Fiscal Impact

This is a budgted item there is no fical impact

Prepared by: Peter Bartlett Chief of Police

Town Administrator Recommendation



Hooksett Police Department
15 Legends Drive
Hooksett, NH 03106

Memo

M E M O R A N D U M

TO: Chief P. Bartlett
FROM: Communication Supervisor R. Belanger
DATE: June 13, 2016

RE: New vehicle Purchases

Chief,

I have obtained the following 3 bids from 2 vendors and NH State Bid spec# 2011-19. The only NH Dealer listed is Irwin Motors in Laconia.

I am recommending Ford of Londonderry, located in Londonderry NH to be the vendor we use again this year for the following reasons. They currently have in stock 2 vehicles that meet our exact specifications including our paint scheme and vehicle options to match the 2 vehicles we purchased from them last year. The total cost per vehicle is \$ 28,668.00 and \$ 1,795.00 per vehicle for the 5 year Base Care 84 Components 100,000 mile warrant. The total cost for both vehicles with the extended warranty is \$ 60,463.00, less \$ 500.00 for each vehicle traded in for a total of \$ 59,926.00 delivered to the Hooksett Police Department.

Ford of Londonderry will also be taking in our 2 old Chevy Impala's (not police packages) as trade in towards the purchase of the 2 new cruisers. They will be giving us a total of \$ 1,000.00 trade in value.

The second bid was obtained from Colonial Municipal Group, located in Plymouth Ma. Their bid came in at \$ 30,447.50 per vehicle which includes the 5 year Base Care 84 Components 100,000 mile warrant for a total of \$ 60,995.00. Currently they do not have in stock the specific cruisers we are looking and would have to be ordered and would not arrive until then end of this year. They are also a little bit higher in cost than Ford of Londonderry.

The third bid was based off of the State of NH Bid sheet which expired in May of 2016. I am not able to get an accurate price because the base price before options may be going up for the next bid year. I was told by State the new contract will be out in October of 2016.


Richard A. Belanger
Fleet Manager

Richard Belanger

From: Alan Nightingale <anightingale@fordoflondonderry.com>
Sent: Wednesday, July 13, 2016 9:44 AM
To: Richard Belanger
Subject: 2016 Ford Police Utility

Rick,

2016 Ford Police Utility, Painted to Black & White, Cloth Front Seats with Vinyl Rear Seat, SYNC (Bluetooth) Courtesy Lamps Disabled, Reverse Sensing, Power Heated Mirrors, Drivers LED Spotlight, Front Lamp Housing, Rear Taillamp Housing, Rear View Camera with Display in the Rear View Mirror

\$28,668.00 (2015 Pricing)

5 year 100k mile Base Care Warranty 84 Covered Components with \$100.00 Deductible \$1795.00

Al

W. Alan Nightingale
Commercial & Fleet Manager
Ford of Londonderry



Estimate

Date: 7/12/2016

Customer ID: Hooksett PD

e

TO: Hooksett Police Department
 Attn: Richard Belanger
 15 Legends Drive
 Hooksett, NH 03106

Salesperson: Mike Chase
 508-280-6603

Price Per VEH98 State Contract

Qty	Item #	Description	Unit Price	Line Total
1.00	K8A	2017 Ford Police Interceptor Utility black	\$ 26,589.00	\$ 26,589.00
1.00	43D	Dark Car Feature	\$ 19.00	\$ 19.00
1.00	51R	Driver Side only Spot Lamp LED	\$ 375.25	\$ 375.25
1.00	549	Power Heated Mirrors	\$ 57.00	\$ 57.00
1.00	76R	Reverse Sensing System	\$ 261.25	\$ 261.25
1.00	86P	Front Headlamp Housing	\$ 118.75	\$ 118.75
1.00	87R	Rear View Mirror with Rear Camera	\$ -	\$ -
1.00	53M	SYNC	\$ 280.25	\$ 280.25
1.00	86T	Tail lamp PIU housing	\$ 57.00	\$ 57.00
1.00	Paint	White to department specs	\$ 895.00	\$ 895.00
1.00	service	Five year 100,000 miles service plan, \$100 deductible	\$ 1,795.00	\$ 1,795.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Special Instructions:

Custom or Special Orders are Non-Refundable
 This Estimate is for Budgetary Purposes and is Not a Guarantee of Cost for Services.
 Estimate is Based on Current Information From Client About the Project Requirements
 Actual Cost May Change Once Project Elements are Finalized

Subtotal \$30,447.50
 Sales Tax
 Grand Total \$30,447.50

Thank you for your business



Hooksett Police Department
15 Legends Drive
Hooksett, NH 03106

Memo

M E M O R A N D U M

TO: Chief P. Bartlett
FROM: Communication Supervisor R. Belanger
DATE: June 13, 2016

RE: Equipment for New Cruisers

Chief,

I have obtained the following 3 bids for the new equipment for Car 008 and Car 010.

The following 3 vendors submitted bids,

Ossipee Mountain Electronics	Car 008	\$ 8,639.75
Ossipee Mountain Electronics	Car 010	\$ 8,639.75
MHQ Vehicles and Equipment	Car 008	\$ 8,730.00
MHQ Vehicles and Equipment	Car 010	\$ 8,730.00
Adamson Industries Corp.	Car 008	\$ 10,868.45
Adamson Industries Corp.	Car 010	\$ 10,868.45

I am recommending we use Ossipee Mountain Electronics because they are the lowest bid and also they have done our 2 previous cruisers.

Richard A. Belanger
Fleet Manager



Ossipee Mountain Electronics, Inc.

Quote QTE009042
 Date 7/6/2016
 Page 1 of 2

Bill To
Hooksett Police Dept 15 Legends Dr. Hooksett, NH 03106

Ship To
Hooksett Police Dept. 15 Legends Dr. Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
H00460	Brian Vastline	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	PB400VS-AL-16 PIU	Push Bumper, 16+ PI Utility, Aluminum	295.00	295.00
2	2.00	IONBB	ION Super LED, BLUE/BLUE Black Housing	90.00	180.00
3	2.00	MCRNSB	LED, Micron, BLUE, Surface Mount	75.00	150.00
4	2.00	IONBB	ION Super LED, BLUE/BLUE Black Housing	90.00	180.00
5	1.00	SA315P	Speaker, Siren, Whelen Nylon Composite, 123dB	150.00	150.00
6	1.00	SAK52	Bracket, SA315P Spkr, 16 PIU Grille	30.00	30.00
7	1.00	CCSRN36	Siren, CenCom Saphire, Siren Amp & Controller	695.00	695.00
8	1.00	IW8BBBB	Lightbar, 48", Liberty II Solo, 4 Corners, BLUE	1,700.00	1,700.00
9	10.00	IWDLB	LED Solo Linear Assy, Flasher (1) Long Blue	0.00	0.00
10	1.00	ITL6	LED Super LED Takedown Lights Long, Pair	0.00	0.00
11	1.00	IA3	LED Super LED Alley Lights, Pair	0.00	0.00
12	1.00	MIKEZ83	Hook Kit, 2011 Ford EXPLORER, No Roof Rack	0.00	0.00
13	1.00	C-VS-1400-INUT	Console, 14", 2013+ Ford PI Utility	217.00	217.00
			C-EB25-XTL-1PD APX 05		
			C-EB40-CCS-1PD CCSRN36		
			C-FP-20 2" Filler		
14	1.00	C-ARM-104	Armrest, Trakmount, Hinged Pad	108.00	108.00
15	1.00	C-CUP2-I-A15	Cup Holder, Dual, Internal, 5.5" Angled 15 Degrees	35.00	35.00
16	1.00	TM-5126-PIU	Mount, Computer, Dash, TabletMNT&KyBrdMnt, PIU	475.00	475.00
17	1.00	AP-5124-PPC	Adapter Plate, Patrol PC Dash Mount	49.00	49.00
18	1.00	TK0241ITU12	Cargo Box, DSC top, BSN base, 16 PIU	1,025.00	1,025.00
19	1.00	12-VS-13 PIU	Partition, Rear Expanded Steel Screen, 13+ PIU	339.00	339.00
20	1.00	PTKRP13PIU	Cage Transfer Kit, VS Recess Panel, 2 Pc. IEP, 13+ PIU	225.00	225.00
21	1.00	WBS-VS-13PIU	Window Bars, Vertical Steel, 13 PIU (WK0514ITU12)	175.00	175.00
22	2.00	IONBB	ION Super LED, BLUE/BLUE Black Housing	90.00	180.00
23	2.00	VTX609B	LED, VERTEX Lighthouse, Mtg. 1" Hole, BLUE	75.00	150.00
24	2.00	VTX609R	LED, VERTEX Lighthouse, Mtg. 1" Hole, RED	75.00	150.00
25	1.00	OE34UR6	Outer Edge, Horiz. 6 Linear LED's 2 Pc 11-15 PIU	595.00	595.00
26	1.00	OEMCRNB	Outer Edge Lighthoods for OE34UR6	0.00	0.00
27	1.00	ROOF-FT-NITI-M	Antenna STICO Flexi-Whip, 136mhz-1Ghz, Mast Only	39.00	39.00
28	1.00	MB8	3/4" Antenna Mount, RG58 Cable, No Conn	15.30	15.30
29	1.00	CMUHF58	Mini UHF Crimp Conn, RG58, MALE	1.60	1.60
30	1.00	425-3816	Clip, Magnetic Mic Hangup System	34.95	34.95

Quoted By: _____	Accepted By: _____	Date: _____	8,489.75
*** Continued ****			0.00
			150.00
			8,639.75

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254
 TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587
 www.omesbs.com



Ossipee Mountain Electronics, Inc.

Quote QTE009042
 Date 7/6/2016
 Page 2 of 2

Bill To
Hooksett Police Dept 15 Legends Dr. Hooksett, NH 03106

Ship To
Hooksett Police Dept. 15 Legends Dr. Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
H00460	Brian Vastine	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
31	1.00	B402	Fire Extinguisher, 5 LB, ABC, Amerex	45.00	45.00
32	1.00	818	Vehicle Mounting Bracket, B402 Fire Extinguisher	15.90	15.90
33	1.00	R1	Solenoid, 12V, 85 Amp Continuous, S.P.S.T (67010)	35.00	35.00
34	1.00	MISC-	Wire, wire ties, fuses, fuse holders, loom, etc.	100.00	100.00
35	1.00	LABOR	LABOR Install new & existing equipment into a new 16 Ford PIU.	1,100.00	1,100.00

Quoted By: _____ Accepted By: _____ Date: _____	SUBTOTAL Additional Discount Freight Total	8,489.75
PRICE QUOTE GOOD FOR 30 DAYS		0.00
DELIVERY: 30 DAYS ARO		150.00
TERMS: NET 30 DAYS FOB		8,639.75

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254
 TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587
 www.omesbs.com



Quotation

MHQ-Headquarters
401 Elm Street
Marlborough, MA 01752
508-573-2600

Customer: 14116

HOOKSETT NH POLICE
15 LEGENDS DRIVE
HOOKSETT, NH 03106

Sales Contact:

MICHAEL CURTIN
603-325-0995
MCURTIN@MHQ.COM

Estimate: QM00002176
Cust PO:
Quote Date: 2016-07-05
Expiration: 2016-10-03

Contract Name	Line Ref	Line Desc	Unit Price	Qty	Extended Price
PCC2015	A-20.070	Setina PB400 Vs Aluminum Push Bumper for Utility (BK0534ITU16)	\$ 395.00	1.00	\$ 395.00
PCC2015	A-09.210	Setina Model # 12VS Cargo Area Partition with Expanded Metal (Utility)	\$ 445.00	1.00	\$ 445.00
PCC2015	A-09.700	Setina Rear Window Barriers VS Steel, Vertical, Set for Utility (WK0514ITU12)	\$ 235.00	1.00	\$ 235.00
PCC2015	A-20.740	Setina Cargo Box - DSC- Drawer, Sliding w/ Combination Lock - BSC- Base Sliding w/ Combination Lock (TK0248ITU12)	\$ 1,095.00	1.00	\$ 1,095.00
PCC2015	A-02.270	Whelen (2) Super LED ION Series Lights (ION*) - Pair Blue on Push Bumper, Headlights and 1/4 Glass	\$ 345.00	3.00	\$ 1,035.00
PCC2015	A-02.280A	Whelen (2) Micron Series Super-LED Surface Mount Lighthouse Model # MCRNS* - Pair Blue Mounted to Side of Push Bumper	\$ 325.00	1.00	\$ 325.00
PCC2015	A-01.030	Whelen Liberty II WC LED 14 Module Lightbar (IW8/2****) & Cencom (CCSRN36) Siren Package - All Blue	\$ 2,195.00	1.00	\$ 2,195.00
PCC2015	A-04.100	Whelen (4) LED Vertex Hideaway System (VTX609*) - Pair Blue and Pair Red in Tail Lights	\$ 425.00	1.00	\$ 425.00
PCC2015	A-02.540	Whelen Rear Outer Edge for Utility with (6) Micron Lighthoods (OE34UR6) - All Blue	\$ 745.00	1.00	\$ 745.00
PCC2015	A-07.070	Whelen 123DB Speaker, Composite with Mounting Bracket (SA315P)	\$ 190.00	1.00	\$ 190.00
PCC2015	A-13.170	Havis Vehicle Specific Console, Utility, 14" Console (C-VS-1400-INUT-1)	\$ 325.00	1.00	\$ 325.00
PCC2015	A-13.260	Havis Armrest, Track Mount, Flip Up Style (C-ARM-104)	\$ 105.00	1.00	\$ 105.00
PCC2015	A-13.590	Dual Internal 15 Degree Angled Cup Holder (C-CUP2-I-A15)	\$ 40.00	1.00	\$ 40.00
PCC2015	A-22.020	Transfer 2-Way Radio and Trunk Mount Antenna	\$ 175.00	1.00	\$ 175.00
PCC2015	A-22.110	Transfer Prisoner Barrier	\$ 180.00	1.00	\$ 180.00
PCC2015	TM5126PIU16	ON-DASH MOUNT WITH SINGLE ARM FORD UTILI	\$ 504.00	1.00	\$ 504.00
PCC2015	AP5124PPC	ADAPTOR PLATE FOR PC ON TM5124 DASH MOUN	\$ 49.50	1.00	\$ 49.50
PCC2015	PT0185ITU12SC A	VS PARTITION TRANSFER KIT w/ SCA UTILITY	\$ 206.10	1.00	\$ 206.10
PCC2015	MMSU1	MAGNETIC MIC SINGLE UNIT	\$ 34.95	1.00	\$ 34.95



Quotation

MHQ-Headquarters
401 Elm Street
Marlborough, MA 01752
508-573-2600

Customer: 14116

HOOKSETT NH POLICE
15 LEGENDS DRIVE
HOOKSETT, NH 03106

Sales Contact:

MICHAEL CURTIN
603-325-0995
MCURTIN@MHQ.COM

Estimate: QM00002176
Cust PO:
Quote Date: 2016-07-05
Expiration: 2016-10-03

PCC2015	NMQSPECB	ANTENNA 2 WAY MAST VHF-UHF BLK FIELD TUN	\$ 25.70	1.00	\$ 25.70
				Total	\$ 8,730

Adamson Industries Corp.
 45 Research Dr.
 HAVERHILL, MA 01832

Tel: 978-374-3300/1-800-232-0162
 Fax: 978-975-7168

Quotation

Quote Number:
 19237

Quote Date:
 Jul 8, 2016

Page:
 1

Quoted to:

HOOKSETT POLICE DEPT.
 15 LEGENDS DRIVE
 HOOKSETT, NH 03106
 USA

Customer ID		Good Thru	Payment Terms	Sales Rep	
HOO NH PD		8/7/16	Net 30 Days	SHIRLEY	
Quantity	Item	Description	Unit Price	Extension	
1.00	EP PB400FIU	2016 FIU CAR 008	299.95	299.95	
2.00	GLL IONBB	2011-15 EXPLR/2013-15 UTILITY INTR BUMPER	129.95	259.90	
2.00	GLL MCRNSB	ION UNIVERSAL LED LIGHT BLK HSG/BLUE TO FRONT OF PUSHBUMPER	109.95	219.90	
2.00	GLL IONBB	WHELEN MICRON LED BLUE W/BLACK FLANGE MOUNTED ON SIDE OF PUSHBUMPER	129.95	259.90	
1.00	SR SA315P	ION UNIVERSAL LED LIGHT BLK HSG/BLUE MOUNTED IN HEADLIGHTS	199.95	199.95	
1.00	MT SAK44	SA315P 100W SPEAKER MOUNTED BEHIND GRILL	29.95	29.95	
1.00	SR CCSRN36	SA315P MOUNT BRACKET ONLY - Ford Explorer 2011+, Interceptor Utility 2013+	822.95	822.95	
1.00	LF IW8BBBB	CENCOM SIREN/LIGHT CONTROL SYS W/ROTARY KNOB	2,450.00	2,450.00	
1.00	MT	48" LIBERTY II SOLO COLOR LIGHT BAR BLUE W/ TA SET FOR AUTOMATIC NIGHT TIME DIMMING	249.95	249.95	
1.00	MT C-ARM-104	14" LO-PROFILE UTILITY CONSOLE FP: C-EB25-XTL-1P, C-EB40-CCS-1P, C-FP-2 FLIP UP TRACK MNT ARM REST	129.95	129.95	
			Subtotal	Continued	
			Sales Tax	Continued	
			Total	Continued	

ALL QUOTATIONS ARE VALID FOR 60 DAYS.
 PRODUCTS ARE SUBJECT TO AVAILABILITY.
 WOMAN OWNED SMALL BUSINESS

Adamson Industries Corp.
 45 Research Dr.
 HAVERHILL, MA 01832

Tel: 978-374-3300/1-800-232-0162
 Fax: 978-975-7168

Quotation

Quote Number:
 19237

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 Jul 8, 2016

Page:
 2

Quoted to:

HOOKSETT POLICE DEPT.
 15 LEGENDS DRIVE
 HOOKSETT, NH 03106
 USA

Customer ID		Good Thru	Payment Terms	Sales Rep	
HOO NH PD		8/7/16	Net 30 Days	SHIRLEY	
Quantity	Item	Description	Unit Price	Extension	
1.00		C-CUP2-1-A15 ANGLED CUPHOLDER	36.95	36.95	
1.00	MT TM-5126-PIU	INT UTILITY TABLET DASH MOUNT W/KEYBOARD MNT	559.95	559.95	
1.00		AP-5124-PPC ADAPTOR PLATE	55.00	55.00	
1.00	OR TK0248ITU12	TK0248ITU12 CARGO BOX DSC-Drawer, Sliding with Combination Lock - BSC-Base Sliding with Combo Lock	1,250.00	1,250.00	
1.00	PT 12VS	REAR WIRE WINDOW PARTITION VAN/SUV	339.95	339.95	
2.00	GLL IONBB	ION UNIVERSAL LED LIGHT BLK HSG/BLUE IN SIDE CARGO WINDOW	129.95	259.90	
2.00	GLL VTX609B	VERTEX HIDE-A-WAY LED BLUE IN REVERSE LIGHTS	84.95	169.90	
2.00	GLL VTX609R	VERTEX HIDE-A-WAY LED RED IN TAILLIGHTS	84.95	169.90	
1.00	GLL OE34UR6	INTER UTILITY OUTER EDGE UPPER HORZ MNT- BLUE	749.95	749.95	
1.00		ANTENNA, CABLE & CONNECTOR FOR RADIO- MOUNTED ON ROOF	115.00	115.00	
1.00	TR RADIO	INSTALL AGENCY SUPPLIED RADIO	150.00	150.00	
1.00	AC 466425	5 LB FIRE EXTINGUISHER MOUNTED IN REAR CARGO-LEFT SIDE	69.95	69.95	
			Subtotal	Continued	
			Sales Tax	Continued	
			Total	Continued	

ALL QUOTATIONS ARE VALID FOR 60 DAYS.
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HAVERHILL, MA 01832

Tel: 978-374-3300/1-800-232-0162
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Page:
 3

Quoted to:

HOOKSETT POLICE DEPT.
 15 LEGENDS DRIVE
 HOOKSETT, NH 03106
 USA

Customer ID		Good Thru	Payment Terms	Sales Rep	
HOO NH PD		8/7/16	Net 30 Days	SHIRLEY	
Quantity	Item	Description	Unit Price	Extension	
1.00	AC 807	# 807 5LB VERT FIRE EXT BRKT	39.95	39.95	
1.00	PT HWINTULT10VS	SETINA PARTITION TRANSFER KIT - HARDWARE INTERCEPTOR UTILITY 10VS	134.95	134.95	
1.00		INSTALL CUSTOMER SUPPLIED PRISONER CAGE	100.00	100.00	
1.00	PT SMWB-FIU	2013 UTILITY METAL WINDOW BARRIER	219.95	219.95	
1.00	SW 05.0700.030	30A, 12V RELAY SPST	12.95	12.95	
1.00	SW 05.0700.075	75A, 12V, RELAY SPST	44.95	44.95	
1.00	SW 131-0010	100A MANUAL RESET CIRCUIT BREAKER	49.95	49.95	
2.00	SW 46060	6 POSITION FUSE BLK W/GRD	15.95	31.90	
1.00	TR EQUIP-SUV	INSTALL EQUIPMENT	755.00	755.00	
1.00	TR PUSHBUMP	INSTALL PUSHBUMPER	175.00	175.00	
1.00	TR 4 CORNER	INSTALL CORNER LEDS W/EQUIPMENT	180.00	180.00	
1.00	TR TRUNK	INSTALL TRUNK STORAGE BOX	195.00	195.00	
1.00	TR WINDOW	INSTALL WINDOW BARS	80.00	80.00	
			Subtotal	10,868.45	
			Sales Tax		
			Total	10,868.45	

ALL QUOTATIONS ARE VALID FOR 60 DAYS.
PRODUCTS ARE SUBJECT TO AVAILABILITY.
WOMAN OWNED SMALL BUSINESS

Staff Report
Auditors' Financial Procedure Questionnaire
August 24, 2016

Background: The questionnaire is designed to gather information about the Council's understanding of the Town's financial procedures. 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: To assist you with the questionnaire. The Town Administrator has a confidential Disaster Recovery Plan and I have provided you a copy of Administrative Regulation #08 - Credit Cards use by employees.

All of the Council approved Financial Polices can be found on the Town's website under the Finance Department.

Fiscal Impact:

Recommendation: Have a general discussion about each question.

Prepared by:

Christine Soucie, Finance Director

Town Administrator Recommendation:

Dr. Dean E. Shankle
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 X 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 X **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? 7/27/2016

- 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

**Staff Report
MS-535 Financial Report
August 24, 2016**

Background: The Town is required to complete the State Form MS-535 *Financial Report of the Town, City, or Village District Budget* prior to setting the Tax Rate. This report is prepared following the NH Department of Revenue Administration Rev 1700 Rules, Financial Accounting for Cities and Towns.

Discussion: The Finance Director using the audited trial balance for the period ending June 30, 2016 completed this form and believes it to be in accordance with the NH Department of Revenue Administration Rev 1700 Rules.

Reconciliation of form MS -535 to June 30, 2016 Budget Summary			
	Approved Budget	Other Appropriations	Actual Expenditures
Total General Fund Expenditures (from page 7 of MS -535)	\$ 45,198,386	\$ 545,285	\$ 44,214,917
County Payment	(5,107,424)		(5,107,424)
Local & State School Payment	(24,311,132)		(24,311,132)
Wastewater	2,024,095		-
CMAQ Grant	-		(17,922)
2015-16 Grand Total (from Budget Summary)	\$ 17,803,925		\$ 14,778,439
	Revenues use to set tax rate	Unanticipated Revenues	Actual Revenues
Total General Fund Revenue (from Page 11 of MS 535)	\$ 4,923,917	\$ 47,978	\$ 44,214,917
Property Taxes			(38,726,115)
Wastewater	2,024,095		
Approved grants & CMAQ	5,100		(17,922)
Total Revenues (from Budget Summary)	\$ 6,953,112		\$ 5,470,880

Recommendation: Motion to authorize the Town Council to sign the 2016 MS-535 *Financial Report of the Town, City, or Village District Budget*.

Prepared by: Christine Soucie, Finance Director

Town Administrator Recommendation:

Dean E. Shankle Jr.
Town Administrator

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**TOWN OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, July 27, 2016 @ 6:30pm at the Hooksett Town Hall Council Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept a donation of \$25,000 from SNHU to the Town of Hooksett, NH towards the construction costs of the Martins Ferry Road pedestrian bridge over Messer Brook Tax Map 29, Lot 34 in Hooksett, NH per RSA 31:95-b III (a). Bridge documents are available for viewing in the Community Development Division of Public Works. Questions should be directed to the Administration Department at 603-485-8472.

Staff Report

Title: SNHU Donation of \$25,000 to Pedestrian Bridge on Martins Ferry Road

Date: 7/27/16

Background and Discussion of Issues

SNHU has offered to donate \$25,000 towards the construction costs of a Pedestrian Bridge crossing Messer Brook as part of the Martins Ferry Road roadway and sidewalk project. The bid price by Advanced Excavating and Paving as part of Bid# 16-03 for the pedestrian bridge is \$50,410.

Recommendation (including suggested motion, if appropriate)

Recommend that the Town accept the \$25,000 Pedestrian Bridge donation from SNHU.

Fiscal Impact

This is a donation of \$25,000, therefore no fiscal impact.

Prepared by: James J Donison, Asst DPW/Town Eng.

Town Administrator Recommendation

Concur

Staff Report

Title: Change Order to RFP#16-03 Roadway - Advanced Excavating & Paving

Date: 8/24/16

Background and Discussion of Issues

The Town has awarded a contract to Advanced Excavating and Paving for roadway improvements to Martins Ferry Road and Main Street - BID#16-03. The contract is for the amount \$763, 206. A Change Order No 1 was issued for \$150,000 for additional street paving work increasing the contract total to \$913,206.

The design and contract included a sidewalk extending along Martins ferry Road to the corner of Rte 3/Hooksett and tipdowns at opposite corner of McDonalds and CVS. NHDOT has since indicated that they will not allow a sidewalk extension onto their right-of-way with a crosswalk unless pedestrian activated buttons with "walk-don't walk" lights and coordination timing with the existing traffic signals are provided. The project design did not include pedestrian signals for this crosswalk across Rte 3/Hooksett Road (from McDonalds to CVS).

The Contractor has provided a proposal of \$XXXX for this extra work which will satisfy NHDOT requirements.

Recommendation (including suggested motion, if appropriate)

Recommend that the Town issue a change order to BID#16-03 with Advanced Excavating and Paving for the amount of \$XXXX to increase their contract amount from \$913,206 to \$XXXXXXX.

Fiscal Impact

This \$XXXX will be from the current DPW roadway improvement budget.

Prepared by: James J Donison, Asst DPW/Town Eng.

Town Administrator Recommendation

Concur

Staff Report

Title: Main Street Construction Alternatives

Date: 8/24/16

Background and Discussion of Issues

The Town has awarded a contract to Advanced Excavation and Paving for roadway improvements to Martins Ferry Road and Main Street - BID#16-03.

There are two alternatives available for the reconstruction of Main Street. One alternative is to just mill and overlay the roadway and extend a new sidewalk from the Town Office to Authur Donati Memorial Park. The end result of the roadway will be similar to existing conditions. The second alternative is to include additional improvements including: bituminous curbing (similar to Martins Ferry Road) along the entire length of the eastern side; a new sidewalk extending from Grant Drive to Beachesne Drive with a crosswalk across Main Street at Grant Drive; the removal of the paved shoulder on the western side from the Town Office to the church with the addition of bituminous curbing and a grassed shoulder between the curbing and the existing sidewalk; the addition of landscaping trees on the western side. The project RFP#16-03 was bid to include sufficient funds to cover the costs for the second alternative.

Recommendation (including suggested motion, if appropriate)

Recommend that the Town select either alternative 1 or 2 for Main Street roadway improvements.

Fiscal Impact

The bid and contract has sufficient funds to cover the construction costs of either alternative 1 or 2.

Prepared by: James J Donison, Asst DPW/Town Eng.

Town Administrator Recommendation

Concur

Staff Report

Title: Purchase of new Liberty International 6 wheel plow truck

Date: 8-24-16

Background and Discussion of Issues

The Town needs to replace a 1996 6 wheel plow truck.
The following quotes have been received (all state bids)

Liberty International 7400 SFA \$165,894.00
Freightliner of New Hampshire 108SD \$167,404
Mack (McDevitt Trucks) GU712 \$209,243.53

All trucks include chassis, extended engine warranty, radios installed by Ossipee Mountain Radio, Heavy duty springs in rear; installed by Donovan; body and plow equipment installed by Donovan

Price from Liberty and Freightliner include trade of 1996 6 wheel plow (\$6,000)
Mack prices does not include trade.

Recommendation (including suggested motion, if appropriate)

I Recommend that the Council vote to accept the quote from Liberty International for a 6 wheel plow truck to include chassis, body, plow, heavy duty rear springs, extended warranty and radio from Ossipee Mountain Radio in the amount of \$165,894.

Fiscal Impact

The funding for this is coming from the Capital Reserve Fund (with an estimated \$317,000 currently in fund)

Prepared by: Diane Boyce, DPW Director

Town Administrator Recommendation

I concur.

Prepared for:
 Mario Desaulniers
 Town of Hooksett
 210 West River Rd
 Hooksett, NH 03106
 Phone: 603-898-8019

Prepared by:
 Bryan Sansouci
 FREIGHTLINER OF NEW
 HAMPSHIRE, INC.
 ROUTE 102
 LONDONDERRY, NH 03063
 Phone: 603-421-9000

Q U O T A T I O N

108SD CONVENTIONAL CHASSIS
 SET BACK AXLE - TRUCK
 CLM ISL 300 HP @ 2000 RPM, 2200 GOV RPM, 880 LB/FT
 @ 1300 RPM
 ALLISON 3500 RDS AUTOMATIC TRANSMISSION WITH
 PTO PROVISION
 RS-25-160 25,000# R-SERIES SINGLE REAR AXLE
 26,000# FLAT LEAF SPRING REAR SUSPENSION WITH
 RADIUS ROD
 MFS-20-133A 20,000# FL 1 7/8 INCH KPI/3.74 INCH
 DROP SINGLE FRONT AXLE
 20,000# FLAT LEAF FRONT SUSPENSION
 108 INCH BFC FLAT ROOF ALUMINUM CONVENTIONAL
 CAB
 4225MM (166 INCH) WHEELBASE
 716X3-9/16X11-1/8 INCH STEEL FRAME
 (11.1MMX262.8MM/0.437X11.13 INCH) 120KSI
 1600MM (63 INCH) REAR FRAME OVERHANG

	TOTAL # OF UNITS (1)	\$	PER UNIT	TOTAL
VEHICLE PRICE		\$	82,945	\$ 82,945
EXTENDED WARRANTY		\$	6,068	\$ 6,068
DEALER INSTALLED OPTIONS		\$	84,394	\$ 84,394
CUSTOMER PRICE BEFORE TAX		\$	173,407	\$ 173,407

TAXES AND FEES \$ 0 \$ 0
 TAXES AND FEES \$ 0 \$ 0
 OTHER CHARGES \$ 0 \$ 0

TRADE-IN
 TRADE-IN ALLOWANCE \$ (6,000) \$ (6,000)

BALANCE DUE (LOCAL CURRENCY) \$ 167,407 \$ 167,407

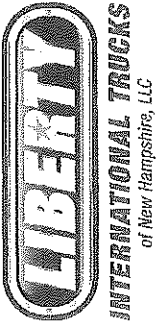
COMMENTS: Projected delivery on ___/___/___ provided the order is received before ___/___/___.
 APPROVAL: Please indicate your acceptance of this quotation by signing below. Customer: _____
 X Date: ___/___/___



See your local dealer for a competitive quote from Daimler Truck Financial, or contact us at information@dtffinancial.com.
 Daimler Truck Financial offers a variety of finance, lease and insurance solutions to fit your business needs. For more information about our products and services, visit our website at www.daimler-truckfinancial.com.

Financing that works for you.





August 9, 2016

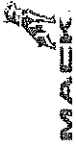
Town Of Hooksett

2017 International Proposal

International WorkStar 7400 SFA 4 X 2 chassis price	\$81,000.00
Extended warranty (7 yr. engine ; 5 year towing)	\$ 5,700.00
Ossipee Mountain Radio Installed (Quote 009101)	\$ 1,908.00
Extra Heavy Springs at rear ; installed by Donovan	\$ 800.00
Body and plow equip. by Donovan Prop.M0715163	\$82,486.00
Total complete package	\$171,894.00
Minus trade ; 1996 Intl. dump with front & wing plow and S/S Sander \$	6,000.00
Net price due with all above options and trade in	\$165,894.00

Jim Ramsay

Liberty International Trucks Of NH



CHASSIS SPECIFICATIONS SUMMARY

June 30, 2016

SNOW PLOW, Inner City
STRAIGHT TRUCK WITH TRAILER

2017 MACK GU712

Engine	MACK MP7-325M 325HP	Transmission	4500-RDS-6 OMIT CLUTCH
Front Axle	20,000# FXL20	Rear Axle	23,000# RS-23-160 Ratio 5.63
Suspension	20,000#	Suspension	23,000# MULTILEAF
Tires	Front: 11R22.5 Rear: 11R22.5	Wheels	22.5x8.25 STEEL DISC (10-HOLE) 22.5x8.25 STEEL DISC (10 HOLE)
Ratings	GVW: 35,350# GCW: 55,000#	Fuel Tanks	LH: 72gal
Fifth Wheel		Sleeper	

PRICING SUMMARY

SELLING PRICE (Excluding Taxes/Fees/Trade)	Total Price
Surcharge	\$125,000.61
Net FRET or Canadian GST Taxes	\$0.00
Tire Tax Credit (Municipal Only)	\$0.00
Sales/Usage Taxes	(\$151.38)
License/Title/Etc.	\$0.00
Misc Fees	
Trade	\$0.00
ACQUISITION COST (include Trade if applies)	\$124,849.23
Less Down Payment	
BALANCE DUE Per Unit	\$124,849.23
PRICE (Total Order)	\$124,849.23
BALANCE DUE (Total Order)	\$124,849.23

Total Quantity: 1 Estimated Total Weight: 14,518# Reference#: AHUU040817A

Prepared For: Town of Hooksett	Customer Signature	Date	Presented By: Mick Mounsey McDevitt TRUCKS, INC. 1 Mack ave Manchester, NH 03103 6036681700 mmounsey@metrucks.com	Dealer Signature	Date
Phone: -- Fax: --					



Ossipee Mountain Electronics, Inc.

Bill To:
Hooksett Highway Dept
35 Main St.
Hooksett, NH 03106

Ship To:
Hooksett Highway Dept
210 West River Road
Hooksett, NH 03106

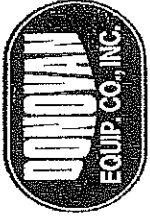
Quote QTE009101
Date 8/2/2016
Page 1 of 1

Customer No.	Salesperson	Shipping Method	Payment Terms
H00440	Brian Vastine	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Est Price
1	1.00	TK790HBK	Mobile VHF 110w RF Deck 148-174 MHz	991.20	991.20
2	1.00	9BF5H1	90 Series Basic Featured High Pwr Single Head Kit	451.20	451.20
3	1.00	KCT-18	Ignition Sense Cable 7150/8150	11.25	11.25
4	1.00	L-846	Package Single Head Rem, 90-ser mobiles	14.00	14.00
5	1.00	PROGRAMMING	Programming - (1) TK-790 w/Ignition Sense	0.00	0.00
6	1.00	ROOF-FT-NIT-M	Antenna STICO Flexi-Whip, 136mbz-1GHz, Mast Only	45.00	45.00
7	1.00	MB8	3/4" Antenna Mount, RC58 Cable, No Conn	15.30	15.30
8	1.00	CNUHF58	Mini UHF Crimp Conn, RC33, MALE	1.60	1.60
9	1.00	20796	Fuse Tap, Add-A-Circuit Mini ATC (456026)	8.75	8.75
10	1.00	MISC	Wire, wire ties, fuses, fuse holders, loom, etc.	20.00	20.00
11	1.00	SCZ3	Service Call Zone 3	150.00	150.00
12	1.00	LABOR	LABOR	200.00	200.00
Install a new TK-790 Remote Mount mobile w/Ignition Sense and Antenna into a new 6-wheel dump truck.					

Quoted By: _____	Accepted By: _____	Date: _____
Maric		
668-8019		
Subtotal		1,908.30
Additional Discount		0.00
Freight		0.00
Taxes		1,908.30

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254
TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587
www.omesbs.com



ORDER ENTRY # _____

QUOTATION

6 ENTERPRISE DRIVE
LONDONDERRY, NH 03053
PHONE: 603-669-2250
FAX: 603-669-0501
DATE: 8/1/2016

TRUCK INFO:
VIN #: _____
YEAR: 2017

MAKE: _____
MODEL: _____
CA/CT: _____
TRANS: AUTO
COLOR: BLACK

P.O. # _____

QUOTE / ORDER # M0715163-1

CUSTOMER: TOWN OF HOOKSETT, NH
CONTACT: _____
ADDRESS: 210 WEST RIVER ROAD
HOOKSETT, NH 03106

PHONE: _____
EMAIL: _____

BODY SR. # _____ HOIST SR. # _____ COLOR: BLACK

"BEAU-ROC" DUMP BODY MODEL "HS" II' LONG 30" SIDES 42" GATE (AR250 / 100,000 PSI)

1/4" 100,000 PSI ONE PIECE FLOOR W/ ANTI-ABRASIVE

3/16" W44 80,000 PSI ONE PIECE SIDES - VERTICAL & HORIZONTAL BOX BRACING

3/16" W44 80,000 PSI ONE PIECE FRONT W/ 45 DEGREE FRONT CORNERS

3/16" W44 LONGITUDINALS W/ REINFORCEMENT - 8" HIGH

36" CAB PROTECTOR - DRIVER SIDE FRONT STEPS

MAILHOT CS- 100-4-5-3 FRONT MOUNT TELESCOPIC HOIST 35 TON CAP

SAFETY PROP / LIMIT CABLE / BACK-UP & BODY UP ALARM, 3/8" X 3" STEEL WEAR STRIPS ON TOP OF

FRAME, SET OF FRONT & REAR MUD FLAPS, ALL LIGHTS & REFLECTORS TO MEET FMVSS-108 (LED)

BODY PAINTED ONE COLOR - SINGLE STAGE (NO CLEAR COAT)

BOLT ON 8" ASPHALT APRON

8" STEEL SIDE BOARDS W/ INVERTED-V

TURN BUCKLE STYLE TAILGATE SAFETY LOCKS

POLY FENDERS OVER REAR AXLE

(3) COAL DOORS

FOLD-UP STYLE FRONT LADDER

LED - FOUR STROBES IN REAR POST (SIDE REAR POST & REAR POST)

LED - FOUR FRONT LED-404 (FRONT & SIDE OF CAB SHIELD)

STOP & TAIL, & BACK-UP LIGHT IN REAR POST - OVAL SHAPE

30 TON HOOK ON 3/4" PLATE / D-RING / PLUG

PIONEER EDD1500DA ELECTRIC COVER W/MESH

FORCE AMERICA HOT SHIFT DRIVEN CENTRAL HYD. SYSTEM W/ LOAD SENSING PUMP & VALVES

TO RUN DUMP UP/DOWN, PLOW LIFT/ANGLE, WING TOE & HEEL, DUAL DIAL MANUAL SANDER

CONTROLS, LOW OIL SHUT DOWN, LOW OIL LIGHT FRAME MOUNTED ENCLOSED HYD. TANK

MONROE POWER TILT FRONT PLOW HITCH, LIGHTS, OUT-SIDE CONTROL LEVER

MONROE 11" STEEL ONE WAY REVERSIBLE FULL TRIP PLOW W/ CARBIDE EDGE,

MODEL #MPR39-52-1-1-1SCT, 3/16" MOLDBOARD

MONROE 10" STEEL DOUBLE FUNCTION PATROL WING, 40" HEIGHT, W/ CARBIDE CUTTING EDGE,

HD ARMS, HEEL LOCK, 3/16" MOLDBOARD, MODEL # 10DFWMB-FT-40

MONROE 10" HYD. SANDER, .304 SS, GREASE EXT. TO REAR, FRONT CAB SHIELDS,

SCREW ADJS. GATE HEIGHT JACK, CHAIN ADJ. IN REAR, TIP UP CHUTE,

RUBBER SPILL GUARD ON BOTH SIDES, LIGHT BAR, RUBBER SKIRT ACROSS REAR, SS

PIPE RUNING ACROSS SANDER, SHOP BUILT REAR PLATFORM W/ FOLD DOWN LADDER & LADDER TO

TOP OF SANDER, 2" WOOD ALONG BOTTOM OF SANDER BOLTED LONG WAY

TOTAL \$ 82,486.00

I HAVE READ AND APPROVED THE ABOVE QUOTATION AND HEREBY AUTHORIZE YOU TO COMPLETE THE WORK.

CUSTOMER SIGNATURE: _____ DATE: _____

NOTE: PAYMENT DUE IN FULL UPON DELIVERY. NO CREDIT CARDS ACCEPTED.

QUOTATION IS VOID AFTER 45 DAYS. QUOTED BY: MARCIN KOSZALKA

Staff Report

Title: Job Description change Administrative Assistant DPW

Date: 8-24-16

Background and Discussion of Issues

The Department of Public Works is seeking to change the Administrative Assistant job descriptions so that it is a little more generalized so that an Administrative Assistant can effectively be used throughout the Department and for every division (so that the job description is not division specific) Slight changes were made to accommodate all divisions including general responsibilities hours and hours of work.

Recommendation (including suggested motion, if appropriate)

I recommend the Town Council approve the change in the Administrative Assistant Job Descriptions within Public Works to the new job description dated August 2016.

Fiscal Impact

\$0

Prepared by: Diane Boyce, DPW Director

Town Administrator Recommendation

I concur

**Town of Hooksett Job Description
Public Works Department
Administrative Assistant**

Date: August 2016

General Position Description: Perform advanced administrative tasks in support of the operations of the Department. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: Department of Public Works Director or his/her designee

Equipment Used: computer, typewriter, telephone, photocopier, calculator, laser printer, plotter, tape recorder, etc.

Environment: Inside : 90% Outside: 5%

Duties & Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Assist the public with questions
2. Act as secretary for boards/committees for meeting issues, correspondence, research, minutes, as assigned by the Department of Public Works Director
3. Prepare and type a variety of correspondence, reports and memoranda for draft copy of verbal instructions
4. Search, collect and compile statistical data
5. Perform other duties as specified

Support: Advanced office support work involving administrative and strong computer skills. Work involves a variety of administrative, clerical and record keeping tasks, typing of all correspondence, agreements, create reports and spreadsheets, process meeting minutes.

Customer Service: Assist customers by providing information, answering questions, follow-up on customer referrals to other departments

Computer Operation: Utilize computer in day-to-day function of the department such as issuing permits, generate reports, manage data, correspond via e-mail

Financial: Keep all financial data in various formats, collect fees, prepare weekly bank deposits for the finance Department to ensure proper account disbursement, prepare reimbursements for the department, assist in preparation of department budget and department CIP requests, assist in monitoring department budget.

Report Writing and Research: Prepare weekly and monthly reports for department head. Compile information, prepare reports and conduct research as needed.

Department of Public Works – Secretary

Other: Perform such administrative duties as required or directed for the effective functioning of the divisions within the Department of Public Works and in cooperation with other Town Departments, which may include obtaining certifications if needed.

Taste and Smell: Necessary for detecting fumes and gases

Dexterity: Necessary for operating office equipment, handwriting, computer keyboard operations, etc.

Mobility: Needed to walk around the Municipal Building to various departments, to other office equipment areas, etc.

Physical Requirements:

Lift up to 10 pounds: constantly required

Lift 11 to 25 pounds: constantly required

Lift 26 to 50 pounds: frequently required

Lift over 50 pounds: occasionally required. Assistance may be available

Carry up to 10 pounds: constantly required

Carry 11 to 25 pounds: constantly required

Carry 26 to 50 pounds: frequently required

Carry over 50 pounds: occasionally required. Assistance may be available

Push/pull: frequently required

Reach above shoulder height: frequently required

Reach at shoulder height: constantly required

Reach below shoulder height: frequently required

Balancing: required

Sit: one hour per day up to eight total

Stand: one hour per day, up to eight total

Walk: one hour per day, up to four total

Twisting: occasionally required

Bending: frequently required

Crawling: rarely required

Squatting: rarely required

Kneeling: rarely required

Crouching: rarely required

Climbing: occasionally required

Balancing: frequently required

Hand Manipulation:

Grasping: constantly required

Handling: constantly required

Torquing: occasionally required

Fingering: frequently required

Controls and equipment: computer hardware, office equipment, etc

Work surfaces: Office area to include work station, desk, counter, cabinets, shelves, etc. all surfaces are at various heights.

Summary of Occupational Exposures:

Most work occurs within the office setting. May work in an office without windows thus being exposed to unnatural light with no natural light, and various air climates and conditions in the building i.e.: air conditioning, heat, lack of fresh air, unnatural light, etc.

License/Certification Requirements:

- NH Driver's license
- High school diploma or G.E.D.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Other Training, Skills and Experience Requirements:

- Strong knowledge of computer usage including Microsoft word processing, spreadsheets and database.
- Attention to details
- Internet and/or Web page familiarity
- Excellent communication skills
- Ability to deal with difficult people
- Knowledge of or ability to learn GIS database operations
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge , skills, and abilities.

Schedule:

Monday through Friday, depending on division. 8am-4:30pm or 7:00am – 3:30pm. Evening meetings if required. Possible overtime if and when needed or required.