

Official

TOWN COUNCIL MINUTES Regular Meeting Wednesday, February 22, 2012

CALL TO ORDER: Chair Sullivan called the meeting to order at 6:30 pm.

PRESENT: Leslie Boswak, Nancy Comai, John Danforth, Michael Downer, Vincent Lembo, James Levesque, Todd Lizotte, Susan Lovas Orr, Chairman James Sullivan and Dean E. Shankle, Jr. (Town Administrator)

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

January 25, 2012 (Tabled from 2/8/12) – N. Comai moved to remove from table. Motion seconded by T. Lizotte. Motion carried unanimously.

Note: Informational materials regarding the designation of Goffstown Road as a scenic road were sent to Ms. Joanne Craighead with a note asking her to contact the Town Administrator if she needs anything further. The Town Administrator has not heard from her. (See 02/08/2012 Town Council minutes.)

J. Levesque moved to approve the minutes as amended. Motion seconded by J. Danforth. Motion carried unanimously.

February 8, 2012 – T. Lizotte moved to approve the minutes as amended. Motion seconded by J. Levesque. Motion carried unanimously.

TOWN ADMINISTRATOR'S REPORT

D. Shankle advised the Council of the following:

1. The filing period for Town Offices is from March 21st through March 30th.
2. Volunteers Appreciation Day – PSNH will once again sponsor the event this year. He asked for the Council's approval to hold the event on Saturday, May 5th.

T. Lizotte moved to hold the event on Saturday May 5, 2012. Motion seconded by S. Lovas-Orr. Motion carried unanimously.

3. He received a call from the NH Film Bureau. A company would like to film in Hooksett at the alley behind the Library. This matter was referred to the Police Department.
4. The Police Department and the Fire-Rescue Department are holding a joint Open House on Saturday, March 31st from 9-1.
5. He met with Merchants Auto. The vast majority of their business is in fleet rentals. They are the 10th largest in the country.
6. The Old Town Hall Open House was held on Saturday, February 18th. About 40 people attended.
7. The property purchase for Clay's Pond II was finalized and the deed was signed on Friday, February 17th.
8. He is looking into making the Recycling & Transfer Department a division of Public Works. So far, no one is against it. This will be brought up at a future meeting. The Council was asked to send any comments to him.
9. Fred Bishop from Kiwanis sent a copy of Kiwanis magazine, which is published worldwide and read by 200,000 people. It featured the Town of Hooksett Kiwanis Club.

T. Lizotte brought up an article he read in Business Review magazine about GE looking into strategies for "Re-Investment in the US" program. One of the things lacking in this area are machinists. NH Technical College has a machine program and GE offers a very sophisticated machine work. He suggested contacting GE to discuss the program.

NOMINATIONS AND APPOINTMENTS

Appointment

L. Boswak moved to appoint William E. King to the Economic Development Committee. Motion seconded by M. Downer.

L. Boswak read a statement from Mr. King for the record (attached).

Motion carried unanimously.

Available Positions

Heritage Commission – (2) Alternate Members

Old Town Hall Preservation Committee (open-ended number of members) – looking for at least 5 members.

S. Lovas-Orr stated a large portion of what this committee would be doing will be fundraising, grant writing and working with community business members for donations. The more members that could do these, the better.

SCHEDULED APPOINTMENTS

Route 3A Corridor Improvements

Jo Ann Duffy, Town Planner and Dan Tatem of Stantec Consulting presented the proposal to the Council.

J. Duffy gave an overview of the proposed project. When Walmart and Lowe's projects were approved, there were impact fees as well as offsite work needed. Same was true for Market Basket. It was not called impact fees to eliminate restrictions but it had to be used for the area in front of their site. The State also collected some fees in the form of a bond that was put aside and being held by the State. The Planning Board decided and the State agreed to widen the road between the sites on Route 3A, referred to as the "Hour Glass Project". The total cost of the project is estimated at \$2 million. This would be a municipally-managed project. The Town and NHDOT would split the cost, 1/3 – 2/3. The Town's share would be \$507,000. The proposal includes five lanes through this area along with the relocation of Goonan Road where it intersects with Route 3A, across from Central Park Drive.

This project also includes improvements to the intersection of Hackett Hill Road and Route 3A as an additional phase. These improvements are included in the NHDOT 10-year plan at a cost of \$3.2 million. The plan consists of a traffic signal and additional turning and deceleration lanes at the intersection. The Town's share of the cost would be around \$400,000 and NHDOT's share would be around \$800,000. Impact fees and a gift from Market Basket will be used for the Town's share of the cost, leaving a shortage of \$158,000. Restrictions on the impact fees from Walmart and Lowe's will have to be removed to be able to use towards a State road.

D. Tatem presented the conceptual design to the Council.

V. Lembo asked if the \$158,000 includes the cost for acquiring the properties for the project, if needed. J. Duffy stated funds are set aside for the purchase of property. D. Tatem stated these costs will not be determined until the project is started and they speak to the owners. J. Duffy added this is just a preliminary conceptual design. They are looking for direction from the Town Council at this point on whether they would like to proceed with this project and which phase to start with. Details will be worked on when the project begins.

S. Lovas-Orr asked if business owners on Kimball Drive and the one on the corner of Route 3A and Hackett Hill Road have been contacted about this project. J. Duffy stated she has not contacted the owner of the Kimball Drive strip but she has been in contact with the other property owner but whether anything would be provided is unclear at this point.

T. Lizotte asked if there are any guarantees the project will only cost the Town \$158,000. He added if the department is coming before the Council to get an approval, they should present more information, i.e., when does the impact fees run out, the time line on state funding, etc. A lot of things are unclear.

D. Shankle stated the Town is relying on the consulting company to put together an accurate estimate before the project is started. The Town Council will have to make a decision on which project to start with for further details to be worked on.

J. Levesque stated widening the road will be a great improvement in the Hackett Hill area. He thinks residents of Hackett Hill Road will be for it.

J. Duffy stated the first thing to do is to get Walmart and Lowe's to agree on amending the agreement for impact fees. Without those, nothing could go forward. Lowe's still owns the building and it will be easier for them to sell/lease the building with the road improvements. Another thing is that if the Council decides to start with the Hourglass project, negotiations with the property owners have to be started.

T. Lizotte moved to waive the rules to open it up for more discussion. Motion seconded by N. Comai.

T. Lizotte: We're going to set the ball rolling based on this decision. I'm not comfortable with it. If the impact fees cannot be used, does that mean the project will come to a complete halt? And does mean the motion should include a claw back provision or should we wait until they come back with a solid idea on it?

M. Downer: The potential remedy would be to make a motion that in view of multiple questions that we have, we feel that Hackett Hill should go first; however, we're not approving anything without more information. We can say, begin exploring Hackett Hill as Phase 1 and the hourglass project as Phase II, however don't proceed with expending additional funds without the Council's approval. I think that's entirely logical.

The motion and second were removed.

L. Boswak: I agree with Councilor Downer. I fully support moving the Hackett Hill Road project first. I don't think traffic signals will be enough. You need to have turn lane otherwise traffic will stack up heading north.

S. Lovas-Orr: I need clarification. As I understand, this is Planning Board's decision. The Planning Board is requesting for our input as to which one we think is more important. Is that correct?

J. Duffy: I know it's the Planning Board's decision on managing the impact fees but I'm not sure when it comes to spending those fees. I believe it has come to the Council through Dr. Shankle.

D. Shankle: I understand it's the will of this board to move the Hackett Hill, if we can do that. What you would like us to do now is gather more information and come back to you with cost estimates of what we're doing in order to move forward. You don't want us to spend any money without coming back to you to tell you what money we're spending. I think that's what you're asking us to do.

M. Downer: My point is simply I'm not comfortable obligating Town funds without more information at this time.

M. Downer moved to authorize the appropriate agencies to begin exploring Route 3A corridor improvements starting with Hackett Hill as phase 1 and the hour glass project as phase 2.

The motion was withdrawn.

T. Lizotte moved for a Council consensus to move forward with Hackett Hill Road project as phase 1. Motion seconded by M. Downer. Motion carried unanimously.

OLD BUSINESS

Default Budget

Christine Soucie, Finance Director presented the default budget to the Council for approval. The default budget is used in case the voters do not pass the operating budget. It is calculated by taking the current budget and reducing/increasing (as the case may be) by contractual obligations. The default budget for

fiscal year 2012-2013 is \$15,640,927, which is \$327,080 or 2.9% less than the Council's recommended budget of \$15,968.007.

T. Lizotte moved to approve the default budget in the amount of \$15,640,927. Motion seconded by V. Lembo.

N. Comai asked for some clarification with regards to the plowing line.

C. Soucie explained the plowing line has been over-budgeted, historically for a number of years. The Town Administrator and DPW Director agreed it was over-budgeted. It was decreased by \$50,000.

Roll call vote carried unanimously.

Warrants

All warrants have been approved with the exception of the Police Union collective bargaining agreement.

Joanne McHugh, Police Commission Chair and Capt. Jon Daigle, Acting Chief of Police presented the approved Union Collective Bargaining Agreement.

J. McHugh stated the total estimated amount of increase for the first year of the contract is \$115,791 and for the second year, \$48,632. The first year is much more than the second due to the fact the Union did not have increases for 2 years because there was no contract. The total amount accounted for step increases as well as percentage increase (2%).

Police pay scale is very similar to the school which is based on the number of years of service and not pay grades. Non-union employees' pay scale is based on pay grades. This will have to be negotiated next time if it needs to be changed. If the warrant is voted down, both parties will have to go back to negotiation. A warrant article is provided to authorize the Town to call one special meeting, if the union warrant article is voted down.

V. Lembo: Does this pay scale attract good quality candidates?

Capt. Daigle: I think it will.

J. Levesque moved to place the Police Union Collective bargaining agreement on the ballot. Motion seconded by M. Downer. Motion carried unanimously.

C. Soucie: To clarify, if this warrant article fails, there is another warrant article that asks the voters if they would allow the Town to schedule another Town Meeting just for the cost items.

S. Lovas-Orr moved to add the warrants for both Fire and Police Union Collective bargaining agreements. Motion seconded by L. Boswak. Motion carried unanimously.

Discussions on whether the warrant article should be recommended by the Police Commission and not the Town Council since the Police Commission negotiated the agreement.

J. McHugh stated the Police budget is part of the Town's budget and should be recommended by the Town Council.

D. Shankle stated the way the law is written, it should be the recommendation of the governing body.

S. Lovas-Orr moved to recommend the Police Union Collective bargaining agreement warrant article. Motion seconded by L. Boswak. Motion carried unanimously.

C. Soucie informed the Council she was made aware of the adjustment in the paramedic pay. The Fire Union Collective bargaining agreement cost was reduced from \$86,374 to \$73,105 to reflect the adjustment on benefits. Tax impact changed from \$0.50 to \$0.45.

S. Lovas-Orr moved to change the warrant article to \$73,105. Motion seconded by J. Danforth. Motion carried unanimously.

C. Soucie requested for approval to name the Town Administrator as the agent to expend on all warrant articles establishing new Capital Reserve Funds.

T. Lizotte moved to approve naming the Town Administrator as the agent to expend on all warrant articles establishing new Capital Reserve Funds. Motion seconded by N. Comai. Motion carried unanimously.

At a previous meeting, the Council voted to place on the ballot to adopt the provisions of RSA 261:153 VI to collect additional \$5 fee for the purpose of supporting municipal and transportation improvement. It was indicated the Council thought there would be a Public Hearing prior to this warrant being added to the ballot. C. Soucie explained the Public Hearing will be held after the warrant is added to the ballot. She also added the Town Administrator is also named as the agent to expend.

V. Lembo stated the purpose for the Chair voting the way he did was to give the constituents a chance to voice any concerns before it went on the ballot. Someone who voted in the affirmative has to make a motion to reconsider the vote.

Chair Sullivan explained he voted the way he did to add the warrant on the ballot. This would allow discussion at the Deliberative Session and the voters can change the amount to zero if they so choose.

J. Levesque stated he'd like to see it stay on the ballot and let the people zero it out.

Council consensus was to keep the warrant on the ballot.

Council Rules – Public Input

S. Lovas-Orr presented the final draft for approval (attached).

M. Downer moved to accept the Council Rules of Procedure as amended. Motion seconded by J. Danforth.

M. Downer stated the amendment captured the changes.

J. Danforth agreed and added the changes would not inhibit discussion.

S. Lovas-Orr explained the changes would allow for simple questions from public input to be answered without unnecessary further discussion. Issues that need to be deliberated would be added to the next meeting's agenda.

T. Lizotte added the changes clarify the fact that the Chair has control of the meeting.

Motion carried unanimously.

Town Administrator's Goals and Evaluation

N. Comai read the charge of the sub-committee and presented the sub-committee's recommendations (attached).

Chair Sullivan suggested adding this item to the next agenda.

M. Downer moved to place this item on the next agenda. Motion seconded by V. Lembo.

M. Downer stated the sub-committee (N. Comai, M. Downer and S. Lovas-Orr) came up with objectives with a full understanding that some are for the long term.

S. Lovas-Orr added they also took into consideration items that are being worked on as well as items already accomplished.

V. Lembo stated the Council had been remiss for not addressing the issue sooner.

M. Downer stated this will be taken into consideration as well as leave room for improvement.

D. Shankle stated when he was hired the Council did indicate some items they would like him to work on, i.e., transparency, economic development, etc. He has a general idea of what the Council would like him to do.

Motion carried unanimously.

Kiwanis - Food Pantry

Back in August, Kiwanis asked for permission to use the kitchen and add air-conditioning for the Food Pantry. V. Lembo asked for an update.

D. Shankle stated he has not agreed to let them use the kitchen. This is currently being done on a case by case basis. As for the air conditioning, Public Works has obtained bids and will be working with Kiwanis. There is a draft contract and the Town Administrator is waiting to hear back from Kiwanis.

NEW BUSINESS

Quarterly Financial Report

C. Soucie presented the quarterly report ending December 31, 2011.

Operating budget is 54% expended, which is consistent with prior two years. Revenues are 50% collected. Anticipated revenue for this year at \$4.4 million is lower than last year's at \$5.3 million. This is due to the \$920,000 Automated Trash Collection warrant article. Actual revenue collected is \$2.6 million or 50%. This is consistent with previous years.

Administration budget came in at 76% expended. This is typical as some major expenses come out in the beginning of the year. In addition, the Peterbrook property purchase of \$202,000 was paid this quarter in late December. Legal line is expected to be overspent by \$17,000 by year end. This is mainly due to litigations on why the sewer incident was not covered under the Town's liability insurance.

Fire-Rescue came in at 54% expended. Major factor is the NH Retirement change.

DPW came in at 49% spent. Fleet maintenance is overspent, which will be off-set by the plowing line.

Recycling & Transfer budget is 36% spent and is expected to be underspent by year end. The Town anticipates utilizing this line to pay for some overspent items.

Police is at 46% spent, which is consistent with previous years.

Revenues are coming in as anticipated and may come in higher than budgeted by year end.

N. Comai asked about the Welfare Reimbursements. C. Soucie explained these are reimbursement from people who received assistance from the department.

Discussion regarding the Sewer Budget. Finance Department does not get budget update from Sewer Department. Having this information will help get a better picture of the whole budget. T. Lizotte will bring this up at the next Sewer Commission meeting.

Council's Vision for Economic Development Plan

L. Boswak stated in the past, the committee has worked on improving new businesses and has not focused on existing businesses. They have started working on existing businesses in Town. The Economic Development Committee is looking for guidance from the Council on what they would like them to do.

V. Lembo asked if the EDC tries to market vacant properties i.e., Lowe's.

L. Boswak stated regional organizations such as SNHPC, Manchester Chambers of Commerce, etc. is looking to market these areas within the region. This is also one the things EDC would like to work on. They would like to work with various boards to create a vision that goes along with the Master Plan. There have been so many ideas that have been brought up and died because it was fragmented and not all boards are on the same page.

The Council came up with the following suggested possible tasks:

- Develop strategies to assist existing businesses and help them grow.
- Develop strategies targeting specific businesses.
- Develop a plan to identify potential TIF Districts including infrastructure and other expenditures.
- Develop a policy/plan for potential projects.
- Develop a vision for the Town.
- Focus on existing sites that are vacant.
- Incorporating the beauty of the Town with development.
- Focus on bringing development that helps members of the community.
- Gather data to be used to come up with a plan.

SUB-COMMITTEE REPORTS

Zoning Board of Adjustments – J. Levesque

- Granted Brox Industries an extension on reclamation of the area.
- Austin Woods asked for another extension.

Fire Union Negotiation – V. Lembo

The contract was presented to the Budget Committee.

Perambulation – M. Comai

Having a difficult time trying to schedule a meeting with all members.

High School Study Committee – S. Lovas-Orr

Sub-committees were created to gather data from other towns that have built a high school. Her group is trying to get together with the Town of Bow.

Town Hall Preservation Committee – S. Lovas-Orr & J. Danforth

An open house was held on Saturday, February 18th. The event was well-attended. A couple of people may be interested in becoming members of the committee. The Town's bicentennial is in 10 years. The committee's goal is to unveil whatever the Town envisions by that time.

Suggested uses for the Old Town Hall:

- Multi-use for community event, i.e., Senior Center, Teens, Civic Groups, etc.
- Historical Society
- Expand the Robie's Collection
- Hooksett Museum
- High-end Restaurant
- Office Spaces
- Function Hall (Rentable)
- Restore the Building to the Original Configuration
- Robie's Internet Café
- Reinstall the Kitchen
- Public Access TV Station
- Education i.e., Pre-School, Kindergarten, Adult Continuing Education.

Planning Board – S. Lovas-Orr

- The landscaping plan for the Pizza Man was approved. They are putting in 30 fast-growing trees.
- Granite Hill II has a new owner. They requested a letter be sent to the bank from the Planning Board stating that they are grandfathered. The letter was sent to the bank.

- Pinnacle Park – The Conservation Committee is putting in a parking lot to access the park from Pinnacle Street. A lot of residents in the area expressed concerns with the traffic it will create.
- Austin Woods was extended.
- The board also discussed the Route 3A Corridor improvements.

PUBLIC INPUT

David Pearl, 79 Main Street – The best economic development has been taking place with this board's diligence, fine leadership that we have, conservative budgets, stabilize the taxes and still fund the school. I think those are the type of things that would make the Town desirable. I think we need to stay on that path. That's what businesses are going to look at after they've seen places. I'd like to bring up that the Cable contract will be negotiated again. It's been a subject of contention for years what to do with the money. We're charging people for cable bill. It hasn't been a will of the Town to have a cable channel. I urge that you make a decision this time. If we're not going to take that money and out it towards some type of public information system, I think we should take it out of the contract. It's time to look at that and decide what to do with the money and not just tax people that have cable. To test your new policy, could you give me an update on the video system?

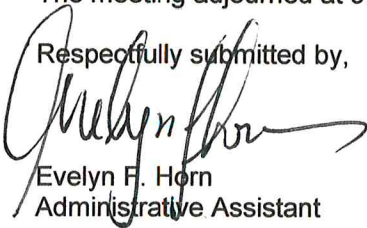
D. Shankle explained everything was set up but only got a blue screen. Another box is being shipped and should be arriving Friday.

Chair Sullivan informed the Council of Kurt Strandson's resignation from Trustees of the Trust Funds.

ADJOURNMENT

The meeting adjourned at 9:30 pm.

Respectfully submitted by,



Evelyn F. Horn
Administrative Assistant

Leslie Boswak
Town Council Secretary

Dean Shankle

From: Leslie Boswak
Sent: Wednesday, February 22, 2012 6:08 PM
To: Dean Shankle
Subject: Fw: Hooksett Economic Development Committee

Leslie A. Boswak
Town of Hooksett
Town Councilor-At-Large
603-860-5711
lboswak@hooksett.org

From: "William E. King" <bking@jsicapital.com>
Date: Tue, 21 Feb 2012 14:39:13 -0800
To: Leslie Boswak <LBoswak@hooksett.org>
Subject: RE: Hooksett Economic Development Committee

Leslie –

This might violate the “brief” part but you can cut whatever you believe appropriate.

To the Hooksett Town Council:

I apologize for not being able to attend tonight’s meeting so that I can address the Council in person regarding my interest in serving on the Hooksett Economic Development Committee. Both my son and daughter are in a play this evening at the Palace Theater so my presence was required elsewhere. Nevertheless, I want to convey to the Council both my interest and commitment towards serving on the Economic Development Committee.

I own and operate two small businesses – JSI Capital Advisors, LLC and JSI Transaction Advisors, LLC – which provide specialized transaction advisory, valuation and financial research services to the owners and managers of rural and independent communications providers located throughout the United States. A significant portion of my business involves working with clients to enter new communications businesses and markets, so I believe my work experience will afford the Economic Development Committee a different and unique perspective.

I have been a resident of Hooksett for the past 13 years, having relocated from Austin, Texas in 1998. My wife Susan has been a resident of Hooksett for more than 20 years. Susan and I live with our two young children at 5 Meadowcrest Road on the west side of the river. My daughter attends Memorial School and my son attends Underhill School. Over the years, I have actively participated as a volunteer with the Hooksett Youth Athletic Association. I think it’s fair to say, I now have some fairly strong roots in the Hooksett community.


My willingness to serve on the Economic Development Committee is rooted in my desire to both be more aware of business and economic developments within the community as well as my hope to make a meaningful contribution to what I think we are all looking for – a more prosperous and livable community. I believe Hooksett is uniquely positioned to benefit from future growth in the Southern New Hampshire

market. Through my participation with the Economic Development Committee, I hope to provide input that helps the Council gauge, plan for and capitalize on those opportunities.

William E. (Bill) King, CPA/ABV
President and Managing Principal
JSI Capital Advisors, LLC
JSI Transaction Advisors, LLC
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From: Leslie Boswak [mailto:LBoswak@hooksett.org]
Sent: Tuesday, February 14, 2012 1:18 PM
To: William E. King
Subject: Re: Hooksett Economic Development Committee

I will let the Council know. If you would like to write a brief paragraph I would read it into the record.

Leslie
Leslie A. Boswak
Town of Hooksett
Town Councilor-At-Large
603-860-5711
lboswak@hooksett.org

From: "William E. King" <bking@jsicapital.com>

Town Council Rules of Procedures

Proposed amended language to Sec. 7b, Public Input

a. 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 the 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~~~~citizen or Councilor~~.
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 Administrator, will determine if the question can be answered at that time. Council members are allowed to question the person speaking if the question is directly related to the topic being discussed.~~ 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. ~~At the Chair's discretion, anyone who engages in accusations or attacks against another citizen will be asked to cease immediately.~~

Subcommittee: L. Boswak, N. Comai, M. Downer, and S. Lovas-Orr

The charge of this subcommittee was to draft a performance evaluation for our town administrator which relates overall town council objectives in a cooperative mode to be evaluated on the achievement of the results.

The objectives listed below were collected and centralized for town council discussion at the February 22, 2012 meeting.

Respectfully submitted, Nan Comai - District #6

Management Objectives: The Town Administrator provides leadership, timely updates and prudent advice on Town matters, gives effective assistance to the Town Council and other committees as appropriate, promotes coordination and cooperation among the town's financial departments, and develops capital and operating budgets in line with sound municipal practice, and the Town's bylaws.

- Executes a well-organized budget development process
- Provide regular updates on operating and capital budget
- Effective coordination among Town Departments
- Continue to find ways to enhance staff support for and relationships with the Committee and Boards of the Town.
- Work to create a database of town-owned land/property.
- Effective stewardship of charter and applicable NH RSA's
- Strive to establish positive working relationships with agencies of other towns, the State of New Hampshire and the Government of the United States with the objectives`
- Stay abreast of and perform search involving governmental legislation, policies and regulations.
- Conduct the town's business in an open and transparent manner; maintain credibility with the media and general public.

Communications The Town Administrator maintains and improves communications with the public and among town committees and departments, identifies and pursues opportunities for effective public communication, and is responsive to public and official inquiries.

- Timely notification of issues that require Board attention or action
- Ensure Public communication, such as web site and newsletter, is timely and comprehensive. Include not limited to: Work with Town staff to assign

responsibility and oversee regular updates and continue enhancement of the Town's capabilities with regard to the website, including periodically checking to ensure all links are working, information is up-to-date, etc.

- Regularly communicate progress on Goals and Objectives to Town Council

Operations The Town Administrator identifies opportunities to improve productivity, innovation, staff development and cost efficiencies; promotes a positive work environment, encourages accountability and cooperation within and between departments, and provides status reports while working to further major projects and initiatives.

- Identifies and proposes specific areas to improve productivity, service and cost-efficiency
- Proposes staff development, training and accountability initiatives
- Achieves goals within prescribed timelines
- Delegates responsibility to department heads and staff as appropriate

Long Range Planning The Town Administrator participates in the strategic planning process, and acts in a way to protect the long-term financial, social, economic and environmental interests of the community.

Coordinates development efforts to involve appropriate boards, departments and the public

- Implements action steps in the Master Plan
- Participates in the next phase of strategic planning as necessary
- Work with the Energy Commission to research and implement energy-saving improvements for Town-owned property and equipment.
- Work closely with the Town Hall Preservation Committee with the goal of completing renovations for the Town's bicentennial celebration in 10 years (2022).
- Collaborate with the School District to leverage health care purchasing power if possible.
- RSA 53-A allows towns/municipalities to work together to purchase services and materials for potential cost savings for all. Research possible collaborative efforts with other towns.

Specific Achievements:

- Develop positive and productive relationships with civic, business and other groups operating within the Town of Hooksett.
- Research and acquire technology with regard to filming, uploading and archiving video of Town Council meetings to improve accessibility and dissemination of information to the public.
- Review, analyze, represent and present the positive of the Town of Hooksett and Council relative to implemented and proposed legislation and governmental policies and regulations.
- Pursue funding opportunities in support of town priorities and policy goals.
- Work with the Finance Director to identify, pursue and collect unpaid tax balances.

Tangible Goals:

- Goal 1: To reduce the budget by \$150k to bring the budget in line with the elimination of the bond payment for the safety center.
- Goal 2: To ensure that the \$260k from the elimination of the TIF district bond in 2012/2013 is not utilized to pay for expanded budget.