

## Official

### **TOWN COUNCIL MINUTES Regular Meeting Wednesday, March 14, 2012**

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

**PRESENT:** Leslie Boswak, Nancy Comai (left the meeting early due to illness), John Danforth (arrived at 8:08 pm), Michael Downer, Vincent Lembo, James Levesque, Todd Lizotte, Susan Lovas Orr, Chairman James Sullivan and Dean E. Shankle, Jr. (Town Administrator)

#### **PLEDGE OF ALLEGIANCE**

Collin Burns and Alex Autenrieth led the group.

#### **APPROVAL OF MINUTES**

**February 22, 2012 – J. Levesque moved to approve the minutes as amended. Motion seconded by T. Lizotte. Motion carried.**

#### **CONSENT AGENDA**

1. Acceptance of Donations
  - a) \$240 Donation to the Fire Department in the form of (12) \$20 gift certificates to Robie's Country Store per RSA 31:95-b, III, (b).
  - b) \$750 Donation to the Heritage Commission for the Veterans' Memorial Project per RSA 674:44-b.
2. Crawford Car Wash Site Surety Release - \$71,263.08

**V. Lembo moved to approve the consent agenda. Motion seconded by J. Levesque. Motion carried unanimously.**

#### **TOWN ADMINISTRATOR'S REPORT**

Dr. Shankle informed the Council of the following:

1. He thanked everyone for all their wishes, cards and flowers. Note: Dr. Shankle's father had passed away.
2. Meeting video streaming should be available by noon tomorrow. The link will be added on the website.
3. The Budget Committee held a public hearing on the proposed budget. He thanked the Department heads and acknowledged the staff for all their hard work on the budget process.
4. Volunteers Appreciation Dinner - PSNH graciously donated \$2,500. Last year, it was held at the SNHU and prior to that, it was held at the American Legion. Total cost to hold this event at SNHU would be around \$3,500. American Legion would be able to keep it within \$2,500. He recommended holding the event at the American Legion. **Council consensus was to hold the event at the American Legion.**
5. He received notification from Public Works and Recycling Union of their intent to negotiate with the Town. A meeting will be scheduled. It was suggested to have the Human Resource Coordinator and the Finance Director sit in with the negotiation.
6. The School District held its election today. He thanked everyone for taking time to vote.
7. He explained there is a "read" file (green file) being passed around to each Councilor. It is customary to have a "read" file on the night of the meeting. These are information received that the Council should be aware of. Some materials are not subject to right-to-know law.

#### **PUBLIC INPUT**

**Marc Miville, 42 Main Street:** I'd like to throw another option for the Volunteers Dinner. We have a huge gymnasium that we could use for that function. Have it catered by the Lions Club. The same barbeque dinner that they do during Old Home Day. My memory on the budget just completed, there's money

already budgeted for the Veteran’s Memorial project, either \$2,000 or \$2,500. I’m also seeing donations coming in, which would have been considered when we were reviewing the budget for that.

Chair Sullivan: That was a motion made by Councilor Lembo. Since it’s a Town monument, we should be obligated to contribute towards refurbishing. The minimum requirement is about \$5,000. Any funds from the Town and all donations will be used to improve the project.

**NOMINATIONS AND APPOINTMENTS**

**Nomination – Deputy Health Officer, Doug Urquhart**

Leo Lessard, Public Works Director stated it was best for Doug Urquhart, who is currently a Foreman to be the Deputy Health Officer as he is already out in the field and could easily get to where he is needed. He will have to attend some classes.

***Doug Urquhart was nominated as the Town’s Deputy Health Officer.***

Note: The State appoints Deputy Health Officers.

**SCHEDULED APPOINTMENTS**

**Public Hearing re: Acceptance of Donation in the amount of \$5,350 per RSA 31:95-e.**

Pepsi Super Value held a contest to win a scoreboard for an athletic field. Resident Julia Siders entered the contest and used Petersbrook Field as the field in need of a scoreboard. Ms. Siders was notified she had won the contest. She would like to donate the scoreboard valued at \$5,350 to the Town for the Petersbrook Field.

Public hearing was opened at 7:00 pm and will be kept open until after the second “Public Input” session.

M. Downer stated HYAA is in full support of accepting the donation. Cost of maintenance will come from HYAA.

Discussion with regards to gift tax and insurance.

Christine Soucie, Finance Director explained the cost of insurance is minimal and a letter could be provided to Ms. Siders stating that the scoreboard was donated.

M. Downer will check with HYAA with regards to taxes and will advise the Council.

**Trustees of the Trust Funds Update**

William Lyon, Trustee of the Trust Funds presented the update. There are only 2 trustees at this time, as one member moved out of Town. This elected position will be added to the ballot.

The Trustees handle the investments of municipal trust funds for the Town in accordance with the Town’s investment policy. Municipal trust funds are perpetual trusts established to provide income indefinitely. The goal is to provide for safety of principal and generation of income while seeking reasonable growth. The ideal asset allocation includes both stocks and bonds. The target mix is 30% equities and 70% fixed income as outlined in the State’s guidelines. MS 9 and MS 10 are filed with the State at the end of the year.

**Recycling & Transfer Department - Acceptance of Bid for Wheeled Barrels**

Diane Boyce, Recycling & Transfer Department Superintendent presented the bids received for 8,000 65-gallon barrels and 300 35-gallon barrels.

Rehig Pacific Company	\$384,745.00
Otto Environmental Systems	\$369,359.00
Toter, Inc.	\$383,304.00 (+\$1 per barrel for the granite look)
Cascade Engineering	\$369,385.00

Samples of barrels from Otto Environmental Systems and Toter, Inc. were presented to the Council. The Recycling & Transfer Advisory Board voted in favor of Toter, Inc. The company agreed to waive the \$1 per barrel charge for the granite look. The barrels are guaranteed against manufacturing defects for 10

years. Toter, Inc. has the lowest replacement rate in the industry. The City of Nashua as well as Pembroke and Franklin use the same barrels and are very pleased with them. D. Boyce recommended accepting the bid from Toter, Inc.

There is a pilot program on Benton Road with a family of eight to see how much trash and recyclables are produced and how many barrels are needed. Another pilot program will be started with a family of four. Issues will be dealt with on a case by case basis.

***M. Downer moved to accept the bid from Toter, Inc. in the amount of \$383,304.00 for 8,000 65-gallon barrels and 300 35-gallon barrels as recommended. Motion seconded by T. Lizotte. Roll call vote carried unanimously.***

D. Boyce requested purchasing 100 additional barrels, 50 65-gallon and 50 35-gallon to keep in stock when needed.

J. Levesque suggested purchasing 100 additional 65-gallon barrels.

***J. Levesque moved to purchase additional 100 65-gallon and 50 35-gallon barrels in the amount of \$6,142. Motion seconded by M. Downer. Roll call vote carried unanimously.***

Even after the additional barrels, the department went under budget for this project and will be returning \$34,000 to the general fund.

Amendment to Recycling & Transfer Policy

D. Boyce presented the proposed amendment to the Recycling & Transfer Policy. The amendment states that the owner is responsible for insuring that the tenants know the rules and regulations regarding the containers that are provided by the Town.

***V. Lembo moved to accept the amended policy. Motion seconded by J. Levesque.***

D. Boyce explained with rental properties, the responsibility for the barrels is placed on the property owner.

T. Lizotte suggested amending Section II, d. and adding the Recycling & Transfer Superintendent in the determination of negligence.

Discussion on whether recycling should be made mandatory.

V. Lembo asked what response would be for residents who are not willing to recycle and not complying with the policy.

D. Boyce stated a letter will be sent to the resident. Placing recyclable materials in the trash barrel is not as big an issue as placing trash with the recyclable materials. This would contaminate the recyclables. In this case, recycling barrels will be taken away from the resident.

***T. Lizotte moved to amend Section II, d. of the policy. (Upon recommendation of the Superintendent, determination will be made on a case by case situation by the Recycling and Transfer Advisory Committee.) Motion seconded by L. Boswak. Roll call vote carried unanimously.***

**Roll call vote on the motion to accept the amended policy carried unanimously.**

Public Works Department re: Construction Monitoring Fees

Dr. Shankle stated in order to cut cost and as much as possible, the Town is working towards utilizing in-house staff rather than outside contractors to do the construction monitoring. This was one of the goals when the development regulations were reviewed and amended. Public Works Department was willing to do this function.

L. Lessard stated the engineering company was charging \$100 per hour for monitoring. He is proposing a rate of \$65 an hour as a starting point. Surrounding communities are charging between \$55-75 per hour. This amount would cover all costs including travel expenses.

***T. Lizotte moved to approve the hourly Construction Monitoring Fees of \$65. Motion seconded by J. Levesque. Motion carried unanimously.***

#### **OLD BUSINESS**

##### **Town Warrant**

The warrant will be finalized after the Zoning amendments public hearing, which will be held on Monday, March 19<sup>th</sup>.

The Charter allows for the deliberative session to be held between the first and second Saturday of April. The Town Deliberation session is scheduled for Saturday, April 7<sup>th</sup>, the day before Easter. This could be an issue for some people. **Council consensus was to keep the date of April 7<sup>th</sup>.**

##### **Warrant Article #26**

Shall the Town rescind \$2,000,000.00 of bonding authority that was authorized at a Town Meeting in October 2007 for the construction of certain public and related project improvements in a newly created tax increment finance district related to the Cabela's Project?

***M. Downer moved to recommend the warrant article. Motion seconded by T. Lizotte. Motion carried unanimously.***

##### **Police Commission**

V. Lembo brought up the matter. Last year, there was a proposed warrant article to abolish the Police Commission. It was taken off the warrant because the Council was not properly advised by the Town Counsel.

***V. Lembo moved to add a warrant article to abolish the Police Commission. Motion seconded by J. Levesque.***

V. Lembo stated after a couple of years some people think the Police Commission is doing a good job and some people think they are doing a poor job. With the department losing 99% of the command staff, people would like to see this put back on the ballot and let the citizens decide whether they want the Police Commission or not.

T. Lizotte: The reason why the warrant was taken off last year as explained by the Town Counsel is that when the legislation was drafted, it stated that it could be done by petition. 25 signatures are needed to bring that forward. The Council should not be involved in that. If that's what the citizens want, they could bring it forward. The legislation allows for it.

M. Downer: We are best served by anything that could be out before the voters.

L. Boswak: I don't think this is the time to do it. In the future, when controversy has subsided and the department has returned to normal, I think the Town should look at it. The Police Commission is the same as the Town Council. They have full authority. The reason the Charter is put into effect into this Town is because people thought that the Town's day to day operations are too complex for part-time people to be managing it. Once things have settled down is the time to look at it.

Chair Sullivan: I'm very inclined to have the people to vote. Once we get our actions together, hopefully this will trickle down.

S. Orr: This isn't something the Council should be deciding. We definitely have to bring this to the citizens. If we're going to bring it to the Citizens, I really would like to make sure we're following the proper procedure to do that. The personnel turnover cannot necessarily be blamed on the Commission. I think there's a lot of upheaval in the department for a while.

J. Danforth: There's already a plan in place. If we abolish the Police Commission, we have to start over. A lot of people have spent a lot of time on this and the Town has spent a lot of money on this. This is not the time. This is something to look at in the future. Let's see how things go forth from here.

Chair Sullivan: I would like to ask the Police Commission to come in and perhaps shed some light on the turnovers and ask about their plans on beginning the search for a new Chief. There is another tool we can use if this Council is concerned with the direction the Commission is going. We do appoint members of the commission.

T. Lizotte stated he agrees with the Chair but the meeting will have to be public.

M. Downer reminded the Council that many questions to the Police Commission cannot be answered because they are protected under NH RSA.

**Roll call vote on the motion to add a warrant article to abolish the Police Commission failed. 1-7. V. Lembo voted in the affirmative.**

#### Mandatory Recycling

Discussion on whether a referendum making recycling mandatory should be added on the ballot. The Council has authority to adopt an ordinance making recycling mandatory.

***M. Downer moved to finalize the warrant articles with the exception of Article 2, Zoning amendments. Motion seconded by S. Lovas-Orr. Motion carried unanimously.***

#### Town Administrator's Goals and Evaluation

***M. Downer moved to accept the Town Administrator's goals as presented by the sub-committee dated March 14, 2012. Motion seconded by S. Lovas-Orr.***

M. Downer explained objectives were divided into different areas including management, operations, long-range planning, communications, etc. with a specific goal to have both short and long term goals and to provide a mechanism to evaluate the Town Administrator's performance against these objectives.

S. Lovas-Orr made some clarifications under "Management Objectives" (see attached).

Dr. Shankle commented the two items under "Tangible Goals" cannot be done until the next budget cycle. 90% of items listed involve communication. The next step is to identify options to evaluate such performance objectives.

S. Lovas-Orr suggested adding the unpaid tax balances under "Tangible Goals".

M. Downer explained the unpaid tax balances is a fluid number. To put a finite number would be difficult and problematic to achieve, which is why it was not classified as "Tangible Goals".

L. Boswak suggested listing the unpaid tax balances as a priority and leaving it at that.

M. Downer suggested talking to Human Resources and developing a template that is specific, measurable and reviewable.

The sub-committee will present a template. This will be added to the next meeting's agenda.

#### **NEW BUSINESS**

##### Letter of Interest re: Cancer Treatment Center of America

Matt Mercier, Economic Development Committee stated Cancer Treatment Center of America (CTCA) is an alternative out-patient treatment facility. They are in the process of considering a location in the Southern NH area. The Economic Development Committee decided as a committee to make a call to get more information. There is a certificate of need required. The CTCA is arguing because they are a for profit organization, a certificate of need should not be required. They are not committed to Southern NH. M. Mercier spoke to CTCA Business Development Manager, Kathleen Tate, who said CTCA has not

committed to one particular area. The committee has decided to put together a formal letter of interest from the Council.

L. Boswak added that the committee is looking at this as an economic development opportunity. The closest facility similar to this is located in Philadelphia. People coming from all across the region will need hotel accommodations, restaurants, retail, etc. They have a very good reputation.

***V. Lembo moved to send a letter of interest from the Council. Motion seconded by M. Downer.***

V. Lembo stated from the advertisements he has seen, they take patients other doctors have given up on. They are for profit and they don't accept medicare patients.

M. Downer commented this would put the Town in the map in an extremely favorable light. This is potentially life-changing and life-saving for these patients.

**Motion carried unanimously.**

L. Boswak added the committee is also requesting to contact the Town's State Representatives and State Senator to follow-up with the legislation process.

The Town Administrator was asked to draft a letter for the Council Chair to sign.

Stipends (attached)

T. Lizotte stated it was brought up at the Budget Committee to give more clarity as to how stipends are assigned. He suggested creating a matrix/spreadsheet for all committee positions with descriptions, identifies which ones are elected/appointed, stipends, as well as RSA/Administrative Code by which the positions were created.

S. Lovas-Orr suggested including forms needed to be filed and procedures.

Dr. Shankle stated some of these information are already available on the Town's website. The ones that are not will be made available on the website.

Great Woods Condo Unit C-1B

Dr. Shankle read a letter for the record (attached).

He requested for the letter to be signed by the Council Chair.

***L. Boswak moved to authorize the Chair to sign the letter. Motion seconded by T. Lizotte. Motion carried unanimously.***

Town Council's Report – Town Meeting Guide

Chair Sullivan presented the Town Council's report to be included in this year's Town Meeting Voters' Guide books.

Changes to the report were discussed.

Council consensus was to approve the Town Council Report with changes.

Voting

V. Lembo asked clarifications on the procedure with regards to voters needing assistance with voting.

Don Riley, Town Moderator explained upon the voter's request, two oaths are given, one to the voter and one to the person providing assistance.

**SUB-COMMITTEE REPORTS**

Economic Development Committee – L. Boswak

There was a meeting scheduled today with poor turn-out. She suggested to the Chair, Craig Ahlquist to come up with a different time that would work better for all members.

Old Town Hall Preservation Committee– J. Danforth

They are trying to recruit some members.

High School Study Committee - S. Lovas-Orr

The Bow High School group has scheduled a (tentative) meeting for next Friday, March 23<sup>rd</sup>.

Planning Board – S. Lovas-Orr

1. Discussed the open road tolling.
2. Pizza Man is looking for an amended site plan for outdoor seating.
3. CIP self-audit was submitted to the board.
4. Congregational Church of Hooksett requested for a waiver on their application for parking lot improvements.
5. Discussion on the new parking lot on Pinnacle Street. Some residents voiced their concerns.
6. PSNH presented their plans for renovating their facility on the corner of Martin's Ferry Road and Hooksett Road.

Heritage Commission – J. Sullivan

1. Still looking at restoring the Native American mural.
2. May 20<sup>th</sup> is Hooksett Heritage Day.
3. Discussion continue re: Veterans Memorial project.
4. Approved the Heritage Commission guidelines for conducting commission business.

Police Commission – M. Downer

1. The commission held a non-public meeting.
2. They have accepted the resignation of Officer Jason Defina. No additional comment was offered.

Perambulation Committee – V. Lembo

The board met last week. They will focus on one item at a time. The City of Manchester was contacted but have not heard back from them.

Board of Assessors – J. Levesque

The board met this evening to discuss current abatement requests.

Recycling & Transfer Advisory Board – J. Levesque

Reviewed the bids received on the barrels and voted on the recommendation for the Council.

Sewer Commission – T. Lizotte

Discussion regarding the sewer disks incident is still on-going. Legal bills are getting high.

Budget Committee – T. Lizotte

A public hearing was held on the warrant articles. T. Lizotte voted the Council's position on warrant article #27, even though he voted against it. He stated it was the most efficient year with regards to the Budget Committee. He commended the Department heads and the Budget Committee.

**PUBLIC INPUT**

**Mike Horne, Supervisor of the Checklist Chair:** Thank you for your service. I was the one the people that gave Todd some input. There's a lot of stuff people don't know. I think if you give them the parameters, they might sign up. There will be competition. The reason I came tonight. I'm here as the Supervisor of the Checklist Chair. The Supervisors are writing to advise everyone that the Supervisors of the Checklist will not have the required Town redistricting completed in time for the 2012 Town Elections. The publication of the 2010 US Census data for the population of Hooksett was in March 2011, allowing the redistricting to take until March 2013. We have scheduled the public hearing on redistricting of Hooksett on Monday, April 23, 2012 at 6:30 in Council Chambers. We've done some work. We feel it's time to have a public session. The redistricting is projected to be completed by and established effective no later than March 2013. A few months ago, I was asked if we will have it done in time and I said yes. No, it won't be done in time.

**M. Miville:** The filing period for all Town offices is March 21<sup>st</sup> – 30<sup>th</sup>. I'd like to make the Council aware there could be potentially 6 positions on the Budget Committee. Three terms are expiring this year and the board also received three resignations this year including one just received from Mr. Pearl. I want to commend this Council on all the work that you do. Sitting here tonight, I can't believe we're still talking about being critical of the Police Commission at this point. At this time last year, I thought we've moved on from this, from what Councilor Boswak has referred to as "turmoil". In March of last year, this Council was in crisis. Huge crisis, with acrimony, Councilors were resigning almost on a weekly basis. Special meetings were being held to decide whether a warrant article should be posted. This Council is now in a good operational mode right now. I can't believe that we want to go backwards on where this Council currently is. I commend this Council for not taking the bait. Shame on those on this Town who are still holding onto the past. We need to move on. I believe this Council has moved on. I believe this Town has turned the corner in a positive way. The currently Police Commission chaired by Commissioner McHugh is one of the hardest working boards at this time. The eight openings not seven, because Officer Defina has resigned, resulted in the command staff resigning and retiring, which is not a reflection of the Police Commission. Most of their meetings this year have adjourned after midnight, with the last meeting ending at 1:45 am. I'm wondering if this Council has ever been in a meeting until 1:45 am. To judge them in that way in my view is not appropriate. The Police Department is undergoing a reorganization, costing a lot of money and is underway with hiring consultants until December of this year. We should be supportive of the department's efforts to reorganize, for identifying opportunities for improvements. I remind this Council that the Council and the Budget Committee voted to approve and recommend an increase in their budget this upcoming year for over \$180,000. And in doing so, show their support and vote of confidence in the commission. It would seem hypocritical to be now voting otherwise. I commend the Council for not following that lead. I strongly support Commissioners McHugh, Karolian and Scherer for their efforts and oversight. Thank you.

**V. Lembo:** Mr. Miville is not the only constituent in this Town. I am following the lead and requests of other citizens that don't have the same opinion as he does. So to call anybody in this Council hypocritical is getting personal. I wish you had put the gavel down and stopped it.

**Chair Sullivan:** All I can say is, we have Public Input. All we can do as Councilors is, do what we believe is right according to the Charter. What we need to do is take care of our house and hopefully, our actions would reflect on others. There is going to be issues every time. I would hate to have Council meetings that go until 1 am. We need to take care of our responsibilities and let the Police Commission take care of that. You have the right to propose that as the Charter allows. Beyond that, let's just take care of the Council and do what we need to do.

**T. Lizotte:** Councilor Lembo had every right to bring that up. The fact that I or someone else disagree with him, that's our job. We deliberated it and everyone made a comment and it was settled. The fact of the matter is, we have a job to do and we're a team. Some things are going to be controversial.

**Dick Sullivan, Morgan Drive:** First thing, I'd like to commend Councilor Lembo for grabbing a "hot potato" and going straight at it. The previous speaker indicated a year ago you had some turmoil around that same subject. Now, they are dealing with the same subject on a call for placing the same motion before the Town, including the same motion to abolish the Police Commission on the ballot. The Council at that time dealt differently with it. There were meetings held. The better half of the Council chose not to show up for the meetings. They defeated it that way. I disagree with where you went. A number of Councilors indicated that they would like to see items placed before the voters and let the voters decide. When you state that, then vote 180 degrees from it, it means rather hollow. Perhaps that's a practice one should avoid, if at all possible. I think Councilor Lembo showed a great deal of courage for bringing that up tonight. I don't think that we can say to ourselves that because the Police Commission managed to keep themselves from 6 pm to 1:45 am to do the Police Department's business. There isn't that much business in that Police Department for the commission. If they are spending that much time, they are doing an awful lot of micromanaging rather than executive oversight. It doesn't say they are doing a good job. One item that I have been quite surprised to hear no comment from this body, the Budget Committee or anyone else is the commission's single-sourced \$170,000 contract. Didn't get a second bid. I thought that was startling. There was no mention of it here. I didn't hear anyone from the Budget Committee jump up and down. They were jumping up and down over a \$30,000 sign. I should expect single-sourcing \$170,000 contract critical.



The public hearing on the donation was closed at 10:08 pm.

The donation will be officially accepted at the next meeting.

**ADJOURNMENT**

The meeting adjourned at 10:09 pm.

Respectfully submitted by,

Evelyn F. Horn  
Administrative Assistant

Leslie A. Boswak  
Town Council Secretary

March 14, 2012

TA Performance Evaluation Draft #2

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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.

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The objectives listed below were collected and centralized for town council discussion at the February 22, 2012 and subsequent approval at this March 14, 2012 meeting.

The next step is to identify our options to evaluate such performance objectives.

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

① • 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.

② • 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.

③ on last page.

**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.
- 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:

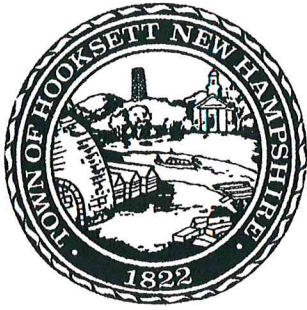
Goal 1: To reduce the budget by \$150k to bring the budget in line with the elimination of the bond payment for the safety center.

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.

Goal 3:

Boards, Commission, Committees and other Officials receiving Stipends

Elected	Annual Amounts		
	Chair	Members	Alternates
Budget Committee	-	-	-
Cemetery Trustees	-	-	-
Library Trustees - RSA202-A:14 prohibits compensation	-	-	-
Moderator	-	500.00	Starting 7/1/12
Sewer Commission	2,000.00	1,500.00	-
Supervisor of Checklist	-	600.00	-
Town Clerk	-	5,000.00	-
Town Council - per Town Charter	2,000.00	1,500.00	-
Trustees of the Trust Fund	-	600.00	-
<b>Appointed</b>			
Conservation Commission	-	-	-
Economic Development Committee	-	-	-
Emergency Management Director	-	6,000.00	-
Heritage Commission	-	-	-
Parks & Recreation Advisory Board	-	-	-
Planning Board	-	200.00	100.00
Police Commission	-	400.00	-
Recycling & Transfer Advisory Committee	-	-	-
Town Hall Preservation Committee	-	-	-
Town Treasurer - RSA 41:26-e	-	8,000.00	843.00
Tri-County Solid Waste Committee	-	-	-
Zoning Board of Adjustment	-	200.00	100.00



# Town of Hooksett

## OFFICE OF THE TOWN COUNCIL

March 14, 2012

Kimberly Blichmann  
Tax Collector  
Town of Hooksett  
35 Main Street  
Hooksett, NH 03106

RE: Great Woods Condominium Unit No. C-1B

Dear Ms. Blichmann:

The property located at 1558 Hooksett Circle and known as Unit No. C-1B of the Great Woods Condominium and owned by Gerald F. Fennell and Paul F. Harrington was erroneously deeded to the Town of Hooksett in 2005 for non-payment of taxes as a result of a tax lien execution on September 30, 1994.

It appears from the Town's records that the Town Council was not aware that this property was deeded to the Town in 2005. The Town Council only became aware that the property was deeded to the Town in mid-2011 when the Town was contacted, for the first time, by the condominium association, relative to the Town's ownership of this property.

Pursuant to RSA § 80:76, II-a, the Town Council of the Town of Hooksett "may refuse to accept a tax deed on behalf of the municipality, and may so notify the collector, whenever in its judgment acceptance and ownership of the real estate would subject the municipality to undesirable obligations or liability risks, including obligations under real estate covenants or obligations to tenants, or for any other reason would be contrary to the public interest."

The Town Council was never aware that the property was deeded to the Town, and never accepted the deed to the property. In the judgment of the Town Council, to accept the property would subject the Town of Hooksett to undesirable risks and liabilities, including dues, fees, assessments, as are typical of condominium ownership.

The Town Council hereby notifies Kimberly Blichmann, Tax Collector, that it will not accept the Tax Collector's Deed.

Sincerely,

James Sullivan  
Town Council Chair

JS/efh

Cc: Town Council  
Assessing Department  
File