

TOWN COUNCIL MEETING MINUTES
Wednesday, December 11, 2013

CALL TO ORDER

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

ROLL CALL – ATTENDANCE

Chairman James Sullivan, Nancy Comai, Donald Winterton, David Ross, James Levesque, Todd Lizotte, Adam Jennings, Robert Duhaime (6:35 pm), Dr. Dean E. Shankle, Jr. (Town Administrator)
Missed: Susan Orr

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

a. Public: November 13, 2013

***J. Levesque motioned to approve with edits. Seconded by T Lizotte.
Vote unanimously in favor.***

b. Non-public: November 13, 2013

***T. Lizotte motioned to approve. Seconded by J. Levesque.
Vote unanimously in favor; D. Ross abstained.***

AGENDA OVERVIEW

Chairman Sullivan provided an overview of tonight's agenda.

CONSENT AGENDA

- a. 13 – 117 Release of Market Basket Landscaping Surety Bond in amount of \$112,305
- b. 13 – 120 Donation of \$1,400 in gift cards from the American Legion to Family Services
- c. \$500 donation to Hooksett Fire/Rescue from Al & Kim Dionne

T. Lizotte motioned to accept the Consent Agenda. Seconded by N. Comai.

D. Ross: Regarding Market Basket, it is regular practice to park employees' cars on the lawn. Is there any way to connect the two since this is a landscaping bond?

Dr. Shankle: I will pass it along to Community Development to check the site plan.

R. Duhaime: I approved that site plan on the Planning Board so I know there is no parking there.

D. Ross: I just wanted to bring that up.

J. Sullivan: Dr. Shankle will check on that.

Vote unanimously in favor.

TOWN ADMINIST R AT O R' S R E P O R T

- Received a thank you card from town employees for the employee picnic
- Regarding looking at FICA for fire department and why it is less – there are 2 parts: social security and Medicare. Fire service does not pay into social security but does pay into Medicare.
- Looking at recycling ordinance; talked at staff meeting. Diane asked us to wait until after the first of January
- Jo Ann and Leo met with DOT on 3A Hooksett Rd project; we have 3 scenarios to look at with TF Moran and will bring to Council
- HPD new computer system is online
- Working with Sen. Boutin on a bill to move forward the Wal-Mart sewer plan; it was assigned as SB223 today. He is planning for that to go to public hearing committee on January 15; Council, Economic Development and Sewer committees should attend.
- Christmas Eve - offices traditionally close at noon; since tax bills are due 12/26, the Town Clerk/Tax Collector office will be open until 4:30 pm.

- New Year's Eve offices close at 3:00 pm
- The question came up regarding monitoring service for alarm systems – an additional \$800 charge for testing. It was in one quote and not the other because the vendor we currently have knew the system well enough so they didn't need to do the testing. The other vendor needed to do the testing.
- It's now possible to get an online open burning permit in Hooksett; HFD press release (15 NH communities are in a trial to launch new web-based open fire permit system) via fire department website.
- According to an article on seacostonline.com: Hooksett is #2 in NH for towns with young families: based on schools, median home values...it's a good place to raise kids!
 - Town Survey was returned and will be online tomorrow. One of the things is people say this is a great place to raise kids. We did well on some things and identified opportunities to work on. Everyone will have a chance to fill out the survey online; there will be a link to the survey for those who did not receive one.

PUBLIC INPUT

Marc Miville, 42 Main St

Regarding the landscaping at Market Basket – I work for them part time and have for over 20 years; I've been at the Hooksett location since day one. To clarify, employees park in the rear most of the time, not on the hill all the time. We are required to park on the hill on weekends, primarily the first weekend of the month (food stamp week). There is no landscaping, there is just grass. Also there is plowing equipment on there. No customers go behind the store to look any anything. We are no longer allowed to park at the United Healthcare Building – that is the emergency gathering place only. With the throngs of people shopping there, they require employees to park in the back so customers have closer parking opportunities. I just wanted to allay any concerns you may have about the landscaping.

NOMINATIONS AND APPOINTMENTS

a. Hooksett Youth Achiever of the Month

D. Winterton: This is the most fun I have in this job – pointing out to the rest of the citizens of Hooksett the wonderful things the youth in Hooksett are doing. The award for December goes to someone who must have more than 24 hours in his day. He is a senior at West and music is important to him. He plays tuba, trombone, is in the concert band and marching band (drum major), jazz band, is co-president of Tri-M music society. In 2012-2013 he was a member of All-New England Band Fest, 2012 he was a member of the NH all state band and 2013 he has second chair in tuba for NH. He also is captain of the hockey team, lacrosse team, on the golf team and in the National Honor Society. He is an achiever of great magnitude, and we are proud to say he wants to go to college and major in music therapy. We are proud to give the December Hooksett Youth Achiever Award to Noah Cote.

Presentation of pin and certificate.

SCHEDULED APPOINTMENTS

a. Public Hearing on CMAQ funds for College Park Drive sidewalk

J. Sullivan: This is a public hearing notice to accept the CMAQ grant for the construction of the College Park Drive sidewalks in the awarded amount of 80% state funds at \$296,519.20 and 20% town funds (\$74,129.80) for a total of \$370,649 per RSA 31:95-b III. The public hearing is now open.

Dr. Shankle: This is a project you were working on since before I got here. Council applied and was awarded the money but we need to have the public hearing before we spend it.

J. Sullivan: 20% comes from town funds. Is that from impact fees so there is no direct tax impact?

Dr. Shankle: Yes.

D. Winterton: Are there any strings attached to the grant?

Dr. Shankle: No; it is actually going to connect end of Main St and go to the light across from the library. It will be a walking path to the library.

D. Ross: For fiscal impact, is none accurate? We have to maintain these sidewalks. Do we have equipment to maintain sidewalks?

L. Lessard: Yes we have to maintain these like we do for all state roads. The state maintains the roads but we have to maintain the sidewalks.

D. Ross: So there is some fiscal impact. I just wanted to mention that “none” isn’t totally accurate.

R. Duhaime: On the original approval, there was supposed to be a hedge and driveway easement which was never put in. Once the sidewalk goes in it would be hard for her to get a driveway. It took years for the town to accept the road from the state – will the town follow up on that and give her the driveway easement.

L. Lessard: It is still a state road.

R. Duhaime: Yes, it was a condition for donating the road that he would get a hedge and a driveway to the back of his lot.

L. Lessard: I will look into that. Thank you.

J. Sullivan: If you check on that and it’s correct would that have a curb cut built in?

L. Lessard: Yes, the state would have to do the driveway part of it.

T. Lizotte: When is this going to be installed?

L. Lessard: The goal is to have the design completed this winter, start the bidding for contracts by July and have it done before October 2014. That is what we are hoping for.

D. Winterton: Is there a risk of timing with impact fees?

L. Lessard: No they were allocated for this last year by Council.

J. Sullivan: At this point, we will hold the hearing for the second public input and vote on this at our next meeting on 12/18.

b. Molly Donovan re UNH Cooperative Extension Visioning project

Dr. Shankle: Council has been working on community building initiatives and Councilor Orr suggested using UNH Cooperative Extension.

J. Sullivan: One of our initiatives is the Hooksett Youth Achiever Award. We have considered a motto and attended civic events such as Old Home Day. This is an extension of what we want to do.

M. Donovan: Many of our communities could take your example. We have 2 programs: Community profile and master plan process (visioning). Hooksett did a community profile in 2001 – it’s on our website. These programs are designed to bring whole communities together to think about where you want to be in 10 years, how are you going to get there and get there together. We work with volunteer committees and it culminates in a weekend event where the Cooperative Extension facilitates the process to talk about big picture issues in your community related to master plan. It involves schools, infrastructure, civic life, economic vitality, community vitality, etc. Master plan works with the Planning Board or a subcommittee and they get together to facilitate the process. You receive a report outlining priorities for your community and the Planning Board would begin to craft a vision statement. The community profile process is 9-12 month process where we bring the community in halfway. We set up a steering committee; we reach out to a diverse group from community. We work for 4-5 months to plan the event. We train facilitators in Hooksett to hold public meetings and public discussions. At the event, Hooksett residents will facilitate. Part of that is the community will pick action items to work on and people will volunteer for action committees. We work with you for about 3 months to get the committee off the ground. What we find after profiles is that people are happy that committees are formed; you get a greater number of people participating in civic engagements.

J. Sullivan: We got together to discuss the village area and what it should look like in 5 years, etc. We did a charette a few years ago and it looks like in 2001 we did something similar. I didn't realize we had done that.

M. Donovan: We would look at what you have done recently on specific projects, and what you accomplished from the first profile. It builds on all of that.

J. Sullivan: We are looking at things to promote good things in community. Is that covered in the services you provide? Slogan, etc.

M. Donovan: We can help you through this process to bring information to your community. If you come up with slogans we can have people look at and consider them. Our goal is to give voice to your community.

N. Comai: You have brought another element to our thoughts of community improvement. It's an enhancement to what we are doing. Do you have room to fit Hooksett in or are we looking at a year from now to get your time?

M. Donovan: If it's just Master Plan visioning, we can schedule before the summer months. Community profile takes 9-12 months, and we never do it in the summer since attendance is low. We have to work around other community events. If you are ready to go with a steering committee on Jan. 1 we can squeeze you in early May but I would say Sept. or Oct. I'd like to spend more time understanding what you have been doing and not rush into anything.

R. Duhaime: I was on the Planning Board in 2004; I was surprised at the input at the meetings. I know our Master Plan hasn't been updated since, and our previous one was 20+ years old. We don't want to wait that long.

M. Donovan: The community profile was initiated because they were updating the master plan. An action step was to work on the master plan and develop a vision. That led to participation in the master plan process.

T. Lizotte: What are the fees associated with this?

M. Donovan: Master plan fee is \$500-\$1,000; full community profile is \$1500-\$2500 and we can negotiate based on how ready you are, how many meetings, etc. We use a memorandum of understanding so it's clear what everyone's role is in this process.

J. Sullivan: We will look at the information you provided and we'll proceed cautiously and not rush into it.

M. Donovan: My recommendation is to take your time to engage more people in the process.

c. Kathie Northrup, Chair of Heritage Commission re Veteran's Park Project wrap-up

K. Northrup: I'm here to update you on the completion of Veteran's Park. We are missing an in-kind donation from the Duhaime brothers so the total cost will be more and will be amended. We started out modestly, only planning on the original plaque and cleaning stones. We saw an opportunity and appreciate the support to expand the project. I'd like to thank Dr. Shankle for listening and Leo Lessard for the support and advice. He did a lot adjusting work schedules through the summer. Irrigation was the largest single investment but necessary. Without the waiver of \$4200 for the connection fee this would have been a long way off. We also added a new area to honor all who served. This addition was appreciated by residents. The local business community was also helpful – I'd like to thank Blue Ribbon Fence and Landscaping and R&R Enterprises for their contributions. We finished in the red so we plan to transfer money from sales of merchandise. I was told by the owner of Frank's signs (he did the sign at the corner of Merrimack St. and Veterans Dr.) – that is was donated at a value of \$725. Some funds remain in an endowment to pay for additional, continued maintenance.

K. Rosengren: They would like to add a sign designating the Lilac Bridge as listed on the state register of historic places. Sign was designed by the state. We cleared installation with Leo and Dr. Shankle, so it

will be added as time allows. We are very pleased by what was accomplished. The town can be proud of Veteran's park and they are happy to be part of it.

J. Sullivan: I'm a small part of the project, but Kathie was the cog that made sure everything was done properly. She was key to this project. We thank R&R and others for their assistance. It was a project that brought the town together.

d. Harold Murray, 311 Hackett Hill Rd. re forest management

J. Sullivan: We thank Mr. Murray for his service to the town of Hooksett since 1952. He is a former recipient of Citizen of the Year. I'd like to present this to you on behalf of the Town Council.

Presentation of plaque recognizing Mr. Murray's retirement.

H. Murray: I was asked to talk to you about town forests. This has been of interest to me for the last 14 years as warden. I have talked to the last 3 or 4 town managers about this and it has fallen on deaf ears until this year. Dr. Shankle is the first one who has done something about taking care of town forests. He started this a year ago. We set up a committee but that didn't get too far. On 10/23/12 I had a meeting with ranger Brian Knoll, senior forester, town forest management chair from Dunbarton and Doug and Jody Pinard from Highway. We talked about what other towns do. Why you need one – you have about 1417 acres of town owned property that is forested. 1 is 151 acres and it has about \$77,000 worth of lumber in there. You need to cut this timber (selective cutting) and in four more years do another cutting. This is a resource that town should be on top of. There is property on Hackett Hill. Wind took 80% of trees out of there. If you let a pine tree lay on the ground for more than 3 months, it's useless and they are still lying there, years later. Other trees near power lines need to be taken care of. If Leo had a line truck he could have taken care of these trees. Proper management of town forests is important. I would suggest you not reinvent the wheel. I have a contact at UNH Cooperative Extension and he will give you all the information you need about this. By law, you have to use a licensed forester. There are 179 in this state. The forester I work with does all the major Boy Scout camps. You can collect money and put in trails so the land can be used. Some other towns question whether or not you want to give free wood. There are some problems with allowing non-professionals to harvest this wood – liabilities. Foresters will guide you with this. I would suggest you pick one person as a point person to keep this thing going. If you have a committee and no one to guide them it won't go anywhere. I've talked to Conservation Commission – I did GPS mapping of Pinnacle and trails. I know the commission is aware of this. You will have to determine where the money goes. Forest committee gets all the money in Dunbarton. Some goes to Conservation Committee to buy land. I strongly recommend a forest committee in Hooksett. There is a lot of timber going to waste. In spring 2014, UNH Cooperative Extension will host a seminar on forest laws for town officials that you should attend. This will tell you what you can do and what you can't do. This is the best thing you could ever go to.

R. Duhaime: Is new conservation land in your count?

H. Murray: I have the list put out by the town. I have put a map together of these parcels and a list. I think they went to the Conservation Commission but I'm not sure.

R. Duhaime: We are under agreement with Bearpaw on how we manage it.

H. Murray: There is cooperation between Bearpaw and the town.

T. Lizotte: I had an interest in doing this but wasn't certain about the format. In bringing people in, what is the best way to do that? Subcommittee of Town Council?

H. Murray: I would have the Town Administrator pick one person to contact the county forester (Tim Flurry in Boscawen). He will lay out the whole thing. This exists in most towns already.

J. Sullivan: We should revisit this at some point, prior to this seminar in the spring.

T. Lizotte: I have an interest in this. I wouldn't mind getting the information and bringing to the Council if you would allow me to do that.

Consensus to allow T. Lizotte to contact the county forester.

e. Todd Rainier, Town Clerk, Record Retention Committee

T. Rainier: According to RSA 33-A:3, municipal officers or designee should be represented on the committee for disposition of records. Municipal officers means Town Council in our case. The committee was active for a brief time in 2011 and has since been inactive. We have started up again. I've discovered that someone should represent. Many other towns have Selectmen or Councilors on their committees. I wanted to put it out to you so you knew what was going on and see if someone would like to be on the committee.

N. Comai: I'm not on a committee right now so I could do it.

T. Rainier: We met on a Thursday morning, so depending on flexibility that might dictate who can sit on the committee. Another is scheduled for January 9 at 9:30 am in Room 204.

T. Lizotte: I could be the alternate.

R. Duhaime motioned to appoint a Council member to the Municipal Record Committee. Seconded by T. Lizotte.

D. Ross: This committee exists currently?

T. Rainier: The previous Town Administrator put the committee together. It appears that it was made up of department heads. The action taken was largely locating where records are within the building. This is a good time to proceed correctly.

D. Ross: It defines what the committee is comprised of. We are just talking about one of these members. Do you have the others?

T. Rainier: Yes, I am the chair by default. At our previous meeting, the other positions mentioned in the RSA were present.

Dr. Shankle: This committee does exist even if they don't meet. It's a state law. This is important. I don't know why it slips. They are responsible for making sure all public records are kept. Some things need to be kept forever. We are legally required to keep things.

N. Comai: I'd like to ask that it could be on the day of the Town Council meetings, if you could, moving forward, even in the morning.

Vote unanimously in favor.

J. Sullivan: Councilor Comai is representative and Councilor Lizotte is alternate. They have been so appointed.

5 MINUTE RECESS

OLD BUSINESS

None

NEW BUSINESS

a. 13– 118 Personnel Plan update: Non-union Police Uniform Allowance and Holiday Pay

Dr. Shankle: This came up because police get an annual uniform allowance and holiday pay. It's part of the union contract, and in the past, non-union has gotten it as well. It was never written into any policy but we need one. We are proposing a policy to carry on a practice that makes sense for the department.

T. Lizotte motioned to continue with the practice of reimbursement of uniform allowance to non-union sworn officers. Seconded by R. Duhaime.

J. Sullivan: The red is the added wording in our personnel plan.

Dr. Shankle: It's on the website so once it's approved it will be added.

N. Comai: It is a budgeted expense so there is already money for this. It's just a technicality.

Roll Call

A. Jennings – Yes
N. Comai – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
J. Levesque – Yes
T. Lizotte – Yes
J. Sullivan – Yes

Vote unanimously in favor.

N. Comai motioned to continue with the practice of reimbursement of holiday pay to non-union sworn officers who are not salaried employees. Seconded by T. Lizotte.

Roll call

T. Lizotte – Yes
A. Jennings – Yes
N. Comai – Yes
R. Duhaime – Yes
D. Winterton – Yes
D. Ross – Yes
J. Levesque – Yes
J. Sullivan – Yes

Vote unanimously in favor.

T. Lizotte: Can we get a quick update on the implementation on IMC while the chief is here?

J. Sullivan: There is consensus from Council to allow this.

Chief Bartlett: We went live on Monday with IMC records management. With all vendor components getting together on Monday, we had 2 reps from Tri Tech and 2 from Mainstay the whole day. They helped to ensure all aspects were communicating with each other. All calls through the CAD system interfaced with the IMC software. Cruisers are functioning properly so they can do reports. I'm happy to say it's operating as expected. There are a few bugs that come from the use of system as the officers get comfortable and familiar with it. We are working on a couple minor things that will be resolved in the next day or two. Data that was converted dated back to 1989. It's all the data we have electronically and it was successfully converted as of today at 9:00. We will be looking at it over the next several weeks to make sure it converted properly. I'm very pleased.

- b. 13 – 119 2013 Budget Overview, CIP discussion and review of various budgets: Budget Committee, Cemetery Commission, Conservation Commission, Community Development, Family Services, Tax Collector, Town Clerk.

Dr. Shankle: The goal of the budget process was to maintain service levels while keeping increases as low as possible. We are also looking to try to decrease the number of warrant articles. I'm pleased with how the budget came out. Overall the staff did a good job. If you think about what a default budget means – it shows what you need to continue maintaining what you already have. I'm requesting only .81% higher than the default budget would be (\$116,000). Overall it went up 3.36% (474,000). In the budget there are 2 police cruisers and a truck for DPW to lessen warrant articles. This is less than 1% higher than default budget. There is no increase in full time personnel. There is a part time request in Finance, 3 call firefighters and the elimination of one part time in Police. That is a net of 3 part time people increase. Revenues by sources – we are not seeing significant changes. The fund balance – you gave us some parameters so we can hold onto some money for fund balance. We did end up holding onto that surplus.

C. Soucie: The exact number is \$3,170,036 (7.87%). The goal was to achieve 8%. Last year was 6% - \$2.4M.

Dr. Shankle: The last page is budget process calendar. We have an all-day budget meeting on Jan. 4.

J. Sullivan: We need to set a time. 8:30 or 9:00? Let's schedule for 9 am on that date. Let's move on to CIP discussion.

Dr. Shankle: Marc Miville, would you like to discuss?

M. Miville: I was vice chair of CIP committee; David Rogers was chair, Joanne McHugh and Steve Peterson were the other members. Following the directive of Town Council and the Town Administrator's efforts, we tried to reduce amount of warrant articles and items presented. We didn't reduce any items; we just spread them out across the bottom line to be more even. Gen gov't: revaluation is \$150,000 every 5 years. We recommended requesting \$30,000/year. There is currently no balance so for every year they would request \$30,000. Master plan – per the recommendation of the Town Administrator, we spread it out later on in years 2-6. There is a current balance of \$16,600. Feasibility study – Planning Board is discussing if they should have that. There is some contention if they should still do that or not. The attorney suggested they keep it on the CIP plan, but we pushed out to the 6th year for transparency. Parcel digital recompilation is to line up lot lines. Code enforcement vehicle we spread out for 2 years to balance out. Request was for 1 year, department head was ok with this. Conservation improvements (supplemental to land purchases) - request was to skip this year but we have \$10,000 listed in following years. Fire department (Fire Apparatus capital reserve fund) – \$50,000 through warrant articles every year. Replacement of boats further down the road – boat #2 rescue boat to replace an older boat. Not needed until year 5. Cars – we only made 1 adjustment to Car 3 – we moved it from year 3 to 4. Chief was ok. Rescue #1 – \$200,000 for this year – offsetting revenues from impact fees. Air packs – ongoing and funded through warrant articles. They requested \$20,000 so by 2020 they will have \$250,000 which will be what they expect to need.

C. Soucie: One clarification; the rescue vehicle will be purchased from ambulance fund, not impact fees.

J. Sullivan: For fire apparatus in the past, we move it together so it's not for just one item. Why can't we take the same approach with the cars instead of specifying car #1, car #2, etc.

C. Soucie: We should look at that for the coming year. We did it for Public Works and if it's successful, we will do it for fire. Those single amounts for cars are outright purchases. If we need to replace a different car than specified, then it will be a generic car.

M. Miville: I believe fire vehicles, there were many items listed on CIP to be transparent, but a lot of these things will not necessarily be warrant articles but on the operating budget.

J. Sullivan: Rescue #1 – says total projected cost is \$200,000. It indicates we have \$163,000 in the fund but you want to add \$200,000. Am I reading that wrong?

M. Miville: On offsetting revenues – there is \$200,000 coming from the revolving ambulance fund. It needs to be in CIP but there are offsetting funds for that.

C. Soucie: We currently have \$163,000 in the ambulance fund. We are going to be replacing rescue #1 in 2014-2015 and that will come out of the \$163,000. You don't add them together; sometime in 2014-2015 we will have enough to make that purchase.

J. Sullivan: What will the voters be voting on?

C. Soucie: This special revenue fund was established so that you don't have to go back to voters to ask to spend money. Town Council and the Town Administrator have authority to spend money when appropriate. It's here so people will know we are thinking about replacing vehicles and we have the money.

M. Miville: For transparency sake, it's on the CIP even if it might be in the operating budget. Same thing for rescue #2 – paid for in offsetting funds. Next line – a third fire station at exit 10 to be leased from Manchester – it was our understanding that previous Councils didn't want a third fire station. We are requesting it, but Council has to decide if a third station is needed. You will need to decide by year 2;

same thing with the fire truck for that station. It will be paid for through impact fees; most of the money is already there. Police vehicles – 2 cars per year going in the operating budget but are still on CIP. Recycling and transfer – automated collection capital reserve fund – \$20,000 for the first 2 years and \$30,000 for successive years to accumulate funds for future purchases. We have a good program but trucks will eventually need to be replaced. We are planning for future replacement. Peterbilt tractor (\$120,000 in year 3) is coming out of the recycling and transfer special revenue fund. 100-yard live bottom trailer, dump trailer, etc. all coming from special revenue. 14-yard automated collection truck for \$180,000 is offsetting.

J. Sullivan: Some of these items indicate they are coming from special revenue. What criteria are used to determine what that can be used for? For example the 100-yard live bottom trailer is not coming from special revenue.

C. Soucie: It is coming from special revenue; it's just missing the notation. Everything, with the exception of the automated collection equipment, comes from special revenue.

J. Sullivan: Why not the automated collection equipment?

C. Soucie: We are unsure if we will be able to support the rest of the equipment and the automated equipment as well.

J. Sullivan: The Town Administrator's recommendation is \$180,000.

M. Miville: \$180,000 is offsetting and \$20,000 per year is a request for a warrant article to build up fund to replace trucks in the future.

C. Soucie: The current balance of the special revenue fund is \$200,000.

J. Sullivan: Is anything on the CIP for 2014 coming out of the special revenue fund?

C. Soucie: Only the 14-yard live bottom trailer. Money goes into that fund as they recycle materials.

M. Miville: 14 yard automated collection truck – That is a smaller vehicle to get into smaller locations than a bigger truck can handle.

J. Sullivan: Public Works.

M. Miville: Ongoing fund for general drainage issues in town. Plow dump truck capital reserve fund was changed per Leo Lessard and the Town Administrator. During the process they decided to up the total request to \$100,000 and remove the 3/4 ton pick-ups. They would use the capital reserve fund to fund other trucks as needed, plow dump trucks or pick-up trucks. 1 ton pick-up with body – that is the vehicle Mr. Murray was talking about tonight. We left that request as is. Sidewalk plow – has been on there for many years; rubber tire excavator lease – to purchase this year. They have been renting and we will save money by purchasing. Loader – we spread it out over years 2 and 3. Leo Lessard was ok with that. The \$34,000 ¾ ton pick-up with plow is going in the budget. All others are incorporated into the \$100,000 line item. Parks & Rec – expansion of Donati field storage facility and upgrade bathrooms in the future once money is accumulated. Town building maintenance capital reserve fund – requesting \$100,000 this year and \$75,000 in succeeding years. We have about 22 buildings in town. The immediate need is for the leaking Town Hall roof.

N. Comai: regarding school district – roof re-seaming and replacement at Underhill. Wasn't it replaced for \$185,000?

M. Miville: I think that was Memorial. Underhill's roof is 23 years old and will need replacement in the next 5 years. They have been repairing as needed.

J. Sullivan: There were some repairs to the Underhill roof a while back.

M. Miville: The generator at Underhill is because they are the only school without one. There was a power outage this year so they pushed it up several years to request that now. \$34,000 for HVAC upgrades for CMS - we put it in 1 year to upgrade the software and controls. Those are warrant articles.

J. Sullivan: Budget Committee

M. Miville: Most of it is for secretary services, advertising and postage (\$7,467) after adjustment by the Town Administrator. All lines are approved by the Budget Committee.

J. Sullivan: We should be looking at the Town Administrator's suggestion in most cases. From '13-'14 it's \$152.00 more than last year.

Dr. Shankle: I look at the actual which was only \$5700. I think they will have enough to do what they need to.

M. Miville: The Secretary did not make any objections.

J. Sullivan: I believe as we go through it we approve each one as we proceed. We can revisit it later after we approve.

T. Lizotte: I think we should look at it as a whole and grace the whole thing at once. I think we did it section by section last year. We reviewed the whole thing and approved section by section.

J. Sullivan: Then let's wait until the end to approve all the budgets. Cemetery Commission is next.

M. Horne: This is really a maintenance budget. The '14-'15 budget request will allow us to get maps scanned in also. The new equipment is for a file cabinet. There was a fireproof file cabinet purchased by the commission is down by Kids Kloset. We probably need to put the cemetery documents in that if we can use that one, otherwise we need to purchase one.

D. Ross: I see actual at \$895 but now it's \$850. It's small but why would you request less?

M. Horne: They are for small items. We are going to be putting together a 5-year plan to have a better plan. We are trying to get organized in the future.

J. Sullivan: Conservation Commission – Councilor Ross can you lead us?

D. Ross: I don't have a lot of detail to offer. The Conservation Commission is requesting less than previous years. I don't know of any shortfalls. The only big expenditure is out of the trust fund. There was a request for \$10,000 for maintenance of properties. I'm not sure if that is part of CIP, but I don't see it.

M. Miville: It was recommended by the Town Administrator to zero out for this year but ongoing after that.

D. Ross: I'd like to revisit that. I don't know if that is a hinge point with the maintenance of other properties. It might be something that ties that in; I don't know the details.

Dr. Shankle: I didn't approve it because it was on a warrant last year and was turned down. The issue was not having a plan. If they need money, they need a plan so people can see what it is being used for. I didn't think they would buy it this year without knowing where the money is going.

D. Ross: It's part of what Harold was working on with the GPS of trails.

J. Sullivan: You will bring that information back to us.

D. Winterton: Secretarial services – there is no line item for NH retirement. It's 0. On the Budget Committee it's a recommendation for \$646.00

Dr. Shankle: The Conservation Commission uses somebody part time; Budget Committee is a full time person.

D. Winterton: My follow up is who decides which committees have full time and part time employees?

Dr. Shankle: Tradition. LeeAnn has done budget forever and they like her. Conservation Commission has the same person they have always had. We leave it up to the committees.

N. Comai: They have history and experience.

C. Soucie: The town wasn't going to allow full time employees to apply for part time positions but grandfathered those positions in.

D. Winterton: Do they receive overtime?

C. Soucie: Yes.

N. Comai: It's a blended rate.

D. Ross: I will follow up and chase it down.

J. Sullivan: Community Development, Jo Ann Duffy

J. Duffy: Part of budget does not carry over from previous years because last year the admin assistant was under code enforcement, and she has been moved to planning and engineering. Prior to that there were 2 separate budgets that have been combined. It might be difficult to compare to prior year. Some of the lines may look higher than prior year. It is actually down by approximately \$14,000. What was requested was less and Dr. Shankle cut it a little more. Some of the items were less from the year before.

D. Winterton: On the line for professional services, what does that entail?

J. Duffy: It included upgrades to GIS system but that has been put into a different request. Remaining money is for scanning old plans we have (2 or 3 more file cabinets) – site plans and subdivisions - to have them electronically. General engineering – used for consulting (Stantech) – if we have an applicant come in for a preliminary meeting prior to TRC, Stantech has to be paid for attending. Later on as the project submits escrow accts, we reimburse the fund. The other part is when we need them to do extra things beyond applicant's work. We have been carrying \$5,000 for that. The last one is for any consulting services we need to provide. If money is not used for that it goes back to the general fund.

N. Comai: Where did the GIS line item move to?

Dr. Shankle: It didn't move to any line item. I was going to put all department software upgrades in one warrant article.

R. Duhaime: Overtime for administrative assistant – a full time employee doing a part time job.

J. Duffy: She no longer takes ZBA minutes. OT is for her to attend other meetings: Economic Development, sign committee, and a few other smaller committee meetings. I took away OT that was included in code enforcement and took the difference and added \$500 to what was originally in planning. I adjusted it according to what was being used.

Dr. Shankle: The ZBA secretarial change was at the request of the employee.

J. Duffy: It turned out to be a lot less than paying OT.

D. Ross: The full time employee in code enforcement – there seems to be a big change in that.

J. Duffy: That is where the administrative assistant salary was moved out.

J. Sullivan: Do you have anything to add to CIP?

J. Duffy: I can explain about the parkway. The southern leg of the parkway has been in the master plan since the 70's. Manchester Sand and Gravel owns land that the parkway would go through the center of. David Campbell requested the parkway be eliminated because he thought it would be a hindrance on the development of his parcel. There may be a possibility of someone building a large building and he doesn't see sense in continuing with parkway. SNHU had the parkway on the back side of their property and they sent a letter saying they are no longer interested in having the parkway go through their land. These two parties will come to a future Planning Board meeting to discuss. For the two new items – the code enforcement vehicle has a lot of sedentary time and is rusting. I looked at repair records and I was advised to plan for a replacement vehicle in the next 2 years. This is a state bid price for a Ford Explorer. Parcel digital recompilation is something we would like to do in the future. The parcel lines do not line up in the GIS system. They are based off of tax maps which are not surveyed maps. Someone had asked if it's possible to work on the parts that are worse than others and we are looking into that.

J. Sullivan: Family Services, Joy Buzzell

J. Buzzell: My request is \$10,000 lower, all in the welfare line. I requested \$190,000 and Dr. Shankle pulled it to \$180,000. It's hard to predict what is needed. Last year we stayed under. We will hopefully be ok with \$180,000. We have been spending about \$9,000/month on welfare expenditures. We want to have a little buffer in there.

J. Sullivan: If for some reason it goes over, we still have to provide assistance. So your suggested reduction is in knowing that it will have to be covered.

Dr. Shankle: I looked at last year's number and the economics were as bad or worse as they are now. It didn't go over \$155,000. The Home Health and Hospice Care I cut out but if you would put \$1 in there, I don't oppose funding that.

D. Winterton: Part time employees – anyone close to or over 30 hours/week?

J. Buzzell: My hours are higher than normal because of the season but typically I am under 30.

D. Winterton: That has ramifications under the Affordable Care Act.

Dr. Shankle: You will have to work only 30 hours. We have 2 people so we have coverage.

D. Winterton: I think we need to understand we are operating under a new environment.

T. Lizotte: My suggestion was the approval of budget as a whole, but if there are changes so we don't forget about them we should do it as we go.

J. Sullivan: Based on consensus you can make a motion.

T. Lizotte motioned to put \$1 in line item 250.4444-800.024 for Home Health and Hospice Care. Seconded by N. Comai.

C. Soucie: Home Health and Hospice is a new request this year. We are using new GL numbers.

J. Sullivan: So we can make changes as we go and officially approve at the end.

N. Comai: And we reserve the right to make changes afterward.

Vote unanimously in favor.

D. Ross: The revenue portion – I'm not clear on it. It is showing actuals as consistently lower. Where is \$10,000 reimbursement? Am I misunderstanding? I presume this is money that comes back to the town.

J. Buzzell: When people apply for social security disability we might get reimbursed for a portion we assisted with when the person was applying or if they have a lien on their property and want to pay that off. I'm not sure where the \$10,000 came in.

C. Soucie: We use a 4-year average. You only see 2 years of actual but we use 4. We can adjust revenue during this process and before the tax setting process.

D. Ross: Based on that it appears this is going downhill quickly. The town used to get reimbursed more. Is this trending downward?

C. Soucie: It's hard to say – this is based on disability reimbursements.

J. Buzzell: I haven't seen that great of a reimbursement in a long time.

Dr. Shankle: It shows 2011-2012 at \$20,000. Depending on the situation, that could be for 1 or 2 people.

D. Ross: I'm looking at budget vs. actual, and I didn't know if that is affecting how we estimate revenues.

C. Soucie: We try to stay conservative during the beginning of the budget process. We take a closer look when we set the tax rate.

J. Sullivan: Tax Collector, Kim Blichmann

K. Blichmann: On the new budget under the new equipment is for a credit card machine. The request is to purchase 3 machines to take credit cards in the office.

N. Comai: When a charge comes through, it is a tax paid dollar that has not been appropriated.

K. Blichmann: When the merchant fee is paid, a law was passed to protect towns. 2.95% will be charged to the resident. We let them know that ahead of time. This is for a one time purchase of equipment and maintenance per year fee. There is a standard increase in health insurance; I did increase the property records maintenance line of \$100. That line has been overspent in the past. Professional services line was increased to reflect tax deeding which was never in the default so this is more accurate.

N. Comai: The last line – equipment purchase. You are asking for \$11,000?

K. Blichmann: Part of that is the new software that Dr. Shankle is consolidating.

Dr. Shankle: The three credit card machines are \$1,650 each which I left there, and the rest is for new software.

R. Duhaime: Is the health insurance in addition to salary rate?

Kim: Yes. 90% is the deputy town clerk. I pay for 90% of her benefits and 10% is from the Town Clerk budget.

J. Sullivan: Town Clerk, Todd Rainier

T. Rainier: This budget is straight forward in terms of increases due to benefits. Real increases are in the elections line – equipment (voting booths). We currently have 50 of the older style booths that are in bad shape. We started in 2005 to replace them with more durable units intended to last. \$2,482 reflects the purchase of 13 new units. We need to purchase a cart to transport them also. This expense was brought to Council last year. We would spread it out over 4 years to replace all 50 units and be in compliance with the number of booths necessary.

J. Sullivan: Supervisors of the Checklist – Sally Humphries, Bob Ehlers, and Mike Horne. We have a letter that expands on the reasons for their request.

S. Humphries: This stipend hasn't moved in 15 years, but what we have been asked to do has moved upward. We have to enter every vote electronically and register with the Concord voter database. We had almost 1,000 new registrations at this last election. All that extra layer of work was new as of 2006. They are also asking for smaller extra tasks; that is why we are asking for an increase.

D. Winterton: Serving as deputy moderator at the last election, if we give them this increase, they will still be grossly under compensated for the work they do.

S. Humphries: We do a quality check on every vote and do a Q&A session on all of them.

T. Lizotte: I have participated in elections but the fact is it's intense. The big elections are more intense. The integrity of the system relies on their time plus adding all the extra IT. I'd say we should increase it because of the workload. We should evaluate it to really see what it is and add another person possibly. It's very intense.

J. Sullivan: In addition to your daily work, it's the elections. Could you move it back and forth based on elections that are occurring?

T. Lizotte: we should consider a representative to the Supervisors of the Checklist.

N. Comai: I don't think we can. It's like hiring your own boss.

J. Sullivan: I believe there is a requirement that a Town Council rep is required to be at all elections so we are there. Can we be more engaged I'm not sure.

T. Lizotte: I'm not talking about being on the board but a liaison so we have more insight into what is involved.

Don Riley, Town Moderator

D. Riley: There is an excellent way for that to be accommodated – the board of elections is comprised of Todd, Sally, Mike, Bob and myself. That is a standing committee by town charter. A Council rep to that committee would be appropriate and appreciated. We could freely discuss things pertinent to the election and that rep could bring it back to you. I think that works perfectly. I would strongly suggest going in that direction. Everything talked about is true – these are the hardest working 3 people on the election board without question. We have had 2 anomalies in some prior elections. The response from the supervisors to mid-course correct and keep track of what occurred and what the result was is phenomenal. I don't know how to put a price on that. I hate to think about if that mistake doesn't get caught until after the election is over. These 3 have been a comfort to me – that is one thing I don't have to worry about on that day.

J. Sullivan: We can look at reconsidering increasing beyond what was requested for the stipend and work on a Council liaison.

***T. Lizotte motioned to continue the meeting to 10:00. Seconded by D. Winterton.
Vote unanimously in favor.***

SUB-COMMITTEE REPORTS

T. Lizotte: Budget committee began review of school budget. Significant increase on the order of \$1.99M – adjustments because of Manchester settlement; adjustments in special ed – 10 graduated and 20 came in.

J. Levesque: Board of Assessors had 3 abatements and they were granted. One was an elderly exemption that didn't get picked up in time but was taken care of. ZBA – Sterling Homes on S. Bow Rd is impact of road crossing of wetland granted. Manchester Water Works was back. They want to put a well in on Kimball Dr. and jack out from under the river and draw water from the river. That was passed after the site walk. Bridge Bay LLC – 99 Mammoth Rd. They wanted to build 21 single units in 3-story building. They decided to put the 21 units at the back to minimize wetlands they had to cross.

D. Ross: Nothing to report.

D. Winterton: HYAA met and made a good selection. I couldn't be happier with the program. Councilor Lizotte and I are involved in police union negotiations which are ongoing. Planning Board – Pike Industries on Hackett Hill Rd. has a huge project; they want to remove the two existing asphalt plants and build one brand new one that would be more efficient. Bass Pro Shops opening February 19.

J. Sullivan: Nothing to report

N. Comai: Nothing to report

R. Duhaime: Nothing to report

A. Jennings: Parks and Rec – lighted pinnacle – we will work with Conservation to see if light can be in there; solar if so. 4:30-9:30pm the dog park lights are on.

PUBLIC INPUT

M. Miville, 42 Main St: Regarding the stipends - I'm speaking as a citizen and not in any other capacities. I have asked previously – there is a disparity of stipends being paid. I've asked perhaps Town Council should examine how board members get paid and to evaluate criteria of how they get paid. I'd suggest a per meeting stipend. The budget committee has 19-20 meetings per year overseeing \$45M budgets for the town. That is significant. Because we are independent we shouldn't be paid but supervisors are independent. Perhaps put it on your agenda to discuss. It's beyond the purview of the budget committee.

J. Sullivan: The public hearing is now closed on CMAQ funds for College Park Drive sidewalk.

NON-PUBLIC SESSION

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

J. Sullivan motioned to enter non-public session (a) at 9:38pm. Seconded by R. Duhaime.

Roll call

J. Levesque – Yes

T. Lizotte – Yes

A. Jennings – Yes

N. Comai - Yes

R. Duhaime – Yes

D. Winterton – Yes

D. Ross – Yes

J. Sullivan - Yes

Vote unanimously in favor.

D. Ross motioned to exit non-public at 10:15pm. Seconded by T. Lizotte.

Vote unanimously in favor.

J. Levesque motioned to seal the non-public minutes of 12/11/13. Seconded by D. Ross.

Vote unanimously in favor.

J. Levesque motioned to adjourn at 10:15pm. Seconded by D. Ross.

Vote unanimously in favor.

Respectfully submitted,