

TOWN COUNCIL MEETING MINUTES
Wednesday, December 10, 2014

CALL TO ORDER

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

ROLL CALL – ATTENDANCE

Donald Winterton, Nancy Comai, Todd Lizotte, James Levesque, Adam Jennings, Robert Duhaime, Susan Orr (arrived 6:35 pm), David Ross (arrived 6:47 pm), Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)

PLEDGE OF ALLEGIANCE

Moment of silence for John Turbyne and John Wentrup.

SPECIAL RECOGNITIONS

*Swearing in of two patrol officers: Officer Justin Dempsey and Officer Michael Carpentier
Introduction of dispatcher: Katie Flynn*

J. Sullivan: Congratulations! On behalf of the Town Council, we welcome you to our family. We wish you good luck. Stay safe.

APPROVAL OF MINUTES

- a. Public: November 19, 2014

N. Comai motioned to accept the public minutes of November 19, 2014. Seconded by T. Lizotte. Vote unanimously in favor.

- b. Non-public: None

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

- a. Lilac (Village) Bridge

J. Sullivan: The purpose of this hearing is to get public input on the future of the Village (Lilac) Bridge including the possibility of removing it completely or rehabilitating it per RSA 31:95-b, III (a). The hearing is now open.

Dr. Shankle: We are working with the state to determine the next step. A public hearing was recommended by the state to give residents a chance to weigh in. We know we need to deal with this situation as quickly as possible.

Jason Gallant and Joe Ducharme, CMA Engineers

J. Gallant: *(Reviewed presentation)* We have been working since August reviewing the bridge. During a recent inspection in August, 2014 there were 8 locations where a broken member was noticed and deemed unstable and in danger of collapse.

N. Comai: Yellow bar on cost page – state funding is included as part of the cost. \$600,000 would be taken of the overall number as the state's portion?

J. Gallant: Total costs are shown. I wanted to acknowledge DOT's portion so I showed it; in the case of the removal – green and yellow are bundled together. Green is the town and yellow is the state cost. \$1.3M plus 600,000 plus \$700,000 is a total cost of \$2.6M. I tried to show how it's broken out – state (yellow) and local (all other).

D. Winterton: Save America's Treasures – funding? Heritage Trail – funding?

J Gallant: None at this time.

D. Winterton: Any other funding sources?

J. Gallant: The Transportation Enhancement is not included; there are grants available through the Transportation Alternative program set aside at \$850,000/project. My understanding is the state is looking at smaller projects. I'd encourage the town to apply during the next funding cycle to see if there is additional funding on top of what the state is already providing.

R. Duhaime: What is the timeline on the Heritage Trail to look at this bridge?

J. Gallant: We don't have that date. It was noted this would be a good link for that when it came through.

R. Duhaime: There was \$675,000 already paid for engineering (in September) was to rehab the bridge so we could make this decision?

J. Gallant: DOT found a critical deficiency, and we were brought in to verify and come up with a stabilization plan. We completed that and are working through the alternative analysis with you to complete the Section 106 process so it can be either rehabilitated or disposed of. I don't know where the \$675,000 came from? We had a \$60,000 contract that has since been revised to \$96,000.

D. Winterton: The state noticed deficiencies in August. Do we have access to prior inspections and when was the last one?

J. Gallant: 2 years ago was the most recent inspection.

D. Winterton: What did the 2012 inspection show?

J. Gallant: It didn't document any broken members; it was only a cursory inspection.

D. Winterton: What is a cursory inspection?

J. Gallant: The inspectors come to the site and may or may not walk the entirety of the bridge. I would have to defer to DOT for any further comment.

D. Winterton: When was the last full inspection done by the state?

J. Gallant: I don't know.

D. Ross: Has there been any consideration given to relocate the sewer line onto the other bridge? How did you come to that number of \$700,000?

J. Ducharme: We spoke to the Sewer Commission about alternatives. One option is to put in a larger lift station and pump over the existing Main St. Bridge. That cost is approximately \$600,000-\$700,000. The preferred alternative is to continue with the gravity sewer option. An emergency bypass is being worked on diligently by the Sewer Commission. If there were a collapse of the bridge, they would have a temporary back up plan. We are not certain if a long term option is there.

D. Ross: I thought we would want to use the existing pilings; have you looked at that carefully?

J. Gallant: To maintain the existing piers that are there, if we look at a 75-year horizon, we assume there would need to be repairs. In all cases of rehab/replacement we would reuse the piers. On the 170' span the deadload of the structure is the greatest component in that span range. There isn't much difference in a pedestrian bridge so the structure would accommodate pedestrians and hold sewer. (There is a total span of 500' across the river.)

Dr. Shankle: Just a clarification on \$2.6M and \$3.3M; one of those is to relocate sewer to a pump station or another structure. The \$3.3M is continuing a gravity sewer on a pedestrian bridge. It doesn't show the \$700,000 difference – the extra cost of keeping the pump station/electricity vs. gravity sewer.

J. Ducharme: For this cost comparison, we are only looking at capital expenses. You would look at long term cost in the decision process. We would need to add the cost to maintain the structure as well. If a pumping option were chosen there is an added long term, life cycle cost.

Open for public comment.

Marc Miville, 42 Main St: What is the value of the current metal on the bridge if we remove it, and can we sell that metal and use the funds for other town purposes? \$2.6M – Sewer Commission funding is part of that \$2.3? Does this require a warrant article or is it too late? Its own weight is causing damage and that dictates what we need to do. I'd be in favor of removing it. Are the \$3.3M and \$2.6M options both only for 5-10 years?

J. Gallant: Salvage value: This is a lead painted bridge so typically what happens is salvage metal goes to the contractor and is reflected in the bid for the work.

J. Ducharme: Regarding the Sewer Commission: if there were no bridge, they would look at those alternatives. I don't think a conclusive decision has been made yet.

J. Gallant: The 5-10 year window is for stabilizing; all other alternatives are a 75-year timeline (with needed maintenance).

Dr. Shankle: There is still time for a warrant article, if needed.

Kathie Northrup, 24 Berry Hill Rd: I'm here as a citizen interested in the history of Hooksett. It may need to be demolished; it has been a fixture for over 100 years, and we are fortunate to have it as long as we have. A historical resources person suggested that if we lose it, a display should be put up to memorialize it. Should the town wish to do that I'd like to volunteer to do research. The Heritage Commission decided to do a version of the bridge as a commemorative piece. I'd urge Council to explore to replace the superstructure with a pedestrian bridge to allow more versatility for a centerpiece area.

Heather Rainier, 1 Veteran's Dr: I want to give our local support to replace it with a pedestrian bridge to make this a centerpiece of our community, keeping in mind efficiency and cost.

M. Miville: There was some opinion from historical people wondering if part of the contract could include part of the bridge be preserved (with the paint removed) and not the entire bridge going to scrap.

R. Duhaime: In the 2004 study, what future development was that?

J. Gallant: Looking at mixed use zones and contemplating the link that the Lilac bridge offers i.e., pedestrian bridge.

J. Sullivan: What is our next step once this hearing is closed?

Dr. Shankle: At the next meeting we can include it on the agenda for discussion. Whichever way you decide, there are some options re: finances and we will bring those to you next week. Something has to go to the voters. It's possible since it is an emergency and we do have a fund balance, you can designate funds in case it does fall down. We will give you a chance to discuss that next week.

S. Orr: Since there seems to be a consensus to explore a pedestrian bridge, can we ask CMA to come with an estimate of that? Maybe this can be combined with the demo of the old bridge?

J. Gallant: That is the \$3.3M project. (Pedestrian bridge, stabilize piers and remove existing steel)

N. Comai: \$3.3M minus \$600,000 from state – is there a way that we can use up to a certain amount of money – I don't know what is available and what can be applied back to the heritage part of it. It does need to be removed and/or replaced.

Dr. Shankle: We have spent time with the Sewer Commission and they are on the same page – keeping the sewer there and adding a pedestrian bridge. The work on the substructure and work to maintain would be minimal. First decision Council needs to make is whether you want to rehab or remove. We are focusing on the options once we remove it and then it goes to the voters.

R. Duhaime: Can we leave the lower section standing – is that a weigh load issue? Can the south section be left and the other 2 continue into a pedestrian bridge?

J. Gallant: Yes, we did look at that. If you remove the northerly and middle areas, it still requires a significant amount of demo - paint has to be mitigated and there would still be a significant amount of member repair and replacement. It's in moderately better condition – no main truss members are broken. All the deck system needs to be replaced. We'd be in the \$3.5M-\$4M range to save that one span and then have to put 2 new spans on.

J. Levesque: The state has been inspecting this bridge since 1953. The 2 deficiencies are 100% fractured – that doesn't happen overnight. How did the state not see this?

J. Sullivan: I think they mentioned this when they described the cursory inspections. They probably stopped doing full blown inspections once it was no longer a transportation bridge.

J. Gallant: The state, as a courtesy, inspects the municipality bridges because they have qualified personnel. They are not inspecting closed bridges to the same degree as those still being used.

D. Ross: During the construction period sewer is going to be redirected. Have those costs been included in these options?

J. Gallant: Yes, there are temporary sewer relocation costs.

D. Ross: It appears our decision will be to take it down or save it. I think, if possible, this should be brought to the voters. We need to do something quickly and get the ball rolling as to demolish or try to save it.

J. Sullivan: Seeing no other input, I will close this public hearing on the Lilac Bridge. We thank everyone for coming.

CONSENT AGENDA

- a. Adopt-A-Family \$300 donation from Sweeney family

T. Lizotte motioned to accept the consent agenda as written. Seconded by A. Jennings. Vote unanimously in favor.

TOWN ADMINISTRATOR'S REPORT

- My main focus has been union negotiations.
- We finished the CIP and went to the Planning Board and it was approved. We will be talking about that and the budget items later.
- Ambulance write-offs - we should do that in public; you did a write-off of \$820.59 for a 6/13/14 incident that you approved at your last meeting.
- 2 meetings ago, when we were in non-public, the camera did not shut off, but the sound did. I went back and trimmed the video so that should not be on there anymore.
- The Hooksett Banner changed their deadlines and didn't tell me so I missed it. If you get it and noticed I wasn't in there, I didn't stop; I just need to get back in sync.
- We talked about the POW-MIA chair and it is in Veteran's Park now. We might do something more formal to present it at some point.
- Received a letter from the President of Hooksett Garden Club (*read letter into record*)
- I've done some work internationally in the past and exchanges with other countries are always good, but at the ICMA conference, I learned they were working on a project in Jordan for local economic development. A couple of us will go over there and some of them will come here. It does not cost the town anything. We did get selected along with Pocatello, ID. Katie and I are going to go do some Economic Development. They will be coming here in August (8 or 10 people) and we will show them around Hooksett and the region. I think it will be a good PR thing for Hooksett.

PUBLIC INPUT: 15 Minutes

None

NOMINATIONS AND APPOINTMENTS

None

SCHEDULED APPOINTMENTS

a. Library Trustees re: pay equity study (Mary Farwell, Mac Broderick, Barbara Davis)

M. Farwell: Mac will take you through our methodology and I'll discuss options after that.

M. Broderick: We were awarded the NH Library of the Year and that allowed us the opportunity for self-assessment. We realized we owe past successes to our staff. We were surprised by many comparisons, particularly related to staffing – level, pay, functions, rules. We reviewed different data elements from local towns. (*Referring to Tab 1 in book*) FTE - 11.51 average and Hooksett is 9.71 (including custodian) = 72 hrs/week less than the average. Operating budget average – \$910,000; Hooksett is \$572,493 (and \$142,030 less than the next lowest). We are doing more with less. We learned that our staffing and budget is low but service is good. When we embarked on this study, we wanted to know how we compare our staff with other library staff and how do we compare within the town of Hooksett. This is not the first time we reviewed pay equity pay. In December 2006, it was presented to Council. Pay was adjusted as of January 1, 2007. Town Council and Town Administrator agreed that the staff was underpaid relative to cohort towns. In 2007 the adjustments were made over a 2-year budget phase. 2008-2009 was the second phase and did not pass due to default budget. The 2009-2010 budget was passed and phase 2 took effect July 1, 2009. This time we conducted an in depth study. (*Refer to tab 8 in book for example of how we did this, relative to a Circulation Clerk.*) Tab 6 is the results (current salary, how they compare to similar positions in cohort towns (green), and how they compare to other Hooksett employees (red). If we focus our request to provide equitable pay rates, we need to increase our budget by \$63,140 for the full year. If we want to adjust within the library industry, we would need an additional \$79,362 – including payroll taxes and retirement.

N. Comai: In your analysis, taking into consideration other towns, how did you know the tenure of employees?

M. Broderick: We contacted all the libraries and asked for information on length of service, pay rates, etc. We were comparing as best we can apples to apples. Tab 2 shows the comparison including years of service and position. We tried to calculate based on experience and longevity.

B. Davis: Goffstown was excluded from some items because we didn't have their full data.

T. Lizotte: We need to be careful how we talk about this since we only have one person in most of these positions. I think we should consider tax rate and valuation in regards to each of these towns. The other thing is how much experience do they have, perhaps from other towns? It's interpretation. I'd be inclined to look at this in non-public in terms of getting into specifics.

S. Orr: You have the low/high range for each position and that covers the whole length of service.

B. Davis: We only used the towns that had published minimum and maximum. We didn't use specific salaries. We requested everything at the beginning of our study.

S. Orr: On Tab 6, what draws me is the Hooksett employees. We specifically concluded that library staff is town staff. If that is the case and we have comparable wage categories in one part of the town and the pay is that varied from one department to the next that is a concern. We have an inequitable pay scale. We've looked at this before, but it seems to me the library staff has not been included in that formula.

T. Lizotte: I'm not 100% clear on that; the library is a separate board of trustees. There is a reason they are not integrated into the municipal side. They also have their own tax ID number and budget procedure which separates them from us. I'm not certain we want to integrate them into that matrix.

S. Orr: Then we have an added depth to the issue. When we talked health insurance, we concluded they were town staff. I'm not sure why it's a gray area.

J. Sullivan: We talked about incurring possible penalties from the ACA on employees deemed not part of the town. Did we get an official understanding that even though they have a separate tax ID and authority, they are part of the overall Hooksett umbrella? Can you clarify?

Dr. Shankle: They are considered town employees for all practical legal purposes. You can be in the same companies and have different divisions and leaders. They are town employees and they have a library trustee.

S. Orr: Given that scenario, is the sewer department staff in that same grid of pay scales as town employees?

Dr. Shankle: No but they are town employees.

J. Sullivan: The library trustees can have a separate pay scale. This could be something where you look at your positions and see if they are correctly placed.

S. Orr: The classifications in town - are the library employees included?

Dr. Shankle: No and they usually aren't anywhere. If the Library Trustees disagree with where Council chose to put them, they would just ignore it.

M. Farwell: We'd be fine with implementing that. We'd do it with a cohort library number.

N. Comai: You fear the contribution to insurance and everything else coming up.

M. Broderick: We did this to ensure we were treating employees in a fair and equitable manner. Putting them into the classification system was the first step to see where they fell in similar positions within the town.

J. Sullivan: You could adopt a similar pay scale under your own authority.

M. Broderick: The rationale would be either the library industry or the town. One of those options is the logical choice.

D. Ross: You have the authority to set wages for your employees. I presume you are bringing this to us to buttress what you are about to do anyway, correct?

M. Broderick: We were asking your approval.

J. Sullivan: The town has always looked at the library budget. I don't recall any time we made dramatic cuts to this group. What if they presented a budget that is 20% over and Council said we would only approve 10% how does that work?

Dr. Shankle: Has Council ever cut your budget?

M. Farwell: There was a small cut one time and the budget committee restored it.

M. Broderick: We have been trying to adhere to considerations from budget or Council. Our budget is tied to the town.

D. Winterton: The book yells loud and clear that we have a good library with wonderful workers doing it on a shoestring. As a town we need to decide to look at the entire pie that the town pays for all its services and how much of that we distribute to the library as opposed to fire, highway, police, etc. I'd like to see a book that compares those towns' other departments as well as library - do they spend 30% on police, 2% on library? That's the data I'd like to see. Our job on the budget is how to cut up that pie as a town.

T. Lizotte: We don't have the authority so I wouldn't put them through that exercise. The budget cycle brings it to the budget committee; we're not saying how their pay matrix should be established.

N. Comai: This provides us info to help us with other decisions. Based on this book, it's easy to support what you are trying to do singly (me), not as a board.

M. Farwell: We were aware of the inequities in pay, but not of the magnitude until we did this study. We see 3 options: take \$63,140 and put in the 2015-2016 budget; the concern is that we will have a default budget next year. Library Trustees agree that the budget will not pass in May. We may have the option to put this in a warrant article, but in our eyes, those are for new positions, changes to existing laws, and buying capital assets, so equitable pay doesn't fit in that process. We see a third option to address this as soon as possible. In 2006, the Town Administrator conducted a study and Council agreed there was inequity between Hooksett and cohort towns. Council agreed to adjust compensation as of January 2007. We believe the best situation is to adopt the 2007 model. We have sufficient funds to implement these increases, ideally on 1/1/15, but would look to defer to 3/1/15; it becomes a default item in 2015-2016. This solution represents a commitment to employees. It also allows us to adjust the pay scale for the children's librarian to hopefully get some qualified candidates now that we have a higher pay range.

J. Sullivan: It looks like a motion to approve the new salary ranges is all that is required looking at the minutes from 2007. They can do that on their own?

Dr. Shankle: As far as I understand. I haven't looked it up.

M. Farwell: *Read from 1/10/07 minutes*

N. Comai: I'd ask Dr. Shankle to look it up. If you are taking funds from another position, how did that position get created and did voters approve money for that? I don't know if you can move appropriated money. Just because something was done in 2007 doesn't mean it was correct.

J. Sullivan: They have the authority to make a salary adjustment similar to 2007?

Dr. Shankle: Vacant positions can be filled at any rate. My understanding is they determine rates of employees, but I can check with the attorney. Their budget just goes up accordingly.

D. Winterton: You are in charge of your budget; you can pay what you want within your budget. You are taking funds from a vacant position to pay current employees; if you want to hire a new children's librarian I don't know where you would find the funds before July 2015.

B. Davis: We aren't using funds for the entire year that is why we are waiting until March.

J. Sullivan: To make salary adjustments under your budget, you would have that authority. The question is even if you could hire that position, there would be inequities due to your report, correct? You would have no solution and the money would not be available.

M. Farwell: Option 3 is to take the money saved, make all adjustments and that money becomes part of the default budget for 2015/2016.

M. Broderick: Going forward we should have the money for the Children's Librarian and an equitable pay rate increase – you'll see an increase in the 2015/2016 budget.

S. Orr: Since it was determined we don't have authority to make any decisions, I'd suggest you go for it and do what you need to do, and work your budget the way you see it will work and you have my support.

T. Lizotte: You want to take unused funds from this fiscal year, and distribute out to raise wages prior to us voting on the next budget. The current budget reflects this increase?

M. Broderick: No, but we have some unused money.

T. Lizotte: You want to use the fund balance to affect the shift prior to the vote on next budget, I'm concerned. You do have one line for wages but what if the budget passes?

M. Broderick: The budget amount for next year will have to be updated if we make the change.

M. Farwell: This change needs to be part of the default budget because we can't give raises going forward if there isn't money to do that.

M. Broderick: We want to do it this year but it becomes part of the default.

J. Sullivan: So you will be providing an updated figure on your operating budget.

T. Lizotte: They can do that but I'm concerned about taking unused funds tasked for a specific position and creating a pre-emptive thing - is that kosher from a DRA standpoint?

M. Farwell: Refer to minutes from 2007; the money was available due to unfilled positions

N. Comai: I don't think that was correct. When the budget is voted on it has a specific number of employees.

A. Jennings: We have extra money built up because we haven't hired a town engineer. They are purposely getting that increase in the default budget.

J. Sullivan: The Council precedent from 2007 – maybe we need to seek some legal guidance on how to handle this properly?

S. Orr: We are not comparing like to like. They have extra money in the wages/benefits line. You can re-assign funds. They are taking excess funds, temporarily suspending a position to reallocate them in the same line item and re-address the open position at a later date. They will figure out where the salary comes from.

A. Jennings: Their default budget will be \$63,000 more without going to the voters.

N. Comai: That is the problem.

J. Sullivan: If it would be helpful to get legal guidance, I'd ask Dr. Shankle to get a legal opinion or assistance on how to do this properly. We need them to be sure of the default for next year.

Dr. Shankle: Who sets the default for the library? The overall budget is decided by the governing body – I presume it's the library for the library but I don't know that for a fact.

M. Farwell: That is the operative question and that will determine whether we will be able to address this.

Dr. Shankle: You want to increase next year's budget by \$63,000 and that is not what we've got at this point.

J. Sullivan: Dr. Shankle will get legal guidance on if the library trustees are the governing body on the default. If yes, then you have all the authority. If not, Dr. Shankle will advise and be in touch with you.

5 MINUTE RECESS

OLD BUSINESS

None

NEW BUSINESS

a. 14 – 100 Landfill Monitoring Contract

D. Boyce: This has to be monitored by a state engineer; and is up for renewal this year. We put out a bid for a 3-year contract. We got 10 bids and chose our present engineer. They were the low bid and are doing a great job. The cost is \$15,100.

S. Orr motioned the town award the 3-year landfill monitoring contract (Bid #14-07) to Cardno ATC in the amount of \$15,100. Seconded by J. Levesque.

D. Boyce: The contract is for 3 years. We have a groundwater management permit due at the end of the third year and they prepare that for us.

Roll Call

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

Vote unanimously in favor.

b. 14 – 101 2014 Budget Overview, CIP Discussion and Review of Various Budgets
Dr. Shankle: I have handed out an overview from our Finance Director. The recommendation is a decrease of \$48,562 or 0.33% from the current year budget. I'd like you to think about how we continue to hear about the number of warrant articles. Under the Merrimack River CR Fund (\$430,000) that would sweep all that into one CR and eliminates 7 warrant articles that historically pass every year. It's up to you, it's just my suggestion. The first Saturday in January is the all-day budget meeting. I've heard some concern about that this year. We need to decide next week if you want to change that to another date.

J. Sullivan: It wasn't always that way but if we don't want to meet on the 3rd, we have the 14th and 25th. We are limited on other essential items for Council meetings or do we want to schedule another meeting?

J. Levesque: The second Saturday is better for me.

D. Winterton: I'd rather make it on a Wednesday night, like 1/7.

J. Sullivan: So should we cancel 1/3/15 and schedule a meeting on 1/7/15? We have 3 full nights of Council review and I think that should be sufficient to get it ready for the 28th. The consensus is to cancel the 1/3/15 meeting and schedule it for 1/7/15; we can decide on the 14th if we need another meeting on the 21st.

Dr. Shankle: CIP – we are statutorily required to talk about that. (*Refer to Tab 24 in the budget book.*) In the past, the CIP included not just true capital items but long range spending items and I separated those. CIP is what the Planning Board focuses on and you need to look on tab 24 (Capital Improvement Plan). I brought this to the Planning Board and they voted to support it. Southern leg of the parkway was left on there, but \$60,000 should go back to the general fund. The next thing is fire station #3 at exit 10 - I didn't put any dollar figure on it. Public Works – drainage upgrade \$50,000 recommended. Parks & Rec facilities development reserve fund – continue for facility upgrades; improvements in conservation land – need to do those and not lose track of them, but there is nothing in there this year. Merrimack Riverfront trails – offsetting revenues (\$944,000 at bottom) in grants and the rest on a warrant article. I didn't put it in because you wanted to level services, not level funding. Petersbrook field expansion – ongoing from impact fees; College Park Dr sidewalk – pushed out due to the bridge project.

N. Comai: \$140,200 for Petersbrook is missing from this report.

Dr. Shankle: I'll check on that. Hackett Hill was pushed to 2016-2017; the hourglass was pushed out further. Main St sidewalk – no projected money at this point. I tried to include projects the Planning Board would want to know is coming down the road. Lilac (Village) Bridge and Old Town Hall – getting some funding recommendations and estimations. I went to the school board meeting and these items listed are the things they gave me they wanted to do. Nothing was received from water or sewer.

T. Lizotte motioned to accept the CIP, ending FY 2016-2021 as presented by the Town Administrator minus the \$140,200 under the 2018-2019 fiscal years for the Petersbrook field. Seconded by N. Comai. Vote unanimously in favor.

D. Boyce: Recycle and Transfer is \$8000 over last year; we added \$5000 into hazardous waste as we exceeded this year due to the increase in residents in town. Tipping fees went up \$16,000, per our contract. I increased vehicle maintenance by \$5,000. We are only increasing \$8000 because the new collection employee is making less money and using fewer benefits.

J. Sullivan: Tipping fees, I know they are contractual. What is the average tonnage tipping fee?

D. Boyce: We are going from \$66.20 to \$67.63.

D. Winterton: Can we reduce your fuel fees?

D. Boyce: In 2015 we know prices for fuel will be less. I can't get a price anywhere for 2016 so I left it where we had it. I just know it won't be this low.

D. Winterton: The condo reimbursement – have we changed that?

D. Boyce: No, we talked about maybe reducing it but we haven't yet.

D. Winterton: I'd think maybe a 25 or 30% reduction may be appropriate based on recycling levels.

D. Boyce: It's part of the tipping fees, not a separate line.

***D. Ross motioned to extend the meeting to 9:45 pm. Seconded by T. Lizotte.
Vote 8 in favor; 1 opposed (S. Orr).***

J. Sullivan: I'd ask you to ask the Town Administrator and staff to look at what their suggestion would be in making cuts to the recycling reimbursement and put it on a future agenda. There may be some calculations.

D. Boyce: I can find out the percentage is we are reducing.

S. Orr: The collection overtime – when would they collect on Saturday?

D. Boyce: We have 4 employees working at the facility on Saturdays on rotation.

J. Levesque: The condos don't recycle?

D. Boyce: Some condo residents come to the facility to recycle. They have a bin at the condo locations but they are contaminated.

D. Ross: Vehicle maintenance for \$73,000 is what?

D. Boyce: That was last year's expenditures. A lot of equipment is aging and requires a lot of money to maintain.

D. Ross: I don't know if anyone has done a comparison to see how well this is working out for us?

D. Boyce: Not having men on the back of the truck is enormous. There are still packers running; we get a new truck in March. It's a little more to maintain these new trucks but overall even the packers require maintenance all the time (mostly tires).

J. Sullivan: I'd think we can motion to accept this now if we don't think we will need her to come back.

T. Lizotte: If we have a tentative agreement I don't think we should do that until we hear about the agenda item Mr. Winterton brought up about the condo reimbursement.

SUB-COMMITTEE REPORTS

Nothing to report.

PUBLIC INPUT

None

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.

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

J. Sullivan motioned to enter non-public session at 9:38pm. Seconded by D. Winterton.

Roll Call

D. Ross - yes

A. Jennings - yes

S. Orr - yes

R. Duhaime - yes

T. Lizotte - yes

J. Levesque - yes

D. Winterton - yes

J. Sullivan -yes

Vote unanimously in favor.

***D. Ross motioned to extend the meeting from 9:45pm to 9:55pm. Seconded by T. Lizotte.
Vote 7 in favor; 1opposed (S. Orr).***

***J. Sullivan motioned to exit non-public at 9:50pm. Seconded by S. Orr.
Vote unanimously in favor.***

***J. Sullivan motioned to seal the non-public minutes of 12/10/14. Seconded by D. Winterton.
Vote unanimously in favor.***

***J. Sullivan motioned to adjourn at 9:50pm. Seconded by S. Orr.
Vote unanimously in favor.***

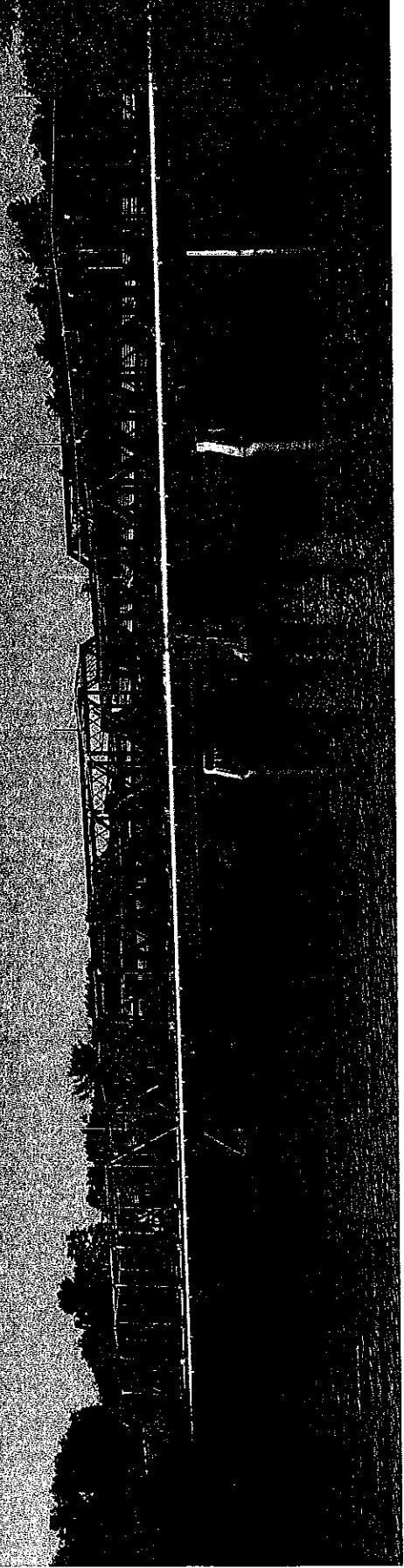
NOTE: The Town website www.hooksett.org may have attachments to these Town Council minutes for documents referred to in the minutes, reading file material, and/or ancillary documents that the Town Council Chair has signed as agent to expend as a result of the Council's prior approval of the documents.

Respectfully Submitted,

Tiffany Verney
Recording Clerk

Hooksett Liac Bridge
NHDOT Bridge No. 083/150
Town Council Presentation

December 10, 2014



Presentation Summary

- Historic documentation of the bridge
- Use of the bridge 1909-2014
- Bridge re-use considerations 1976-present
- Recent findings
- Current status
- Bridge and sewer alternatives
- Opinions of costs
- Next steps
- Public Input



Historic Documentation

- The Lilac Bridge is the only remaining three-span High Pratt truss in New Hampshire
- The bridge was built by Hooksett Village in 1909 at a cost of \$26,000
- The southerly span was washed away and replaced in 1936
- The bridge is listed on the State Register of Historic Places (2008)



Bridge Use (1909-2014)

Maintained
by the Town
1909-1953

15 Ton, 100
PSF Design
Capacity

Maintained
by NHDOT
1953- 1976,
Sewer
Installed
Late 1960's

Safety
Concerns
Raised in
the 1960s

Posted to a
6-Ton Limit
in 1969

Timber
Deck
Replaced
and Gusset
Plate
Repairs in
1970



Bridge Use (1909-2014)

Closed to
Traffic 1976
and
Maintained
by the Town
Since

Bridge
Removal
and Sewer
Utility
Discussed in
1976

Active
Sewer
Utility is
Maintained
on the
Bridge
Today

Sewer
Flows by
Gravity
Across
the River

Sewer Main
Conveys
40,000 to
60,000
Gallons Per
Day (gpd)

The Sewer
Commission
has
Developed
an Interim
Bypass Plan



Bridge Re-Use Efforts (1976-present)

A Resident Worked to Install Gardens and Benches on the Bridge in 1976

Additional Loads Required Bridge Rehabilitation

The Town Decided in 1976 to Maintain the Sewer but Otherwise Close the Bridge

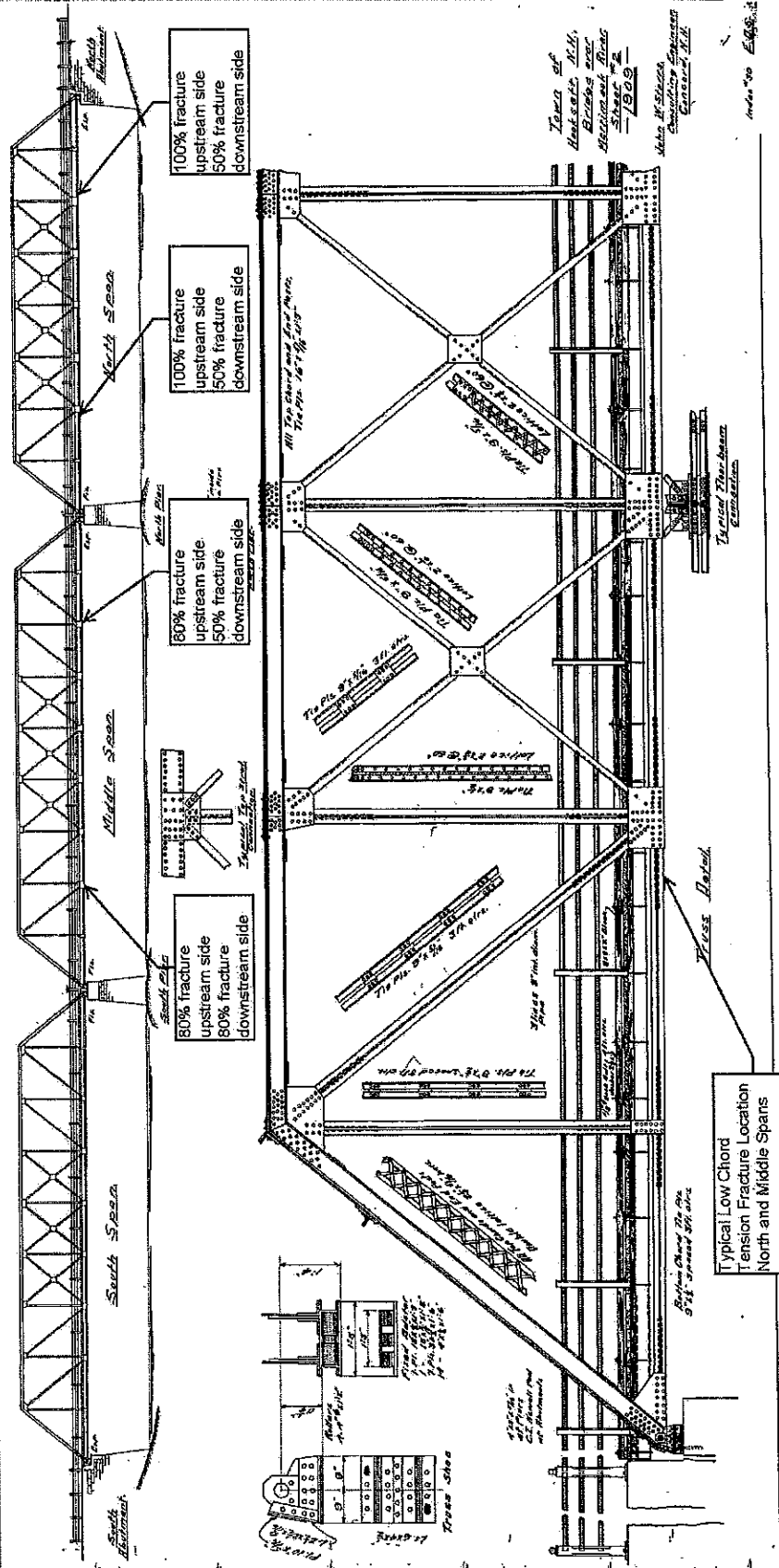
The Bridge has been Envisioned to be a Connection for the 230-mile Heritage Trail

The Bridge was Scheduled for Repairs under a TE Project in 1999-2000

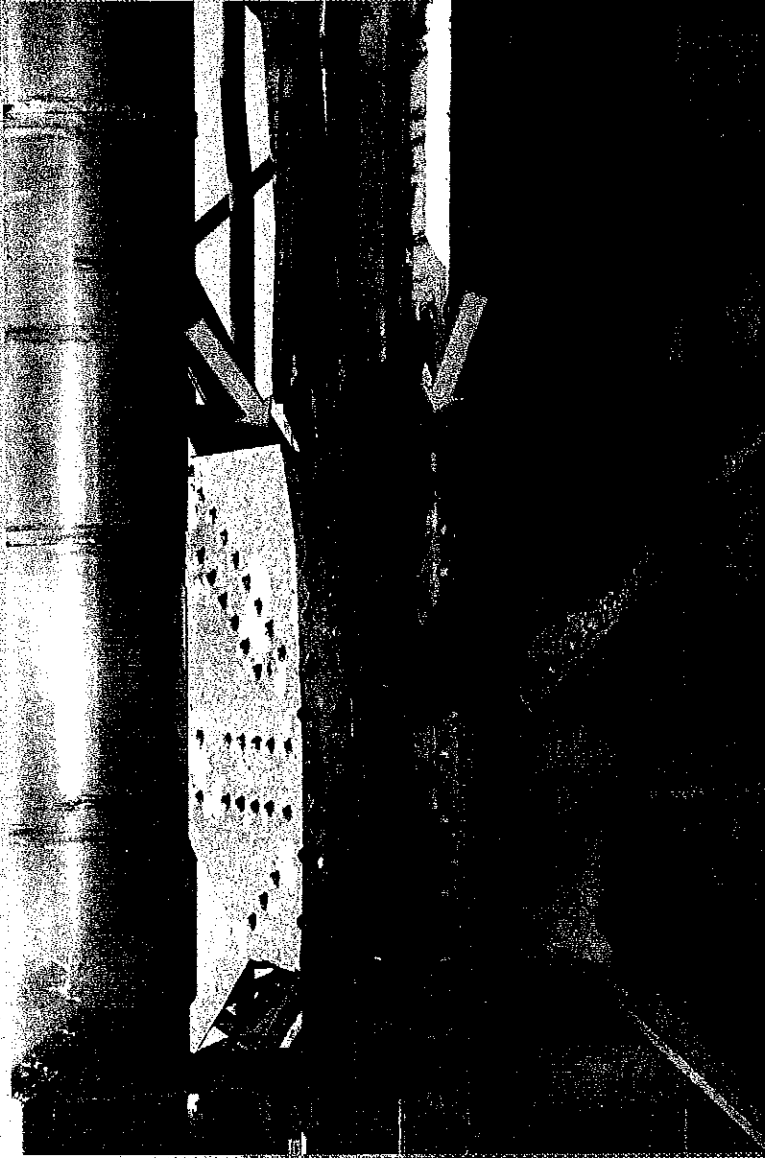
A 2004 Study Noted the Bridge as an Important Connection for future Development in Hooksett



Recent Findings — Fractured Members



Typical Fracture: North Span Shown



Current Status

- River is barricaded with floats to preclude boat traffic under two spans
- As a matter of public safety, the bridge should be secured or removed prior to collapse
- CMA Engineers prepared an emergency stabilization plan in September 2014 with a budget of \$875,000
- A single bid, determined to be non-responsive, was received for \$1,950,000

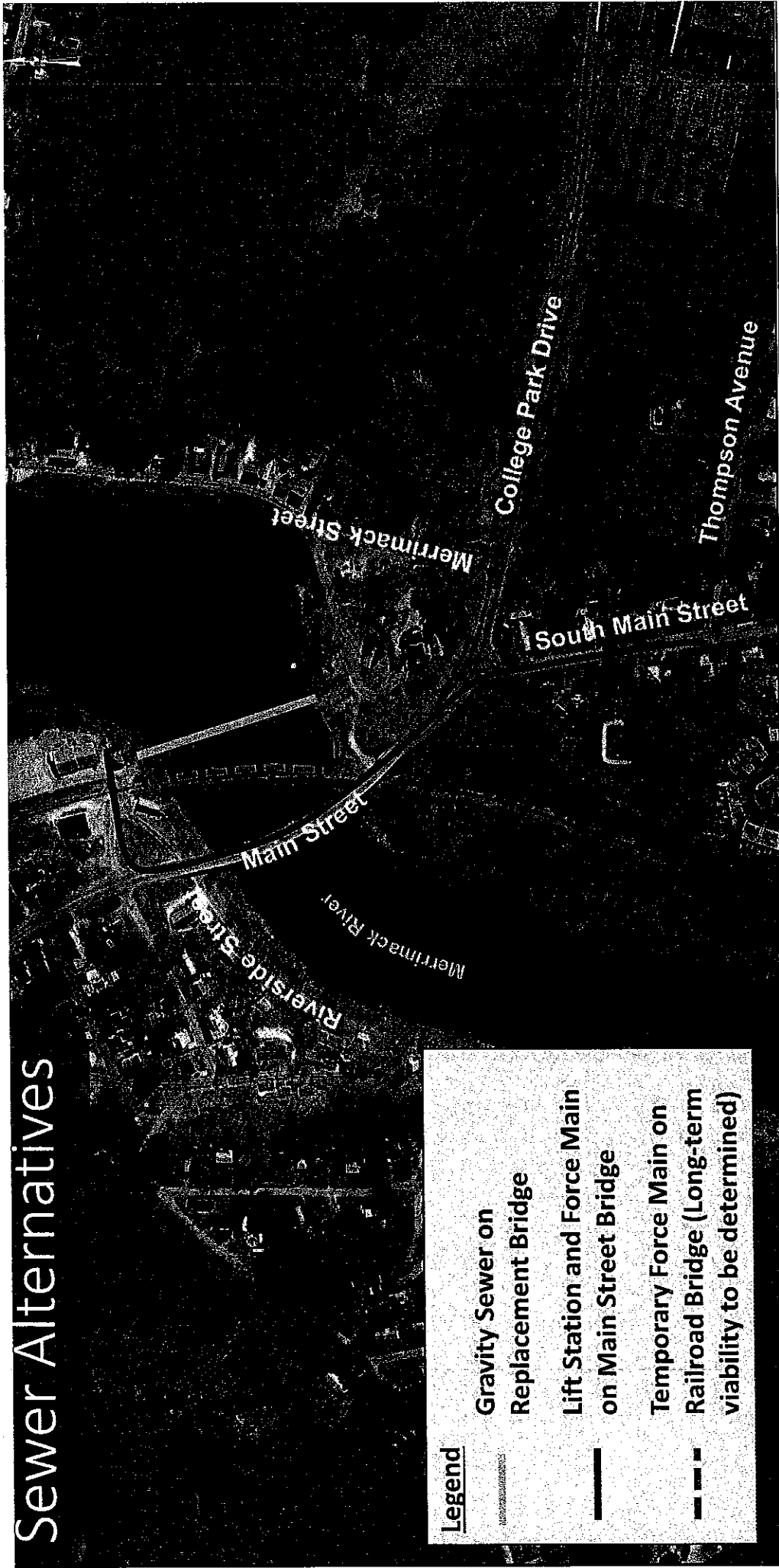


Bridge Alternatives

- Remove superstructure requiring sewer relocation
- Replace superstructure with a modern bridge
- Secure bridge, repair critical areas (5-10 year solution)
- Rehabilitate / restore bridge
- Do nothing; bridge remains in danger of collapse



Sewer Alternatives

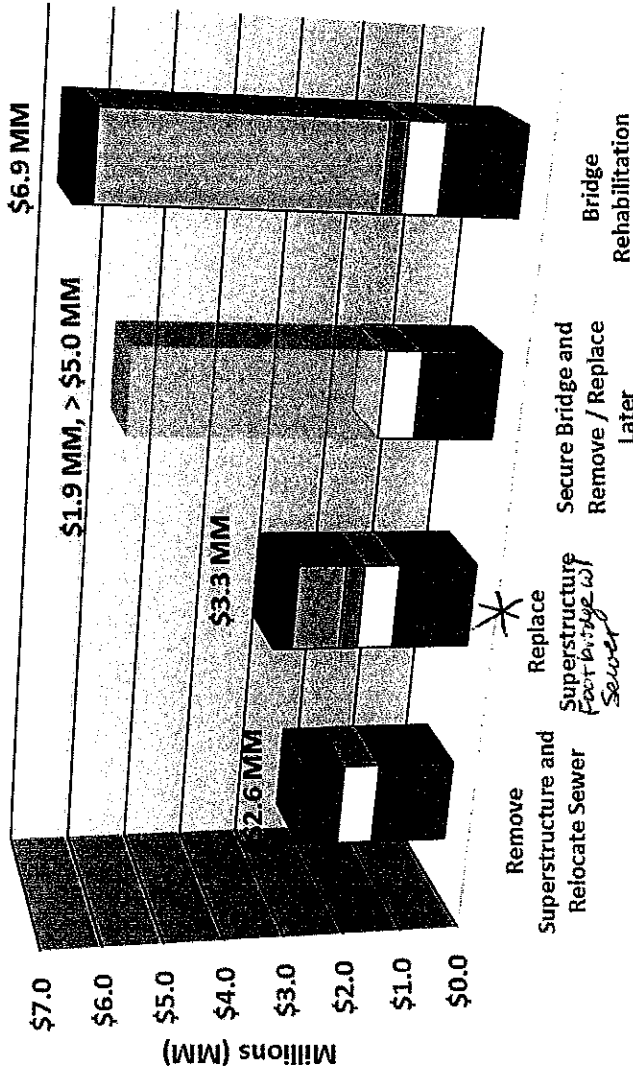


Legend

- Gravity Sewer on Replacement Bridge
- Lift Station and Force Main on Main Street Bridge
- - - Temporary Force Main on Railroad Bridge (Long-term viability to be determined)



Opinions of Costs (Order of Magnitude)



75 year design

- Gravity Sewer (\$0.3 MM)
- Superstructure Replacement (\$0.8 MM)
- Relocate Sewer (\$0.7 MM)
- Rehabilitate Superstructure (\$4.4 MM)
- Rehabilitate Substructure (\$0.3 MM)
- Future Removal/Replacement Cost (> \$4.0 MM)
- DOT Funding (\$0.6 MM)
- Bridge Removal (\$1.3 MM)
- Stabilize Bridge (\$1.3 MM)



pump stations = pumps, electricity, maintenance, monitoring

Gravity Sewer = pipes

lead painted bridge now = Salvage metal goes to contractor

Next Steps

- Decide to Remove or secure the existing bridge
- Consider best long-term alternative for bridge and sewer
 - Multi-use / utility bridge; or
 - No bridge and alternate routing for sewer
- Document the proposed project in accordance with the Section 106 process
- Plan for historic mitigation, as necessary



Town of Hooksett

2015-16 Budget Overview

General Information

- \$14,844,426 is the recommend operating budget excluding the Sewer request. This is a decrease of \$48,562 or 0.33% from the current year budget.

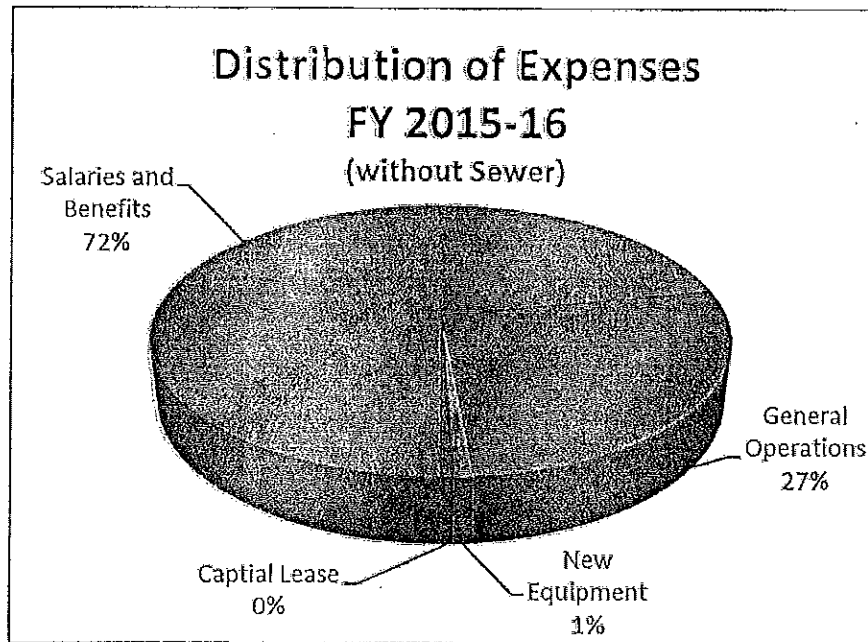
Personnel and Benefits overview:

- No new employees or raises are included in the operating budget.
 - Full-time – 112
 - Part-time – 26
- Retirement
 - Group 1 Employees - increased 0.40% from 10.77% to 11.17%
 - Group 2 Fire - increased 1.42% from 27.74% to 29.16%
 - Group 2 Police - increased 1.08% from 25.30% to 26.38%
- Insurances
 - Worker' compensation decreased due to change in vendor
 - Health insurance increased an average of 2.5%

Department overview:

1. - The Administration budget decreased in total \$71,477. There is an increase in the Computer Software and Programs line which is related to the annual software license for the ViewPermit and ICMA's Performance Measurement software. Decreased cost for workers' compensation and property liability insurance are due to change in vendors.
2. - The Community Development budget reflects a total increase of approximately \$8,000 mainly due to the training and vehicle maintenance.
3. - The Family Services budget has decreased due to the economic trends. The Town Welfare line has been lowered to \$150,000. Fiscal year 2012-13 was the highest year in the past 5 years, having spent \$155,856 for public assistance.
4. - The Finance budget reflects an increase of approximately \$6,000. To stay in compliance with the Charter, the Town is required to report Post-Employment Benefits determined by an actuarial study.
5. - The Fire-Rescue budget has decreased by \$70,436. Full-time wages has decrease due to staff change over. The majority of that decrease within the department is due to moving 50% of the dispatch costs to the Ambulance Fund; this reduced the budget by \$56,020. The department reorganization saved approximately \$15,000 by merging the Forest Division into the Fire Division.
6. - The Library budget includes an estimated \$7,000 of increases. Additional funds are requested in both the Automation and the Programs & Services lines.
7. - The Police budget includes an increase in training of approximately \$5,000. Other cost increases are in the Communications Maintenance, Rentals and Leases, and Vehicles Purchases lines. The total department increased \$12,303.
8. - The Public Works budget increased by 3% or approximately \$86,000 in total. Many lines within the budget are historically overspent, such as Vehicle & Building Maintenance, Construction Materials, and Plow Edges & Chains. These lines all include an increase from last year. New equipment and other operational supplies have been kept to a minimum, reducing when possible.
9. - The Recycling and Transfer budget reflects a total increase of approximately \$11,000. The major increases are in the Tipping Fee and Hazardous Waste lines.

10. - The Tax Collector budget reflects a total decrease of just under \$12,000 primarily due to staff change over.
11. - The Town Clerk and Elections overall budget reflects a decrease due to the one less elections held during this year.



- The recommend operating budget is \$121,108 or 0.82% higher than the working default. (Details on Tab 20)

Estimated Revenues

- Estimated revenues have increased by \$140,098 for FY 2015-16 (Details on Tab 19)

Revenue overview:

1. - Interest and Penalties are increasing Taxes; Motor Vehicle permits are increasing Licenses, Permits & Fees; and Cable the Franchises Fee has increased the Miscellaneous revenue. All of these revenues are calculated using a 3-year collection average.
2. - Meals & Room Tax accounts for the increased in State Revenues.
3. - Charges for Services has decreased due to Planning Board Hearings and Construction Monitoring revenue reallocated to Engineering Services revenue.

Revenue by Sources

| Sources | Estimated | | Increase (Decrease) |
|---------------------------------------|------------------------|----------------------|------------------------|
| | Budgeted FY 2014-15 | Budget FY 2015-16 | |
| Taxes (Excluding Property Taxes) | \$ 318,000 | \$ 337,750 | \$ 19,750 |
| Licenses, Permits & Fees | 2,681,550 | 2,727,871 | \$ 46,321 |
| Federal Government | - | - | |
| State Government | 860,060 | 932,762 | \$ 72,702 |
| Other Governments | - | - | |
| Charges for Services | 185,234 | 156,858 | \$ (28,376) |
| Miscellaneous | 255,800 | 285,501 | \$ 29,701 |
| Subtotal prior to Other Funds | \$ 4,300,644 | \$ 4,440,742 | \$ 140,098 |
| SR for Automated Truck | 180,000 | - | |
| Sewer | 1,994,923 | | |
| Capital Reserves | - | - | |
| Trust & Agency Fund | 3,000 | 5,000 | \$ 2,000 |
| Subtotal prior to Fund Balance | 6,478,567 | 4,445,742 | 142,098 |

BUDGET AND WARRANT ARTICLE with ESTIMATED IMPACT ON TAX RATE

12/4/2014

Warrant Articles for 2015-16

Assumes tax base of \$1,573,447,531 (2014 tax base)

| Warrant | Department Request | Recomm. by Town Admin | Potential Tax Effect |
|--|------------------------|-----------------------|----------------------|
| Operating Budget | 10,551,706 | 10,398,684 | 6.61 |
| Town Sewer Revenues | 14,950,729 | 14,844,426 | |
| | (4,399,023) | (4,445,742) | |
| Merrimack Riverfront Trails - Conservation offsetting revenues from grants | 1,043,941 (944,000) | - | 0.06 |
| Police Officers (4) new full-time | 388,586 | - | 0.25 |
| CR Funding (1 article to include all of the CR articles that passed last year) | - | 430,000 | 0.27 |
| CR Fund - Public Works Vehicles | 200,000 | | 0.13 |
| CR Fund - Town Building Maintenance | 75,000 | | 0.05 |
| CR Fund - Fire Apparatus | 50,000 | | 0.03 |
| CR Fund - Drainage Upgrades | 50,000 | | 0.03 |
| CR Fund - Air Packs & Bottles | 20,000 | | 0.01 |
| CR Fund - Automated Collection Equipment | 20,000 | | 0.01 |
| CR Fund - Parks & Recreation Facilities Development | 15,000 | | 0.01 |
| Firefighter/EMT (1) new full-time offsetting savings from overtime | 71,997 (71,997) | 71,997 (71,997) | - |
| Revaluation - CR Fund | 30,000 | 30,000 | 0.02 |
| Clerk/Receptionist for Police (1) part-time | 18,657 | - | 0.01 |
| Master Plan - CR Fund | 10,000 | - | 0.01 |
| Non-Union - Employees | | | - |
| Union contract - Firefighters | | | - |
| Union contract - Police | | | - |
| Union contract - DPW & Recycling | | | - |
| Totals | 11,528,890 | 10,858,684 | |

| | | |
|--|------|------|
| 2015 Potential Town Share of Tax Rate | 7.33 | 6.90 |
| 2014 Town Share of Tax Rate | 6.49 | 6.49 |
| Estimated Increase in Town share of Tax Rate | 0.84 | 0.41 |

Budget Process Calendar

Wednesday, December 10, 2014

Budget overview
Capital Improvement Program
Review Committees and Departments

Saturday, January 3, 2015

All Day Budget Meeting to review departments

Wednesday, January 14, 2015

Warrant Articles

Wednesday, January 20, 2015

Finish budgets and/or warrant articles

Friday, January 30, 2015

Submit budget Recommendations to Budget Committee

Saturday, April 4, 2015

Deliberative Session

Tuesday, May 12, 2015

Town Meeting Vote