

TOWN COUNCIL MEETING MINUTES
Wednesday, September 24, 2014

CALL TO ORDER

Chair Sullivan called the meeting to order at 6:32 pm.

ROLL CALL – ATTENDANCE

Donald Winterton, Nancy Comai, Todd Lizotte, James Levesque, Adam Jennings (arrived 6:35 pm), Robert Duhaime (arrived 6:38 pm), Susan Orr (arrived 6:42 pm), David Ross, Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: September 10, 2014

J. Levesque motioned to accept the public minutes of September 10, 2014 with edits. Seconded by T. Lizotte

Vote unanimously in favor.

b. Non-public: September 10, 2014

T. Lizotte motioned to accept the non-public minutes of September 10, 2014. Seconded by A. Jennings.

Vote unanimously in favor.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

a. Town Discontinuance of a portion of Industrial Park Drive

J. Sullivan: *"This is a public hearing to consider the request of General Electric Aviation for the land located at Industrial Park Drive, Map 18, Lot 43, the applicant requests to discontinue a portion of Industrial Park Drive in the area of land owned by the Central Water Precinct to the intersection of Lehoux Drive."* I now declare the hearing open. We have a representative here from General Electric. Once the presentation is made, we will open it for public comment and Council questions. We will close it after the second public input.

Dave Coburn, Project Leader, General Electric: With me I have Nick Golon from TF Moran, Ron Bretton from GZA and Brad VanMagness (GE Finance site leader), Susan Maquette (GE EHS leader), and representatives from DRED – Commissioner Jeff Rose and Cindy Harrington who have been a great help. We are a manufacturing shop for GE Aviation. We've been in Hooksett for 50 years as a satellite site to facility in Lynn, MA. The plumbing on the exterior of jet engines, the rotating structures made of metal, are made here in Hooksett. We make 3 prime components with 100% US content. Our sister plant provides million dollar plus pieces of equipment to manufacture parts. We are here to show you a proposal for expansion. There are multiple product lines produced by GE to support aviation. We have an opportunity to manufacture the next generation of these products here in Hooksett. American airlines, European airlines are placing billions of dollars of orders. There is a lot of competition in this business – Saffran in Rochester, NH; factories are popping up all over the country to support these product lines. Our workforce is maturing and GE could lose 300-400 employees in the next 10 years due to retirement. The current product lines in production are aging and being phased out, even commercial lines are degrading. We are looking to improve our worksite here in Hooksett, backfill the employees we are losing and secure a location to produce these products for many years to come. These jobs are well-paying, approx. \$15,000-\$20,000/year more than the average Hooksett salary. Hooksett was the first site to put these into production, and that makes us the leader to maintain this work. We currently occupy two facilities in Hooksett on Industrial Park Dr (#30 and #31). We are looking to add on to #30. We follow this process for expansions across the GE Corporation. We have looked at options to create space needed to make these products, and this proposal is the most cost effective while fulfilling our needs. It's about a \$6M construction project, all inclusive. To satisfy the requirements, we need a 15-month cycle to get the project completed to begin production in 2016. We are looking for a discontinuance of a portion of Industrial Park Dr and a part of Lehoux Dr. We did confirm that the Town of Hooksett does own the

property. Discontinuation starts at the property line between 30 Industrial Park Dr and the Central Hooksett Water Precinct and the other end is at the intersection of Industrial Park Dr and Lehoux Dr – approximately 57,000 sq ft of land. We would add a 55,000 sq ft addition to our facility (275' x 200'). We would have a cul de sac to maintain access to our neighbor behind us and we would create a fork at the intersection of Lehoux Dr to feed into a visitor parking lot and current facility. We are looking for a general agreement to move ahead with our plans. We have met with appropriate groups and know what the requirements are.

J. Sullivan: The public is invited to come up for comments.

M. Miville, 42 Main St: I'm in support as GE has always been a good neighbor. I have 2 questions. Isn't Petersbrook Field back there and how does that affect citizens? Are there any plans to mitigate the traffic impact? Thank you.

D. Coburn: Petersbrook crosses Industrial Park Dr and along our property line. We are working with TF Moran to evaluate requirements for a wetland setback. Our impact is not part of our plan, as we believe there is space. We are cutting off one of the two feeders in the back. We spoke to Chief Bartlett and he felt the impact would be minimal, but we will do a study. We don't anticipate peak volume at any time that the citizens would be enjoying those fields.

Dave Campbell, Attorney for Manchester Sand & Gravel, an abutter: Manchester Sand & Gravel favors the expansion of GE Aviation. It's good for Hooksett, NH, and the state of NH. We have a mutual interest in the mitigation of the traffic. When this is done and we are developing the industrial land on the west side, we don't want the last tenant left holding the bag for light at the intersection. Our sole concern is the traffic. What is the long term effect of shutting off this entrance and forcing all traffic out through one hole? We have a Master Plan in effect for over 10 years, including residential, industrial and commercial. When exit 10 is fully developed, we have 850,000 sq ft left for development. We sold a 150,000 sq ft building to Huttig and Blue Ribbon. The undeveloped section in the middle can hold up to 850,000 sq ft. in 88 acres. Beyond Huttig there is room for another 75,000 sq ft. We don't want to be in a position where as we develop, it's going to be too expensive for anyone to come in. I think GE should have to pay some sort of fee, determined by the Planning Board. They may have vendors come in and want to establish a location nearby. We have worked closely with the town to make all this work and I don't want us to shoot ourselves in the foot by shutting this down and impacting traffic. We ask that you consider this issue, as we are going to present this to the Planning Board.

J. Sullivan: At our last meeting, it was discussed that there was a possibility of placing a light at the south end of Industrial Park Dr. There was an agreement in the making that each business would be contributing a portion of money to the light based on the size of the building (\$1/sq ft).

D. Campbell: When you close that road down, we need to calculate the long term effect so it isn't a simple calculation.

N. Comai: Can we get clarification from Mr. Coburn on the shutdown of that portion of Industrial Park Dr?

D. Campbell: I mean shut down to through traffic. It will be a cul de sac.

D. Coburn: Central Hooksett Water out to Hooksett Rd will still be accessible.

N. Comai: You mentioned that the gated portion could be used for an alternate route for traffic.

D. Coburn: Yes you can go around the facility. It wouldn't be a primary access point but would still be accessible.

N. Comai: If the rest of the land is developed, there may be another way to build another road. I think there may be a solution later on.

D. Campbell: The only other access is Legends Drive. Commerce Dr can go all the way around. It needs to be looked at by the traffic engineers to see what the effect will be if we close that section.

D. Winterton: When we talk about a traffic light, are we talking about a light or complete re-doing of Hooksett Road (hourglass)?

D. Campbell: There already is a problem there, as evidenced by the traffic officer there every day. There is also a cost associated with that which will go up over time. We have a tentative formula that didn't include shutting off a through avenue.

D. Winterton: In your traffic study, I know it will be hard to speculate impact, but will that study the potential of an 850,000 sq ft facility that might impact Hooksett Rd?

N. Golon: We are not in a position to say how the traffic will work. It's a bit speculative to figure out the impact. We are tasked per town regulations to make sure we have the correct evaluation. I'd like to acknowledge that this is an important point, but we don't have the correct people here to address that.

D. Winterton: It would be good to have some numbers on what eventually it may cost to put in the traffic light and if we could have help as to what you think a fair share for future developers may be.

D. Coburn: We are prepared to collect data to present to the Planning Board and what impact this will have. We reached out to Chief Bartlett to help us with the detail officer so there are many solutions available.

D. Campbell: Shutting that down will have some impact; what that impact is will have to be determined by the traffic study. Retail can absorb much more of the infrastructure cost than industrial can.

S. Orr: The most appropriate route out for any business in the undeveloped section would be out through Legends Dr where there is already a light.

D. Campbell: A Water and sewer line is already at the far corner and is ready for a big box. There is only so much you can do before it becomes economically not viable.

S. Orr: To get in and out, you need a driveway. In terms of employees, customers, etc could they easily put a driveway to come out on a road that already has a light at an existing intersection?

D. Campbell: I don't think the Planning Board would let us just put in a driveway. Those 88 acres is almost a mile across.

R. Duhaime: This is what the town wants. The addition is a no brainer. Brox is on the other side. Did you sell them another lot of land for access?

D. Campbell: We sold a section to Brox as a buffer to their quarry. Until the quarry is exhausted, they will not tie in yet. Long, long term that will be great. In the next 5-15 years, the through traffic will come out via one hole.

R. Duhaime: Funneling by McDonald's will be 2 lanes all the way to Legends Dr. and that traffic improvement makes it harder on another one. We can trust the Planning Board to address that issue.

T. Lizotte: That horseshoe was completed before GE came in? This infrastructure was put there 40-50 years ago. If they are looking to maintain current personnel, they are asking for space. I don't see a huge impact on traffic. The fill you have taken out of Petersbrook – I don't know what has to be done to put a road in down there. I'd hate to jeopardize this by saying GE has to pony up something for a type of mitigation if the net effect is only 20 additional employees over a 10-year period.

D. Campbell: This land has been excavated already.

T. Lizotte: We don't know what is going to happen 20 years from now. You have a vision and you work up to that vision. GE employs nearly 800 people in town – We have a lot of people retiring and selling homes. If we are talking about 350 new employees coming in with high tech manufacturing skills, you have to find a balance. I'd like to hear more about the \$1/sq ft because GE was very open to participating in that.

J. Sullivan: Clearly there is a benefit to this expansion. Development does impact other development. We need to indicate whether we would consider discontinuing the road before they can proceed. They can't go to the Planning Board if we would not give this consideration. I was looking at the road in front of the PSNH property.

D. Campbell: That is an old haul road that PSNH cut off.

J. Sullivan: I'm going to read a letter from the public send to JoAnne Duffy. *"Dear Jo Ann Duffy, This letter is a written protest to the discontinuance of a portion of Industrial Park Drive from land owned by the Central Water Precinct to the intersection of Lehoux Drive. The developments have been increasing the road traffic on the entrances to the park. Closing the north entrance would reduce the ingress and egress points by half and will double the traffic at the South entrance. This is more than just a driveway to GE property; this is access to the industrial park. Back in 2004 when we developed the property we were told a traffic light would eventually be installed at Hooksett Road. This has never been installed. We think a traffic study should be done and would like to be informed of the results. Our tenant, Huttig Building Products for whom the property was built, has expressed to us their concerns about the proposed changes negatively impacting their operational efficiencies. H T Bussmann III Managing Member BGH Hooksett LLC"*

J. Duffy, Town Planner: The Planning Board had the opportunity to hear the GE conceptual plan at their last meeting. They were very much in favor of the discontinuation. They voted unanimously. I just want to say that if the Council would have some confidence in the Planning Board, they will be looking carefully at the traffic study submitted by TF Moran and will be taking their advice if there would be any impact. There is roughly \$172 in the kitty for the proposed light. I didn't see any written agreement that was procured between the town and Manchester Sand & Gravel. There was \$1/sq ft imposed on 2 businesses before we had roadway impact fees. I have asked the town attorney if we are able to ask for another number based on a verbal agreement now that we have roadway impact fees. The department heads and the Planning Board are very much in favor of this discontinuation. Once the traffic study is completed, we can work out the future roadway.

Jeff Rose, Commissioner of DRED: I am here in support of this proposal. To have a world class company like GE Aviation to make a strategic investment in NH and Hooksett is a unique opportunity. There are many locations in which they can make this strategic investment with 80 other worldwide locations, but they chose Hooksett. We heard about the number of jobs that will be open through natural attrition and we are working on addressing the workforce needs. We are working on branding Hooksett and NH as a hub for aerospace. We are excited for the potential this brings not only to the state of NH but to the town of Hooksett.

Jill O'Connor, Plant Manager for Old Castle: My main concern is truck traffic. There are between 20 and 125 trucks/day. When you leave our facility and go north, it's safer for them. If they come out the other side, making the left hand turn is extremely dangerous. I'm concerned about the safety – it's a lot of truck traffic. There are other locations down there; it's not just our place. We are all open during the same time – that is a lot of traffic. It's a small area for a truck to pull out into. Cars flying up over the hill aren't going to see the truck until the last minute. I think the traffic study is imperative.

Al Demers, owner of 1356 Hooksett Rd: GE supports a lot of small businesses in Hooksett and throughout the state. I don't want that to fall by the wayside. It's not just the employees. I am in favor it. They are a big factor in the community – they are part of our livelihood also.

Dennis Sweeney, Blue Ribbon owner: We have been a neighbor since 2004. We are here to support the project but are concerned about traffic. I make our trucks use the north entrance to get out. We ask the Council and Planning Board to consider the safety of our employees, customers and neighbors.

J. Sullivan: We will keep this public hearing open until after our second public input.

b. Proposed Amendment to Town Ordinance #00-31 Solid Waste

J. Sullivan: We will move on to our next public hearing. *The purpose of the public hearing is to adopt proposed amendment to Town Ordinance #00-31: Solid Waste. This notice is per Chapter 231: 132-A of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter. The full text of the*

proposed amendment is on file with the Town Clerk and via www.hooksett.org for your inspection. I now declare this public hearing open.

D. Boyce, Superintendent: The only change is to include mandatory recycling of cardboard at the facility. The town makes money on this and can be separated on site. Any other changes were just for clarification.

T. Lizotte: I like this and the fact that we are addressing this on town property. I think town property is our property and we can make the rules on it. Let's hopefully put this through and see how this expands and makes life easier for the department at the facility.

J. Levesque: I'm on the Transfer subcommittee. Cardboard is a problem at the facility. There is no reason people can't comply. I think it's a good move.

A. Jennings: People are putting cardboard in the trash right across from the recycling facility?

D. Boyce: Yes because it doesn't have to be recycled. We don't pick through the trash but if we see some, we do walk it over.

J. Sullivan: We will close this public hearing at the next public input.

c. Town Acceptance of NHDOT funds estimated at \$560,000 for Village (Lilac) Bridge Stabilization

J. Sullivan: *"The purpose of the public hearing is to accept NHDOT funds estimated at \$560,000 for the Village (Lilac) Bridge Stabilization per RSA 31:95-b, III (a). Documentation is available for viewing in the Administration Dept."* I declare this hearing open.

Dr. Shankle: Everyone is aware that the bridge has some issues. We had an engineer put together an RFP. They are due back Friday, 9/26. We don't know what the exact amount is but we want to keep this moving. The state has an aggressive schedule they are holding us to. They had a pre-bid meeting on 9/3 and they are hoping that the contract can be awarded by 10/1 which requires a special meeting. They would like the work to begin on October 6. You have to agree to receive money – the town will front the money and the state will reimburse as quickly as possible. We are trying to keep this moving as quickly as possible

J. Sullivan: It doesn't state the amount in the public hearing notice. We are indicating a possible acceptance of \$560,000. If that figure is higher, would that require another hearing?

Dr. Shankle: Yes but it would give us some time. This is what they have committed to this project so far.

J. Sullivan: Instead of specifying a dollar amount, can we state 80% of the state allotted money? Christine is shaking her head yes.

N. Comai: Does that mean we still have to have a special meeting next Wednesday or can we solve it now?

Dr. Shankle: No that meeting would be to select a contractor and we don't have all that information yet. We will know by Monday if we will have a special meeting and it will be posted if needed.

D. Ross: My concern revolves around "eligible" and the "Process for State Bridge Aid Municipality Managed Projects" document. I haven't read through it. Is there any potential for the state to default on this? Is there any guarantee?

Dr. Shankle: The \$560,000 is guaranteed but whether or not we get any money, we still need to do these repairs. They are committing to \$560,000 at this point and we are hoping the bids come in line.

CONSENT AGENDA

a. Verizon Wireless Zone: \$600 to Family Services

T. Lizotte motioned to accept the consent agenda as written. Seconded by R. Duhaime.

Vote unanimously in favor.

Dr. Shankle: this money is actually for gift cards for the employee picnic. They asked Joy at Family Services if there was something they could do for employees and they came up with these gift cards.

TOWN ADMINISTRATOR'S REPORT

- David Scott was here and talked about the Main St. Bridge a while back. Here is an email I received from him. *"Dean, when Jason and I were at the Town Council meeting on August 13, I was asked how long each phase of construction would last. I replied that the Contractor could get the work done in 2 months per phase for a total of 4 months. Today, I was in a meeting with Paul Metcalf from NHDOT's Bureau of Construction. I mentioned that I had said the work could be completed in 4 months, and Paul said that schedule could be too aggressive. His reasoning is that one of the purposes of the project is to repair deterioration in the bridge deck. However, the extent of this work is unknown until the asphalt is removed from the top of the deck. Therefore, our contract will allow the Contractor to have access to the bridge, restricting traffic to one lane of alternating two-way traffic, from April through October. I apologize for speaking too soon. David L. Scott, PE In-House Design Chief Bureau of Bridge Design – NHDOT"* I will send this to the school district so they are aware of the impact.

T. Lizotte: This is when they spoke to the 8 week timeline if they closed the bridge altogether. Since the bid packages haven't come out, can we consider this option now? If the state says 16 weeks is aggressive, I don't know that it will be done by October. They said if they can't reduce traffic by 35% they might have to close the bridge anyway.

J. Sullivan: They aren't sure how long it will take until they remove the decking. If they are less aggressive on the initial phase, will we be closed for 8 weeks? They still won't know the extent of the damage until they remove the decking.

Dr. Shankle: I can ask them if the offer to close the bridge altogether is still on the table, how long they think that will take.

S. Orr: I see your point. My concern is I don't think closing the bridge is ever the answer. If we close it we are dealing with full closure for an undetermined amount of time. This way we still have one lane open. If they need more time than expected, they need to take the time to make it safe. Keep one lane open and do the job. I don't want to ask about full closure; that is opening another can of worms again. Let them continue as is and keep one lane open.

A. Jennings: They are saying they need the whole construction year from April to October. I'd rather have assurance they will be done during the summer and not interfere with school and bussing.

D. Ross: If I recall, we were not in favor of closing the bridge and I am absolutely not. If we need to get across the bridge, I stand strongly in favor of keeping at least one lane open. If for nothing else, we have a fire station right there.

J. Levesque: That is also my point. That is the only access for the fire station. If we close it what's to say they are going to do it faster? People will find alternate routes around. I think we should leave it alone.

J. Sullivan: We should make a motion because if we are not inclined to close the bridge, we don't want to ask Dr. Shankle to ask them if the option still exists.

T. Lizotte: When they first came here, they stated it would be guaranteed 8 weeks with full closure then said 16 weeks with one lane. Now they are saying 28 weeks potentially. Then they came back with a special traffic pattern and now we are talking about safety issues. I didn't recall them bringing up any major safety issues; since it shifted to 28 weeks, I would say maybe we should find out if the closure for 8 weeks is still on the table since the 16-week option is not viable. Is there something critical with the infrastructure that led them to that timeline?

R. Duhaime: I'd love to have more information from the DOT, if we can get them to come back and present any new information.

N. Comai: What would it take for them to figure out what is wrong with the decking? Why can't they assess the situation first then come back to us with a more accurate timeline? Can we ask you to find out how long it will take them to assess the situation?

J. Sullivan: I'd prefer to proceed with our initial plan. If it will take longer than expected, then so be it. But should Dr. Shankle inquire about this option?

D. Winterton: I would like them to come here and provide us with more information. How can they budget for 14 weeks and now it will take twice as long? I'd like to know the budgeting process.

S. Orr: It is useful to ask them to come back to explain the change in the timeline and why it's different. I'd be against closing the bridge; if they want to give us a proposal that's fine. I'd lead with why the budget changed and see what the process was.

J. Levesque: They really won't know what they are dealing with until they pull the deck up.

J. Sullivan: It looks like we want to ask you to have them come back and address the change in the timeline.

Dr. Shankle: I will email him tomorrow and ask them if they can come back with an update on the changes. One more thing before I continue; I think the Planner said \$173 was in the kitty for the traffic light, but I think she meant \$173,000. And I want to express my appreciation for the Commissioner coming down tonight.

T. Lizotte: Regarding the bridge, I'd like to have the DOT announced as a public hearing. We just spent Old Home Day talking about a 14-week closure. I'd like to check the record to see what the original motion was regarding the time of the closure.

- I went to the International City Managers Conference; it was very practical given the things we are doing with performance measures. I wrote about that last week.
- Town & City Magazine – I write an article every two months. This was is about Bedford and the technology they are using. This was written under the guise of NH Local Government Information Network which I helped found in 2000.
- We are moving forward with Old Town Hall; the contract with the architect was tweaked and Leo is working with them on that.
- We are in the process of 3 negotiations.
- Kathie Northrup has ordered the POW chair to put in Veteran's Park; we are thinking if it comes in to do something on Veteran's Day. We are working with the gentleman who came in on the design.
- Old Home Day was great; good weather, good food, we had 3 booths together: Town, Heritage Commission and Community Profile.

D. Ross: I would hope that the maintenance of this building would be put higher on the list: ceiling tiles and leaks. I want to make sure it was brought up to be addressed.

Dr. Shankle: Leo has gotten bids but we have put things on hold due to the bridge. We know we have things we need to take care of.

D. Ross: They make ceiling tiles that are not affected by water, even for on a temporary basis. They are called Melt Away, and they won't sag or fall through.

PUBLIC INPUT: 15 Minutes

None

NOMINATIONS AND APPOINTMENTS

None

SCHEDULED APPOINTMENTS

a. Community Profile Steering Committee – Mark Miville

M. Miville: JoAnne Duffy is here as the Advisor to the committee, as well as Carolyn Cronin. There was an effort by the Council to establish community involvement. We have partnered with UNH Cooperative Extension and they are using their expertise to help us establish a new event that hasn't been done since 2001. We are asking the citizens to gather together on November 7 & 8 to share ideas on what Hooksett's future should look like. We are asking all ages and demographics to attend and have a say on what their ideas and opinions are. Some may go into the CIP, some will go into the report we will put together. It begins on Nov 7 from 5:30 pm – 9:00 (CMS Cafeteria): 11 components will be discussed for community improvement. Once ideas are shared, they will be written down and we will break out into 11 subgroups based on individual interests to examine the issues. We are looking for 22 people to volunteer – 11 facilitators and 11 scribes. You will be trained by the UNH team and will facilitate the meeting. After the break out discussions, the following morning the lists would come back to the larger group and would prioritize the lists. The entire report will include all ideas; however we will prioritize by needs and wants to go into the Master Plan. The Committee is organizing right now. We are figuring out what our budget is; we are not spending a lot of money, mainly on printing of the flyers. We spent time at Old Home Day talking to people and handing out flyers. Our biggest challenge is getting people to sign up. We would like people to RSVP by November 1 to help determine the amount of food. We are reaching out to the School District for involvement. We hope to live stream these meetings as people have expressed interest in texting their opinions. UNH Cooperative will be videotaping the meeting, but it will not be live. We hope to send home flyers with students. We have 2 students on the Committee responsible for reaching out to the youth in town. Businesses are crucial to this also. We are soliciting donations for food and gift certificates for door prizes and raffles. They were receptive to that for promoting their businesses. We are looking into road signs and putting in letters to the editor in the *Banner*. We are reaching out to grocery stores, churches and businesses to put on bulletin boards. I am booked to be on the Rich Gerard at large radio show to promote this. Child care will be available; the Cawley Key Club will be there. Transportation would be available if needed, but we haven't established a plan for 50 people. We can handle 3 or 4 people who need a ride. We would need a school maintenance person for both days which will be the most expensive thing. We are trying to get some more visibility on the town website at this point. We wanted to ask about the Town Newsletter – not sure when the tax bills go out. We have a Facebook link – Hooksett's Future Through Community Profile. The email to RSVP is hooksettsfuture@gmail.com. If someone can't come, we'd still like their input and will accept their input via the Facebook link or the email. We would like the RSVP's by November 1 so we can prepare. This is a positive event to bring the community together. It's a function of the Planning Department and Town Council (subcommittee); organized effort at community outreach and what the town should be in the future. A successful community event is when everyone who wishes to participate in the process that culminates in a wide range of ideas that make Hooksett a better town.

R. Duhaime: I was there in 2001; we filled the library and there were hours and hours of people voicing their opinions. It would be great to revitalize that kind of interest again.

M. Miville: If someone thinks their opinion isn't important and they get in front of others, they find that there are many more that agree with them.

J. Sullivan: Any other comments on the discontinuation of Industrial Park Drive? Seeing none, I will close this public hearing. The next step is to wait until our next meeting to approve, or we can waive rules.

OLD BUSINESS

a. 14 – 068 Discussion Town Discontinuance of a portion of Industrial Park Drive

Dr. Shankle: I'd suggest that if you'd like you can do this as we did Edgewater Dr. They will be aware this will be an approval with conditions. I can come back at the next meeting with a draft motion including your conditions. I think they are pretty simple but what I noted are: a clear Planning Board approval of the overall plan and a traffic mitigation plan. If there is anything else, please let me know and you can debate it next time.

N. Comai: The mitigation traffic plan – does that include the potential of an hourglass or some type of plan for traffic alleviation or is it just in the park?

Dr. Shankle: My feeling is that is up to the Planning Board. They may want to close that section anyway if they do put in a traffic light. The traffic study will look at that and the Planning Board will make a recommendation.

N. Comai: No matter what we decide, the Planning Board needs to review objectively with or without our consent I say the Planning Board either allows it or not regardless.

Dr. Shankle: In my opinion this gives the Planning Board much less direction than Edgewater Dr. This says you won't approve it unless the Planning Board approves it and comes up with a traffic mitigation plan.

D. Winterton: My suggestion would be eliminate the Planning Board coming up with a traffic mitigation plan. We don't need multiple requirements – it should come back here to us. They need to have an answer so whatever we need to do to get them moving forward. They would get my positive vote.

R. Duhaime: It gives them more time to develop their plan and give us more info before we vote.

D. Ross: My concern would be that the left hand turn needs to be signalized because of the amount of traffic that is there. There is a lot more traffic than there used to be. It's already a problem and dangerous. Without that turn around, we have to consider their concerns as well.

D. Winterton: I would echo that. I'm not sure it's always the responsibility of the tenants to provide the traffic light. We are in charge of public safety. I think it would be prudent to find out what the cost would be to put a traffic light in there. We have impact fees we need to use. The concern we have heard all night is about public safety. GE has stepped up for their employees and public safety and I commend them for that. They are willing to help.

Dr. Shankle: The best place for those discussions is Planning Board. The state of NH came here and said how important this was and what a great project this was. The road is a state road, not a town road. What has to be done there is up to the state. Now that they have encouraged you to move forward with the project, maybe there is some buy in there.

J. Sullivan: Hopefully we can work with the Legends access to the south. You will need more than 2 entrances with all that undeveloped land. GE may be the catalyst but to get other developers, you are going to need a traffic light. They are willing to contribute to that. Our job is to do this and let the Planning Board do theirs. I think it will succeed. We want to remove one of those caveats based on Mr. Winterton's suggestion.

D. Ross: How soon do they need an answer from us as opposed to us saying it will be discontinued for their planning purposes?

D. Coburn: By January 2016 we need to put machines in. If we break ground in April, that gives us sufficient time. I want to leave here tonight drafting a note to get to the Planning Board in 30 days.

J. Sullivan: If we believe it's acting prudently, but urgently, we can waive the rules to vote tonight. Will that cause a detriment to the process? At the most, it would be 2 weeks from tonight.

T. Lizotte: I think all indications were we trust Planning. They want an indication that if the plan was approved by Planning, we would discontinue the road. I think we should waive the rules.

T. Lizotte motioned to waive the rules regarding the Discontinuance of a portion of Industrial Park Drive public hearing. Seconded by D. Ross.

T. Lizotte: Planning will end up going through the process and there are plenty of public hearings and forums. They want a general feeling we are in support of this. I'd assume GE is the anchor of this industrial park and as a major employer, we should allow them to expedite through the planning process.

D. Ross: I don't think that 2 weeks will be a showstopper. I think we are setting a bad precedent by waiving the rules too easily on big decisions. Give time to other abutters – they should have time in the

next 2 weeks to voice their opinion. We should give them the option since I don't think we heard from even the majority of abutters.

R. Duhaime: Since they have to come back, there is no reason to hold them up. If there were no conditions, we should wait 2 weeks. Since they have to go to the Planning Board and still come back for approval, I don't see the benefit in making them wait another two weeks.

D. Ross: My intent is to go ahead and discontinue the road after they go through Planning. In 2 weeks I'd be inclined to vote to discontinue the road.

N. Comai: The majority seemingly is concurring to move in that direction so I don't see the point in waiting. And if it's such a bad thing to waive the rules, our next special meeting is next week not in two weeks. I'd like them to leave here tonight with some consensus from this group. It is a state road so the state will have to fix the safety issues this may present. We are trying to move things forward so why hold up the progress?

J. Duffy: The next Planning Board meeting is on 10/6; they plan to submit for the 10/20 meeting but the deadline for that meeting is 10/1, which is only seven days from now. They need to have their engineering completed by 10/1.

A. Jennings: If we can wait until next week's special meeting to allow the abutters to come in.

Roll Call

R. Duhaime – Yes
S. Orr – Yes
D. Ross – No
J. Levesque – Yes
A. Jennings – No
N. Comai – Yes
D. Winterton – Yes
T. Lizotte – Yes
J. Sullivan – Yes
Vote 7-2 in favor.

D. Winterton motioned to support the discontinuation of a portion of Industrial Park Drive as long as the following conditions are met: the plan is approved by Planning Board and all approvals are received by the applicant by June 15, 2015. Discontinuation will come back to this Council for a vote. Seconded by T. Lizotte.

D. Winterton: If the applicant should have a delay before various boards and things should get pushed back, this discontinuance will be voted on by this board; after June 15 it might be a different board and have to start over again. It's just insurance that this board finishes what was started.

T. Lizotte: All we are doing is indicating our support once all the proper steps are followed.

J. Sullivan: If we weren't inclined to discontinue that would close the door to them. This allows them to continue.

Roll Call

N. Comai – Yes
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.

5 Minute Recess

b. 14 – 065 Discussion Proposed Amendment to Town Ordinance #00-31 Solid Waste

J. Sullivan: On public hearings 7b and 7c, since there aren't any changes I'm going to ask we wait the two weeks to vote. This gives us an opportunity to make any tweaks to the ordinances as a result of our discussion, as long as it doesn't substantially change the original ordinance. Seeing no further public comment, I am officially closing the Public Hearing on 00-31.

c. 14 – 066 Village (Lilac) Bridge Update

J. Sullivan: We will hold off on the final vote on the Lilac Bridge until our next meeting. The meeting potentially scheduled for October 1, if it is a scheduled meeting, it should only be on the topic of the Lilac Bridge and precludes discussion on anything else. I'd ask to schedule a special meeting on Oct 1 at 6:30pm to be chaired by Mrs. Comai as I have to be somewhere else.

D. Winterton: Is there a potential for quorum issues?

J. Sullivan: No. It should be a short meeting to discuss the contract bids.

d. 14 – 070 Readopted Investment Policy

N. Comai motioned to approve the amendments to the Town of Hooksett Investment Policy as presented and include the policy in the Administrative Code. Seconded by T. Lizotte.

N. Comai: On page 4 the correct verbiage has been added and I am happy with what was submitted.

Vote unanimously in favor.

e. 14 – 071 2015-2016 Budget Goals

Dr. Shankle: We talked about different possibilities and we'd like clarification on what you are looking for. Do you want to enhance services or level services? Is there anything else you want to add? Last year you asked us to keep services steady and keep costs down as much as possible. Do you want to keep that?

J. Sullivan: On page 2, is bullet "d" what the motion was similar to? Which of these bullets is close to what we did last year?

Dr. Shankle: I think closer to "b." *"Construct budgets that provide a cost effective government to achieve level or enhanced services."*

R. Duhaime: Are we motioning to present a balanced approach to the budget? Is that how I'm reading this?

Dr. Shankle: We are talking about the operating budget. We think we can keep this fairly flat. The issue is the warrant article – we have 3 unions we are negotiating with. The only salary increase is if we put something in for non-union.

N. Comai: Is this an appropriate time to add the stipend for the Budget Committee if we want to do that? We were trying to level the playing field with staff that comes in for these meetings. I'd like to figure out the weeks that Budget Committee is in session and give them \$28.50/week to make it fair.

J. Sullivan: We need to look at stipends for all committees; I'd like to ask the Town Administrator to come back with a proposal on what would be an appropriate stipend for the Budget Committee in line with what other committees receive. The Council is the only one established by the Charter that would be paid.

A. Jennings: Can we use the sheet Katie created and list all the stipends for all committees and if there is or isn't so we can have all the information in front of us for comparison.

D. Ross motioned to construct budgets that provide a cost effective government to achieve level services. Seconded by T. Lizotte.

D. Ross: I don't want to enhance them at this point; people aren't ready to spend more money.

Vote unanimously in favor.

NEW BUSINESS

a. 14 – 075 June 30th Quarterly Report

C. Soucie: This is the end of the 2014 fiscal year and these numbers are a result of the audit we had in September. We underspent the total operating budget by \$350,000 (about 2%); we collected an additional \$1M more than expected. We are trending within the 3-year history. Assessing is returning money due to professional services as well as a bit of the reassessment. Family Services and Community Development are returning funds; Recycle & Transfer is returning due to employee turnover.

D. Winterton: Page 2, we have approved budget and then made budget transfers – wouldn't we make the budget transfers and adjust the budgets so the percent expended comes out to 100%?

C. Soucie: We did budget transfers and we tried to make up for all the shortfalls but you can see Administration overspent by \$1782.

D. Winterton: After the budget transfers? Would it be appropriate or inappropriate to see the final expended number off the original approved budget?

C. Soucie: Yes, after budget transfers. The budget is a plan set 16 months in advance. Expenses go into line items which are appropriate for them. That's why you get over and under budget transfers. We do budget transfers and we still get negatives, we are spending money until the third week of July for these budgets. That's why they are close but not exact.

D. Winterton: How well did we do approving a budget as to what it really was? Obviously Public Works – if you have huge snow storms and approve \$2.6M but they spend \$2.8M, we missed by \$200,000.

C. Soucie: That is why we show the original and transfers and the ending budget. Somebody could look at the original budget, do the math and know where we left off.

T. Lizotte motioned to extend the meeting for 15 minutes to 9:45. Seconded by D. Winterton. Vote unanimously in favor.

C. Soucie: Budget transfers are in the Charter but the State of NH doesn't require it.

Dr. Shankle: We were working off default budgets for these 3 years.

C. Soucie: Page 3 – Administration came in at 100% due to budget transfers (investments in software - \$26,000, legal services for \$86,000 – less than previous years; Little Angels settlement \$14,000). Fire Rescue – came in on budget; Public Works overspent in 3 areas: road salt (number of storms with ice and rain) - \$86,000; vehicle maintenance (\$100,000); and building maintenance. They had some savings due to employee turnover but we transferred in \$138,000 from Police to cover these items. Recycle & Transfer came in at 93%; we transferred funds to offset some other Public Works overages. Tipping fees came in at \$330,000 spent – even to prior year. They will see new savings from the new wheelabrator contract. Police was 95% spent; savings came from employee turnover. We transferred \$138,000 on top of what they didn't spend. Revenues: Motor Vehicles came in at 119% over budget (\$447,000); interest and penalties were \$11,000 over budget.

D. Winterton: Motor Vehicle registrations – was it personal or fleet or trucks?

C. Soucie: I don't know. Building permits was up \$30,000 mainly due to the new state liquor stores. State revenue is level. Other revenues collected an additional \$500,000. Revenues went up \$1M; budgets returned \$350,000 which all goes to the fund balance.

b. 14 – 076 Signing of MS-535

C. Soucie: The numbers tie back to page 1 of the quarterly report.

T. Lizotte motioned to authorize the Chair to sign the 2014 MS-535 Financial Report of the Town, City, or Village District Budget on behalf of Council. Seconded by A. Jennings.

C. Soucie: On page 7 of the report (total General Fund Expenditures). We budgeted \$40,254,760 and we spent \$40,215,023. If you look at the staff report, those numbers are represented there. If you take out the county payment, school payment, capital reserves and the warrant articles, it comes down to the general operating budget of \$14M which is what we reported on the quarterly (as well as the actuals). The same thing with page 11 on the revenue side. We reported collecting \$4,318,000 as our estimated budget. The actual revenues were \$41,231,902; the majority of that difference is property tax. The staff report shows the differences to equal with the quarterly report. On page 14 it talks about our fund balance. Account 2535 Unassigned Fund Balance had a beginning balance of \$3.1M, and we will end with \$4.4M which is the difference between revenues and expenses that we did not spend. The fund balance is not cash, but is made up of cash, uncollected tax bills and other liabilities. It's computed once per year at the end of the fiscal year. It can be used to reduce the tax rate, fund emergencies or to fund different warrant articles.

J. Sullivan: Is there something that determines an emergency? The state said the bridge is an emergency. Can we use this toward that as a source to fund our 20%?

C. Soucie: Yes. There is a process to follow in order to spend it.

Vote unanimously in favor.

c. 14 – 077 Fund Balance – apply to tax rate and readopt policy

C. Soucie: Fund balance increased to \$4.4M; as of 6/30/12 we were at \$3.1M, 7.8% of unassigned fund balance. I can't tell you what percentage the \$4.4M is because I don't have the school or county information; but if we were at 7.8% last year, another \$1M should bring us to that 8% benchmark.

N. Comai: So this means we have another \$1M that we could potentially put back into the tax rate?

J. Sullivan: We want to have a motion to approve the policy not the actual assignment of the fund balance.

J. Sullivan motioned to amend the Town of Hooksett's Fund Balance Policy as presented and include the policy in the Administrative Code. Seconded by T. Lizotte.

J. Sullivan: The only change is to remove the line stating, "This target balance should be achieved over the next five years."

S. Orr: When we started this we were at a low number around 3%. We added that line in so we could move it back up. By removing that verbiage, do we risk that we are going to let it go below a certain amount?

C. Soucie: Every year you look at this policy and make amendments as needed. I recommend you give the Town Administrator the right to apply anything over 8% to the tax rate. Next year if we fall below 8% we can add that line back in.

D. Ross: A lot of this money is not recurring revenue, only a one-time thing.

J. Sullivan motioned to extend meeting 15 minutes to 10:00. Seconded by T. Lizotte. Vote 8-1 in favor.

Vote unanimously in favor (of amended policy).

N. Comai motioned to offer Dr. Shankle and Christine Soucie the opportunity to apply fund balance over 8% to offset the tax rate. Seconded by D. Ross.

J. Sullivan: If we decide to use part of it for the emergency, we can use the 8% and take a portion to help if the Administrator feels that is the proper way to do it.

Roll Call

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

Vote unanimously in favor.

d. 14 – 078 Risk Assessment Questionnaire

J. Sullivan motioned to approve the Risk Assessment Questionnaire. Seconded by D. Winterton. Vote unanimously in favor.

C. Soucie: New this year, the auditors require the Board to sign off on the management letter saying we are engaging them in the audit. Dr. Shankle signed, I signed and they are asking the Chair to sign on behalf of the Board.

T. Lizotte motioned to authorize the Chair to sign the Management letter for the auditor on behalf of the Council. Seconded by A. Jennings. Vote unanimously in favor.

SUB-COMMITTEE REPORTS

T. Lizotte: Nothing to report.

A. Jennings: Nothing to report.

S. Orr: Nothing to report.

N. Comai: Nothing to report.

J. Sullivan: Heritage weekend is Oct 17-19; we have activities and we have the marker dedication of Mt. St. Mary's on Sunday at 2 pm. Councilor Lizotte will be speaking on behalf of Council. We are selling the Mt. St. Mary's items and the funds will go to Old Town Hall preservation. This is the third in the collection. There is an Old Town Hall and the proceeds go to the Old Town Hall preservation. There is also a Robie's Store item and those funds go to the Robie's Preservation Commission. We have a Sister who taught at Mt. St. Mary's speaking and the former president of NH College, Mr. Shapiro, will be speaking. He purchased Mt. St. Mary's for NH College. The back reads, in part, "*When that campus was closed, the college offered to give the main building to the town, but the Council declined the offer.*" But we did accept the library. Old Town Hall restoration is ongoing.

D. Winterton: Planning discussed a simple condo conversion at East Point Dr; everything was going smoothly until somebody stepped up suing them for non-compliance and we immediately tabled it. We turned down a request for a day care center on the Dube property on Londonderry Turnpike. I think we did a nice public service to two naïve ladies who were getting in over their heads.

D. Ross: Nothing to report.

J. Levesque: Recycle committee met last night. I didn't attend but I spoke to Diane and they discussed town ordinance on cardboard recycling.

J. Sullivan: I signed some deed waivers that Council gave the Chair authority to sign. I wanted you to know I did that.

T. Lizotte: Conservation Commission is having a dinner on 10/24 at 6:30pm at SNHU dining facility. Invitations are going out. It is \$24/head for dinner but is to go over what has been achieved in terms of meeting the goals of the 2004 Master Plan for Conservation. We are looking for participation.

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 9:57pm. Seconded by J. Levesque.

Roll Call

T. Lizotte - yes

D. Ross-yes

R. Duhaime- yes

A. Jennings - yes

J. Levesque- yes

D. Winterton- yes

S. Orr- yes

N. Comai -yes

J. Sullivan- yes

Vote unanimously in favor.

D. Ross motioned to extend the meeting from 10:00pm to 10:10pm. Seconded by T. Lizotte.

Vote unanimously in favor.

D. Ross motioned to exit non-public at 10:07pm. Seconded by D. Winterton.

Vote unanimously in favor.

J. Sullivan motioned to seal the non-public minutes of 9/24/14. Seconded by A. Jennings.

Vote unanimously in favor.

J. Sullivan motioned to adjourn at 10:07pm. Seconded by A. Jennings.

Vote unanimously in favor.

NOTE

Attached is an overview sheet of the Town Council reading file material, documents referred to in tonight's meeting minutes, and 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



PLODZIK & SANDERSON

Professional Association/Accountants & Auditors

193 North Main Street • Concord • New Hampshire • 03301-5063 • 603-225-6996 • FAX-224-1380

To the Members of the Board of Selectmen, Town Council, or Commissioners:

This communication, in addition to the questions below, is intended to inform those charged with governance regarding the type, expected scope, and timing of the audit. We refer you to the signed engagement letter for the detail covering the audit objective, procedures, and management's responsibilities.

This communication is in addition to other correspondence supplied to management and elected officials requesting specific audit information including documents required for audit and information required for notes to the financial statements. The timing of the audit will be mutually agreed upon by management and the independent auditor and it would be our intention to have the report available to you within ninety days after completion of the field work.

We also intend to provide you with a communication with timely observations arising from the audit that are relevant to your responsibilities in overseeing the financial process.

In order to assist us with gathering information necessary to understand the entity and its environment in connection with this year's audit, please answer the following questions concerning your knowledge of the Town's/District's financial procedures. Thank you in advance for your cooperation.

Do you have knowledge of any fraud or suspicions of fraud affecting your Town/District?
Yes ___ No x If yes, please elaborate below.

Are you aware of any allegations of fraud or suspected fraud affecting your Town/District?
Yes ___ No x If yes, describe briefly.

Has the Board/Council adopted a universal code of ethics for members and employees to follow?
Yes x No ___ **Conduct of employee is in the Town's Personnel Plan.**

If yes, does this document prohibit elected officials and employees from doing business with the Town/District? Yes ___ No x **Town Charter prohibits Councilors from holding another paid office, but not from doing business with the Town.**

List any transactions between the government and officials or employees during the year of which you have knowledge. Exclude regular payroll transactions.

Council Ross, is the owner of D. P. Ross Home Electronics and provide building security systems to the Town's building.

Does the Board/Council formally authorize all disbursements, vendor and payroll, prior to the release of Town/District funds. Yes ___ No X NOTE: If Town/District Manager form of government, Town/District Manager must approve all payments prior to disbursement of funds by the Treasurer.

If the answer to the above is No, please describe your knowledge of how disbursements are approved within the system.

Department head's approve invoices/timesheets stating the good and services are valid Town expenses and record the budget line item to charge. Then the invoices/timesheets and backup documentation are sent to Finance to process. Finance reviews and produces a check manifest and sends the manifest along with the invoices/timesheets to the Town Administrator for his signature indicated approval. The singed check manifest is then provided to the Treasurers for approval to sign the checks.

Describe how the Board/Council stays informed of the latest changes in the laws and regulations pertaining to the entity.

Town Administrator's updates, staff reports, publications and personal research

Does the Board/Council review comparative reports of estimated and actual revenues and appropriations and expenditures? Yes x No ___ If yes, how often are reports reviewed?

Monthly reports are provided to the board which details budget to actuals for both revenue and expenses. Quarterly the Finance Director reviews Council on the budget to actuals.

What procedures does the Board/Council follow in reviewing or using these reports? For example, does the Board/Council normally meet with the department heads as part of this process? Also, does the Board/Council review BOTH the revenue and expenditure reports?

Yes, Council meets with departments during the year and with the Finance Director each quarter.

Has the Board/Council approved a Disaster Recovery Plan in the event of loss or interruption of the IT function? Yes x No ___

Is there a written investment policy adopted annually in accordance with state statutes? Yes x No ___

Has the Board/Council established and adopted accounting procedures and policies? Yes ___ No ___

Have you adopted the use of either debit or credit cards by employees? Yes x No ___

Does the Board/Council have knowledge of any funds or bank accounts that are not in the custody of the Treasurer or Trustees? Yes ___ No x If yes, provide the name and custodian of account.

Signed by James A Sullivan
Chairperson on behalf of the Board, Council or Commissioners

Date 9/24/14

MEMBERS OF THE GOVERNING BODY (BOARD OF SELECTMEN, TOWN COUNCIL, COMMISSIONERS)

NAME	CONTACT INFORMATION
<u>Todd Lizotte</u>	<u>603-493-2579</u>
<u>Donald Winterton</u>	<u>603-622-8413</u>
<u>Adam Jennings</u>	<u>603-722-0548</u>
<u>David Ross</u>	<u>603-387-7777</u>
<u>James Levesque</u>	<u>603-485-7140</u>
<u>Nancy Comai</u>	<u>603-623-3701</u>
<u>Susan Lovas Orr</u>	<u>603-966-7222</u>
<u>James Sullivan</u>	<u>603-485-4951</u>
<u>Robert Duhaime</u>	<u>603-</u>



June 16, 2014

Stephen D. Plodzik, PA

Edward T. Perry, CPA

James A. Sejka, CPA

Sheryl A. Pratt, CPA

To the Members of the Town Council
and Mr. Dean Shankle, Town Administrator
Town of Hooksett
Town Hall, 35 Main Street
Hooksett, NH 03106

Dear Members of the Town Council and Mr. Shankle:

Melodie A. Frazer, CPA

Michael J. Campo, CPA

Kathryn C. Sanders, CPA

Donna M. LaClair, CPA*

Asley J. Miller, CPA

Tyler A. Palmer, CPA

Kyle G. Gingras, CPA

* Also licensed in Massachusetts

We are pleased to confirm our understanding of the services we are to provide the Town of Hooksett for the fiscal year ended June 30, 2014. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Hooksett as of and for the fiscal year ended June 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as Management's Discussion and Analysis (MD&A), to supplement the Town of Hooksett's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Hooksett's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Fund Progress for Other Postemployment Benefit Plan

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Hooksett's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Combining Schedules
- 2) Individual Fund Schedules

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written

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report upon completion of our audit of the Town of Hooksett's financial statements. Our report will be addressed to Town Council of the Town of Hooksett. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.



Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Hooksett's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Plodzik & Sanderson Professional Association and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Regulator or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Plodzik & Sanderson Professional Association personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a Regulator or its designee. The Regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit on September 2, 2014 and to issue our reports no later than 90 days after the completion of field work. Sheryl A. Pratt, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be \$19,382 for the Town audit and \$3,725 for the proprietary fund audit for the fiscal year ended June 30, 2014. This fee is approximate and will be billed based on actual time spent on the audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.



Town of Hooksett

June 16, 2014

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We appreciate the opportunity to be of service to the Town of Hooksett and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

Plodzik & Sanderson

PLODZIK & SANDERSON
Professional Association

RESPONSE:

This letter correctly sets forth the understanding of the *Town of Hooksett*.

Management signature: *Dean P. Shankle, Jr.*
Title: *Town Administrator*
Date: *9/24/14*

Governance signature: *James A. Sullivan*
Title: *Council Chair*
Date: *9/24/14*





FINANCIAL REPORT OF THE TOWN, CITY, OR VILLAGE DISTRICT BUDGET

Form Due Date: **April 1, 2014 (If Operating on Calendar Year)**
or **September 1, 2014 (If Operating on Fiscal Year)**

Instructions

Cover Page

- Select the entity type that you are filing for (Municipality or Village District)
- Select the entity name from the pull down menu
- Enter the preparer's information

Account Codes

- In the *Expenditures* section, enter the *Other Authorizations*, and *Actual Expenditures* for each applicable account code
- Every instance of an *Other Authorization* requires an explanation on the page preceding the *Revenues* section
- In the *Revenues* section, enter the *Actual Revenues* for each applicable account code

Balance Sheet

- Enter the *End of Year* balance for each applicable account code

Reconciliation Sheets

- Use at will to aid in reconciling discrepancies on the balance sheet

Amortization of Long Term Debt

- Enter all information regarding long term debt

For Assistance Please Contact:

DRA Municipal and Property Division
Phone: (603) 230-5090
Fax: (603) 230-5947
<http://www.revenue.nh.gov/mun-prop/>

ENTITY'S INFORMATION ?

Entity Type: Municipality Village

Municipality: HOOKSETT

County: MERRIMACK

PREPARER'S INFORMATION ?

First Name

Christine

Last Name

Soucie

Preparer's Entity

Town of Hooskett

Street No.

35

Street Name

Main Street

Phone Number

(603) 485-2712

Email (optional)

csoucie@hooksett.org



EXPENDITURES

GENERAL GOVERNMENT

Account #	Purpose of Appropriations (RSA 323:V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4130-4139	Executive	\$322,284	\$7,250	\$336,578
		Explanation for Authorizations: Non-Lapsing Appropriations		
4140-4149	Election, Reg. & Vital Statistics	\$22,750		\$30,040
4150-4151	Financial Administration	\$544,896	\$61,480	\$633,053
		Explanation for Authorizations: Non-Lapsing Appropriations		
4152	Property Assessment	\$294,556		\$251,657
4153	Legal Expense	\$67,000		\$86,910
4155-4159	Personnel Administration	\$176,841		\$151,636
4191-4193	Planning & Zoning	\$212,487	\$1,887	\$284,069
		Explanation for Authorizations: Non-Lapsing Appropriations		
4194	General Government Buildings	\$441,954		\$513,466
4195	Cemeteries	\$850	\$6,815	\$7,313
		Explanation for Authorizations: Non-Lapsing Appropriations		
4196	Insurance	\$171,000		\$186,272
4197	Advertising & Regional Association	\$10,190		\$11,708
4199	Other General Government Expense	\$13,000		\$14,000
General Government Subtotal		\$2,277,808	\$77,432	\$2,506,702

PUBLIC SAFETY

Account #	Purpose of Appropriations (RSA 323:V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4210-4214	Police	\$3,644,358	\$63,345	\$3,371,240
		Explanation for Authorizations: Non-Lapsing Appropriations		
4215-4219	Ambulance	\$1		
4220-4229	Fire	\$3,901,101		\$3,941,896



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4240-4249 Building Inspection	\$169,904		\$97,645
4290-4298 Emergency Management	\$16,160		\$5,145
4299 Other (Including Communications)			
Public Safety Subtotal	\$7,731,524	\$63,345	\$7,415,926

AIRPORT/AVIATION CENTER

Account	Purpose of Appropriations (RSA 323:V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4301-4309 Airport Operations				
Airport/Aviation Subtotal				

HIGHWAYS AND STREETS

Account	Purpose of Appropriations (RSA 323:V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4311 Administration		\$184,969		\$207,327
4312 Highway & Streets		\$1,303,303	\$131,614	\$1,564,112
		Explanation for Authorizations: Non-Lapsing Appropriations		
4313 Bridges				
4316 Street Lighting		\$60,000		\$62,300
4319 Other		\$153,112		\$162,139
Highways and Streets Subtotal		\$1,701,384	\$131,614	\$1,995,878

SANITATION

Account	Purpose of Appropriations (RSA 323:V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4321 Administration		\$185,201		\$181,056
4323 Solid Waste Collection		\$294,461		\$237,937
4324 Solid Waste Disposal		\$709,631		\$651,502
4325 Solid Waste Facility Clean-up				
4326-4328 Sewage Collection & Disposal				



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4329 Other			
Sanitation Subtotal	\$1,189,293		\$1,070,495

WATER DISTRIBUTION AND TREATMENT				
Account#	Purpose of Appropriations (RSA 323:V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4331	Administration			
4332	Water Services			
4335	Water Treatment			
4338-4339	Water Conservation & Other			
Water Distribution and Treatment Subtotal				

ELECTRIC				
Account#	Purpose of Appropriations (RSA 323:V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4351-4352	Administration & Generation			
4353	Purchase Costs			
4354	Electric Equipment Maintenance			
4359	Other Electric Costs			
Electric Subtotal				

HEALTH				
Account#	Purpose of Appropriations (RSA 323:V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4411	Administration	\$2,400		
4414	Pest Control			
4415-4419	Health Agencies & Hospital & Other			
Health Subtotal		\$2,400		



WELFARE ?

Account #	Purpose of Appropriations (RSA 323-V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4441-4442	Administration & Direct Assistance ?	\$234,309		\$148,187
4444	Intergovernmental Welfare Payments ?			
4445-4449	Vendor Payments & Other ?	\$19,619		\$19,619
Welfare Subtotal		\$253,928		\$167,806

CULTURE AND RECREATION ?

Account #	Purpose of Appropriations (RSA 323-V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4520-4529	Parks & Recreation ?	\$508,461		\$458,486
4550-4559	Library ?	\$547,164		\$554,862
4588	Patriotic Purposes ?	\$2,945		\$2,945
4589	Other Culture & Recreation ?	\$6,501		\$9,612
Culture and Recreation Subtotal		\$1,065,071		\$1,025,905

CONSERVATION AND DEVELOPMENT ?

Account #	Purpose of Appropriations (RSA 323-V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4611-4612	Admin. & Purchase of Natural Resources ?	\$11,625		\$11,625
4619	Other Conservation ?			
4631-4632	Redevelopment and Housing ?			
4651-4659	Economic Development ?	\$1,500		\$461
Conservation & Development Subtotal		\$13,125		\$12,086

DEBT SERVICE ?

Account #	Purpose of Appropriations (RSA 323-V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4711	Principal - Long Term Bonds & Notes ?			
4721	Interest - Long Term Bonds & Notes ?			
4723	Interest on Tax Anticipation Notes ?	\$1		



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4790-4799 Other Debt Service			
Debt Service Subtotal		\$1	

CAPITAL OUTLAY

Account #	Purpose of Appropriations (RSA 2:3-V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4901	Land	\$1		
4902	Machinery/Vehicles & Equipment			
4903	Buildings			
4909	Improvements Other than Buildings			
Capital Outlay Subtotal		\$1		

OPERATING TRANSFERS OUT

Account #	Purpose of Appropriations (RSA 2:3-V)	Voted Appropriations	Other Authorizations	Actual Expenditures
4912	To Special Revenue Fund			
4913	To Capital Projects Fund			
4914	To Enterprise Fund	\$1,947,007		\$2,212,197
	Save	\$1,947,007		\$2,212,197
	Water			
	Electric			
	Airport			
	Other (Offset):			
4915	To Capital Reserve Fund	\$340,000		\$340,000
4916	To Expendable Trust Funds - Non-4917			
4917	Health Maintenance Trust Funds			
4918	To Nonexpendable Trust Funds			
4919	To Fiduciary Funds			
Operating Transfers Out Subtotal		\$2,287,007		\$2,552,197



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PAYMENTS TO OTHER GOVERNMENTS ?

Account #	Purpose of Appropriations (RSA 325:1)	Voted Appropriations	Other Authorizations	Actual Expenditures
4931	Taxes Assessed for County ?	\$4,301,438		\$4,301,438
4932	Taxes Assessed For Village District ?			
4933	Taxes Assessed for Local Education ?	\$17,796,430		\$17,796,430
4934	Taxes Assessed for State Education ?	\$3,582,357		\$3,582,357
4939	Payments to Other Governments ?			
Payments to Other Governments Subtotal		\$25,680,225		\$25,680,225
Less Proprietary Funds, Special Revenue Funds, or Capital Projects Funds		\$1,947,007		\$2,212,197

TOTAL GENERAL FUND EXPENDITURES	Voted Appropriations	Other Authorizations	Actual Expenditures
TOTAL GENERAL FUND EXPENDITURES	\$40,254,760	\$272,391	\$40,215,023



REVENUES

TAXES ⑦

Account#	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3110	Property Taxes ⑦			\$35,807,510
3120	Land Use Change Taxes - General Fund ⑦			
3121	Land Use Change Taxes - Conservation Fund ⑦			
3180	Resident Taxes ⑦			
3185	Yield Taxes ⑦	\$7,750		\$11,613
3186	Payment In Lieu of Taxes ⑦			
3187	Excavation Tax (\$0.02 cents per cubic yard) ⑦	\$8,000		\$9,258
3189	Other Taxes ⑦			
3190	Interest & Penalties on Delinquent Taxes ⑦	\$300,000		\$311,883
	Inventory Penalties			
Taxes Subtotal		\$315,750		\$36,140,264

LICENSES, PERMITS, AND FEES ⑦

Account#	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3210	Business Licenses & Permits ⑦			
3220	Motor Vehicle Permit Fees ⑦	\$2,592,000		\$3,071,130
3230	Building Permits ⑦	\$60,000		\$90,672
3290	Other Licenses, Permits, & Fees ⑦	\$13,450		\$17,178
Licenses, Permits, and Fees Subtotal		\$2,665,450		\$3,178,980



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FROM FEDERAL GOVERNMENT ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3311 - 3319	From Federal Government ?		\$56,347	\$56,347
			Explanation of Unanticipated Revenues:	Grants
From Federal Government Subtotal			\$56,347	\$56,347

FROM STATE ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3351	Shared Revenues ?			
3352	Meals & Rooms Tax Distribution ?	\$610,341		\$610,341
3353	Highway Block Grant ?	\$247,025		\$247,920
3354	Water Pollution Grant ?			
3355	Housing & Community Development ?			
3356	State & Federal Forest Land Reimbursement ?	\$694		\$326
3357	Flood Control Reimbursement ?			
3359	Other (Including Railroad Tax) ?	\$2,093	\$148,587	\$150,680
			Explanation of Unanticipated Revenues:	Grants
3379	From Other Governments ?			
From State Subtotal		\$860,153	\$148,587	\$1,009,267

CHARGES FOR SERVICES ?

Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3401 - 3406	Income from Departments ?	\$100,800		\$111,419
3409	Other Charges ?			
Charges for Services Subtotal		\$100,800		\$111,419



MISCELLANEOUS REVENUES ?				
Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3501	Sale of Municipal Property ?	\$1,200		\$253,976
3502	Interest on Investments ?	\$17,000		\$28,390
3503 - 3509	Other ?	\$242,600		\$372,308
Miscellaneous Revenues Subtotal		\$260,800		\$654,674

INTERFUND OPERATING TRANSFERS IN ?				
Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3912	From Special Revenue Funds ?	\$68,000		\$62,768
3913	From Capital Projects Funds ?			
3914	From Enterprise Funds ?	\$1,947,007		\$2,212,197
	Sewer - (Offset)	\$1,947,007		\$2,212,197
	Water - (Offset)			
	Electric - (Offset)			
	Airport - (Offset)			
	Other (Offset)			
3915	From Capital Reserve Funds ?	\$44,067		\$12,921
3916	From Trust & Fiduciary Funds ?	\$3,000		\$5,262
3917	Transfers from Conservation Fund ?			
Interfund Operating Transfers Subtotal		\$2,062,074		\$2,293,148

OTHER FINANCING SOURCES ?				
Account #	Source of Revenues	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
3934	Proceeds from Long Term Bonds & Notes ?			
Other Financing Sources Subtotal				

NOTE: NH law requires all municipalities to gross appropriate full disclosure of those appropriations and offsetting revenues are required on this report. Those revenues accounted for in proprietary or other funds are subtracted from this report for the purposes of general fund balance sheet disclosure. See the municipality's audited financials for more information on proprietary funds, special revenue funds, or capital project funds. Also, see the supplemental schedule.



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Less Propriety Funds, Spec. Rev. Funds, or Capital Project Funds

\$1,947,007

\$2,212,197

	Estimated Revenues to Set Tax Rate	Unanticipated Revenues	Actual Revenues
TOTAL GENERAL FUND REVENUE	\$4,318,020	\$204,934	\$41,231,902



Taxes/Liens Receivable Worksheet			
Line Item	Year of this Report	For Prior Levy	TOTAL
Uncollected at End of Year	\$3,804,709	\$1,538,576	\$5,343,285
Overlay Carried Forward as Allowance for Abatements	\$257,757		\$257,757
Receivable at End of Year (to Balance Sheet Account 1080-1100)	\$3,546,952	\$1,538,576	\$5,085,528

Reconciliation of Regional School District Liability	
Line Item	Amount
Regional School District Liability at Beginning of Year (to Balance Sheet Account 2075 Beginning of Year)	
ADD: Regional School District Assessment for Current Year	
Total Liability Within Current Year (Sum of Lines 1 and 2)	
SUBTRACT: Payments made to Regional School District	
Due to School District at End of Year (to Balance Sheet Account 2075 End of Year)	

Reconciliation of Tax Anticipation Notes	
Line Item	Amount
Short Term (TRANS) Debt at Beginning of Year (to Balance Sheet Account 2230 Beginning of Year)	
New Issues During Current Year	
Issues Retired During Current Year	
Short Term (TRANS) Debt Outstanding at End of Year (to Balance Sheet Account 2230 End of Year)	



BALANCE SHEET			
Account	Current Assets	Beginning of Year	End of Year
1010	Cash and Equivalents	\$10,697,899	\$9,118,137
1030	Investments	\$4,239,212	\$9,876,669
1030	Tax Receivable	\$6,136,074	\$3,546,952
1110	Tax Liens Receivable	\$1,799,012	\$1,538,576
1130	Accounts Receivable	\$239,732	\$47,097
1260	Due from Other Governments	\$58,132	\$7,123
1310	Due from Other Funds	\$292,948	\$58,020
1400	Other Current Assets	\$21,464	\$84,817
1670	Tax-Deeded Property (Subject to Resale)	\$537,835	\$462,079
TOTAL ASSETS		\$24,022,308	\$24,739,470
Account	Current Liabilities	Beginning of Year	End of Year
2020	Warrants and Accounts Payable	\$662,410	\$470,289
2030	Compensated Absences Payable	\$423,648	\$432,404
2050	Contracts Payable		
2070	Due to Other Governments	\$1,058	\$164,850
2075	Due to School Districts		
2080	Due to Other Funds	\$27,406	
2220	Deferred Revenue	\$18,780,251	\$18,532,734
2230	Notes Payable - Current		
2270	Other Payable	\$119,025	\$113,804
TOTAL LIABILITIES		\$20,013,798	\$19,714,081



Account	Fund Equity ?	Beginning of Year	End of Year
2440	Non-spendable Fund Balance ?	\$566,083	\$546,896
2450	Restricted Fund Balance ?		
2460	Committed Fund Balance ?	\$47,000	
2490	Assigned Fund Balance ?	\$225,391	\$22,907
2530	Unassigned Fund Balance ?	\$3,170,036	\$4,455,586
TOTAL FUND EQUITY		\$4,008,510	\$5,025,389

TOTAL LIABILITIES and FUND EQUITY	\$24,022,308	\$24,739,470
--	---------------------	---------------------

NOTE: NH law requires all municipalities to gross appropriate. Our liability balance sheet only reflects the general fund. See the municipality's audited financials for more information on proprietary funds, special revenue funds, or capital project funds.

General Fund Balance Sheet Reconciliation

Line Item	Amount
Total Revenues	\$41,231,902
Total Expenditures	\$40,215,023
Change (Increase or Decrease)	\$1,016,879
Ending Fund Equity from Balance Sheet	\$5,025,389
Less Beginning Fund Equity from Balance Sheet	\$4,008,510
Change (Increase or Decrease)	\$1,016,879



HOOKSETT (225)

PREPARER'S CERTIFICATION

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

Preparer's First Name

Preparer's Last Name

Christine

Soucie

Christine Soucie Finance Director

Sep 24, 2014
Date

Audited Unaudited

Check to Certify Electronic Signature: You are required to check this box and provide your name above. By checking this box, you hereby declare and certify that the electronic signature above was actually signed by the Preparer and that the electronic signature is valid.

Submit

Print

Please save and e-mail the completed PDF form to your Municipal Services Advisor:

- Michelle Clark: michelle.clark@dra.nh.gov
- Jamie Dow: jamie.dow@dra.nh.gov
- Shelley Gerlarneau: shelley.gerlarneau@dra.nh.gov
- Jean Samms: jean.samms@dra.nh.gov

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:

**NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487**

Governing Body Certification

This is to certify that the information contained in this form was taken from official records and is complete to the best of our knowledge and belief. Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

James A Sullivan Chair
Governing Body Member's Signature and Title

Nancy Connors Vice Chair
Governing Body Member's Signature and Title

[Signature] 9/24/14
Governing Body Member's Signature and Title

James A. Levesque
Governing Body Member's Signature and Title

[Signature]
Governing Body Member's Signature and Title

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Governing Body Member's Signature and Title

Governing Body Member's Signature and Title



INSTRUCTIONS For the MS-535 Financial Report of the Town, City, or Village District Budget

The MS-535 is to be used by every NH town, city, or village district to report the year-end financial status of the budget. The reports to be completed at the end of the reporting year and submitted to the NH Department of Revenue Administration (DRA) pursuant to RSA 211:341-V.

Cover Sheet

Prior to entering report information, please fill out all fields on the cover page.

NOTE: NH law requires all municipalities to gross appropriate. Full disclosure of those appropriations and offsetting revenues are required on this report. Those amounts accounted for in proprietary or other funds are to be removed from this report for purposes of general fund balance sheet disclosure. See the municipality's audited financials for more information on proprietary funds, special revenue funds, or capital project funds.

The governing body and preparer must sign and date, and mail the report to the DRA at the address on the cover by April 15th after a calendar reporting year and by September 15th for optional reporting year.

Budget Expenditures

Voted Appropriations	Enter gross appropriations as voted in the prior year's annual and any special meetings and as approved by DRA on the MS-2. For accounts 4931, 4932, 4933, and 4934. The voted appropriations should match the amounts shown on the tax rate calculation paperwork. In the future, DRA will pre-populate this column.
Other Authorization	Enter expenditure authorizations in addition to amounts in column 3 and detail in the box at the bottom of the page. Examples: emergency expenditures under RSA 324:11; grant expenditures under RSA 31495-b; additional expenditures from capital reserve or trust funds by agents.
Actual Expenditures	Enter actual expenditures (include amounts in column 4). (Proprietary funds, special revenue, and capital project funds are to be netted out for this report, generally in row 4914 and 4912). Expenditures for Payments to Other Governments on page 4 are set in tax rates. For accounts 4931, 4932, 4933, and 4934, the actual expenditures should match the amounts shown on the tax rate calculation paperwork.

Revenues

Estimated Revenues to Self-Fund	Enter estimated revenues from reporting year MS-4 used to set the tax rate.
Actual Revenues	Enter revenues attributable to the reporting year. Proprietary funds, special revenue, and capital project funds are to be netted out for this report at the bottom of the column. In the first row, add 3310, add property tax amount from tax collector's warrant, plus any excess overlay. Enter general fund revenue in the last row.

General Fund Balance Sheet

Beginning of Year Column	Enter Beginning of the Year amounts using prior year's End of Year amounts or as adjusted by your auditors.
End of Year Column	Enter the End of Year amounts from your records or as adjusted by your auditors. See <i>Reconciliation Worksheet</i> to help calculate amounts.

To be GASB 54 compliant, the fund balance classifications have changed. See the next sheet for further explanation.

Reconciliation Worksheet

General Fund Section	This section illustrates how revenues and expenditures flow through to Fund Balance.
School District Section	Enter amount to determine end of year school district liability, or call your SAU for year-end amounts.
Tax Anticipation Notes Section	Enter amounts to determine end of year TAN liability amount.



Fund Balance Explanation: Changes from Previous Year's as Necessitated by GASB 54

As Previously Classified in Prior Year	
a. Assigned (Formerly Reserve for Contingencies)	2440
b. Committed (Formerly Reserve for Continuing Appropriations)	2450
c. Restricted (Formerly Reserve for Appropriations Voted for SR/ETB)	2460
d. Committed (Formerly Reserve for Appropriations Voted)	2460
e. Assigned (Formerly Reserve for Special Purposes)	2490
f. Unassigned (Formerly Unreserved Fund Balance)	2530
As Required under GASB 54	
a. Nonspendable Fund Balance	2440 = Non-cash items such as inventories or prepaid items
b. Restricted Fund Balance	2450 = Fund legally restricted, such as grant or liability funds
c. Committed Fund Balance	2460 = Only used for a specific voted purpose like a special WA
d. Assigned Fund Balance	2490 = Intended for specific purpose such as an contingency
e. Unassigned Fund Balance	2530 = Spendable fund balance (formerly unreserved or surplus)