

TOWN COUNCIL MEETING – DECEMBER 16, 2015

OFFICIAL TC Minutes

TOWN COUNCIL MINUTES Regular Meeting Wednesday, December 16, 2015

CALL TO ORDER

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

ROLL CALL

Chairman James Sullivan, Rob Duhaime, James Levesque, Marc Miville, Tim Tsantoulis, and Donald Winterton,

Excused: Nancy Comai, Adam Jennings, David Ross

Town Administrator Dr. Dean Shankle

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

T. Tsantoulis motioned to approve the minutes of December 2, 2015. Seconded by R. Duhaime.

*Correction Page 4-Don Winterton: If we did not remove it
Vote unanimously in favor*

M. Miville motioned to approve the Non-public Minutes of December 2, 2015. Seconded by T. Tsantoulis.

Vote unanimously in favor.

CONSENT AGENDA

Donations totaling \$2,005.00 from multiple donators to Hooksett Family Services for the 2015 Holiday Assistance program

Acceptance of \$215.45 reimbursement from the State of NH to the Hooksett Fire-Rescue Dept. for Southeastern New Hampshire Hazardous Materials Mutual Aid District Team training

Off-site Improvement Surety Reduction from \$81,388.70 to \$49,816.60 (-\$31,572.10) to William Socha Development, LLC for Hidden Oaks Development.

To accept donations for the 2015 Holiday assistance program in the amount of \$3175.

*R. Duhaime motioned to accept the consent agenda as presented. Seconded by T. Tsantoulis.
Vote unanimously in favor.*

TOWN ADMINISTRATOR'S REPORT

Dr. Shankle asked Kathy Northrup to speak to the Council regarding the Town Hall Preservation Grant.

Kathy Northrup: I'm here as Chair of Town Hall Preservation Project. The Town and the Preservation Committee were awarded a \$19,000 Grant under LCHIP to install new windows. In 1961 when the second floor was added the large windows were replaced with smaller windows. Hopefully this change will be seen by many and will alert people of what we are doing. We will be back in January with the paperwork for the Council to accept the Grant.

TOWN COUNCIL MEETING – DECEMBER 16, 2015

Dr. Shankle: The Town Hall will close at 1:00 pm on December 24th for Christmas. Our current Post Cane holder passed away. The new holder will be Virginia Kalariotis.

M. Miville motioned to award the Post Cane to Virginia Kalariotis. Seconded by D. Winterton. Vote unanimously in favor.

J. Sullivan stated the award will be presented at the January 13 Council meeting.

PUBLIC INPUT

No comments

NOMINATIONS AND APPOINTMENTS

No nominations or appointments

SCHEDULED APPOINTMENTS

No scheduled appointments

OLD BUSINESS

Martin's Ferry Road – Safety Committee Recommendations/Mitigation (moved up on agenda)

Committee members: Diane Boyce, the Police Chief, Jim Donison, and JoAnn Duffy.

D. Boyce: Recommendations

- Clear the brush by the bridge every year to allow more visibility
- Discussion of a three way stop sign which is not being recommended
- Placed a thicker line (6 inch rather than 4 inch) and we may make it a little bit wider to slow traffic down
- Expecting to work on the road in 2016 and then will evaluate adding bump-outs.
- Explore the availability of sidewalks. This would require a lot of tree cutting, relocate utility poles and hydrants as well as land acquisition.

J. Sullivan: At the last Council meeting the Chief requested part time staff for proactive policing to do traffic enforcement on this road.

M. Miville: I asked for a report of accidents or pedestrian injuries on Martin's Ferry from January 2015 to present. According to the report there were 3 accidents and no pedestrian injuries in 2015. I also received other reports and analysis.

J. Sullivan: Since you mentioned the report, I ask that it be included in the minutes.

Dr. Shankle will forward the full report to the entire Council.

Including all three accidents, the total time on the scene by officer was a total of 27 minutes.

M. Miville: I have had several conversations via email with residents of Martin's Ferry Road. I contacted them and stated we were working on a plan. I outlined this report and they corresponded back with concerns that there was lack of sidewalk and raising the speed limit from 25 to 30 miles per hour. I thank the resident for coming here. I told him I was going to be talking about this and thank the Safety Committee for coming up with this report promptly. I wanted to add to the plan if possible. We had discussed the idea that there is a school which prompts the kids to be walking on the road. In an attempt to mitigate that as soon as possible, I ask to have a cross walk from Sherwood Drive to Cemetery Road.

D. Boyce: There are no walkers at that school.

M. Miville: The school district should address this as well. Even if there are no kids, a sidewalk could help joggers as well.

D. Boyce: We can look into that but it would be a crosswalk into nothing because there are no sidewalks.

TOWN COUNCIL MEETING – DECEMBER 16, 2015

M. Miville: I would request two (2) school zone signs as you are approaching the school. That would satisfy the residents and mitigate the speed. I'm ok that there are no stop signs. The idea is to slow cars down. The Chief said more stop signs could create more accidents.

J. Sullivan: Speed limit sign, Starting from Hooksett Road going down, the first speed sign is way down, so by the time you see it, you are more than halfway down the road. Could you put a speed sign closer to McDonalds and one closer to North River Road?

D. Boyce: We can put more speed signs.

D. Winterton: What about a sign that said "Approaching School Zone". We are talking about $\frac{3}{4}$ of a mile. Where do you put the School Zone? The approach zone may get people thinking. If we put up a School Zone and it's not a legal School Zone, then we can't enforce the School Zone requirements.

M. Miville: I remember the Chief telling me there were plans to put in a small barrier island at the western curb by SNHU.

D. Boyce: The College is talking about changing their entrance and they may put an island in hopefully by next year.

R. Duhaime: I would think that the College would be open to talking about sidewalks. They are exempt from impact fees and taxes so possibly they would be interested in giving us an easement for putting a sidewalk in.

Conservation Commission Recommendation for Forestry Plan

Dr. Shankle: The Commission came originally to have the revenue from the Timber cut go into the Conservation Commission Fund. The proceeds should be viewed as Town Funds and go into the Town's General Fund. This should be placed on a Warrant Article and left for the voters to decide to place into the Conservation Commission Fund.

Steve Couture, Conservation Commission: If a warrant article is recommended, I ask the Council to draft the article and hopefully the residents see the benefit of the funds going to the Conservation so we can manage this over time.

D. Winterton: Would this be an annual Warrant Article?

Dr. Shankle: I would have to check. It could be similar to the land use change tax giving to Conservation but that is by RSA.

R. Duhaime: Mr. Murray had asked about a timber cut on town land and have that revenue go to Conservation.

Steve Couture: We could, we would need to know about what parcel the town would like to harvest. There is also land that the School owns that could be harvested. We pushed this off to 2017 with the assessments being done this summer and the cut occurring during the winter.

D. Winterton: Is this set to maximize the amount you can do? How was the amount determined?

S. Couture: It is the most we can do from a Conservation stand point. It is to enhance the property from Conservation's perspective. It is conservative. It is Conservation land. The Forester told us not to rush. There are others property we could look at in the future.

D. Winterton: commend you and this is a good thing for Conservation and the Town.

M. Miville: As far as I know the Conservation Commission owns 25% of the Town.

S. Couture: That includes State Park property and I wouldn't say it is owned; we have some rights. That also includes Manchester Water Works property.

TOWN COUNCIL MEETING – DECEMBER 16, 2015

Dr. Shankle: The Conservation Commission doesn't own anything; it is owned by the Town.

M. Miville: This conversation started when trees were being cut down along the road way and we said we need a timber plan. I don't know if I want to hand it over to the Conservation's pocket. I think it should go to the Town.

J. Sullivan: We are looking for the Administration to developing a Warrant Article for the Council to decide on. We are looking tonight at a Forestry Plan.

R. Duhaime stated the best way to keep taxes down is to expand your conservation property.

M. Miville: I am in direct conflict of that statement and believe the best way to keep taxes down is to expand your tax base and bring new business into town. As a member of the Economic Development Committee, I am in direct conflict with that statement.

J. Levesque: Do we have a set procedure on how people take land out of current use?

Dr. Shankle: It goes through Assessing.

The purpose tonight is to thank the Conservation Commission for moving forward with this. We talked about this for a long time. Regardless of who gets the money, we need to manage it. The Conservation Commission is willing to take the lead on that and whether the town rewards the Commission by giving them the revenue is up to the town.

D. Winterton: Whether the Conservation Commission gets the revenue or not, the Conservation Commission is doing this at no expense correct?

S. Couture: That's correct. No one will do it for us and no one will bill us. The Town wants access and trails, and this is a source.

Thank you for the time. We are willing to take on a Town Property regardless where the revenue goes. The issue of cost of open space vs developed land; there are studies that say the cost to maintain open space vs developed are much lower. We did the research and it is important that we are on the same page.

M. Miville: As part of the Economic Development, we found that people say "There are not enough places to eat in town". We can't develop business if there is no property available. We can't develop that without the sewer. It all ties together.

Authorization to sign Heroux Conservation Closing Documents & Deed

D. Winterton motioned to allow the Chair Sullivan to sign the closing documents and Warranty Deed for the purchase of Heroux property, Map 4, Lot 9 for \$90,188.38. Seconded by T. Tsantoulis.

S. Couture: We also received \$10,000 from LCHIP today and the closing of the property is tomorrow.

Vote unanimously in favor

Public Safety Administrative Consolidation

Dr. Shankle: We are now advertising for a Fire Chief externally. Until we see the direction that takes, we will hold off on the Consolidation Plan.

Budgets

Administration - Dr. Shankle

There is an increase of \$24,000 which includes a 3% raise in non-union employees. Vehicle Maintenance went down based on what we are spending. Printing, postage, office supplies, and Public Relations has decreased so the entire increase is related to employees.

C. Soucie: The part time employees under Administration are different and did not receive an adjustment for the 3%.

TOWN COUNCIL MEETING – DECEMBER 16, 2015

D. Winterton motioned to add \$1000 to the Town Appreciation Night Line. Seconded by R. Duhaime.

The employee appreciation luncheon has been paid for by various Councilors in a disorganized manner and it shouldn't come out of individual Councilors pockets.

Vote unanimously in favor.

D. Winterton: Telephone contracts have fallen to the floor. Should we look at that before 2017?

C. Soucie: I think our contract ends in June 2017.

D. Winterton: I ask that you verify that and ask if there is any out and if we can requote it.

J. Sullivan: Why is there a big difference between the upstairs copier and downstairs?

Dr. Shankle: On is larger and makes color copies.

R. Duhaime: Why are we getting 19 computers?

C. Soucie: This is for all the computers in town. We are on a replacement plan. The \$3000 is for equipment for Chambers.

Katie Ambrose: There is discussion for projector for room 204. This is for all computers across the town. In this budget there are 30 computers up for replacement not including the tough books for \$4000. At 7000/computer it would be \$28,000. We have enough budgeted for laptops for everyone but we wanted to start with three (3).

D. Winterton: Consultant -Insurance increased from \$3000 to \$5000.

C. Soucie: I anticipated needing that consultant for 2017. This is an estimate.

Dr. Shankle: Legal is based on last year's actual and with the new firm, we hope to keep costs down.

J. Sullivan asked what specific conferences are included in Other Conferences.

Administrative Budget \$1,060,353

D. Winterton motioned to approve the Administration Budget in the amount of \$1,060,353. Seconded by J. Sullivan

Vote unanimously in favor.

Assessing Budget \$176,382

D. Winterton motioned to approve the Assessing Budget in the amount of \$176,382. Seconded by R. Duhaime.

Vote unanimously in favor.

Finance

D. Winterton motioned to decrease Public Official from \$1800 to \$900. Seconded by M. Miville.

D. Winterton: Since the work is being done by an outside Advisor, and the work is cut, the money should be cut.

J. Sullivan: I'm concerned about the term limits and implementing this with new term.

Vote 8:1 motion carried.

J. Sullivan motion to reduce the part time employee line by \$112. Seconded by M. Miville. Vote unanimously in favor

TOWN COUNCIL MEETING – DECEMBER 16, 2015

D. Winterton: Why can't we get banking for under \$8000?

C. Soucie: We are paying for the Calendarization. We have to pay the bank to keep the special insurance on our money. That is the largest cost of the banking fee.

Finance \$223,599

D. Winterton motioned to approve the Finance Budget in the amount of \$223,599. Seconded by J. Levesque.

Vote unanimously in favor.

Tax Office

Dr. Shankle: The increase is in the salary and other items tied to that.

D. Winterton: Do we get reimbursed by the Sewer Department for sending out their bills?

C. Soucie: No

D. Winterton will inquire with Sewer if they would pay for the letters sent by the Town.

Tax Office \$271,295

D. Winterton motion to approve the Tax Office Budget in the amount of \$271,295. Seconded by T. Tsantoulis.

Vote unanimously in favor

Library

Matt Broderick: The biggest change is in the wage request and related lines of retirement and benefits. We are trying to increase a current employee from 29 hours per week to 40 hours per week. We have an increased demand and task. We did a large study last year and in addition to pay rates, we also look at staff and services. We have high patron demand particularly in the technology area and this is our way of addressing that need. We also have two items that changed, two were contractual – the copier and \$1131 increase in the automation line which is the guts of the circulation software. That leaves the Information Technology Line as the only other increase with \$500 for a streaming archive service. We can stream from our meeting rooms and we need to archive it. The actual streaming capabilities cost is a result of the TD Bank promotion that anyone who signs up gives us a fraction of what our patrons have in their checking account. We also have a number of volunteers helping with the installation.

D. Winterton: Equipment maintenance, do you do color copies for the public?

Heather Rainier: Yes.

D. Winterton: Is there a charge?

Heather: Yes

D. Winterton: Staff and Trustees, when you go to meetings, you bill for mileage. Are they able to use town vehicles?

Mary Farwell: Yes.

D. Winterton: You're not the biggest library in town. The largest library is at SNHU.

Heather Rainier: They use to be in the GML but they decided to pull out. We have discussed working with them. They did give us all their old furniture when they built their new library.

R. Duhaime: The health insurance increase and retirement - I don't have issues with pay equity study, but there are efficiencies that will eventually stabilize and the idea of going part time is preferred.

Matt Broderick: We rely on part time employees where it makes sense. With this we have a need for a person at a professional level and this person's expertise.

TOWN COUNCIL MEETING – DECEMBER 16, 2015

M. Miville: My question is what is the new equipment?

Heather Rainier: The new equipment is everything from a book schedule to a drill to a disk cleaner.

Library \$711,632

D. Winterton motioned to approve the Library Budget in the amount of \$711,632. Seconded by J. Levesque.

Vote unanimously in favor.

NEW BUSINESS

Life and Disability Insurance for Full-Time Employees

J. Sullivan motioned to have the Town Administrator sign the Life Short and Long Term Disability Contract with Standard Insurance Company which would result in an increase of the FY 2016-2017 budget by \$23,500 in the Life and Disability lines. Seconded by T. Tsantoulis.

D. Winterton: Is this for 30 hours employees?

C. Soucie: The contract may say 30 hours but our personnel plan says 35 hours for benefits which supersedes this.

Vote unanimously in favor

Natural Gas Bid

D. Winterton motion that the Town Administrator sign the Natural Gas contract for 24 months and reduce the FY 2016-17 Budget by \$10,000 in the DPW's Town Building Heating Line. Seconded by M. Miville.

C. Soucie: This is a third party vendor.

Vote unanimously in favor

Medical Resource Hospital Agreement - Catholic Medical Center vs. Elliot Hospital

Dean Jore: It is more than a training agreement; the Medical Center oversees training and quality improvements. We operate under the State protocol with their guidance. Currently, and since I've been a Firefighter in Hooksett, we've used the Elliot. We will be transitioning to CMC. They are better to work with and they have quarterly meetings and provide good feedback. They are helpful on how to move forward with equipment. We have a control substance agreement for medication that are not classified as narcotics but medication that our paramedics use.

J. Sullivan: Is there any connection with the Ambulance Service? Do you transport more to CMC than Elliot?

Dean Jore: The choice is typically where you transport most of your patients or where it is geographically suitable. We were doing 65% to Elliot, 28% to CMC and 8% to Concord. They are both similar geographically. If it's critical, it is closest appropriate.

D. Jore: Elliot is State Level 2 and CMC and Concord are Level 3.

D. Winterton: Are you already using the CMC?

Dean Jore: Yes

D. Winterton: In addition to the Elliot?

Dean Jore: Yes

D. Winterton: Are other communities making the change as well?

TOWN COUNCIL MEETING – DECEMBER 16, 2015

Dean Jore: Goffstown is the only community I'm aware of that has made the change.

T. Tsantoulis: Both Elliot and CMC are businesses. Do you feel there is any coercion? Is the change for training and no other reason?

Dean Jore: CMC has been more communicative with us and they are more responsive. I wouldn't be surprised that any facility will try and promote their areas of expertise.

T. Tsantoulis: Do you feel there are no expectations on part of CMC once you sign this agreement?

Dean Jore: I think CMC is looking forward to Hooksett Fire going there because it will give them more legitimacy and more services will go there.

T. Tsantoulis: They are expecting but not demanding?

Dean Jore: It is an even relationship, they will reciprocate when we say this is what we need with protocol and they will be the most help with our needs.

M. Miville: The CMC Philanthropy contributed to the Hooksett Fire Department.

Dean Jore: That equipment was few years ago and that was not tied to this at all. This is a one year agreement which is extended automatically year to year.

D. Winterton motioned to approve the transition of the MRH agreement from the Elliot Hospital to the Catholic Medical Center and direct the Administrator to sign that agreement. Seconded by J. Levesque.

Vote unanimously in favor.

D. Winterton motioned to extend the meeting 10 minutes. Seconded by T. Tsantoulis.

Vote unanimously in favor

SUB-COMMITTEE REPORTS

D. Winterton: Youth achiever met today and they will have a candidate next month. The Planning Board met and I have nothing to report.

M. Miville: The Budget Committee is reviewing the School Budget. At the last meeting they voted to reduce the School budget by 1 million dollars. The presentation were heard last Thursday. This week they will meet to further discuss the budget.

R. Duhaime: I walked the Candia line with the Town Engineer. That is complete and signed.

J. Levesque: ZBA heard Harmony Place and held off until they got input from the Planning Board. The Planning Board was supportive. They want to build 63 apartments with no age restriction. The Planning Board sent it to Zoning because there were issues with driveways. John Kelly has a property on Londonderry Turnpike and he wants to use it for residential property. This is in the Performance Zone. This was postponed.

J. Sullivan motioned to extend the meeting 15 minutes. Seconded by R. Duhaime.

Vote unanimously in favor

PUBLIC INPUT

No comments

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,

TOWN COUNCIL MEETING – DECEMBER 16, 2015

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 9:45pm. Seconded by J. Levesque.

Roll Call

R. Duhaime – yes

M. Miville – yes

J. Levesque – yes

D. Winterton – yes

T. Tsantoulis - yes

J. Sullivan - Yes

Vote unanimously in favor.

J. Sullivan motioned to extend the meeting from 9:45pm-10:00pm. Seconded by T. Tsantoulis.

Vote unanimously in favor.

M. Miville motioned to extend the meeting from 10:00pm-10:15pm. Seconded by R. Duhaime.

Vote unanimously in favor.

J. Sullivan motioned to exit non-public at 10:10pm. Seconded by D. Winterton.

Vote unanimously in favor.

R. Duhaime motioned to seal the non-public minutes of 12/16/15. Seconded by T. Tsantoulis.

Vote unanimously in favor.

BACK IN PUBLIC SESSION AT 10:10pm

J. Sullivan motioned that the Council, as advised by the Town Administrator, advises and consents to Carol Andersen as the new Town Treasurer as per Town Charter section 4.9. Seconded by T. Tsantoulis.

Vote unanimously in favor.

ADJOURNMENT

J. Sullivan motioned to adjourn at 10:12pm. Seconded by D. Winterton.

Vote unanimously in favor.

Respectfully submitted,


Lee Ann Moynihan

Updated

Library Budget FY 2016-17

12/16/2015

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION | FY 2014-15 APPROP. | FY 2014-15 ACTUAL | FY 2015-16 | | FY 2016-17 LIB. DIRECTOR & LIB. TRUSTEES RECOMM. | FY 2016-17 TA's Request | FY 2016-17 COUNCIL RECOMM. | FY 2016-17 Default Budget |
|----------------|-----------------------------|--------------------|-------------------|----------------------|----------------------------------|--|-------------------------|----------------------------|---------------------------|
| | | | | CURRENT YEAR APPROP. | FY 2015-16 ACTUAL As of 11/20/15 | | | | |
| LIBRARY | | | | | | | | | |
| | WAGES | 337,863 | 337,252 | 403,861 | 148,426 | 412,618 | 423,835 | | 403,861 |
| | FICA TAXES | 25,846 | 24,947 | 30,894 | 11,281 | 31,565 | 32,423 | | 30,894 |
| | HEALTH INSURANCE | 73,389 | 70,403 | 88,387 | 26,968 | 77,150 | 74,520 | | 84,507 |
| | DENTAL INSURANCE | 1,546 | 1,306 | 2,487 | 665 | 2,078 | 2,078 | | 2,487 |
| | LIFE & DISABILITY INSURANCE | 2,190 | 2,083 | 2,403 | 885 | 2,944 | 3,032 | | 2,403 |
| | NH RETIREMENT | 24,616 | 24,356 | 30,115 | 9,069 | 33,119 | 34,113 | | 30,115 |
| | WORKERS COMPENSATION | 810 | 732 | 781 | - | 781 | 781 | | 781 |
| | UNEMPLOYMENT COMPENSATION | 100 | 750 | 500 | - | 500 | 500 | | 500 |
| | OFFICE/LIBRARY SUPPLIES | 3,500 | 4,106 | 3,750 | 787 | 3,750 | 3,750 | | 3,750 |
| | POSTAGE | 300 | 311 | 400 | 204 | 400 | 400 | | 400 |
| | BUILDING MAINTENANCE | 8,800 | 11,847 | 9,250 | 3,341 | 9,250 | 9,250 | | 9,250 |
| | CUSTODIAL SUPPLIES | 2,000 | 1,963 | 2,000 | 647 | 2,000 | 2,000 | | 2,000 |
| | UTILITIES | 35,000 | 32,402 | 35,000 | 12,620 | 35,000 | 35,000 | | 35,000 |
| | (NEW) EQUIPMENT | 800 | 1,787 | 800 | 202 | 800 | 800 | | 800 |
| | EQUIPMENT MAINTENANCE | 3,408 | 4,419 | 3,888 | 1,261 | 4,108 | 4,108 | | 4,108 |
| | INFORMATION TECHNOLOGY | 3,335 | 5,298 | 3,335 | 73 | 3,835 | 3,835 | | 3,335 |
| | AUTOMATION | 20,680 | 20,768 | 22,612 | 21,816 | 23,743 | 23,743 | | 23,743 |
| | STAFF & TRUSTEES | 5,985 | 6,913 | 5,985 | 2,384 | 5,985 | 5,985 | | 5,985 |
| | BOOKS & MATERIALS | 41,459 | 41,071 | 41,459 | 17,357 | 41,459 | 41,459 | | 41,459 |
| | REMOTE ACCESS DATABASE | 4,220 | 2,640 | 4,220 | 1,500 | 4,220 | 4,220 | | 4,220 |
| | PROGRAMS & SERVICES | 1,935 | 2,729 | 2,900 | 751 | 2,900 | 2,900 | | 2,900 |
| | VAN SERVICE | 2,900 | 2,600 | 2,900 | 2,600 | 2,900 | 2,900 | | 2,900 |
| | TOTAL LIBRARY | 600,682 | 600,682 | 697,927 | 262,836 | 701,105 | 711,632 | 0 | 695,398 |

Explanations:

Town Administrator:

- Non Union FT wages increase 3%, PT 2%
- Non Union Health Insurance employees share from 12% to 15%

*rec'd
12/16/15*

AGENDA NO. 15-047
DATE: 12/16/15

Memo

To: Dr. Dean E. Shankle, Jr., Town Administrator
From: Town Safety Committee (Police Chief Peter Bartlett, Public Worker Director Diane Boyce, Assistant Public Works Director/Town Engineer Jim Donison, P.E., and Town Planner Jo Ann Duffy).
Date: December 1, 2015
Re: Martin's Ferry Road Speed Limit (Town Council File #15-047)

As per the request of the Town Council, the Safety Committee is reporting to you on proposed roadway improvement alternatives that can be made related to the speed limit question on Martin's Ferry Road.

The Safety Committee has the following comments and recommendations:

Existing Conditions:

1. The existing roadway is 3,700 linear feet from North River Road to Hooksett Road with a width of 22 feet and with 'cape cod' or low bituminous curbing on each side of the roadway.
2. There are no sidewalks along the roadway even though it is near Underhill elementary school and SNHU.
3. Stop signs exist on Benton Road, Sherwood Drive, Cemetery Road and at McAllister Street.
4. There are four 30 mph speed limit signs located along Martin's Ferry Road; signs are posted restricting thru trucking with a 10 ton limit for the bridge.

Recommendations:

1. DPW will clear road side brush, particularly closer to the bridge at the corner of North River road and Martins Ferry Road within the next two months to improve corner sight distance.
2. It is **not** recommended that a three way stop sign placed at Benton Road and Martins Ferry Road.

3. DPW has placed "thicker" white fog lines along both edges of the roadway to give the appearance of narrower travel lanes as an experiment of "traffic calming".

4. Roadway improvements are expected in 2016 pending available Town funds. These improvements will involve a pavement mill, shim and full width paving overlay. Improvements will evaluate traffic calming measures such as "bump outs" at roadway intersections (Benton Road, Sherwood Road, Cemetery Road and McAllister Street). Proposed measures will be presented to Town Council for review and approval.

5. The Safety Committee will explore available funds for a sidewalk along Martins Ferry Road with NHDOT as part of the Transportation Alternative Program. It is noted that even if TAP funds do become available that Martin's Ferry Road has a limited right of way which will require land acquisition along with tree cutting, landscaping changes, fire hydrant relocations, utility pole relocations and a crossing of the brook. We will report back within 3 months with an update on this TAP.

Speed Limit Recommendation:

It is recommended that the roadway speed limit be continued to be posted at 30 mph. This recommendation is based upon: the horizontal and vertical roadway geometry configuration; the roadway shoulders and intersecting roadways; vehicle and pedestrian movements along the roadway; traffic engineering report dated 5/5/2015 by Stephen G. Pernaw & Company, Inc.'s; and Attorney Jay Hodes, Hage Hodes Professional Association, legal opinion dated 8/19/2015. The traffic engineer's recommendation, after a study of actual traffic speeds and roadway conditions, was that the speed limit be posted at 30 mph and Attorney Hode's comment was that it would be hard to realistically enforce a speed limit of 25 mph as a result of the traffic and engineering study recommendation.

Thank you.

**Staff Report
Family Services Department
Holiday Assistance Donations
December 16, 2015**

Background:

Per RSA 31:95-b, III (b) for such amount less than \$10,000.00 Council shall post notice in the agenda and shall include notice in the minutes of a Council meeting in which such monies are discussed.

Issue:

To accept donations for the 2015 Hooksett Holiday assistance program.

Discussion:

The Hooksett American Legion has generously donated \$1,400.00 in gift cards to the Hooksett Family Services 2015 Hooksett Holiday Assistance program. These gift cards are \$25.00 a piece to stores including Walmart, Target, and Kohl's. These cards will be distributed to teenagers in need on December 19, 2015.

The following donations have also been presented to the Family Services Department to be given to Hooksett families in need through the holiday assistance program:

\$1000 in gift cards to Target from resident, Jay Rainville
\$100 in gift cards to Target from residents, Melissa Dell Api and Erik Shessler
\$100 in gift cards to Target from residents, Bob and Sue Willey
\$200 in gift cards to Target and Walmart from residents, Phil and Pat Burton
\$25 check from resident, Edna Hemeon
\$50 in gift cards to Market Basket from The Hooksett American Legion Riders
\$30 gift card to Hannaford from resident, Kathy Johnson
\$100 gift card to Amazon.com from resident, Helen Mercurio
\$170 in movie gift cards from resident, Cathy Rice and family

Recommendation:

Motion to accept these donations totaling \$3,175.00 under RSA 31:95-b, III (b). as well as any other unanticipated donations that be delivered to Family Services in the days prior to Christmas.

Prepared by:

Joy Buzzell, Family Services Director

Town Administrator Recommend

Dean E Shankle, Jr.
Town Administrator