

HOOKSETT TOWN COUNCIL MEETING – December 2, 2015

OFFICIAL
TC Minutes

HOOKSETT TOWN COUNCIL MEETING Minutes WEDNESDAY, DECEMBER 2, 2015 – 6:00pm

ATTENDANCE:

Chair James Sullivan, Donald Winterton, James Levesque, Marc Miville, Timothy Tsantoulis, Adam Jennings and Dr. Dean E. Shankle, Jr. and Robert Duhaime (arrived 6:10pm).

Missed: David Ross and Nancy Comai.

NON-PUBLIC SESSION (FIRST)

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.

D. Winterton motioned to enter non-public session at 6:05pm. Seconded by J. Levesque.

Roll Call

D. Winterton – yes

T. Tsantoulis – yes

J. Levesque – yes

A. Jennings – yes

M. Miville – yes

J. Sullivan - Yes

Vote unanimously in favor. R. Duhaime arrived at 6:10pm.

J. Sullivan motioned to exit non-public at 6:30pm. Seconded by D. Winterton.

Vote unanimously in favor.

J. Sullivan motioned to seal the non-public minutes of 12/02/15 (for time 6:05pm-6:30pm).

Seconded by D. Winterton.

Vote unanimously in favor.

Pledge of Allegiance

SPECIAL RECOGNITION

APPROVAL OF MINUTES

Public 11/18/15

Board Secretary M. Miville reviewed the vote tallies and confirmed their accuracy.

A. Jennings motioned to approve the public minutes of November 18, 2015. Seconded by R. Duhaime.

Correction pg.8 3rd line "if what he is telling me now, is we could save up to an additional .03.

Page 10. Mr. Haywood, page 11, Dr. Shankle, TIF's, page 13 M. Miville, I told them not him removed the Jan. 9

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J. Sullivan the Heritage Committee did meet page 13 to talk with Dr. Shankle

T. Tsantoulis pg 7 I've seen the idea... I believe the idea.

Vote unanimously in favor

Non-Public 11/18/15

J. Levesques motioned to approve the non-public minutes of November 18, 2015.

Seconded by A. Jennings.

Vote unanimously in favor.

AGENDA OVERVIEW

J. Sullivan provided an overview of the agenda.

PUBLIC HEARINGS

No hearings scheduled

CONSENT AGENDA

TOWN ADMINISTRATORS REPORT

- Since our last meeting we took part in the two (2) day Municipal Association Conference and a ceremony at GE Hooksett.
- Katie Ambrose distributed a Performance Management System Report. The first page gives an idea of the breakdown and incidents. The graphs are a comparative with other towns across the country using the system. Dover is a town in NH that is using the system. We have it for public works and buildings. These are the kind of things we are working on and will be reported monthly.
- We received a letter from a resident in appreciation of action by a Hooksett Police Officer at a traffic accident. (The letter was read into the record)
- A Summons was received by the Town which was actually against the School District. We will need to have the Town's attorney go to Court to be dismissed from the suit.
- Jim Donaldson, Engineer is going out tomorrow morning at 9:30 am to walk Candia-Hooksett. Mr. Duhaime can contact him if he would like to join him. He is also meeting with Manchester on December 4.
- I received a memo from the Safety Committee regarding Martins Ferry Road. This will be on a future agenda.
- We received a letter from the Conservation Commission indicating that the grant in the amount \$20,000 which they applied for was denied.
- Xfinity notified the town that they will be raising their rates. It will be placed in the read file.
- With regard to the Lilac Bridge, we are waiting for the Engineers to go to the State so we don't anticipate anything being done until next year.

PUBLIC INPUT – 15 MINUTES

No public input

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NOMINATIONS AND APPOINTMENTS

None at this time

OLD BUSINESS

Town Assessor Bid – Tabled November 18, 2015

J. Sullivan motioned to remove from the Table. Seconded by D. Winterton.

Vote unanimously in favor

A letter was submitted to the Council from Lee Ann Moynihan which addresses the concerns and questions raised at the last meeting.

Dr. Shankle: The important item is the issue of training which KRT has agreed to provide staff with training and Granite Hill has provided minimal training over the last 3 years.

J. Sullivan asked that the letter be attached to minutes.

The Council noted a letter received from Todd Hayward regarding the DRA which is a public document.

The original motion which was tabled:

- J. *Jennings motioned to approve the General Assessing Services Contract to KRT Appraisal Services for the period of 18 months from January 1, 2016 to June 30, 2017 as recommended. Seconded by D. Winterton.*

Vote unanimously in favor

NEW BUSINESS

Budget and CIP Overview

Dr. Shankle: There is an overview that was prepared by C. Soucie.

The increase in the budget excluding Sewer is \$109,121 which is less than 1%.

There is one additional employee for Library and the wage increase for contracts for police and DPW. The insurance costs decreased by 4.39% with employees paying a higher share.

James Sullivan: There is an increase in Fire Rescue. We have the ambulance service; why was dispatch not coming out of that fund which it has previously?

C. Soucie: This fiscal year is the first time we moved the dispatch cost (50%) from the dispatch to the ambulance. In thinking about that, we said if the ambulance service would be no longer, could we cut the dispatch in half and the answer was no, so we decided to move it back to the dispatch budget.

M. Miville: I thought since the dispatch, dispatched ambulances, the cost should be paid by the ambulance fund.

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C. Soucie: It is the Council's decision where the costs go.

J. Sullivan: Either way the services are being provided.

D. Winterton: If we did not remove it from the ambulance service, would the total budget decrease by \$68,000?

C. Soucie: Correct

Dr. Shankle: We were trying to match costs and services. Truly most of the dispatch is ambulance. But if we were to discontinue the ambulance, would the cost disappear and it does not.

D. Winterton: I would not want to deplete the Ambulance Reserve Fund by dumping things into it. We have shifted two (2) personnel there and if we leave the dispatch cost there, I don't want a situation that we don't increase the fund sufficiently to pay for new ambulances when needed. I like the ambulance fund paying for it and the user paying for the 911 call and we can reduce the tax rate.

T. Jennings: I agree that we already moved two people into the ambulance fund.

M. Miville: I think if we can we should leave it in the ambulance fund if there is enough money in there. We also funded another firefighter. Was that part of the ambulance fund?

C. Soucie: No

J. Sullivan: We will wait until we review the Ambulance budget to address this.

M. Miville: On the police budget, I'm thankful it is going down \$1700. It also includes four (4) new part time officers?

C. Soucie: Yes, four (4) part time officers. We have 28 sworn patrol officers, 5 administration and 6 dispatch for a total of 39.

Dr. Shankle: He originally wanted six (6) officers.

J. Sullivan: He (Chief Bartlett) mentioned this in the discussion regarding Martin's Ferry.

Dr. Shankle: It is cheaper to do patrols and traffic with part timers.

D. Winterton: I think the important thing is if you look at the line item for part time in 2015-16 the budget was \$49149. He department request with the additional four (4) part

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time employees is \$58,000 and a Town Administrator's request of \$60,000. That's only an increase of \$11,000 for 4 part time employees. It really increases the Police Department's ability to put people on the street where he needs them with a minimal salary.

J. Sullivan: We are going to have the Superintendent of the Sewer department give a review of their budget as a courtesy since the Council has no oversight of the Sewer.

Bruce Kudrick presented the Sewer budget.

We have a decrease of \$21,495 this year. There will be an increase in the rates.

In the budget on page 17, after the vehicles, is the projected income. There is no growth with business or housing. We average about 10 new houses a year. In the 80's, we were doing over 100 a year. The projected income is \$1,796,000 and the budget is \$2 million. We use to make up the difference in interest but that is now so low you can't make any money to offset the budget. The current rate is \$5.60/1000 gals. The Commissioners and the accountant have agreed to increase to \$6.05 per 1000 gals. They are looking at moving the residential quarterly charge from 33 to 36; the Commercial from 53 to 57 and Industrial from 83 to 90. For residential, this means, based on the State standard of 90,000 gal per year, it will be an increase of \$1 a week. The fees throughout the State are included in the packet.

The Commission is recommending a 2% wage increase.

D. Winterton: As the Representative to the Sewer Commission, I have been there for the deliberation of the budget and the Commissioners are taking the increase regretfully; however the Sewer Department can't exist if they are unable to raise sufficient money. The water usage is down because of low flow toilets and everyone environmentally conscience resulting in reduced usage therefore reduced sewer revenue which costs remain the same.

M. Miville: Are you prepared for adding sewer on the West River Road side?

Bruce Kudrick: We've been trying to work with Walmart, but they have disappeared. We have reached out to Bass Pro as well. If we could get sewer there, we would see growth.

J. Jennings: The increase is actually 7.6%.

C. Soucie: The Sewer Budget will be in the Council's recommendation to the Budget Committee so it will be passed along to them with the Town.

The Budget Schedule- March 3rd is the Public Hearing. We need to have the budget to the Budget Committee by January 27th. There are not a lot of meetings between now and then so the Council should decide how to proceed.

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Dr. Shankle suggested having a Council meeting next week to review budgets. (December 9th). We can give the large departments a large block of time.

The Council agreed to hold a Special Budget Meeting on December 9th at 6:00 pm.

Dr. Shankle will be presenting the CIP to the Planning Board on Monday therefore it will be presented to the Council at the December 9th meeting.

Acceptance of Grant for Town Hall Conditions Assessment

M. Miville motioned to accept the New Hampshire Preservation Alliance Grant in the amount of \$2333 to conduct a Town Hall conditions assessment report with preservation guidelines. Seconded by A. Jennings.

Katie Ambrose: This is a Grant for a conditions assessment and something the committee needs to do if they are going to apply for any larger LCHIP grants. This report gives a road map and guarantees you are protecting that structure.

D. Winterton: This pays for half of the assessment and the other half is coming from the preservation budget?

Katie: Half is coming from the Building Maintenance line of Public Works budget.
Vote unanimously in favor

Adopt Resolution for 2015 Mitigation Plan

A public hearing was held at the last Council meeting.

R. Duhaime motioned to approve the 2015 Mitigation Plan as presented. Seconded by D. Winterton.

This requires a signature of 5 Councilors which is a majority.

Vote unanimously in favor

Conservation Commission Recommendation for Forestry Plan

Dr. Shankle stated that the largest issue is that the Conservation would like to solicit the Council's thoughts and questions on proceeding with timber harvesting and discuss policy and procedure in regard to the bidding process, revenue distribution and any other issues that may arise. One of the biggest issues is they want the funds from the cutting to go into the Conservation Commission fund. Both DRA and legal counsel have concerns about the legality of doing that. It is town property and normally the sale of town property goes into the general fund. I have submitted this to our new legal counsel for recommendation.

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J. Sullivan suggesting pulling this item back and no action will be taken until the Council has the opportunity to speak with Conservation Commission and Dr. Shankle can continue to research the legality.

Perambulation Hackett Hill Road

Dr. Shankle: As stated earlier in the Administrators report, the Engineer, Jim Donaldson is working on this and is planning to meet with Manchester.

Acceptance of Donation of Land at 53 Kimball Road from Phyllis J. Soboczinski to Town of Hooksett

Dr. Shankle: Phyllis Soboczinski contacted me indicating she wanted to donate a piece of land on the Merrimack River. In doing my due diligence I had the town attorney review this and put together the deed, checked with the assessing department and had a title search done. Everything is good. It is Map 29 Lot 53. It is a nice piece of property on the river. We could possibly put picnic benches. I don't know if it is a location we could put boats in.

The actual value of this property is \$9300 which will be coming of the tax roll.

R. Duhaime motioned to accept the parcel identified on our tax map as Map 29, Lot 53 also known as 53 Kimball Drive. Seconded by J. Levesque.

Vote unanimously in favor

SUBCOMMITTEE REPORTS

M. Miville: There is a Budget Committee meeting scheduled for tomorrow, December 3, 2015 to review the School Budgets.

BUDGET REVIEW

Budget Committee

\$8305

M. Miville: This was approved by the Budget Committee

J. Sullivan motioned to approve the Budget Committee budget in the amount of \$8305.

Seconded by D. Winterton.

Vote unanimously in favor.

Capital Leases and Purchases

\$88,057

J. Sullivan motioned to approve the capital leases budget in the amount of \$88,057.

Seconded by R. Duhaime.

Vote unanimously in favor

M. Miville motioned to approve \$1 for the bond interest payment. Seconded by D. Winterton.

Vote unanimously in favor

Cemetery Commission

\$1,147

Additional cost for ground maintenance.

Dr. Shankle: They want to start the mapping of the cemetery which is important.

R. Duhaime motioned to approve the Cemetery Commission budget for \$1,147. Seconded by T. Tsantoulis.

Vote unanimously in favor.

Conservation Commission

\$1277

Dr. Shankle: I reduced what they asked for the scholarship. They haven't used that in the past and only \$50 last year.

M. Miville motioned to approve the Conservation Commission for \$1277. Seconded by R. Duhaime.

Vote unanimously in favor

Family Services

\$194,384

Dr. Shankle: In looking at what they've been spending and inching it downward without going down too far. There is a 3% wage increase.

Wage Increase – 3%

D. Winterton: Last year when the non-union employee's contribution to benefits increased we offered a 3% wage. Part time employees were not getting an increase to their benefit costs but still received the 3% raise. Do we continue to give them the 3% raise which is robust or do we give them the 3% because we like part time employees because they do not receive benefits. Do we give a 3% raise? I suggest a 3% raise for non-union because the cost of benefits is increasing. I agree to give the 3% raise to this position because it saves the town money and continues as a part time position.

How many part time employees are affected?

Dr. Shankle: The recommendation was for 3% for non-union full time employees.

C. Soucie: There are 20 part time employees under the Town Administration, 8 under the Library and 2 under the Sewer.

D. Winterton: The part time police officers work under the contract of the police officers.

D. Winterton motioned to recommend a 3% for all non-union full time employees and 2% for non-union part time employees. Seconded by M. Miville.

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M. Miville: I don't remember ever giving 3% to employees. Do we put this in the operating budget or as a warrant article?

D. Winterton: We gave 3% last year due to the increase in the benefits.

R. Duhaime: When was the last time the insurance rates increased for employees?

C. Soucie: I believe it was in 2008 when they went to 10%.

Vote 6:1 motioned carried.

New Family Service budget to be recalculated by C. Soucie

Town Clerk

\$42,773

Dr. Shankle cut \$12,000 out of the budget request for storage.

T. Rainer: The town clerk and tax collector officer are adjacent and there is a vault which was built. There are shelves in the vault and to maximize space in that room, we explored options for space. That triggered a cleanout and organizing of the room. We got quotes for \$11,943 which would increase our storage space by 2.5 times. This is the only fire proof room in the building to store our vital records. Now with the elections this year, which is the other large item in the budget, we have to retain ballots for 22 months. This estimate is based on government pricing and is good for 2 years. With discussion with the Town Administrator, this is convenient and accessible in the clerk's office. We can have the same discussion next year. We also inherited records from the police department. These new shelves would roll and provide for space to move.

R. Duhaime: Is this a want or a need? Could we do half?

T. Rainer: This is a track system. We could go with a single unit and that would reduce this a couple thousand dollars. If we are going to do it we should do it all. We are benefiting from the federal government negotiated price.

J. Sullivan motioned to approve the Town Clerk's budget \$42,773. Seconded by D. Winterton.

Vote unanimously in favor

Family Service – reduced for wage adjustment 2% wage

\$193,823

J. Sullivan motioned to approve the Family Service budget for \$193,823. Seconded by A. Jennings.

Vote unanimously in favor.

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NON-PUBLIC SESSION (SECOND)

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 8:47pm. Seconded by M. Miville.

Roll Call

A. Jennings – yes

M. Miville – yes

R. Duhaime – yes

T. Tsantoulis – yes

J. Levesque – yes

D. Winterton - yes

J. Sullivan - Yes

Vote unanimously in favor.

J. Levesque motioned to exit non-public at 10:00pm. Seconded by D. Winterton.

Vote unanimously in favor.

M. Miville motioned to seal the non-public minutes of 12/02/15 (for time 8:47pm-10:00pm).

Seconded by R. Duhaime.

Vote unanimously in favor.

BACK IN PUBLIC SESSION AT 10:00PM.

J. Sullivan: Earlier tonight it was mentioned the Council would hold a “budget special meeting” next Wednesday. December 9th @ 6:00pm will be a “budget workshop” and not a special meeting. No other action will occur at this workshop other than budget & capital improvement items.

J. Sullivan motioned to adjourn at 10:02pm. Seconded by R. Duhaime.

Vote unanimously in favor.

Respectfully submitted,


Lee Ann Moynihan



Town of Hooksett

ASSESSING DEPARTMENT
35 Main Street
Hooksett, NH 03106
(603) 268-0003

November 30, 2015

Hooksett Town Council
35 Main Street
Hooksett, NH 03106

I would like to respond to your questions regarding the RFP for a contract assessor which were raised at your November 18th meeting.

Cost

KRT bid a cost of \$60 per hour and they agreed to hold that price for up to 5 years. There was no additional cost for any appeals to the BTLA for residential or Commercial/Industrial. Granite Hill is \$55 per hour and will increase each year based on COLA. Granite Hill will also charge \$120 per hour for any appeals to the BTLA for Commercial/Industrial.

I believe that KRT will be less expensive for the town over the course of the 18 months with more responsibility shifted to me as the in house staff resulting in more hands on experience.

Opt out

KRT has given a 6 month "opt out" at no cost to the town.

Granite Hill has a 15 day option to terminate the contract; however the Town must pay the total remaining cost of the contract.

Training:

KRT has agreed to provide staff with training over the 18 month contract with increased training during the summer months when the workload is lighter.

Granite Hill has provided minimal training over the last three years.

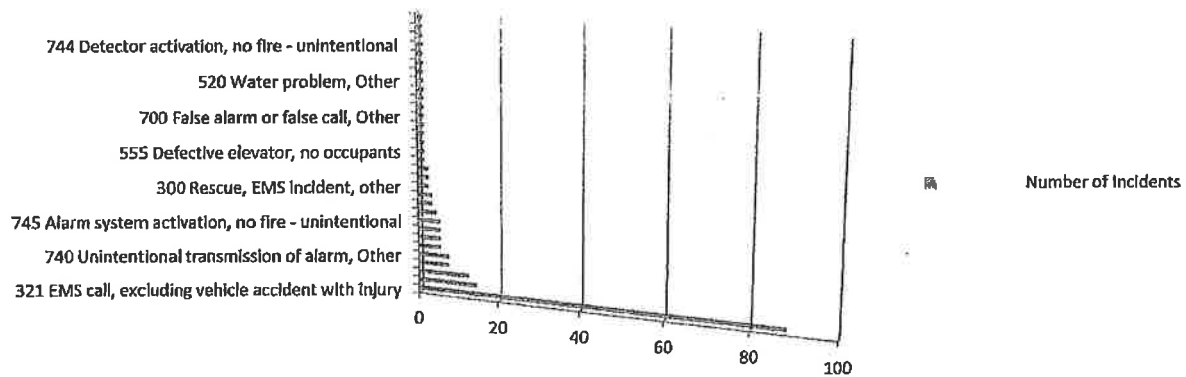
Efficiencies

There has been a shift in work from contract services to in house staff. In 2012 Professionals Services budgeted \$63,000 and \$63,000 was expended. In 2015 Professionals Services budgeted \$40,000 with \$25,000 expended. This being said, a Certified NH Assessor is required to perform certain duties within the department. Current staff is certified as an Assessor Assistant.

My recommendation is to contract services with KRT Appraisal Services. I believe they will provide the best overall value to the Town with minimal risk. They currently provide Assessing Services to 14 New Hampshire Communities including Amherst which is similar in population and size to Hooksett.

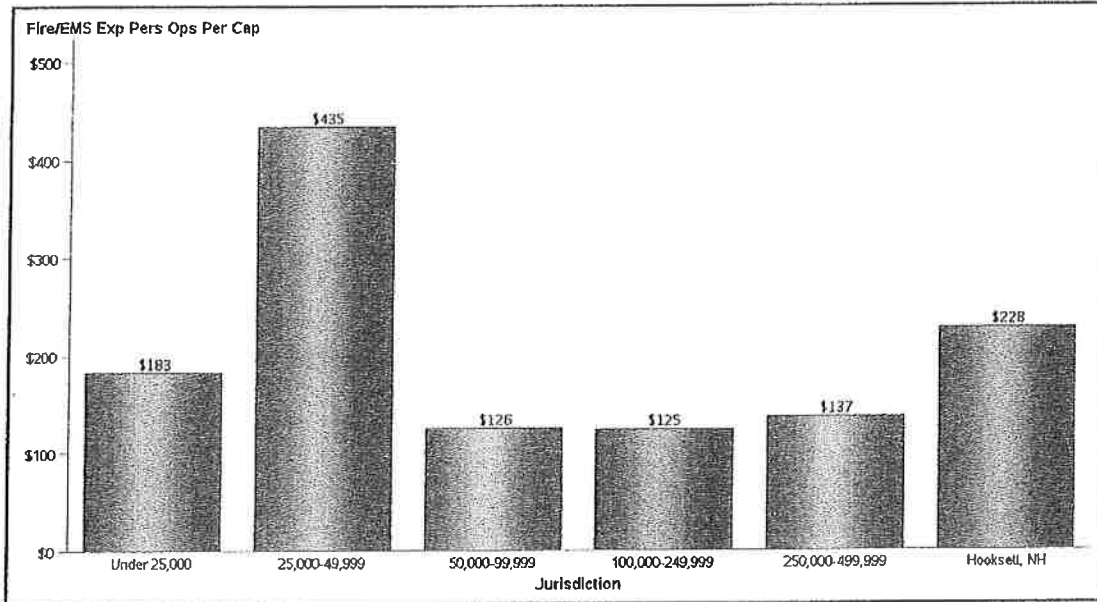
Respectfully,
Lee Ann Moynihan

Number of Incidents (Fire/EMS) September 2015



Fire & EMS Report for Fiscal Year 2013

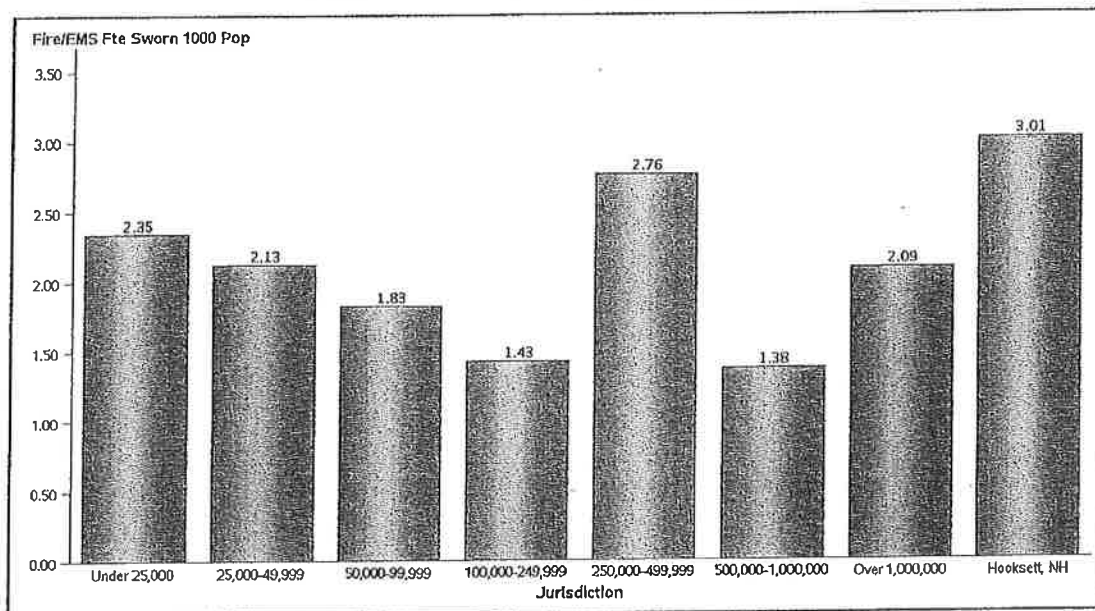
Average Fire/EMS Personnel and Operations Expenditures



Note: Graphs display information for the user's jurisdiction and all population groups with available data. Where any item does not appear, that data was not available.

Fire & EMS Report for Fiscal Year 2013

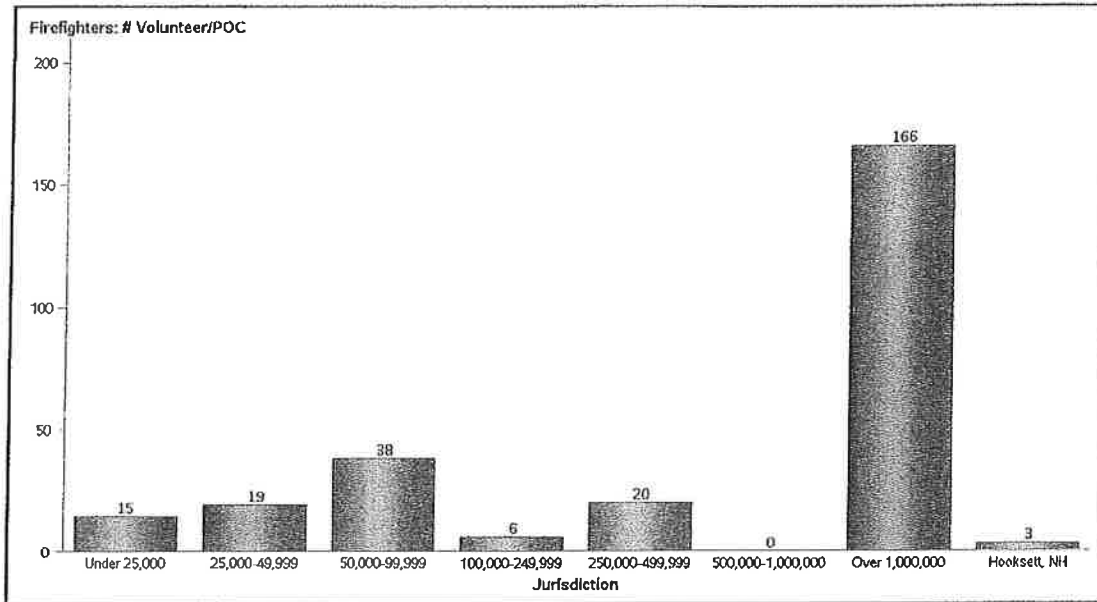
Sworn Fire EMS FTEs per 1,000 Population



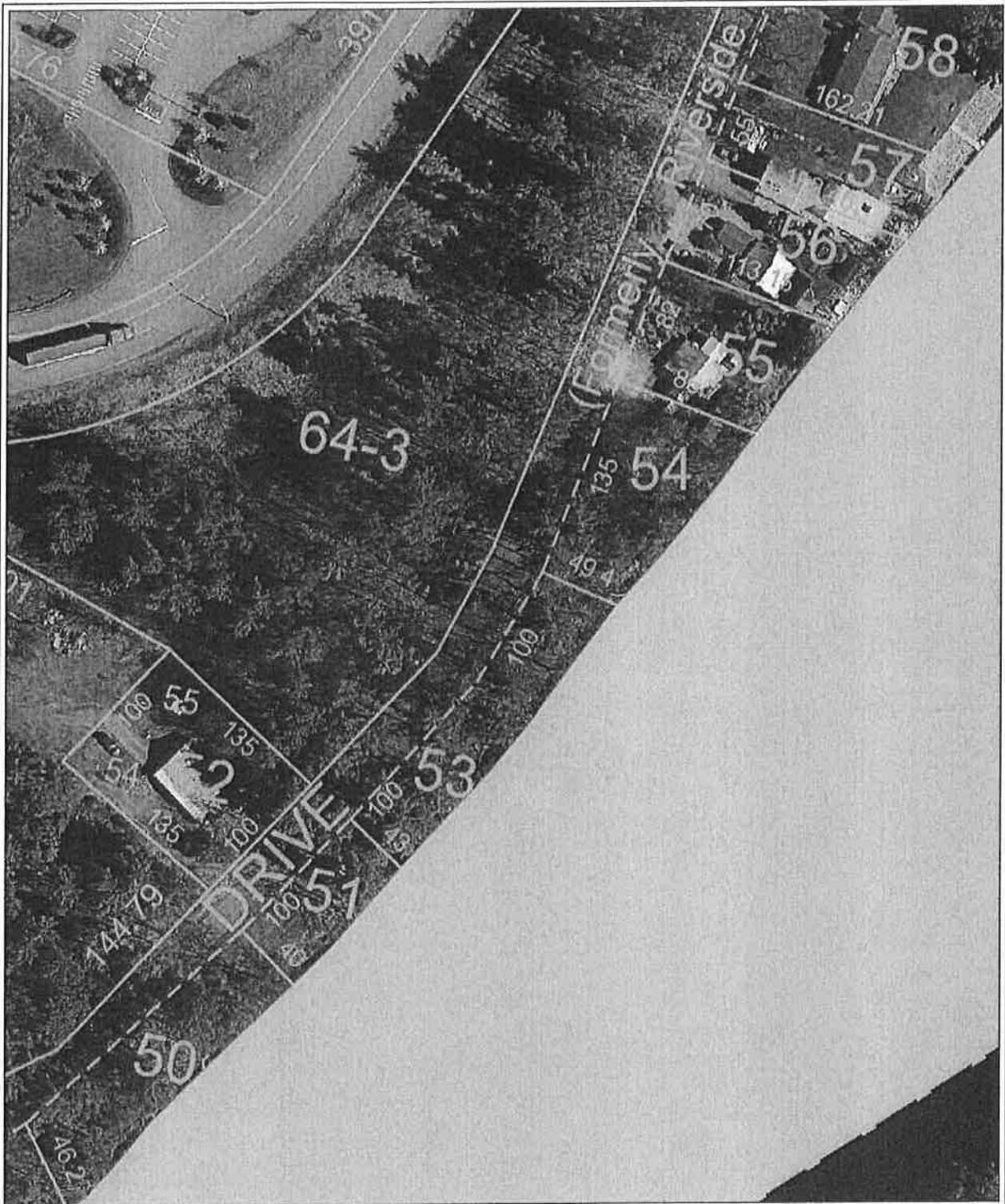
Note: Graphs display information for the user's jurisdiction and all population groups with available data. **Where any item does not appear, that data was not available.**

Fire & EMS Report for Fiscal Year 2013

Number of Active Volunteer Paid-on-Call Firefighters



Note: Graphs display information for the user's jurisdiction and all population groups with available data. Where any item does not appear, that data was not available.



Hooksett, NH
 1 Inch = 89 Feet
 November 25, 2015



www.cai-tech.com



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