

TOWN COUNCIL MEETING MINUTES
Wednesday, April 22, 2015

CALL TO ORDER

Chair Sullivan called the meeting to order at 6:37 pm.

ROLL CALL – ATTENDANCE

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

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITIONS

APPROVAL OF MINUTES

a. Public: April 8, 2015

J. Levesque motioned to accept the public minutes of April 8, 2015 with edits. Seconded by R. Duhaime.

Vote unanimously in favor. T. Lizotte abstained due to prior absence.

b. Non-public: April 8, 2015

D. Ross motioned to accept the non-public minutes of April 8, 2015. Seconded by R. Duhaime. Vote unanimously in favor. T. Lizotte abstained due to prior absence.

AGENDA OVERVIEW

Chair Sullivan provided an overview of tonight's agenda.

PUBLIC HEARINGS

CONSENT AGENDA

TOWN ADMINISTRATOR'S REPORT

- I've been working with the Highway Department for the last several weeks; they are working on several projects such as the Fun In the Sun program, paving, keeping up with the bridge, which we will talk about more later.
- Fun In the Sun had a registration night last Wednesday and another one last night (April 21); they already have over 110 kids registered for summer. This was pre-registration for previous attendees before it opens to the public. We have a good group of counselors lined up. CIT (Counselors In Training) program will begin again this year.

T. Lizotte: When are you announcing the CIT program in terms of signing up? I know a few kids that are interested. What do they need to do?

Dr. Shankle: They should send an email; we will be doing something more formal. We are finding that we can't take people who are 13 in the program, but they can't start CIT until 14 so we have those details to work out. Send contact info for anyone who is interested to me and I'll make sure they are in the queue.

- The POW-MIA chair dedication went well.
- Robie's open house was nice; a lot of people were in attendance.
- We had several meetings on the Main St. Bridge project; the sidewalk will be closed at certain times, so please be aware of that.
- The Fire Chief is leaving; he has taken a job in the private sector. I've had meetings down there to discuss the transition. Dean Jore is acting Chief until we figure out what we are doing next.
- I received an invitation to the Golden Age luncheon – they would like to know who is going to be attending from Council so they can put your name on the program. It is May 8 at the Derryfield Country Club. 11:00am social hour, luncheon at noon. They need to know before April 24.

J. Sullivan: I will attend, so please let them know.

- There will be a speed limit evaluation on Martins Ferry Rd.; that road is posted at 25 mph without the necessary study to legally make it 25 mph. The police department doesn't like to enforce signs that are not legal. After this study, whatever they say is what will be posted.
- I received a letter from Chief Bartlett; there was a World Affairs Council at SNHU and he was invited to speak about police work in NH.
- Community Development Department (in conjunction with Conservation Commission) will have a Conservation Easement summer intern for 8-weeks and will be overseen by Carolyn Cronin.
- I got a letter from Empire Beauty Schools; (they expanded a place in Shaw's Plaza not long ago). He was complimenting the town staff on their outstanding professionalism during the build-out of new programs.
- A bear was seen in a backyard at Prescott Heights; please remember to remove bird feeders and garbage. There are bears in town and we don't want to encourage them to stay.
- It's that time of year for you to do my annual evaluation. Last year I took the previous year's goals and commented on them. My intent is to do that again. I just want to kickstart the process since there will be some Council turnover in July.

D. Fitzpatrick: I have an update on the Health Insurance Committee: the Chair is Mathew Bose (from the library). We will be meeting in 2-hour slots twice a month from now until August. We welcome everyone to attend; on April 27 Health Trust will come in to explain our claims experience. Some members have asked for an update on the Affordable Care Act so they will provide an update on that. In May and June we have some brokers who will come out for presentations. We have 3 plan designs currently. The Committee wants to stay as close to that as possible and will ask the brokers to see how they compare with their options. We don't currently have domestic partners on our riders. There is no cost to add the rider, but it would open it up to a wider audience (going from single to family plans) for contributions. The Committee wanted to research that rider and bring to you for future options. We are researching the \$2,400 annual stipend. There are currently no details on how to research, perhaps reaching out to other communities. In July we are looking at hiring a consultant to look at the data so we can have a data-driven analysis sheet to bring to you. The final meeting is in August and we plan to present to Council at the second meeting in August. The union contracts have opt out language in their contract that by September they need to decide to opt out starting July 1, 2016 or take Council's recommendation.

N. Comai: "Open enrollment" is based on which insurances you choose or is it always the first week of December?

D. Fitzpatrick: Our current contract is calendar year; if we were to come out of that contract (with a 60-day notice) we can either go on a calendar or fiscal year basis.

PUBLIC INPUT: 15 Minutes

Harold Murray, 311 Hackett Hill Road: I have 2 questions: Where do we stand on the town perambulation for the Hackett Hill Manchester/Hooksett area? I'd like to state that you are over 14 years from registering a town bound and you have to do this every 7 years by state statute so something should get done. About 2 years ago I addressed Council about the town forests. I haven't heard anything and wonder where that stood. There is money the town could get and I don't think it's happening.

J. Sullivan: Dr. Shankle will contact you and let you, and us, the status.

NOMINATIONS AND APPOINTMENTS

SCHEDULED APPOINTMENTS

a. Don Riley – Moderator

D. Riley: We have an election scheduled for May 12. I'd encourage you to be present. I do need 3 Councilors at the close so we can properly seal the ballots. It's encouraging to constituents if Councilors are present during the day. You have a couple of weeks to think about it and get your schedules to Katie or Donna. I have heard nothing further regarding the camera issue on taking pictures for voters who do not have ID's. There is some discussion about not allowing money to be expended from the state general fund but have HAVA (Help America Vote) Agency pay for cameras. The House is trying to get something in place so that won't happen. I am staying on top of this because I don't want to take pictures.

J. Sullivan: We will get a schedule to you as soon as we can.

b. Jeff Larrabee

J. Larrabee: I am here with my attorney, Michael Walls. There was an article that came out last week, prematurely, and we had wanted to present it to Council before it became public. I've been working on a project at Exit 11 (Festival Park with hotel/restaurant/botanical gardens) and in the process an opportunity presented itself to become a much bigger venue and would put Hooksett on the map, not only locally but nationally. If the town was interested in pursuing this company and the surplus property the state has, I think it's possible the town could land this. It would be great for Hooksett, and the music/entertainment industry in NH. This venue would be a festival park, not an outdoor amphitheater. It would be the largest in New England. We are going to meet with them again to see if this is something they would let go of. It means future revenue for the town in one form or another. We envision a 500+ acre festival park with 2 camping festivals per year. This would bring attention to NH's music industry – it would also be beneficial to Meadowbrook, the Verizon, etc. It would be all self-contained, which is really important for the neighborhood, separate from what I am doing. We aren't here asking for anything, we just wanted to let you know of this opportunity that is seemingly presenting itself to Hooksett. We want you to consider this, but we have to move pretty quickly. There are other towns that would love to have this and we have first crack at it. We will continue to work with DOT and Council, if you are interested.

Dr. Shankle: Staff liked the concept, but there is still a lot of work to be done before coming to Council for any decisions.

J. Sullivan: Dr. Shankle will keep us updated and we'll have you back when we're ready to make any decisions.

D. Winterton: As the Council member of the Economic Development Committee, clearly this is somewhat premature; one of the questions in the article was looking for support from elected officials. What kind of support would you like from us to get this moving? This body isn't ready to approve, Planning isn't ready to approve. From an Economic Development point of view, how can we help you?

M. Walls: We will meet with the state soon. If they aren't going to declare the large parcel of land as surplus, then this goes nowhere. Right now, just be receptive to the information we provide.

J. Sullivan: Thank you for coming in, and don't hesitate to work with Dr. Shankle on this project.

OLD BUSINESS

a. 14-066 Lilac Bridge Update & Memorandum of Agreement

Dr. Shankle: We got the go-ahead to start the process of doing something with the bridge. We put out RFQ's as required by the state. They are due back in on May 1 at 1:00 pm. That process is moving along to get an engineer. The real stipulations start on page 2. These are things we are agreeing to do since we are taking down a historic resource. The resource documentation will be done according to ACOE standards. Once we get a plan they want to see it, but I feel confident that the Heritage Commission will do a good job with the public education. The biggest issue with Public Outreach is they don't want it to look horrible and ruin the whole look of the area.

K. Northrup: I'm representing the Heritage Commission and the Historical Society. I have reviewed the material and I'd like to urge your support for this project. These conditions are reasonable compared to other towns that have gone through similar experiences. We have until July 2017 to complete Public Education & Outreach. We have the flexibility of using pieces of the trusses in the display area and we have the opportunity to review plans for the new bridge to ensure it goes with the look of the village. I am pleased that someone is watching out for these pieces of NH history. I hope you will vote to allow the Chair to sign on behalf of the town.

***N. Comai motioned to allow the Council Chair to sign the Memorandum of Agreement. Seconded by T. Lizotte.
Vote unanimously in favor.***

D. Ross: Should there be a roll call on this?

J. Sullivan: It's not going to hurt to do a roll call, just in case. We can recall the last vote and do a roll call.

N. Comai: Why do you need a roll call if there isn't an amount?

T. Lizotte: We have already approved the work on the bridge and the amount. This is just an agreement between the parties.

J. Sullivan: I will ask the secretary for a re-vote as a roll call.

Roll Call

R. Duhaime – Yes

D. Ross – Yes

J. Levesque – Yes

N. Comai – Yes

D. Winterton – Yes

T. Lizotte – Yes

J. Sullivan – Yes

Vote unanimously in favor.

J. Sullivan: Perhaps in the future, anything regarding this bridge project, we should have a roll call.

b. 15-021 Reorganization of Department of Public Works

J. Sullivan: We have just received a package containing the requested information.

Dr. Shankle: I am requesting reorg of the DPW as per the staff report. There is a lot here and I would certainly understand if you would like to hold off on voting until your next meeting. Since we don't have a Highway Crew Chief at the moment, Phil Arnone is acting Highway Crew Chief as well as Parks & Rec Crew Chief; he has really stepped up. I want to emphasize my changes in red on the classification pay plan. You did ask for an org chart, which is also attached. Everybody will report to the Deputy Director who will report to the DPW Director.

D. Winterton: I prepared a slightly different org chart and my concern is that our DPW Director would only have one direct report. In terms of hiring a Deputy Director/Engineer we may find a really good engineer with good engineering skills and poor management skills, which I think may not be ideal as this person has all of the reports. There may be instances where Community Development or Economic Development need the resources of that engineer. Using those skills for a different department may remove that person from having contact with their direct reports. I'd hope we could look at the Deputy Director or Engineer report to the DPW Director and the heads of various departments report directly to the DPW Director.

J. Sullivan: Isn't there someone in between the general laborer and the foreman? Would that be part of the reporting process?

Dr. Shankle: That is what already exists. I wanted to look at the very top positions. We already have a Crew Chief, and in some departments, Assistant Crew Chiefs. How we organized those 2 divisions would be a separate issue.

J. Sullivan: In Mr. Winterton's version, the division heads would report to the DPW Director

Dr. Shankle: The Deputy Director would have nobody reporting to them; they would only be the engineer. We envisioned the Deputy Director overseeing projects. At the highest level, the DPW Director would set plans, make sure resources are available, make sure the employees are taken care of. They would be the hands-on person telling the crew chiefs what to do and the crew chiefs would make sure it would get done. In Merrimack, the foreman ran jobs. You want them to do what needs to be done. They need to be pointed in the direction, and that is what the Deputy Director would do after seeing the high level plan that comes from the DPW director.

N. Comai: Might I suggest that become a long-term goal. This Deputy Director is potentially new to the town and all of that is potentially overwhelming. Our acting Director is very well-versed in what is going on. I like both ideas, but I think we need time to digest them both.

R. Duhaime: It's interesting how you have two levels and need someone in between to make sure the job actually gets done. The engineer is not only to consult on projects but inspect and enforce later on. Putting him in charge of all these people right away might not be in our best interest and might discourage someone from coming on.

D. Ross: It seems that we are reinventing the wheel and I don't think it's a good idea. This was sprung on us at the last meeting, and it seems we are creating barriers between those who get the work done and those who need to know how to get it done. I don't like the idea of pyramids in town government. Recycling & Transfer is unique to itself, just like Fire and Police. At the worker's level, they have to go through all these levels since we don't have an HR director, per se. How do you gauge efficiency of different departments through one funnel? Regarding the engineer, how are we going to get our money back? The case has been made well that the town would benefit from having an engineer. DPW is what it is – keeping road and infrastructure in place. I think it's better to keep them separate to gauge efficiencies and not putting too much on one or two people. This is something we brought to the voters and I don't think it's something we should rush into. It's like we are rearranging the way the town does business and I think we are acting too quickly.

R. Duhaime: Each department has a crew chief; the expectations on the Deputy Director/Engineer – one is looking at it from an engineering point of view and the other is looking at it from a hands-on perspective. The engineer wouldn't report to the Town Administrator but to the DPW Director.

T. Lizotte: I agree with Mr. Ross; when it was voted in, it was supposed to be an engineering position. I think there are things that have happened over the years where this structure makes sense. That portion of the town has been running open loop – we have no data to benchmark against. The implementation of the time clock - you can see what the true cost is for doing certain jobs. If it costs twice as much as if we outsource it, you have to look at it in terms of the tax payer. We are a policy board so our Town Administrator is putting forward what he sees as his view. I think with some modification, we can get to where he likes. I'd like to see the engineering position off to the side and not have that much responsibility, more like Mr. Winterton's version. I don't mind seeing change. There is an opportunity for our employees to cross-train and maybe we can find ways to reduce costs.

J. Sullivan: It appears we want to put the engineer separate; the Deputy Director would still fall in between the Director and the lower levels.

T. Lizotte: I'm thinking the Deputy Director/Engineer for the Highway Division and have Recycling & Transfer report to DPW Director. Recycling & Transfer is a contained unit.

J. Levesque: The Deputy Director and engineer is one person? I can see the engineer being pulled in different directions. I think they should be more flexible than reporting to the DPW Director.

Dr. Shankle: Originally when we created the engineer position, it was going to report to the town planner; they were always going to report to someone other than me.

D. Winterton: I think we are all moving in the same kind of direction. We do have some time to think this through and try to figure out the best way to do it. My primary concern is the engineering expertise may not also include management of people expertise. Maybe it's the Deputy Director of Public Works and Project Director. It could be a Project Director/Engineer. We have an opportunity to work on creating a culture within DPW and all other areas under that. An engineer that all those people report to may not be the right person right now.

J. Sullivan: If there was a change to separate these positions, would there be a change in classification pay codes?

D. Winterton: I think we are looking at one position, not two separate ones.

T. Lizotte: Can we make the DPW Director an engineer and isolate them from the Deputy Director which handles the operations side? That way you'd have that person isolated from a managerial position, it's more strategic.

R. Duhaime: I recall that we did have a high turnover in Highway, a new Town Administrator and a new Public Works Director and we don't want to repeat that again.

N. Comai: I am surprised that we would put this person in the range of 24, instead of closer to 21, 22, 23. In my opinion, this is a little high to start out.

R. Duhaime: In the future, we are looking to grow into that number. Is that the idea?

Dr. Shankle: The money that we have now, we have enough to get someone that is good. We don't want someone who will mess things up. We need to remember that the only way the money works is if we eliminate the superintendent position, and we have someone in that position now. It would be easier to keep things the way they are and just hire a DPW Director and not an engineer.

D. Winterton: I don't have a problem with the pay classification; you get what you pay for. And if you look at the qualifications, I don't have a problem at all.

Dr. Shankle: I understand what you want; I need to sit down with people to see if it's possible. We will see what we can do.

J. Sullivan: When we get to the point where we need to make a decision, we are approving job description(s), pay classification plan and the Administrative Code. Do they all have to be approved together?

Dr. Shankle: Yes, they all work together.

D. Ross: This plan eliminates the superintendent at the Transfer facility, correct?

Dr. Shankle: Yes, otherwise this plan will not work.

D. Ross: There are still growing pains going on there and there is still no analysis on where we are. Has this proven to be a good thing? This is based on numbers we can easily get. There have been no major changes to indicate any anomalies or major differences. We need to look at those numbers to make sure we are going in the right direction. I think the superintendent position is an important position to have.

J. Sullivan: We will have the follow up scheduled on a future agenda.

T. Lizotte: I agree with Mr. Ross. This is not the first time he has brought up the analysis. Their monthly report can be compiled and brought forward so I think that should be a priority.

J. Sullivan: Dr. Shankle will be providing that information for us.

N. Comai: Wouldn't that be something for the committee that Mr. Jennings is trying to start? A separate pair of eyes for each department to do what Mr. Ross said.

T. Lizotte: That data exists. Administration has been doing data collection. Areas we wanted to see, we were in the midst of union negotiations. Since we have ended negotiations, Adam will be proceeding.

R. Duhaime: Can we have a time frame this can happen?

Dr. Shankle: The reports are already done; I can have them at your next meeting.

5 MINUTE RECESS

NEW BUSINESS

a. 15-022 Budget Transfers

T. Lizotte motioned to have the Council Chair sign Budget Transfer Requests #2015-02 as recommended by the Town Administrator. Seconded by D. Winterton.

C. Soucie: We are asking for money to be transferred into DPW (\$91,500) to cover engineering costs for the Lilac Bridge which was unanticipated when we started the project. It is coming from Fire Department health insurance and Police Department health insurance lines. It is split 50/50 and is a result of the favorable premiums we received (2.5% vs. 10% that was budgeted).

Roll Call

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

Vote unanimously in favor.

b. 15-023 Quarterly Financial Report

C. Soucie: This is the third quarter; you'll notice we are at 68% spent which is a little less than the prior year. This is because of the 2 contracts (worker's comp and property liability) – the new contracts are paid monthly instead of all at once at the beginning of the year. Revenue is 78% collected as we are still waiting for a few things to happen: the automated collection truck revenue and the engineering revenue is not in there yet either. The Assessing Department is showing at 61% spent – savings is due to budgeting the assessor at 2 days/week and we really only need him 1 day a week. Community Development is down due to the engineer position not being filled. Family Services is at 51% spent because the welfare is at \$10,000 less than last year. We had a small hit with the condo roof collapse but we are doing well in the welfare line. Administration budget – did not see anticipated increase in property liability and workers comp. The increase was lower due to the fact that we changed our deductibles around employment relations – we went from \$1000 to \$15,000; we are seeing a savings but have more exposure. Workers' comp had a 9% increase and it was anticipated at 37%. Legal line by the end of the year, we will be close to spent. Fire-rescue is consistent with prior 2 years. They have had 4 firefighter turnovers which is unusual. They use an eligibility list to fill positions so they don't stay vacant very long which is why the savings isn't larger.

D. Winterton: What do you mean by turnover? How many of the 4 are retirees?

C. Soucie: There was one retirement and 3 turnovers. Police lost 4 patrol officers and 3 dispatch positions which is why their actuals are so much lower than budget. DPW is 68% spent. The first reason is paving. Historically, the RFP is put out in the fall and ½ is done in fall and the other ½ in spring. Due to the winter we had last year, the previous director was going to do it all in the spring, so there was none done in the fall. Highway division saw 7 employee turnovers which is the savings in health insurance. Vehicle is over budget and should finish \$80,000 above budget. Salt and sand will be about \$20,000 above budget. Another area of concern is building maintenance. We did a lot of work at the Safety Center, Fire Station #1, lighting and ventilation systems.

T. Lizotte: Fire Station #1 is near Robie's? If that was recently refurbished, what is the maintenance?

Dr. Shankle: Part of the work was done with impact fees and some of the work done could not use impact fees.

C. Soucie: The former director anticipated that Public Works would come in on budget by the end of the year, but we are still focusing on it to hopefully stay on budget. Recycle & Transfer is 62% spent; this is one of the years they have pretty much had a full staff. The area we are watching is vehicle maintenance and hazardous waste. Town tipping fee line is on track; the last 2 months of the year are very busy for tipping fees and that is when we catch up. Motor Vehicle revenue is 77% collected; we anticipate meeting, even exceeding, the budget. Interest & Penalties is at 68% and we will meet our budget. We still have to do the liening and deeding. Building Permits does not look good; we are at 50% collected and it's unlikely we will meet the expectations. State revenues are 95% collected, we are missing the final highway block grant coming in at the end of this quarter.

T. Lizotte: We pay for the condo associations to pick up their garbage; we don't see anything with their recycling. We are at 37% recycling; is there any point where we can reduce (in the ordinance) the amount we reimburse based on recycling?

Dr. Shankle: It's my understanding it's just a number they came up with. You can do anything you want, and it's justified by the recycling.

T. Lizotte: Can we put that on the agenda? Someone should think about reducing that.

J. Levesque: They don't recycle; they bring in a trailer once or twice a week. There is no formal recycling like we have in the rest of the town.

D. Ross: Health insurance savings – is this to be expected going forward? Are we over-budgeting that line?

C. Soucie: We trend rates over a 3-year period and that is what we base the increase on. Depending on what our rates are, we guess on the increase for the 6 months that are unknown.

R. Duhaime: State revenues for 2014-2015, it jumped from last year.

C. Soucie: The state changed the formula due to the gas tax, and we saw an increase. There is one more year of increase coming, I believe. The increase should stay at that level; I don't think it will keep increasing. Meals & Rooms tax is not based on location; it's population.

c. 15-024 Economic Development Advisory Committee Rules, Charge & Membership

J. Sullivan: We have some information in our packet.

D. Winterton: At our last meeting, there was some concern about non-resident members so the Economic Development Committee drafted new recommendations that we hope Council will adopt. Matt Barrett's letter speaks as to why we are trying to expand membership. We don't want it to be dominated by non-Hooksett residents. We amended our request to state that 4 members must be town residents and 3 may be involved in the business community. 6 of the 9 will always be Hooksett residents and we would like the opportunity to have 3 non-Hooksett residents.

J. Sullivan: I see where you changed the wording on the quorum.

D. Winterton: We got attorney feedback that we would be OK with this change.

J. Sullivan: Meeting attendance – 3 consecutive meetings is similar to Council but a total of 5 in 12 months; that seems high.

D. Winterton: One of the problems is it meets at 4:00 on Tuesdays and those people involved in Economic Development are at work, so we tend to be a little more lenient.

D. Ross motioned to accept the Economic Development Committee's recommendation to allow 3 of the 9 total members to be non-resident business owners to serve as voting members of the EDC as part of their Rules of Procedure. Seconded by R. Duhaime.

D. Winterton: The change says 3 members shall be involved in the Hooksett business community. Council will still recommend or not recommend and will still have some vetting of that.

Vote 6-1 in favor.

d. 15-025 Town Report & Volunteer Appreciation Dinner

Dr. Shankle: As part of my goals, you wanted me to look at the relationships we have with the independent groups in town. I think it's important to clarify our relationships and how we do some of this.

K. Rosengren: There is no current policy on which groups contribute to the town report or receive invitations to the dinner. I think the need for a policy has arisen. I think it would be a good discussion to

have; I am about to send out memos to groups to begin thinking about reports and sending out invitations to the dinner.

Dr. Shankle: I think both should only include people associated with town government and exclude any 501(c)(3) groups or any others that don't report to town government. We need to draw it back to the real people who are associated with town government and not just the town. There is a difference.

N. Comai: On the volunteer guest list from last year, are there groups on there you envision not being included this year?

Dr. Shankle: HYAA and Hooksett-ites Happy Helpers.

J. Sullivan: I can see why Historical Society may have been invited because there is a portion of the town budget given to them. The Hooksett-ites is also funded thorough the town to some extent. The Happy Helpers may have been an off-shoot of that.

Dr. Shankle: There was a question as to why we weren't inviting the Food Pantry; they are a Kiwanis group. We might give some money to groups; we let others use town property because they are doing wonderful things for the town. They are not volunteers of the town; they are part of the community and that is the distinction we would like to make.

N. Comai: Are there any groups on here that need to be added? Is there anyone on the TOC that belongs on the list who is not on the list?

Dr. Shankle: The ones we are eliminating is the issue.

J. Levesque: I think the Hooksett-ites and Happy Helpers should be separate. The Happy Helpers donates the clothes but the Hooksett-ites donate a lot of money to the Fire Department. They are volunteers.

J. Sullivan: I agree, but the key is all those funds go to one department (which is their choice). I'd think we should invite those who volunteer for a town group who get direct town funding, but that is 2 different things.

Dr. Shankle: We give funds to a lot of different groups. Whose budgets are we responsible for is one way to think about it. It's easy to know who is part of us and who is not. If you are going to open up the volunteer dinner to any 501(c)(3) group in town that makes sense. You can have a community dinner but that would be a bigger affair than what you currently have. You could have an appreciation dinner for community groups, but you would need to open it up. Inviting only municipal groups should close it down.

T. Lizotte: There is a board at HYAA that governs all the sports groups that belong to HYAA. They should have their own volunteer appreciation dinner, if that is what they want. Same thing for Kiwanis.

N. Comai: It would be helpful to Katie to come to a consensus on the appreciation dinner and on another night, narrow down the TOC for the town report. If we are including groups that we shouldn't, we would be saving money on the printing costs.

N. Comai motioned to create a policy to invite only municipal groups whose budget goes through town books to the Volunteer Appreciation Dinner. Seconded by T. Lizotte.

R. Duhaime: I'd like to find a way to wean ourselves. I want to find a more diplomatic solution.

N. Comai: Then you have to open it up to everybody, that's the solution.

D. Ross: There is something to be said for tradition and heritage. How much money is expended on this dinner?

K. Rosengren: Last year, the dinner cost \$2,209.33.

J. Sullivan: Someone from the audience is asking to make a comment; he is the Budget Chairperson.

Consensus to allow Budget Chair to speak.

M. Miville: PSNH contributes quite a bit to that dinner.

K. Rosengren: Not this past year; previously they have contributed.

D. Ross: To avoid hard feelings, to pick these 2 out of the list would be a bad thing. This is a small amount of money and I think we are creating a tempest in a teapot.

D. Winterton: I don't think it's the issue of who came, it's the issue of "why didn't I get invited" and then it becomes who did we miss and who will we upset by not inviting? I understand our quandary; I appreciate the historic comments tremendously.

J. Sullivan: Is it worth bad publicity to not invite groups we have always invited? It's a delicate balance.

D. Ross: Has anyone voiced dismay on not being invited?

K. Rosengren: Yes.

R. Duhaime: There will be future Councils who will wonder why we didn't address this. We have to start something new to phase into that. It seems kinder and gentler.

N. Comai: We would like to have a lot more people at the deliberative session and on the ballots. Why not have a luncheon and have them be recognized in front of the community while getting a free lunch.

T. Lizotte removed second.

T. Lizotte: I think it's important we have a unanimous vote; I would vote in favor.

D. Winterton seconded the original motion.

D. Winterton called the question.

Motion fails 4-3.

J. Sullivan motioned to maintain using the list from last year and any new additions will be from any municipal groups whose budget goes through town books. Seconded by J. Levesque.

Roll Call

J. Levesque – Yes

D. Ross – Yes

R. Duhaime – Yes

D. Winterton – No

T. Lizotte – No

N. Comai – No

J. Sullivan - Yes

Motion carries 4-3.

J. Sullivan motioned to have town reports from departments whose budgets go through town books. Seconded by D. Ross.

K. Rosengren: Can I get clarification? There are a couple items that technically aren't reports such as Citizen of the Year and Kiwanis awards.

J. Sullivan: Those would be special recognitions.

Dr. Shankle: Those aren't an issue right now. Those are things the Council puts in, so it's the other groups we are talking about.

D. Ross: Do all town-appointed committees and boards have funding?

Dr. Shankle: We put the water precincts in and they don't go through our books. I don't know why; they should do their own annual report. We put the schools in also.

N. Comai: I think we should put in only what is necessary, and print what is needed, from a fiscal perspective.

D. Ross: I think the school should print their own report.

J. Sullivan: If any group wants to include a report, they should pay a per page fee to be included.

K. Rosengren: The school already pays for their portion; the water districts do not. I need to check the statute; I can't remember if it is required by statute or not.

D. Winterton: I'd like to offer that anyone else on here that doesn't run through our budgetary process buys their page.

Dr. Shankle: Regardless of whether we need to put them in or not, we need to let them pay for their share (water precincts). You want the governmental agencies in the town of Hooksett who are willing to pay their own way.

J. Sullivan: I will amend my motion to include that statement.

Vote unanimously in favor.

SUB-COMMITTEE REPORTS

J. Levesque: ZBA met and had one applicant; someone wanted to build an in-law apartment that was the same size as the house. Neighbors were opposed so it did not pass.

D. Winterton: Economic Development is working with UNH Cooperative Extension on the survey. We need volunteers. POW-MIA ceremony was held Sunday and it was wonderful. We have a letter from Sen. Ayotte to display. There is a video of the program that is on You Tube. I'd like to ask if Council thinks it appropriate to put a link to it on the town website.

J. Sullivan motioned to add a link on town website to the You Tube POW-MIA ceremony. Seconded by N. Comai.

D. Ross: A copy of the video can be put on the website, not a link through You Tube.

J. Sullivan motioned to request a copy of the video to be accessed through the proper town website mechanics with proper videographer credits. Seconded by N. Comai.

Vote unanimously in favor.

D. Winterton motioned to nominate Matt Barrett to Economic Development Committee.

J. Sullivan: We will appoint at the next meeting. The POW-MIA chair is a nice addition to the town and the ceremony was great.

D. Winterton: I mentioned the potential of getting another flag pole at Veteran's park for the POW-MIA flag. Sen. Boutin mentioned he would see if there was funding at the state level for that.

J. Sullivan: What is the protocol for placing that flag under the US flag?

D. Ross: I can find out.

D. Winterton: If that flag is up all night, it is supposed to be lit.

J. Sullivan: The American flag that is up now is lit. We replaced the bulb when we did the restoration of the park.

T. Lizotte motioned to extend the meeting from 9:30pm to 9:45pm. Seconded by R. Duhaime. Vote unanimously in favor.

J. Sullivan: Heritage Day is coming up in May.

N. Comai: Nothing to report, but I want to mention that soon we will be coming to you from the Retention Committee to purge non-public minutes from sealed to un-sealed. It's my understanding Council has to vote on each item. I don't know how far back we want to go, or just go from this point forward to be compliant. Perambulation – we also need to revisit that and what are we doing about Mr. Murray's forestry piece? We still need a list that we can look at to check stuff off, because we are missing things. We need to do that as the Board is changing; where are we today and where do we want to go and what do we still need to accomplish?

J. Sullivan: We need to do our due diligence to put these issues brought up into some sort of list so we don't forget about them.

D. Winterton: Regarding perambulation, there is an issue Mr. Murray was discussing on the border between Manchester and Hooksett on Hackett Hill Rd. There is a housing project in Manchester that wants to exit off Hackett Hill Rd and there is some question about where the border is. They asked for an extension since we might be asking them to do some improvements on our road. Harold has volunteered to help out with that.

D. Ross: Didn't we have somebody assigned?

Dr. Shankle: We were working with the city of Manchester engineers and they said they would work on that for us. I've sent a couple emails and they have not responded. How much money do we want to spend on it? The two municipalities have to agree on something and bring it to the legislature. There is no clear answer or we wouldn't be playing around with it for 14 years. They put a state highway through the middle, that's what kicked it off.

D. Ross: If we can't agree on the property line, there is a dispute. Until we make a claim as to where it is, there is no dispute. If we don't stop them from doing what they want to do, they are going to do it.

R. Duhaime: Nothing to report.

T. Lizotte: Nothing to report.

PUBLIC INPUT

M. Miville, 42 Main St: On the Town Report – does Community Profile need a report to be included? I will write one if you want me to, or not if you don't want me to. Volunteer dinner – you need to create criteria, not just grandfathered, for what constitutes a volunteer. There are Boards invited to the dinner who get stipends. These volunteer people don't get paid. If you get paid by the town, are you a volunteer? Maybe consider that a criteria. For Kiwanis and HYAA, they should have their own volunteer meeting and not be invited to this. HYAA sponsors the town recognition barbecue for employees. I watched the POW-MIA ceremony and you did a great job on that. I also wanted to mention that the election is May 12.

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 9:43pm. Seconded by T. Lizotte.

Roll Call

T. Lizotte - yes

D. Ross - yes

R. Duhaime - yes

J. Levesque - yes

D. Winterton - yes

N. Comai - yes

J. Sullivan - yes

Vote unanimously in favor.

J. Sullivan motioned to exit non-public at 9:54pm. Seconded by R. Duhaime.

Vote unanimously in favor.

J. Sullivan motioned to seal the non-public minutes of 4/22/15. Seconded by T. Lizotte.

Vote unanimously in favor.

J. Sullivan motioned to adjourn at 9:54pm. Seconded by J. Sullivan.

Vote unanimously in favor.

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

Respectfully Submitted,

Tiffany Verney
Recording Clerk

Town Council members,

My name is Matt Barrett and I own Barrett Insurance. I am writing this letter to you to state my case for non-resident business owners to be able to be part of the Community Economic Development Committee. In my case I have been a business owner in town for 10 years and worked here since 1998. My parents came to Hooksett in 1968 and I spent my youth in town eventually going to Trinity High and UNH. Barrett Insurance has been part of this community for 44 years. I spend most of my time in Hooksett and know the town better than most. I was a charter member of the Hooksett Kiwanis Club and was president of that club in 2004. My wife is currently president of the Hooksett Kiwanis and we spend many hours in service to the town.

I have a lot of local business owner clients at the agency and have a unique perspective on what it takes to start and run a business in this town. I believe I would be a valuable member and bring a lot to the discussion. Thank you for your consideration.

Matt Barrett

**TOWN OF HOOKSETT
BUDGET TRANSFER REQUEST FORM**

TRANSFER # 2015-02

Please explain the purpose of this transfer request: Transfer funds to cover engineering cost to evaluate the condition of the Village (Lilac) Bridge, develop conceptual plans for stabilization of the bridge and develop alternatives to stabilization.

**NEED OF FUNDS
WHERE WILL THE MONEY GO?**

Account #	Description	Current Budget	Amount Added	New Budget
001-450.4312-330.000	RD MNT Professional Service	35,000.00	91,500.00	126,500.00
Total	Public Works	2,791,987.00	91,500.00	2,883,487.00

**SOURCES OF FUNDS
WHERE WILL YOU GET THE MONEY FROM?**

Account #	Description	Current Budget	Amount Reduced	New Budget
001-350.4220-210.000	FD Health Insurance	612,041.00	(45,750.00)	566,291.00
Total	Fire- Rescue	3,949,867.00	(45,750.00)	3,904,117.00
001-400.4210-210.000	PD Health Insurance	524,852.00	(45,750.00)	479,102.00
Total	Police	3,827,745.00	(45,750.00)	3,781,995.00

Recommended by:


Town Administrator


Finance Director

Approved by:



Town Council

4/22/2015
Council Meeting Date



Town of Hooksett

FINANCE MEMORANDUM

To: Linda Courtemanche, Town Treasurer
From: Christine Soucie, Finance Director 
Date: April 9, 2015
Subject: Transfer from the Ambulance Service Fund
Copy: Michael Williams, Fire Chief

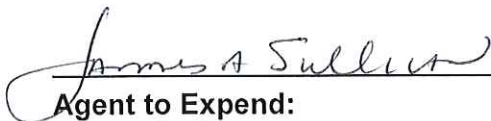
Please transfer from the People's United Bank Ambulance Service account \$33,884.81 to the Citizens General Fund to reimburse the Town of Hooksett for the following:

	January 2015 expenses	\$ 11,949.28
Less:	Bad check fee	(13.00)
	February 2015 expenses	11,655.10
	March 2015 expenses	<u>10,293.43</u>
	Total	\$ 33,884.81

Attached is a detail breakdown of each month's expenses and copies of all invoices can be found in the Council's read file.

The Town of Hooksett uses Comstar Inc. to issue bills to the users of this service. Comstar has billed \$133,229.18 for the 1st Quarter of 2015 and collected payments in the amount of \$86,050.40. The total uncollected balance is \$447,618.68 as of March 31, 2015.

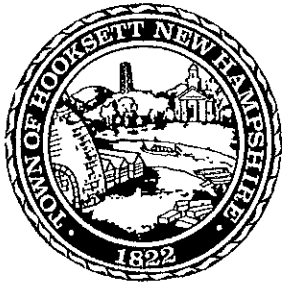
If you should have any additional questions, please do not hesitate to call me. Thank you for your assistance in this matter.



Agent to Expend:
James Sullivan
Town Council Chairman




Agent to Expend:
Dean E. Shankle Jr.
Town Administrator



Town of Hooksett

FINANCE MEMORANDUM

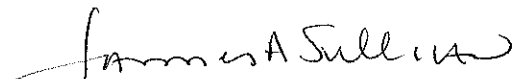
To: Trustees of Trust Fund
From: Christine Soucie, Finance Director 
Date: April 3, 2015
Subject: Sanitary Landfill Capital Reserve

A recent reconciliation shows that \$1,415.93 has been expended from the Sanitary Landfill Capital Reserve Fund. A copy of the invoice is attached and listed below:

Cardno ATC	Inv 1860550	\$1,415.93
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Please issue from the Sanitary Landfill for the above stated amount.

If you should have any additional questions, please do not hesitate to call me. Thank you for your assistance in this matter.



Agent to Expend:
James Sullivan
Council Chairman

4/22/2015

Date:



Town of Hooksett

FINANCE MEMORANDUM

To: Fire Impact Fee File
From: Christine Soucie, Finance Director
Date: April 3, 2015
Subject: Transfer from the Fire Impact Fees

The following invoice has been paid out of the Fire impact fees for Renovations to Fire Station 1 authorized by Town Council on July 23, 2014:

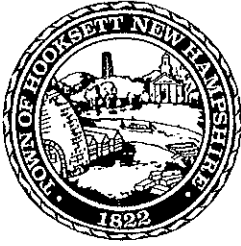
Mark Carrier Construction, Inc	Inv 3162	\$ 29,736.25
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If you should have any additional questions, please do not hesitate to call me. Thank you for your assistance in this matter.

Agent to Expend:
James Sullivan
Council Chairman

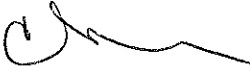
4/22/2015

Date:



Town of Hooksett

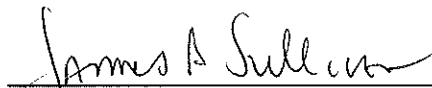
FINANCE MEMORANDUM

To: Police Impact Fee File
From: Christine Soucie, Finance Director 
Date: April 3, 2015
Subject: Transfer from the Police Impact Fees

The following refunds have been paid out of the Police Impact Fees in accordance with the Town of Hooksett's Impact Fee Ordinance, which states, fees collected for properties that are not utilized within the six year timeframe will be refunded to current property owner.

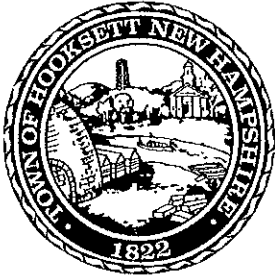
20 Nancy Lane Map 25 Lot 21-4	\$153.46
18 Post Road Map 6 Lot 22-46	<u>153.12</u>
Total	\$306.58

If you should have any additional questions, please do not hesitate to call me. Thank you for your assistance in this matter.




Agent to Expend:
James Sullivan
Council Chairman

4/22/2015
Date:



Town of Hooksett

FINANCE MEMORANDUM

To: Dean E. Shankle, Town Administrator
From: Christine Soucie, Finance Director 
Date: April 9, 2015
Subject: Transfer from the PD Special Details
Copy: Police Department

The following has been paid out of the Police Special Details account for the quarter. Attached is the detail breakdown for each month.

Details paid in January 2015	\$ 15,615.37
Details paid in February 2015	10,738.18
Details paid in March 2015	<u>12,590.38</u>
Total	\$ 38,943.93

If you should have any additional questions, please do not hesitate to call me. Thank you for your assistance in this matter.


Agent to Expend:
James Sullivan
Town Council Chairman

4/22/2015
Date:

Volunteer Appreciation Dinner 2014 Guest List
6:00 pm - Saturday, June 28th, 2014 – Merrill-Follensbee American Legion

Those invited are the volunteers (including alternate members) of the current fiscal year **July 1, 2013 – June 30, 2014 and March, 2013 – March, 2014** (for March to March terms).

Budget Committee
CIP
Cemetery Commission
Central Hooksett Water Precinct Commission
Citizen of the Year
Conservation Commission
Economic Development Committee
Heritage Commission
Historical Society
Hooksett Youth Athletic Association
Hooksett-ites Happy Helpers
Library Trustees
Parks & Recreation Advisory Board
Planning Board
Recycling & Transfer Advisory Commission
School Board
Sewer Commission
SNHPC Representatives
State Representatives
Supervisors of the Checklist
Town Council
Town Hall Preservation Committee
Town Moderator
Treasurer & Deputy Treasurer
Trustees of Trust Funds
Village Water Precinct Commission
Zoning Board of Adjustment

Table of Contents

Dedication.....	1
Hooksett Kiwanis Awards.....	2
Hooksett Citizen of the Year	6
In Memoriam.....	7
Town Warrant	10
Budget Summary.....	14
Budget of the Town (MS-737).....	32
Default Budget	53
Budget Status.....	62
Revenue.....	63
General Obligation Debt/Capital Leases	64
Other Town Funds.....	65
Auditor’s Report.....	66
Town Meeting / Deliberative Session Minutes.....	122
Town Election Results.....	132
Board of Elections.....	136
Town Departments.....	137
Elected Boards & Commissions.....	138
Officials, Boards, Commissions & Committees.....	139
Assessing Department.....	140
Budget Committee.....	150
Cemetery Commission.....	151
Central Hooksett Water Precinct.....	152
Community Development Department, Planning Board & ZBA.....	164
Conservation Commission.....	168
Economic Development Advisory Committee.....	170
Family Services Department.....	171
Fire-Rescue Department.....	173
Emergency Management Department.....	176
Heritage Commission.....	177
Historical Society.....	179
Hooksett Garden Club.....	180
Hooksett Happy Helpers.....	181
Library.....	182
Police Department.....	186
Public Works Department.....	189
Recycling & Transfer Department and Recycling & Transfer Advisory Committee	191
Sewer Commission.....	193
Tax Collector.....	194
Town Clerk.....	197
Town Administrator.....	198
Town Council.....	199
Town Hall Preservation Committee.....	200
Treasurer.....	201
Trustees of the Trust Funds.....	203
Village Water Precinct	206
Vital Statistics – Births, Deaths & Marriages.....	226
Churches & Civic Groups.....	233
School District.....	234
Town Departments’ Office Hours	Inside Back Cover