

**TOWN COUNCIL MEETING MINUTES**  
**Wednesday, May 27, 2015**

**CALL TO ORDER**

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

**ROLL CALL – ATTENDANCE**

Donald Winterton, Nancy Comai, James Levesque, Robert Duhaime, Susan Orr, Chairman James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)

Missed: Todd Lizotte, Adam Jennings, David Ross

**PLEDGE OF ALLEGIANCE**

**SPECIAL RECOGNITIONS**

**APPROVAL OF MINUTES**

a. Public: May 13, 2015

***J. Levesque motioned to accept the public minutes of May 13, 2015. Seconded by D. Winterton. Vote unanimously in favor.***

b. Non-public: May 13, 2015

***D. Winterton motioned to accept the non-public minutes of May 13, 2015. Seconded by R. Duhaime.***

***Vote unanimously in favor.***

**AGENDA OVERVIEW**

Chair Sullivan provided an overview of tonight's agenda.

**PUBLIC HEARINGS**

**CONSENT AGENDA**

a. Donation of \$798.00 kitchen table from Eugene Gaul to Fire-Rescue Dept.

b. Council signing of MAS-232 Appropriations Actually Voted

***N. Comai motioned to accept the Consent Agenda as written. Seconded by J. Levesque.***

**Roll Call –**

R. Duhaime – Yes

J. Levesque – Yes

D. Winterton – Yes

S. Orr – Yes

N. Comai – Yes

J. Sullivan – Yes

***Vote unanimously in favor.***

Dr. Shankle: I got an email from Christine today; she mentioned we have to put these on for \$5,000 or more and the state just increased it to \$10,000 or more for future items (for unanticipated revenue over \$10,000).

D. Fitzpatrick: For clarification, a public hearing is required for \$10,000 or more; before it was \$5,000.

D. Winterton: I'd like to thank Mr. Eugene Gaul and family for the donation to the Fire-Rescue Dept.

J. Sullivan: Yes, thank you. Traditionally, a thank you note goes out from Administration.

**TOWN ADMINISTRATOR'S REPORT**

- The Hooksett Community Garden Project this year will be here and at Frazier Field; we have had issues in the past with watering, so Parks & Rec will put a barrel out there that they will keep filled so people don't have to transport it. We get a lot of interest in that project.
- If you go to [www.accessmygov.com](http://www.accessmygov.com) you can pick Hooksett and there is a dashboard with a lot of our financial information on it. If you're willing to create a log in, you can drill down and get more

information from our general ledger. It's not completely filled out, Christine is still working on it and it's coming along well.

S. Orr: It's up to us to keep it updated regularly?

Dr. Shankle: Once we enter the past information, the new stuff will automatically update.

- We just had training in Community Development on the new software for permits and planning which should improve that process some between departments in the Community Development group.
- We have a huge Fun In The Sun this year. We keep improving it; we have 4 times what we had a few years ago. There are a total of 171 kids; 120 is the maximum for one session, and we hired 2 more counselors. There is a 10:1 or better counselor to child ratio; less than that for younger kids.
- Tax bills will be going out soon. They will come out the end of this week and are due July 1.

D. Fitzpatrick: Health Committee met May 18; there were no presenters but we had members who had offered to collect data. We looked at communities our size and what their stipend ratio was compared to us. We are looking at different options for insurances and basing our stipend on whether it will be a single plan, family plan or 2-person plan. Right now we have a flat stipend of \$2,400 no matter what plan they are on. We also looked at the last survey we did in 2011 and got 3 other options from other vendors out there. In June we will send that out to employees to see if they want to stay with the same provider (Anthem) or Harvard Pilgrim – do they offer the same type of providers? We are also looking at doing the domestic partner rider. The rest of June we have 2 more vendors presenting plan designs. We average about 2 hours for each meeting, twice a month.

Dr. Shankle: Katie, do you have a tentative date for the Volunteer Dinner?

K. Rosengren: We are looking at June 19; it's a Friday night and we are planning for 6 pm. That needs to be confirmed still.

## **PUBLIC INPUT**

### **NOMINATIONS AND APPOINTMENTS**

J. Sullivan: We will be getting nominations the first meeting in June. If anyone is interested in volunteering, please contact Administration.

### **SCHEDULED APPOINTMENTS**

- a. John Seidner, MD, FACEP, FAAEM, NREMT-P – Medical Director of EMS, Emergency & Trauma Services at Elliot Health System

J. Sullivan: Dr. Seidner is not here, but when he does arrive, we will return to the Scheduled Appointment.

### **OLD BUSINESS**

- a. 15-027 5/12/15 Town Election Results Update – Todd Rainier, Town Clerk

T. Rainier: At the last meeting, I reported that we had a tie write-in vote for District 1 Councilor. The statute deals with state level items, not necessarily town level. I communicated with the Secretary of State who said to notify both parties then draw a name. I drew a name and that party declined the seat, which I have in writing. It now falls to you as Council to appoint someone for the year for District 1 Council seat.

S. Orr: If the first person declined, what about the other person?

T. Rainier: I was advised by the Secretary of State that if we follow state RSA, the other person can be considered by Council, but it is up to Council. It doesn't automatically go to that other person. This will be for the year beginning July 1 until June 30, 2016.

S. Orr: Do we know if the second person is interested and if so, what is the process? Do they need to approach Council to confirm their interest?

T. Rainier: I contacted that person and there was interest. They can contact Council directly if they want to be considered for that appointment.

J. Sullivan: Under the Charter section 3.3, it states we have 30 days from the declared vacancy to appoint someone. Since the vacancy isn't declared until July 1, we can wait or we can do it now.

T. Rainier: It's up to you, but in conversation with Dr. Shankle, since the Council coming in as of July 1, it may be more appropriate for them to address it, but you can act accordingly.

D. Winterton: Who declares there is a vacancy and do you declare it in advance? Would it be appropriate for us to invite, publicly, anyone who wants to be considered for the position? While it was a District 1 seat, I didn't investigate the District 1 candidates since I couldn't vote for them. I am going to be voting for someone in District 1 and if there is a choice between certain people, I might like to be able to, in public, ask them a question.

J. Sullivan: Whose authority is it to declare a vacancy?

T. Rainier: It's your (Council's) authority.

S. Orr: There is not a vacancy right now; there will not be one until July 1. It sounds like we are being technically fussy, but we always talk about following the rules correctly. If the Council is going to appoint, you need to wait until July 1 to declare a vacancy and at that time, interested people can come forward and Council can appoint an appropriate person to that seat. That is just my opinion.

N. Comai: Since we have not entered these waters in the past, I'd suggest the other gentleman involved to stay with it for the next few weeks, and fill out the form so we have that information. We are voting on someone now that we wouldn't have known about before.

Dr. Shankle: At your first meeting in July, you declare a vacancy and anyone interested in the District 1 seat should contact us and fill out a form between now and your first meeting in July.

N. Comai: That is what I am suggesting; otherwise we wouldn't have any idea who would be coming before us.

T. Rainier: We need to make sure those residents are from District 1; we can vet them and make sure everyone is qualified.

R. Duhaime: An interested party is here tonight; maybe we can ask him to come up tonight and ask him to introduce himself and tell us why he is interested. A month from now we will be much better informed.

D. Winterton: I think we need to make it a requirement to fill out the form, or not. I think we should set a date to appoint, probably the first meeting in July and I'd like to have this more formal and invite anyone interested come to our meeting and make a presentation. I'd like that to be done in public and have the procedure announced. I don't think we can require anyone to fill out the form; if we appoint someone who hasn't been a resident for a year, that appointment will fall flat. I'd like to invite all interested residents from District 1 who want to be considered, to come to our first meeting in July where we may appoint later in the meeting.

S. Orr: It would be great to have someone speak tonight, but I'm not going to be sitting in this chair in July and I won't vote on it. It would be in everyone's best interest for the people who are actually going to vote to hear and be introduced to them.

J. Sullivan: We can ask the Town Administrator to post a public notice that the vacancy for District 1 will be declared on July 1 and all interested residents should contact Administration.

Dr. Shankle: They need to fill out and return the form by June 30 so it can be included with the packet for your first meeting in July.

J. Levesque: Do we nominate at the first meeting and appoint at the second?

J. Sullivan: Yes, or we can waive the rules if we feel it's necessary.

N. Comai: Do you have enough time to put in a notice for a June 30 deadline?

Dr. Shankle: Yes.

N. Comai: If there is only one to appoint we won't have to deal with all the other stuff. I think we are on the right track.

J. Sullivan: Should we invite the individual who is here to speak, or hold off until the first meeting in July? That meeting date is July 8. Are we all set on this process?

D. Winterton: My only concern would be if someone doesn't know about it and wants to show up on July 8 without previously filling out the form, or if someone fills out the form and can't make the July 8 meeting. If you aren't going to be here, June 30 is the deadline. I'd rather leave it open rather than closed.

J. Sullivan: We declare the vacancy as of July 1 and provide interest by June 30; if they happen to show up on July 8 without previously filling out the form, it would be up to that Council to decide if they want to accept that. I think it's one way or the other.

***N. Comai motioned that the procedure will be in these steps: 1.) public posting; 2.) June 30 interest form or letter to Administration to be included in packet for July 8. There either needs to be a person or form on July 8 to then take next steps. Seconded by D. Winterton.***

J. Levesque: Are we cutting it close by posting on June 30?

Dr. Shankle: I will post it as soon as I can. The forms have to be back by June 30 to give the Town Clerk time to review them before they go out to Council on July 1.

N. Comai: Folks have had a long time to decide if they want to run for this seat or not. I'd like to nip this in the bud to get someone in this seat sooner rather than later so we have someone in that seat.

J. Sullivan: All qualified candidates must have the form in by June 30, request to appear at July 8 for nominations and/or appointment.

***Vote unanimously in favor.***

J. Sullivan: Dr. Seidner is here so we will move to our scheduled appointment.

Dr. Shankle: A few weeks ago he called me and wanted to come in to talk to me. He oversees paramedics for various towns and we are one of them. When he heard we were looking for a fire chief, he wanted to talk to me about what we might want to consider in a new fire chief given the amount of medical services we provide.

Dr. Seidner: I am an emergency physician at Elliot Hospital. I have 25 years' experience in EMS; I am a practicing paramedic in the town of Candia and have been practicing emergency medicine at Elliot since 2001. I took the position of Medical Director of EMS and started working with the Hooksett fire department last summer. This is a relatively new service (just over 5 years), and have experienced a lot of growth and I've been impressed with the programs they have put in place. We all rely on their quality of work and have a lot of respect for the work they do. I approached Dr. Shankle because with the retirement of Chief Williams, my understanding was there are some budget concerns and the possibility that the administrative structure of the department will be consolidated. I think that would be a lost opportunity to support the work they have done and continue to grow the EMS program by bringing in someone that could support the program and bring it program to its full potential by becoming a strong player in the regional EMS system. I can entertain any questions.

Dr. Shankle: When we spoke, you started by saying it was important that the new chief also be a paramedic, and you gave me some reasons why that was true.

Dr. Seidner: I think it's important that the administrator be a paramedic; I don't know that it has to be the chief. I have a lot of interactions with the acting Chief Jore and Assistant Chief Hoisington. They are confident leaders and are very supportive of the program and I am happy with their work. I suggest we bring in someone in leadership with EMS experience that can address the complexities that are forthcoming in the next few years with regards to billing. Adding to the leadership in the ranks of a paramedic who's got a lot of administrative experience would be beneficial to the department.

Dr. Shankle: I'm wondering what happened since your conversation with me. When you came to me, you said that for us to continue offering ambulance service, you felt there were changes we needed to make.

Dr. Seidner: I may have misspoken; I think the program as it stands is a very successful program. There will be challenges going into the future. There are measures that all services will have to meet and report on to get their billing approved and reimbursement made. Those complexities are ones that someone with experience and education in that area would bring to the service and make it run.

Dr. Shankle: Have you spoken to any members of the department since you spoke with me about this subject?

Dr. Seidner: Yes, we have had meetings, sure.

S. Orr: When you say you believe the administrative person should have more EMT experience, are you saying they should be medically trained? If that is true, how would medical training help that person perform that role more effectively?

Dr. Seidner: Successful ambulance service in towns like Derry and Bedford have people high up in administration that have paramedic certification and have done a lot of administrative training. The advantage on quality and billing, is when you review charts you can assure you have quality care being provided. Being an experienced care provider allows you the insight into what that document says.

D. Winterton: When you talk about having a senior person experienced with billing, don't we farm that out or does our department have anything to do with billing today?

Dr. Seidner: I'm not privy to the exact structure on how things operate in the department now.

D. Winterton: Do Derry and Bedford do their own ambulance billing?

Dr. Seidner: I don't have intimate knowledge of that.

D. Winterton: How about Candia?

Dr. Seidner: Candia is a volunteer service that doesn't charge the patient, and we don't transport.

D. Winterton: Who transports?

Dr. Seidner: American Medical Response out of Candia, and they bill the patients.

J. Sullivan: With the increased percentage of responses being medical services, we are leaning more toward emergency response medical systems requirements. Having ambulance service in town, are you encouraging us to look for a chief who has a solid background in emergency EMS services to complement the other good firefighters we have?

Dr. Seidner: 70% of fire business is EMS and 30% is fire, on average nationwide. If you look at successful departments in the area that run their own ambulance service, none is led by a chief paramedic; they have high level administrators to run EMS. I'm not suggesting the chief has to be a paramedic or run the service, the chief needs to be supportive of the service, and that's what this town has already.

D. Winterton: If AMR transports in Candia, how does EMS function in a volunteer operation?

Dr. Seidner: Candia only has 200 medical calls per year; that isn't enough to support an ambulance service. The volume wouldn't pay for the service without having taxpayers pay for it. That is why we contract to an outside service. First responders are there to provide care while waiting 20-30 minutes for the ambulance to get to the patient from out of town.

D. Winterton: You function with the fire department, which is also volunteer?

Dr. Seidner: Correct.

D. Winterton: Is somebody on staff up 24 hours? When you are volunteering, and you are at your home, are you at the fire station or do you get a call?

Dr. Seidner: We take calls at home and we get an alert over our pagers; all available personnel will start responding. Some will go to the house and some will go to the fire station to get apparatus.

S. Orr: I'm not sure what you are saying to us. Are you making a recommendation and if so, what is that?

Dr. Seidner: I am asking Council to support the fire department, not eliminate any positions, and consider the benefits of adding an administrative position with medical training to be in charge of EMS.

Dr. Shankle: Besides that, you are saying everything is fine – we don't have any trouble with scheduling, billing, etc.? Everything that we sat and talked about you are telling me now is just fine?

Dr. Seidner: At the moment, the department is staffed at 4 paramedics. There has been some turnover and there are 2 in school now. If someone is out on vacation, you will not have a paramedic on the truck 24/7. I'm hoping the Council will support an increased number of paramedics. They are very hard to come by. I'd like to see 6 or 8.

Dr. Shankle: Why is it a problem, what they have now?

Dr. Seidner: Like I said, if you have 4 paramedics and one is out on vacation, you've got an ambulance that doesn't have a paramedic on it.

Dr. Shankle: What about how the billing is done? Are we maximizing our ability to raise revenue?

Dr. Seidner: I haven't seen any numbers; I don't have the ability to speak to that.

Dr. Shankle: So you don't see our run sheets or know how we bill?

Dr. Seidner: I review the run sheets, but I don't have any billing data.

Dr. Shankle: Are the run sheets consistent with what you see in others?

Dr. Seidner: Very much so. Hooksett's quality measures surpass most of my other departments.

J. Sullivan: We thank you for coming in. I don't think this Council has not supported our fire department. The Council agreed with Dr. Shankle's appointment of the acting fire chief. With the possibility of having a new fire chief, there is always a chance to look at improvements and provide a different perspective. Having that advice from you will be helpful, but from an Administration point of view, Dr. Shankle will consider that when he comes back with a recommendation on who to appoint and any other changes he may suggest. I don't think Council has indicated any disrespect to our firefighters.

R. Duhaime: You are a volunteer EMT; are you compensated? You are trained by the town, are you paid for the training at least?

Dr. Seidner: Yes.

R. Duhaime: And you live in Candia. In Hooksett we can have a volunteer EMT also, correct?

Dr. Seidner: I don't think a town this size could support a volunteer EMT department.

R. Duhaime: Not all of them, just one volunteer.

Dr. Seidner: I think you have a legal right to do that.

D. Winterton: What is the size of a town – where does the number break?

Dr. Seidner: I don't know if I have a number I can give you. As the town grows and the department gets busier, you overwhelm the volunteers who provide service and you don't meet the expectations of the community, especially with as many business and residents as Hooksett has, you wouldn't offer a quality fire/EMS service.

J. Sullivan: Do you have any follow up?

Dr. Shankle: I don't have any follow ups, but I've got to be honest; the conversation I had with him was so much different. I'm sorry I didn't have a witness to that conversation. I can't believe you are doing this to me, and I can't believe you are doing this to the town. What you said to me in that room is completely different than what you are saying now. I'm not sure why you are doing it except, like you said, you've talked to people. I don't know why you are doing this. When you came to me, you were concerned about the citizens of the town and the service they were getting and the danger that they were in; those were the words you used to me, and I am so sorry I don't have a record of that or somebody else in that room.

J. Sullivan: Some miscommunication is occurring between the two of you and I'm not sure what happened, so if you could make your final thoughts.

Dr. Seidner: I apologize to Dr. Shankle for the miscommunication misunderstanding. It certainly wasn't my intention to convey anything of the sort. I have the greatest confidence in the quality of care that is being provided to the citizens of Hooksett.

J. Sullivan: Thank you very much. We appreciate you coming in.

b. 15-030 \$2,341.66 Homeland Security Grant Funds Reimbursement to Fire Dept.

**J. Sullivan motioned to accept the Homeland Security Grant Funds reimbursement in the amount of \$2,341.66. Seconded by S. Orr.  
Vote unanimously in favor.**

c. 15-031 \$5,824.00 Bond Release to Regency Mortgage for 2 yr. Landscape Surety

**S. Orr motioned to approve the release of the \$5,824 bond to cover the two year required landscape surety for Regency Mortgage. Seconded by R. Duhaime.**

J. Sullivan: I'd like to ask Diane Boyce to give us an update.

D. Boyce: It was my first bond release and thought I might have missed something. The second time I went, there were parking concerns, but they weren't on the grass that I saw. The landscaping was in great shape and any damage was from salt and sand this year. Management were here at that meeting and called me to say they are in the process of leasing the land next door for parking.

**Vote unanimously in favor.**

d. 14-066 Lilac Bridge Update

Dr. Shankle: We are in the process of choosing an engineer to move forward. We did some interviews and know who we want but we don't have a contract yet. The next step is putting together a scope of engineering work. If we don't have something for the next meeting, certainly at your last meeting in June.

e. 15-021 Reorganization of Department of Public Works

J. Sullivan: We voted to support the reorganization; tonight we need to amend the Administrative Code.

***D. Winterton motioned to amend the administrative code, approve the new and revised job descriptions, approve the changes to the classification pay plan and revise the 2015-2016 budget to reflect the changes outlined above. Seconded by R. Duhaime.***

Dr. Shankle: All the changes in there go along with the proposal I outlined, creating the Community Development department that has the 4 divisions and the way we talked about them.

R. Duhaime: \$16,000 is still left after the reorganization, even with what is budgeted in for the engineer?

Dr. Shankle: Yes, we will not overspend.

**Roll Call -**

R. Duhaime – Yes

S. Orr – Yes

J. Levesque – Yes

N. Comai – Yes

D. Winterton – Yes

J. Sullivan – Yes

***Vote unanimously in favor.***

f. 15-029 Policy on Hours of Work for Salaried Exempt Employees

Dr. Shankle: You have a new sheet with the suggested changes. It's an additional whereas that states "We believe it is important for the safety of the employees, as well as the first responders, to know, as much as possible, who should be present in the building at any given time."

***S. Orr motioned to accept the policy based on the new edits provided. Seconded by N. Comai. Vote unanimously in favor.***

**NEW BUSINESS**

a. 15-032 Recycling and Transfer Condominium Reimbursement

J. Sullivan: We asked Dr. Shankle to look into this, and it looks like he has a proposal.

***N. Comai motioned that Council amend the condominium reimbursement to 21 pounds per unit per week as recommended by the acting DPW Director. Seconded by J. Levesque.***

D. Boyce: It's above the 30% the town is recycling now. We are asking residents to recycle so we can save money. It makes sense to expect them to strive for the same goals we are.

D. Winterton: Have you had any discussion with any of the condos?

D. Boyce: Council can make any changes; I'd recommend a letter go out with our next reimbursement suggesting this starts in January. I think it would be fair to them to propose it begin in January.

D. Winterton: Rather than propose, I'd nicely say this is going to happen.

D. Boyce: Sometimes it's hard to give this money away, we have to chase them for the slips that prove they have paid for the trash. I'd like to ask we give them 90 days to provide information so we don't have to keep chasing them to give them money.

***J. Sullivan amended the motion to include that it takes effect Jan. 1, 2016 to provide proper notice to the condo associations. Seconded by S. Orr.***

R. Duhaime: How often do we reimburse?

D. Boyce: Twice a year, in June and December. The solid waste haulers aren't waiting 90 days to submit the bills. All they have to do is prove to us they have received a bill and paid it.

R. Duhaime: If they can't give you something in 90 days, why are we giving them 6 months?



D. Boyce: Letters and checks will go out at the end of June so that it's at the end of this fiscal year.

N. Comai: Maybe we need to re-look at this to solve it. It sounds ridiculous that you have to chase them to pay them money and do it twice a year. I'm not sure what the number of condos is and what the difference in reimbursement will be, but maybe at a future meeting you can spell it out. I think with your new position, you can decide how it's going to go and then do it. You will have our full support, I would assume.

J. Levesque: The billing is a separate issue so we should take care of the amendment first.

D. Winterton: I'd concur with Ms. Boyce that we send them out with the next billing. We will save about \$10,000; we have 14 condo developments. I think in terms of goodwill, I think giving them extended notice, it's a fair thing to do. They do have budgets. There hasn't been anyone from a condo board here and I don't want to surprise them so I support the proposal.

***Vote unanimously in favor of the amendment.***

***Vote unanimously in favor of motion as amended.***

b. 15-033 Recycling and Transfer Automated vs. Manual Collection

D. Boyce: I know Councilor Ross has been asking for the comparison. We ended manual collection in 2011 and compared that to the last few years. There are so many variables to be taken into consideration, but if you look at it last year and this year, I believe we are still ahead and saving some money. I am really excited to mention that yesterday was the first double collection day we had with our new truck and we were able to do it with 3 men instead of 5. With the heat we had, it's a win-win in my mind.

J. Sullivan: There is clearly a savings on all fronts, ultimately. Almost a \$35,000 savings with the automated program. From a safety standpoint, having no one on the back of the truck is priceless.

R. Duhaime: You had insurance claims previously, and in the last 3 years no one has fallen off the back of the truck?

D. Boyce: Correct.

R. Duhaime: Back when we were doing it manually, there was no recycling and you were picking up both cans and we're still saving money.

D. Boyce: This is including everything. It should be noted we are collecting 65 more homes than we were; I can see that increasing.

***5 MINUTE RECESS***

c. 15-034 Fire-Rescue Union Negotiations

Dr. Shankle: Since the town meeting is over, we need to know who is going to be on negotiations from Council.

N. Comai: Can it wait for the new Councilors to get on?

J. Sullivan: With all due respect to District 1, I think we should wait until the July 8 meeting to appoint the committee members.

D. Winterton: I'd suggest if we have the ability to have negotiations now, Councilors Comai, Lizotte and myself would be glad to participate until then.

J. Sullivan: if there is any interest in doing something now I think Council would be happy to have you do that.

d. 15-035 Optima Bank & Trust Resolution – Christine Soucie, Finance Director

***D. Winterton motioned to authorize the Council Chair to sign the resolution with Optima Bank and Trust to establish a banking relationship for the town of Hooksett. Seconded by N. Comai.***

C. Soucie: The treasurer was contacted by a resident who works at Optima and they discussed investing our excess funds in there. The treasurer would like to invest extra money from this tax bill into a Money Market Account at a rate of .4%.

J. Sullivan: You looked at other options, and this seems to have the best return.

C. Soucie: That is correct.

S. Orr: Money Market Accounts limit the number of checks you can draw on that account; will we have access to the money?

C. Soucie: Yes, the treasurer will move large sums at a time and they earn interest. When we need funds, she goes to the place where we are not earning the best interest and moves those funds first.

***Vote unanimously in favor.***

e. 15-036 Record Retention – Unsealing of Town Council Non-Public Minutes

***R. Duhaime motioned that Town Council create and adopt a process for unsealing Town Council Non-Public Minutes per RSA 91-A:3 III. Seconded by J. Sullivan.***

J. Sullivan: My question is, is this part of your committee, Mrs. Comai?

N. Comai: It was brought to our attention that we do not have a procedure in place to unseal sealed minutes. The committee went in the direction with providing us with the ability of starting the procedure and moving forward, not going back. We are out of compliance now, because we don't open any unsealed minutes.

D. Fitzpatrick: The RSA states the minutes should be unsealed when they no longer apply to the circumstance. As the governing body, you would determine if we could unseal those. We have not been unsealing minutes with the exception of perhaps a couple from Conservation. We need to start unsealing those that no longer apply.

J. Levesque: Minutes of hardships – how do we handle that?

D. Fitzpatrick: I believe once it's decided, it shows as public record; for payment plans, I don't think those are public record but perhaps the Tax Collector could add to that later.

D. Winterton: Would this policy apply to all boards in Hooksett?

N. Comai: Yes, it would.

D. Winterton: Would that board decide whether those minutes are unsealed or would this board?

Dr. Shankle: Each board decides their own.

N. Comai: That is the issue; we don't have a process in place at the moment. I believe it's a good time to start moving forward, not go back. The only reason something would be unsealed is if someone wants to know about it.

J. Sullivan: Once the policy is created and adopted, from that point we would have a process to unseal the sealed minutes from future meetings. We haven't officially released sealed minutes since 1989; we would have to determine older minutes on a case by case basis.

N. Comai: At the point of sealing the minutes, we can put a date on it as to when we have to go back to it. We'd have to vote to unseal.

J. Sullivan: As part of adopting this policy, would that criteria be put in?

N. Comai: It's TBD, it hasn't been created yet. We need to create one. I'd rather have it on the document when we seal it.

D. Fitzpatrick: From history, it may be to our advantage to have the same Council who sealed the minutes, review them that same year. I'm looking at June for the past fiscal year. Rather than put a date, there may be some things we are looking at that might not be resolved. We may put a date now, but it might not be resolved to the point where we take it out.

J. Sullivan: That would be part of the process when we create this policy.

D. Fitzpatrick: Maybe at each summer workshop we review the minutes.

S. Orr: I think we need to reach back further; this RSA is very clear and specific about items you are looking for when looking at these minutes. Some group would have to review the minutes case by case. Are we talking about 10 years ago? Is it time to release those at this point? It's public information. Once everything is passed and done, it's important to release it so people know what happened. It needs to be on a case by case, because it might be someone whose reputation still could be negatively affected. I like the idea of starting at this place and moving forward, but we should not totally eliminate the idea of going back as well.

J. Sullivan: That would be part of the discussion with that Committee, and we would give them that guidance. The next Council will vote on who to appoint on that committee.

***Vote unanimously in favor.***

### **SUB-COMMITTEE REPORTS**

J. Levesque: Diane Boyce already covered everything at the Recycle & Transfer meeting.

D. Winterton: There was no Planning Board meeting, and I missed the Economic Development meeting, but I will be contacting members of this board as the Economic Development Committee needs task force members for the survey being run by UNH Cooperative Extension.

J. Sullivan: May 31 is Heritage Day; you'll be able to see the progress at Old Town Hall. There will be events at Robie's, Prescott Library and the #1 schoolhouse at Head's Cemetery. Old Town Hall meeting is next Monday at 11:00; things are progressing.

N. Comai: Nothing further to report, as we just discussed the Retention Committee.

S. Orr: Nothing; however we got a nomination for the Hooksett Youth Achiever from our outreach. That will need to be another consideration - 2 current Councilors on that committee are leaving after July 1.

R. Duhaime: Nothing to report.

### **PUBLIC INPUT**

Harold Murray, 311 Hackett Hill Rd: In tonight's' medical questions, it was brought up by one of the Councilors – we do have a volunteer EMT in the department. Steve Mandible has been an EMT since Hooksett had 2 fire stations and still maintains his qualifications. I have a very deep interest in the ambulance service in this town. I'd like to read a letter from CMC to read into the record. *(Attached)*

### **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 8:15pm. Seconded by R. Duhaime.***

**Roll Call -**

R. Duhaime – Yes  
J. Levesque – Yes  
D. Winterton – Yes  
S. Orr – Yes  
N. Comai – Yes  
J. Sullivan - Yes

***Vote unanimously in favor.***

***J. Sullivan motioned to exit non-public at 9:05pm. Seconded by D. Winterton.  
Vote unanimously in favor.***

***D. Winterton motioned to seal the non-public minutes of 5/27/15. Seconded by S. Orr.  
Vote unanimously in favor.***

***J. Sullivan motioned to adjourn at 9:05pm. Seconded by D. Winterton.  
Vote unanimously in favor.***

**NOTE:** The Town website [www.hooksett.org](http://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



Catholic Medical Center is here to speak in support of Assistant Chief Dean Jore and the entire Hooksett Fire and EMS Response Team. Since the beginning of the Hooksett 911 Response Service, there has been a complete demonstration of professionalism, competence, and continuous quality of emergent response care. We stand before you as Vice President of Operations of Emergency Services, and the Director of the CMC Emergency Department. Our job is to review ambulance run sheets and to monitor patient care indicators according to state EMS protocols. We are pleased to report there has never been any circumstance under which the Fire & Rescue Service has had to come under advisement. To the contrary, patients brought to Catholic Medical Center have had nothing but praise for the actions of the Fire and Rescue Service in every patient care situation.

At CMC, we hold monthly EMS meetings for our 12 community fire and rescue services. At these meetings, state EMS protocols are discussed, common problems shared, new innovations and education introduced. Hooksett Fire and EMS Response Teams always participate and are held in high esteem by their colleagues.

Lu Mulla Rn Mn      Vice President Operations Emergency Services  
Kevin Drew RN BSN      Director of Emergency Department  
Dr. David Goldberg      New England Heart Institute

**RESOLUTION OF LODGE, ASSOCIATION OR OTHER SIMILAR ORGANIZATION**

OPTIMA BANK & TRUST  
99 SOUTH RIVER ROAD  
BEDFORD, NH 03110

By:

TOWN OF HOOKSETT  
35 MAIN STREET  
HOOKSETT, NH 03106

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, \_\_\_\_\_, certify that I am Secretary (clerk) of the above named association organized under the laws of STATE OF NEW HAMPSHIRE, Federal Employer I.D. Number 02-6000415, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on \_\_\_\_\_ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

**AGENTS** Any Agent listed below, subject to written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>LINDA COURTEMANCHE</u>	X _____ X	_____
B. <u>ANN MCLAUGHLIN</u>	X <u>Ann McLaughlin</u> X	_____
C. _____	X _____ X	_____
D. _____	X _____ X	_____
E. _____	X _____ X	_____
F. _____	X _____ X	_____

**POWERS GRANTED** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise this power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>A, B</u>	(1) Exercise all of the powers listed in this resolution.	<u>1</u>
_____	(2) Open any deposit or share account(s) in the name of the Association.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other _____	_____

**LIMITATIONS ON POWERS** The following are the Association's express limitations on the powers granted under this resolution.

**EFFECT ON PREVIOUS RESOLUTIONS** This resolution supersedes resolution dated \_\_\_\_\_. If not completed, all resolutions remain in effect.

**CERTIFICATION OF AUTHORITY**

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

If checked, the Association is a non-profit lodge, association or similar organization.

X Robert Dubaine  
Acting (Secretary)

X James A Sullivan  
(Attest by Other Officer) Chair

X McComac  
(Attest by Other Officer) Vice-Chair

## Certification Regarding Internet Gambling

The business entity identified below certifies that it does not engage in an internet gambling business within the meaning of Federal Reserve Regulation GG.

**Business Entity:** TOWN OF HOOKSETT

\_\_\_\_\_ **Date**



## Report of Appropriations Actually Voted: Hooksett

Form Due Date: 20 Days after the Meeting

**For Assistance Please Contact:**

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

**CERTIFICATION OF APPROPRIATIONS VOTED**

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

Governing Body Certifications		
Name	Position	Signature
Susan Lovas Orr	Town Councilor	<i>Susan Orr</i>
Robert A. Duheime	Town Councilor	<i>Robert Duheime</i>
Nancy Cornes	Town Councilor	<i>Nancy Cornes</i>
James A. Sullivan	Town Council Chair	<i>James A. Sullivan</i>
DONALD R. WINTERM	Town Councilor	<i>Donald R. Winterm</i>
James A. Levesque	Town Councilor	<i>James A. Levesque</i>

A hard-copy of this signature page must be signed and submitted to the NHDRA at the following address:  
NH DEPARTMENT OF REVENUE ADMINISTRATION  
MUNICIPAL AND PROPERTY DIVISION  
P.O. BOX 487, CONCORD, NH 03302-0487



# Appropriations

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations As Voted
<b>General Government</b>			
0000-0000	Collective Bargaining		\$0
4130-4139	Executive	03,08	\$349,341
4140-4149	Election, Registration, and Vital Statistics	03,08	\$31,920
4150-4151	Financial Administration	03,08	\$643,515
4152	Revaluation of Property	03,08	\$183,952
4153	Legal Expense	03	\$87,000
4155-4159	Personnel Administration	03,11,12	\$177,439
4191-4193	Planning and Zoning	03,08	\$381,128
4194	General Government Buildings	03,08	\$488,470
4195	Cemeteries	03	\$4,351
4196	Insurance	03	\$255,000
4197	Advertising and Regional Association	03	\$12,500
4199	Other General Government	03	\$1
<b>Public Safety</b>			
4210-4214	Police	03,05,08,11,13	\$4,206,996
4215-4219	Ambulance		\$0
4220-4229	Fire	03,08,15	\$3,780,841
4240-4249	Building Inspection	03,08	\$105,673
4290-4298	Emergency Management	03	\$5,500
4299	Other (Including Communications)		\$0
<b>Airport/Aviation Center</b>			
4301-4309	Airport Operations		\$0
<b>Highways and Streets</b>			
4311	Administration	03,08	\$218,722
4312	Highways and Streets	03,08,12	\$1,441,367
4313	Bridges	03	\$1
4316	Street Lighting	03	\$62,000
4319	Other	03,12	\$170,587
<b>Sanitation</b>			
4321	Administration	03,08	\$193,127
4323	Solid Waste Collection	03,12	\$242,520
4324	Solid Waste Disposal	03,08,12	\$666,400
4325	Solid Waste Cleanup		\$0
4326-4329	Sewage Collection, Disposal and Other		\$0
<b>Water Distribution and Treatment</b>			
4331	Administration		\$0
4332	Water Services		\$0
4335-4339	Water Treatment, Conservation and Other		\$0
<b>Electric</b>			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations As Voted
<b>Health</b>			
4411	Administration	03	\$2,000
4414	Pest Control		\$0
4415-4419	Health Agencies, Hospitals, and Other		\$0
<b>Welfare</b>			
4441-4442	Administration and Direct Assistance	03,08	\$196,877
4444	Intergovernmental Welfare Payments	03	\$19,620
4445-4449	Vendor Payments and Other		\$0
<b>Culture and Recreation</b>			
4520-4529	Parks and Recreation	03,08,12	\$569,608
4550-4559	Library	03,08,16	\$697,927
4583	Patriotic Purposes	03	\$2,945
4589	Other Culture and Recreation	03	\$10,750
<b>Conservation and Development</b>			
4611-4612	Administration and Purchasing of Natural Resources	03	\$1,250
4619	Other Conservation	07	\$100,000
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development	03	\$500
<b>Debt Service</b>			
4711	Long Term Bonds and Notes - Principal		\$0
4721	Long Term Bonds and Notes - Interest		\$0
4723	Tax Anticipation Notes - Interest	03	\$1
4790-4799	Other Debt Service		\$0
<b>Capital Outlay</b>			
4901	Land	03	\$1
4902	Machinery, Vehicles, and Equipment		\$0
4903	Buildings		\$0
4909	Improvements Other than Buildings		\$0
<b>Operating Transfers Out</b>			
4912	To Special Revenue Fund		\$0
4913	To Capital Projects Fund		\$0
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914S	To Proprietary Fund - Sewer	03	\$2,024,095
4914W	To Proprietary Fund - Water		\$0
4915	To Capital Reserve Fund	04,06,09,10,14	\$470,000
4916	To Expendable Trusts/Fiduciary Funds		\$0
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Agency Funds		\$0
<b>Total Voted Appropriations</b>			<b>\$17,803,925</b>

**NON-OFFICIAL VALUES-DRAFT APPROPRIATIONS FORM, NOT  
SUBMITTED TO DRA AS FINAL**

**BUDGET AND WARRANT ARTICLE with ESTIMATED IMPACT ON TAX RATE**

Warrant Articles for 2015-16

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

5/20/2015

Warrant	Recomm. by Council	Recomm. by Budget Comm	Passed Town Meeting	Potential Tax Effect
3 Operating Budget	10,114,071	10,114,071	16,833,908	6.43
Town				
Sewer	14,809,813	14,809,813	14,809,813	
Revenues	2,005,409	2,024,095	2,024,095	
	(6,701,151)	(6,719,837)		
4 CR Fund - Public Works Vehicles	200,000	200,000	200,000	0.13
5 Police Officers (2) new full-time	194,293	194,293	194,293	0.12
6 CR Funding	160,000	160,000	160,000	0.10
Town Building Maintenance \$75,000				-
Automated Collection Equipment \$20,000				-
Drainage Upgrades \$50,000				-
Parks & Recreation Facilities Development \$15,000				-
7 Merrimack Riverfront Trails - Conservation				
offsetting revenues from grants	100,000	100,000	100,000	0.06
8 Non-Union - Employees 3% wages & 2% increase in Copay	88,423	88,423	88,423	0.05
9 CR Funding	70,000	70,000	70,000	0.04
Fire Apparatus \$50,000				-
Air Packs & Bottles \$20,000				-
10 Revaluation - CR Fund	30,000	30,000	30,000	0.02
11 Union contract - Police	29,327	29,327	29,327	0.02
12 Union contract - DPW & Recycling	20,030	20,030	20,030	0.01
13 Clerk/Receptionist for Police (1) part-time	18,657	18,657	18,657	0.01
14 Master Plan - CR Fund	10,000	10,000	10,000	0.01
15 Firefighter/EMT (1) new full-time	71,997	71,997	71,997	
offsetting savings from overtime	(71,997)	(71,997)	(72,454)	-
16 Petition - Library Pay Equity	49,744	49,744	49,744	0.03
<b>Totals</b>	<b>11,084,545</b>	<b>11,084,545</b>	<b>17,803,925</b>	

2015 Potential Town Share of Tax Rate 7.03  
 2014 Town Share of Tax Rate 6.49  
 Estimated Increase in Town share of Tax Rate 0.54

**Town of Hooksett Job Description**  
**Public Works Department**  
**“Director”**

**Date:** May 27, 2015

**General Position description:** Responsible for the planning, directing, conducting and administration of all functions of the Public Works Department which include all divisions within. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

**Accountability:** Reports to the Town Administrator.

**Equipment used:** Computer, typewriter, telephone, calculator, office machines, engineering tools & software (GIS), plotter, backhoes, loaders, hand and power tools, dump trucks, plow and sanders, mowers, automated collection trucks, manual trash/collection trucks, excavator, baler, weight scale, and other light and heavy equipment.

**Environment:** Inside: 30% Outside: 70%

**Duties and responsibilities:** Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

- Organize, direct and control all resources of the department and divisions.
- Ability to attend to many items simultaneously, and/or in sequence.
- Maintain equipment and personnel at a level consistent with budget.
- Develop, present and administer departmental budget.
- Organize, maintain and administer the personnel policies and procedures of the Town and the Department.
- Oversee inspection sticker issuance process, employee(s) responsible for same, and audits as required according to policy.
- Work harmoniously with other departments, public, public agencies, the media and private organizations, and the general public.
- Thorough knowledge of the skills, methods, tools, equipment, and materials used in construction, maintenance and repair of streets, sidewalks, curbs, and related structures.
- Ability to read and interpret engineering plans and specifications; estimate and plan jobs, and prepare reports, maintain records.
- Provide direct and indirect supervision of all department personnel.
- Oversee field inspections of construction sites and subdivision developments, relative to Town roads, drainage and surveys.
- Oversee driveway inspections
- Interact and coordinate activities with other Town departments.
- Provide recommendations relative to improving services, controlling costs, and general planning.
- Assist with or operate trucks with front plow and wings, and other equipment for snow removal and other seasonal clean-up operations, on an emergency and seasonal basis.
- Perform other duties as deemed necessary and appropriate by the Town Administrator.

**Support:** Provide support to the Town Administrator by efficiently operating the Department.

**Financial Data:** Prepare, implement and oversee annual budgets. Supply bond reduction data for road, construction, new subdivision bonds.

**Computer Operation:** Daily operation of computer software and hardware such as email, memos, letters, correspondence, etc.

**Cognitive and Sensory Requirements:**

- Vision: Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers, public, etc.
- Hearing: Necessary for receiving instructions and for safety while working.
- Speaking: Necessary for communicating with employees, residents, and the general public.
- Taste and Smell: Necessary for detecting fumes, gases and other smells, which may indicate a hazard or a proper safety function.
- Dexterity: Necessary for operating equipment, handwriting, computer hardware operations, etc.
- Mobility: Needed to walk around the department locations, job sites, and different locations as required.

**Physical Requirements:**

Lift up to 10 pounds: regularly required.  
Lift 11 to 25 pounds: occasionally required.  
Lift 26 to 50 pounds: occasionally required.  
Lift over 50 pounds: occasionally required. Assistance may be available.  
Carry up to 10 pounds: regularly required.  
Carry 11 to 25 pounds: occasionally required.  
Carry 26 to 50 pounds: occasionally required.  
Carry over 50 pounds: occasionally required. Assistance may be available.  
Push/pull: frequently required.  
Reach above shoulder height: frequently required.  
Reach at shoulder height: constantly required.  
Reach below shoulder height: frequently required.  
Balancing: frequently required.  
Sit: three total hours per day.  
Stand: six plus total hours per day.  
Walk: four plus hours per day.  
Twisting: rarely required.  
Bending: frequently required.  
Crawling: rarely required.  
Squatting: rarely required.  
Kneeling: rarely required.  
Crouching: rarely required.  
Climbing: regularly required.

**Hand Manipulation:**

Grasping: constantly required.  
Handling: constantly required.  
Torque: occasionally required.  
Fingering: frequently required.  
Controls and equipment: Hand and power tools, light and heavy equipment, motor vehicles, office equipment, engineering tools.

**Work Surfaces:** Inside and outside surfaces. Equipment and vehicle interiors and exteriors. Rough, harsh, dangerous, wooded, flooded, ground surfaces and/or areas. Grass, dirt, gravel, mud, asphalt, concrete, linoleum, ceramic tile surfaces. Rain, snow, sleet, hail, ice and flooded areas and surfaces. Vertical and horizontal step surfaces.

**Summary of Occupational Exposures:**

- May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, fertilizers, etc.

- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Work in severe climatic conditions of heat, cold, wet, snow, and ice.

**Other training, skills and experience requirements:**

- Five years experience in street or highway construction and maintenance work, supplemented by technical study in management.
- Five years experience in a supervisory capacity.
- Knowledge of NH statutes relative to public highways helpful.
- Any equivalent combination of education and experience, which demonstrates possession the required knowledge, skills and abilities.

**License/Certification Requirements:**

- NH CDL-A or B drivers license.
- Minimum Bachelor of Science Degree in Civil Engineering.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Schedule:** Monday through Friday, 8:00am – 4:30pm. Putting in overtime for meetings and other assignments when needed or required is expected within salary.

**TOWN OF HOOKSETT JOB DESCRIPTION**  
**ASSISTANT PUBLIC WORKS DIRECTOR/TOWN ENGINEER**

**JOB SUMMARY**

Is responsible for planning, directing, conducting and administering all functions of the Community Development Division.

Performs professional engineering work of an administrative, supervisory and technical nature including design, layout, construction management and mapping of municipal projects. Provides technical assistance to other departments, boards and committees as requested. The nature of the work performed requires the employee to establish and maintain effective working relationships with other employees, the Council, committees, outside contractors and consultants, and the public. This is a salaried position.

**SUPERVISION RECEIVED**

Works under the general supervision of the Director of Public Works, who provides policy guidance, assigns areas of responsibility and evaluates performance in terms of effectiveness of services provided by the department. Performs duties independently, using own judgment as to organization of department, project priorities and use of manpower. Consults with supervisor on broad policy matters, highly problematic situations, planning or major projects or issues concerning other departments. Incumbent acts as Director of Public Works in the Director's absence.

**SUPERVISION EXERCISED**

Supervises staff of the Community Development Division and crew chiefs as directed by the Public Works Director.

**EXAMPLES OF DUTIES**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in positions of this class.)

1. Is responsible for planning, directing, organizing and supervising all activities and functions of the Division. Meets with and plans major projects with Public Works Director. Plans work priorities and technical aspects of carrying out major work projects.
2. Evaluates performance of subordinates; resolves problems of discipline; establishes policy and procedure guidelines for the department; conducts and monitors safety program.
3. Prepares the annual budget for the divisions, analyzing costs of previous year and anticipating future manpower and equipment costs for submission to Director or Public Works.

4. Oversees through subordinates technical aspects of work projects and as needed inspects work on-site. Responds to complaints and emergencies for the general public and determines best methods of correction.
5. Does construction monitoring.
6. Develops plans and bid specifications as required.
7. Works with NHDES, NHDOT on project related activities and compliance with Federal and State regulations and procedures.
8. Oversees technical aspects of work projects and as needed inspects work on-site.
9. Prepares information for Capital Improvement Plan.
10. Supervises staff; conducts weekly meeting with staff; providing direction and guidance.
11. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations, activities, and special projects.
12. Conducts studies and investigations of Department operations and citizen complaints.
13. Sets schedules and target dates for all infrastructure projects.
14. Reviews plans for site developments to the extent that they impact the Town's infrastructure and regulatory permits; provides technical assistance to the Community Development Division and Planning Board.
15. Manages the Town's EPA Stormwater Phase II Permit and related required activities.
16. Represents the Town on the Regional Stormwater Coalition.
17. Responds to emergencies such as weather related crisis or system malfunctions.
18. Prepares for and participates in public presentations for Town Council, Budget Committee, Town Meeting, etc.
19. Performs other related duties as assigned by the supervisor.

### **KNOWLEDGES, SKILLS AND ABILITIES REQUIRED**

A candidate for this position should have a strong knowledge of construction and maintenance related to municipal infrastructure, including buildings, roads, sidewalk, storm water systems, bridges, cemeteries, and athletic fields; and be familiar with operations of municipal wastewater collections and treatment systems. Thorough knowledge of the methods, tools, equipment, and materials used in construction, maintenance and repair of municipal infrastructure; knowledge of engineering principles as related to street and



highway construction, good knowledge of highway construction and maintenance equipment; ability to plan, schedule and coordinate large scale work programs; ability to read and interpret engineering plans and specifications; estimate and plan jobs, and prepare reports, maintain records; good knowledge of town, state, federal street construction requirements; ability to plan, coordinate and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with employees, the public and other departments.

**MINIMUM QUALIFICATIONS REQUIRED**

Graduation from college or university with major study in Civil Engineering plus at least ten years experience in street or highway construction and maintenance work, supplemented by some technical training in an apprenticeship program, engineering, management or related fields, and including at least five years experience in a supervisory capacity; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge's, skills and abilities. N.H. Professional Engineer license required, or ability to obtain within six (6) months of hire.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Necessary for communicating with others.  
Hearing: Necessary for taking instructions and receiving information:  
Sight: Necessary for doing job effectively and correctly.  
Tasting and Smelling: Occasionally may need to detect odors that indicate presence of harmful gases, incorrect operation of equipment, etc.

**DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

Consecutive Hours

Sit 1 2 3 4 5 6 7 8  
Stand 1 2 3 4 5 6 7 8  
Walk 1 2 3 4 5 6 7 8

Total Hours

Sit 1 2 3 4 5 6 7 8  
Stand 1 2 3 4 5 6 7 8  
Walk 1 2 3 4 5 6 7 8

**ENVIRONMENT:** Inside: 85 % Outside: 15 %

**HAND MANIPULATION**

Grasping: Frequently required.  
Handling: Frequently required.  
Torqueing: Occasionally required.  
Fingering: Frequently required.

**CONTROLS AND EQUIPMENT:** Computer, telephone, copy and FAX machine, calculator, automobile, audio/video equipment, camera.

**LICENSURE/CERTIFICATION REQUIREMENTS:**

See Job Description.

**OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:**

See Job Description.

**Specific Vocational Preparation Requirement(s):**

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

**PRIMARY PHYSICAL REQUIREMENTS**

LIFT up to 10 lbs.: Frequently required.  
 LIFT 11 to 25 lbs.: Frequently required.  
 LIFT 26 to 50 lbs.: Frequently required.  
 LIFT over 50 lbs.: Occasionally required. Assistance may be available

CARRY up to 10 lbs.: Frequently required.  
 CARRY 11 to 25 lbs.: Frequently required.  
 CARRY 26 to 50 lbs.: Occasionally required.  
 CARRY over 50 lbs.: Occasionally required. Assistance may be available

REACH above shoulder height: Occasionally required.  
 REACH at shoulder height: Frequently required.  
 REACH below shoulder height: Frequently required.  
 PUSH/PULL: Occasionally required.

**OTHER PHYSICAL CONSIDERATIONS**

Twisting: Occasionally required.  
Bending: Frequently required.  
Crawling: Rarely required.  
Squatting: Occasionally required.  
Kneeling: Rarely required.  
Crouching: Rarely required.  
Climbing: Occasionally required.  
Balancing: Not required.

**WORK SURFACE(S)**

Standard office desk and chair. Carpet and tile floors. Equipment cabs. Construction sites; concrete floors; wet, slippery, and rough terrain; asphalt surfaces. Occasional outdoor finished, rough or natural surfaces.

**Schedule:** Monday through Friday, 8:00am – 4:30pm. Putting in overtime for meetings and other assignments when needed or required is expected within salary.

**Town of Hooksett Job Description  
Community Development Division  
“Town Planner”**

**Date:** May 27, 2015

**General Position Description:** The Town Planner provides professional, technical and administrative support to the Planning Board for all matters that come before the board for action, and in the development and implementation of a comprehensive plan for the orderly growth and development of the Town. The Town Planner will exercise primary responsibility over the conduct of all business relating to land use in the Town of Hooksett and in this role will need to exercise judicious and clear leadership in support of the Planning Board to assist in strengthening its deliberations and decisions by devising and administering improved, thorough and streamlined review procedures. The Town Planner works in close cooperation with the Code Enforcement Officer, the Assessor, the Fire inspector, and the Assistant Public Works Director/Town Engineer in carrying out these duties.

**Accountability:** Works under the general administrative and professional guidance of the Assistant Public Works Director/Town Engineer, with supplementary policy driven direction and guidance supplied by the Planning Board.

**Supervision Exercised:** Responsible for the day-to-day activities of the Assistant Town Planner. Performs duties exercising a high degree of independent professional judgment and decision making in determining courses of action based on state law and local ordinances.

**Equipment Used:** Computer software and hardware, printer, telephones, calculator, photocopier, plotter, Geographic Information System (GIS), and general office equipment.

**Environment:** Inside: 80%    Outside: 20%

**Duties and Responsibilities:** Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Provide technical assistance to the public, municipal staff, consulting engineers, architects, lawyers and developers regarding applicable rules, regulations and statutes pertaining to planning, zoning and community development.
2. Review and coordinate the processing of all applications for site plan review, subdivision, lot line adjustment, and pre-application discussions to assure compliance with all local and state regulations. Must have a clear understanding of zoning regulations and statutes, and of state and local permits regarding wetlands and dredge and fill permits.
3. Establish and maintain effective relations with all town departments, and public and private agencies. Serve as liaison to the Southern NH Planning Commission.
4. Develop, update, refine and recommend changes to the Planning Board relative to the Town's planning and zoning rules and regulations.
5. Oversee the development and maintenance of the Town's Master Plan, Geographic Information System (GIS), and related databases for planning and community development.
6. Enforce all conditions of approval imposed by the Planning Board actions.
7. Ensure the maintenance of accurate and complete records of department activities and of records relating to applications, maps, blueprints and sketches pertinent to planning and development.
8. Perform other duties as directed.

**Support:** Should support other municipal departments, be a team player, and expect support from colleagues. In addition, the Town Planner may provide support to the Zoning Board of Adjustment and the Conservation Commission as needed or as requested.

**Financial Data:** Responsible for contracting with outside agencies and consultants, and accounting for such contracts.

**Computer Operation:** Should be familiar with ArcView9 graphic software and the use of a HP Designjet 800PS plotter or current plotter within the department.

**Other Functions:** Should be reasonably able to visualize the future based upon projected traffic counts, land use development, population growth, and economic development; and be able to translate that vision to elected officials, community leaders, the media and the public.

Should be able to think clearly and arrange thoughts in a logical progression, and to communicate effectively by speech and in writing.

Should be tolerant of the viewpoints of others, and be able to bring about consensus in the midst of divergent feelings; and should be diplomatic, positive, and patient as the wheels of government move slowly.

**Knowledge, Skills and Abilities:**

- Comprehensive knowledge of principals and practices of land-use planning; relevant State laws pertaining to planning and zoning; familiarity with local zoning ordinances, subdivisions and site plan regulations.
- Ability to apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols and to organize work, set priorities, meet deadlines and follow-up.
- Ability to communicate effectively, verbally and in writing with the public, Town Administration, Boards and Committees.
- Knowledge of methods and techniques of research, statistical analysis and report presentation.
- Skilled in preparing clear and concise reports, correspondence and other written material.
- Excellent computer skills including word-processing, spreadsheets, database, and the Internet.

**Cognitive and Sensory Requirements:**

Vision: Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, analysis of sites, paperwork, observing safety of co-workers, public, etc.

Hearing: Necessary for receiving instructions, understanding the views of others, and for safety while working.

Speaking: Necessary for communicating effectively with employees, residents, and the general public; specifically needs skill in addressing the public at meetings and through the media.

Dexterity: Necessary for operating equipment, handwriting, computer keyboard operations, etc.

Mobility: Needed to walk indoors and outdoors under a variety of conditions, particularly to complete outdoor site analyses, etc.

**Physical Requirements:**

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: constantly required.

Lift 26 to 50 pounds: occasionally required.

Lift over 50 pounds: rarely required. Assistance may be available.

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: occasionally required.

Carry over 50 pounds: rarely required. Assistance may be available.

Push/pull: frequently required.

Reach above shoulder height: frequently required.

Reach at shoulder height: constantly required.  
Reach below shoulder height: frequently required.  
Balancing: required.  
Sit: one plus hour per day.  
Stand: six plus hours per day.  
Walk: four plus hours per day.  
Twisting: occasionally required.  
Bending: frequently required.  
Crawling: rarely required.  
Squatting: rarely required.  
Kneeling: rarely required.  
Crouching: rarely required.  
Climbing: occasionally required.

**Hand Manipulation:**

Grasping: constantly required.  
Handling: constantly required.  
Torquing: rarely required.  
Fingering: frequently required.  
Controls and equipment: Motor vehicles, telephone, customary office equipment, outdoor measuring devices such as tapes and wheels.

**Work Surfaces:** Normal indoor office space, however, some rough, wet, slippery outdoor terrain; concrete floor; dirt surfaces. Office area includes workstation with desk, computers and cupboards. Table, filing cabinets, closet with shelves, bookshelf and bulletin boards. All surfaces are at various heights.

**Summary of Occupational Exposures:** Most work occurs within the office setting. Some travel in a motor vehicle is required. When in the office may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.  
May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.  
May be exposed to long periods of sunlight and unfavorable climatic conditions when out of the office.  
May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.

**Other Training, Skills and Experience Requirements:**

- Three (3) years responsible experience in a municipal planning position at a supervisory level.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**License/Certification Requirements:**

- Master's degree in municipal planning, community development, public administration or a related field.
- Member, American Institute of Certified Planners [AICP] desirable.
- NH drivers license.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities.

**Schedule:** Monday through Friday, 8am – 4:30pm. Putting in overtime for all Planning Board meetings and other meetings when required is expected within salary.

**Town of Hooksett Job Description  
Public Works Department  
Parks, Recreation & Cemeteries Division  
"Crew Chief"**

**Date:** May 27, 2015

**General Position Description:** Works in a supervisory capacity and performs routine work of semi-skilled or skilled tasks. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

**Accountability:** Reports to the Public Works Director.

**Equipment Used:** Hand and power tools, light and heavy equipment, mowers, weed-whackers, trimmers, tractors, aerators, chainsaws, loader, backhoe, vehicles, etc.

**Environment:** Inside: 10%    Outside: 90%

**Duties and Responsibilities:** Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

- Perform routine supervisory tasks.
- Assign manpower and equipment to perform projects.
- Assist in estimating material requirements and acquisition for varied projects.
- Meet with the Director to discuss projects, manpower, equipment, scheduling, employee problems, as well as receive and disseminate information from other departments.
- Perform all assignments, including equipment operation, laboring, and other work tasks as assigned by the Director.
- Work on and perform a variety of tasks in connection with playground maintenance, playground construction and the design and layout of recreational facilities to include fields and buildings.
- Be familiar with and execute safe work procedures associated with assigned work.
- Train employees in safe work procedures.
- Advanced knowledge in plumbing, electrical, equipment maintenance, field maintenance, park and field construction, pesticides and pesticide usage, fertilization and irrigation.
- Operate trucks with front plow and wings, and other equipment for snow removal and other seasonal clean-up operations, on an emergency and seasonal basis.
- Available 24 hours per day to meet emergency situations.
- Coordinate and oversee activities with the Cemetery Commission and funeral directors to mow, trim the grass and excavate graves in town cemeteries.
- Perform all other duties as deemed necessary and appropriate.

**Support:** Support the Parks, Recreation & Cemeteries Division and Public Works Department for all operations of the Parks, Recreation & Cemeteries Division and Public Works Department.

**Financial Data:** Assist as needed with specs, bids, equipment, etc.

**Computer Operation:** Email, memos, reports, etc.

**Cognitive and Sensory Requirements:**

- Vision: Necessary to perform job effectively and safely.
- Hearing: Necessary for receiving instructions and safety.
- Speaking: Necessary for communicating with co-workers, officials, the public, etc.

- Taste & Smell: Necessary for detecting fumes and gases and other smells which indicate a hazard or a proper safety function.
- Dexterity: Necessary for operating equipment, handwriting, computer hardware operation, etc.
- Mobility: Needed to walk around the department locations, job sites, and different locations as required.

**Primary Physical Requirements:**

Carry up to 10 pounds: constantly required.

Carry 11 to 25 pounds: frequently required.

Carry 26 to 50 pounds: frequently required.

Carry over 50 pounds: occasionally required. Assistance may be available.

Lift up to 10 pounds: constantly required.

Lift 11 to 25 pounds: frequently required.

Lift 26 to 50 pounds: frequently required.

Lift over 50 pounds: occasionally required. Assistance may be available.

Push/Pull: frequently required.

Reach above-shoulder height: occasionally required.

Reach at shoulder height: constantly required.

Reach below shoulder height: frequently required.

Balancing: regularly required.

Sitting: four plus total hours per day.

Standing: six plus total hours per day.

Walking: six plus total hours per day.

Twisting: occasionally required.

Bending: frequently required.

Crawling: rarely required.

Kneeling: occasionally required.

Squatting: occasionally required.

Crouching: rarely required.

Climbing: occasionally required.

**Hand Manipulation:**

Grasping: constantly required.

Handling: constantly required.

Torque: occasionally required.

Fingering: frequently required.

Controls: Hand and power tools, light and heavy equipment, motor vehicles, office equipment, engineering tools, etc.

**Work Surfaces:** Inside and outside surfaces. Equipment and vehicle interiors and exteriors. Rough, harsh, dangerous, wooded, flooded, ground surfaces and/or areas. Grass, dirt, gravel, mud, asphalt, concrete, linoleum, ceramic tile surfaces. Rain, snow, sleet, hail, ice and flooded areas and surfaces. Vertical and horizontal step surfaces.

**Summary of Occupational Exposure:**

- Long periods of exposure to sunlight, wind, snow, rain, extreme temperatures.
- May be exposed to bacteria, paint, solvents, hydraulic fluids, fertilizers, pesticides, fuels, herbicides, etc.
- May be exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees, etc.

**Other Training, Skills and Experience Requirements:**

- Five years supervisory experience in parks and related recreation issues.
- Effective leadership and communication skills.
- Shall be a capable heavy equipment operator and a skilled parks supervisor.



- Work assignment of a repetitive nature. Once learned, can be executed under general supervision.
- Work may be frequently checked by the Public Works Director to insure accuracy and completeness of assignments.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Licensure/Certification Requirements:**

- Valid NH CDL-A or B drivers license.
- Herbicide and pesticide certification through the State.
- High school diploma or G.E.D.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

**Schedule:** Monday through Friday, 7am – 3:30pm. Possible overtime if and when needed or required. Must be available 24-hours a day.

**Town of Hooksett Job Description  
Public Works Department  
“Secretary”**

**DATE:** May 27, 2015

**GENERAL POSITION DESCRIPTION:** This part-time position is responsible for secretarial duties and the processing and recording of correspondence in support of the operation of the Public Works Department.

**ACCOUNTABILITY:** Reports to the Public Works Director.

**EQUIPMENT USED:** Computer, typewriter, photocopier, fax, calculator, computer printer, paper punch, paper cutter, stapler and various office equipment necessary for the job.

**ENVIRONMENT:** Inside: 98% Outside: 2%

**DUTIES AND RESPONSIBILITIES:** Except as specifically noted, the following functions are considered essential to this position.

**Support:** Takes direction from the Public Works Director on various issues and paperwork as needed for the smooth operation of the department. Work involves a variety of filing, record keeping, and typing correspondence.

**Financial Data:** Keep track of the budget expenditures. Process purchase orders with approval from the Public Works Director for necessary supplies.

**Computer Operation:** Strong computer skills in Microsoft Office software.

**Other Functions:** Travel to the Municipal Building to deliver and pick up interoffice correspondence. Send and pick-up postal mail. Prepare and process financial correspondence for and in the Finance Department. Perform other clerical or secretarial duties as required or as directed by the Public Works Director for the effective functioning of the Public Works Department and cooperation with other town departments.

**LICENSE/CERTIFICATION REQUIREMENTS:** Valid NH Driver's License.

**OTHER TRAINING, SKILLS AND EXPERIENCE REQUIREMENTS:** Minimum of High School Diploma or G.E.D. Minimum of two (2) years secretarial or clerical experience. Computer knowledge, training, usage required. Any equivalent combination of education and experience.

**OTHER CONSIDERATIONS AND REQUIREMENTS:**

This position requires good level of spoken and written communication skills.

This position requires attention to organization, process, detail and legal deadlines.

**PHYSICAL ACTIVITY REQUIREMENTS:**

Vision – Corrected to 20-30, necessary to read instructions and documents.

Hearing – Necessary for co-worker and customer interactions.

Talking – Necessary for communicating within Public Works Department and other town departments.

Dexterity – Necessary for operating equipment used in office setting.

Mobility – Needed to perform daily office tasks, post notices in Town, deliver and pickup documents at the Municipal Building, etc.

**PRIMARY PHYSICAL REQUIREMENTS:**

Carry up to 10 pounds – frequently required.  
Carry 11 to 25 pounds – occasionally required.  
Carry over 25 pounds – rarely required.

**OTHER PHYSICAL CONSIDERATIONS:**

Sit 4 consecutive hours.  
Walking, bending, lifting, moving for 30 consecutive minutes for preparation of meetings or other projects.

**SCHEDULE:** Monday through Friday as determined by the Public Works Director.

## Policy on Hours of Work for Salaried Exempt Employees

Whereas the Town of Hooksett employs a number of salaried exempt employees in various managerial, professional and administrative positions; and

Whereas the Town Council desires to see that town government provides timely service to our residents, businesses and visitors in an effective and efficient manner; and

Whereas this service is provided by our town employees charged with this responsibility; and,

Whereas accountability of employees is guaranteed by, and their access to the information they may need is enhanced by, the presence of their supervisors; and,

Whereas we believe it is important for the safety of the employees, as well as the first responders, to know, as much as possible, who should be present in the building at any given time,

We, the Town Council therefore establish the following policy regarding the hours of work of all salaried exempt employees:

All salaried exempt employees are expected to be present at their duty stations (e.g., the town offices, the safety center, dpw garage) between the hours of 8:00 am and 4:30 pm from Monday through Friday.

It is understood that salaried exempt employees may be required to work additional hours for meetings or special events as part of their regular job duties.

If the employee's duties require them to be away from their primary duty station (e.g., for a meeting, workshop or other) they should inform their immediate supervisor in writing and in advance.

Exceptions to this policy for specific positions may be granted by the Council if they feel that the position requires different hours or more flexibility in order to provide the Town of Hooksett with the best possible service. The process for requesting exceptions is as follows: The person presently in the position should write a request to the Council with a copy to the Town Administrator. The Town Administrator will put it on a Council agenda and the Town Administrator will include a recommendation as to whether the Council should or should not grant the exception. The requesting employee will be given a chance to address their request at the Council meeting. The Council's decision will be final.

We understand that an employee deviating from these hours cannot have his or her salary impacted, but rather that non-compliance is considered a disciplinary matter to be handled in accordance with the town personnel policy.

This policy will go into effect on July 1, 2015, which will give employees time to request exemptions before it takes effect.

5-27-15  
TC mtg  
#15-029