

**TOWN COUNCIL MEETING MINUTES**  
**Wednesday, September 23, 2015**

**THE COUNCIL WAS IN A NON-MEETING FROM 6:00-6:37PM WITH THE FOLLOWING IN ATTENDANCE:**

Chair James Sullivan, Donald Winterton, James Levesque, Nancy Comai, Marc Miville, Timothy Tsantoulis, David Ross  
Missed: Adam Jennings and Robert Duhaime

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**ATTENDANCE:**

Chair James Sullivan, Donald Winterton, James Levesque, Nancy Comai, Marc Miville, Timothy Tsantoulis, David Ross, Dr. Dean E. Shankle, Jr. and Adam Jennings (arrived 7:00pm).  
Missed: Robert Duhaime

**NON-PUBLIC SESSION (FIRST)**

- **NH RSA 91-A:3 II (a)** The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her.
- **NH RSA 91-A:3 II (c)** Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself.

***J. Sullivan motioned to enter non-public session at 6:38pm. Seconded by T. Tsantoulis.***

**Roll Call-**

M. Miville – Yes  
D. Ross – Yes  
J. Levesque – Yes  
N. Comai – Yes  
D. Winterton – Yes  
T. Tsantoulis – Yes  
J. Sullivan - Yes

***Vote unanimously in favor. A. Jennings arrived at 7:00pm.***

***D. Winterton motioned to exit non-public at 7:40pm. Seconded by D. Ross.  
Vote unanimously in favor.***

***D. Winterton motioned to seal the non-public minutes of 9/23/15 (for time 6:38pm-7:40pm).  
Seconded by D. Ross.  
Vote 6 in favor; 2 opposed. Motion carries.***

Respectfully submitted by,

Donna J. Fitzpatrick  
Recording Clerk

**CALL TO ORDER - PUBLIC SESSION will begin immediately following non-public session above**

Chair Sullivan called the meeting to order at 7:40 pm.

**ROLL CALL – ATTENDANCE**

Marc Miville, Nancy Comai, David Ross, Donald Winterton, Adam Jennings, Timothy Tsantoulis, James Levesque, Chair James Sullivan, Dr. Dean E. Shankle, Jr. (Town Administrator)  
Missed: Robert Duhaime

**PLEDGE OF ALLEGIANCE**

**SPECIAL RECOGNITIONS**

### **APPROVAL OF MINUTES**

- a. Public: September 9, 2015

***D. Winterton motioned to accept the public minutes of September 9, 2015 with edits. Seconded by A. Jennings.***

M. Miville: As Council Secretary, I have reviewed the votes tallied and confirm they are accurate.

***Vote unanimously in favor.***

- b. Non-public: September 9, 2015

***D. Winterton motioned to accept the non-public minutes of September 9, 2015. Seconded by T. Tsantoulis.***

***Vote unanimously in favor.***

### **AGENDA OVERVIEW**

Chair Sullivan provided an overview of tonight's agenda.

### **PUBLIC HEARINGS**

#### **CONSENT AGENDA**

- a. Acceptance of gift cards/donations for the 10/9/15 Employee Picnic
- b. Donation of \$973.88 in grant funds from The Comcast Foundation to the Hooksett Conservation Commission

***M. Miville motioned to accept the Consent Agenda as written. Seconded by D. Winterton.***

***Vote unanimously in favor.***

### **TOWN ADMINISTRATOR'S REPORT**

- Council needs to vote to have Trick or Treat on 10/31 from 6-8 pm

***A. Jennings motioned to set trick or treat times on October 31, 2015 from 6-8 pm. Seconded by N. Comai.***

***Vote unanimously in favor.***

- You gave me the authority to sign grants for the Conservation Commission to keep things moving. I signed a grant for the Conservation Moose Plate Grant Program. They applied for a grant for Clay's Pond Headwater trails. The total cost is \$34,000 including supplies, equipment and personnel. Conservation Commission is seeking \$20,000 from the Moose Plate Grant Program and will be providing \$14,000 from the town conservation fund. If approved it needs to come back for your signature.
- Lilac Bridge will not hit any endangered mussels if it falls into the river; one less environmental hazard we may face if it falls into the river.
- Union negotiations started with Fire Department
- We got 2 bids for things you will see later tonight - a wall and a roof
- I went to a NH Municipal Association budget workshop
- At our staff meeting last Tuesday we had 10 local officials from Poland. They visited the Fire Department and Library and were impressed with all of our facilities.
- Met with Granicus (vendor who provides our streaming media). They have a new program for development of non-paper agenda processes. I will be looking into that since we are talking about using tablets.
- Hooksett Old Home Day was an amazing success. Hackett Hill roundabout was a big topic of discussion.
- We had a meeting at Old Town Hall and they are moving ahead on tin roof project.
- Front page of newspaper there was an article that said Hooksett real estate market is in the top 10 in NH.

J. Sullivan: You mentioned the roundabout – when will that be starting? What is going on with Memorial Bridge, and any additional information on the Lilac Bridge, other than the mussels?

Dr. Shankle: No additional information on the Lilac Bridge. The Memorial Bridge is paved. This week they worked on sidewalks. They are still on schedule for second week of October. Regarding the

roundabout, we were all set to start this year, but the bridge came up. I presume we can start in the spring. We should also give you an update on health insurance

D. Fitzpatrick: We sent out RFP and they are due back 10/22. We intend to bring it to your 10/28 meeting, at which time you may decide that evening or at the next meeting, or call a special meeting. That is how quickly we are moving because of all the deadlines.

### **PUBLIC INPUT**

Joanne McHugh, 14 Jefferson Dr.: I feel Council knows their job, however I am here because I have a couple things I think you should have on your radar. I go way back so I do have some history with regard to Martin's Ferry Rd. Underhill was a neighborhood school – grades 1 through 6. Then they moved 6<sup>th</sup> to Memorial School. At that time, many students had to walk to school. We had a person (Ms. Fields) stand on the corner of Sherwood and Martin's Ferry. I think at that time the speed was reduced because kids were walking on both shoulders and it was very dangerous. I visited all 3 schools tonight. There is no school zone sign by Cawley; but that is a state road, Route 27. Memorial sits on a hill off Hooksett Rd. The only one different is Underhill on Martin's Ferry. The other item I wanted to bring up is about the eyesores in this community. I have had people ask me when something will be done. Before the last election, I asked at the debate that was held would they do about some of the eyesores. The answer was look into them based on what the law is and see if something can be done. Most people are proud of their community and try to maintain their property. I'd like to see you look into that. Lastly is the condition of Martin's Ferry Rd. If you drive that road, after a while you'll need to have your car aligned again. Thank you.

J. Sullivan: We can ask Dr. Shankle to update us on the eyesores at a future meeting. Please contact him if there are some he is not aware of. We are working to see if we can make improvements to Martin's Ferry.

Harold Murray, 311 Hackett Hill Rd: I'd like to bring up a pet peeve that I have. Regardless of the outcome of 15 c tonight, I'm wondering why the Chief position has been vacant so long. As I understand, even if 15 c passes, you will still have a chief and an assistant chief. The results of choosing a chief from within, since 1925, has been very successful. This town has only chosen one chief from the outside (the one before this) and that was a disaster as far as you are concerned. If you are going to do this, I'd strongly suggest you do it from within. If you bring someone in from outside, that is demeaning to the guy down the line on the totem pole because he sees no room to grow if you keep filling those spots. It also affects the people who are looking for a job to come in here. They aren't even going to look at this town because there is no room to grow. I would recommend, strongly, you pick this as soon as you can so it does have continuity within the department. Thank you.

### **NOMINATIONS AND APPOINTMENTS**

#### **SCHEDULED APPOINTMENTS**

#### **OLD BUSINESS**

- a. 15-062 Establishing Speed Limit for Whitehall Terrace

***D. Ross motioned to establish a speed limit on Whitehall Terrace of 25 mph. Seconded by N. Comai.***

D. Ross: Granted it's in far better shape than Martin's Ferry which was voted at 30, I don't believe in shared misery so I am fully supportive of the 25 mph speed limit.

***Vote unanimously in favor.***

- b. 15-061 Street Name Approval – Water Works Drive

***J. Levesque motioned to approve the street name Water Works Drive. Seconded by A. Jennings. Vote unanimously in favor.***

- c. 15-043 Public Safety Administrative Consolidation

***D. Winterton motioned to recommend the consolidation of police and fire departments under direction of a Public Safety Director and include the Emergency Management Director position***

***within the Public Safety Director's job and direct the Town Administrator to move forward with those plans. Seconded by N. Comai.***

D. Winterton: Much of the information Dr. Shankle brought back from the manager's association is to recommend we go forward. This position will be responsible for budgets and administrating the building that we send over \$8M per year to, and I think it's a proper thing to do as we go forward.

N. Comai: I am in support of this recommendation to try to consolidate and provide focus to areas that may or may not have been focused on in the past and move things forward.

D. Ross: I thought we were going to entertain a motion to have a public hearing prior to moving forward. There is a lot of input that we haven't had that we could get if everybody was aware that we were willing to hear it. There is a motion already on the table.

***D. Winterton withdrew prior motion. N. Comai removed the second.***

***D. Ross motioned to hold a public hearing to receive input from the public and anyone else interested or concerned about this potential move. Seconded by T. Tsantoulis.***

N. Comai: Is this public hearing just for residents of the town or anybody?

D. Ross: Public hearings are for the public.

J. Sullivan: We have never limited it to just residents; non-residents would be allowed.

D. Ross: There would be valuable information from other towns that may have tried this or thought about it as well as people in these professions and what their opinions are. My main concern is to get all the facts before we go any further.

***Vote unanimously in favor.***

J. Sullivan: We will schedule it for our next meeting, October 14. After the public hearing, if we want to make additional motions, I will entertain those.

#### **NEW BUSINESS**

a. 15-072 Town Hall Roof Bid

***A. Jennings motioned to approve the bid from Skyline Roofing in the amount of \$345,420. Seconded by M. Miville.***

J. Sullivan: I'll ask the Town Engineer to come up, Jim Donison to give us any additional information.

J. Donison: We received 2 bids and Skyline Roofing was the lowest. Our engineer, Jeff Randall with Northeast Roofing Consultants, had discussions with them and was comfortable with the bid. They have a good reputation. It will come out of the Town Building Maintenance Capital Reserve account which has sufficient funds to cover the bid.

M. Miville: What is the balance after this is spent?

J. Donison: The current balance in the account is \$489,021.96, so approximately \$147,000 will be left.

D. Ross: Only 2 bids were received?

J. Donison: Yes; we had a mandatory pre-bid meeting. 6 contractors attended and possibly the timing scared them away. It had to be completed by Thanksgiving. The work will begin once we sign the contract and will have to be done by early November.

#### **Roll Call –**

T. Tsantoulis – Yes

D. Ross – Yes

A. Jennings – Yes  
J. Levesque – Yes  
D. Winterton – Yes  
M. Miville – Yes  
N. Comai – Yes  
J. Sullivan - Yes

**Vote unanimously in favor.**

b. 15-073 Granite Street Retaining Wall Bid

**D. Winterton motioned to approve the bid from J. Parker and Daughters in the amount of \$41,970. Seconded by M. Miville.**

J. Donison: We received 2 bids received for retaining wall to remove existing concrete wall and install pre-existing blocks. Contractor is ready to start and will finish by the end of October. This amount, \$41,970, is the base bid plus an additional \$7,600 for a guardrail, depending on location due to large trees the guardrail company may not be able to get to. If it can't be completed, the money won't be spent.

D. Ross: This got put off from last year; didn't we already have a bid and encumber funds for it?

J. Sullivan: There were 2 projects in that area – this is on the left hand side (on the north side of the road) and is another aspect; previously we addressed the wall on the south side of the road.

M. Miville: Money for this is coming from roadway construction – is that the paving line?

J. Donison: It's the construction materials line, 14504312.722. There is a balance of \$85,000 which will leave \$43,000 after this is complete.

M. Miville: Will this shortchange any other projects this budget season?

J. Donison: I don't have the answer to that.

**Roll Call –**

D. Winterton – Yes  
N. Comai – Yes  
T. Tsantoulis – Yes  
J. Levesque – Yes  
A. Jennings – Yes  
M. Miville – Yes  
D. Ross – Yes  
J. Sullivan – Yes

**Vote unanimously in favor.**

c. 15-074 School Impact Fees

**A. Jennings motioned to transfer \$94,812.32 from the School Impact Fee Special Revenue fund to the Hooksett School District. Seconded by M. Miville.**

J. Sullivan: It makes sense for me to refrain from moving and seconding, since it may be considered a conflict.

**Roll Call –**

M. Miville – Yes  
J. Levesque – Yes  
D. Winterton - Yes  
N. Comai - Yes  
D. Ross – Yes  
T. Tsantoulis – Yes  
A. Jennings – Yes

J. Sullivan – Abstained due to possible conflict since currently serving on the school board.

**Vote 7-0 in favor; 1 abstention.**

d. 15-075 2016-2017 Budget Goals

C. Soucie: The current budget is \$15,209,830. The change from last year is a 2.3% increase, largely due to the personnel services line related to employees and benefits. It does include warrant articles that passed (additional police officers). It is heavy with personnel. Budget to actual over last 5 years, we come close to spending all that is appropriated but return around 2-3% each year. We will be looking at how the Affordable Care Act and excise tax (beginning in 2018) will impact budgets; Lilac Bridge will have some impact one way or the other this year, and Fire Union contracts. Over last 5 years, revenue increased largely due to Motor Vehicles and uncollected taxes being collected. We have no long term debt in our general fund; our CIP (long term planning) has been supported by voters. We met our long term goal of 8% of fund balance in 2014. We had a pretty substantial fund balance increase this year, but there should be no problem meeting the 8%, possibly putting some tax dollars back on the tax rate to reduce that. We have had advancements of technology in our daily operations. (See Attachment "A.") Item "C" is something we will always be doing; "D" is no increase between revenue and expenditures (expect increase in revenue to offset expenditures if they go up).

Dr. Shankle: What I'm hoping you would consider out of those, is try to do what we have done previously – maintain level of service (things that affect tax rate). There is no need to specify an increase or decrease in the level of spending. We are expecting healthcare to stay the same or go down, so we shouldn't see a lot of increases. I don't think anyone wants to see a reduction of services at this point. "C" is a good one; "E" is interesting. We are looking at more recreational opportunities for all age groups which came out of the citizen survey. We have a revolving recreation fund. Anything we would be proposing would be out of that revolving fund and would be self-funding and not go on the tax rate, at this point. There are some contracting of services we should be looking at. I'm suggesting B, C, F and a little bit of E.

D. Ross: One of the things we need to keep in mind is there have been a lot of uncollected taxes that have been collected, which is a one-time thing. This revenue has been affected by that. We do have issues of unknowns, like healthcare.

N. Comai: I'd like a little bit of "A" and request a decrease to the bottom line if we have been returning 3% every year consecutively. Mr. Murray has mentioned forestry and there is some revenue in that area that can be tapped. I would like to say maybe a 2% decrease, just put it out there to see how it goes. I don't know what oil or propane will be; I don't know where other efficiencies can be found. When you first stated that we are heavy on people, I worry we could be pink-slipping at some point. I don't want to go there; I really want to fine tune a 0-based budget and build it back in and maybe suggest a 2% decrease overall.

M. Miville: I don't know the percentage of the current fund balance from the previous year, what is that percentage?

C. Soucie: We don't have the percentage yet. We have the dollar amount but we don't have the percentage because it's based on the total community, including schools and county and we don't have that information.

M. Miville: The town did a great job of saving \$884,000; perhaps we should target that same percentage level this year. If we did it last year, we can do it again. I'd suggest adding a warrant article (CIP Item) for sidewalks. Everyone is screaming for sidewalks. Maybe we establish a CIP fund for sidewalks? They are about \$85,000 each which means we would need capital reserves to generate money. Just an idea.

C. Soucie: The main reason we returned a large sum of the budget last year is due to having unfilled positions; as we fill those positions we'll spend the money. That is why we returned such a large amount.

N. Comai: Where did those 17 positions come from?

C. Soucie: They were vacant positions, and replacing those positions didn't happen as quickly as everyone would have liked.

Dr. Shankle: Primarily they were in police and public works, and partly because the economy has picked up and big companies pay more than we do, so we lost a lot of people to that.

C. Soucie: We had a large turnover in the Fire Department last year which isn't something we usually see.

J. Sullivan: That \$800,000 was due to those situations; in the past 5 years has there been an average amount so maybe we consider a portion of that as a way to find reductions? Your good idea about sidewalks may require additional Public Works staff. That is something we need to balance. I'd be inclined to follow past practice to maintain current services but take into account there could be some reductions to get close to what we typically return.

N. Comai: Personnel services for FY 15 is \$11,275,996. Does that include monies that were supposed to be for the open positions?

C. Soucie: That is what we budgeted for, not what we spent.

N. Comai: Where does the \$362,000 come in?

C. Soucie: The increase in personnel – we added 3 officers, we had a change in health insurance and a change in retirement costs and all of our union contracts (all on warrant articles).

D. Winterton: There are things in the budget we have little control over (budgets we have already signed, state retirement requirements). We have to build those into the personnel side of the budget because they are there and we have no control.

C. Soucie: State/NH retirement is not increasing in this fiscal year, it will be next fiscal year. You are exactly right about the union contracts which we have already passed (except for increases).

J. Sullivan: You could look at this budget as having 2 items: non-discretionary and discretionary. Is there a percentage of our budget that is discretionary and not obligated for contracts and insurance? That is ultimately where we would be able to cut.

D. Ross: Generally "A" is something we always do. Before we always shot to 0 and let them explain why they need more. That would be the goal for us to shoot for. We have done it before; it can be done again. In years prior, we had a couple years where we did achieve close to a 0% increase.

A. Jennings: As we plan for increases coming up (retirement, Affordable Care Act), if we can target it so when it hits, we've got the money so it won't be a huge tax increase. We find savings now so when we get there it's the same tax rate.

M. Miville: School budget is determined before ours and there is another teacher contract coming up; that always adds a big chunk.

N. Comai: We found some savings in healthcare (\$127,000) and we don't want it to spike in coming years. I'd still like to start lower and see where we get instead of saying 0 and we know we can get there. Give them the challenge and see if we can lower this and that.

J. Sullivan: Consensus is you come back and indicate if there is a need for increases and why. We should take advantage of that constant surplus at the end of the year so we might be able to make decreases in areas you are comfortable with.

M. Miville: Regarding "E" – we have a lot of surveys out there without having this Council address it specifically the Community Profile which is almost a year old now. Can we maybe add an agenda item, occasionally, to address some of those items?

J. Sullivan: We can make sure we include that.

Dr. Shankle: So in summary, we are trying to keep level services and if possible keep the increase at 0 or below; anything above that you will need a good reason.

J. Sullivan: A request has been made for an audience with Council to review a termination notice on a town employee.

***D. Winterton motioned to deny the request for an audience for Council to review the termination notice with the employee who requested that audience. Seconded by M. Miville.  
Vote 7-0 in favor' 1 abstention (D. Ross abstained due to being conflicted)***

J. Levesque: On Rt 3-A by the weigh station there have been some complaints of trash in that area. Some people were kayaking and noticed it was full of trash, and now there are people living down there. Diane talked to the state about putting up a gate or chain and is still waiting to hear back. Do we have a Roadway Safety Committee? On S. Bow Rd at Roy Rd when people are trying to get out onto S. Bow the cars speed down S. Bow. When paving is done it will be a new super highway; they would like to see a 4-way stop sign. That might be something for the Safety Committee.

Dr. Shankle: They (Police Chief, Public Works Director, Town Planner and Assistant Town Planner and the Town Engineer) are meeting on Martin's Ferry Rd. so I'll pass this along to them also.

J. Sullivan: Perhaps issues directed to the Town Administrator should be covered under his report.

Dr. Shankle: I want to mention about forestry – the Conservation Commission is looking at some of their conservation land and we will piggy back on what they decide to do, since they are already working on it and pull the same process in for the town lands.

J. Sullivan: When they are completed, we should invite them in to talk about it in a public setting.

#### **SUB-COMMITTEE REPORTS**

J. Levesque: Board of Assessors met to update the MS-1 sheet; there were some changes made since last meeting and we had to re-sign. Recycle & Transfer didn't have a quorum – will meet next month.

D. Ross: Conservation had a contractor surveyor for a land acquisition. There was a walk of some town properties past Tuesday. We are in the process of deciding on materials to be used for the initial bridge entering the riverfront trails project. It's down to 2 of 3 presented (probably will be the wood bridge because of cost and appearance). Gates at Clay Pond going in in October. Signs have been approved and ordered and the wording was revised to shorten it up. At Old Home Day Phil Fitanides knew the helicopter people and he arranged a photo and video tour of that property, as well as some other places around town. I was honored to be included; the video is remarkable. We can see details that show how beautiful and awesome of a project the riverfront property will be. It was such a valuable tool to see things from the air that would be extremely useful for management in getting an overview of the town. We could video the whole town in a day. It will be a useful tool for raising funds for this project. There was a lot of interest in the riverfront project. Public response was good; Bear Paw was there with us.

D. Winterton: In preparation for the Planning Board, Sewer Commission approved a proposed building for Merrimack County Savings Bank. Planning Board – SNHU is proposing to build a welcome center (14,000 sq ft and 2 floors) as you head north on River Road across from the athletic department where the new parking lots are. There will be some administrative offices there and a welcome center for students coming in for tours. The Planning Board gave final approval to Woodsprings Suites to build a hotel on Hackett Hill by exit 11; they hope to break ground before the snow flies. Hooksett Kawasaki (HK Sports) is building another warehouse to hold inventory.

J. Sullivan: Heritage Commission is having an October 4 at 2 pm unveiling of the town's 9<sup>th</sup> historical roadside marker at Tri-Town ice arena on October 4 at 2:00 pm commemorating the Hooksett Airport. Old Town Hall – We had an electrician review certain aspects of the building - emergency entrance and alarm system, fire panel, and ways to salvage some duct work for the heating system. They also went over updates on what was going on, completed rough wiring for the lighting based on the original lighting locations, and addressed other things that may have to be done before the tin ceiling can be repaired. In addition, we filed for a grant for the windows. The project is moving along well.

N. Comai: Municipal Records Committee reviewed responses from department heads; policy has been implemented and we are getting positive responses (they are understanding what it is and why). 91-A



documents will be provided to new hires; I think the last time we had everyone review and sign off on 91-A was in 2011 so that might be something to put on a future agenda. Todd attended a town clerk convention; our department heads are always on the cutting edge. Because of upcoming elections, we have a lot of extra records we have to hold on to for 22 months. The Committee is looking forward to taking steps to achieve more space and bringing a budget request for correcting storage space. The Committee has done a tremendous amount of work in a short amount of time. Records are where they need to be, or en route to where they need to be; the fire department has signed off on fire codes and compliance in that direction. That task is almost complete, now we go into implementation mode. Next meeting with department heads is October 6.

A. Jennings: Nothing to report.

T. Tsantoulis: Nothing to report.

J. Sullivan: Employee appreciation picnic will be on October 9; non-emergency offices are closing at noon. We will recognize those that can't attend also.

M. Miville: Budget Committee met last Thursday and it was an organizational meeting. We have a very active board this year. Officers elected this year: Patrick Gosselin, Chair; David Pearl, Vice Chair; Tabitha Jennings, Secretary. There was a motion to postpone discussion with Dr. Shankle and Dr. Littlefield until we have the budget in our hands. Last year, by the time the budget was finalized, a lot of the things discussed never happened. Our next meeting is November 12 when we discuss the current year's budget and Dr. Littlefield will come on November 19. We reviewed the discussion here about potentially condensing the budget season next year to make them aware. We had a long discussion about our calendar because we pushed back other calendar items which are typically already scheduled but because we changed the whole budget review things are up in the air. We only have 2 scheduled meetings right now but are working on that. We have a full board on the Budget Committee. Economic Development met and had a presentation from UNH Cooperative Extension on how not to conduct an interview. We still need more volunteers. 40 businesses have not been signed up for interviews yet. We are starting interviews now with a potential October completion.

### **PUBLIC INPUT**

Harold Murray, 311 Hackett Hill Rd: Is there a time requirement after posting the public hearing before it can be held?

J. Sullivan: There are certain requirements for public hearings when they are required by statute, but there are no guidelines to have a public hearing for a street name. That is something we are doing as a Council. If a public hearing is required, by statute, there are certain requirements such as proper posting, etc. According to the Charter, we have a hearing and we vote 2 weeks later, unless we waive the rules. There is no requirement for this because it is more of a public input session, not an official public hearing.

D. Fitzpatrick: It needs to be posted one week prior to the meeting. For the next public hearing on October 14, the deadline is October 7.

### **NON-PUBLIC SESSION (SECOND)**

- 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 9:06pm. Seconded by A. Jennings.***

### **Roll Call -**

D. Winterton – Yes

T. Tsantoulis – Yes

J. Levesque – Yes

D. Ross – Yes

N. Comai – Yes

M. Miville – Yes

A. Jennings - Yes

J. Sullivan - Yes

***Vote unanimously in favor.***

**DISCUSSION #3 – Donation of Granite Bench from Diane Boyce to Town of Hooksett**

*D. Shankle facilitated discussion on donation of granite bench valued at \$832.00 from Diane Boyce to Town of Hooksett in memory of her deceased husband.*

*Council Consensus: Donation to be placed on next Council agenda as a consent agenda item.*

***D. Ross motioned to exit non-public at 9:12pm. Seconded by T. Tsantoulis.  
Vote unanimously in favor.***

Respectfully submitted by,

Donna J. Fitzpatrick,  
Recording Clerk

*See Attachment "B" for an update to the Town Administrator's contract.*

***A. Jennings motioned to adjourn at 9:15pm. Seconded by T. Tsantoulis.  
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

AGENDA NO. 15-075  
 DATE: 9/23/15

## Staff Report FY 2016-17 Budget Goals September 23, 2015

**Background:** To provide management a general direction of the priorities and goals for the development of FY 2016-17 general fund operating budget.

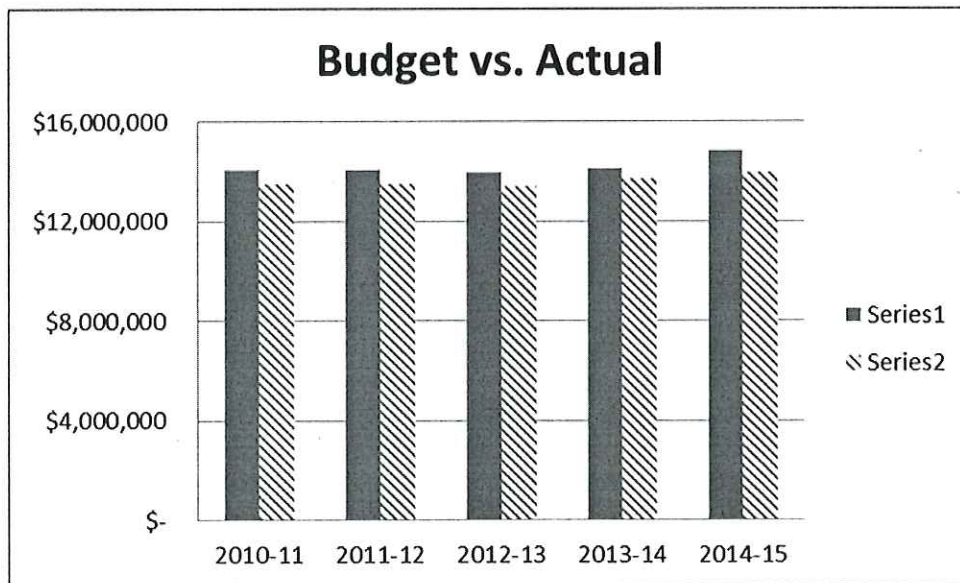
**Discussion:**

Last year's Town Council set a budget goal to construct a budget that provides a cost effective government to achieve level services.

FY 2016-17 Operating Budget is currently \$15,209,830(not including Sewer or encumbrances).

Appropriations	FY 15	FY 16	Change	% Chng
Personal Services	11,275,996	11,638,716	362,720	3.2%
Other Operation Costs	2,959,730	2,953,165	(6,565)	-0.2%
Capital Outlay	636,445	617,949	(18,496)	-2.9%
Debt Service	0	0	0	0.0%
Totals	14,872,171	15,209,830	337,659	2.3%

The chart below is a five year history of budget and actuals.

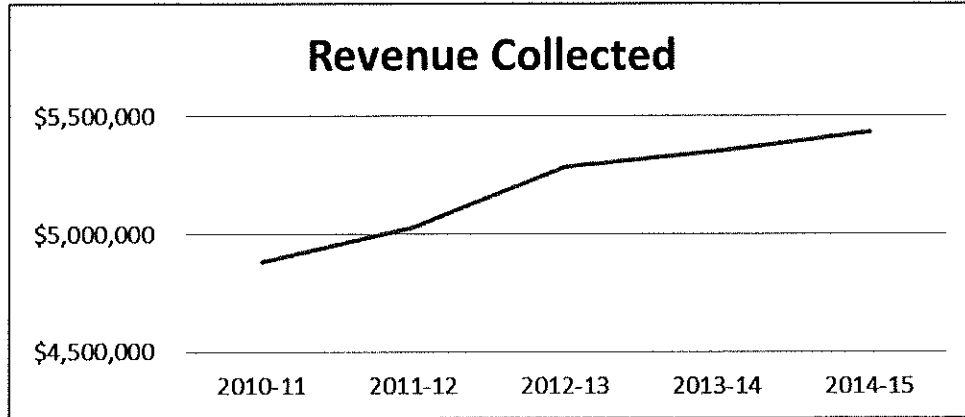


**Challenges:**

1. Affordable Care Act – Excise tax starting 2018
2. Lilac Bridge removal or rehabilitation of superstructure
3. Fire Union contracts are up for negotiations.

Positives:

1. General fund revenues collections continue to increase. The graph illustrates an increase of over \$500,000 in revenue collected over the last five years.




2. No long-term debt is related to General Fund
3. Long term planning (CIP) continues to be supported by voters.
4. Fund Balance has met the long term goal of 8% as of June 30, 2014.
5. Advancement of technology in our daily operation in order to improve communication between Town government, residents, and businesses.

Possible budget goals: (could be one or a combination)

- a. Request level of percentage increase or decrease on the bottom line.
- b. Construct budgets that provide a cost effective government to achieve level or enhanced services.
- c. Explore all opportunities to enhance non-property tax revenues.
- d. Present a balanced operating budget (the overall operating budget would not increase without the overall revenues increasing).
- e. Use performance measurement and community citizen's surveys results to enhance departmental budgets.
- f. Contracting of services to private sectors where it is proven to be most effective and efficient means for delivering serves.

**Prepared by:** Christine Soucie, Finance Director

**Town Administrator Recommendation:** *discuss goals*

  
Dean E. Shankle Jr.

**EMPLOYMENT AGREEMENT  
TOWN OF HOOKSETT, NH AND  
DEAN E. SHANKLE, JR.  
ADDENDUM #1**

This agreement, made and entered into on \_\_September 23, 2015\_\_ and intended to become effective the 23rd day of September, 2015, by and between the Town of Hooksett, NH, a municipal corporation, hereinafter called the "Town", and Dean E. Shankle Jr., hereinafter called the "Administrator", both of whom understand as follows:

In consideration of the mutual covenants contained in the original contract effective August 1, 2015, the parties agree to amendment(s) of the following section(s):

**Section 2 – Term**

- A. The Term of this Agreement shall be for a period from August 1, 2015 through June 30, 2018, unless the town meeting votes to terminate the form of government in which case this contract will terminate in accordance with RSA 37:15. Under this termination, provisions of Section 3 shall apply.
- D. The Administrator agrees to remain in the exclusive employ of the Town from August 1, 2015 until June 30, 2018, and to neither accept other employment nor become employed by any other Town during this period unless the Administrator resigns or is terminated prior thereto.

**Section 10 – Vacation and Sick Pay**

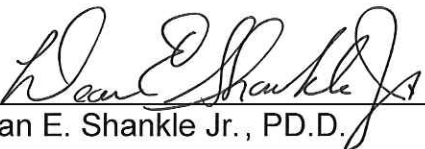
In year 1 and year 2 the Administrator is entitled to twenty (20) days of vacation and nine (9) days of sick leave in each of these years of the agreement. In year 3 the Administrator is entitled to twenty-five (25) days of vacation and nine (9) days of sick leave. The Administrator may have no more than thirty (30) days of vacation leave at any given time; use it or lose it. The Town Council must be notified of any vacation leave. Sick leave cannot be carried over from year-to-year. The year of the agreement is defined as of July 1<sup>st</sup> to June 30<sup>th</sup>.

**EMPLOYMENT AGREEMENT  
TOWN OF HOOKSETT, NH AND  
DEAN E. SHANKLE, JR.  
ADDENDUM #1**

**IN WITNESS THEREOF**, The Town of Hooksett has caused this Agreement to be signed and executed both in duplicate, for the day and year first above written.

Town Administrator:

Town Councilor:

  
\_\_\_\_\_  
Dean E. Shankle Jr., PD.D.

Dated: September 23, 2015

  
\_\_\_\_\_  
James Sullivan, Chairperson

On Behalf of the Hooksett Town Council

Dated: September 23, 2015