



AGENDA

Town of Hooksett Town Council

Wednesday, October 24, 2018 at 6:00 PM

A meeting of the Town Council will be held Wednesday, October 24, 2018 in the Hooksett Municipal Building commencing at **6:00 PM**.

Page

- 1. CALL TO ORDER**
- 2. PROOF OF POSTING**
- 3. ROLL CALL**
- 4. PLEDGE OF ALLEGIANCE**
- 5. SPECIAL RECOGNITION**
 - 5.1. Hooksett Municipal Employee - New Hire
- 6. SCHEDULED APPOINTMENTS**
 - 6.1. Hooksett Kiwanis- Sandra Mack, President-Elect - Community Winter Carnival
 - 6.2. Corri Wilson - day camp speaker/consultant
 - 6.3. Granite Y - Tom Archer, Vice-President - day camp speaker/consultant
- 7. APPROVAL OF MINUTES**
 - 7.1. Public: 10/10/2018 5 - 25
[TC Minutes 101018-U](#)
 - 7.2. Non-Public: 10/10/2018
- 8. AGENDA OVERVIEW**
- 9. PUBLIC HEARINGS**
 - 9.1. Public Hearing on 2019 Proposed Charter Amendments 27 - 28
[Staff Report - SR-18-043 - Pdf](#)
- 10. CONSENT AGENDA**
- 11. TOWN ADMINISTRATOR'S REPORT**
- 12. PUBLIC INPUT - 15 MINUTES**
- 13. NOMINATIONS AND APPOINTMENTS**
- 14. 15 MINUTE RECESS**
- 15. OLD BUSINESS**
 - 15.1. Paving - Hackett Hill Road 29
[Staff Report - SR-18-046 - Pdf](#)
 - 15.2. Old Town Hall 31
[Staff Report - SR-18-045 - Pdf](#)

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.

15.3.	Amendments to the Administrative Code regarding departments department of natural and cultural resources	33
15.4.	FY 2019-20 Budget and Warrant Articles Staff Report - SR-18-057 - Pdf	35 - 57
16.	NEW BUSINESS	
16.1.	Use of Unassigned Fund Balance to lower 2018 Tax Rate Staff Report - SR-18-056 - Pdf	59 - 62
16.2.	Discussion regarding HFR Ladder Truck 1 Staff Report - SR-18-042 - Pdf	63 - 84
16.3.	Scale Replacement for DPW - Recycling & Transfer Division Staff Report - SR-18-044 - Pdf	85 - 89
16.4.	Grant Drive Drainage Project Staff Report - SR-18-047 - Pdf	91
16.5.	Municipal Legal Services (RFP #18-06) Staff Report - SR-18-049 - Pdf	93 - 94
16.6.	Health Insurance Renewal Rates Effective January 1, 2019 Staff Report - SR-18-053 - Pdf	95 - 96
16.7.	Fall Tax Bill Newsletter Staff Report - SR-18-048 - Pdf	97
16.8.	Police Union Collective Bargaining Agreement 07/01/17-06/30/20 = Sidebar for Union Pay Scale to include amounts for NECPI +.5% Staff Report - SR-18-050 - Pdf	99
16.9.	Fire-Rescue Union Collective Bargaining Agreement 07/01/19	
17.	SUB-COMMITTEE REPORTS	
18.	PUBLIC INPUT	
19.	NON-PUBLIC SESSION	
19.1.	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.	
19.2.	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.	
20.	ADJOURNMENT	
	PUBLIC INPUT	
1.	Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak, however, no person will be allowed to speak for more than 5 minutes.	
2.	No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.	

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the Administration Department five business days prior to the meeting.**

3. Any questions must be directly related to the topic being discussed and must be addressed to the Chair only, who after consultation with Council and Town Administrator, will determine if the question can be answered at that time. Questions cannot be directed to an individual Councilor and must not be personal in nature. Issues raised during Public Input, which cannot be resolved or answered at that time, or which require additional discussion or research, will be noted by the Town Administrator who will be responsible for researching and responding to the comment directly during normal work hours or by bringing to the Council for discussion at a subsequent meeting. The Chair reserves the right to end questioning if the questions depart from clarification to deliberation.
4. Council members may request a comment be added to New Business at a subsequent meeting.
5. No one may speak during Public Input except the person acknowledged by the Chair. Direct questions or comments from the audience are not permitted during Public Input.

Anyone requesting auxiliary aids or services is asked to contact the Administration Department five business days prior to the meeting.



**TOWN COUNCIL
Regular Meeting
Wednesday, October 10, 2018
6:00 PM
Council Chambers
Minutes-Unofficial**

CALL TO ORDER

Chairman James Sullivan called the meeting to order at 6:00 pm.

PROOF OF POSTING

Proof of posting was provided by Dr. Dean Shankle.

ROLL CALL

Chair James Sullivan, John Durand, John Giotas, David Ross, James Levesque, Timothy Tsantoulis, Donald Winterton and Alex Walczyk.

Missed: Robert Duhaime

PLEDGE OF ALLEGIANCE

SPECIAL RECOGNITION

5.1 Hooksett Municipal Employee-New Hire

Earl LaBonte, the new Public Works Director was introduced by Dr. Shankle.

E. LaBonte: I worked as the Public Works Director for a small town in Virginia. Prior to that, I was the Assistant Public Works Director for Lebanon, NH. You have a good Public Works Department with a lot of good employees, I am happy to be here.

D. Shankle: Currently, Diane is working side by side with Earl until January and there are assignments for both of them. We are keeping them both very busy.

5.2 Hooksett Police Department, Hooksett Fire-Rescue Department and David Bouchard, Veterans Administration - Recognition by Hooksett American Legion Post 37

Bill Hooley: It is my pleasure to be here. I am representing the American Legion Merrill Follansbee Post 37. We have our current Commander and a Past Commander here to present a prestigious dedication of a banner to the Town Council. A few weeks ago, I spoke with Dean Shankle and he put me in touch with Donna to get on this agenda. I would like to thank Donna and Dean. This is a special presentation from the American Legion to the Town Council and Citizens of Hooksett. I want to give a little history. Last April, there was a Korean War Veteran who was stumbling and was mentally diminished. We had done all we could do for him. He was not listening and we tried very hard to get him up to the VA hospital.

43 However, he would not budge. The canteen manager ended up calling the Police. Two very outstanding
 44 Police Officers came down and talked to him. Next thing we knew he was getting in the car with them to
 45 go to the VA hospital. Those Police Officers were Jordan McCluskey and Sergeant Michael Zappala. I
 46 can't thank the Hooksett Police Department enough. I also had a nice opportunity to meet Chief Janet
 47 Bouchard. She is very caring, smart and compassionate as well as a great leader. From my understanding,
 48 the Hooksett Police Department has a new program regarding taking care of and understanding Veterans
 49 in need. I also want to applaud this Council; you are all doing a wonderful job. I know how difficult your
 50 job is. The Hooksett Police Department and Fire Department are both unique. I want to thank Captain
 51 Robie for being here for his team.

52 My wife had heart problems and ended up having a heart transplant. Prior to that she had a device
 53 implanted in her chest. It was battery powered and literally plugged into the wall. The Hooksett Fire
 54 Department was aware of this new device and what a wonderful thing it was for me as the Hooksett Fire
 55 Department to come to my door to ask about this device. I commend Chief Burkush for his group. They
 56 asked all sort of questions to learn more about it and also asked what would happen if we lost power. The
 57 battery pack lasted 8 hours, and it had 8 hours for reserve. The Hooksett Fire Department came up with a
 58 plan that all we had to do was get to the fire house and we could get those batteries charged, if we had no
 59 power. If we were unable to get to the Fire Department due to an obstruction in the road, the Fire
 60 Department guaranteed they would come get those batteries from us, get them charged and bring them
 61 back to us.

62 When the Police Officers came to speak with the veteran, their posture was perfect and they were
 63 very professional. I found out that they were trained by some of the staff at the VA hospital. David
 64 Bouchard was able to provide that training to the Police Department.

65 David Bouchard, Peer Support Specialist, Veterans Justice Outreach and Homeless Outreach for the VA
 66 Hospital: We requested that the Hooksett Police Department invite us in to train them on how to respond
 67 to veterans in crisis. Hooksett was our first Police Department to be trained and we are very pleased with
 68 the results. We do have other Police Departments that are having positive results as well. If this gets the
 69 word out for more training for any first responders, that is what we are here to do.

70 B. Hooley: That veteran is now living in a warm place, by himself and eating well. It is guys like David
 71 that got him there, as well as the men and women from the Hooksett Police Department and Fire
 72 Department. We now would like to present a banner from the American Legion Merrill Follansbee Post
 73 37 to the Hooksett Town Council and its citizens. The presenters are the oldest living Past Commander
 74 Leo Belisle and current Post Commander Steven Tarbox.

75 Chair Sullivan thanked all the presenters for their kind words and efforts.

76 *Chair Sullivan made a motion to accept the donation from the Hooksett American Legion Merrill*
 77 *Follansbee Post 37 for the troop banner, seconded by A. Walczyk. Vote unanimously in favor.*

78

79 **SCHEDULED APPOINTMENTS**

80

81 6.1 Hooksett American Legion Post 37, Post Commander Steve Tarbox, Merrill Follansbee & Bill
 82 Hooley-Troop Banner (completed with the Special Recognition)

Taken up earlier under Special Recognitions.

6.2 Todd Rainier, Town Clerk and Marc Miville, Moderator – November 6th, 2018 mid-term elections

T. Rainier: I will not be in town for your second council meeting this month so Nick will provide a schedule template for you to fill out. The biggest item is everything is pointing to a large turnout. Based on the Moderator chat rooms and Town Clerk discussions, we are looking at a 65-70% turnout which is an excess of 7,000 voters for us. We are planning for that. School will be in session, which can complicate traffic. We will run the same traffic pattern as the 2016 general election. The traffic pattern is one way in from Whitehall Road, parking in the front or back, and then exiting through Farmer Road and onto Londonderry Turnpike. We have had discussions with the school administration, the Police Department and DPW, so everyone is on the same page. DPW and volunteers will assist with parking and traffic flow. We will have signs put up. The Police Department plans to assist with the traffic flow at key intersections at peak times. I do not anticipate any upsets for the school as we are in separate sections. The leadership at the school will handle the communication with parents and the bus company. We received the absentee ballots in on the 3rd, and there are 120 out right now. We are averaging over 4 voter registrations per day. We are requesting that all of you be present, more than you planned to be throughout the day with assisting at the election. I appreciate your time in doing that.

M. Miville: I would like to reiterate that at the last election in September we had issues outside and I was out there more than I should have been. We are planning to have extra people to help out and monitor the outside and the traffic patterns. We learned our lessons from the last time and will improve on that. Todd and I are working together to provide a smooth and safe transition for the election.

T. Rainier: We have a meeting at the State House with 5 or 6 other communities that were identified as single polling places, with large turnouts and a large amount of same day voter registrations on Friday to share some ideas on handling the amount of voters.

M. Miville: Those towns would be the college towns. Those would be Durham, Hooksett, Plymouth and Hanover. They all experience very high spikes in same day registrations. They are asking us to come and discuss how we are planning and managing that.

J. Durand: Will the teachers park elsewhere?

T. Rainier: The staff will park outback.

J. Durand: Is there enough handicapped parking?

T. Rainier: We have had no issue in the past. All handicapped parking is along the gym in the front. DPW did fine with the 9,000 voters in 2016. I do want to impress upon the public to follow the directions of the DPW crew while there. The folks that want to wait for the parking spot in front but that will cause

126 repercussions with traffic entering. The DPW does a great job. At peak traffic time's people may be
127 required to park out back. I just want to ask the public to please pay attention to the DPW.

128

129 M. Miville: We have ordered new signs to identify some of that. A lot of the cars parked in front of the
130 building are candidates and supporters and we will be asking them to park elsewhere.

131

132 T. Rainier: I will be passing along the Election Day coverage schedule to Chair Sullivan as well as two
133 original warrants that need signatures tonight. Once signed, those can be given to Dr. Shankle, Nick or
134 Donna as they need to be posted tomorrow. They are the call to voters to come and vote at the November
135 6th election.

136

137 **PUBLIC INPUT (moved up to accommodate attendees)**

138

139 Joanne McHugh, 14 Jefferson Drive: I would like to speak about the Fun in the Sun program. I heard at
140 the last Town Council meeting that Dr. Shankle expressed some concerns regarding the continuation of
141 the Fun in the Sun program next year based on safety issues. He did not think the kids were safe. He said
142 this year, two kids left at 9:30am and did not return until 3pm and no one noticed. He also said that we
143 have proven we can't run the program and he included that unless you override him, the program will not
144 run next year. My first question is, were parents notified of this incident? Can you tell me what training
145 systems are put in place with regard to knowing the number of campers present at all times? Who is the
146 person or persons responsible for guarding against this type of issue? Dr. Shankle said that he had safety
147 concerns; can you explain what concerns you had last year except for the one about needing a Nurse?
148 Was the Fun in the Sun staff given training or caution about campers leaving the program without
149 permission? Does the program have counselors in training? What type of training did the town provide to
150 them? Is this something that is the responsibility of the Fun in the Sun Director under the direction of the
151 Parks and Rec Department to ensure that all these systems were in place? I am here because I want you
152 to think about something before you decide what happens to the children of this community. Many
153 families that use the Fun in the Sun program are single parents and if they do not have daycare for their
154 kids; they would have no place to put them. These parents want to set a good example and be role models
155 for their kids. Otherwise, they could stay home and ask the Town for welfare assistance. We want all
156 children to be safe and have a healthy environment to learn and get along with their peers that develop
157 great life skills. What better opportunity to play with many of the same kids that they go to school with.
158 The bottom line is that I believe in the Fun in the Sun program because it provides needed services to
159 citizens of this community. If there are particular problems that have risen in the past and currently, those
160 problems should be addressed. We should not abandon the program because problems have risen that can
161 be corrected. I hope we are not repeating what happened in April 2017, where the fate of the Fun in the
162 Sun program was in jeopardy. The Town Council commissioned the Parks and Rec Advisory Committee
163 and the DPW director to study the Fun in the Sun program to address some concerns of the Town
164 Administrator. That committee worked diligently and came back with recommendations and those were
165 endorsed almost unanimously by the Town Council. Fees were increased substantially in order to provide
166 a Nurse that was part of a safety concern. As a Town Council it is your duty to find solutions to problems
167 that affect the town and its citizens and not take a cowards approach. I believe this is something we can
168 all work on together. Keep in mind that with patience and resolve we can make Hooksett's Fun in the Sun
169 program a benefit for all the citizens. I hope you will all agree with me.

170

171 Chair Sullivan: Dr. Shankle can you expand as to why we are at this point?

172

173 D. Shankle: I have spent a lot of time going over the history and thinking about how we got where we are.
 174 The problem is not really just a few safety things that have happened. It is the culture. The culture of the
 175 Fun in the Sun program has become dysfunctional. It is partly a result of instability and leadership. Those
 176 two things have been playing off each other back and forth. The dysfunctional part is the “see something
 177 say something”. That should absolutely be the mindset of a counselor in a kids program. The last 2 years,
 178 we have had incidents that we found out about at the exit interviews. Counselors knew they did not have
 179 control of them. Culture that is more concerned about protecting the leaders than the kids. That is beyond
 180 a safety issue. Some of that has to be instability. Since 2012, we have had 9 directors. We have a program
 181 that grew from 54 campers in 2012 to 130 this last year. That is without any change in the program.
 182 Starting 3 or 4 years ago, I have been saying we need someone full time to run this. If our crime rate went
 183 up that much, wouldn’t we add staff for that? We have that many more kids and no additional help. As far
 184 as training, I agree 100%. I do not know why it is not done. When Jodi Pinard was here, I suggested that
 185 she go and talk to Merrimack as they run a good program. She did and she put together a 30 page Fun in
 186 the Sun staff handbook. It included “How to teach a skill”, “What makes a super counselor”...etc. That
 187 was received on May 25th, 2012. On November 30th, 2017, we received a handbook with 16 pages; all of
 188 that kind of stuff was dropped out. There became less of a concern about safety as the years went on. One
 189 of those years, I asked about a staff handbook and the leader did not know of a staff handbook. Without
 190 continuity of leadership, a full time person, everything was getting lost and redone. Since I have been
 191 here, two directors have quit in the middle of the season. The other thing is we inherited this program, it
 192 came with the building. When this was being run 20 years ago, it was being run by a Recreation Director.
 193 For some reason as one point, Dale Hemeon was the Recreation Director. As some point they made him
 194 the DPW Director and moved Parks and Recreation into DPW that is when Jodi took over those
 195 programs. Then we lost all of them when Dale Hemeon left. All of the recreation side of what the DPW
 196 Director dropped out. Jodi Pinard tried to keep it going after Dale left but then she left. Since then it has
 197 not had any stable leadership for somebody who could concentrate on it. Jodi was here almost every day.
 198 I think the program needs to be eliminated if there is no stability in it. I would like you to consider is
 199 going back to where we were, splitting the Parks and Recreation department out of DPW. Making the
 200 Parks and Recreation director responsible for Fun in the Sun and going back to where you were 20 years
 201 ago. If you are not willing to make that split, we can’t make it work. The DPW Director can’t do it all.
 202 Most of the Counselors said the program should not have more than 100 kids.

203

204 Chair Sullivan: The main goal was for Dr. Shankle to explain what his thoughts were. Some of the
 205 information brought to us is new especially the last part. The main goal is to get thoughts from the
 206 citizens, which is why we extended public input tonight.

207

208 Maureen McDonald, 13 Springwood Drive: I agree with everything Dr. Shankle said. I knew a lot of the
 209 points already. Where my frustration lies is you run a town as the Town Manager and I do not know
 210 where the roles and responsibilities of oversight lie. I don’t under who was responsible for the oversight
 211 of the program. I agree there needs to be a position. The Town Manager was not overseeing it, if he had
 212 been really overseeing, he should have been questioning instead of pointing out safety things. Which we
 213 spent 40 hours last year as a committee looking into and we thought we addressed the problems. That is a

214 little frustrating but I think it does help make his point. The DPW Director does not have time to do it; the
 215 Town Manager is not going to do it. The program is getting a bad rep. Most of the Counselors are in their
 216 20's; they would talk about safety and what they do when it is hot. They talked about headcounts they did
 217 under Steve, they used walkie talkie and reported how many kids they had. If there was an actual
 218 handbook of safety procedures and protocols, that may alleviate some issues. It is important to mention
 219 that we had great counselors, all of them were great and they learned a lot every year. However, none of
 220 them felt that any of them in place should be the Director next year because they do not have the
 221 experience or leadership. If reducing the numbers of campers needs to happen, then do it. Aside from the
 222 incident this summer, everything went smoothly. I have long been frustrated with the amount of work that
 223 Diane has on her plate. One person taking on that much work should not happen; it is too much inefficient
 224 use. If for some reason, it does not move forward, I ask that you consider having a professional look at the
 225 program. Look at if there is a way to save it.

226

227 D. Shankle: In terms of who we hire for the Directors position, we hire whoever applies. Even the
 228 counselors this year, we hired everyone except one, we had to hire them because we needed them. In the
 229 last 3 years, we have not had any more than 2 applicants for the Director's position. In terms of the
 230 Director, they have changed them year after year. When it comes to oversight, Diane does not have time
 231 to do it.

232

233 Robin Lopez, 42 Bert Street: My daughter has been going to this program since she was 5. This is the first
 234 time I have heard of the significant concerns safety wise. I agree with Dr. Shankle as far as the safety
 235 concerns. I think there is definitely room to make improvements. I work in healthcare where change is
 236 constant and leadership changes frequently. We are able to adapt and provide safety to our patients. I
 237 strongly believe we need to look forward and find ways to improve. Your suggestion to reach out to other
 238 programs is a good idea. This is a great program for residents. I have no complaints, my daughter loves
 239 the program. When you hire new staff, what is their onboarding process? How do we gain confidence that
 240 they can do the job and they have read the handbook? The other thing I heard was the staff was
 241 uncomfortable reaching out with safety concerns. I work under a term called "just culture". There should
 242 be an allowable anonymous reporting. When you follow through with those reports is not a slap on the
 243 hand, it is an educational process. I would love to see the program stay. I do agree 100% with the size of
 244 the program and the fact that these are children that we are supposed to be keeping safe while the parents
 245 are likely working to provide for their family that we should be making sure it is a safe environment for
 246 them and we have someone working full time. As a tax payer and someone living here, I am more than
 247 happy to make sure that happens and funds are put aside for that.

248

249 April Kendall, 7 Seasons Drive: I'd like to give another take. As a professional, models are always
 250 adapting and changing. It would be remised if we weren't to think that a program would need stability
 251 and need to see some change and adaptability. It is very unfortunate as a Council that you would not look
 252 at that opportunity and instead would close the books. Last year, there was a lot done by the advisory
 253 board, by appointing a Parks and Recreation Director or someone to be responsible there is no reason that
 254 this program can't sustain and move forward. From a safety standpoint, there was no communication
 255 regarding what happened. If anything happens, parents should be notified.

256

257 Amy Gioseffi, 7 Autumn Run: My son attended for the first time this year. He grew and met new friends.
 258 We were never told about anything concerning. It was always "we were in our groups, we stayed with our
 259 groups". To hear something after the season has completed, was very shocking. I do not know the details.
 260 There were lots of safety items that were addressed. All Counselors were able to tell me what would
 261 happen in any situation. If that handbook was done 6 years ago, there should have been an electronic
 262 version stored.

263
 264 Sarah Mackey, 39 Joanne Drive: Dr. Shankle spoke about culture and culture change. That starts from the
 265 top down. I don't know if there was adequate oversight. I do not believe there were any audits done on any
 266 processes. The handbook should be electronically stored. There should be process control for the entire
 267 town; to me this says there is a system and culture problem so people can be trained for their job. The
 268 culture problem is there are no processes in place. That should be looked into. Director Boyce is
 269 overburdened and it can't be done by her. I would support the separation of the Parks and Recreation
 270 Department from Public Works. I did contact another town recently, took a day off, went to Raymond,
 271 they happily gave me their camp manual and packet and sat with me for over an hour regarding safety
 272 concerns and how they do things. Either we don't have time or we are not prioritizing training. Dr.
 273 Shankle and other members of the Town Council were vocal about their concerns on safety and I did not
 274 see anyone check on those concerns. My concern is the follow up that did not happen. We spent a lot of
 275 time as a board going through this stuff. It is disheartening that I don't think any of it was taken to heart at
 276 all. It is very demotivating to continue to do stuff like this. We worked really hard and reviewing
 277 processes and procedures for safety concerns and holding fire drills and whatever needed to happen was
 278 given as a recommendation and I am not sure if they even did fire drills as this point. I would like to see
 279 you look more into the process controls. It is common sense so it does not matter who is in the role, no
 280 matter who you have in place for that role, they can do that job because there is a manual in place telling
 281 them how to do their job. The manual will not replace common sense. It does give you some guidance
 282 and if you don't know, you ask someone. I am not sure if I can answer anything but I am the only one
 283 here from the Parks and Recreation Committee including the Town Council Rep so I am certainly willing
 284 to do so.

285
 286 D. Shankle: I hate to put her on the spot but Diane is here.

287
 288 **OLD BUSINESS (moved up to accommodate attendees)**

289
 290 15.1 Fun in the Sun

291
 292 D. Boyce: I think we tried to initiate a lot of the plan that the Parks and Recreation Advisory Committee
 293 worked hard on. We had a shortage of counselor's right before the start of the year so we had to adjust a
 294 few things as far as some field trips. We could not be unsafe and have a shortage of councilors for field
 295 trips. I know some recommendations were to do an older and younger field trip. This year we did do an
 296 older field trip but all the kids wanted to go. The Parks and Recreation Advisory Committee and I thought
 297 we had a fantastic year except for the incident. There were incident reports available on the table. I truly
 298 believe that this incident was known and I think the employee was trying to be a friend not a counselor.
 299 People were aware of this incident and it should never have happened because the employee was not
 300 doing their job. That can't be controlled all the time.

301

302 Chair Sullivan: Was this incident reported and were people were informed?

303

304 D. Boyce: We had incident reports were available. I believe we should keep this program. As far as the
305 suggestion of separation, I fully believe that we need someone to oversee this program and start others in
306 town. I was there a lot at camp, as well as Evelyn and Phil. The councilors all knew they could direct their
307 questions to us. We never put up a wall and always wanted to hear what was going on. It was unfortunate
308 to hear a lot of issues at exit interviews. The counselor's always have the opportunity to come to us.

309

310 D. Ross: I never agreed to the prior reorganization. You can't put one person in charge of so many
311 functions. Parks and Recreation, Public Works and Recycling and Transfer are all different departments
312 and should be operated as such. Their goals and purposes are different and they have nothing in common
313 other than the transfer of help so we can be more efficient. It was always an employee under the Director
314 that ran the program. I would like to see these departments broken back down into separate departments.
315 There is too much underneath one person so they can't manage everything. We should recreate and
316 reestablish Parks and Recreation and under the department head is a designee to run the program.

317

318 Chair Sullivan: The program has been around for a long time. We went too far putting too much
319 responsibility under one person regardless of how great the person is. For this to occur it should be under
320 a separate department and hire persons qualified on how to run programs such as this. To accomplish this
321 goal, we would create a Parks and Recreation department head that would have someone in that
322 department be responsible for this program. Can that be accomplished now? Is there funding? Would that
323 mean this program would be under their jurisdiction?

324

325 D. Shankle: There was some concerns about the fact that there was a warrant article to create a full time
326 Parks and Recreation Director and that this might go against that. I do not see it as the same thing as it
327 would be a department head; it is not creating a new position. I would try to find a way to separate out the
328 positions and as we always do, give the inside people the first opportunity to apply for the position and if
329 we have someone now that doesn't really have the training, we could get them the training. I would be
330 open to that idea. If you were willing to do that, I would not suggest adding any positions and stick with
331 what we have already. I don't need a vote tonight. I will get a consensus and do it the way the charter and
332 administrative code lays out which is a change to the organizational chart and create a job description.

333

334 Chair Sullivan: Once that occurs, a vote on that would allow programs such as this and others in the
335 domain of the Parks and Recreation Director.

336

337 D. Shankle: Parts of the job description would be to develop recreational programs and run Fun in the
338 Sun.

339

340 D. Winterton: Thank you everyone who gave public input. It is not common that we have many seats
341 filled. I have already talked with and have a commitment from the Vice President of Camping for Granite
342 YMCA to come and talk with us at the next meeting. The 50 year Camp Administrator is willing to talk to
343 us about camping. I did invite the gentleman, with the approval of Dr. Shankle, to walk through the Fun
344 in the Sun program and the first thing he said was "this is a disaster waiting to happen." He watched

345 children go to the bathroom alone, or with one counselor. That does not happen in camps that are well
 346 trained. Thank goodness that nothing happened to those two young boys that were gone from camp when
 347 they were in the charge of this town. Unless training is done extensively, unless councilors learn they
 348 don't talk to each other face to face, they talk back to back, if they want to talk, it may not work. Anytime
 349 a child moves attendance should be taken again. Major camps in this State have had major lawsuits. The
 350 word "daycare" was mentioned. My proposal will be to either bring in an outside organization to run a
 351 camp here to remove the town liability or to give scholarships to needy kids from the Town of Hooksett
 352 for surrounding camps. Funding can come from funding I tried to add last year to the Family Services
 353 budget. The thing I care most about is that the kids that need to go to camp go to camp. I don't think the
 354 town needs to run a daycare. We have sufficient funds or can get sufficient funds for them to go to the
 355 YMCA, or Allentown runs a day camp with the Concord Boys Club. I am petrified to run a camp here
 356 where the counselors and supervisors are inadequately trained and the level of oversight are by people
 357 who are overworked and not trained in the supervision of camps. The voters of Hooksett voted no to the
 358 Parks and Recreation Director. Sitting here, I am very reluctant to tell the voters of Hooksett that I don't
 359 care what they say; I am going to do what I want to.

360

361 T. Tsantoulis: The biggest reason that Fun in the Sun has been popular in the years is because it does not
 362 cost a lot of money compared to other programs. That is a big driver. There are a lot of good things about
 363 a town run program including comradery. We are in a situation where in order to provide the programs
 364 that we need to provide and isolate the town from liability there is one thing that needs to happen to that
 365 program, it will cost a lot more money. The money will be in the form of taxes or the program fees or
 366 both. I am thankful for the parents who showed up tonight, I understand where you are at. Where are we
 367 going to get the best for our children on a daily basis? I have no background in managing camps; I don't
 368 know how to make a decision. I am smart enough to know that wherever we head with this, be prepared
 369 that there will be a financial impact.

370

371 J. Levesque: For a Parks and Recreation Director, I estimate \$50,000/ yr. plus benefits. If there are 125
 372 children, it would cost \$640 per child to pay this person. The program only lasts 12 weeks, and there are 3
 373 or 4 weeks ahead of that for training. What is this person going to do the rest of the year? We would have
 374 to keep them busy. We would be better off trying to contract with an existing camp to take those kids as
 375 they are all trained and have the proper counselors and procedures in place.

376

377 D. Shankle: If you want to keep the program, I suggest that this is what is done. What was done before is
 378 that we had a separate department and department head overseeing parks all year round and recreation
 379 programs all year round. That person would be paid as a department head out of the regular tax payers.
 380 Those expenses wouldn't go on the camp which is part of the reason the costs were kept down. Part of the
 381 problem with training is the counselor's we bring in have no time. They get 8 hours of training over a
 382 weekend then the kids would be there.

383

384 J. Durand: Even with experienced daycares and camps, accidents happen. We are back to the liability
 385 factor.

386

387 J. Giotas: I want to see the Fun in the Sun program continue. We did dodge a huge bullet this past
388 summer. If we can get someone to run it, I would be in favor. If we are just hiring everyone that shows up
389 because we can't find counselors, that does not solve our problem.

390

391 A. Walczyk: I don't think anyone wants this program to be finished. There have been a few suggestions
392 with long and short term results. It is more of a culture. Mr. Hooley spoke about the Fire Department and
393 Police Department culture that is a bigger thing than one person. That is important, something to look
394 forward to as an end goal. Short term is we need to evaluate program as it stands right now. I think it is
395 great that Councilor Winterton took it upon himself to have that done. It deserves to be evaluated.

396

397 D. Ross: We have not addressed the fact that it is not our jobs. We have a department; it is their job to
398 figure out how to do this. We are the governing body. When they talk about liability, this is not unusual,
399 the insurance companies know. There are too many things under one person. We need to reallocate
400 resources. It is a worthy thing for us to do. We are not the only town.

401

402 T. Tsantoulis: An awful lot of time and energy goes into this program. The DPW director ran this
403 program for a number of years and put her heart and soul into it and I believe that everyone is aware of
404 that. The DPW Director is the one in charge of the Fun in the Sun. The DPW Director's responsibilities is
405 plenty for an average individual, we are very lucky for getting away with what we did certainly because
406 of the individual running the program. Every problem has a solution. Regardless, it is very important to
407 recognize the efforts of Diane Boyce for the number of years.

408

409 ***Chair Sullivan made a motion to have the council direct the Administrator to look into the***
410 ***reorganization of the current Public Works Department, seconded by T. Tsantoulis.***

411

412 Chair Sullivan: I was probably here when the original reorganization took place. My thinking and rational
413 to change things was based on the information provided to us and it made sense at that point. With this
414 Council, when there is an issue that we find, we take the time to listen and react and come up with a
415 solution. The discussion tonight is helpful; the direction we are going makes sense.

416

417 ***Vote unanimously in favor.***

418

419 D. Winterton: If it is the Councils consensus, we can invite Mr. Archer, Vice President of Camping at the
420 Granite State Y, who oversees about 8-10 camps, with 50 years' experience in the YMCA, to attend a
421 meeting as a scheduled appointment, to discuss camping in general. It may lead to some sort of advisory
422 position, contractual position or to invite him to say hi and thanks for coming.

423

424 T. Tsantoulis: That would be an excellent idea. Perhaps we should let Dr. Shankle meet with him first.
425 We would benefit from a visit.

426

427 Chair Sullivan: I would take that approach as well. Have him come in but ask Dr. Shankle to reach out
428 with him and meet with him.

429

430 D. Winterton: Is it the consensus that yes, we would like to hear from him but perhaps not at the next
431 meeting?

432

433 J. Giotas: I think the sooner the better.

434

435 D. Winterton: I have talked to him. He will be watching the video to see where we are at. He is willing
436 and able to come in two weeks.

437

438 Chair Sullivan: He should meet with Dr. Shankle first. We can certainly put him on the 24th agenda if the
439 Council wants.

440

441 J. Giotas: I think we should have him come in. The more information we can get the better.

442

443 **15 MINUTES RECESS**

444

445 **APPROVAL OF MINUTES**

446

447 7.1 Public: 09/19/18

448

449 ***T. Tsantoulis made a motion to approve the 09/19/18 public minutes as amended, seconded by J.***
450 ***Giotas.***

451 D. Winterton presented an amendment:

452 1. Line 199: should read State DRA not state system.

453

454 D. Ross presented an amendment:

455 2. Line 105: Change swap to swat. Clarify that it is the Central NH Operation

456 D. Winterton would like the line to read:

457 "...to increase the budget by \$2,000 so the Chief *could* choose a different swat team unit than the Central
458 NH Special Operation Unit which has dues of \$3,000."

459

460 T. Tsantoulis present an amendment:

461 3. Line 104: motion was presented by Councilor Winterton

462

463 ***Vote unanimously in favor.***

464 7.2 Public: 09/26/18

465

466 ***J. Levesque made a motion to approve the 09/26/18 public minutes as amended, seconded by T.***
467 ***Tsantoulis.***

468

469 T. Tsantoulis presented amendment request by resident Marc Miville:

470 1. Line 804, 805 and 807: principals should be principles.

471 2. Line 810: admiral should be admirable.

472 3. After line 810: add "she worked from 7am-11pm as my assistant moderator."

473

- 474 D. Ross presented an amendment:
 475 4. Line 748: specify it is CMC urgent care
 476 5. Line 777: there are mitigation fees involved.

477

478 *Vote unanimously in favor.*

479 7.3 Non-Public: 09/26/18

480

481 *Chair Sullivan made a motion to approve the 09/26/18 non-public minutes, seconded by A. Walczyk.*

482 *Vote unanimously in favor.*

483

484 **AGENDA OVERVIEW**

485

486 **PUBLIC HEARINGS**

487

488 Chair Sullivan: The reason the public hearing listed on the original agenda is not here is because the State
 489 requires posting of public hearings for charter amendments but there was a miscommunication with the
 490 posting for the Union Leader. The hearing for tonight for that has been reposted and will be heard on
 491 October 24th.

492

493 **CONSENT AGENDA**

494

- 495 10.1 Donation of a troop banner valued under \$5,000 from the Hooksett American Legion Post 37 to
 496 the Town of Hooksett per RSA 31:95-e, II (see scheduled appointment for further details).

497

498 *Taken up earlier in the meeting under Special Recognitions.*

499

- 500 10.2 Motion to accept the donation of the two kennels and one grooming service for a combined total
 501 of \$2,850.00 from Blue Ribbon Companies and Four Paws Only, to the Town of Hooksett for the
 502 Hooksett Police Department (K9 program) per RSA 31:95-e, II.

- 503 10.3 Release of a \$1,000 Landscape Surety for Aroma Joe's

- 504 10.4 Roadway Surety Release for Jaime Lane

505

506 *D. Winterton made a motion to accept the remainder of the Consent Agenda 10.2, 10.3, and 10.4,*
 507 *seconded by A. Walczyk. Vote unanimously in favor.*

508

509 **TOWN ADMINISTRATOR'S REPORT**

510

511 **Dr. Shankle:**

- 512 1. Winter Carnival.

513 Councilor Duhaime asked that I bring this up however, I do not know much about it.

514

515 D. Boyce: I know that the Kiwanis approached the Parks and Recreation Committee and that they would
 516 like to have a Winter Carnival that they would run.

517

- 518 Chair Sullivan: I would request that the Parks and Recreation Chair or liaison send a request to Dr.
 519 Shankle to get them on the agenda as the plans are new to us.
 520
 521 D. Shankle: They should get something to me first so I can have a recommendation.
 522
 523 Chair Sullivan: The Parks and Recreation Advisory Committee should make a recommendation to the
 524 Council.
 525
 526 D. Shankle: Kiwanis should come to you or talk to me first as the Parks and Recreation Advisory
 527 Committee may not have all the answers.
 528
 529 2. Received a note from Joan Donati, a Hooksett resident, as she wanted to make you aware of what
 530 good service Elayne Pierson gives to the Hooksett residents in the Assessing department. She
 531 stated that Elayne is a great asset to the Town of Hooksett.
 532
 533 3. People are starting to ask about Halloween hours.
 534
 535 ***D. Winterton made a motion to acknowledge Trick or Treating on Halloween***
 536 ***(Wednesday, October 31st, 2018) from 6pm-8pm, seconded by D. Ross. Vote***
 537 ***unanimously in favor.***
 538
 539 4. Donna passed on the new rates for health insurance. All of the plans are going up 9%. Dental is
 540 going up 2.3%. We need a motion to ask Finance to come up with the new numbers and put them
 541 in the budget.
 542
 543 D. Winterton: The plans that we don't ask employees to contribute to, have gone up 9%. There should
 544 be a discussion to ask town employees to join us in paying for some of the increase for the plans that
 545 they currently do not pay for. The 9% increase is an increase of about \$180,000.
 546
 547 J. Giotas: In the Health Insurance Committee meetings, the employees did not seem to mind paying
 548 more for health insurance as long as they kept the same plans.
 549
 550 D. Shankle: We need more numbers for that and an agenda item. In the meantime, we would like to
 551 bring these numbers to the Budget Committee.
 552
 553 ***Chair Sullivan made a motion to authorize Administration to add the 9% increase for health***
 554 ***insurance costs and the 2.3% increase for dental insurance to the Operating Budget, seconded by***
 555 ***T. Tsantoulis. Vote unanimously in favor.***
 556
 557 D. Fitzpatrick: December is open enrollment. If we ask for a contribution some employees may change
 558 plans.
 559
 560 5. The Kiwanis have been talking to the Parks and Recreation Advisory Committee and others
 561 regarding their plan for the Donati Field and the area behind the Town Hall. I was concerned

562 when I saw the plan because the Community Center was proposed on State land. A copy of their
563 plan was sent to the State. Our lease is very clear that no permanent buildings can be on the State
564 land. Now we are on the State's radar that we may buy it or they may dispose of the land. If they
565 decide to sell it, it is a \$1.5 million evaluation. I am not considering this plan. You haven't even
566 seen it. I don't know who sent it to them. I am going to try and find out who sent the plan to the
567 State.

568
569 D. Ross: It is an open ended lease?

570
571 D. Shankle: Condition #2 of the lease reads as follows:

572 "Upon 90 days written notice by the lessor, the lessee will remove all temporary improvements that
573 have been placed on the tract of land."

574 Condition #4: "The lessee agrees to vacate the tract of land upon 90 days written notice should the
575 lessor owner anytime elect to use the tract of land for highway purposes or decide to dispose of it."
576

577 6. We received a previous Court Order for the case with Trimbur on Corriveau Drive which he
578 appealed. We just received the new Court Order and his motion to reconsider was rejected. He
579 does need to get his stuff off of our right of way. We will need to make sure to enforce it. We are
580 getting attorney's fees and costs as well.

581
582 J. Levesque: Does it give a timeframe?

583
584 D. Shankle: No, we just have to enforce it.

585
586 D. Ross: The property that is being logged, is there any way that can be logged?

587
588 D. Shankle: The problem is they have been working and keeping the equipment in the right of way.
589 They can drive back to the property. We never tried to stop them from logging the property. They
590 can't store their equipment or products in the right of way.

591
592 7. At the September 19th meeting, Councilor Giotas asked about the status of the NHIT surplus
593 funds. \$25,000 we should be getting back from NHIT. The Secretary of State's office indicates
594 that "the matter is open and still being investigated."
595

596 **NOMINATIONS AND APPOINTMENTS**

597
598 **OLD BUSINESS**

599
600 15.2 Paving 2018

601
602 D. Boyce: It is done. The second set of core testing from Hackett Hill Road was done. The company did it
603 because they were concerned that the Council would have questions. The core on Cross Road was done.
604 When the company asked about core testing on Hackett Hill, our construction manager, Alex Cote from
605 Keach Nordstrom Associates, had thought no as it wasn't requested in the beginning. GMI went ahead

606 and did them. We do have a third party engineer ready to go for another set of core testing, if you choose.
607 However, every time you put a hole in the pavement, it could be a future pothole. We can't tell if there is
608 tack coating in the core testing. Sometimes you can tell if there is a lot of it. We do have an independent
609 engineer if the council wants to do another core test.

610

611 J. Levesque: I would like that section of Hackett Hill Road done, there is no tack there.

612

613 D. Boyce: The cores that they did tests compaction and those came back great. There is a map and they
614 plotted where they took the core samples.

615

616 J. Levesque: Please e-mail that map to me.

617

618 Chair Sullivan: If a core test was done in the area, would that have shown whether there was tack or not?

619

620 D. Boyce: Not necessarily, GMI and the independent engineer said it is not always going to tell you if
621 there is tack in there.

622

623 Chair Sullivan: Earl is here, some of his prior experience was paving for airports. Could you comment on
624 the cores and tack?

625

626 Earl LaBonte: The core samples will give you information on the compaction and materials. Tack is
627 absorbed by layers of asphalts. Tack looks like streams. If there is too much it will leach out and you will
628 see that but generally you do not see the tack. If there is no tack, you would not tell.

629

630 J. Levesque: There was a section of road I was able to pull up.

631

632 D. Boyce: They went back and had already identified and fixed that spot.

633

634 Chair Sullivan: The council can do what they want. I don't know if it would help to have Earl look at it
635 and maybe gauge something from that area.

636

637 D. Winterton: Earl, what would your recommendation be hearing the predicament we are in?

638

639 E. LaBonte: A core sample may or may not be what you want but you will put a deficiency in the
640 pavement which could be prone to failure before the rest of the road as it will allow the moisture to get
641 through.

642

643 D. Winterton: Core samples may hinder the integrity of the road?

644

645 E. LaBonte: Yes. It will not do what you are looking for.

646

647 D. Winterton: If we don't do anything, if there was no tack put down, would you predict that that part of
648 the road would fail?

649

650 E. LaBonte: No, years ago, they stopped using tack coat on a lot of projects as they stated it does not do
 651 anything. The asphalt is hot and melts the layers together.
 652
 653 D. Ross: The pavement was shifting which brought the concern up. The question was brought up about
 654 milling. We were told the road had so much ditching that the milling was bringing up gravel. The
 655 question was if you are stopping before you hit the gravel, are you getting all the way down to the bottom
 656 of the ditches? Milling is the most important part.
 657
 658 E. LaBonte: If you had shoving and movement underneath, you have sub grade failure already. Even if
 659 you paved it like you are doing, you are going to get a good surface for maybe 5-6 years then it will begin
 660 to show what you had before.
 661
 662 D. Ross: If they knew this, why didn't they fix it?
 663
 664 E. LaBonte: You would have to do a reconstruction which would cost 7-10 times more. A milling and
 665 overlay will not give the same as the reconstruction of the road.
 666
 667 D. Shankle: If you run the numbers, it makes more sense to pave.
 668
 669 D. Ross: We heard reports that they were concerned.
 670
 671 E. LaBonte: If it is a slope, sliding on that is very easy. There are certain precautions to prevent to do that.
 672
 673 A. Walczyk: Are we tacking pavement going forward?
 674
 675 E. LaBonte: Yes. About 10 years ago, the Airforce stopped using tack. However, a couple years ago they
 676 started using it again. I can't answer why.
 677
 678 D. Winterton: I say we postpone this report until Earl examines the road for us.
 679
 680 T. Tsantoulis: Part of what went on sounds like two different problems, shifting of pavement, if you put
 681 down pavement that is not the right temperature; you won't get the right final product. Is it safe to
 682 assume, when pavement is not sticking to the subsurface that can in fact be caused by the fact that the
 683 pavement was not warm enough?
 684
 685 E. LaBonte: Correct. There should be a temperature check.
 686
 687 D. Ross: What is the temperature it should be?
 688
 689 E. LaBonte: The paving temperatures are 275-300 degrees. The rolling temperatures are between 210-290
 690 degrees.
 691
 692 15.3 Construction at Safety Center (Police)
 693

694 D. Shankle: At your last meeting, you talked about a Construction Manager. You asked the Town
695 Engineer to come up with pros and cons for the Construction Manager. That is in the meeting packet.
696 Based on that, my recommendation is to do it.

697
698 B. Thomas: It is a good idea to hire one.

699
700 D. Ross: A General Contractor is a Construction Manager. My concern is that we are going to have a
701 third party involved in something and there will be more than one person to blame and no one is at fault.
702 The architect is in charge.

703
704 *A. Walczyk made a motion to ask the Administrator to hire a Construction Manager at risk*
705 *for the project, seconded by T. Tsantoulis.*
706

707 D. Ross: We are adding cost to this project. We could be spending the contingency money on something
708 else.

709
710 J. Durand: Who is in charge of this job?

711
712 D. Shankle: It is a public building so the DPW director

713
714 J. Durand: Has a General Contractor been hired?

715
716 D. Shankle: No.

717
718 J. Giotas: Will the Construction Manager be on the job daily?

719
720 B. Thomas: I am not sure about every single day, either a portion of the day or every couple days.

721
722 D. Ross: A General Contactor will have a crew of contractors they use frequently because they trust them.

723
724 J. Levesque: Who checks on the Construction Manager?

725
726 D. Shankle: They need to do it on time and within budget. The architect checks to make sure they are
727 doing it per the plans and DPW will keep track of the project.

728
729 B. Thomas: I can help keep track of the project as well.

730
731 T. Tsantoulis: The problem with a General Contractor is them coming in and using all these “good ol’
732 boys”. The General Contractor uses specific contractors because they are available and not expensive.
733 Everything comes down to cost.

734
735 A. Walczyk: Construction Manager at risk would add more transparency for costs. It is a big facility with
736 lots of decisions to be made all the time. If we have a better understanding of what things cost as opposed
737 to this is what it cost for that room it may help in future projects.

738

739 J. Durand: I was not around for the bridge project; did they use a Construction Manager for that?

740

741 D. Shankle: There was a contracted Engineer watching it.

742

743 D. Ross: The only difference between a contractor and a Construction Manager is instead of us approving
744 a full bid we are approving someone else to approve all the little bids. It takes it out of our hands. We
745 would get a complete bid package from the architect. You take that whole package and put it out to bid
746 and it comes back here and based on the reputations of the contractors, we do the hiring. It is up to us to
747 be wise on how to spend the town's money as opposed to putting someone else in charge.

748

749 **Roll Call Vote #1**

750 ***A. Walczyk Yes***

751 ***J. Levesque Yes***

752 ***D. Ross No***

753 ***R. Duhaime absent***

754 ***J. Durand No***

755 ***D. Winterton Yes***

756 ***T. Tsantoulis Yes***

757 ***J. Giotas Yes***

758 ***J. Sullivan Yes***

759 ***(6-2)***

760

761 15.4 Old Town Hall

762

763 D. Shankle: There is a staff request that you table this to the next meeting.

764

765 15.5 Budgets – Fiscal Year 2019-2020

766

767 D. Shankle: I got ahead of myself and presented the insurance costs for the budget. The Finance Director
768 would like that on until the budget is done. The general overview of the budget was presented to the
769 Budget Committee. It went well. We presented the Administration, Finance, Family Services and
770 Assessing budgets. Tomorrow night, we are doing two departments.

771

772 **NEW BUSINESS**

773

774 16.1 Public Works Teamster Local 633

775

776 D. Shankle: We need to decide who is going to be on negotiating team and they would like to do the
777 initial negotiations on 10/18 am, 10/19 pm, or 10/24 or 10/26 after 10am.

778

779 D. Fitzpatrick: Councilor Duhaime is open to being on that team.

780

781 D. Winterton: I would be willing to serve. Can we assign the committee as a whole to the bargaining
782 group so if someone can't attend, someone else can? In our last negotiating session, there were two listed
783 councilors and if there was someone else there that took our places, they could not attend as they were not
784 listed as negotiators.

785

786 D. Shankle: I would not recommend that, the problem with people coming and going is they can't get too
787 involved and it can become confusing.

788

789 D. Winterton: I would say that it's been traditional for councilors to not have 100% attendance as they
790 can be lengthy and at weird times.

791

792 D. Fitzpatrick: Before anyone will commit, the scheduling the Teamsters are looking for is a July 1st,
793 2019 contract. That is going to be a pretty aggressive schedule. By the December 12th council meeting, we
794 would have to bring a contract to you.

795

796 Chair Sullivan: It would be a 2 ½ month turn around. John Durand, Don Winterton and Robert Duhaime
797 will be on the Teamster's negotiating team. The first meeting will be on 10/18 am.

798

799 D. Fitzpatrick: I will confirm exact time and location as we have a meeting on Monday, October 15th.

800

801 D. Shankle: Are those meetings going to be here?

802

803 D. Fitzpatrick: In the past, they have met here. I will send an email to their rep.

804

805 **SUB-COMMITTEE REPORTS**

806

807 J. Giotas: I wanted to mention that the third week in October is NH History Week. The Heritage
808 Commission had a documentary at the Library called "The Living Memorial" on the NH Veterans
809 Cemetery which Mike Horne is the Director for another day. That was put on by Dave Keddie and it
810 followed the family of a gold star. Today there was something at the Heads School. The School Marms
811 presented an 1840 lesson. On October 25th there will be pictures taken by Ernie Gould of Hooksett's past.

812

813 Chair Sullivan: Old Town Hall Committee met and discussed pricing on items to be done prior to
814 occupying the building.

815

816 D. Ross: The Conservation Commission meets next week. I have nothing for Assessing.

817

818 D. Winterton: The Planning Board met on the 1st and a plan for the corner of Smyth Road and
819 Londonderry Turnpike was presented. The preliminary proposal is for 33 small business condos kind of
820 like the development on 3A that Scott Bussiere has done. They are mostly for contractors. Each unit is
821 1,200 square feet. There would be three buildings then another garage building. The concern from the
822 Planning Board among other things was what it would look like from the road. They did say the elevation
823 is steep and driveway would go on Smyth Road. That would cause exiting in a residential area. The top of
824 the buildings will be 40' above Smyth Road and Londonderry Turnpike. The real concern is the granite as

825 there will be extensive blasting. There is no public water so everyone is on wells. It would be the largest
 826 industrial development close to a residential area in the town.
 827 The Sewer Department met on the 1st. The design for the pump station is done; they are not in a hurry as
 828 there has been no interest in the hotel developer. If for some reason, there is a rush, they will put for bids
 829 in November. If not, bids will be in January. Fire Union negotiations are ongoing.

830
 831 J. Levesque: The ZBA met last night. There was a cell tower presented. There was also a Commercial
 832 Building granted on Londonderry Turnpike across from Zapora Drive. The property is located in the
 833 MDR zone.

834
 835 **PUBLIC INPUT**

836
 837 **NON-PUBLIC SESSION**

838
 839 NH RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the
 840 disciplining of such employee, or the investigation of any charges against him or her.

841 NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the
 842 reputation of any person, other than a member of the public body itself.

843 *J. Sullivan motioned to enter the non-public session of 10/10/18 at 9:34pm, seconded by D. Winterton.*

844
 845 **Roll Call Vote #2**

846 *A. Walczyk Yes*

847 *J. Levesque Yes*

848 *D. Ross Yes*

849 *R. Duhaime Absent*

850 *J. Durand Yes*

851 *D. Winterton Yes*

852 *T. Tsantoulis Yes*

853 *J. Giotas Yes*

854 *J. Sullivan Yes*

855 *(8-0)*

856 *Vote unanimously in favor.*

857
 858 *J. Sullivan motioned to exit the non-public session of 10/10/18 at 9:43pm, seconded by J. Levesque.*

859 *Vote unanimously in favor (8-0).*

860
 861 *J. Sullivan motioned to seal the non-public session minutes of 10/10/18, seconded by T. Tsantoulis.*

862 *Vote unanimously in favor (8-0).*

863
 864 **ADJOURNMENT**

865
 866 *J. Sullivan motioned to adjourn the public session of 10/10/18 at 9:43pm, seconded by J. Levesque.*

867 *Vote unanimously in favor (8-0).*

868 Respectfully Submitted
869
870 Leann Fuller
871 Recording Clerk

Town Council

STAFF REPORT



To: Town Council
Title: Public Hearing on 2019 Proposed Charter Amendments
Meeting: Town Council - 24 Oct 2018
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

Public Hearing

In accordance with RSA 49-B:5, the Hooksett Town Council hereby provides notice that it will hold a Public Hearing in regards to a number of proposed amendments to the Town's Charter at their next regularly scheduled meeting, which will take place at the Hooksett Municipal Offices (35 Main Street, Hooksett, NH 03106) on October 24, 2018, at 6:00PM. The proposed amendments are as follows: **"Amendment Relative to Removal of the Budget Committee from Town Budgeting Processes"** To see if the town will vote to rescind the adoption of a Budget Committee in accordance with RSA 32:14, and remove all mentions of the Budget Committee in Hooksett's Town Charter. Includes alterations to the following sections: Article 10.2, removal of the final sentence: ~~The Council shall then present their budget to the Budget Committee and subsequent actions shall follow the Municipal Budget Act, RSA Chapter 32.~~ Article 5.3, Remove "A" as follows: ~~"A. The Budget Committee shall hold hearings as specified in RSA 32:5 and hearings under RSA 33:8 shall be held on or before the third Tuesday in January. One or more supplemental budget hearings may be held at any time before the first session of the annual meeting, subject to the 7-day notice requirement in RSA 32:5. If the first hearing or any supplemental hearing is recessed to a later date or time, additional notice shall not be required for a supplemental session if the date, time, and place of the supplemental session are made known at the original hearing. In a political subdivision that has adopted a municipal budget committee pursuant to RSA 32:14, the last day for the budget committee to deliver copies of the final budget and recommendations to the governing body pursuant to RSA 32:16, IV shall be the Thursday before the last Monday in January.~~ Article 11.1, remove "C" as follows: ~~"C. Budget Committee. The Budget Committee shall consist of nine (9) members, elected at-large for three (3) year terms (terms to be staggered so that three (3) members are elected each year); one (1) member chosen by the school board of each school district; one (1) member chosen by the Town Council; one (1) member chosen by the commissioners of each water precinct. Refer to RSA Chapter 32."~~ **Explanation:** A Budget Committee is a supplementary option available to the Town of Hooksett's budgetary process offered by statute. By voting to rescind the option, and removing all mentions of a Budget Committee from the town charter, the Budget Committee's statutory role in town budget-making would be removed. This would not affect a Budget Committee's role in other local political subdivisions, such as the School District. **Amendment Relative to End of Term Dates for Elected Officials.** To see if the town will vote to amend the Hooksett Town Charter by voting to change Article 10.2.B to the following: *"Unless otherwise set forth in this Charter all elected officials in the Town shall take or continue in office on the first day of May/July next following their election and shall hold office until their successors are elected and qualified."* **Explanation:** This amendment would align the terms of elected officials to the start of the town's fiscal year with that of Council and officials appointed by Council. **Amendment Relative to Councilor-At-Large Residency Limits** To see if the town will vote to amend the Hooksett Town Charter Article 3.2, by removing the third paragraph as follows: ~~"No two Councilors elected at large or appointed to~~

~~fill a position at large shall be residents of the same district.~~ **Explanation:** The current charter text limits the number of potential candidates for Councilor-At-Large elections by prohibiting more than three representatives from each district being on Council. Eliminating said paragraph would open elections to candidates normally barred from doing so as a result of an At-Large-Council seat being occupied and unavailable to a candidate due to their residency in a voting district matching an At-Large-Councilor not up for election. **Amendment Relative to Council Roll Call Votes** To see if the town will vote to amend the Hooksett town Charter Article 3.5.D by removing the final sentence as follows: ~~"All votes shall be recorded by roll call except votes on procedural matters."~~ **Explanation:** This amendment is intended to clarify and streamline the Council procedure for voting on its business.

FINANCIAL IMPACT:

No direct fiscal impacts anticipated for any of the proposed amendments.

POLICY IMPLICATIONS:

Proposed amendments would change the Hooksett Town Charter in alignment with the explanations listed in the staff report background. Additional public hearings will be required should there be additional amendments or alterations to the amendments proposed today.

RECOMMENDATION:

Hold the public hearing: Read through the proposed charter amendments. Listen to public comments if applicable.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Council review to determine if they want to include on warrant.

Town Council

STAFF REPORT



To: Town Council
Title: Paving - Hackett Hill Road
Meeting: Town Council - 24 Oct 2018
Department: Public Works
Staff Contact: Diane Boyce, Director of Public Works

BACKGROUND INFORMATION:

At their meeting on 10/10/18, the Town Council had a discussion regarding Hackett Hill Road paving. Diane had brought forth a report regarding the core testing that was taken on Hackett Hill Road and on Cross Road. There was a question on whether or not to have an independent engineering firm take some additional tests. At this time it was put off. The Council asked Earl Labonte (new DPW Director) to check the roads and ask his opinion.

FINANCIAL IMPACT:

If we do core testing, the impact will be the cost of sampling and testing.

RECOMMENDATION:

Listen to the discussion from Earl Labonte regarding the paving as he inspected and to determine whether or not additional core testing is needed.

TOWN ADMINISTRATOR'S RECOMMENDATION:

concur

Town Council
STAFF REPORT



To: Town Council
Title: Old Town Hall
Meeting: Town Council - 24 Oct 2018
Department: Public Works
Staff Contact: Diane Boyce, Director of Public Works

BACKGROUND INFORMATION:

At their meeting on 10/10/18, the Old Town Hall Committee was in the process of gathering quotes and bids to determine whether or not the Council should try to put money into a warrant article to get some projects done at the Old Town Hall. It was determined at the Council meeting following this meeting that the Committee needed more time to gather this information.

FINANCIAL IMPACT:

At this time the final amount has not been determined.

RECOMMENDATION:

Discuss whether or not the Town should put a warrant article in place to raise funds for the Old Town Hall.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Recommendation will depend on the cost data gathered.

Reorganization of the Public Works Director and the development of a Department of Natural and Cultural Resources

REMOVE

Parks, Recreation and Cemeteries Division from the Department of Public Works.

ADD 3.11

The Department of Natural and Cultural Resources

The Department of Natural and Cultural Resources is responsible for protecting, promoting and managing Hooksett's natural, recreational and cultural resources. These resources are vital to the economic well-being of the town and our residents quality of life.

It is, for example, responsible for the maintenance of all public playgrounds, athletic fields, parks, equipment, and related facilities as well as the grounds of all Town owned property and natural resources. This department is also responsible for the planning and coordination of recreational activities, providing supervision of Town sponsored recreational activities, and overseeing the expansion and maintenance of cultural buildings and markers.

Town Council

STAFF REPORT



To: Town Council
Title: FY 2019-20 Budget and Warrant Articles
Meeting: Town Council - 24 Oct 2018
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

To provide Town Council and update on the FY 2019-20 operating budget and review items that may need to be considered. Town Council's recommended FY 2019-20 operating budget is \$18,896,365.

Council may want to considered the following items as new information regarding the 2019 rates has been received:

- 1) Increase the budget to include the 2019 health and dental rates from \$1,843,169 to \$1,983,131 an increase of \$139,962.
- 2) Reduce the budget for Property & Liability Insurance from \$224,127 to \$220,810 a reduction of \$3,317.
- 3) Increase the budget for Unemployment Compensation from \$4,000 to \$4,939 an increase of \$939.

Money warrant articles process:

October & November - Review all warrant articles, ask questions and deliberate - (Note: All articles reviewed will be passed along to the Budget Committee as informational, unless otherwise noted by Council)

December 12th - Vote to move articles to the ballot and to recommend/or not recommend.

January 9th - Address any petitioned or union negotiations warrant articles.

January 23rd - Sign official warrant and determine which Councilors will be recommending articles to the Town Meeting on February 2nd.

RECOMMENDATION:

Motion to revise the FY 2019-20 operating budget and resubmit to the budget committee.

SUGGESTED MOTION:

Motion to amend Town Council's recommended budget by an additional \$139,962 for Health and Dental Insurance lines.

Motion to reduce Town Council's recommended budget by \$3,317 for Property & Liability Insurance.

Motion to increase Town Council's recommended budget by \$939 for Unemployment Compensation.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[FY 2019-20 Insurance changes](#)
[FY 2019-20 Warrant Articles](#)

**Town of Hooksett
Insurance**

GL NUMBER	DESCRIPTION	FY 2019-20 Council BUDGET	FY 2019-20 New Premiums	Possible Budget Adjustments
001-100.4130-210.000	ADMIN Health Insurance	35,080	38,770	3,690
001-100.4130-212.000	ADMIN Dental Insurance	936	967	31
001-150.4152-210.000	ASSG Health Insurance	16,620	18,254	1,634
001-150.4152-212.000	ASSG Dental Insurance	386	398	12
001-200.4191-210.000	CD Health Insurance	46,695	47,897	1,202
001-200.4191-212.000	CD Dental Insurance	1,147	1,166	19
001-202.4240-210.000	CEO Health Insurance	8,130	9,127	997
001-202.4240-212.000	CEO Dental Insurance	193	199	6
001-300.4150-210.000	FIN Health Insurance	30,808	29,643	(1,165)
001-300.4150-212.000	FIN Dental Insurance	936	1,158	222
001-350.4220-210.000	FD Health Insurance	542,894	579,896	37,002
001-350.4220-212.000	FD Dental Insurance	14,764	13,526	(1,238)
001-400.4210-210.000	PD Health Insurance	544,732	596,869	52,137
001-400.4210-212.000	PD Dental Insurance	14,303	13,228	(1,075)
001-450.4311-210.000	DPW ADMIN Health Insurance	31,502	36,508	5,006
001-450.4311-212.000	DPW ADMIN Dental Insurance	1,026	780	(246)
001-450.4312-210.000	RD MNT Health Insurance	139,139	149,207	10,068
001-450.4312-212.000	RD MNT Dental Insurance	4,114	3,295	(819)
001-450.4319-210.000	FLEET Health Insurance	43,900	49,286	5,386
001-450.4319-212.000	FLEET Dental Insurance	1,486	1,536	50
001-451.4194-210.000	TB Health Insurance	21,950	18,254	(3,696)
001-451.4194-212.000	TB Dental Insurance	743	390	(353)
001-500.4321-210.000	R&T ADMIN Health Insurance	18,292	18,254	(38)
001-500.4321-212.000	R&T ADMIN Dental Insurance	426	199	(227)
001-500.4323-210.000	R&T COLL Health Insurance	60,159	54,286	(5,873)
001-500.4323-212.000	R&T COLL Dental Insurance	1,864	1,536	(328)
001-500.4324-210.000	R&T Health Insurance	38,209	42,897	4,688
001-500.4324-212.000	R&T Dental Insurance	1,121	1,158	37
001-550.4150-210.000	TAX Health Insurance	34,830	38,330	3,500
001-550.4150-212.000	TAX Dental Insurance	936	967	31
001-600.4140-210.000	TC Health Insurance	240	240	0
001-450.4520-210.000	P&R Health Insurance	102,027	113,175	11,148
001-450.4520-212.000	P&R Dental Insurance	2,850	2,913	63
	Library Health Insurance	78,714	97,949	19,235
	Library Dental Insurance	2,017	2,873	856
		<u>1,843,169</u>	<u>1,983,131</u>	<u>139,962</u>

Motion to amend Town Council's recommended budget by \$139,962 for Health and Dental Insurance lines as listed above.

001-100.4196-520.000	ADMIN Liability	<u>224,127</u>	<u>220,810</u>	<u>(3,317)</u>
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Motion to reduce Town Council's recommended budget by \$3,317 for Property & Liability Insurance.

001-100.4155-250.000	BEN Unemployment Comp	<u>4,000</u>	<u>4,939</u>	<u>939</u>
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Motion to increase Town Council's recommended budget by \$939 for Unemployment Compensation.



Medical Rate Exhibit

Town of Hooksett

Rating Renewal: January

Rating Tier: Large

Rating Type: Combined

Current Benefit Option(s)	Enrollment Type	Enrollee Counts	1/18 Rates	1/19 Rates	% Change
BC2T10(01L)-R10/25/40M10/40/70/3K(L)	Single	3	\$908.06	\$989.79	✓ 9.0%
	2-Person	3	\$1,816.13	\$1,979.58	✓ 9.0%
	Family	8	\$2,451.77	\$2,672.43	✓ 9.0%
AB2C1PDED(01L)-R10/25/40M10/40/70/3K(L)	Single	19	\$797.03	\$868.76	✓ 9.0%
	2-Person	13	\$1,594.05	\$1,737.52	✓ 9.0%
	Family	19	\$2,151.97	\$2,345.65	✓ 9.0%
ABSOS20/40/1KDED(01L)-R10/25/40M10/40/70/5K(L)	Single	2	\$647.78	\$706.08	9.0%
	2-Person	1	\$1,295.55	\$1,412.15	9.0%
	Family	3	\$1,749.00	\$1,906.40	9.0%
HRAABSOS20/40/1KDED(01L)-R10/25/40M10/40/70/5K(L)	Single	12	\$647.78	\$706.08	9.0%
	2-Person	2	\$1,295.55	\$1,412.15	9.0%
	Family	13	\$1,749.00	\$1,906.40	9.0%
LUMFNOS2500(01L)	Single	6	\$677.03	\$737.96	9.0%
	2-Person	0	\$1,354.06	\$1,475.92	9.0%
	Family	7	\$1,827.98	\$1,992.49	9.0%
MC3(01L)-R10/25/40M10/40/70(LCY)	Single	5	\$538.06	\$586.48	9.0%
MCNRX(01L)	Single	0	\$222.43	\$242.44	9.0%
Monthly Total		116	\$165,028.29	\$179,880.66	9.0%

Alternative Benefit Option(s): As you consider your benefit offerings for January 1, 2019, please refer to the sampling of Benefit Option(s) provided below. It is important to note that not all of the sample plans listed below can be offered along with your current Benefit Option(s). Your Benefits Advisor is available to help you select the plans that best meet your Group's needs and work within HealthTrust's underwriting guidelines.

Alternative Benefit Option(s)	Enrollment Type	1/19 Rates
BC2T20(01L)-R10/25/40M10/40/70/3K(L)	Single	\$938.66
	2-Person	\$1,877.31
	Family	\$2,534.37
ABSOS25/50/3KDED(01L)-R10/25/40M10/40/70/5K(L)	Single	\$512.75
	2-Person	\$1,025.50
	Family	\$1,384.43
ABH25/5K/20COIN(01L)	Single	\$509.98
	2-Person	\$1,019.95
	Family	\$1,376.93

2.5%



October 15, 2018

**PROPERTY & LIABILITY PROGRAM
MEMBER CONTRIBUTION SUMMARY
JULY 1, 2019 THROUGH JUNE 30, 2020 RENEWAL
NOT TO EXCEED**

MEMBER: Hooksett, Town of

MEMBER NUMBER: 204

FY 2018/2019

FY 2019/2020

Contribution Assurance Program (CAP) Yes

PRIME³ Program Yes

Member Contribution	\$205,621	Member Contribution	\$220,810
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Your 2018/2019 Property Values	\$63,535,774
Your 2019/2020 Property Values (Exposures Valued as of 9/21/2018)	\$61,785,127
Change in Property	-2.8%
 Your 2018/2019 Payroll (CY 2016 Reported)	 \$7,610,275
Your 2019/2020 Payroll (CY 2017 Reported)	\$8,038,775
Change in Payroll	5.6%
 Your 2018/2019 Loss Ratio Adjustment Factor	 1.03
Your 2019/2020 Loss Ratio Adjustment Factor	1.03
Change in Loss Ratio Adjustment Factor	0.0%
 Change from 2018/2019 to 2019/2020:	
Contribution Amount Change	\$15,189
Contribution Percent Change	7.4%

Please contact the Primex³ Member Services Team if you have any questions or comments.
Invoices will be mailed around July 1, 2019.

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org



October 15, 2018

**UNEMPLOYMENT COMPENSATION PROGRAM
MEMBER CONTRIBUTION SUMMARY
JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 RENEWAL**

MEMBER: Hooksett, Town of
MEMBER NUMBER: 204

CY 2018

Member Contribution

\$5,212

CY 2019

Member Contribution

\$4,939

*Library payroll has been merged with the town's payroll for
CY2017 reporting.*

Your 2018 Taxable Wages (CY 2016)	\$2,107,446
Your 2019 Taxable Wages (CY 2017)	\$2,147,375
Change in Taxable Wages	11.24%
 Your 2017 Loss Ratio	0.00%
Your 2018 Loss Ratio (through June 2018)	0.00%
 Your 2018 Unemployment Rate	0.27%
Your 2019 Unemployment Rate	0.23%
 Change from 2018 to 2019:	
Contribution Amount Change	-\$273
Contribution Percent Change	-5.2%

Please contact the Primex[®] Member Services Team if you have any questions or comments.
Invoices will be mailed around January 1, 2019.

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Town of Hooksett

BUDGET AND WARRANT ARTICLE with ESTIMATED IMPACT ON TAX RATE

Warrant Articles for 2019-20

Assumes tax base of \$1,617,152,602 (2017 tax base)

#	Warrant	Department Request	Recomm. by Town Admin	Recomm. by Council
	Operating Budget	12,189,473	10,928,580	11,644,628
	Town			
	Wastewater	17,374,823	16,113,930	16,829,978
	Revenues	2,066,387	-	2,066,387
		(7,251,737)	(5,185,350)	(7,251,737)
	Fire Union Contract - Under Construction			
	DPW Union Contract - Under Construction			
	Non-Union Wages			
	Route 3A Hackett Hill Roundabout - Under Construction			
	Old Town Hall Renovations - Under Construction			
	CR Funding		230,000	
	Fire Apparatus \$100,000 up from \$50,000	100,000		
	Air Packs & Bottles \$25,000	25,000		
	Fire Equipment \$35,000	35,000		
	Fire Cistern \$20,000	20,000		
	Emergency Radio Communications \$50,000	50,000		
	CR Fund - Town Building Maintenance	100,000	100,000	
	CR Fund - Public Works' Vehicles	100,000	100,000	
	100 Yard Live Bottom Trailer - Solid Waste SR Fund	80,000	80,000	
	Fire Command Vehicle	55,000	55,000	
	CR Fund - Drainage Upgrades	50,000	50,000	
	CR Fund - Automated Collection Equipment	30,000	30,000	
	CR Fund - Revaluation	30,000	30,000	
	CR Fund - Parks & Recreation Facilities Development	15,000	15,000	
	CR Fund - Improvements of Conservation Land	10,000	10,000	
	Totals	\$ 12,589,473	\$ 11,628,580	11,644,628



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2019

Name of Department Submitting Request: Administration

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of \$_____ for an increase in salaries and benefits for non-union full-time and part-time Town personnel.

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Total</u>
2019-20			

Estimated tax impact is \$ _____.

2. What is the intent and purpose of article?

To provide an increase in wages for 47 full-time and 34 part-time non-union employees including Police, Fire, Library and Town. Seasonal employees are not included.

Non-union Wage Increase	Salaries	Benefits	Total
0.50%	17,169	3,532	20,701
1.00%	34,338	7,063	41,401
1.50%	51,507	10,595	62,102
2.00%	68,676	14,127	82,803
2.50%	85,845	17,659	103,503
3.00%	103,014	21,190	124,204
3.50%	120,182	24,722	144,904
4.00%	137,351	28,254	165,605

Police union – All steps on pay scale anticipated to increase 2.2%. Employees moves up one step for an average of 2.5%. (19% employee share of health insurance)

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

4. Estimated cost? Estimated tax rate impact is _____.

5. Is any further information necessary for the deliberation?

History of Non-Union raises.	%	Notes
7/1/2018	2.0%+20 cents	
7/1/2017	2.0%	
7/1/2016	3.0%	2% Part time & 3% Full-time wages & increase in Health Ins
7/1/2015	3.0%	
7/1/2014	2.0%	
7/1/2013	2.0%	Default
7/1/2012	2.0%	Default
7/1/2011	0.5%	
7/1/2010	0.0%	
7/1/2009	2.5%	
7/1/2008	4.0%	
7/1/2007	3.5%	

March 2018 Ballot passed 533 to 268 or 67% approval

March 2017 Ballot passed 344 to 169 or 67% approval

May 2016 raises were in the operating budget

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Revised 10/16/18

Date of Request:

Date of Town Meeting: 2019

Name of Department Submitting Request: Fire-Rescue & Police

1. Please provide the wording of the proposed article.

Capital Reserve Funding - Fire

To see if the town will vote to raise and appropriate the sum of **\$230,000.00** to be added to the previously established Capital Reserve Funds and to apportion the sum among several funds as listed below:

Fire Apparatus	\$ 100,000.00
Air Packs & Bottles	25,000.00
Fire Equipment	35,000.00
Fire Cistern	20,000.00
Emergency Radio Communications	50,000.00
Total	<u>\$ 230,000.00</u>

Estimated tax rate impact is \$0.____.

2. What is the intent and purpose of article?

Fire Apparatus Reserve: There is \$360,549 in the account as of September 30, 2018, with \$250,000 to be withdrawn for the new Pumper approved in March 2018 and another \$30,000 for the Forestry Truck, leaving \$80,549 available to spend. Estimated year of purchase is as needed and guided by the Vehicle Replacement Inventory. The fund is for the future replacement of the following fire department vehicles: all engines, tankers, ladders, and forestry. This article provides fiscal stability by a fixed replacement program for higher cost vehicles. Fire-Rescue requires a mechanically dependable fleet to ensure the prompt service to Hooksett residents.

Air Packs & Bottles Replacement Reserve: Total project cost is \$300,000. There is \$253,181 in the account as of September 30, 2018. Estimated year of purchase is 2020. The project was established to the replacement of all Self-Contained Breathing Apparatus (SCBA) when they reach 15 years of service. The existing air packs were purchased in 2005 SCBA are critical equipment for firefighters. A single purchase date allows for only one model choice which enhances familiarity by all members, equipment exchange department wide anywhere, anytime, station or scene, reduced parts inventory, linear inspections and service needs, all which improve employee safety.

Fire Equipment Reserve: There is \$35,127 in this account as of September 30, 2018. This fund will allow the Fire-Rescue department to develop a replacement plan for these relatively expensive items, such as, "Jaws of Life", jacking and lifting struts, air bags, high angle and low angle rope rescue, and ice rescue equipment. As these items

2

become unreliable the operations and efficiency of the Fire-Rescue Department may become compromised.

Fire Cistern Reserve: There is \$16,033 in this account as of September 30, 2018. This reserve saves for repairs to the fire cisterns that provide water in remote areas of the Town. Water supply for fire protection may be compromised if these cisterns are not maintained.

Emergency Radio Communication Reserve: There is \$191,034 in the account as of September 30, 2018. Estimated year of purchase is 2024. These funds will be used well in the future to purchase and replace the existing emergency radio communication system. Our radio system was replaced in 2014 after a lightning strike caused extensive damage. The police department was able to replace a major portion of the system with the funds that had been building in this capital reserve along with what the insurance covered. We spent \$383,000. The police department anticipates the system will need replacing in ten years when the company, Motorola, no longer supports repairs or parts. The anticipated replacement cost is approximately \$500,000, so building this fund at \$50,000 a year for ten years will help ensure the town does not have to bear the burden of a major expense all at once.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

3. **Estimated cost?** \$230,000; estimated tax rate impact is \$_____.

5. Is any further information necessary for the deliberation?

March 2018 Ballot passed Article 10 581 to 227 or 72% approval and Article 16 for Fire Equipment passed 595 to 219 or 73% approval.

March 2017 Ballot passed 342 to 172 or 66% approval

May 2016 Ballot passed 249 to 103 or 70% approval

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett **WARRANT ARTICLE REQUEST FORM**

Date of Request:

Date of Town Meeting: 2019

Name of Department Submitting Request: DPW – Highway Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding - DPW

To see if the town will vote to raise and appropriate the sum of **\$100,000.00** to be added to Town Building Maintenance Capital Reserve Fund previously established. Estimated tax rate impact is \$0 ____.

2. What is the intent and purpose of article?

Town Building Maintenance Reserve: Total project cost is ongoing. There is \$290,725 in the account as of September 30, 2018. Estimated year of purchase is as needed. This fund addresses the needs of town buildings. Over the past year we utilized this fund for lighting and ventilation upgrades to the highway building; partial roof at the town hall and the elevator repairs at the Library. It is imperative that the town keep a minimum of \$250,000 in this fund so that there are funds for any major repairs that will need to be addressed in the future. We have \$26,000,000 worth of buildings to maintain within the town. The Public Works Director believes a \$250,000 minimum in this account is not an unreasonable request.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

4. Estimated cost? \$100,000; estimated tax rate impact is \$ ____

5. Is any further information necessary for the deliberation?

March 2018 Ballot passed 436 to 368 or 54% approval

March 2017 Ballot passed 307 to 206 or 59% approval (grouped with P&R Facilities Development)

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2019

Name of Department Submitting Request: DPW- Highway Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding – DPW Vehicles

To see if the town will vote to raise and appropriate the sum of **\$100,000.00** to be added to the Public Works' Vehicles Capital Reserve Fund previously established. Estimated tax rate impact is \$0.

2. What is the intent and purpose of article?

To purchase vehicles for plowing and road maintenance, including equipment to replace an aging fleet and to reduce the cost of vehicle maintenance. There is \$184,155 in the account as of September 30, 2018. The reserve fund allows for the Town to replace and add vehicles when needed. This fund evens the burden on tax payers by planning for the purchase. The town is continuing to grow and we will need to address that growth.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

If this article is not passed at Town Meeting, the aging fleet will cost more for vehicles maintenance, for a temporary fix. It may, if vehicles are deemed not inspectable, slow down the plowing efforts on Town roads.

The following purchases have been made from this reserve.

- 2015 Bobcat S570
- 2015 Ford F550
- 2016 Mack Truck
- 2016 Bobcat 18" Planer
- 2016 Ford F550
- 2017 International 7400
- 2017 Ford F350
- 2018 International 7400

4. Estimated cost? \$100,000; estimated tax rate impact is \$_____

5. Is any further information necessary for the deliberation?

March 2018 Ballot passed 429 to 423 or 50% approval
 March 2017 Ballot passed 309 to 178 or 63% approval
 May 2016 Ballot passed 207 to 135 or 60% approval

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett WARRANT ARTICLE REQUEST FORM

Date of Request: September 28, 2018

Date of Town Meeting: 2019

Name of Department Submitting Request: Department of Public Works

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of **\$80,000.00** to purchase a 100 yard live bottom floor trailer for the Recycling and Transfer Division of Public Works with said funds to come from the Solid Waste Disposal Special Revenue Fund? No amount to be raised from taxation.

2. What is the intent and purpose of article?

As of September 30, 2018 the Solid Waste Disposal Fund had a balance of \$470,025, with \$65,000 to be withdrawn for a new scale system approved in March 2018. This request is to purchase a 100 yard live bottom trailer to haul trash generated in the Town of Hooksett to approved site. This trailer will replace a 2004 trailer that has a damaged floor and is presently used for hauling metal. The SW-T3 2004 trailer will be traded in see attached.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

We will soon need to haul the metal in a trailer that is in better shape, which could cause damage.

4. Estimated cost? \$80,000 from the Solid Waste Disposal Special Revenue Fund.

5. Is any further information necessary for the deliberation?

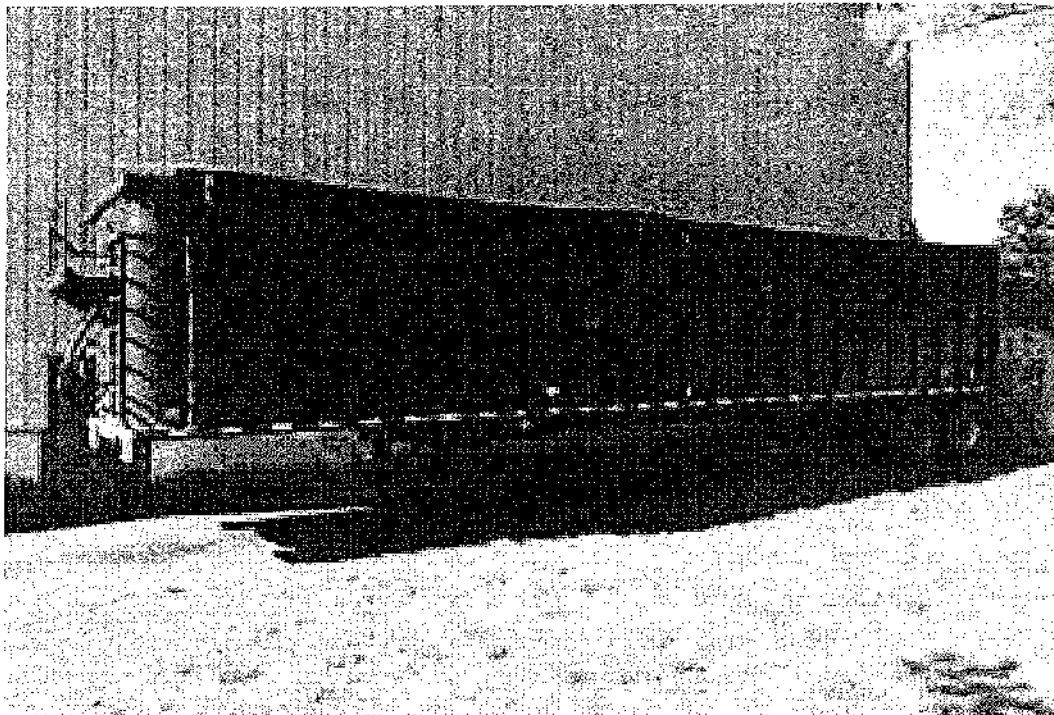
INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.

SW-T3 2004 Stan 100 Yard Live Bottom Trailer

Purpose:	Recycle & Transfer
VIN #:	1S9WS452X4S188677
Plate:	G06304
Purchase Price:	\$43,280.00
Mileage:	N/A
Condition:	
Maintenance History	
FY 2013-16:	\$0.00
FY 2016-17:	\$543.39
FY 2017-18:	\$0.00

Notes: Estimated date of replacement FY 2021-22.





Town of Hooksett **WARRANT ARTICLE REQUEST FORM**

Date of Request: August 1, 2018

Date of Town Meeting: 2019

Name of Department Submitting Request: Fire-Rescue

1. Please provide the wording of the proposed article.

To see if the town will vote to raise and appropriate the sum of **\$55,000.00** to purchase a vehicle for the Fire-Rescue Department. Estimated tax rate impact is \$0.____.

2. What is the intent and purpose of article?

The purpose of this article is to replace Car 5 a 2003 Ford Expedition with over 115,000 miles. This vehicle has extensive corrosion and requires excessive maintenance.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

This vehicle will be used daily by the Fire-Rescue Department to accomplish our mission of Emergency Response, Fire Prevention and Emergency Preparedness.

4. Estimated cost? \$55,000: estimated tax rate impact is \$____

5. Is any further information necessary for the deliberation?

The vehicle is scheduled for replacement in the 2019-2020 CIP Program.

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.

Car-5



Purpose:	Fire Administration/Command Vehicle
VIN #:	1FMPU16T14LB78557
Plate:	G14100
Make:	Ford Expedition
Year Purchased:	2004
Purchase Price:	\$36,500.00 (Vehicle only, not up fitted)
Estimated Replacement Price:	\$65,000.00 (Up fitted vehicle)
Mileage:	115,347
Condition:	OOS - Failed Inspection

Maintenance History

FY 2015-16:	\$ 1,501.35
FY 2016-17:	\$ 677.17
FY 2017-18:	\$ 146.00

Notes:

Transferred from Police Department in 2007. Extensive body rot on the underside of the body and frame. Failed State Inspection. Town Mechanic recommended not making repairs and was removed from service.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2019

Name of Department Submitting Request: DPW – Highway Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding - DPW

To see if the town will vote to raise and appropriate the sum of **\$50,000.00** to be added to the Drainage Upgrades Capital Reserve Fund previously established. Estimated tax rate impact is \$_____

2. What is the intent and purpose of article?

Drainage Upgrade Reserve: Total project cost is ongoing. There is \$281,842 in the account as of September 30, 2018. Estimated year of purchase is as needed. Various areas throughout town have drainage that has begun to deteriorate and fail. These failures are due to aging pipes, pipes that have outlived their expected lifespan, increased storm runoff due to growth in town, and more storms with a higher volume of water. These pipes were not installed to handle the amount of water that they are taking on. This fund is for updating the drainage to larger pipes, which will handle both the increased volume of water and anticipated growth.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

Drainage projects that these funds have been used for are as follows:

2015 Sherwood Drive

2016 Grant Drive

2018 Morgan Drive

2018 Smyth Road & Route 28

4. Estimated cost? \$50,000; estimated tax rate impact is \$0_____

5. Is any further information necessary for the deliberation?

March 2018 Ballot **failed** 349 to 448

March 2017 Ballot passed 301 to 218 or 57% approval

May 2016 Ballot passed 211 to 138 or 60% approval

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2019

Name of Department Submitting Request: DPW – Recycling & Transfer Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding – Automated Collection Equipment

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be added to the Automated Collection Equipment Capital Reserve previously established. Estimated tax rate impact is \$_____

2. What is the intent and purpose of article?

Automated Collection Equipment Reserve: Original project cost was \$940,000. There is \$145,622 in the account as of September 30, 2018. Estimated year of purchase is 2022. The fund is to prepare for the future replacement of the trash/recycling collection vehicles and barrels. Funds will be used to offset future costs of replacement.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

4. Estimated cost? \$30,000; estimated tax rate impact is \$_____

5. Is any further information necessary for the deliberation?

March 2018 Ballot passed 446 to 336 or 58% approval
 March 2017 Ballot passed 331 to 187 or 63% approval
 May 2016 Ballot passed 211 to 138 or 60% approval

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2019

Name of Department Submitting Request:

1. Please provide the wording of the proposed article.

Capital Reserve Funding – Revaluation

To see if the town will vote to raise and appropriate the sum of **\$30,000.00** to be added to Revaluation Capital Reserve Fund previously established. Estimated tax rate impact is \$_____

2. What is the intent and purpose of article?

Revaluation Reserve: There is \$54,223 in account as of September 30, 2018 with the remainder of the funds to be withdrawn in late 2018 for the 2018 Revaluation. This project is to set aside funds for the next update in 2023. The 2018 revaluation cost was \$161,231, the cost for 2013 is \$137,300, and the estimated cost in 2018 is \$149,703. Every five years the Town is required to reappraise all property values for assessment equity property tax purposes per NH State Constitution Article 6.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

4. Estimated cost \$30,000; estimated tax rate impact is \$_____

5. Is any further information necessary for the deliberation?

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary



Town of Hooksett **WARRANT ARTICLE REQUEST FORM**

Revised 12/28/17

Date of Request:

Date of Town Meeting: 2019

Name of Department Submitting Request: DPW – Highway Division

1. Please provide the wording of the proposed article.

Capital Reserve Funding - DPW

To see if the town will vote to raise and appropriate the sum of **\$15,000.00** to be added to Parks & Recreation Facilities Development Capital Reserve Fund previously established. Estimated tax rate impact is \$0_____

2. What is the intent and purpose of article?

Parks and Recreation Facilities Development Reserve: Total project cost is ongoing. There is \$127,922 in the account as of September 30, 2018. Estimated year of purchase is as needed. The town continues to grow and we are forced to deal with aging structures, building updates, and additional recreation areas that will need to be addressed. We have put together a listing of items that will need to be addressed within the next five years. Since addressing the lighting at Donati, our next project will be building updates on the Parks & Rec building. The Parks & Rec Division has outgrown the building and needs more space to work out of and store the equipment they use daily. This building has not been updated in over 15 years while the division has grown. In 2018 bids in the ranging from \$326,000 to \$367,000 received for the design build of the maintenance building additions.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

4. Estimated cost? \$15,000; estimated tax rate impact is \$_____

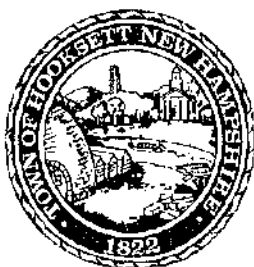
5. Is any further information necessary for the deliberation?

March 2018 Ballot passed 540 to 272 or 67% approval

March 2017 Ballot passed 307 to 206 or 59% approval (grouped with Town Building Maintenance)

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.



Town of Hooksett

WARRANT ARTICLE REQUEST FORM

Date of Request:

Date of Town Meeting: 2019

Name of Department Submitting Request: Conservation

1. Please provide the wording of the proposed article.

Capital Reserve Funding – Conservation

To see if the town will vote to raise and appropriate the sum of **\$10,000.00** to be added to the Conservation Land Improvements Capital Reserve Fund previously established. Estimated tax rate impact is \$0____

2. What is the intent and purpose of article?

Improvements of Town-Owned Conservation Land Reserve: There is \$30,683 in the account as of September 30, 2018. The fund is to begin to plan for improvements and developments that may be needed for all of the conservation lands/easements currently held by the Town. Over the past few years, the Commission has continued its pursuit of acquiring land to conserve for future residents to enjoy, consistent with the mandates of the Master Plan. The conservation easements, pertaining to such property, require the Town to maintain the property and make repairs or improvements as necessary. In order to meet this legal obligation, it is necessary for us to create a capital reserve fund to ensure that the Town will be prepared for any planned or unexpected maintenance issues that may arise. The stewardship of the Town's Conservation properties includes the requirement of maintaining existing trails and the right to develop new trails.

3. If this article is not passed at Town Meeting or approved by the Town Council, what affect would this have on your department goals and programs?

4. Estimated cost? \$10,000 this fiscal year; Estimated tax rate impact is \$____

5. Is any further information necessary for the deliberation?

March 2018 Ballot passed 464 to 315 or 60% approval
March 2017 Ballot passed 392 to 122 or 62% approval

INSTRUCTIONS

All forms should be submitted with the operating budget to the Town Administrator. Please use additional sheet if necessary.

Town Council **STAFF REPORT**



To: Town Council
Title: Use of Unassigned Fund Balance to lower 2018 Tax Rate
Meeting: Town Council - 24 Oct 2018
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

The Town anticipates setting the 2018 tax rate in the middle of November.

As of June 30, the Unassigned Fund Balance was \$3,367,636 or 6.08%. The Town's policy is to maintain a minimum of 5% of Unassigned Fund Balance and to work towards maintaining 8% to protect the Town against emergencies and economic downturns.

The net appropriations (tax dollars) for 2018 is \$44,614,572.00, this is \$1,546,871.00 or 3.59% more than the total tax dollars needed for 2017.

Attached you will find a history of the Unassigned General Fund Balance and additional information about the impact of using Unassigned Fund Balance to reduce the amount tax dollars needed to be collected.

FINANCIAL IMPACT:

If no Unassigned Fund Balance was applied to the 2018 taxes, the annual tax bill for a single family home valued at \$231,000 would increase an estimated \$221.75.

RECOMMENDATION:

I recommend using \$300,000 of Unassigned Fund Balance to reduce the amount of taxes that need to be collected. This would retain \$3,067,636 or 5.54% which is just above last years 5.2%. At the same time, it will reduce the amount of taxes that needs to be collected on the single family home valued at \$231,000 from an estimated \$221.75 to \$179.13 for the year.

SUGGESTED MOTION:

Motion to apply \$300,000 of Unassigned Fund Balance to reduce the 2018 net appropriations.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I concur that applying some portion of the Unassigned Fund Balance to reduce the overall tax liability is prudent but I would caution us not to emphasize the exact percentages or dollar figure impacts to individual properties because both the overall tax rate and the amount to be assessed to each property will be impacted by the revaluation.

ATTACHMENTS:

[Unassigned General Fund Balance History](#)

Town of Hooksett

Unassigned General Fund Balance History

Year	Beginning Balance	*Current year Increase	Warrant Articles	Used to Reduce Tax Rate	Ending Balance	% of FB Retained
2000	1,000,000	1,022,779	a	(60,000)	660,000	-
2001	860,000	1,195,605	-	(1,355,605)	500,000	1.85%
2002	500,000	1,550,431	b	(1,050,431)	963,000	3.40%
2003	963,000	1,794,830	c	(1,334,850)	1,400,000	5.00%
2004	1,400,000	1,775,797	-	(1,649,300)	1,526,497	5.00%
2005	1,526,497	1,504,609	-	(1,600,000)	1,431,106	3.80%
2006	1,431,106	1,863,542	d	(1,350,000)	1,444,648	2.65%
2007	1,444,648	1,785,347	-	(1,500,000)	1,729,995	4.90%
2008	1,729,995	1,867,302	-	(1,500,000)	2,097,297	5.18%
2009	2,097,297	295,371	e	(875,000)	1,323,668	2.80%
2010	1,323,668	203,789	-	(300,000)	1,227,457	3.12%
2011	1,227,457	802,977	-	(260,000)	1,770,434	4.41%
2012	1,770,434	666,248	-	-	2,436,682	6.00%
2013	2,436,682	733,354	-	-	3,170,036	7.87%
2014	3,170,036	1,348,547	-	(767,363)	3,688,220	8.00%
2015	3,688,220	1,575,465	-	(1,647,914)	3,615,871	8.00%
2016	3,615,871	1,325,418	-	(500,000)	4,441,289	9.34%
2017	4,441,289	1,384,377	f	(1,000,000)	2,664,749	5.20%
2018	2,664,749	702,887	-	-	3,367,636	6.08%

* Current year increase are from actual revenues higher than estimated and expense lower than budgeted and changes in overlay.

a - Warrant article #18 Transfer Station Front-End Loader Fund.

b - Warrant article #13 Emergency Radio Communication System.

c - Warrant article #32 Police Computer Development Fund.

d - Warrant article #20 Renovation of Former Village School.

e - Warrant article #8 & 9 Town Building maintenance (\$130,000) and Martin Ferry Wall Repairs (\$64,000).

f - Warrant article #8 Visionary Plan for Sewer and Other Infrastructure Improvements (\$100,000) and Emergency appropriation for Lilac Bridge (\$2,060,917)

DRA's Guidance as stated on Surplus Retention form.

"Responsible long term financial planning requires an adequate level of general fund unreserved fund balance to mitigate future risks and to ensure stable tax rates. The GFOA suggests municipalities retain between 8% and 17% of regular general fund operating revenues or no less than 2 months of general fund operating expenditures. In NH, this is calculated by adding the municipality's general fund operating appropriations, the state education tax amount, the local school net tax commitment, and the county appropriations. Based on our best available information, the suggested levels for your municipality for 2018 would be:

5% \$2,769,860 8% \$4,431,777 10% \$5,639,721 17% \$9,417,526

FINANCE\DRA Forms\Fund Balance history

TOWN OF HOOKSETT
Use of Fund Balance to lower tax rate

10/12/18

For Analysis Use Only

	2017 Net Appropriations	2018 Net Appropriations	Change in Net Appropriations	% Estimated Change
Municipal Tax Rate	11,026,948	12,002,938	975,988.00	
School Tax Rate	22,354,979	22,836,509	481,530.00	
State School Tax Rate	4,149,940	4,092,119	(57,821.00)	
County Tax Rate	5,535,834	5,683,008	147,174.00	
Total Net Appropriations	43,067,701.00	44,614,572.00	1,546,871.00	3.59%

History of Assessed Value, Tax Rate and % of Fund Balance Retained

Year	Assessed Value	Total Tax Rate	Fund Balance Retained
2018			
2017	1,617,152,602	26.74	5.20%
2016	1,597,977,330	26.39	9.34%
2015	1,583,357,301	24.72	8.00%
2014	1,573,447,531	24.83	8.00%
2013	1,556,298,643	23.48	7.87%
2012	1,627,781,982	22.32	6.00%
2011	1,629,349,475	21.68	4.41%
2010	1,624,958,734	21.68	3.12%
2009	1,614,242,921	21.16	2.80%
2008	1,595,105,965	20.82	5.18%
2007	1,322,460,143	22.68	4.90%
2006	1,274,733,978	22.68	2.65%

Estimated Effects of Unassigned Fund Balance Used to Reduce Tax Rate

Options	Fund Balance used to reduce tax rate	Fund Balance Retained	% Change in Net Appropriations	Increase In Annual Tax Bill *
A	-	6.08%	3.59%	\$221.75
B	300,000	5.54%	2.9%	\$179.13
C	600,000	5.00%	2.2%	\$135.89

* Increased based on single family home valued at \$231,000

Town Council

STAFF REPORT



To: Town council
Title: Discussion regarding HFR Ladder Truck 1
Meeting: Town Council - 24 Oct 2018
Department: Fire and Rescue
Staff Contact: James Burkush, Chief of Hooksett Fire&Rescue

BACKGROUND INFORMATION:

Ladder 1 Out of Service due to severe rust on frame and torque box. Repairs estimated by manufacturer at \$160,000.00. Have contacted the Town Attorney to send letter for warranty service. At this time would like to advise Town Council. Thank you

FINANCIAL IMPACT:

TBD

TOWN ADMINISTRATOR'S RECOMMENDATION:

I believe it is reasonable to wait until the warranty issue can be resolved.

ATTACHMENTS:

[18FES31299 - KMEAL - 09-27-2018 - Hooksett FD - Hooksett NH - Aerial Inspection Report](#)



09/27/18

Town Of Hooksett
Assistant Chief Dean Jore
15 Legends Dr
Hooksett, NH 03106

Our Reference: 18FES31299

Subject: Aerial Examination; 2003 KME Fire Apparatus 75 ft. Steel
Aerial Ladder, Client Vehicle No. - Truck 1

Dear Assistant Chief Dean Jore:

The examinations and tests of the subject aerial device covered under our Reference No. 18FES31299 were conducted on 09/27/18. The test program was conducted in accordance with the applicable provisions of Chapter 22 of the National Fire Protection Association (NFPA) Standard No. 1911, "Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles," current Edition.

The enclosed Report outlines the tests conducted, the methods used, and the results of such tests. The Conclusion Page of the Report summarizes the areas of noncompliance found during the inspection of your aerial device.

Although a certificate of compliance is not required by NFPA 1911, this service is provided by UL. If you wish to receive a certificate of compliance please contact UL customer service at 877-854-3577, prompt 2, to schedule a reinspection after the items of noncompliance have been repaired. During the reinspection we will verify that all noncompliant items found during our original investigation have been repaired. Upon successful completion of the reinspection, we will issue a Certificate stating the unit's compliance with Chapter 22 of NFPA 1911, current Edition.

If you should have any questions or comments concerning this investigation, please do not hesitate to contact UL.

Very Truly Yours,

Brian Lawton

Brian Lawton
Fire Equipment Services
Phone No. (877)UL-HELPS (Option 2)

UL LLC
333 Pfingsten Road, Northbrook, IL 60062-2096 USA
T: 847.272.8800 / F: 847.272.8129 / W: UL.com

FIRE EQUIPMENT SERVICES

09/27/18

REPORT

On

Steel Aerial Ladder

Town Of Hooksett
Hooksett, NH 03106

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Project: 18FES31299

Page 1 of 19

PRODUCT COVERED:

Client - Town Of Hooksett

Telephone - 603.623.7272

Address - 15 Legends Dr

City - Hooksett

State - NH

Zip - 03106

Client Vehicle No. - Truck 1

Test Date - 09/27/18

Inspection Type - Annual with NDT

Unit Mfr. - KME Fire Apparatus

Model - Aerial Cat 75; Serial No. - 5249

Year - 2003

Chassis Manufacturer - KME Fire Apparatus

Vehicle Identification No. (VIN) - 1K9AF648X3N058654

Aerial Manufacturer - KME Fire Apparatus

Ladder Type and Material - Steel Aerial Ladder

Maximum Recommended Extended Length - 75 ft.

No. of Sections - 3

Mileage - 46,224

Engine Hours - 5,563

Examination and Tests by - Brian Lawton

Project: 18FES31299

Page 2 of 19

PURPOSE AND SCOPE:

The sole purpose of this examination and test is to determine that the aerial device identified in the Agreement conforms to the applicable provisions of Chapter 22 of the National Fire Protection Association (NFPA) Standard No. 1911, Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Emergency Vehicles, current Edition.

RESULTS:

A detailed Report containing results of examination and tests required by Chapter 22 of NFPA 1911 follows. Test methods are outlined in Chapter 22 of NFPA Standard 1911 and the UL Fire Department Aerial Device Examination and Test Specifications.

Results of each test are to be considered in compliance with the Standard unless comment is made to the contrary. A summary of noncompliant results is provided in the conclusion of this Report.

LIMITATION OF LIABILITY:

By the issuance and receipt of this report, the Client agrees that UL in performing its inspection does not undertake to discharge any responsibility of the Client to any other party. UL makes no representations or warranties of any kind, express or implied, with respect to its services. UL's findings represent its judgment given with due consideration to the necessary limitations of practical operation and the Client agrees that UL does not warrant or guarantee that its findings will be recognized or accepted. The Client agrees that UL is not an insurer and assumes no liability which might result directly or indirectly from the inspection of the aerial device, failure of the aerial device, or that the aerial device will in all cases operate as intended except to the extent such liability results from the sole negligence of UL in examining and testing the aerial device identified in this report.

Project: 18FES31299

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T E S T R E C O R D N O. 1

Turntable Examination and Test

UPPER ROTATION BEARING MOUNTING BOLTS:

Upper bearing bolts were identified by the UL Field representative as 3/4 in., Grade 8, with a torque specification of 370 ft-lb.

Number of bolt(s) less than the specified torque: None

Number of bolt(s) inaccessible to torque verification: Ten

Ultrasonic inspection of the upper rotation bearing bolts revealed no detectable internal flaws.

All bolts were present.

LOWER ROTATION BEARING MOUNTING BOLTS:

Lower rotation bearing bolts were identified by the UL Field Representative as 3/4 in., Grade 8, with a torque specification of 370 ft-lb.

Number of bolt(s) less than the specified torque: None

Number of bolt(s) inaccessible to torque verification: None

Ultrasonic inspection of the lower rotation bearing bolts revealed no detectable internal flaws.

All bolts were present.

TORQUE BOX MOUNTING TO FRAME:

Torque box to frame mounting bolts were identified by the UL Field Representative as 3/4 in., Grade 8, with a torque specification of 370 ft-lb.

Number of bolt(s) less than the specified torque: None

Number of bolt(s) inaccessible to torque verification: Three

Ultrasonic inspection of the torque box to frame mounting bolts revealed no detectable internal flaws.

All bolts were present.

Project: 18FES31299

Page 4 of 19

TORQUE BOX:

Inspection of all accessible torque box structural weldments was conducted. No defects were found.

Delaminating corrosion was detected on the bottom side of the torque box, between the mainframe rails. These results are noncompliant.

ROTATION GEAR AND BEARING:

The rotation gear was found to contain no damaged or missing teeth.

The pinion and gear were properly aligned.

The gear assembly was properly lubricated.

The bearing assembly was properly lubricated.

The rotation gear train was inspected for backlash by elevating the aerial, engaging the rotation lock, if applicable, and manually pushing and pulling the aerial back and forth. Backlash in the gear was then detected by observing movement of the turntable in relation to a stationary point on the unit torque box.

Backlash was recorded at 0.125 in. at the edge of the turntable.

Rotation bearing clearance was measured by recording a dial indicator reading on the circumference of the rotation bearing. The aerial boom assembly was rotated so that the center line of the boom was aligned with the dial indicator position. The base of the dial indicator was mounted to one race of the bearing and the indicator point was placed on the other race of the bearing. The boom was elevated, fully retracted, and stopped at various angles as it approached full elevation. Bearing clearance was then determined by reading the dial indicator.

The clearance measurements were recorded. Position 1 is located at the front of the turntable. Each subsequent position is in a clockwise direction from Position 1 at 45° intervals.

Vertical Clearance

Position 5 - Clearance 0.013 in.

The maximum vertical bearing clearance was recorded at 0.013 in.

ROTATION GEAR REDUCTION BOX MOUNTING:

Rotation gear reduction box mounting bolts were identified by the UL Field Representative as 3/4 in., Grade 8, with a torque specification of 370 ft-lb.

Project: 18FES31299

Page 5 of 19

Number of bolt(s) inaccessible to torque verification: All

Ultrasonic inspection of the rotation gear reduction box mounting bolts was not possible due to inaccessibility of the bolts.

All bolts were present.

Inspection of the rotation gear reduction box mounting weldments was conducted. No defects were found.

TURNTABLE STRUCTURAL COMPONENTS:

Inspection of the turntable structural weldments was conducted. No defects were found.

ROTATION HYDRAULIC SWIVEL:

No hydraulic fluid leakage was detected.

The rotation hydraulic swivel was securely mounted.

HYDRAULIC LINES AND HOSES IN CHASSIS AND TORQUE BOX:

All hydraulic lines, valves, fittings and other components were undamaged.

All hydraulic lines exhibited no signs of hydraulic fluid leakage.

HYDRAULIC LINES AND HOSES IN TURNTABLE:

All hydraulic lines, valves, fittings and other components were undamaged.

All hydraulic lines exhibited no signs of hydraulic fluid leakage.

HYDRAULIC PUMP:

The hydraulic pump showed no signs of external hydraulic fluid leakage.

AUXILIARY HYDRAULIC POWER:

The auxiliary power operated properly.

ELEVATION CYLINDER ANCHOR EARS AND PLATES:

Inspection of the elevation cylinder anchor ear mounting plate weldments was conducted. No defects were found.

COLLECTOR RINGS:

The collector rings were inaccessible to visual inspection.

All terminals and wiring were undamaged and properly connected.

The collector rings operated correctly while the electric powered devices were operating.

The moisture indicators were not provided or were inaccessible.

ELEVATION CYLINDER PINS:

All cylinder pins were properly aligned.

The elevation cylinder pins were properly installed.

The elevation cylinder pins were properly lubricated.

The elevation cylinder pins were operating properly.

The elevation cylinder pins were properly retained.

Ultrasonic inspection of the elevation cylinder pins revealed no detectable internal flaws.

ELEVATION CYLINDER(S):

The elevation cylinder rod(s) were undamaged.

The rod to barrel seal(s) did not leak hydraulic fluid.

The elevation cylinder(s) was/were then subjected to a drift test. The aerial was properly leveled, elevated to 60°, fully extended, and the fly locks, if any, engaged. The hydraulic cylinder lock valve, if any, was closed tightly and dial indicators attached to the cylinder rods. The aerial was allowed to stand with the motor shut off for 1 hr. Any cylinder drift can be determined by reading the dial indicator.

The left elevation cylinder drift was recorded at 0.033 in. in 1 hour.

The right elevation cylinder drift was recorded at 0.037 in. in 1 hour.

HOLDING VALVES ON ELEVATION CYLINDER(S):

The holding valve(s) on the cylinders showed no signs of external hydraulic fluid leakage.

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EXTENSION CYLINDER ANCHOR EARS AND PLATES

Extension cylinder anchor ears and plates mounting bolts were identified by the UL Field Representative as 1/2 in., Grade 8, with a torque specification of 120 ft-lb.

Number of bolt(s) less than the specified torque: None

Number of bolt(s) inaccessible to torque verification: None

Ultrasonic inspection of the extension cylinder anchor ears and plates mounting bolts revealed no detectable internal flaws.

All bolts were present.

Inspection of the extension cylinder anchor ear mounting plate weldments was conducted. No defects were found.

EXTENSION CYLINDER PINS:

The extension cylinder pins were properly installed.

The extension cylinder pins were properly retained.

Ultrasonic inspection of all accessible extension cylinder pins revealed no detectable internal flaws.

EXTENSION CYLINDER(S):

The cylinder rod(s) was inaccessible to visual inspection.

The rod to barrel seal(s) was inaccessible to visual inspection.

The extension cylinders were then subjected to the drift test. The aerial device was properly leveled, fully elevated and extended 10 ft. A dial indicator was attached to the base section with the point against the second section. The aerial device was allowed to stand with the motor shut off for 1 hr. Cylinder drift was then determined by reading the dial indicator.

The left extension cylinder drift was recorded at 0.025 in. in 1 hour.

The right extension cylinder drift was recorded at 0.021 in. in 1 hour.

HOLDING VALVES ON EXTENSION CYLINDERS:

The holding valves on all cylinders showed no signs of external hydraulic fluid leakage.

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LADDER HINGE PIN:

The ladder to turntable hinge pin was properly aligned.

The ladder hinge pins were properly installed.

The ladder hinge pins were properly lubricated.

The ladder hinge pins were operating properly.

The ladder hinge pins were properly retained.

Ultrasonic inspection of the ladder to turntable hinge pin revealed no internal flaws.

OPERATING CONTROLS:

The operating controls were undamaged.

The operating controls operated properly.

All functions were identified, operating instructions and warnings were posted.

The operating controls exhibited no signs of external hydraulic fluid leakage.

HYDRAULIC OIL:

Following operation of the aerial device, a sample of the hydraulic fluid was collected from the hydraulic reservoir. The sample was provided to the customer to be sent to an analytical laboratory for spectro-chemical analysis, particle count, viscosity check, and water content analysis.

LOAD LIMIT INDICATORS:

The load limit indicator placard was accurate.

TURNTABLE ALIGNMENT INDICATOR:

The turntable alignment indicator was present on the unit and accurate.

The cradle alignment indicating sensor light was operating correctly.

THROTTLE CONTROL:

The throttle control operated properly.

The engine operating speed was recorded at 1,400 r/min.

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COMMUNICATION SYSTEM:

The communication system components were properly installed.

The communication system operated properly.

RELIEF HYDRAULIC PRESSURE:

Main pump relief pressure was recorded at 2750 psig.

This meets the manufacturer's recommended relief pressure setting.

UNIT MAIN FRAME:

Inspection of the unit main frame weldments was conducted. The following defects were found. These results are noncompliant.

Delaminating corrosion located on the left and right side.
Deformed Crossmember located on the left and right side.

UNIT MAIN FRAME SUSPENSION:

Unit main frame suspension mounting bolts were identified by the UL Field Representative as 5/8 and 3/4 in., Grade 8, wrench-tight.

Number of bolt(s) inaccessible to torque verification: None

Number of bolt(s) less than the specified torque: None

Ultrasonic inspection of the unit main frame suspension mounting bolts revealed no detectable internal flaws.

All bolts were present.

Inspection of unit main frame weldments was conducted. No defects were found.

TRANSMISSION/AERIAL INTERLOCKS:

The vehicle was provided with a transmission/aerial interlock.

The stabilizers did not deploy.

The aerial device did not elevate from the bedded position.

ENGINE SPEED INTERLOCK:

The vehicle was provided with an engine speed interlock.

With the vehicle in travel mode, the engine high idle did not engage.

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BREATHING AIR SYSTEM:

The unit was not equipped with a breathing air system.

WARNING DEVICES:

The stabilizer warning device operated properly.

ROTATION INTERLOCK:

The rotation interlock operated properly.

WARNING SIGNS:

All signs that were in place were legible at the time of inspection.

POWER TAKEOFF:

The power takeoff showed no signs of external hydraulic fluid leakage.

The power takeoff engaged properly.

Stabilizer Examination and Test

STABILIZER STRUCTURAL COMPONENTS:

Inspection of the stabilizer structural component weldments was conducted. The following defects were found. These results are noncompliant.

Cracked weld, left front stabilizer, where the stiffening gusset meets the horizontal stabilizer housing.

Cracked weld, right front stabilizer, where the stiffening gusset meets the horizontal stabilizer housing.

STABILIZER PLATES:

Stabilizer plates were present and of proper construction.

STABILIZER MOUNTING TO TORQUE BOX:

Inspection of the stabilizer mounting to torque box weldments was conducted. No defects were found.

STABILIZER JACK BOX MOUNTING:

Stabilizer jack box mounting bolts were identified by the UL Field Representative as 1/2 in., Grade 8, with torque specifications of 370 ft-lb.

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Number of bolt(s) less than the specified torque: None

Number of bolt(s) inaccessible to torque verification: Six

Ultrasonic inspection of the stabilizer jack box mounting bolts revealed no detectable internal flaws.

All bolts were present.

STABILIZER EXTENSION CYLINDER:

The stabilizer extension cylinder rods were undamaged.

The rod to barrel seals did not leak hydraulic fluid.

The extension cylinders were then tested for drift by setting the stabilizers and attaching dial indicators to the stabilizers. The unit was then allowed to stand for 1 hr. with the motor shut off. Cylinder drift was then detected by reading the dial indicator.

The stabilizer cylinder drift was recorded in inches per hour at:

Left Front	0.009	Right Front	0.000
Left Rear	0.002	Right Rear	0.000

STABILIZER LEVELING INDICATORS:

All installed leveling indicators operated properly.

The leveling indicators were legible.

HOLDING VALVES ON EXTENSION CYLINDERS:

The holding valves on the extension cylinders exhibited no signs of external hydraulic fluid leakage.

HYDRAULIC LINES AND HOSES IN STABILIZER SYSTEM:

All hydraulic lines were undamaged.

All hydraulic lines exhibited no signs of external hydraulic fluid leakage.

STABILIZER INTERLOCK:

The stabilizer interlock performed properly.

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STABILIZER EXTENSION CYLINDER PINS:

All accessible stabilizer cylinder pins were properly aligned.
The stabilizer extension cylinder pins were properly installed.
The stabilizer extension cylinder pins were properly lubricated.
The stabilizer extension cylinder pins were properly retained.
Ultrasonic inspection of the accessible stabilizer cylinder pins revealed no detectable internal flaws.

STABILIZER OPERATING CONTROLS:

The operating controls were present and undamaged.
The operating controls operated properly.
All functions were identified, operating instructions and warnings were posted.
The operating controls exhibited no signs of external hydraulic fluid leakage.

DIVERTER VALVE:

The diverter valve exhibited no signs of external hydraulic fluid leakage.

Aerial Ladder Examination and Test

AERIAL LADDER WELDMENTS:

Inspection of the aerial ladder weldments was conducted. No defects were found.

MODIFICATIONS OR UNAUTHORIZED REPAIRS:

No factory unauthorized modifications or repairs were detected.

HANDRAILS:

Inspection of the handrails revealed no defects.

VERTICAL AND/OR DIAGONAL BRACES:

The vertical and diagonal braces were straight and contained no defects.

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BASERAILS:

The baserails were straight and contained no defects.

The underside of the cradle pad(s) showed no signs of delaminating corrosion.

RUNGS:

The following rungs had damaged or missing rung covers. These results are noncompliant.

Fly Section - Rung(s) 16

Inspection of the rungs revealed no defects.

FOLDING STEPS ON FLY SECTION:

The folding steps on the fly section operated properly.

SLIDE BLOCKS:

All accessible slide blocks exhibited no signs of wear and were properly secured.

EXTENSION SHEAVES:

All accessible extension sheaves exhibited no signs of wear.

EXTENSION CABLES:

All accessible cables were found to be undamaged.

The extension cables did not have excessive slack.

EXTENSION INDICATOR:

The extension indicator was found to be accurate.

ELEVATION INDICATOR:

The elevation indicator was found to be accurate and operated properly.

LADDER RUNG ALIGNMENT INDICATOR:

The ladder rung alignment indicator was found to be accurate and operated properly.

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LADDER CRADLE:

The ladder cradle was properly aligned.

The cradle pad was undamaged.

Inspection of the ladder cradle weldments was conducted. No defects were found.

The ladder cradle bolts were identified by the UL Field Representative as 1/2 in., Grade 8, with a torque specification of 120 ft-lb.

Number of bolt(s)less than the specified torque: None

Number of bolt(s)inaccessible to torque verification: None

Ultrasonic inspection of the ladder cradle bolts revealed no detectable internal flaws.

All bolts were present.

STOP MECHANISM:

The stop mechanism was properly aligned.

Inspection of the stop mechanism weldments was conducted. No defects were found.

LADDER ILLUMINATION:

The right base section ladder spotlights did not operate properly. These results are noncompliant.

MONITOR NOZZLE:

The monitor nozzle operated properly.

WATER SYSTEM:

The manufacturer's maximum rated working pressure for the water system was 225 psi.

The water system has one relief valve.

The manufacturer's relief valve setting for the relief valve located below the truck was 265 psi. The relief valve fully opened at 265 psi.

The manufacturer's rated water system flow was 1,000 gpm.

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The water system has two pressure gauges.

The water system pressure gauges were tested for accuracy at three settings.

For the first reading the test gauge at the top of the waterway read 125 psig. The water system pressure gauges read as follows:

		Location
Pressure Gauge No. 1:	125 psig	Tailboard
Pressure Gauge No. 2:	135 psig	Pump Panel

For the second reading the Test Gauge read 175 psig. The water system pressure gauges read:

		Location
Pressure Gauge No. 1:	175 psig	Pump Panel
Pressure Gauge No. 2:	185 psig	Tailboard

For the third reading the Test Gauge read 225 psig. The water system pressure gauges read:

		Location
Pressure Gauge No. 1:	225 psig	Pump Panel
Pressure Gauge No. 2:	235 psig	Tailboard

The water system was fully extended at 0° elevation and hydrostatically pressurized to the manufacturer's maximum rated working pressure. It was also fully elevated while fully retracted and rotated 360° while hydrostatically pressurized to the manufacturer's maximum rated working pressure.

No leakage was observed.

The flow meter(s) was/were tested for accuracy.

The actual flow as determined by a pitot gauge was 1,008 gpm.

The waterway flow meter(s) read as follows:

		Location
Flow Meter No. 1	840 gpm	Pump Panel
Flow Meter No. 2	980 gpm	Operators Station

The following flow meters read off of actual flow by more than ± 10 percent. These results are noncompliant.

Pump Panel

WATERWAY MOUNTING BRACKETS:

Inspection of the accessible waterway mounting brackets was conducted. No defects were found.

HYDRAULIC LINES AND HOSES IN LADDER SECTIONS:

All hydraulic lines were undamaged.

All electric lines were undamaged.

All hydraulic lines exhibited no signs of hydraulic fluid leakage.

LADDER TIP CONTROLS:

The tip controls did not operate properly. These results are noncompliant. Found the raise and lower controls wouldn't activate enough to move the ladder without a small amount of assistance from the operator's station.

The tip control levers returned to the neutral position when released.

The tip controls were undamaged.

The lower controls would override the upper controls.

The tip controls were properly labeled and the labels were legible.

Operation timing tests were then conducted to verify that the ladder tip control operating speeds did not exceed the requirements expressed in the standard. The actual length of the ladder, as measured from the hinge pin to the ladder tip, was 62 ft. The operating functions of rotation, elevation/ lowering, and extension/retraction were timed to determine the maximum operating speed for each function.

Rotation (2.0 ft/s allowable)

90 degree rotation

Left:	188.00
Right:	147.00

Elevation (1.0 ft/s allowable)

45 degree Elevation

Raise:	187.00
Lower:	463.00

Extension (0.5 ft/s) 20 ft.

Partial Extension

Extend:	264.00
Retract:	112.00

The ladder tip control timing tests were within the required limits outlined in the standard.

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LOAD TESTS:

The load test was not conducted due to excessive corrosion in the torque box and main frame. These results are noncompliant.

STABILIZER OPERATIONAL AND TIMING TESTS:

The operation of all stabilizer functions was observed during the operation and timing tests. All functions operated normally.

The stabilizers were timed while deploying from the fully stowed position to a position allowing normal operation of the aerial. The deployment time for the stabilizers was 26 s.

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C O N C L U S I O N

The aerial device covered by this Report has been evaluated for compliance with the applicable provisions of Standard NFPA 1911, current Edition. Issuance of a UL Certificate of Inspection for Aerial Devices is contingent upon correction in accordance with the manufacturer's recommendations of those items found not to be in accordance with the Standard and meeting the requirements of all test work not yet completed, if any.

Specifically, Certification of the subject aerial device is contingent upon:

Repair or replacement of all torque box members with delaminating corrosion.

Repair of the unit main frame defects.

Repair of stabilizer structural component weldment defects.

Repair or replacement of all damaged or missing rung covers.

Repair of the ladder illumination.

Repair of the ladder tip controls.

Repair or replacement of all inaccurate aerial water system flow meters.

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Comments / Observations for Informational Purposes Only:

RUNGS - Found the rung cover at rung 16 on the fly section to be loose/damaged.

LADDER ILLUMINATION - Found the right side base lights to both be inoperative.

HYDRAULIC PUMP - Note: Fluid detected on the generator hydraulic pump.

UNIT MAIN FRAME - Excessive corrosion detected between the mainframe layers.

Corrosion between the frame rail layers caused the mainframe cross member above the rear axle to bend and deform.

SLIDE BLOCKS - Note: One slide block appears to have been installed backwards on the right side of the second section.

For details, such as bolt torque, specific weldments requiring repair, and other problem areas, see the Report text.

Very Truly Yours,

Brian Lawton

Brian Lawton

Fire Equipment Services

Phone No. (877)UL-HELPS (Option 2)

Town Council **STAFF REPORT**



To: Town Council
Title: Scale Replacement for DPW - Recycling & Transfer Division
Meeting: Town Council - 24 Oct 2018
Department: Public Works
Staff Contact: Diane Boyce, Director of Public Works

BACKGROUND INFORMATION:

In September, the Town of Hooksett bid out a new vehicle scale for the Recycling & Transfer Station. The following bids were received:

Fairbanks - \$67,112 (includes pit and site work)
Advanced - \$82,995 (includes pit and site work)
BTEK - \$91,500 (includes pit and site work)
Northeast - \$89,521 (includes pit and site work)

FINANCIAL IMPACT:

The Town voted to raise and appropriate \$65,000, with funds coming from the Solid Waste Disposal Special Revenue Fund. The remaining amount would come from the budget.

RECOMMENDATION:

I recommend that the Town Council accept the bid for the Recycling & Transfer Station vehicle scale from Fairbanks in the amount of \$67,112.

SUGGESTED MOTION:

Motion to accept the bid from Fairbanks in the amount of \$67,112 for the Recycling & Transfer Station vehicle scale.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Fairbanks_2018_Bid](#)



Town of Hooksett, NH
 RF: Replacement truck scale, Bid #18-09
 35 Main Street
 Hooksett, NH 03106
 Phone: 603 485 8471

Pete Dayotas
 Fairbanks Scales
 134 Mendon Street, Bellingham, MA 02019
 508 561 7496 (cell)
 800 232 0252 (office)
 508 966 2137 (fax)
 pdayotas@fairbanks.com

Quotation 2018-90 – Scale for existing Pit– 70'X10' Fairbanks Tundra. Date: September 5th, 2018

Part	Name	Description	Quantity	Unit	Net
1989sp1	Fairbanks 60' X10' Tundra Pit scale	Fairbanks 60' X 10' 100 ton capacity, Tundra XL pit style truck scale designed to fit in existing/modified foundation. Scale utilizes eight Stainless steel, hermetically sealed load cells. Cells are optically isolated via Intalogix technology (fiber optics) providing superior lightning protection. Load cells have a 25 year warranty including lightning damage while serviced by Fairbanks authorized agent per warranty statement. Scale has a 5 year weighbridge warranty. Price includes all weighbridge steel and rebar for concrete deck pour. Scale includes new coping angle for scale deck and retro-fit chocking and bumpers.	1.0	\$26,820.00	\$26,820.00
55008	Manholes	New manhole rings and covers to be cast into concrete deck for access into pit. (O.D. = 30", 6" deep; I.D. = 22.5").	3.0	\$468.00	\$1,404.00
31675	Indicator	Fairbanks F6011 Intalogix based Instrument. Instrument includes interface to send weight data to CIS software program. Indicator offers "ghosting technology" which allows scale operator to "ghost out" up to four bad load cells and continue to weigh with no down time. Indicator will interact with existing 295 printer.	1.0	\$956.00	\$956.00
27720	Remote display	Fairbanks 1601 series remote display (required on new or modified installations by NH weights and measures). Enables resident to see scale is a zero before driving on and see weight from scale. Remote display to be mounted on scale house or behind window.	1.0	\$812.00	\$812.00
98078	Installation	Installation and calibration of one 60'X10' Tundra 100 ton capacity truck scale during normal working hours Monday – Friday, 8AM-5PM by Non-union Fairbanks technicians . Price includes calibration with heavy capacity test unit and acceptance by the state of New Hampshire as a legal for trade weighing machine.	1.0	\$3,620.00	\$3,620.00



98079d	Demo	Removal of existing 60'X10' Howe scale with disposal on site.	1.0	By Town	Per spec.
98079	Foundation work	Foundation work to accept new Fairbanks Tundra model scale including: saw cutting out 140 linear feet of existing pit coping down 12", place new coping, form, and pour with 4000 psi concrete, form up eight new piers per Fairbanks certified drawing, drill, dowel/pin into floors and walls, pour 4000 psi concrete, form concrete deck using galvanized decking, tie rebar, set manhole rings and covers, and pour using 4000psi concrete with broom finish (approximately 13 yards of concrete). Deck should cure for 28 days. All foundation work warranted for 1 year. Fairbanks not responsible for existing foundation. <i>Fairbanks provides rebar for deck pour</i>	1.0	\$30,000.00	Site work by town as written in spec, or this option can be included and added to total bid
98080	Crane	Off-loading scale from flatbed (heaviest load = 5,000lb bundle) and setting weighbridge in prepared pit. Two crane charges are required (one charge to un-load scale, and one charge to install scale in modified pit). Work can be provided with excavator or loader operated by the town.	2.0	By Town	Per spec
93729	Calibration agreement	5 Year pre-paid calibration agreement. Service includes annual visit with heavy capacity test truck, calibration with State acceptance to handbook 44 tolerances and paperwork deeming the scale is legal for trade. Price is for years 2019-2023. (2018 Installation includes calibration)	1.0	\$2,125.00 \$425.00/yr.	Add if desired
Split freight	Freight	Split freight, Scale ships with another area load to save on freight costs. Scale has a 6 week lead time, ships out of Meriden, MS 39307. Instrumentation ships out of St Johnsbury, VT 05819	1.0	\$3,500.00	\$3,500.00

Product Total:

\$37,112.00

(\$67,112.00 with site work excluding demo and lifting service)

Quotation valid for 30 days. Terms: Milestone 1 – Foundation completion, Milestone 2 – Equipment shipment, Milestone 3 – Installation completion, invoices due net 30 days from date of invoice upon approved credit. Invoices are due net 30 days from date of invoice upon approved credit. Please add appropriate sales tax unless exemption certificate applies (NHT = tax free state). Customer responsible for 1500 P.S.F. soil bearing capacity.

Fairbanks not responsible for structural integrity of existing scale foundation.

Quotation drawn by: Pete Douglas 9/5/18 Accepted by: _____ Date: _____



TERMS AND CONDITIONS

The following provisions form part of the quotation as express agreements between Fairbanks Scales ("Company") and the Buyer governing the terms and conditions of the sale, subject to modification only in writing signed by the local manager or an executive officer of the Company. In the event of any differences between these terms and conditions and those of Buyer, Buyer acknowledges that notwithstanding anything to the contrary, that these terms and conditions shall prevail and Buyer's signing of this quotation or accepting the goods and services to be delivered hereunder shall be conclusive proof thereof.

1. If the order is under and according to a Company dealer or distributor contract with Buyer in force at the time of acceptance, the provisions of such contract will control except as expressly otherwise provided on the face hereof.
2. Fairbanks Scales Inc. (the "Company") warrants and agrees that if, within one (1) year after installation or 15 months from date of shipment, whichever occurs first, any part purchased from the Company should fail because of defective material or workmanship in its manufacture and the Company be notified promptly in writing of the nature of the defect, the Company will, (if Buyer's account with the Company is then and remains current), during normal working hours, repair or replace such part, free of charge, provided the Buyer pays travel expense to and from the nearest Fairbanks Scales Customer Support Center, or Fairbanks Authorized Distribution Center, or in case of a replacement, shipping expenses from its factory. (Travel charges and shipping expenses so incurred during the first 30 days following installation will be paid by the Company). It is the Company's sole discretion whether to replace or repair the part covered under this warranty. The Company reserves the right to replace any defective part with a repaired part from its warranty stock. Notwithstanding anything contained herein to the contrary, this warranty is voidable at the discretion of the Company if the product has been installed by anyone other than the Company or an authorized distributor of the Company or has been subjected to improper installation, misuse, negligent handling, alteration, accident or improper repairs or modifications. Any warranties with respect to machinery, apparatus, accessories, articles or materials not manufactured by the Company shall be limited to those of the respective manufacturer thereof, if any, which the Company may be permitted to pass on to the Buyer. Under this provision, the Company will be deemed to have manufactured only those articles bearing the Company's name-plate or trademark.
3. Unless and until all sums (however evidenced) payable in respect of the sale and delivery of the goods have been fully paid in money and satisfied: (a) the goods shall remain strictly personal property, however affixed to realty, title thereof and ownership thereof shall remain in Company; and Buyer shall keep the property insured and free from liens or encumbrances, pay all taxes thereon, make good all loss, damage, or deterioration, and take all steps necessary to preserve the Company's title, including the execution and filing of all instruments necessary for such purpose. (b) Company shall have, and in the event of default in the terms hereof, may exercise cumulatively and not in the alternative, all rights and remedies provided by the applicable laws of the jurisdiction, as if expressly herein so provided, and, in so far as permitted by such laws, may declare all sums payable hereunder immediately due and payable, may take possession of the property or any part thereof wherever found, and may sell the same at public or private sale on such terms as it may deem advisable, giving Buyer 10 days written notice of the time and place of the sale, at which Company may bid and become a Buyer, the proceeds of such sale, shall be applied, in the order stated, to the costs and the expenses of search, seizure, removal, storage, advertisement, sale, collection and enforcement, to interest on the amount due and unpaid purchase price, and to any other sums owing to the company by Buyer; any excess shall be remitted to Buyer and the Buyer shall forthwith pay any deficiency.
4. Except as otherwise expressly stated on the face of this acknowledgment: The goods shall be delivered F.O.B. cars, Company's factory; the prices charged shall be the Company's prices regularly established at time of shipment, all stated discounts shall apply to list prices; Buyer shall, in addition, pay all shipping and handling charges from factory, or their equivalent, and also taxes on the sale, delivery or use. Nevertheless, in all cases, Company reserves the right to elect terms of payment C.O.D., S.D.B./L, or Net 30 days after shipment and accounts past due shall bear interest at the highest lawful contract rate, and Buyer shall pay all costs and expenses, including attorney's fees, incurred in collecting the same.
5. The order is subject to cancellation by Buyer (a) only as to standard products not the subject of the second sentence hereof, (b) only prior to shipment or commencement of any site work by or for the Company in connection therewith, and (c) then only on the payment to Company of 20% of the net price as agreed liquidated damages, which Buyer agrees to pay. Orders involving custom product or product to be manufactured or modified for a particular customer or its particular application are not subject to cancellation; any such attempted cancellation shall constitute a breach of contract, entitling the Company to all remedies available to it at law.
6. THE COMPANY'S WARRANTIES AS SET FORTH HEREIN ARE EXCLUSIVE AND ARE IN LIEU OF, AND BUYER HEREBY WAIVES, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE.
7. UNDER NO CIRCUMSTANCES SHALL THE COMPANY HAVE ANY LIABILITY FOR LIQUIDATED DAMAGES OR FOR INCIDENTAL, COLLATERAL, CONSEQUENTIAL OR SPECIAL DAMAGES OR FOR THE LOSS OF PROFITS, OR FOR ACTUAL LOSSES OR FOR LOSS OF PRODUCTION OR PROGRESS OF CONSTRUCTION, WHETHER RESULTING FROM DELAYS IN DELIVERY OR PERFORMANCE, BREACH OF WARRANTY, CLAIMS OF INCORRECT WEIGHING, CLAIMS OF OR FOR NEGLIGENT MANUFACTURE, ACTS OF GOD, OR OTHERWISE. THE AGGREGATE TOTAL LIABILITY OF THE COMPANY UNDER THIS CONTRACT, WHETHER FOR BREACH OF WARRANTY OR OTHERWISE, SHALL IN NO EVENT EXCEED THE CONTRACT PRICE. BUYER AGREES TO INDEMNIFY AND HOLD HARMLESS THE COMPANY FOR ALL CLAIMS BY THIRD PARTIES, WHETHER FOR BUSINESS LOSS, PERSONAL INJURY OR OTHERWISE, WHICH EXTEND BEYOND THE FOREGOING LIMITATIONS ON THE COMPANY'S LIABILITY.
8. SHIPMENT DATE: At the time the order is placed the customer will be notified of the shipping date of the scale. The Company will manufacture the scale in order to meet the shipping date. If the customer delays the shipment of the scale by more than five (5) days, within ten (10) working days, prior to the schedule shipping date, a twenty (20%) percent charge will be assessed to the customer.



UNITED STATES AND CANADIAN FAIRBANKS SCALES WARRANTY

Fairbanks Scales Inc. (the "Company") warrants and agrees that if, within one (1) year after installation or 15 months from date of shipment, whichever occurs first,

(i) any product purchased from the Company should fail because of defective material or workmanship in its manufacture, or
(ii) any product purchased from the Company which is equipped with Intalogix Technology (excluding driver assist terminals and peripheral devices, including, but not limited to, printers, remote displays etc.) should fail due to lightning, the Company will repair or replace such product, free of charge.

Further, the Company warrants and agrees that if, within five (5) years after installation or 66 months from the date of shipment, whichever occurs first,

(i) any truck scale structural steel weigh bridge,
(ii) any railroad track scale structural steel weigh bridge, or
(iii) any truck scale or railroad track scale original load cell (including load cells damaged by lightning), purchased from the Company should fail because of defective material or workmanship, the Company will repair or replace such item, free of charge, provided that

(a) the scale is equipped with Intalogix Technology,
(b) service is performed a minimum of twice per year by a service entity authorized by the Company pursuant to a Preventive Maintenance Agreement, and such Preventive Maintenance Agreement must remain in effect for the entire duration of the warranty period without any lapses, and

(c) the Buyer shall pay for all labor required to perform this warranty, other than labor incurred within one (1) year after installation or 15 months from date of shipment, whichever occurs first, which will be paid by the Company.

Further, the Company warrants and agrees that if, within twenty-five (25) years after installation,

(i) any truck scale original model PR6221 load cell (including load cells damaged by lightning), purchased from the Company should fail because of defective material or workmanship, the Company will repair or replace such item, free of charge, provided that

(a) the scale is equipped with Intalogix Technology,
(b) service is, and has been continuously since the scale was installed, performed a minimum of twice per year by a service entity authorized by the Company pursuant to a Preventive Maintenance Agreement, and such Preventive Maintenance Agreement must remain in effect for the entire duration of the warranty period without any lapses, and

(c) the Buyer shall pay for all labor required to perform this warranty, other than labor incurred within one (1) year after installation or 15 months from date of shipment, whichever occurs first, which will be paid by the Company.

In the case of any warranty contained herein,

(i) Buyer must promptly notify the Company, in writing, of the nature of the possible defect being claimed hereunder,

(ii) Buyer's account with the Company must be current at the time a claim for warranty hereunder is made, and must remain current thereafter,

(iii) All work by the Company will be performed during normal business hours,

(iv) The Company, in its sole discretion, reserves the right to replace or repair the product covered under this warranty,

(v) The Company, in its sole discretion, reserves the right to replace any defective part with a repaired part from its warranty stock,

(vi) The Buyer will pay travel expense to and from the nearest Fairbanks Scales Customer Support Center, or Fairbanks Authorized Distribution Center, or in case of a replacement, shipping expenses from its factory, except that travel charges and shipping expenses so incurred during the first 30 days following installation will be paid by the Company, and

(vii) The Buyer will be responsible for calibration fees except for calibration fees incurred within the first 30 days following installation will be paid by the company.

Notwithstanding anything contained herein to the contrary, this warranty is voidable at the discretion of the Company if the product has been installed by anyone other than the Company or an authorized distributor of the Company or has been subjected to improper installation, misuse, negligent handling, alteration, accident, damage by fire, water or act of God, or improper repairs or modifications.

Any warranties with respect to machinery, apparatus, accessories, articles or materials not manufactured by the Company shall be limited to those of the respective manufacturer thereof, if any, which the Company may be permitted to pass on to the Buyer. Under this provision, the Company will be deemed to have manufactured only those articles bearing the Company's name-plate or trademark.

THE COMPANY'S WARRANTIES AS SET FORTH HEREIN ARE EXCLUSIVE AND ARE IN LIEU OF, AND BUYER HEREBY WAIVES, ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE. UNDER NO CIRCUMSTANCES SHALL THE COMPANY HAVE ANY LIABILITY FOR LIQUIDATED DAMAGES OR FOR INCIDENTAL, COLLATERAL, CONSEQUENTIAL OR SPECIAL DAMAGES OR FOR THE LOSS OF PROFITS, OR FOR ACTUAL LOSSES OR FOR LOSS OF PRODUCTION OR PROGRESS OF CONSTRUCTION, WHETHER RESULTING FROM DELAYS IN DELIVERY OR PERFORMANCE, BREACH OF WARRANTY, CLAIMS OF INCORRECT WEIGHING, CLAIMS OF OR FOR NEGLIGENT MANUFACTURE, ACTS OF GOD, OR OTHERWISE. THE AGGREGATE TOTAL LIABILITY OF THE COMPANY UNDER THIS CONTRACT, WHETHER FOR BREACH OF WARRANTY OR OTHERWISE, SHALL IN NO EVENT EXCEED THE CONTRACT PRICE. BUYER AGREES TO INDEMNIFY AND HOLD HARMLESS THE COMPANY FOR ALL CLAIMS BY THIRD PARTIES, WHETHER FOR BUSINESS LOSS, PERSONAL INJURY OR OTHERWISE, WHICH EXTEND BEYOND THE FOREGOING LIMITATIONS ON THE COMPANY'S LIABILITY.

Town Council

STAFF REPORT



To: Town Council
Title: Grant Drive Drainage Project
Meeting: Town Council - 24 Oct 2018
Department: Public Works
Staff Contact: Diane Boyce, Director of Public Works

BACKGROUND INFORMATION:

Recently, it came to our attention that a large drainage pipe on Grant Drive needed to be replaced. We did a bid for the drainage pipe. The following bids were received:

Advanced Excavating	\$94,055
Northeast Earth Mechanics	\$97,800
J. Cardillo & Sons	\$121,886.30

FINANCIAL IMPACT:

\$94,055 to come from the Capital Reserve Drainage Upgrades (presently \$281,495.22 in the account)

RECOMMENDATION:

I recommend that the Council accept the bid from Advanced Excavating in the amount of \$94,055 for the Grant Drive Drainage Project.

SUGGESTED MOTION:

Motion to accept the bid from Advanced Excavating in the amount of \$94,055 for the Grant Drive Drainage Project.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council **STAFF REPORT**



To: Town Council
Title: Municipal Legal Services (RFP #18-06)
Meeting: Town Council - 24 Oct 2018
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The Town received six (6) bids for RFP #18-06 Municipal Legal Services.

- Wadleigh, Starr & Peters, PLLC
- Donahue, Tucker & Ciandella, PLLC
- Upton & Hatfield, LLP
- Drummond Woodsum
- Mitchell Municipal Group, PA
- Garden Fulton & Waugh, PLLC

A 5-panel Town committee interviewed three (3) of the above bidders. The recommendation from this committee is to change our current legal representation from Drummond Woodsum to the Mitchell Municipal Group, PA.

FINANCIAL IMPACT:

To be determined based on award of bid.

POLICY IMPLICATIONS:

To be determined based on award of bid.

RECOMMENDATION:

Change our current legal representation from Drummond Woodsum to the Mitchell Municipal Group, PA.

SUGGESTED MOTION:

Council motion to approve Mitchel Municipal Group, PA for the Town of Hooksett municipal legal services effective TBD.

TOWN ADMINISTRATOR'S RECOMMENDATION:

We have used the current legal firm for the last several years and, after doing interviews, the staff interviewers felt it was time for a change and agreed unanimously on the recommendation. The staff committee included the town planner, code enforcement officer, finance director, town administrator and administrative services/ human resources coordinator.

Town Council STAFF REPORT



To: Town Council
Title: Health Insurance Renewal Rates Effective January 1, 2019
Meeting: Town Council - 24 Oct 2018
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The Town's annual medical and dental renewal rates for effective date January 1, 2019 were announced by HealthTrust on October 10, 2018. At the Town Council's meeting of that same evening, Town Administrator, Dr. Dean E. Shankle, Jr., informed the Council under his Town Administrator's Report of the following:

- All medical plans increased by 9.00%
- All dental plans increased by 2.30%

There was a brief discussion amongst the Council, led by Councilor Winterton, on the possibility of having employee premium contributions to medical plans that the Town currently pays 100% of the premium.

As the Town's Benefits Administrator, I strongly encourage the Council to keep the current structure for both medical and dental plan types and employee premium contributions. It appears that the cost of most everything is rising, however employees do not reap a COLA increase, and non-union employees received only a 2% wage increase on July 1, 2018. These same employees have now gone from paying \$10 co-pays and no deductibles to \$20/\$40 co-pays and some service deductibles of \$1,000/\$3,000. Let's have the dust settle with our HealthTrust-Anthem plans and premium contributions as they are today. EMPLOYMENT ATTRACTION AND RETENTION IS KEY TO A STABLE TOWN GOVERNMENT.

Employees are looking for stability in their benefits. The Town has been through many changes in the past couple of years:

January 2015 & 2016 - Town completed a 6 month RFP process and contracted with NH Interlocal Trust (NHIT) Harvard Pilgrim = all employees had to be educated on plan types, select a plan, complete enrollment forms, get new cards, set-up their Primary Care Physician's, change pharmaceutical vendors and adapt to new wellness programs.

March 2016 - received notice for January 2016 NHIT renewal of 27% increase. Town added a new benefit plan to cushion the blow of this rate notice which meant = all employees had to be educated on the plan type, weight the pros and cons to select the plan, complete enrollment forms, get new cards, and set-up their Primary Care Physician's.

January 2017 - Town completed a 6 month RFP process and contracted back to HealthTrust-Anthem = many employees were now leaving the comfort of a familiar POS plan to venture into HMO plans with co-pays & deductibles with FSA & HRA accounts to all employees had to be educated on plan types, select a plan, complete enrollment forms, get new cards, set-up their Primary Care Physician's, change pharmaceutical vendors and adapt to new wellness programs.

Open enrollment notifications for plans effective January 1, 2019 go out to all employees in mid-November to include rate sheets (employee contributions). The Council will need to make a decision at their meeting of 10/24/18 on employee premium contributions to both medical and dental.

FINANCIAL IMPACT:

All medical plans increased by 9.00%

All dental plans increased by 2.30%

RECOMMENDATION:

As the Town's Benefits Administrator, I strongly encourage the Council to keep the current structure for both medical and dental plan types and employee premium contributions.

SUGGESTED MOTION:

Council motion to keep the current structure for both medical and dental plan types and employee premium contributions for effective date January 1, 2019.

TOWN ADMINISTRATOR'S RECOMMENDATION:

I agree.

Town Council **STAFF REPORT**



To: Town Council
Title: Fall Tax Bill Newsletter
Meeting: Town Council - 24 Oct 2018
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

For the last few years, town staff have sent out an informational newsletter to accompany tax bills. Details usually include information on special town events, advertisements about volunteer opportunities, and helpful explanations about town policies or procedures.

Council usually decides if the newsletter will be sent out and provides editorial oversight. Staff will provide a complete draft as available prior to the Council's session.

This newsletter will come out sometime in November in the same envelope as the tax bills.

FINANCIAL IMPACT:

\$600-\$700. Printing costs are said to have slightly increased (\$40-\$50 cumulative) from from last year, per Assessing Department. By necessity town uses the same entity that sends out the tax bills.

POLICY IMPLICATIONS:

Some departments have information they like to include and staff usually get significant positive feedback from residents about the information included.

RECOMMENDATION:

Approve the newsletter after providing editorial change requests to staff.

SUGGESTED MOTION:

Vote to approve the newsletter with the editorial request changes provided by council.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Police Union Collective Bargaining Agreement 07/01/17-06/30/20 = Sidebar for Union Pay Scale to include amounts for NECPI +.5%
Meeting: Town Council - 24 Oct 2018
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The Town of Hooksett, NH and New England Police Benevolent Association, Inc. (NEPBA) LOCAL 46 of NEW HAMPSHIRE Collective Bargaining Agreement for period July 1, 2017 to June 30, 2020 includes an Appendix A Union Pay Scale. Within this appendix it reads "COLA increases as per New England Consumer Price Index (NECPI) as of December 31st + .5% will be added to a new rate column for July 1st in years 2018 & 2019 of the 3 year contract.

An updated Appendix A Union Pay Scale has been created to now include the amounts for the NECPI + .5% and is being submitted as a sidebar for both the union membership and the Town Council to sign as the official document. The union membership will first sign and then bring to then submit for the Council to then sign at their meeting of 10/24/18.

FINANCIAL IMPACT:

December 2017 NECPI 1.7% +.5% = 2.2% added to Appendix A Union Pay Scale effective 07/01/18.

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Town Council sign the Police Union sidebar for Appendix A Union Pay Scale to include the amounts for the NECPI + .5%

TOWN ADMINISTRATOR'S RECOMMENDATION:

I am not sure it is necessary since it is already part of the contract but it does clarify the exact amount, so I agree.