

AGENDA

Town of Hooksett Town Council

Wednesday, March 27, 2019 at 6:00 PM

A meeting of the Town Council will be held Wednesday, March 27, 2019 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. Appointment with the Village & Central Hooksett Water Precincts 3
Staff Report - SR-19-042 - Pdf
7. **APPROVAL OF MINUTES**
8. **AGENDA OVERVIEW**
9. **PUBLIC HEARINGS**
10. **CONSENT AGENDA**
 - 10.1. Motion to accept the donation of five bags of dog food for K9 Timber valued at \$229.95 from Osborne's Farm & Garden Center, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II. 5 - 6
Staff Report - SR-19-047 - Pdf
11. **TOWN ADMINISTRATOR'S REPORT**
12. **PUBLIC INPUT - 15 MINUTES**
13. **NOMINATIONS AND APPOINTMENTS**
 - 13.1. Nominations and Appointments March 2019 7 - 25
Staff Report - SR-19-045 - Pdf
14. **15 MINUTE RECESS**
15. **OLD BUSINESS**
 - 15.1. 2019 MS-232 Report of Appropriations Actually Voted 27 - 32
Staff Report - SR-19-048 - Pdf
 - 15.2. Town Administrator Search Update
16. **NEW BUSINESS**
 - 16.1. Establish New Banking Relationship with Primary Bank 33 - 34

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

Staff Report - SR-19-044 - Pdf

16.2. Mini Excavator 35 - 61

Staff Report - SR-19-043 - Pdf

16.3. Police Emergency Radio Communication upgrade and replace end of life radio equipment. 63 - 65

Staff Report - SR-19-040 - Pdf

16.4. Town Personnel Plan Updates 67 - 71

Staff Report - SR-19-046 - Pdf

17. SUB-COMMITTEE REPORTS

18. PUBLIC INPUT

19. NON-PUBLIC SESSION

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.
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.

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Town Council
STAFF REPORT



To: Town Council
Title: Appointment with the Village & Central Hooksett Water Precincts
Meeting: Town Council - 27 Mar 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

Historically, within the Town of Hooksett's constituent borders, several public utility entities have been organized to manage water supply. The Hooksett Village Water Precinct and Hooksett Central Water Precinct are two such entities, and together service large swaths of the homes and businesses located in Hooksett.

Similar to the school district, the water precincts are their own political subdivisions, with publically elected governing boards, and sharply delineated powers and authority derived by state law. Specifically, unlike municipal departments, their budgeting and service delivery processes are separate from the Town of Hooksett's policy making mechanics.

After a recent Economic Development Advisory Committee meeting, it was suggested that the water districts be invited periodically to attend meetings of Town Council. Purpose would be to foster closer coordination on topics such as economic development and planning.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Listen to the water precincts present on their recent work.

SUGGESTED MOTION:

n/a

*Thanks to The
Precincts for coming*

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept the donation of five bags of dog food for K9 Timber valued at \$229.95 from Osborne's Farm & Garden Center, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II.
Meeting: Town Council - 27 Mar 2019
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

As of February 28, 2019, Osborne's Farm & Garden Centers of Concord, NH has donated five bags of dog food for K9 Timber, valued at \$229.95.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

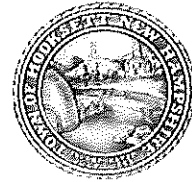
Motion to accept the donation of five bags of dog food for K9 Timber valued at \$229.95 from Osborne's Farm & Garden Center, to the Town of Hooksett for the Hooksett Police Department (K9 program) per RSA 31:95-e:II.

ATTACHMENTS:

20190313122700785

Thanks

Town Council
STAFF REPORT



To: Town Council
Title: Nominations and Appointments March 2019
Meeting: Town Council - 27 Mar 2019
Department: Administration
Staff Contact: Nick Germain, Project Coordinator

BACKGROUND INFORMATION:

On March 13th, Town Council Nominated Mr. Pieroni to a position on the Conservation Commission. Mr. Pieroni has a history of service to the town, for example, on the Budget Committee. The Conservation Commission previously had two Alternates, but is having difficulty achieving a quorum recently, and there is no legal prohibition from Council adding more individuals to the Commission's pool of Alternates to help its work.

The Community Development Department has also submitted the application of one Brett Scott for consideration as an Alternate on the Planning Board and Economic Development Advisory Committee (EDAC). Mr. Scott is a resident and who owns and operates a number of businesses. The Planning Board currently has two of its statute provided alternate positions open, while the EDAC currently does not have Alternates.

The EDAC has discussed adding Alternates to increase flexibility and scope of participation.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

There's nothing prohibiting adding another Conservation Commission Alternate at this time. Similarly, although adding Alternates to the EDAC would be a new move, there is no prohibition.

RECOMMENDATION:

As quorums continue to be a challenge, appointing Alternates seems appropriate in this situation.

SUGGESTED MOTION:

- "I motion to appoint Mr. Pieroni to a term on the Conservation Commission as an Alternate, to a term expiring 6/30/2022"
- Nominate Mr. Scott to the EDAC and Planning Board as an Alternate for both entities respectively.

ATTACHMENTS:

Nominations and Appointments - March 2019

Scott Fraud Policy

Brett Application

Pieroni Application

Pieroni Fraud Policy Signed

Open Appointed Board and Committees (2019)

Nominations – March

Pieroni – Conservation Commission – Alternate – Term Expiring 6/30/2022

Appointments - March

Better – Conservation Commission – Alternate - Term Expiring 6/30/2021

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: _____

Print Name: Brett Scott

Date Signed: 3/12/2019

Department Head Signature: _____

Town of Hooksett

35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Section 1. Introduction

1.1 Financial accountability is a top priority for the Town of Hooksett. The Town's fraud policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Hooksett is committed to protecting its revenue, property, information and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries or its own officials and employees, to gain by deceit, financial or other benefits at the expense of the Hooksett taxpayers.

Section 2. Purpose

2.1 The purpose of this document is to communicate municipal policy regarding the deterrence and investigation of suspected misconduct and dishonesty by officials or employees, and to provide specific instructions regarding appropriate action in case of suspected violations.

Section 3. Definition

3.1 There are three major categories of fraud, Asset Misappropriation, Corruption and Fraudulent Statements.

1) Asset Misappropriations – Theft or misuse of an asset.

- Cash
 - Fraudulent Disbursements – Perpetrator causes the Town to disburse funds through some trick or device (e.g. submitting false invoices, timesheets, expense reimbursement schemes, check tampering, etc.), or prevents the timeliness of the disbursement of funds.
 - Embezzlement – Perpetrator appropriates monies fraudulently to one's own use, as money or property entrusted in one's care.
 - Skimming – Cash is stolen from the Town before it is recorded on the Town's books and records.
 - Cash Larceny – Cash is stolen from an organization after it has been recorded on the Town's books and records.

- Inventory and all other assets.
 - Misuse – Misuse, misappropriation, misapplication, destruction, removal, or concealment of the Town's inventory or assets for personal use (e.g. Town vehicles, computers, supplies, etc.)
 - Larceny – Inventory or other assets are stolen from the Town.

2) **Corruption** – Wrongfully use influence in a business transaction in order to procure some benefits for themselves or another person, contrary to duty to employer or the rights of another.

- Conflicts of Interest – An undisclosed economic or personal interest in a transaction that adversely affects the Town.
- Bribery – The offering, giving, receiving or soliciting of anything of value to influence an official act or a business decision.
- Illegal Gratuities – A party who benefits from an official act or a business decision gives a gift to a person who made the decision. An illegal gratuity does not require proof of intent to influence.
- Economic Extortion – An official or employee demands that a vendor/contractor/etc. pay to influence an official act or a business decision.

3) **Fraudulent Statement** – Falsification of a Town record. Other similar irregularities is defined as any activity involving questionable behavior or business dealings by member of the public, contractors, vendors, agents or Town officials and employees, that put Town revenue, property, information and other assets at the risk of waste or abuse.

Section 4. Zero Tolerance

4.1 The Town of Hooksett has adopted a zero tolerance policy regarding fraud. No official or employee of the Town shall remove any Town of Hooksett assets from the property without proper authorization from the Town Administrator, misuse any Town assets for one's personal gain, or willfully misappropriate any Town of Hooksett asset. Any evidence supporting fraud, theft or embezzlement of Town of Hooksett assets and equipment may be subject to the following personnel actions including but not limited to: suspension, termination, and restitution.

Section 5. Reporting of Fraud or Corruption

5.1 Officials and employees shall read and understand this policy. Department Heads shall be responsible to communicate this policy to their staff.

5.2 Any Town of Hooksett official or employee who suspects or is aware of fraud being committed against the Town by anyone shall immediately report such activity to the Town Administrator. (If the Town Administrator is the alleged perpetrator the report shall be directed to the Hooksett Police Chief. If this occurs, the Chief will take the place of the Administrator in the process described below.)

Upon receiving such a report, the Town Administrator will immediately take the allegation to the Town's Legal Counsel and the Hooksett Police Prosecutor. The Administrator, Counsel and Prosecutor will decide the most prudent way to proceed. This may include, for example, parallel investigations for personnel or criminal issues or a decision that the investigation should be completely turned over to the Hooksett Police Department or the NH State Police.

Once a plan of action has been developed, the Town Council will be apprised of the situation in a non-public session.

5.3 All investigations will be conducted in confidence insofar as reasonably possible. The names or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunctions with the investigation or legal action.

Section 6. False Allegations

6.1 False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

6.2 NH Whistleblowers' Protection Act (RSA 275-E) was established to protect the rights of officials or employee who report violation of law, or refuse to execute illegal directives, participate in investigations or hearings. For a full explanation of these rights the remedies, officials and employees should review this policy which should be displayed in a prominent location in their place of work.

Section 7. Prevention

7.1 Each department will maintain an internal control environment to protect the department and the Town from loss or other damages as a result of a fraudulent act.

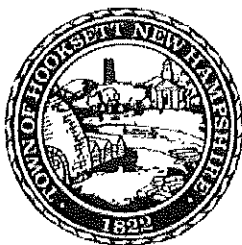
Section 8. Corrective Actions and Discipline

8.1 Appropriate and timely action will be taken against those proven to have committed fraudulent act. These remedial actions may include, but are not limited to:

1. Disciplinary action (up to and including immediate termination of employment).
2. Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
3. Institution of civil action to recover losses.
4. Where the Town of Hooksett elects to take corrective or disciplinary action, it will proceed under the procedures in place under the Personnel Plan or under any collective bargaining agreement for the respective employment classification.
5. The Town of Hooksett may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.

Adopted by vote of the Council on this date, 5.23.12

James A Sullivan
Mr. Coma
Mr. [Signature]
Philip A. Boud
Mr. Jann
Levin [Signature]
James J. Lavoie
John E. [Signature]



Town of Hooksett

APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 3/12/2019

Name: Brett Scott Phone: 603-817-1588

Address: 61 Post Road, Hooksett, NH 03106

Email Address: Brett@ScottEnterprises.com

Signature: _____

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,

Attn: Administration Department or email to NGermain@hooksett.org

I am willing to serve on the following Town Boards/Committees/Commissions. I understand if appointed, I am required to attend the regular meetings.

BOARDS, COMMISSIONS & COMMITTEES

Role Preference
Alternate, Regular, or None?

<input type="checkbox"/> Conservation Commission	_____
<input checked="" type="checkbox"/> Economic Development Advisory Committee	<u>Alternate</u>
<input type="checkbox"/> Heritage Commission	_____
<input type="checkbox"/> Parks & Recreation Advisory Board	_____
<input checked="" type="checkbox"/> Planning Board	<u>Alternate</u>
<input type="checkbox"/> Recycling & Transfer Advisory Committee	_____
<input type="checkbox"/> Town Hall Preservation Committee	_____
<input type="checkbox"/> Zoning Board of Adjustment	_____
<input type="checkbox"/> Other (Please specify.) _____	_____
_____	_____
_____	_____

How long have you been a resident of Hooksett?

I have been a resident for nearly 5 years, since the summer of 2014.

Why are you seeking this position?

I recently attended a planning board meeting and it inspired me to get involved. I would like to have a role in helping to grow and develop Hooksett.

Do you have any specific goals or objectives?

I would like to help Hooksett welcome and encourage business development.

Please list special skills, talents or experience pertinent to the position sought:

I have owned and currently own several successful businesses including, retail, service and real estate. I have owned and redeveloped over 30 properties. These properties include single family homes, multi-unit apartments, and various commercial properties.

Please list any potential conflicts of interest you may have if appointed for a board or commission:

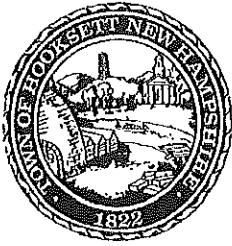
The only potential conflict of interest would be if there was a project abutting one of my properties. In that event, I would ask to exclude myself.

Please list any work, volunteer, and/or educational experience you would like to have considered:

I have my real estate license for personal real estate purchases only (currently inactive but current on all courses).

Please list any current/prior Town board membership and the dates of service:

N/A



Town of Hooksett

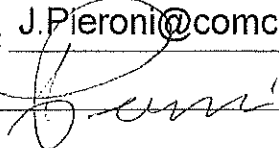
APPLICATION FOR APPOINTED TOWN BOARD POSITION

Date Submitted: 2/12/19

Name: John Pieroni Phone: 603-6470095

Address: 26 Autumn Run

Email Address: J.Pieroni@comcast.net

Signature: 

Return completed form to: Town of Hooksett, 35 Main Street, Hooksett NH 03106,
Attn: Administration Department or email to NGermain@hooksett.org

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<input type="checkbox"/> Town Hall Preservation Committee	<u></u>
<input type="checkbox"/> Zoning Board of Adjustment	<u></u>
<input type="checkbox"/> Other (Please specify.) <u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>

2

How long have you been a resident of Hooksett?

29 years

Why are you seeking this position?

To help insure the preservation of wetland and other environmentally sensitive areas in Hooksett as the town continues to grow. Also, to help develop trails and information on the areas already protected

Do you have any specific goals or objectives?

Work on trails

Please list special skills, talents or experience pertinent to the position sought:

Many years working on Budget Committee and School Board

Please list any potential conflicts of interest you may have if appointed for a board or commission:

None

Please list any work, volunteer, and/or educational experience you would like to have considered:

45 Years in Health Care 30 years at CMC

Please list any current/prior Town board membership and the dates of service:

Budget Committee 1990-1999 2004-2006

School Board 1999-2004

Town of Hooksett

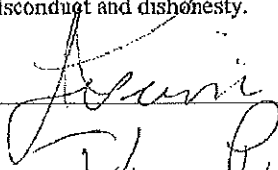
35 Main Street
Hooksett, NH 03106

FRAUD POLICY

Recognition & Awareness Form

Acknowledgement:

My signature signifies that I have read the Town of Hooksett's Fraud Policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: 

Print Name: John Pierini

Date Signed: 2/27/19

Department Head Signature: _____

Town of Hooksett

35 Main Street
Hooksett, NH 03106

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Adopted by vote of the Council on this date, 5.23.12

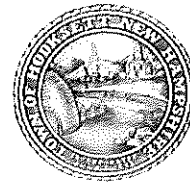
James A. Sullivan
McComa
Will
Kelley A. Bowd
McJannet
Dennis W. Levesque
James J. Levesque
John E. Levesque

<p style="text-align: center;">Town of Hooksett Available Appointed Positions</p>

Entity	Available Positions	Expiration	Contact Town Staff
Conservation Commission	Alternate Commissioner	6/30/2021	Community Development
	Commissioner		
Heritage Commission	(x2) Commissioner	6/30/2021	Administration
	(x2) Alternate	6/30/2021	Administration
Town Hall Preservation Committee	(x4) Committee Member	6/30/2021	Administration
Planning Board	(2)Alternate Member	6/30/2019	Community Development
Southern New Hampshire Planning Commission	(1) Representative	6/30/2022	Community Development
			Last updated 2/14/2019

These are unpaid volunteer positions. If interested in being nominated for an appointed position, please fill out the volunteer application form and send it to:
Town of Hooksett, Administration Department, 35 Main Street, Hooksett, NH 03106

Town Council STAFF REPORT



To: Town Council
Title: 2019 MS-232 Report of Appropriations Actually Voted
Meeting: Town Council - 27 Mar 2019
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

The Town is required to complete the State Form MS-232 Report of Appropriations Actually Voted. This report informs the State on the gross appropriations that were passed at town meeting. Revenues are reported to the State in the fall.

#	Warrant	Passed	Failed
3	Rte. 3A TIF Bond	2,564,000	
4	Operating Budget		
	Town	17,009,204	
	Wastewater	2,075,153	
	Revenues		
5	Hackett Hill Roundabout (67% State funds 33% Town Funds Impact fees/Fund Balance)		4,800,000
6	CR Fund - Fire Apparatus	250,000	
7	Old Town Hall Renovations from Fund Balance		200,000
8	DPW 6 Wheel Plow Truck	180,000	
9	CR Fund - Town Building Maintenance	100,000	
10	CR Fund - Public Works' Vehicles	100,000	
11	Non-Union Wages	93,153	
12	Full-Time Recreation Director \$89,000 (30K from Rec Revolving Fund)		89,000
13	DPW Union Contract	83,564	
14	CR Funds - Fire	80,000	
	Air Packs & Bottles \$25,000		
	Equipment \$35,000		
	Cistern \$20,000		
15	100 Yard Live Bottom Trailer - Solid Waste SR Fund	80,000	
16	Fire Union Contract (\$73,423 from taxes & \$5,040 from Ambulance Fund)	78,463	
17	Fire Command Vehicle	55,000	
18	CR Fund- Emergency Radio Communications	50,000	
19	CR Fund - Drainage Upgrades	50,000	

Agenda Item #15.1.

20	CR Fund - Automated Collection Equipment	30,000	
21	CR Fund - Revaluation	30,000	
22	CR Fund - Parks & Recreation Facilities Development	15,000	
23	CR Fund - Improvements of Conservation Land		10,000
Totals		\$22,923,537	\$5,099,000

FINANCIAL IMPACT:

Estimated tax town share of the tax rate for 2019 is \$6.46.

SUGGESTED MOTION:

Motion to sign the "2019 MS-232 Report of Appropriations Actually Voted" totaling \$22,923,537.

ATTACHMENTS:

MS-232

Concur





New Hampshire
Department of
Revenue Administration

2019
MS-232

Appropriations

Account	Purpose	Article	Appropriations As Voted
General Government			
4130-4139	Executive	03,10	\$407,234
4140-4149	Election, Registration, and Vital Statistics	03,10	\$37,248
4150-4151	Financial Administration	03,10	\$665,551
4152	Revaluation of Property	03,10	\$175,874
4153	Legal Expense	03	\$95,000
4155-4159	Personnel Administration	03,15	\$199,964
4191-4193	Planning and Zoning	03,10	\$369,616
4194	General Government Buildings	03,10,12	\$512,580
4195	Cemeteries	03	\$25,141
4196	Insurance	03	\$220,810
4197	Advertising and Regional Association	03	\$14,000
4199	Other General Government	03	\$1
General Government Subtotal			\$2,723,019
Public Safety			
4210-4214	Police	03,10	\$4,703,596
4215-4219	Ambulance		\$0
4220-4229	Fire	03,10,15,16	\$4,291,154
4240-4249	Building Inspection	03,10	\$95,714
4290-4298	Emergency Management	03	\$4,251
4299	Other (Including Communications)		\$0
Public Safety Subtotal			\$9,094,715
Airport/Aviation Center			
4301-4309	Airport Operations		\$0
Airport/Aviation Center Subtotal			\$0
Highways and Streets			
4311	Administration	03,10	\$251,357
4312	Highways and Streets	03,07,10,12	\$2,110,112
4313	Bridges	03	\$1
4316	Street Lighting	03	\$62,000
4319	Other	03,10,12	\$222,969
Highways and Streets Subtotal			\$2,646,439



New Hampshire
Department of
Revenue Administration

2019
MS-232

Appropriations

Account	Purpose	Article	Appropriations As Voted
Sanitation			
4321	Administration	03,10	\$122,080
4323	Solid Waste Collection	03,12	\$322,824
4324	Solid Waste Disposal	03,10,12,14	\$842,254
4325	Solid Waste Cleanup		\$0
4326-4328	Sewage Collection and Disposal		\$0
4326-4329	Sewage Collection, Disposal and Other		\$0
4329	Other Sanitation		\$0
Sanitation Subtotal			\$1,287,158
Water Distribution and Treatment			
4331	Administration		\$0
4332	Water Services		\$0
4335-4339	Water Treatment, Conservation and Other		\$0
Water Distribution and Treatment Subtotal			\$0
Electric			
4351-4352	Administration and Generation		\$0
4353	Purchase Costs		\$0
4354	Electric Equipment Maintenance		\$0
4359	Other Electric Costs		\$0
Electric Subtotal			\$0
Health			
4411	Administration	03	\$1
4414	Pest Control		\$0
4415-4419	Health Agencies, Hospitals, and Other		\$0
Health Subtotal			\$1
Welfare			
4441-4442	Administration and Direct Assistance	03,10	\$132,024
4444	Intergovernmental Welfare Payments	03	\$31,303
4445-4449	Vendor Payments and Other		\$0
Welfare Subtotal			\$163,327
Culture and Recreation			
4520-4529	Parks and Recreation	03,10,12	\$628,752
4550-4559	Library	03,10	\$865,289
4583	Patriotic Purposes	03	\$2,945
4589	Other Culture and Recreation	03	\$11,750
Culture and Recreation Subtotal			\$1,508,736



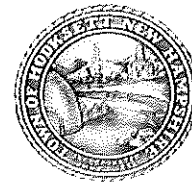
New Hampshire
Department of
Revenue Administration

2019
MS-232

Appropriations

Account	Purpose	Article	Appropriations As Voted
Conservation and Development			
4611-4612	Administration and Purchasing of Natural Resources	03	\$1,277
4619	Other Conservation		\$0
4631-4632	Redevelopment and Housing		\$0
4651-4659	Economic Development	03	\$700
Conservation and Development Subtotal			\$1,977
Debt Service			
4711	Long Term Bonds and Notes - Principal	03	\$101,750
4721	Long Term Bonds and Notes - Interest	02,03	\$111,220
4723	Tax Anticipation Notes - Interest	03	\$1
4790-4799	Other Debt Service		\$0
Debt Service Subtotal			\$212,971
Capital Outlay			
4901	Land	03	\$1
4902	Machinery, Vehicles, and Equipment		\$0
4903	Buildings		\$0
4909	Improvements Other than Buildings	02	\$2,500,000
Capital Outlay Subtotal			\$2,500,001
Operating Transfers Out			
4912	To Special Revenue Fund	15	\$5,040
4913	To Capital Projects Fund		\$0
4914A	To Proprietary Fund - Airport		\$0
4914E	To Proprietary Fund - Electric		\$0
4914O	To Proprietary Fund - Other		\$0
4914S	To Proprietary Fund - Sewer	03	\$2,075,153
4914W	To Proprietary Fund - Water		\$0
4915	To Capital Reserve Fund	05,08,09,13,1 7,18,19,20,21	\$705,000
4916	To Expendable Trusts/Fiduciary Funds		\$0
4917	To Health Maintenance Trust Funds		\$0
4918	To Non-Expendable Trust Funds		\$0
4919	To Fiduciary Funds		\$0
Operating Transfers Out Subtotal			\$2,785,193
Total Voted Appropriations			\$22,923,537

Town Council STAFF REPORT



To: Town Council
Title: Establish New Banking Relationship with Primary Bank
Meeting: Town Council - 27 Mar 2019
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Currently the Town has relationships with Citizens Bank, TD Bank, People's United Bank, NH Investment Pool, Merrimack County Savings Bank, Optima Bank and Trust, Century Bank and Northway Bank.

The Treasurer would like to open a new relationship with Primary Bank to be able to invest excess funds. Primary Bank is chartered bank and will provide 100% FDIC insurance coverage as collateral. Primary Bank's closest branch is located on 1662 Elm Street in Manchester.

Rates as of 3/7/19

Bank	Contact Person	CD Rate = 180 days	CD Rate = 90 days	MM Rate
Primary Bank	Crystal Dionne	2.55%		
Citizens Bank	Christine Therrien			2.45%
TD Bank	Keith Pike	2.38%	2.40%	2.40%
Century Bank	Anna Gorska			2.40%
People's Bank	Martin Bellovoda & Barbara Rath	2.50%	2.40%	2.35%
MCSB	Kristin Clark	2.07%		1.80%
Provident Bank	Bryan Lee	0.30%		1.65%
Franklin Savings Bank	Heather Capraro	2.20%	2.10%	2.35%
Northway Bank	Kristy Goodson	2.45%	2.40%	1.65%

The Town's investment policy states that no more than 80% of Town funds can be invested with any one financial institution. The Treasurer plans to invest the excess with Primary Bank, Citizens, TD and Century.

SUGGESTED MOTION:

Motion to authorize the Town Treasurer to establish a banking relationship with Primary Bank for the Town of Hooksett.

Concur

Town Council
STAFF REPORT



To: Town Council
Title: Mini Excavator
Meeting: Town Council - 27 Mar 2019
Department: Public Works
Staff Contact: Earl Labonte, Director of Public Works

BACKGROUND INFORMATION:

It was brought to our attention that there was funding available in a NH DOT Highway Block grant, \$260, 243.87 that was provided to the town in 2016. Earlier this year we requested and were approved to purchase a sidewalk tractor and additional service warranty, (\$163,115.37) leaving \$97,128 available. The only restriction of the use of these funds was that they could only be expended on items in support of highways. We reviewed the currently assigned assets, reviewed projected workload and determined that the town would be better served if we attempted to acquire a mini excavator and a asphalt hot box. In an effort to obtain the best pricing for a new excavator we contacted four vendors that have Sourcewell (NJPA) contracts. Each was requested to quote a mini excavator in the 12,000 lb. class equipment with rubber tracks, digging and ditching buckets, quick coupler. Companies that provided quotes were MB Tractor (Kubota), Nortrax (Hitachi), Beauregard Equipment (Case), Chadwick Baross (Volvo). After receiving the quotes as requested we reviewed the quotes, options that were requested. We selected the lowest quoted machine. After selecting the vendor, we added additional warranty and upgraded track assemblies. Chadwick Baross and the Volvo EC60E were selected. The excavator price is \$72,177.

FINANCIAL IMPACT:

There is no fiscal impact as a result of this purchase .

POLICY IMPLICATIONS:

None.

RECOMMENDATION:

Recommended Motion: Council approve and consent for the purchase of the mini excavator for \$72,177 from Chadwick Baross using the NH DOT Highway Block Grant.

SUGGESTED MOTION:

Motion to approve and consent for the purchase of the mini excavator for \$72,177 from Chadwick Baross using the NH DOT Highway Block Grant.

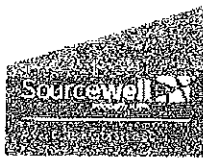
ATTACHMENTS:

20190308105154021

Excavator brochure

BACKGROUND mini excavator 2019

CONCUR



Quote Valid for 90 days

Contract:
032515-
VCE

Date: 2/5/2019

Buying Agency:	Town of Hooksett NH ID# 157920	Contractor:	Chadwick-Baross Inc
Contact Person:	Earl Labonte	Prepared By:	Doug Hutchison
Phone:	603-668-8019	Phone:	603-224-4063
Email:	elabonte@hooksett.org	Email:	doug@chadwick-baross.com
Sourcewell Product Code	A - Volvo Pricing Catalog: Hydraulic Crawler Excavators Small (Mini) (below 20,000#)		
General Description of Product:	Volvo EC60E compact excavator		
A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary			
Quan	Description	Unit Pr	Total
1	2019 Volvo EC60E Compact Excavator	\$66,849	\$66,849
	See next page for machine specs		
Subtotal A:			\$66,849
B. Sourced and/or UnSourced Contracted Items			
Quan	Description	Unit Pr	Total
1	Sourced Contract Items; 48 Inch Craig Hydraulic tilting grade bucket	\$5,802	\$5,802
1			\$0
1			\$0
1			\$0
1			\$0
1			\$0
1			\$0
Subtotal B:			\$5,802
C. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B)			\$72,652
D. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges			
Freight			\$300
PDI			\$500
install of craig tilt bucket			\$500
36 Months 3000 hr full machine warranty with an additional 24 months of Powertrain, hydraulic Components			\$5,225
SPECIAL DEALER DISCOUNT			-\$7,000
			\$0
Subtotal D:			-\$475
Delivery Date:			E. Total Purchase Price (A+B+C):
			\$72,177

Version 15A

	Description	Part #	List Price
Add Options Here			
Volvo EC60E			\$ 80,202.00
Offset Boom 118" (3000mm)	CE12006	0.00	
Standard Arm 63" (1600mm) w/thumb bracket	CE13012	0.00	
76" wide dozer blade	CE15002	0.00	
Float function on dozer blade	CE15021	0.00	
Elec. Dozer control LH Joystick	CE15031	273.00	
16" hard rubber track pads (single pads)	CE21008	3,184.00	
Engine for NA T4f	CE30008	0.00	
Auto shutdown	CE31002	277.00	
Standard Cooling Package for Engine and Work Hydraulics	CE32001	0.00	
Cab only, must add option CE44006 heat and A/C	CE40021	3,433.00	
Fabric seat Mech susp w/ heat	CE41005	215.00	
Heat & A/C	CE44006	2,667.00	
Radio with Bluetooth	CE45019	773.00	
Seat belt, 3" retractable	CE42003	104.00	
ISO Pattern Selector Valve	CE43001	0.00	
Universal key	CE46002	0.00	
LH Joystick (only) with X3 roller switch	CE47008	796.00	
Work light basic_Halogen	CE54001	0.00	
Extra work lamp (CAB RH)_Halog	CE50006	160.00	
Travel alarm	CE51001	474.00	
Hydraulic oil ISO VG46 14°F to 86°F (-10°C to 30°C)	CE60003	0.00	
X1 piping to end of dipper for double acting attachments	CE62011	0.00	
2X flat face hyd. Couplings for X1	CE68002	267.00	
Tool kit - daily maintenance	CE70002	0.00	
Manual - English	CE71005	0.00	
Part Catalog with DVD	CE71007	0.00	
Frame lifetime guarantee	CE72001	500.00	
Decals NA	CE80002	0.00	
Rotating beacon for cab or canopy	CE50004	297.00	
Rear View Camera	CE53003	773.00	
X3 hydraulic function (Must order CE47008 LH joystick lever X3 Ready)	CE63001	2,103.00	
Double-acting circuit (Required when ordering Volvo QC CE8292430)	CE64002	1,269.00	
Hydraulic pin-grabber coupler	CE8292430	2,114	
24" .186 yd trenching bucket with side cutters (5 teeth)	CE8293475	1,452	
EC60 long thumb (for use with coupler)	CE18002	3,302	
Total List Price		\$104,616	
Sourcwell % off List (enter as % here)		36.1%	
Sourcwell Price		\$68,849	

EXTENDED SERVICE PROTECTION PLAN	
MASTER PARTS SCHEDULE	
VOLVO CONSTRUCTION EQUIPMENT	
COMPACT EXCAVATOR / EXCAVATOR / PIPELAYER	
NEW AND USED EQUIPMENT	
<i>This plan provides coverage for the components listed below when a failure occurs due to a defect in material or workmanship, and may provide coverage for additional components not listed when the damage is caused by or resulting from a covered failure of a listed component.</i>	
ENGINE ONLY COVERAGE	
The components listed below are covered under Engine Only coverage:	
<u>Engine And All Internal Lubricated Components Within</u>	Pistons & Rings
Accessory Gear	Pressure/Temperature Sensors & Sending Units
Camshaft	Pulleys
Camshaft Bearings	Rocker Arm Assembly
Crankshaft Drive Gear	Thermostat
Connecting Rods & Bearings	Timing Gears
Crankshaft Bearings & Gear	Valve Cover And Gasket
Crankshaft Including Front And Rear Crankshaft Seals	Water Pumps
Cylinder Heads/ Head Gaskets	Wiring Harness (Internal)
Cylinder Liners	
Engine Block	<u>Engine Components Covered After Emission Warranty</u>
Engine Oil Cooler	Actuator/Turbocharger
Engine Speed Controls, Linkages, And Cables	Crank Case Ventilation Oil Separator And Pipes Before Separator
Engine Mounted Filter Mount	EGR Cooler, Mixer, Flowmeter, Valve, pipes & lines
Plywheel, Ring Gear	Engine Wire Harness (Circuits Related To Emission Warrantable Components)
Front And Rear Engine Covers And Seals	Engine Control Module (ECM)
Front Damper	Emission Sensors (Circuits Related To Emission Warrantable Components)
Fuel Lines	Turbocharger
Fuel Pumps	Unit Injectors
Oil Filter Tube	Charge Air Cooler, Hoses, Air Pipes & C-Clamps
Oil Lines	Emission After Treatment System as Detailed by Volvo Emission Warranty
Oil Pan And Gasket	Intake And Exhaust Manifolds And Gaskets
Oil Pump	
<i>This plan excludes coverage for any failure to any component caused by or resulting from the failure of a component not listed as a covered component, including any resulting damage to a listed component. See the Terms and Conditions document for complete plan details.</i>	
POWERTRAIN COVERAGE	
The components listed below, plus those listed below Engine Only Coverage, are covered under Powertrain Coverage:	
<u>Power Transmission</u>	
Drive Axles, Front & Rear (EW Only)	Driving Gear (Sliding Ring Gear)
Hydraulic Motor, Steering	Transmission ECU
Hydraulic Motor, Traveling	Travel Gearbox (EW Only)
Internal Wiring Harness	Transmission/After/Over Box Sensors and Sending Units
Pump Drive	
Swing & Track Motor Reduction (EC Only)	<u>Hydraulic System & Special Functions</u>
	Hydraulic Pumps
<i>This plan excludes coverage for any failure to any component caused by or resulting from the failure of a component not listed as a covered component, including any resulting damage to a listed component. See the Terms and Conditions document for complete plan details.</i>	
POWERTRAIN + HYDRAULICS COVERAGE	
The components listed below, plus those listed below Engine Only and Powertrain Coverages, are covered under Powertrain + Hydraulics Coverage:	
<u>Steering System</u>	<u>Hydraulic System & Special Functions Continued</u>
Steering Valve (EW Only)	Bucket Cylinder
<u>Hydraulic System & Special Functions</u>	Dozer Blade Cylinder (EW Only)
Adaptive Boom Cylinder	Hydraulic Center Passage (Turning Joint)
Boom Cylinder	Hydraulic Motor, Cooling System
Control Pressure Valve (RCV)	Hydraulic Pump, Cooling System
Dipper Cylinder	Outrigger Cylinder (EW Only)
Hydraulic Motor, Winch (Pipelayer Only)	Valve Main Hydraulics (Main Control Valve)
<i>This plan excludes coverage for any failure to any component caused by or resulting from the failure of a component not listed as a covered component, including any resulting damage to a listed component. See the Terms and Conditions document for complete plan details.</i>	

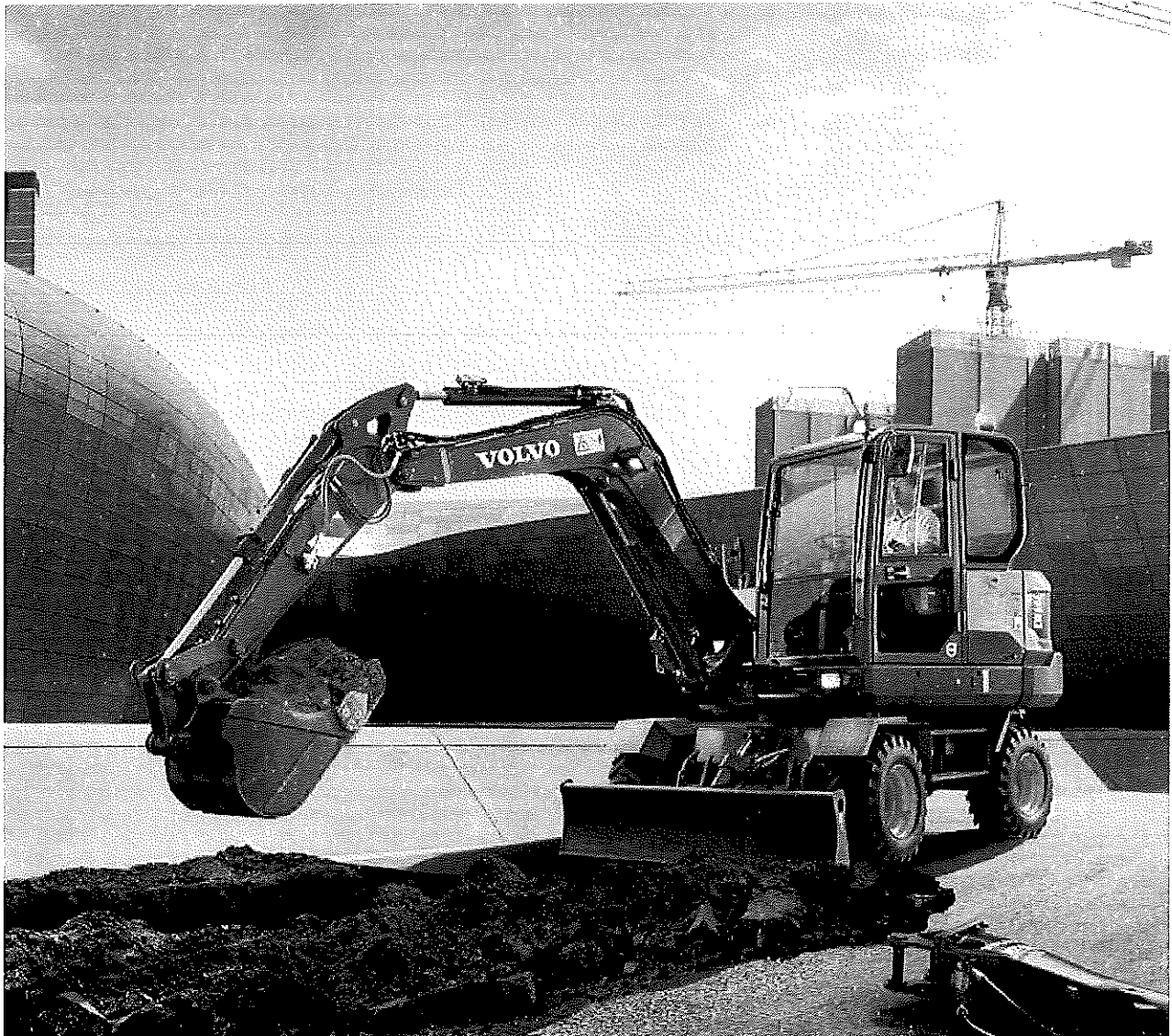
EXTENDED SERVICE PROTECTION PLAN	
MASTER PARTS SCHEDULE	
VOLVO CONSTRUCTION EQUIPMENT	
COMPACT EXCAVATOR / EXCAVATOR / PIPELAYER	
NEW AND USED EQUIPMENT	
<p><i>This plan provides coverage for the components listed below when a failure occurs due to a defect in material or workmanship, and may provide coverage for additional components not listed when the damage is caused by or resulting from a covered failure of a listed component.</i></p>	
POWERTRAIN + HYDRAULICS + COMPONENTS COVERAGE	
<p>The components listed below, plus those listed below Engine Only, Powertrain and Powertrain + Hydraulics Coverages, are covered under Powertrain + Hydraulics + Components Coverage:</p>	
<p>Frame</p> <p>Boom</p> <p>Dipper Arm</p> <p>Superstructure (Upper Frame)</p> <p>Undercarriage (Lower Frame)</p> <p>Brakes</p> <p>Brake Valves (EW Only)</p> <p>Brake Pumps (EW Only)</p> <p>HYDRAULIC SYSTEM & SPECIAL FUNCTIONS</p> <p>Winch (Pipelayer Only)</p> <p><i>This plan excludes coverage for any failure to any component caused by or resulting from the failure of a component not listed as a covered component, including any resulting damage to a listed component. See the Terms and Conditions document for complete plan details.</i></p>	<p>Electrical System</p> <p>Alternator</p> <p>Circuit Board</p> <p>VECU and Instrument ECU</p> <p>Display Unit</p> <p>Electrical Control Passage (EW Only)</p> <p>Starter Motor</p> <p>Load Management System LMS (Pipelayer Only)</p> <p>Engine</p> <p>Cooling Fan Thermostat</p>
PREMIER COVERAGE	
<p>The components listed below, plus those listed below Engine Only, Powertrain, Powertrain + Hydraulics and Powertrain + Hydraulics + Components Coverages, are covered under Premier Coverage:</p>	
<p>ENGINE</p> <p>Air Filter Housing</p> <p>Air Intake Hoses</p> <p>Engine Mounts And Supports</p> <p>Fuel Tank</p> <p>Mufflers</p> <p>Radiator</p> <p>Water Piping</p> <p>Remote Mounted Oil Filter</p> <p>FACTORY INSTALLED HEAT AND AIR CONDITIONING</p> <p>Accumulator</p> <p>Clutch</p> <p>Compressor</p> <p>Condenser</p> <p>Dryer</p> <p>Evaporator</p> <p>Expansion Valve</p> <p>Heater Core</p> <p>Hoses</p> <p>Pulley</p> <p>Seals & Gaskets</p> <p>Temperature Control Programmers and Valves</p> <p>CAB</p> <p>Cab Frame</p> <p>Cab Mounts</p> <p>Gas Struts</p> <p>Seat Frame and Suspension</p> <p>Steering Column</p> <p>UNDERCARRIAGE</p> <p>Undercarriage Roller And Idler Seals And Bearings</p> <p>Undercarriage Tensioners</p> <p><i>This plan excludes coverage for any failure to any component caused by or resulting from the failure of a component not listed as a covered component, including any resulting damage to a listed component. See the Terms and Conditions document for complete plan details.</i></p>	<p>TRANSMISSION / AXLES / HYDROSTATICS</p> <p>Control Rods</p> <p>External Oil Lines</p> <p>Filter Tubes (Transmission)</p> <p>Pneumatic Valves</p> <p>Pneumatic Dryer</p> <p>Transmission Oil Cooler</p> <p>ELECTRICAL (FACTORY INSTALLED)</p> <p>Control ECU</p> <p>Electronic Motors</p> <p>Electronic Joysticks</p> <p>Gauges</p> <p>Horn</p> <p>Indicators</p> <p>Instruments</p> <p>Relays (Factory installed only)</p> <p>Sensors</p> <p>Solenoid Valves</p> <p>Switches</p> <p>VECU II</p> <p>Voltage Regulator</p> <p>Wiring Harnesses</p> <p><i>Wiring Harnesses Exclusions</i></p> <p><i>• Rubbing, Chafing, Loose Or Corroded Connections</i></p> <p>HYDRAULICS</p> <p>Accumulators</p> <p>Hydraulic Hoses and Piping</p> <p>Hydraulic Motors</p> <p>Hydraulic Oil Coolers</p> <p>Hydraulic Pumps</p> <p>Hydraulic Reservoir</p> <p>Hydraulic Valves</p> <p>Pressure Reducing Valves</p> <p>Unloading Valves</p>

Volvo Construction Equipment
Building Tomorrow



EW60E

Volvo Excavators 5.55-6.46 t / 12,235-14,240 lb 47.3 kW



Space and comfort to work

The EW60E features an innovative cab design for a comfortable and more productive operator environment. Well-designed ergonomics and a modern LCD display give you perfect control in all operations. Plenty of storage space is available for personal belongings.

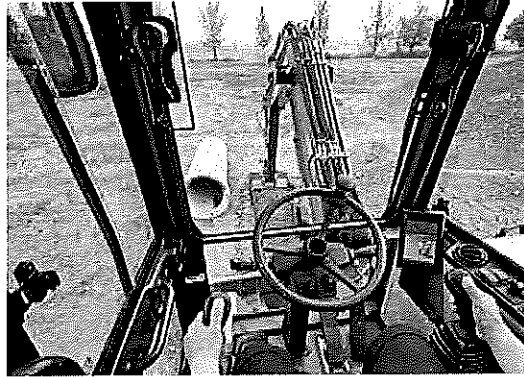
Operator convenience

Ample storage space is available for operator comfort and convenience. A phone tray, two power sockets, cup holder and three other large storage areas makes the Volvo cab a more convenient working environment.



Operator visibility

All-round visibility is enhanced by thin pillars, large glazed area and a large wiper blade. The rear view camera secures a better view for perfect and safe control through the 7" color LCD display. This ensures there are no blind spots even in the most confined working areas.



Work in comfort

The comfortable and adjustable seat makes it easier for the operator to work hard all day and feel less tired by the end of it. The cab's air conditioning is efficient and in automatic mode, the temperature remains at a set level. Six adjustable vents allow for optimal airflow in the cab.



Ease of control

Control your machine with minimal effort in order to get more done in less time. The keypad groups all controls on the right hand side and the 7" color LCD screen displays all machine information for access to functions through its easy to use menus. Through the hot keys, the operator can directly access pre-set functions for added convenience. The proportional joystick provides excellent grip, and the roller fits your thumb perfectly for easy and precise control.





LARGER CAB

A comfortable working space results in better operation, increasing production and reducing fatigue. The cab design creates space behind the seat, allowing the operator to move more freely. The new generation Volvo Cab features excellent visibility and reduced noise levels.



BOOSTED PERFORMANCE

Do more in less time with outstanding combined digging efforts, powerful travel force, fluid swing force and optimal lifting capacity. The EW60E has been designed to tackle the most challenging job sites and contracts using the powerful Volvo Tier 4 final engine and adjustable hydraulic flow. Its well-balanced driveline delivers optimum performance whether working on the job site or on the move.

Power for performance

Climb quick, swing smooth, dig hard and load fast with the EW60E. The traction, swing force and lifting capacity gets you results, fast. This versatile and powerful machine can be tailored for any job and is suitable for a wide range of applications.

Powerful Volvo Tier 4 final engine

Give your job site a boost and achieve fast results. Great power and effective cooling ensure optimized performance in any climate. For the ultimate combination of power and performance, the Tier 4 final engine helps to push through challenging conditions.



Smooth operation

Smooth combined operations means you can make very accurate and precise movements. With responsive controls the machine does exactly what the operator intends for less fatigue and fluent movement.



Versatility

Perform on any job site, whether you're working in a confined space or major construction area. The machine's compact design, long arm, optional fixed boom and offset boom, long dozer blade, auxiliary hydraulic and thumb piping makes the machine suitable for a wide range of jobs and applications.



Wheeled performance

A top speed up to 18 mi/h (30km/h) and the four wheel drive allow you to go on and off-road for better mobility. Drive the machine easily between locations and access hard to reach job sites to save time and keep your machine in prime condition.



Profit in your business

The EW60E is designed and built to increase your profitability and keep you working for longer. To reduce your running costs it features excellent service access, convenient maintenance points and Volvo's auto engine shutdown feature. With outstanding fuel efficiency this durable and reliable machine secures your costs and increases your uptime.

Low fuel consumption

The Volvo engine and hydraulics together offer superior fuel efficiency. The standard auto idle feature helps to reduce your fuel consumption even further and increase your profits.



Auto engine shutdown

A unique offering from Volvo, the engine stops automatically after a preselected time, lowering fuel costs and noise. A stopped hour meter reduces maintenance costs and increases the resale value of the machine.



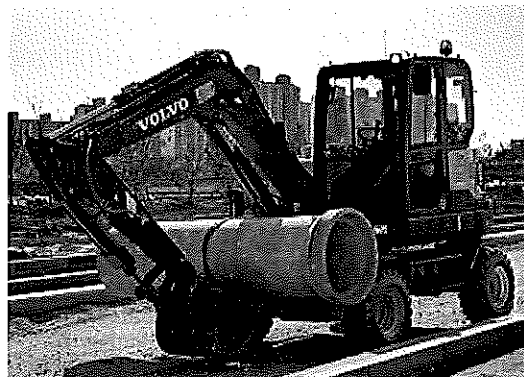
MATRIS and VCADS Pro

By working with your dealer and using Volvo MATRIS software you can analyze operator behavior to improve efficiency, boost productivity and reduce your fuel and maintenance costs. Volvo also offers the VCADS Pro diagnostic system, making it easy to control your machine.



Durability and reliability

The EW60E is designed with the same high quality as all Volvo machines, including robust transmission system and axles, so you can be assured it's durable and reliable on your job site. You can depend on your machine to perform and work hard for peace of mind.





SERVICEABILITY

Keep your machine up and running with a number of features combined to increase machine availability and reduce downtime. Ground level service access, including great access to the main control valve, convenient greasing points, a large tool box in the lower structure and an easy to clean cooling unit all reduce service time and maintenance costs. Check service intervals easily through the in-cab screen, which shows reminders when maintenance is needed.



ATTACHMENTS VERSATILITY

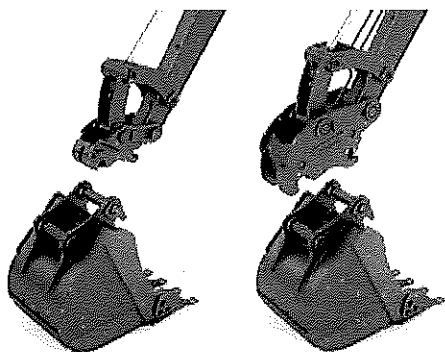
The machine's attachment can be easily changed to save time and costs. Its design, hydraulics, piping and in-cab switches combined with the Volvo attachments range allows the EW60E to take on a variety of tasks. Volvo attachments work in harmony with the machine to deliver maximum productivity.

One machine, many job sites

Volvo offers a wide range of durable attachments that are suitable for any job site, including utilities, building, agriculture, landscaping and forestry. Volvo attachments are an integrated part of the excavator for which they're intended – delivering maximum productivity and versatility.

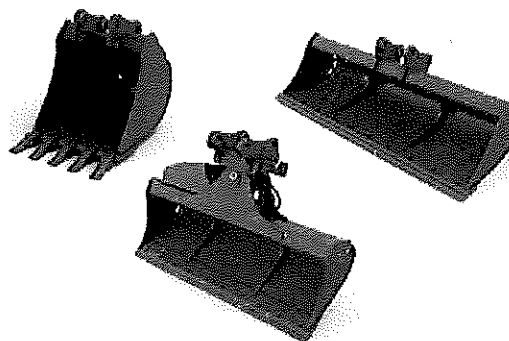
Quick coupler

Both the mechanical and the hydraulic quick couplers allow a complete range of buckets to be changed quickly and efficiently.



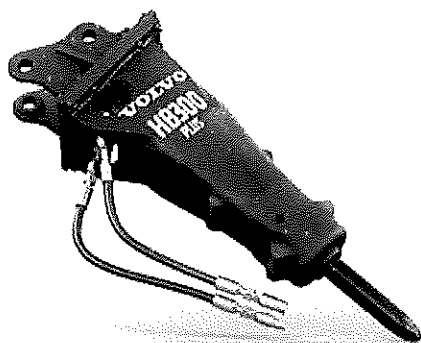
Buckets

A complete range of buckets from general purpose reinforced buckets to ditching buckets, allow the machine to work on many job sites for a wide range of applications. The durable buckets can work in loose gravel, crushed rock, dirt and soil.



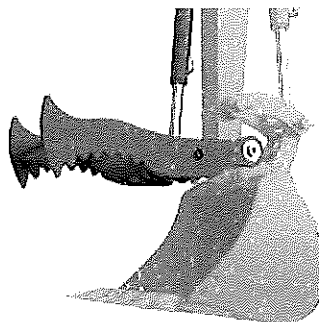
Breaker

Volvo's durable hydraulic breakers have been designed for ultimate compatibility with Volvo excavators. The wide range of breaker tools (or bits) has been built to break all kinds of materials and combines excellent performance with low noise and vibration levels.



Thumb

Designed to work with both Volvo direct fit buckets and quick coupler, the Volvo thumb makes many tasks possible, including piling, placing, loading, lifting and carrying.



A compact machine with big potential

Do more in less time with outstanding combined digging efforts, powerful travel force, fluid swing force and optimal lifting capacity.

Smooth operation

Smooth combined operations means you can make very accurate and precise movements.

MATRIS and VCADS Pro

Volvo MATRIS analyses operator behaviour, improving efficiency and productivity. VCADS Pro helps to control your machine.

The Volvo attachments range allows the machine to take on a variety of tasks for a wide range of jobs and applications.

Powerful Volvo Tier 4 final engine

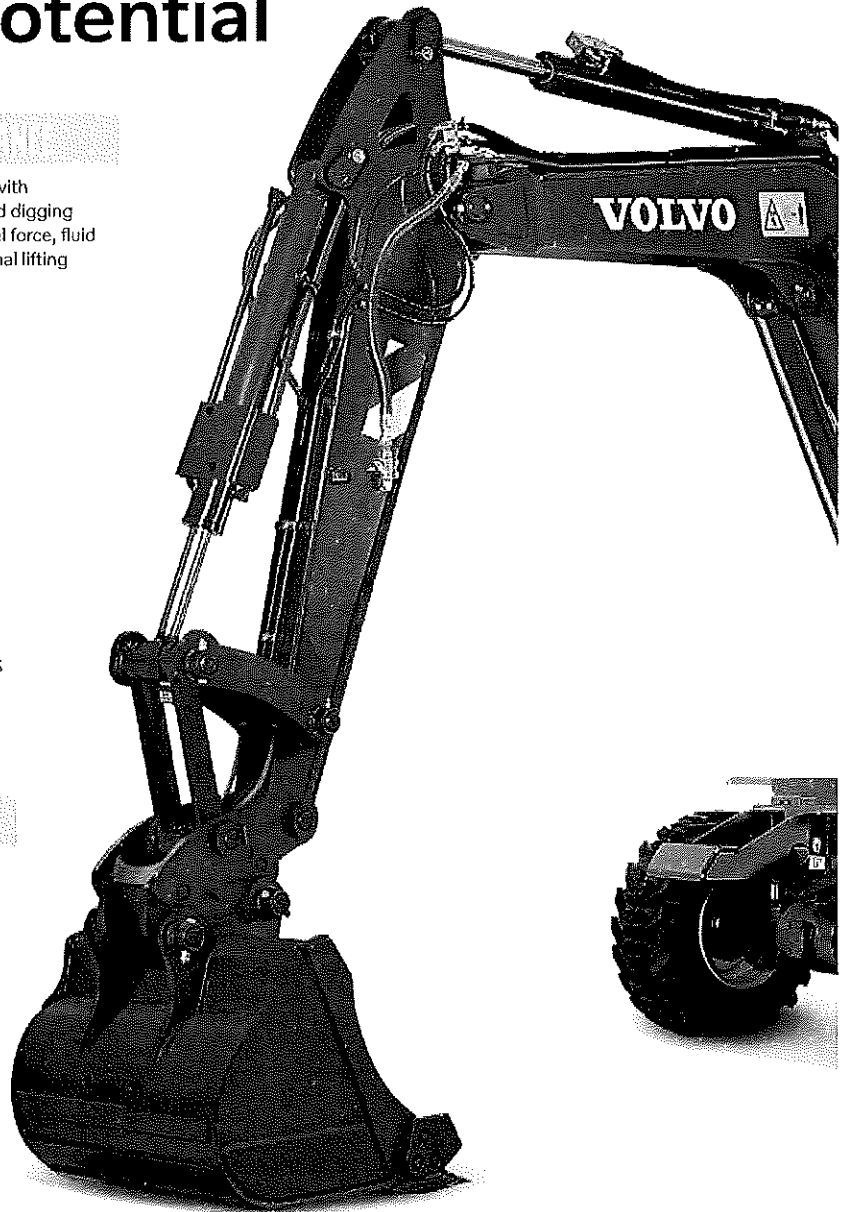
For the ultimate combination of power and performance, the engine helps to push through challenging conditions.

Auto engine shutdown

The auto engine shutdown provides lower fuel costs, less noise, much lower maintenance costs and a greater resale value.

ECO mode

Volvo's unique ECO mode improves fuel efficiency without any loss of performance in most operating conditions.



WORKING SPACE

A comfortable working space results in better operation, increasing production and reducing fatigue.

Ease of control

The keypad groups all controls on the right hand side and the LCD screen displays all machine information for access to functions.

Operator convenience

Ample storage space in the cab is available for operator comfort and convenience.

Serviceability

Ground level service access, including great access to the main control valve, convenient greasing points and easy to clean cooling unit reduce service time.

Wheeled performance

A top speed up to 30km/h and the four wheel drive allow you to go on and off-road for better mobility.

CUSTOMER SUPPORT AGREEMENTS

Customer Support Agreements offer preventive maintenance, total repairs and a number of uptime services.

Adding value to your business

Being a Volvo customer means having a complete set of services at your fingertips. Volvo can offer you a long-term partnership, protect your revenue and provide a full range of customer solutions using high quality parts, delivered by passionate people. Volvo is committed to increasing the positive return on your investment and maximising uptime.

Complete Solutions

Volvo has the right solution for you. So why not let us provide all your needs throughout the whole life cycle of your machine? By

listening to your requirements, we can reduce your total cost of ownership and increase your revenue.

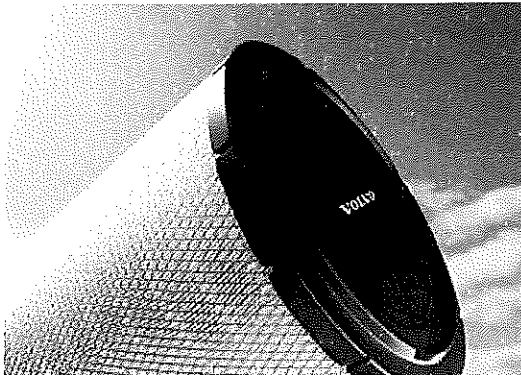


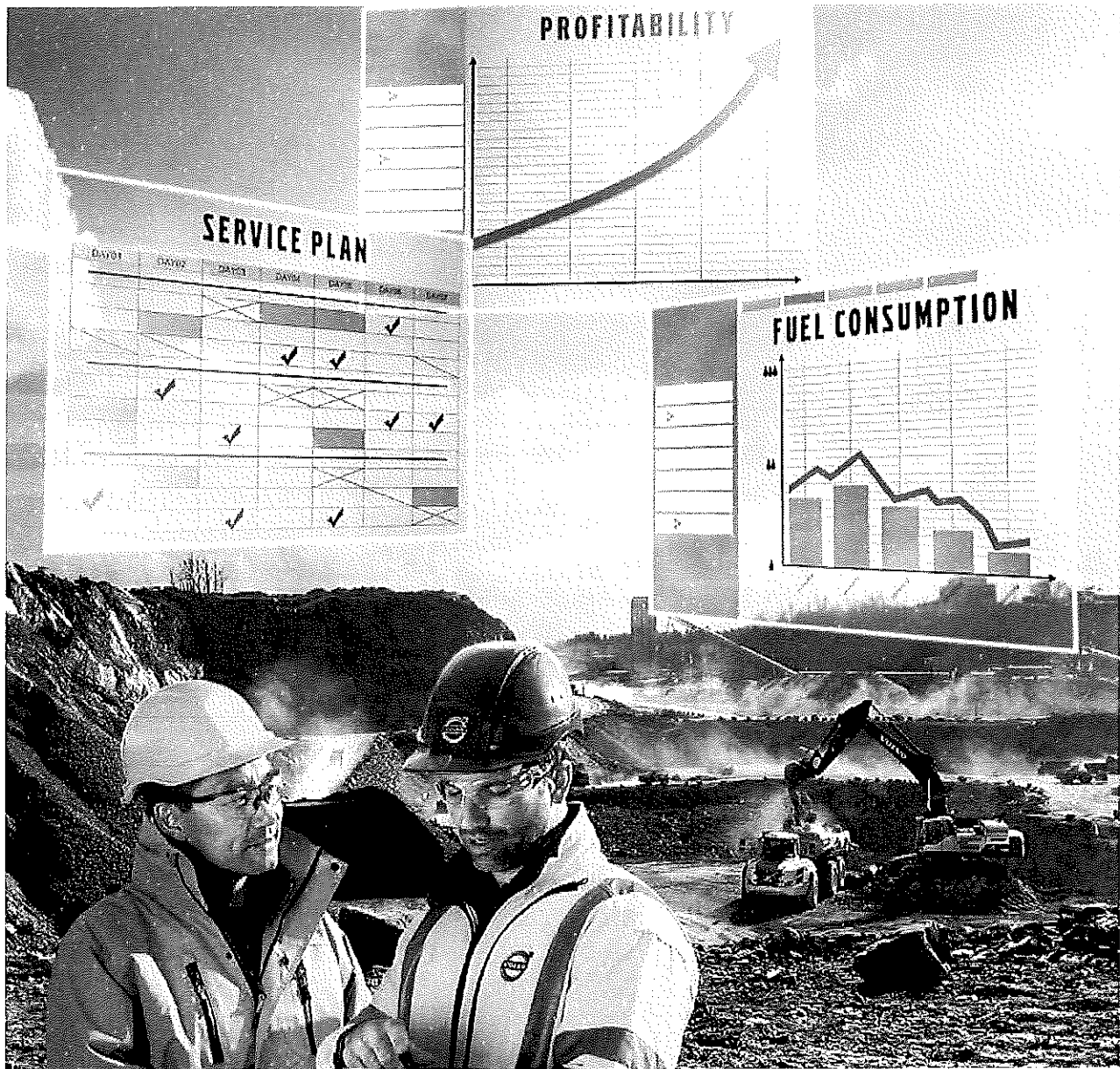
Genuine Volvo Parts

Our attention to detail is what makes us stand out. This proven concept acts as a solid investment in your machine's future. Parts are extensively tested and approved because every part is vital for uptime and performance. Only by using Genuine Volvo Parts, can you be sure that your machine retains the renowned Volvo quality.

Service Network

In order to respond to your needs faster, a Volvo expert is on their way to your job site from one of our Volvo facilities. With our extensive infrastructure of technicians, workshops and dealers, Volvo has a comprehensive network to fully support you using local knowledge and global experience.





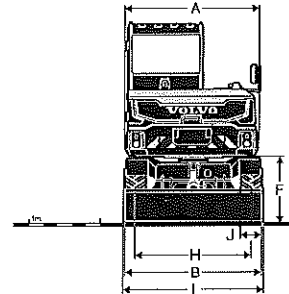
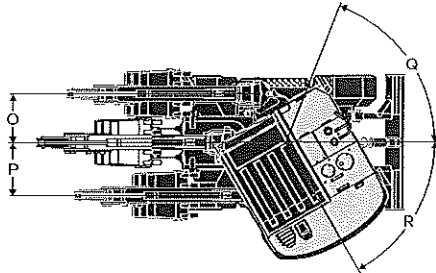
CUSTOMER SUPPORT AGREEMENTS

The range of Customer Support Agreements offer preventive maintenance, total repairs and a number of uptime services. Volvo uses the latest technology to monitor machine operation and status, giving you advice to increase your profitability. By having a Customer Support Agreement you are in control of your service costs.

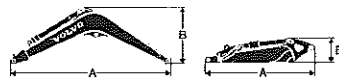
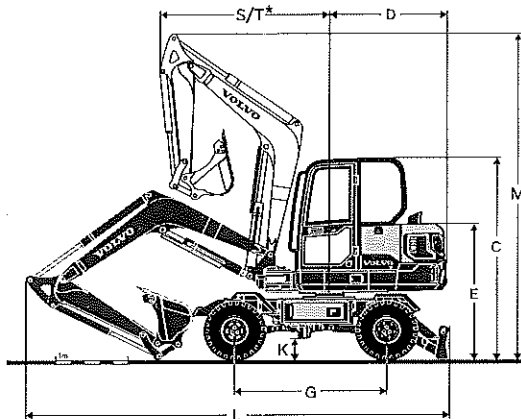
Volvo EW60E in detail

Engine		
The new engine which provides excellent performance is equipped with a four-cylinder, vertical, electronic controlled high pressure fuel injectors, in-line turbo charger water cooled diesel engine. This engine fully meets the demands of the latest Tier 4f emissions regulations.		
Engine	Volvo	D2.6H
Max. power at	r/min (r/s)	2,400 (40)
Net (ISO 9249/SAE J1349)	kW (hp)	45.2 (60.6)
Gross (ISO 14396/SAE J1995)	kW (hp)	47.3 (63.4)
Max. torque	Nm (ft lbf)	222 (163)
at engine speed	r/min (r/s)	1,500 (25)
No. of cylinders		4
Displacement	l (in³)	2.6 (160)
Bore	mm (in)	87 (3.4)
Stroke	mm (in)	110 (4.3)
Electrical system		
Voltage	V	12
Batteries	V	1 x 12
Battery capacity	Ah	100
Alternator	V/Ah	12/90
Start motor	V - kW	12 - 2.5
Undercarriage		
Drive train: One single variable axial-piston motor mounted to the two-step, Power Shift gearbox gives power to front and rear axes. Framework: All-welded robust torsion box frame. Front axle: Robust excavator axle with automatic or operator controlled front axle oscillation lock.		
Oscillation	± °	5
with mudguards	± °	5
Tire	type	12-16.5 12PR
Tractive force (net)	kN (lbf)	29 (6,519)
Travel speed, on road	km/h (mi/h)	20/30 (12/19)
Travel speed, off road	km/h (mi/h)	10 (6.2)
Min. turning radius	m (ft)	5.1 (16.7)
Travel speeds may depend on to local regulations		
Brake system		
Service brakes: servo-hydraulically manoeuvred self-adjusting wet multidiscs with two separate brake circuits. Parking brake: negative wet disc in gear housing, spring applied and pressure released. Digging brake: service brake with mechanical lock system. Security system: The 2-circuit travel brakes are supplied with two accumulators in the event of failure in the service brake system.		
Swing system		
The swing system is feed from the hydraulic system, eliminating the need for any additional maintenance to gear oil replenishing. Built-in parking brake: Parking brake is built into the hydraulic motor, enabling safer parking on an incline. Shockless function: Pressure relief valves are fitted into the swing circuit to eliminate shocks for smooth operation when changing direction.		
Max. slew speed	r/min	10
Max. slew torque	kNm (ft lbf)	11.6 (8,556)
Cab		
Refrigerant of the type R134a is used when this machine is equipped with air conditioning. Contains fluorinated greenhouse gas R134a, Global Warming Potential 1.430 t CO2-eq		
Sound Level		
Sound pressure level in cab according to ISO 6396		
L _{PA}	dB	78
External sound level according to ISO 6395 and EU Noise Directive 2000/14/EC		
L _{WA}	dB	97
Hydraulic system		
Open-center, negative hydraulic system providing accurate controllability. The following working modes are included in the system: Parking mode (P): Parking position for optimal safety. Travel mode (T): Engine speed is controlled by travel pedal stroke and mode selection switch for low fuel consumption and noise. Work equipment are not able to move at this mode for optimal safety. Working mode (W): Full working flow with adjustable engine rpm for normal working and best speed utilisation.		
Main pump (Type: Variable-displacement pump)		
Max. flow	l/min (gal/min)	2 x 60 (2 x 15.9)
Pilot pump (Type: Gear pump)		
Max. flow	l/min (gal/min)	1 x 21.4 (1 x 5.7)
Swing + steering pump (Type: Low noise gear pump)		
Max. flow	l/min (gal/min)	1 x 38.9 (1 x 10.3)
Relief valve setting pressure		
Implement	MPa (psi)	23 (3,263)
Travel system	MPa (psi)	23 (3,263)
Slew system	MPa (psi)	19 (2,698)
Pilot system	MPa (psi)	3.1 (454)
Hydraulic Cylinders		
Boom		1
Bore x Stroke	ø x mm (ø x in)	110 x 707 (4.3 x 27.8)
Arm		1
Bore x Stroke	ø x mm (ø x in)	90 x 813 (3.5 x 32)
Bucket		1
Bore x Stroke	ø x mm (ø x in)	80 x 660 (3.1 x 26)
Dozer blade		1
Bore x Stroke	ø x mm (ø x in)	105 x 230 (4.1 x 9.1)
Boom swing		1
Bore x Stroke	ø x mm (ø x in)	90 x 570 (3.5 x 22.4)
Service Refill		
Fuel tank	l (gal)	105 (27.7)
Hydraulic system, total	l (gal)	120 (31.7)
Hydraulic tank	l (gal)	76 (20.1)
Engine oil	l (gal)	11 (2.9)
Engine coolant	l (gal)	10 (2.6)
Transmission	l (gal)	1.7 (0.4)
Total Machine Weights		
Machine with 2.9m / 9'6" boom, 1.6m / 5'3" arm, 0.142m³ / 37.5gal bucket, standard counterweight, dozer blade, without quick coupler and 75kg operator weight		
With dozer blade	kg (lb)	5 920 (13,050)

Specifications



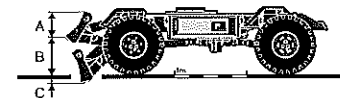
DIMENSIONS		Unit		EW60E			
Boom		m	ft in	2.9	9'6"	2.9	9'6"
Arm		m	ft in	1.6	5'3"	1.9	6'3"
A	Overall width of upper structure	mm	ft in	1,845	6'1"	1,845	6'1"
B	Overall width	mm	ft in	1,930	6'4"	1,930	6'4"
C	Overall height of cab	mm	ft in	2,855	9'4"	2,855	9'4"
D	Tail swing radius	mm	ft in	1,650	5'5"	1,650	5'5"
E	Overall height of engine hood	mm	ft in	1,901	6'3"	1,901	6'3"
F	Counterweight clearance	mm	ft in	960	3'2"	960	3'2"
G	Wheel base	mm	ft in	2,100	6'11"	2,100	6'11"
H	Tread width	mm	ft in	1,595	5'3"	1,595	5'3"
I	Dozerblade width	mm	ft in	1,930	6'4"	1,930	6'4"
J	Tire width	mm	ft in	305	1'0"	305	1'0"
K	Min. ground clearance	mm	ft in	295	1'0"	295	1'0"
L	Overall length	mm	ft in	5,869	19'3"	5,895	19'4"
M	Overall height of boom raise	mm	ft in	4,599	15'1"	4,600	15'1"
S	Front swing radius	mm	ft in	2,352	7'9"	2,368	7'9"
T*	Front swing radius(Max. offset)	mm	ft in	1,386	4'7"	1,395	4'7"
O	Boom swing distance	mm	ft in	756	2'6"	756	2'6"
P	Boom swing distance	mm	ft in	863	2'10"	863	2'10"
Q	Boom swing angle			80			
R	Boom swing angle			50			



DIMENSIONS		Unit		Boom		Arm	
		m	ft in	2.9	9'6"	1.6	5'3"
A	Length	mm	ft in	3,008	9'10"	2,102	6'11"
B	Height	mm	ft in	1,169	3'10"	488	1'7"
W	Width	mm	ft in	336	1'1"	300	1'0"
W	Weight	kg	lb	352	780	206	450

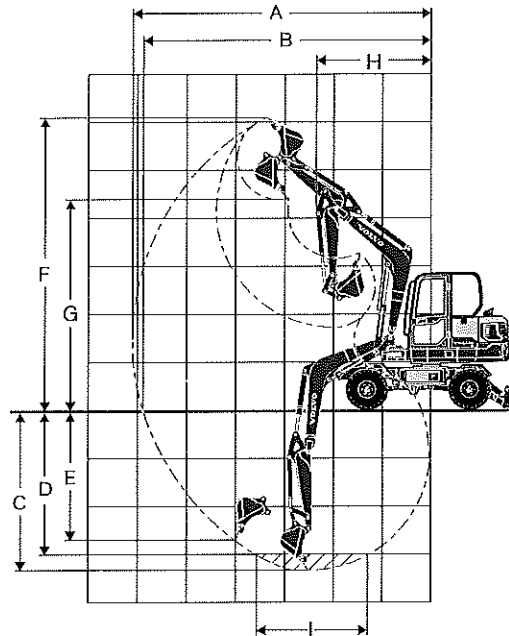
Boom * Includes cylinder, piping and pin, excludes boom cyl. Pin

Arm * Includes cylinder, linkage and pin



DIMENSIONS		Unit		Dozer blade	
		mm	ft in	465	1'6"
A	Height	mm	ft in	1,930	6'4"
B	Lifting height	mm	ft in	440	1'5"
C	Digging depth	mm	ft in	140	0'6"

Specifications



WORKING RANGES							
Description		Unit					
Boom		m	ft in	2.9	9'6"	2.9	9'6"
Arm		m	ft in	1.6	5'3"	1.9	6'3"
A	Max. digging reach	mm	ft in	6,024	19'9"	6,313	20'9"
B	Max. digging reach on ground	mm	ft in	5,810	19'1"	6,111	20'1"
C	Max. digging depth	mm	ft in	3,292	10'10"	3,592	11'9"
D	Max. digging depth (l=2.44m/8'0" level)	mm	ft in	2,905	9'6"	3,188	10'6"
E	Max. vertical wall digging depth	mm	ft in	2,368	7'9"	2,642	8'8"
F	Max. cutting height	mm	ft in	6,007	19'8"	6,210	20'4"
G	Max. dumping height	mm	ft in	4,443	14'7"	4,647	15'3"
H	Min. front swing radius	mm	ft in	2,350	7'9"	2,367	7'9"
DIGGING FORCES WITH DIRECT FIT BUCKET							
Breakout force (bucket)		SAE J1179	kN lbf	37.7	8,475	37.7	8,475
		ISO 6015	kN lbf	43.3	9,734	43.3	9,734
Tearout force (arm)		SAE J1179	kN lbf	28.2	6,340	25.0	5,620
		ISO 6015	kN lbf	28.8	6,474	25.4	5,710
Rotation angle, bucket			°		196		

LIFTING CAPACITY EW60E

Lifting capacity at the arm end without bucket.

For lifting capacity including bucket, simply subtract actual weight of the direct fit bucket or the bucket with quick coupler from the following values.

	Lifting hook related to ground level	1.0 m / 3.3 ft		2.0 m / 6.6 ft		3.0 m / 9.0 ft		4.0 m / 13.2 ft		5.0 m / 16.5 ft		Max. reach	
		Along UC	Across UC	Along UC	Across UC	Along UC	Across UC	Along UC	Across UC	Along UC	Across UC	Along UC	Across UC
Boom: 2.9 m / 9'6" Arm: 1.6 m / 5'3" GP Shoe: Wheel CWT: 350 kg / 772 lb Machine: Front direction Dozer blade: Down	5.0 m	kg										*1,538	1,492
	16.5 ft	lb										*3,390	3,290
	4.0 m	kg						*1,524	1,157			*1,270	989
	13.2 ft	lb						*3,360	2,550			*2,800	2,180
	3.0 m	kg						*1,606	1,139			*1,188	812
	9.9 ft	lb						*3,540	2,510			*2,620	1,790
	2.0 m	kg				*2,508	1,674	*1,828	1,093	*1,524	780	*1,197	739
	6.6 ft	lb				*5,530	3,690	*4,030	2,410	*3,360	1,720	*2,640	1,630
	1.0 m	kg				*3,003	1,569	*2,028	1,048	*1,560	762	*1,279	726
	3.3 ft	lb				*6,620	3,460	*4,470	2,310	*3,440	1,680	*2,820	1,600
	0.0 m	kg		*2,132	*2,132	*3,021	1,529	*2,059	1,016			*1,465	767
	0 ft	lb		*4,700	*4,700	*6,660	3,370	*4,540	2,240			*3,230	1,690
	-1.0 m	kg	*3,007	*3,007	*4,028	2,980	*2,626	1,529	*1,787	1,016		*1,420	889
	3.3 ft	lb	*6,630	*6,630	*8,880	6,570	*5,790	3,370	*3,940	2,240		*3,130	1,960
	-2.0 m	kg		*2,418	*2,418	*1,647	1,574					*1,175	*1,175
	-6.6 ft	lb		*5,330	*5,330	*3,630	3,470					*2,590	*2,590
Boom: 2.9 m / 9'6" Arm: 1.6 m / 5'3" GP Shoe: Wheel CWT: 350 kg / 772 lb Machine: Front direction Dozer blade: Up	5.0 m	kg										*1,538	1,406
	16.5 ft	lb										*3,390	3,100
	4.0 m	kg						*1,524	1,093			*1,270	934
	13.2 ft	lb						*3,360	2,410			*2,800	2,060
	3.0 m	kg						*1,606	1,070			*1,188	767
	9.9 ft	lb						*3,540	2,360			*2,620	1,690
	2.0 m	kg				*2,508	1,569	*1,828	1,030	1,343	730	*1,197	694
	6.6 ft	lb				*5,530	3,460	*4,030	2,270	2,960	1,610	*2,640	1,530
	1.0 m	kg				2,994	1,470	1,860	980	1,320	712	1,256	680
	3.3 ft	lb				6,600	3,240	4,100	2,160	2,910	1,570	2,770	1,500
	0.0 m	kg		*2,132	*2,132	2,939	1,424	1,828	953			1,334	717
	0 ft	lb		*4,700	*4,700	6,480	3,140	4,030	2,100			2,940	1,580
	-1.0 m	kg	*3,007	*3,007	*4,028	2,740	*2,626	1,424	*1,787	953		*1,420	835
	3.3 ft	lb	*6,630	*6,630	*8,880	6,040	*5,790	3,140	*3,940	2,100		*3,130	1,840
	-2.0 m	kg		*2,418	*2,418	*1,647	1,470					*1,175	*1,175
	-6.6 ft	lb		*5,330	*5,330	*3,630	3,240					*2,590	*2,590
Boom: 2.9 m / 9'6" Arm: 1.6 m / 5'3" GP Shoe: Wheel CWT: 350 kg / 772 lb Machine: Rear direction Dozer blade: Down	5.0 m	kg										*1,538	1,492
	16.5 ft	lb										*3,390	3,290
	4.0 m	kg						*1,524	1,157			*1,270	989
	13.2 ft	lb						*3,360	2,550			*2,800	2,180
	3.0 m	kg						*1,606	1,139			*1,188	812
	9.9 ft	lb						*3,540	2,510			*2,620	1,790
	2.0 m	kg				*2,508	1,674	*1,828	1,093	*1,524	780	*1,197	739
	6.6 ft	lb				*5,530	3,690	*4,030	2,410	*3,360	1,720	*2,640	1,630
	1.0 m	kg				*3,003	1,569	*2,028	1,048	*1,560	762	*1,279	726
	3.3 ft	lb				*6,620	3,460	*4,470	2,310	*3,440	1,680	*2,820	1,600
	0.0 m	kg		*2,132	*2,132	*3,021	1,529	*2,059	1,016			*1,465	767
	0 ft	lb		*4,700	*4,700	*6,660	3,370	*4,540	2,240			*3,230	1,690
	-1.0 m	kg	*3,007	*3,007	*4,028	2,980	*2,626	1,529	*1,787	1,016		*1,420	889
	3.3 ft	lb	*6,630	*6,630	*8,880	6,570	*5,790	3,370	*3,940	2,240		*3,130	1,960
	-2.0 m	kg		*2,418	*2,418	*1,647	1,574					*1,175	*1,175
	-6.6 ft	lb		*5,330	*5,330	*3,630	3,470					*2,590	*2,590
Boom: 2.9 m / 9'6" Arm: 1.6 m / 5'3" GP Shoe: Wheel CWT: 350 kg / 772 lb Machine: Rear direction Dozer blade: Up	5.0 m	kg										1,402	1,406
	16.5 ft	lb										3,090	3,100
	4.0 m	kg						1,093	1,093			934	934
	13.2 ft	lb						2,410	2,410			2,060	2,060
	3.0 m	kg						1,070	1,070			767	767
	9.9 ft	lb						2,360	2,360			1,690	1,690
	2.0 m	kg				1,565	1,569	1,030	1,030	735	730	699	694
	6.6 ft	lb				3,450	3,460	2,270	2,270	1,620	1,610	1,540	1,530
	1.0 m	kg				1,465	1,470	980	980	717	712	680	680
	3.3 ft	lb				3,230	3,240	2,160	2,160	1,580	1,570	1,500	1,500
	0.0 m	kg		*2,132	*2,132	1,420	1,424	953	953			717	717
	0 ft	lb		*4,700	*4,700	3,130	3,140	2,100	2,100			1,580	1,580
	-1.0 m	kg	*3,007	*3,007	2,712	2,740	1,424	953	953			835	835
	3.3 ft	lb	*6,630	*6,630	5,980	6,040	3,140	3,140	2,100			1,840	1,840
	-2.0 m	kg		*2,418	*2,418	1,465	1,470					*1,175	*1,175
	-6.6 ft	lb		*5,330	*5,330	3,230	3,240					*2,590	*2,590

Notes: 1. The above loads are in compliance with SAE J1097 and ISO 10567 Hydraulic Excavator Lifting Capacity Standards. 2. Rated loads do not exceed 87% of hydraulic lifting capacity or 75% of tipping load. 3. Rated loads marked with an asterisk (*) are limited by hydraulic capacity rather than tipping load.

Specifications

LIFTING CAPACITY EW60E

Lifting capacity at the arm end and without bucket.

For lifting capacity including bucket, simply subtract actual weight of the direct fit bucket or the bucket with quick coupler from the following values.

	Lifting hook related to ground level	1.0 m / 3.3 ft		2.0 m / 6.6 ft		3.0 m / 9.0 ft		4.0 m / 13.2 ft		5.0 m / 16.5 ft		Max. reach			
		Along UC	Across UC	Along UC	Across UC	Along UC	Across UC	Along UC	Across UC	Along UC	Across UC	Along UC	Across UC	Max.	
Boom: 2.9 m / 9'6" Arm: 1.9 m / 6'3" Shoe: Wheel CWT: 350 kg / 772 lb Machine: Front direction Dozer blade: Down	5.0 m	kg										*1,211	*1,211	3.9 m	
	16.5 ft	lb										*2,670	*2,670	12.7 ft	
	4.0 m	kg						*1,356	1,170			*1,034	875	4.8 m	
	13.2 ft	lb						*2,990	2,580			*2,280	1,930	15.6 ft	
	3.0 m	kg						*1,465	1,143	*1,379	794	*1,975	735	5.2 m	
	9.9 ft	lb						*3,230	2,520	*3,040	1,750	*2,150	1,620	17.2 ft	
	2.0 m	kg					*2,273	1,696	*1,710	1,093	*1,451	776	*1,984	671	5.5 m
	6.6 ft	lb					*5,010	3,740	*3,770	2,410	*3,200	1,710	*2,170	1,480	18 ft
	1.0 m	kg					*2,871	1,574	*1,955	1,039	*1,529	753	*1,043	658	5.5 m
	3.3 ft	lb					*6,330	3,470	*4,310	2,290	*3,370	1,660	*2,300	1,450	18 ft
	0.0 m	kg	*1,329	*1,329	*2,087	*2,087	*3,030	1,510	*2,050	1,002	*1,506	735	*1,170	689	5.3 m
	0 ft	lb	*2,930	*2,930	*4,600	*4,600	*6,680	3,330	*4,520	2,210	*3,320	1,620	*2,580	1,520	17.3 ft
	-1.0 m	kg	*2,527	*2,527	*3,647	2,917	*2,767	1,497	*1,887	993			*1,343	785	4.8 m
	3.3 ft	lb	*5,570	*5,570	*8,040	6,430	*6,100	3,300	*4,160	2,190			*2,960	1,730	15.8 ft
	-2.0 m	kg	*4,073	*4,073	*3,094	2,985	*2,018	1,529					*1,202	1,043	4 m
	-6.6 ft	lb	*8,980	*8,980	*6,820	6,580	*4,450	3,370					*2,650	2,300	13 ft
	Boom: 2.9 m / 9'6" Arm: 1.9 m / 6'3" Shoe: Wheel CWT: 350 kg / 772 lb Machine: Front direction Dozer blade: Up	5.0 m	kg										*1,211	1,152	3.9 m
16.5 ft		lb										*2,670	2,540	12.7 ft	
4.0 m		kg						*1,356	1,102			*1,034	821	4.8 m	
13.2 ft		lb						*2,990	2,430			*2,280	1,810	15.6 ft	
3.0 m		kg						*1,465	1,080	1,361	748	*1,975	689	5.2 m	
9.9 ft		lb						*3,230	2,380	3,000	1,650	*2,150	1,520	17.2 ft	
2.0 m		kg					*2,273	1,588	*1,710	1,030	1,338	726	*1,984	630	5.5 m
6.6 ft		lb					*5,010	3,500	*3,770	2,270	2,950	1,600	*2,170	1,390	18 ft
1.0 m		kg					*2,871	1,470	1,855	975	1,311	703	*1,043	617	5.5 m
3.3 ft		lb					*6,330	3,240	4,090	2,150	2,890	1,550	*2,300	1,360	18 ft
0.0 m		kg	*1,329	*1,329	*2,087	*2,087	2,921	1,406	1,810	939	1,293	689	*1,170	644	5.3 m
0 ft		lb	*2,930	*2,930	*4,600	*4,600	6,440	3,100	3,990	2,070	2,850	1,520	*2,580	1,420	17.3 ft
-1.0 m		kg	*2,527	*2,527	*3,647	2,681	*2,767	1,397	1,801	930			*1,343	735	4.8 m
3.3 ft		lb	*5,570	*5,570	*8,040	5,910	*6,100	3,080	3,970	2,050			*2,960	1,620	15.8 ft
-2.0 m		kg	*4,073	*4,073	*3,094	2,744	*2,018	1,424					*1,202	980	4 m
-6.6 ft		lb	*8,980	*8,980	*6,820	6,050	*4,450	3,140					*2,650	2,160	13 ft
Boom: 2.9 m / 9'6" Arm: 1.9 m / 6'3" Shoe: Wheel CWT: 350 kg / 772 lb Machine: Rear direction Dozer blade: Down		5.0 m	kg										*1,211	*1,211	3.9 m
	16.5 ft	lb										*2,670	*2,670	12.7 ft	
	4.0 m	kg						*1,356	1,170			*1,034	875	4.8 m	
	13.2 ft	lb						*2,990	2,580			*2,280	1,930	15.6 ft	
	3.0 m	kg						*1,465	1,143	*1,379	794	*1,975	735	5.2 m	
	9.9 ft	lb						*3,230	2,520	*3,040	1,750	*2,150	1,620	17.2 ft	
	2.0 m	kg					*2,273	1,696	*1,710	1,093	*1,451	776	*1,984	671	5.5 m
	6.6 ft	lb					*5,010	3,740	*3,770	2,410	*3,200	1,710	*2,170	1,480	18 ft
	1.0 m	kg					*2,871	1,574	*1,955	1,039	*1,529	753	*1,043	658	5.5 m
	3.3 ft	lb					*6,330	3,470	*4,310	2,290	*3,370	1,660	*2,300	1,450	18 ft
	0.0 m	kg	*1,329	*1,329	*2,087	*2,087	*3,030	1,510	*2,050	1,002	*1,506	735	*1,170	689	5.3 m
	0 ft	lb	*2,930	*2,930	*4,600	*4,600	*6,680	3,330	*4,520	2,210	*3,320	1,620	*2,580	1,520	17.3 ft
	-1.0 m	kg	*2,527	*2,527	*3,647	2,917	*2,767	1,497	*1,887	993			*1,343	785	4.8 m
	3.3 ft	lb	*5,570	*5,570	*8,040	6,430	*6,100	3,300	*4,160	2,190			*2,960	1,730	15.8 ft
	-2.0 m	kg	*4,073	*4,073	*3,094	2,985	*2,018	1,529					*1,202	1,043	4 m
	-6.6 ft	lb	*8,980	*8,980	*6,820	6,580	*4,450	3,370					*2,650	2,300	13 ft
	Boom: 2.9 m / 9'6" Arm: 1.9 m / 6'3" Shoe: Wheel CWT: 350 kg / 772 lb Machine: Rear direction Dozer blade: Up	5.0 m	kg										*1,211	1,152	3.9 m
16.5 ft		lb										*2,670	2,540	12.7 ft	
4.0 m		kg						*1,356	1,102			*1,034	821	4.8 m	
13.2 ft		lb						*2,990	2,430			*2,280	1,810	15.6 ft	
3.0 m		kg						*1,465	1,080	1,361	748	*1,975	689	5.2 m	
9.9 ft		lb						*3,230	2,380	3,000	1,650	*2,150	1,520	17.2 ft	
2.0 m		kg					*2,273	1,588	*1,710	1,030	1,338	726	*1,984	630	5.5 m
6.6 ft		lb					*5,010	3,500	*3,770	2,270	2,950	1,600	*2,170	1,390	18 ft
1.0 m		kg					*2,871	1,470	1,855	975	1,311	703	*1,043	617	5.5 m
3.3 ft		lb					*6,330	3,240	4,090	2,150	2,890	1,550	*2,300	1,360	18 ft
0.0 m		kg	*1,329	*1,329	*2,087	*2,087	2,921	1,406	1,810	939	1,293	689	*1,170	644	5.3 m
0 ft		lb	*2,930	*2,930	*4,600	*4,600	6,440	3,100	3,990	2,070	2,850	1,520	*2,580	1,420	17.3 ft
-1.0 m		kg	*2,527	*2,527	*3,647	2,681	*2,767	1,397	1,801	930			*1,343	735	4.8 m
3.3 ft		lb	*5,570	*5,570	*8,040	5,910	*6,100	3,080	3,970	2,050			*2,960	1,620	15.8 ft
-2.0 m		kg	*4,073	*4,073	*3,094	2,744	*2,018	1,424					*1,202	980	4 m
-6.6 ft		lb	*8,980	*8,980	*6,820	6,050	*4,450	3,140					*2,650	2,160	13 ft

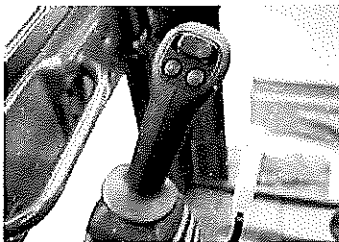
Notes: 1. The above loads are in compliance with SAE J1097 and ISO 10567 Hydraulic Excavator Lifting Capacity Standards. 2. Rated loads do not exceed 87% of hydraulic lifting capacity or 75% of tipping load. 3. Rated loads marked with an asterisk (*) are limited by hydraulic capacity rather than tipping load.

Equipment

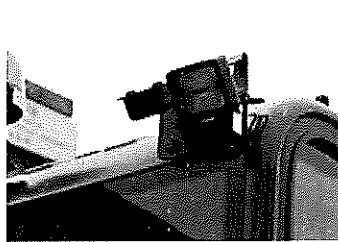
STANDARD EQUIPMENT		OPTIONAL EQUIPMENT	
Engine		Engine	
Low-emission Volvo T4F diesel engine		Water separator (With heater)	
Standard cooling system		Electric / Electronic control system	
Two-stage air filter		Fuel filler pump: 35 l/min (9.3gal/min), with automatic shut-off	
Fuel filter and water separator		Halogen extra working lights;	
Alternator, 90 A		Cab-mounted 1 (Rear)	
Electric / Electronic control system		Boom-mounted 1 (RH)	
Safe engine start function		Caretack	
Automatic idling system		Rotating warning beacon	
Engine auto shut down		Rearview Camera	
Halogen working lights;		LED Light	
Cab-mounted 1 (Front), Boom-mounted 1 (LH)		Hydraulic system	
Battery, 12 V / 100 Ah		Hydraulic piping:	
Start motor, 12 V / 2.5 kW		Breaker (X1 Single Acting)	
Monitor and keypad		Breaker & shear (X1 Double Acting)	
Master electrical disconnect switch		Slope & rotator (X3)	
Electric dozer blade switch on joystick		Thumb (with three way valve)	
Pattern change valve		Grapple	
Travel alarm		Quick coupler	
Frame		Hose rupture valve for boom, arm	
Rearview mirror		Overload warning device	
350 kg (772 lb) counterweight		Hydraulic oil, ISO VG 32, 68	
Under cover		Hydraulic oil, biodegradable 46	
Dozer blade		Hydraulic oil, longlife oil 32, 46, 68	
Undercarriage		Travel motor 20 km/h (12.4 mi/h)	
Tyre: 12.00-16.5 12PR		Cab and interior	
Hydraulic system		Fabric operator seat with suspension with heater	
Automatic two speed travel motors		PVC operator seat with suspension	
Cylinder cushioning		Seat belt, 2 inch retractable	
Hydraulic fluid mineral 46		Radio with MP3/AUX/Bluetooth	
Travel motor 30km/h (18.6mi/h)		Mechanical hour meter	
Cab and interior		Cab mounted FOG (Falling Object Guard)	
Cab		FOPS (Falling Object Protection Structure)	
Fabric operator seat with suspension		Sun screen, front/roof	
Seat belt, 3 inch retractable		Digging equipment	
Climate control with Air conditioning		Fixed boom	
Control joystick		Long arm: 1.9 m (6'3")	
Master key		Service	
Digging equipment		Tool kit, full scale	
Boom: 2.9m (9'6"), Arm: 1.6m (5'3")		Spare parts	
Offset boom			
Linkage			
Service			
Tool kit-daily maintenance			

SELECTION OF VOLVO OPTIONAL EQUIPMENT

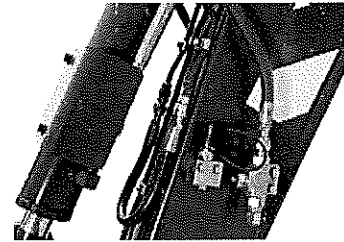
Electric dozer blade switch on joystick



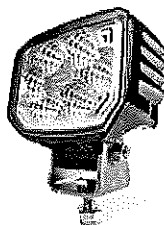
Rear view camera



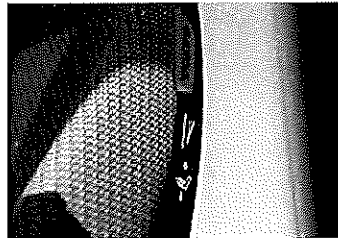
Auxiliary hydraulic piping (X3)



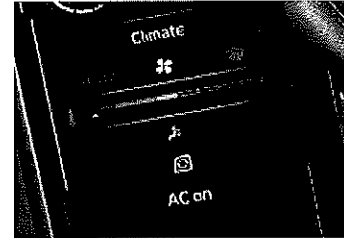
LED Light



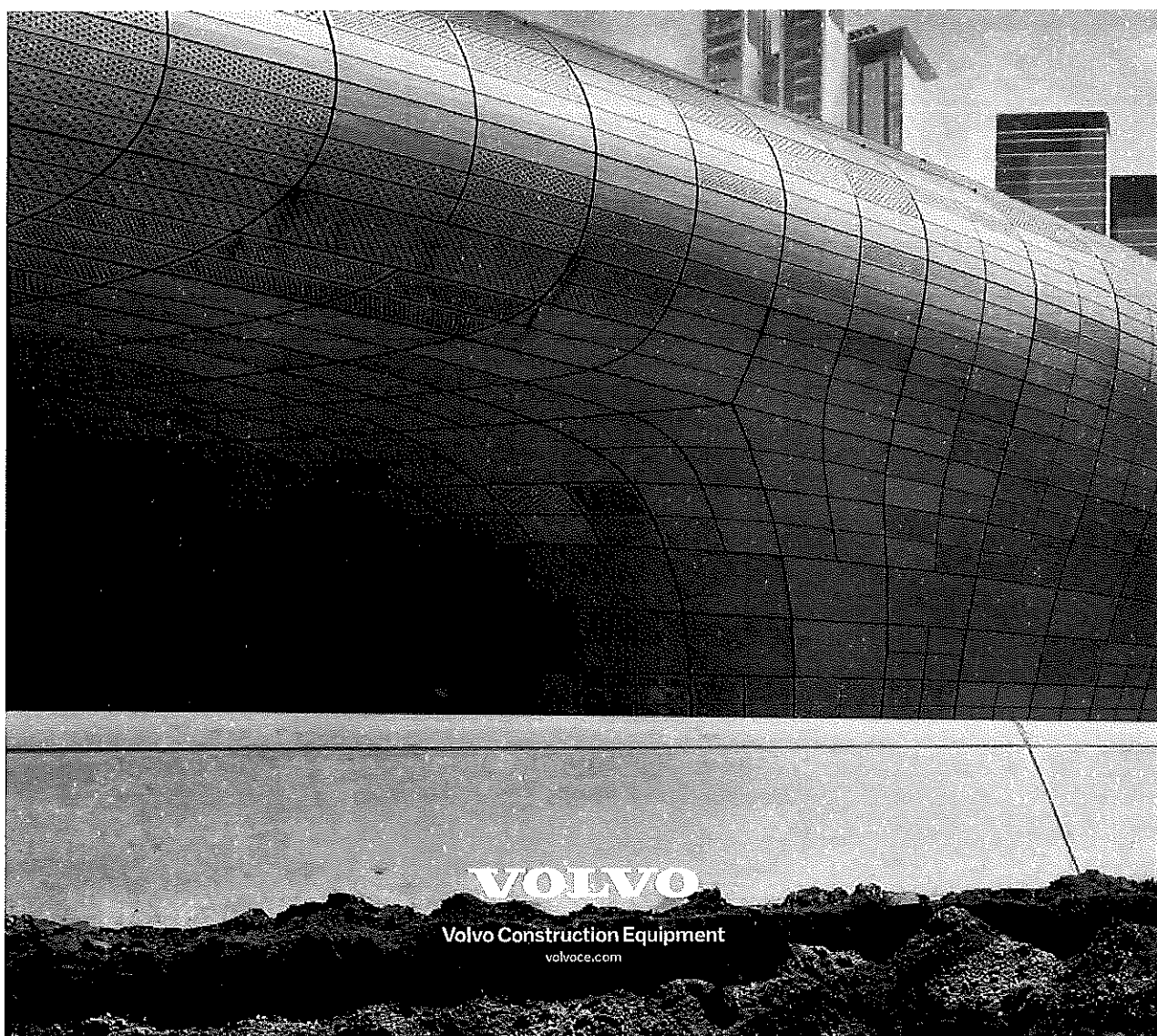
Heated seat



Auto Air Conditioning



Not all products are available in all markets. Under our policy of continuous improvement, we reserve the right to change specifications and design without prior notice. The illustrations do not necessarily show the standard version of the machine.



BACKGROUND
Mini Excavator Purchase

SUBJECT: NH DOT Highway Block Grant Donation

PURPOSE: To obtain approval to purchase a mini excavator for Hooksett Highway.

BACKGROUND: It was brought to our attention that there was some funding available in a NH DOT Highway Block grant. There was \$260, 243.87 that was provided to the town in 2016. We requested and were approved to purchase a sidewalk tractor and additional service warranty leaving \$97,128 available. The only restriction of the use of these funds was that they could only be expended on items in support of highways.

DISCUSSION: We have reviewed the needs of the Public Works Department and have determined that it would be beneficial to the department to acquire a mini excavator. Currently in Highway there is a backhoe, one loader and a very large excavator. The large excavator does not meet the needs of the department. It had been purchased several years earlier when there were thoughts of installing large scale drainage and pipe lines, something the department is not staffed or equipped to do. Also there is a hauling fee of \$500 to move this large excavator from the yard to a job site and back. A mini excavator is designed to fill the gap left by their full-size counterparts; mini excavators can be and are used in a wide variety of applications. When space is limited or efficiency is the priority, mini excavators can handle any type of excavation job on a smaller scale, including trenching, grading, and material handling, and operating attachments. These small machines can handle some fairly large jobs. They might not be able to complete some jobs as quickly as larger machines, but mini excavators can access places other machines cannot. Agility is a major advantage. Because a mini excavator is more mini than a backhoe or large excavator, it can work in tight spaces it's less destructive to finished grades and it can also be used for trenching. The modern machines are designed to dig every day, all day long, with an increasing emphasis on operator comfort and control. Projects from storm drain structures and catch basins can be completed more efficiently with the smaller machines, in comparison with a larger excavator or tractor loader backhoe. As a general rule of thumb, projects requiring a trench 12-feet-deep or less are typically a good fit for mini excavators. A mini excavator can be used in tight areas for general excavation, for lifting lighter loads, and for operating different attachments. They are easier to transport than larger units, and can be moved easily from site to site, making them very versatile. You will see these machines working on jobs ranging from demolition, road and bridge work, utility installation, plumbing, landscaping, land clearing, new construction, and pool excavation. Additionally the mini size causes less collateral damage to the surroundings when performing underground repairs or remodels on existing landscapes or structures.

What Kinds of Projects require a mini Excavator?

There are all kinds of tasks that can be accomplished with a mini excavator. This piece of equipment is perfect for projects around the house or garden or for construction projects. Even though mini excavators are smaller than other kinds of equipment, they are powerful and can handle a variety of jobs.

Some projects that these excavators are well suited for include:

- Digging Holes
- Creating Trenches
- Demolishing Sheds or Other Small Structures
- Repairing Storm drain lines
- Flattening Landscaping
- Removing Stumps
- Digging Garden Ponds
- Plowing Snow
- Digging Irrigation Ditches

We have contacted four different Sourcewell vendors to obtain pricing for a mini excavator, John Deere, Volvo, Case and Kubota. Each vendor was provided with our requirements/specifications and they provided quotes with various warranty options. Attached.

CONCLUSION: The purchase of this mini excavator will provide a better response time for repairs to the storm drain structures ditch lines and general roadside projects that are within the departments labor availability, cause less collateral damage to the surrounding area and improve efficacy.

RECOMMENDATIONS: Concur with the departments request and authorize the purchase of the mini excavator with the DOT Highway Block Grant Donation.

OK
Concur

Town Council
STAFF REPORT



To: Janet Bouchard - Police Chief
Title: Police Emergency Radio Communication upgrade and replace end of life radio equipment.
Meeting: Town Council - 27 Mar 2019
Department: Police Department
Staff Contact: Janet Bouchard, Police Chief

BACKGROUND INFORMATION:

Each year a warrant article is presented to the voters adding \$50,000 into a Capital Reserve Fund for radio equipment. Last replacements made to the system were in 2014, as a result of a lightning strike. It was initially thought to add \$50,000 per year in order to afford a brand new complete system in 2024 (\$500,000 over 10 years). Due to rapidly changing technology and our current equipment that is outdated and at its end of life, it was recommended to us by our vendor to begin making replacements in phases opposed to one complete replacement. The items being replaced in this phase were NOT replaced during the 2014 incident. The major components that will be replaced now are two Quantar Radios and one Digital Interface Unit (DIU). Hardware and Software will be upgraded, as well as the components will be relocated to the new dispatch center. This price also includes adding an additionally required radio antenna to the existing tower. All equipment, parts, software, hardware and labor for installation are included.

RFP FOR EQUIPMENT INSTALLATION IN PROCESS - UPDATED STAFF REPORT WILL BE PROVIDED AT THE 03/27/19 TOWN COUNCIL MEETING

FINANCIAL IMPACT:

66,432.89 to be taken from the Emergency Radio Communication Capital Reserve Fund

POLICY IMPLICATIONS:

None

SUGGESTED MOTION:

Motion to spend \$66,432.89 out of the Emergency Radio Communication Capital Reserve Fund to upgrade and replace end of life radio equipment.

ATTACHMENTS:

20190307105752877

CONCUR



Ossipee Mountain Electronics, Inc.

Quote QTE011479

Date 3/4/2019

Page 1 of 1

Bill To
Hooksett Police Dept 15 Legends Dr. Hooksett, NH 03106

Ship To
Hooksett Police Dept. Attn: Chief Janet Bouchard 15 Legends Dr. Hooksett, NH 03106

Customer No.	Salesperson	Shipping Method	Payment Terms
H00460	Stephanie Porust	INSTALL	Net 30

Item	Quantity	Item Number	Description	Unit Price	Ext Price
1	1.00	ANTENNA SYSTEM	Sinclair SD212 high gain base station antenna, 1/2" antenna hardline, 3 foot antenna tower mount, hardline connectors, cable grounding kit, lightning protection, cable snapins, hoisting grip/shackle, radio jumpers, grounding cable and hardware, tower clamps, (8) 12V batteries for power backup, heavy duty battery shelves and installation of 3 new base stations and 1 antenna system.	8,999.00	8,999.00
2	1.00	UPGRADE/INSTALL/ RELOCATE SYSTEM	Provide and install 12" cable runway from IT room to new dispatch location. Run operator position cables and terminate. Provide and install HP switch for new location. Extend back up radio to dispatch. Provide and install 25 pair cabling for gate control and Aux I/O's. Provide and install all grounding for new operator positions. Relocate 2 existing MCC7500 operator positions to new dispatch location.	19,750.00	19,750.00
Quoted By: _____ Accepted By: _____ Date: _____				Subtotal	28,749.00
				Additional Discount	0.00
				Freight	0.00
				Total	28,749.00

Ossipee Mountain Electronics, Inc. PO Box 950 832 Whittier Highway Moultonboro, NH 03254
 TEL: (603) 476-5581 Toll Free: (800) 639-5081 Fax: (603) 476-5587
 www.omesbs.com



Quote Number: QU0000460853
 Effective: 03 DEC 2018
 Effective To: 01 FEB 2019

Bill-To:
 HOOKSETT POLICE DEPT, TOWN OF
 15 LEGENDS DR
 HOOKSETT, NH 03106
 United States

Ultimate Destination:
 HOOKSETT POLICE DEPT, TOWN OF
 15 LEGENDS DR
 HOOKSETT, NH 03106
 United States

Attention:
Name: Rick Belanger
Phone: 603 624 1560

Sales Contact:
Name: Stephanie Porusta
Email: steph@omesbs.com
Phone: 603-476-5581

Contract Number: NASPO ValuePoint
Freight terms: FOB Destination
Payment terms: Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	1	L30KSS9PW1BN	CONSOLETTESB VHF MP	\$4,154.00	\$3,324.42	\$3,324.42
1a	1	W382AM	ADD: CONTROL STATION DESK GCAI MIC	\$169.00	\$123.37	\$123.37
1b	1	L999AB	ADD: FULL FP W/05/KEYPAD/CLOCK/VU	\$789.00	\$375.97	\$375.97
1c	1	GA00255AD	ADD: SY ESSENTIAL ACCIDENTAL DAMAGE	\$506.00	\$506.00	\$506.00
1d	1	GA00306AA	ADD: VHF MP PRIMARY BAND	-	-	-
1e	1	G806BE	ADD: ASTRO DIGITAL CAI OPERATION	\$515.00	\$375.95	\$375.95
1f	1	CA01598AD	ADD: AC LINE CORD US	-	-	-
1g	1	G48BB	TIME: CONVENTIONAL OPERATION	\$800.00	\$584.00	\$584.00
1h	1	W12DK	ADD: RF PREAMP	\$66.00	\$48.18	\$48.18
2	1	IKN6233C	APX CONSOLETTES RACK MOUNT KIT	\$200.00	\$146.00	\$146.00
3	1	T7039A	GTR 8000 Base Radio	-	-	-
3a	1	X153AW	ADD: RACK MOUNT HARDWARE	\$50.00	\$40.00	\$40.00
3b	1	CA00714AA	ADD: ASTRO SYSTEM RELEASE 7.14	-	-	-
3c	1	X530BG	ADD: VHF (136-174 MHz)	\$6,300.00	\$5,040.00	\$5,040.00
3d	1	X265AM	BR PRESELECTOR, 150-174 MHz	\$500.00	\$400.00	\$400.00
3e	1	CA01504AA	ADD: ANTENNA RELAY	\$350.00	\$280.00	\$280.00
3f	1	CA01948AA	ADD: CONVENTIONAL SOFTWARE	\$12,500.00	\$10,000.00	\$10,000.00
3g	1	CA01505AA	ADD: ASTRO 25 CONVENTIONAL VOTING SOFT	\$300.00	\$240.00	\$240.00
3h	1	CA01400AA	ADD: POWER CABLE, DC	-	-	-
4	1	T7039A	GTR 8000 Base Radio	-	-	-
4a	1	X153AW	ADD: RACK MOUNT HARDWARE	\$50.00	\$40.00	\$40.00
4b	1	CA00714AA	ADD: ASTRO SYSTEM RELEASE 7.14	-	-	-
4c	1	X265AM	BR PRESELECTOR, 150-174 MHz	\$500.00	\$400.00	\$400.00
4d	1	X530BG	ADD: VHF (136-174 MHz)	\$6,300.00	\$5,040.00	\$5,040.00
4e	1	CA01504AA	ADD: ANTENNA RELAY	\$350.00	\$280.00	\$280.00
4f	1	CA01948AA	ADD: CONVENTIONAL SOFTWARE	\$12,500.00	\$10,000.00	\$10,000.00
4g	1	CA01505AA	ADD: ASTRO 25 CONVENTIONAL VOTING SOFT	\$300.00	\$240.00	\$240.00
4h	1	CA01400AA	ADD: POWER CABLE, DC	-	-	-

Total Quote in USD

\$37,683.89

Town Council
STAFF REPORT



To: Town Council
Title: Town Personnel Plan Updates
Meeting: Town Council - 27 Mar 2019
Department: Administration
Staff Contact: Donna Fitzpatrick, Administrative Services Coordinator

BACKGROUND INFORMATION:

The Town Personnel Plan was last updated December 19, 2018. Updates are now needed to integrate the Police Department non-union employees from the Police Commission (removed as of May 2014 Town elections for effective date July 1, 2014) policies to the Town Personnel Plan for a uniform method of processing and practices in compliance with policies:

Section 3 Employment Conditions

- Call-back - change - from four (4) overtime hours to three (3) overtime hours
 - result: Police decreased by one hour to match Town policy
- Overtime - add - new section
- Detail Rate - add - new section
 - result: Employee receives more wages paid for by private sources (no financial impact to taxpayers)

Section 9 Leaves of Absence

- Vacation Leave changes
 - a) Town non-union employees match current Police union accrual rate
 - result: Town employees (32 out of 47) gain vacation time (i.e. years of service: 5 yrs +55.96 hrs/yr, 10 yrs +58.56 hrs/yr, 15 yrs +52.52 hrs/yr) AND optimizes employee recruitment & retention
 - b) Police change from earning annually to monthly accruals
 - result: matches Town's accruals
 - c) Max carry over 80 hours
 - result: Town decreased from 240 or 320 to 80 hours AND Police now able to carry over. New 80 hours will encourage employees to take their vacation time and refresh. Vac prior to 5/1/19 bank will be established for prior accruals to be used at employee's discretion.
- Sick Leave - change - Police Sergeants 8.50 hours
 - result: Sergeants typically work 8.50 hour shifts AND hours paid but not worked, with the exception of unscheduled sick leave, shall be considered hours worked for the purpose of the computation of overtime.

FINANCIAL IMPACT:

Call Back update will reduce costs. Overtime-Sick updates have no financial impact. Vacation leave updates are forecast to have minimal to no financial impact, since this policy impacts departments not requiring fill-in (overtime) personnel during employee leaves of absence.

POLICY IMPLICATIONS:

As presented in attached proposal for updates.

RECOMMENDATION:

Approve the Town Personnel Plan updates as presented. The Police Administration, Finance Department and Human Resources concur with these updates.

SUGGESTED MOTION:

Motion to approve the Town Personnel Plan updates as presented.

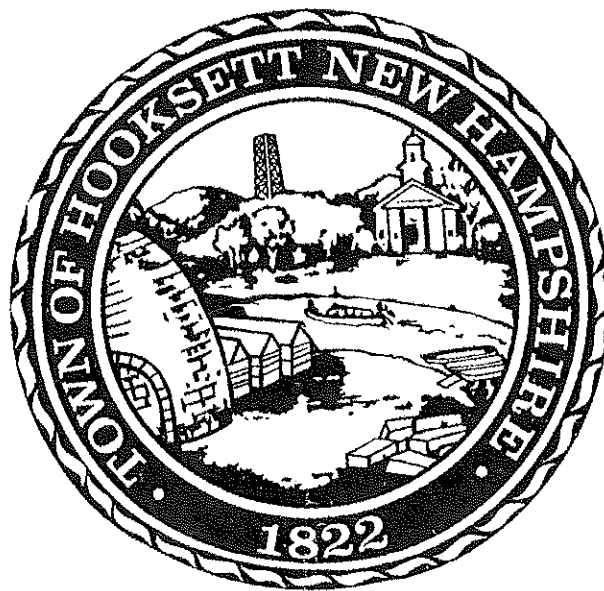
ATTACHMENTS:

TPP REDLINED 032719

Concur !!

TOWN OF HOOKSETT

PERSONNEL PLAN



This document supersedes all personnel policies previously established or approved by the Town Council.

Approved - February 17, 2010
Latest revision – ~~December 19, 2018~~ March 27, 2019

3. EMPLOYMENT CONDITIONS

~~Call-outs, Call-back.~~ Non-supervisory Non-exempt employees called-out to perform emergency work on other than paid holidays shall back to work outside of their normal work schedules will be compensated for at least three (3) overtime hours of work. If a call-out call-back is on a paid holiday, the call-out call-back pay will be in addition to the holiday pay.

3. EMPLOYMENT CONDITIONS

Overtime -- Police Department (Sergeants).

Hours paid but not worked, with the exception of unscheduled sick leave, shall be considered hours worked for the purpose of the computation of overtime.

3. EMPLOYMENT CONDITIONS

Detail Rate -- Police Department (non-union sworn).

Detail rates paid to non-union sworn employees shall be \$50.00 per hour effective April 1, 2019. Time and ½ will be paid for any one detail over eight (8) hours and for holiday detail(s).

9. LEAVES of ABSENCE.

Vacation Leave. The purpose of vacation leave is to provide full-time employees the opportunity for a break in their work schedule. The amount of vacation time earned annually is based on the number of years employed (employee's anniversary date). Vacation time is accrued monthly. Vacation accruals are as follows effective May 1, 2019, available for June 1st:

Vacation leave shall be accrued at the following rates for full-time employees beginning with their first month of employment. The employee must start work by the 15th of the month in order to accrue in the first month.

~~During the first seven years of continuous service, the employee earns 6.66 hours per month. This equates to ten 8-hour days per year. No more than 240 hours can be carried forward as of June 30th each year.~~

~~At the beginning of the eighth year of continuous service through the fourteenth year of continuous service, the employee earns ten hours per month. This equates to fifteen 8-hour days per year. No more than 240 hours can be carried forward as of June 30th.~~

~~At the beginning of the fifteenth year of continuous service and onward, the employee earns 13.33 hours per month. This equates to 20 8-hour days per year. No more than 320 hours can be carried forward as of June 30th.~~

Years of Service Completed	Vacation Time Accrual per month	Vacation Time Max Carry Over as of June 30 th each year
0-4.99 Years	7.79 hours	80 hours
5-9.99 Years	11.33 hours	
10-14.99 Years	14.88 hours	
15 Years +	17.71 hours	

Vac prior to 5/1/19. Vacation earned prior to May 1, 2019 will be tracked in a separate bank called "Vac prior to 5/1/19" and can be used at the employee's discretion. No more time can be added to this bank and no more than the following hours can be carried over as of June 30th each year for employees continuous service:

- 240 hours less than 15 years
- 320 hours 15 years or more

If accruals exceed the maximum caps listed above, the accrual overages are forfeited. No vacation leave shall be taken before accrual. Each month's accrual will be officially accrued once the month has been completed and will be eligible for use on the first day of the following month. As an example, vacation time accrued for January will be available for use on February 1st. If a holiday occurs during a vacation, the employee may extend their vacation for one day or take the vacation day at another time. Use of vacation leave at a particular time is contingent upon whether the employee's services can be spared. Employees must submit their vacation requests as early as possible in the calendar year. Supervisors shall approve vacation requests taking into consideration that the remaining work force at all times will be adequate to cope with the expected work load. In cases where too many requests are made for a particular date, employees with the earliest request with sufficient accrued leave will be given preference.

9. LEAVES of ABSENCE.

Sick Leave. Full-time employees will receive paid sick leave. The employee will accrue sick leave at a rate of eight hours per month. Full-time Police Sergeants will accrue sick leave at a rate of eight and ½ (8.50) hours per month. Sick leave may be accrued up to a 240-hour cap. At the end of the fiscal year, any sick leave over the 240-hour cap will be reimbursed to the employee at half pay.

Sick leave shall be accrued for full-time employees beginning with their first month of employment. The employee must start work by the 15th of the month in order to accrue in the first month.

No sick leave shall be taken before accrual. Each month's accrual will be officially accrued once the month has been completed and will be eligible for use on the first day of the following month. As an example, sick time accrued for January will be available for use on February 1st.

Sick leave may be used only to cover absences resulting from bona-fide sickness or injury; to cover absences required by exposure to contagious disease; to cover absences resulting from a necessity to attend to an ill member of the employees household or a family member; for a medical provider office visit; physical therapy; or, any type of medically related use. All sick leave must be approved by the supervisor.

In order to receive pay for sick leave, the Department Head or appropriate supervisor must be notified of the absence no later than fifteen minutes after the start of the employee's work day. Certain departments may have a more strict departmental policy in place for this, so the employee must check with the Department Head. Upon return to work, the employee must fill out the appropriate paperwork to use sick leave. The Town may require a doctor's note/statement for any sick leave absences of three days or more. The doctors note/statement must be provided upon request. The doctors note/statement may be required before being allowed to return to work.

Each fiscal year, 16 hours of annual sick leave will be considered 'personal leave' for the employee to use for personal reasons during the current fiscal year. These 16 hours will be taken from the employee's sick leave account when used. All personal leave will follow the same procedure as sick leave when applied for. At the end of the fiscal year, unused personal leave will be converted back to sick leave and will be carried over into the next fiscal year. This will result in the employee having a total of no more than 16 hours of personal time per fiscal year.

Chronic cases of absenteeism may be reviewed by the Department Head and a determination will be made regarding continued employment. If an employee is suspected or known to be misusing sick leave for reasons other than sickness or a medically related issue, the Department Head or designee may require a doctors note, and/or conduct an investigation into the alleged misuse. Upon conclusion of the investigation, the employee may or may not be required to reimburse the paid sick leave depending on the investigation results. If found to be misusing sick leave, discipline will be issued up to and including dismissal.