



AGENDA

Town of Hooksett Town Council

Wednesday, October 28, 2020 at 6:00 PM

A meeting of the Town Council will be held Wednesday, October 28, 2020 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. AGENDA OVERVIEW**
- 6. PUBLIC HEARINGS**
- 7. SPECIAL RECOGNITION**
 - 7.1. Hooksett Municipal Employee - New Hire
- 8. SCHEDULED APPOINTMENTS**
 - 8.1. Todd Rainier, Town Clerk and Cindy Robertson, Moderator - November 3, 2020 Presidential Election Preparations
 - 8.2. Stephanie Perrin, HealthTrust Benefits Advisor - Town of Hooksett, NH
CY2021 Health Insurance Renewal Rates and FY2020 Surplus of Funds (See Item 15.1 for details)
- 9. CONSENT AGENDA**
- 10. TOWN ADMINISTRATOR'S REPORT**
- 11. PUBLIC INPUT - 15 MINUTES**
- 12. NOMINATIONS AND APPOINTMENTS**
- 13. BRIEF RECESS**
- 14. OLD BUSINESS**
 - 14.1. FY 2021-22 Budget and Warrant Article Review 3 - 6
[Staff Report - SR-20-200 - Pdf](#)
- 15. NEW BUSINESS**
 - 15.1. CY2021 Health Insurance Renewal Rates (medical & dental) & Health Insurance Surplus of Funds (NHIT 2016, HealthTrust 2020) 7 - 38
[Staff Report - SR-20-198 - Pdf](#)
 - 15.2. Motion to transfer \$285,427.78 from the School Impact Fee Special Revenue Fund to the Hooksett School District. 39 - 40
[Staff Report - SR-20-199 - Pdf](#)

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

15.3.	Brookview Development Request for Street Approval and Partial Release of Letter of Credit of \$184,610.00 to Stinson Hills, Inc. Staff Report - SR-20-201 - Pdf	41 - 44
15.4.	Town Council Rules of Procedures - Amendments/Additions/Deletions Staff Report - SR-20-202 - Pdf	45 - 87
16.	APPROVAL OF MINUTES	
16.1.	Public: 10/14/2020 TC Minutes 10142020[11894]	89 - 103
16.2.	Non-Public: 10/14/2020	
17.	SUB-COMMITTEE REPORTS	
18.	PUBLIC INPUT	
19.	NON-PUBLIC SESSION NH RSA 91-A:3 II	
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.	

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

Town Council

STAFF REPORT



To: Town Council
Title: FY 2021-22 Budget and Warrant Article Review
Meeting: Town Council - 28 Oct 2020
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Based on the new rates for employee's health insurance, the FY 2021-22 budget will need an additional \$100,076. Currently the FY 2021-22 Town Council's budget has \$1,976,529 budgeted for employee health insurance. Based on actual employee's coverage the amount that will be needed in the FY 2021-22 year is \$2,076,605, which is \$100,076 more than currently budgeted.

On October 15th, Primex notified the Town of the FY 2021-22 Property & Liability Not-to-Exceed rate of \$241,776, which is \$10,588 more than in the proposed Town Council Budget. Final Rates will be issued by April 15, 2021 and are based on payroll and exposure changes.

FINANCIAL IMPACT:

The estimated tax impact of \$100,000 is 5 cents.

SUGGESTED MOTION:

Motion to increase FY 2021-22 Town Council's recommended budget by \$100,076 to cover increase cost of employee health insurance.

Motion to increase FY 2021-22 Town Council's recommended budget by \$10,588 to cover the No-To-Exceed increase in property & liability insurance.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Review and discuss the proposed rate renewal changes with HealthTrust and staff.

ATTACHMENTS:

[2021-22 BUDGET Health & Liability increases](#)
[Primex Property & Liability Renewal](#)

Health Insurance

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2019-20 ACTIVITY as of 6/30/20	2020-21 AMENDED BUDGET	2020-21 ACTIVITY as of 9/24/20	2021-22 DEPARTMENT REQUEST	2021-22 TA's REQUEST	2021-22 COUNCIL'S REQUEST	2021-22 Rates	2021-22 Change
001-100.4130-210.000	ADMIN Health Insurance	38,770	55,572.86	60,518	12,587.27	78,985	78,985	60,518	58,132	(2,386)
001-150.4152-210.000	ASSG Health Insurance	23,254	23,351.97	28,368	6,583.44	28,368	28,368	28,368	30,722	2,354
001-200.4191-210.000	CD Health Insurance	47,897	46,117.39	49,443	11,703.61	49,443	49,443	49,443	53,132	3,689
001-202.4240-210.000	CEO Health Insurance	9,127	8,625.42	9,456	2,298.86	9,456	9,456	9,456	10,241	785
001-300.4150-210.000	FIN Health Insurance	29,643	28,329.73	30,531	7,037.54	30,531	30,531	30,531	32,650	2,119
001-350.4220-210.000	FD Health Insurance	564,896	555,890.66	569,459	122,525.01	622,365	622,365	622,365	613,753	(8,612)
001-400.4210-210.000	PD Health Insurance	539,869	529,362.39	582,955	141,780.96	591,966	591,966	573,944	649,447	75,503
001-450.4311-210.000	DPW ADMIN Health Insurance	26,508	22,416.99	23,912	5,501.43	23,912	23,912	23,912	25,481	1,569
001-450.4312-210.000	RD MNT Health Insurance	127,843	121,889.00	131,558	32,175.85	145,025	145,025	145,025	162,621	17,596
001-450.4319-210.000	FLEET Health Insurance	49,004	45,199.16	50,461	11,850.18	50,461	50,461	50,461	55,281	4,820
001-451.4194-210.000	TB Health Insurance	18,254	9,014.94	9,233	2,293.59	9,233	9,233	9,233	10,234	1,001
001-450.4520-210.000	P&R Health Insurance	92,581	87,060.97	105,860	20,498.88	115,094	115,094	115,094	109,516	(5,578)
001-500.4321-210.000	R&T ADMIN Health Insurance	18,254	18,142.42	37,166	4,403.31	37,166	37,166	37,166	25,481	(11,685)
001-500.4323-210.000	R&T COLL Health Insurance	53,796	43,769.55	48,397	7,037.54	48,397	48,397	48,397	53,099	4,702
001-500.4324-210.000	R&T Health Insurance	27,333	19,672.48	49,860	5,925.09	43,397	43,397	43,397	48,099	4,702
001-550.4150-210.000	TAX Health Insurance	38,330	36,671.10	39,547	9,133.98	39,547	39,547	39,547	42,451	2,904
001-600.4140-210.000	TC Health Insurance	240	242.41	241	53.47	242	242	242	242	0
	Library Health Insurance							89,430	96,023	6,593
		1,705,599	1,651,329	1,826,965	403,390	1,923,588	1,923,588	1,976,529	2,076,605	100,076

Motion to increase Council's recommended Health Insurance lines by \$100,076.

001-100.4196-520.000	ADMIN Liability	220,810	220,810.00	231,188	57,797.00	231,188	231,188	231,188	241,776	10,588
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Motion to increase Council's recommended Liability line by \$10,588.

Town Council's recommend budget as of 10/08/2020:	\$ 18,200,000
Add increase in Health insurance	100,076
Add increase in Liability insurance	10,588
Total Town Council's recommend budget with Health and Liability insurance increases	<u>\$ 18,310,664</u>



October 15, 2020

Christine Soucie, Director of Finance
Town of Hooksett
35 Main Street
Hooksett, NH 03106-1397

RE: Not-To-Exceed (NTE) FY 2022 Property & Liability Program Renewal

Dear Christine:

As you prepare your budget for the coming year, we thank you for your continued trust and partnership in our Property & Liability Program. Our goal in all of our programs is to provide our members with the best service, value, and coverage through our core values: **Trust. Excellence. Service.**

Enclosed is your Not-To-Exceed (NTE) FY 2022 Property & Liability Member Contribution Summary. The intent of the Summary is to build awareness of your member contribution and how performance, payroll changes and exposure changes, such as buildings or vehicles affect your contribution. The final contribution summary sheet will be issued by April 15, 2021 and will not exceed the amount shown on the enclosed NTE.

The Primex³ Membership Agreement and Public Entity Coverage Document have a 45-day written notice requirement in the event that you elect to terminate membership in the Property & Liability Program. **This notice must be provided on official letterhead to the Chief Executive Officer of Primex³ by 4:30 PM on May 17, 2021 and must specify a final decision regarding your participation in the program.** Please carefully review your Public Entity Coverage Document, General Conditions, Section L, regarding notice of termination.

Please contact your Member Services Consultant or me if you have any questions regarding your contribution and performance in the Property & Liability Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Carl Weber".

Carl Weber
Director of Member Services

Trust. Excellence. Service.

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



October 15, 2020

PROPERTY & LIABILITY PROGRAM
MEMBER CONTRIBUTION SUMMARY
JULY 1, 2021 THROUGH JUNE 30, 2022 RENEWAL
NOT TO EXCEED

MEMBER: Town of Hooksett

MEMBER NUMBER: 204

FY 2020/2021**FY 2021/2022**

Contribution Assurance Program (CAP)

No

PRIME³ Program

Yes

Member Contribution

\$231,188

Member Contribution

\$241,776

Your 2020/2021 Property Values	\$63,257,845
Your 2021/2022 Property Values (Exposures Valued as of 9/23/2020)	\$64,341,112
Change in Property	1.7%
 Your 2020/2021 Payroll (CY 2018 Reported)	 \$8,258,254
Your 2021/2022 Payroll (CY 2019 Reported)	\$8,472,650
Change in Payroll	2.6%
 Your 2020/2021 Loss Ratio Adjustment Factor	 0.93
Your 2021/2022 Loss Ratio Adjustment Factor	0.84
Change in Loss Ratio Adjustment Factor	-9.7%
 Change from 2020/2021 to 2021/2022:	
Contribution Amount Change	\$10,588
Contribution Percent Change	4.6%

Please contact the Primex³ Member Services Team if you have any questions or comments.

Final contribution summary sheets will be issued by April 15, 2021

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624

(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org

Town Council

STAFF REPORT



To: Town Council
Title: CY2021 Health Insurance Renewal Rates (medical & dental) & Health Insurance Surplus of Funds (NHIT 2016, HealthTrust 2020)
Meeting: Town Council - 28 Oct 2020
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

This staff report contains two items relevant to the Town of Hooksett health (medical and dental) insurance: 1) CY 2021 rate renewals and 2) surplus of funds being returned to the Town a) HealthTrust \$100,484.04 & b) NHIT \$27,431.86

CY 2021 RATE RENEWALS

HealthTrust is the Town's current benefits advisor team for Anthem (medical) and Delta (dental) insurance plans for the Town of Hooksett. Representative from HealthTrust - Stephanie Perrin, Benefits Advisor, will be present via ZOOM for Q&A. The Town's annual medical and dental renewal rates for effective date January 1, 2021 (CY 2021) are as follows:

- **Medical** - increase **+8.3%** (CY 2020 increase was +3.6%)
- **Dental** - no change (CY 2020 increase was +3.9%)

see back-up material:

1. 2021 HealthTrust renewal package
2. 2021 HealthTrust rating summary
3. Non-union employee medical premium contribution as of January 1, 2020
4. Union employee medical premium contribution sheet(s) as of July 1, 2020 (contractual per respective collectible bargaining agreements - CBAs for first plan option, 2 other plan options state in CBAs on same terms and conditions as non-union employees)
5. Town of Hooksett ALL active non-union and union medical plan comparison sheet
6. Town of Hooksett ALL active non-union and union dental premium contribution as of January 1, 2020
7. Retiree medical and dental premium contributions as of January 1, 2020

Hooksett Medical Insurance 10 year Rate History (HealthTrust-Anthem except for 2016 & 2017 Town with NHIT-Harvard Pilgrim)

2020 +3.6%

2019 +9.0%

2018 NEW YEAR WITH RFP AWARD

2017 +27.09% NHIT - Harvard Pilgrim (Town Council Health Insurance Sub-Committee for CY2018 RFP)

2016 NHIT - Harvard Pilgrim NEW YEAR WITH RFP AWARD

2015 +2.5% (Employee Health Insurance Committee for CY2016 RFP)

2014 +17.1%

2013 +3.9%

2012 +3.3%

2011 +11.3%

2010 +20.4%

SURPLUS OF FUNDS - see back-up material

1. HealthTrust FY2020 Surplus of Funds **\$100,484.04**
 - a. Divisions included in total - NHRS (retirees), Sewer and Town
2. HealthTrust Board of Directors Resolution to Notify Members of the Expected Distribution of Surplus
3. NH Interlocal Trust (NHIT) FY End 2016 Surplus of Funds **\$27,431.86** (NHIT was the Town's benefits advisor team in CY2016 & CY2017 for Harvard Pilgrim (medical) and Delta (dental) insurance plans for the Town of Hooksett)
 - a. Divisions included in Total - NHRS (retirees), Sewer, Library, Town and Central Water Precinct & Village Water Precinct
4. Council to determine distribution of funds from #1 & #3 above.
 - a. Past practice for health insurance surplus is to prorate the funds and return to those employees for their % of contribution of the plan premium
 - b. HealthTrust Board of Director Resolution (attached) "Member political subdivisions are experiencing significant financial pressures due to the impacts of the COVID-19 pandemic and the resulting recession" "surplus distribution could assist its Member political subdivisions with these financial pressures"
 - c. Town of Hooksett incurred \$1,924.30 in legal fees to initiate investigation into NHIT risk pool practices which led to NH Bureau of Securities Regulation resolution for more than 30 members of NHIT to receive surplus funds. Refund legal line for same amount from NHIT surplus.

FINANCIAL IMPACT:

TBD based on Council decision for employee premium contributions

POLICY IMPLICATIONS:

TBD based on Council discussion of rate renewals and surplus of funds

RECOMMENDATION:

Council make decision on 1) employee premium contribution (non-union active and retirees) 2) distribution of surplus funds from HealthTrust and NHIT

SUGGESTED MOTION:

CY2021 health insurance renewal rates - see sample motions attached A,B & C
Surplus of funds - motion pending review and discussion at 10/28/2020 Council meeting

TOWN ADMINISTRATOR'S RECOMMENDATION:

Discuss with HealthTrust rep the reason why Hooksett's rates are increasing next year.

ATTACHMENTS:

[2021 Town of Hooksett Rate Package January](#)
[2021 Town of Hooksett Rating Summary January](#)
[2020 NON-UNION HEALTH INSURANCE RATE SHEET](#)
[July 2020 Union Health Insurance Rate Sheet](#)
[Town of Hooksett - ALL medical Comparison](#)
[2020 DENTAL INSURANCE RATES](#)
[2020 HEALTHTRUST Return of Surplus](#)
[HealthTrust Board Resolution - Surplus of Funds](#)
[NHIT FY END 2016 SURPLUS OF FUNDS](#)
[2020 retiree health ins premiums 010120](#)
[2020 retiree dental ins premiums 010120](#)
[SAMPLE MOTIONS - CY2021 HEALTH INSURANCE](#)



October 9, 2020

Mr. Andre Garron
Town Administrator
Town of Hooksett
35 Main Street
Hooksett, NH 03106

Dear Mr. Garron:

The HealthTrust Board of Directors met on October 6, 2020 to set renewal rates for the CY2021 renewal period. Enclosed are your Member Group's renewal rates for medical coverage for the period of January 1, 2021 through December 31, 2021 for your current benefit plans. Also included are the renewal rates for dental, life, short-term and long-term disability coverage, if applicable. Your Benefits Advisor can work directly with you to provide alternative benefit options and applicable rates. Please see the enclosed transmittal for your Member Group's specific renewal rates for all your coverage lines.

This year's rating process uses a different claims experience period than is typically utilized to set medical and dental rates as a result of COVID-19's disruption to normal claims activity. Starting March of 2020, the COVID-19 pandemic resulted in the cancellation or deferral of a significant volume of elective and non-emergency medical and dental care that would have taken place during the period of March through June 2020 but for the state of emergency. As a result, for the current rating, Milliman's actuarial review utilized a 12-month claims experience period from March 2019 through February 2020 that ended just prior to the impact of COVID-19. In calculating these rates, Milliman also took into account projected increases in future claims that are anticipated to occur between January 1, 2021 through June 30, 2021 as covered individuals reschedule some of the care they postponed due to COVID-19.

Medical Rates

The rate adjustment for all Member Groups renewing medical coverage for CY2021 (January 1, 2021 – December 31, 2021) is an *overall average increase of 6.8%*. This increase primarily is due to projected medical and prescription trend and increased claims utilization. ***Your Member Group's rate change will vary from this overall average increase based in part on your Group's own claims experience.*** If you are a Group in the Small Group Rating Tier (50 and Under), or part of a combined rating group, your rate reflects the claims experience of that combined rating group.

Dental Rates

For Member Groups currently participating in HealthTrust's dental coverage, *there is no rate change for CY2021 (January 1, 2021 – December 31, 2021).*

As a reminder, the HealthTrust Board of Directors voted to implement a one-time, temporary increase of the annual plan year benefit maximums by 50% for the CY2021 plan year (January 1, 2021 through December 31, 2021). This was done to assist individuals who may have been impacted by the COVID-19 pandemic due to the temporary closure of dental offices for non-emergency care during the current CY2020 plan year.

Short-Term Disability Coverage

For Member Groups currently participating in HealthTrust's short-term disability coverage, there is an *overall base rate increase of 4.0%* for CY2021 (January 1, 2021 – December 31, 2021) due to increased claims volume and average claim duration. ***However, your Member Group's actual rate adjustment will vary from the overall increase depending on your Group's experience and demographic make-up.***

Long-Term Disability Coverage

For Member Groups currently participating in HealthTrust's long-term disability coverage, *there is **no rate change** for CY2021 (January 1, 2021 – December 31, 2021).*

Life Coverage

For Member Groups currently participating in HealthTrust's life coverage, *there is **no rate change** for CY2021 (January 1, 2021 – December 31, 2021).*

Benefit Advantage

For Member Groups currently participating in HealthTrust's Benefit Advantage Health Reimbursement Arrangement (HRA) and enhanced Flexible Spending Account (FSA) services, *there is **no change** to the per participant/per month fees.* As a reminder, there are no annual fees and FSA and HRA administrative services per participant/per month fees continue to be waived for participants enrolled in the following HealthTrust medical plans: AB15/40IPDED, ABSOS20/40/1KDED, ABSOS25/50/3KDED, ABSOS30/60/5KDED, ABHD/5K/20COIN and LUMENOS2500.

FY2020 Return of Surplus

The HealthTrust Board of Directors also voted at the October 6th meeting to return \$18,786,984 of surplus to HealthTrust Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2020 (*July 1, 2019 – June 30, 2020*) in proportion to each Member Groups' respective contributions for such coverages. Member Groups will receive a separate notification next week that will include information by coverage line regarding your Group's share of the Return of Surplus, if applicable. At that time, reports will be available, on the Secure Member Portal (SMP), detailing the enrollment numbers and contributions on which your Member Group's share of the Return of Surplus was determined. These reports can be accessed on the SMP by your Member Group's designated Benefit Administrator.

Enclosures

Please review the following enclosures for additional details on your renewal, the rating process, benefit enhancements and updates. We've enhanced the process to provide even more information for you to review and consider!

- Member Group Transmittal (*includes monthly contribution rates for all of your coverage lines*) – **Please sign and return by December 11, 2020.**
- Member Group Medical Rate Exhibit
- Medical and Prescription Benefit Options (*includes monthly contribution rates for existing benefit options and alternatives*)
- How Your Rate is Determined - *The Rating Process, Capital Adequacy Reserve and Return of Surplus*
- CY2021 Plan Enhancements and Updates

Timeline

Benefit Changes Notification Deadline – November 25, 2020

Your Benefits Advisor, Stephanie Perrin, will be contacting you to discuss the renewal and work with you to review available options and assist with any changes you may be considering. Please note that requests for any coverage changes must be communicated to us and completed prior to November 25, 2020 to be effective January 1, 2021.

Meet with your Benefits and Wellness Advisors

Your Benefits Advisor is available to work with you to schedule virtual meetings to review the following key education and reporting tools.

- **Benefit Education Sessions** – Customized Benefit Education presentations, benefit comparisons, and digital benefit packets are available in the Secure Member Portal (SMP) to make it even easier to educate your employees about their benefit plans, medical consumerism, and wellness programs, including how they can access tools and resources through the *Enhanced* HealthTrust Secure Enrollee Portal.

- **Rating Summary**— a report showing how your Group's rates were calculated. *(Also available to Small Groups showing the 50 and under summary)*
- **Stewardship Report** *(for Groups with 100 or more Enrollees)* – a detailed report showing your Group's membership data, medical and prescription claims utilization data, wellness program participation and recommendations.

Thank you for your continued participation with HealthTrust. If you have any questions or concerns, please do not hesitate to contact Stephanie at 800.527.5001.

Sincerely,

A handwritten signature in blue ink that reads "Wendy Lee Parker". The signature is written in a cursive, flowing style.

Wendy Lee Parker
Executive Director

Enclosures

cc: Keith Judge, Business Agent, Teamsters Local 633
Ian Tewksbury, Fire Union President, Hooksett Fire Department
Travis Mannon, Police Union President, Hooksett Police Department



Town of Hooksett ("Member")

Member hereby elects the following HealthTrust, Inc. ("HealthTrust") coverage(s):

Medical Coverage and Rates

January 2021 Medical Renewal

The following rates shall apply from January 1, 2021 to December 31, 2021

Rating Renewal	January	Rating Tier	Large	
Probationary Period	0M	Rating Type	Combined	
Benefit Option(s)		Single	2-Person	Family
AB20IPDED(01L)-R10/25/40M10/40/70/3K(L)		\$974.73	\$1,949.46	\$2,631.77
ABSOS20/40/1KDED(01L)-R10/25/40M10/40/70/5K(L)		\$792.20	\$1,584.41	\$2,138.95
HRAABSOS20/40/1KDED(01L)-R10/25/40M10/40/70/5K(L)		\$792.20	\$1,584.41	\$2,138.95
LUMENOS2500(01L)		\$827.98	\$1,655.96	\$2,235.54
MC3(01L)-R10/25/40M10/40/70(LCY)		\$658.02		
MCNRX(01L)		\$272.02		

Monthly rates and continued Member Group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75 % participation of Eligible Employees who do not otherwise have group medical coverage; and
- 2) Employees who elect to cover dependents must enroll all of their Eligible Dependents (other than dependent children age 19 and over) who do not otherwise have group medical coverage.

HealthTrust reserves the right to change the rates at any time if there is a 10% or more increase or decrease in enrollment.

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

Member participates in a Combination of Entities agreement for medical coverage rating purposes. The Combination of Entities is comprised of: Town of Hooksett and Hooksett Public Library.

Dental Coverage and Rates

January 2021 Dental Renewal

The following rates shall apply from January 1, 2021 to December 31, 2021

Rating Renewal January

Probationary Period 0M

Benefit Option(s)	Single	2-Person	Family
OPTION 1 FLX	\$48.29	\$93.46	\$170.02
OPTION 2A FLX	\$47.16	\$90.71	\$159.04
OPTION 5 FLX	\$17.10	\$33.44	\$65.83

Monthly rates and continued Member Group coverage are subject to applicable HealthTrust minimum participation requirements including, without limitation:

- 1) at least 75 % participation of Eligible Employees who do not otherwise have group dental coverage; and
- 2) Employees who elect to cover dependents must enroll all of their Eligible Dependents (other than dependent children age 19 and over) who do not otherwise have group dental coverage.

BENEFIT SCHEDULE

Benefit Option(s)	Coverage A	Coverage B	Coverage C	Plan Year Maximum	Coverage D	Coverage D Maximum	Deductible
OPTION 1 FLX	100%	80%	50%	\$1,000	50%	\$1,000	\$25/\$75
OPTION 2A FLX	100%	80%	50%	\$750	N/A	N/A	\$0
OPTION 5 FLX	50%	50%	N/A	\$500	N/A	N/A	\$0

PROBATIONARY PERIOD EXCEPTIONS

None

SPECIAL NOTES

None

BILLING SERVICES

Member Group has separately contracted with HealthTrust for the following Billing Services with respect to any selected medical and dental plan coverages:

[X] COBRA [X] Retirees

ADDITIONAL TERMS

Summary of Benefits and Coverage ("SBC") Compliance: HealthTrust, Inc. agrees to prepare and provide Member with an SBC for each medical plan coverage option listed on this transmittal. Member must distribute the SBCs to applicable eligible individuals. These obligations will be performed in accordance with (i) the statutory and regulatory requirements for SBCs under the Affordable Care Act ("ACA"), and (ii) related SBC compliance information provided to Member by HealthTrust, Inc.

Maximum Probationary Period Compliance: The eligibility conditions and probationary period requirements for enrollment in each medical plan coverage option listed on this transmittal must comply with the 90-Day Maximum Waiting Period rule of the ACA.

AGREEMENT AND AUTHORIZATION

Member agrees that the coverages elected herein are subject to the terms and conditions of the HealthTrust Membership Agreement, the HealthTrust Bylaws and applicable Coverage Documents.

Member hereby authorizes HealthTrust, Inc. to execute and deliver any and all documents necessary to effectuate the enrollment of the Member and its Employees into the coverage(s) listed on this transmittal.

For the Member, duly authorized

Title

Date

For HealthTrust, Inc.

Title

Date



Medical Rate Exhibit for: Town of Hooksett

Rating Renewal: January

Rating Tier: Large

Rating Type: Combined

Current Benefit Option(s)	Enrollment Type	Enrollee Counts as of 09/20	01/20 Rates	01/21 Rates	% Change
AB20IPDED(01L)-R10/25/40M10/40/70/3K(L)	Single	16	\$ 900.03	\$ 974.73	8.3%
	2-Person	12	\$ 1,800.07	\$ 1,949.46	8.3%
	Family	14	\$ 2,430.09	\$ 2,631.77	8.3%
ABSOS20/40/1KDED(01L)-R10/25/40M10/40/70/5K(L)	Single	1	\$ 731.49	\$ 792.20	8.3%
	2-Person	2	\$ 1,462.99	\$ 1,584.41	8.3%
	Family	2	\$ 1,975.03	\$ 2,138.95	8.3%
HRAABSOS20/40/1KDED(01L)-R10/25/40M10/40/70/5K(L)	Single	21	\$ 731.49	\$ 792.20	8.3%
	2-Person	11	\$ 1,462.99	\$ 1,584.41	8.3%
	Family	22	\$ 1,975.03	\$ 2,138.95	8.3%
LUMENOS2500(01L)	Single	3	\$ 764.53	\$ 827.98	8.3%
	2-Person	1	\$ 1,529.05	\$ 1,655.96	8.3%
	Family	6	\$ 2,064.22	\$ 2,235.54	8.3%
Monthly Total for Actives / Early Retirees		111	\$ 168,742.91	\$ 182,747.65	8.3%

Current Benefit Option(s)	Enrollment Type	Enrollee Counts as of 09/20	01/20 Rates	01/21 Rates	% Change
MC3(01L)-R10/25/40M10/40/70(LCY)	Single	7	\$ 607.59	\$ 658.02	8.3%
MCNRX(01L)	Single	1	\$ 251.17	\$ 272.02	8.3%
Monthly Total for Medicomp Retirees		8	\$ 4,504.30	\$ 4,878.16	8.3%
Grand Monthly Total		119	\$ 173,247.21	\$ 187,625.81	8.3%

Alternative Benefit Option(s): HealthTrust offers a full range of comprehensive Benefit Options. Please consult with your Benefits Advisor to learn more about the Benefit Options that may best meet your Group's needs and work within HealthTrust's underwriting guidelines.



Town of Hooksett
Medical and Prescription Benefit Options
Monthly Rates for 1/1/2021 - 12/31/2021

Member Groups may choose ONE medical plan from each colored section with a maximum of three medical options per employee group. One prescription plan may be chosen per medical plan. Please consult with your Benefits Advisor if you are considering plan changes.

Medical Plan Type	Access Blue New England HMO	Access Blue New England HMO with Deductible			
Plan Name	AB20	AB15/40IPDED	ABSOS20/40/1KDED	ABSOS25/50/3KDED	ABSOS30/60/5KDED
Visit Copay	\$20	\$15	\$20	\$25	\$30
Specialty Visit Copay	\$20	\$40	\$40	\$50	\$60
Walk-In Center Copay	\$20	\$15	\$20	\$25	\$30
Urgent Care Copay	\$50	\$125	\$50	\$75	\$100
ER Copay	\$100	\$250	\$100	\$150	\$250
Standard Deductible (per person/per family)	\$0	\$1,000 / \$3,000	\$1,000 / \$3,000	\$3,000 / \$9,000	\$5,000 / \$12,000
Chiropractic Visits/Copay	12 / \$20	12 / \$15	Unlimited / \$20	Unlimited / \$25	Unlimited / \$30
Therapy Visits (PT/OT/ST)/Copay	60 / \$20	60 / \$15	60 / \$20	60 / \$25	60 / \$30
Acupuncture Visits/Copay	N/A	12 / \$15	12 / \$20	12 / \$25	12 / \$30
Durable Medical Equipment	You pay 20%	\$100 deductible, then you pay 20%	\$100 deductible, then you pay 20%	\$100 deductible, then you pay 20%	\$100 deductible, then you pay 20%
MRI, CT scan, PET, MRA	You pay \$0	Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$125 at SOS providers. Otherwise, Standard Deductible
X-Rays and Ultrasounds	You pay \$0	You pay \$0	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$125 at SOS providers. Otherwise, Standard Deductible
Labs (including allergy testing)	You pay \$0	You pay \$0	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible	You pay \$0 at SOS providers. Otherwise, Standard Deductible
Maximum Out-of-Pocket (medical and RX expenses combined)	\$3,000 / \$6,000	\$5,000 / \$10,000	\$5,000 / \$10,000	\$5,000 / \$10,000	\$7,150 / \$14,300

Monthly Medical Rates with Prescription Benefit Option RX10/20/45					
single	\$1,015.88	\$874.28	\$818.85	\$594.64	\$548.66
2-person	\$2,031.75	\$1,748.56	\$1,637.69	\$1,189.27	\$1,097.31
family	\$2,742.87	\$2,360.56	\$2,210.89	\$1,605.52	\$1,481.37

OR

Monthly Medical Rates with Prescription Benefit Option R10/25/40M10/40/70					
single	\$982.79	\$845.81	\$792.20	\$575.30	\$530.82
2-person	\$1,965.58	\$1,691.62	\$1,584.41	\$1,150.60	\$1,061.64
family	\$2,653.53	\$2,283.69	\$2,138.95	\$1,553.31	\$1,433.22

RX = Copays for both retail and mail order R= Copays for retail (up to 34 day supply) M = Copays for Maintenance Choice (up to 90 day supply)

Medical Plan Type	High Deductible Health Plans (HSA Qualified)	
Plan Name	LUMENOS2500	ABHD/5K/20COIN
Standard Deductible	\$2,500 per person / \$5,000 per 2-person or family (1)	\$5,000 per person / \$10,000 per family
Standard Coinsurance	0% (In-Network); 30% (Out-of-Network)	20%
Coinsurance Maximum	N/A (In-Network); \$2,500 / \$5,000 (Out-of-Network) (1)	\$1,550 per person, per year; \$3,100 per family, per year
Chiropractic Visits	Unlimited	Unlimited
Therapy Visits (PT/OT/ST)	60 Visits	60 Visits
Acupuncture Visits	12 Visits	12 Visits
Durable Medical Equipment	Standard Deductible and/or Coinsurance	Standard Deductible and/or Coinsurance
Prescription Drugs	Standard Deductible and/or Coinsurance	Standard Deductible and/or Coinsurance
Maximum Out-of-Pocket (medical and RX expenses combined)	\$2,500 / \$5,000 (In-Network); \$5,000 / \$10,000 (Out-of-Network) (1)	\$6,550 / \$13,100
single	\$827.98	\$572.18
2-person	\$1,655.96	\$1,144.37
family	\$2,235.54	\$1,544.89

(1) For LUMENOS2500: If you are enrolled at the 2-person or family level, eligible expenses incurred by you or any of your enrolled family members count toward satisfying the entire 2-person/family deductible and/or coinsurance.

Medicare Supplemental Plans (MC3)	
MC3 with RX Coverage	RX10/20/45
single	\$680.15
MC3 with RX Coverage	R10/25/40M10/40/70
single	\$658.02
MCNRX (No RX Coverage)	N/A
single	\$272.02

DISCLAIMER: Monthly rates are based on a minimum of 75% participation of all eligible employees who do not otherwise have group medical coverage. Active employees and retirees must be offered the same prescription drug coverage. HealthTrust reserves the right to change these rates if there is a +/- 10% in enrollment. All deductibles and benefit limits shown are per plan year (January 1 through December 31). These charts are intended for summary purposes only. Details of coverage are set forth in separate documents, which govern these plans.



JANUARY 2021 RENEWAL

How HealthTrust Medical Rates are Determined

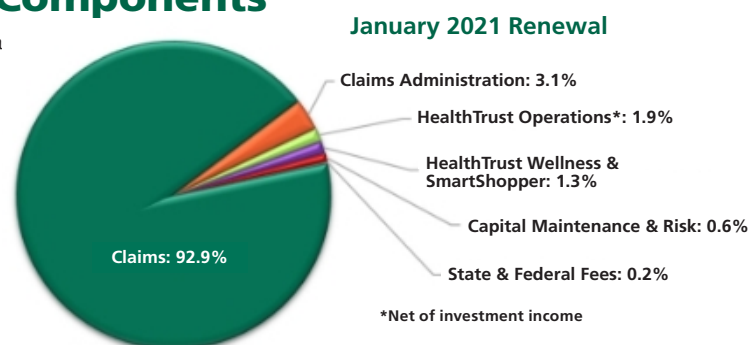
Rating Process

The renewal rates were set by the HealthTrust Board of Directors (HealthTrust Board) on October 6, 2020 as the last step in our comprehensive rate setting process. Staff and external actuaries (Milliman) work together to review historical claims data that is then projected forward using the latest trend forecasts to derive the change required, if any, in renewal rates. This information is presented to the Board's Finance & Personnel Committee for their review and consideration. The Finance & Personnel Committee determines the recommended renewal rates, which are then presented at two public hearings for Members. Finally, the HealthTrust Board adopts the renewal rates, taking into consideration feedback received from the two public hearings and the recommendation by the Finance & Personnel Committee.

This year's rating process used a different claims experience period than is typically utilized to set medical and dental rates as a result of COVID-19's disruption to normal claims activity. Starting March of 2020, the COVID-19 pandemic resulted in the cancellation or deferral of a significant volume of elective and non-emergency medical and dental care that would have taken place during the period of March through June 2020 but for the state of emergency. As a result, for the current rating, Milliman's actuarial review utilized a 12-month claims experience period from March 2019 through February 2020 that ended just prior to the impact of COVID-19. In calculating these rates, Milliman also took into account projected increases in future claims that are anticipated to occur between January 1, 2021 through June 30, 2021 as covered individuals reschedule some of the care they postponed due to COVID-19.

Medical Contribution Components

The overall medical rates are comprised of several components. Claims are the largest component at approximately 93% of the rate, 3.1% for Claims Administration, 1.9% for HealthTrust's Operations (net of investment income), and 1.3% for Wellness and SmartShopper. The remainder of the rate is for required state vaccine fees (0.2%) and risk charges recommended by the actuary (0.6%) for needed reserves.



Medical Plan Relativities

HealthTrust works with its actuaries from time to time to determine the relative cost of the different medical benefit options we offer. At this time, the percentage rate change for each benefit option will remain the same as the overall percentage rate change for Member Groups.

CAPITAL ADEQUACY RESERVE AND RETURN OF SURPLUS



Capital Adequacy Reserve Level

Annually the HealthTrust Board determines the target level for HealthTrust's capital adequacy reserve. The purpose of a capital adequacy reserve is to ensure that all future obligations for the payment of claims and expenses are fully paid even if HealthTrust's actual experience differs from the rating assumptions used to set the contribution rates. Check out our video explaining Capital Adequacy Reserve on our website www.healthtrustnh.org, in the "Who We Are" section under Financials.

HealthTrust locks in the rates it charges for future coverage based on the actuaries' best information known at this time. However, actual future claims costs may be significantly higher than predicted for numerous reasons. The capital adequacy reserve exists to make sure HealthTrust can pay claims and expenses even if future performance differs from the projections used to set rates.

The HealthTrust Board has established a policy that it shall rely on the opinion of a qualified actuary using a sound actuarial methodology to determine the target capital adequacy reserve level for HealthTrust to meet its obligations to pay claims and expenses, even if the rating assumptions end up being too low. This policy is consistent with the NH Supreme Court's 2014 decision which addresses how such reserves should be set.

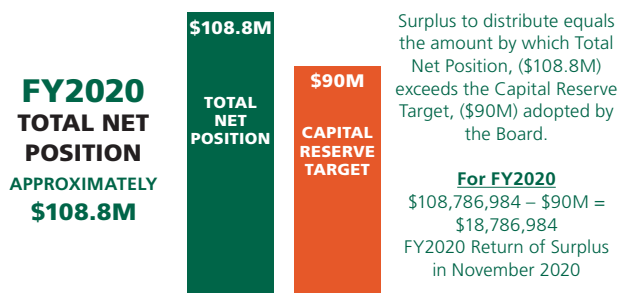
HealthTrust retained the Milliman firm, one of the preeminent actuarial firms in the country, to determine, using an actuarially sound methodology, how much capital adequacy reserve HealthTrust needed as of the start of this fiscal year, July 1, 2020. Milliman recommended that HealthTrust should target a capital adequacy reserve level of \$90 million to \$140 million. This amount provides HealthTrust with a 95% confidence level that it can meet all its obligations over a 5-year period. Milliman recommends that HealthTrust use that confidence level as it provides only a 5% chance of insolvency over the next five years. Where in this range the reserve needs to be depends on whether HealthTrust has pricing flexibility to respond to adverse situations as they develop.

Based on this actuarial recommendation, the HealthTrust Board established a capital adequacy reserve target level of \$90 million as of June 30, 2020.

Return of Surplus

After the Board sets the capital adequacy reserve level, it determines whether there is any surplus to return to Members. The 2020 Fiscal Year audited financial statement Net Position is \$108.8 million, which exceeds the Capital Reserve Target (\$90M) adopted by the Board. Therefore, for FY2020, there will be a Return of Surplus in the amount of \$18.8 million to Members for the fiscal year ending June 30, 2020.

*Once the HealthTrust 2020 Fiscal Year audited financial statement is finalized, it will be posted online on our website www.healthtrustnh.org, in the "Who We Are" section under Financials.





JANUARY GROUPS (CY2021)

HealthTrust values our Member Groups and we strive to continually enhance our benefits and programs to meet and exceed your Group's expectations.

Plan Enhancements and Updates

Early Intervention Services

- HealthTrust medical benefit options will now provide coverage for medically necessary early intervention services at no cost share, with the exception of our High Deductible Health Plans (LUMENOS2500 and ABHD/5K/20COIN) where only the Standard Deductible (no Coinsurance, if applicable) will continue to apply. *Effective September 18, 2020*
- Early intervention services are covered from birth to the covered dependent's third birthday. Eligible covered dependents are those with significant functional physical or mental deficits due to a developmental disability or delay. Covered services include medically necessary physical, speech/language and occupational therapy, nursing care, and psychological counseling provided by eligible behavioral health providers, such as clinical social workers.

Telemedicine Services

- HealthTrust medical benefit options currently provide expanded access to telemedicine services, including audio-only services, on the same basis as coverage for in-person visits during the COVID-19 State of Emergency. HealthTrust will now continue to provide this expanded telemedicine coverage on an ongoing basis. *Effective November 1, 2020*

Prescription Diabetic Insulin

- All CVS Caremark prescription coverage plans will limit the applicable copayment for covered diabetic insulin medications to no more than \$30 for each 30-day supply. Copayments will remain the same for diabetic insulin filled through the mail service pharmacy or CVS retail pharmacy (Maintenance Choice) for up to a 90-day supply. All other plan provisions remain in effect. *Effective January 1, 2021*
- High Deductible Health Plans (LUMENOS2500 and ABHD/5K/20COIN) with Anthem/IngenioRx prescription coverage will limit cost sharing for covered diabetic insulin medications to no more than \$30 for each 30-day supply or \$90 for a 90-day supply, and the Standard Deductible and/or Coinsurance will not apply.

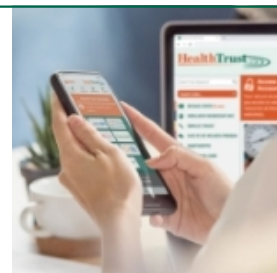
Dental Plan Benefit Maximum Temporary Increase

- Annual plan year benefit maximums will increase on a one time, temporary basis by 50% for the CY2021 plan year (January 1, 2021 through December 31, 2021) due to the COVID-19 pandemic. This will assist covered individuals who may have been impacted relative to their dental care. Please note, lifetime Orthodontic maximums are not being adjusted. *Effective January 1, 2021*
- This temporary benefit maximum increase applies to all HealthTrust dental plan options.

Keep your Employees Informed – Encourage them to create their SEP Account today!

Encourage your covered employees and retirees to create their Secure Enrollee Portal (SEP) account for 24/7 access to digital ID cards, coverage documents, a Secure Message Center, Single Sign-On buttons to Anthem, CVS Caremark, Delta Dental, Onlife, and other vendor partner websites and resources.

Use the flyer and forward-ready email in your BA Toolkit in the SMP to remind employees to set up their account today!





Town of Hooksett

Rating Entity: Town of Hooksett/Hooksett Public

Rating Renewal: January 2021

Rating Tier: Large, Rating Type: Combination

A. Reported Medical Claims, 3/1/2019 - 2/29/2020 paid through 4/30/2020	\$1,552,984
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Paid medical services that were provided to employees and their covered family members during the experience period 3/1/2019 through 2/29/2020. This amount also captures services that were incurred during the experience period, and paid through 4/30/2020.

B. Reported Prescription Drug Claims, 3/1/2019 - 2/29/2020	\$568,162
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Retail and mail service prescriptions filled between 3/1/2019 and 2/29/2020.

C. Total Reported Claims	\$2,121,146
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Total amount of medical and prescription drug expenses paid. (A+B)

D. Less Claims with Excesses > \$150K	(\$104,860)
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Medical and/or prescription drug claims, for any one person, in excess of \$150,000. This amount is removed from the Group's total reported medical and prescription drug claims. These excess claims are pooled together and shared by all Groups in the renewal. The costs associated with this pooling feature are shown in line item J below. This pooling feature limits the exposure for any one specific Group and helps stabilize rate changes.

E. Net Reported Claims	\$2,016,286
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Total medical and prescription drug claims, less the claims in excess of \$150,000. (C-D)

F. Plus Medical & Prescription Drug IBNR Adjustment	\$18,485
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The expected amount of claims that were incurred during the experience period but will be processed after 4/30/2020. This amount is actuarially determined and based upon medical and prescription drug claims that have not yet been reported. IBNR=Incurred But Not Reported.

G. Total Rating Claims	\$2,034,771
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Total medical and prescription drug claims for the rating period. (E+F)



Town of Hooksett

Rating Entity: Town of Hooksett/Hooksett Public

Rating Renewal: January 2021

Rating Tier: Large, Rating Type: Combination

H. Medical and Rx Trend	\$170,122
Trend is an estimate of the amount that medical costs and utilization will increase from the midpoint of the experience period (3/1/2019 - 2/29/2020) through the midpoint of the rating period (1/1/2021 - 12/31/2021), which is a 22-month period. The annual trend factor for this rating period is 4.5%; when compounded over 22-months it becomes 8.4%.	
I. Anthem Enhanced Personal Health Care	\$15,240
Proportioned by Rating Entity for projected EPHC Provider Payments.	
J. Deferred Claims due to COVID-19	\$21,067
The projected value of claims deferred from 3/1/2020 through 6/30/2020 due to COVID-19.	
K. Pooled Excess Claims Expense	\$134,472
For this renewal, pooling claims in excess of \$150,000.	
L. HealthTrust Capital Maintenance & Risk Expense	\$14,254
HealthTrust's capital maintenance and risk expense is used to manage risk protection capital, as established by the HealthTrust Board of Directors.	
M. Anthem Administrative Expense	\$79,917
For this renewal, the Anthem administrative expense.	
N. HealthTrust Administrative Expense	\$44,033
For this renewal, the HealthTrust administrative expense.	
O. HealthTrust Wellness & SmartShopper Expense	\$30,760
For this renewal, the HealthTrust Wellness and SmartShopper program expenses.	
P. State & Federal Fees	\$6,958
For this renewal, NH Vaccine Fee and PCORI.	
Q. Projected Member Contributions	\$2,551,593
Projected Member contributions is the sum of line items: G, H, I, J, K, L, M, N, O, P	
R. Current Rating Contributions (2020 Rates x Experience Period Counts)	\$2,311,906
This line item reflects the 2020 rates for the plans offered, multiplied by the total number of Enrollees in each plan per month during the experience period.	



Town of Hooksett

Rating Entity: Town of Hooksett/Hooksett Public

Rating Renewal: January 2021

Rating Tier: Large, Rating Type: Combination

S. Group Specific Rate Adjustment Prior to Credibility Weighting	10.4%
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The percent of rate change comparing the Projected Member Contributions (line item Q) to the Current Rating Contributions (line item R), utilizing the Group's claims experience only. (Q/R)

T. Credibility Factor	34.9%
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Groups are rated entirely on their own experience when they have 1,000 or more covered employees and retirees. For HealthTrust Groups between 51-999, their own experience is weighted against the January rating renewal's overall rate change. This pooling feature also helps to stabilize rate adjustments for an individual Group.

U. Credible Rate Change	8.1%
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The percentage of rate change with credibility factored in (see line item T). The Group's rate change is the Group's experience (line S) weighted by the Credibility Factor, combined with the January rating renewal overall result of 6.8%, weighted by 100% minus the Credibility Factor. The result is adjusted for certain fees not dependent on Group size.

V. Reconciled Rate Change	8.3%
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Due to rounding in the credibility calculation, there may be a discrepancy or "actuarial bias" that needs to be adjusted through reconciliation.

W. Capped Rate Change	8.3%
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In some renewals, rate capping is instituted to protect Groups from severe rate increases. Rates are capped at a certain percentage and then all Groups with an increase below a specified percentage see a slight increase to cover what was removed with capping. For this January rating renewal, there was no rate capping.

X. Final Rate Change	8.3%
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Town of Hooksett
2020 Health Insurance
Non Union
Effective 1/1/2020

	Monthly Premium	Annual Premium	Annual 85% Town Share	Annual 15% Employee Share	4 Times per Month Employee's Co-pay
Access Blue HMO AB20IPDED \$250/\$750 deductible					
Single	\$ 900.03	\$ 10,800.36	\$ 9,180.31	\$ 1,620.05	\$ 33.75
Two-person	\$ 1,800.07	\$ 21,600.84	\$ 18,360.71	\$ 3,240.13	\$ 67.50
Family	\$ 2,430.09	\$ 29,161.08	\$ 24,786.92	\$ 4,374.16	\$ 91.13

Access Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible					
Single	\$ 731.49	\$ 8,777.88	Town pays 100% of premium and 50% of deductible after the first \$400		
Two-person	\$ 1,462.99	\$ 17,555.88	Town pays 100% of premium and 50% of deductible after the first \$750		
Family	\$ 1,975.03	\$ 23,700.36	Town pays 100% of premium and 50% of deductible after the first \$1,000		

Lumenos 2500 \$2,500/\$5,000 deductible					
Single	\$ 764.53	\$ 9,174.36	Town pays 100% of premium		
Two-person	\$ 1,529.05	\$ 18,348.60	Town pays 100% of premium		
Family	\$ 2,064.22	\$ 24,770.64	Town pays 100% of premium		

OPT-Out of Health Insurance is \$5,000 a year paid weekly.

Notes:

Town Council voted November 15, 2017 to offer non-union employees three plans:
 Access Blue HMO AB20IPDED with a 15% non-union employee premium contribution.
 Access Blue HMO ABSOS20/40 1KDED Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.
 Lumenos 2500 Town pays 100% of premium and no employer contribution to the employee's HSA account.

Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.

Town Council voted October 9, 2019 to continue the current health and dental plans options and contributions for 2020.

Town of Hooksett
2020 Health Insurance
Firefighter Union
Effective 7/1/2020

Plan	Monthly Premium	Annual Premium	Annual 84% Town Share	Annual 16% Employee Share	4 Times per Month Employee's Co-pay
Access Blue HMO AB20IPDED \$250/\$750 deductible					
Single	\$ 900.03	\$ 10,800.36	\$ 9,072.30	\$ 1,728.06	\$ 36.00
Two-person	\$ 1,800.07	\$ 21,600.84	\$ 18,144.71	\$ 3,456.13	\$ 72.00
Family	\$ 2,430.09	\$ 29,161.08	\$ 24,495.31	\$ 4,665.77	\$ 97.20
Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible					
Single	\$ 731.49	\$ 8,777.88	Town pays 100% of premium and 50% of deductible after the first \$400		
Two-person	\$ 1,462.99	\$ 17,555.88	Town pays 100% of premium and 50% of deductible after the first \$750		
Family	\$ 1,975.03	\$ 23,700.36	Town pays 100% of premium and 50% of deductible after the first \$1,000		
Lumenos 2500 \$2,500/\$5,000 deductible					
Single	\$ 764.53	\$ 9,174.36	Town pays 100% of premium		
Two-person	\$ 1,529.05	\$ 18,348.60	Town pays 100% of premium		
Family	\$ 2,064.22	\$ 24,770.64	Town pays 100% of premium		

OPT-Out of Health Insurance is \$5,000 a year paid weekly.

Notes.

Fire Union Contract 2020-2023 Article B Insurance - The Town will provide to members of the Bargaining Unit Health (medical & dental), short-term & long-term disability, Workers' Compensation Insurance Life Insurance, health insurance opt-out stipend and supplemental insurances on the same terms and conditions (level of benefits, deductibles) as provided to other employees of the Town.

Effective July 1, 2020 the employee will pay sixteen percent (16%) through payroll deduction of the of health insurance premium, when the plan they selected has a non-union employee premium contribution.

Effective July 1, 2022 and for the duration of this contract the employee will be required to pay eighteen percent (18%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.

The employee shall not be required to contribute more than eighteen percent (18%) of the total premium, when the plan they selected has a non-union employee premium contribution, as it exists on January 1, 2023 until a successor agreement is reached.

Town of Hooksett
2020 Health Insurance
DPW Union
Effective 7/1/2020

	Monthly Premium	Annual Premium	Annual 83% Town Share	Annual 17% Employee Share	4 Times per Month Employee's Co-pay
Access Blue HMO AB20IPDED \$250/\$750 deductible					
Single	\$ 900.03	\$ 10,800.36	\$ 8,964.30	\$ 1,836.06	\$ 38.25
Two-person	\$ 1,800.07	\$ 21,600.84	\$ 17,928.70	\$ 3,672.14	\$ 76.50
Family	\$ 2,430.09	\$ 29,161.08	\$ 24,203.70	\$ 4,957.38	\$ 103.28
Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible					
Single	\$ 731.49	\$ 8,777.88	Town pays 100% of premium and 50% of deductible after the first \$400		
Two-person	\$ 1,462.99	\$ 17,555.88	Town pays 100% of premium and 50% of deductible after the first \$750.		
Family	\$ 1,975.03	\$ 23,700.36	Town pays 100% of premium and 50% of deductible after the first \$1,000.		
Lumenos 2500 \$2,500/\$5,000 deductible					
Single	\$ 764.53	\$ 9,174.36	Town pays 100% of premium.		
Two-person	\$ 1,529.05	\$ 18,348.60	Town pays 100% of premium.		
Family	\$ 2,064.22	\$ 24,770.64	Town pays 100% of premium.		

OPT-Out of Health Insurance is \$5,000 a year paid weekly.

Notes:

Town Council voted November 15, 2017 to offer non-union employees three plans:

Access Blue HMO AB20IPDED with a employee premium contribution.

Access Blue HMO ABSOS20/40 1KDED Town pays 100% of premium and 50% of the deductible after the first \$400 for single \$750 for two-person and \$1,000 for family plan.

Lumenos 2500 Town pays 100% of premium and no employer contribution to the employee's HSA account.

Town Council voted October 28, 2015 to increase Opt-Out of Health Insurance reimbursement from \$2,400 to \$5,000 per year effective 1/1/2016.

DPW Union contract 2019-2021 Article 20 Insurance:

Effective July 1, 2020 the employee will pay seventeen percent (17%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution

If the union employee selects a health plan that has no non-union employee premium contribution the Town will pay 100% of the premium.

Town union employee health insurance opt out (Health insurance stipend agreement) terms will be the same as non-union employees.

Town of Hooksett
2020 Health Insurance
Police Union
 Effective 7/1/2020

	Monthly Premium	Annual Premium	Annual 81% Town Share	Annual 19% Employee Share	4 Times per Month Employee's Co-pay
Access Blue HMO AB20IPDED \$250/\$750 deductible					
Single	\$ 900.03	\$10,800.36	\$ 8,748.29	\$ 2,052.07	\$ 42.75
Two-person	\$ 1,800.07	\$21,600.84	\$17,496.68	\$ 4,104.16	\$ 85.50
Family	\$ 2,430.09	\$29,161.08	\$23,620.47	\$ 5,540.61	\$ 115.43
Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 deductible					
Single	\$ 731.49	\$ 8,777.88	Town pays 100% of premium and 50% of deductible after the first \$400		
Two-person	\$ 1,462.99	\$17,555.88	Town pays 100% of premium and 50% of deductible after the first \$750		
Family	\$ 1,975.03	\$23,700.35	Town pays 100% of premium and 50% of deductible after the first \$1,000		
Lumenos 2500 \$2,500/\$5,000 deductible					
Single	\$ 764.53	\$ 9,174.36	Town pays 100% of premium		
Two-person	\$ 1,529.05	\$18,348.60	Town pays 100% of premium		
Family	\$ 2,064.22	\$24,770.64	Town pays 100% of premium		

OPT-Out of Health Insurance is \$5,000 a year paid weekly.

Notes:

Police Union Contract 2020-2023 Article 24 Insurance - The Town will provide to members of the Bargaining Unit Health, short-term & long-term disability, and Life Insurance on the same terms and conditions (level of benefits, deductibles) as provided to other employees of the Town.


Effective July 1, 2020 the employee will pay nineteen percent (19%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.

Effective July 1, 2022 the employee will pay twenty percent (20%) through payroll deduction of the health insurance premium, when the plan they selected has a non-union employee premium contribution.


If the union employee selects a health plan that has no non-union employee premium contribution, the Town will pay 100% of the premium.

Police union employee health insurance opt-out (Health insurance stipend agreement) terms will be on the same as non-union employees.

Town of Hooksett -- Non-Union

		Access Blue (AB20IPDED)	Access Blue Site of Service (ABSOS20/40/1KDED)	Lumenos 2500	
		Network Benefits (1)	Network Benefits (1)	Network Benefits	Out-of-Network Benefits (2)
Cost Sharing	PCP Visit Copayment	\$20 per visit	\$20 per visit	N/A	
	Specialty Visit Copayment	\$20 per visit	\$40 per visit	N/A	
	Walk-In Center Copayment	\$20 per visit	\$20 per visit	N/A	
	Urgent Care Facility Copayment	\$75 per visit	\$50 per visit	N/A	
	Emergency Room Copayment	\$150 per visit	\$100 per visit	N/A	
	Standard Deductible	\$250 per Member per year; \$750 per family per year	\$1,000 per Member per year; \$3,000 per family per year	\$2,500 per Member, per year; \$5,000 per 2-person or family per year (4)	
	Standard Coinsurance	N/A	N/A	N/A	30%
	Coinsurance Maximum	N/A	N/A	N/A	\$2,500 per Member, per year; \$5,000 per 2-person or family per year (4)
	Durable Medical Equipment	You pay 20% after separate \$100 per Member, per year deductible	You pay 20% after separate \$100 per Member, per year deductible	Standard Deductible	Standard Deductible and Coinsurance
	Out-of-Pocket Limit	\$3,000 per Member, per year; \$6,000 per family, per year (3)	\$5,000 per Member, per year; \$10,000 per family, per year (3)	\$2,500 per Member, per year; \$5,000 per 2-person or family per year (3)	\$5,000 per Member, per year; \$10,000 per family, per year (3) (4)
Inpatient	Inpatient Services; medical, surgical and maternity admissions	Standard Deductible	Standard Deductible	Standard Deductible	Standard Deductible and Coinsurance plus any balances
Preventive Care	Immunizations, cancer screenings: mammograms, pap smears, routine colonoscopy; routine physical exams, nutrition counseling, routine hearing exams (one exam each year)	You pay \$0	You pay \$0	You pay \$0	Standard Deductible and Coinsurance plus any balances
	Routine Eye Exams (one exam per calendar year 18 years and younger; once every two years thereafter)	You pay \$0	You pay \$0	You pay \$0	Standard Deductible and Coinsurance plus any balances
Eyewear	Frames/Lenses	\$40 reimbursement per Member, per year	N/A	N/A	
Outpatient	Medical exams, telemedicine and online visits, consultations, medical treatments	Visit Copayment or Specialty Visit Copayment	Visit Copayment or Specialty Visit Copayment	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Injections (except allergy injections)	You pay \$0	Visit Copayment or Specialty Visit Copayment	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Allergy injections	You pay \$0	You pay \$0	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Surgery and anesthesia	You pay \$0	You pay \$0 at Site of Service providers, Otherwise, Standard Deductible.	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Laboratory tests (including allergy testing)	You pay \$0	You pay \$0 at Site of Service providers, Otherwise, Standard Deductible.	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	X-ray tests (including ultrasound)	You pay \$0	You pay \$0 at Site of Service providers, Otherwise, Standard Deductible.	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	MRA, MRI, PET, SPECT, CT Scan, and CTA	Standard Deductible	You pay \$0 at Site of Service providers, Otherwise, Standard Deductible.	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Chemotherapy, medical supplies, and drugs	Standard Deductible	Standard Deductible	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Maternity Care	You pay no visit copayment for prenatal or postpartum office visits. Your share of the cost for delivery of a baby is the same as shown for "Inpatient Services" or "Outpatient Facility Care."	You pay no visit copayment for prenatal or postpartum office visits. Your share of the cost for delivery of a baby is the same as shown for "Inpatient Services" or "Outpatient Facility Care."	Standard Deductible	Standard Deductible and Coinsurance plus any balances

Town of Hooksett -- Non-Union

		Access Blue (AB20IPDED)	Access Blue Site of Service (ABSOS20/40/1KDED)	Lumenos 2500	
		Network Benefits (1)	Network Benefits (1)	Network Benefits	Out-of-Network Benefits (2)
Emergency Room and Urgent Care	Use of the emergency room (copayment waived if you are admitted)	Emergency Room Copayment	Emergency Room Copayment	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Use of an urgent care facility	Urgent Care Facility Copayment	Urgent Care Facility Copayment	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Physician's fee, surgery, MRA, MRI, PET, SPECT, CT Scan, CTA, medical supplies and drugs while in the emergency room	Standard Deductible	Standard Deductible	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Laboratory and x-ray tests while in the emergency room	You pay \$0	Standard Deductible	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Ambulance Services - must be medically necessary	Standard Deductible	Standard Deductible	Standard Deductible	
Outpatient Physical Rehab	Physical, Occupational and Speech Therapy	Visit Copayment or Specialty Visit Copayment, up to a combined maximum of 60 visits per Member, per year	Visit Copayment, up to a combined maximum of 60 visits per Member, per year	Standard Deductible, up to a combined maximum of 60 visits per Member, per plan year (5)	Standard Deductible and Coinsurance plus any balances
	Cardiac Rehabilitation Visits	Visit Copayment or Specialty Visit Copayment	Visit Copayment	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Chiropractic Care	Visit Copayment or Specialty Visit Copayment, up to 12 visits per Member, per year	Visit Copayment, Unlimited Visits	Standard Deductible, Unlimited visits	Standard Deductible and Coinsurance plus any balances
	X-ray tests performed by a chiropractor	You pay \$0	Standard Deductible	Standard Deductible	Standard Deductible and Coinsurance plus any balances
	Acupuncture	N/A	Visit Copayment, up to 12 visits per Member, per year	Standard Deductible, up to 12 visits per Member, per year	Standard Deductible and Coinsurance plus any balances
Behavioral Health Care	Outpatient Behavioral Healthcare and Substance Abuse Treatment	Visit Copayment or Specialty Visit Copayment, Unlimited visits	Visit Copayment or Specialty Visit Copayment, Unlimited visits	Standard Deductible, Unlimited visits	Standard Deductible and Coinsurance plus any balances
	Inpatient Behavioral Healthcare and Substance Abuse Treatment	Standard Deductible	Standard Deductible	Standard Deductible	Standard Deductible and Coinsurance plus any balances
Prescription Drugs	Prescription Drugs	Retail Pharmacy: \$10 generic, \$25 preferred brand-name, \$40 non-preferred brand-name for up to 34-day supply through CVS Caremark's participating retail pharmacies. Maintenance Choice: \$10 generic, \$40 preferred brand-name, \$70 non-preferred brand-name for up to 90-day supply through CVS Caremark's Mail Service Pharmacy or at a CVS Pharmacy.	Retail Pharmacy: \$10 generic, \$25 preferred brand-name, \$40 non-preferred brand-name for up to 34-day supply through CVS Caremark's participating retail pharmacies. Maintenance Choice: \$10 generic, \$40 preferred brand-name, \$70 non-preferred brand-name for up to 90-day supply through CVS Caremark's Mail Service Pharmacy or at a CVS Pharmacy.	In Network: Standard Deductible. Out-of-Network: Standard Deductible and Coinsurance, plus any balances.	

1/1/19 Plan Enhancements

(1) Referrals are not required for care provided within the Access Blue New England Network.

(2) Benefits are limited to the Maximum Allowable Amount (MAA). Under Out-of-Network Benefits, You may be responsible for paying the difference between the MAA and charge. Self-referred care may require preauthorization/precertification from Anthem.

(3) The Out-of-Pocket Limit includes all Deductibles, Coinsurance, and Copayments You pay during a year for medical and prescription expenses under this medical plan and Your HealthTrust prescription benefit program. It does not include your premium, amounts over the Maximum Allowed Amount, penalties, or charges for noncovered services. Once the combined Out-of-Pocket Limit is satisfied, You will not have to pay additional Deductibles, Coinsurance, or Copayments for the rest of the year.

(4) If you are enrolled at the 2-person or family level, eligible expenses incurred by you or any of your enrolled family members count toward satisfying the entire 2-person/family deductible and/or coinsurance.

(5) Any combination of Network Benefits and Out-of-Network Benefits counts toward this limit.

Please note that throughout this chart any reference to year means plan year. Plan year is January 1, through December 31.

This chart is intended for summary purposes only. Details of coverage are set forth in separate documents, which govern these plans.

Town of Hooksett
2020 Dental Insurance
 Effective 1/1/2020

Plan	Monthly Premium	Annual Premium	Annual Town Share	Annual Employee Share	4 Times per Month Employee's Co-pay
Option 5 Flex					
Single	\$ 17.10	\$ 205.20	\$ 205.20	-	none
Two-person	\$ 33.44	\$ 401.28	\$ 401.28	-	none
Family	\$ 65.83	\$ 789.96	\$ 789.96	-	none
Option 2A Flex					
Single	\$ 47.16	\$ 565.92	\$ 205.20	\$ 360.72	\$ 7.52
Two-person	\$ 90.71	\$ 1,088.52	\$ 401.28	\$ 687.24	\$ 14.32
Family	\$ 159.04	\$ 1,908.48	\$ 789.96	\$ 1,118.52	\$ 23.30
Option 1 Flex					
Single	\$ 48.29	\$ 579.48	\$ 205.20	\$ 374.28	\$ 7.80
Two-person	\$ 93.46	\$ 1,121.52	\$ 401.28	\$ 720.24	\$ 15.01
Family	\$ 170.02	\$ 2,040.24	\$ 789.96	\$ 1,250.28	\$ 26.05

Notes:

Town will pay up to 100% of Option 5 for any plan.

Police Union Contract 2017-2020 Article 24 Insurance - same terms and conditions as provided to other employees of the Town.

Fire Union Contract 2019 Article 8 Insurance - same terms and conditions as provided to other employees of the Town.

DPW Union Contract 2019-2021 Article 20 Insurance - same terms and conditions as provided to other employees of the Town.

Town Council voted October 9, 2019 to continue the current health and dental plans options and contributions for 2020.



October 13, 2020

Mr. Andre Garron
Town of Hooksett
35 Main Street
Hooksett, NH 03106

Dear Mr. Garron:

On October 6, 2020, the HealthTrust Board of Directors formally approved the organization's Fiscal Year 2020 audited financial statements and declared a return of surplus to Member Groups in the amount of \$18,786,984.

This surplus will be distributed to Member Groups that participated in HealthTrust's self-insured coverage lines (medical, dental and/or short-term disability) during the 2020 Fiscal Year in proportion to their respective contributions for such coverages. Enclosed is information by coverage line regarding your Member Group's share of the return of surplus. Please note, your Member Group's share of the return will be sent by check on November 19, 2020, unless you request a contribution holiday, in writing to healthtrust-ed@healthtrustnh.org, by October 30, 2020, in which case your Member Group's return of surplus will be applied to your December 2020 invoice, issued in late November 2020.

Your return of surplus is one of the benefits of Membership in HealthTrust. Each year we retain only the amount needed to pay for claims, administration and reserves. Any amounts above that are returned to Member Groups as surplus. This year's return of surplus is due, in large part, to the impact of COVID-19. As a result of the pandemic and the related stay at home orders, many covered individuals cancelled or deferred non-emergency medical and dental care which led to a significant and unanticipated reduction in HealthTrust's claims activity during the fiscal year resulting in this return of surplus to our Member Groups.

Reports are now available, on the Secure Member Portal (SMP), detailing the enrollment numbers and contributions on which your Member Group's share of the return of surplus was determined. These reports can be accessed on the SMP by your Member Group's designated Benefits Administrator.

Please know that HealthTrust is here for you, our Members, during these challenging times. The Board and staff remain committed to providing you with exceptional support, responsive member service, innovative health and wellness programs, and a full range of plans to meet your Member Group's and employees' needs for high quality, cost-effective health, dental and disability coverages and programs.

Sincerely,

Cathy Ann Stacey, Chair
 HealthTrust Board of Directors

Wendy Lee Parker, Executive Director
 HealthTrust

Enclosures

Town of Hooksett

FY2020 HealthTrust Return of Surplus

Your Member Group's share of the total FY2020 Return of Surplus declared by the HealthTrust Board of Directors on October 6, 2020:

Coverage	Expected Amount
Medical	\$94,812.84
Dental	\$5,671.18
Total	\$100,484.02

Detailed breakdown by Medical Billing Group:

Medical Billing Group Name	Expected Amount
HOOKSETT NHRS	\$10,642.20
HOOKSETT SEWER	\$6,273.68
HOOKSETT TOWN	\$77,896.96
Medical Billing Group Total	\$94,812.84

Detailed breakdown by Dental Billing Group:

Dental Billing Group Name	Expected Amount
HOOKSETT NHRS	\$456.11
HOOKSETT SEWER	\$516.63
HOOKSETT TOWN	\$4,698.44
Dental Billing Group Total	\$5,671.18

The return of surplus will be distributed as a check on November 19, 2020 unless a *Contribution Holiday* is requested in writing by October 30, 2020 to healthtrust-ed@healthtrustnh.org. Requested Contribution Holidays will be reflected on the December 2020 invoice, issued in late November 2020.

Resolution to Notify Members of the Expected Distribution of Surplus:

WHEREAS, the COVID-19 pandemic and the related Stay at Home Emergency Orders have resulted in a significant reduction in HealthTrust's coverage claims during the last four months of FY2020;

WHEREAS, this reduction in claims has resulted in a projected but as of now, unaudited FY2020 total net position of approximately \$108.8 million;

WHEREAS, HealthTrust's independent consulting actuary, Milliman, using a sound actuarial methodology has recommended that as of June 30, 2020, HealthTrust set its Capital Adequacy Reserve Target at between \$90 million and \$140 million (depending on how much flexibility it has to raise rates in the future);

WHEREAS, based on the Milliman recommendation, the Board of Directors voted to set HealthTrust's Capital Adequacy Reserve Target as of June 30, 2020 at \$90 million, which results in a projected, but unaudited excess surplus for FY2020 of \$18.8 million;

WHEREAS, pursuant to RSA 5-B:5(I)(c) HealthTrust is required to "return all earnings and surplus in excess of any amounts required for administration, claims, reserves, and purchase of excess insurance to the participating political subdivisions";

WHEREAS, the amount of excess surplus that must be so returned is to be based on the year-end audited financial statement;

WHEREAS, HealthTrust's FY2020 audited financial statement will not be available prior to October 6, 2020 and once available, the audited financial statement may indicate an amount of excess surplus for FY2020 that differs from the amount of excess surplus projected at this time;

WHEREAS, HealthTrust's Member political subdivisions are experiencing significant financial pressures due to the impacts of the COVID-19 pandemic and the resulting recession;

WHEREAS, HealthTrust's distribution of its FY2020 excess surplus distribution could assist its Member political subdivisions with these financial pressures,

WHEREAS, many of HealthTrust's Member political subdivisions will only be able to maximize the positive impact of HealthTrust's distribution of FY2020 excess surplus if they are able to account for such funds by September 1, 2020 in time for their annual filing with the Department of Revenue Administration (DRA);

WHEREAS, HealthTrust may **inform** Members of the expected FY2020 return of surplus prior to the availability of HealthTrust's FY2020 audited financial statement and in time for its Member political subdivisions to include the expected FY2020 return of surplus in their September 1, 2020 filing with the DRA; and

WHEREAS, HealthTrust will **determine the exact amount** of the FY2020 distribution of excess surplus after it receives its FY2020 audited financial statement which is anticipated to be on October 6, 2020;

NOW, THEREFORE, on August 7, 2020, the Board of Directors of HealthTrust, Inc. (the "Board") hereby adopts the following resolutions:

- I. RESOLVED, the Board, hereby declares that it expects the amount of FY2020 surplus it will distribute to Members pursuant to Section 5.1 and 5.2 of the Bylaws after it receives the audited financial statement on October 6, 2020 to be approximately \$18.8 million, which it expects to distribute amongst its Members who participated in HealthTrust's medical, dental and/or short-term disability coverage lines during FY2020 in proportion to each Members' respective contributions for such coverages; and
- II. FURTHER RESOLVED, that prior to September 1, 2020, HealthTrust staff shall notify each Member of the amount of FY2020 surplus it is expected to receive as part the expected return of surplus together with a statement that the final amount of FY2020 surplus to be distributed will be determined after the audited financial statement is accepted by the Board on October 6, 2020, and that the final amount of FY2020 surplus to be distributed may be more or less than the amount expected (subject to final audit adjustment).

NEW HAMPSHIRE
INTERLOCAL TRUST

PO Box 4090
Concord, NH 03302
603.223.6448
888.960.6448
fax 800.229.6902

September 24, 2020

RE: New Hampshire Interlocal Trust Return of Funds

Dear Town of Hooksett,

We hope this letter finds you and your employees in good health in these difficult times.

Enclosed you will find an Interlocal Trust check in the amount of \$27,431.86 representing Town of Hooksett's share of surplus of health insurance contributions paid by Members over expenses for Fiscal Year Ending 2016.

The Interlocal Trust had the pleasure to serve Town of Hooksett from January 1, 2016 to December 31, 2017.

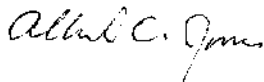
The Interlocal Trust's mission, with its not-for-profit insurance partner Harvard Pilgrim, aims to deliver the highest quality health care to our members through unique and engaging wellness initiatives and outstanding customer service provided by a knowledgeable and dedicated team.

We strive to be New Hampshire's most trusted partner in health and wellness benefits for our State's public sector employees and their families. We do this by being true to our members, being the leading innovators in risk pooling, implementing cutting-edge technologies and philosophies and being forthright about our intentions.

Even though Town of Hooksett does not currently participate in our program we hope that you and your employees have enjoyed the summer.


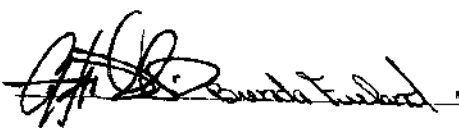
We look forward to an opportunity in the future to serve you again.

Sincerely,



Albert C. Jones
Trust Administrator

HEALTH INSURANCE FOR LOCAL GOVERNMENTS

 <p>NEW HAMPSHIRE INTERLOCAL TRUST INC. PO BOX 4090 CONCORD, NH 03302-4090</p>	<p>EASTERN BANK BEDFORD, NH 03110 63-176/113</p>	<p>005949</p>
<p>9/1/2020</p>		
<p><i>Pay to the</i> <i>Order of</i> <u>Town of Hooksett</u></p>		<p>\$ **27,431.86</p>
<p>Twenty-Seven Thousand Four Hundred Thirty-One and 86/100***** <div style="display: flex; justify-content: space-between;"> Town of Hooksett 35 Main Street Hooksett, NH 03106 <i>Dollars</i> </div> </p>		
<p><i>Memo</i> Surplus Payment</p>		
<p>⑈005949⑈ ⑆011301798⑆ 1010124234⑈</p>		

NEW HAMPSHIRE INTERLOCAL TRUST INC./PO BOX 4090

Town of Hooksett

9/1/2020

005949

27,431.86

Eastern Bank - Bank Surplus Payment

27,431.86

HAMPSHIRE
LOCAL TRUST
PO
H 03302

MANCHESTER NH 030
25 SEP 2020 PM 3 L



CG106-169763





Town of Hooksett

ADMINISTRATION DEPARTMENT
Donna J. Fitzpatrick
Administrative Services Coordinator (HR)

Town of Hooksett 2020 Health Insurance Rates for Retirees HealthTrust – Anthem

<u>Plan</u>	<u>Monthly Premium</u>	
<u>Access Blue HMO AB201PDED \$250/\$750 New England</u>		
Single	900.03	(2019 was \$868.76)
Two-person	1,800.07	(2019 was \$1,737.52)
Family	2,430.09	(2019 was \$2,345.65)
<u>Anthem Blue HMO ABSOS20/40 1KDED \$1,000/\$3,000 New England</u>		
<u>(SOS = site of service)</u>		
Single	731.49	(2019 was \$706.08)
Two-person	1,462.99	(2019 was \$1,412.15)
Family	1,975.03	(2019 was \$1,906.40)
<u>Lumenos 2500 \$2,500/\$5,000</u>		
Single	764.53	(2019 was \$737.96)
Two-person	1,529.05	(2019 was \$1,475.92)
Family	2,064.22	(2019 was \$1,992.49)
<u>Medicomp</u>		
*With prescription coverage	607.59	(2019 was \$586.48)
Without prescription coverage	251.17	(2019 was \$242.44)

Notes: Prescription coverage for HMO & *Medicomp plans:

Retail: \$10/\$25/\$40 (up to 34-day supply at participating pharmacies including CVS)

Mail Order or Maintenance Choice (CVS Pharmacy): \$10/\$40/\$70 (90-day supply)

Prescription coverage for Lumenos plan:

Effective 07/01/19 IngenioRX (replaced previous Express Scripts)

<65 year retirees residing year-round outside of New England only have the Lumenos 2500 \$2,500/\$5,000 plan option. If residing outside of New England for only a few months, you may be able to enroll onto any of the plan options listed above. Please contact Donna Fitzpatrick in HR for details.



Town of Hooksett

ADMINISTRATION DEPARTMENT
Donna J. Fitzpatrick
Administrative Services Coordinator (HR)

Town of Hooksett 2020 Dental Insurance Rates for Retirees HealthTrust – Delta Dental

<u>Plan</u>	<u>Monthly Premium</u>	
<u>Option 5 Flex</u>		
Single	17.10	(2019 was \$16.46)
Two-person	33.44	(2019 was \$32.19)
Family	65.83	(2019 was \$63.35)
<u>Option 2A Flex</u>		
Single	47.16	(2019 was \$45.39)
Two-person	90.71	(2019 was \$87.30)
Family	159.04	(2019 was \$153.07)
<u>Option 1 Flex</u>		
Single	48.29	(2019 was \$46.47)
Two-person	93.46	(2019 was \$89.95)
Family	170.02	(2019 was \$163.64)

530 **T. Tsantoulis motioned to continue the current health and dental plan options and contributions**
 531 **for 2020 for non-union Hooksett employees. J. Durand seconded the motion.**
 532 **Voted unanimously in favor (7-0).**

534 The details are as follows, effective January 1, 2020:

- 535 1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - \$250/\$750
 - 536 a. 15% employee premium contribution
 - 537 b. allow the employee to establish their own FSA account
- 538 2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)- R10/25/40M10/40/70/55K(L)-
 539 \$1,000/\$3,000
 - 540 a. no employee premium contribution
 - 541 b. allow the employee to establish their own FSA account
 - 542 c. Town pays 50% of deductible through HRA account after the first * below is paid by the
 543 employee
 - 544 i. *Single plan =- \$400
 - 545 ii. *Two-person plan = \$750
 - 546 iii. *Family plan = \$1,000
- 547 3. HealthTrust-Anthem Lumenos 2500 (01L) \$2,500/\$5,000
 - 548 a. no employee premium contribution
 - 549 b. allow the employee to establish their own HSA account
 - 550 c. allow the employee to establish their own limited FSA account (dental and vision only)

551 *4. HealthTrust-Delta Dental plans 1 Flx, 2A Flx, 5 Flx*

552 **T. Tsantoulis motioned to continue the current health and dental plan options and contributions**
 553 **for 2020 for Hooksett retirees under 65 years of age. J. Durand seconded the motion.**
 554 **Voted unanimously in favor (7-0).**

555 The details are as follows, effective January 1, 2020:

- 556 1. HealthTrust-Anthem Blue HMO AB201PDED (01L)-R10/25/40M10/40/70/3K(L) - \$250/\$750
 - 557 a. 100% employee premium contribution
- 558 2. HealthTrust-Anthem Blue HMO ABSOS20/40/1KDED (01L)- R10/25/40M10/40/70/55K(L)-
 559 \$1,000/\$3,000
 - 560 a. 100% employee premium contribution
- 561 3. HealthTrust-Anthem Lumenos 2500 (01L) \$2,500/\$5,000
 - 562 a. 100% employee premium contribution
 - 563 b. allow the employee to establish their own HSA account
 - 564 c. allow the employee to establish their own limited FSA account (dental and vision only)

565 *4. HealthTrust-Delta Dental plans 1 Flx, 2A Flx, 5 Flx*

566 **T. Tsantoulis motioned to continue the current health and dental plan options and contributions**
 567 **for 2020 for retirees over 65 years of age. J Durand seconded the motion.**
 568 **Voted unanimously in favor (7-0).**

569 The details are as follows, effective January 1, 2020:

- 570 1. MC3 (01L)-R10/25/40M10/40/70(LCY)
- 571 2. MCNRX (01L)
- 572 *3. HealthTrust-Delta Dental plans 1 Flx, 2A Flx, 5 Flx*

573 A. Garron: Todd Rainier is here now, so could we take the taxi cab ordinance item off the table?

574 **Removal of Taxi Cab Ordinance, Other Ordinances, #00-20**

575 TC MINUTES 10-09-19

12

Town Council
STAFF REPORT



To: Town Council
Title: Motion to transfer \$285,427.78 from the School Impact Fee Special Revenue Fund to the Hooksett School District.
Meeting: Town Council - 28 Oct 2020
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

The Town of Hooksett collects school impact fees at the time the Town issues occupancy permits. These fees are collected in order to offset the cost of growth for the new developments.

Each year at this time, the Town transfers the fees collected during the year to the School District to offset the cost of the new middle school and renovations at Memorial School. Back in 2003, these two projects were funded with a 20-year bond and it was determined they met the criteria for impact fees use.

As of September 30th, the school impact fee special revenue fund had a balance of \$285,427.78. A transfer of the full amount is recommended at this time.

FINANCIAL IMPACT:

None to the Town, but this transfer will reduce the amount of property taxes needed to support the School District.

RECOMMENDATION:

SUGGESTED MOTION:

Motion to transfer \$285,427.78 from the School Impact Fee Special Revenue Fund to the Hooksett School District.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur- Background information provides the justification for use of impact fees towards the school bonds

ATTACHMENTS:

[School Impact Fees as of 9-30-20](#)

Town of Hooksett's Impact Fee Summary

10/14/2020

SCHOOL IMPACT FEE

Zoning Ordinance posted on 3/8/01

Use or return date: September 2025

Revenue Collected	\$ 2,784,134.48
Interest Earned	20,043.35
Amount Refunded	(16,227.00)
School Funding Dec 2003	(500,000.00)
September 22, 2004 School Funding Nov 2004	(250,000.00)
December 14, 2005 School Funding Jan 2006	(75,000.00)
September 13, 2006 School Funding	(70,000.00)
September 26, 2007 School Funding	(80,000.00)
September 24, 2008 School Funding	(85,000.00)
September 23, 2009 School Funding	(43,000.00)
September 8, 2010 School Funding	(55,000.00)
September 29, 2011 School Funding	(118,107.31)
September 12, 2012 School Funding	(85,964.17)
September 25, 2013 School Funding	(250,511.30)
September 10, 2014 School Funding	(124,223.25)
October 15, 2015 School Funding	(94,812.32)
September 14, 2016 School Funding	(91,274.36)
October 11, 2017 School Funding	(171,417.31)
October 18, 2018 School Funding	(167,910.47)
September 25, 2019 School Funding	(240,302.55)
Balance as of September 30, 2020	\$ 285,427.78

Town Council STAFF REPORT



To: Town Council
Title: Brookview Development Request for Street Approval and Partial Release of Letter of Credit of \$184,610.00 to Stinson Hills, Inc.
Meeting: Town Council - 28 Oct 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The developers of the Brookview Development are requesting that the Town of Hooksett accept a portion of Brookview Drive from Station 5000+00 (adjacent to Lot 59-58-56/Residence #151) to Jacob Drive (a distance of approximately 2,800 feet). This portion of the road represents Phase III and has been completed. A sketch showing the section of roadway to be accepted is attached.

At this time, I'm recommending a partial release. Although the detention basins are complete, I am recommending that they not be accepted until the remaining roadways are complete (Phase IV consisting of Sophie Circle and Colleen Court). Once those streets are complete, the detention basis will be evaluated to determine if any sedimentation has taken place from the ongoing construction and any adverse conditions will be corrected by the Developer. At that time, the remaining Letter of Credit will be released.

The current Letter of Credit for this phase is \$234,610.00. This Letter of Credit may be reduced by \$184,610.00. The remaining \$50,000 is sufficient to cover any remaining work related to the detention basins.

Note Phase I & 2 (Brookview Drive from the Londonderry Turnpike to Station 50+00 has been previously completed and accepted. The bonds for Phase IV will remain in place. Phase IV consists of Colleen Circle (\$105,170.00) and Sophie Circle (\$71,192.00).

FINANCIAL IMPACT:

None, although Public Works will have to maintain the road once accepted.

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept Phase III of the Brookview Subdivision which is Brookview Drive from Station 50+00 adjacent to House #151 to Jacob Drive and release \$184,610.00 of the Letter of Credit, reducing it from \$234,610.00 to \$50,000.

SUGGESTED MOTION:

Motion to accept Phase III of the Brookview Subdivision which is Brookview Drive from Station 50+00 adjacent to House #151 to Jacob Drive and release \$184,610.00 of Irrevocable Letter of Credit #532201 to Stinson Hills, Inc., reducing it from \$234,610.00 to \$50,000.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[Memo - Site Final Walkthrough10-14-20](#)
[Brookview Phasing Plan](#)

**Town of Hooksett
Community Development**

Memo

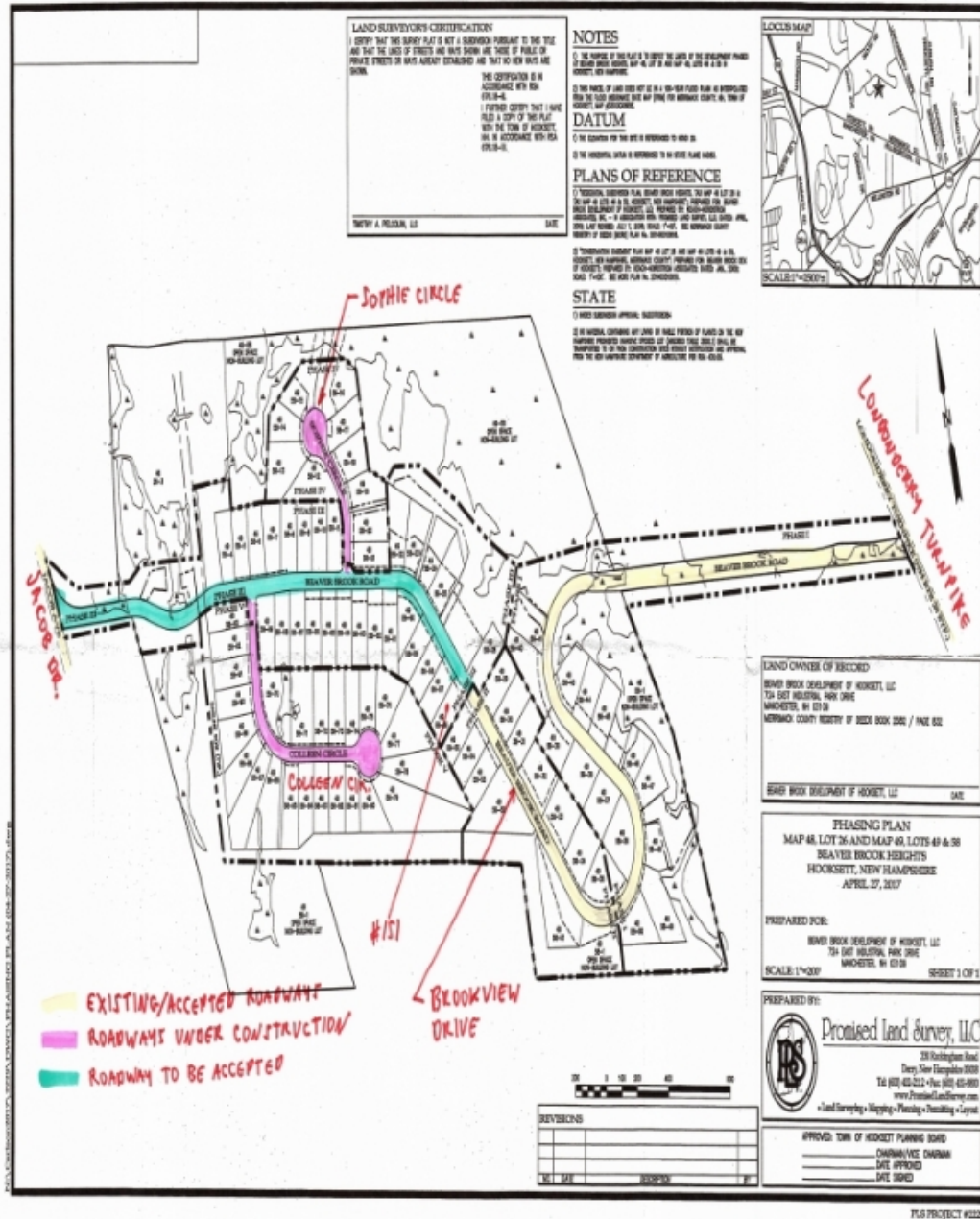
To: File
From: Bruce A. Thomas, P.E., Town Engineer *BAT*
Cc:
Date: October 15, 2020
Re: Brookview Subdivision Site Inspection/Walk-thru

A walk-thru was conducted at the referenced site on October 1, 2020. The following were in attendance: Earl Labonte, Tom Bartula, Bob Grondin, and Bruce Thomas.

The area that was inspected was Brookview Drive from Station 50+00 (adjacent to Lot 59-58-56/Residence #151) to the intersection of Brookview Drive and Jacob Drive (Phase III).

After visiting the area on October 14, 2010, I noted that the punchlist items were completed. I will be recommending approval of the roadway at the October 28, 2020 meeting of the Town Council.

Note that the detention basins are complete, but are not to be accepted until the remaining roadways are complete (Phase IV consisting of Sophie Circle and Colleen Court).



Town Council STAFF REPORT



To: Town Council
Title: Town Council Rules of Procedures - Amendments/Additions/Deletions
Meeting: Town Council - 28 Oct 2020
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

The Town Council annual workshop agenda of August 12, 2020 listed the following Town Council Rules of Procedures to review for amendments/additions/deletions, however due to length of discussion on other subject matters at this workshop, these items pended until the October 28, 2020 Town Council meeting:

Town Council Rules of Procedures

- a. Review Process for Section 13 Procedure for Town Administrator Annual Evaluation (to include form)
- b. Develop a Process for Donation of items to Town
 - o Consent Agenda section of Council Agendas
 - o Town Charter Section 7.4 Acceptance of Gifts and Gratuities
 - o Chapter 15-B Gifts, Honorariums, and Expense Reimbursements
- c. Review Process for Section 6 Debate
- d. Develop a Process of Tabling Items, Rescinding Votes & Reconsidering Votes
- e. Develop a Process for Town Council to Receive Additional Information on an Agenda Item(s) after receiving their agenda packet and prior to or at the Council meeting

FINANCIAL IMPACT:

None known at this time.

POLICY IMPLICATIONS:

TBD based on Council review of their rules of procedure

RECOMMENDATION:

Review rules of procedures and make amendments/additions/deletions as appropriate.

SUGGESTED MOTION:

Motion to approve Town Council Rules of Procedures - example: a __Town Administrator Annual Evaluation Process__ to amend XXXXX steps or amend XXXXX form.

TOWN ADMINISTRATOR'S RECOMMENDATION:

These are items that were not decided in the Council's annual workshop

ATTACHMENTS:

[TC Rules TC Approved 091119](#)
[Rules of Procedure Title Pages](#)

Town of Hooksett
Town Council Rules of Procedures
Adopted as of: 01/10/2001
Amended as of: 09/11/19

Resolved by the Town Council of the Town of Hooksett, NH that the following be and hereby are adopted as the Rules of the Hooksett Town Council.

1. The Following Rules shall be adopted by a majority of the Hooksett Town Council and these rules shall become effective immediately upon their adoption.
 - a. Robert's Rules "Parliamentary Law at a Glance" by E.C. Utter should be used as a guide when proper procedure is in question except where modified herein.
 - b. Acceptable Procedure is determined by the acting Chair.
2. Procedures for electing officers are as follows:
 - a. Annually, at the first meeting of the new Town Council:
 1. The Town Clerk shall swear-in all new Councilors as a group.

Note: The Town Administrator shall act in the role of Council Chair from July 1st until such time the new Town Council has their first meeting to choose their Chair, Vice Chair and a Secretary. The Town Administrator, as acting Council Chair, shall lead this meeting through Town Council Reorganization – Part I.

The members thereof shall:

2. Choose, from among their members, a Chair, a Vice Chair and a Secretary. In addition to the powers conferred upon the Chair, the Vice Chair and the Secretary, they shall continue to have all the rights, privileges and immunities of a member of the Town Council.
3. Motion that the Town Council confirms by a roll call vote, that the Town of Hooksett will adopt RSA 31:104, 31:105 and 31:106 to provide immunity and indemnify all Town Councilors, other elected officials, employees, agents as well as appointed officials that serve on committees and boards within the Town of Hooksett; specifically covering immunity from civil liability for discretionary acts, according to RSA 31:104, indemnification for costs of defense of civil suits, according to RSA 31:105 and indemnification for civil rights claims, according to RSA 31:106.
4. Motion to have the Town Council Chair sign ancillary documents as agent to expend as a result of Town Council prior approval of the documents.
5. Motion to have the Town Council Chair complete the Council's section of the Annual Report.
6. Motion to have the Town Council Chair complete & sign Tax Deed Waivers.
7. Motion to adopt the Town Council Rules of Procedures.
8. Motion to adopt the Administrative Code (which includes the Investment and Fund Balance Policies).
9. Motion to adopt the Family Services Guidelines.
10. Motion to have the Tax Collector sign payment plans for deedable properties.
11. Motion to have the Town Administrator approve payment plans for deedable properties (Town Administrator cannot forgive interest or principal).
12. Motion to have a Councilor work with Administration to coordinate the annual Town Council Old Home Day booth and Employee Appreciation Picnic

Town Council Rules of Procedures

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- b. The above election shall be by majority vote of the Town Council present at the first meeting.
- c. Duties of Officers
 - 1. Chair:
 - a. The Chair with the Town Administrator shall post all meetings and set meeting agenda.
 - b. Lead all meetings in an orderly manner using these procedures, Hooksett's Town Charter, Riggins Rules and Parliamentary Law as guides for appropriate protocol.
 - 2. Vice Chair:
 - a. In the absence of the Chair, the Vice Chair shall conduct the Council Meeting until such time as the Chair is present.
 - 3. Council Secretary:
 - a. The Council Secretary shall be responsible for recording the attendance of Council members by roll call at the beginning of each meeting.
 - b. The Council Secretary shall be responsible for polling and recording all roll call votes.
 - c. If the Council Secretary is absent, the chair shall ask for a volunteer. If there is no volunteer, the Chair shall appoint a Council member to act as Council Secretary until such time as the Council Secretary is present.
 - d. The Town Council Secretary shall act as clerk of the Council and shall review and approve (with or without edits) the draft (unofficial) minutes of the meeting recorded by the Recording Clerk. If there is no Recording Clerk present at meeting, the Town Council Secretary will be asked to keep minutes. Minutes will appear in the Town Council agenda packet. Minutes shall be posted on the Town website.
 - e. The Town Council Secretary shall perform such other duties in the meeting as may be requested by the presiding officer of Council.
 - f. In case of the absence of the Chair and the Vice Chair the Council Secretary shall call the Council to order and act as Chair.
- 3. Council Meetings
 - a. The Council shall meet in regular session on the 2nd and 4th Wednesday of every month, except as noted on Town Calendar, at 6:00pm. When time permits, a regular meeting may be adjointed to a workshop session.
 - b. The place of meetings shall be the Council Chambers unless otherwise designated.
 - c. A quorum of the Council for the transaction of any business shall be two-thirds (2/3) of the members currently in office. The Council shall not recognize a Councilor's electronic method(s) of participation, attendance, or quorum.
 - d. The Council reserves the right to end meetings at 9:30. The Council shall motion to extend public session meetings past 9:30pm as follows "motion to extend public session until meeting is adjourned". Uncovered business will be included in the next meeting agenda. Meeting may be closed by a 2/3 roll call vote.
 - e. The Council may meet for an informal workshop session or special meetings by Council vote on an as needed basis, in accordance of Section 3.5 C of the Town Charter. The place of meeting shall be the Council Chambers.
 - f. When, after consultation with the Vice Chair and the Town Administrator, the Chair determines that the Council has insufficient business to warrant a meeting, the Chair may cancel said meeting after informing all councilors and receiving individual approval from 2/3 of the council members and shall not be inconsistent with the meeting provisions of

Town Council Rules of Procedures

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the Town Charter. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting.

- g. Council members shall be seated in Council Chambers as determined by consensus of the Council. The Chair and Vice-Chair shall be seated at the head of the Council table in Chambers. The Secretary shall be seated next to the Town Council Recording Clerk.
- h. Council members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair confine their remarks to the merit of pending questions; and shall not engage in personalities.
- i. Any member may leave the Council Chambers while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.

4. Town Employees

- a. The Town Administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
- b. The Town Administrator shall be responsible for providing the Council with necessary background information on all items of business before the Council.
- c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. All questions shall be directed to the Town Administrator who may, when necessary, defer to a department head or employee. Staff should be made aware of all items on the agenda to be ready to discuss items in respect to their department or area of responsibility.

5. Voting

- a. Councilors may read suggested motions from staff reports to assure key elements of motions do not get missed.
- b. If a vote is immediate after a motion, the motion does not need to be repeated unless requested by a Councilor or staff.
- c. If there is a discussion after a motion, the motion should be repeated prior to the vote of the Council to assure all Councilors and the public are aware what is being voted on.
- d. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining, in accordance with the Town Charter.
- e. Council Members wishing to abstain from voting shall so indicate and give reason for doing so.
- f. All votes shall be voice votes unless determined to be a **roll call** vote.
- g. **Roll call** votes should be used anytime there is a motion based on 1) a public hearing item, 2) any monetary item over \$10,000 and 3) at the request of any Councilor for any matter.
- h. **Roll call** votes shall be in a random order with the Chair voting last.

6. Debate

- a. Council members must raise their hand to be recognized by the Chair.
- b. Rules of Debate on all motions shall be as follows:
 - 1. The council member, who introduces a motion, may speak to that motion. Thereafter, every council member may speak to the motion two times only. The sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her their motion a total of three times.
 - 2. If by 2/3 vote it is determined additional discussion is needed each council member may only speak an additional 2 times on a motion.

3. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
 - a. Address all questions and remarks through the Chair. Do not address audience or council members.
 - b. When commenting on another Councilor's statement or question, identify the speaker, statement and when the statement was made.
 - c. Confine remarks to the merits of the pending question.
 - d. Not engage in personalities or question the motives of other Councilors.
- c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by a two-thirds vote, or by unanimous consent. It is not in order to interrupt a speaker with cries of "Question" or "Call the question.", and even if no one is speaking, it is still necessary to seek recognition.

7. Order of Business

The Town Council shall follow the below agenda order whenever possible for ease of transcription, audience participation and possible time restraints. The Council Chair, during the Agenda Overview, will inform the audience of any change in the agenda order for a particular meeting.

- a. Agenda Order of Council Meetings
 - I. Call to Order
 - II. Proof of Posting
 - III. Roll Call
 - IV. Pledge of Allegiance
 - V. Agenda Overview
 - VI. Public Hearings
 - VII. Special Recognitions
 - VIII. Scheduled Appointments
 - IX. Consent Agenda
 - X. Town Administrator's Report
 - XI. Public Input
 - XII. Nominations/Appointments
 - XIII. Brief Recess
 - XIV. Old Business
 - XV. New Business
 - XVI. Approval of Minutes
 - XVII. Subcommittee Reports
 - XVIII. Public Input
 - XIX. Non-Public Session NH RSA 91-A:3 II
 - XX. Adjournment
- b. 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.
 - c. Nominations for all Board and Committee applicants may be made during the nominations/appointments portions of the Council meeting. Boards and Committees shall receive their respective applications and make recommendations for nominations. Appointment vote for a nominee will be scheduled at the next Council meeting. Nominations and appointments for new July terms shall be at the June Town Council meetings.
 - d. Scheduled Appointments
 1. A scheduled appointment shall have one person as a speaker when possible and follow the rules for addressing the Council.
 2. A scheduled appointment shall not exceed 15 minutes to address the Council unless the Council votes to extend.
 3. Board and Committee applicants shall be invited to attend a Council meeting as a scheduled appointment to state their interest. This meeting shall be either prior to or on the same night of their nomination.
 4. Boards and Committees shall meet at minimum once a year as a scheduled appointment to provide an overview of their activities and member attendance reports.
 - e. Old Business
 1. Business carried over from a previous meeting.
 - f. New Business
 1. New Business should be submitted to the Town Administrator or Council Chair.
 2. New Business submitted by end of business two Thursdays before a regular meeting may be considered for the next meeting by request. The Chair may schedule the topic on the Agenda under New Business as the schedule allows. Any new business brought forward at a council meeting shall not be acted upon at that meeting except by a motion to waive this rule by vote of 2/3rd of the members present.
 3. New Business submitted after end of business two Thursdays preceding a regular scheduled meeting will be considered for the next meeting agenda unless time sensitivity is determined by Town Administrator or Chair.
8. Non-Public Session
 - a. The Council Chair shall motion for the appropriate non-public session section of NH RSA 91-A:3 II (a – 1) when entering the non-public session based on the subject matter as previously discussed with the Town Administrator. This motion must be seconded by a Councilor and have a roll call vote with the majority in the affirmative. This by no means

Town Council Rules of Procedures

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restricts any Town Councilor from motioning to go into non-public session with the appropriate citation.

- b. The Council shall motion to exit in non-public. In public session a motion is made to seal the minutes of the non-public session as appropriate.
- c. Non-public sessions do not require motions to extend the meeting past 9:30pm.
- d. A councilor not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Council.
- e. Non-public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
- f. Non-public minutes and/or material in possession of Town Councilors at a Council meeting shall be handed into Administration at the end of the meeting for shredding of confidential information.
- g. All sealed non-public meeting minutes (discussions and materials included) are confidential until such time these minutes are unsealed.
- h. Unsealing of the non-public session minutes for the current fiscal year (June 1st to May 31st) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91:3 III.

9. Filing Agenda items

- a. Every item of business to come before the Council for action must be filed with the Town Administrator or Council Chair no later than end of business two Thursdays prior to the regular Council Meeting.
- b. The Agenda shall be posted by the close of business on the Wednesday prior to the regular Council Meeting.
- c. It shall be the duty of the Town Administrator to mail by first class postage said agenda and any available supporting documents to each Councilor (if not already picked-up) by Thursday of the week prior to the regular Council Meeting unless a Councilor requests, in writing, to receive it in electronic format only.

10. Addressing the Council

- a. Persons other than members of the Council shall not be permitted to address the Council except during the designated agenda Public Input or by invitation of the Chair.
- b. A time limit for addressing the Council may be established by the Chair.
- c. The speaker shall not enter into a debate with any person, the Chair or Council members.

11. Amendment To Rules

- a. Council rules may be suspended by a 2/3-majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and 2/3 of all Council members must declare the matter one of such priority that it would be detrimental to hold over until the next regular Council Meeting.
- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

11. Community Outreach

- a. The Council Chair has the authority to act on the Council's behalf to present and/or sign letters of achievement for community outreach to include but not limited to Town of Hooksett departments, businesses, residents, and volunteer or membership groups. This authority is for times when the community outreach happens off-schedule to Town Council meetings.

12. Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.

a. Prior to a Council member introducing an ordinance, the Council shall discuss the contents which may include editorial revisions and textual modifications. An ordinance needing revisions based on this discussion will be brought back to the Council in a final format at their next scheduled meeting. The final version of an ordinance shall be introduced by one Councilor for a public hearing at the Council's next scheduled meeting. No second to a motion and/or vote is required to move an ordinance to a public hearing. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

b. After the public hearing the Council shall put the proposed ordinance in final form, which may include editorial revisions and textual modifications resulting from the proceedings of that hearing. An additional public hearing shall be held if the ordinance is substantively altered by the Town Council after public hearing. Subsequent public hearings shall be held at least 14 days after the prior public hearing and with the notice provided in Section 3.5 (A) of the Charter. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

13. Procedure for Town Administrator Annual Evaluation

- a. Council's first meeting in May – Council will receive Town Administrator's self-evaluation to include status on his/her goals with comments for period ending June 30th of the same fiscal year along with a blank evaluation form.
- b. Council's second meeting in May = Councilors are to complete and submit the Town Administrator evaluation form via e-mail to the Council Chair and cc: Administrative Services Coordinator (or hand deliver to same at meeting).
- c. First week in June = Administrative Services Coordinator and Council Chair consolidate each Councilor's Town Administrator evaluation data into one report.
- d. Council's first meeting in June – Councilors to review consolidated Town Administrator evaluation report for edits.
- e. Council's second meeting in June – Councilors and Town Administrator to receive Town Administrator evaluation report in agenda packet and review at this meeting.
- f. Council's annual July/August Workshop meeting – New council to establish goals for new fiscal year.

14. Standing Moment of Silence

- a. The Council Chair may call a moment of silence for the deceased with ascent of the Town Council at the beginning of the meeting

15. Special Recognition

- a. Special Recognition may include but is not limited to:
 - Hooksett Youth Achiever of the Month
 - Boston Post Cane Recipient
 - Retiring employees
 - Longevity employees (at Council's last regularly scheduled meeting each September)

16. Town Administrator's Report

Town Council Rules of Procedures

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- a. New hires will be invited and encouraged to attend the Council meeting following his/her hire date when the Town Administrator will announce his/her Department, name and start date.”
17. Approval of Minutes
- a. Public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
 - b. Public minutes shall be posted (open to public inspection) not more than 5 business days after the meeting. These minutes, per RSA 91-A:3, shall be treated as permanent records of any public body.
 - c. Councilors, public or staff identifying corrections to Town Council minutes shall submit their corrections to the Town Council Secretary on or before the start of the meeting scheduled for review. Corrections do not include changing or adding wording not stated at the meeting.
 - d. The Council Chair, at the “Approval of Minutes” agenda section, will request the following motion “Councilor #1 motion to approve the public minutes of Date. Seconded by Councilor #2.”
 - e. The Council Chair shall inquire with the Town Council Secretary for any corrections to the minutes; Secretary will read the corrections into the record, if applicable.
 - f. If there are corrections to the minutes, amend 17d motion above “Councilor #1 I amend my motion to add “as corrected”. Seconded by Councilor #2.”
 - g. A vote of 17d or 17f above is taken (roll call not required).
 - h. If changes are to be made to minutes (17b above), changes are detailed in the minutes of the subsequent meeting. As the minutes are being prepared for permanent storage in paper format, the Town Clerk will add a notation to the permanent record of the first meeting that corrections were made, and give an exact reference to the page where the changes appear in the minutes of the subsequent meeting.
18. Public Hearings
- a. The Town of Hooksett follows the NH State statutes (RSAs) and Town Charter in determining when a public hearing is required for agenda items before the Town Council.

Below are the items that require public hearings (these have a public notice in the Union Leader):

- **New or amended Town Ordinances** - notice is per Chapter 231:132-a of the NH Revised Statutes annotated, and section 3.6 of the Hooksett Town Charter
- **New or amended Town Charter** – notice is per NH RSA 49-B:5
- **Accept Donation/Grant/Reimbursement of Funds over \$10,000** – notice per RSA 31:95-b, III (a) (ex. 1) NHDOT Bridge Aid funds reimbursement for the Benton Road Culvert project, 2) FEMA funds for the reimbursement of February 8th, 9th, & 10th 2013 severe snowstorm expenses, 3) New Hampshire Highway Safety Agency grant to allow for 18 DWI/DUI overtime patrols)
- **Accept Donation of Property over \$5,000** – notice per RSA 31:95 e, II (ex. Catholic Medical Center in Manchester NH to the Hooksett Fire-Rescue Department and the Town of Hooksett in the amount of \$14,500.00 (Physio-Control LUCAS 2 device)
- **New or amended Hazard Mitigation Plan**
- **Town Roadway Improvements** – (ex. project alternatives for the roadway improvements design(s) at the Hooksett Hackett Hill Road and Rte. 3A intersection)
- **Discontinuance of Class VI Town Roadway**
- **Conservation Easements** – notice is per NH RSA 36-A & NH RSA 477:45-47

Note: Land use items require 10 day prior public notice in Union Leader and all other items require 7 days.

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Public Hearings not required, however Town may conduct out of courtesy (these do NOT have a public notice in the Union Leader):

- **Establishing Town Roadway Speed Limits**
- **Renaming Town Roadways** - (ex. Water Works Drive, Hooksett, NH for the closed off portion/loop of Industrial Park Dr. that will be closed off due to the GE Expansion)
- **Potential Departmental Reorganizations**

10/28/2020

Town Council Rules of Procedure

(a) Town Administrator Annual
Evaluation Process

12. Procedure for Adoption of Ordinances pursuant to Section 3.6 of the Charter.

- a. Prior to a Council member introducing an ordinance, the Council shall discuss the contents which may include editorial revisions and textual modifications. An ordinance needing revisions based on this discussion will be brought back to the Council in a final format at their next scheduled meeting. The final version of an ordinance shall be introduced by one Councilor for a public hearing at the Council's next scheduled meeting. No second to a motion and/or vote is required to move an ordinance to a public hearing. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).
- b. After the public hearing the Council shall put the proposed ordinance in final form, which may include editorial revisions and textual modifications resulting from the proceedings of that hearing. An additional public hearing shall be held if the ordinance is substantively altered by the Town Council after public hearing. Subsequent public hearings shall be held at least 14 days after the prior public hearing and with the notice provided in Section 3.5 (A) of the Charter. The Council shall not take final action on any proposed ordinance until at least seven (7) days after said public hearing(s).

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- c. First week in June = Administrative Services Coordinator and Council Chair consolidate each Councilor's Town Administrator evaluation data into one report.
- d. Council's first meeting in June – Councilors to review consolidated Town Administrator evaluation report for edits.
- e. Council's second meeting in June – Councilors and Town Administrator to receive Town Administrator evaluation report in agenda packet and review at this meeting.
- f. Council's annual July/August Workshop meeting – New council to establish goals for new fiscal year.

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- a. Special Recognition may include but is not limited to:
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 - Boston Post Cane Recipient
 - Retiring employees
 - Longevity employees (at Council's last regularly scheduled meeting each September)

16. Town Administrator's Report

Town of Hooksett
Town Administrator Evaluation

Town Administrator: **Name**

Check one: ☒ Annual Evaluation 07/01/XXXX – 06/30/XXXX

☐ Other (explain) _____

Instructions:

- Each Town Councilor will receive an evaluation form from Human Resources. This will be different from the forms used for supervisors or employees.
- Within a timeframe specified, complete the form and provide the information to the Town Council Chair.
- Within a timeframe specified the Council Chair will compile the documents, average all scores, and write a summary of all comments received on a single evaluation form.
- This summary will be returned to the Town Council for overall discussion and reviewed with the Town Administrator.

Rating: The following rating scale will be used to rate all subsections in each category.

- 1 = Unacceptable - Unsatisfactory performance
- 2 = Conditional - Requires improvement
- 3 = Satisfactory - Meets Town Council expectations
- 4 = Exceptional - Generally exceeds Town Council's expectations
- 5 = Outstanding - Substantially exceeds Town Council's expectations

Categories: Subsections in each category to be rated.

1. Management Objectives
2. Communications
3. Operations
4. Long Range Planning

Category 1 - Management Objectives. Please rate on the following subsections for Management Objectives. The Town Administrator provides leadership, timely updates and prudent advice on Town matters; gives effective assistance to the Town Council and other committee's as appropriate; promotes coordination and cooperation among the Town's financial departments; and, develops capital and operating budgets in line with sound municipal practice and the Town's bylaws.

Budget Development		
Execute a well-organized budget development process.	Rating	Comments:

Budget updates		
Provide regular updates on operating and capital budget.	Rating	Comments:

Departmental Coordination		
Effective coordination among Town Departments.	Rating	Comments:

Committee Coordination		
Continue to find ways to enhance staff support for and relationships with the committees and boards of the Town.	Rating	Comments:

Town owned property		
Work to create a database of Town-owned land/property.	Rating	Comments:

Charter and State Law		
Effective stewardship of Town Charter and applicable NH RSA's.	Rating	Comments:

Legislation		
<p>Strive to establish positive working relationships with agencies of other Town's, the State of NH and the U.S. Government with the objectives:</p> <ul style="list-style-type: none"> • review, analyze, represent and present the position of the Town and Council relative to implemented and proposed legislation and government policies and regulations. • Pursue funding opportunities in support of Town priorities and policy goals. • Stay abreast of and perform search involving governmental legislation, policies and regulations. 	Rating	Comments:

Transparency		
Conduct the Town's business in an open and transparent manner; maintain credibility with the media and general public.	Rating	Comments:

Alternate Funding		
Pursue funding opportunities in support of Town priorities and policy goals.	Rating	Comments:

Category 2 - Communications. Please rate on the following subsections for Communications. The Town Administrator maintains and improves communications with the public and among Town committees and departments, identifies and pursues opportunities for effective public communications, and is responsive to public and official inquiries.

Notification		
Timely notification issues that require Board attention or action.	Rating	Comments:

Public Communication		
Ensure public communication, such as website and newsletter, is timely and comprehensive, including but not limited to working with Town staff to assign responsibility and oversee regular updates and continue enhancement of the Town's capabilities with regard to the website, including periodically checking to ensure all links are working, information is up-to-date, etc.	Rating	Comments:

Goals and Objectives Updates		
Regularly communicate progress on Goals and Objectives to Town Council.	Rating	Comments:

Category 3 - Operations. Please rate on the following subsections for Operations. The Town Administrator identifies opportunities to improve productivity, innovation, staff development and cost efficiencies; promotes a positive work environment, encourages accountability and cooperation within and between departments, and provides status reports while working to further major projects and initiatives.

Productivity		
Identify and propose specific areas to improve productivity, service and cost efficiency.	Rating	Comments:

Staff		
Propose staff development, training and accountability initiatives.	Rating	Comments:

Timelines		
Achieve goals within prescribed timelines.	Rating	Comments:

Delegation		
Delegate responsibility to department heads and staff as appropriate.	Rating	Comments:

Category 4 - Long Range Planning. Please rate on the following subsections for Long Range Planning. The Town Administrator participates in the strategic planning process, and acts in a way to protect the long-term financial, social, economic and environmental interests of the community. Coordinates development efforts to involve appropriate boards, departments, and the public.

Master Plan		
Implement action steps in the Master Plan.	Rating	Comments:

Strategic Planning		
Participate in the next phase of strategic planning as necessary.	Rating	Comments:

Energy Savings		
Work with the Energy Commission to research and implement energy-saving improvements for Town-owned property and equipment.	Rating	Comments:

Bicentennial Celebration		
Work closely with the Town Hall Preservation Committee with the goal of completing renovations for the Town's bicentennial celebration in 2022.	Rating	Comments:

Health Care		
Collaborate with the School District to leverage health care purchasing power if possible.	Rating	Comments:

Intermunicipal Compact Initiative		
RSA 53-A allows towns/municipalities to work together to purchase services and materials for potential cost savings for all. Research possible collaborative efforts with other towns.	Rating	Comments:

Town Administrator Specific Achievements:
<ol style="list-style-type: none"> 1. 2.

Town Administrator Tangible Goals.
<p><u>GOALS FOR JULY 1, XXX- JUNE 30, XXX WILL BE ESTABLISHED AT THE COUNCIL'S AUGUST ANNUAL WORKSHOP</u></p> <p><u>Goal 1:</u></p> <p><u>Goal 2:</u></p> <p><u>Goal 3:</u></p>

Comments:

Town Councilor

Date

10/28/2020

Town Council Rules of Procedure

(b) Donation of Items to Town

and speculative that people of ordinary capacity and intelligence would not be influenced by it. Further, a conflict of interest shall not arise where an officer or employee is acting in his/her legislative capacity.

- D. When uncertainty arises as to the application of this section to an elected or appointed officer or employee of the Town in particular circumstances, upon the request of any member, the committee, commission or board shall vote on the question of whether that member should be disqualified. Any such request and vote shall be made prior to or at the commencement of any required public meeting, or in the event that the uncertainty arises during a meeting, as soon as possible thereafter.

Sec. 7.3. Private Use of Town Property and Personnel.

No elected or appointed officer or employee shall devote any Town property or labor to private use except as may be provided by authority of the Council.

Sec. 7.4. Acceptance of Gifts and Gratuities.

No elected or appointed officer or employee of the Town shall solicit or accept any gift or gratuity which could, in any manner, be construed to affect or influence the performance of his official duties.

Sec. 7.5. Disposition of Fees.

No elected or appointed officer or employee of the Town shall collect any fees, salaries or other payments in connection with his official duties for his own use, except as provided for by ordinance or state law.

Sec. 7.6. Misuse of Information.

No elected or appointed officer or employee of the Town shall utilize or dispense information gained through said office or employment for his or another's personal profit.

ARTICLE 8

Citizen Concerns; Initiative Petition; Referendum; Recall

Sec. 8.1. Citizen Concerns.

- A. Individual citizen concerns shall be directed to the Administrator to be relayed to the appropriate department(s) or individual(s) for consideration.

TITLE I

THE STATE AND ITS GOVERNMENT

CHAPTER 15-B

GIFTS, HONORARIUMS, AND EXPENSE REIMBURSEMENTS

Section 15-B:1

15-B:1 Purpose. – The purpose of this chapter is to ensure that the performance of official duties does not give rise to a conflict of interest, by prohibiting certain gifts and by requiring certain persons to file with the secretary of state a report of any honorariums or expense reimbursements received. This chapter shall be liberally construed to effect this purpose.

Source. 2006, 21:9, eff. June 2, 2006.

Section 15-B:2

15-B:2 Definitions. –

For the purposes of this chapter:

- I. "Agency" means the executive branch and any department, division, board, commission, or equivalent entity of the executive branch.
- II. "Constitutional official" means the secretary of state, the state treasurer, their deputies, assistants, and all employees of their departments.
- III. "Elected official" means the governor, members of the executive council, county commissioners, county sheriffs, county treasurers, county attorneys, registers of deeds, and registers of probate.
- IV. "Expense reimbursement" shall mean any price, charge, fee, expense, or other cost which is waived, forgiven, reduced, prepaid, or reimbursed in any form for the reasonable expenses of attendance, registration, travel, meals, or lodging related to a bona fide conference, meeting, seminar, or educational or informational program, when the source of such reimbursement is other than the state, a county, or the United States of America.

→ V. (a) "Gift" means:

- (1) Money in any amount, whether in the form of cash, check or any other negotiable or non-negotiable instrumentality for the transfer of money.
- (2) Any other tangible thing, intangible thing, service, or the use thereof having more than insignificant economic value. [Any such item with a value of less than \$25 is presumed to be of insignificant economic value.]
- (b) Notwithstanding subparagraph (a), "gift" shall not include:
 - (1) A political contribution as defined in RSA 664.
 - (2) A commercially reasonable loan, made in the ordinary course of business.
 - (3) Repayment to an elected official, public official, public employee, or constitutional official of a bona fide loan made by such a person.
 - (4) A ceremonial plaque, award, or other commemorative object, which is personally inscribed to the recipient and which has inconsequential economic value. [A ceremonial object or award with a value of \$150 or less is presumed to be of inconsequential economic value.]

- (5) Objects or services which primarily serve an informational purpose provided in the ordinary course of business, such as reports, books, maps, or charts.
- (6) Money in any form, an object, or any tangible or intangible thing or service of economic value, where the donor's act of giving is purely private and personal in nature and the money, object, or tangible or intangible thing or service of economic value would have been given and received even if the person were not an elected official, public official, public employee, or constitutional official.
- (7) Wages, salary, benefits, mileage, or payment for expenses received by the person in his or her regular course of employment or business which is unrelated to the government position held.
- (8) Wages, salary, benefits, mileage, or payment for expenses paid to the person by the state, a county, or the United States of America related to performance of official duties.
- (9) Tickets or free admission to a charitable, ceremonial, or political event provided that:
- (A) The proceeds of the event are subject to the political contributions and expenditure reporting law, RSA 664; or
 - (B) The event is sponsored by a charitable organization that is registered with the division of charitable trusts, department of justice, or which is a charitable organization pursuant to section 501 (c)(3) of the federal tax code.
- (10) Meals, beverages, lodging, or transportation associated with attendance at:
- (A) Any event for which the primary significance is ceremonial or celebratory, provided the event is public or, if by invitation only, is planned to have an attendance greater than 50 people; or
 - (B) Any event where the person is attending in an official capacity representing the state or the agency of which the person is a member.
- (11) Expense reimbursement or an honorarium.
- (12) Meals and beverages consumed at a meeting or event, the purpose of which is to discuss official business.
- (13) Monetary or non-monetary awards or recognition issued under the suggestion and extraordinary service award program under RSA 99-F.

VI. "Honorarium" means a payment in any form to an elected official, public official, public employee, or constitutional official for an appearance, speech, written article or other document, service as a consultant or advisor, or participation in a discussion group or similar activities. Honorarium does not include a payment for such activities for which the person is being compensated by the state, a county, the United States of America, or any other employer or client, where the activity giving rise to the honorarium is not related to or associated with any public office or government employment.

VII. "Family member" shall mean any person related to and living in the same domicile as the elected official, public official, public employee, or constitutional official who shares a common economic interest in the expenses of daily living, including, but not limited to, a spouse, child, or parent.

VIII. "Public employee" means any person, including but not limited to a classified or non-classified employee or volunteer, who conducts state business on behalf of the governor, any executive branch official, or agency.

IX. "Public official" means a commissioned, unclassified, or nonclassified executive branch employee, but shall not include any commissioned, unclassified, or nonclassified employee elected by the legislature.

X. "Value" means the amount at which property or services would change hands between a willing buyer and a willing seller when neither is under any compulsion to buy or sell and both have reasonable knowledge of the relevant facts.

Source. 2006, 21:9. 2007, 354:2-4. 2008, 89:1. 2009, 203:6, eff. Sept. 13, 2009. 2016, 328:11, eff. Dec. 7, 2016.

Section 15-B:3

15-B:3 Prohibition on Gifts. –

- I. It shall be unlawful to knowingly give any gift as defined in this chapter, directly or indirectly, to any elected official, public official, public employee, or constitutional official.
- II. It shall be unlawful to knowingly give any gift as defined in this chapter, directly or indirectly, to any family member, as defined in this chapter, of any elected official, public official, public employee, or constitutional official with a purpose of influencing or affecting the official conduct of such official or employee.
- III. No elected official, public official, public employee, or constitutional official shall knowingly accept, directly or indirectly, any gift, as defined in this chapter.

Source. 2006, 21:9, eff. June 2, 2006. 2016, 328:12, eff. Dec. 7, 2016.

Section 15-B:4

15-B:4 Limitation on Receipt of an Honorarium. – No public official or public employee shall accept an honorarium from a person who is subject to or likely to become subject to or interested in any matter or action pending before, or contemplated by, the public official, public employee, or the governmental body with which that person is affiliated.

Source. 2006, 21:9, eff. June 2, 2006.

Section 15-B:5

15-B:5 Expense Reimbursement. – An elected official, public official, public employee, or constitutional official may accept expense reimbursement for the reasonable expenses for attendance, registration, travel, meals, and lodging for a bona fide conference, meeting, seminar, or educational or informational program which the person attends and that is related to the office, position, or employment held with the state or county, provided that the person attaches to the disclosure report a copy of the agenda or an equivalent document which discloses the subjects addressed and the time schedule of all activities at the event. This provision shall not be construed to require reporting of an expense reimbursement made by an organization to which the state or county pays dues, when the prepayment, underwriting or reimbursement is provided because of the dues paid.

Source. 2006, 21:9. 2007, 354:5, eff. Sept. 15, 2007. 2016, 328:13, eff. Dec. 7, 2016.

Section 15-B:6

15-B:6 Duty to Report. – An elected official, public official, or public employee who receives an honorarium or expense reimbursement shall file a report with the secretary of state no later than the last day of the month following the month during which the honorarium or expense reimbursement was received.

Source. 2006, 21:9. 2007, 354:6, eff. Sept. 15, 2007. 2016, 328:14, eff. Dec. 7, 2016.

Section 15-B:7

15-B:7 Honorarium, or Expense Reimbursement Report. –

The secretary of state shall establish a uniform report of receipt of an honorarium or expense reimbursement, which may be in paper or electronic form.

I. The report shall include at a minimum the following information, which shall be public:

(a) The full name, work address, work phone number, the office, appointment, or employment held by person subject to the reporting requirement.

(b) The full name, post office address, occupation, and principal place of business, if any, of the source of any reportable honorarium or expense reimbursement. When the source is a corporation or other entity, the name and work address of the person representing the corporation or entity in making the honorarium or expense reimbursement must be provided in addition to the name of the corporation or entity.

(c) The value of the honorarium or expense reimbursement. When the exact value is unknown, the person filing the report shall provide an estimate of the value of the gift or honorarium and identify the value as an estimate.

(d) A brief description of the service or event that gave rise to the honorarium or expense reimbursement. Reports of expense reimbursement must include a copy of the agenda or an equivalent document.

(e) The date on which the honorarium or expense reimbursement was received.

(f) The following statement followed by a line for the person filing the form to sign and date the form: "I have read RSA 15-B and hereby swear or affirm that the foregoing information is true and complete to the best of my knowledge and belief."

II. The secretary of state may also require information such as home phone numbers, home addresses, and other information helpful to the administration and enforcement of laws relating to honorariums or expense reimbursements. This information shall be non-public and shall not be subject to the provisions of RSA 91-A.

Source. 2006, 21:9, eff. June 2, 2006.

Section 15-B:8

15-B:8 Forms; Place of Filing. – The secretary of state shall furnish all forms required under this chapter. All persons filing a report under this chapter shall file with the secretary of state. The reports shall be held in the original form for 6 years from the date of filing, after which time they may be destroyed. The public information on the forms shall be available to the public in the form of a photocopy or an electronic record. The secretary of state shall, as soon as is practical, implement an electronic record keeping system that makes the public information in the reports required by this chapter available to the public through the Internet.

Source. 2006, 21:9, eff. June 2, 2006.

Section 15-B:9

15-B:9 Penalty. – Any person who knowingly fails to comply with the provisions of this chapter or knowingly files a false report shall be guilty of a misdemeanor. It shall be an absolute defense in any prosecution under this chapter that the person acted in reliance upon an advisory opinion on the subject issued under RSA 14-B:3, I(c) or RSA 21-G:30, I(c).

Source. 2006, 21:9. 2007, 194:3, eff. Jan. 1, 2008.

Section 15-B:10

15-B:10 Examination of Reports. – It shall be the duty of the attorney general to examine the reports which are made under this chapter to the secretary of state and to compel such returns be made to comply with the law.

Source. 2006, 21:9, eff. June 2, 2006.

Section 15-B:11

15-B:11 Limitations. –

This chapter shall not be construed to:

- I. Prevent receptions, breakfasts, luncheons, dinners, dances, or picnics or like events from being held for the sole purpose of raising political contributions, provided such contributions comply with and are reported as required by RSA 664.
- II. Prohibit gifts or expense reimbursements made to the state of New Hampshire and accepted in accordance with the law.

Source. 2006, 21:9, eff. June 2, 2006.

Section 15-B:12

15-B:12 Severability. – If any provision of this chapter or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of the chapter which can be given effect without the invalid provision or application, and to this end the provisions of this chapter are declared to be severable.

Source. 2006, 21:9, eff. June 2, 2006.

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Town Council Rules of Procedure

(c) Process for Town Council Debate

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Town Council Rules of Procedures

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the Town Charter. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting.

- g. Council members shall be seated in Council Chambers as determined by consensus of the Council. The Chair and Vice-Chair shall be seated at the head of the Council table in Chambers. The Secretary shall be seated next to the Town Council Recording Clerk.
- h. Council members, staff and members of the general public participating in meetings shall address all questions or remarks through the Chair confine their remarks to the merit of pending questions; and shall not engage in personalities.
- i. Any member may leave the Council Chambers while in regular session after notice to the Chair of pressing business providing there is no loss of quorum as determined by the Chair.

4. Town Employees

- a. The Town Administrator will attend all regular meetings or request representation from a Town Department to attend in their place.
- b. The Town Administrator shall be responsible for providing the Council with necessary background information on all items of business before the Council.
- c. The Town Administrator may have the head of any department or division or other employee of the Town in attendance at any meeting when items within their responsibility or knowledge is being discussed. All questions shall be directed to the Town Administrator who may, when necessary, defer to a department head or employee. Staff should be made aware of all items on the agenda to be ready to discuss items in respect to their department or area of responsibility.

5. Voting

- a. Councilors may read suggested motions from staff reports to assure key elements of motions do not get missed.
- b. If a vote is immediate after a motion, the motion does not need to be repeated unless requested by a Councilor or staff.
- c. If there is a discussion after a motion, the motion should be repeated prior to the vote of the Council to assure all Councilors and the public are aware what is being voted on.
- d. Every member present, including the Chair, when a question is put shall vote either aye (yes) or nay (no) or abstain and give reason for abstaining, in accordance with the Town Charter.
- e. Council Members wishing to abstain from voting shall so indicate and give reason for doing so.
- f. All votes shall be voice votes unless determined to be a **roll call** vote.
- g. **Roll call** votes should be used anytime there is a motion based on 1) a public hearing item, 2) any monetary item over \$10,000 and 3) at the request of any Councilor for any matter.
- h. **Roll call** votes shall be in a random order with the Chair voting last.

6. Debate

- a. Council members must raise their hand to be recognized by the Chair.
- b. Rules of Debate on all motions shall be as follows:
 - 1. The council member, who introduces a motion, may speak to that motion. Thereafter, every council member may speak to the motion two times only. The sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her their motion a total of three times.
 - 2. If by 2/3 vote it is determined additional discussion is needed each council member may only speak an additional 2 times on a motion.



Town Council Rules of Procedures

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3. Decorum in debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
 - a. Address all questions and remarks through the Chair. Do not address audience or council members.
 - b. When commenting on another Councilor's statement or question, identify the speaker, statement and when the statement was made.
 - c. Confine remarks to the merits of the pending question.
 - d. Not engage in personalities or question the motives of other Councilors.
- c. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the Previous Question. Such a motion must be seconded, and then adopted by a two-thirds vote, or by unanimous consent. It is not in order to interrupt a speaker with cries of "Question" or "Call the question.", and even if no one is speaking, it is still necessary to seek recognition.

7. Order of Business

The Town Council shall follow the below agenda order whenever possible for ease of transcription, audience participation and possible time restraints. The Council Chair, during the Agenda Overview, will inform the audience of any change in the agenda order for a particular meeting.

- a. Agenda Order of Council Meetings
 - I. Call to Order
 - II. Proof of Posting
 - III. Roll Call
 - IV. Pledge of Allegiance
 - V. Agenda Overview
 - VI. Public Hearings
 - VII. Special Recognitions
 - VIII. Scheduled Appointments
 - IX. Consent Agenda
 - X. Town Administrator's Report
 - XI. Public Input
 - XII. Nominations/Appointments
 - XIII. Brief Recess
 - XIV. Old Business
 - XV. New Business
 - XVI. Approval of Minutes
 - XVII. Subcommittee Reports
 - XVIII. Public Input
 - XIX. Non-Public Session NH RSA 91-A:3 II
 - XX. Adjournment
- b. Public Input
 1. Two 15-minute Public Input sessions will be allowed during each Council Meeting. Time will be divided equally among those wishing to speak; however, no person will be allowed to speak for more than 5 minutes.
 2. No person may address the council more than twice on any issue in any meeting. Comments must be addressed to the Chair and must not be personal or derogatory about any other person.

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Town Council Rules of Procedure

(d) Process of Tabling Items,
Rescinding Votes and Reconsideration
of Votes

Town Council Rules of Procedures

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Public Hearings not required, however Town may conduct out of **courtesy** (these do NOT have a public notice in the Union Leader):

- Establishing Town Roadway Speed Limits
- Renaming Town Roadways - (ex. Water Works Drive, Hooksett, NH for the closed off portion/loop of Industrial Park Dr. that will be closed off due to the GE Expansion)
- Potential Departmental Reorganizations

19. Tabling an agenda item

- a. Any Councilor may make the motion to table.
- b. Tabling is needed when more information on the subject matter is needed for the Council to make a decision.
- c. Tabling of an agenda item should indicate the date certain of the next time the item is to appear on the Council's agenda and what information the Council is seeking at that meeting.
- d. Tabling an agenda item takes precedence over any main motion not yet stated by the Chair.
- e. When the item tabled is to be discussed again, Council first needs to make a motion to remove from the table.

20. Rescinding of a prior vote

- a. If a motion is needed by the Council to change a dollar amount for the same vendor, that is an amendment to a prior vote not a rescinding of a prior vote.
- b. If a motion is needed by the Council to change a vendor from a prior vote, rescinding of that prior vote is needed.
- c. Any Councilor may make the motion to rescind. Whenever possible, have the section of the Town Council minutes stating the original motion.
- d. Any action, no matter how old, may be rescinded, except where action has been taken that cannot be undone.
- e. Revoking is the same as rescinding.

21. Reconsideration of a prior vote

- a. The reconsideration of a vote can only be made at the same meeting or next calendar day of the original vote
- b. A Councilor on the prevailing side of the original vote can only make the motion to reconsider
- c. Negative vote may be reconsidered

10/28/2020

Town Council Rules of Procedure

(e) Process for Town Council to receive additional information after packet received by Councilors and prior to or at the meeting.

Town Council Rules of Procedures

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- restricts any Town Councilor from motioning to go into non-public session with the appropriate citation.
- b. The Council shall motion to exit in non-public. In public session a motion is made to seal the minutes of the non-public session as appropriate.
- c. Non-public sessions do not require motions to extend the meeting past 9:30pm.
- d. A councilor not present at the time non-public session minutes are taken shall receive these sealed minutes along with the rest of the Council.
- e. Non-public minutes, per RSA 91-A:3, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. Minutes are not verbatim.
- f. Non-public minutes and/or material in possession of Town Councilors at a Council meeting shall be handed into Administration at the end of the meeting for shredding of confidential information.
- g. All sealed non-public meeting minutes (discussions and materials included) are confidential until such time these minutes are unsealed.
- h. Unsealing of the non-public session minutes for the current fiscal year (June 1st to May 31st) shall occur annually at the Council's last meeting in May when, in the opinion of a majority of members, the circumstances that sealed the minutes no longer apply in accordance with RSA 91:3 III.

9. Filing Agenda items

- a. Every item of business to come before the Council for action must be filed with the Town Administrator or Council Chair no later than end of business two Thursdays prior to the regular Council Meeting.
- b. The Agenda shall be posted by the close of business on the Wednesday prior to the regular Council Meeting.
- c. It shall be the duty of the Town Administrator to mail by first class postage said agenda and any available supporting documents to each Councilor (if not already picked-up) by Thursday of the week prior to the regular Council Meeting unless a Councilor requests, in writing, to receive it in electronic format only.

10. Addressing the Council

- a. Persons other than members of the Council shall not be permitted to address the Council except during the designated agenda Public Input or by invitation of the Chair.
- b. A time limit for addressing the Council may be established by the Chair.
- c. The speaker shall not enter into a debate with any person, the Chair or Council members.

11. Amendment To Rules

- a. Council rules may be suspended by a 2/3-majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and 2/3 of all Council members must declare the matter one of such priority that it would be detrimental to hold over until the next regular Council Meeting.
- b. The rules may be amended or new rules adopted by a 2/3 vote of all members of the Council. Any such proposed alteration or amendment by any Councilor shall be submitted in writing at a regular Council Meeting under the order of new business.

11. Community Outreach

- a. The Council Chair has the authority to act on the Council's behalf to present and/or sign letters of achievement for community outreach to include but not limited to Town of Hooksett departments, businesses, residents, and volunteer or membership groups. This authority is for times when the community outreach happens off-schedule to Town Council meetings.

**Town of Hooksett
Town Council Meeting Minutes
Wednesday, October 14, 2020**

The Hooksett Town Council met on Wednesday, October 14, 2020 at 6:00 pm in the Hooksett Municipal Building.

CALL TO ORDER

Chair Sullivan called the meeting of 14 Oct 2020 to order at 6:00 pm.

PROOF OF POSTING

Human Resources Coordinator Donna Fitzpatrick provided proof of posting.

ROLL CALL

In Attendance: Councilor James Sullivan, Councilor John Durand, Councilor Randall Lapierre, Councilor David Boutin, Councilor Clifford Jones, Councilor Timothy Tsantoulis, Councilor Clark Karolian

Councilor Roger Duhaime arrived at 6:08 pm.

Councilor Alex Walczyk arrived at 6:11 pm.

PLEDGE OF ALLEGIANCE

Chair Sullivan called for the Pledge of Allegiance

SPECIAL RECOGNITION

Hooksett Youth Achiever of the Month - Kasarah Juneau

T. Tsantoulis: This is my favorite part of being a Councilor. The youth of our community amaze me. They have great backgrounds, given their ages, especially. Kasarah Juneau has an impressive resume for a 13-year old. She has her own woodworking business, Granite State Pen and Woodworking. She is doing many special things in Hooksett. A student at Cawley Middle School, she is a member of the National Junior Honor Society and was recently elected vice president of the Society. She works at school-sponsored pancake breakfasts, and works to help the homeless and underfed in the community. She participates in dance competitions and teaches dance to younger students. She is a member of the Creative Dance Workshop, which has an annual charity show in December, and each year a different charity is chosen. Her mother wrote a letter about her daughter in which she said that Kasarah has a 'big heart.' This motivates her to do the things she does, such as helping in the nursery at her church and ringing the bell for the Salvation Army. We have these students doing wonderful things in large part because of the great families in our town. Town Councilor Clifford Jones is Kasarah's proud grandfather. Congratulations.

Hooksett Municipal Employees

A. Garron: We have no new hires to report tonight. Earl Lincoln is retiring from his position as a Fire-Rescue lieutenant and Jason Peacock is leaving his position as an assistant crew chief at Public Works.

Chair Sullivan: Thank you for your service to Hooksett and best wishes.

SCHEDULED APPOINTMENTS

Trustees of the Trust Funds Update

TC MINUTES

10-14-2020

1

51
52 Claire Lyons, Trustees Chair: I would like to introduce the other two Trustees – Linda Krewson and
53 Henry Roy. We are fortunate in that two of our members have financial backgrounds, and Mr. Roy has
54 worked as an accountant for 55 years. The Funds are doing well, and Mr. Roy will provide our report.
55
56 H. Roy: We are governed by RSA 564-b, the prudent investor rule, which requires investments which
57 provide preservation and appreciation of capital. We are severely restricted in terms of the Capital
58 Reserve Funds, being required to have 15% in US stocks and 85% in bonds. The Trust Funds are
59 required to be 25% stocks and 75% bonds. A few years ago, we retained Three Bearings Fiduciary in
60 Hampton, who work with Fidelity. As of the end of 2019, the Capital Reserve Funds balance was
61 \$12,303,447. In that year the Capital Reserve Funds earned \$268,673.00, net of fees totaling
62 \$30,968.00. In 2018 we earned \$253,116.00. The Trust Funds represent a much smaller amount –
63 between \$300,000.00 and \$400,000.00. The fund balance at the end of 2019 was \$322,403.00 and
64 these funds earned \$10,165.00, net of fees. In 2020, they earned \$9,503.00.
65
66 R. Lapierre: Is it accurate to say that your goal is to beat inflation and maintain principal?
67
68 Ms. Lyons: Yes, and to preserve capital.
69
70 R. Lapierre: Fidelity has Treasury inflation-protected mutual funds which can be acquired without a
71 broker.
72
73 C. Lyons: We don't have the large amounts needed to purchase our own bonds.
74
75 H. Roy: The fees we pay are the lowest around, ranging from 0.05% for the first few million to 0.0005%
76 for more amounts over \$10 million.
77
78 C. Lyons: There are a lot of small trust fund amounts for perpetual care. Per NH law, each of these
79 must remain separate.
80
81 H. Roy: The cemetery funds are a nightmare.
82
83 D. Boutin: What is the current rate of inflation?
84
85 H. Roy: It is 1.3%. Our objective is to beat the inflation rate and we did that in both funds.
86
87 D. Boutin: You said that you have a balance of about \$12 million. What is the money used for?
88
89 C. Lyons: These funds are in various Capital Reserve accounts.
90
91 D. Boutin: We are trying to rehabilitate the Old Town Hall. Would you have funds for that?
92
93 C. Lyons: No, we do not. Capital Reserve accounts are each set up for a specific purpose. The
94 Trustees do not decide where or when these funds are spent.
95
96 D. Boutin: So, you don't provide funds to the Town?
97
98 C. Lyons: Funds are placed in these accounts by various entities, including the Sewer department, the
99 Water companies and the Fire Department. The funds could be from taxpayer dollars, fees and
100 donations. For example, The Fire Department, through warrant articles, can place funds in these
101 accounts in order to buy a new fire truck without causing a big spike in the tax rate.

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102
 103 D. Boutin: What restricts you from allocating funds to Old Town Hall?
 104
 105 C. Lyons: A fund has to be set up and funds allocated to it via a warrant article. We don't make
 106 decisions about dispersing funds. We are instructed as to how to distribute funds.
 107
 108 D. Boutin: Does the Police Department have a Capital Reserve fund?
 109
 110 H. Roy: They had a K-9 fund but that has all been dispersed.
 111
 112 A. Garron: Capital Reserve funds may only be used for their intended purposes.
 113
 114 Chair Sullivan: Does the interest earned go to these funds?
 115
 116 C. Lyons: Yes, it does.
 117
 118 C. Jones: Capital Reserve funds are item-specific, right?
 119
 120 H. Roy: Yes, they are.
 121
 122 R. Lapierre: Thank you for preparing this information. It would be easier for me to follow along if I had a
 123 table to look at.
 124
 125 C. Lyons: We will provide that next year. This information is in the Town Report.
 126
 127 R. Duhaime: Is there a Capital Reserve account for Impact Fees?
 128
 129 A. Garron: No, that is under the purview of the Finance Department.
 130
 131 R. Duhaime: Where would I find that information?
 132
 133 A. Garron: It is in your Budget Book – one of the sections near the end.
 134
 135 D. Boutin: Is there a Town Building Maintenance Capital Reserve Fund?
 136
 137 Chair Sullivan: Yes, there is.
 138
 139 A. Walczyk: Thank you for putting this together. It sounds as if you would like to consolidate the Trust
 140 Funds for perpetual care. Is it State or local regulations which prevent this?
 141
 142 H. Roy: It is NH law.
 143
 144 Chair Sullivan: We may be able to get you some help through the NHMA.
 145
 146 D. Boutin: I know the person at NHMA who could help you, and I can put you in touch with him.
 147
 148 Chair Sullivan: Thank you for providing this information.
 149
 150 **C. Karolian motioned to enter non-public session of 10/14/2020 in accordance with RSA 91-A:3,**
 151 **II (c) at 6:48 pm. R. Lapierre seconded the motion.**

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152
153 NH RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation
154 of any person, other than a member of the public body itself.
155

156 **Roll Call Vote #2**

157 **R. Duhaime Aye**
158 **J Durand Aye**
159 **C. Jones Aye**
160 **R. Lapierre Aye**
161 **A. Walczyk Aye**
162 **D. Boutin Nay**
163 **C. Karolian Aye**
164 **T. Tsantoulis Aye**
165 **J. Sullivan Nay**
166 **Voted in favor (7-2).**

167
168 **C. Karolian motioned to leave non-public session at 7:35 pm. D. Boutin seconded the motion.**
169

170 **Roll Call Vote #3**

171 **D. Boutin Aye**
172 **C. Jones Aye**
173 **A. Walczyk Aye**
174 **J. Durand Aye**
175 **R. Duhaime Aye**
176 **T. Tsantoulis Aye**
177 **R. Lapierre Aye**
178 **C. Karolian Aye**
179 **J. Sullivan Aye**
180 **Voted unanimously in favor (9-0).**

181
182 **R. Lapierre motioned to seal the minutes of the non-public session. T. Tsantoulis seconded the**
183 **motion.**
184

185 **Roll Call Vote #4**

186 **A. Walczyk Aye**
187 **R. Lapierre Aye**
188 **C. Jones Aye**
189 **R. Duhaime Not present**
190 **J. Durand Aye**
191 **C. Karolian Aye**
192 **T. Tsantoulis Aye**
193 **D. Boutin Aye**
194 **J. Sullivan Aye**
195 **Voted in favor (8-0).**

196
197 **David Scarpetti, Economic Development Advisory Committee Chair; Nicholas Williams, Town**
198 **Planner; RSA 72:80 - Commercial and Industrial Construction Exemption (see item 15.1 for**
199 **details)**
200

201 **D. Boutin motioned to table Items 8-2 and 15.1, the Economic Development Advisory**
 202 **Committee's Commercial and Industrial Construction Exemption proposal. T. Tsantoulis**
 203 **seconded the motion.**

204

205 **Roll Call Vote #5**

206 **T. Tsantoulis Aye**

207 **C. Jones Aye**

208 **R. Duhaime Nay**

209 **A. Walczyk Aye**

210 **R. Lapierre Aye**

211 **C. Karolian Nay**

212 **J. Durand Aye**

213 **D. Boutin Aye**

214 **J. Sullivan Nay**

215 **Voted in favor (6-3).**

216

217 **CONSENT AGENDA**

218
 219 **Motion to accept donation money totaling \$270.00 from the Hooksett Police Association (T-Shirt**
 220 **Sales) and a miscellaneous donation to the Town of Hooksett for the Hooksett Police**
 221 **Department per RSA 31:95-b, III(b) and return that amount to the Police Departments, K9 Trust**
 222 **Fund.**

223
 224
 225 **Motion to accept a donation of service performed on police car 5 with a hospital grade**
 226 **disinfectant, disinfecting wipe down, fogger, etc., valued at \$225.00 from Soil-Away Cleaning &**
 227 **Restoration Services, LLC, of Hooksett, NH, to the Town of Hooksett for the Hooksett Police**
 228 **Department per RSA 31:95-e: II**

229
 230
 231 **Chucksters Landscape Bond Reduction \$10,000 to \$2,000**

232

233 **D. Boutin motioned to approve the three Consent Agenda items. T. Tsantoulis seconded the**
 234 **motion.**

235

236 **Roll Call Vote #6**

237 **J. Durand Aye**

238 **R. Lapierre Aye**

239 **C. Karolian Aye**

240 **D. Boutin Aye**

241 **C. Jones Aye**

242 **T. Tsantoulis Aye**

243 **A. Walczyk Aye**

244 **R. Duhaime Aye**

245 **J. Sullivan Aye**

246 **Voted unanimously in favor (9-0).**

247

248

249 **TOWN ADMINISTRATOR'S REPORT**

250

251 **A. Garron: As a quick follow-up on our September 30th meeting at which we finalized the budget for the**
 252 **Budget Committee, Councilor Boutin asked me to determine the impact of the warrant articles. That**
 253 **impact is \$0.49, not including the non-union wage increase and the DPW union wage increase,**
 254 **because those amounts haven't yet been determined. For the operating budget, the impact is \$4.62.**

255

256 Chair Sullivan: That is not an increase of the tax rate.

257

258 A. Garron: No, it is not. The tax rate hasn't been set.

259

260 D. Boutin: I asked for the tax impact.

261

262 Chair Sullivan: The tax rate last year was \$21.55 per thousand.

263

264 A. Garron: The proposed budget is lower than the default budget. I will have the correct figure for the
265 next meeting. At the Budget Committee meeting of October 1st, they reviewed the budgets of the Police
266 Department, Administration, Community Development (including the ZBA and the Planning Board), and
267 the Finance Department. When they meet tomorrow evening, they will take up the Fire Department,
268 Library and the Town Clerk/Tax Collector Department. We still need a Town Council volunteer for the
269 Budget Committee. Zoom is an option for participation.

270

271 A. Garron: Regarding COVID, unfortunately Hooksett has ten (10) additional cases. This is a spike.
272 From March until now, Hooksett has had 102 cases. The spike is attributed to more events being held
273 inside.

274

275 D. Boutin: What is the total number of deaths in Hooksett from COVID?

276

277 A. Garron: I don't have that number with me, but I can have it for the next meeting.

278

279 R. Lapierre: Does the spike coincide with the return to school?

280

281 A. Garron: Yes, it does.

282

283 A. Garron: We have had more requests for use of the gym. Family Services has two activities planned
284 for kids – one in November and one in December. Pickleball has also requested use of the gym. These
285 groups have their own protocols for sanitizing, etc. We review these protocols, and encourage groups
286 to refer to the Governor's site, which has good information.

287

288 A. Garron: Donna Fitzpatrick is on vacation. Her title has been upgraded from Administrative Services
289 Coordinator to Human Resources Coordinator, to better define her responsibilities. Her new duties as
290 ADA Coordinator have been added to her job description.

291

292 Chair Sullivan: I have done a quick calculation and have come up with a tax rate increase of \$0.70 for
293 this year. Mr. Garron can double check this.

294

295 D. Boutin: I just want to say that tensions were high at our last meeting, but that is not a reflection on
296 the Chair.

297

298 T. Tsantoulis: I concur with that.

299

300 Chair Sullivan: We are all working together.

301

302 R. Duhaime: Can you report on the progress with the new sound system and the air conditioning
303 modification?

304

305 A. Garron: The air conditioning devices haven't been installed yet. The equipment is still coming in for
306 the sound system. Tomorrow is the deadline for the final GOEFRR submittal.

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357

N. Germain: The equipment for the gym and the chambers came in today. It will be installed in November.

A. Garron: The LED conversion project is going according to plan. We have 409 lights to convert from sodium vapor to LED. Of these, 13 did not 'have a home' in the ledger. Part of the project included identifying these, which has been done, and the ledger has been corrected. Affinity, the NH company with whom we have contracted, is delivering the lights and will start installing them next week.

Chair Sullivan: Next, we will be doing all of the town buildings.

A. Garron: Yes, that would be good.

PUBLIC INPUT

None

NOMINATIONS AND APPOINTMENTS

Nominations and Appointments October 14, 2020

T. Tsantoulis nominated Donald Winterton as an Alternate for the Planning Board.

T. Tsantoulis: This may require waiving the rules. Mr. Winterton has worked in various roles for the town. His favorability is high, and he is conscientious. He was up front in disclosing that his brother-in-law owns commercial property in Hooksett.

D. Boutin motioned to waive the rules to appoint Mr. Winterton at this meeting. T. Tsantoulis seconded the motion.

Roll Call Vote #7

C. Jones Aye
C. Karolian Nay
R. Lapierre Aye
R. Duhaime Aye
A. Walczyk Aye
J. Durand Aye
T. Tsantoulis Aye
D. Boutin Aye
J. Sullivan Aye
Voted in favor (8-1).

T. Tsantoulis motioned to appoint Donald Winterton as a Planning Board Alternate, term ending June 30, 2023. D Boutin seconded the motion.

Roll Call Vote #8

R. Lapierre Aye
R. Duhaime Aye
T. Tsantoulis Aye
A. Walczyk Aye
J. Durand Nay
C. Jones Aye

358 **D. Boutin Aye**
 359 **C. Karolian Nay**
 360 **J. Sullivan Aye**
 361 **Voted in favor (7-2).**
 362

363 N. Germain: David Boutin was previously appointed to the TIF Advisory Board. We have conducted
 364 research to see if there is a possible conflict if Mr. Boutin serves as both a Town Councilor and a
 365 member of the TIF Advisory Board. There is nothing to prevent his nomination and appointment. He
 366 fulfills a requirement that a resident of the District be on the Board.
 367

368 **Chair Sullivan nominated David Boutin as a member of the TIF Advisory Board.**
 369

370 **Chair Sullivan motioned to waive the rules for all appointments at this meeting. D. Boutin**
 371 **seconded the motion.**
 372

373 **Roll Call Vote #9**

374 **J. Durand Aye**
 375 **D. Boutin Aye**
 376 **C. Jones Aye**
 377 **R. Duhaime Aye**
 378 **C. Karolian Nay**
 379 **A. Walczyk Aye**
 380 **T. Tsantoulis Aye**
 381 **R. Lapierre Aye**
 382 **J. Sullivan Aye**
 383 **Voted in favor (8-1).**
 384

385 **Chair Sullivan motioned to appoint David Boutin as a member of the TIF Advisory Board. T.**
 386 **Tsantoulis seconded the motion.**
 387

388 **Roll Call Vote #10**

389 **C. Karolian Nay**
 390 **T. Tsantoulis Aye**
 391 **R. Lapierre Aye**
 392 **C. Jones Aye**
 393 **D. Boutin Recused himself from the vote**
 394 **J. Durand Nay**
 395 **A. Walczyk Aye**
 396 **R. Duhaime Aye**
 397 **J. Sullivan Aye**
 398 **Voted in favor (6-2).**
 399

400 **Chair Sullivan motioned to nominate and appoint Patricia Demers, Larry Maurice, Vicki**
 401 **Desharnais, and Eric P. Davis as members of the Bicentennial Committee. D. Boutin seconded**
 402 **the motion.**
 403

404 **Roll Call #11**

405 **T. Tsantoulis Aye**
 406 **R. Lapierre Aye**
 407 **J. Durand Aye**

408 **C. Jones** *Aye*
 409 **C. Karolian** *Aye*
 410 **A. Walczyk** *Aye*
 411 **R. Duhaime** *Aye*
 412 **D. Boutin** *Aye*
 413 **J. Sullivan** *Aye*
 414 ***Voted unanimously in favor (9-0).***

415
 416 **OLD BUSINESS**

417 None.

418
 419 **NEW BUSINESS**

420 **David Scarpetti, Economic Development Advisory Committee Chair; Nicholas Williams, Town Planner; RSA 72:80 - Commercial and Industrial Construction Exemption**

421
 422
 423
 424 This item was tabled.

425
 426
 427
 428 **Halloween in Hooksett 2020**

429
 430 ***D. Boutin motioned to adopt and disseminate the Town of Hooksett's Trick-or-Treating Policy for 2020, which will be on October 31, 2020 from 6:00 to 8:00. J. Durand seconded the motion.***

431
 432
 433 ***A. Walczyk motioned to amend the hours for Trick-or-Treating to be from 5:00 to 7:00 pm.***

434
 435 A. Walczyk said that sunset is at 5:38 pm and dusk is at 6:00 pm.

436
 437 There was no second offered for this amendment.

438
 439 **Roll Call Vote #12**

440 **D. Boutin** *Aye*
 441 **A. Walczyk** *Nay*
 442 **J. Durand** *Aye*
 443 **C. Karolian** *Aye*
 444 **R. Lapierre** *Aye*
 445 **T. Tsantoulis** *Aye*
 446 **R. Duhaime** *Aye*
 447 **C. Jones** *Aye*
 448 **J. Sullivan** *Aye*
 449 ***Voted in favor (8-1).***

450
 451 Chair Sullivan: The protocol for Trick-or-Treating, which is in our packets, will be posted on the town website.

452
 453
 454 **Backhoe Replacement**

455
 456 **D. Boutin motioned to approve and consent the purchase of Case 590SN Loader Backhoe from Beauregard Equipment in the amount of \$50.00, with trade-ins (2001 Deere 210-G Backhoe and 2015 Hyundai 180W-9A Excavator). Chair Sullivan seconded the motion.**

458
 459

460 E. Labonte: We have talked about fleet reduction. The Hyundai Excavator is five years old and has
461 been operated for only 300 hours, using three sets of batteries. It was purchased for wholesale pipe
462 replacement, but the department didn't have the manpower or the equipment for that. It would cost us
463 \$500.00 to deliver this to a site and another \$500.00 to return it.

464
465 D. Boutin: What was the trade-in value of the Hyundai?

466
467 E. Labonte: That information is in your packet. I believe it is about \$96 ,000.00.

468
469 C. Karolian: This says that the 2014 excavator was assigned. Assigned from where?

470
471 E. Labonte: Assigned means purchased and placed in the fleet.

472
473 R. Duhaime: What was the original price of the Hyundai?

474
475 E. Labonte: It was \$245,000.00. In spite of not being used much, its value has depreciated.

476
477 **Roll Call Vote #13**

478 **C. Karolian** *Nay*

479 **D. Boutin** *Aye*

480 **T. Tsantoulis** *Aye*

481 **R. Lapierre** *Aye*

482 **A. Walczyk** *Aye*

483 **R. Duhaime** *Nay*

484 **J. Durand** *Nay*

485 **C. Jones** *Aye*

486 **J. Sullivan** *Aye*

487 ***Voted in favor (6-3).***

488
489 **Purchase Two New Police Vehicles**

490
491 ***D. Boutin motioned to allow the Police Department to purchase two new Police emergency***
492 ***vehicles, plus all related emergency equipment, lettering, and new radar unit for a combined***
493 ***total of \$93,579.05. T. Tsantoulis seconded the motion.***

494
495 Chief Bouchard: I want to introduce Rick Belanger, our Dispatch Officer and Fleet Manager. These are
496 State bid prices. We had to change to hybrid vehicles, and the cost exceeded the budgeted amount by
497 about \$8,00.00. We have this amount in underspent lines.

498
499 T. Tsantoulis: What do you gain going to hybrid models?

500
501 R. Belanger: We will save between \$1,450 and \$1,500 per year on fuel. We will also save on
502 maintenance – fewer oil changes and the brakes will last longer. The normal five-year warranty is
503 extended to eight-years, excluding non-hybrid components. These vehicles will pay for themselves in
504 about five years. Boston has used hybrids for ten years without problems.

505
506 D. Boutin: What will be the disposition of the vehicles you are replacing?

507
508 R. Belanger: The Highway Department wants them.

509

510 D. Boutin: Are these new vehicles SUV's or cruisers?

511

512 Chief Bouchard: They are both.

513

514 Chair Sullivan called for a roll call vote on the motion.

515

516 **Roll Call Vote #14**

517 **R. Duhaime Aye**

518 **J Durand Aye**

519 **C. Jones Aye**

520 **R. Lapierre Aye**

521 **A. Walczyk Aye**

522 **D. Boutin Aye**

523 **C. Karolian Nay**

524 **T. Tsantoulis Aye**

525 **J. Sullivan Aye**

526 **Voted in favor (8-1).**

527

528 R. Duhaime: Have you considered using motorcycles in your fleet? Londonderry now has two. They are
529 able to write a lot of tickets.

530

531 R. Belanger: The training is not simple.

532

533 T. Tsantoulis: Although you might save on gas, workers' comp and items like that might increase
534 because of injuries.

535

536 C. Karolian: Keep in mind the COVID pandemic. The training for being a motorcycle officer is very
537 specialized and intensive.

538

539 Chief Bouchard: They would only be used seasonally.

540

541 ***Chair Sullivan motioned to have the Police Chief look into adding motorcycles to the vehicle***
542 ***fleet. C. Jones seconded the motion.***

543

544 **Roll Call Vote #15**

545 **D. Boutin Aye**

546 **C. Jones Aye**

547 **A. Walczyk Aye**

548 **J. Durand Nay**

549 **R. Duhaime Aye**

550 **T. Tsantoulis Nay**

551 **R. Lapierre Nay**

552 **C. Karolian Nay**

553 **J. Sullivan Aye**

554 **Voted in favor (5-4).**

555

556 **APPROVAL OF MINUTES**

557

558 **Public: 07/15/2020**

559

560

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11

562 Public: 08/12/2020 Workshop
563
564 Public: 08/13/2020 Special Meeting
565
566 Public: 08/26/2020
567
568 Public: 09/02/2020 Budget Review
569
570 Public: 09/09/2020
571
572 Public: 09/16/2020 Budget Review
573
574 Public: 09/23/2020
575
576 Public: 09/30/2020 Budget Review (Special Meeting)
577
578 Non-Public: 08/13/2020
579
580 Non-Public: 09/09/2020
581
582 Non-Public: 09/23/2020

592
593
594 ***D. Boutin motioned to approve the minutes of the following meetings:***

595 ***Public: 07/15/2020***
596
597 ***Public: 08/12/2020 Workshop***
598
599 ***Public: 08/13/2020 Special Meeting***
600
601 ***Public: 08/26/2020***
602
603 ***Public: 09/02/2020 Budget Review***
604
605 ***Public: 09/09/2020***
606
607 ***Public: 09/16/2020 Budget Review***
608
609 ***Public: 09/23/2020***
610
611 ***Public: 09/30/2020 Budget Review (Special Meeting)***
612
613 ***Non-Public: 08/13/2020***
614
615 ***Non-Public: 09/09/2020***
616
617 ***Non-Public: 09/23/2020***

628
629 ***T. Tsantoulis seconded the motion.***

630
631 **Roll Call Vote #16**

632 ***A. Walczyk Aye***
633 ***R. Lapierre Aye***
634 ***C. Jones Aye***
635 ***R. Duhaime Aye***
636 ***J. Durand Aye***
637 ***C. Karolian Abstained***
638 ***T. Tsantoulis Aye***
639 ***D. Boutin Aye***
640 ***J. Sullivan Aye***
641 ***Voted in favor (8-0). Councilor Karolian abstained because he was not in attendance at the***
642 ***September 9, 2020 non-public session.***

643
644 **SUB-COMMITTEE REPORTS**

645
646 Chair Sullivan: We still need a volunteer for the Budget Committee. At the last meeting, they reviewed
647 the budgets of the Police, Administration, ZBA, Planning Board and Finance. They increased the
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648 budget by \$36,036.00. They reduced the vehicle line by \$50,000 and increased the Police Officer line
649 by \$96,000.00. They made several small cuts totaling \$10,000.00. Tomorrow they will review the Fire,
650 Library, and Town Clerk/Tax Collector budgets.

651
652 Chair Sullivan: You all know about the Stone House. The Heritage Commission is now looking at the El
653 Rivado Motel on Route 3. At one time there were 12 to 14 motels along this route.

654
655 Chair Sullivan: The Bicentennial Committee now has six members, and they have a long list of
656 proposed events – lots of small, nice events.

657
658 Chair Sullivan: The Lilac Bridge Memorial is coming along well.

659
660 A. Garron: We are very pleased with the work of the contractor on that project.

661
662 J. Durand: The DPW union negotiations are going well.

663
664 A. Walczyk: We are looking for volunteers to help with the election.

665
666 A. Walczyk: The Parks & Rec Committee is putting together plans for the Pavilion. An idea that has
667 been presented is to have people buy bricks to be donated for use in construction of the pavilion.

668
669 A. Walczyk: The Conservation Commission has become aware that, unfortunately, a sizeable field
670 populated by Monarch butterflies was mowed in September. Next year, it will be mowed after the first
671 frost so as not to interfere with the migration of the butterflies. The Commission is also preparing to post
672 signs saying **NO MOTORIZED VEHICLES** in areas where the vehicles would damage trails. They
673 received an \$80,000.00 grant for trail maintenance. The source is federal tax dollars from Highway
674 RV's and snowmobiles.

675
676 T. Tsantoulis: The Board of Assessors is caught up with its work.

677
678 T. Tsantoulis: We have two new nominations for Hooksett Youth Achiever.

679
680 R. Duhaime: The ZBA is reviewing two big projects on Hackett Hill Road. There is a lot of truck traffic,
681 where the traffic situation is already bad. These developments would add to the property tax base and
682 would produce impact fees. However, we are not getting help from the State. We all need to be aware
683 of this. The State needs to do something.

684
685 D. Boutin: There would be 90 trucks leaving every morning, and 56 dump trucks carrying Hooksett soil
686 to Massachusetts. That is 1.6 million cubic feet.

687
688 Chair Sullivan: Impact fees could be used to solve the problems in the area.

689
690 D. Boutin: Major changes are needed at Hackett Hill.

691
692 R. Duhaime: Hooksett should require the State to do something, not vice versa. They are adding
693 another exit off Route 93 at a cost of \$90 million. We improve our own roads. It is a travesty, what is
694 going on.

695
696 Chair Sullivan: What can we do to get involved?

697

698 D. Boutin: We should instruct the Town Administrator to ask the DOT what they will require of this
699 developer.

700
701 T. Tsantoulis: Isn't that premature?
702

703 D. Boutin: If they are granted a variance by the ZBA, they will move quickly after that.
704

705 A. Garron: If there is no application, what am I asking the DOT? I have no issue with asking, but my
706 concern is that due process is followed. The Town Council representatives to the ZBA and Planning
707 Board can relay the information that we have grave concerns about development in the area, mostly
708 because of traffic.

709
710 ***D. Boutin motioned to instruct the Town Administrator to work with the Planning Board to write***
711 ***a letter to the State DOT regarding the requirements for and concerns about this development.***
712 ***Chair Sullivan seconded the motion.***
713

714 C. Karolian: Do the Town Council representatives on the Planning Board and ZBA having voting rights?
715

716 Chair Sullivan: The Planning Board representative is a voting member; the ZBA representative is not. It
717 is an advisory position.

718
719 C. Karolian: Is 1.6 million yards of soil being transported to Massachusetts?
720

721 D. Boutin: It is 1.6 million cubic feet.
722

723 C. Karolian: Is the soil owned by the developer or by the Town of Hooksett?
724

725 D. Boutin: It is owned by the developer.
726

727 A. Garron: The Planning Board should be asking the DOT questions.
728

729 Chair Sullivan called for a roll call vote on the motion.
730

731 **Roll Call Vote #17**

732 ***T. Tsantoulis Aye***

733 ***C. Jones Nay***

734 ***R. Duhaime Aye***

735 ***A. Walczyk Nay***

736 ***R. Lapierre Nay***

737 ***C. Karolian Nay***

738 ***J. Durand Nay***

739 ***D. Boutin Aye***

740 ***J. Sullivan Aye***

741 ***Motion failed (4-5).***
742

743 A. Garron: Traffic is a concern of the Town Council, and Mr. Boutin can share our concern with the
744 Planning Board.

745
746 ***Chair Sullivan motioned to adjourn at 9:17 pm. C. Karolian seconded the motion.***
747

748 **Roll Call Vote #6**
 749 ***J. Durand Aye***
 750 ***R. Lapierre Aye***
 751 ***C. Karolian Aye***
 752 ***D. Boutin Aye***
 753 ***C. Jones Aye***
 754 ***T. Tsantoulis Aye***
 755 ***A. Walczyk Aye***
 756 ***R. Duhaime Aye***
 757 ***J. Sullivan Aye***
 758 ***Voted unanimously in favor (9-0).***

759
 760
 761 Respectfully submitted,
 762 *Kathleen Donnelly*
 763 Kathleen Donnelly
 764 Recording Clerk

765
 766

767 **Please see subsequent meeting minutes for any amendments to these minutes.**
 768