



AGENDA

Town of Hooksett Town Council

Wednesday, November 4, 2020 at 6:00 PM

A meeting of the Town Council will be held Wednesday, November 4, 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

- 6.1. Public hearing to accept the health insurance surplus of funds from HealthTrust FY2020 not to exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY2016 not to exceed \$27,431.86 to the Town of Hooksett per RSA 31:95-b, III (a). (see item 14.1 for details)

3

[11042020 HEALTH SURPLUS FUNDS PH](#)

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
- 8.2. Cub Scout Pack 292 Little Library Project – Donation and Installation of Book Swap Boxes (see item 15.1 for details)

9. CONSENT AGENDA

- 9.1. Motion to accept the donation of \$4,770.00 from the Bureau of Justice Assistance; Patrick Leahy Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department's 2020-2021, 2021-2022 and/or 2022-2023 fiscal budgets under the uniform equipment line.

5 - 7

[Staff Report - SR-20-203 - Pdf](#)

10. TOWN ADMINISTRATOR'S REPORT

11. PUBLIC INPUT - 15 MINUTES

12. NOMINATIONS AND APPOINTMENTS

13. BRIEF RECESS

14. OLD BUSINESS

- 14.1. Accept the health insurance surplus of funds from HealthTrust FY2020 not to

9 - 15

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

exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY2016 not to exceed \$27,431.86 to the Town of Hooksett per RSA 31:95-b, III (a) and motion on distribution of these funds.

[Staff Report - SR-20-205 - Pdf](#)

- 14.2. CY2021 Health Insurance (medical & dental) (on 10/28/2020 Town Council Agenda; added to this agenda in the event it is continued from that meeting - see 10/28/2020 agenda packet for details)

- 14.3. Town Council Rules of Procedures - Amendments/Additions/Deletions (on 10/28/2020 Town Council Agenda) 17 - 59

[Staff Report - SR-20-202 - Pdf](#)

15. NEW BUSINESS

- 15.1. Cub Scout Pack 292 Little Library Project – Donation and Installation of Book Swap Boxes at Various Locations in Town 61 - 67

[Staff Report - SR-20-204 - Pdf](#)

- 15.2. Unassigned General Fund Balance History and Tax Rate 69 - 70

[Staff Report - SR-20-206 - Pdf](#)

16. APPROVAL OF MINUTES

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 OF HOOKSETT
PUBLIC HEARING NOTICE**

The Hooksett Town Council will be holding a public hearing on Wednesday, November 4, 2020 @ 6:00pm at the Hooksett Town Hall Chambers, 35 Main Street, Hooksett, NH. The purpose of the public hearing is to accept the health insurance surplus of funds from HealthTrust FY2020 not to exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY2016 not to exceed \$27,431.86 to the Town of Hooksett per RSA 31:95-b, III (a). For documentation or questions contact the Administration Department at 603-485-8472.

Town Council
STAFF REPORT



To: Town Council
Title: Motion to accept the donation of \$4,770.00 from the Bureau of Justice Assistance; Patrick Leahy Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department's 2020-2021, 2021-2022 and/or 2022-2023 fiscal budgets under the uniform equipment line.
Meeting: Town Council - 04 Nov 2020
Department: Police Department
Staff Contact: Jake Robie, Captain

BACKGROUND INFORMATION:

The Bureau of Justice Assistance (BJA) has awarded the Hooksett Police Department under the Fiscal Year (FY) 2020 Patrick Leahy Bulletproof Vest Partnership (BVP) solicitation, \$4,770.00. The FY 2020 award will be used for National Institute of Justice (NIJ) compliant armored vests which were ordered after April 1st, 2020. The deadline to request payments from the FY 2020 award is August 31st, 2022, or until all available funds have been requested. The grant covers 50% of the cost of each newly NIJ compliant "uniquely fitted vests" duty vest that our officers are required to wear during the course of their duty.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

Accept the funds

SUGGESTED MOTION:

Motion to accept the donation of \$4,770.00 from the Bureau of Justice Assistance; Patrick Leahy Bulletproof Vest Partnership, to the Town of Hooksett for the Hooksett Police Department per RSA 31:91-b: III(b) and return the funds to the Police Department's 2020-2021, 2021-2022 and/or 2022-2023 fiscal budgets under the uniform equipment line.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

[BJA-BVP Status](#)

10/21/2020

Jurisdiction's Handbook

STATUS

This "Status" page shows any pending actions that must be completed prior to program deadlines. It also provides you with payment(s) status for tracking your requests for approved funds.

- Red !'s indicate your attention is needed in order to complete a task for action.

CURRENT ACTIVITY STATUS

Application

✓ Approved by BVP

[View Details](#)

AVAILABLE AWARDS

ATTN	Fiscal Year ↕	Award Amount ↕	Total Paid ↕	Total Requests ↕	Eligible Balance ↕	Expiration Date
	2018	\$3,577.50	\$3,577.50	\$0.00	\$0.00	11/30/2020
!	2019	\$2,760.20	\$311.91	\$0.00	\$2,448.29	08/31/2021
	2020	\$4,770.00	\$0.00	\$0.00	\$4,770.00	08/31/2022

Town Council

STAFF REPORT



To: Town Council

Title: Accept the health insurance surplus of funds from HealthTrust FY2020 not to exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY2016 not to exceed \$27,431.86 to the Town of Hooksett per RSA 31:95-b, III (a) and motion on distribution of these funds.

Meeting: Town Council - 04 Nov 2020

Department: Administration

Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

The Town Council, at their meeting of 10/28/2020, received the following information:

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.

11/04/2020 Town Council:

- 1) motion to accept the health insurance surplus funds same night after opening public hearing, public input and closing public hearing
- 2) motion on how the health insurance surplus funds will be distributed after discussion from 10/28/2020 meeting

FINANCIAL IMPACT:

TBD pending outcome of 10/28/2020 & 11/04/2020 Health Insurance and Surplus of Funds review by Town Council

POLICY IMPLICATIONS:

TBD pending outcome of 10/28/2020 & 11/04/2020 Health Insurance and Surplus of Funds review by Town Council

RECOMMENDATION:

11/04/2020 Town Council:

- 1) motion to waive Town Council Rules of Procedures and accept the health insurance surplus of funds same night as the public hearing
- 2) motion to accept the health insurance surplus funds as scheduled to be discussed at 10/28/2020 Town Council Meeting
- 3) motion on how the health insurance surplus funds will be distributed as scheduled to be discussed at 10/28/2020 Town Council Meeting

SUGGESTED MOTION:

- 1) Motion to waive the Town Council Rules of Procedures and accept the health insurance surplus of funds the same night as the public hearing
- 2) Motion to accept the health insurance surplus of funds from HealthTrust FY2020 not to exceed \$100,484.04 and NH Interlocal Trust (NHIT) FY2016 not to exceed \$27,431.86 to the Town of Hooksett per RSA 31:95-b, III (a).
- 3) Motion to distribute the HealthTrust FY2020 not to exceed \$100,484.04 as follows_____
- 4) Motion to distribute the NH Interlocal Trust (NHIT) FY2016 not to exceed \$27,431.86 as follows

TOWN ADMINISTRATOR'S RECOMMENDATION:

Hear and discuss the options of distributing these two surplus funding sources.

ATTACHMENTS:

[2020 HEALTHTRUST Return of Surplus](#)
[HealthTrust Board Resolution - Surplus of Funds](#)
[NHIT FY END 2016 SURPLUS OF FUNDS](#)



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 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.

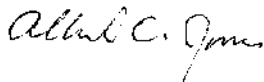
The Interlocal Trust's mission, with its not-for-profit insurance partner Harvard Pilgrim, aims to deliver the highest quality health care to our members through unique and engaging wellness initiatives and outstanding customer service provided by a knowledgeable and dedicated team.

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.


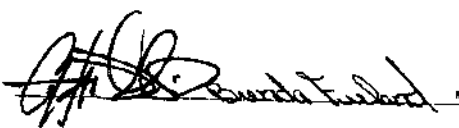
We look forward to an opportunity in the future to serve you again.

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 Council STAFF REPORT



To: Town Council
Title: Town Council Rules of Procedures - Amendments/Additions/Deletions (on 10/28/2020 Town Council Agenda)
Meeting: Town Council - 04 Nov 2020
Department: Administration
Staff Contact: Donna Fitzpatrick, Human Resource Coordinator

BACKGROUND INFORMATION:

THIS ITEM IS ON THE 10/28/2020 TOWN COUNCIL AGENDA. DUE TO COUNCIL MEETINGS SCHEDULED ONE WEEK APART, THIS ITEM IS BEING RE-ADDED TO THE 11/04/2020 AGENDA IN THE EVENT A SECTION(S) IS NOT REVIEWED ON 10/28/2020.

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

2

- 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

3

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

6

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

8

- 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.

Town Council Rules of Procedures

9

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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857
858
859
860
861
862
863
864
865
866
867
868
869
870
871
872
873
874
875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916
917
918
919
920
921
922
923
924
925
926
927
928
929
930
931
932
933
934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971
972
973
974
975
976
977
978
979
980
981
982
983
984
985
986
987
988
989
990
991
992
993
994
995
996
997
998
999
1000

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 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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857
858
859
860
861
862
863
864
865
866
867
868
869
870
871
872
873
874
875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916
917
918
919
920
921
922
923
924
925
926
927
928
929
930
931
932
933
934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971
972
973
974
975
976
977
978
979
980
981
982
983
984
985
986
987
988
989
990
991
992
993
994
995
996
997
998
999
1000

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.

10/28/2020

Town Council Rules of Procedure

(c) Process for Town Council Debate

...

Town Council Rules of Procedures

3

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

4

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.

10/28/2020

Town Council Rules of Procedure

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

Town Council Rules of Procedures

9

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.

2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70

Town Council Rules of Procedures

6

- 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 Council STAFF REPORT



To: Town Council
Title: Cub Scout Pack 292 Little Library Project – Donation and Installation of Book Swap Boxes at Various Locations in Town
Meeting: Town Council - 04 Nov 2020
Department: Community Development
Staff Contact: Bruce Thomas, Town Engineer

BACKGROUND INFORMATION:

The Cub Scouts of Hooksett Pack 292 wish to donate three “Little Library” book swap boxes at various locations in town. Three possible locations are:

- Donati Park on Main Street
- Fraser Park on K Avenue
- The Heads Pond Trailhead

The boxes are 2’ wide, by 2, 6” high by 1’9” deep. They will sit on a 4” x 4” post such that the bottom of the boxes will be 3’3” off the ground.

Photos included with the agenda package have been “photoshopped” to show potential locations of the boxes but the boxes have not been installed at this time.

All work will be coordinated with the Town Engineer and/or Phil Armone from the Department of Public Works/Parks as appropriate.

This donation to the Town of Hooksett including the cost of items and labor is not to exceed \$5,000 in value per RSA 31:95-b III (b) and RSA RSA 31:95-e, II.

Cub Scouts from Pack 292 will be available at the Town Council meeting to answer any questions you may have.

FINANCIAL IMPACT:

None

POLICY IMPLICATIONS:

None

RECOMMENDATION:

To accept three Little Library Project book swap boxes and to allow Cub Scout Pack 292 to install them at the locations in town as approved.

SUGGESTED MOTION:

Motion to accept three Little Library Project book swap boxes and to allow Cub Scout Pack 292 to install them at the locations in town as approved and accept this donation to the Town of Hooksett including the cost of items and labor that does not exceed \$5,000 in value per RSA 31:95-b III (b) and RSA 31:95-e, II.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Concur

ATTACHMENTS:

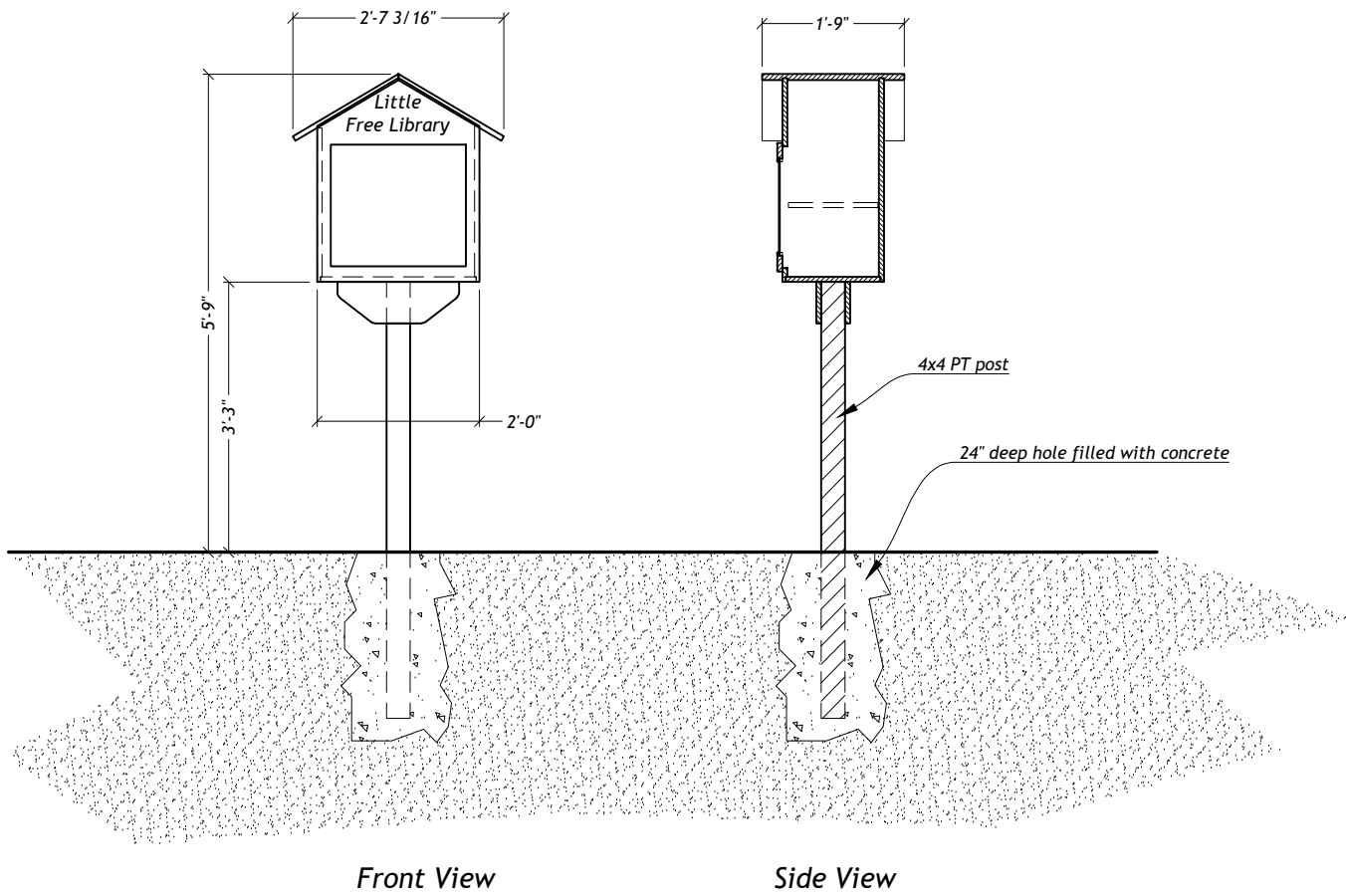
[2 Hooksett Cub Scout Pack 292 Little Library Sketch](#)

[LITTLE LIBRARY BOX AT DONATI PARK](#)

[LITTLE LIBRARY BOX AT FRASER PARK](#)

[LITTLE LIBRARY BOX AT HEADS POND TRAILHEAD](#)

[PACK 292 SCOUTS WITH THEIR LITTLE LIBRARY BOXES](#)



Hooksett Cub scout Pack 292 - Little Libraries
 Scale $\frac{1}{2}" = 1'-0"$
 Typical installation
 See supplemental info on exact locations





LITTLE LIBRARY BOX AT FRASER PARK



LITTLE LIBRARY BOX AT HEADS POND TRAILHEAD



PACK 292 SCOUTS WITH THEIR LITTLE LIBRARY BOXES

Town Council **STAFF REPORT**



To: Town Council
Title: Unassigned General Fund Balance History and Tax Rate
Meeting: Town Council - 04 Nov 2020
Department: Finance
Staff Contact: Christine Soucie, Finance Director

BACKGROUND INFORMATION:

Attached is a history of the Unassigned General Fund Balance. As of June 30, 2020 the Town had 8.29% or \$4,459,368.

The Town's Unassigned Fund Balance Policy is to maintain a minimum balance of 5% with a target balance of 8%. It is essential that the Town maintains an adequate level of unassigned fund balance to mitigate financial risk that can occur from emergencies and economic downturns.

Large swings in the use of Unassigned Fund Balance from year to year can create a roller coaster effect on the tax rate. When possible I would recommend applying a consistent amount each year.

We are still waiting on NH Department of Revenue to review information with regards to setting the Tax Rate.

FINANCIAL IMPACT:

Unassigned fund balance used to off-set taxes lowers the tax rate.

TOWN ADMINISTRATOR'S RECOMMENDATION:

Review and discuss the information provided by the finance Department regarding the use of unassigned fund balance and Hooksett's financial policy.

ATTACHMENTS:

[History of Unassigned Fund Balance](#)

Town of Hooksett

Unassigned General Fund Balance History

Year	Beginning Balance	*Current year Increase	Warrant Articles	Used to Reduce Tax Rate	Ending Balance	% of FB Retained	
2000	1,000,000	1,022,779	a	(60,000)	(1,302,779)	660,000	-
2001	660,000	1,195,605		-	(1,355,605)	500,000	1.85%
2002	500,000	1,550,431	b	(37,000)	(1,050,431)	963,000	3.40%
2003	963,000	1,794,830	c	(22,980)	(1,334,850)	1,400,000	5.00%
2004	1,400,000	1,775,797		-	(1,649,300)	1,526,497	5.00%
2005	1,526,497	1,504,609		-	(1,600,000)	1,431,106	3.80%
2006	1,431,106	1,863,542	d	(500,000)	(1,350,000)	1,444,648	2.65%
2007	1,444,648	1,785,347		-	(1,500,000)	1,729,995	4.90%
2008	1,729,995	1,867,302		-	(1,500,000)	2,097,297	5.18%
2009	2,097,297	295,371	e	(194,000)	(875,000)	1,323,668	2.80%
2010	1,323,668	203,789		-	(300,000)	1,227,457	3.12%
2011	1,227,457	802,977		-	(260,000)	1,770,434	4.41%
2012	1,770,434	666,248		-	-	2,436,682	6.00%
2013	2,436,682	733,354		-	-	3,170,036	7.87%
2014	3,107,036	1,348,547		-	(767,363)	3,688,220	8.00%
2015	3,688,220	1,575,465		-	(1,647,814)	3,615,871	8.00%
2016	3,615,871	1,325,418		-	(500,000)	4,441,289	9.34%
2017	4,441,289	1,384,377	f	(2,160,917)	(1,000,000)	2,664,749	5.20%
2018	2,664,749	702,887		-	(300,000)	3,067,636	6.18%
2019	3,067,636	1,356,133		-	(1,385,094)	3,038,675	5.97%
2020	3,038,675	1,420,693		-		4,459,368	8.29%

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

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

b - Warrant article #13 Emergency Radio Communication System

c - Warrant article #32 Police Computer Development Fund

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

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

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

DRA's Guidance as stated on Surplus Retention form.

Responsible long term financial planning requires an adequate level of general fund unreserved fund balance to mitigate future risks and to ensure stable tax rates. The GFOA suggests municipalities retain between 8% and 17% of regular general fund operating revenues or no less than 2 months of general fund operating expenditures. In NH, this is calculated by adding the municipality's general fund operating appropriations, the state education tax amount, the local school net tax commitment, and the county appropriations. Based on our best available information, the suggested levels for your municipality for 2020 would be:

5% \$2,658,512

8% \$4,301,619

10% \$5,377,024

17% \$9,140,841

FINANCE\DRA Forms\Fund Balance history