

**Official**  
**As of 12/01/08**

**CAPITAL IMPROVEMENT PROGRAM (CIP)  
COMMITTEE MEETING  
MINUTES**

**November 24, 2008**

**HOOKSETT PUBLIC LIBRARY  
(1701B Hooksett Rd., Hebert Media Room – lower level)**

**CALL TO ORDER**

The meeting was called to order at 6:10 pm.

**ATTENDANCE**

Michael Sorel, Marty Lennon, and Nancy Comai.  
Excused: Robert Duhaime, and Martin Cannata.

Christine Soucie, Finance Director

**Election of Chair and Vice Chair**

*M. Sorel nominated R. Duhaime for Chair. Seconded by M. Lennon.  
Vote unanimously in favor.*

*N. Comai nominated M. Sorel for Vice-Chair. Seconded by M. Lennon.  
Vote unanimously in favor.*

**BUSINESS**

**Overview and review schedule**

*M. Sorel motioned to approve the CIP Meeting Schedule. Seconded by M. Lennon.  
Vote unanimously in favor.*

**Administration/Assessing**

M. Sorel: Received and read e-mail from David Jodoin into the record. We will not see anyone from these two departments. The request from **Administration** is for Town-Wide Computer Development Fund – replace hardware, software and peripherals of

computer systems located in the Town Hall, Highway, Parks, Fire and Solid Waste – continuous funds for upgrades and replacement of equipment that has a 3.5 year life. There is \$11,228 in the Trust Fund. Funding is by taxation; \$10,000. The project began in 2004-2005 and was approved by governing body. There are various headings, but no specific time to purchase capital items or to complete the project. No information available.

N. Comai: Is it possible to get an inventory of assets? Sounds like they expect to spend \$10,000 yearly, but no details to back it up. Should we table this?

M. Sorel: R. Duhaime and M. Cannata, who are not here, would be able to provide this information. David Jodoin provided what was needed not what was wanted.

M. Lennon: When was the equipment last updated or replaced?

M. Sorel: Can Christine help?

Christine Soucie, Finance Director: The 2<sup>nd</sup> page in your binders gives more information. I can try to come up with an inventory for next year.

N. Comai: I look at the big picture, is \$10,000 enough money. Fire Dept in 2008, what will their needs be 3 ½ years from now. This is not a very large request. It depends on what the needs will be. Next step?

M. Sorel: This meeting is just to get information. The 3<sup>rd</sup> meeting is to motion. Send an e-mail outlining your inventory request and include a deadline to receive the information to Donna Fitzpatrick to pass on to the appropriate Town staff.

C. Soucie: Our PC support may have an inventory.

M. Sorel: In David's absence, Carol Granfield is acting Town Administrator. Nancy, ask for a deadline. Administration, Town building maintenance fund, after the computers; this fund is ongoing. I remember a lot of discussion on past CIP Committees; so many different buildings in the community.

N. Comai: I found on this page that no money was spent.

C. Soucie: New fund was established in 2007-2008 to build the fund in case of a major update.

N. Comai: The intention is to build this fund.

M. Sorel: Request for Town Building Maintenance Fund. Funding comes out of taxation. They are asking for \$30,000 this year. There is \$86,369 in the Trust Fund. They requested \$50,000 for 2008-2009. The department request is for \$30,000.

M. Sorel: The request from **Assessing** is Revaluation/Recertification. It was decided years ago that we needed funding on an ongoing basis. We are required to complete revaluation every 5 years.

M. Lennon: This money was not used for this year's evaluation?

M. Sorel: This is Christine Soucie, Finance Director.

C. Soucie: Revaluation spent \$8,000, recertification spent \$40,000 so far. I know these are two relatively large bills.

M. Sorel: Pending out of the fund?

C. Soucie: By the time recertification and revaluation is done, we will be down to -0-.

M. Sorel: But we won't have to complete until another 5 years.

C. Soucie: I did not get an answer from the Town Administrator. I can speak with Todd Haywood, Assessor.

M Sorel: I understand at least every 5 years is required. This year Assessing is asking for \$40,000. If done every 5 years, it will be \$200,000 plus interest. Would this be enough or too much for revaluation and recertification?

N. Comai: \$42,055 and ? = \$129,373?

C. Soucie: The \$129,373 is an incorrect number.

N. Comai: Is \$40,000 enough for every year.

C. Soucie: \$40,000 was determined enough.

M. Sorel: Christine, can you verify the numbers and provide them to Donna? \$129,373 and what is on page 3?

### **Police Communications**

M. Sorel: Chief Agrafiotis will present tonight. He has had excess funds and returned them. The request is for Emergency Radio Communication System Development Fund to replace and/or purchase emergency radio communication system (equipment and/or components).

Chief Agrafiotis: There are things that happen throughout the year. We are proactive and move forward. Anything approved needs to be good for the community.

N. Comai: Are you at 12% for contributions?

Chief Agrafiotis: No department with the Town is heavy on personnel. Monday-Friday during the day, we triple our population with stores open. On the weekends we double our population. Hooksett's population is 13,500. Today we have 35,000-36,000 population within the confines of our community demanding services from Police, Fire, etc. From our point of view, our staffing is based on population. Hampton Police Dept. adds officers for the Summer population increase. We don't add staff. Things occur that becomes a larger issue than the Town.

M. Sorel: The Emergency Radio Communication Fund is a relatively large fund.

Chief Agrafiotis: The fund was in place prior to 1984. Years ago we started the communications console funds. Officers have portable radios. Prior to 1984, the Town would put aside money every year. Every 10 yrs we need a new console. Now, everything is computer based. You no longer buy just one console. You update software, etc. In 2001-2002, we requested a total of \$428,000 in a warrant article for the major overhaul of communications for Police, Fire, Ambulance, Highway, Sewer and Water. The Police Dept. is responsible for the communication function. The old console needed to be upgraded. Citizens authorized the \$428,000 for what goes in room antenna sites. What has happened in the last 2 years is that Fire and Ambulance are dispatched by Concord. Highway, Sewer and Water still go through Hooksett. What we have been doing since 2001-2002, is putting money aside from the \$428,000 from what it cost back then. We do not know how much it will cost in the future. We have gone from a Console Fund to the Communications System Fund. We have a repeater site at the Verizon tower at the South end of Town. Another repeater site may be needed. The deal with what we have, but also for other sites under one big umbrella. In 2001-2002, we did the project and continued to put money aside for the future. Some years were approved by the CIP or citizens. We used \$428,000 as a base figure, then money was divided into 12 years. It is projected the 2012-2013 budget year is when a major upgrade would need to be done. Because we have not received the funds, realistically we are not asking for \$65,614, but we did not want to space it out past the plan. That said, what we are asking for, knowing it is a bad year, is to put money aside for the future; any amount you see fit. That is why the number is so large, we did it here, if you wanted to hit the target for next 4 years. We know the target will not be hit. Last year voters in May approved our request to put money aside for future needs. You may need a piece of equipment here. We just wanted to explain why that number is there. If there is money available, put some money here. For when a need is there, we can have a warrant article to draw money from it.

N. Comai: Is that why we do not have funding?

Chief Agrafiotis: Should say taxation. Prior year, \$59,508, it goes up because it was zero the year before. That is the purpose. Before a major change, we will need another repeater site or upgrade to individual pieces of equipment. Because we do not dispatch for Fire and Ambulance, we still have the equipment in case Concord goes down. We let

go two (2) staff. Fire is better to go to Concord dispatch for us to reduce personnel and concentrate on police.

N. Comai: What is the tie with Concord in the event of an emergency?

Chief Agrafiotis: Hooksett is the backup for State Police. Across State dispatch centers large and small. We have equipment to talk to Concord. I can take portable radios and drive to Berlin and talk to who I need to. The equipment we bought fit into the program. If Concord went off air, they could use Hooksett. State police can use us as a backup. That is why we maintain Fire and Ambulance equipment. I will attend the 12/8/08 CIP meeting in case you have questions from tonight.

### **Community Development**

M. Sorel: Jo Ann Duffy is the Town Planner. Her first request is for the Master Plan Reserve Account to provide a trust account, to be added every year, that will allow the Town of Hooksett to update its Master Plan in a manner compliant with RSA 674:3 "Master Plan Preparation", which states in Sec. II that revisions to the plan are recommended every 5-10 years.

J. Duffy: The Master Plan was updated in 2004. Typically the State recommends an update every 7 to 8 yrs. I believe this request has been in there for a few years and denied each time either by this Committee, Budget Committee, or Town Council. However, the Economic Development Committee (EDC) did contract with Southern NH Planning Commission (SNHPC) to do an EDC study. They are going to be doing a survey and mapping of local businesses in Town. We may be able to update a chapter. If we continue on this same track, we wouldn't have enough money to update the Master Plan until 2017. By that time, the plan will be 13 yrs old. I believe last year, CIP suggested rather than doing a whole new Master Plan, to complete chapters. This year we are working on the EDC chapter.

M. Sorel: I see you are asking for \$10,000.

J. Duffy: This is to establish the account.

N. Comai: It is in the \$80,000 range.

J. Duffy: Citizen participation, then given to a contractor who puts it into the final form.

M. Sorel: J. Duffy's second request is for Impact Fee Traffic Study to establish a plan for roadway improvements in each of the 3 traffic zones for the use of collected roadway impact fees.

J. Duffy: Study to be done over 3 yr period. We hired Stantec. Last year it was in our Operating Budget. We have contracted and almost completed phase I. This money is to complete the traffic study. There are three (3) traffic zones. Monies are separated out if roadways are developed in that zone. Problem, most highways running through our Town

are State Highways. State money allows us to spend money on State Roads. I think legislation will allow impact money to be used for State roads. This study is calling out what intersections need improvements. This will help the Highway Dept. for their long range planning. Money is collected from the developer. The study will help us determine what improvements are needed and how much they will cost.

M. Sorel: Impact study and spending? How are fees collected and spent?

J. Duffy: We can spend impact fees, but we need to know what we want to do with them. If the plan was completed, we can budget in the CIP to match funds collected. Impact fee funds can only be kept for 6 years, or we have to give it back to the developer with interest.

M. Sorel: Is this a direct need?

J. Duffy: If we don't have a plan, we will end up having to give the funds back.

M. Sorel: How much have you collected in impact fees?

J. Duffy: We have \$240,000. This does not include Wal-Mart. Wal-Mart and Lowe's paid together.

N. Comai: It is difficult to digest all these entries and move forward. We want a plan in place that does not give any funds back to developers.

M. Sorel: Marty, any questions? My understanding is there is a correlation between impact fees.

Chief Agrafiotis: Impact fees for Police and Fire, money not used goes back to the developer.

M. Sorel: Most developers have passed on the cost of the impact fees to the resident.

J. Duffy: I think it goes back to who owns land. Most is coming from larger developers.

N. Comai: \$240,000 and closer to the 6 yrs.

J. Duffy: Southern leg of the parkway. Can this be put on next agenda?

M. Sorel: Christine, can you provide this to Donna to submit to this committee?

C. Soucie. Future year projects are not here.

M. Sorel: I still want on the next agenda.

*M. Lennon motioned to adjourn at 7:04pm. Seconded by M. Sorel.  
Vote unanimously in favor.*

**ADJOURNMENT**

The meeting was adjourned at 7:04 pm.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator