

**Official**  
**As of 12/15/08**

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

**December 1, 2008**

**HOOKSETT MUNICIPAL BUILDING  
35 MAIN STREET  
(Town Hall Chambers room 105)**

**CALL TO ORDER**

Vice- Chair Michael Sorel called the meeting to order at 6:04 pm.

**ATTENDANCE**

Chair, Robert Duhaime (arrived @ 6:20pm), Vice-Chair, Michael Sorel, Marty Lennon, Nancy Comai, and Martin Cannata.

Christine Soucie, Finance Director

**Approval of Minutes for 11-24-08**

*M. Lennon motioned to approve the minutes of 11/24/08 with edits from N. Comai.*

*Seconded by N. Comai.*

*Vote in favor. M. Cannata abstained.*

M. Cannata: Is the \$240,000 going to be spent and there is a plan for it?

M. Sorel: If this money is not spent in 6 years, it has to go back to the developer or somebody.

M. Cannata: The assumption is it goes back to the developer.

**BUSINESS**

**Community Development – Southern Parkway**

M. Sorel: The request from Community Development is for Feasibility Study for Southern Leg of Parkway – feasibility study for proposed layout of controlled access highway from intersection of Rte 3 and West Alice Ave north crossing Martin's Ferry Road, north to land belonging to Manchester Sand & Gravel. Third year of a three year proposal. This has been before the CIP in the past. That is why I was hoping Jo Ann Duffy, Town Planner, would be here. It has been voted down in the past. Is there a contract or proposal? Where did the \$150,000 come from? 4-5 yrs ago, the engineering company proposal was \$135,000. This proposal of \$135,000 also called for a TIFT. This is open-ended, what we see in front of us. \$50,000 got approved by voters, and with interest it is now \$56,675. Is that correct Christine?

C. Soucie: Yes.

N. Comai: Should we be concerned because it is not on the next round of CIP. Not on until 2011-2012.

M. Sorel: There has been discussion at the Planning Board level. They have discussed it 3 or 4 times. Without background or leadership from Jo Ann, I cannot direct or lead you on this. I don't know if the Planning Dept did this on their own, or at the direction of the Town Council.

N. Comai: Do I move to table?

M. Sorel: We have to vote on this at our next meeting.

M. Cannata: Can we ask for clarification from Jo Ann?

M. Sorel: We can ask for clarification.

M. Cannata: It goes back to former Planners, Sand & Gravel I, and also SNHU brought a piece into this. I am glad you picked up on this.

M. Sorel: There have been discussions several times to the Planning Board. We need some background from Jo Ann, why this is being asked for at this time.

C. Soucie: Jo Ann did not put funding for it in this year. I had questioned her because it was on last years. She went back to the Planning Board and it was their decision to bring this back to the CIP. That is why it is out for future years.

M. Sorel: If the Planning Board requested, we need reference to meeting minutes or where it came from. I am not aware of it recently, however it may have been at a meeting I did not attend.

M. Cannata: Since it is not on this year, is it not part of this agenda to have it taken care of at a future date or should we be somewhat briefed on this line item?

C. Soucie: It is the responsibility of the CIP Committee to review department needs over 6 yrs. I do think it is your responsibility to look at it as a whole. Last year, the CIP Committee looked hard, but not over the full 6 yrs to level out the requests.

R. Duhaime: Arrived at 6:20pm. Our bylaws state we should have started the CIP Committee last September 2008. Last year is just like this year. We start a month before the deadline. After just a few meetings, we then have to approve. 3 months ago, the CIP Committee needed someone from the Budget Committee.

N. Comai: That is why I am here. I am on both the Budget Committee and the CIP Committee.

R. Duhaime: There are a lot of numbers here to go through.

M. Sorel: We are seeking more information, Jo Ann is not here.

R. Duhaime: If the road is built, it would benefit the community and the landowner. Feasibility is not as many wetlands by MS&G. This Town has not put money into this study. CIP is a planning tool and here we are again. Charles Watson, previous Town Planner, every time we got budget cuts, we crossed off the by-pass road. Feasibility is to work in partnership with the landowners and others to see if the road could get done.

M. Cannata, SNHU has interest in the by-pass, but they have not worked with MS&G.

R. Duhaime: One of these days, they may decide we will not develop a by-pass road.

M. Sorel: At one time it was suggested by SNHU to close N. River Road for that section. All those issues are up in the air and that is why we need more information.

#### **Fire Department – Vehicle Inventory**

Chief Michael Williams: This is a 10 YR PLAN to 2019.

R. Duhaime: Some CIP items finishing; Boat #1 replacement done in 2010.

Chief Williams: C. Soucie informed me the boat was removed by the Town Administrator.

Chief Williams: Engine #1 from 1985 is the whole cost.

R. Duhaime: Lease?

Chief Williams: \$58,380 lease per year on Engine #1. It is a 7 yr payment @ 4.5% total \$408,660. This is the only thing up for replacement in 2009-2010.

R. Duhaime: The whole idea on Fire, is to balance out years from now to anticipate the need for a Fire Truck, etc. CIP should be looking at 4-5 yrs from now.

Chief Williams: Past years, we decided to lease-purchase. 3 yrs or 2 yrs, money needs to be set aside for a tanker.

R. Duhaime: Council choice, years ago we used to purchase, now we lease.

R. Duhaime: Fire Department requests:

- Boat #1 Replacement – to upgrade our 1988 Sean Nymph fishing boat to a water rescue boat similar to the boat, which was donated by the happy helpers. Boat #1 is a fishing boat we currently have, up for replacement. Town Administrator removed this. Another Boat was donated a couple of years ago. Boat #1 does not work well for rescue, still works, but is a better fishing boat.
- Replacement of Engine #1 – to replace a 1985 Emergency One Class A Fire Pumper. \$350,000 to replace, lease purchase @ \$58,380 for 7 yrs @ 4.5%
- New Engine for Station #3 – to purchase a new class A pumper for Station 3. \$350,000 @ lease purchase @ \$58,380 for 7 yrs @ 4.5%
- Tanker 3 Replacement – the purpose of this project is to replace a 1990 Emergency One Tanker Truck. \$450,000 lease purchase @ \$75,060 for 7 years @ 4.5%
- Replacement of Forestry 3 – to replace a 1953 Dodge power wagon with a new forestry vehicle. \$225,000 lease purchase @ \$37,530 for 7 years @ 4.5%
- SCBA Replacement Fund – replacement of SCBA Equipment. Air packs replacement is an ongoing fund. \$300,000 replacement cost. \$20,000 put away each year. Packs just replaced 2 yrs ago. About 15 yrs, 2020, from now to replace the regulators used everyday. Amount in there now \$68,240.
- New Fire Station 3 on Rte 3A @ Exit 10 – the purpose of this project is to construct a new fire station @ Exit 10 in order to adequately protect our new growth and all the citizens. \$2,000,000 financed @ 4.5% for 20 yrs @ \$151,835 yrly.
- Fire Cistern Reserve - \$10,000 last year, \$10,000 this year. This is an ongoing fund, currently 21 fire cisterns and hydrants. Cisterns are large tanks to give us water capacity. One is almost 20 yrs old at Andrea Ave, and we had to redo the whole tank at \$15,000. Some of these other cisterns may need repair. Best solution, extend water main, but sometimes not adequate. I am sure there are limitations.

R. Duhaime: Do you purchase after the lease?

N. Comai: Isn't there a cheaper way to purchase?

C. Soucie: We lease-purchase or pay cash.

R. Duhaime: So this was started last year. This did not come out of the fund?

Chief Williams: The specs have improved. They are now fiberglass and this will double the life span.

R. Duhaime: What is the vehicle list over the long term?

Chief Williams: 2010 & 2012 are the next big years. Some stuff has been kicked out to 2015.

R. Duhaime: Any comments from the committee?

N. Comai: It is ludicrous for the lease to purchase, if you are working so hard for future years.

Chief Williams: It is a smart move to put money aside every year. Take some of this to bring the payment down.

C. Soucie: CIP is your plan to the Planning Board. You can decide how the Town should proceed for future CIP Committees. Once you present your plan to the Planning Board, then it goes to the Council, and then to the Budget Committee. This is your plan and if you want to make changes to how it should be funded, it is your plan.

M. Sorel: Mike you were struggling with your fleet. Are you comfortable with your wheel vehicles?

Chief Williams: Engine #1 is the only one that is really old.

### **Recycle and Transfer Department**

R. Duhaime: Automated Collection Trucks leased – to automate our collection program and provide for a curbside recycling program at the same time.

Diane Boyce: I am here for capital improvements for 5 yrs to include 2x Collection Trucks. We had an opportunity to collect money for recycling at the curb. Our plan is automated collection and how it will help us in the future. 2x barrels for residents; one for trash and one for recycling. We will save on manpower and recycling. At the curb recycling will almost pay for the lease itself. I have given you the worse scenario. If this goes forward, under the cooperative we could purchase. Savings is almost the cost of the purchase.

R. Duhaime: 5yrs and 7 yrs?

D. Boyce: 2 trucks at the same time, with the option for either a 5 yr OR 7 yr lease on both trucks. We have special revenue funds from recycling or resident user fees. We can take this money out for purchase of things for the facility itself. We haven't had to come

to CIP in awhile. We have \$480,000 already for the cost of the barrels. A Warrant Article would be need to purchase the barrels. Leases:

- 5 yrs option: \$536,915 @ 4.5% for 7 yrs = \$107,383 yrly
- 7 yrs option: \$560,448 @ 4.5% for 7 yrs = \$80,064 yrly

R. Duhaime: Mix recycling together?

D. Boyce: One barrel is for recycling at the curb. Disposal is \$78 a ton, and -0- on recycling. If we can collect at the curb, we save on tonnage. On the low side, we saved \$75,000 just in disposable fees this year.

M. Sorel: Is the Warrant Article for next year?

D. Boyce: Yes, for the purchase of the 2x Collection trucks plus another Warrant Article for spending of the \$480,000 funds we have already for the barrels.

N. Comai: It is not sourced by taxation.

R. Duhaime: We already have the barrels funded, but not the trucks.

N. Comai: \$107,383 and the \$80,064 payments?

C. Soucie: These are the lease payments (see breakdown above for 5 yrs option and 7 yrs option).

R. Duhaime: New warrant article?

D. Boyce: The new Warrant Article is just to spend the \$480,000, not to raise funds. If the Collection Truck Warrant Article doesn't go through, then it will negate the need for the barrels.

C. Soucie: It is \$480,000, plus interest.

D. Boyce: It is for the Collection Trucks without the lease.

C. Soucie: \$480,000 for barrels, plus an additional \$480,000 for purchase of the 2x Collection Trucks without the lease payment.

D. Boyce: I don't have that cooperative purchase price yet. We are just asking residents to spend it to pay off the lease.

R. Duhaime: You are not cutting staff. You would just not need to hire anymore staff.

D. Boyce: I have a 7 minute video presentation.

R. Duhaime: We will let the next department present and see if there is time for the video.

### **Highway Department**

R. Duhaime: Requests from the Highway Department.

Jodi Pinard: The following are the items we need for Highway:

- 1 ton Crew Cab Pick Up with a Utility Body – purchase a 1 ton crew cab pick up with a utility body to be used for public roadways. Lump sum purchase \$35,000. This is to replace a P498 that has 200,000 miles. It doesn't have four wheel drive, useless in winter and the body is going.
- 1 ½ ton Pick Up with a Dump Body – purchase a 1 ½ ton pick up truck to be used for public roadways. Lump sum purchase \$65,000 or lease 4.5% for 5 yrs \$72,705 = \$14,541 yrly. The current one is rusted out. Probably should not be on the road anymore.
- Plow Dump Truck – purchase a Plow Dump Truck to be used on public roadways. Lump sum purchase \$140,000 or lease 4.5% for 5 yrs \$156,600 = \$21,320 yrly. There are 76 miles of roadway with 2x passes for snow. Plow trucks are tired and beat from carrying salt and being weighted down.
- Martin's Ferry Bridge – repair the left side of Martin's Ferry Bridge. Lump sum purchase \$60,000. We replaced ½ from the rain storm event. This is the other ½ that needs to be done.

M. Sorel: Any back-up on this? A report or inspection for Martin's Ferry?

J. Pinard: The State has been out to Martin's Ferry. Stantec was out there. I haven't seen a written report.

Doug Urquhart: I was there when it was inspected. There are voids 18 inches deep.

J. Pinard: We have a quote for \$60,000.

### **Parks & Recreation**

R. Duhaime: Facilities Development Fund – additional recreational facilities.

J. Pinard: To help parks grow total \$110,000 @ \$10,000 yrly.

M. Sorel: The 3x vehicles are replacements? You are not adding?

J. Pinard: Just replacing.

Mike Horne, Parks & Rec Advisory Committee: REC is closing in on its deficit. The trail is open from Pleasant Street to the Town pond. The playground on the West side at Corriveau Drive; one in favor, everyone else not in favor. I am checking with HYAA for a second field at Petersbrook.

R. Duhaime: Impact Fees on that side of Town, some fees can't be used in other districts.

M. Horne: Fees are for the Town, not by district. HYAA letter for projected current and future needs. We currently have \$100,000 in Impact Fees.

J. Pinard: Next few years, we will need a backhoe next year and a loader after that. We don't have any funds.

N. Comai: What is the shelf life of a plow truck?

J. Pinard: 10 yrs.

N. Comai: If an 1988 lasted 10 yrs, lease option?

J. Pinard: We have never done a lease for a Plow Truck, we always purchased. We did not know in our department that it went to a lease.

C. Soucie: Could be the form itself.

N. Comai: If you purchased it?

J. Pinard: Just under \$128,000.

**Other**

R. Duhaime: Diane, would you like to come back at our last meeting on December 8, 2008 to present your video?

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

**ADJOURNMENT**

Chair R. Duhaime adjourned the meeting at 7:04pm.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator