

**Official**  
**As of 01/26/09**

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

**December 8, 2008**

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

**CALL TO ORDER**

Chair Robert Duhaime called the meeting to order at 6:12 pm.

**ATTENDANCE**

Chair, Robert Duhaime, Vice-Chair, Michael Sorel, Marty Lennon, Nancy Comai, and Martin Cannata.

Christine Soucie, Finance Director

**Approval of Minutes for 12-01-08**

*M. Cannata motioned to extend review of 12-01-08 minutes to the next CIP Committee Meeting scheduled for December 12, 2008. Seconded by M. Sorel.*

*Vote unanimously in favor.*

*Continued to December 12, 2008.*

**BUSINESS**

**General Conversation**

R. Duhaime: Impact fees are for three districts.

N. Comai: There is no plan in place to spend the impact fees in that district.

R. Duhaime: They have known for years.

N. Comai: What is the definition of growth?

M. Cannata: I wonder if it could be covered for maintenance?

N. Comai: Is there a plan in place for impact fees and if not how do we get one?

C. Soucie: At the Cawley School, there was a plan to build the school as a portion of growth. Using school impact fees for Cawley School. For road impact fees, that is what this study is for to determine how this growth occurred and if growth or maintenance.

N. Comai: So there is a plan in place and there are dedicated people who know how to use it?

C. Soucie: I would say it is the Town Planner and department heads. I give them how many impact fees have been collected on a monthly basis.

M. Sorel: Chief, tell me what was the vehicle that we purchased?

Chief Agrafiotis: Rescue vehicle came out of impact fees.

M. Sorel: There was a need and the Fire Chief purchased the rescue vehicle.

N. Comai: Some of these items, we recommend it, but lets tap into the impact fees.

M. Sorel: I don't know if the CIP can tap into impact fees.

R. Duhaime: Town has to spend so much before they can tap into impact fees. If they don't have a CIP, they can't tap into impact fees.

M. Sorel: I don't believe we can recommend impact fees, if the department requesting has not requested their CIP that way.

R. Duhaime: Parks & Rec has no plan to spend, then they can't tap into their impact fees. If it is a maintenance item, you cannot tap into impact fees.

**Line item #1 Administration – Town-wide Computer Development Fund**

C. Soucie: I could not locate a plan for computers.

M. Lennon: I think this is a very important item. If you do not keep up with the computers, the Town could crash.

M. Sorel: The Town's computers are 3-4 yrs old. The problem I have, David was not here to talk about it. I have no compelling evidence or facts to put in this year. The next 12-15 months is going to be very difficult. At this point in time, I am not ready to recommend it.

M. Lennon: If Town Council wants to say we don't want this?

N. Comai: I don't think we can make an educated decision on this. We don't know what we have or what we need without a plan.

M. Lennon: When it comes time to replace any of this, it is going to cost a whole lot more.

N. Comai: Peanuts, \$10,000 in and \$10,000 out. We are skating on as minimum as possible. At least keep the \$10,000 in to give something to work with. I would still like to know where we are going with it. We're not here to set policy, but we are here to assure we have the right amount of money in the right bucket.

R. Duhaime: This is ending this year. There is no plan.

N. Comai: Take out the \$10,000 and look at the very bottom of the totals \$700,000, \$500,000, and \$900,000. Look at the 6 yrs as a whole and even it out. I want to move forward and set a goal.

R. Duhaime: If we approve tonight, it is for the next 6 yrs.

***M. Cannata motioned -0- for 2009-2010 and requested a plan be submitted for the capital request for 2010-2011 for the Town-wide Computer Development Fund.***

***Seconded by M. Sorel.***

***Vote unanimously in favor.***

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**Line item #2 Administration – Town Building Maintenance Fund**

M. Sorel: This fund is used if a boiler or something else goes down. If you look at all the buildings, and they have some serious problems at the Safety Center.

Chief Agrafiotis: Budget Committee has said get safety out of maintenance. Money has to come from somewhere.

R. Duhaime: True, you are into Policing, not building maintenance.

Chief Agrafiotis: We have been doing upgrades or fixing problems. Where does the Town Administrator expect to get funds for maintenance?

M. Lennon: There is already \$86,000.

M. Sorel: I am comfortable with \$30,000.

***M. Sorel motioned \$30,000 for the Town Building Maintenance Fund. Seconded by M. Cannata.***

***Vote unanimously in favor.***

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**Line item #3 Assessing – Revaluation/Recertification**

N. Comai: Christine, have you corrected this amount?

M. Sorel: \$159,000?

R. Duhaime: Town does not have their own assessor.

M. Sorel: Todd Haywood, Assessor, is an employee with Granite Hills Municipal Services. Who is Sansoucy?

C. Soucie: I believe something to do with commercial properties.

R. Duhaime: Todd is for residential and Sansoucy for commercial?

Note: George E. Sansoucy, P.E., LLC, is the Town appraiser for utilities only.

M. Sorel: Revaluation is \$159,000; it is contractual. In 5 yrs, another revaluation will need to be completed perhaps costing \$200,000.

C. Soucie: \$83,000 with \$79,000 obligated.

***N. Comai motioned \$40,000 for the Revaluation/Recertification. Seconded by M. Sorel.***

***Vote unanimously in favor.***

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**Line item #10 Highway – 1 Ton Crew Cab Truck w/Utility Body**

N. Comai: Dale, can you help me with the project classification for this truck?

Dale Hemeon, Highway Director: It is for pulling a construction trailer. We can also transport more guys in less vehicles. This is a replacement.

N. Comai: Alternative fuel can be dollar matched by the State. We would need to get paperwork to the State by December 31, 2008. But we won't know the final outcome on this item until after the fact.

M. Sorel: Dale, are your 3x vehicles diesel?

D. Hemeon: Yes.

M. Sorel: Dale, are the 3x vehicles needs or wants?

D. Hemeon: Needs.

*M. Sorel motioned \$35,000 for the 1 Ton Crew Cab Truck w/Utility Body. Seconded by M. Lennon.*

*Vote unanimously in favor.*

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**Line items Highway – #11 = 1 ½ Ton Pick-up Truck w/Dump Body, & #12 = Plow Dump Truck**

*M. Sorel motioned \$65,000 for the 1-½ Ton Pick-up Truck w/Dump Body. Seconded by M. Lennon.*

*Vote unanimously in favor.*

*M. Sorel motioned \$31,320 for the Plow Dump Truck. Seconded by M. Lennon.*

*Vote unanimously in favor.*

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**Line item #13 Highway – Martin’s Ferry Bridge Repair**

M. Cannata: Voids were mentioned in the last minutes for the bridge. Where are they? Is the \$60,000 doing anything for the inside radius of the curb?

D. Hemeon: The side I fixed cost \$30,000. The other ½ doubled in cost to \$60,000, because it is twice as long. I am going to the Council shortly to discuss this. Over the bridge to the left, the lady wants to sell her land. I would have to come up with \$4,000. Especially if the State upgrades this area, I would need this land. Then I could take out that 90-degree curb. I went out and got a contract. We could possibly go after Town money (\$4 million – unreserved fund balance, not cash).

N. Comai: Is the repair for storm washout or for the turn radius?

D. Hemeon: Washout.

N. Comai: And no money from the State?

D. Hemeon: Nothing yet.

M. Sorel: This was prompted by NHDOT.

*N. Comai motioned \$60,000 for the Martin’s Ferry Bridge Repair. Seconded by M. Sorel.*

*Vote unanimously in favor.*

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**Line item #14 Parks – Parks Facilities Development Fund**

D. Hemeon: Provided overview on this item. They cut it last year. Getting rid of our deficit is very important. We are down to approximately \$200,000.

M. Sorel: Is the \$10,000 really necessary?  
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*M. Sorel motioned to extend CIP Committee Meeting to Friday, December 12, 2008 @ 5:30pm. Seconded by M. Lennon.  
Vote unanimously in favor.*

*M. Sorel motioned to adjourn at 7:00pm. Seconded by M. Lennon.  
Vote unanimously in favor.*

**ADJOURNMENT**

Chair R. Duhaime adjourned the meeting at 7:00pm.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator