

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

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

**December 15, 2008**

**HOOKSETT PUBLIC LIBRARY  
1701B HOOKSETT ROAD  
(lower level – Hebert Media Room)**

**CALL TO ORDER**

Chair Robert Duhaime called the meeting to order at 5:08 pm.

**ATTENDANCE**

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

Christine Soucie, Finance Director, and Jo Ann Duffy, Town Planner (arrived at 5:50pm).

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

*M. Cannata motioned to approve minutes of 12-01-08 with edits. Seconded by M. Sorel.*

*Vote unanimously in favor.*

Note: Minutes of 12-8-08 to be motioned at 1-26-09 CIP Committee Meeting.

**BUSINESS**

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

*M. Sorel motioned to reopen Martin’s Ferry Bridge Repair. Seconded by M. Lennon. Vote unanimously in favor.*

M. Sorel: I asked Dale to come tonight to discuss the \$4,000 to purchase land at the Martin’s Ferry Bridge area.

M. Lennon: Where?

D. Hemeon: When you turn the sharp left over the bridge, there is a small parking lot to the left. It is assessed at \$5,600 (new tax bill assessed at \$9,000). When this project started, it was a State Bridge replacement plan. The landowner knows we want this land. She said she would take \$4,000-5,000 for the land. It is not buildable. This land helps me if we want to ease the corner. State may also say they need this land. I am going to try to go to the Town Council, but if we don't get the money, that is why it is in the CIP request.

R. Duhaime: If the Town owns the right-of-way, this seems reasonable to me.

D. Hemeon: \$4,000 to purchase this land seems like a no brainer.

N. Comai: Is this a subset of her lot?

D. Hemeon: Yes. Her parents used to own "Alan Farm" and sold it to SNHU. For some reason, she kept this piece. This land will clean everything up.

N. Comai: I am all for it.

***N. Comai motioned to rescind previous motion for \$60,000 for the Martin's Ferry Bridge Repair. Seconded by M. Sorel.  
Vote unanimously in favor.***

***M. Sorel motioned for increase to \$64,000 and recommend going forward to the Planning Board for the Martin's Ferry Bridge Repair. Seconded by N. Comai.  
Vote unanimously in favor.***

D. Hemeon: I will try to go to my office before tonight's Planning Board Meeting to get the tax map.

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

***M. Sorel motioned \$10,000 for the Parks Facilities Development Fund. Seconded by M. Cannata.  
Vote unanimously in favor.***

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**Line item #15 Police/Comm – Emergency Radio Communication System**

M. Sorel: Chief Agrafiotis is not against this being cut. Because of the current economy, there should be wording there for next year.

R. Duhaime: Christine, is there \$65,614 there?

C. Soucie: Yes.

M. Sorel: I asked the Chief if this is a need.

R. Duhaime: \$428,000 is the total cost.

N. Comai: Total Town department requests is \$583,378. Is it safe to say, as forward planners, it behooves us to map these things out? Does \$583,378 go on one Warrant Article or is each item separated?

R. Duhaime: Warrant Articles stand-alone. Rather than one item failing and causing all to fail. Each item is separated.

N. Comai: How do we go around and around? Warrant articles?

C. Soucie: Historically, Warrant Articles are separate for each item.

N. Comai: Whether I say yes or no to these items, the voters will decide in the end.

M. Sorel: We recommend to the Planning Board, then they recommend to the Town Council, then to the Budget Committee, and finally to the voters as Warrant Articles. Something could be recommended by the CIP, not recommended by the CIP, recommended by the Town Council, not recommended by the Town Council, etc.

N. Comai: I would recommend rescinding line item #1 Administration – Town-wide Computer Development Fund from -0- motion to \$10,000 motion.

M. Sorel: We are on line item #15 Police-Comm. Can you put an \* by line item #1 and we will go back to it?

R. Duhaime: \$428,000 all in one year is a lot of money. That’s why we spread it out.

M. Sorel: Leasing is a profitable business for the lessor.

R. Duhaime: I would like to see this at \$10,000, not to zero it out.

***M. Sorel motioned to reduce to \$10,000 for the Emergency Radio Communication System, due to a tight economy this year. Seconded by R. Duhaime. Vote unanimously in favor.***

M. Cannata: We are looking at everything in a minute manor for their urgency.

N. Comai: If the department head says it’s urgent, than it gets to the top of the list. The Town will also be getting hit with State legislation for increase for teachers, etc.

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

***R. Duhaime motioned to rescind previous motion for -0- for the Town-wide Computer Development Fund. Seconded by M. Sorel. Vote unanimously in favor.***

*N. Comai motioned \$10,000 for the Town-wide Computer Development Fund.  
Seconded by M. Sorel.  
Vote unanimously in favor.*

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**Line item #4 Community Dev. – Master Plan Capital Reserve Fund**

M. Sorel: The Master Plan is required by statute.

*M. Sorel motioned \$10,000 for the Master Plan Capital Reserve Fund. Seconded by  
N. Comai.  
Vote unanimously in favor.*

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**Line item #6 Fire – SCBA Replacement aka Scott Air Packs & Bottles**

R. Duhaime: Not suppose to do maintenance items. Packs sooner or later are outdated.  
Years from now, we will need to switch them.

N. Comai: Divide this that out by 6 years. Can't go to \$10,000, could go to \$20,000.

R. Duhaime: 12 years to pay for it.

M. Sorel: Depending how the economy is next year, I am willing to be on the CIP next  
year. We should start the CIP process in July.

N. Comai: This is the kind of thing we can get the voters to vote on. People understand  
the need for these packs. I moved the trucks around on the spreadsheet.

*Line item #6 continued to page 6 of these minutes..*

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**Line item #8 Fire – Boat #1**

R. Duhaime: Is this item urgent?

M. Sorel: Referred to 12-1-08 CIP Committee Minutes for previous discussion on this  
item.

M. Cannata: There was a boat and it is being replaced?

M. Sorel: Fire has 2x boats; one old and one donated.

R. Duhaime: He wants two rescue boats.

*M. Sorel motioned -0- for Boat #1. Seconded by M. Cannata.  
Vote unanimously in favor.*

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**Line item #5 Community Dev. – Road Impact Fees, Zone Plans**

M. Sorel: Jo Ann, can you speak to this Committee on this item?

J. Duffy: This is for the town-wide traffic study. We have roadway impact fees, but no plan on what we can use them for. Right now, impact fees are only for Town roads. Our Town Attorney says we can use these fees for Town roads that intersect with State roads. Last year, they tried to pass legislation on impact fees. Right now, the Town Attorney is comfortable to use the impact fees for the town-wide traffic study. The study is for 12 intersections per year to see what needs/improvements are needed and what cost. From there, then we can determine what to use the money for. Right now, we can only hold impact fees for 6 yrs. From the outcome of the study, Dale at the Highway Department will put together a plan on what he wants to do with the impact fees. Phase I of the study is complete from money we had last year. This is a 3 yr study with 12 intersections each year. Last year, it was in the CIP, however it was then put in the budget. I think I went to the Council to request they put it into the budget, because the 6 yr clock was ticking. Now, we want to keep it in the CIP.

N. Comai: Are roadway impact fees to correct or repair roads for travel purposes?

J. Duffy: Impact fees are for roadway intersections or widening. Things created due to additional traffic.

R. Duhaime: They must be spent in the district they are collected.

J. Duffy: There are 3x zones. Money collected within a zone must be used in that zone. We worked it out with the State for \$300,000+ to be put in a bond for future roadway improvements to Goonan Road. You can work things out with the State to do improvements to those roads.

N. Comai: So you have to spend \$34,000 for 3 yrs?

R. Duhaime: How much impact fees are in each zone?

J. Duffy: Total of \$500,000 town-wide. \$300,000 for Rte 3A, and \$140,000 for Hooksett Road.

R. Duhaime: What is the study?

J. Duffy: To identify which intersections are deficient and what can be done to improve them. Town has to participate as well. Once we know which intersections, Dale can budget the portion of the Town's share.

R. Duhaime: A dozen intersections, not prioritizing? Image doing a few intersections in each district. We could easily spend road impact fees. Should we keep going with this study?

J. Duffy: How quickly could the Town come up with their share of the money and how quickly can the work be done?. Every time we approve a project, we take in road impact fees. It is a catch 22, because you don't have the Town's share budgeted.

M. Cannata: You could also use money from the developer. We could require this as a condition of approval with the developer.

M. Sorel: At the workshop I went to recently, you can now match and/or connect extractions with impact fees to get road projects done. You can marry them together for those projects.

J. Duffy: That's what we did with Wal-Mart & Lowes. I worked it out with them that we would hold their impact fees for 10 yrs vs. 6 yrs.

N. Comai: Timing is urgent. With \$34,000 in the kitty, can you get this study done in a timely manner?

J. Duffy: The consulting traffic engineer started Phase I of the study from this year's July budget. Phase I is almost done.

***M. Sorel motioned \$34,000 for Road Impact Fees, Zone Plans. Seconded by M. Lennon.***

***Vote unanimously in favor.***

**Line item #6 Fire – SCBA Replacement aka Scott Air Packs & Bottles,  
Continued from page 4 of these minutes**

***N. Comai motioned -0- for this year's CIP request and have an additional \$5,000 for each of the next four years for the Scott Air Packs & Bottles. Seconded by M. Sorel.***

***Vote unanimously in favor.***

**Line item #7 Fire – Engine #1 Cost \$350,000 7 yr Lease**

M. Sorel: Nancy, you brought up several times that leases are expensive.

N. Comai: It would be \$175,000 for this item.

M. Sorel: I don't know what you want us to do on this.

N. Comai: A Fire Engine like this, they obviously don't make them without a special order. This is not taken lightly or as an overnight thing. It needs to be ordered. The Fire Chief requests this item as "urgent". How do you finance it? It's not that they don't need Engine #1, it is how to finance it.

R. Duhaime: He wants it purchased with lease payments. We would love to have him purchase it, but we are not going to lease it.

M. Sorel: I move to sign the lease.

R. Duhaime: It is so much money to shop for a truck.

M. Sorel: We can add a number. I will ask Christine for advice. I don't think we can change the CIP department request for a lease. He has a new ambulance, a 20,000-mile vehicle from Police, and a new Tahoe. Their vehicles are OK except for this engine #1.

N. Comai: I don't see a class on his sheet.

M. Sorel: My print out is in bold type.

C. Soucie: I believe the bold type meant "urgent".

N. Comai: In my plan (spreadsheet), I kept one of these things in. I laid it all out.

M. Lennon: Let's say we approve the lease, then couldn't the Budget Committee or the Town Council take money and buy it? Do we have to decide what method they use?

C. Soucie: CIP Committee has to make a recommendation.

M. Sorel: What CIP says does have weight. It carries to the Planning Board, and then carries to the Town Council.

M. Lennon: Would we be better off buying the truck outright? If we go with a lease, is this written in stone?

N. Comai: Money left over, the unused portion of the budget, get the fire truck for the Fire Department. Find a truck with alternative fuel to get savings from the State. Base decisions on what you know at the time. Go forward with this one, but if funds become available buy it.

C. Soucie: \$110,000 for last year's CIP request was to refurbish the truck. CIP Committee decided not to fund the \$110,000. It comes up as fire capital reserve. The Town Council decided neither one should go forward. I do think it should be put on as a lease. Town Council may change the funding.

M. Cannata: Town Council as an option there.

R. Duhaime: Firemen rules "codes" are that everything made after 1985 has to have certain updates to use it. If we don't buy a fire truck, then we have to refurbish it. Engine #1 doesn't meet code.

N. Comai: Put in funding for a future purchase.

M. Sorel: I agree funds for a lease are expensive. It works, but the taxpayers pay for that through interest and depreciation. It is smart business. Do we want Hooksett taxpayers to pay \$58,380 per year for a 7 yr lease?

M. Cannata: Is this a lease to buy?

M. Sorel: It is a lease to purchase.

M. Cannata: Can we approve as requested?

M. Lennon: For now, go along with what is requested.

R. Duhaime: There would be no backing out for 7 yrs.

N. Comai: 4.5% is a low number for a lease. These days, we may be able to get an even lower % to purchase.

C. Soucie: I got 4.05% for a 5 yr lease. This would have less in interest, and they would get their product at the same time.

M. Sorel: Let's get back to what Mike says. That is not what Fire is asking for.

C. Soucie: He asked for a lease with no specifics. I put the 7 yrs on the spreadsheet. We could ask for 5 yrs.

M. Sorel: For a 5 yr lease-purchase, what is the cost of the vehicle. Is it paid "fee simple".

C. Soucie: There is a \$1.00 buyout. I have never had the lease company request the \$1.00.

R. Duhaime: A 7 yr lease would be \$3,000 to purchase.

M. Sorel: It is a big number and Nancy is uncomfortable with it.

N. Comai: In my plan (spreadsheet) I had a couple items stay where they are, and some deferred out 2-3 yrs. I looked at the plan as a whole. I may have given a truck out a couple of years instead of now.

R. Duhaime: We can spend time on these, and still may not go anywhere.

N. Comai: It is a 6 yr plan as a whole. We have really thought this through and weighted based on need.



M. Sorel: I would rather address this at next year's CIP Committee.

N. Comai: I am not comfortable with a 1985 fire vehicle.

M. Sorel: We have an outstanding Fire Department. We have had 3x major fires in the last 2 weeks, and they have been well handled.

R. Duhaime: I have never been comfortable with a lease, but that's all we could do.

N. Comai: I am comfortable to say yes for the Fire Engine #1, because I already saw a loss of \$110,000 to refurbish it.

R. Duhaime: Would have to bring Engine #1 to fire code.

M. Sorel: Council and their wisdom decided fire did not need it. I am very uncomfortable if I vote on this.

R. Duhaime: \$55,000 this year or \$58,000 next year to refurbish.

M. Sorel: Does he have to park this vehicle?

N. Comai: We don't have enough information. We should -0- the line item.

M. Sorel: He can come to Council to make his plea.

***M. Cannata motioned -0- for Engine #1. Seconded by M. Sorel.  
Vote unanimously in favor.***  
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**Line item #9 Fire – Fire Cistern Fund**

M. Sorel: One of the cisterns went bad. The cost to repair came out of the Fire Budget. Their budget is \$2.3 million or 2.4 million.

C. Soucie: It was not out of the Town Fire Department budget, it came out of the general bottom line.

M. Sorel: We have a Fire Budget of \$2.3 million for 13,000 people.

***M. Cannata motioned \$10,000 for the Fire Cistern Fund. Seconded by M. Sorel.  
Vote unanimously in favor.***  
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**Line item #16 Recycling/Transfer – Automated Collection Trucks Cost \$480,000 at 4.5% for 7 yrs**

M. Sorel: I have done some homework on this. I spoke to 4x different members of the Landfill Advisory Committee. 2x were in favor, and 2x were not in favor. I went to them

individually. I sought enough information to make an informed decision. The direction for this type of collection is due to workman comp claims, and difficulty finding help. We have not been presented with data on either of these issues in Hooksett. It is definitely a want, not a need. We have a system that is working now. To Diane's credit, her desire is to reduce the tonnage fee. We have a system for trash collection and it is working now. This system would just be better with this CIP request. Goffstown has 2x trucks @ 4x days a week @ 10 hours a day.

R. Duhaime: What is Goffstown's number of residents.

J. Duffy: A little over 17,000 residents.

M. Sorel: We would still keep packers in the event the new system doesn't work. It is a want not a need. It would be nice to recycle. Again, lease-purchase. I don't have enough information to be in favor of this at this time.

M. Lennon: It is not a real need, only desirable. In this tight economy, this money could be used for something else.

R. Duhaime: My brother is a Landfill Advisor. Diane has been saving this money and pitching this to her own advisory committee for years. The Coop all of a sudden has told her to get in now or we won't have room for you. This has prompted Diane to fire this ahead. She is saying fees for the weight of the trash would be the amount for the lease-purchase.

M. Lennon: She did say it would pay for itself.

M. Sorel: I want it backed up with hard data.

R. Duhaime: I think the Coop will have room for us in a year or two. This is a huge amount of money to request. She is not asking for just one truck at a time, she wants two. She wants to do the whole Town.

M. Sorel: We won't lose personnel with Diane's request.

N. Comai: They should be alternative fuel vehicles.

M. Sorel: Favorable landfill; buy a bag and fill it with trash. Rather than bag, go for the requested system. There is not enough factual data.

N. Comai: The lady did not have enough time to present us her information.

M. Sorel: We get the best bang for our dollar for trash pick up, because of Diane.

R. Duhaime: Reduce her request to \$10,000. Obviously she couldn't purchase it at that.

M. Cannata: I am on the Landfill Advisory Committee. With all do respect to Diane, she needs another opportunity to fully present her request. If it comes to a vote, I would have to abstain.

M. Sorel: What if her request is obligated for future years?

C. Soucie: For the Scott Air Packs, we took it out this year, but added for future years. This plan is not only for this year, but the next 6 years. Get your arms around it and level off the plan over 6 years.

R. Duhaime: Streaming recycling sounds great to me.

M. Lennon: Recycling is a very good plan, but given the financial climate now, I don't think we need it at this time.

R. Duhaime: Going green saves money in the future.

N. Comai: Diane already makes a place at the Transfer/Recycle Station to promote recycling.

R. Duhaime: Once we disrupt barrels, it becomes mandatory recycling.

M. Sorel: This is a want, not a need.

***M. Sorel motioned -0- for Automated Collection Trucks, did not receive enough data and facts to make decision, and this is a want not a need. Seconded by N. Comai. Vote in favor. M. Cannata abstained.***

M. Lennon: This is important, but it is not the right year.

M. Sorel: Hooksett has no data for workers comp claims, or hard time hiring staff. No arguments have been put forth.

R. Duhaime: I would rather not purchase these trucks.

N. Comai: There is State funding/reimbursement for green fuel. We need more specifics on the trucks. We also agreed to 3x highway vehicles. These also say lump sum purchase or lease.

C. Soucie: Leasing of highway vehicles, taxation and/or lease on their forms. They wanted taxation. I assumed the \$35,000 vehicle, and the \$65,000 vehicle would not be leased. Buying the \$156,000 vehicle was put forward as a lease. No one went back. Should we be leasing this?

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**Line item #12 Highway – Plow Dump Truck**

N. Comai: Can we get back to the lease trucks?

C. Soucie: I don't think Dale wanted to lease these.

***R. Duhaime motioned to rescind previous motion for -0- for the Town-wide Computer Development Fund. Seconded by M. Sorel.***

***Vote unanimously in favor.***

***M. Sorel motioned to rescind previous motion for \$31,320 lease for the Plow Dump Truck. Seconded by M. Cannata.***

***Vote unanimously in favor.***

***M. Sorel motioned \$140,000 to purchase the Plow Dump Truck. Seconded by M. Lennon.***

***Vote unanimously in favor.***

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**OTHER**

N. Comai: Details on 3x 6-wheel dump trucks?

M. Sorel: Contact Jodi Pinard at the Highway Department.

N. Comai: Will this slow things up?

M. Cannata: Mike, are you saying to follow-up with the Highway Department?

**No Line item: Community Dev. – Feasibility Study for the Southern Leg of the Parkway**

J. Duffy: I did not put the Feasibility Study for the Southern Leg of the Parkway in the CIP at all. Then Christine questioned it and suggested to put it in for future years. I brought this to the Planning Board's attention.

M. Sorel: There was no vote by the Planning Board on the this feasibility study. Only one member stated to put it into the CIP.

J. Duffy: Right, no vote, but there has been discussions by the Planning Board.

***M. Sorel motioned -0- for the Feasibility Study for the Southern Leg of the Parkway. Seconded by M. Cannata.***

***Vote unanimously in favor.***

N. Comai: I have \$468,000 total.  
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Meet January 26<sup>th</sup> for self-audit.

Adjourn 6:45pm

***R. Duhaime motioned to complete a CIP self-audit at the CIP Committee Meeting scheduled for Monday, January 26, 2009 @ 6:00pm. Seconded by M. Sorel. Vote unanimously in favor.***

***M. Sorel motioned to adjourn at 6:45pm. Seconded by M. Cannata. Vote unanimously in favor.***

### **ADJOURNMENT**

Chair R. Duhaime adjourned the meeting at 6:45pm. Next CIP Committee Meeting scheduled for Monday, January 26, 2009 @ 6:00pm, at the Hooksett Municipal Building – Chambers room 105, 35 Main Street.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator