

Unofficial
As of 01/27/09

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

January 26, 2009

**HOOKSETT MUNICIPAL BUILDING
35 MAIN STREET
(2ND FLOOR, ROOM 204)**

CALL TO ORDER

Chair Robert Duhaime called the meeting to order at 6:08 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.

Approval of Minutes of 12-08-08 & 12-15-08

M. Cannata motioned to approve the minutes of 12/08/08 with edits from M. Sorel.

Seconded by M. Sorel.

Vote unanimously in favor.

M. Sorel motioned to approve the minutes of 12/15/08 with edits from M. Sorel.

Seconded by M. Cannata.

Vote unanimously in favor.

SELF-AUDIT

Note: CIP members received copies of the Hooksett Town Charter (pgs 14 & 15), Chapter VI – Capital Improvements Programming within The Planning Board in New Hampshire – A Handbook for Local Officials, and Town of Goffstown Capital Improvements Program Committee Handbook.

R. Duhaime: Jo Ann, I think you sent this out “Town of Goffstown CIP”. We should start our CIP Committee by September 1st the latest. I don’t know if Hooksett will adopt the Goffstown CIP. How many years has Goffstown been using that version?

J. Duffy: This started about 6 yrs ago in Goffstown and was modified again this month.

M. Sorel: I responded to an e-mail to Donna about Chapter VI – Capital Improvements Programming within The Planning Board in New Hampshire – A Handbook for Local Officials. I asked that Chapter VI be copied to all the Hooksett CIP Committee members. It is comprehensive and a lot of information.

M. Lennon: I agree with Mike that Chap VI has a lot of good information.

R. Duhaime: Going into this self-audit, it shows how much we were not prepared.

M. Sorel: Chapter VI recommends we start the CIP process in July/August.

R. Duhaime: It must have been prior to our Town Charter. I remember September 1st being the start date for the CIP Committee.

M. Sorel: A few years back, Diane Savoie from Finance did a lot of the work for the CIP. A lot of the responsibility is on the CIP Committee and staff can assist. I see that we let staff take the responsibility, and it should be the CIP Committee's responsibility. This year we missed several statutory requirements. We did not have a public hearing. We need a CIP to collect impact fees. If we don't, a developer can say they don't want to pay the impact fees. My habit and practice is to do it right from the beginning and have a good structure.

N. Comai: You are saying we haven't had a public hearing, but we have had public meetings. What you presented to the Planning Board last time was a public meeting.

R. Duhaime: We should have a public hearing, before it gets to the Planning Board.

N. Comai: It should be 7 days prior to the CIP Committee Meeting and posted in the newspaper as a public notice.

R. Duhaime: Are you taking this from the Hooksett Town Charter?

M. Sorel: I am referring to Chapter VI.

M. Lennon: Chapter VI is recommending eight (8) meetings (refer to page VI-5 & VI-6 for details).

N. Comai: We did receive the CIP book. We are asking for a September 1st start date moving forward.

M. Sorel: The Town Administrator is responsible to put the CIP book together for us. It should be all encompassing, and all tied in. Then he can assign it to staff to assist. David Jodoin did a super job when I was previously on the CIP. He said this is a need.

N. Comai: He did it this year before he left. Are we too late to have a public hearing?

M. Lennon: Where are you finding to have a public hearing? It talks about holding interviews, which we did.

R. Duhaime: Ongoing we should hear the department interview process, and then make recommendations at another meeting. It shouldn't be done all in the same night.

N. Comai: At the interview process, there were public members there.

M. Sorel: There is a checklist for the public hearings.

J. Duffy: The public hearing is from the Planning Board. We did have the CIP on a Planning Board agenda item and that was posted on the Town website, Library, and Town. It was not in the paper as a formal public notice. Once we know a date, then we can put it in the paper for a formal hearing.

M. Sorel: Read page VI-40 adoption procedure referring to RSA 674:5 through 674:8 into the record.

M. Lennon: They are talking about a Master Plan. The way I interpret this, this has to do with setting up the CIP. I don't think it is necessary to have a CIP public hearing if we have a master plan.

R. Duhaime: The Jordan Institute did an audit on our Master Plan. They found major problems and conflicts with our Master Plan. The Master Plan was last updated in 2004. Everything you address in your Master Plan must be addressed in your CIP. You need to do the footwork.

M. Sorel: Marty, my position or belief is to get input from the public at large (citizens in the community). Following the public hearing, did the Planning Board vote to adopt the CIP?

J. Duffy: The Planning Board did vote to adopt the CIP. We did not put a public notice in the paper. I am saying we should post a public notice in the newspaper.

M. Sorel: Who is going to have the public hearing? The CIP Committee or the Planning Board? Let me finish my point, the public hearing should be done prior to the Planning Board CIP Committee presentation.

J. Duffy: If you all want to work on some kind of handbook, present it to the Planning Board and say you want to get more involved. The Planning Board would need to adopt your handbook. Then you can start using your handbook for CIP 2010-2011.

M. Sorel: I think we should adopt Chapter VI.

R. Duhaime: The CIP Committee start date of September 1st, Christine is this possible? I already want the numbers in September, so in July/August you start your process with department heads and the Town Administrator.

C. Soucie: July might be a little early. August shouldn't be an issue. Departments are relatively good. I think the bog-down is the Town Administrator meets with each department head.

N. Comai: Why can't we re-use the CIP book we have now? The pages will still be used next time and they could be noted with this year's information. Why not use the momentum of what is already done?

C. Soucie: It is not hard for the departments to get their information. The issue is meeting with the Town Administrator and going over the whole process. I can't say why it takes time. Maybe it is scheduling conflicts.

M. Lennon: I have a question too. Is there some specific reason why we met in the Chambers right before a Planning Board Meeting?

R. Duhaime: We should have the CIP Committee meetings on separate nights from the Planning Board meetings.

M. Lennon: We need more time for reviewing.

N. Comai: And time to go over procedure.

M. Sorel: The \$340,00 Fire Truck we did not approve. A few years ago, if we were in with the Town Council, maybe they wouldn't have bought the ambulance (rescue vehicle).

R. Duhaime: Even to renovate the Fire Truck was turned down.

N. Comai: Are we disappointed in what we submitted?

M. Sorel: I was surprised at the Town Council meeting that the Fire Truck we zeroed out is a warrant article. The Planning Board also zeroed it out. I am surprised it is on the warrant article. I was at the Town Council meeting and the vote was a tie 4-4, and they asked me about it. It told them the CIP Committee is not in favor of the lease.

R. Duhaime: It did not pass the warrant article. It wasn't that I thought we were doing a bad job, but the CIP Committee should spend more time reviewing.

N. Comai: No matter how much time we spent on the Fire Truck, the same result would have been to zero it out.

M. Cannata: It is not so much the issue to review. It is the process. The process is the problem.

N. Comai: By submitting Chapter VI, this self-audit, and going to the Planning Board & Town Council, this says we do mean business. I am not disappointed in our submission.

R. Duhaime: I have been approving CIP's the last 4 yrs with leases on it. Did we look at the process of who determined leases?

N. Comai: On the Budget Committee, I had a presentation from the guy who did the Wastewater Treatment Plant. He saves up before he purchases capital.

M. Sorel: I want to raise a question that I have raised the last 2-3 yrs. Each time I have chaired or co-chaired a committee. And each time I have been on a sub-committee. The sub-committee makes a report to the committee and they either vote it up or down. That way those on the sub-committee have provided their input. This year's CIP Committee presentation to the Planning Board, we all should have been at that meeting. A member of the Planning Board put \$20,000 back into the CIP. I am not comfortable with that.

N. Comai: So the meeting right after our proposal, we all should have stayed?

R. Duhaime: Yes.

N. Comai: I could have stayed.

R. Duhaime: The CIP reflects the Master Plan. All were checking it. No ones fault, except at one time we had a cash cow (landfill). The CIP fell into disrepair. Once we started the CIP and impact fees, no one has checked our process and no one has checked if it was done correctly.

M. Sorel: I went over the Rules of Procedure from the Planning Board. Maybe it is practice they look over the CIP Committee. I would rather not be a part of a sub-committee to accept or not accept it.

J. Duffy: They can't not accept it. They have to accept it, and then make their recommendations.

M. Lennon: Back when we had the meetings, in a couple of places, we said "let's cut this to such and such and they (Planning Board) can make their recommendations".

M. Sorel: The Town Council can change it.

J. Duffy: The Town Council is looking at the overall budget. The Planning Board is looking at the overall plan. They (Planning Board) have to adopt the CIP to make it go forward. Once the plan leaves your hands, it then becomes their plan and they can change it.

M. Sorel: I have not been able to find anything in writing that the Planning Board can take the CIP and make changes to it.

N. Comai: If it goes to the Warrant Article, underneath it, does it say recommended by the CIP Committee? The Planning Board vote won't show.

J. Duffy: The CIP Committee vote used to be on ballot, but now it just has the Town Council and the Budget Committee.

M. Sorel: Any committee I have been on, we either accept a plan or turn it down. The last few years, it has been hard to find people to get on the CIP Committee.

M. Lennon: I look at it that we make recommendations. I personally don't see our work has been negated, because someone is looking at it in a different way. With this set of circumstances, they can say it should be changed.

M. Sorel: I have no problem with someone from the Planning Board stating they want to change something, but they should have volunteered to be on the CIP Committee. Another member of the Planning Board asked a question of the CIP Plan. The Chair of the Board asked if the member wanted it changed, and the member stated "no, I accept the explanation that was given to me".

N. Comai: I would have thought Rob and Mike were representing the CIP Plan and that all members of the CIP Committee did not need to appear before the Planning Board.

J. Duffy: The local legislative body vs. the governing body. It sounds here like it is different than how it has been done.

M. Sorel: How does it apply to our Charter?

J. Duffy: Our Charter says it is the Planning Board.

M. Sorel: Our Charter says it is the Town Administrator. And in our Charter, the Town Administrator is a voting member on the Planning Board. Our report should either be accepted or rejected. But for someone to make corrections/changes to our plan?

N. Comai: If someone wants to change it after the fact?

M. Sorel: I read it as the Town Council can change the CIP plan, but the Planning Board should not.

R. Duhaime: It could be weeks from the Planning Board review of the CIP plan until it goes before the Town Council.

M. Lennon: I am thinking of the practical situation. If after we make our recommendations, the Planning Board should not make changes, then we need to let the Planning Board know this.

R. Duhaime: It would be better if we were not an adhoc from the Planning Board, but a separate committee.

N. Comai: Again, I am not disappointed with what we presented.

M. Sorel: Chapter VI is recommending eight (8) meetings (refer to page VI-5 & VI-6 for details). I just wanted to raise that point. I got caught by surprise when the Planning Board was going to change some of our numbers.

M. Lennon: At the Planning Board meeting, present the CIP plan to the Board.

M. Sorel: The Planning Board should have an opportunity to question the CIP plan, but I don't think they should have made changes to it.

N. Comai: If we were a separate committee, the Planning Board would need to make recommendations. Then it would be brought back to the CIP Committee for us to make our final recommendations.

M. Sorel: It is the assignment of committees.

R. Duhaime: Recommendations should be adopted by the Planning Board.

M. Lennon: If the Planning Board wants to override just one item, I don't see that we wasted our time.

M. Cannata: You know the reason why they are suggesting a change. Jo Ann's suggestion about gathering suggestions for a "CIP Committee Handbook" has been our discussion over the last ½ hour. My sense is there has been a disconnect in what the CIP Committee is actually looking at, and the CIP from the Master Plan. I have not seen in the Master Plan what the CIP Committee should do. Department heads provide input to the CIP Committee. I don't think the department heads are familiar with the Master Plan.

N. Comai: I disagree. I think this is why we have the CIP committee in the first place, to integrate the day-to-day activities and the Master Plan.

M. Cannata: What perception of the Master Plan are they getting?

N. Comai: Department heads are filled with day-to-day activities. They may not know the company direction. I guess I can use my green alternative fuel as a company direction example. The Town Council would set policy in the Master Plan. For the day-to-day department heads and how much they know is up to who is in charge and how much they want the department heads to know.

M. Sorel: In the RSA, the Master Plan and the CIP tie into each other.

N. Comai: We did not get the Master Plan information. The CIP should include the Master Plan, but the department heads are day-to-day.

M. Sorel: All department heads are involved in the interview process in the Master Plan.

M. Cannata: Department heads were involved in the Master Plan.

M. Lennon: The reason we have these committees is because each has their field of expertise. That is the whole purpose for our committee.

R. Duhaime: My feeling is the disconnect that has been happening is due to not using the Master Plan. This is bad planning. We are budgeting a 10 yr plan. This is good budgetary planning. There is no tie in to the budgetary planning, when the Planning Board changes their rules. You're in a downturn economy. Now is the time to connect. The Jordan Institute audit of our Master Plan, Hooksett always says it wants open spaces, but how is this going to be funded. I don't think the Jordan audit has been integrated by the Planning Board.

M. Sorel: Chapter VI - Designate an Individual to Oversee Preparation (refer to pg VI-4 for details).

C. Soucie: Departments, on their request, do have to give information to tie into the Master Plan.

M. Cannata: Where do we go from here?

M. Lennon: What this all boils down to is the CIP Committee needs to be more visible with the Planning Board.

J. Duffy: Here is the CIP Committee processes for the Planning Board to adopt:

- (1) Chapter VI – Capital Improvements Programming within The Planning Board in New Hampshire – A Handbook for Local Officials should become Hooksett's CIP Committee Handbook.
- (2) CIP Committee meeting schedule should be changed to start September 1st
- (3) CIP Committee should hold a public hearing and post it as a public notice in the newspaper
- (4) Time and place of CIP Committee meetings should be held on different nights than the Planning Board Meetings. The CIP Committee needs more time for presentations and review of procedures.
- (5) All CIP Committee members should be notified and present at the Planning Board CIP presentation
- (6) Master Plan should be integrated into the CIP more clearly

R. Duhaime: And (3) above posted in newspaper.

N. Comai: Meeting dates should start earlier. Incorporate the Master Plan into the CIP. Have someone present pieces of the Master Plan to the CIP Committee.

M. Cannata: That would be helpful.

J. Duffy: (6) above, you could have something like pg VI-25, Exhibit VI-9: Relationship of CIP to the Master Plan Goals/Recommendations. Integrate the Master Plan into the CIP more clearly.

R. Duhaime: The Master Plan states to secure an open space bond? This has never been budgeted or recommended to the Planning Board.

M. Cannata: Jo Ann, I am not clear how the CIP Committee comes about? How does the committee get mandate and who gives it? I am beginning to get an obscure understanding.

J. Duffy: The CIP committee goes by the RSA. The CIP process is controlled by the Planning Board. The Charter states yes the Planning Board. The Planning Board has the right to adopt a subcommittee.

M. Sorel: We should get on the next Planning Board agenda to see if they would want these same five (5) members for next year's CIP Committee. It is the Planning Board's job to appoint us. Do we raise the question with the Planning Board that they can question the CIP plan? But if no major problem with facts and evidence, the Planning Board should not change our plan.

M. Cannata: I think before that, the CIP Committee needs to have more information.

R. Duhaime: First, we would like to ask the Planning Board if the same five (5) people can continue on next year's CIP Committee. Then if yes, ask the Planning Board to adopt a CIP handbook.

M. Sorel: Can we make a self-audit to the Planning Board?

R. Duhaime: Can everyone make the March 2nd Planning Board Meeting?

J. Duffy: Someone from the School Board should also be on the CIP Committee.

R. Duhaime: Could we have more members?

N. Comai: We actually have a vacant seat on the Budget Committee right now.

SELF-AUDIT QUESTIONNAIRE: VI-43

1) Was there a “paper trail” of the preparation of the CIP maintained during the process to document compliance with the RSAs?

Answer: Yes

N. Comai: We have meeting minutes, postings, and the CIP binder of information.

2) Has the Planning Board adopted a Master Plan?

Answer: Yes

M. Sorel: Yes, the Master Plan was created in 2004 and adopted in 2005.

R. Duhaime: Yes, and this CIP self-audit and/or Planning Board audit should incorporate the Jordan Institute audit.

M. Cannata: I recommend the Planning Board review the Jordan Institute audit.

M. Sorel: We can get into this at another meeting.

R. Duhaime: This self-audit may update the Master Plan.

3) Did the local legislative body authorize the Planning Board or CIP Committee to prepare and amend a CIP?

Answer: Yes

4) Does the CIP classify projects according to their urgency and need and include a recommended time sequence for implementation?

Answer: Yes

5) Was the program based on information submitted by municipal departments and agencies, the school board, and others contracted by the Planning Board or CIP Committee?

Answer: Yes, however the School Board did not submit.

C. Soucie: The School Board was asked to provide their CIP.

J. Duffy: By law, the School Board is supposed to be submitting.

C. Soucie: They have nothing to submit for 6 years?

N. Comai: I thought they submit separately.

C. Soucie: The School Board matrix we put together is separated from the overall Town's matrix. I asked them (School Board), if they were going to submit.

M. Sorel: I would suggest we need something in writing from the School Board that they did not have anything to submit.

R. Duhaime: I read somewhere, maybe Goffstown, that a separate meeting is needed with the School Board.

C. Soucie: They (School Board) came forward last year. For some reason they did not come this time.

6) Does the CIP take into account public facility needs indicated by prospective development as shown in the Master Plan or those permitted by land use controls?

Answer: No

M. Sorel: This is the reason to move forward to integrate the Master Plan and the CIP.

7) Did the Planning Board or CIP Committee solicit public input at a properly-noticed public hearing in the same manner required for the Master Plan adoption?

Answer: No

N. Comai: The Planning Board did notice by posting an agenda on the Town website and boards as a public meeting. However, it was not posted in the newspaper as a public notice.

8) Following the public hearing, did the Planning Board or CIP Committee vote to adopt the CIP?

Answer: No public hearing. Yes Planning Board adopted the CIP with changes.

C. Soucie: Yes they voted to adopt. No they did not after a public hearing.

M. Sorel: It was not posted in the paper as a public notice. It was only a public meeting, not a public hearing.

9) Did the Planning Board or CIP Committee transmit its current year capital budget recommendations to the executive officer(s) of the city or town and to the Budget Committee, School Board, and special purpose districts or precincts whose capital needs are addressed in the CIP?

Answer: Yes

C. Soucie: The “blue book” packets were distributed.

N. Comai: What we recommended or what the Planning Board recommended is in the “blue book”.

C. Soucie: Yes, both the CIP Committee and the Planning Board recommendations are in the “blue book”. This is a Planning Board document.

10) If the answer to any of these questions (1-9 above) is no, the capital improvements programming and implementation process is incomplete. The board or committee should add any missing information or documentation to bring the CIP to a successful conclusion.

Answer: Because we have the “blue book”, we are saying the CIP is concluded.

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C. Soucie: Move forward to adopt Chapter VI.

J. Duffy: The Planning Board needs to be the body to adopt Chapter VI.

C. Soucie: Chapter VI does have some holes in it. We need to define some criteria specific to Hooksett.

M. Cannata: Adopt Chapter VI as a guide for Hooksett’s CIP.

C. Soucie: Someone needs to look at Chapter VI; what we want to do and merge together.

M. Sorel: I will volunteer to work with Jo Ann on this.

M. Lennon: Are we going to talk about when the CIP will meet again?

***N. Comai motioned to adopt Self-Audit Questionnaire: Chapter VI-43 prior to the CIP process being complete. Seconded by M. Sorel.
Vote unanimously in favor.***

***M. Sorel motioned for a written CIP Committee Self-Audit Report to be drafted and approved by the Town Planner and CIP Committee Chair, and then submitted to the Planning Board. Seconded by N. Comai.
Vote unanimously in favor.***

M. Sorel motioned to be placed on the March 2, 2009 Planning Board Agenda for (1) Board re-appointment of existing five CIP Committee members, (2) CIP Committee members to present a briefing on the CIP Committee Self-Audit Report, and (3) Board

*to appoint a sub-committee to further review CIP documentation and processes the CIP Committee would like the Board to adopt. Seconded by M. Lennon.
Vote unanimously in favor.*

*M. Cannata motioned to adjourn at 7:40pm. Seconded by M. Sorel.
Vote unanimously in favor.*

ADJOURNMENT

Chair R. Duhaime adjourned the meeting at 7:40pm. The next CIP Committee meeting has not been scheduled at this time.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator