

Official
As of 10/27/09

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

October 21, 2009

**HOOKSETT MUNICIPAL BUILDING
35 MAIN STREET
(2nd floor room 204)**

CALL TO ORDER

R. Duhaime called the meeting to order at 6:10 pm.

ATTENDANCE

Robert Duhaime, Marty Lennon, Martin Cannata, and Nancy Comai.

Absent: Jack Mudge.

REPRESENTING TOWN OF HOOKSETT

Excused: Christine Soucie, Finance Director

ELECTION OF CHAIR AND VICE-CHAIR

M. Lennon nominated R. Duhaime for Chair. Seconded by M. Cannata.

Vote unanimously in favor.

N. Comai nominated M. Cannata for Vice-Chair. Seconded by M. Lennon.

Vote unanimously in favor.

CIP PROCESS OVERVIEW

The **2004 Master Plan** is available on the Town website www.hooksett.org.

N. Comai: Of the 16 items from the 2009-2010 CIP Plan, how many were purchased/ used? Why are some items going through the department's operating budget, when they should be included in the CIP Plan?

M. Cannata: The department is overriding the CIP process and going to the Council for funding via the operating budget.

R. Duhaime: The new dog park is a good example. The Parks & Recreation Advisory Committee is on the CIP requesting \$139,788, yet we have a new dog park.

N. Comai: The Safety Center is another example. There is a Facilities Advisory Committee that has been established and they have created a punch-list of items. Now the Council has approved a \$90,000 bid for an architect for the safety center. Where is the Facilities Advisory Committee in this process?

M. Cannata: It should be noted that the CIP Committee is aware that departments are managing their funds in other ways that are not being addressed via the CIP process.

R. Duhaime: I would like to invite Marc Miville in the audience to sit with the committee members and partake in this discussion.

M. Miville: The Town Council majority requested a level budget or lower for fiscal year 2010-2011. They also do not want any new warrant articles on the 2010 ballot.

N. Comai: There are leases on the 2010-2011 CIP. Departments should be putting money aside each year for purchases vs. leases. Reviewed the May 12, 2009 Ballot outcomes vs. CIP Plan 2009-2010 (*5/12/09 Ballot with written voting results will be photocopied and distributed to all committee members for the next CIP meeting.*).

R. Duhaime: The first meeting for each year's CIP process should include review of the ballot outcomes vs. the CIP Plan for the previous fiscal year. Additionally, department heads vs. their staff should be the presenters, so that questions by the committee can be addressed appropriately.

N. Comai: I am pleased to see that the CIP projected costs for fiscal years 2010/11 to 2015/16 have been leveled out per year.

R. Duhaime: Facilitated discussion around process flow for this year's CIP Committee. For each department's presentation, the committee will complete discussion for a 6 yr period of time (2010-2011 request + projected costs for five (5) additional years), prior to moving onto the next department's presentation.

CIP DEPARTMENT PRESENTATION SCHEDULE

N. Comai motioned to adopt the CIP Meeting Schedule. Seconded by M. Cannata. Vote unanimously in favor.

OTHER BUSINESS

CIP Committee – Additional Member

R. Duhaime: Marc Miville would like to be appointed to this year's CIP Committee.

***R. Duhaime motioned to recommend Marc Miville to the CIP Committee 2010-2011.
Seconded by N. Comai.
Vote unanimously in favor.***

R. Duhaime: Marc will be added to the 11/2/09 Planning Board Agenda for appointment by the Board.

***M. Lennon motioned to adjourn at 7:20pm. Seconded by M. Cannata.
Vote unanimously in favor.***

ADJOURNMENT

Chair R. Duhaime declared the meeting adjourned at 7:20pm. The next CIP Committee Meeting is at the Hooksett Town Hall 2nd floor room 204 @ 6:00pm on Tuesday, October 27, 2009 with presentations by 1) Administration & Assessing, and 2) Community Development.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator