

Official
As of 11/03/09

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

October 27, 2009

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

CALL TO ORDER

Chair R. Duhaime called the meeting to order at 6:05pm.

ATTENDANCE

Chair Robert Duhaime, Vice-Chair Martin Cannata, Marty Lennon, and Nancy Comai.
Absent: Jack Mudge.

REPRESENTING TOWN OF HOOKSETT

Christine Soucie, Finance Director

Approval of Minutes for 10-21-09

M. Cannata motioned to approve the minutes of 10/21/09 with edit to pg 2. Seconded by N. Comai.

Vote unanimously in favor.

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

BUSINESS

Carol Granfield, Town Administrator: I won't be at every CIP meeting, however just let me know in advance if there are meetings you would like me to attend. The Council requested a level or reduced budget and limited warrant articles for years 2010-2011. Christine Soucie, Finance Director, is an intrical part of the CIP process. I encourage you to seek her assistance.

R. Duhaime: We will utilize her.

C. Granfield: We shifted:

- Transfer & Recycle - automated collection: is to start in 2011. Initially we had it for this year, however we opted for a non-monetary warrant article. This is a lean year, and many people might vote “no” if the warrant article has money in it. We want to see what the public wants for funding next year.
- Public Works – sidewalk plow: is spread out over 3 yrs. It is not necessary to start it this year; therefore we shifted it from this year.
- Lease vs. Reserve: we started with reserve in the past. For example we put money aside for a Fire Truck, however it kept getting voted down. So then we went to leases and spread them over the years. Leases are more costly. I would like to go back to reserves. This will take some time to switch over from leases to reserves.
- Safety Center – building maintenance: There has been a lot of discussion of all the Town buildings’ maintenance needs. We are getting a report from Harvey Construction in December on the maintenance cost for the Safety Center. This may be an upcoming warrant article with a bond or phased in.

Administration & Assessing

C. Granfield: The request from **Administration** is for **#1 Town-Wide Computer Development Fund**. This is a critical component. There is \$10,000 each year, and \$17,000 for 2010-2011. We need to replace three (3) PCs that are 6 yrs old at the Fire Station. We have one computer fund vs. each dept. We would like to hire an IT person 2 days a week part/time. It is more costly to call in a company when something crashes. We want to put the funds in place to start upgrading and replacing. The existing BMSI program is antiquated. We have to downgrade our systems to work with BMSI. We need a different system. In some cases, we are expanding memory for a while.

C. Granfield: The request from **Assessing** is for **#2 Revaluation/Recertification**. There is \$40,000 each year. Every 5 yrs we must complete a revaluation/recertification. By the 5th year CIP, you would have the money.

C. Granfield: Another request from **Administration** is for **Financial Software Upgrade**.

M. Cannata: What is the computer assessment life? That can be quite extensive. How long can you account for it?

C. Granfield: The computer assessment was just done last year. It is an ongoing review. We should complete one every 5 yrs. We need to hire a part-time IT person 2 days a week ongoing vs. calling someone in. Fire is in good shape, however the Town Hall offices are where most of the needs are.

N. Comai: Dr. Littlefield and Karen Lessard have raving reviews of their new computer system. Why not use that municipal system? It is maybe cheaper to add on to their system. Why not start right away with \$20,000-\$50,000 in year 2010, since there is a

much lower total number? Dr. Littlefield said efficiencies are soaring with their centralized system.

R. Duhaime: Carol, our first meeting last week, we looked at your comments on why you made the recommendations to each department's CIP request. The Assessing Dept. request you have to have. Last year our CIP process was rushed. Now we have many members that came back this year, and we are not only looking at 2010-2011, but we are looking over the full 6 yrs.

C. Granfield: The CIP is fairly level after this year. This is a lean year. We have a lot of issues with computers. We need 2-3 key computer programs. We would have to purchase our own system.

N. Comai: Of all the departments, which is the first thing that should be knocked out? What is stopping you from doing it now for computers? Right now, it is planned far down the line.

C. Granfield: In the interest of getting a good number, we can come back for what cost to put in. As for the computer programs, we can talk to them for a financial system first, then add programs from there.

N. Comai: Please talk to Dr. Littlefield. It will be worth it.

R. Duhaime: I was surprised there is no Town database.

C. Granfield: Once we get the system in place, another priority, based on the size we are, is hiring an IT person.

C. Soucie: The tax collector, assessing, and building departments all use BMSI. It has a database, but is the old DOS version.

N. Comai: The Cities of Dover and Concord pulled together their systems in a year.

C. Soucie: It is \$100,000 estimate for just a finance system. Adding on the other modules will cost more. I didn't think it was proper planning to add all the modules this year. Would I like to see everyone have the modules tomorrow? Yes, however it needs to be properly planned out.

N. Comai: If you don't mind, I am going to push for an upgrade.

R. Duhaime: The Budget Committee and the Town Council have the last say.

N. Comai: If money is left over at the end of the year, put it in specific funds for the upgrade. This is a need.

M. Miville: It is definitely a need.

C. Granfield: Computers are more of a need than some equipment. We need to get rid of BMSI and go to another municipal system such as Munismart or another package. We need to start with the financial package, and then add other modules.

M. Miville: Do computers go out for bid?

C. Granfield: Yes.

M. Miville: This \$100,000 is an estimate?

C. Soucie: Yes.

C. Granfield: The software upgrade is a need. Some other department requests are desired.

C. Soucie: In 5 yrs this will be critical. Whether it happens in yrs 2,3, or 4, I am OK with that.

M. Miville: You don't want to rely on 5 yrs, when it is critical now.

R. Duhaime: The solid waste advisor, Martin Cannata, can tell you 5 yrs ago the old land-fill was a cash cow.

J. Duffy: Back then they had a CIP, but the money they collected in that fund was how much they could spend.

M. Lennon: I appreciate what Christine is saying for the computer upgrades. People in the community may question why all software programs are needed now. It is a lean year. I am all for the upgrades, but it is the whole mindset.

R. Duhaime: Back 5-6 yrs, the CIP had poor planning. Now the CIP is planning.

N. Comai: You need the financial package base for other modules to happen. Start there, and the rest will fall into place.

C. Granfield: Get in sooner than later for finance, and then add the others down the road. Centralizing the different departments saves time, and is the way it needs to go.

N. Comai: For Recycle & Transfer, the balance and trust fund are the same number all of the way down the column. Please explain.

C. Soucie: Solid Waste has \$583,655. That is the one amount they currently have and build on every year. The thought was to take \$500,000 from the \$583,655 for the automated collection, and raise tax dollars for other part. If not for the automated collection, the \$500,000 can be used for all other purchases.

R. Duhaime: Collection of recyclables (efficiency) offsets purchases.

M. Miville: The Council hasn't decided to do that or not.

C. Granfield: That is why we want a non-monetary warrant article for the automated collection, so that we can get the interest from the community.

M. Miville: It is a warrant article with no money attached.

C. Granfield: Money in the article may get voted down.

C. Soucie: That is Carol's recommendation to the Council, a warrant article without money.

C. Granfield: This is one warrant article I will be recommending.

N. Comai: Carol and Christine, last year's warrant article #10 - \$10,000 Town-Wide Computer Development, received was 558 yes votes to 332 no votes. The voters seem to agree by their vote. We all want efficiencies.

C. Granfield: There will be some warrant articles this year.

M. Cannata: Lease vs. purchase, your thoughts Carol?

C. Granfield: My previous experience, it is better to purchase and then pay for a lease. For example, in another town, for the Fire Dept. we put aside funds each year in cash. When we ordered the engine, we used the cash and saved money vs. leasing.

N. Comai: Carol and Christine, why plan a lease 3 yrs out? Why defer many years out to start a lease? Instead, plan for a purchase.

C. Soucie: I started reserve funds. Highway is recommending reserves for 6-wheel dump trucks. We put \$100,000 towards it. We may make a change over to the Fire Dept. They need engine #1 yesterday. The Fire Dept. vehicles are so expensive. We have leases and debt that will taper off in yrs 2013 & 2014. Our overall operating costs will pick up.

N. Comai: I can't agree with you.

C. Soucie: There are all kinds of benefits for purchasing. I am just not comfortable in this cycle to switch from lease to purchase.

M. Cannata: The leases are not locked in.

N. Comai: If you need it in 3 yrs, switch to purchase.

R. Duhaime: This year's committee has good planning. If we had good CIP planning 6 yrs ago, we wouldn't be in this spot. Sometimes the Council goes around warrant articles and buys it. We want to spread out items for 6 yrs+.

C. Granfield: The CIP committee is going in a good direction.

N. Comai: Once we switch to purchases that will level the bottom numbers.

C. Granfield: Where there is debt, there are also bonds retiring.

R. Duhaime: The residents have commented in the past why there are so many warrant articles on the ballot. Also, the CIP 2 yrs ago, the committee said no ambulance, but the Council bought an ambulance anyways. We are trying to get a system going so it works.

M. Miville: The ambulance purchased with impact fees. The Fire Dept. boat is for next year. Can't we use the police boat? There are quite a few things. The Highway Dept. gets hit really hard next year, then goes thin again for yrs 2012-13. Do they need those machines next year, then they will be OK for the next 5 yrs after that?

C. Soucie: For Highway's sidewalk plow, they wanted to purchase it now. I then talked to Dale, and he said it was OK to defer.

N. Comai: Can the Highway Dept. and Parks & Recreation Dept. share a one-ton dump truck vs. getting two?

C. Granfield: If a department wants a new piece of equipment, I am asking them to provide information on the current equipment such as current mileage, usage, maintenance history, and whether they are adding to their fleet or replacing.

R. Duhaime: We look at the long-term plan. In the past the Police Dept. donated an Expedition to the Fire Dept., but then the Fire Dept. bought a brand new vehicle anyways. The intent of this committee is to smooth bumps out and possibly look at departments sharing equipment. Marc, we will look at urgencies on a case-by-case request.

N. Comai: To Carol's point, I can't make a good judgment call to replace a 1997 and a 2001 vehicle next year. Should we replace the 1997 vehicle, and only maintenance the 2001 vehicle?

C. Granfield: For next year's CIP, the departments should provide detail why the equipment is tired. They can provide pictures, a mechanics report, etc.

R. Duhaime: In the past, the Fire Dept. said their Suburban was no good, yet the Highway Dept. is using it today. Departments need to prove why they need it. Carol, since the Highway Dept. has a lot of items, would you like to be here for their

presentation to the CIP Committee? I am really insisting that department heads present this year vs. sending their support staff.

M. Cannata: Christine or Carol, are any CIP projections tainted in any way because of impact fees?

C. Soucie: Impact fees are used for growth. Equipment falls under replacement. I haven't heard anyone using impact fees, expect for a new fire station.

M. Cannata: Impact fees do come into play for parks.

M. Miville: Is there a separate file of impact fee balances? Are there impact fees for communication?

C. Soucie: Yes.

R. Duhaime: What are the maintenance requests, and what are the new purchase requests? In the RSA, I believe a little can be used for maintenance.

N. Comai: Engine #2 is a 7 yr lease. Can we bond for a large item?

M. Miville: Can we float a bond for an Engine and Tanker together in the amount of \$700,000?

C. Soucie: The lease rate in 1995 was 5.6%, now the TIFT is 3.5% and the lease rate is 4.5%.

R. Duhaime: Based on last year's CIP self-audit, this year we will not only look at this year's requests, but also the longer range overall 6 yr scope.

C. Granfield: I will attend the Public Works CIP presentation.

N. Comai: Carol, it is very impressive that you slashed many items.

C. Granfield: I am going from the budget segment, and trying to be realistic in this lean year. I do agree with IT being a priority.

M. Miville: Have you looked into an IT intern?

C. Granfield: We are looking into that.

M. Miville: Carol, what kind of conversation did you have with Dale? You picked out three (3) needy issues.

C. Soucie: The three (3) Public Works bigger ticket items were funded. We split it up to try to be even.

R. Duhaime: For justification, we need additional information why an item is a need. Then the CIP can say why we may not agree with their justification.

M. Miville: For the Highway Dept., paving will now go into maintenance. He returned \$172,000.

C. Soucie: His whole budget returned \$170,000, not just for paving.

Community Development – Southern Parkway

J. Duffy: The request from Community Development is for **#3 Master Plan Capital Reserve Fund**. We currently have \$10,019. Our master plan is from 2004. In the past few years, the \$10,000 got voted down, however last year it got approved. It is recommended by the State to update the Master Plan every 7 or so years. We need to build up money, before we start on the project of updating the Master Plan. We can get the census data compiled and distributed next year, and work on a few chapters a week. The majority of the Master Plan is on track.

M. Cannata: Article #12 Master Plan on last year's ballot was voted 448 YES to 433 No.

M. Lennon: At the Town meeting, they did a really good job stressing the importance of updating the Master Plan.

R. Duhaime: Keep in mind the Master Plan is dated 2004, but the process for it started 2 yrs prior.

M. Lennon: Compared to some other costs on the ballot, \$10,000 is not as large.

J. Duffy: The EDC contracted with SNHPC for their part of the updates. The Master Plan CIP is pushed out for a year to 2011-2012.

J. Duffy: The request from Community Development is for **#4 Road Impact Fees, Zone Plans**. This is a 3 yr project. The first year's money in the budget was to draft phase I. We are in the process of identifying the top twelve (12) intersections in Town needing improvements, and then estimating the cost. Roadway impact fee money can be used to help pay for the improvements, however the Town also needs to match the funds. The Town has no plan in place for what is needed. Once we identify the twelve (12) intersections, then each year in the CIP we can have impact fees collected, then roadway improvement funds, and Town matching funds. We can only hold roadway impact fees for 6 yrs, or we have to return it back to the developer with interest. Roadway impact fees went into effect in 2005, and we started collecting in 2006.

R. Duhaime: Hooksett's traffic issues, 2004 Master Plan, and State vs. Town roads; we have had fees since 2006, but no plan.

J. Duffy: We started to work creatively with two (2) developers. Instead of collecting impact fees, they are donating funds. The developers are Market Basket supermarket and Riverside Public Storage.

N. Comai: Is that a legal form of government?

J. Duffy: Yes, we checked with our Town attorney, and as long as the developer offered the gift and we didn't make them donate, it is OK.

N. Comai: Impact fees become a public fund?

C. Soucie: It is a reserve fund for growth. If it is not used in 6 yrs, it has to go back to the developer.

N. Comai: If we receive a gift, then we could use it for a boat?

J. Duffy: No, only for that specific project. The gift is also non-lapsing for roadway improvements vs. the 6 yr impact fee. The supermarket offered the Town \$259,783.00.

C. Soucie: The developer gift is specific to what they have agreed with the Town for its use.

R. Duhaime: There are three (3) different corridors/zones in Hooksett, and the impact fees collected from a developer in that zone cannot leave that zone.

J. Duffy: Paving falls under maintenance. Roadway improvements are for something like widening an intersection or adding a traffic light due to growth.

R. Duhaime: Impact fees don't pay for the developer's site. The developer also pays for offsite improvements.

J. Duffy: Instead of the full \$34,000, we divided it and put in the year 2011-2012.

J. Duffy: The request from Community Development is for Feasibility Study for Southern Leg of Parkway. The southern leg is from SNHU to West Alice Drive over Hooksett Road to MSG. The study is to identify if the parkway is feasible to build. This is the result of the traffic problems on Hooksett Rd. Since the Hooksett Rd. widening, it doesn't seem to be as much of a traffic problem. In the Spring, the DOT will be widening Hooksett Rd. from Merchants to the area south of Martin's Ferry Road. The Planning Board asked for this item to remain on the CIP. Businesses on Hooksett Rd didn't like the parkway, because they thought it would take business away from them with the vehicles using the parkway vs. Hooksett Rd.

R. Duhaime: In the Master Plan, with the sewer expansion and parkway, this will provide the development of more commercial lots.

J. Duffy: The parkway is a limited access road, with not many curb cuts. They were also thinking of going through the MSG pit to Head's Pond, but that is not environmentally feasible.

R. Duhaime: The Master Plan wants good jobs in Hooksett, and proper infrastructure to bring in businesses.

J. Duffy: There is \$56,675 in there now. There needs to be a decision. There has always been something else more important.

N. Comai: It is more important than some of the other things on the CIP requests. This is the core of planning. If you make it, build it, then they will come.

M. Miville: What is the southern leg zoned?

J. Duffy: Industrial by MSG, and down by SNHU it is limited use. The study is to determine if it is feasible to build the road, how much land is needed, and the cost. SNHU has talked about using North River Rd for SNHU only, and have through traffic use the parkway SNHU to West Alice Dr. This is in SNHU's Master Plan.

R. Duhaime: Should we ask for the \$100,000 in this economy?

J. Duffy: It is not a good idea to ask for it this year.

N. Comai: Hooksett Rd is a major part of everything.

R. Duhaime: Developers want a bypass road so their staff and suppliers are quickly on site vs. stuck in stop and go traffic. It is too bad we don't have someone from EDC on this year's CIP Committee; someone like Bill Sirak.

J. Duffy: I will call Bill tomorrow and ask him.

M. Cannata: How are computers for your department?

J. Duffy: Donna's computer needs some maintenance. I established an Access database for planning files and Donna has maintained it. We also have an electronic file of scanned Planning Board approved plans. The Access database and scanned plans are now on the server and shared with the Building and Assessing Departments. We do have some hard copies of Ken Andrews' plans from years ago that could be scanned added to the server in the future. We don't have a program specific for planning. They did purchase a program several years ago, however I never used it.

R. Duhaime: Several years from now, you could merge the Access database into a new module.

M. Cannata: What was the outcome from the Planning Board meeting for developers to contact water and sewer?

J. Duffy: We are telling applicants they need to contact water and sewer. We are putting together a Developer Guide. We are still gathering information from other departments for this guide. This guide will help the average person wanting to develop. The biggest complaint from developers is that our roadway impact fees are too high.

M. Cannata: How do our impact fees compare to other towns?

J. Duffy: I reviewed other town impact fees. We exceed Manchester because of our location and growth.

N. Comai: I want to formally thank Carol, Christine, and Jo Ann.

Other

CIP Committee – Additional Member

R. Duhaime: Dana Argo would like to be appointed to this year's CIP Committee.

R. Duhaime motioned to recommend Dana Argo to the CIP Committee 2010-2011.

Seconded by N. Comai.

Vote unanimously in favor.

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

M. Lennon motioned to adjourn at 7:50pm. Seconded by N. Comai.

Vote unanimously in favor.

ADJOURNMENT

Chair R. Duhaime adjourned the meeting at 7:50pm.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator