

**Official**  
**As of 11/17/09**

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

**November 10, 2009**

**HOOKSETT MUNICIPAL BUILDING**  
**35 MAIN STREET**  
**(2<sup>nd</sup> 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, Nancy Comai, Dana Argo, and Jack Mudge (arrived 6:10pm).

**REPRESENTING TOWN OF HOOKSETT**

Christine Soucie, Finance Director

**Approval of Minutes for 11-03-09**

*M. Cannata motioned to approve the minutes of 11/03/09 with edits from M. Miville and N. Comai. Seconded by N. Comai.*

*Vote in favor. D. Argo abstains.*

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

**BUSINESS**

**RECYCLING & TRANSFER**

Diane Boyce, Recycling & Transfer Director: The request from **Recycling & Transfer** is for #16 **2 Automated Collection Trucks/8,000 carts (\$500k SR & \$460k tax)**. I am coming before this committee tonight for support and direction. Slide show presented: a) reduce trash disposal, b) increase recycling, c) address town growth, d) minimize hiring new employees, and e) decrease workers compensation (driver won't need to get out of truck – automated). Each household would have two (2) barrels – one for trash

and the other for recycle. Manchester has curbside recycling, but there is no responsibility, because it is not mandated.

N. Comai: Only one (1) barrel for trash? What if a household has more trash than the barrel can hold?

D. Boyce: 80% of material in trash is recyclable, thus reducing the amount of trash in that barrel.

N. Comai: How often will you pick-up the barrels?

D. Boyce: Once per week.

M. Miville: There will be two (2) barrels: one (1) for trash and one (1) for recycle.

N. Comai: It may be an easy sell to the voters for one (1) barrel, but what if there is more trash than the barrel can handle?

D. Boyce: We could sell you another barrel, and charge a possible usage fee.

M. Lennon: In my condo development, we have private trash pick-up and no recycling. We have two (2) different sized barrels. This size barrel that Diane has here tonight is enough. The barrel for recycling will be taken over to the recycle place to sort out. Do you need more staff to sort?

M. Miville: What about small business without dumpsters?

D. Boyce: We only service residential. If there is a home business that has more trash or recycling than the barrels can handle, they can bring it directly to the facility.

R. Duhaime: On the slide, there were 65 gallon and 90 gallon barrels.

D. Boyce: In the schools and Town Hall this system will be convenient. Now my guys lug bags down the hallways. As of 01/01/09, there is a savings of \$76.16. We want to make recycling more convenient. We can reimburse condo communities and enforce recycling.

R. Duhaime: Can you tell us more about the condo reimbursement?

D. Boyce: It is a yearly check to condo communities. We would also be saving \$60,000 with benefits per employee, and it provides manpower more flexibility. Solid Waste Operators decreases absenteeism and encourage woman drivers. There would be nothing heavier than 30 lbs. to lift.

M. Miville: Are you bidding out the trucks?

D. Boyce: Yes, possibly bidding for a Labrie.

N. Comai: You will have two (2) different colored barrels; one (1) for trash and one (1) for recycle.

D. Boyce: Also two (2) different colored trucks on the same day pick-up.

N. Comai: Have we done everything we can do to promote recycling?

D. Boyce: Pembroke has a 60/40 trash/recycle with the dual trash/recycle truck. The dual-purpose truck requires a lot more maintenance. Hooksett would still need two (2) trucks to handle our whole Town.

D. Argo: You don't recommend one (1) truck with dual capabilities of trash and recycle?

D. Boyce: No, a lot more maintenance. Also, extreme weather increases the risk for worker's compensation.

R. Duhaime: The trucks are faster than the three (3) guys you have now.

N. Comai: I like the dual truck option.

D. Boyce: The dual-purpose truck has a split floor that opens and closes based on trash or recycling.

N. Comai: There will still be a need for an attendant to turn the automated barrels around for the truck to access them.

D. Boyce: The recycling I am proposing is a single stream program. Items (cardboard, paper, aluminum, and glass) do not have to be sorted prior to the household filling the recycle barrel. Automated collection enhances single stream. The Town Council has already supported single stream. Collecting at the curb, single stream, is the way to go.

M. Miville: The cost differential is 60% trash and 40% recycling.

D. Argo: This program is a cost saver too.

N. Comai: Would it save us wear and tear on trucks to promote recycling?

D. Boyce: We will still have trucks that we will have to buy. I understand the way the economy is, however I do need support for this. Are we going to be proactive or go as is and hire more people and have more workmen's compensation? I realize the economic times, but I realize we have to go forward.

R. Duhaime: You will wear out the trucks you have.

N. Comai: You have an 8% volunteer recycling now.

M. Miville: With single stream recycling and automatic collection, will the transfer station be closed?

D. Boyce: No, we still have metal, oil, etc. We won't have to worry about replacing bailers.

M. Miville: Are you accepting paper and plastic?

D. Boyce: With single stream recycling, it would encourage commercial businesses to recycle. CB Sullivan recycles their cardboard now. Single stream is good for businesses, schools, and the Town.

M. Cannata: You will need to replace your trucks. If you don't go automated, you have a problem.

D. Boyce: It is not a problem. It is just going with the status quo. Single stream is at \$15.00 per ton and we can bring it to Boston now.

R. Duhaime: 2010-2011, you are going to need to purchase a truck even without single stream.

D. Boyce: The truck was \$135,000, and now it would be at least \$180,000.

N. Comai: How many jobs would be lost?

D. Boyce: No jobs lost. We just would not be hiring employees.

R. Duhaime: \$180,000 is some money you will have to spend in a couple of years.

D. Boyce: Emissions make trucks at a higher cost. \$960,000 is needed to initiate the program. The savings on the disposal fees is huge.

R. Duhaime: \$12,000 a year condo reimbursement. The disposal fees you wouldn't have to pay, could be applied to this truck.

D. Boyce: We already have \$583,665. The hardest sell is to the households. Who wants to spend \$60.00 per barrel? Pembroke is asking their residents to purchase barrels, or their trash will not be picked up. I took a survey at this year's Old Home Day. Out of 47 completed surveys, 42 said they would purchase barrels.

J. Mudge: How long will the barrels last?

D. Boyce: They are guaranteed for 10 yrs.

N. Comai: What if a child climbs into a barrel and then goes into the automated truck?

D. Boyce: We would see the child from the camera on the truck.

M. Lennon: Collecting barrels manually, you find them everywhere. With the automated system, the barrels go back to the same spot they came from.

D. Boyce: I welcome you to go to a site visit in Goffstown. Their trash collection has been automated for the past 10 yrs, and their recycling automated for the past 7 or 8 yrs. They hired out a contractor initially.

N. Comai: What would you do with the trucks you have now?

D. Boyce: We would still need them for the schools. We pick-up at the schools everyday.

N. Comai: It is cheaper to stay with the old way with schools.

D. Boyce: We would currently be saving \$60,000 with benefits x3 employees.

J. Mudge: A savings of a cost per day with three (3) guys, workers compensation costs, etc.

D. Boyce: Trash collectors have the 5<sup>th</sup> highest workers compensation rate.

M. Miville: Does this Town have a lot of workers compensation?

D. Boyce: We are fortunate. We haven't had any workers compensation, since I have been in charge of collection.

M. Cannata: What about the barrels for the schools?

D. Boyce: The schools would have to buy the barrels eventually.

J. Mudge: At my apartment building in Pembroke, the trashcans are stolen or lost weekly. What happens if these barrels get stolen?

D. Boyce: They are coded. I thought there would be an issue with snow plowing. They are actually more visible than the barrels households use now. In the big flood at the end of the Merrimack River, they tracked a barrel back to Goffstown. The recycle market is starting to go back up. We gain on tonnage for recycling with the difference on money we are losing on trash. With the single stream program, there are more plastics that are able to be recycled. We can save up to 60%, however I am being conservative and counting on 25%. We are trying to make recycling convenient.

M. Cannata: What if a household buys one (1) barrel for trash, and comes up to the transfer station with their recyclables? They could save \$60.00 on one (1) barrel.

D. Boyce: I would support pay as you throw, however we are back to two (2) collections again.

N. Comai: Is the automated truck you are talking about a green truck?

D. Boyce: It is diesel. There are alternative ones, but they are a lot more money.

R. Duhaime: \$52,000 in tipping fees would be saved. Single stream recycling, you could keep putting away \$52,000 per year. You're being conservative for a 25% expectation. You need one truck for single stream recycling, and you still have other garbage trucks there now. You are saving on tipping fees.

D. Boyce: We could buy one truck and one barrel for phase I.

R. Duhaime: Then start budgeting \$50,000 per year.

D. Boyce: But is the Town going to let me put that aside each year with other equipment I will need?

C. Soucie: The voters will have to vote it in every year. The present collection system is cheaper than automated, but eventually there is a need for another truck and 3<sup>rd</sup> crew in 2013. In theory vs. numbers, where do you want to be in 5 yrs +?

N. Comai: Then you have maintenance on the vehicles.

C. Soucie: Both scenarios would be from a replacement fund.

M. Miville: She returned \$180,000 this year.

D. Boyce: I cannot encumber it.

C. Soucie: From Carol's "Hooksett Ideas", 6 out of 44 ideas came back about recycling.

M. Miville: There are two different automated recycling spreadsheets: 1) Diane Boyce, and 2) George Longfellow. George completed a cost analysis report from present to automated. I thought the CIP Committee may want to look at it (distributed to committee).

M. Cannata: On the two spreadsheets, the numbers are undefined and the variables float.

D. Boyce: The request from **Recycling & Transfer** is for **Pickup Truck**. This is a 2001 hauling recycle trailer that is used everyday. It will need to be replaced. We should at least have the money for it.

D. Boyce: The request from **Recycling & Transfer** is for **Dump Trailer**. We are trying to get it out of this year's budget. It will not be inspected. We are replacing a 1985 trash

trailer. This is the oldest trash trailer out on the road. I need it this year. There is a good chance I may be approaching the Town Council in January.

D. Boyce: The request from **Recycling & Transfer** is for **Rubbish Packer 2001**. With the automated collection, we wouldn't have to collect the \$175,000 for this item. I have gone forward before, because the special revenue fund didn't allow us to use money for CIP, but we can use the money to purchase the item. It hasn't been that we haven't been proactive.

D. Boyce: The request from **Recycling & Transfer** is for **Rubbish Packer 2005**. This item is in 2012-2013. It is a 2005 and in worst shape than the 2001 vehicle. It was not the best purchase we ever made. It is an electrical nightmare.

J. Mudge: What brand is it?

D. Boyce: A Freightliner.

M. Miville: Buying at \$175,000, then you won't spend the \$100,000?

D. Boyce: It is either one or the other.

C. Soucie: If automated collection passes, then some of this equipment is not needed.

D. Boyce: The request from **Recycling & Transfer** is for **Bobcat 1988**. If we go to single stream recycling, there is a good chance we could hold off on this item. If we go the way we are, we probably will need to purchase it.

J. Mudge: How many hours are on it?

D. Boyce: The hour meter broke.

N. Comai: \$960,000 divided 6 yrs and minus \$600,000 = \$200,000 yearly in capital as a thought. You are much more leveled out. She has done her due diligence. It is just an awful time to spend \$1 million.

D. Boyce: The request from **Recycling & Transfer** is for **Tractor**. Either way, we still need this item. Another thing out of special revenue funds.

D. Boyce: The request from **Recycling & Transfer** is for **Loader**. This is a piece of equipment used very single day. We load and move items in it. It goes to highway a lot. We are being proactive. At some point, we will need to replace it.

D. Boyce: The request from **Recycling & Transfer** is for **Live Trailer 2005**. We have three (3) trailers for trash, metal, and recyclables. With the single stream recycling, this would still be necessary. We could move the trash trailer down to a demo trailer and move everything else.

J. Mudge: What is the residual?

D. Boyce: Scrap metal price.

D. Boyce: The request from **Recycling & Transfer** is for **Live Trailer 1999**.

D. Boyce: The request from **Recycling & Transfer** is for **Bobcat 2006**.

M. Miville: Any given day, you use all these pieces of equipment?

D. Boyce: The trailers may be jockeyed around.

M. Miville: Each piece of equipment gets daily wear and tear?

D. Boyce: Yes. There is 17 – 20 tons per day of Hooksett trash. We used to be at 8 tons a day. Trash collection has the most direct impact with households, than any other Town department.

D. Argo: Automated collection is a great program.

D. Boyce: I would really appreciate your support.

N. Comai: \$275,600 per year savings; \$68 per ton.

R. Duhaime: For Goffstown, how long have they not had hiring?

D. Boyce: They were all part of the Public Works Dept. They make 5,000 stops per week in Goffstown for 18,000 residents. At anytime, anyone can take the trip to Goffstown to view their automated collection.

### **POLICE COMMISSION**

Joanne McHugh, Chair of the Police Commission, and Stephen Agrafiotis, Chief of Police: The request from the **Police Commission** is for #7 **Emergency Radio Communications System Development Fund**.

J. McHugh, Commissioner: This evening you have the one item we have for the CIP. What we are asking for in funds this year is more than in prior years. At the last deliberative session, we were asking for \$10,000 yearly. The total cost is \$428,000. At \$10,000 yearly, I could get old before you would have enough money to purchase the communication equipment. Presently we have \$176,010 with interest in the account. What we have here this evening is what the commissioners have decided we would need to have in the next 3 yrs in order to purchase that item. What I asked the Chief to do is have someone come in and evaluate their system and what remaining life is left in it, so we could plan appropriately. I would ask the Chief to fill you in on the background.



Chief Agrafiotis: Back then we used communication consoles. Today the communication is with computers; monitors, keyboards, and towers. In 2001 the project was approved at \$428,000 by the voters. The 911 system was with Motorola. They stopped delivering items to rebuild New York City at Sept 11<sup>th</sup>. It has been a number of years after Sept 11<sup>th</sup> that they started delivering items ordered to include our order. They had hard upgrades at no extra cost. The current system has not been on line since 2001, or closer to 2003. We have building components as a dispatch center to include microwave links and towers up to 2003. Moultonborough is the communications location for the whole state. Our current system has a 10 yr lifespan with some systems that may be longer. Our communications are on 24 hrs a day/7 days a week. There is no total downtime. As the Commissioner said, our project date is 2012-2013. With the previous Finance Director, Diane Savoie, we spread our cost out but did not use the inflationary factor. Some stuff would need to be put in, however the floor would not need to be replaced. Equipment is what needs to be replaced. It would not be appropriate to keep using 3% inflation, because buildings wouldn't have to be replaced. Some years the Town has given us funds. Why not have the \$87,485 annually, leave an end date for the project, and show what it would cost at that valid end date? The problem the Commissioner will talk to you about is that electronics today have a 7 yr standard on microwaves. The system we have now is 7 yrs old, and that is when the hardware and software need to be looked at. Communications failure is going to come at some point. If some portion goes, we can't park it and leave it alone like a vehicle. For discussion purposes, the end year is at the end of the project year. To this committee and citizens, prior to having the total amount of funds, something in the communication system may very well break down and fail. We are an agent to expend. We will need to dig into the funds in there now. The system module is newer technology. We hope to get more years out of it, but there is no guarantee from the vendor or me. This will depend on what this committee recommends and what has made it as a warrant article.

J. McHugh, Commissioner: The CIP process is not to spike the tax rate in any given year. Set aside so much every year, so the year to purchase the item won't spike the tax rate to raise the full amount. In 4-5 yrs they have put \$35,000 into the account. In other years only \$10,000 has been put in the account, and other years nothing. For the CIP, I recognize this is going to be a tough year. There needs to be some consideration that when these things are needed, it will spike the tax rate if funds are needed all at once. If there is only \$10,000 yearly, there will be a time when more will be asked for by the voters at once. We want to lessen the impact.

Chief Agrafiotis: This is not just for our police. We maintain backup for the Highway Dept. and Transfer Station through our communication equipment. The Fire Dept. moved to the Concord dispatch, however we are a backup communication system for the Fire Dept. Also, we are an Emergency Management location and system for NH, and we are a backup for NH State Police communications. For the Merrimack County Sheriffs Dept. we back them up and visa versa.

N. Comai: I am with you on this. Why did you put this item as deferrable? We are down really low this year on our CIP requests. Why did Carol defer? You need to sell this. We may only have a handful of warrant articles this year. It may not be a bad idea to get this item in this year's warrant articles.

J. McHugh, Commissioner: The guidelines from the Town Council was budgets had to be zero. That may be why Carol deferred it.

M. Miville: Town Council stated level funding plus limited warrant articles.

J. McHugh, Commissioner: I asked for clarification from the Town Council, and they stated they want to assure -0- increase within the budget, and limited warrant articles.

N. Comai: It is a tough sell.

M. Miville: Contractual negotiations had to be absorbed.

Chief Agrafiotis: An agreement with the Union would have to be in a warrant article.

J. McHugh, Commissioner: Evergreen makes it difficult for some.

M. Lennon: We are also looking down the road a little bit for the CIP process. What about your police cruisers?

Chief Agrafiotis: Cruisers have a 3 yr lifespan and cost below the \$50,000 cap to be on the budget. Any other vehicle, such as the Crime Response Vehicle (CRV), we bought used. If we bought a new CRV, then it would be a request on the CIP. We don't want to set aside money for a new CRV, because we would go for another used vehicle.

R. Duhaime: As a CIP member, I would like to see a smoother transition. It is a 10 yr shelf, and half the money is not there.

J. McHugh, Commissioner: I understand where the Town Council is coming from. We want this committee to understand how it can impact the tax rate. It is a decision the committee will have to make in their recommendation.

N. Comai: I don't know if the Budget Committee denied your project. They were looking at the \$10,000 and didn't recommend that amount. They did not have an option to look at a \$65,000 amount. If they had, they may have voted differently. That may be why the low votes on the \$10,000, because of the Budget Committee vote.

Chief Agrafiotis: I can't predict when equipment is going to fail for communications. By the time we purchase the communications, there may be newer technology. There is no way to predict how long this stuff is going to last.

J. McHugh, Commissioner: We did have someone do an assessment and give us an idea what we can plan on with our communication system. This wasn't done before.

R. Duhaime: That is good planning as part of the CIP process.

Chief Agrafiotis: For our current communication system, vendor stated at 7 yrs it will start costing us money to fix our system, and at 10 yrs we will need a major replacement of our system. 10 yrs is what we had when the project went in place. We could go 12 yrs or more. A radio communication system is a computer.

J. McHugh, Commissioner: Communication is the heart of it. If it is not operable, this is not an option.

J. Mudge: Is Motorola leasing?

Chief Agrafiotis: I don't know.

J. Mudge: I used to do leasing on major electronic items.

J. McHugh, Commissioner: We could explore leasing and give you a comparative.

Chief Agrafiotis: When I came on as Chief, the Town was paying rent.

M. Miville: Lease electronics?

N. Comai: Yes. Electronics become outdated sooner. A lease on electronics is different than a lease on vehicles.

Chief Agrafiotis: We have a useful life of the vehicle at the end of a lease. I don't know how leasing would work on electronics.

J. Mudge: Technology is ever changing.

J. McHugh, Commissioner: We can do a comparative for you; lease vs. purchasing a communication system.

M. Cannata: What is the maintenance factor on the leasing package?

Chief Agrafiotis: We have maintenance programs now on what we have.

M. Cannata: Maintenance takes an edge off if the item is leased.

R. Duhaime: This is a lean year. If we had been working hard on the CIP in past, we wouldn't have this issue. We are just one committee, then there is the Planning Board, Town Council, Budget Committee and then the taxpayers.

J. Mudge: Lease companies have all different options.

M. Miville: Is this a set in stone total?

Chief Agrafiotis: You can adjust it to keep in the 10 yr timeframe at “x” dollars for “x” years. If we continue to change the date, it would be a moving target and not to the nature of the CIP. At some point the current communication system is going to fail even if you move the target date. Can you the CIP Committee change the total? Absolutely.

M. Miville: Carol wanted to postpone this item for one year. If something happened to the communication system this year, you can spend part of that \$170,610 this year?

Chief Agrafiotis: Yes.

C. Soucie: Because it is a capital reserve, you can use it.

J. Mudge: With a leasing program, you keep saving with the money you already have and in 10 yrs you have the whole amount. If somebody else came along, can they move the money?

C. Soucie: I will have to go back to the warrant article to see if it said “purchase” or “replace”. It didn’t say lease.

J. McHugh, Commissioner: And if it isn’t worded correctly, voters will need to change the intent. The Town Council is responsible for all facilities for the building fund, whether or not it is an expansion.

N. Comai: You only have one item for a 6 yr CIP plan?

J. McHugh: Vehicles are now under our operations budget.

Chief Agrafiotis: We have our inventory of all of our vehicles.

R. Duhaime: He has been planning for cars.

Chief Agrafiotis: A number of years ago, we bought two used vehicles for the price of one new vehicle. Our vehicles are spread-out in snowstorms or during crimes. That is when you have a need for multiple vehicles. We will come back to the CIP Committee on November 24, 2009 with information on lease vs. purchase of a communication system.

***POLICE COMMISSION CONTINUED TO NOVEMBER 24, 2009.***

**OTHER**

**EDC Volunteer – CIP Committee**

R. Duhaime: There are no volunteers from the EDC for membership on the CIP Committee 2010-2011.

**Hooksett School Board letter**

R. Duhaime: We received a letter from the Hooksett School Board that they do not have any items for the upcoming CIP session. We will remove the School Administration from the November 24, 2009 CIP Committee Agenda.

D. Argo: I wanted to add more to the statement from the Board. It is a difficult time for the residents of Hooksett, so we didn't feel we should submit anything at this time. The Town has been very good to the School Board over the years. We have a 5 yr plan to include replacing the roof at Underhill. There are new types of repairs, so now we may be able to pull that item out of our 5 yr plan. The next CIP go around, we will submit something.

R. Duhaime: In the RSA, you can go up to a 10 yr plan. It should be a sell. By deferring it, it just makes it harder.

D. Argo: We are revisiting the whole CIP plan now.

**General Comments**

R. Duhaime: We would like to see that plan in the future. Get a 10-15 yr plan going. We don't know how the economy is going to do in the future.

C. Soucie: The RSA says a CIP is at least 6 yrs, but has no limit.

R. Duhaime: We don't want "no CIP items", but then there is a warrant article with the Town Council.

N. Comai: The budget is flat this year.

C. Soucie: There is nothing in the budgets that is in the CIP. I agree with you.

N. Comai: I would like to pass the police communications system to the voters and let them decide. We should define the limit for each dept based on weighted needs, and put in one number and make it work. That process is less hassle and fair.

D. Argo: The School Board was not given a Town Council directive for the CIP. Do we have something in writing I can give to the School Board directly?

C. Soucie: The Town Council has no directive for the School Board. They only gave a directive to Town departments.

R. Duhaime: The Master Plan dictates the CIP. The CIP is mandated. The sooner we get CIP items in, the sooner they get voted on. CIP should be planned.

C. Soucie: The Town Council's goal is stay in operating at \$14.6 million or lower due to the loss of revenues. Warrant articles should be limited.

M. Cannata: Who determines the number of warrant articles?

C. Soucie: The Town Council does. Limited warrant articles is just their goal for us to start with.

M. Cannata: CIP projections are linked to impact fees.

R. Duhaime: We can use impact fees.

*N. Comai motioned to adjourn at 8:15pm. Seconded by M. Lennon.  
Vote unanimously in favor.*

### **ADJOURNMENT**

Chair R. Duhaime adjourned the meeting at 8:15pm.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator