

Official
As of 11/24/09

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

November 17, 2009

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

CALL TO ORDER

Chair R. Duhaime called the meeting to order at 6:00pm.

ATTENDANCE

Chair Robert Duhaime, Vice-Chair Martin Cannata, Nancy Comai, Marty Lennon, and Marc Miville.

Excused: Dana Argo.

Absent: Jack Mudge.

REPRESENTING TOWN OF HOOKSETT

Christine Soucie, Finance Director

Approval of Minutes for 11-10-09

M. Cannata motioned to approve the minutes of 11/10/09 with edits by M. Miville and N. Comai. Seconded by M. Miville.

Vote unanimously in favor.

R. Duhaime: The Planning Board, at its meeting of November 16, 2009, appointed Marc Miville to the CIP Committee 2010-2011.

BUSINESS

PUBLIC WORKS

PARKS & RECREATION DEPT.

Mike Horne, Parks & Recreation and Dale Hemeon & Jodi Pinard, Public Works.

M. Horne: The request from **Parks & Recreation** is for #13 **Parks and Recreation Facilities Development Fund**. Our request for this year is for \$10,000 toward this fund. Last year we requested \$10,000, however at the deliberative session I made a motion to zero (-0-) out this item. We were not prepared to spend impact fees and there were other items being requested.

D. Hemeon: Also, we knew it was going to be a rough year.

R. Duhaime: Parks & Rec had a deficit that you needed to even out.

M. Horne: At the May Town Council meeting, there was a recommendation to now start spending impact fees. We presented our 5 yr/multi-year plan and made up the deficit. \$30,000 was expended from impact fees. The Dog Park popped up in our plan. We added that park to our inventory.

R. Duhaime: You no longer have a deficit issue.

M. Horne: Right. The CIP is only for additional capital items. Based on our annual plan, we are still looking for a new recreational field. In the Conservation Commission notes from July, there is a potential field contiguous to the existing Petersbrook Field.

D. Hemeon: Manchester, Sand & Gravel (MSG) sold it. Recently there was land up for sale east of our field.

M. Horne: For the potential park, people would use the same parking as the Petersbrook Field and it is a central location in Town. With the economy, we are working with the Conservation Commission.

M. Miville: Where is this park?

M. Horne: At Petersbrook, behind Hooksett Kawasaki.

D. Hemeon: We got 6 acres from the developer of the 94-lot subdivision on Lindsay Road (Glencrest). The Conservation Commission keeps buying wetlands after wetlands, however we also need recreational areas.

N. Comai: How many kids play soccer?

D. Hemeon: Over 800 hundred.

M. Horne: We need to continue to build funding. Impact fees are there, and we can move ahead.

R. Duhaime: Since we started collecting impact fees, we still have a few years left to use them.

M. Horne: Actually, we had to return some impact fees back to the developers. For the Dog Park, we used impact fees.

D. Hemeon: Petersbrook has two soccer fields, and it is centrally located in Town.

M. Horne: The Parks & Rec Advisory Board knows the importance of the Facilities Development Fund.

N. Comai: \$150,000 is the projected cost?

M. Horne: We have a few things on our 5 yr plan to include the Hackett Hill-Corriveau Drive recreation area, and the Town pond beach at the end of the rail trail.

N. Comai: So the \$150,000 is not just one project?

M. Horne: Correct.

R. Duhaime: Do impact fees have to be spent in the district they are collected?

C. Soucie: Not for Parks & Rec, only for roadway impact fees.

D. Hemeon: The lights at Petersbrook cost \$80,000. When we first started the 15 yr plan, we were at \$10,000 per year.

M. Miville: You stated this Town is in great need of facilities. Describe to me why it is such a great need, other than collecting money for something needed 7 yrs down the line. As a Budget Committee member, we define needs vs. wants.

D. Hemeon: After sitting down with Carol and with the current economy, we know we may have to pull the request for \$10,000. There are only so many years you can go without collecting these funds. Our budgets and inventories are so far behind due to default budgets. We keep pushing back, and pushing back . . .

N. Comai: You have multiple projects. Break them down into smaller pieces and get them done.

D. Hemeon: If someone asks for less than \$10,000, it gets shot down.

N. Comai: 15 yrs ago, someone identified these projects.

D. Hemeon: There was \$80,000 for the lights at Petersbrook. We built up funds. Then there was the Great Pond with a roadway from MSG. It changes all the time.

R. Duhaime: As a selling point, focus on building this, then this, etc.

D. Hemeon: You need \$50,000-\$100,000 to build something.

N. Comai: You have \$80,000 now.

M. Horne: If no \$10,000 this year, then that request will have been voted down two years in a row.

N. Comai: I see a request for \$150,000, but no plan to back it up.

J. Pinard: In soccer, there are ten (10) different travel teams, plus ten (10) recreational teams.

N. Comai: You have a deficit of fields, and they pay the electric bills when the fields are used?

D. Hemeon: The Town pays the electric bill. We had to get rid of the Parks & Rec deficit, if we wanted to spend impact fees.

M. Miville: What is the status of the Hackett Hill-Corriveau Drive park?

M. Horne: It is on hold.

D. Hemeon: We are looking at parcels of land up there. The Town owns 7 acres and we want to keep it green. There is a big push to pick up 6-8 acres that is centrally located. The goals shift a lot every couple of years.

M. Miville: \$82,000 is not enough to do a park at Hackett Hill?

M. Horne: What's in the CIP funds plus the Conservation Commission helps.

D. Hemeon: To create a park with picnic tables, yes the \$82,000 is enough. To create a ball field, those funds are not enough. We looked at the area and met with a lot of the neighbors. We are trying to find the right place for a park.

N. Comai: What about purchasing the Jarnutowski field?

M. Horne: This would be an additional recreation field.

D. Hemeon: The Jarnutowski site is prime riverfront land. We won't be able to buy it for \$84,000.

M. Cannata: The Petersbrook lot, is there any pressure to buy that, a timeline?

D. Hemeon: We went to the Conservation Commission in July. They had a lot of things at the time (i.e. purchasing land on the Chester turnpike).

M. Horne: We are going back to the Conservation Commission at their meeting in December. We spoke with David Hess today.

R. Duhaime: There are wetlands back there?

D. Hemeon: Yes, it is Petersbrook.

M. Cannata: At last night's Planning Board meeting, a question came up about maintaining trails specifically by the Kiwanis. Where is that ball going to land? The Town needs to look at trails as parks.

M. Horne: On Saturday, I attended the NH Alliance for Rail Trails. On Wednesday, I am attending Rails with Trails in Concord. On Rte 3 (Hooksett Rd, DW Highway) there is not even room to ride a bike.

D. Hemeon: We are responsible to maintain the Old Portsmouth Rail Bed. We are working together with the Kiwanis.

M. Horne: We need a pedestrian way.

R. Duhaime: We have negotiated maintenance funds for conservation land on some Planning Board projects. There is \$10,000 from Webster Woods.

M. Horne: I will be watching that.

D. Hemeon: Distributed the Public Works inventory spreadsheet

D. Hemeon: The request from **Parks & Recreation** is for #14 **1 Ton Truck w/Dump Body D1-01** This item has been deferred to 2013-2014. The truck was \$50,000, but when we pushed it out, it is now \$55,000.

R. Duhaime: Since we have the Town Administrator in the audience tonight, why are we moving this item out 3 yrs?

C. Granfield: What we looked at was if it was necessary this year, based on what was left. It could be pushed further out. Another thing on a lot of the vehicles was to determine if they are new or replacements. In some cases, some have been kept on the CIP. Are they out to pasture and gone, or do we need a new one? This item is not critical for this year.

Public Works General Comments:

M. Miville: On your inventory spreadsheet, on any given day, how many of your inventory are in operation?

D. Hemeon: The T1 & T2 dump trucks are ½ operational daily. Most pickup trucks and loaders are used on a daily basis. It depends what project we are doing. On the Benton Road project, we used pickups and dump trucks. If it is a pipe job, we need dump trucks.

M. Miville: These are all basic needs for the inventory you have.

D. Hemeon: I am under vehicle inventory for the size of my department. Back in 2001 when I took over, I inherited a lot of junk. The Town has been good to my department, but it is hard to get inventory when we keep getting pushed back. The 1996 and 1997 equipment has hard miles. Whoever bought them knew nothing about trucks. They are underpowered.

M. Cannata: You run the risk of high maintenance.

D. Hemeon: It is the right balance of years to get rid of vehicles and have value left in them. Construction equipment and snowstorms beat up the trucks. If you get the equipment with the wrong transmission, it would cost \$5,000 to replace the transmission. Is it 10 yrs or 15 yrs for the lifespan? Now I am getting more horsepower and better transmissions in my equipment.

D. Hemeon: I would like two (2) vehicles that are spares. If I lose a truck, someone has to double up. It would be nice to keep one of the 1997. In 1994 we staffed 20 people, now we only have 14 people.

M. Cannata: Which items are the plows?

D. Hemeon: The older plows are good for the Town Hall parking lot.

M. Cannata: What ever happened to the vehicle replacement fund?

HIGHWAY DEPT.

D. Hemeon: The request from **Highway** is for #8 **Plow Dump Truck** .

R. Duhaime: \$100,000 total purchase. Carol has \$50,000 this year and \$100,000 next year.

D. Hemeon: The request from **Highway** is for #9 **1 Ton Truck w/Dump Body D2-97** This item has been deferred to next year.

D. Hemeon: The request from **Highway** is for #10 **Backhoe B1-01** Carol broke down this item into two years.

D. Hemeon: The request from **Highway** is for **Highway Trailer HT-89** This item has been completely taken out. For big trucks, there is an agreement with MSG. Cabella's was supposed to provide us with a new truck. We will get one truck from MSG. If we do get one, we may not need this item.

D. Hemeon: The request from **Highway** is for **#11 Sidewalk Plow T2-97** This item has been taken out all together. The Town Council past that there is no plowing of sidewalks.

Note: The request from Highway for #12 **Pave Smyth and Bicentennial Road has been removed from the CIP spreadsheet.**

Public Works General Comments:

R. Duhaime: The replacement cost of the trucks is \$150,000 per year average.

D. Hemeon: When I bought the backhoe and loader, we had put away a little money each year.

N. Comai: I don't like to tell department heads what to do. If you came out with \$150,000 per year, could you live with that?

C. Soucie: Carol's recommendation is for vehicles.

N. Comai: Spec out the money each year so voters are used to it.

D. Hemeon: You never know when you are gong to lose a motor.

N. Comai: Is there a line item in his budget for when he needs something?

M. Miville: No, it is too costly; high ticket items.

N. Comai: If his backhoe died tomorrow, you would find a way to repair it.

C. Soucie: That would be through the Town Council.

N. Comai: Every dept as a weighted average. Yours is \$150,000. If you can work with it, even it out all the way along.

D. Hemeon: The request from **Highway** is for **Trailer HT-00** We took this item out.

D. Hemeon: The request from **Highway** is for **Loader L1-01** This item has a 10 yr lifespan. Trucks today should be able to get a 15 yr lifespan.

R. Duhaime: It was moved on to the next year.

D. Hemeon: Moved to 2012-2013.

D. Hemeon: The request from **Highway** is for **6 Wheel Dump Truck T1-01**

D. Hemeon: The request from **Highway** is for **¾ Ton Pickup Truck P1-01**

D. Hemeon: The request from **Highway** is for **6 Wheel Dump Truck T1-02**

D. Hemeon: The request from **Highway** is for **6 Wheel Dump Truck T2-02**

D. Hemeon: The request from **Highway** is for **½ Ton Pickup Truck P1-98**

D. Hemeon: The request from **Highway** is for **1 Ton Dump Truck D1-05**

D. Hemeon: The request from **Highway** is for **6 Wheel Dump Truck T1-05**

Public Works General Comments:

C. Soucie: For the next CIP meeting, I can update Dale's spreadsheet he distributed tonight into the CIP recap sheet.

D. Hemeon: I did it all over. It is tough to figure prices. Now a plow truck is \$140,000.

TOWN AND BUILDINGS

D. Hemeon: The request from **Town and Buildings** is for **#15 Town Building Maintenance Fund**

C. Granfield: Town buildings are now under Public Works.

C. Soucie: The agent to spend is under the Town Administrator.

N. Comai: Have you hired a full-time maintenance person?

D. Hemeon: Yes, Darrell Bradley.

C. Granfield: We had someone leave due to health reasons. Darrell has been hired full-time.

R. Duhaime: Was the van purchased from your budget?

D. Hemeon: The 1995 Suburban Wayne used was from the Fire Dept. We went to the Town Council and got a great deal on a van.

N. Comai: What are the two vehicles parked out front of Town Hall used for?

C. Granfield: The truck is for the CEO, and the other vehicle is primarily used by Assessing.

N. Comai: A lot of companies are moving to pool vehicles.

M. Cannata: Where would facilities spend funds?

C. Granfield: General maintenance and contractual things. Other major issues; some utilized at the safety center, or if something happened in this building. These funds are in addition to operating the day-to-day maintenance. The other account is if something major goes like the boiler.

D. Hemeon: The District Courthouse needed two rooftop repairs at \$10,000+ each repair.

R. Duhaime: We are starting this fund this year to get it going, so that for years from now it will have \$100,000.

C. Soucie: They have \$213,000 in the account, and it started 2 yrs ago.

D. Hemeon: We have some rough buildings in this Town. I want to find out what is on contract. I would like to eliminate as many contracts as I can and have Darrell do the work.

N. Comai: It is a trickle down effect.

D. Hemeon: A lot of people want to gear down. \$22,000 for two rooftops, when we could have licensed staff do it.

R. Duhaime: The schools are separately maintained. How about the library?

D. Hemeon: We maintain the library too.

N. Comai: Do you have problems with eligibility, if something goes wrong and you use one of your guys?

D. Hemeon: If someone needs a license to do the work, I won't let an unlicensed staff do it.

N. Comai: You are so efficient that the Town is getting away with that. You almost hurting yourself.

M. Miville: But they are getting it done with the staff they have.

D. Hemeon: There are a lot of things you can do to save the Town money, and a lot of other things you just don't do.

R. Duhaime: Administration \$30,000, this will smooth out the bumps for the buildings you have.

D. Hemeon: This building (Town Hall) is old, and there are the safety center issues, etc.

R. Duhaime: This is more of an emergency fund.

C. Granfield: This is the first year to evaluate. Next year we will have a history and what the buildings needs are. That is why this year I didn't put anything in it. Dale will have the plan.

R. Duhaime: Do you have a binder with the buildings and what their values are?

C. Soucie: Yes, we have a list for insurance.

N. Comai: Level it out and so you don't get caught in 5 yrs.

D. Hemeon: At elections every year, 300-400 people vote no on everything. This Town has been good to me over the last few years.

M. Miville: He doesn't want to lease, just purchase.

OTHER

Spreadsheet Development

C. Soucie: I would like your thoughts on development of the CIP spreadsheet.

N. Comai: Dale had an inventory list today for Carol. The next step is "what is your wish list?" Dale didn't say I need 2 "xyz" dump trucks.

R. Duhaime: \$100,000 won't even buy a dump truck.

N. Comai: \$57,000 for two (2) new smaller vehicles was requested at last year's deliberative session. Instead, he went and got two (2) new vehicles he didn't even need. The form of government is changing. It will take about 4 yrs to change from lease to purchase, or purchase to lease and get the community on board.

R. Duhaime: We now have three (3) Budget Committee members on this year's CIP Committee.

M. Miville: I have attended the CIP Committee meetings, because I wanted to get a preliminary understanding of CIP before it gets to Budget Committee.

N. Comai: The CIP Roundtable workshop hosted by the Planning Board with all departments invited, that was a great thing.

M. Lennon: In Hudson, the same CIP issues are happening.

R. Duhaime: The CIP Plan should be for the good of the Town, and not politics of a Town Council member. Last year for CIP, we asked why we are leasing.

C. Soucie: The Fire Dept. requested to lease Engine #1, so we will keep it as a lease. Tanker #3, Forestry #3 and Engine #2 were requested as leases, but are farther out in the CIP Plan, still lease or switch to purchase?

M. Cannata: For something needed in 2 yrs, we should look at purchasing.

N. Comai: 10 yrs from now for lease vehicles, we should start to switch those to purchases now. If I was to redo numbers, I would weight an average for the departments. Departments have said what they need. Average for the Fire Dept. is \$369,000 a year, for Public Works is \$150,000, for Recycle & Transfer is \$200,000. Add these up to total \$500,000 capital. This should go to the voters every year.

M. Miville: Typically warrant articles add up to \$400,000.

N. Comai: We should not be so fine-tuned. Do like Carol said “vehicles for Highway Dept.” vs. “specific item” to voters every year. Multiple projects need to be broken down.

M. Cannata: What do you tell the voters the \$150,000 is for?

R. Duhaime: Parks & Rec never gave us a specific amount to sell to the voters. Every year they say they are working on it.

M. Cannata: Does all this help you Christine in the spreadsheet development?

C. Soucie: I will switch over the engine. I will redo the spreadsheet to reflect Dale’s revisions. I will check to see if we can set up a Highway Replacement Fund, although I think that may be too vague and they will say we can’t. Dale needs fifteen (15) dump trucks.

M. Cannata: On the ballot, another dump truck won’t sit well with voters.

C. Soucie: Dale has forty (40) pieces of equipment. I don’t think we could establish a fund for just “Highway Vehicles”, but we could group the vehicles together by type. I don’t agree with the “backhoe and loader”, but maybe we can go with “construction equipment”.

N. Comai: What about highway impact fees?

C. Soucie: We don’t have a highway impact fee.

M. Cannata: There are restrictions for the ballot. Maybe it could say “Vehicle Replacement and Maintenance Fund”.

C. Soucie: I will check to see what other communities are doing.

N. Comai: The CIP Plan should be kept level and fair for all departments.

C. Soucie: The construction of fire station #3, this is separate than all other needs of the Fire Dept.'s operations.

M. Cannata: I got the feeling the Chief wanted to back off this item.

C. Soucie: The only reason Chief Williams wanted to back off was because he didn't have land. The year he gets land, he wants to build.

R. Duhaime: What is the status of the Exit 10 bond?

C. Soucie: When the Exit 10 bond is done, then it is revenue to the Town.

N. Comai: All the departments need a spare vehicle.

M. Cannata: At the next meeting, we should have a preliminary voting for the December 1, 2009 CIP meeting.

C. Soucie: Use a summary sheet with a spreadsheet vote.

N. Comai: Sweeper, piece of equipment, what is the expense of maintaining it vs. having it? Was it worth it to have?

R. Duhaime: We bought a sweeper at State auction and restored it. They dumped it and replaced it with the new one.

C. Soucie: Some funds were donated toward the sweeper.

N. Comai: What is the difference to contract out the street sweeper vs. the expense of owning and maintaining it.

R. Duhaime: It is a multi-purpose sweeper, and it can clean out catch basins too.

C. Soucie: Per EPA Storm water, catch basins need to be cleaned out on a schedule. In 2007-2009, the Highway Dept. purchased nine (9) 2008 pieces of equipment.

N. Comai: Of Dale's forty (40) pieces of equipment, ¼ of his equipment is brand new.

R. Duhaime: Recertifying machines, \$150,000 is more than generous.

C. Soucie: The CIP is a planning document for those committees to decide how it moves forward. The CIP Committee has no authority to move it forward, only to make recommendations.

R. Duhaime: The \$1.5 million in Conservation in the Master Plan for Clay Pond, this should have been in the CIP.

*N. Comai motioned to adjourn at 7:55pm. Seconded by M. Cannata.
Vote unanimously in favor.*

ADJOURNMENT

Chair R. Duhaime adjourned the meeting at 7:55pm.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator