

Official
As of 01/04/10

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

December 1, 2009

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

CALL TO ORDER

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

ATTENDANCE

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

Excused: Dana Argo.

REPRESENTING TOWN OF HOOKSETT

Excused: Christine Soucie, Finance Director

Approval of Minutes for 11-24-09

J. Mudge motioned to approve the minutes of 11/24/09 with edits from M. Miville and N. Comai. Seconded by M. Miville.

Vote unanimously in favor.

BUSINESS

C. Soucie: The blue spreadsheet is the CIP Plan for 2010-2016, and there is an attached summary sheet.

M. Cannata: Compare the summary sheet with the spreadsheet.

R. Duhaime: I like how you summarized on some items that we agree with the Town Administrator recommendation. Let's go through the spreadsheet by groupings.

ADMINISTRATION

M. Miville: When Carol was before this Committee, she said the Town needs the revaluation in 4 yrs.

N. Comai: The next revaluation is in 2013. How much do we need for the revaluation?

C. Soucie: It cost \$160,000 for this year's revaluation.

N. Comai: We have \$42,000 of the \$160,000.

M. Miville: \$160,000 is the contract that goes out to Assessors?

C. Soucie: This year we spent \$160,000 on the revaluation with Todd Haywood.

N. Comai: So it would be \$160,000 divided by 4 yrs.

C. Soucie: \$200,000 is the estimate. It may cost more in 5 yrs. from now in 2013-2014.

M. Miville: We spent the \$160,000 in 2012-2013.

N. Comai: The estimated next revaluation cost is \$200,000.

M. Miville: Townwide computer – phase I = list of computers \$14,000, phase II = less \$3,800. Current balance is \$14,500, what is the budget year for phase I?

C. Soucie: Phase I & Phase II were developed by PC Masters. We can't upgrade, because of BMSI software issues. We gave you our assessment on our needs, however Carol has hired another computer person to get a more detailed assessment.

M. Miville: \$14,500 is in the current balance, are we planning on spending something on those phases?

C. Soucie: If needed yes.

M. Miville: So we are adding more funds for future needs. This also includes the Fire Department's 6 yr old computers.

C. Soucie: \$10,000 + \$14,000 to pick away at the phases. It is a guide to what we need and what we have.

M. Miville: It will be there once the Town needs it. They could spend phase I now. We need to justify the additional funds.

COMMUNITY DEVELOPMENT

M. Miville: Jo Ann commented that the census information for next year is to be included in the Master Plan. For the Feasibility Study, my view is I am not big on

studies. In this current year, I don't want to put money aside. It is classified as necessary I, and the study has been postponed many times. I don't think taxpayers are interested in paying an engineer \$150,000. It is not necessary since Walmart has moved out. We should be looking at intersections.

R. Duhaime: This is the biggest commercial area for Hooksett. Applicants/developers say to the Planning Board that there is only so much land. Look at Hooksett, we have Exit 9, Exit 10, and Exit 11. We are centrally located in New England. If you want to balance residential and commercial taxes, you need this commercial park area. The idea of the Parkway is build in, then everybody will come.

M. Lennon: I am inclined to agree with Marc. This money is basically going to anything other than to determine if we need the road.

R. Duhaime: The study is how much to build, and can the road be built.

M. Lennon: Get other places to the fund feasibility study.

C. Soucie: How did they get the \$20,000? That was going by leveling things out.

R. Duhaime: Don't drop it down to nothing.

N. Comai: We said last week, leave something in there and leave it to the voters to decide.

J. Mudge: It can make a difference by our vote on how the voters will vote. I hate to use investment and government in the same sentence, however this is an investment to possibly lower our residential taxes in the future.

R. Duhaime: SNHU and Manchester Sand & Gravel have set aside the road. Referred to Town map and pointed out proposed Parkway. Roadway used to be \$200 per section, now it is over \$500 per section.

C. Soucie: The charge of this Committee is to level out the funding, not to determine if a department needs something.

M. Miville: Before I said let the voters decide, now I would like the voters to see the actual vote.

M. Cannata: The Council can say the CIP generally disagreed. The Chairman of the Planning Board can vote the CIP Plan in entirety or by line item.

C. Soucie: Feasibility study, 2x \$50,000 funding 2013 & 2014. Jo Ann had polled the Planning Board, and they wanted to keep it in the 6 yr plan.

N. Comai: We can say we followed the lead of the Planning Board and the CIP Committee left the study in there.

FIRE-RESCUE

M. Miville: After examining this during the course of the week, we grouped items together. Looking on the ballot as a voter, do we want to present Capital Improvement funds that are higher than what voters may approve? Should we individualize the items vs. lumping them together?

R. Duhaime: Engine #1 is the only one the Town Administrator recommended.

C. Soucie: Class A Fire truck, there are four (4) total. He will need a new engine every 4-5 yrs. The oldest engine should be 20 yrs old.

M. Miville: As a CIP member I understand that, as a voter I don't know how voters would react to \$100,000.

C. Soucie: At the deliberative session or in the newspaper, these will be explained.

M. Lennon: Marc, I appreciate how you are looking at things, but I am not completely sure you are looking from a CIP member function to examine the long-term.

M. Cannata: Looking at it in the long-term, are you overly concerned that the voters' be a part of that decision making, and look at the good of the Town?

M. Lennon: At the deliberative session, explain them.

N. Comai: We can say we researched leasing.

C. Soucie: Chances are everything won't get funded the first year, and maybe leasing is the way to go. He needs some of the Fire equipment in 3-4 yrs. Then you have a little cushion in there. Put it on the warrant and see if people will vote on it.

N. Comai: There are new Council and new Planning Board members with new ideas.

C. Soucie: \$100,000 for five (5) engines over 10 yrs.

N. Comai: The bottom line is we push it out, then future years will have a larger bottom number.

M. Cannata: If we push out, it is a big bang later on.

POLICE COMMISSION

R. Duhaime: Chief Agrafiotis notified us tonight that the majority of the Police Board were not in favor leasing the emergency radio communication system. The Board had one absent member.

M. Miville: At the end of a lease, we would still own the equipment. Why would we want to have old equipment? If the system crashed tomorrow, could you use some unused budget money? The Chief said yes he could.

PUBLIC WORKS

N. Comai: We are recommending new ideas to the Town Council.

C. Soucie: \$30,000 a year, after the 8th year, he can buy another piece of equipment.

R. Duhaime: The backhoe is \$50,000-75,000, and the loader is \$100,000. He can still trade these in with value.

N. Comai: Does the Town have capital surplus/salvage value?

C. Soucie: If we sell with value, the fund goes into a new vehicle or revenue to the Town.

M. Cannata: It would be helpful to know what is the scrap value and the replacement value.

C. Soucie: Dale does not sell vehicles. The Town Administrator is working on how to resolve the issue of scrapping vehicles and getting rid of surplus.

M. Cannata: When do we know to scrap vehicles and equipment? This came up in one of the discussions. When I am presented with consideration of replacement based on a person's observation I can either: 1) take their word, or 2) ask a few questions:

- maintained properly
- engine hours
- manufacture suggests evaluate at "x" number of hours – there is idle wear and tear vs. odometer wear and tear
- understand need

N. Comai: Carol is researching that for next year's CIP.

C. Soucie: Is \$50,000 an appropriate number? \$200,000 is for replacement of the backhoe, and \$200,000 for replacement of a loader.

R. Duhaime: Caterpillar Equipment has an oil test. You send it to the vendor, and they can tell you when the engine should come in for maintenance etc.

N. Comai: Originally we said \$50,000, now we should put \$40,000 in and think the old vehicle will have value and make up the difference?

M. Cannata: It makes sense in the numbers, but how to explain this to the voters?

RECYCLING & TRANSFER

M. Miville: 2 weeks ago, Christine told the Town Council the CIP Committee had not voted on this item yet.

R. Duhaime: We should let the voters decide.

J. Mudge: They just lost a transmission in one of their most reliable trucks. They are using a front loader and large truck to run that route.

R. Duhaime: Buy one truck and she has funds to buy the other truck. If she has to find funds for the barrels, she can make it work.

C. Soucie: \$960,000 is the total cost. She is asking the voters for \$460,000.

M. Miville: It starts 2011-2012, Rob is saying \$100,000, \$100,000 and \$260,000?

C. Soucie: If a decision is made to have the automated system, then some other equipment may not be needed.

J. Mudge: Has anybody looked at other towns with the automated system.

R. Duhaime: Goffstown, Merrimack, and Concord are doing it now.

J. Mudge: If it is saving money and it makes sense, then let's do it.

C. Soucie: One truck is \$250,000. We will give you \$460,000 in tax dollars, and you use \$500,000 in your reserves:

\$960,000 total cost
-500,000 special revenue
-460,000 2011-2012 (raise in taxes)

J. Mudge: Pembroke is taking existing trucks and having them retrofitted with an arm.

C. Soucie: She was going to have a back-up vehicle retrofitted.

M. Cannata: That is a lot of work for one truck to do.

N. Comai: Her project is two (2) trucks.

C. Soucie: I don't know if a retrofit would work to be the main truck.

R. Duhaime: If there is \$460,000 to the voters, can she do the whole project?

C. Soucie: We have to put the whole \$960,000 project when we write the warrant article.

R. Duhaime: We can only go for ½ the project.

J. Mudge: Is this the first time the voters will see this?

R. Duhaime: Yes.

M. Miville: Fund the automated system or get a new truck. \$120.00 for two (2) barrels per household.

C. Soucie: .33 cents on the tax rate, commercial pays for it.

M. Cannata: Sell it by allocating money this year.

M. Miville: If you introduce money in this referendum, my opinion is it would be a negative vote.

N. Comai: How tight is Diane for \$175,000 for 2011-2012 & 2012-2013?

C. Soucie: Diane said she does not need to go automated this year. She needs a decision this year. I would say she could push those two \$175,000 trucks out.

M. Cannata: If the referendum comes back negative, what happens?

M. Miville: She wants to know if she should buy the trucks or go automated.

C. Soucie: If the referendum comes back yes, then the \$960,000 goes into 2011-2012 year.

M. Miville: The Town Council wanted to know our opinion on automated collection tonight. They are voting on this tomorrow night.

C. Soucie: Voters don't get to ask the questions, this Committee gets to ask the questions.

M. Lennon: If we put money in the referendum, I don't think that will affect the voters' opinion.

R. Duhaime: I say ½ funding. If Diane wants to make this work, she can.

CIP PLAN 2010-2016 VOTE

R. Duhaime: There are 6 members of the CIP Committee voting this evening. D. Argo is absent. Each department was voted on separately:

Administration

M. Miville motioned to recommend the Administration CIP as outlined on the attached blue spreadsheet. Seconded by N. Comai.

Vote unanimously in favor.

Community Development

J. Mudge motioned to recommend the Community Development CIP as outlined on the attached blue spreadsheet with the amendment to the line item for the Feasibility Study for the Southern Leg of the Parkway to be reduced to \$15,000 each year. Seconded by N. Comai.

Vote unanimously in favor.

Fire-Rescue

M. Miville motioned to recommend the Fire-Rescue CIP as outlined on the attached blue spreadsheet. Seconded by M. Cannata.

Vote unanimously in favor.

Police Commission

M. Cannata motioned to recommend the Police Commission CIP as outlined on the attached blue spreadsheet. Seconded by N. Comai.

Vote unanimously in favor.

Public Works

N. Comai motioned to recommend the Public Works CIP as outlined on the attached blue spreadsheet with the amendments to the line item for the Backhoe and Loader Capital Reserve Fund to be reduced to \$40,000 each year AND to eliminate the line item for the $\frac{3}{4}$ Ton Pickup Truck. Seconded by M. Cannata.

Recycling & Transfer

M. Cannata: I am stepping down from this vote.

M. Lennon motioned to recommend the Recycling & Transfer CIP with a \$175,000 in a referendum to the voters. Seconded by N. Comai.

Vote 4 in favor, 1 opposed (M. Miville), and 1 abstained (M. Cannata).

Note: See attached blue spreadsheet for details.

OTHER BUSINESS

CIP Committee 2010-2011 Presentation

R. Duhaime: The CIP Committee presentation of the CIP Plan 2010-2016 to the Planning Board is scheduled for Monday, December 7, 2009 @ 7:00pm.

CIP Committee 2010-2011 Self-Audit

R. Duhaime: The CIP Committee will complete a self-audit on January 4, 2010 @ 6:00pm. All departments who have participated in the process are welcome to submit their comments prior to this date.

OTHER BUSINESS

*N. Comai motioned to adjourn at 8:45pm. Seconded by M. Lennon.
Vote unanimously in favor.*

ADJOURNMENT

Chair R. Duhaime declared the meeting adjourned at 8:45pm.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator