

**Official  
As of 11/16/10**

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

**November 9, 2010**

**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 6:00pm.

**ATTENDANCE**

Robert Duhaime, Marc Miville, Nancy VanScoy, and Jack Mudge (arrived 6:05pm).  
Excused: Dana Argo.

**REPRESENTING TOWN OF HOOKSETT**

Christine Soucie, Finance Director

**Approval of Minutes for 11-02-10**

*M. Miville motioned to continue the approval of the 11-02-10 minutes to the 11-16-10 CIP Committee Meeting. Seconded by N. VanScoy.  
Vote unanimously in favor.*

**BUSINESS**

**RECYCLING & TRANSFER**

R. Duhaime: Diane how is the recycling survey going?

D. Boyce: 75-80% want recycling. Out of 75 surveys only 7 said "no" to everything.

R. Duhaime: It would pass if it went before the voters.

M. Miville: How many family homes?

D. Boyce: We collect under 4,000 homes.

R. Duhaime: Automated recycling encourages women drivers.

D. Boyce: I put that in because in Nashua their two best drivers are women, since they don't have to get out of the vehicles. It provides more flexibility for manpower. Example, I have run the Bobcat for 15 yrs at Transfer Station by myself.

R. Duhaime: **#29 Peterbilt Tractor** is still needed?

D. Boyce: Yes.

D. Boyce: The request from **Recycling and Transfer** is **#27 Automated Collection Trucks/8,000 carts**. There is trash disposal savings when it comes to recycling. There is a chance we may have to pay for some type of single-stream recycling, but never what you pay for trash. It is not what you are making for money it is what you are saving. George Longfellow keeps overlooking that 70% of the money we make is from metal. Aluminum cans we will lose from income, but it will be saved in single-stream recycling.

R. Duhaime: Seems like you saved a lot of money last year.

D. Boyce: I have my spreadsheet with deposits we make. I hadn't included the interest off the \$500,000. We are including interest on that money this year. The barrels did come down in price.

M. Miville: \$60.00 last year.

D. Boyce: Closer to \$50.00 this year.

J. Mudge: In Pembroke, we use two 95-gallon barrels.

D. Boyce: Ours are 60 gallons and we will provide two; one for recycling and one for trash. We are in great shape and have  $\frac{3}{4}$  of money put aside = \$320,000. In the survey we ask "do we want it in tax base @ .15 cents per thousand" (\$200,000 home = \$30.00 on tax base). If purchased separately, they are \$60.00 for two barrels.

J. Mudge: We are making the residents buy the barrels. Pembroke is telling me for my properties that if I want pick-up, they are making me buy something. It is either taxed or making me buy something. It doesn't ring well with me.

D. Boyce: That's why I am asking in the survey if it should be included in taxes.

R. Duhaime: I backed this packer last year.

D. Boyce: Last year CIP supported \$240,000, however the Town Council shot that down.

R. Duhaime: At the Council meeting, the CIP is looking for a million dollars a year. You have one of the income depts. If recycling does start, you have some other money to stop those capital expenditures for other items. If this is approved, we are going to take this and that out of the lines.

D. Boyce: We were able to save \$700,000 and we were able to purchase a Bobcat. I will need other equipment in the next couple of years such as a loader.

R. Duhaime: Go over your line items.

M. Miville: If voters approve \$240,000, she doesn't need \$175,00 two years from now for the two packers.

J. Mudge: And you won't need the manpower.

D. Boyce: I am on my third collection guy in 6 months. It is a hard job even in this economy and hard to find someone permanent.

R. Duhaime: What do you need out of the list?

D. Boyce: Good times up to \$100,000. I am hoping I won't need to come back, because I will have enough in savings. What I would like to see is some type of capital reserve, maybe \$30,000 per year. I can't estimate what we will be getting in. If you are looking long-term, more a maintenance issue than this amount now.

R. Duhaime: A new ambulance will last 7-8 yrs. How long do you think your trucks will last you?

D. Boyce: They are supposed to be 10 yrs.

R. Duhaime: You should still have a line item for future use.

D. Boyce: I wouldn't be coming before you if we had a regular collection system.

M. Miville: Would you transfer a staff member to Highway?

D. Boyce: Is there a possibility with this project? Yes. To put a CDL driver on the back of a truck is a waste of talent.

N. VanScoy: We are trying to keep things inexpensive and trying to keep money this year. You have more than \$200,000 than last year.

D. Boyce: That amount includes interest.

N. VanScoy: What is a reasonable amount to ask for, \$60,000? I am looking at why it can't hold off until next year.

D. Boyce: Funding all this year, not getting recycling and every year don't know truck amount or barrel (petroleum based) amount.

N. VanScoy: We buy an initial amount and distribute to all of our existing places we pick up. As we grow and people come in, as a wheel falls off barrel, what happens?

D. Boyce: Wheels and covers will be at the transfer station and we can repair. There may be a small expense for maintenance and repair. The barrels are guaranteed for 10 yrs.

N. VanScoy: 10 yrs for replacement, is that saved for in the future?

D. Boyce: Set aside a little in the capital reserve to help defray the cost.

N. VanScoy: As new people move into the area, they should get the previous homeowners barrels (goes with the house).

D. Boyce: Maybe we could have impact fees? We hope to have some barrels in storage and increase some sort of maintenance or repair line.

N. VanScoy: Do you see that becoming a budget line item? The amount for 4,000 recycle barrels is the amount you are looking to get and now we don't have curbside recycling? Why is this not an option to remove this item?

D. Boyce: It is an all or nothing program. Recycling is 60% of the trash. Maybe I am not answering your question right. I would still need to hire another man if just one barrel to pick up both types of trash.

M. Miville: I am assuming a lot of education is needed. What are your plans?

D. Boyce: Our single-stream recycling contract includes educating the residents. We will have pamphlets and the education starts December 2010.

N. VanScoy: I love advertising and posters; send it to the schools. The best way to advertise is to have a contest at the schools.

R. Duhaime: Help us with the long-range plan for fees and staff; part-time or whatever you are going to do so there are no capital expenditures. The sooner we fund it, the better. That will be our sell. You can't do one barrel without the other because of staffing and trucks.

N. VanScoy: If I have a condo, Granite Hill, they are pretty big garbage cans for that area.

D. Boyce: All I can do is refer you to Goffstown and Pembroke automated recycling. The barrels do work.

J. Mudge: I have heard pretty good things.

R. Duhaime: Some condo associations make them put the barrels in their garages.

D. Boyce: The barrels are also aesthetically nicer to look at on trash day (same look and placement).

N. VanScoy: In other communities, they must run up against a barrel they can't get to.

D. Boyce: They can pick them up between cars and snow banks with the automated arm. There is also an exception to the rule. George is worried about seniors being able to bring the barrels out to the street. We do work for the public and want to help them as much as we can. You are right these are the people we have to sell to. Hardest group to sell to are the seniors, because they don't want change. I had this conversation with Alan O'Brien at Cedar Management for Granite Hills. We would accommodate any recycling. The associations need to sell this on their end.

M. Miville: Citizens can still go to the transfer station. My opposing side to it . . . last year the Town Council suggested two different articles: 1) fund all or 2) referendum, but they didn't do that. Since then you already have collected \$200,000 more in funding and have \$220,000 left to go. I say wait another year and have a referendum. Then next year fund it and you will have it all.

D. Boyce: I don't know for sure if we will have it all next year.

N. VanScoy: As a voter, a referendum funded or unfunded means you are willing to pay for it, therefore unfunded means nothing. Why would you ask me if next year I will vote on something?

M. Miville: We are asking the voters for the concept of curbside service. Are you in favor? That on-line survey will capture several hundred and you are looking to capture thousands.

N. VanScoy: As a voter, you are asking me if I like something, but I would be concerned with the amount. I think it is a waste of ballot space and time to have a referendum.

M. Miville: If you put it on the ballot, are you willing to pay "x" amount for curbside recycling, then you are not sure if they say "no" because of the dollar amount or the concept.

N. VanScoy: The ballot is not the proper place for a concept poll.

R. Duhaime: How do you sell it? That is what we have to recommend to the Council. If the money is spent now, she won't need to buy the packer. The sooner you fund, the savings is for years out. We want \$50,000, or \$70,000 to move ahead. At the end of the CIP, get back to me \$355,000 over next 3 yrs for two packing trucks. Either way you need to spend money: 1) on curbside recycling or 2) packers for current system.

N. VanScoy: Packers are good for 10 yrs.

R. Duhaime: 10 yrs runs out hopefully can be staggered.

M. Miville: If you give option for the tax rate or everybody pays \$60.00, it depends on the home value.

R. Duhaime: Condo people are voting; however they already have pick up.

D. Boyce: It is an all or nothing thing in Pembroke. Pembroke had no money and needed a truck and barrels. I put the survey out and the response is they just want the curbside.

M. Miville: The survey is a small sample now.

R. Duhaime: We need \$100,000. She keeps funding and goes with curbside recycling, and then she won't need the packers.

M. Miville: Jack, Pembroke went to their town meeting?

D. Boyce: Pembroke went to Town meeting.

M. Miville: So they heard from the residents at the Town meeting. Here, we are not.

R. Duhaime: Christine, she is able to save money in her account and not have to put in general fund.

D. Boyce: The Town taxpayers voted it out of general fund.

C. Soucie: Have "x" amount from the solid waste disposal fund and the rest from taxation or whatever. They are thinking of a special revenue fund for ambulance replacement and plowing at schools. The special thing is you have to have an income.

D. Boyce: It is not a guaranteed income; it just made sense. I don't want to go backwards and get another collection truck. I want to move forward with automated recycling.

N. VanScoy: That is the only thing you are asking for this year – automated collection. Items for next year?

D. Boyce: #32 Cat Loader is used more than anything.

N. VanScoy: Do you need an additional or replacement?

D. Boyce: Replacement.

N. VanScoy: Would impact fees cover that?

D. Boyce: We do not qualify for impact fees.

N. VanScoy: **#30** Chevy Pickup?

D. Boyce: The guys use it for recycling from the schools. It is a woman driving it most of the time.

N. VanScoy: 2013-2014 items?

D. Boyce: **#33** Melroe Bobcat may not be needed. That depends if we get automated recycling.

N. VanScoy: **#34** Semit Dump Trailer and **#31 & #36** two Spectra Live Trailers?

D. Boyce: Metal takes the biggest beating. It kills the trailers.

J. Mudge: What kind of money can you sell a loader?

D. Boyce: I don't know. Most of our equipment needs to be sold at auction. If it is still usable, I wouldn't replace it. We can work with highway and use it for loading salt and sand into their trucks.

R. Duhaime: Is there a section for a budget for each dept. for a 6 yr plan? Diane show us that if this project is approved, money won't be spent on these items and we would save "x" dollars. If CIP says only \$100,000, it still is not totally funded. Can you go ahead with the money you have now and charge the residents?

D. Boyce: Yes.

### **POLICE COMMISSION**

Joanne McHugh, Police Commissioner: The **Police Commission** request is **#16** Emergency Radio Communications System Development Fund. Thank you for letting us come forward with the capital improvement with regard for our request for what we requested last year. What is different this year is the amount. Because of last year's amount we have now increased by \$40,000 to \$172,096. The item we currently have was voted and purchased in 2001. We were fortunate enough, blessed in some ways, that we didn't receive it until 2002. Thus we got a more updated model. The life expectancy industry is 7 yrs. Right now we are planning on a 10 yr life expectancy. In order to meet

that, we need to increase our amount to purchase that item in that particular year. I understand the difficulty the Town has with the economy. At one point I chaired the CIP Committee, but I am also a realist that CIP certainly follows along with the Master Plan of this community. I was on one of those sub-committees on the Master Plan, and we didn't want to be in a situation to need one large amount and spike the tax rate. This clearly is a CIP item. History last year, we asked for \$87,485 and this committee recommended \$40,000. When it moved further along, the \$40,000 was taken out. The Council's standpoint, reasoning probably had to do with warrant article for the safety center. I am a believer for planning ahead, because if we don't it all comes down at one time. This is a critical piece of equipment. If we don't have it, we can't operate. This is why it needs to be taken into consideration.

R. Duhaime: Crown Communication left space on their cell tower to possibly save on Town communications in the future.

J. McHugh: It will provide a wider range of communication.

R. Duhaime: If you had \$40,000 last year, are there some components you could have replaced?

J. McHugh: At last year's presentation, you asked us to explore the leasing side and we did. It was the opinion of this group to purchase vs. lease. A communications system is very costly. When we delay the inevitable it is a bigger pill to swallow later. I clearly understand the difficulty with these economic times, however I want to see an effort for this. We are not even asking for a computer system.

N. VanScoy: Under classification you have deferrable?

M. Miville: That is a contradiction. It is urgent but deferrable?

J. McHugh: I didn't see that. Deferrable shouldn't be circled. I do have comments from the Town Administrator and she only recommend \$40,000 and last year she said deferrable. Industry says 7 years for our system and we say 8 yrs and 10 yrs with a lot of luck on your side. It is critical to the operations of the dept. and for the safety of this community.

M. Miville: In conversation last year, if the system collapsed right now, State Police will take over?

Chief Agrafiotis: The classification deferrable was picked years ago, so I don't think we paid much attention to it in the current request. It was probably in our computers from years ago. During the recent lightning strike, the Merrimack County Sheriff helped us out. The State Police may help us out, but mostly likely it would be the Sheriff's office.

J. Mudge: At a cost?



Chief Agrafiotis: No cost, it is mutual aid. When we did this project years ago, the State Police gave the Town their frequency and we would help them if it goes down. Our volume of calls would crush the Sheriff's office and we would need to get back up quickly. The Commission owns and maintains the system for police and fire frequency. If the Fire Dept. can't function through Concord, we are the back up for them. We talked about this last year as an all or nothing replacement. We anticipate replacing as needed. When the warrant article past in 2001, it was an all or nothing system. It can't be down for any length of time, and we don't know when or what to replace.

C. Soucie: Is the plan not to replace the whole system at once or to replace parts when something fails?

Chief Agrafiotis: The radio console was one box and had everything in it. Now we would only replace what is needed. It is not just dispatch equipment. We have a radio tower outside, tower in Bow, tower in North Hooksett on the Allenstown line, Verizon tower on By-pass 28, and towers at the safety center. It is not just a dispatch center. It is the whole system.

R. Duhaime: Did the Town Administrator do that? We said \$40,000 a year.

J. McHugh: It was our request to bump it up and the Town Administrator dropped it down to \$40,000.

Chief Agrafiotis: It is a 10 yr plan.

J. McHugh: We are trying to bump up to make up for past years not being funded.

M. Miville: The request for money the next 2 yrs, I thought it was to replace the entire communication system. Now you are asking to replace pieces. I guess Carol has spread out to replace as needed for parts as you go along.

N. VanScoy: This is the last year of the 10 yr plan.

Chief Agrafiotis: We hoped the equipment would last longer than 10 yrs and replace those that became obsolete or died.

J. McHugh: Originally you didn't have all these other sites to maintain. That is why the Commission asked to have it stay in there. It is much more expanded and more to take care of.

M. Miville: Any thought to replace the entire system in the future?

J. McHugh: Before this system was in it was like we will never have the current system. However times change and systems change and the cost goes along with it.

Chief Agrafiotis: We are using impact fees to hook up laptops to the building. Once that program is on line, every vehicle needs to have a modem. Things in the planning phase are now being purchased with impact fees and we will keep adding to the system to maintain.

R. Duhaime: Carol did that for everything not funded last year for the 6 yr plan this year.

N. VanScoy: Are you finding for the replacement of equipment now or are you good at 7 yrs?

Chief Agrafiotis: There are some issues. The recent lightening strike, insurance paid to fix/replace those items. We haven't had to go in and say something has broken or obsolete yet.

N. VanScoy: You have made no request to draw from this.

J. McHugh: I think we would need a warrant article.

C. Soucie: There was an agent who was named in the warrant article

N. VanScoy: The warrant article from 2001.

J. McHugh: The system was not established until 2002.

R. Duhaime: In the next year or two you will be spending out of this account?

J. McHugh: Yes.

M. Miville: Last year we established that if it collapsed again, you could use some of your budget funds for worst-case scenario?

C. Soucie: If there was money in there.

### **OTHER**

*N. VanScoy motioned to adjourn at 7:35pm. Seconded by M. Miville.  
Vote unanimously in favor.*

### **ADJOURNMENT**

Chair R. Duhaime adjourned the meeting at 7:35pm.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator