

**Official  
As of 11/30/10**

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

**November 23, 2010**

**HOOKSETT MUNICIPAL BUILDING  
35 MAIN STREET  
(2<sup>nd</sup> floor room 204)**

**CALL TO ORDER**

Vice-Chair M. Miville called the meeting to order at 6:05pm.

**ATTENDANCE**

Robert Duhaime (arrived 6:45pm), Marc Miville, Nancy VanScoy, Steed Celio, and Dana Argo.

Excused: Jack Mudge.

**REPRESENTING TOWN OF HOOKSETT**

Christine Soucie, Finance Director (arrived 6:20pm)

M. Miville: Here with us tonight is Town Administrator Carol Granfield.

**Approval of Minutes for 11-16-10**

*N. VanScoy motioned to approve the minutes of 11-16-10 with edits by M. Miville.*

*Seconded by S Celio.*

*Vote in favor. D. Argo abstains.*

**BUSINESS**

**SCHOOLS**

Dana Argo, School Board Chair.

D. Argo: **#39** HVAC Upgrades all three schools. This is deferred to 2012/2013.

N. VanScoy: It is planned for future years? Not asking any of it this year and all of it next year?

D. Argo: Yes.

D. Argo: **#40 Communications Updates**. We need phones in every classroom. It is a safety issue (lockdowns). I am not saying to defer or push-out this item. We may want to, but I won't say at this point. It is in 2012/2013.

N. VanScoy: In 2013/2014 you are talking about quite a lot of money. Does it make sense to start collecting money earlier if possible, instead of the whole \$508,000?

D. Argo: The \$508,000 is **#42 Kindergarten Upgrade at Memorial**. Transitions between schools tend to drop students learning. In this Town students are transitioning two more times and the idea is to cut back. We propose two K-5 schools and a middle school. We would transition teachers on a rotating basis as well. A 1<sup>st</sup> grade teacher will move along with them. I am not the expert, but I am here to present the plan. Dr. Littlefield could discuss transitions further with you.

M. Miville: Two K-5 schools and the teachers stay in same school as well (not the middle school). Are the teachers OK with this?

N. VanScoy: It is an interesting concept and a great way to keep staff fresh and versatile.

D. Argo: We haven't sat down with everyone and said this is the plan. I am sure there will be some who like it and some that don't.

S. Celio: This will address the transition of students, not the growth for additional capacity. It is only to help students with less transitions.

D. Argo: As for the proposed school property and will it be used for a high school or elementary? Until this economic down turn, 3,4,5 yrs ago we would have needed the property for a high school now it might be for an elementary school. Now with the economy we have leveled off.

S. Celio: Transition line configuration K-5 and then?

D. Argo: Cawley was designed to expand while in use.

S. Celio: How will it be determined who will go to Underhill and who will go to Memorial K-5?

D. Argo: Probably by a neighborhood style.

M. Miville: Transitions for new comers and grandfather those already in the school system. If yes, you will need to construct more classrooms.

D. Argo: We are not adding to the building. Kindergarten rooms are more square footage. I don't have the numbers off the top of my head.

S. Celio: Any idea how many K rooms will be added?

N. VanScoy: How did the School Board come to this number?

D. Argo: The SAU came up with the number, and they shoot high when projecting.

N. VanScoy: Is the School Board asking for funding all of it in 2013/2014 and not splitting it up?

D. Argo: Yes, based on the overall plan to keep somewhat level for no spikes.

N. VanScoy: \$508,000 is quite a bit higher.

D. Argo: Is \$508,000 capital reserve?

C. Granfield: Yes.

D. Argo: We were looking at this to make it level. If we split-up that year, it would be lower and then other years higher.

N. VanScoy: I still see double of what your other years are coming up with.

M. Miville: \$93,250 next year, can you move the \$72,000 to another year? You say you may split \$508,000 down the road?

N. VanScoy: This year the schools are not asking for any CIP.

D. Argo: For warrants we have two contracts: 1) Hooksett education (teachers) – wager reopener, and 2) para-professionals, and another warrant for 3) election of new School Board members.

N. VanScoy: Are the communication updates a solid number?

D. Argo: Yes a solid number. Our Business Mgr. came up with it.

N. VanScoy: It is a safety issue.

D. Argo: No phones in classrooms are considered a safety issue for lockdowns.

N. VanScoy: Would you be looking at wall phones or wireless?

D. Argo: I would assume phones with wires.

S. Celio: Phones in classrooms and two-way radios?

D. Argo: The intercoms in classrooms are failing.

S. Celio: What is the safety turn around time?

D. Argo: Phones will be in each classroom to call out directly.

M. Miville: If something happened in the classroom, wouldn't there be kids with cell phones to call out?

D. Argo: This came about as a safety issue because of Columbine. We don't have it as an urgent need.

S. Celio: You are enhancing security. Will it incorporate intercoms, clocks, and bells?

D. Argo: Yes so they are all in sink. \$508,000 is an enhancement to education of students. Statistics show drops in education when kids transition.

M. Miville: If a high school gets voted in?

D. Argo: Then we build another middle school and use Cawley for a high school.

N. VanScoy: #44 Roof Replacement at Underhill and #45 Roof Reseaming at Memorial and Cawley. We have been looking at other departments and creating more funds for this type of line item.

C. Granfield: Put away so much each year, so when something is needed you pull from those funds.

D. Argo: Then you have more warrants on the ballot every year when you do it that way.

N. VanScoy: I look at it that we can approve to get this for funds to proceed. The schools are supported pretty well in this Town.

D. Argo: We don't want voters to go in the booth and see a list of warrants.

N. VanScoy: Budget and ballots. We are saving for the future and what is needed. What the ballot looks like should not be the decider.

D. Argo: I hear what you are saying.

N. VanScoy: Take it back to the School Board. Talking about it now in a down economy, people think of saving. We do need to save to plan for the future.

S. Celio: Only ½ roof?

M. Miville: It is in 2015/2016.

D. Argo: It was in the CIP 4 yrs ago and pushed out based on repairs.

S. Celio: \$387,000 for a roof replacement because the Capital Project Worksheet indicates the purpose is to “Replace half of the rubber roof”.

M. Miville: It is a 2 yr process for the total of \$387,000.

D. Argo: For the full roof replacement, it should be changed on the worksheet.

S. Celio: Industrial technology classroom?

D. Argo: It has changed from industrial education to technology. They changed how they teach it and the classroom is not set up right. They are now more into the technology of it.

S. Celio: Are they reconfiguring the classroom or buying equipment?

D. Argo: Yes to both of those. Ventilation is included in there for the different way they now do it.

M. Miville: You will have three things next year. HVAC, Communications, and Classroom Reconfiguration.

N. VanScoy: I can't see why you are not asking for anything this year.

D. Argo: We aren't asking for CIP this year, because we have two contracts on the ballot. We don't want to put those contracts at risk. The school field is deferrable.

M. Miville: Where would they expand?

D. Argo: We have the property, but it takes money to build the field. If the plan gets pushed out, it could be pushed out.

S. Celio: HVAC energy efficiencies, what is the cost savings?

D. Argo: Schools would be on a timer. If the school closes (inclement weather) someone from home could turn-off/adjust the system. It would also prevent pipes from bursting.

M. Miville: The schools saved \$63,000 in electricity this year per a mandate by Dr. Littlefield.

D. Argo: There are also phone savings of \$35,000, because they are going to Comcast. Schools are tough for events going on after hours. The person handling that could manage from home. Cawley is a Town building and we do a lot of things there.

S. Celio: All three schools including Memorial?

D. Argo: Yes, with Cawley being the newest. Memorial has a new section, but also has an old section with old equipment).

S. Celio: Bulk of repairs are to Underhill.

D. Argo: Underhill is the oldest of the schools.

M. Miville: You still have only three walkie-talkies at each school (Principal, Vice-Principal and gym teacher).

D. Argo: Walkie-talkies were due to safety.

M. Miville: The school is not proposing HVAC \$93,250 for this year

R. Duhaime: They have two contractual agreements for the ballot; teachers & para-professionals.

M. Miville: As we stand now, no other dollars.

R. Duhaime: It was all one year before and not over 6 yrs like now.

D. Argo: If we don't have to have warrants every year, it is a philosophy. I will bring back to the schools about spreading out the CIP funds.

### **SPREADSHEET DEVELOPMENT**

C. Soucie: Pg 13 of the CIP handbook - deliberative process of CIP and pg 15 report is the CIP Committee's plan: 1) alter project classification or 2) alter beyond CIP budget. Last year, we went through on straw votes, so next week we can have what you need to vote with (i.e. schools 2011/2013 \$93,250 HVAC push off to future year).

C. Granfield: Regardless of what the Town or school brings in, it is up to you to determine which way you want them to go and recommend that CIP Plan to the Planning Board.

R. Duhaime: It should be a long-term plan; spread out 3,4,5 yrs.

N. VanScoy: \$1,505 million CIP Plan with an average of \$250,000 annually.

C. Granfield: What might be helpful is to have Christine come up with an even spread out and then you can vote or change your mind.

M. Miville: Rather than hit one year for every single one, spread them out.

C. Granfield: Some may be spread out over 2 yrs and others 3 yrs to level the bottom. If Dana has any strong feedback “critical priority” he can inform Christine.

D. Argo: #42 Kindergarten upgrade could be spread out. Roof could be spread out one year before and one year after, but not all further out. The last one #46 Sports Fields Expansions at Cawley is deferrable. #45 Roof reseaming is based on recommendations from the installer and manufacturer; we could go ½ and ½. #41 Classroom Reconfiguration at Cawley split 2012/2013 and 2013/2014.

C. Granfield: If something during the week with Dana, then contact Christine.

D. Argo: I will send something out to Christine by Monday, Nov 29<sup>th</sup>.

#### **OTHER**

R. Duhaime: Sewer and water are all set. Recycling and Transfer we can fund it or unfund it.

M. Miville: I want Diane to come up with the money and fund it on her own. She comes up with \$240,000 this year, \$450,000 last year, and \$220,000 next year. This year have a referendum on the ballot on what they want to do with it.

N. VanScoy: One reason she did see \$200,000+ interest and other things building up over a number of years is that she had not considered the interest. She won't have that for future years.

M. Miville: So far she is starting single-stream recycling in 2 weeks. I am not sure a lot of people know about it. We need to educate first. People need to vote on the principle of automated collection and not the money. If you get too many “no” you don't know if they don't like the program or the money for it.

R. Duhaime: If the Town does vote on it even with a minimal amount (\$10,000), then she knows about the support.

M. Miville: It went to the Council last year

C. Soucie: Read from last year's comment on recycling.

R. Duhaime: We tried to fund it over 2 yrs, but never got past the Budget or Council.

M. Miville: The only people who said yes or no on this was the CIP and Council.

N. VanScoy: I am hearing continually from residents, three today, that they want curbside recycling. People want it to go to the voters.

M. Miville: I am very much for recycling. I go three times a week.

N. VanScoy: Girl Scout leaders have commented that recycling is a no brainer to the kids. The people who I am hearing from want it and want to see it on the ballot.

M. Miville: It came close last year, and maybe again this year.

R. Duhaime: If she needs a \$150,000 cat loader for pushing trash, Christine that should be broken down. CIP just recommends. This is a long-range plan. She is taking that money and purchasing a truck. She said 8-10 yrs on these trucks? Next 6 yrs \$50,000 or \$75,000 each year. Recycling is supposed to save us money.

M. Miville: It is not about income lost, it is about savings earned.

R. Duhaime: If no automated collection/recycling, we will have to buy the packer in 3 yrs.

C. Soucie: Cat loader?

R. Duhaime: All her line items are over 6 yrs.

C. Soucie: If we do go with recycling, the Peterbilt and freightliner go away.

M. Miville: And packers on the back page would go away.

C. Soucie: She wasn't going to replace \$180,000 and \$185,000. I can do a reserve to replace those packers. I almost say leave them in the way they are, because it depends on the recycle outcome.

N. VanScoy: Is there any way we can see the spreadsheet broken up both ways: 1) if recycling passes, and 2) if not past. We can compare side-by-side.

C. Soucie: If automated collection goes forward, a recommendation from the CIP Committee can be to start a reserve to replace vehicles in 10 yrs.

N. VanScoy: We should be looking closer at supporting capital reserve funds depending on what the CIP Committee decides.

R. Duhaime: For Public Works, we have broken down already.

M. Miville: Except for the backhoe that he said he really needs.

R. Duhaime: He would like to have a larger one for bigger projects.

C. Soucie: We can break it up over 2 yrs as a compromise. Beauchesne drainage?

M. Miville: We changed the wording to "infrastructure fund".



C. Soucie: Council said "Beauchesne". When Dale was here before the CIP Committee, he said it makes sense for drainage upgrades, but that it would be a hard sell for voters not living in the "Beauchesne" subdivision.

C. Granfield: I think you need to leave it as Beauchesne. There are many upgrades out there. You can make a recommendation to change the name.

C. Soucie: You wouldn't be in support of "Beauchesne", but would support a general line. All the back up talks about Beauchesne.

S. Celio: This is the site he said he tested the wells and they were dry.

R. Duhaime: Police Commission is broken down.

N. VanScoy: On my spreadsheet at home, I have spread out another 5 yrs. just to see what the numbers would look like. When you get done Christine, could I have an electronic copy so I can copy and paste?

C. Soucie: Yes. Ambulances aren't on here and they said replace every 7 years.

R. Duhaime: Fire needs to be broken down.

N. VanScoy: I have school torn apart with what Dana showed us.

D. Argo: We are in early stages of talking K-5 configuration.

C. Soucie: Reserve for 3<sup>rd</sup> fire station? Have something in there.

R. Duhaime: Joint station and sharing with Manchester.

M. Miville: Council voted only to have two fire stations.

N. VanScoy: Council voted we could only afford to run two.

C. Granfield: A couple of years from now that may be changing depending on exit 10.

C. Soucie: Move it to 2014/2015 year.

M. Miville: Fire, vote for tanker and 1953 dodge.

C. Soucie: 2013 lease dropped.

M. Miville: Have capital reserve for the engine.

C. Soucie: Main concern tanker and forestry; two big ticket items. The engines are fairly new.

R. Duhaime: Leave \$62,500 for leasing the tanker.

M. Miville: General Government items, I am ok the way they are spread out.

N. VanScoy: I have revaluations cut to \$40,000.

C. Soucie: We need the full amount in 2012. That is why there are two \$62,000 in a row.

R. Duhaime: Council and Budget will leave it alone.

M. Miville: \$40,000 last year and the Council removed it.

C. Granfield: Planning this year, once you vote next week on Nov 30<sup>th</sup>, present to the Planning Board on Dec 6<sup>th</sup> and then they adopt or modify. On Dec 15<sup>th</sup> to Council (Rob Duhaime attend on behalf of CIP and Planning Board).

C. Soucie: Also dept. heads are at the Council for specific questions. Last year Council looked at CIP, but not as a 6 yr plan.

N. VanScoy: Fire and Rescue scenario – apparatus down \$90,000 every year. Looked at things for on-going investment as a 15 yr plan as opposed to 6 yr plan. We do need to find ways to cut back. If vehicle needs to be replaced, replace in 3 yrs vs. 2 yrs.

C. Granfield: In handbook and charter it states the CIP is based on 6 fiscal years. Many municipalities have gone to a 10 yr CIP Plan. If you have a recommendation for the number of years for Hooksett's CIP plan, share that with the Planning Board and Council.

M. Miville: RSA 674:5 Authorization states a minimum of a 6 yr CIP Plan.

N. VanScoy: Conservation Commission?

R. Duhaime: Peterbrook land - Parks & Recreation is looking to get money from the Conservation Commission.

M. Miville: Conservation Commission is already funded over one million.

R. Duhaime: In this down turn economy, the Town has the chance to purchase land. The Conservation Commission doesn't look at anything until they get an assessment.

M. Miville: Like you have said before, they haven't submitted a plan to CIP for the purchase of property.

C. Soucie: Backhoe split in 2 yrs. Set up reserve for backhoe and loader \$100,000 or \$75,000 each year.

C. Granfield: Either one or the other and the dept. decides on the need.

R. Duhaime: Leave at \$75,000 for 6 yrs.

C. Soucie: He might be able to find a deal or not get the bigger backhoe.

M. Miville: Change safety center number to \$56,000.

C. Granfield: Take a vote from the Planning Board for the Charter Committee.

C. Soucie: Update the CIP handbook for boats, no wheels, and under \$50,000. In the handbook it reads it is important to have a vehicle plan even through threshold is \$50,000. They don't need to roll it into the main CIP sheet. I want to make sure we don't eliminate the vehicle plan. This is one place where we have all of our vehicles listed. If vehicles are out here in 6 yrs, they got rolled into your CIP plan with the exception of leased cruisers.

M. Miville: You are not getting any Police Dept. cruisers anytime soon, they now have 23 cars.

C. Soucie: The rest is in the main plan to be replaced in reserve or by itself.

R. Duhaime: Handbook – how does a dept. prioritize? Have dept.'s needs changed since the last CIP?

M. Miville: The priority is presuming functions don't change over the course of years.

R. Duhaime: "We need next year" why?

S. Celio: Life expectancy.

C. Granfield: Depending on the type of vehicle, it may be replaced. There was no list when I got here. Now Dale's operation is to get back up and process for when we are selling something.

C. Soucie: Projects submitted, are they all justified?

C. Granfield: Relayed back to depts. for justification.

C. Soucie: Pg 13 in the CIP Handbook lists what the CIP Committee should be considering.

C. Granfield: The depts. are getting there. For next year's CIP, I can reinforce this with depts.

C. Soucie: Last year we completed project summaries from Carol and CIP Committee.

*M. Miville motioned to adjourn at 8:10pm. Seconded by S. Celio.  
Vote unanimously in favor.*

**ADJOURNMENT**

Chair R. Duhaime adjourned the meeting at 8:10pm.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator