

Unofficial
As of 01/05/10

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

January 4, 2010

**HOOKSETT MUNICIPAL BUILDING
35 MAIN STREET
(2ND FLOOR, ROOM 204)**

CALL TO ORDER

Chair Robert Duhaime called the meeting to order at 6:07pm.

ATTENDANCE

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

Excused: Nancy Comai.

Absent: Jack Mudge and Dana Argo.

REPRESENTING TOWN OF HOOKSETT

Excused: Christine Soucie, Finance Director

Approval of Minutes of 12-01-09

M. Cannata motioned to approve the minutes of 12/01/09 with edits from M. Miville.

Seconded by M. Miville.

Vote unanimously in favor.

SELF-AUDIT

Note: CIP members received copies of the 2009-2010 CIP Self-Audit to include Hooksett Town Charter (pgs 14 & 15), Chapter VI – Capital Improvements Programming within The Planning Board in New Hampshire – A Handbook for Local Officials, and Town of Goffstown Capital Improvements Program Committee Handbook.

R. Duhaime: Comments from department heads for the 2009-2010 CIP Process:

- Chief Agrafiotis (Police): “It was a fair and thorough process. The Board (Police) asked questions, CIP Committee asked questions; we all had the opportunity to feel out the questions and come back another night with researched information for further discussions.”

- Chief Williams (Fire): “This year went very well, all members were very interested in our apparatus replacement plan and seemed very receptive.”

R. Duhaime: I began attending the Conservation Commission meetings about 3 months ago as the Planning Board representative. The Master Plan should reflect conservation land in the CIP. The Town wants to conserve land, but there was no line item was provided to the CIP Committee by the Conservation Commission.

M. Cannata: This should be incorporated into the CIP self-audit.

SELF-AUDIT QUESTIONNAIRE: VI-43

1) Was there a “paper trail” of the preparation of the CIP maintained during the process to document compliance with the RSAs?

Answer: Yes

General Comments

M. Lennon: Last year was my first year being on the CIP Committee. This year we have come a long way. We are receiving feedback. Town committees and administration are taking the CIP seriously. Communication is the key. Rob and I went to Hudson for a CIP workshop. It is so much better that we are meeting on a different night than the Planning Board. We are not rushed. The CIP self-audit we did last year helped for this year.

M. Miville: What were the conversations last year like?

C. Soucie: Last year we had a delay in starting the meeting schedule.

M. Cannata: Carol’s input set a tone in her overview and we built upon it. And Christine was phenomenal with her input this year.

R. Duhaime: It also helped that we had a couple of Budget Committee members on the CIP this year. We looked at the CIP for leasing as a multi-year plan vs. just focusing on one year. We looked at the total 6 yrs to not get a bump in the tax rate. The building fund does not include school buildings; it just includes other Town buildings.

M. Lennon: In last year’s CIP, it states the School came to the CIP Committee the year before.

R. Duhaime: I want the tax rate in Town to be lower. If departments go through the CIP process, it would be a small bump in the road for taxes.

M. Cannata: 2 yrs ago someone from the School Board was on the Planning Board. That person is not there this year.

C. Soucie: For the Hooksett High School, the land to buy was discussed that CIP year, however people wanted details.

M. Miville: All departments should stipulate first for capital purchase through the CIP Committee.

R. Duhaime: Yes.

M. Miville: Potential CIP capital purchases should be presented to the CIP Committee first vs. circumventing.

2) Has the Planning Board adopted a Master Plan?

Answer: Yes.

M. Cannata: The Planning Board should consider a sub-group to update the Master Plan to include the CIP self-audit and Jordan Institute findings.

M. Miville: The CIP Committee is only a couple of months for the process. What if the Planning Board appointed the CIP Committee as the sub-group for updating the Master Plan?

M. Cannata: The sub-group should include members of the School Board, Budget. The sub-group will also need someone to coordinate for a systemic process.

General Comments

R. Duhaime: A CIP self-audit should be completed at the end of each CIP process.

3) Did the local legislative body authorize the Planning Board or CIP Committee to prepare and amend a CIP?

Answer: Yes

4) Does the CIP classify projects according to their urgency and need and include a recommended time sequence for implementation?

Answer: Yes

5) Was the program based on information submitted by municipal departments and agencies, the school board, and others contracted by the Planning Board or CIP Committee?

Answer: Yes, and we received a letter from the School Board and Sewer Dept. The CIP Committee encourages other departments who did not submit to do so for future CIPs. The CIP Committee would also like to receive CIP information in the future from the Hooksett Village Water Precinct, Central Hooksett Water Precinct and the Conservation Commission.

C. Soucie: The Town is responsible to provide utilities to include water.

M. Miville: All departments should be required to submit a letter either way to the CIP Committee, so the committee knows the standing of that department.

M. Cannata: Should the directive come from the Administrator to the departments with a date due?

C. Soucie: I don't think it is the Administrator's role. The CIP handbook clearly states that all departments need to submit. I think the Planning Board would control this.

M. Cannata: I don't think the Planning Board knows that.

C. Soucie: My letter to the departments includes the water precincts.

General Comments

M. Miville: What is the limit for CIP articles?

C. Soucie: \$50,000, anything over 5 yrs, or any land.

R. Duhaime: And yet the Conservation Commission is purchasing land without coming here.

6) Does the CIP take into account public facility needs indicated by prospective development as shown in the Master Plan or those permitted by land use controls?

Answer: Yes

M. Miville: It doesn't matter if it is not an updated Master Plan. The question is are we integrating the current Master Plan into the CIP.

C. Soucie: I would say yes.

M. Lennon: Yes.

M. Cannata: The spirit of the Master Plan has been included in CIP discussions this year. In good conscience I say yes, but there is more work to be done to further incorporate the Master Plan.

7) Did the Planning Board or CIP Committee solicit public input at a properly noticed public hearing in the same manner required for the Master Plan adoption?

Answer: Yes.

8) Following the public hearing, did the Planning Board or CIP Committee vote to adopt the CIP?

Answer: Yes.

9) Did the Planning Board or CIP Committee transmit its current year capital budget recommendations to the executive officer(s) of the city or town and to the Budget Committee, School Board, and special purpose districts or precincts whose capital needs are addressed in the CIP?

Answer: Yes.

10) If the answer to any of these questions (1-9 above) is no, the capital improvements programming and implementation process is incomplete. The board or committee should add any missing information or documentation to bring the CIP to a successful conclusion.

Answer: "Blue Book" CIP Plan and CIP self-audit completed. CIP is concluded.

GENERAL COMMENTS

M. Miville: I feel that I contributed a lot from attending Town Council meetings. As a CIP Committee, we should be looking at how the rest of the Town is doing. We need to read minutes of what the Town Council is doing. I think I contributed a lot this year. I am about the process.

R. Duhaime: You had a lot of questions and opened up dialogue. The first year I was on this committee was because we took in impact fees and the State said we had to have a CIP Committee. Now the CIP Committee is planning.

M. Lennon: Communication is key. The process breaks down with no communication between various depts.

R. Duhaime: For future CIPs, should this committee collect and distribute any additional information from departments one week prior to that department's presentation?

C. Soucie: The CIP Committee should not be receiving information that the Town Administrator hasn't already received.

M. Cannata: For vehicles and equipment that have reached duration, there needs to be a determination made for trade-in value or avenue or where else it will go. We need some kind of disposal policy/plan. As seen from this year CIP process members from the Budget Committee, Planning Board, Christine and Administration were all key points.

R. Duhaime: I would like to see a Council member on the CIP Committee.

M. Cannata: For CIP Committee attendance by its members, we should comply with what was adopted by the Planning Board. The CIP Committee is a sub-committee of the Planning Board.

M. Lennon: There comes a point when a committee can become too large. This year I think it worked well for diversity of opinion.

***M. Cannata motioned to adopt Self-Audit Questionnaire: Chapter VI-43 prior to the CIP process being complete. Seconded by M. Miville.
Vote unanimously in favor.***

***M. Miville motioned for a written CIP Committee Self-Audit Report to be drafted and approved by the CIP Committee Chair, and then submitted to the Planning Board. Seconded by M. Lennon.
Vote unanimously in favor.***

***M. Lennon motioned to adjourn at 7:40pm. Seconded by M. Cannata.
Vote unanimously in favor.***

ADJOURNMENT

Chair R. Duhaime adjourned the meeting at 7:40pm.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator