

**Official**  
**As of 10/26/10**

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

**October 20, 2010**

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

**CALL TO ORDER**

R. Duhaime called the meeting to order at 6:08pm.

**ATTENDANCE**

Robert Duhaime, Marc Miville, Jack Mudge, and Nancy VanScoy.

Excused: Dana Argo and John Pieroni

**REPRESENTING TOWN OF HOOKSETT**

Excused: Christine Soucie, Finance Director

**ELECTION OF CHAIR AND VICE-CHAIR**

*M. Miville nominated R. Duhaime for Chair.*

*R. Duhaime nominated M. Miville for Chair.*

*Vote unanimously in favor for R. Duhaime as Chair.*

*R. Duhaime nominated M. Miville for Vice-Chair.*

*M. Miville nominated N. VanScoy for vice-Chair.*

*Vote unanimously in favor for M. Miville as Vice-Chair.*

**CIP PROCESS OVERVIEW**

The 2004 Master Plan is available on the Town website [www.hooksett.org](http://www.hooksett.org).

R. Duhaime: Facilitated discussion around process flow for this year's CIP Committee. For each department's presentation, the committee will complete discussion for a 6 yr period of time (2011-2012 request + projected costs for five (5) additional years), prior to moving onto the next department's presentation.

R. Duhaime: The Conservation Commission submitted a CIP this year. They will have to back it up and sell it to the Town Council.

M. Miville: Town Charter update for CIP Committee to present on a Saturday to Town Council vs. Town Administrator.

N. VanScoy: The CIP Committee can request to be added to a Town Council agenda, so I don't see a need to request a change in the charter.

M. Miville: This is not just a one item CIP it is many items, and not just a one year CIP Plan, but a 6 year plan.

### **CIP DEPARTMENT PRESENTATION SCHEDULE**

*M. Miville motioned to adopt the CIP Meeting Schedule. Seconded by J. Mudge. Vote unanimously in favor.*

R. Duhaime: Presentation meetings are scheduled every Tuesday commencing next week through the end of November. The first Monday in December the CIP Plan is submitted and presented to the Planning Board. The schools will present this year within the month of November. The specific date to be determined by Dr. Littlefield.

R. Duhaime: For those committee members unable to attend a meeting, we welcome your comments prior to the meeting to include in the discussion.

### **OTHER BUSINESS**

*J. Mudge motioned to adjourn at 7:00pm. Seconded by N. VanScoy. Vote unanimously in favor.*

### **ADJOURNMENT**

Chair R. Duhaime declared the meeting adjourned at 7:00pm. The next CIP Committee Meeting is at the Hooksett Town Hall 2<sup>nd</sup> floor room 204 @ 6:00pm on Tuesday, October 26, 2010 with presentations by 1) Administration & Assessing, and 2) Community Development.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator