

Unofficial
As of 10/27/10

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

October 26, 2010

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

CALL TO ORDER

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

ATTENDANCE

Robert Duhaime, Marc Miville, Jack Mudge, and Nancy VanScoy.
Excused: Dana Argo and John Pieroni

REPRESENTING TOWN OF HOOKSETT

Christine Soucie, Finance Director

Approval of Minutes for 10-20-10

*M. Miville motioned to approve the minutes of 10/20/10. Seconded by N. VanScoy.
Vote unanimously in favor.*

BUSINESS

C. Granfield: I have this year's CIP Committee meeting schedule. I do not intend on attending all the CIP Committee meetings, however if there is a specific night you would like me to attend let me know.

R. Duhaime: Carol I would like you to attend the CIP recap meeting on 11/23/10.

C. Granfield: If there is anything prior to that date, let me know. You will note a column has been added to the spreadsheet for Town Administrator recommendation and departments. The majority I have recommended. Last year most were not recommended. We can't keep putting off each year. We tried to level by shifting things around so no huge spikes. When the committee reviews, per the handbook from 2007, you may want to take a look at what should be in the CIP vs. operating budget. This could be based on an amount.

R. Duhaime: The CIP Committee is a Planning Board sub-committee and we attempted to adopt some of Goffstown's CIP things. They didn't want to hear any of these recommendations at the Planning Board level.

N. VanScoy: Carol expand on your statement for CIP vs. operating budget. Would this include an item such as boat #1?

C. Granfield: As far as an amount?

N. VanScoy: Is it the amount or are you talking about replacement vehicles?

C. Granfield: The way I read the handbook some of the CIP items would be operating budget.

N. VanScoy: Would you pick one out that would be an operating budget item?

M. Miville: Air tanks are \$20,000 annually, but overall \$300,000

C. Granfield: The pick-up truck for Building in 2013-2014 is \$20,000; this is an example of an operating budget item.

C. Soucie: Boats are another one for the operating budget.

C. Granfield: Yes boats and pick-up truck in the operating budget. We have a committee to review the Charter. One section in it states the Town Council will meet annually with the Planning Board for the CIP. Under the current Charter CIP section, the Town Administrator, after consultation with the Planning Board, shall prepare and submit the CIP Plan to the Council. I suggest the CIP section be further expanded. I will give this suggestion to the Charter committee.

R. Duhaime: The CIP story gets lost through the Town Administrator.

C. Granfield: Because all the work is done through this committee (CIP), they should present for the Council presentation.

R. Duhaime: The committee presents the CIP to the Planning Board who can amend the plan before going to the Town Council. At the Council presentation, there should be someone from the Planning Board and CIP Committee.

M. Miville: And CIP Committee would be on the Council's agenda.

N. VanScoy: At last year's CIP presentation, I believe each dept. presented their CIP and that was good. I think naturally you would invite someone from the CIP Committee to present to the Council. You (Carol) did do an overview to the Council. Carol don't you

ultimately present the budget to us (Council)? The Town Administrator's job is to ask the CIP Committee to attend the Council meeting and present the CIP Plan.

M. Miville: The Council may look at this year's CIP Plan, however they need to understand that it is a 6 yr plan not just a 1 yr plan.

C. Granfield: Those CIP items that didn't go forth before are now causing issues.

Administration & Assessing

C. Granfield: The request from **Administration** is for **#1 Town-Wide Computer Development Fund**. Last year \$10,000 was not funded. I included the study in your package by Mainstay Technology. We have some funds now to take care of hardware. The Financial Services software package needs funds. We really need to start revamping the system, however we can't do that until the systems computers are replaced. This is a big-ticket item for the CIP. It is increased from what it was done in the past.

R. Duhaime: Will the Council get this study?

C. Granfield: Yes. The Council wanted technology as my primary goal. Whether it goes forth all the way, it is hard to say.

C. Granfield: The request from **Assessing** is for **#2 Revaluation/Recertification**. Every 5 yrs it has to be updated. We were on a good cycle \$40,000 yearly, but last year this item got eliminated. Now this year we are asking for \$62,000. This has to be put in place. All of these reserve accounts should have a little put in yearly vs. a huge spike in another year. 2011-2012 & 2012-2013 \$62,000, then it will go down to \$40,000 yearly.

J. Mudge: Who does the revaluation?

C. Soucie: There are 3 contracts: residential, commercial and a third one. We used Todd Haywood to do residential and SanSoucy for Commercial. I can't recall the 3rd contract.

J Mudge: Did the Town pay for the ability to see this on-line?

C. Granfield: Yes through Visions.

R. Duhaime: Looking at the balance trust fund, you went over 3 yrs instead of 2 yrs.

C. Soucie: April 2013 is when the next revaluation is due.

C. Granfield: For computers, the first need is the financial software \$30,000-60,000. IT technology we need to get into place. What we found with our current system is that it is counter productive. We can't key in purchase orders.

M. Miville: If I recall at the Council meeting Ryan presented for a 3-phase project. Replace 20% of computers.

C. Granfield: We are actually interviewing firms this week, and then we will work with Ryan's phases. There are computer updates, licensing, etc.

M. Miville: This CIP item pays for phase I?

C. Granfield: No, this is for next phase. BMSI indicates they are updating, but we are looking at 5 or 6 modules for municipalities. Ultimately whichever one we go with, we will first do financial services.

M. Miville: Is the Town paying the Police Dept. portion of it (pg 3 of 13 of town-wide report)?

C. Granfield: No, the RFP excludes Police. We need to take care of those areas we need to do first.

M. Miville: If Police wanted to be added on?

C. Granfield: They could be added on in the future if needed.

C. Soucie: What was not approved last year is now spread out this year.

C. Granfield: We have done some reserve accounts "fire apparatus" "plow dump trucks" vs. multiple specific line items. We did that for Fire and Public Works.

R. Duhaime: Instead of line items you are generalizing funds.

C. Granfield: Other line items have been spread out. A couple items weren't recommended for this year's budget. Conservation land was not recommended, however this is not because we are not supporting it, but there are quite a bit of funds. Another not recommended is the Beauchesne drainage. We revamped accounts to consolidate. Recycling – first spread out then we put in one year. The bottom line is fairly even across. When you start changing, you move several years down the road.

R. Duhaime: The only reason I told conservation to submit to the CIP is that the Town Charter states any major land purchase needs to go through the CIP program. I told them they should have a line item. You asked them "where is your plan?" and they don't have one.

C. Granfield: Most Conservation Commissions have a list of land properties.

R. Duhaime: The Council took away open space "current use" a few years back.

C. Soucie: The voters capped the current use.

R. Duhaime: The purchase of Clay Pond was a capital purchase and didn't go through the CIP program.

M. Miville: The CIP program is for anything over \$50,000 or land purchases.

C. Granfield: That criteria is in the handbook vs. Town Charter. The last community I was with, their dollar criteria for the CIP program had to be increased due to the times changing.

R. Duhaime: The Planning Board adopts the handbook.

C. Granfield: And the Charter is adopted by the Council.

M. Miville: You have zeroed out a bunch of other ones too.

C. Soucie: She is just zeroing out this fiscal year not future years.

C. Granfield: In many of those the departments zeroed out for this year by themselves.

M. Miville: Police radio?

C. Soucie: \$172,000 is what they have.

M. Miville: They need how much?

C. Soucie: \$127,000 for 2 years; they requested that and they spoke with Carol.

C. Granfield: We reduced this over the years to have the same end result.

M. Miville: Diane's request is less this year, now \$200,000 something. I thought it was \$460,000 last year?

R. Duhaime: Any other questions for Carol.

CIP Committee: No further questions for Carol at this time.

Community Development – Southern Parkway

J. Duffy: Steven Heavener, CRDC, site plan review comparison chart. The impact fees in Hooksett are really up there. As a developer they may say this is a bad thing, but this is for police, fire, parks & recreation, and schools. Impact fees are paying for a lot of things vs. having them in CIP plan in the long run. The bottom line, Goffstown is low, some other Towns are higher, but we are even higher. I contacted the Chairman of the Selectman for Goffstown and told them they need to raise their rates.

M. Miville: At the Planning Board, you are conscientious that developers are not happy with impact fees.

J. Duffy: No one has officially complained our impact fees are too high.

J. Mudge: What are the tax rates between towns.

J. Duffy: I have that in my computer. I did a study this year for the EDC and Hooksett has 25% industrial-commercial.

J. Mudge: We have a lot more potential than other towns.

J. Duffy: the tax rates are being set now, so the information I give you would be for the last tax rate.

R. Duhaime: Interesting our column only lists some sewer.

M. Miville: Only until February.

J. Duffy: But the lines aren't there.

J. Duffy: The request from Community Development is for **#3 Master Plan Capital Reserve Fund**. Last year we were successful in getting \$10,000 and now with interest have \$10,105. The Master Plan is 6 yrs old. The prior Master Plan was 1989 and took until 2004 to get it updated. I did contact the towns of Bedford, Derry and Londonderry. Londonderry is in the process of updating their plan @ \$50,000 with an outside consultant. Derry just finished their plan through SNHPC @ \$35,000. Bedford updated @ \$128,000 through VHB and they also had a separate consultant for the Bedford Mall area. If we are successful in getting \$25,000 each year + \$10,105, this will bring us to the amount we need of \$75,000. SNHPC charges \$50.00 hourly, but they are thinking of upping to \$60-\$65 per hour. I am sure this isn't going to get approved for \$25,000 for the next 3 yrs. Hopefully over the next 3-4 yrs we can get a plan on the way to updating the Master Plan. We will have 2010 census for a good starting point.

M. Miville: How much did it cost in 2004?

J. Duffy: \$50,000+-; I would have to ask Finance. We had a charet, consultant and gelled them together.

M. Miville: I was part of the charet.

R. Duhaime: The 1980's plan and the 2004 plan are two different things.

J. Duffy: 1989 plan was old and no one paid attention to it. The 2004 plan had much participation and worked out really well. We still need to hire a consultant to put it all together. Some areas may not change that much.

J. Duffy: The request from Community Development is for **#4 Road Impact Fees – Traffic Study Capital Reserve Fund**. The first year we paid this item within our budget. We collect roadway impact fees and by law can only hold them for 6 yrs unless used. If unused we return to the owner with interest. The problem is we collect the fees but have no plan to spend the money. Most roadways and problem areas are State roads. Our old Town Atty. looked at the impact fee law that we could at least spend on intersections with Town and State roads. Our consultant looked at 12 problem intersections and what could be done. A 2nd study is ongoing to come up with a better way to spend the money. Shortly we may lose some of that money. For Walmart & Lowes we got them to agree to have the Town hold the impact fees for 10 yrs. With Market Basket we got them to give impact fees as a gift. We need to go back to Walmart & Lowes and ask them to give impact fees as a gift. The 3rd portion of the study is to finish up the remainder of the Town.

M. Miville: You got money for the 2nd part last year?

J. Duffy: Yes. We had it spread out over 3 years, but Carol had lumped into one year for a combined \$24,500 to better the bottom line.

J. Duffy: The request from Community Development is for **#5 Feasibility Study for Southern Leg of Parkway**. This has been in the Master Plan for 30 yrs. I asked the Planning Board last year to take it out of the CIP, however they asked I keep it in. I bumped it to 2015.

J. Mudge: If we don't do the study, we can't do anything about it.

J. Duffy: Initially MS&G was involved with the college/university and they paid for a preliminary study. At the time MS&G wanted to do a retail development through their scale house site and that road would run to that MS&G site. The school wanted to take North River Rd. and have it just be a college road not a throughway. Bob Sullivan was Chairing a committee on it.

J. Mudge: If no study, does that hold up a lot of commercial and industrial?

R. Duhaime: Pittsfield got \$100,000 for their study, but they wouldn't get that in today's economy. Littleton built their infrastructure "build it and they will come" and the businesses came. It would be a benefit to Hooksett, the college and MS&G.

J. Mudge: We will have a tax base.

R. Duhaime: You will have an industrial park with jobs and good traffic flow.

J. Duffy: I just didn't think it is a good time to ask for a study, out there for 30 years, based on this economy.

R. Duhaime: Maybe the university wants that study now. I think Peter Holden did a preliminary study where the road would go. Even though SNHU is expanding, they are skirting the proposed roadway.

J. Duffy: Initially the roadway was from the university to Head's Pond. After meeting with the State DES, and Fish & Game, it is highly unlikely the road would go to the scale house to Head's Pond due to environmental issues. The State Wildlife Study shows critical areas not to be disturbed and that is in that area.

J. Mudge: They should just grandfather that area and let it go.

R. Duhaime: \$500 per foot is the estimate from the State to build a road.

M. Miville: It is a \$150,000 study that you have been talking about for 30 yrs. You have your answer.

R. Duhaime: Head's Pond is coming back to the Planning Board before end of this year and wants to be vested. They want their wetland crossing, because regulations could change.

J. Duffy: MS&G projects may have to wait awhile for the economy to change over. All MUD 5 zoned land in Hooksett is owned by MS&G. They had to do a master plan on each site. For Head's Pond, the Planning Board should have made them do more mixed use instead of all residential.

R. Duhaime: MS&G has all this land, but no plan to develop.

J. Duffy: I asked for \$10,000 and Carol recommended \$24,500.

C. Soucie: We were trying to level fund. Unfortunately the school gave me their CIP at the last minute and then it spiked; I couldn't adjust for the schools.

R. Duhaime: Any other questions for Jo Ann?

CIP Committee: No further questions for Jo Ann at this time.

GENERAL DISCUSSION

C. Soucie: Building CEO pick-up truck line item is recommended in 2014. It is a 2002 vehicle with 50,000 miles on it. Peter wanted it on the plan, so it wouldn't be forgotten.

M. Miville: \$7,000 a year.

C. Soucie: For the Town car, this gets donated by the Police Dept. as an old cruiser.

R. Duhaime: The fire apparatus fund, just starting it will never be zero, but somewhat of a balance.

C. Soucie: I know the Chief asked for the forestry truck to be replaced in 2013 year. That is why it is higher in the closer years, and then it will go down once purchased for farther years.

J. Mudge: How often do they use forestry truck?

M. Miville: Engine 1 was just purchased with impact fees.

C. Soucie: There is \$70,000 for the library water main fund, so the Public Works \$240,000 will be reduced. He will replace vehicles one every year.

M. Miville: Looks like he really needs a backhoe now. It was cut out by the Council last year.

R. Duhaime: \$238,712 approved by Town Administrator last year and this year she is approving a million dollars.

N. VanScoy: Town Council has expressed they don't want to see warrant articles.

C. Soucie: You are a year behind and have to catch up on that.

R. Duhaime: Recycling - the way she is going she may not need to go through the CIP.

N. VanScoy: I appreciate Carol bringing up the CIP items vs. operating budget items. It's economics. A backhoe you own it, you need to put aside funds in the budget to maintain it and part of that is replacement; nothing last forever. I am amazed at what is in our CIP for replacement of vehicles we already own. The maintenance budget should include replacement cost for future years.

R. Duhaime: We haven't even updated our computers.

N. VanScoy: Councilor Longfellow made a comment when we bought that first computer that was supposed to solve everything. It is a lack of planning and foresight. Part of doing business is that computers are continually upgraded.

R. Duhaime: They are wasting a dollar to save a dime.

C. Soucie: There is nothing in the budget law for annual carry over from budget-to-budget. The best way for capital reserves is through the CIP program. I agree with Carol that a \$20,000 pick-up truck should not be in the CIP plan but rather through the budget. There is nothing to fund in the operating budget year-to-year.

M. Miville: This year's 6 yr CIP Plan will be a lot harder to plan.

R. Duhaime: If the Conservation Commission put in \$10,000 each year for the past 10 years, now the land purchase prices are down and they could have purchased more land.

N. VanScoy: I would like to think your invitation to the Conservation Commission made them think they do need a lot. I was going to talk to the Council about the Section 5.7 D of the Town Charter which states "The Town Council and Town Planning Board shall meet annually in preparation for and review of the capital improvement plan in a manner determined from time to time by the Town Council". The CIP Committee is a sub-committee of the Planning Board. The Charter states to meet once in prep and review of the CIP. I will take this back to the Council tomorrow for a meeting with the Planning Board.

Other

None at this time.

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

ADJOURNMENT

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

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator