

Unofficial
As of 01/12/11

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

January 11, 2011

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

CALL TO ORDER

Chair Robert Duhaime called the meeting to order at 6:05pm.

ATTENDANCE

Chair Robert Duhaime, Vice-Chair Marc Miville, Nancy VanScoy, and Steed Celio.

Excused: Dana Argo

Absent: Jack Mudge

REPRESENTING TOWN OF HOOKSETT

Excused: Christine Soucie, Finance Director

Approval of Minutes of 11-30-10

N. VanScoy motioned to approve the minutes of 11/30/10 with edits from M. Miville.

Seconded by S. Celio.

Vote unanimously in favor.

SELF-AUDIT

Note: CIP members received copies of the 2010-2011 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.

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

2) Has the Planning Board adopted a Master Plan?

Answer: Yes.

N. VanScoy: Since the past Master Plan in 2004, what has been accomplished to determine the current CIP requests? This information is vital to establish goals.

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

CIP Committee Consensus: Town Administrator is to review the department CIP submission packets to assure forms are completed in their entirety to set priorities. This information is to include but not limited to: *CIP Handbook pg 13 “the adequacy of data and justification supporting the proposal such as costs, benefits, implementation planning, operating costs, impact on other departments, risks, revenues, and funding sources.”* And *“preserving public health and welfare.”* Additionally, the departments should submit an alternative solution to their request(s), as well as a written record of previous years’ outcomes leading up to the current CIP year. The CIP Committee will add department presentations to their agenda once the department packets are deemed complete.

R. Duhaime: The CIP Committee should review the same department information submitted to the Town Administrator. On occasion, the committee may ask for additional information following a department’s presentation. This subject will be added to the first agenda for the 2012-2013 CIP Committee to discuss and clarify with the Town Administrator.

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

CIP Committee Consensus: The CIP Committee should receive letters from all departments (to include the water precincts), so the committee knows the standing of that department. The Conservation Commission and Parks & Recreation Dept. did submit CIP requests this year, however they should include a plan with their future submissions.

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

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.

CIP Committee Consensus: The committee requests that the Planning Board grant the committee authorization to work with appropriate individuals based on the above recommendations.

CIP Committee Recommendations to Planning Board

1) Replacement vehicles presentation data.

2011-2012: The CIP committee should receive the same type of data from all departments requesting replacement vehicles. The data should include but not limited to: photos, # of hours on the engine, maintenance records, manufacturers suggested lifespan, trade-in/salvage value, and any other data the Town Administrator deems appropriate. *CIP Handbook pg 13 “the adequacy of data and justification supporting the proposal such as costs, benefits, implementation planning, operating costs, impact on other departments, risks, revenues, and funding sources.”*

Future CIPs: Replacement vehicle presentation data should be submitted by the departments within their CIP packets to the Town Administrator.

2) Infrastructure warrant articles should be part of the CIP process or not adopted.

2011-2012: The Sewer Dept. and water precincts did not have their warrant articles go through the CIP process.

Future CIPs: All infrastructure warrant articles should be submitted to the Town Administrator and CIP Committee as part of the CIP process or they should not be adopted.

3) CIP Committee Meetings should start in October (same evening CIP packages are scheduled to be given to the Planning Board (CIP members)).

2011-2012 CIP: The CIP Committee met once per week for a total of 7 weeks/ 7 meetings. This schedule allowed both members and presenters the time needed for Q & As without being rushed. Additionally, the committee attended and presented the CIP Plan at a Planning Board and Town Council meeting.

Future CIPs: This schedule should be followed for future CIPs. It is requested that the Town Administrator and Finance Director attend the first CIP Committee meeting to assure all department packets are complete and discuss the CIP process for that fiscal year.

4) CIP Committee membership.

2011-2012: The CIP Committee consisted of a resident and members of the Budget Committee, School Board, Town Council, & Planning Board.

Future CIPs: The CIP Committee would like to have a member of the EDC for future CIPs.

5) CIP Committee member attendance.

2011-2012: Some members of the CIP Committee had other commitments that did not allow them to attend all meetings. Attendance at each meeting is necessary to gather data for the CIP Plan vote.

Future CIPs: The CIP Committee members must contact the Community Development Dept. to inform them of his/her absence to be excused and to determine if there is a quorum. Members who miss 3 or more meetings (excused or unexcused) will not be allowed to vote on the CIP Plan.

6) CIP Committee should attend the Town Council meeting the date when the Town Administrator is submitting the CIP Plan to the Council

2011-2012: The CIP Committee was invited to attend the Council meeting. Discussion between the CIP Committee and Council was very productive.

Future CIPs: This meeting process should be followed for future CIP's.

7) Communication is key to the CIP process.

2011-2012: CIP Committee, Planning Board, Town Council, and Budget Committee members are encouraged to read the annual CIP Self-Audit Report and minutes from the Town Council, and other Boards and committees to get an overall view of how the Town is doing. Open Q & A's between departments presenting and the CIP Committee members was a vital part of the CIP process.

Future CIPs: This communication should be followed for future CIPs.

8) Capital purchases (\$50,000+, over 5 yrs., or any land purchases) should continue to have a line item in the CIP Plan and be presented to the CIP Committee

2011-2012: Departments, Committees, etc. should go through the CIP process vs. circumventing and going to other sources (Town Council). There was discussion with the Town Administrator and Finance Director of having some line items taken out of the CIP and placed in the department's operating budget.

Future CIPs: The CIP Committee self-audit should include reviewing capital purchases to assure they were included in the CIP process.

9) CIP Committee to hear Department Heads at one meeting, and make recommendation “motion” at their last meeting (not all in the same night).

2011-2012 CIP: The committee heard all presenters, then voted on the CIP plan at their last meeting of the year.

Future CIPs: This voting schedule should be followed for future CIPs.

10) CIP Committee should continue to complete a self-audit at the end of each CIP process.

2011-2012: The CIP completed a self-audit for the 3rd year in a row. The committee found this process instrumental in conducting future CIPs.

Future CIPs: Self-audits should be completed at the end of future CIP’s.

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

*M. Miville motioned for a CIP departmental priority list. Seconded by S. Celio.
Vote unanimously in favor.*

*M. Miville motioned to adjourn at 8:00pm. Seconded by S. Celio.
Vote unanimously in favor.*

ADJOURNMENT

Chair R. Duhaime adjourned the meeting at 8:00pm.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator