

Official
As of 11/08/11

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

October 18, 2011

**HOOKSETT MUNICIPAL BUILDING
35 MAIN STREET
(Chambers room 105)**

CALL TO ORDER

M. Miville called the meeting to order at 6:10pm.

ATTENDANCE

Marc Miville (Budget Committee Rep.), Nancy VanScoy (Town Council Rep.), Tom Walsh (Planning Board Rep.), Jim Walter (Conservation Commission Rep.),
Excused: Dana Argo (School Board Rep.) and Steed Celio.

REPRESENTING TOWN OF HOOKSETT

Excused: Christine Soucie, Finance Director.

ELECTION OF CHAIR AND VICE-CHAIR

*M. Miville nominated N. VanScoy for Chair. Seconded by J. Walter.
Vote unanimously in favor for N. VanScoy as Chair.*

*T. Walsh nominated M. Miville for Vice-Chair. Seconded by J. Walter.
M. Miville nominated T. Walsh 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.

Donna Fitzpatrick, Planning Coordinator: Presentation meetings are scheduled every Tuesday commencing next week through the end of November. The first Monday in December (December 5th @ 6:00pm) the CIP Plan is submitted and presented to the Planning Board. For those committee members unable to attend a meeting, we welcome your comments prior to the meeting to include in the discussion.

N. VanScoy: 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 (2012-2013 request + projected costs for five (5) additional years), prior to moving onto the next department's presentation.

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

N. VanScoy: Referred to CIP Handbook (last revised 8/28/2000) page 9 "The Hooksett CIP defines a capital improvements project or program as a major, not-often-recurring, expenditure that costs or commits at least \$50,000 before any external funding, which has an expected life of at least five (5) years, and which falls into one of the following categories" item #1 acquisition, or lease, of land or interests in land for public purposes. This needs to be further discussed for conservation land. CIP also includes "wheeled vehicles".

M. Miville: For land acquisitions, I have had extensive conversations with Town Council and David Hess. It was told to me that the Conservation Commission is independent of the CIP process. We need to fix the CIP handbook or get better clarification. I spoke with Town Council Chairman Sirak and he was going to get a legal opinion. I asked Mr. Hodes about this and he deferred me to Atty. Buckley.

J. Walter: We (Conservation Commission) are going to bring something in. We look at the CIP process as the public infrastructure (i.e. parking lots and walking paths), and not the actual land acquisition.

N. VanScoy: I have been studying this line for what comes out of the CIP and capital reserve accounts. If Council, DPW, or Fire needed to acquire or lease land, that is when it would be a capital improvement over the next ten (10) years and we would need to start saving money now. That is how I see it. Just like conservation may say start a capital reserve fund by taxpayer money for future land use in accordance with our Master Plan. However individual purchase of property would not be included.

M. Miville: Pinnacle Park, and other purchases? Petersbrook property purchase?

J. Walter: That is why I think we (Conservation Commission) should come here for infrastructure and not purchase of the land. We should look at how to put infrastructure in to use the land.

N. VanScoy: Each of us should make a note and when we are with the Town Administrator and receiving presentation by the Conservation Commission, have further discussion at that time.

T. Walsh: The RSA doesn't allow \$25,000 year to take out for conservation?

M. Miville: RSA 36 confirms what the Conservation Commission is saying about land purchases and infrastructure.

J. Walter: The Conservation Commission purchasing land for conservation use is different than purchasing it for public use and needing infrastructure for paths and access.

N. VanScoy: The goals for capital improvement are needs like an extra Fire Dept. site.

N. VanScoy: Page 14 of the CIP Handbook has an Evaluation Criteria grid. Of the 8 line items, there is not one more important than the other.

T. Walsh: As for our 2004 Master Plan, a lot has been accomplished.

M. Miville: The Town Council stated the majority of the Master Plan is done.

N. VanScoy: Leveraging tax dollars with grants and keep even spending, what perspective do you have?

T. Walsh: Trucks, plows, equipment, we should plan for them so there is no spike in taxes. Another side is to suggest other ways to get the same goal without the money (i.e. reconfigure kindergarten classrooms). For the Fire Dept. wish list, how often are boats used and are they stored indoors?

M. Miville: The boat issue was that it was donated to the Fire Dept. It is a “fishing” boat and not a “rescue” boat. It is difficult to use a fishing boat for safety rescues.

N. VanScoy: The importance of the CIP is to sell it. We now have a 6 yr. plan. When I prepare for these meetings, I look at a 10 yr. plan for recurring costs (i.e. automated recycle).

T. Walsh: For Town vehicles (DPW, Police, Fire), are these based on years or mileage?

M. Miville: DPW looks at engine working hours. The preference of the Police Dept. is generally to drive their vehicles until they have about 120,000 miles or more, before they ask to replace them.

N. VanScoy: The Fire Dept. vehicles idle at the site and thus increase their engine hours.

M. Miville: We are looking for quantitative answers from the Dept. Heads, to justify their CIP requests with documentation to us of its need.

J. Walter: From a point of view “capital improvement”, how does this CIP system improve things? What is necessary and what doesn’t need to be done. A Fire truck on its last leg, we must find money to replace it.

M. Miville: In the past the CIP Committee focused on purchases vs. leases. We prefer purchases. The first week we should look at the list and determine if we believe the items should all be on the list.

N. VanScoy: Look at the “first year being requested”. Get the May 10, 2011 ballot with voter tallies in our CIP books for this year. Each department comes in to present to the CIP Committee, and we can request additional information. We don’t vote or make any motions for departments until our last meeting on November 29th. Last year we (CIP Committee) went to the Town Council early and said what we are doing.

M. Miville: Rob, Nancy, and I made a CIP Plan presentation to the Town Council and we made time to talk about it. We need to sell it as good as last year. It should also be discussed at the public deliberative session as a 6 yr. plan. We should be on the first Town Council agenda following the December 5, 2011 CIP presentation to the Planning Board.

N. VanScoy: To get the word out about CIP, we should have a weekly “CIP factoid” on our Town website. Each of the members can come up with something to give Donna. As for the deliberative session, we should talk further about this with our Town Administrator at the next CIP Committee meeting.

J. Walter: We should make sure it is not just called CIP, but actually spell it out “Capital Improvement Program”.

CIP DEPARTMENT PRESENTATION SCHEDULE

*M. Miville motioned to adopt the CIP Meeting Schedule for FY 2012-2013 dated 9/15/11. Seconded by T. Walsh.
Vote unanimously in favor.*

OTHER BUSINESS

*M. Miville motioned to adjourn at 7:05pm. Seconded by J. Walter.
Vote unanimously in favor.*

ADJOURNMENT

Chair N. VanScoy declared the meeting adjourned at 7:05pm. The next CIP Committee Meeting is at the Hooksett Town Hall Chambers room 105 @ 6:00pm on Tuesday, October 25, 2010 with presentations by 1) Administration (Assessing & Building Depts.), and 2) Community Development Dept.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator