

**Official
As of 11/08/11**

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

October 25, 2011

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

CALL TO ORDER

Chair N. VanScoy called the meeting to order at 6:00pm.

ATTENDANCE

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

REPRESENTING TOWN OF HOOKSETT

Christine Soucie, Finance Director

Approval of Minutes for 10-28-11

M. Miville motioned to approve the minutes of 10/18/11 with edits. Seconded by T. Walsh.

N. VanScoy: I will need to abstain, because I have not had a chance to review the minutes.

M. Miville motioned to withdraw previous motion to approve minutes and move the review of the 10/18/11 minutes to the next CIP Committee Meeting. Seconded by T. Walsh.

Vote unanimously in favor.

N. VanScoy: This week we are talking to Community Development, as well as Administration. First we have some questions from last week for the Town Administrator. For changes to the CIP Handbook, who do we send our changes to and how will these changes get made?

D. Fitzpatrick: The Planning Board last updated the CIP Handbook in 2000.

D. Shankle: Changes would be made to the Planning Board or a special committee. If you have recommendations, send them to the Planning Board.

N. VanScoy: Another question was on page 9 of the CIP Handbook regarding the Conservation Commission purchase of land.

D. Shankle: I refer to RSA 674:5. As long as the Conservation Commission is using their funds, it is not part of the budget. If they wanted tax dollars, then they would need to come to the CIP. The Conservation Commission fund is like a capital reserve fund allowing them to expend. We put things in capital reserve funds like trucks. Those don't go to the CIP for a specific expenditure, but rather the money is coming to the fund. The Conservation Commission gets land use change taxes. It doesn't hurt for them (Conservation Commission) to come in and talk to you, if there is anything specific that they know about to inform us about. The Conservation Commission has no requirement, because they are not using any tax dollars.

J. Walter: We are not actually coming forth for money for the acquisition of land. We would come to the CIP for public infrastructure (parking lots and paths) for recreation, not just conservation land.

D. Shankle: I would zero out this year, unless you know of an overall plan of what you want to do.

J. Walter: The Conservation Commission plan is 5 yrs. out.

D. Shankle: All I got from the Conservation Commission is that they would like to put aside money.

J. Walter: Our 5 yr. plan is for \$50,000 (\$10,000 each year for 5 yrs.). The first thing is \$15,000 for the Pinnacle. We could come in with a plan for the Pinnacle parking lot and paths. Also at this site, there may be places through private properties that we may need signage. Next year's plan is for the Head's Pond parking lots, etc.

D. Shankle: If you know what you want to do over the next 5 yrs., put it in the budget.

M. Miville: If they put it in the budget, that will affect level funding.

D. Shankle: To create a capital reserve account and take it out the same year, that is not practical. If it is a 5 yr. plan, then it should be a capital reserve account.

M. Miville: That sounds like a Parks & Recreation item to me for paths.

D. Shankle: The management of the Pinnacle has been assigned to the Conservation Commission.

N. VanScoy: Conservation is a line item under General Government. The Conservation Commission is scheduled to present on November 15th and we can discuss this further with them.

Community Development

J. Duffy: The request from Community Development is for **#3 Master Plan Capital Reserve Fund**. The Master Plan is currently from 2004. We are trying to put money aside each year to update it. We have \$16,452 in that account. I gathered some numbers from other towns to update their Master Plan. Some towns hire the regional planning commission or a consultant. The fee ranges anywhere from \$36,000 - \$40,000 all the way up to \$100,000. We received CTAP money grants for the EDC chapter and the Energy chapter. 75% of the 2004 Master Plan has been accomplished. I want to bring us into the future, before our current plan is very outdated. I subtracted \$16,452 we have now from the total \$52,545 we need to get \$36,093. I then divided that number by 3 yrs.: \$12,031 each year. Dr. Shankle reduced my request for next year down to \$10,000 (vs. \$12,031). It is taking forever to get the money. Last year the residents OK'd it.

N. VanScoy: Why do the Master Plan as a whole vs. piecemeal? I have asked that question in the past. The Master Plan should be continually updated or at least pieces of it.

J. Duffy: The Master Plan is a guidance document. Pieces of it were done 3-4 yrs. ago. Other sections were done years after that. Doing it piecemeal, it may not mesh together any longer. An example is the EDC chapter, the EDC Committee hired SNHPC to do the update. There is a lot of information in that chapter to include transportation and sidewalk infrastructure. Then the EDC decided we don't need public transportation. For the last Master Plan in 2004, we had a workshop meeting with the community and divided the plan up into chapters based on interest. They wrote chapters then went to a consultant to write it up as one plan. It took us 2 yrs. to complete the 2004 Master Plan.

D. Shankle: I see differently; you shouldn't do future chapters yet. Use the money we have to document what we have now, and start working with citizens. We loss the base, because it is 7 yrs. old. Just because we get a grant for EDC, we shouldn't gear that for the entire Master Plan. Bring this back to the Planning Board. We should get information of what is here now.

J. Walter: Base studies to create a new master Plan?

D. Shankle: There are two parts: 1) what we have now, and 2) where we want to go in the future. The Conservation Commission has saved a tremendous amount of open land. All that information needs to be memorialized before we can go forward, but we don't know where we are at. We need a new Master Plan by taking the base from the old Master Plan and updating that. Now get groups of citizens together, even if you don't have money for a consultant. Then you can say "had X meetings, and now need X amount of money". That may be a better sell.

J. Walter: We need to exam where we are in the old Master Plan to move forward.

S. Celio: Jo Ann, you said \$52,545 is within a wide range of pricing?

J. Duffy: It cost \$40,000-45,000 to complete our last Master Plan (2004). The Town of Bedford spent \$120,000, Derry \$35,000-40,000, and Londonderry \$50,000 to complete their plans. I took that (\$52,545) number as an average. We are in the process of contracting with SNHPC for a mini-master plan of exit 11. We have identified the exit 11 area, and have sent a survey to the stakeholders. There will be a public workshop at the Library on December 1st @ 7pm to gather input on recommendations for zoning changes, traffic, etc. This is a good time for the Planning Board to work on this, since it is a slower time of year.

N. VanScoy: Dr. Shankle, you mentioned additional money enough to get us started. We now have \$16,452.

D. Shankle: We do have ADHOC studies. We need to get started or we will get behind it. When we start it, it may not be that much money for the whole Master Plan.

J. Duffy: We have \$15,000 for Exit 11 and \$10,000 for EDC sections of the Master Plan.

N. VanScoy: The EDC chapter is from CTAP funding, and the Exit 11 is from the Community Development Dept. budget.

D. Shankle: We have already spent a lot of money, so we may not need as much in the end.

N. VanScoy: I was on the Village Committee. Will the information from that committee be included?

J. Duffy: The Planning Board would determine if that warrants its own chapter in the Master Plan.

N. VanScoy: What amount of money is needed to get started? We have \$16,452. Is the \$10,000 needed to get it started?

D. Shankle: The \$10,000 wouldn't kick in until next year (2012/2013). We may have half or most of \$16,452 already spent.

S. Celio: If the Master Plan is a living document, why stop the funding in 2014/2015? Keep it going for next Master Plan update.

D. Shankle: The idea for this CIP was to get the funds to finish the update from the 2004 version. We hadn't thought about the next Master Plan update after this one. We should have \$10,000 every year and not stop at a certain year.

S. Celio: Has his been neglected for some time?

D. Shankle: \$25,000 has been spent on the EDC and Exit 11 chapters of the Master Plan. We need another \$30,000-35,000. To update it continuously, we should fund \$10,000 each year. We should update the Master Plan every 7 yrs. at an estimated cost of \$60,000-70,000.

M. Miville: Take into account the citizens' perception. If Jo Ann gets the \$52,545, the citizens may say she already got it and won't need more in the future.

D. Shankle: I like that way you are thinking. We should keep a fleet of trucks going as opposed to having a document updated.

J. Walter: There have been so many changes in Hooksett, it is time to plan for a new Master Plan. It is time to set a year for the update, even as huge as that project is.

M. Miville: 75% of the Master Plan is done now. The conclusion is it is time to do a new one.

N. VanScoy: And the last one was successful. That proves the importance of the Master Plan.

J. Duffy: The 2004 Master Plan was successful, because it was put together by the citizens.

M. Miville: Will we have charrettes again like 2003?

J. Duffy: That needs to be discussed with the Planning Board, since it really is their Master Plan.

J. Duffy: The request from Community Development #4 Feasibility Study for Southern Leg of Parkway (N/S Hwy. Fees Study. This item has been in the Master Plan since the 1970's. I wanted to take it out last year, but the Planning Board said keep it in and push it out a year. The parkway is from the SNHU property by Alice Ave. to Hooksett Rd. to MS&G offices and links into the Head's Pond area. For the northern portion of the parkway, it will probably never happen in our lifetime because of State DES, etc. A few years ago, this item was a hot issue. The businesses along Rte 3 (Hooksett Rd.) were concerned, because they didn't want traffic to by-pass their businesses. Hooksett Rd. between 3:00-3:30pm would be backed-up due to the GE traffic exiting. Since then, the State projects have widened the roadway. There is another State project underway to widen Benton Rd. & Martins Ferry Rd. The State also changed Buffy's corner with a new intersection alignment, and traffic light. Some members on the Planning Board thought there is a benefit for a by-pass road. A few other members don't want it. I was instructed to keep it on the CIP as a place holder for interest in the future. It is money for a future feasibility study. MS&G & SNHU are interested in the study. SNHU's interest

is North River Rd. that runs through part of their campus. They would like this as a campus road and not have thru traffic (Manchester to Hooksett). Town approved a few years ago \$150,000 (\$50,000, \$50,000 & \$50,000), and those funds earned interest in the amount of \$9,400. There is the issue of the cost to construct the parkway. There is some land available through SNHU; after that there are land lots of takings.

M. Miville: Another CIP member from last year stated the new road would bring in more commercial businesses.

J. Duffy: The original intention for the by-pass was for limited access.

J. Walter: SNHU has built on that process that the road will be there.

T. Walsh: The southern leg at Alice Ave., I can see the parkway there.

J. Duffy: I don't think the Town would take on this whole project.

N. VanScoy: It would benefit the school (SNHU) quite a bit.

T. Walsh: If this item is eliminated from the Master Plan, where goes it go?

J. Duffy: To the general fund.

J. Walter: Who would decide to close this capital reserve item?

C. Soucie: It would be the Council's decision to put it on the ballot and have the citizens vote to close it.

J. Duffy: I think there should be further discussion with the Board, before you consider closing it.

Administration (Assessing & Building Departments)

Dr. Dean E. Shankle, Jr., Town Administrator: The request from **Administration** is for **#1 Town-Wide Computer Development Capital Reserve Fund**. We only have \$23.00 for computers now. Pg 2 of the worksheet revolves around financial software. At your last CIP Committee meeting, I see you are looking for data driven decisions. We need easy access to data, when we need it. It is not just about the financial software, but ultimately includes tax & assessing. With the software now, we are double entering.

M. Miville: Last year there were three phases for computer development. The Town was in phase 2. Phase 3 will not be voted on by the voters. The perception is you don't need it as much now.

D. Shankle: We spent a lot of money on hardware for immediate problems. We now need to move ahead with improvements. However, with the current economic situation, \$50,000 for financial software didn't seem prudent.

C. Soucie: We need \$100,000 for Finance, Tax, Assessing, and Building. In the next 3-4 yrs., this should be accomplished. \$100,000 divided by 3 = \$33,000 each year. The need is still there. We could use it tomorrow. Now for financials, we process purchase orders off-line. Our monthly expenditure reports cannot be accessed by departments. There is no tracking for purchase orders. The need is there. It would be ideal to get \$100,000 and do it next year. However, like Dr. Shankle said, what is the likely hood of getting \$50,000 in this economy. The financial software is \$30,000-\$50,000.

M. Miville: With \$10,000, you can start on chunks.

D. Shankle: If the economy gets better in the future, then we can ask for more.

S. Celio: Where is the efficiency? What will we save with the software updates?

D. Shankle: For efficiencies that would be people you can get rid of, but we can't do that. We are going to make the people we have do a better job. Is what we are proposing saving or making money? If it is just making people's lives easier that's good, but that won't save us money. If we say it will make it easier, that may not be a good sell to the Taxpayer.

C. Soucie: I agree with Dr. Shankle. There is no chance the software update won't eliminate staff. Yes it will make it easier.

S. Celio: It could be a reallocation of assets; man hours to focus on other projects. \$30,000-\$50,000, as a citizen I don't know if I would vote knowing you can't say there is a savings.

D. Shankle: Maybe by next year I can do that. There are things I want to do for performance measures. Now I can't say doing the software update will allow me to do "x".

S. Celio: A cost benefit analysis should be provided.

N. VanScoy: Efficiencies may not be right word. The justification could be safety and added oversight that better programs can provide. Better oversight to see what is happening in Town and the ease to get to information. As a Councilor, it should be pretty easy to access financials (i.e. these are the outstanding bills). I see other ways to justify the software above and beyond man hours. Improved technology and improved ways to make sure money and inventories are under control. If it is better presented, it will be easier to sell over the life of the capital improvement.

S. Celio: We should look at efficiencies and risk.

D. Shankle: If there is a big concern with this, we can just leave \$10,000 for future updates. Also for the financial system, rather than through the CIP process, we can do a warrant article. There is going to come the time for money needs. If we ask for too much, we may not get it. We can put the full amount in a warrant article; software for anyone in Town if something goes wrong.

T. Walsh: The warrant article overall for financing, we should reduce the years.

D. Shankle: \$10,000 year for updates is reasonable.

S. Celio: Do similar towns spend this?

D. Shankle: In 1998 it was \$10,000 each year in Merrimack. There is all different software in Town.

M. Miville: Adjust the line item to \$15,000 to speed up the process. I am trying to determine your need and you say the need is now. That is what I am sitting here contemplating.

D. Shankle: I don't want to end up with nothing. Right now we have \$23.00, and that is nothing. We need to build this capital reserve account back up. I will talk to Christine about a warrant article.

J. Walter: I think that is a perfect idea.

M. Miville: What is the warrant amount for financials?

C. Soucie: \$50,000 Finance; talking about \$100,000 to include Tax & Assessing. My only concern is that I don't want to leave Tax & Assessing out. They are struggling with their systems as well.

N. VanScoy: It is important for us as a Committee to know the direction, in the event a warrant article will be put in there. That will influence the decision.

D. Shankle: If you folks think that a warrant article is that important, we can present something to Council.

S. Celio: Licensing?

C. Soucie: In Gilford it was \$34,000-40,000 to include software, training, set-up and annual support. We only have two staff members in our Finance Dept. We have no time for software changes. We would need additional staff for implementing the software change.

S. Celio: Even if you got the \$50,000, you still don't know how to implement?

J. Walter: Is \$50,000 enough to include the needed staff to implement?

C. Soucie: It may be.

S. Celio: You don't have a good idea what is needed and how to implement it.

D. Shankle: If we put away money for the next 4-5 yrs., then we would have all that. There are capital reserve funds in the CIP. Warrant articles need to be better explained. In the next year or so, we should put money away and see what we need. Then come back and put \$20,000 in CIP and ask for \$30,000 in a warrant article. This will give us some time for us to figure things out. Start putting away now, so there is no big hit at one time.

D. Shankle: The request from **Assessing Dept.** is for **#2 Revaluation Capital Reserve Fund**. Revaluation is every 5 yrs. The State requires we go out and re-measure properties and redo statistical analysis so values are consistent across the State. If we don't vote for this, DRA court and judge may order us to do it. Then it would be out of a fund balance. That is not good fiscal planning. If the State says you need to do it, then you need to do it. In 5 or more years, we will need to do it again. This is a never ending process.

N. VanScoy: It is estimated at \$40,000 per year for Hooksett to put away.

D. Shankle: Epping didn't like Vision Appraisals. They are putting more in their CIP, so they can change that software the next time.

C. Soucie: \$161,000 in 2008; \$180,000 2013, \$208,000 2018.

N. VanScoy: For this kind of money, could we not hire someone who just did this and our appraisals would always be up to date?

D. Shankle: The State doesn't like statewide property taxes. They want the same values across the State. Now every property needs to be measured. It is a cash cow for the appraisers. The State contracts for what they need to do. It is a State project that the Town has to pay for. States send someone down from DRA to review us.

D. Shankle: Our Assessor is contracted. He did the residential part of the last revaluation. He hired someone from Sansoucie for the commercial part of the revaluation.

N. VanScoy: We need \$140,000 in the next 2 yrs.

D. Shankle: We have \$43,607.34 now.

D. Shankle: The request from **Building Dept.** is for **#5 Pickup truck for Building Inspections**

N. VanScoy: Should the Building Dept. truck be considered by the CIP committee? In the CIP Handbook, it includes "vehicles", but the price tag of this vehicle is only \$20,000 (CIP \$50,000+).

D. Shankle: When I was in Merrimack, we had major CIP items and minor CIP items. We focused on stabilizing the tax rate. We did a great job over the 10 yrs. I was there. We only had a 1-2% tax increase. Cars are not at the \$50,000 level. We should break down the CIP into categories. Then focus on big things, and have a rotation for other items like cars vs. \$400,000 fire truck. This is one way to approach it vs. spending a lot of time on little things.

N. VanScoy: How many miles does the truck have?

J. Walter: 61,000 miles.

M. Miville: And it is a 2002 model year.

D. Shankle: It is not driven often.

AMENDED CIP SCHEDULE FY 2012-2013

M. Miville motioned to adopt the amended CIP Schedule FY 2012-2013 to reflect the renaming of the departments to match the CIP request forms. Seconded by S. Celio. Vote unanimously in favor.

GENERAL DISCUSSION

C. Soucie: For leveling out the tax rate, our CIP bottom lines are already leveled out, because of the work the CIP Committee did last year. 2015/2016 is projected for a third fire station at exit 10.

N. VanScoy: The General Government CIP items are all needed. We need to find the best way to spread them out. We can debate things when it is time for motion/voting (11/29/11). Is anyone feeling any of these items have drastically changed?

CIP Committee: No.

N. VanScoy: Should pickup trucks, lower priced items, or repetitive funds be considered differently? We can have further discussion on the Southern Leg of Parkway.

T. Walsh: Parkway is not on CIP until 2014/2015. It is not a bad idea to leave it on there. I have a hunch that the next time the Master Plan is done, it won't be on there. The reality is it will never happen.

D. Shankle: By-passes were big in the 1970's & 1980's. I was the Executive Director of the regional planning commission in the mid 1980's. For the leg of the by-pass at SNHU, they put up money for a "campus area". Maybe there is some way we can help them.

S. Celio: If the consensus is that it won't happen, then why have it on there?

T. Walsh: If we remove it, the reserve funds stay there.

N. VanScoy: We can recommend it be removed or zeroed out. We should discuss this with the Planning Board and then the Town Council.

D. Shankle: The \$59,459 in there now, is that to do the study of the southern leg? Maybe SNHU would match funds to do a larger study. We can send this to the voters to put money back in the general fund.

M. Miville: Jim, does the Conservation Commission have any more fund balance?

J. Walter: We are just about out.

M. Miville: We could purchase property by the Kawasaki business to build the road.

N. VanScoy: We will revisit the Southern Leg of Parkway at the time of voting.

Other

None at this time.

***T. Walsh motioned to adjourn at 7:45pm. Seconded by S. Celio.
Vote unanimously in favor.***

ADJOURNMENT

Chair N. VanScoy adjourned the meeting at 7:45pm.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator