

**Official
As of 11/29/11**

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

November 15, 2011

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

CALL TO ORDER

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

ATTENDANCE

Vice-Chair Marc Miville (Budget Committee Rep.), Tom Walsh (Planning Board Rep.), Jim Walter (Conservation Commission Rep.), and Steed Celio (arrived 6:10pm).

Excused: Dana Argo (School Board Rep.), and Chair Nancy VanScoy (Town Council Rep.).

REPRESENTING TOWN OF HOOKSETT

Christine Soucie, Finance Director and Dr. Dean E. Shankle, Jr., Town Administrator.

Approval of Minutes for 11-08-11

J. Walter motioned to suspend approval of the minutes of 11-08-11 until the next meeting on 11-22-11. Seconded by S. Celio.

Vote unanimously in favor.

BUSINESS

PUBLIC WORKS

Leo Lessard, DPW Director.

M. Miville: You have quite a few proposals. We ask that you go through each one. We will use the recap sheet. Describe what you need, and the justification for the expenses.

L. Lessard: The request from **Public Works** is **#18 Drainage Upgrade Capital Reserve Fund**.

M. Miville: You are asking for \$50,000 for each of the next 6 yrs.

L. Lessard: We need to start doing drainage projects in Town. We need to rebuild pipes that are old/or collapsed piece-by-piece.

M. Miville: Last year was mostly for the Beaubesne drainage issue. We changed to general drainage upgrades Townwide. Are there any other areas of Town that are high priority?

L. Lessard: Yes, 1) one area on South Bow Road for 1 ½ miles, 2) another area on Mason and Orchard off South Bow Road, and the 3) the other is around Elmer Street. Those are the three (3) big ones.

S. Celio: Is \$50,000 an estimate for those three (3) projects over a 6 yr. period?

L. Lessard: Yes, about that and also use funds from my yearly budget.

S. Celio: Have you estimated each in aggregate?

L. Lessard: 1) \$650,000 South Bow Road, 2) \$450,000 Mason & Orchard, and 3) \$400,000 approximate for Elmer Street. These are all private contractors. The Town is doing the work and the cost will be a quarter of these estimates. We will have a savings of 70-75%.

S. Celio: What is the plan for the Town to do?

L. Lessard: Just includes pipe, material, labor, but no asphalt. That would come out of the Townwide paving line item.

L. Lessard: The request from **Public Works** is #19 Plow Dump Truck Capital Reserve Fund.

M. Miville: \$80,000 each of the 6 yrs.

L. Lessard: By the time we get a truck, it is time to turnover another one. They will be at the age of a truck needed every year. The estimate is \$170,000 for one truck.

M. Miville: How many plow dump trucks do you have?

L. Lessard: 12.

M. Miville: Are they tired?

L. Lessard: Four of the trucks are in the mid 90's in miles. They have less worth with depreciation.

S. Celio: What is the average age of the trucks?

L. Lessard: They last about 8-10 yrs. The four oldest ones are (2) 1996's & (2) 1997's.

S. Celio: How old are the others?

L. Lessard: 2001 to 2010.

M. Miville: We have a vehicle inventory list that includes DPW.

J. Walter: Why are dump truck prices so different (\$41,000 up to \$95,000)?

L. Lessard: We State bid, but that was probably the price in 1997.

J. Walter: What is the first one to buy?

L. Lessard: A truck with body, plow, sander, & hydraulics costs \$130,000-\$150,000.

M. Miville: Based on this estimate, can we bring the \$80,000 down?

L. Lessard: I would leave it at \$80,000.

M. Miville: Will it have a laser plow?

L. Lessard: I haven't seen the laser plow.

M. Miville: For future plow trucks, will they have the laser?

L. Lessard: Lasers are almost \$2,000 more from last year's estimate.

L. Lessard: The request from **Public Works** is #20 1 Ton Dump Body.

M. Miville: \$50,000 is being requested just for this year.

L. Lessard: The Town Administrator zeroed it out.

C. Soucie: The column on the recap sheet is the column the Town Administrator zeroed out for this year. This item hasn't been removed from the CIP.

M. Miville: What is the need?

S. Celio: This is to replace two (2) pickup trucks from 2010. Now you are saying today that you don't need it at all?

L. Lessard: I will bring this item back to next year's CIP.

J. Walter: How about \$25,000 this year and \$25,000 next year?

D. Shankle: Leo told me his real priorities to include drainage and a rubber tire excavator. For the dump body, I put this off another year.

L. Lessard: The request from **Public Works** is #21 Rubber Tire Excavator (\$230,000 for 5 yr. lease @ 4.5%.

D. Shankle: For the rubber tire excavator, I didn't recommend a lease. Instead he said he could rent it for less. If we use it a lot, then maybe a future lease. At this time I did not want to be tied into a 5 yr. lease.

L. Lessard: The request from **Public Works** is #22 Sidewalk Plow.

D. Shankle: For the sidewalk plow, Leo said that he could live without it for a year. I am trying to keep the CIP as low as we can this year. We (Leo and I) are both new.

L. Lessard: We didn't change recommendations, but as we went through them, we agreed recommendations by the Town Administrator are OK.

L. Lessard: The request from **Public Works** is #23 Loader (Highway).

L. Lessard: The request from **Public Works** is #24 ½ Ton Pickup.

L. Lessard: The request from **Public Works** is #25 ½ Ton Pickup.

L. Lessard: The request from **Public Works** is #26 Backhoe.

L. Lessard: The request from **Public Works** is #27 Crew Cab Highway.

L. Lessard: The request from **Public Works** is #28 Lee Boy Roller (Highway).

L. Lessard: The request from **Public Works** is #29 4 x 4 Highway.

L. Lessard: The request from **Public Works** is #30 ¾ Ton Pickup (Highway).

L. Lessard: The request from **Public Works** is #31 Utility Body 4 x 4.

L. Lessard: The request from **Public Works** is #32 Parks and Recreation Facilities Development Reserve Fund.

D. Shankle: The Parks & Recreation Facilities Development Reserve Fund is important.

L. Lessard: The maintenance is to build up the electrical for lights at the field facilities near Town Hall. Now we can't run lights in both buildings at the same time. We will put

electrical wires into the Park & Recreation area. We also want to start putting money aside for a permanent restroom facility; no more renting temporary facilities.

L. Lessard: The request from **Public Works** is **#33** 1 Ton Dump w/Plow (Parks & Rec).

L. Lessard: The request from **Public Works** is **#34** 4 x 4 Truck (Parks & Rec).

L. Lessard: The request from **Public Works** is **#35** Town Building Maintenance Capital Reserve Fund.

D. Shankle: The Town Building Maintenance Capital Reserve Fund is important.

L. Lessard: Maintenance on Town buildings is a big chunk of funds. Some funds are needed for the roof and some for the safety center (we are fixing water leaks \$18,000 now – piecemeal in-house and by the end of so many years done). Only have \$153,000 in there now for backup.

M. Miville: \$150,000 for the first year, then \$75,000 for the next 5 yrs.

L. Lessard: We have \$26 million in Town buildings. We will also save with energy efficiencies.

J. Walter: Is the Parks & Recreation Facilities still \$10,000, and the Town Building Maintenance still \$150,000?

D. Shankle: Correct. We don't want to get behind on building maintenance. This is the best order to do things in.

M. Miville: You are recommending \$10,000 for Parks & Recreation.

T. Walsh: I appreciate your approach. Thank you.

GENERAL

M. Miville: There is a huge branch hanging over Rte. 3A near Cross Rd.

J. Pinard: It is a State road and I have contacted them. The tree is dead and needs to be taken out.

Parks & Recreation Advisory Board attendees: Susanna Hargreaves, Mike Horne, Jacqui McCartin, and Dave Elliott.

M. Horne: **#32** Parks and Recreation Facilities Development Reserve Fund. We have requested \$10,000. 2 yrs. ago we were zeroed out at the deliberative session. Last year we didn't make it. Now it is getting more critical. Without the votes and execution, it doesn't happen. Impact fees cannot go for existing facilities.

CONSERVATION COMMISSION

David Hess, member of Conservation Commission: The request from **Conservation Commission** is #6 Maintenance & Improvements to Conservation Land. We are requesting \$10,000 for each of the 6 yrs. This will fund construction, maintenance, and improvements of trails in conservation land that the Town has or is going to acquire. We have conservation easements in excess of 11 acres. Referred to conservation land map; 2 yrs. ago we purchased 11 acres at Clay Pond. We have a purchase & sales agreement on 125 acres with 4000 ft. of river frontage north of the Merrimack River dam. The old brickyard has archeological significance.

J. Walter: Kathie Northrup has submitted to us tonight a written a letter of support from the Heritage Commission dated 11/14/11.

D. Hess: We purchased 37 acres of the Pinnacle. It will cost us \$205,000 to acquire 100 acres of Quimby. We are hoping to 150 acres under contract. 350-375 additional acres we hope to acquire through State, Federal, public funds, DES funds, or mitigation by contractors. 500 acres for Clay Pond cost \$800,000 and came from these other sources. There is also the land use change tax. A 3rd contract is being signed Thursday evening. CIP for conservation complies with trails and environmental infrastructure. Our charge by statute is passive recreation, not active recreation. One significant trail project is at Head's Pond; Pleasant St. to Rte. 3 to Head's Pond 2 miles for \$80,000 (\$40,000 cash, \$40,000 income from MS&G & Kiwanis). I was authorized today from Frank Kotowski Conservation Commission member and Kiwanis.

T. Walsh: The Conservation Commission is doing a great job acquiring land. My only question is once the trails are in for passive recreation, is it now posted no hunting?

D. Hess: We acquire easements open to the public. It is consistent across the State. Public funds are used for projects. The only instance conservation land has been posted for hunting are those properties that already had deed restrictions before we acquired them. We are not putting up signs saying hunters are invited, but we are also not stating no hunting. We don't own Head's Pond. That was land donated by MS&G.

M. Horne: It is posted no hunting. It is Parks & Recreation property, not Conservation Commission property. It is Town property.

J. Walter: The Conservation Commission didn't put up that sign.

T. Walsh: I used to go hunting at Clay Pond also.

D. Hess: This has been a subject repeatedly. For LCHIP, we don't want to lose popular support for the program. NH has the largest hunting area per population in the US.

M. Miville: \$10,000 each year for 6 yrs. is for building-up trails and parking lots.

D. Hess: The Clay Pond intersection at Candia Rd. only has a couple of parking space. If improved, they will have ½ dozen spots.

OTHER

None.

*T. Walsh motioned to adjourn at 6:45pm. Seconded by S. Celio.
Vote unanimously in favor.*

ADJOURNMENT

Vice-Chair M. Miville adjourned the meeting at 6:45pm.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator