

**Official**  
**As of 02/06/12**

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

**November 22, 2011**

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

**CALL TO ORDER**

Chair N. VanScoy called the meeting to order at 6:10pm.

**ATTENDANCE**

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

**REPRESENTING TOWN OF HOOKSETT**

Christine Soucie, Finance Director

Excused: Dr. Dean E. Shankle, Jr., Town Administrator.

**Approval of Minutes for 11-08-11 & 11-15-11**

*J. Walter motioned to approve the minutes of 11/08/11 with edits. Seconded by M. Miville.*

*Vote in favor. D. Argo abstains.*

*M. Miville motioned to defer approval of the minutes of 11-15-11 until the meeting on 11-29-11. Seconded by J. Walter.*

*Vote unanimously in favor.*

**BUSINESS**

**FIRE-RESCUE DEPARTMENT**

Chief Michael Williams: I would like to thank the CIP Committee for support over the past years. When I started as Chief, we had old equipment. Last year our tanker was approved. We get replacements through CIP, Town approval, and impact fees. Our fleet is in pretty good shape. Our equipment starts \$250,000 and up; ladder truck is at

\$1,000,000. I talked to Dean, and we should start putting money away for larger pieces of equipment.

Chief Williams: The request from **Fire-Rescue** is #7 Fire apparatus Capital Reserve Fund. There is a push this year to put money away for future replacements in 10, 15, 20 years. Apparatus includes all equipment except for boats. We would tap into this fund, so we wouldn't have to do leases. We would buy the equipment outright. There is the shelf-life; life of a first line fire engine with maintenance is 20 yrs. Our front line apparatus engines are from 2005, 2006, and 2009.

J. Walter: For this year, you are only funding #7 Fire apparatus Capital Reserve Fund and #12 Car #5.

T. Walsh: The \$50,000 each year will be used for a new tanker in 2019-2020?

Chief Williams: This fund will be used for all upcoming vehicles; not just a tanker.

S. Celio: Engine #2 cost \$350,000.

Chief Williams: If we tap into the fund, then it is for tankers and then nothing left for cars. If one vehicle becomes priority over engine #2, then a ladder truck may be purchased for replacement in 2018, 2019, or 2020.

S. Celio: It should be adjusted high or low for vehicles purchased through it or have them be deferred.

Chief Williams: \$200,000, we need to replace engine #2, then we only need \$150,000. To say replace all vehicles from this fund 10 years out is a huge number.

C. Soucie: To have \$80,000 in fire apparatus and eliminate all cars may not pass with the voters. If you keep it as \$50,000 for fire apparatus and \$30,000 for Car #5, if they (voters) say no to the Car, you may still get the \$50,000 for other vehicles.

Chief Williams: The request from **Fire-Rescue** #8 Boat #1 and #9 Boat #2. These will be removed from the CIP.

Chief Williams: The request from **Fire-Rescue** #10 Car #2 SSV Command Vehicle and #11 Car #3 Fire Prevention.

S. Celio: The tanker is out a few years. Car #5 need is immediate. What about Cars #2 & #3?

Chief Williams: If a fund is established, Cars #2 & #3 could be removed from the CIP (taxation).

Chief Williams: The request from **Fire-Rescue #12 Car #5**. It is a 1999 Tahoe we have had since it was new. It is in need of replacement. It has 126,000 miles and over a million hours on the engine. Our vehicles idle a lot. We have maintenance logs on it. We want to replace it this year. We established the fund for this car and it can be purchased through that fund.

Chief Williams: The request from **Fire-Rescue #13 Rescue #1**.

Chief Williams: The request from **Fire-Rescue #14 SCBA Replacement Capital Reserve Fund**. The smaller funds are for the SCBA replacement in 2020. We replaced our current packs in 2005. They have a 15 year replacement plan. There is \$91,797 in there now, and it is deferred to next year. This was not funded last year. This is a continual program we look at.

Chief Williams: The request from **Fire-Rescue #15 Construct Station off of Rte 3A at Exit 10 (new station #3) (20 yr. bond)**. This has been moved back to 2015-2016. A study targeted Exit 10 for protection of both commercial and residential. There was a proposal last year from Manchester for a joint fire station. The Manchester developer is now not building that fire station. I thought it was a great idea for joint resources with Manchester. It would cut our cost in half (building, utilities, etc.). That plan was not approved at that point. We have a few more years to get land. With the Exit 10 development (Kohl's, Target, etc.), the Town was to get land. The Town did not take the land to be donated by the developer, because it has wetlands. Now we have no land and no finances.

Chief Williams: The request from **Fire-Rescue #16 Fire Engine for Station #3 (7 year lease @ 4.5%)**. This has been moved back to 2015-2016.

### **GENERAL DISCUSSION ON FIRE-RESCUE**

N. VanScoy: Do we have questions on the 6 year plan? Then we can dig deep into the two items for this year and the two items for next year.

Chief Williams: To the Committee, do you encourage putting money away every year for large purchases? The previous CIP Committee has said to lease. I am looking to the Committee for guidance.

M. Miville: It is now purchase over lease.

T. Walsh: This is similar to recycling; establish a capital reserve fund.

C. Soucie: Recycling had both a special revenue fund and a capital reserve fund.

T. Walsh: They need to have money on hand, if they need something in between cycles.

N. VanScoy: \$50,000 every year; how does this affect the other purchases?

Chief Williams: Engine #2 20 year mark is in 2018-2019. NFP standard is to not run the equipment after the 20 years and to put it in the reserve equipment. 2012-2013 \$50,000 each year; \$300,000-350,000 will have funds for the majority of the purchase. It's a high number, but we need to start somewhere. These vehicles are expensive.

Chief Williams: #13 Rescue #1 & #2, last year a special revenue fund was established and those vehicles were paid out of that fund (ambulance service funds) vs. taxation.

M. Miville: So why is it in the CIP if it is not from taxation?

Chief Williams: We should have a budget for boats and smaller purchases. We should show on the CIP when equipment replacements are needed.

M. Miville: Technically because the boats have engines, they could go in the CIP.

Chief Williams: I can remove the two boats from the CIP. Staff cars can cost up to \$30,000-\$40,000 with radios. The last boat we received was from Happy Helpers is \$10,000. Our boats are small for rescues (12-14 ft.). The Town has been good about replacing our fleet.

N. VanScoy: The total project cost for construction of a new fire station at exit 10 is \$151,835 each year for 20 years.

Chief Williams: I would still recommend that project. However after speaking with Manchester Fire Chief, I would still also like us to look at a joint fire station. We could save a lot of money, utilities, gas, oil, etc.; cut in half. This would be instead of us building our own station a mile from their building.

J. Walter: Does Manchester have land?

Chief Williams: Yes. Manchester is looking for an alternative plan. A joint station is the right thing to do.

M. Miville: Would Manchester entertain coming to Hooksett to share a building?

Chief Williams: I would think yes. There are the apartments on Hackett Hill (Countryside Village, etc.). Massachusetts has joint stations on town lines and that seems to work well.

M. Miville: What about the land at Quality Drive?

Chief Williams: Arleigh Greene wanted to deed over property to the Town that the Town already owned. Afterwards Technology Drive is what he wanted to give, but it has wetlands. Arleigh owns a lot of land in that area. He needs to give the land as part of his prior development at Exit 10.

M. Miville: The fire engine for fire station #3 is \$375,000 in 2015-2016. For a 7 year lease, would you need it that year? When do you envision the fire station constructed and open?

Chief Williams: The fire station is anticipated to be open in 2016-2017.

M. Miville: Could you spread \$375,000 out over 3 years? Is \$125,000 for the last 3 years amenable to you?

Chief Williams: Yes.

N. VanScoy: There is also a vehicle list in the back of our CIP binders.

Chief Williams: The three command chiefs each have a car (#1, #2, and #3). Vehicle #4 is both for fire prevention and a run around car. We will replace #4 with an old police vehicle. Car #5 is used for daily inspections and responding to emergencies. We want to replace this car with a smaller SUV type vehicle.

S. Celio: You need \$30,000 to replace Car #5 Tahoe. I see you are looking at a Ford flex fuel V6 with high performance.

N. VanScoy: The 1999 vehicle has a lot of miles. Does it need a lot of maintenance?

Chief Williams: Yes it needs a lot of maintenance. I have the maintenance log for you tonight. It has a seal problem, and a transmission issue. We rebuilt half of the transmission last year. It has 126,000 miles. The motor has massive hours because it idles a lot. The hour meter is on the large vehicles, but not on staff cars.

N. VanScoy: The new station off Rte. 3A, do you anticipate a need for additional staff cars (6&7) and command additional staff?

Chief Williams: There will not be an increase in command staff, but we envision additional firefighter staffing. We would need just another engine. It would be a substation and we would have forestry there.

J. Walter: Are we correct in assuming, cars long trips?

Chief Williams: We travel with it to the Fire Academy in Concord.

J. Walter: What about electric cars?

Chief Williams: I am in favor of a hybrid vehicle, but not an electric. This is purely because with an electric the battery would die, because we would leave it running. At a fire seen my car could run all night for radios etc.

M. Miville: Diane at Recycling & Transfer Dept. mentioned Fire-Rescue may be sharing fuel cost.

N. VanScoy: She is looking to make improvements to diesel tank and fuel dispenser.

Chief Williams: We use State pumps, but it would probably be a good idea to get diesel out of the Recycle & Transfer dispenser.

N. VanScoy: Thank you.

## SCHOOLS

Dana Argo: The request from **Schools #47 HVAC Upgrades**. This is more of a technology efficiency type item at this point with computer controls. We have inefficiencies. Someone has to make things operate; we don't want to leave heat on and off when it shouldn't be, so the custodian has to manually adjust. He could manage this off site with the new system.

T. Walsh: Has anybody been able to figure out how long it will take for the efficiencies to make up the cost?

S. Celio: We need a cost benefit analysis to make sure this is worth it. It may be an inconvenience, but if we are spending twice as much money and there is no payback? I don't know if it makes sense.

M. Miville: Class 2 is not urgent, but it could be breaking down. What is your urgency plan for each year? Is there a reason HVAC can't go on next year's CIP?

D. Argo: No it is not breaking down. The HVAC could go on next year's CIP and be spread out a little bit.

D. Argo: The request from **Schools #48 Kindergarten Upgrade at Memorial**. This is a vision of the school district to have a neighborhood style K-5 school. We base our decisions on statistics and quality of education. This type of school has shown it cuts down on transitions. One of the biggest things I learned on the School Board is the largest reason kids fail is transitions.

J. Walter: What is the reconfiguration of the classrooms?

D. Argo: Kindergarten requires different dimensions. I can get you that information. They require larger rooms. We need to reconfigure Memorial school to accommodate Kindergarten classrooms.

J. Walter: Where did you get the \$508,000? Is this to take down a wall at Memorial?

D. Argo: I don't know if there are any carrier walls.

J. Walter: It seems like a lot of money for one classroom.

D. Argo: We would have more than one kindergarten class. Right now we have four at Underhill.

J. Walter: If you are not adding on, where would you put the kids from rooms you are reconfiguring? Again I ask how you came up with the \$508,000 figure.

D. Argo: It is a reasonable price for a high level design.

J. Walter: Two classrooms are usually not weight bearing. It seems high to me.

T. Walsh: I asked about this last year too. I am looking for the scope of work. There may be more affordable ways to meet your vision.

D. Argo: I can see if our Maintenance Director can come in to the next CIP meeting.

M. Miville: Our last meeting is on November 29<sup>th</sup>.

N. VanScoy: Of all the CIP items, this item has triggered the most questions.

T. Walsh: To reconfigure kindergarten classrooms at Memorial for \$508,000, most people would want a scope of work. To the School Board, for next generation vision(s) it would be helpful if the CIP Committee had more information.

M. Miville: CIP builds toward the project for the year you need it. To ask for \$508,000 for one year, how do we build toward it? I am looking for input from you on all the school items. Out of all the CIP items, the school items concern me.

D. Argo: Our philosophy is this is the project and where the need is.

N. VanScoy: Are you putting in the total CIP amount in the year you are hoping to do the project?

D. Argo: Yes, with the exception of the roofing work. That is based on recommendations. There are no issues right now. None of these items have a specific date it has to be done in. In these economic times we understand. Now there are Memorial 3-5 grades, Cawley 6-8 grades, and Underhill K-2 grades. Based on statistics, we want K-5 for both Underhill and Memorial.

M. Miville: The items you have here are not posted in a particular year as urgent. You could easily move things around.

D. Argo: We are willing to spread out the schools CIP based on the Town's needs.

D. Argo: The request from Schools #49 Paving Underhill & preventive maintenance on Memorial and Cawley.

D. Argo: The request from Schools #50 Roof Replacement at Underhill & Reseaming at Memorial & Cawley. This is the schools top priority. Underhill is the oldest back 4 years ago for roof replacement and reseaming.

N. VanScoy: If you were putting a personal priority on the school items?

D. Argo: There is our vision for education and then there is the operational to identify where we are going to have problems if we won't do repairs/replacement.

M. Miville: I am thinking from an urgency standpoint.

J. Walter: If there is an urgency for the roof replacement, then why is it out to 2015-2016.

M. Miville: We need to level out the schools CIP for each year. Now having said that, we can change these numbers around on what the school district urgencies are educationally and operationally.

N. VanScoy: While I think you are going in the right direction, I think each of us needs to do our own spreadsheet.

D. Argo: If the boiler at Underhill goes in 3 years, then the controls will be part of it. Push HVAC out, but we may need to do boiler work sooner on Underhill and the old section of Memorial.

T. Walsh: Are there Cawley efficiency issues, since it is the newest of the schools?

D. Argo: Not so much.

N. VanScoy: Would it be helpful to the committee if we broke some of the school CIP items; i.e. Paving Underhill and another line Preventive Maintenance on Memorial & Cawley.

T. Walsh: Why would you put "x" amount of new electronics on an old boiler?

J. Walter: For the roofing keep it at \$118,000 each year for 4 years. For paving have it at \$31,000 each year for 4 years.

D. Argo: Memorial and Cawley are sealing and lining. Underhill is becoming an issue; most money for restoration and standard paving. I am not opposed to spreading it out. Roofing can be in 2013-2014, 2015-2016, & 2016-2017.

S. Celio: Can you go back and prioritize?



D. Argo: I will explain it as best I can. We enter the amount in a year. The CIP spreads it out for us. For the education piece nothing was broken. We are trying to make it better. It is a moving target.

J. Walter: To eliminate spikes, spread it out.

D. Argo: We did it like this last year too.

N. VanScoy: These are the schools needs and you are looking to the CIP Committee to best fit in those needs with the needs of the Town and not spike the tax rate.

M. Miville: In order to spread out the funds on the spreadsheet, when do you want to spend the money on each item?

N. VanScoy: If you spread out the funds, HVAC could be broken down per school vs. as a single item. This "\$" in this school.

D. Argo: The bulk of funds are in Underhill. It may be a problem if we push out these funds, because we may need to replace boilers and controls.

S. Celio: I can't see myself voting on it, unless I see some sort of cost benefit analysis.

J. Walter: There are two needs: 1) spreading out the funds, and 2) scope of work.

D. Argo: We are looking for one item in the upcoming budget year.

S. Celio: You prioritize and spread out the funds makes more sense that the CIP Committee doing it.

M. Miville: On some items, you can't spend the funds until you have all the money (i.e. roof).

D. Argo: There are no pressing operational needs. On the educational front, it is a vision and that is what we do. We also know it is a bad economy. We didn't want to come in with nothing. This is our CIP Plan now.

J. Walter: We need the scope of work.

M. Miville: I am trying to spread these out, so that the final year of the spread out is the time when the item is needed. I assumed a generator for Underhill was top priority. We need to reset the clock.

S. Celio: Are we doing this now, or are you (Dana) taking this back to do?

D. Argo: We are going to have contracts on the warrants as well. We don't like to load up the ballot with warrants. We presented this as a CIP plan. Do we need these next year, or the year after? No.

N. VanScoy: You can start putting money aside if your entire CIP makes sense.

D. Argo: The request from **Schools #51 Sports Field Expansion at Cawley**.

D. Argo: The request from **Schools #52 Generator for Underhill**. Underhill is now the only school without a generator. If that school had a generator, it could be used as an emergency shelter. In our recent rash of storms when the power is out, it is a good feature to have kids come to school to be warm and fed while families deal with the outages. We found that out during the last 2-3 years of storms. Do we need three shelters? It is more for the students during power outages.

N. VanScoy: Is the \$80,000 being asked for all this year?

D. Argo: Yes.

S. Celio: You are not replacing the generator; you are buying a new one.

T. Walsh: If there is a generator, is school open for business?

D. Argo: If another school in Town is closed, then no.

M. Miville: During the recent power outage, Cawley had power. This would allow another school to have power.

S. Celio: All the schools would then have generators, so then they would have school.

T. Walsh: How many were at the Cawley school shelter?

M. Miville: About 12 overnight. Many came just for showers.

S. Celio: If kids aren't going to school, then why have another shelter? A generator is to have school during power outages.

T. Walsh: Having shelters for students, couldn't they go to a school that already has a generator?

D. Argo: Cawley & Memorial can be used as shelters. There are variables for schools to be open. There could be trees & lines down, and teachers & students may not be able to get there. The kids could at least have two meals & heat, and then go back to a cold house.

N. VanScoy: For power outages you may have 1-2 days inability to travel. You could have 4-20 days possibility of no electricity. You may know how long the schools were closed.

D. Argo: They were closed 2 days from this last storm.

N. VanScoy: If the school is open, and homes have no electricity, how would they know the school is open?

J. Walter: SNHU stayed open and a big percentage of us didn't have electricity.

D. Argo: SNHU is also a shelter for the Town.

M. Miville: Spread it out (not urgent) \$40,000 & \$40,000.

N. VanScoy: What kind of generator costs \$80,000?

D. Argo: There is the package, electricity, unit, etc. The life expectancy is based on how well you maintain it.

N. VanScoy: Dana, so you will have something for us at the next meeting.

D. Argo: The school district in good shape. I will request someone to attend the next CIP meeting for further discussion on the schools CIP item(s).

N. VanScoy: The schools have \$1,500,000 in future needs.  
.....

<b>CIP PLAN SPREADSHEET DEVELOPMENT</b>
---

C. Soucie: The high years are in 2015-2016 for the fire station and pumper. We can also level the school district.

J. Walter: Next week what exactly are we doing?

N. VanScoy: Voting on the CIP plan next week. Tonight we can go through line-by-line for discussing funding this year, and next funding over 6 yrs.

C. Soucie: Straw vote tonight?

N. VanScoy: We can have general committee ideas that they are not held to it.

M. Miville: Dana those that go out to 6 years, could they go to 10 years or beyond our current plan?

D. Argo: If we are going out of this 6 year plan, I would want to go back to the School Board.

N. VanScoy: Now we will take each line item:

**#1 – Town-wide Computer Development Capital Reserve Fund – no change**

S. Celio: My concern is they don't know how they will roll it out.

M. Miville: It will be piecemeal; first the Finance Dept., then the Assessing Dept.

C. Soucie: It will cost \$60,000-\$100,000 for the finance piece. We could put out the finance piece as a warrant article.

N. VanScoy: As an immediate need, finance could be as a warrant. Then the Town-wide capital reserve fund could be more as maintenance for upcoming needs.

S. Celio: I would like to know the finance efficiencies gained. To free people up to do something else is not a good answer. I am all for making things easier for people, but if we are spending taxpayer money I need to know there are efficiencies.

M. Miville: We need something in the voters' minds to state we need it. The need is there.

S. Celio: The need has not been articulated. I get the general concept. Tell me the plan on implementing it: when it is phased in, what other depts. are next, and what efficiencies are gained? I don't know the answer to these questions, and I don't know if they know them either. I don't think we are there yet. I would be uncomfortable voting for \$10,000 this year.

C. Soucie: The justification is there. It is a non-lapsing big project and the staffing is not there. For replacement of equipment, we have an inventory sheet attached. After the financial piece, then it is tax, assessing, building, and the transfer station. All individual depts. will be able to talk to the finance software.

D. Argo: You made good points Steed. Computer systems are going to have to be upgraded at some point. Charge of this committee is to realize there is a need and help mold a CIP plan for the entire town. I would hate to see you not vote, because of lack of a plan.

T. Walsh: There is only \$23.00 in the fund now. There are no funds if something crashed. They are asking for \$10,000 the first year in case of emergency.

M. Miville: It is not our (CIP Committee) policy to look at Town plans and policies.

N. VanScoy: If we felt the finance software was needed, we could make a recommendation for warrant article. Should that recommendation be made?

M. Miville: What is the object of the warrant article?

N. VanScoy: Warrant article for the \$60,000-\$100,000 lump sum for finance software.

**#2 Revaluation Capital Reserve Fund** – *no change*

N. VanScoy: I think the spreadsheet on this item should remain as it is.

T. Walsh: I don't think we have a choice to amend it, because it is in the DRA.

C. Soucie: April 2013 is the revaluation date. Invoices come in through August 2013.

**#3 Master Plan Capital Reserve Fund** – *change to \$50,000 for 2015/16, 2016/17, and 2017/18.*

J. Walter: Once we have the funds for the next master plan, we should start thinking of the funding for the next one.

N. VanScoy: Now we are just looking at receiving an updated spreadsheet to vote on next week. Fund \$5,000 for each of the following years: 2015/16, 2016/17, and 2017/18.

**#4 Feasibility Study for Southern Leg of Parkway (N/S Hwy. Fees. Study)** – *change to \$100,000 for 2016/17*

T. Walsh: Should we leave the fund in place, or zero it out.

C. Soucie: I don't believe you can zero it out.

N. VanScoy: We can combine the funds to have \$100,000 in 2016/17 and at the Planning Board presentation inform them we wanted to remove it.

**#5 Pickup Truck for Building Inspections** – *no change*

**#6 Maintenance & Improvements to Conservation Land** – *no change to amounts, just rename to Improvements and Infrastructure Development*

C. Soucie: Maintenance of Town assets are not CIP projects even though it is \$50,000 or 5 years. I didn't see this as a CIP item.

J. Walter: It is not just maintenance, it is infrastructure.

C. Soucie: We should take out the word maintenance and have the Conservation Commission resubmit without the words maintenance.

**#7 Fire Apparatus Capital Reserve Fund** – *no change*

N. VanScoy: This is a savings account for future purchases.

**#8 Boat #1 & #9 Boat #2** – *remove from CIP spreadsheet*

**#10 Car #2 SSV Command Vehicle** – *no change*

**#11 Car #3 Fire Prevention** – *no change*

**#12 Car #5** – *no change*

**#13 Rescue #1** – *no change*

C. Soucie: Rescue #1 is out of the special revenue fund

**#14 SCBA Replacement Capital Reserve Fund – change to \$20,000 in 2012/13**

N. VanScoy: Should there be any money this year for this item? It is the upgrades to the actual packs. If it is funded as presented, they are still \$100,000 short.

T. Walsh: Add \$20,000 this year?

CIP Committee consensus: Yes.

**#15 Construct Station off of Rte. 3A at Exit 10 (Station #3) (20 year bond)** -*no change*

N. VanScoy: With a 20 year bond, it is good to stay where it is.

D. Argo: I agree with Chief Williams when he said he is looking at options.

**#16 Fire Engine for Station #3 (7 year lease @ 4.5%)** – *change to \$125,000 for 2014/15, 2015/16 & 2016/17.*

N. VanScoy: We can look at breaking the \$375,000 into 2 or 3 years.

J. Walter: 2015-2016 for 3 years.

C. Soucie: If the fire station opens, they will need the engine. Start the funds \$125,000 in 2014/15, 2015/16 & 2016/17.

**#17 Emergency Radio Communications System Development Fund** – *change to \$50,000, \$50,000, \$50,000, \$25,000, \$25,000, & \$25,000*

M. Miville: This item was discussed at last night's Police Commission meeting. How do they defer it over the next 5 years for upgrades on the towers? As much as the Police Commission supports the \$100,000, that it hasn't been funded 4 out of the 7 years, and the current economic atmosphere, they understand they may have a better shot at getting

\$50,000 for next 3 years. My intention is to get them some money vs. none. Also, the parts for the system are not available after the next 5 yrs.

T. Walsh: Third year have \$50,000.

J. Walter: Change to \$50,000, \$50,000, \$50,000, \$25,000, \$25,000, & \$25,000.

**#18 Drainage Upgrade Capital Reserve Fund** – *no change*

**#19 Plow Dump Truck Capital Reserve Fund** – *no change*

M. Miville: Having read their write-up, \$80,000 accomplishes their request.

**#20 1 Ton Dump Body** – *change to move out to 2013/14*

C. Soucie: Leo agreed he could live without it for the first year.

S. Celio: We could have 2 years; \$25,000 & \$25,000.

**#21 Rubber Tire Excavator (\$230,000 for 5 year lease @ 4.5%)** – *change to remove this item from the CIP spreadsheet*

C. Soucie: Leo took this one out. He will rent it.

**#22 Sidewalk Plow** – *change to move it out to 2013/14*

**#23 Loader (Highway)** – *change to move it out to 2015/16*

M. Miville: I would spread it out for 4 years.

N. VanScoy: We need to look at evening the tax base. I haven't found anything in the CIP handbook as to whether or not people will vote it in. Spread it over the next 3 years, because he needs it in year 3.

C. Soucie: It is not always a level bottom line when items are spread out. Sometimes it is best to keep one amount in one year.

**#24 ½ Ton Pickup, #25 ½ Ton Pickup, #26 Backhoe** – *change to move out to 2014/15*

T. Walsh: Take the 1 ton dump, sidewalk plow, two ½ tons, loader & backhoe and push them out one year.

**#27 Crew Cab Highway, #28 Lee Boy Roller (Highway), #29 4x4 Highway, #30 ¾ Ton Pickup, #31 Utility Body 4x4** - *no change*

**#32 Parks and Recreation Facilities Development Reserve Fund** – *no change*

**#33 1 Ton Dump w/Plow (Parks & Rec)** – no change

N. VanScoy: For consistency should we move this out a year?

T. Walsh: No leave it

**#34 4x4 Truck (Parks & Rec)** – no change

**#35 Town Building Maintenance Capital Reserve Fund** – no change

M. Miville: \$100,000 this year is for the safety center.

N. VanScoy: Leave it.

**#36 Automated Collection Equipment Capital Reserve Fund** – change to \$10,000, \$10,000, \$20,000, \$20,000, \$30,000 & \$30,000

N. VanScoy: Have \$10,000 this year, and \$92,000 the remaining years

M. Miville: We just spent about \$1,000,000. They are requesting \$92,000 ongoing, and we have new trucks that aren't even here yet. The trucks are good for 10-12 years. Dr. Shankle put \$10,000 in for this year to get it into the minds of the voters.

N. VanScoy: I do not see myself supporting \$20,000 this year in this fund. I would not support any more than \$10,000.

S. Celio: Have \$10,000 for this year.

N. VanScoy: It is smart to say we know we are going to need this in the future. We shouldn't take into account what funds may be available in the special reserve fund, because we don't know how much that will be.

C. Soucie: Have \$10,000, \$10,000, \$20,000, \$20,000, \$30,000, & \$30,000 with the intent that the closer we are to replacing the vehicles we will know how much it will cost to replace.

**#37 Upgrade Diesel Tank & Fuel Dispenser Capital Reserve Fund** – no change

T. Walsh: This is a partial mandate from DES.

S. Celio: It is a pump audit control to identify who is using it and on what vehicle.

**#38 Peterbilt Tractor, #39 Pickup, #40 100 Yard Live Bottom Trailer, #41 Front End Loader, #42 Bobcat, #43 Dump Trailer, #44 Live Bottom Trailer, #45 Bobcat, and #46 Freightliner Tractor** – no change; taken from revolving fund revenue page



**#47 HVAC Upgrades** – change to \$64,000 in 2014/15 and \$124,000 in 2015/16

**#48 Kindergarten Upgrade at Memorial** – change to \$508,000 in 2017/18

N. VanScoy: We can defer this item to next week when the maintenance person will attend our meeting to discuss this item further.

**#49 Paving Underhill & Preventive Maintenance on Memorial & Cawley** – change to \$60,000 in 2012/13 and \$67,000 in 2013/14

**#50 Roof Replacement at Underhill & Reseaming at Memorial & Cawley** – change to \$160,000 in 2012/13, \$160,000 in 2013/14, and \$155,000 in 2014/15

**#51 Sports Field Expansion at Cawley** – no change

**#52 Generator for Underhill** – change to \$80,000 in 2016/17

S. Celio and J. Walter: We are not convinced we need it. It should be moved out.

### **OTHER BUSINESS**

N. VanScoy: My last day as a Councilor is Dec 1<sup>st</sup>, 2011. The CIP plan is to be presented to the Planning Board on Dec 5<sup>th</sup>. The Town Planner has suggested that I not present to the Planning Board or Town Council (Dec 14<sup>th</sup>). Do we want the Town Administrator to look into this or plan on having someone else do the presentations?

D. Argo: You are a Town Council Rep. to this committee.

J. Walter: If need be, the Vice-Chair can present.

M. Miville: I am in favor of Nancy presenting to the Planning Board and Town Council. She has been here for the deliberations, and she has chaired this committee.

***S. Celio motioned to adjourn at 9:15pm. Seconded by T. Walsh.  
Vote unanimously in favor.***

### **ADJOURNMENT**

Chair N. VanScoy adjourned the meeting at 9:15pm.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator