

**Official
As of 10/23/12**

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

February 6, 2012

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

CALL TO ORDER

Vice-Chair M. Miville called the meeting to order at 6:05pm.

ATTENDANCE

Vice-Chair Marc Miville, Jim Walter, and Tom Walsh,
Excused: Dana Argo and Steed Celio.

Note: Chairman Nancy VanScoy's last meeting was November 2011, since she has moved out of the Town of Hooksett.

Approval of Minutes of 11-22-11 & 11-29-11

*J. Walter motioned to approve the minutes of 11/22/11. Seconded by T. Walsh.
Vote unanimously in favor.*

*J. Walter motioned to approve the minutes of 11/29/11. Seconded by T. Walsh.
Vote unanimously in favor.*

SELF-AUDIT

Note: CIP members received copies of the 2011-2012 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

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

The CIP Committee had a general discussion on the Southern leg of the parkway. T. Walsh stated the industrial area will be developed in the future and may add a couple of thousand cars for traffic.

M. Miville: Dr. Shankle is new. He focused on only 1 year and not the full 6 year CIP.

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

M. Miville: We have not received information from the water precincts. Parks & Recreation and the Conservation Commission provided their plans this year.

J. Walter: The water precincts should provide their information for the CIP.

Note: Per the Town Charter Section 5.7 Capital Improvement Plan “the water precincts shall participate in preparing input for the capital improvement plan.”

M. Miville: The water precincts should submit a letter to the CIP Committee even if they do not have any CIP requests.

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

M. Miville: Yes, it included the proposed fire station #3.

J. Walter: It included infrastructure needs for Parks & Recreation to include permanent bathrooms.

M. Miville: It also included the safety center improvements.

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: CIP Plan and CIP self-audit are completed. CIP is concluded.

CIP Committee Recommendations to Planning Board

1) Municipal departments, agencies, school districts, and others (i.e. water precincts) should submit their CIP plan spread-out for the 6 year CIP period.

2012-2013: The Police Commission and school districts submitted their CIP plan as a one lump sum (one year) per item, and left it up to the CIP Committee to spread out the funds over the 6 yr. CIP period.

Future CIPs: The Police Commission and school districts should submit their CIP plan spread-out for the 6 year CIP period vs. just one year.

2) Municipal departments, agencies, school districts, and others (i.e. water precincts) should submit their CIP plan for each separate type of cost so there will be separate warrant articles on the ballot.

2012-2013: The school districts combined CIP for multiple schools and for multiple reasons. Example “Paving Underhill & Preventive Maintenance on Memorial & Cawley”.

Future CIPs: The school districts should submit their CIP plan to have each of the three (3) schools on their own line item (Underhill, Memorial and Cawley), and to separate the projects within each school (i.e. Paving Underhill).

3) The Town Charter, Town CIP Handbook, and the State RSA 674:5 should not contradict each other.

2012-2013: CIP handbook page 9:

- #1 “acquisition, or lease, of land or interests in land for public purpose”; example purchase of conservation land
- #2 “the purchase or lease of wheeled vehicles, or motorized equipment . . .”; example is motorized boats for Fire Dept. under \$50,000

Future CIPs: The Town Charter, Town CIP Handbook, and State RSA 674:5 should be reviewed by the Town Council, Planning Board and/or sub-committee.

*J. Walter motioned to adopt Self-Audit Questionnaire: Chapter VI-43 prior to the CIP process being complete. Seconded by T. Walsh.
Vote unanimously in favor.*

*T. Walsh motioned for a written CIP Committee Self-Audit Report to be drafted and approved by the CIP Committee Vice-Chair, and then submitted to the Planning Board. Seconded by J. Walter.
Vote unanimously in favor.*

*J. Walter motioned to adjourn at 6:35pm. Seconded by T. Walsh.
Vote unanimously in favor.*

M. Miville: At a recent Town Council meeting, Jim Sullivan, Council Chair, asked for a CIP Committee representative to make an upcoming appearance at a Council meeting to explain the CIP process. Also, future CIP Committee's should discuss the committee absentee policy and who is eligible to vote on the CIP plan.

ADJOURNMENT

Vice-Chair M. Miville adjourned the meeting at 6:35pm.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator