

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

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

October 16, 2012

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

CALL TO ORDER

Vice-Chairman Marc Miville called the meeting to order at 6:02pm.

ATTENDANCE

Tom Walsh (Planning Board Rep.), Robert Duhaime, (Planning Board Rep.) arrived 6:08pm, Donald Winterton (Planning Board Rep.), and Marc Miville (Budget Committee Rep.).

Excused: Dana Argo (School Board Rep.)

REPRESENTING TOWN OF HOOKSETT

Excused: Christine Soucie, Finance Director.

M. Miville: We are videotaping the meeting this evening. I ask the committee members to speak into the microphones.

ELECTION OF CHAIR AND VICE-CHAIR

M. Miville: We will now take nominations and appointments for Chair and Vice-Chair of this committee.

Donna Fitzpatrick, Planning Coordinator: Mr. Miville, the Planning Board, at their meeting of 09/10/12 appointed Tom Walsh as Chair of this year's CIP Committee.

D. Marshall motioned to appoint the following individuals to this year's CIP Committee FY2013-2014, with Tom Walsh be appointed at the CIP Committee Chair:

- Tom Walsh, Planning Board member
- Donald Winterton, Planning Board alternate
- Robert Duhaime, Planning Board alternate
- Marc Miville, Budget Committee member
- Dana Argo, School Board member

***Seconded by M. Cannata.
Vote unanimously in favor.***

T. Walsh: I checked handbook and a member of the Planning Board should be the CIP Committee Chair.

M. Miville: The CIP Committee is a subcommittee of the Planning Board.

***D. Winterton nominated M. Miville for Vice-Chair. Seconded by R. Duhaime.
Vote unanimously in favor for M. Miville as Vice-Chair.***

CIP PROCESS OVERVIEW

T. Walsh: Mr. Winterton is new on this committee. I want to thank Donna, Christine, and Dr. Shankle to make this process very smooth for us.

M. Miville: There is a School Board meeting tonight and CIP is on their agenda.

T. Walsh: We have in front of us last year's CIP Committee FY 2012-2013 recommendations to the Planning Board. There is a Charter Review Committee; however they are not looking at as much CIP detail as we are in our handbook.

M. Miville: Dr. Shankle wants us to look into the handbook updates, and then submit them to him for the Charter Review Committee.

M. Miville: A recommendation was about CIP Handbook page 9 "acquisition, or lease, of land or interests in land for public purposes". Also a recommendation is "the purchase or lease of wheeled vehicles, or motorized equipment . . .".

T. Walsh: We should bring the recommendations to the Planning Board first. The Board needs to adopt the changes, before we can implement them.

***M. Miville motioned to have the following item added to the Planning Board agenda of 11/5/12 for their review and adoption to remove from the CIP Handbook page 9 "acquisition, or lease, of land or interests in land for public purposes". Seconded by R. Duhaime.
Vote unanimously in favor.***

T. Walsh: In determining whether they need to be on CIP, there are also the operating expenses. Example is CIP for a sidewalk. That item would have long-term maintenance. Does that get looked at somewhere else (i.e. Budget Committee)?

M. Miville: The CIP criteria are for overall requests over \$50,000 and or wheeled vehicles and land purchases.

R. Duhaime: Anything budgeted for maintenance, we stay out of it. It stays in the department budget. It is only if it is something extra out of the ordinary budget and meets the CIP criteria, then it comes before us. Maintenance for sidewalks should be budgeted.

M. Miville: The only distinction was the Conservation Commission maintenance of other budget plans. If they received \$10,000 maintenance of their properties, then it is not on the CIP.

T. Walsh: Referred to CIP Handbook pg. 8 1. "Estimated total costs, probable operating and maintenance costs . . .".

M. Miville: Is that something we need to change in the handbook?

R. Duhaime: Example is a new school building. That will have maintenance in the future. Another example is the cost of a new fire station. What is the operating cost?

T. Walsh: Those examples are definite major future expenses.

D. Winterton: We need to determine if that is part of our responsibility.

R. Duhaime: If that will affect the tax base, then we need to be fiscally responsible.

M. Miville: We should ask the presenters what else is involved in their proposals.

R. Duhaime: In the 6-7 years CIP Plan, they could save funds for maintenance of a new fire station.

T. Walsh: To qualify as a CIP item, it should not be an operating expense.

R. Duhaime: It would have been good to have an Economic Development Committee (EDC) member on the CIP Committee. Pittsfield is an example who has an EDC member on their CIP Committee. We need to look at things from a Master Plan point-of-view. The EDC is tied to the Master Plan.

D. Fitzpatrick: Mr. Chair, I want to assure all Planning Board members either have a hard copy or electronic version of the Master Plan at this time. The Master Plan is also available to view on the website:

The 2004 Master Plan is available on the Town website www.hooksett.org.

M. Miville: I would like to remind the Planning Board members of my thoughts on who should sit on the CIP Committee. CIP Committee members who are sitting here should not have presentations or proposals to the CIP. I do have an issue with this. A School Board member should not be seated here during their proposal.

T. Walsh: Yes, the Planning Board did receive and discuss your letter you submitted on this subject.

CIP DEPARTMENT PRESENTATION SCHEDULE

D. Winterton motioned to adopt the CIP Meeting Schedule for FY 2013-2014 dated 10/16/12. Seconded by R. Duhaime.

M. Miville: November 13th CIP Committee meeting will not be videotaped, because we will be on the 2nd floor in room 204.

D. Fitzpatrick: Mr. Chair, Christine Soucie, Finance Director, has informed me that we will receive the department CIP packets this Friday. I will scan and e-mail the Schools' packet as soon as I receive it, since it is on our next agenda.

M. Miville: Also, on 10/30/12, there are three items in one night. Will we have the time to review all in the time we have?

D. Fitzpatrick: The three presenters have many of the same items as last year. I believe we can get through all three within the time of 6:00-8:00pm.

Vote unanimously in favor.

T. Walsh: The schedule is as follows:

CIP COMMITTEE SCHEDULE **FISCAL YEAR 2013-2014**

CIP meetings will be held at the Town Hall, 35 Main Street

October 16, 2012 6:00-7:00pm (chambers rm 105)

Voting CIP Chair & Vice-Chair, process overview & review schedule

October 23, 2012 6:00-8:00pm (chambers rm 105)

1) Schools

October 30, 2012 6:00-8:00pm (chambers rm 105)

- 1) Community Development & Planning Department
- 2) Fire Department
- 3) Administration & Assessing Departments

November 7, 2012 6:00-8:00pm (chambers rm 105)

- 1) Police Department
- 2) Transfer & Recycle Station

November 13, 2012 6:00-8:00pm (2nd floor rm 204)

- 1) Highway and Parks & Recreation Departments
- 2) Conservation Commission

November 20, 2012 6:00-8:00pm (chambers rm 105)

- 1) OPEN – additional department presentations, if needed
- 2) Finance Director – spreadsheet development

November 27, 2012 6:00-8:00pm (chambers rm 105)

Voting for CIP Plan

December 3, 2012 6:00pm (chambers rm 105)

CIP Plan presentation to Planning Board

Note: In the event of inclement weather, meeting(s) will be scheduled the following day.

Revised 10/16/2012

M. Miville: The above schedule will be posted on the website.

OTHER BUSINESS

M. Miville: We have the minutes to approve from the last CIP Committee meeting on 02/06/12.

D. Fitzpatrick: May I recommend that we move this item to our next meeting so that three members of last year's committee are present to vote (M. Miville, T. Walsh and D. Argo)?

***M. Miville motioned to move the approval of the 2/6/12 CIP Committee minutes to the committee's next meeting on 10/23/12. Seconded by D. Winterton.
Vote unanimously in favor.***

***M. Miville motioned to adjourn at 6:30pm. Seconded by D. Winterton.
Vote unanimously in favor.***

ADJOURNMENT

Chair T. Walsh declared the meeting adjourned at 6:30pm. The next CIP Committee Meeting is at the Hooksett Town Hall Chambers room 105 @ 6:00pm on Tuesday, October 23, 2012 with presentation by 1) Schools.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator