

**Official  
As of 11/27/12**

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

**November 7, 2012**

**HOOKSETT MUNICIPAL BUILDING  
35 MAIN STREET  
(2<sup>nd</sup> Floor room 204)**

**CALL TO ORDER**

Chair Tom Walsh called the meeting to order at 6:03pm.

**ATTENDANCE**

Chair Tom Walsh (Planning Board Rep.), Vice-Chair Marc Miville (Budget Committee Rep.), and Donald Winterton (Planning Board Rep.).

Absent: Dana Argo (School Board Rep.) and Robert Duhaime, (Planning Board Rep.).

**APPROVAL OF MINUTES OF 10/23/12 & 10/30/12**

M. Miville: Can we defer the minutes to after Diane (Boyce) presents her CIP plan?

T. Walsh: Yes.

**TRANSFER & RECYCLE STATION**

Diane Boyce, Superintendent at Transfer & Recycle Station: The request from Transfer & Recycle Station is:

**#37 Automated Collection Equipment Capital Reserve Fund.** This item is \$920,000; \$10,000 each in years 2013-14 & 2014-15, \$20,000 each in years 2015-16 & 2016-17, and \$30,000 each in years 2017-18 & 2018-19. There is \$10,015 in there now.

**#38 Upgrade Diesel Tank & Fuel Dispenser Capital Reserve Fund.** This item is 50,000 with \$25,000 in year 2013-14. There is \$25,038 in there now.

**#39 Peterbilt Tractor (special revenue).** This item is \$120,000 with that amount in year 2014-15.

**#40 Pickup (special revenue).** This item is \$38,000 with that amount in year 2013-14.

**#41 100 Yard Live Bottom Trailer.** This item is \$60,000 with that amount in year 2015-16.

**#42 Bobcat (special revenue).** This item is \$30,000 with that amount in year 2013-14.

**#43 Dump Trailer (special revenue).** This item is \$35,000 with that amount in year 2015-16.

**#44 Live Bottom Trailer (special revenue).** This item is \$60,000 with that amount in year 2017-18.

**#45 Bobcat (special revenue).** This item is \$35,000 with that amount in year 2017-18.

**#46 Freightliner Tractor (special revenue).** This item is \$120,000 with that amount in year 2018-19.

D. Boyce: The upgrade to the diesel tanks started last year. There are underground sub-pumps. This is a perfect time to upgrade the pumps. We are going with the State system with a swipe card to identify what vehicle and who is fueling it. We are asking one year (2013-14) for \$25,000.

T. Walsh: last year the \$25,000 was twice on the spreadsheet.

M. Miville: It is a 2 yr. project.

D. Boyce: The upgrade we need to do is the piping and sub-pumps to comply with the new DES rules. The tanks are fine. The system is an antique, and also the upgrades will have accountability to make it easier to monitor.

M. Miville: For the record this is a DES requirement.

D. Winterton: It makes sense to do it all at once. I do favor a system for accountability, especially with the cost of diesel fuel today. Will this upgraded system save some money for the Fire Dept.?

D. Boyce: Now the Fire Dept. doesn't use it. They go to State to fuel. However no one will save much money with the State this year, because there is no contract. They (Fire Dept.) have the option to come to our site to fuel. When we get our prices way down, it will be better for them to come to our place to fuel vs. the State.

D. Winterton: How big are the tanks?

D. Boyce: 10,000 gallons. In the past we have been lower in fuel costs. We do not have a contract with the State this year for fueling. This year it may be easier for the Fire Dept. to go to the State, rather than coming through two sets of gates. Diesel fuel is a

commodity right now. It is a spot market. We used to get a better deal in the past. Now we are paying the rack price without all the government fees attached to it.

D. Winterton: How successful will Hooksett be in the diesel fuel speculation?

D. Boyce: Another advantage of us having the fuel pumps is access for public works.

D. Boyce: Our next impact is raising money this year for the 2007 Chevy Pick-up to replace it at our facility. It is an unleaded 1500. We are going to get a heavier duty model to tow our trailer. It now has 79,000 miles on it. This will come out of our special revenue fund. Then the older pick-up truck will go to the Highway Dept. They will utilize that and we will upgrade. There is no impact to taxes. Same thing with the Bobcat. It is a 1988 and was in great shape last year. It will become a tinker toy for highway, when they get a chance to take it. We do need a replacement. This will be our 2<sup>nd</sup> Bobcat. Highway is always using it to unload material. We are in a lucky position to share equipment with Highway. \$30,000 will be pulled out of that account.

T. Walsh: Will you turn it over to the DPW inventory?

D. Boyce: I think we will share it. It has a sweeper attachment. We can leave it at the school, if we know they need it there. We are very fortunate, because we have the money. It just needs to be voted on.

D. Winterton: Diane, should we be concerned at all that equipment is being shared with another department?

D. Boyce: The purchase needs to come out of our department. Recycling revenue needs to go into this account for equipment related to this facility. After so many years, I don't know how many years, DRA would say how many and if we do pass on or share equipment. These were never raised from this account.

D. Winterton: We don't want to raise taxes, and you have the recycling revenue funds.

D. Boyce: These pieces were purchased out of tax dollars, and not out of special revenue.

M. Miville: Are the special revenue funds for your other items stretched out over a 6 yr. period?

D. Boyce: Yes.

T. Walsh: Do you know if you will be purchasing the Peterbilt? If you thought we could move it out? 2014-15 \$120,000 is almost double than the previous year.

D. Boyce: If we can raise enough money, we would like to get a smaller automated collection equipment item. There will be another \$80,000 in that account at the end of this year. For the front-end load we saved \$40,000.

D. Winterton: What are your anticipated revenues per year?

D. Boyce: Recycling is a commodity. We pay a small fee. Metal is our biggest thing generating \$3,000 a month, not including user fees. \$60,000 a year in revenues in the past is a safe bet.

M. Miville: The last page is the solid waste disposal fund at \$95,000. This fluctuates, but is doing well.

D. Boyce: When the economy starts doing good people do house improvements, and that increases our funds.

M. Miville: How is the recycling doing?

D. Boyce: 31% recycle at curb. I would like to go with mandatory recycling. Condos get a savings there. Example is with two-families recycling stuff recycling gets put in the trash (and should be in the recycling).

T. Walsh: How are the cameras on the trucks working out?

D. Boyce: They are working out great. We send a lot of letters to residents for a learning curve not to bag recycling items. This winter will be my learning curve with the snow and automated trucks.

D. Winterton: At my Florida home you can call for a special pick-up.

D. Boyce: Our facility is open 6 days a week. Londonderry head of Recycle & Transfer lives in Hooksett. Londonderry has one trash barrel and a recycle bin with no facility. We also have a recycling trailer available to Hooksett's condos.

T. Walsh: The special revenue fund makes it simple.

M. Miville: All four (4) items this year, you definitely want this year?

D. Boyce: The two (2) tax impacted items, I really need this year.

M. Miville: The collection trucks cost so much that we almost always have to have funds in that line item each year on the CIP plan.

D. Boyce: And if we have money in the special revenue fund, we can purchase items.

**APPROVAL OF MINUTES OF 10/23/12 & 10/30/12**

*D. Winterton motioned defer the approval of the minutes of 10/23/12 to our next meeting on 11/13/12. Seconded by M. Miville.*

*Vote unanimously in favor.*

*M. Miville motioned to defer the approval of the minutes of 10/30/12 to our next meeting on 11/13/12. Seconded by D. Winterton.*

*Vote unanimously in favor.*

**POLICE COMMISSION**

T. Walsh: The Police Commission request is #18 Emergency Radio Communications System Development Fund. This item is \$428,000; \$50,000 in each of the years 2013-14 & 2014-15, \$25,000 in each of the years 2015-16, 2016-17, 2017-18 & 2018-19. There is \$225,296 in there now. This is an on-going emergency radio communication system.

M. Miville: The purpose from the Police Commission submission a few years ago was that they only had to replace component parts. Last year with the lightning strike, the system became more vulnerable. They asked for \$100,000 last year and the CIP Committee wanted to spread it out to \$50,000, \$50,000, \$50,000, \$25,000, and \$25,000. Last year the voters approved \$50,000. The communication towers are also part of this proposal.

T. Walsh: Originally they were just asking to replace components, then they discovered last year from their manufacturer that they would not be able to get parts in 5 yrs.

M. Miville: They are saving up for a console vs. just parts.

D. Winterton: Is this equipment like a flat panel TV and will become obsolete quickly?

T. Walsh: I thought the life expectancy was 10 yrs.

M. Miville: I think they said the console life expectancy is 10 yrs., but the manufacturer is recommending replacement in 8 yrs.

**SCHOOL DISTRICTS**

M. Miville: I attended the School Board meeting of 11/6/12. In the CIP Committee minutes of 10/23/12, Dana stated several times that he would get the schools' CIP plan to the Business Administrator to realign and then submit to the School Board at their next meeting (11/6/12). Then he would bring back the updated plan to this committee.

T. Walsh: I thought we were all comfortable to spread it out here. Is it the CIP Committee's jurisdiction to assure the School Board sees this CIP plan?

M. Miville: The top of their plan says “school district”. I asked if the School Board actually saw the CIP plan. I was at that meeting and they were given this year’s CIP plan, not the proposed plan. I offered my opinions at public input to clarify the CIP plan. Several school board members did not know what the CIP was. That is why I asked if the School Board could look at the plan. Dana agreed to do that several times in the CIP Committee minutes of 10/23/12. I looked at the School Board agenda from 11/6/12, and CIP was not on there. I spoke in public input and said “Dana stated several times that he would get the schools’ CIP plan to the Business Administrator to realign and then submit to the School Board at their next meeting (11/6/12). Then he would bring back the updated plan to this (CIP) committee.” At that point he (Dana) presented a new CIP plan to the School Board. That was the first time they had seen it. Dana explained the conversation he had with the CIP Committee.

D. Winterton: I would not want you to tell me the outcome of the School Board review of the CIP plan.

T. Walsh: We should remind Dana that we have an opening on November 20<sup>th</sup>, should he wish to present the updated CIP plan.

### **CIP HANDBOOK CHANGES**

Donna Fitzpatrick, Planning Coordinator: The Planning Board, at their meeting of 11/5/12, adopted the following CIP Handbook changes/additions:

#### **Page 8 adopted:**

- Estimated total project costs;
- Estimated total costs for project operating, maintenance, and probable revenues of each project (these costs are for discussion purposes only and are not included in the dollar amounts of the CIP plan); and

#### **Page 9 adopted:**

1. Acquisition, or lease, of land or interests in land for public purposes except for conservation land per RSA 36-A:4 & 36-A:5. The Conservation Commission may participate in the CIP process if time is feasible and they comply with their own process to include the above RSA criteria.

#### **Page 10 adopted:**

##### **Meetings, Attendance**

The Planning Board may declare a vacancy and/or non-voting status if a committee member misses two (2) scheduled meetings within one (1) committee period (mid-October through end of November).

#### **Page 12 adopted:**

##### **Department Project Submissions and Briefing**

The CIP projects are those that meet the objectives of the CIP and fall within the Definition of Capital Improvements Projects in Section I. Projects that do not meet these objectives are returned to the departments to be addressed within their

operating budgets. Similar department CIP items should be grouped into one department project on the CIP plan with a breakdown of that project.

**OTHER BUSINESS**

None.

*D. Winterton motioned to adjourn at 7:10pm. Seconded by M. Miville.  
Vote unanimously in favor.*

**ADJOURNMENT**

Chair T. Walsh declared the meeting adjourned at 7:10pm. The next CIP Committee Meeting is at the Hooksett Town Hall 2<sup>nd</sup> floor room 204 @ 6:00pm on Tuesday, November 13, 2012 with presentation by: 1) Highway and Parks & Recreation Departments, and 2) Conservation Commission.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator