

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

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

November 13, 2012

**HOOKSETT MUNICIPAL BUILDING
35 MAIN STREET
(2nd floor room 204)**

CALL TO ORDER

Chair Tom Walsh called the meeting to order at 6:00pm.

ATTENDANCE

Chair Tom Walsh (Planning Board Rep.), Vice-Chair Marc Miville (Budget Committee Rep.), Donald Winterton (Planning Board Rep.), and Robert Duhaime, (Planning Board Rep.) arrived 6:05pm.

Excused: Dana Argo (School Board Rep.).

APPROVAL OF MINUTES OF 10/23/12, 10/30/12 & 11/07/12

T. Walsh: We will review the minutes after the presentations tonight.

PUBLIC WORKS

Leo Lessard, DPW Director:

#19 Drainage Upgrade Capital Reserve Fund: This item is ongoing with \$50,000 in each of the six (6) years (2013-14, 2014-15, 2015-16, 2016-17, 2017-18, and 2018-19). There is \$50,075 in there now. We use these funds for improvements on a lot of areas of Town. Last year we had \$50,000, and we want to put in \$50,000 every year. South Bow Road cost \$200,000 in repairs.

D. Winterton: Does this amount include labor and materials?

L. Lessard: Yes everything.

D. Winterton: Do you bill your department?

L. Lessard: The labor is already there. The other fees are for rental of equipment and materials.

M. Miville: This is not a maintenance project. This is an original project.

R. Duhaime: State of NH said they would do 20% of roadway improvements every year to include DW Highway, and Rte. 4. They were trying to seal it, but now they have to spend so much money vs. piecemeal.

L. Lessard: It is a 10 yr. process on Hooksett's roads. Next year will be \$800,000 on road repairs, and the year after \$1,000,000. Then I should be at \$250,000 a year.

R. Duhaime: Every year with the State for roads 5 yrs. or older, improvements are completed.

L. Lessard: Roadway wear coarse is good for 5-7 yrs. I am starting with Hooksett's main arteries (i.e. Smyth Rd., Goffstown Rd.).

D. Winterton: Are any grants available for drainage?

L. Lessard: No. I can't even use impact fee money for that.

#20 Plow Dump Truck Capital Reserve Fund. This item is ongoing with \$80,000 in each of the years 2013-14, 2014-15, 2015-16, 2016-17 and \$85,000 in each of the years 2017-18, and 2018-19. There is \$80,121 in there now. We want to replace a dump plow truck with a plow and wings. Some are dated back to 1996 & 1997.

T. Walsh: T196 is the inventory year and the first to be replaced?

L. Lessard: Yes.

T. Walsh: Obviously it is not for growth now.

R. Duhaime: Can you use impact fees for a bucket truck?

L. Lessard: No. We can't use impact fees on our vehicles. The Fire Dept. can purchase vehicles with impact fees, but we can't.

D. Winterton: Is this per the RSA?

L. Lessard: Yes. The only way we can use impact fees is install a right-hand turn lane on a road or install a street light. I don't know why we can't use it for a rubber tire excavator.

D. Winterton: How much in impact fees is there in roadways?

L. Lessard: A million dollars, but that will be used for the Hackett Hill Rd. & Rte. 3A intersection, and the hour-glass project. Impact fees collected have to be used for that zone (corridor).

D. Winterton: What zone am I in for roadway impacts?

Donna Fitzpatrick, Planning Coordinator: I will get you a copy of the impact fee zoning map.

L. Lessard: The worse condition the roads are in the harder it is on our trucks.

T. Walsh: Once your reserve funds are created, you can use those funds.

L. Lessard: That was created last year. After July 1, 2013, I can get another vehicle.

M. Miville: Every two years you can get a truck.

T. Walsh: Your current trucks look great.

L. Lessard: I spent \$130,000 on maintenance, and we are still doing repairs. They look great outside, but once you get under them they need work.

M. Miville: Your department measures the life of a vehicle by hours and years?

L. Lessard: Yes, we go by both. The 1996 vehicle is probably has 80,000 miles. Privately owned it may have 300,000 miles. However our vehicle is in worse shape due to salt. Our loader is a 2001, privately a 1996 & 1997 looks better, but ours is always in salt.

D. Winterton: On your spreadsheet, what is the "WO" count?

L. Lessard: "WO" is work order. These monies are just in this year.

R. Duhaime: Is the invoice cost just invoiced to yourself for man hours?

L. Lessard: No, that is just for parts. The hours are there, but no money is listed for labor; labor is labor.

R. Duhaime: A few years back, I watched DPW rebuild some of the roads. He didn't get the right tool for job. That is what you got handed (roads needing a lot of work).

L. Lessard: A 10-wheeler or two are good for site work. However I know this is not private industry it is a Town. We will get things one at a time.

#21 1 Ton Pickup with Utility Body and Bucket. This item is \$90,000 in year 2013-14.

M. Miville: The equipment/vehicles show salt wear and tear.

L. Lessard: \$18,000 a piece with four (4) bodies that need to be replaced.

D. Winterton: Will you put that out to bid?

L. Lessard: Yes.

T. Walsh: They still look good.

L. Lessard: We have done a lot of repairs. For tree cutting, we have been using Accurate Tree, but I would like to do it myself.

T. Walsh: How much do you spend for Accurate Tree service?

L. Lessard: We only have \$5,000 a year for Accurate Tree. Last year we spent \$10,000-\$12,000. This year we are not done tree cutting from the recent storm.

D. Winterton: Is there any FEMA money available?

L. Lessard: No we didn't qualify for FEMA money last year and this year.

R. Duhaime: The ideal thing is that you would like it this year.

M. Miville: Could you spread this out for 2 years?

T. Walsh: It is used for sign maintenance too?

L. Lessard: Yes for road signs, stop signs . . . we are always replacing signs.

D. Winterton: What would happen if someone said to you "you can have a dump truck next year or a bucket truck this year"?

L. Lessard: I need the dump truck more.

M. Miville: You need to purchase a new dump truck next July?

L. Lessard: I would like to. A dump truck is better for emergencies (i.e. snow).

D. Winterton: Is there any licensing or training required to operate a bucket truck?

L. Lessard: There is no state mandate for licensing and training. You can't go up where wires are. We can only go up 25 ft. UNH puts out classes we can attend.

R. Duhaime: Once you put a specific line item on the spreadsheet, you can't use it for a different item. On the warrant it would have to be worded "either or".

T. Walsh: We have been asking everyone else if items can be moved on the spreadsheet.

M. Miville: \$90,000 is a big ticket item.

L. Lessard: I would take \$90,000 and put it out one year. If that is what it has to be, that is what it has to be.

M. Miville: The voters see money on the ballot.

L. Lessard: The more trees we take down, the better for them (voters).

M. Miville: The voters were generous last year.

#22 Sidewalk Plow (5 year lease @ 4.5%). This item is \$156,600 with \$31,320 in years 2014-15, 2015-16, 2016-17, 2017-18, and 2018-19

R. Duhaime: Discussed Bombardier vs. plow.

L. Lessard: If you use a “v” plow you blow it back into the road. 5 ft. sidewalks are nice. 4 ft. and under sidewalks you are going off them all the time. I bought a bobcat in Hudson, but they use a snow blower that is slower, but easier and cleaner.

M. Miville: If you are using a snow blower, then why do we need a sidewalk plow next year? Why are we leasing?

L. Lessard: The sidewalk machine was this year, but I pushed it out to next year.

M. Miville: Is it at the end of its use?

L. Lessard: I was more concerned with a dump truck and rubber tire excavator.

T. Walsh: Do we need two sidewalk plows?

L. Lessard: I would go back to a Bombardier or bobcat. The bobcat is cheaper, but the Bombardier is reputable.

M. Miville: It is a 5 yr. lease.

L. Lessard: Starting in 2014-15. The bobcat is cheaper, but we can only do so much. A Bombardier with attachments is \$140,000.

D. Winterton: The lease rate is at 4.5%?

L. Lessard: That is up to Christine.

M. Miville: She usually has 4.5% and adjusts it afterwards accordingly.

#23 Rubber Tire Excavator (7 year lease @ 4.5%). This item is \$268,548 with \$38,364 each of the six (6) years (2013-14, 2014-15, 2015-16, 2016-17, 2017-18, and 2018-19).

M. Miville: Last year Dean and Leo stated this item was cheaper to rent.

L. Lessard: It didn't pass last year. Now we are trying to get it as a lease for 7 yrs. and then it is ours. It would last the town a good 15-18 yrs. We would get our money out of it. I definitely need a bigger machine to do road improvements. I told the sewer and water departments that if they needed work done we could use that equipment. We can put a bush hog on it and cut swales. It would relieve six (6) guys with two (2) flaggers down to two (2) guys and two (2) flaggers.

T. Walsh: Would you hire an excavator, while you are doing the project?

L. Lessard: Last year I didn't hire one.

R. Duhaime: For the pipe projects at the dump it cost \$150 or \$175 per hour.

L. Lessard: It would cost \$6,700 a month; \$125-\$130 per hour.

T. Walsh: Do you need an operator too?

L. Lessard: I use my own operator. It would be in use 8 months out of the year.

D. Winterton: Does Pembroke have one? We are done a project one week, and then they may ask us to help them out.

L. Lessard: I would not mind going to help another town, but on the other hand I only have so many staff.

D. Winterton: Smaller towns help out each other. We do mutual aid now with the Fire Dept.

L. Lessard: Somebody has to start it (towns helping out each other). The only thing is manpower and my schedule.

M. Miville: They (town requesting help) supplies the manpower.

L. Lessard: For a \$200,000 piece of equipment, if it gets broken, I want my guy to break it and not a Pembroke employee. Woods CRW has a pothole machine with an arm in front. It is a one-man operation that blows out the hole and puts in the hot mix. I said to Woods CRW that you could get Hooksett, Candia and a few other towns to buy in. He said good luck because you are willing to do it, but they aren't.

M. Miville: If he needs this item that bad, I don't suggest we defer it. It is a lease.

D. Winterton: Is that something you can bond?

L. Lessard: It is a bond.

T. Walsh: Can you get out of the lease early?

L. Lessard: You can't break the lease with a CAT for 4 yrs. or they will come back after you.

D. Winterton: Can the town sell a bond and bond it outright?

L. Lessard: That is what she (Christine) is doing.

M. Miville: She floats the bond.

D. Winterton: Then it is not a lease, because you already own it.

M. Miville: Once it is OK'd for the first year listed as a 7 yr. lease bond, we are on the hook for it.

#24 Loader (Highway). This item is \$200,000 in year 2015-16.

M. Miville: Can we spread out the loader? It is 2015-16 \$200,000. We can start getting money now.

L. Lessard: Yes. It is a 2001.

M. Miville: Let's see what we can do with the bottom line vs. \$200,000 all at once. Maybe we can have \$65,000 over a few years.

#25 ½ Ton Pickup (1998) and **#26 ½ Ton Pickup (1995). These items are each \$34,000 in year 2014-15.**

T. Walsh: It is a bad year to spread things out in 2015-16.

M. Miville: That's the heavy funding year out of the six (6) years. Can we push one of the pickups out to 2015-16?

T. Walsh: Is there one pickup urgent enough to move it up?

M. Miville: This year is a light year at the bottom line.

R. Duhaime: There are a lot of public works items on 2015-16, and we already have a fire engine.

T. Walsh: It is a fire engine for a fire station we don't even have yet.

M. Miville: Can you move something out to next year?

#27 Crew Cab Highway. This item is \$32,000 in year 2014-15. You can push that one out a year or two or break it down.

M. Miville: Break it down over a few years to \$10,000, \$10,000, and \$10,000 vs. \$32,000 in one year.

#28 Lee Boy Roller (Highway). This item is \$15,000 in year 2014-15.

#29 4x4 Highway. This item is \$32,000 in year 2015-16.

#30 ¾ Ton Pickup (Highway). This item is \$35,000 in year 2015-16.

#31 Utility Body 4x4. This item is \$42,000 in year 2017-18.

#33 1 Ton Dump w/Plow (Parks & Rec). This item is \$55,000 in year 2014-15.

D. Winterton: You could move this \$55,000 item from 2014-15.

M. Miville: What is your need on this item?

L. Lessard: Can we break it in two? One of those pickups could be moved out of there. Do you have enough now that you have broken it out?

M. Miville: I am asking what your need is vs. want. What do you need for 2014 and what do you need 2015? At this point I am just going to highlight items for future discussions.

#32 Parks and Recreation Facilities Development Reserve Fund. This item is ongoing with \$15,000 in each of the six (6) years (2013-14, 2014-15, 2015-16, 2016-17, 2017-18, and 2018-19). There is \$30,982 in there now. We started this fund last year with \$15,000 a year to do the bathrooms at Donati field. Now we have \$31,000.

M. Miville: How much will the bathrooms cost?

L. Lessard: \$50,000-\$60,000 for a men and ladies rooms. We will keep the funds a couple of years and start getting prices. Also after that there are ongoing projects. I want to put an addition onto the Parks & Recreation building.

T. Walsh: Should these projects be specified a bit more on the warrant?

M. Miville: The general fund has to be kept general. Now they are aiming towards bathrooms and later something else. Maybe you could have a note underneath the warrant "We are trying to save money for bathrooms at Donati". This language can't be in the warrant article itself.

#34 4x4 Truck (Parks & Rec). This item is \$32,000 in year 2016-17.

#35 Town Building Maintenance Capital Reserve Fund. This item is ongoing with \$100,000 in year 2013-14 and \$75,000 in years 2014-15, 2015-16, 2016-17, 2017-18, and 2018-19. There is \$288,759 in there now.

T. Walsh: We already went through the definitions of CIP items. We already talked to the schools and at the Planning Board they revamped the CIP Handbook a little bit. This says town building maintenance.

M. Miville: I spoke to Christine and asked her why we have a town building maintenance fund. She said these are large ticket replacement items.

T. Walsh: In the same token if we leave the roof on here for 35 Main Street, then why isn't the School Board roof OK to leave on their CIP plan?

M. Miville: That is why at the School Board I mentioned it is not only items under \$50,000, but other items that are motorized vehicles. I called Christine and she said these are more than just maintenance; they are large ticket items.

T. Walsh: If you have a reserve fund, it can be used for anything.

L. Lessard: Right, but it is for maintenance of town properties. Before I got here the water mains at the Library we replaced. Some work from the safety center is coming out of this fund to include work last year at \$15,000 and \$16,000 in windows this year and their water issue stops.

M. Miville: Replacing windows and the roof at the safety center is bigger than reseaming the roof at the schools. What I am saying is Christine watches this fund. We should change the fund wording.

D. Winterton: Change to "building repair fund".

T. Walsh: We can go around and around and chase our tails on it, but maintenance is not part of the CIP plan.

M. Miville: That's why we said roof replacement at Underhill can be on the CIP plan, but roof reseaming cannot.

D. Winterton: The Building Dept. added \$100,000 to their budget.

T. Walsh: The general reserve funds have no regulation on how money is being spent. If it is a budget line item and the money is not there, it is not getting fixed. I just want to make sure everyone is being treated the same way.

L. Lessard: It makes the town's life easier when the money is always there. Say a boiler blows and we need \$60,000, and I don't have money in my budget to fix it, they had better wear sweaters here in this building.

D. Winterton: The voters can kick back the budget or kick back a warrant article.

M. Miville: Right, no means no. The balance in that fund is higher than in the past. I am OK with that.

L. Lessard: For the first part of this roof we are doing bids for now. It is \$87,000 for the first part, and the second part is another \$87,000. Then you are down to \$70,000.

M. Miville: The balance fund went up higher than years past. There is nothing wrong with that, I just wanted to point that out.

R. Duhaime: Years back with schools for the roof, first they say we don't need any money, and now they need a million.

M. Miville: Now we identified the need. I remember Dana saying they wanted a balance of \$220,000 to \$250,000. Before the fund balance was lower and everyone was happy. Now it is higher and they need more money in it. It got approved 2 yrs. in a row.

D. Winterton: We need to make a decision when we go back to schools that we are consistent.

#36 Pickup Truck for Building Inspections. This item is \$20,000 in year 2014-15. We pushed this out to next year. You could push it out another year if you need to.

GENERAL GOVERNMENT – CONSERVATION LAND

#4 Improvements and Infrastructure of Conservation Land Capital Reserve. This item is ongoing with \$10,000 in each of the six (6) years (2013-14, 2014-15, 2015-16, 2016-17, 2017-18, and 2018-19).

Steve Couture, Conservation Commission Chair: This is the same request as last year. It is the same need. Now we have 1,000 acres of open space with a conservation easement. We are creating access to these properties. We need the funds for trail development.

R. Duhaime: Some of the projects is a need by those grants received.

S. Couture: Every easement we own, we create a stewardship with LCHIP. That is mandatory.

M. Miville: It was a close vote last year.

T. Walsh: There is no question this is a great idea. Hopefully the tax payers will agree.

R. Duhaime: It is \$10,000 for all town projects each year. If you would have had \$100,000 back then in the CIP plan with land prices the way they are now, you could have purchased a lot.

S. Couture: The Pinnacle just opened up. The #292 Scouts do a lot of planning.

M. Miville: There should be a note on the warrant article to citizens that it is mandated.

R. Duhaime: You will use the funds to access and maintain the conservation land.

T. Walsh: Are there easements at Clay Pond?

S. Couture: Yes and it is a requirement to develop the plan.

T. Walsh: I used to hunt Head's Pond, but can't hunt there anymore.

S. Couture: Our easements don't say "no hunting". At the Pinnacle area it was determined it was not conducive to hunting, but that language is not in our easement.

T. Walsh: At the Head's Pond trail, I can't access the piece for hunting.

S. Couture: University Heights and the Head's Pond trail going out, we have an easement with no restriction on hunting. Someone tried to build a huge hunting structure and we made them take that down.

T. Walsh: The trail kiosk says "no hunting".

S. Couture: The trail may say that, but it is not in our easement language.

T. Walsh: We are asking for taxpayer money for these things, and there are a lot of hunters that are taxpayers.

S. Couture: We have always been pro-hunting. If you needed me to wordsmith on the stewardship mandate, I can help with that.

M. Miville: Yes, send the wording to Donna and she will forward it to us.

APPROVAL OF MINUTES OF 10/23/12, 10/30/12 & 11/07/12

D. Winterton motioned to approve the minutes of 10/23/12 with edits by D. Winterton and M. Miville. Seconded by R. Duhaime

Vote unanimously in favor.

D. Winterton motioned to approve the minutes of 10/30/12 with edits by M. Miville and T. Walsh. Seconded by M. Miville.

Vote unanimously in favor.

MINUTES OF 11/07/12 TO BE COMPLETED BY END OF DAY NOV 15th.

General discussion past CIPs

OTHER BUSINESS

CIP COMMITTEE MEMBER ATTENDANCE

D. Winterton motioned that the new requirement for CIP Committee member attendance (CIP Handbook page 10) adopted by the Planning Board on 11/5/12 is duly noted, and the CIP Committee recommends the Planning Board, at their next meeting of 11/19/12, declare Dana Argo a non-voting status member due to him missing two meetings since its adoption (Nov 7th & Nov 13th). Seconded by R. Duhaime.

Vote unanimously in favor.

SCHOOL BOARD REVISED CIP PLAN

M. Miville motioned that the CIP Committee recognizes the receipt of the School Board's revised CIP plan as voted by the School Board on 11/6/12. Seconded by R. Duhaime.

Vote unanimously in favor.

SPREADSHEET DEVELOPMENT

D. Winterton motioned to invite Christine Soucie, Finance Director, to attend the next CIP Committee meeting on 11/20/12 @ 6:00pm. The committee will be deliberating the CIP plan and the Finance Director's expertise on spreadsheet development would be an advantage to the volunteers of the CIP Committee. Seconded by R. Duhaime.

Vote unanimously in favor.

R. Duhaime motioned to adjourn at 8:00pm. Seconded by M. Miville.

Vote unanimously in favor.

ADJOURNMENT

Chair T. Walsh declared the meeting adjourned at 8:00pm. The next CIP Committee Meeting is at the Hooksett Town Hall 1st floor chambers room 105 @ 6:00pm on Tuesday, November 20, 2012 for deliberations.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator