

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

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

November 20, 2012

**HOOKSETT MUNICIPAL BUILDING
35 MAIN STREET
(1st floor chambers room 105)**

CALL TO ORDER

Chair Tom Walsh called the meeting to order at 6:09pm.

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.) left at 6:30pm and returned at 7:00pm..

Excused: Dana Argo (School Board Rep.).

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

REPRESENTING TOWN OF HOOKSETT

Christine Soucie, Finance Director.

WATER & SEWER CIP PLAN SUBMISSIONS

T. Walsh: Dr. Shankle sent out an e-mail to both the water and sewer departments today requesting them to submit whether or not they have CIP plans for the next 6 years. If we get it Ok; if not we can request again for next year.

C. Soucie: They were notified at the beginning of the CIP process to inform the CIP Committee.

APPROVAL OF MINUTES 11/07/12 & 11/13/12

*D. Winterton motioned to defer the approval of the 11/07/12 & 11/13/12 minutes to our next CIP Committee meeting on 11/27/12. Seconded by R. Duhaime.
Vote unanimously in favor.*

BUSINESS – DELIBERATIONS ON CIP PLAN FY 2013-2019

M. Miville: Distributed his version of the amended CIP plan FY 2013-2019 spreadsheet to committee members. Christine, do you have any ideas on the spreadsheet?

C. Soucie: This year when I met with Town Planner, I said after I got through the Town Administrator recommendations, now the CIP Committee process would be with the Town Planner. The Town Administrator had very little change to the overall plan. DPW changed to a rubber tire excavator, but took off the backhoe. The Fire Dept. CIP plan was the same or condensed. The overall CIP Plan was similar over the next 6 yrs., therefore I felt I really wasn't needed to attend the CIP Committee meetings.

R. Duhaime: The Town Administrator bottom line is \$488,000, and we are over a million. \$750,000 is a good rate.

M. Miville: You are looking for the bottom line?

R. Duhaime: Yes.

M. Miville: I worked on the spreadsheet and you have my changes on it. We are going to discuss it tonight.

R. Duhaime: Christine, the biggest thing I wanted you here for is if we added \$488,000 to the tax rate, how does this affect it?

C. Soucie: There are a lot of moving parts to include revenues and evaluations of properties. Last year the Town did a great job passing the CIP Plan. \$445,000 of tax dollars were passed by the voters. There would be a very minimal tax increase with \$488,000 by the Town Administrator. Very quickly we bump up to the million dollars.

T. Walsh: We started the season off discussing CIP items for being legitimate CIP items. For the schools, some of their maintenance items did not qualify as CIP. DPW has a Town Building Maintenance Capital Reserve Fund. He (DPW Director) can draw on anything and it not based on value. If that is legitimate for a CIP item, then why wouldn't we allow a School Building Maintenance Capital Reserve Fund? Maintenance is supposed to be out of the operating budget of each department.

C. Soucie: Routine and reoccurring expenses are not considered capital reserve projects. "Routine" is the important factor. The Town Building Maintenance Capital Reserve Fund is for big ticket items (i.e. roof replacements). We have so many town buildings and no fund for them. Therefore they decided to put money in there. There was the whole safety center and redo of the envelope of the building. When the safety center bond failed, we would put more money in this fund for items such as the safety center roof.

T. Walsh: Routine and reoccurring, reseaming a roof is not a routine item, because it is not done all the time. We need to clarify the definition so everyone is treated the same. The schools removed two of their items at our request.

M. Miville: I thought the understanding was reseaming can be routine. They can reseam every year or whatever vs. replacing the whole roof. It is the same as repaving a parking lot. It is already paved, so it is not a new CIP item.

T. Walsh: DPW is not specifying items to be completed. They could be doing small routine items.

D. Winterton: You described it very well Christine. It sounds like we need a bucket fund, but don't need to say the specifics. It was designed for big things. The charge of the CIP is for designated big things.

M. Miville: The intent over the year is to bunch up things for like items. Examples are the Fire Apparatus Capital Reserve Fund and the same with the Town Building Maintenance Capital Reserve Fund. You don't know what will happen with the funds, but you need the funds for unforeseen repairs on non-targeted items.

T. Walsh: I am just throwing this out there to assure the schools are being treated fair.

R. Duhaime: The schools shouldn't make a difference, but it does because of how much they have on the CIP plan. If it doesn't come here (CIP), it goes on their budget.

M. Miville: Or on the warrant article on their own.

T. Walsh: Is the consensus to leave the spreadsheet as it is with the revised school submission? We asked for specific items on the warrant. The Town Building Maintenance Capital Reserve Fund, should there be a note under the warrant (i.e. roof at Town Hall)?

M. Miville: It already specifies "town building".

R. Duhaime: Parks & Recreation needs a plan to match the impact fees. A plan would be more transparent to show we have this amount of money aside for this specific plan.

M. Miville: How can you foresee what is going to happen to a town building? For a few years they were just collecting money for Parks and Recreation, and now the money is to be used for bathrooms.

D. Winterton: Where are the checks and balances on this town building fund?

C. Soucie: The agent on this fund is the Town Administrator. A perfect example was when the Library needed their water main redone. They got approval from the Town Administrator to do the work. The agent could be the Town Council. To get permission

to do the work, the agent reviews and signs-off on the work and the money comes out of the fund.

M. Miville: I think the Town Council deliberated and then gave authority to the Town Administrator.

C. Soucie: The agent is established when the fund is established by the voters.

D. Winterton: Who is the agent on the school side?

C. Soucie: Whoever was named the agent when the fund was established. If nobody was established, then it goes to the voters.

D. Winterton: I would be OK with funding the Town Building Maintenance Capital Reserve Fund and do the same thing for the schools.

T. Walsh: So that means you want to put back in the reseaming and repaving on the spreadsheet?

M. Miville: The School Board voted to take those items out.

C. Soucie: I don't know about reseaming as to whether or not to keep it in.

T. Walsh: Repaving is maintenance. Is reseaming refurbishing?

M. Miville: The School Board is aware of it and removed it. They are actually talking about their budget tonight at the School Board. They can put the items they took out of the CIP plan into their operating budget or have their own warrant article.

T. Walsh: They could send it back to us next year.

M. Miville: The CIP Committee, after discussion with the Planning Board, determined if the items were legitimate CIP items.

T. Walsh: Mr. Winterton concurred and that did raise the question (to put back in the schools reseaming and repaving on the spreadsheet).

D. Winterton: I don't really care, it is what it is.

M. Miville: Our charge on the CIP Committee is to determine if an item is a legitimate CIP item. The School Board can create their own warrant article and they probably will.

T. Walsh: If it is not a reoccurring expense, it could be a CIP item. Mr. Miville has been kind enough to move things around for us on the CIP plan.

C. Soucie: Ambulance has a special revenue fund and not tax dollars. They will have the money and replace their items when needed.

M. Miville: The fire truck for the proposed new station #3 spikes the CIP plan numbers.

C. Soucie: You can plan for a lease and that will level out the years. When you decide in 2014-15, you will know how much impact fees you will have, so maybe you are only financing \$100,000 or \$150,000.

M. Miville: Have a 5 yr. lease at 4.5%.

D. Winterton: Are we doing better than 4.5%?

C. Soucie: I got 3.2% on my last lease. We bid those out, so it is a little bit better than 4.5%.

M. Miville: We could have \$75,000 across the board for the new fire engine.

D. Winterton: We have no idea if the Manchester Fire Dept. lease will ever happen. This fire engine is what they want in case there is a fire station #3.

M. Miville: We have to plan in the event the Town wants to do a fire station #3.

D. Winterton: The funds for the Police Commission?

M. Miville: \$50,000 the first two years is for the communications console and \$25,000 the remaining years is for the towers.

M. Miville: For the DPW loader I moved the \$200,000 in the third year and spread out it out \$75,000, \$75,000 and \$50,000. Now we are less than \$3,000 apart for the next two year bottom lines. For the generator at Underhill, we asked if they could get a grant, but we haven't heard back.

D. Winterton: What would happen if you kick the sports field down a year; \$30,000 in 2017-18?

M. Miville: There is no defined need for a sports field expansion.

D. Winterton: If there is no immediate need?

M. Miville: I can crunch the numbers again.

D. Winterton: The generator at Underhill, do we leave it there now or do we wait until we find out if they can get a grant?

M. Miville: The last two years Dr. Shankle, Town Administrator, has stated the information down to the budget process should be data driven. A lot of school district plans have not been data driven. The first year is over a million, the second year is over a million, and the fifth year is \$920,000

T. Walsh: What is the consensus of a generator? There are shelters at SNHU, Memorial and Cawley schools.

Committee consensus: Move out school sports fields one year.

M. Miville: do you want to do the same with the generator?

T. Walsh: Move generator to 2017-18.

Recommended CIP Plan FY 2013-2019

The CIP Committee deliberated on the CIP plan FY 2013-19 with the outcome:

- **2013-14 \$989,364**
- **2014-15 \$1,016,715**
- **2015-16 \$1,062,715**
- **2016-17 \$1,020,715**
- **2017-18 \$1,000,684**
- **2018-19 \$1,141,684**

C. Soucie: I thought all the changes the committee made tonight are appropriate.

T. Walsh: We didn't have to move a lot this year.

OTHER BUSINESS

None.

***D. Winterton motioned to adjourn at 7:20pm. Seconded by R. Duhaime.
Vote unanimously in favor.***

ADJOURNMENT

Chair T. Walsh declared the meeting adjourned at 7:20pm. The next CIP Committee Meeting is at the Hooksett Town Hall 1st floor chambers room 105 @ 6:00pm on Tuesday, November 27, 2012 for recommendations of CIP requests to the Planning Board.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator