

**Official**  
**As of 01/15/13**

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

**November 27, 2012**

**HOOKSETT MUNICIPAL BUILDING  
35 MAIN STREET  
(1<sup>st</sup> floor chambers room 105)**

**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.), Donald Winterton (Planning Board Rep.), and Robert Duhaime, (Planning Board Rep.) arrived at 6:10pm..

Absent: Dana Argo (School Board Rep.).

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

**APPROVAL OF MINUTES 11/07/12, 11/13/12, & 11/20/12**

*M. Miville motioned to approve the minutes of 11/7/12 with edits by M. Miville.*

*Seconded by D. Winterton.*

*Vote unanimously in favor.*

*M. Miville motioned to approve the minutes of 11/13/12. Seconded by D. Winterton.*

*Vote unanimously in favor.*

*M. Miville motioned to approve the minutes of 11/20/12 with edits by D. Winterton & M. Miville. Seconded by D. Winterton.*

*Vote unanimously in favor.*

**RECOMMENDATIONS ON CIP PLAN FY 2013-2019 TO PLANNING BOARD**

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

T. Walsh: This is a good CIP plan.

M. Miville: We accomplished the CIP Committee task without having significant tax rate spikes.

D. Winterton: As a first year member I was satisfied with the process.

M. Miville: The department heads were cooperative and completed the CIP process in an efficient manner. Our job was to fine tune what the department heads submitted. A lot of this year's CIP items were repetitive from last year's CIP plan.

D. Winterton: I would like to make a special thank you to Ms. Soucie. Her attendance at our last CIP Committee meeting with her input on the development of the CIP plan (spreadsheet) was very helpful.

T. Walsh: We should send her an e-mail to state our thanks.

*M. Miville motioned to adopt the CIP spreadsheet format dated 11/27/2012 as configured by the CIP Committee. Seconded by D. Winterton.  
Vote unanimously in favor.*

**Robert Duhaime arrived at 6:10pm.**

### **OTHER BUSINESS**

#### **CIP Committee 2013-2014 Presentation – Planning Board**

T. Walsh: The CIP Committee presentation of the CIP Plan FY 2013-2019 to the Planning Board is scheduled for Monday, December 3, 2012 @ 6:00pm.

#### **CIP Committee 2013-2014 Presentation – Town Council**

T. Walsh: The CIP Committee presentation of the CIP Plan FY 2013-2019 to the Town Council is scheduled for Wednesday, December 12, 2012 @ 6:30pm.

#### **CIP Committee 2013-2014 Self-Audit**

T. Walsh: The CIP Committee will complete a self-audit on Tuesday, January 15, 2013, @ 6:00pm in room 204. All departments who have participated in the process are welcome to submit their comments prior to this date.

**CIP Plan FY 2013-2019 Narrative & Notes on Warrant Articles**

T. Walsh: Donna and I will work on the narrative and recommended notes on the warrant articles for State mandates and breakdown of the warrant to include but not limited to:

> **Parks and Recreation Facilities Development Reserve fund** – bathrooms at Donati Field

> **Improvements and Infrastructure of Conservation Land Capital Reserve -** Stewardship of the Town's Conservation properties includes the requirement to maintaining existing trails and the right to develop new trails. This CIP request will support the requirement and right to maintain and develop trails on conservation properties.

*D. Winterton motioned to adjourn at 6:20pm. Seconded by M. Miville.  
Vote unanimously in favor.*

**ADJOURNMENT**

Chair T. Walsh declared the meeting adjourned at 6:20pm.

Respectfully submitted,

Donna J. Fitzpatrick  
Planning Coordinator