

Unofficial
As of 02/08/13

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

January 15, 2013

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

CALL TO ORDER

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

ATTENDANCE

Chair Tom Walsh, Vice-Chair Marc Miville, and Donald Winterton.

Excused: Dana Argo.

Absent: Robert Duhaime.

Approval of Minutes of 11-27-12

*M. Miville motioned to approve the minutes of 11/27/12. Seconded by D. Winterton.
Vote unanimously in favor.*

SELF-AUDIT

Note: CIP members received copies of the 2012-2013 CIP Self-Audit to include Hooksett Town Charter (pgs 14 & 15), Chapter VI – Capital Improvements Programming within The Planning Board in New Hampshire – A Handbook for Local Officials, and Town of Goffstown Capital Improvements Program Committee Handbook.

SELF-AUDIT QUESTIONNAIRE: VI-43

1) Was there a “paper trail” of the preparation of the CIP maintained during the process to document compliance with the RSAs?

Answer: Yes, to include agendas, minutes, and self-audit report.

2) Has the Planning Board adopted a Master Plan?

Answer: Yes, last revised 2004.

3) Did the local legislative body authorize the Planning Board or CIP Committee to prepare and amend a CIP?

Answer: Yes.

4) Does the CIP classify projects according to their urgency and need and include a recommended time sequence for implementation?

Answer: Yes.

5) Was the program based on information submitted by municipal departments and agencies, the school board, and others contracted by the Planning Board or CIP Committee?

Answer: Yes.

M. Miville: Nothing was received from water or sewer. They didn't notify us.

6) Does the CIP take into account public facility needs indicated by prospective development as shown in the Master Plan or those permitted by land use controls?

Answer: Yes.

7) Did the Planning Board or CIP Committee solicit public input at a properly noticed public hearing in the same manner required for the Master Plan adoption?

Answer: Yes, notice in Union Leader newspaper, Town website, Library, and Town Hall.

8) Following the public hearing, did the Planning Board or CIP Committee vote to adopt the CIP?

Answer: Yes, adopted by CIP Committee 11/27/12 and Planning Board 12/3/12.

9) Did the Planning Board or CIP Committee transmit its current year capital budget recommendations to the executive officer(s) of the city or town and to the Budget Committee, School Board, and special purpose districts or precincts whose capital needs are addressed in the CIP?

Answer: Yes, to Town Council on 12/12/2012 and School Board 12/2012

M. Miville: To Budget Committee 02/02/2013.

10) If the answer to any of these questions (1-9 above) is no, the capital improvements programming and implementation process is incomplete. The board or committee should add any missing information or documentation to bring the CIP to a successful conclusion.

Answer: The CIP Committee completed the charge of the CIP Plan and CIP self-audit successfully and as required.

CIP Committee Recommendations to Planning Board

1) Previous CIP proposals by some departments were spread-out 2-3 years and now submitted as one lump sum. Departments should indicate why urgency changed from prior years.

2) Finance Director to attend CIP Committee meeting(s) as requested by the CIP Committee.

3) The Planning Board should seriously consider previous attendance by past CIP members when appointing members to the current CIP year per the attendance policy in the CIP Handbook.

GENERAL DISCUSSION

T. Walsh: At one time we asked submitters to separate things out in their CIP proposals and now we have a different approach on how we request things from departments. We need to adhere to minimize warrants and allow general funds to be clear when it gets to

the warrant. If we had every line item as a warrant, it could add pages and pages to the ballot.

D. Winterton: Mr. Chairman, I make a recommendation to repeat this process this FY 2014-2015.

M. Miville: In an attempt to limit warrant articles perhaps it is a chance to combine items for general funds. Also we eliminated some items that did not qualify as CIP items. For all legit warrant articles, we have to put them in the ballot.

T. Walsh: A recommendation from last year's CIP process, we requested all departments to separate as much as possible. This year because of a number of warrants, we agreed to lump sum items.

M. Miville: My only observation this year vs. last year is that most departments get it. What they don't know is what the other department is doing. If they want something in a particular year, they don't know if another department has something too. Should departments have configured what they want vs. us doing it here? Specifically schools had to restructure and bring it back here, because all six (6) items were in the same year or were a lump sum all in one year. That is not how this plan operates.

T. Walsh: We discussed this last year also. When departments do not make the effort to spread-out their line items, sometimes it is beneficial for us to do it and other times no.

M. Miville: They should have a plan and how they want to use it.

D. Winterton: Another recommendation, at the end of deliberations, if the Finance Officer could come to our meeting(s) that would be helpful.

M. Miville: The Town Planner is responsible to monitor that.

T. Walsh: You can ask the Finance Director to attend the CIP Committee meetings.

M. Miville: My inquiry to the Planning Board is the charge to us or even if there is a charge. I go to a lot of meetings and I hear things. At last Saturday's budget workshop for the Town Council, there were three (3) CIP articles that were not continued to move on per the recommendation of the Town Administrator. Items were the DPW \$90,000 one-ton pick-up truck DPW (bucket), \$38,364 tire excavator, and loader were removed per the Town Administrator. The Town Council accepted the Town Administrator recommendation, so now those are off. There was an attempt to bring back the \$90,000 pick-up truck, but that got defeated. Dept. Head Leo Lessard had no recommendations on it. \$488,000 plus the \$50,000 police to total \$538,000 was recommended by the Town Council for CIP articles.

T. Walsh: I see your point. I still think this is a valuable tool and they can make decisions here on it.

M. Miville: My point is once the CIP Committee establishes and achieves its charge; basically we step back from that. On two (2) separate occasions so far, prior to the Town Council approvals, the School District tried removing a warrant article prior to us working on it. Once we are presented with warrant articles, is there an opportunity for them to subsequently be removed after the Planning Board approves it? Can they be taken back by the Town Administrator or the School Board? Everything is in the muck now, because of the School Board numbers on the CIP plan. Next year whether it is 1.1 million or 1.2 million, we will have to add \$200,000 for other things. This will complicate the CIP plan subsequent to the Planning Board approving it, because things changed.

T. Walsh: I see your point. The Planning Board approves it as a plan. We are the first tooth in that cog. I still think we are an important step in the process.

D. Winterton: This may give department heads an opportunity outside their departments and structure of that department to present things in a formal basis, even though there is every member of the department hierarchy. Even though the Town Administrator doesn't recommend something, it still doesn't mean that department does not want to go to bat to present their ideas.

M. Miville: The DPW \$90,000 one-ton pickup, Mr. Winterton you asked Mr. Lessard the question "if you had a choice, which do you need first (urgency), the pick-up truck or the loader?" and he said the pick-up truck first. That is what I relayed at the workshop to the Town Council that Saturday per CIP deliberations and conversation with Mr. Lessard. That is why I motioned to add the \$90,000 in again, but it was not accepted.

T. Walsh: We put a good plan together for the next six (6) years. We recommended it as a plan. It doesn't mean as a taxpayer we recommend it individually.

M. Miville: Other warrants are not privy like the CIP; non-union raises and fire suits. To your point of warrant articles, we had fifteen-sixteen (15-16) of them and then there were another five (5) or more after that. We should also put the subject of attendance in there. Attendance has been an issue since day one. One of our CIP members only attended one meeting.

T. Walsh: The Planning Board should seriously consider previous attendance by past CIP members when appointing members to the current CIP year.

D. Winterton: The Planning Board has a new attendance policy.

M. Miville: If anyone is presenting proposals to the CIP committee, they really shouldn't be sitting on the CIP Committee.

T. Walsh: It is up to the Planning Board.

*M. Miville motioned to accept and recognize that the CIP Committee received the Self-Audit Questionnaire: Chapter VI-43. Seconded by D. Winterton.
Vote unanimously in favor.*

*M. Miville motioned for a written CIP Committee Self-Audit Report to be drafted and approved by the CIP Committee Chair. Seconded by D. Winterton.
Vote unanimously in favor.*

*D. Winterton motioned for the CIP Committee to present the CIP Committee Self-Audit Report 2013-2014 to the Planning Board at the Board's meeting of March 18, 2013.
Seconded by M. Miville.
Vote unanimously in favor.*

*M. Miville motioned to adjourn at 6:35pm. Seconded by D. Winterton.
Vote unanimously in favor.*

ADJOURNMENT

Chair T. Walsh adjourned the meeting at 6:35pm.

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator