

CIP COMMITTEE MEETING MINUTES
Hooksett Town Hall
35 Main Street, Room 204
Tuesday, November 5, 2013

CALL TO ORDER

Vice Chair Miville called the meeting to order at 6:00 pm.

ROLL CALL – ATTENDANCE

Marc Miville, Steve Peterson, Joanne McHugh, Dr. Dean E. Shankle, Jr. (Town Administrator)
Staff: Carolyn Cronin (Assistant Town Planner), Leo Lessard (Director Public Works)
Missed: David Rogers

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

a. Public Minutes of 10/29/13

M. Miville motioned to approve the Public Minutes of 10/23/13 with edits. Seconded by J. McHugh. Vote unanimously in favor.

AGENDA

Vice Chair Miville reviewed the agenda.

PRESENTATIONS

a. Public Works

L. Lessard: This year I have a ¾ ton pickup with plow to replace a 1995; rubber tire excavator to be replaced instead of John Deere – \$41,000 to lease/purchase for the next 7 years. I had to rent an excavator and spent \$40,000 for 12 weeks of rental. If I purchase, I can use it for 9 or 10 months out of the year. The money will be better spent.

S. Peterson: So we don't have one at all, you rent one when you need it?

L. Lessard: Yes.

M. Miville: You want to buy it this year with a lump sum for \$248,400 for a 7 year note; you want to request the entire amount for 7 more years, spreading it out.

L. Lessard: The rubber tire backhoe is due to be replaced this year for \$150,000 but I will keep it until it dies. It makes more sense to have the excavator instead of the backhoe.

M. Miville: Should the \$248,400 be reflected in this year?

L. Lessard: I would get a check for \$41,000 every year.

Dr. Shankle: The warrant article would reflect the lease/purchase total amount and the yearly amount.

J. McHugh: You have to inform the voters that if they vote for this article they are indebted for \$41,433 for the remaining years. That would have to be explained.

Dr. Shankle: That would be on the warrant article.

M. Miville: A new law this year is if you buy something in one year, it has to be approved by the voters for each subsequent year.

J. McHugh: The voters need to know what they are on the hook for.

M. Miville: They can't approve it this year and not next year.

J. McHugh: What is the savings if you bought it outright?

L. Lessard: Yes, you would save on 7 years of interest. The total is \$248,000.

M. Miville: You would have to request the lump sum, not amortized.

J. McHugh: I ask that because a lot happens to deal with some growth in the town, and to me some of this that pertains to growth should be considered part of an impact fee or use some funds from impact fee. You were told you can't do that, but if these things are impacted by growth, I would think we could avail ourselves. I don't want to have to give the money back if we don't use it.

L. Lessard: DPW can only use impact fees for growth of roads not for equipment, upgrade of drainage, etc. It's in the RSA and I got legal advice from Atty. Buckley. Fire, police and schools are the only ones that can use impact fees for equipment.

S. Peterson: That is too bad.

L. Lessard: I tried to fight it in Hudson in the 90's but they didn't buy it. You would have to go through Senate and they won't go for it.

J. McHugh: It would be worth it at some point. It wasn't considered when the impact fees were put in place. We are missing out.

S. Peterson: How big is the excavator?

L. Lessard: Volvo 170; about a 20,000 lb machine.

S. Peterson: That makes more sense; you can do a lot more with that than a backhoe.

L. Lessard: I will get a bush hog that goes on the excavator part and do all my swales. Post Rd. and University Heights will be the town's responsibility after this fall.

S. Peterson: What would it cost to sub out those 2 miles of swales?

L. Lessard: \$135/hour for the machine plus 2 flagmen; to rent for 12 weeks was \$40,000.

S. Peterson: I see a big savings but will the people see that?

L. Lessard: By doing \$41,000 a year vs. the total, they will look at it like it's nothing on their taxes.

S. Peterson: Too bad they don't know all the things surrounding that.

L. Lessard: Instead of 5 guys working, it would be 1 guy working, 2 flagmen and free up the others.

J. McHugh: Can you get a state bid?

L. Lessard: No, it went out to bid. The state does bid but they sub everything out. When I go to bid, I don't know who will be low bid. This machine will probably last 12-15 years; we are doing swales, drainage and can sub out to the sewer department.

M. Miville: Rather than buy something else you are going to buy this excavator?

L. Lessard: The rubber tire backhoe (\$150,000) will not be replaced right now. That money will go toward this.

M. Miville: Diane has a backhoe?

L. Lessard: No, she has a loader.

M. Miville: I know the backhoe has been on the CIP for years. It will come totally off now?

L. Lessard: Yes.

S. Peterson: I see \$290,031; so that's the total cost over the life of the lease?

M. Miville: That's including interest over the 7 years.

L. Lessard: The next one is the Drainage Upgrade Project – putting \$50,000 in the kitty every year.

M. Miville: You have \$100,500 right now. Are you accumulating until you need something?

L. Lessard: We started South Bow this year. I will have to take \$40,000 out of this to pay for the excavator I used.

M. Miville: The other ones were Hale Ave and something else.

L. Lessard: The whole neighborhood, not just Hale and I can start on Beauchesne - we can't do that with a rubber tire, we need the excavator.

J. McHugh: I can see some of these are from old systems and failed piping but isn't Beauchesne reflective of what happened up above?

L. Lessard: No, that all came up during the Mother's Day flood in 2006. The director before me did some drainage upgrades but there is still some piping that needs to be replaced.

J. McHugh: My fear is we are opening ourselves up to everyone that has water problems.

L. Lessard: I did a lot of this in Hudson myself – when we went by with drain pipe, we'd put elbows out to each house if they had bad water problems. I would do the same thing here.

S. Peterson: You leave future T's and just cap them?

L. Lessard: They can tie their sump pump into the pipe like a sewer connection.

Dr. Shankle: There should be better drainage everywhere; when planning boards don't require underground drainage, the swales are going to get filled up and in 20 years you will have a mess.

J. McHugh: Why don't the zoning ordinances become stronger?

L. Lessard: A new project came to the planning board the other day with open swales that tied into Bow, and I told them no. As long as I'm here I'm going to go for a closed drainage system. We have a lot of old stuff already.

J. McHugh: I understand the failing because of age.

M. Miville: The original funds were for Beauchesne but this committee changed it to overall drainage.

Dr. Shankle: This has been going on since 1992 in Merrimack – they put a \$2.5M bond for drainage.

L. Lessard: Bedford and Amherst do it now.

S. Peterson: They are going to closed drainage?

L. Lessard: Yes. That's why I want them on S. Bow Rd – it's a hazard and it's a maintenance issue.

M. Miville: What is closed drainage?

L. Lessard: The pipe is underground with catch basins that collect water and bring it out to a discharge place; open swales is no curbing and it dumps into swales and gets vegetated.

Dr. Shankle: In a lot of neighborhoods they want their lawn to be level out to the street and they destroy the drainage. They don't want wetlands in their front yard and they fill them in.

L. Lessard: Open drainage is cheaper for private contractors, but closed drainage is the right way to do it.

Dr. Shankle: In the plow dump truck capital reserve fund, he asked for \$80,000 but I moved it up to \$100,000. What we want to do is change the title – in addition to adding money to capital reserve fund we want them to change the purpose so it's for all DPW vehicles (not equipment).

M. Miville: Are you proposing that now?

Dr. Shankle: Yes, we want to do it this year. Everything under there would go into that. The only reason we left the pickup truck (\$34,000) out is because if this doesn't pass we need to replace it this year.

M. Miville: You want to change the wording to say what?

Dr. Shankle: Public works vehicle capital reserve fund.

S. Peterson: But he would be able to pick and choose what he needs?

Dr. Shankle: Yes, but he would have to live with what he purchases.

M. Miville: If you request a higher amount, there is a possibility it won't be voted on. We are adding the plow dump truck and all the $\frac{3}{4}$ ton trucks.

L. Lessard: Right now we have \$80,000 a year and I replace a dump truck when I get enough money. The next one I am going to get is a 10-wheel plow truck with salter. The \$100,000 would replace the plow trucks but there will always be an extra \$50,000. If I lose a truck in the middle of the year, I can replace it. If I get the dump truck and if we get a pick up or zero turn lawn mower, it would be equipment. Hudson still does it and their budget is flat.

Dr. Shankle: All these trucks would disappear into one warrant article.

S. Peterson: There would be less warrant articles and you know what you need.

L. Lessard: When that 1995 pick-up dies I have no money to buy another one.

M. Miville: The money is in the plow dump truck fund.

J. McHugh: There might be concern from the public about being transparent because you can buy anything.

L. Lessard: It's not up to me – I would have to get approval from Council.

S. Peterson: It would be public record.

Dr. Shankle: Anything over \$15,000 has to go to Council.

L. Lessard: It will be discussed, but there will be a kitty in case of emergencies.

Dr. Shankle: You think something will last maybe 2 years, so you ask for it now and you get rid of something that may have had 2 more years of life on it just because you had to ask for it now and you don't want it to sit after you buy it.

J. McHugh: There is no mention that any of these vehicles have any trade in value.

L. Lessard: You don't. They are too old.

J. McHugh: Do you get parts?

L. Lessard: We strip parts when we can but mostly get rid of them. We can bring them to state auction.

J. McHugh: It comes in on the revenue side?

L. Lessard: If we get something for them.

M. Miville: I am looking at logistics. You want to change the plan as we sit here; you want to leave \$34,000 separate for this year?

Dr. Shankle: Yes, in case they don't vote for it.

M. Miville: Is all the stuff going into a one lump thing for next year? 1-ton pickup with utility bucket is going into the reserve fund? What applies to overall?

L. Lessard: All ¾ ton pick-ups, anything that is motorized and driveable.

M. Miville: The crew cab would go in there too?

Dr. Shankle: If you compare the one from 10/6 (before we changed it) with the one you have now you can see the ones that will disappear.

L. Lessard: If it all worked out the way I wanted it to I wouldn't put another piece of equipment in there. We would take care of everything.

M. Miville: We have money in the first year, so if you want to front load this year?

LL: I have \$80k and \$80k in there this year; I still need \$210k for the loader. I am taking \$40k from the \$80k I get this year to go towards that 10-wheeler and I'll have \$40k left. I'll let that sit because if we don't get the pick-up I'll use it for that.

M. Miville: We have \$80,000 and Dr. Shankle is suggesting \$100,000; do you want \$100,000 or go higher?

L. Lessard: Let's stay with \$100,000; if I need more money we can address it in the future.

J. McHugh: Suppose this warrant article doesn't pan out, you still get the \$80,000 and will still purchase the dump truck?

L. Lessard: Yes.

M. Miville: If you ask for \$100k this year and the voters reject it, you'll have nothing except the \$160k that is in there now. You are changing the amount; you run the risk of losing it all.

J. McHugh: When I looked at this I thought the reason they were pushing a lot of them out was because there were some so badly needed (excavator).

M. Miville: CIP should spread it out.

J. McHugh: Every once in a while something comes up or they don't include them as warrant articles so you are trying to catch up in subsequent years. I wish I knew of another way to deal with this. We aren't the only community dealing with it this way.

L. Lessard: I started a fund in Hudson where we put in \$80,000 a year and he waits and buys his equipment that way.

Dr. Shankle: What I recommended is the exact same number that he recommended originally I just redistributed it into that one capital reserve fund.

M. Miville: You had \$17k and \$17k on the ¾ ton.

Dr. Shankle: Then on the third ¾ ton he had \$20k and \$20k.

M. Miville: That's why you went from \$80-\$100,000; you are suggesting going from \$80k to \$100k this year and each year we have to adjust these numbers.

L. Lessard: All these other numbers would be zeroed out.

M. Miville: We are looking at the 6-year plan. For next year, it would also be \$100k. What comes off that list?

L. Lessard: Everything but the payment for rubber tire excavator.

M. Miville: The \$90,000 would come off?

L. Lessard: That would come off the list. This would be new to the fleet, but if I have to wait another couple years I would sacrifice it.

M. Miville: What is included in the \$100k for next year?

L. Lessard: Ideally I would leave the bucket truck in there for next year.

M. Miville: Would you want to spread that out?

Dr. Shankle: The problem with leaving that in is that people will say that every time you want something else, you will add it on top of the \$100k. If you can live without that until we can save money you will be better off in the long run.

J. McHugh: I'm concerned there is a year he isn't going to get anything and be really hard pressed. Are there still extractions in this community?

S. Peterson: What are extractions?

Dr. Shankle: A way to work with developers to get things. They moved to impact fees and are more flexible now.

J. McHugh: But they can't use them for certain things.

Dr. Shankle: The things we need to operate are harder to get; capital things are easier to get.

J. McHugh: I worry about the fact he is reducing the amount. What happens if he doesn't get it?

M. Miville: We have to work with a 6-year plan; if I add \$100k instead of \$80k across the board what gets scratched off for the second year?

L. Lessard: I would like to take off that other pickup (\$34,000); the sidewalk plow is a lease – don't take that off; rubber tire excavator is an ongoing lease; the loader I will definitely need, but I can break that down and push it out another year. We were supposed to replace it last year but I have Diane's old one so I think I can wait another year.

Dr. Shankle: We need to start capital reserve funds for these things if we spread these things out. Is the loader a capital reserve fund now? It's in there but do we have a fund for it?

L. Lessard: If we do it's a 0 balance; there is nothing in there.

Dr. Shankle: You need to have a capital reserve fund for things you aren't going to do in a year. We are trying to avoid 100 warrant articles.

S. Peterson: Can you push the \$200k to '16-'17? You said you could wait a year.

L. Lessard: I guess you can do that.

M. Miville: So the third year goes to over a million and the second year goes down by \$900k.

L. Lessard: If they go for \$100k and that is a continuing thing, I can take the \$200k out next year.

Dr. Shankle: Do we have reason to think people will vote for a \$200k warrant article for a loader? That is why we need a capital reserve fund that covers these things.

L. Lessard: \$100k is plenty for the first year.

J. McHugh: You are putting a lot of faith in...just accumulate and buy what you need.

S. Peterson: I went to budget meeting and the Town Administrator in Merrimack spreads things out over 10 years for fire equipment.

L. Lessard: If we get \$100k this year, and we find out we need a little more we ask for a little more next year.

M. Miville: I want to know if we use \$100k what are we scratching off – \$34,000 for '16-'17; the loader we are putting \$100k and \$100k; sidewalk plow and rubber tire excavator have to stay.

L. Lessard: The only ones that have to stay are the drainage, plow truck, rubber tire.

M. Miville: The 4th year there are 2 \$60k's; what do we do with those?

L. Lessard: Take them right out; I think after a while we will get our plow trucks.

M. Miville: Pull off \$60k and \$60k and put \$100k on top.

S. Peterson: You are trying to get less warrant articles.

M. Miville: The 5th year nothing to scratch off; you want to keep the roller in there.

L. Lessard: For right now, yes. That other plow truck that year you can take out (under Parks & Rec – \$40,000).

J. McHugh: Do they only use that for Parks & Rec?

L. Lessard: Yes, all summer and in the winter they plow for us.

J. McHugh: They can't use your vehicles because they are all being used"

M. Miville: The last year we are looking at \$60k. Taking that off?

L. Lessard: \$60,000 for that truck – take that off.

S. Peterson: \$50k and \$50k gone?

L. Lessard: I think so, it's a gamble.

S. Peterson: Everything is going from \$80k to \$100k, so in column 14 and 15 we scratch off the \$34k plow truck.

M. Miville: No, keeping that one for this year.

L. Lessard: It's a gamble but it's worth a shot.

Dr. Shankle: What happens is once they see that you aren't nickel and diming them – if you come in after 4 years and need more money in one warrant article, you get it. There needs to be a building of trust and they understand what you are asking for.

L. Lessard: We won't get anything for a year or two while it accumulates.

M. Miville: My concern is going from \$80k-\$100k where the \$80k was for replacement of dump trucks and you only have \$20k left over.

S. Peterson: I don't know why you didn't go to \$125k.

J. McHugh: Did you calculate this so you absorb those things that we crossed off?

L. Lessard: If we do it and it doesn't work, I can put stuff back in the CIP. I think it's worth a shot.

Dr. Shankle: When you know you can replace equipment because you have the money for it you don't mind running it into the ground.

L. Lessard: You know the money is there so I run this into the ground because I know I can buy one if I need it.

b. Parks & Recreation

L. Lessard: Continuously \$15,000 for facilities.

M. Miville: \$46k balance was to go to Donati Field?

L. Lessard: For the expansion of building and bathroom. I don't have enough in there to do anything.

M. Miville: What is the overall cost?

L. Lessard: Extension of the building is \$75,000; bathroom is roughly \$75,000. I'm happy with the \$15,000 and when we get enough money we will do one of the projects.

J. McHugh: But you can't use any impact fees for this?

L. Lessard: No.

S. Peterson: Revamping the bathroom that is there?

L. Lessard: No this is a new one, we are not remodeling. They use impact money for fields and nothing else.

J. McHugh: For the extension, you want everything at Donati and nothing at Peters Brook?

L. Lessard: Peters Brook will get a bathroom someday. But for the extension that is for the Parks & Rec building at Donati.

M. Miville: You have \$46k now, \$75k needed for building expansion. Would you do the building first in 2 years and save up for the bathroom after that?

L. Lessard: Yes.

c. Building Maintenance

M. Miville: The building maintenance reserve fund ongoing; balance is \$353,582; \$100k this year and \$75k succeeding years.

L. Lessard: The roof on Town Hall has been delayed because I have gone through 3 maintenance people; we are going to work on this roof this winter so next spring we can start work. A lot is rotted and

insulation is deteriorated. There is water under the roof. A lot of the problem is they can't find the leaks because the water is running down the rubber roof.

J. McHugh: It says in the backup we have \$26 million worth of repairs. That is pretty substantial.

L. Lessard: A couple hundred thousand goes fast.

Dr. Shankle: How is the Safety Center?

L. Lessard: That is getting better; one more window to put in. They still have leaks on fascia; one office still getting water is Deputy Chief Dean Jore; where tower is needs coping done; getting prices to fix that and strip and paint that room.

S. Peterson: How old is that building?

J. McHugh: 2000

L. Lessard: The guy we hired for code enforcement officer, he was at Procon and he designed that building and someone else go it. They cut corners and that's what happens when you go with a low bid.

M. Miville: Is the Old Town Hall in this fund also?

L. Lessard: The only thing is if something happened to it right now; not renovations. Only if the heating system went or if something rotted out but no renovations.

Dr. Shankle: We are getting a lot of volunteer help and looking for grants.

M. Miville: I thought there would be sidewalks in here. During the heritage district conversations, I thought we would include a sidewalk XX

L. Lessard: The town has a grant for College Park Drive sidewalk; we took impact fees last years to tie up sidewalks from Donati to in front of town hall. They pay 80%. Once those are done, I'd like to do something form Merrimack St. to Veterans Park but that is a state road. A lot of poles have to get moved.

J. McHugh: They had a meeting a few years ago and the state was here about the widening of Rt. 3. One of the things that came up was sidewalks. They made comments that they were interested. I feel bad for people at Berry Hill; there has been a fatality. It would be nice for them if there was a sidewalk from Whitehall to that corner. It's terrible for areas with businesses but people can't get there. To expect an elderly person to cross to get to Kmart or drug stores isn't going to happen.

L. Lessard: Once that sidewalk is done we can put people together to see where we want sidewalks.

M. Miville: The last thing we need is more warrant articles but I thought based on discussion this past year, it sold me on more sidewalks.

Dr. Shankle: They are important but we didn't start this in here (CIP) because we have 2 in the works already.

M. Miville: Can we save up for them?

L. Lessard: We have to pay but 80% will be reimbursed.

J. McHugh: State projects could incorporate these into those projects.

L. Lessard: We have to maintain the state sidewalks. They put them in but we have to maintain them. I have to see if they are putting in sidewalks in front of Merchants.

J. McHugh: They were agreeable to taking that into consideration – Holly Berry would be part of that drainage project. They got nothing out of that.

Dr. Shankle: Any time comments are made someone needs to follow up. I haven't seen that the planning board is interested in sidewalks. They have given waivers to places where they are supposed to be put in per design regulations.

J. McHugh: Developers are glad they don't have to put them in.

L. Lessard: I am not going to accept a road if it doesn't have sidewalks. S. Bow Road development has a sidewalk to nowhere – it's a safety issue.

Dr. Shankle: The new developments going in, the developers pay for it.

L. Lessard: A lot of public works directors are against them because they have to maintain them. It's not like you have to plow them right away like you do the street. That's why I'm asking for another sidewalk plow.

J. McHugh: Is Post Road wide enough?

L. Lessard: Yes, 5 feet wide.

Dr. Shankle: We have to put something in here – master plan.

M. Miville: For consideration for future years.

Dr. Shankle: Once College Park Drive goes in that will get people thinking about the benefits of them.

J. McHugh: It should have been done when the road was done.

M. Miville: It was originally a town road – we swapped them a year or so ago with Main St.

Dr. Shankle: If the previous public works director didn't want them and sat on the planning board he could get it passed.

J. McHugh: He did not have the equipment or manpower to do it. The developers asked for waivers and they were glad to give them to them.

M. Miville: One more sidewalk plow; going to buy it the second year?

L. Lessard: Yes.

J. McHugh: 5 year lease purchase.

L. Lessard: It's a 1997; we can make it last.

***J. McHugh motioned to adjourn at 6:50 p.m. Seconded by S. Peterson.
Vote unanimously in favor.***

ADJOURNMENT

Meeting adjourned at 7:15 pm.

Respectfully Submitted,

Tiffany Verney
Recording Clerk