

**Hooksett Town Hall
Council Chambers, Room 105
35 Main Street
Tuesday, November 19, 2013**

CALL TO ORDER

Chairman Rogers called the meeting to order at 6:10 pm.

ROLL CALL – ATTENDANCE

David Rogers, Marc Miville, Steve Peterson, Joanne McHugh,
Staff: Dr. Dean E. Shankle, Jr. (Town Administrator); Christine Soucie (Finance Director); Carolyn Cronin (Assistant Town Planner); Chief Bartlett and Captain Daigle, HPD; Chief Williams, HFD

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

a. Public Minutes of 11/05/13

***M. Miville motioned to approve the minutes with edits. Seconded by J. McHugh.
Vote unanimously in favor; D. Rogers abstained due to absence.***

PRESENTATIONS

a. Police – High miles = 80-90k miles

**Chief Bartlett, Hooksett Police Department
Captain Daigle, Hooksett Police Department**

Chief Bartlett: I am here relative to the vehicle fleet for the police department. It was recommend from the PSSG audit that the police department needs a comprehensive vehicle replacement and maintenance plan to ensure fleet is in good working order and is maintained appropriately. Part of that recommendation is the ability to purchase vehicles that we can utilize in the emergency response side and as those vehicles age, and have more mileage, we repurpose those to other areas such as administrative or detective vehicles. In order to get on board, I want to purchase 2 vehicles every year and as they get high mileage, they would get repurposed and replaced with the vehicles purchased. Per vehicle, we are looking at \$27,222 each, including \$750 for black & white paint. The related emergency equipment, the lowest quote was from MHQ in Massachusetts for \$5,476.79 per vehicle to outfit – lights, cages, rifle rack with gun lock, installation of computer and radio systems. There is an additional \$419 per car for side graphics. For 2 vehicles, the total is \$66,235.58. Currently the department is running 3 patrol vehicles per shift plus a supervisor vehicle. Looking to run 4 vehicles per shift but if we purchase 2 vehicles every year, we can matriculate those older vehicles into the less operated vehicles (admin/detectives). Those vehicles are driven a lot less. It's a basic plan of purchase, use, repurpose. We need to have an emergency response fleet that is reliable and that has a little less maintenance and service requirement. Cost includes 100,000 mile bumper to bumper warranty from Ford.

J. McHugh: On the list of vehicles, which vehicles are you talking about replacing?

Chief Bartlett: I would like to reduce the fleet size as well. I have a 2008 Crown Victoria with 109,462 miles – that would be completely removed from fleet, and a 2008 Crown Victoria with 95,782 miles.

J. McHugh: Interceptor utility vehicles are 4-wheel drive?

Chief Bartlett: Yes.

J. McHugh: Is that what the department is leaning toward?

Chief Bartlett: I would like to have more SUV's in the fleet – at least half the fleet. You get more vehicle for your money – 4-wheel drive, ample room for more equipment. Ford is recommending not taking the spare tire out of the interceptor so it takes up a little bit more space in the trunk. An SUV interior provides more room for officers and more comfortable. For the diff in price it's worth it.

J. McHugh: what is the miles per gallon compared to the other vehicles?

Chief Bartlett: I don't know.

Capt. Daigle: From last year's purchase, I don't recall it being that much of a difference between the SUV and the sedan.

D. Rogers: How many miles per year do you put on these vehicles?

Chief Bartlett: On a 24-hours basis, probably about 25,000/year. The 2013 Ford Interceptor (car 2) has 22,611 miles and another 2013 Ford (car 1) currently at 32,752. They were purchased around the same time, but car 1 is a supervisor vehicle. The interceptor was in the fleet with all the other Crown Victorias and they were cycling through those cars. Some were getting higher mileage than others.

M. Miville: how long do you keep the cars...120k miles?

Chief Bartlett: 100,000 or a little over, they start to get run down. Those are the Crown Victorias, but the new interceptors and SUV's are yet to be seen.

M. Miville: Those are the 2 vehicles chosen, so by the time funding is there for new vehicles, the mileage will be there. You are calling it a lease.

Chief Bartlett: It's not a lease, it's a purchase.

M. Miville: You are asking the same amount for successive years?

Chief Bartlett: Yes, I would like it to be for successive years.

D. Rogers: Will the cost stay the same in future years beyond '14-'15?

Chief Bartlett: It's a state bid, so I don't see it being that much different.

M. Miville: For CIP purposes, we can adjust future years as needed and for now leave it as is.

J. McHugh: With regard to compliment of vehicles, what is the number of vehicles you want to have at some point?

Chief Bartlett: I want to reduce the fleet by 4; we have 8 black & white, 7 Chevy Impalas and some other vehicles that have very little purpose for the police departments we can repurpose to other departments.

M. Miville: At the end, once the detectives have it, it goes out to the town?

Chief Bartlett: Yes, it gets transitioned to DPW.

Dr. Shankle: It's our intention to put it in the operating budget.

J. McHugh: He just made a presentation for CIP warrant articles.

Dr. Shankle: Any wheeled vehicle (warrant article or budget) needs to go before the CIP committee but it doesn't mean it's in the CIP plan.

M. Miville: Then it's not on the CIP.

Dr. Shankle: Why wouldn't you? It doesn't say that in the book - it says all wheeled vehicles need to be on CIP. Doesn't talk about how they are funded. You can make a recommendation to the Planning Board or budget committee that they clarify that for us, but we are trying to be as transparent as possible with the plan to buy 2 cars per year and put it in the budget.

J. McHugh: The definition for CIP, you said all vehicles, but it reads *(read from CIP book)*.

M. Miville: Even though it's in the operating budget, we have to put it in the CIP. Can I ask the finance director to clarify?

C. Soucie: The Planning Board voted in 2007 to adopt those criteria for what goes in CIP. That is a planning document so it wants to include the big ticket items. Council makes the decision where it ultimately lies, operating budget or warrant article. There are certain state requirements (leases, capital reserve) that have to go on a warrant article. There are things that are on the CIP because it's a big ticket purchase and people want to know where the funding is coming from (ambulance and solid waste disposal fund). That is just a plan of all major expenses and the definition was voted on by the Planning Board. Several committees in the past have talked about adjusting that. I'm not sure why it didn't get addressed then.

M. Miville: We put it on the self-audit to request the Planning Board to look at it but they never did.

J. McHugh: Over the years when I was on the police commission, we had vehicles we were looking for and put them in the operating budget. They never went to the CIP.

C. Soucie: Every year at the beginning of the CIP a copy of the handbook and paperwork is sent to each individual department. Why the cruisers were never there before, I don't know.

J. McHugh: The distinction was if it was used for operating, it should be in the operating budget. If it's in the CIP there is a chance it won't get funded.

Dr. Shankle: That was the understanding of the department and CIP committee. If nobody else called them on it, the Planning Board probably didn't notice it was happening. We are following the rules they gave us.

M. Miville: I don't think it makes a difference to the overall planning so whether we add it or not it doesn't affect the bottom line total up or down.

Dr. Shankle: Other town departments have put the wheeled vehicles in the CIP.

M. Miville: In the years I have been doing this, everything in the plan has ended up on a warrant article.

Dr. Shankle: one of the things I was directed by Council to do was reduce the number of warrant articles. I think those 2 things happened (CIP ended up on warrant articles). Since you scaled back on warrant articles, do you want to say everything on operating budget doesn't end up on the CIP? If you decide not to put it on the CIP that's OK because it will go in the operating budget anyway. We are informing you what our plan is. How you approach that is between you and the Planning Board.

D. Rogers: First, it seems to me the handbook requires it to be in the CIP. By including it in the CIP there is more transparency. That same number would be in both the CIP and operating budget. I see no harm as long as it's understood it might not be on the warrant article.

M. Miville: It would be an extra step in presenting to Town Council and Planning Board - they will need to scratch it off the warrant article if it stays in the operating budget.

b. Fire
Chief Williams, Hooksett Fire Department

Chief Williams: Some requests in the 20-year plan were condensed into a 6-year plan. The '14-'15, ongoing projects approved in the past are: fire apparatus capital reserve fund. Currently there is \$100,500 in that fund. This is an ongoing fund, requesting \$50,000k every year. This would replace larger apparatus (engines, ladders). Right now a basic engine is \$350,000-\$400,000 and ladder trucks are a million. Next vehicle up for replacement is a 1998 American LaFrance engine 2. That cost is \$400,000-\$500,000. Next is boat 2 replacement. That was bumped out to '18-'19. Our current boat was donated by Happy Helpers and will be 13 or 14 years old at that point. We have changed our boats to rubber inflatable boats. Car 1 we want to replace in '17-'18. Car 2 will be replaced in '15-'16. Car 3 will be replaced in '17-'18. Utility 1 will be replaced in '18-'19 for \$50,000. Rescue 1 and 2 are on the CIP

plan and funded through the ambulance revenue account that was established 3 or 4 years ago. Rescue 1 will be replaced in '14-'15 (end of next year) and funded through ambulance revenue line. Rescue 2 funded through the same ambulance revenue account in '16-'17. The SCBA replacement fund is an ongoing fund with a balance of \$133,000. That is ongoing for 9 years. We are looking for full replacement in 2020 of all breathing apparatus so the replacement will be mostly funded. Lease purchase of engine and station on Hackett Hill Rd. The lease is negotiable. The last numbers we got from Manchester were \$42,000/year. Not sure what that will be next year. It has fluctuated a little. The engine was budgeted for '15-'16 for \$400,000 and can be purchased through impact fees.

M. Miville: If it's a lease, will the impact fees pay for the whole thing?

Chief Williams: It depends how long the town wants to lease the building for. Impact fees could pay for that.

M. Miville: Impact fees of \$350,000 – is that what is paying for the engine in '15-'16? It's offsetting revenue. So \$350,000 out of the \$400,000 – you would ask for \$50,000 for that year?

Chief Williams: Yes. In '15-'16 not knowing what the impact fee balance would be, if there was money in there, that could pay for that year's least payment, whatever amount would be in there at that point.

M. Miville: There is no balance right now. Are you anticipating \$350,000 in that year?

Chief Williams: There is a balance of just under \$400,000; the total is \$399,000.

M. Miville: So most of it is already there.

Chief Williams: The apparatus and lease purchase could use the impact fees.

J. McHugh: Can I get a little bit of history – the lease is part of the Manchester station on Route 3A. The lease/purchase - would you be part owner or just leasing for your needs?

Chief Williams: At this point, the payments are based on an annual basis but we can always negotiate. We are not at that point yet.

J. McHugh: Was there any land donated on the west side of the river to be used for a station on 3A? When they put in those big box stores there was supposed to be.

Chief Williams: I wasn't here at the time but when exit 10 was developed the owner of that whole project did offer to donate 2 acres off Technology Drive, and the town declined the offer because it was wetlands and was not buildable. There was no other offer.

J. McHugh: You don't have any knowledge about what is going to become of that lease?

Chief Williams: Based on annual lease payment, utilities.

J. McHugh: Same with apparatus - some would be offset by impact fees?

Chief Williams: Correct. There is \$400,000 in the impact account. That can either pay for the engine or pay for the first year of the lease. There might be enough for both by '15-'16.

J. McHugh: Is any of that money at risk of being returned if we don't use it?

Chief Williams: Some might be but it's a small portion; I believe it's 7 years and then it would have to be turned back to whoever put it in the impact account. This is a great way to use impact fees.

M. Miville: That's why it's on next year so we will not lose any money?

Chief Williams: I know the last purchase was for software in the last fiscal year, so there has been money spent for upgrades. I can get that number for you.

J. McHugh: It does qualify as it meets the growth criteria.

Chief Williams: There was a study done indicating where the station should be based on response times.

M. Miville: You can't use that money to replace the current one because it has nothing to do with growth.

Chief Williams: Correct.

M. Miville: You are anticipating starting to fund the new fire station in anticipation of approval for another fire station or partial lease of the fire station that was built in Manchester.

Chief Williams: Correct.

M. Miville: My understanding is a year or two ago the Town Council voted that we do not need a 3rd fire station in town. You anticipate that opinion to change in the next couple years to allow this warrant article to be submitted?

Chief Williams: It's always been in the plan but it has been deferred. This was needed 10 years ago. If they built a bridge over the Merrimack River, we wouldn't need this. There is not a quick way to get to the Hackett Hill area.

M. Miville: The Council will have to have a conversation at some point to see if they want to put in \$50,000 for a warrant article to allow for a 3rd fire station. And this is a whole new Council, so they might well do that. The other \$50,000 in cars – you have one year with 2 of them. Can we put one in '16-'17 where there is no vehicle requested or is that getting rid of a vehicle too soon?

Chief Williams: Car 3 could move up.

M. Miville: Instead of \$100,000 in '17-'18.

Chief Williams: Car 2 has more mileage that's why it's on there sooner.

M. Miville: It will change the bottom line somewhat, but not significantly. I'm adding up the airtank line and you're saying you need it by 2020? If you add up all the lines you won't have \$300,000 by then.

Chief Williams: It's an estimate only. I don't know what it is going to cost in 2020.

M. Miville: You will have \$250,000 by then.

Chief Williams: I'd say that would be competitive. Now they cost \$3500-\$4000 depending on options.

M. Miville: Instead of \$20 should we put \$30 to get you to \$300,000?

Chief Williams: We could. I know the numbers have changed.

M. Miville: The balance is \$133,500 and to add \$120,000 that is not \$300,000 by the year you need it.

Chief Williams: It hasn't been funded and it has been deferred in some years. If it stayed on the original plan that number would be accurate.

M. Miville: Are you comfortable with 20 for the next 6 years even though it doesn't reach \$300,000 by 2020?

Chief Williams: Yes.

J. McHugh: You are putting aside funds in the year you are making the purchase. For the replacement of car 2, you're setting aside \$50,000 to pay for that, and car 3 you're setting aside in '17-'18 \$50,000 to pay for that. It's more of a matter so that it's in the plan but not necessarily how it is going to be funded?

Dr. Shankle: Yes. I tend to focus on the year we are in and the main things are fire apparatus capital reserve fund and SCBA capital reserve fund. Those need to be warrant articles. \$200,000 is money in the ambulance fund and not on the warrant articles or anywhere. If this works with the police cars in the operating budget, maybe it would be good to start doing with the fire department.

J. McHugh: It seems strange that the year you want to purchase it, you are funding it. Part of it is using that method to decrease the number of warrant articles and be able to get what you need.

M. Miville: Are you saying all these \$50,000 vehicles will go in the operating budget at that time or stay on CIP?

Dr. Shankle: They will stay on the CIP but may go on a warrant article or in the budget, we don't know.

M. Miville: The difference would be specific years, where police is consistent. It changes the bottom line totals. Maybe not so much because they are all kind of level at the moment.

J. McHugh: The same thing for boat replacement. You are putting in \$32,000 in 2018-2019 for the replacement of the boat.

Chief Williams: It would show on the plan like it shows \$200,000 in '14-'15 for the ambulance. We are making it transparent that it is going on the plan but will be funded somewhere else.

Dr. Shankle: Once it gets to Council, they could pull it all apart. It's up to them what they decide to present to the budget committee and what the budget committee presents to public.

J. McHugh: It would help if there was consistency in how they go about doing this.

M. Miville: Our goal is to create a 6-year plan with no spikes. If there are some years that are going to be adding money into it but not really adding money to it, it's just a plan and next year it won't matter. The budget committee just recommends or doesn't recommend warrant articles - it doesn't change them.

Chief Williams: It shows that the fire department needs, but maybe not where the funding comes from.

Dr. Shankle: Where funding comes from stays the same. Only difference is if it's in the warrant articles or operating budgets. We need to get budgets passed too. This year the budgets are coming in really well. We will be some over the default budget but not much. Over 90% of single home family homes will have a lower tax bill because single family homes have gone down and commercial properties went up. We have had significant additional commercial pick-ups vs. residential. There has been a lot of growth. We have school issues to contend with so there are a lot of things we need to do to make sure departments get what they need however we need to do that.

D. Rogers: Have negotiations begun on the new fire station lease?

Chief Williams: It was moved back to this year but the most recent numbers were from an annual basis – \$42,000/year with all utilities included, about \$3500/month.

D. Rogers: Are impact fees expected from Bass Pro Shop project?

C. Soucie: No.

J. McHugh: For the replacement of rescue #1, the overall cost is \$200,000. You have \$160,019 in the account but in '14-'15 it says \$200,000. I'm confused about why you need \$200,000.

Dr. Shankle: Christine said \$160,000 is an old number. Before we purchase it, \$200,000 will be in there.

Chief Williams: I think it was around \$185,000 in the account now. It goes up every month.

J. McHugh: Your request for '14-'15 is what amount you need to get to \$200,000?

Dr. Shankle: This is not a request, and it won't be on a warrant article or in the budget. It's just money that we are spending and want you to know about.

Chief Williams: It's in the fund. The ambulance fund will purchase it.

J. McHugh: So it's a wash.

Chief Williams: Yes.

D. Rogers: You will purchase it in another year?

Chief Williams: Yes, around this time next year.

ADJOURNMENT

***J. McHugh motioned to adjourn at 7:10. Seconded by M. Miville.
Vote unanimously in favor.***

Respectfully Submitted,

Tiffany Verney
Recording Clerk