

**Hooksett Town Hall
Council Chambers, Room 105
35 Main Street
Tuesday, November 26, 2013**

CALL TO ORDER

Chair D. Rogers called the meeting to order at 6:03 pm.

ROLL CALL – ATTENDANCE

David Rogers, Marc Miville, Joanne McHugh

Staff: Christine Soucie (Finance Director); Carolyn Cronin (Assistant Town Planner)

Excused: Steve Peterson

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

a. Public Minutes of 11/19/13

***J. McHugh motioned to approve the minutes with edits. Seconded by M. Miville.
Vote unanimously in favor.***

PRESENTATIONS

a. Schools - Karen Lessard, SAU Business Administrator

K. Lessard: Underhill is the only school without a generator. When we lose power, we lose water so the board wants it to go on a warrant article this year. Secondly, the board wanted to have (2) K-5 schools by upgrading classrooms at Memorial so they can be used for Kindergarten classes. It will be spread out over 4 years. Next, the Underhill roof needs replacing. It is currently 23 years old and by the time we get money, it will be close to 28 years old. We want to get that done before any major repairs are needed. Next are sports fields at Cawley. Soccer field gets over utilized. We want to get some dedicated areas for other sports and an electric sports board. Finally, the upgrade to the HVAC system at Cawley; the software is soon to be unsupported.

J. McHugh: Regarding the generator for Underhill, if the school is going to be used as a shelter, the 2 generators at the other schools were obtained by Harold Murray and perhaps you could explore that avenue and see if he could do that for you.

M. Miville: He oversees shelters once they are opened.

J. McHugh: Expanding the fields is worthwhile, but maybe you can work in conjunction with DPW to reduce the costs.

K. Lessard: We have had a great working relationship with the DPW Director, Mr. Lessard.

J. McHugh: The town uses the fields also so it's a win-win on both sides. I have no problem with the roof replacement. Regarding the Kindergarten upgrade, did the board vote to reconfigure the classrooms?

K. Lessard: That was a goal of the school board. The current board has not formally voted on it yet.

J. McHugh: HVAC upgrades – you've been asking for this since 2010?

K. Lessard: Yes. We have been holding off on major projects because of the economy, but they still need to be out there for people to be aware of.

M. Miville: On the HVAC upgrade, my understanding is that it was a higher amount than is being requested but you already resolved some of that with your operating budget. These HVAC updates are for efficiency purposes?

K. Lessard: The system is already efficient. The software and controllers need upgrading since the manufacturer will no longer be supporting the current software system.

M. Miville: You stated you wanted it in the first year but listed \$17,000 for 2 consecutive years, this year and next year. I was considering requesting it for this year alone, for the total \$34,000.

K. Lessard: We didn't request it this year because we would like to address the generator first and hold off on this. We don't want to ask for too much at one time.

M. Miville: As we do our 6-year plan, this year is lower than succeeding years. If it will increase efficiencies, the sooner the better.

K. Lessard: If it works better for town planning, that is fine.

M. Miville: We need to literally break down walls to increase the size of existing classrooms for kindergarten?

K. Lessard: Yes, we are looking to make 3 classrooms out of 4.

M. Miville: This is due to state regulations regarding size and a bathroom in each classroom. Spread out for 4 consecutive years and it also helps children to have fewer transitions from one school to another.

K. Lessard: Yes that would eliminate one of the transitions.

M. Miville: Are enrollments are projected to go down?

K. Lessard: I think it will be stable. If it goes down, it will be a small decrease.

M. Miville: Projected down the road. Roof replacement seems logical. I remember the numbers being lower than that in the past?

K. Lessard: We have updated our projections since it had been several years since we got quotes.

M. Miville: \$95,500 from 2015-2019 for Underhill roof replacement. Sports fields projected 2016-2020. The generator, I recall last year, wasn't deemed to be necessary but since there was a power loss this year, the board pushed up the urgency, but I seem to remember it lower as well. \$65,000?

K. Lessard: I don't think it was that big of a difference.

J. McHugh: I didn't realize kindergarten classrooms needed bathrooms? Is that a new state regulation? The Underhill school doesn't have individual bathrooms.

K. Lessard: In Auburn, there is a shared bathroom between 2 classrooms.

D. Rogers: Following up on the point of the HVAC upgrades, that is software? Is that available now? If we were to follow his proposal?

K. Lessard: Yes.

D. Rogers: So you can upgrade this year.

K. Lessard: The funds would be available in July, after the warrant article in March.

D. Rogers: The 2 priorities this year are the software and the generator?

K. Lessard: Yes. Thank you for your time.

b. Recycle & Transfer - Diane Boyce, Recycling & Transfer Superintendent

D. Boyce: We only have 2 items that we are requesting money for – one is \$20,000 through taxes to keep automated money going for our automated programs. In 9 years we can start replacement of trucks

and barrels. We set it up like this because I have the special revenue fund and the closer we get to the end of the 9 years we can see how much money we have to put toward this.

J. McHugh: How much would one truck cost? I know this is a general account but if we are talking about an automated collection truck – but once you start drawing from it you would need a substantial amount to pay.

D. Boyce: I can only assume based on what we just paid which is about \$240,000 apiece and we have 2. We have some barrels in stock. We might be in better shape than \$940,000 down the road but that is what it could cost us.

M. Miville: The trucks and replacement barrels, how long do they last?

D. Boyce: Usually around 10 years. Maybe we don't need all these barrels but we're 10 years out.

D. Rogers: Peterbilt tractor is next.

D. Boyce: We are looking at this as predicting when we have to replace this truck. We are using tractors less because we are going shorter distances and

J. McHugh: Would this be a wash since you have a revenue source on the other side?

D. Boyce: All the money goes into this fund and we have to go have a town meeting in order to use it.

J. McHugh: Yes you have to appropriate it in order to use it so it would be an offset.

M. Miville: Wide bottom trailer is special revenue?

D. Boyce: We hope all our purchases will come out of special revenue.

M. Miville: Next is a 100-yard live bottom trailer. Can you explain what that is?

D. Boyce: It has floors that rotate in the back so the load comes right out. There is no tipping or dumping.

M. Miville: \$60,000 in '16-'17.

D. Boyce: Dump trailer – another piece of equipment to haul leaves, roofing, and salt and sand for highway department. Again, we might be able to push that off. It's not a frequently used trailer.

D. Rogers: It will be 30 years old by the time you are requesting the money.

D. Boyce: Yes; we bought it used from the state. I don't know when we purchased it exactly.

D. Rogers: You are requesting another wide bottom trailer?

D. Boyce: We have a couple and we rotate – the older one we use for metal which beats up the trailer and we put the newer one for trash, in that pecking order.

D. Rogers: The first was a 1999 and this is a 2005. Next is a skid steer loader.

D. Boyce: We use those all the time and we just purchased one so when we go down the line we are trying to budget for many years. The Freightliner tractor replacement is another piece of equipment. Tractors and trailers are used a little less, so in the next year or two we can see how far they will go if we keep them rust free.

D. Rogers: Was the reduced wear and tear considered when single stream recycling was implemented?

D. Boyce: We do well on our trash trucks. The average for trucks is 8 years and ours go 10-12 years, depending on usage.

J. McHugh: Revenue fund – asking for appropriation in the year you are making the expenditure. If you have unforeseen situations, does that preclude you from purchasing needed items or are they tax impact items?

D. Boyce: Yes we would have to use some sort of emergency fund. Everything has to be voted on through warrant articles. It would be like any other department that has unforeseen situations.

J. McHugh: It seems to be not only your department but many others that have items funded in the year they are purchased. In your case it's different because you have the revenue fund to offset it. Are we taking the chance of putting lump sum amounts in the year of purchase? Could you help me with that, Ms. Soucie? There is a source of revenue in her case but in a lot of these many are funded in the year of the purchase. I know that Dr. Shankle explained that it was the will of Council to lessen impact and minimize the number of warrant articles but they are now funded in the year of purchase instead of spreading it out. Is this too chancy for her?

C. Soucie: For Diane specifically, the automated collection truck – \$180,000 – warrant article saying raise \$180,000 for the collection truck but money comes out of the special revenue account. It has to go on the ballot because that is how the special revenue account was set up. Looking at Public Works, he is asking for a ¾ ton pickup truck for \$34,000. If Council votes to put on the ballot, it would be a warrant article to spend \$34,000 for the pickup from tax dollars. Council could vote to put it in the operating budget. Then there would be a line for this vehicle. If it's a single year, there is no reserve being set up. But there are things in the capital reserve fund; you have to put money in that every year so we set up a fund to spread it out.

J. McHugh: Some are \$120,000 and you run the chance of someone not giving you \$120,000 but will give you \$50,000 or \$60,000.

C. Soucie: She has the money so it's a wash.

D. Boyce: This is a projection of what we could need.

D. Rogers: Next is the ¾ ton pickup with plow.

D. Boyce: This is just a projection. We are looking for it in the last year.

D. Rogers: The 14-yard automated collection truck.

D. Boyce: I'm looking for this year out of my fund. This is a project that is working well. What can I use to enhance this project? A spare automated truck that is a bit smaller we can use for schools, smaller road, back-ups when trucks are being serviced. We use old collection trucks with a tipper on the back for backup and that requires more manpower. How can I make it work better? Having this smaller truck would help this program; instead of sending 5 men, I send 3. We are feeling the impact of being shorthanded this year. Hooksett is growing, and as our routes expand, this will help us even more.

M. Miville: This is not through taxation?

D. Boyce: Correct, not through taxation.

M. Miville: How is recycling?

D. Boyce: We are at about 30%, and it's saving a lot of money. We got our tipping fees down this year.

M. Miville: That is the ultimate success of recycling.

J. McHugh: It doesn't hurt to re-educate people.

M. Miville: Education is key.

VOTE ON CIP PLAN

D. Rogers: How do we go about doing this?

M. Miville: We examine the bottom line and go line by line to see if the current proposals are appropriate based on the bottom line totals. The objective is to make sure each year is as level as possible to avoid spikes in future years. We are also trying to project 6 years out. We explain and justify every year and propose it to the Planning Board and they approve and then Town Council does its due diligence to advance as a warrant article or change amounts or put in the operating budget.

D. Rogers: The total for '14-'15 is \$629,568 and for '15-'16 is \$1,079,388.

M. Miville: With the DPW changes?

D. Rogers: Yes I think so.

M. Miville: That does not include police cruisers.

D. Rogers: General government revaluation capital reserve fund – \$30,000 in upcoming year.

M. Miville: It was stated by Dr. Shankle that it costs \$160,000 5 years from now, so it's \$30,000 per year. The intention is to accumulate \$30,000 every year so we will have the money for it at the end of 5 years.

J. McHugh: I think it's warranted because as he said, it's a state requirement and you have to do it anyway. I'm in full agreement with that one.

M. Miville: I'm thinking if we are in agreement we move along and make adjustments as we go along and vote for the entire CIP at the end. We get a consensus on each line and vote at the end.

D. Rogers: Master plan capital reserve fund – \$10,000.

M. Miville: It was the intention of the Town Administrator and recommendation of the Town Council to reduce the amount of warrant articles. The intention is to streamline some warrant articles.

D. Rogers: Is there consensus on the Master Plan? He is not recommending it so if reducing warrant articles is a priority is the consensus to remove the item?

M. Miville: Items in the CIP even though they can also be in the operating budget is for transparency. I was in contact with the municipal association and she was in agreement with the Town Administrator's thought about this and that it's appropriate to put on the CIP plan to identify to voters and Council of the overall plan. They can identify what is operating budget and what is warrant article. I believe we should keep these on the plan.

J. McHugh: Regarding master plan, the presenter said the last time it was done was 2004 and adopted in 2005. Does the ability to use impact fees based on updated master plan? No. I have no problem with that.

M. Miville: This is how I came up with this – per the Town Administrator's recommendation, I am removing \$10,000 for this year and pushing everything out one year on the master plan.

D. Rogers: Next one is parcel digital compilation for '14-'15.

M. Miville: Should we address feasibility? Maybe you can briefly discuss what happened at the Planning Board meeting this week with Attorney Campbell?

D. Rogers: They are requesting a relinquishment of easement for parkway project largely because it impacts their ability (SNHU) to sell property for commercial development. He came to us because the

easement needs to be recorded by the end of the year. He is coming back next year to revisit this. It's still on the books but looking more and more like the parkway is not going to proceed any more.

J. McHugh: Wasn't it a condition of approval from Manchester Sand and Gravel?

D. Rogers: Yes because the easement was due at the end of this year so we pushed it out.

J. McHugh: Does this mean it's gone away?

D. Rogers: No.

M. Miville: On my revised plan I left it in there and put it in the 6th year. I removed the '16-'17 amount and put it in '18-'19 as my suggestion to keep it on the plan.

D. Rogers: Parcel digital compilation is next.

M. Miville: I'm not sure what to do with that. I spread it out over 3 years and pushed it out. Dr. Shankle did not want to recommend it for this year.

D. Rogers: It makes sense to push it out some. I recall it being on a wish list but in an effort to avoid additional warrant articles, I think we should push it out.

M. Miville: I looked at the bottom line total, and it was the highest of all the years, so I moved it over another year.

J. McHugh: Can CIP determine the amount or just push out the amounts further?

D. Rogers: Leave it for 2 years and push it out.

J. McHugh: Is it our purview to change it?

M. Miville: We take all these presentations and fit it into the puzzle. I'm ok with 2 years and push it out to the 3rd, 4th years.

D. Rogers: Replacement of code enforcement vehicle.

M. Miville: I pushed it out to years 3 and 4. I believe I was trying to move some things off the 2nd year. I remember that vehicle was more of a need. I don't know if we put it in years 2 and 3 or leave it in years 1 and 2.

D. Rogers: I think years 2 and 3 is a fair compromise.

J. McHugh: It's the same amount he just moved it.

D. Rogers: Improvements in infrastructure of conservation land capital reserve - \$10,000 each year.

M. Miville: I took out the money off the original plan – Dr. Shankle did not recommend – but I left \$10,000 each year. Basically this is a warrant article.

D. Rogers: Fire and rescue – fire apparatus capital reserve fund. \$50,000 per year line item. I think that is fairly standard and we need to leave it as is.

J. McHugh: You have to plan for this and to not do it is irresponsible.

D. Rogers: Boat #2 – in the future.

J. McHugh: Fully funded down the road.

D. Rogers: Car #1 2007; proposed \$50,000 in year 4. Car #2 \$50,000 in year 2.

M. Miville: The one I moved over was based on question of car #3 and I moved it one year sooner because he had 2 vehicles in year number 4. I went from year 4 to 3. He said he would be OK with that.

D. Rogers: You are spreading out the 3 vehicles.

M. Miville: The next one is another year over.

D. Rogers: Rescue #1

M. Miville: Offsetting revenues. Rescue #2 also offsetting.

D. Rogers: SCBA – \$20,000 each year.

M. Miville: This is ongoing for replacement of important items. Is \$300,000 going to be enough and he said he could do it for \$250,000. The voters have supported that. \$300,000 was an estimate.

D. Rogers: Fire station lease – out in years 2 and ongoing from there.

J. McHugh: With regard to that, I appreciate his candor on that topic but is it the wisdom of this community to say that we are not interested in having a station but we are willing to be part of another station to lease? It doesn't seem like anybody is moving toward that direction.

M. Miville: There was an official vote and I believe the wording was the town does not need a 3rd station.

J. McHugh: They did negotiate land with the big box stores.

M. Miville: A deal fell through with the developer. I remember it on Quality Dr. near BJ's.

J. McHugh: Why negotiate for that then vote we don't need one?

M. Miville: The deal fell through and the more recent discussions were negotiations with Manchester. Mayor Gatsas asked if they wanted to go in on a fire station and they said no thank you.

J. McHugh: That decision was about not to go with Manchester or more the decision there won't be a fire station #3 on the west side of the river?

M. Miville: My memory is after that conversation and they declined that proposal, they said a 3rd station was not desirable by Council. There is a new Council and we should put it on their agenda to discuss it. Our conversation with the chief was that the council has 1 ½ years to talk about it. I'd leave it. It's up to Council.

J. McHugh: That should be addressed in the presentation.

D. Rogers: The fire engine is tied into that – \$400,000 in year 2.

M. Miville: That is mostly impact fees.

D. Rogers: Some of that money is expiring so we need to act on that. Leave as is. Police commission – across the board \$66,235.58.

J. McHugh: He originally said a lease.

M. Miville: He misspoke. He meant purchase.

J. McHugh: He also stated he was basing this on PSSG recommendations.

M. Miville: This is not a lease – he was going to put it in the budget.

D. Rogers: So leave that. Public Works drainage capital reserve fund – \$50,000 ongoing requirement. Same with plow dump truck.

M. Miville: We are ok with increasing to \$100,000 from \$80,000. We deleted other individual items for consolidation.

D. Rogers: 1 ton pick-up body and bucket – out in year 2.

J. McHugh: This is one of those he is going to fund in the year of the purchase.

M. Miville: He wanted it in a second year – wanted to purchase outright and not put into the \$100,000.

D. Rogers: I'm ok with that. Sidewalk plow lease starting in year 2. That looks ok. Rubber tire excavator lease starting this year and spreading out over 6 years.

M. Miville: That is a valuable vehicle to have to save the town money. We don't have to rent it anymore which is expensive.

D. Rogers: Loader pushed out to years 2 and 3.

M. Miville: The original was '15-'16 and I asked if we could split that.

J. McHugh: That is a change from their request – \$100,000 each year instead of \$200,000 next year.

D. Rogers: For our purposes it's year 2 and 3 at \$100,000 per year.

M. Miville: \$200,000 for a warrant article is a lot.

D. Rogers: 1998 ¾ ton pick-up with plow.

M. Miville: That was one of the scratched off vehicles added to the \$100,000, same as all the others. The second one he wants to purchase this year and is not included in the \$100,000. He needs that very much and wants that as a warrant article this year.

D. Rogers: The next ones have X's through them.

M. Miville: Those were put in the \$100,000.

D. Rogers: \$45,000 in year 5 for roller. Parks & Rec facilities development reserve fund at \$15,000 per year.

M. Miville: For Donati field expansion and bathrooms.

D. Rogers: Town building maintenance capital reserve fund – ongoing. \$100,000 this year vs. \$75,000 in succeeding years.

M. Miville: More money going to finish the Safety Center.

J. McHugh: They still have things to address. They did not get a warrant article a couple years ago and are working on things little by little.

M. Miville: They are trimming it down after this year because the Safety Center is more or less finished.

J. McHugh: Town Hall roof has not been done in a long time and is leaking.

D. Rogers: An extra \$25,000 is geared toward Town Hall roof replacement.

C. Soucie: \$160,000 is the estimate to replace roof.

D. Rogers: Recycling and transfer automated collection capital reserve fund – \$20,000 for 2 years and \$30,000 years after for collection buckets. Recommended by Dr. Shankle. Go with that. Peterbilt special revenue \$120,000 in year 3 pays for itself. 100-yard – \$60,000 year 3 is good. Dump trailer, special revenue and following 4 items. Brings us to 14-yard automated collection truck. Looking for \$180,000 this year.

M. Miville: That is offsetting revenues from funds they already have.

D. Rogers: Leave that there is the consensus. School district – HVAC upgrades for \$34,000.

M. Miville: The original request was \$17,000 per year in year 1 and 2 but if it will improve efficiencies why wouldn't you do it this year as year 1 is our lowest.

D. Rogers: She mentioned it is available now but it seems like moving it is a sensible approach.

J. McHugh: I have no problem with that.

D. Rogers: \$127,000 in years 2-5 for kindergarten upgrade at Memorial.

M. Miville: In previous years they have come here and it has been a moving target. Last year none of these were urgent but they are moving it closer and closer. I'm ok with leaving it there for now but there still has been no discussion if the kindergarten upgrade will be done.

D. Rogers: It will make more sense to push out to years 3, 4, 5, 6. It also takes \$127,000 out of a big year.

J. McHugh: Consider their other needs. If they are not able to obtain a generator from Harold Murray, that is important to have.

D. Rogers: Roof replacement at Underhill – \$95,000 in years 2 through 5.

J. McHugh: I'm at fault for not asking whether or not they got an assessment. I know it's a rubber roof but they pushed it out.

M. Miville: It's re-seaming not just replacement. They are using some money to re-seam and saving money for year 4.

J. McHugh: Not in this year's forecast – we would need a better assessment but I have no problem leaving it where it is.

D. Rogers: Sports field expansion – \$30,000 per year in years 3 through 5.

J. McHugh: That is something they are going to need.

M. Miville: This changes every year; I'm not going to worry until it gets closer.

D. Rogers: Generator – I think that's good based on that experience earlier this year and if Mr. Murray can work with her on this.

J. McHugh: He helped the other 2 schools and I think it was at no cost.

D. Rogers: Sewer fund – nothing listed.

M. Miville: There was nothing requested.

D. Rogers: Same with Village and Central water precincts.

M. Miville: I am adjusting the grand totals as we changed a few things.

Year #1 – \$645,669; year #2 – \$968,239; year #3 – \$978,624; year #4 – \$864,874; year #5 – \$906,889; year #6 – \$770,510. Overall total is \$4,575,119. It's fairly level.

D. Rogers: We met the desire of Council and Dr. Shankle to minimize the number of warrant articles.

M. Miville: We succeeded in our task to level off and keep it under a million with this year being the lowest.

***M. Miville motioned to approve the CIP plan and present to Planning Board. Seconded by J. McHugh pending totals are approved by consensus.
Vote unanimously in favor to approve CIP and present to Planning Board on 12/2.***

M. Miville: We typically have a self-audit meeting after this. We have a form we fill out that allows for explanation and feedback on how to improve the committee, recommendations to Planning Board, etc.

D. Rogers: When is it held?

M. Miville: Usually a couple weeks into January at our discretion.

D. Rogers: Do we want to set it up now? Tuesday nights are preferred. The last Tuesday of January is the 28th. Is that suitable? We can tentatively set that up for 1/28 at 6pm for the self-audit. If needs to change, Carolyn will advise via email.

ADJOURNMENT

***M. Miville motioned to adjourn at 7:23 pm. Seconded by J. McHugh.
Vote unanimously in favor.***

Respectfully Submitted,

Tiffany Verney
Recording Clerk