

**CIP Committee Meeting – Self Audit  
Hooksett Town Hall  
Room 204  
35 Main Street  
Tuesday, January 28, 2014**

**CALL TO ORDER**

Chair D. Rogers called the meeting to order at 6:00 pm.

**ROLL CALL – ATTENDANCE**

David Rogers, Marc Miville, Joanne McHugh, Steve Peterson  
Staff: Carolyn Cronin (Assistant Town Planner)

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

a. Public Minutes of 11/26/13

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

**SELF AUDIT**

**GENERAL DISCUSSION**

D. Rogers: I think Dr. Shankle has done a good job of training people on how to present their budgets.

M. Miville: The budget prep is very streamlined.

J. McHugh: How often do they like to see the Master Plan updated?

M. Miville: About every 10 years or so. The current balance is \$16,600 and all other years are \$10,000 after this year. After the six years, it would be an ongoing \$60,000 to have a Master Plan funded in 2019-2020.

J. McHugh: Should we recommend that they do a Master Plan update in the future?

M. Miville: I believe Dr. Shankle said they are piece-mealing it right now as they get money they will do it chapter by chapter.

C. Cronin: Some chapters have been updated since then.

M. Miville: I recall JoAnne Duffy saying they are about 70% done with the updates to the 2004 Master Plan so the other 30% is what they are going to finish.

J. McHugh: I have some concerns about why they are funding in the year of the purchase. You run the risk of not being able to get what you need and it could substantially throw off the whole CIP plan or it pushes everything out further. I was concerned when they came in and discussed it. I understand that the Council wants to reduce the number of warrant articles, but for practical purposes I wonder whether or not this is going to cause problems down the road. The purpose of CIP is to plan six years out.

D. Rogers: We can add it to the audit; it should be brought to their attention that we have some concerns about that. Yes, it reduces the number of warrant articles, but this is a significant amount of money at stake. If voters don't want to stand there and read all the articles, that's not our issue. Our job is not to keep the electorate happy or make it easy.

J. McHugh: With regard to the Local Government Center – do they offer any guidance or training on this? I wonder if it's in the town's best interest because 1.) You are not following the Master Plan and 2.) If you keep on pushing things out, you will eventually have to fund it and that is going to spike the tax rate.

M. Miville: I think there is a fine line between removing warrant articles that are necessary and putting it into the budget, then the budget goes into default and doesn't get passed. They have to be more focused than they are now. They only knocked off 4 warrant articles last year. There are 4 less warrant articles but the contracts are coming out now so that will add 2 more to the 4 that are missing. Every year there will be 12 to 16 warrant articles because most of these are ongoing. We are spreading them out for a reason.

D. Rogers: This was designed to get more town participation but you run into the same ironic outcome where people don't want to spend 10 or 15 minutes to vote on the warrant articles that they didn't read before they showed up at the polls.

J. McHugh: The Council needs to do a better job of education the citizens and explain the warrant articles.

S. Peterson: Sometimes I think the legal verbiage scares the voters.

M. Miville: There is a fine line between having too many warrant articles and having too high a budget. This year, before the Budget Committee looks at it, it's \$180,000 over default. The other thing I want to bring up is should we recommend that there be a limit at which things need to be spread out? The second thing is that other departments were changing their own proposals in the middle of the meeting. We need to think about whether the voters are going to approve this or not.

J. McHugh: I think we should inquire from LGC if this is the right way to go about requesting lump sums. They have access to how other communities do CIP's.

M. Miville: The school board default budget was only \$2,000 above operating budget and to me that was not a large enough discrepancy for the voters to have a choice between one or the other totals. We have other constituents to consider, other than parents. The Committee voted to add \$40,000 more and now they have a choice.

#### **ADJOURNMENT**

***J. McHugh motioned to adjourn at 6:53 pm. Seconded by M. Miville.  
Vote unanimously in favor.***

Respectfully Submitted,

Tiffany Verney  
Recording Clerk