

Official
As of 08/03/09

HOOKSETT PLANNING BOARD
WORKSHOP MINUTES
HOOKSETT MUNICIPAL BUILDING
Monday, June 30, 2009

CALLED TO ORDER

Chair J. Gryval called the meeting to order at 7:10pm

ATTENDANCE

Planning Board

Chair J. Gryval, Vice-Chair J. McHugh, Town Administrator, C. Granfield, D. Hemeon, R. Duhaime, and Town Council Rep. N. VanScoy.

Excused: D. Marshall.

Absent: M. Sorel, R. Guay, and Y. Nahikian.

Budget Committee

J. Pieroni, N. Comai, J. Danforth, and D. Argo.

Town Council

D. Ross, J. Hyde, G. Longfellow, and N. VanScoy.

Hooksett Police

Chief S. Agrafiotis.

Hooksett Fire

Dep. Chief M. Hoisington.

Hooksett Library

H. Shumway.

CIP Committee 2009-2010

M. Lennon, M. Cannata, N. Comai, and R. Duhaime.

Hooksett Finance

C. Soucie.

APPRECIATION/SERVICE AWARD

J. Gryval: Vice-Chair Joanne McHugh is moving on to bigger and better things. We would like to present this to you Joanne (granite paper weight), and wish you good luck in your new tasks.

C. Granfield: On behalf of the Town, we thank you for your hard service. A lot of things around the community have your work on it, and good luck with your new group.

J. McHugh: Thank you to everyone here and members of the Planning Board, and for giving me the opportunity to give my input. Originally I was a School Board member. I think it was the betterment of the Town, and they heard issues of the schools with growth. Later on, other things like sidewalks came about, and I will leave here as the “sidewalk queen”.

D. Hemeon: We will miss you.

J. McHugh: You people work very, very hard, and I hope the Town appreciates you. Thank you.

CIP ROUNDTABLE

Matt Monahan, Central NH Regional Planning Commission (CNHRPC)

M. Monahan: For my overview, I have 18 slides or so, based on CTAP in Hudson. I took components from that, and tailored it to Hooksett from your CIP self-audit and CIP Committee meeting minutes. At CNHRPC, we cover each other and do workshops and I live and am on the Goffstown CIP. At the Hudson presentation, we talked back and forth for 2 ½ hrs. We peeled back every possible component of the CIP process.

M. Monahan: Slide #3 - The CIP is an advisory document. You make recommendations to the Budget Committee who can use it or change it. The overall purpose is to prevent surprises over 6 yrs (i.e. 3 yrs down the road, you need a new fire truck). The CIP does not lock you in; it is general. The CIP is required for the growth management ordinance or impact fees. There are no legal specific requirements. It is the best case scenario. Your Town meeting is in May?

J. McHugh: Yes, and the school Town meeting is in March.

J. Gryval: The first CIP meeting is in September.

M. Monahan: One of our towns started way late. Goffstown started at the beginning of June. It all depends when you are comfortable.

J. Gryval: Departments can't get their budgets in any sooner.

M. Monahan: Slides #4, #5, & #6. The costs are estimates and it is an advisory document. In Hudson, they had a hard time getting the school to participate. A copy of the final plan goes to NHOEP, if no it is not null and void. Make sure you adhere to the right to know (meeting minutes and notifications). The Master Plan Community Facilities section states that you shall review to correspond the CIP with the Master Plan. Treat the CIP as a living part of the Master Plan. There is nothing in the RSA, but it is based on this case law (Zukis vs. Town of Fitzwilliam). The Planning Board is authorized to create the CIP. A Planning Board member

shall be on the CIP Committee. Slide #7 - In Goffstown, some people from the School Board were on the CIP Committee. Slide #8 - Examples of Capital Projects, the biggest one is they have to meet the time/\$ definition.

C. Granfield: Matt, do you find typically they include Police Cruisers? Usually they put these as a budget item.

M. Monahan: One of my towns did place it on the CIP. In Goffstown, we don't put them on the CIP.

J. McHugh: Originally when the CIP started, we were told to put Police Cruisers on the CIP. Then we were told to put them in the general operating budget. The same thing happened with the roof. You can be on either side of the argument for that.

M. Monahan: At the end of the day, do you need to project out on this? Slide #9 – The Hearing process; the Master Plan adoption hearing requirements are 12 days (10 days free and clear), 2 public places (newspaper of general circulation). Committee members hear what we have presented to the Planning Board, and they (Board) can either adopt it or not.

M. Monahan: Slide #10 - current year CIP should be most accurate, years 2-6 more rough . . . as you get closer to the current year, the numbers should be more accurate. Inflation and the economy will change a roll in the numbers. In Goffstown for Fire Truck purchases, the dollar amounts changed due to technology changes, inflation, cost of oil . . . it can go up over time. Slide #11 – in Hudson they discussed what is a “need” for big issue items. Hudson determined that there is some discretion.

M. Monahan: Slides #12 & #13 - in your CIP meeting minutes, it referenced other revenue sources. Trust funds are a good way to save up to lighten up the blow. You are the trustee of the trust fund. Exaction and impact fees, in brief, exactions are for off site improvements for a specific development (drainage, roads, sewer, and water). I.e. shopping center exactions for traffic light, sewer ties; specific. Impact fees are townwide (sewer plan, school system). Impact fees must be adopted in the Zoning Ordinance as fair and equitable. Impact fees are to accommodate future growth (not general repairs or maintenance). I.e. a school with a leaky roof and also want to add on; impact fees could only be used for the add on. More revenue sources, impact fees are based on current CIP. This is another reason to update the CIP on an annual basis. Tell the developer it is current. Impact fees and exactions must be used within 6 years, or must be returned to the developer. Above all, impact fees are for growth, and exactions are for specific off site improvements.

M. Monahan: Slide #14 - department head participation, Hudson had an issue with this too. The CIP process requires department heads to participate. I.e. few new police cars, it is easier to sell the request, if the department head justifies it. Include mileage and hours for a dump truck, the Budget Committee sees it and the voters see it. The CIP process should be part of the annual budget and procedures. Don't hit them too early with it. There is no set process to interview department heads. “X” number of applications in for the Town

Administrator to review could take 10 minutes each, vs. Public Works could take the whole night with the CIP Committee. Just go at a good pace.

M. Monahan: Slide #15, #16, #17, & #18 - The CIP is updated yearly. There is no set method. Help is available through the OEP, Regional Planning Commission, Town Attorney; the list goes on.

M. Monahan: This is the end of the slides. This is where we want to talk about issues.

R. Duhaime: The Budget Committee is here tonight. In the list of CIP members (slide #7), I did not see a Budget Committee member on the list.

John Pieroni, Budget Committee Member: Per the RSA, there should be a member of the Budget Committee who serves on the CIP Committee, but as a non-voter. It was helpful to get the heads up on the 2009-2010 CIP (Nancy Comai). There are new items for growth. It was unclear what was for replacement and what was for growth. Some items, i.e. Police Cruisers, are on the CIP vs. one every year. What is the new item vs. the replacement for one we already have.

M. Monahan: What is the definition of a CIP dollar?

R. Duhaime: At least \$10,000 for 6 years. We were doing 5 and 10 yrs.

D. Hemeon: 6 years makes more sense. As departments, we had to show 10 yrs. The default budgets throw you behind.

M. Monahan: Fix a flat tire, the CIP helps department "X" in doing these things. Public Works in Goffstown has a discussion on types of trucks (maintenance vs. buying new).

J. McHugh: That is where we run into problems. Items in the CIP, for whatever reason (Council or Planning Board level), are changed and pushed off in years. Then I think, not in my lifetime are these things going to happen. It is really foolish. There has to be a way, Dale can speak to this better. Have the Master Plan and go forward. We get caught up with the default budget, or it doesn't even meet the muster of the Planning Board or Council.

M. Monahan: The CIP is an advisory document. More rigorous is breaking down what you really need on it. The other piece is a lot of people are on the CIP Committee and have different perspectives. At the end of the day, the CIP is still an advisory document.

J. McHugh: Would it serve better to update the Master Plan more frequently? A lot of members of the community give more buy in.

R. Duhaime: The CIP Committee did a self-audit, and we determined we didn't incorporate the Master Plan. We are supposed to do a long-range plan. The Master Plan is updated every 5 yrs. The CIP looks at the Master Plan and the budget. This isn't just the Board members, it is others. We hadn't stuck to the Master Plan. When we went to Hudson

(workshop), it was stated “we can’t take care of roads, if trucks can’t get there and visa versa. The past CIP hadn’t changed since fees were coming from the dump fund (tipping fees were covering major purchases). When the landfill closed, the CIP process needed to be revamped. We weren’t appointed to the 2009-2010 CIP until September/October, and meetings started in November. We may have given department heads 15 minutes each. For Warrant Articles, Councilors get involved. No one is looking at “do we need an ambulance?”. The Fire Dept. told us (CIP Committee), but what other items do we need this year? This process is getting politically changed in this Town. A Hudson selectman on the CIP said they were playing politics on their CIP. We are trying to stop that in this Town. Dale’s trucks are too late. There is no long-range plan.

D. Hemeon: In the late 1990’s, we had accounts of backhoes and loaders. Today it would cost \$140,000. Everything has gone up money wise. The Council is the end to stop funds.

J. Pieroni: A major change was the SB2 vote; people voting on a lot of items. It is hard to get people to vote on a backhoe for 5-6 yrs from now. How can I get people in the voting booth to vote for it. They will be looking to determine “is it something we really need”.

D. Hemeon: No one is asking for that now, because we are so far behind.

J. Pieroni: Justify when it is actually needed vs. 6 yrs ahead.

D. Hemeon: It is not hard for the CIP budget. It is hard to get the voters.
Nancy Comai, Budget Committee and 2009-2010 CIP Committee member: It is a cross-section from the entire Town, and what Robert said to is to have a sound rating system. All committees should sign off on some rating system, then we are good to go vs. being fragmented. I would have liked to know 3 yrs ago that we needed a backhoe. We are not here to set policy (lease vs. purchase).

M. Monahan: You do have to say this vs. this.

R. Duhaime: Hudson got very heated.

J. McHugh: It is based on parameters.

R. Duhaime: Roads, if through the CIP process they are 5 yrs out, Hudson instead looked at re-election for political choice.

J. Pieroni: Nancy brings up a good point. 30 yrs ago you did lay-away. That is what basically a 6 yr backhoe would be. The reality is you wait now until you absolutely need a ladder truck and do a lease purchase. It is hard.

D. Hemeon: I have made a 10 yr. and 15 yr. plan when I need a backhoe. When you continue not to gives us the funding, or the voters say “no”, it is hard.

J. Pieroni: It is hard to get people to lay-away.

N. Comai: We (CIP Committee) saved \$278,000 this year.

D. Hemeon: A backhoe is not as good as this truck.

N. Comai: If you really needed a backhoe, then it should be at the top of the encumbrance list. A priority list with a rating system, that is all the committee can sign off on.

D. Hemeon: It is hard sometimes, when we need a motor. The transmission from the Fire Truck is \$40,000. Then that money comes from paving. Then they want to know why the roads are not done. The department heads have to make the budgets, and you guys have to make the decisions.

J. McHugh: There is minimal tax impact, and they want to minimize that. This year was the question purchase or lease. But if you lease, you pay more in the long-run. Mindful, if we don't have our eye on impact, we can lose those valuable funds. It is hard to balance the CIP with the budget.

D. Hemeon: It is hard to have a consistent CIP, Budget, Council, etc. 2-3 members of the Board can change the CIP. This can change the whole dynamic.

C. Granfield: Just a few comments. It is new to me. How to have an effective CIP with changing people? Finance is the key element. They maybe asked for information, but Finance was the core of the group. Where I was before, the CIP minimum was \$75,000 or else it went into the operating budget. The problem comes when voters vote. The key is levelness for the tax rate. Finance is the key. I would think if you haven't been doing a rating system, have a system, even if there are different members on the CIP. Finance is core.

N. Comai: We tried real hard to keep the lower level, but it was very difficult. Many items were urgent and it weighted the levels. What Christine (Finance) passes out has the level of urgency to be marked down.

D. Hemeon: They were marking urgency in the past. Some people have gone to lease purchase, because the payments are lower and it is an easier sell (\$30,000 vs. \$140,000).

N. Comai: We saved \$278,000.

M. Monahan: Think of the CIP as not only a document, but a process. If you have a Town doing the same thing for 10 yrs, it is an easier sell in a Town meeting. Predictability is a buy in.

J. Pieroni: How many should a Town have on their CIP?

M. Monahan: It is years and dollar values.

C. Granfield: 6 yrs to 10 yrs for a longer spectrum. The first year in the budget has to be accurate.

M. Monahan: The lower the threshold, the more items you can have.

J. Pieroni: Now each item becomes a Warrant Article.

J. McHugh: Too many Warrant Articles, and they (voters) don't read into them.

J. Pieroni: Some are big enough.

C. Granfield: From what I am hearing, the threshold needs to be at a higher amount.

J. Pieroni: You have to follow the Zoning Ordinance.

M. Monahan: Aim for a comfort level. If there is tons of stuff, the eyes glaze over.

Jason Hyde, Budget Committee: Funds for a backhoe, 10 yr plan "X" dollars per year. Calculate in inflation 2-2 1/2%. I am wondering from a business point of view, there are so many moving pieces. 2 yrs ago we thought Cabela's was coming into Town. Then there are gas prices. I guess my concern is planning that far out; inflation being that far out. How often can you take out a CIP item. You can take out for emergencies.

R. Duhaime: That is with the department heads.

D. Hemeon: It has to be approved by the voters.

M. Monahan: You can have a trust fund.

J. Hyde: The answer is you cannot spend the money.

N. Comai: \$80,000 for computer upgrades. Say Carol and the powers that be want to spend the money. They can do that because that money has been put aside.

Marty Lennon, 2009-2010 CIP Committee Member: If the money is set aside for a backhoe, and then some other department has an emergency, can that backhoe money be used?

J. McHugh: You can change the use by an Article to the voters.

M. Monahan: The CIP doesn't appropriate money. It gives a ballpark 3 yrs out to spend on a Fire Truck or Public Work's garage. It doesn't encumber. The funds still need Town meeting approval. You can still have an emergency Town meeting.

N. Comai: 10 yrs, at 3 yrs into the money it lops off.

R. Duhaime: There is a Town computer fund. Can it be used for the Library of Public Works?

J. Hyde: If we say put in for the backhoe fund, and something else happens, the other years with have a default budget.

R. Duhaime: Building fund, the Council in the past can pull the Warrant Article out at any time. As a sell, this is a sell. If it had gone through the CIP process, that is your sell. You wait to the last minute for a Warrant Article. Is there a Conservation Fund? It is in the Master Plan.

J. McHugh: Didn't the Conservation Fund change this year?

J. Pieroni: Taxes.

R. Duhaime: It should have been in the CIP plan.

J. Pieroni: Maybe there needs to be a Town highway fund vs. backhoe fund.

M. Monahan: CIP trustee of the trust funds; it has flexibility of expenditures.

C. Granfield: Christine, I don't know. Does the Town have active funds?

Christine Soucie, Finance Director: There are 25 active funds. I don't know how many are inactive, but available to use. Trust funds shouldn't be too broad or too narrow. Limit the number of Warrant Articles. Some communities limit the trust fund to one Warrant Article. A trust fund is a savings account.

David Ross, Town Councilor: Isn't it something that still has to go on a Warrant Article? What difference is there between the CIP and the Capital Reserve Fund?

R. Duhaime: The Planning Board makes the CIP Committee. The CIP makes planning for the CIP. It should go through certain CIP steps, before the Council receives it. You have to have a CIP, because you collect impacts.

M. Monahan: The CIP = no surprises. The Planning Board makes a suggestion to the Budget Committee as level as possible. Here is a good way using needs and growth (rating system). It is a suggestion, by statute it is not authoritative, just suggestive.

J. Hyde: The CIP takes proof, compiles all, and makes sure they are legit then to the Town Administrator.

M. Monahan: The Budget Committee doesn't need to get in detail.

D. Hemeon: Someone from the Budget Committee and someone from the Council should be on the CIP. Half the problem is that the Council doesn't know. A Council Rep and a Budget Committee Rep should report back.

C. Soucie: The CIP is really a plan; one place to see the needs of the departments for 10 yrs. If there was no CIP plan, you would not see this. It is not the menusha. You can get a feel. Funding is very important. It is valuable to determine "This is what we need".

C. Granfield: Following-up with planning is the key. Many get involved in the menusha. The CIP Committee keeps it focused.

C. Soucie: \$50,000 in 5 yrs for non-maintenance items.

R. Duhaime: The Town needs to be reassessed, because the State requires it. Do we want to dissect it? No, we have to do it.

D. Hemeon: At the end of the year, we are begging and borrowing. Make a good plan. So much old stuff kills you. Then you can make a good plan for 5-6 yrs. The same thing with the Fire Dept. The department heads try to be good. 25 yrs out for a Fire Truck; \$300,000-\$400,000 to purchase.

Dana Argo, Budget Committee member: What is the definition?

C. Soucie: \$50,000/5 yrs.

C. Granfield: We were just discussing what might be helpful. A detailed list provides the same knowledge.

J. Gryval: There are different people (Boards and Committees) every year.

R. Duhaime: The Town Administrator starts it off by meeting with the department heads. Part of the process is lost, because there is no continuity with the Town Administrator to the department heads. Department heads have been told in the past "don't even both putting it in, because we won't give it to you". Some department heads have said "we won't even both going to the CIP".

D. Hemeon: The parameter changed over the years.

J. McHugh: Town Administrator and Dale, I happened to be at a Town Council meeting. Dale the funds from the funds balance, were those from the CIP, or now are you down to the wire for needing equipment and you couldn't use the funds?

D. Hemeon: It was an encumbrance.

C. Granfield: It wasn't in the CIP.

C. Soucie: It wasn't a fund balance. It was an operating budget. The difference is that the fund balance is for schools. It is not quite the same thing. In 2001, the Planning Board did put together a CIP Manual. That has definitions and is given out to the CIP Committee every year. Maybe, Carol, we could update it. It is the Planning Board's charge to consider and update.

C. Granfield: Yes.

Martin Cannata, 2009-2010 CIP Committee member: The department head participation is on one side, and the CIP Committee membership is on the other side. Where would you prioritize either one of those two; on the membership side or on the lobbying end.

M. Monahan: For the make-up of the CIP Committee itself, who do you want to be actively involved in the decision?

J. Gryval: The problem is we could never get anyone to be on the committee.

J. Pieroni: I can't remember the Budget Committee ever being asked.

R. Duhaime: For 3 yrs I went to the Budget Committee Chair and asked for someone from the Budget Committee to be on the CIP Committee.

M. Monahan: That would be an ideal make-up. If nobody from the group (Budget) is ready to come, it can make or break the CIP.

C. Granfield: Maybe with an updated format, good people from the Planning Board, Budget Committee and key citizens, this would be the ideal make-up. Not that the department heads don't have good involvement, they present the information. They have key input.

D. Hemeon: No department head has ever been on the CIP Committee.

C Granfield: Finance, Town Administrator, and other members and departments; timing is the key for the numbers. Departments start early on in the summer with their overviews. This is what we need. Then in the Fall, the departments can come back with details.

J. Gryval: We can send a letter to solicit CIP Committee members.

George Longfellow, Town Councilor: For this last CIP, the Council was the last to hear. We needed to determine which to knock off and which to keep. The Council has the final say, unless someone from the town meeting requests it be put back on. The Council has very little input. Nothing ever comes back to the Council.

J. Gryval: George, would you volunteer to be on the CIP Committee as a Council member?

G. Longfellow: I wouldn't mind being on it.

D. Ross: It doesn't say just Planning Board determines the CIP Committee, it says governing body.

C. Soucie: We established that it (CIP Committee members) would be voted on by the Planning Board.

J. McHugh: Way back when, it was established. It is how it should be.

J. Hyde: Suggestion to the Planning Board, it is not a good idea to have department heads as sitting "voting" members on the CIP Committee. They should only be representatives.

Heather Shumway, Library Director: I take offense to that. I think we work very well together as department heads.

J. Gryval: They would be a representative; not the department head.

M. Monahan: You have the Community Development Department, and they have a department head who has items on the CIP. Who do you want in the conversation?

J. Hyde: We have cross-functional groups at my work. We need to be as objective as possible.

R. Duhaime: Carol, the CIP Committee went longer than normal. The Council Rep updated the Council somewhat. We were adopting some of Goffstown's and the State's process. We asked the Planning Board to reappoint some of the CIP members from 2009-2010, rather than being disbanded. Some of these members are here tonight. We would like to get an update from the Master Plan for the following year's CIP. We are working on improving. The appointments didn't happen.

N. Comai: I am really interested in being on the CIP Committee next year (2010-2011). I have a 3 yr team on the Budget Committee. I hope you will consider me.

M. Lennon: I am one of the people listed to be on the CIP Committee next year (2010-2011) as an interested citizen. I found last year's committee (2009-2010) extremely educational. I personally would like to serve again. Serving more than one year is better.

J. Hyde: Can the Planning Board assign how long a CIP member will serve?

J. Gryval: We assign a member for one year term.

D. Hemeon: One of the members of the CIP Committee mentioned to me that he was a little upset that when the CIP was presented to the Planning Board, the Board changed it.

J. Gryval: The rule is the CIP is advisory, and the Planning Board can change it.

R. Duhaime: The CIP was going through all this work, and he didn't want the Planning Board tweaking it before it went to the Town Council or Budget Committee. What did get presented to the CIP, you (Council and Budget) don't see the original.

D. Hemeon: Carol, the toughest part is getting solid numbers in July.

N. Comai: It is 7 yrs out.

D. Hemeon: We are starting a new budget tomorrow (7/1/09). You want us to calculate 16 months out.

J. Gryval: They can meet with the CIP Committee twice.

C. Granfield: Once for preliminary data and once for final numbers/details.

J. Gryval: Leave the numbers to the end.

D. Hemeon: Put a plan together in the Summer, and then have the numbers for the Fall.

M. Monahan: That is not a bad idea for the CIP Committee. Keep the process wise, ask them "how can we work with you to get the most out of the process?".

M. Cannata: Address Robert's comment. CIP presents to the Council (Budget or Council changes it). The final draft to the Council, should have comments that it was revised by "XX" on "XX" date, and that it wasn't the CIP who put in forth.

C. Soucie: It might be a good thing, the CIP as an advisory committee, to give one presentation to the Council, Planning Board, and Budget Committee. You guys (CIP) have listened to all the departments. You have all that knowledge, and at least they are hearing it from you.

D. Hemeon: I don't know why it doesn't happen that way. Why can't the CIP present the same night to the Planning Board, Budget Committee, and Council. Everyone can ask questions they want that night. It would reduce meetings drastically.

H. Shumway: It is also a more efficient use of staff.

D. Hemeon: They would all be hearing the same thing. They may not all agree on the same thing.

J. McHugh: Thinking differently, suppose the Town Council doesn't want a recommendation.

D. Hemeon: Just present the same night.

J. McHugh: Refine the number of what all the requests are. The school shows you with their presentation; final number or proposal.

J. Hyde: There would be too many people in the same room.

N. VanScoy: The Town Council asked the Budget Committee "I wish John was here, he had strong comments on that, but I won't speak for him".

J. McHugh: Do you remember when . . .

N. Comai: The first Budget Committee meeting . . .

J. Hyde: The number and length of the meetings.

M. Monahan: Set limits.

N. Comai: Why would you have to cut off times for meetings. It is very important.

M. Monahan: Get back to what your definition is.

N. Comai: This forum would bring continuity.

N. VanScoy: Why do we choose trucks as capital improvements vs. budgetary maintenance?

J. McHugh: It depends whose opinion you get.

D. Hemeon: The Town Council to the Town Administrator.

N. VanScoy: Has one way worked better than the other?

D. Hemeon: As a department head, I say just pick one.

C. Granfield: Anything under this goes under operating.

D. Hemeon: Then you get a new Council and they choose another way.

J. McHugh: Some want it framed in a Warrant Article, and some want it in the operating budget, because it is an operating cost.

N. VanScoy: It is different at the State than here. If you continue to need a dump truck; is it maintenance or new?

D. Hemeon: If your fleet is old, then you purchase. The capital thing is a real good thing for me. Default or not, I am guaranteed new equipment to get caught up. Replace a vehicle in 12-15 yrs. Plow trucks are old before miles add up; they are hard miles. A Pick-up Truck can go to 100,000 miles.

M. Monahan: Predictability of numbers. Track the truck; trial and error. Once you get a number, it is good to keep it.

J. McHugh: That's find, but you have to determine it ahead.

Chief Agrafiotis: In 2001, I had a discussion with Diane Savoie. \$50,000/5 yrs is the starting point for department heads. It works for this size Town, and this size budget. It compliments the items on the CIP. There is a history where the numbers came from. Carol, it could go up. I don't know where Diane got that number. It should be not too high or too low. A Police Cruiser is a true need with a reasonable number. Have some rhyme or reason.

C. Soucie: The definition of capital improvements is \$50,000 (major)/5 yrs. This was set by the Planning Board for what will go in our CIP Plan. The Plan was presented to the Planning Board, then the Planning Board presents to the Council. The Council looks as "How do we fund – Warrant Articles or operating budget. That is what ends up on the Warrant Article. What specifically were you asking?

N. VanScoy: All of the above.

D. Hemeon: Vehicles, it would be nice if the Town took action (\$50,000/5 yrs). I am looking at big trucks. Does the Town want to look at 10 yrs for a trade-in value? I went with my trade-in. It would be nice too that the Town wants to keep some value of their vehicles for trade-in.

J. McHugh: Isn't that discussion suited for the Town Council? She (Carol) has to take this to the Town Council for an item on their agenda.

C. Granfield: You would have to determine how much value you want for the vehicles.

D. Hemeon: 7, 10, 15 yrs on, there would be no value. We need input from the Council.

C. Granfield: Before we provide input to the Council, you need a mechanic's input.

D. Hemeon: To keep the value, how many years? What is the best value for the Town. All of our stuff . . . 1995 Pick-up Trucks, they wrought away. It is hard to balance. I am a taxpayer in Town, and don't want my taxes to go up.

J. Gryval: Are there anymore questions or comments in the audience, before we go further? Matt, do you have something else?

M. Monahan: The last couple of slides have resources and my information.

8:55pm end CIP Roundtable

OTHER BUSINESS

Michael DiGuiseppe, Coastal Partners – Hooksett Landing Pad Site Removal

J. Duffy: Mr. DiGuiseppe has requested the following for the Hooksett Landing Pad Site Removal (Starbucks):

- removal of foundation
- regarding and subgrading
- asphalt to match balance of parking lot
- site compliance monitoring completed by Town of Hooksett CEO vs. Stantec

R. Duhaime: No pave; shouldn't waive the landscape in that area.

J. Gryval: Pave to match. Have it inspected by Stantec and post an escrow.

J. McHugh motioned to send a letter to Mr. DiGuiseppe and invite him to attend the next Planning Board Meeting on July 13, 2009, to further discuss his requests above in person, before the Board makes their decision. Seconded by N. VanScoy. Vote unanimously in favor.

PSNH Warehouse – 40 ft no disturb area

J. Duffy: There has been a minor encroachment into the 40 ft no disturb area for the PSNH Warehouse site. Their plans were submitted with 25 ft no disturb vs. the required 40 ft. I just wanted to know if the Board had any concerns.

N. VanScoy motioned to send a letter to PSNH that the Board will allow this encroachment with the condition that no further encroachments will be made in this area. Seconded by D. Hemeon. Vote unanimously in favor.

N. VanScoy motioned to adjourn at 9:15pm. Seconded by R. Duhaime. Vote unanimously in favor.

ADJOURNMENT

Chair J. Gryval declared the meeting adjourned at 9:15pm. The next Planning Board Meeting is at the Hooksett Town Hall Chambers @ 7:00pm:

- July 13th – regularly scheduled meeting

Respectfully submitted,

Donna J. Fitzpatrick
Planning Coordinator