

MINUTES
CAPITAL IMPROVEMENTS PLAN UPDATE COMMITTEE
TOWN GYMNASIUM
35 Main Street
WEDNESDAY, May 5, 2021
5:00 PM

MEETING CALLED TO ORDER AT 5:00 P.M.

PROOF OF POSTING

INTRODUCE MEMBERS OF THE COMMITTEE

David Boutin, Planning Board and Town Council, Matt Reed, Planning Board, Rob Duhaime, Town Council and Planning Board, Brian Soucy, Budget Committee, Amy Tremblay, School Board, Andre Garron, Town Administrator, Christine Soucie, Finance Director, Kathy Lawrence, Community Development, Nicholas Williams, Town Planner

PLEDGE OF ALLEGIANCE

1: REVIEW OF PUBLIC WORKS CAPITAL IMPROVEMENTS REQUESTS

DPW Director Earl LaBonte

Three drainage projects were presented, one on LeHoux Drive, one on Scott Avenue, and one on Sherwood Drive. The purpose of the proposed work is to address maintenance and repair of drainage infrastructure in order to mitigate ongoing erosion problems which threaten the integrity of the roadways in these areas. The Committee noted that the engineering has already been performed for this work, therefore the CIP request for the projects on LeHoux and Scott were reduced by \$2,500 each.

The comprehensive Town wide paving and roadway maintenance project was presented as proposed by third party consultant, BETA Group, retained by DPW in 2019. Paving improvements are proposed to be financed by CIP allocation of \$900,000 per year through 2028. The Committee requested more information on the roadways and locations proposed to be repaved in fiscal year 2022-2023. DPW will provide specifics in a forthcoming meeting.

Guard rail replacement in several areas was proposed; The Committee questioned whether the financing should be allocated as a single-year CIP request in the full amount of the work, or if the work should be performed over the course of several years, with the highest priority locations being funded first. Pros and cons of each scenario were discussed, though the Committee did not arrive at a consensus.

Several CIP vehicle requests were presented, including general maintenance vehicles, plows, sanders, and a roller necessary for the ongoing maintenance and repair of Town roadways.

The Board reserves the right to close the meeting at 9:00pm and continue any unheard items to the next Board meeting.

Library and Safety Center roof replacement project was presented. Roofing consultants have provided estimates for both projects. Both rooves have cracking and leaking issues. Roof replacement proposed for the safety center is for the garage portion of the facility only, which is 25 years old.

Upgrades to parks facilities at Donati field were proposed. Upgrades will bring existing restroom facilities current with ADA standards and requirements. Pave and repair existing pavement at tennis courts at Frazer Park and the track at Donati Field.

Impact fees may be used for proposed expansion and upgrades to facilities at Peters Brook Field, to include additional parking areas, paving, and lighting for the fields. The Committee indicated a need to expedite this. Add a concession stand; bathrooms.

Pedestrian bridge replacement at Donati Park presented; Committee did not mark this item as a priority.

Recycling and Transfer CIP requests presented; current trash bailer is 30 years old and will be due for replacement in the near future.

See attached correspondence from DPW Director Earl LaBonte clarifying items discussed during the meeting.

2: OTHER BUSINESS

Follow up on Information Requested from Fire Department

See attached email from Fire Chief Steve Colburn

CIP BUDGET AS A PERCENTAGE OF ANNUAL TOWN OPERATING BUDGET

12% of operating budget for fiscal year 2020-2021

ADJOURNMENT

Meeting adjourned at 7:30 PM.

Memo

To: CIP Committee
From: Earl LaBonte, Director Public Works
Cc: Nick Williams
Date: May 6, 2021
Re: Clarification of Neighborhood Trash Collection

Last night (May 5, 2021) at the CIP Committee meeting during a discussion of the Auto trucks CIP the subject of trash collection in private neighborhood came up, it was referenced that trash pickup was going to begin soon in Granite Hills (Granite Manor was also mentioned). This note is to clarify that trash pickup is not going to begin in those two communities. I had the names confused, the communities that are going to start is Berry Hill and Sun Communities (Brookridge). Both had requested to discontinue trash reimbursement and start town collection. Both qualify under the requirements as stated in the 2003 Council minutes.

Granite Hills and Granite Manor do not qualify. I would like to apologize for any confusion this neighborhood name mix-up may have caused.

I would request that this memo be sent to the CIP committee members and also read into the minutes at the next CIP Committee meeting.

Christine Soucie

From: Steve Colburn <SColburn@hooksettfire.org>
Sent: Thursday, April 22, 2021 6:55 AM
To: Christine Soucie
Subject: Fire Fleet Milage-CIP

Christine,

Below are the hours and miles that the CIP committee requested last night:

Engine 5:

- 97,851 miles
- 7,097.7 hours

Forestry 2:

- 32,041 miles

Ladder 2:

- 78,513
- 8,203 hours

Car 2:

- 65,761 miles

Car 4:

- 60,738 miles

Gator 1(UTV):

- 153 hours

Utility 1:

- 35,748 miles
- 2,355 hours

Steven Colburn

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