

MINUTES
CAPITAL IMPROVEMENTS PLAN UPDATE COMMITTEE
TOWN GYMNASIUM
35 Main Street
WEDNESDAY, May 19, 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 remaining project requests

Cindy Robertson, Conservation Commission Chair

- **Hooksett Riverwalk Trail Phase 4**
- **Improvements & Maintenance of Conservation Land**

Cindy Robertson provided the Committee an overview of the ongoing Rail Trail project to date, including a summary of Phases 1, 2, and 3. Phase 3 has not yet begun and is slated to begin construction this calendar year (2021). Phase 4 would continue the end of Phase 3 to the Allenstown town line. As construction for Phase 3 is estimated to take 1-2 years, CIP request for Phase 4 is placed in fiscal year 2023-2024.

Ongoing funds requested in CIP fiscal years 2022-2028 for general maintenance of conservation easements which are legally required under the verbiage in these easements for lands owned/maintained/held in a trust by the Conservation Commission.

Jon Duhamel, Town Assessor

- **Revaluation Update**

Town Assessor presented CIP requests for Town-wide revaluation; statutory requirement under RSA 75:8 and NH state constitution.

Nicholas Williams, Town Planner

- **GIS Parcel Reconfiguration Project**

The Town Planner presented this project, which has been an ongoing placeholder in the CIP for many years. Currently, the Town's GIS data, which is used to make the Town's official maps, is inaccurate in that the property lines displayed on the maps are anywhere from 3-8 feet off from where they are physically located on the ground. This makes mapping challenging and presents problems in being able to pinpoint specific physical features of the landscape with precision. Town officials, developers, and property owners all rely heavily on this data for physical site planning purposes.

The Town does not have the ability to correct this problem in-house; third party consulting will be required. CAI companies currently provides the Town GIS management services. Two options are available.

The first option would conduct a flyover of the Town and comprehensive remapping. This option is the most expensive at \$50-\$70/parcel. The Town has 6400 parcels of land. The flyover would not only correct the existing problem but would also provide the Town additional mapping resources such as aerial photography of each lot, topographical readings, roadway edge of pavement maps, centerlines for ROW's, and more.

The second option would be considerably less expensive at approximately \$25/parcel and would only correct the imprecisions in the existing map data.

Discussion ensued about the real derived benefits to the Town for performing option 1 over option 2; the data in option 1 will also provide updated, precise data on property acreage which can be merged with assessing data to calculate property tax bill with precision. The data in option 1 can also be used to document new structures which are currently not being assessed correctly, as well as code violations.

Bruce Thomas, Town Engineer

- **Rte. 3A TIF Project**

Town Engineer presented Committee with summary of the TIF sewer project to date, including potential funding mechanisms to move the project forward to completion. CIP request for 2022-2023 include bond balance of approximately \$1.254 million to make up the balance of loans necessary to fund the project. Many of the other funding mechanisms presented are not secured and are subject to change or be removed from consideration, such as grant funding and sewer commission contribution. Staff will need to determine if impact fees can be used to fund this study in part or in full.

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

- **Rte. 3A Corridor Improvements**

Town Engineer presented the Committee a proposed corridor study which may be funded in part by a grant through NHDOT. The scope of the study would seek to ascertain the feasibility of implementing various congestion remediation measures at the intersections of Hackett Hill and Route 3A, and Main Street and Route 3A. There was discussion on the timing of this study. It was noted that the timing will need to be carefully coordinated with the ongoing development plans/proposal at Exit 11. The developer of that project has committed, informally, to providing a substantial amount of funding for offsite improvements/studies which might be necessitated in part by the development.

- **Hackett Hill & Rte. 3A Roundabout**

Project has failed warrant several times in the past. Alternative sources of funding have been explored to lessen the burden on the tax payers. Feasibility study noted above should produce results to determine if this proposed roundabout would adequately facilitate safer and more efficient traffic flow in the area.

2: OTHER BUSINESS

Jim Sullivan, Town Hall Preservation Committee, Town Council Chair

- **Follow up Town Hall Preservation Committee**

See attached letter from the Town Hall Preservation Committee. Discussion ensued regarding the proposed use of the building once rehabilitation has been completed. A consensus has not been reached on how the building will be used. The Town Hall Preservation Committee is reaching out to Town Council in order to solidify a plan for the use of the building. In the meantime, the Town Hall Preservation Committee has recommended that \$0 be allocated in the CIP during fiscal year 2022-2023 until a consensus is reached on the final use of the building.

- **List of roads to be paved in FY 2022-23**

No further information made available; more information forthcoming.

- **Follow up information from Fire Department:**

- 1) **Boat 1 quote**

- 2) **Gator quote**

- 3) **Information about 3rd Station**

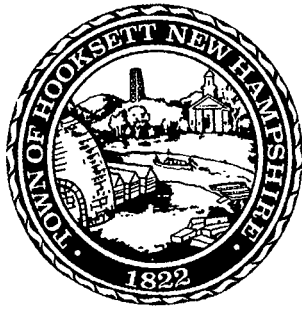
- 4) **Information about renovation for both Central and Station 1**

No further information made available; more information forthcoming.

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

ADJOURNMENT

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Meeting adjourned at 6:45 PM until



Town of Hooksett

Town Hall Preservation Committee

Capital Improvement Plan Committee
35 Main Street
Hooksett, NH 03106

RE: Formal Address to the CIP Committee

Dear CIP Committee membership,

BACKGROUND

The Town Hall Preservation Committee (THPC) was formed by the Town Council in 2009 to assist and advise Hooksett's Council on the stabilization, preservation, maintenance and future use of Hooksett's historic Town Hall building. The wording of the specific charge given to the THPC, as well as whether the charge called out any intended future use or purpose for the building, is currently being researched by staff and committee members. This research is also seeking to determine whether the charge and/or intended use for the facility has been clarified or modified in the ensuing interim from creation to the present. The current operating assumption among the THPC committee members and administration is that the facility be developed as a "Meeting House". In order to provide the optimal capital budget strategy, it is incumbent on the THPC to verify that this assumption is in sync with the wishes of the currently sitting Town Council members.

1. The THPC offers thanks to the CIP committee for the opportunity to update the line inputs for the "Old Town Hall" Project. The Capital Year in which a line item for "Old Town Hall" as a Project Description in the Public Works section of the CIP was 2022-2023 and 2023-2024. The THPC intends to update the Estimated Year of Completion and Total Project Cost and projected capital need amounts for Capital Years 2022-2023, in **#4 below**.

2. In order to provide the optimal best capital planning strategy for the OTH, the THPC feels that the question raised in the above BACKGROUND section (desired facility use goal) be definitively reaffirmed by the Town Council so as to allow the full scope of the preservation/renovation efforts required to be defined and costed. Please note that **regardless of the intended future use for the OTH**, costs will include at a minimum: General Conditions costs (permitting, inspections, rental equipment, project management, architectural design, hazardous waste materials testing and potential abatement, dumpster rental), Demolition, Concrete, Masonry & Drywall materials, Lumber & Miscellaneous Carpentry, Custom Millwork, Thermal and Moisture Protection, Roofing, Sealants and Caulking, Interior and Exterior Doors, Interior Glazing, Framing and Drywall Installation, Flooring, Painting and Sandblasting, Stair construction,

Plumbing, HVAC, Electrical, IT Infrastructure, Parking Lot enhancement, and Outer Brick face pointing. At present, the THPC and administration have only incomplete and non-current cost projections on which to rely. Therefore, the numbers appearing in the working CIP document for FY Ending 2022-2027 under "Estimated Year of Completion", "Project Total Cost" and yearly capital allocations are not truly reflective of realistic actual costs to renovate/preserve the OTH, regardless of the desired future use.

3. Rather than simply assume that the current members of the Town Council support the renovation/preservation of the OTH as a Meeting House, in June the THPC will be asking them to articulate their current vision, so as to give guidance in the development of an appropriate capital strategy. Armed with this knowledge, the administration, staff and the THPC can then formulate a realistic capital plan for the "Old Town Hall" line in the CIP, including Total Project Cost, Estimate year of Completion, etc.

4. As a consequence of this approach, the THPC recommends that in the interim (a) 0 dollars be entered on the 2022-2023 Old Town Hall Line and (b) 600,000 be entered in the Total Project Cost line, with footnotes made on both the 0 and 600,000 entries which indicate that project goals and scoping are being revisited by the Town Council. The rationale for retaining the 600,000 total cost entry is to create a placeholder and reminder that some significant amount of money will be required within the 5 year Capital Program period.

Thank you for allowing us to address the CIP Committee

Sincerely,

Town Hall Preservation Committee

James Sullivan

Denise Pichette-Volk