

MINUTES
CAPITAL IMPROVEMENTS PLAN UPDATE COMMITTEE
TOWN GYMNASIUM
35 Main Street
WEDNESDAY, JUNE 2
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 (EXCUSED), Andre Garron, Town Administrator, Christine Soucie, Finance Director, Kathy Lawrence, Community Development, Nicholas Williams, Town Planner

PLEDGE OF ALLEGIANCE

1: Review of Project List

The CIP Committee met to prioritize the list of municipal projects proposed as part of the 2021/2022 Capital Improvements Plan update. Projects were prioritized by a majority vote of the Committee according to the attached matrix; see the attached documents for the results of Committee vote.

The Committee formed a subcommittee to develop the CIP draft. The subcommittee will report the draft back to the Committee for review and approval before sending to the Planning Board on 06/21/2021.

Meeting adjourned at 6:30 PM.

Identification of Departmental Capital Needs

Department's requests include project description, the department's priority, facility service area; and justification of the project. Departments are also responsible for obtaining project cost estimates and identifying appropriate revenue sources for the project.

Priority Systems

Capital project requests have been prioritized using the following system:

- "U" – Urgent** Cannot be delayed. Needed for health or safety.
- "C" – Committed** Part of an existing contractual agreement or otherwise legally required.
- "N" – Necessary** Needed within 3 years to maintain existing level and quality of community services.
- "D" – Desirable** Needed within 4-6 years to improve quality or level of service.
- "F" – Deferrable** Can be placed on hold until after 6-year period but supports community development goals.
- "R" – Research** Pending results of ongoing research, planning, and coordination. The project may be important, but the lacks all the information to make a definitive decision.
- "I" – Inconsistent** Contrary to land use planning or community goals.

Municipal Projects

Page	Project Description	Priority Recommendations					Project Cost	Funding Method	Capital Budget 2022-23	Program Years				
		U	C	D	F	R				2023-24	2024-25	2025-26	2026-27	2027-28
Town's future projected needs														
General Government														
	Hooksett Riverwalk Trail P4						250,000	Taxation	250,000					
	Revaluation Update						150,000	CR	150,000					
	GIS Digital Parcel Reconciliation						350,000	CR & Taxation	350,000					
Fire-Rescue														
	Fire Station 3 Deployment Analysis						27,000	Impact Fees						
	Fire Station 3 Design & Engineering						300,000	Impact Fees		300,000				
	Safety Center Remodel						800,000	Taxation	800,000					
	Engine #5						700,000	CR		700,000				
	Forestry #2						75,000	CR		75,000				
	Ladder #2						1,300,000	CR				1,300,000		
	Car #2						65,000	Taxation			65,000			
	Car #4 (old Car #5)						65,000	Taxation	65,000					
	Utility #1						75,000	Taxation	75,000					
	Boat #1						25,000	Taxation	25,000					
	ATV Gator						60,000	Taxation	60,000					
Police														
	Cruiser Replacement						1,040,113	Taxation	152,916	168,589	177,018	185,868	195,161	
Public Works														
Highway														
	Rte. 3A TIF Project						26,079,900	Bonding & TIF	450,000	2,304,869	1,450,000	4,350,000	2,685,900	
	Drainage Upgrades - Lehoux Drive						122,500	CR	122,500					
	Drainage Upgrades - Scott Avenue						62,500	CR	62,500					
	Drainage Upgrades - Sherwood Drive						27,000	CR						
	Rte. 3A Corridor Improvements Study						250,000	State & Taxation	250,000					
	Hackett Hill & Rte 3A Roundabout						5,280,000	State, IF & Taxes	5,280,000					
	Town Wide Paving						5,400,000	Taxation	900,000	900,000	900,000	900,000	900,000	
	Guardrail Replacement						176,000	Taxation	176,000					
	Pickup Truck P4-08						40,000	CR					40,000	
	Plow Truck/Sander T1-00						180,000	CR	180,000					
	Plow Truck/Sander T1-01						180,000	CR				180,000		
	Maintenance Van M1-09						35,000	CR						
	Pickup Truck P5-08						40,000	CR	40,000					
	Plow Truck/Sander T1-03						180,000	CR	180,000					
	Roller HW7-97						25,000	CR		25,000				
	Dump Truck non CDL D1-05						75,000	CR			75,000			

Municipal Projects

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		U C N D F R I								2023-24	2024-25	2025-26	2026-27	2027-28
		U	C	N	D	F				R	I			
	Plow Truck/Sander T1-05				D		180,000	CR		180,000				
	Dump Truck non CDL D2-08				D		75,000	CR						
	Plow Truck/Sander T1-06				D		180,000	CR			180,000			75,000
	Safety Center Flat Roof Replacement	U					200,000	CR	200,000					
	Library Roof Replacement			N			200,000	CR		200,000				
	Historical Old Town Hall					R	600,000	Taxation						
	R&T Scale House/Office				D		450,000	Taxation		450,000				
	Safety Center Parking Lot				D		600,000	Taxation			600,000			
Parks & Recreation														
	Park Upgrades(Restrooms, Tennis Courts, Track)			N			53,600	CR, RR, Taxes	53,600					
	Concession Stand & Parking Lot at Petersbrook				D		145,000	CR & IF			145,000			
	Field Lighting at Petersbrook				D		150,000	Impact Fees				150,000		
	Pedestrian Bridge at Donati					F	100,000	Taxation		100,000				
Recycling & Transfers														
	Trailer Dump SW-T1			N			80,000	Solid Waste SR		80,000				
	Truck Tractor SW-401			N			150,000	Solid Waste SR		150,000				
	Trailer Live Body SW-T4				D		80,000	Solid Waste SR			80,000			
	Auto #2	U					300,000	Solid Waste SR	300,000					
	Auto #3				D		300,000	Solid Waste SR			300,000			
	Bailer				D		90,000	Solid Waste SR			90,000			
Grand Total All Requests							\$ 47,368,613		\$ 14,154,147	\$ 3,709,061	\$ 5,433,458	\$ 4,062,018	\$ 7,065,868	\$ 3,896,061