

**Town of Hooksett
Capital Improvement Plan Committee Meeting Minutes
Wednesday, April 19, 2023**

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2 The Capital Improvement Plan Committee met on Wednesday, April 19, 2023, at 5:30 in the Hooksett
3 Municipal Building.

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5 **CALL TO ORDER**

6 Christine Tewksbury called the meeting to order at 5:37 pm.

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8 **PROOF OF POSTING**

9 Christine Tewksbury provided proof of posting.

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11 **In Attendance:** Jillian Godbout, School Board Representative; Brian Soucy, Budget Committee
12 Representative; Christine Tewksbury, Finance Director; Bruce Thomas, Town Engineer; and Chris
13 Culbertson, Hooksett Water Precinct.
14 Staff: Wendy Baker, Executive Assistant; Chief Janet Bouchard; Jon Duhamel, Assessor and Dana
15 Pendergast, Code Enforcement Officer.

16
17 **Absent:** David Boutin, Town Council Representative; Robert Duhaime, Planning Board
18 Representative; André Garron, Town Administrator

19
20 **Committee Organization**

21
22 ***B. Soucy motioned to appoint C. Tewksbury as Chair of the CIP Committee. seconded by J.
23 Godbout. Motion passed 4-0.***

24
25 C. Tewksbury asked the committee if they thought after this first meeting having the next 2 meetings be
26 workshops leaving the last 2 for decision making. Consensus of the Committee was yes.

27
28 **Inclusion of the Water Precincts**

29 C. Tewksbury said in the handbook years ago it included the water precincts in CIP but the plan hasn't
30 included them in many years. The Water Precincts have their own CIP currently and suggested that
31 the Town add theirs and the Schools to the end of the Towns.

32
33 B. Soucy agreed that it would be beneficial to get all CIPs in the hands of the residents and even better
34 if it is all in one location.

35
36 The Committee discussed this more and came to consensus to invite the School and Water Districts to
37 submit their CIPs for inclusion with the Town's plan.

38
39 **Discussion about limiting the number of priorities**

40 The Committee briefly discussed priorities and agreed to leave everything the way it is currently done.

41
42 **Set CIP Committee Schedule**

43 C. Tewksbury proposed the schedule to be every other Wednesday and for the May 3rd and 17th to be
44 workshops and two regular meetings on May 31st and June 7th.

45
46
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48

49 **Review of General Government CIP Requests**

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51 **Assessing – Full Revaluation 2028**

52 Jon Duhamel, Assessor presented the 2028 Full Revaluation. He said it is a full measure and list and
53 not a statistical update which is being performed this year. The cost will be approximately \$200,000. It
54 is a State Law that this is completed.

55

56 **Administration – GIS**

57 Dana Pendergast, Code Enforcement Officer presented the GIS update. He said it is extremely out of
58 date and inaccurate. This program is used every day by many different departments and residents.

59

60 B. Soucy agreed that it is needed.

61

62 The approximate cost for the flyover is \$537,000. The Committee asked D. Pendergast if he could
63 research the savings if the flyover was done in conjunction with other Town's or while the plane was
64 already in the air versus paying for our own private flyover.

65

66 **Administration – Security for Town Hall**

67 Dana Pendergast, Code Enforcement Officer presented a Security Plan for Town Hall to include
68 cameras inside and outside the building and a card/fob access system. He said he is trying to fund it
69 through different avenues such as ARPA and a Homeland Security Grant as well.

70

71 **Finance – Financial & Personnel Software Upgrade**

72 Chirstine Tewksbury, Finance Director presented the Financial & Personnel Software Upgrade which is
73 already in the CIP slated for 25/26. She said nothing has changed, the server needs to be replaced
74 that year as well so by doing this upgrade it will put everything to the Cloud and a new server will not be
75 needed.

76

77 **Review of Police Department Requests**

78

79 **Cruiser Replacement**

80 Chief Janet Bouchard presented the cruiser replacement plan which is 2 vehicles each year and is in
81 line with the needs for the next several years. Chief Bouchard explained the changes in the current
82 fleet of 16 vehicles, although currently they are down one vehicle because one needed to be retired
83 early.

84

85 **South Bow Tower Replacement**

86 Chief Janet Bouchard presented the South Bow Tower Replacement and started by letting the
87 Committee know that they have been approached by Verizon to partner with them in building a tower at
88 this site. The next steps for Verizon is getting the permitting from the Town of Bow. She will update the
89 Committee as soon as more is known on Verizon actually being able to build the tower. The cost of the
90 tower for the Town to building it is \$125,000 and it is a priority for next year.

91

92 **Body Worn Cameras**

93 Chief Janet Bouchard presented a plan for Body Worn Cameras that they have been researching for 2
94 years. The department gets asked frequently why they don't have any and they would like to be
95 proactive in getting them. Three companies were looked at and the best that was found is called Axon.
96 It would be a cost of approximately \$175,000 in 26/27 and a cost of \$30,000 each year thereafter. It is
97 a 5 year contract and the equipment gets replaced every 2 ½ years. Every Officer will need one.

98

99 C. Tewksbury suggested a new Capital Reserve Fund for Police Equipment that would include these
100 cameras and other equipment such as tasers and firearms.

101 **Emergency Radio Infrastructure**

102 Chief Janet Bouchard presented the Emergency Radio Infrastructure plan where the radio consoles
103 need to be replaced. Rick Belanger could not be at the meeting to answer questions and it may be
104 necessary to have him at a future meeting to answer questions.

105
106 C. Tewksbury said the Solar Project will be discussed at a later meeting when André is available to give
107 an update.

108
109 C. Tewksbury said the next meeting on May 3rd will include presentations from Wastewater and
110 Fire/Rescue.

111
112 **ADJOURNMENT**

113
114 ***B. Thomas motioned to adjourn the meeting at 7:05 pm. Seconded by B. Soucy. Motion passed***
115 ***4-0***

116
117 Respectfully submitted,

118
119 *Wendy Baker*

120
121 Wendy Baker
122 Executive Assistant