

**Town of Hooksett  
Capital Improvement Plan Committee Meeting Minutes  
Wednesday, May 31, 2023**

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2 The Capital Improvement Plan Committee met on Wednesday, May 31, 2023, at 5:30pm in the  
3 Hooksett Municipal Building for a meeting.

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5 Christine Tewksbury opened the meeting at 5:36pm.

6  
7 **In Attendance:** Christine Tewksbury, Finance Director, Jillian Godbout, School Board Representative;  
8 Brian Soucy, Budget Committee Representative; André Garron, Town Administrator and Bruce  
9 Thomas, Town Engineer

10  
11 Staff: Wendy Baker, Executive Assistant

12  
13 **Absent:** David Boutin, Town Council Representative; Robert Duhaime and Planning Board  
14 Representative

15  
16 **Review of Administration’s Solar Project.**

17 A. Garron said we still need to maintain the \$75,000 in the budget for next year because Council still  
18 needs to make a decision on whether to Lease or Purchase a Solar Farm on the landfill. The \$75,000  
19 would go towards the interconnection survey if they decide to purchase. The project will include all  
20 Town buildings, Water Precinct buildings and School buildings.

21  
22 B. Soucy asked for a project priority as it wasn’t listed on the request.

23  
24 A. Garron said it is “Necessary”

25  
26 B. Soucy asked how the School would compensate the Town back for the savings they will receive  
27 since it looks to be the municipal budget paying for it?

28  
29 A. Garron said it will be worked out if it is purchased and also said \$4,000,000 is closer to the purchase  
30 price as well as potential energy grants could save more.

31  
32 B. Soucy asked what the return on investment would be?

33  
34 A. Garron answered the projection is 25 years net savings of \$7,655,794, with a payback in 8 years.  
35 There is a net metering portion as well that would come in as revenue to the Town.

36  
37 **Project review and prioritization by CIP Committee members**

38  
39 C. Tewksbury said the committee will review and prioritize all of the projects by consensus using the  
40 following system:

41  
42 **“U” – Urgent**                      Cannot be delayed. Needed for health or safety.

43  
44 **“C” – Committed**                Part of an existing contractual agreement or otherwise legally required.

45  
46 **“N” – Necessary**                Needed within 3 years to maintain existing level and quality of community  
47 services.

48

49	<b>“D” – Desirable</b>	Needed within 4-6 years to improve quality or level of service.
50		
51	<b>“F” – Deferrable</b>	Can be placed on hold until after 6-year period but supports community development goals.
52		
53		
54	<b>“R” – Research</b>	Pending results of ongoing research, planning, and coordination. The project may be important, but lacks all the information to make a definitive decision.
55		
56		
57		
58	<b>“I” – Inconsistent</b>	Contrary to land use planning or community goals.
59		

60 **GENERAL GOVERNMENT**

61 **Full Revaluation 2028 – Necessary**

62

63 **GIS Digital Parcel Recompile – Necessary**

64

65 **Feasibility Study for a Solar Farm at Landfill – Necessary**

66

67 **Solar Farm at Landfill – Necessary**

68

69 **Security for Town Hall – Urgent**

70

71 **Financial & Personnel Software Update – Necessary**

72

73 **FIRE-RESCUE**

74 **Safety Center Design – Necessary**

75 C. Tewksbury said she is not sure impact fees can be used for this purpose. She suggested maybe a committee should be looking at this project instead of just the Fire Department.

76

77 B. Soucy said this will give insight into how things can be made better and DPW should be involved.

78

79 C. Tewksbury said this should be renamed “Feasibility Study”.

80

81 **Safety Center Remodel/Addition – Research**

82

83 **Station 3 Needs Study - Desirable**

84 C. Tewksbury said she doesn’t believe Impact fees can be used for this.

85

86 **Training Structure – Research**

87

88 **Portable Radio Replacement – Desirable**

89 C. Tewksbury said this could come out of the Tools and Equipment Capital Reserve and should plan to start putting extra funds in it each year for radios.

90

91 **Engine #5 Replacement – Necessary**

92 It was discussed maybe moving it out one to two years.

93

94 **Forestry #2 Replacement – Desirable**

95

96 **Ladder #2 Replacement – Desirable**

97 Might need a partial Bond.

98

100  
101 **Car #2 Replacement – Desirable**  
102 Can it be pushed out?  
103  
104 **Car #4 Replacement – Necessary**  
105 Move out if possible.  
106  
107 **Utility #1 Replacement – Desirable**  
108 Move to 2028-2029  
109  
110 **Boat #1 Replacement – Desirable**  
111  
112 **ATV Gator #1 Replacement – Deferrable**  
113  
114 **Ambulance #2 Replacement – Desirable**  
115  
116 **Ambulance #3 Replacement – Necessary**  
117  
118 **POLICE**  
119 **Cruiser Replacements – Necessary**  
120  
121 **South Bow Tower Replacement – Urgent**  
122  
123 **Body worn Cameras – Urgent**  
124  
125 **Radio Infrastructure – Necessary**  
126  
127 **TIF Project – Exit 10 Area - Necessary**  
128  
129 **Lincoln Heights Drainage - Necessary**  
130  
131 **Hackett Hill Rd/Rte. 3A and Main St/Rte. 3A Intersections - Committed**  
132  
133 **Martins Ferry Road Intersection - Necessary**  
134  
135 **Paving - Necessary**  
136  
137 **Pick-up Truck P4-08 Replacement – Desirable**  
138  
139 **Pick-up Truck P1-17 Replacement - Desirable**  
140  
141 **Dump Truck non CDL D1-05 Replacement - Necessary**  
142  
143 **Dump Truck non CDL D2-08 Replacement - Desirable**  
144  
145 **Dump Truck non CDL D1-16 Replacement - Desirable**  
146  
147 **Plow Truck/Sander T1-01 Replacement - Desirable**  
148  
149 **Plow Truck/Sander T1-05 Replacement - Necessary**

- 150
- 151 **Plow Truck/Sander T1-06 Replacement - Necessary**
- 152
- 153 **Plow Truck/Sander T1-09 Replacement - Desirable**
- 154
- 155 **Roller Replacement - Necessary**
- 156
- 157 **Library Roof Replacement - Necessary**
- 158
- 159 **Safety Center Parking Lot Replacement - Desirable**
- 160 It was stated that they would like to see this line up with the building renovations.
- 161
- 162 **Historic Old Town Hall - Research**
- 163
- 164 **R & T Scale House/Office Replacement - Necessary**
- 165 Solid Waste Revenue Funds and Taxation
- 166
- 167 **Petersbrook Field Lighting - Desirable**
- 168 This will take 15 years of funding with Impact Fees
- 169
- 170 **West Side Park - Research**
- 171
- 172 **Pick-up Truck P5-08 Replacement - Necessary**
- 173
- 174 **Pick-up Truck PR1-15 Replacement - Desirable**
- 175
- 176 **Dump Truck non CDL D1-15 Replacement - Desirable**
- 177
- 178 **Trailer Dump SW-T1 Replacement - Necessary**
- 179
- 180 **Truck Tractor SW-401 Replacement - Necessary**
- 181
- 182 **Auto #3 Upsize - Necessary**
- 183
- 184 **Bailer Replacement - Necessary**
- 185
- 186 **Overhead Door Replacement - Necessary**
- 187
- 188 **WASTEWATER**
- 189 **Golden Gate & Merrimack Street Pump Station Updates – Committed**
- 190
- 191 **Plant Roof Replacement – Necessary**
- 192
- 193 **Martins Ferry Pump Station Updates – Committed**
- 194
- 195 **Dump Truck Replacement 10-Wheel – Necessary**
- 196
- 197 **Pick-up Truck Replacement 1-Ton – Desirable**
- 198
- 199 **Pick-up Truck Replacement ¾ Ton – Desirable**

200  
201 **SCHOOL DISTRICT**  
202 **Capital Project to include HVAC, Boilers, 2 Roofs etc. – Urgent**  
203  
204 C. Tewksbury asked for volunteers to help put together the next step which is the spreadsheet with all  
205 projects laid out on it.  
206  
207 B. Soucy and A. Garron offered to help.  
208  
209 ***A Garron motioned to adjourn the meeting at 7:58 pm. Seconded by J. Godbout. Motion passed***  
210 ***5-0***  
211  
212  
213 Respectfully submitted,  
214 *Wendy Baker*  
215 Wendy Baker  
216 Executive Assistant