

**Town of Hooksett
Capital Improvement Plan Committee Meeting Minutes
Wednesday, June 7, 2023**

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2 The Capital Improvement Plan Committee met on Wednesday, June 7, 2023, at 5:30pm in the Hooksett
3 Municipal Building for a meeting.

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5 Christine Tewksbury opened the meeting at 5:35pm.

6
7 **In Attendance:** Christine Tewksbury, Finance Director, Wayne Goertel, 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 **Committee Review of Draft CIP**

17 C. Tewksbury said she, A. Garron and B. Soucy met on Monday to develop the CIP. She said at the
18 last meeting all projects were prioritized and from that they were placed on the spreadsheet to level out
19 the tax burden.

20
21 C. Tewksbury explained the highest total is in the first year mostly because of the following factors:

- 22 • Town Hall Security at \$175,000 set as Urgent and funded mostly by taxation
- 23 • Police Body Worn Cameras at \$175,000 set as Urgent and funded by taxation
- 24 • Martins ferry Road Project at \$1,000,000 with some offsetting revenue of \$400,000 and
25 \$600,000 funded by taxation.

26
27 B. Soucy said Town Hall Security could be funded by ARPA.

28
29 A. Garron said the Solar project could end up not needing to be funded at \$4,000,000 if the Council
30 decides to enter into a lease versus purchase the array.

31
32 C. Tewksbury said some of the Capital Reserve Funds had to be increased as follows:

- 33 • Fire Tools and Equipment is currently \$50,000 and needs to be increased to \$150,000 to cover
34 future portable radios.
- 35 • DPW Vehicles is currently \$200,000 and needs to be increased to \$250,000 due to the cost of
36 equipment increasing.
- 37 • A Police Equipment Capital Reserve should be established with \$50,000 per year to cover
38 tasers, body worn cameras, firearms, etc.

39
40 C. Tewksbury suggested changing the rating of Paving Projects to “Committed” versus “Necessary”
41 since it was a vote at a previous town meeting to fund \$900,000 for a certain number of years.

42
43 Everyone agreed to change the rating for Paving Projects to Committed.

44
45 C. Tewksbury said she initially thought the Scale House/Office for Transfer & Recycling line should ask
46 for \$225,000 for two years but after talking to the Public Works Director he was not sure \$450,000 for
47 the building would be sufficient and suggested putting in \$75,000 for a study and an engineered plan.

49 B. Soucy questioned whether \$75,000 was too expensive.
50
51 C. Tewksbury said the complicated part of this project is making sure the utilities are worked out. She
52 said we can replace the \$450,000 for this year with the \$75,000 for a study and plans and add the
53 building back in next year and it would use Special Revenue Solid Waste Fund.
54
55 A. Garron suggested putting it in at \$50,000.
56
57 C. Tewksbury said \$50,000 sounds reasonable.
58
59 B. Thomas asked if Impact Fees could be used?
60
61 C. Tewksbury said there are no Impact Fees available for Solid Waste.
62
63 B. Soucy suggested \$55,000.
64
65 A. Garron said the \$450,000 should be kept on the plan and moved to 2025/2026.
66
67 B. Soucy suggested to add the \$55,000 in the Capital Budget year.
68
69 Everyone agreed to those changes.
70
71 C. Tewksbury asked what the School Project should be named?
72
73 W. Goertel said it can be named "School Maintenance".
74
75 B. Soucy said that HYAA has recently discussed helping with Lighting at Petersbrook.
76
77 B. Thomas said it looks like the Safety Center project is missing a step as it goes from the Feasibility
78 Study to the Building of it and is missing the Design Phase.
79
80 A. Garron said the intent is to do the study and design together.
81
82 C. Tewksbury asked if it should be renamed to "Feasibility and Design"?
83
84 Everyone agreed to rename it "Feasibility and Design".
85
86 B. Soucy asked if the financial software could still be funded by ARPA as well?
87
88 C. Tewksbury answered yes.
89
90 C. Tewksbury said the Draft Report needs to go to the Planning Board by June 12th, if anyone sees
91 anything that needs to be corrected to please let her know before that date.
92
93 C. Tewksbury asked what everyone thought about the "Potential Projects" section in the packet and
94 should it be kept?
95
96 The consensus was to keep the "Potential Projects" section but Community Center and Sidewalks at
97 Petersbrook could be removed.
98

99 B. Soucy asked A. Garron to research why the Fire Department needs 66 radios when they have
100 almost half the number of employees.

101
102 ***A. Garron motioned to accept the Capital Improvements Plan FY Ending 2025-2030 as amended.***
103 ***Seconded by B. Soucy. Motion passed 5-0***

104
105 ***A. Garron motioned to adjourn the meeting at 6:15pm. Seconded by C. Tewksbury. Motion***
106 ***passed 5-0***

107
108
109 Respectfully submitted,
110 *Wendy Baker*
111 Wendy Baker
112 Executive Assistant