

**Town of Hooksett
Capital Improvement Plan Committee Meeting Minutes
Wednesday, April 17, 2024**

The Capital Improvement Plan Committee met on Wednesday, April 17, 2024, at 5:30 in the Hooksett Municipal Building.

CALL TO ORDER

Christine Tewksbury called the meeting to order at 5:35 pm.

PROOF OF POSTING

Elizabeth Robidoux provided proof of posting.

In Attendance: Jillian Godbout, School Board Representative; André Garron, Town Administrator; Christine Tewksbury, Finance Director; Elizabeth Robidoux, Town Planner.

Staff: Geraldine Ciardelli, Executive Assistant; Bruce Thomas, Town Engineer; Dana Pendergast, Code Enforcement Officer, and Ken Conaty, Wastewater Supervisor

Absent: David Boutin, Town Council Representative; Robert Duhaime, Hooksett Wastewater Representative; Brian Soucy, Budget Committee Representative

Committee Organization

A. Garron motioned to appoint C. Tewksbury as Chair of the CIP Committee. seconded by E. Robidoux. Motion passed 4-0.

C. Tewksbury confirmed that similar to last year, the Committee would hold workshops to review and discuss the department requests. The last meeting where the projects are finalized and prioritized would be a meeting at which voting would occur. Since this is a workshop, no quorum is needed but there are four members present this evening.

Membership is as follows: André Garron, Town Administrator; Christine Tewksbury, Finance Director; Elizabeth Robidoux, Town Planner; Brian Soucy, Budget Committee; Jillian Godbout, School Board Representative; David Boutin, Town Council Representative; Robert Duhaime, Hooksett Wastewater Representative. An official representative for the Planning Board has not been selected by that Board but Robert Duhaime will sit for the Planning Board (he is a member of that Board) but will only be able to vote for Hooksett Wastewater.

Inclusion of the Water Precincts

The Water Precincts are separate from the Town CIP and have different funding sources, but their information has been provided and will be available on the Town website so that all of the information is available in one place for residents and interested parties. The information will be helpful in coordinating utility and road projects occurring in the same area. These projects are also discussed at the Utility Coordination Committee.

Discussion about limiting the number of priorities

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

Set CIP Committee Schedule

The schedule is as follows. Workshops will be held on May 01, May 15, May 29, and June 05. June 26 will be a meeting to wrap up and formulate the plan.

Review of General Government CIP Requests

Assessing – Full Revaluation 2028

Did not discuss.

Administration – Security for Town Hall

Dana Pendergast, Code Enforcement Officer, presented a Security Plan for Town Hall to include cameras inside and outside the building and a card/fob access system. This is a resubmittal. He requested this receive an Urgent ranking. Cost is \$175,000 in Fiscal 25-26. Funding sources include a potential grant and ARPA. No tax dollars are required for this project.

Administration – GIS

Elizabeth Robidoux, Town Planner presented the GIS update. The program is completely out of date and in its current state does not serve the residents or developers looking to locate in Hooksett. The program does not provide accurate property line information, nor does it accurately locate existing infrastructure such as water and sewer locations. A. Garron concurred stating the software program needs to be retained as there is some value to it and it could be used to plot out future cemetery expansions. This system is crucial for economic development and resident assistance. The CIP Committee members agreed public education is key in order to get funding passed through the warrant, which is the only funding source at this time. Staff will be investigating what can be done to improve the existing system with the \$133,933 currently set aside in the capital reserve. Total estimated cost of project is \$537,000. The original request of \$150,000 for FY25-26 will be reduced to \$50,000, \$150,000 in FY26-27 and FY26-27 respectively, with the balance of \$50,000 placed in FY28-29.

Solar Farm at Landfill

André Garron, Town Administrator, presented the project which is the installation of approximately 192 solar panels (with inverters) at the former landfill site at 210 W. River Road. The project is estimated to be 3M for the acquisition of the solar arrays in year 6 of the project. In the meantime, the Town has a PPA agreement (leasing agreement) and has an option to purchase after five years. If the town purchases the equipment, the town would be entitled to the credits associated with owning the system. Funding sources are the PPA and a bond in FY29-30.

Review of Town Engineer and TIF Project Requests

Route 3A TIF Project – Exit 10

Bruce Thomas, Town Engineer, presented the request totaling 17.4M. 5.1M is requested in FY26-27, with 8.1M in FY27-28 and the balance of 4.2M in FY28-29. The project includes force main and pump station upgrades at the Martin's Ferry Pump Station, installation of pipe to cross the Merrimack River, the proposed pump station at Quality Drive near the existing Amazon distribution facility, and to run sewer north and south, connecting Market Basket, Walmart and Technology Drive. Funding would be a new bond each year. B. Thomas noted the town has applied for federal funding through a Congressional grant but can't rely on approval for the grant funding. The work has all been designed, it just needs funding to construct it. A. Garron noted the TIF district has a balance of \$562,919 and will receive annual revenue but the amount is dependent upon the amount of tax abatements approved for properties in the area. B. Thomas said this can be done as smaller projects. Ken Conaty stated the Wastewater Department has the Martins Ferry sewer main portion of the project listed and funded – either through SRF or the Sewer Fund itself; since the force main and pump station upgrades are

included in the Wastewater projects, the funding request for the Exit 10 project was reduced from 5.1M to 3M for FY26-27

Hacket Hill, Route 3A and Main Street Improvements

B. Thomas indicated the road improvement projects are currently under design and it will take a few years to complete the design. The number provided is a placeholder. It is likely there will be two roundabouts constructed to replace the existing intersections. The projects are on the State's Ten-Year Plan. The project is estimated to be a 6-8M project. The Town of Hooksett is responsible for one third of the design and acquisition costs. There is funding in place (State, Federal, Impact Fees, Donations). Estimated amount is \$2,485,332 in FY26-27.

Martins Ferry Road Intersection

B. Thomas stated this is a resubmittal; the warrant did not pass on the most recent town vote. The project has been submitted to Representative Pappas for grant funding. If that is not approved, this would need to go on the warrant; other funding sources include state funding and impact fees. The project is to realign the roadway and construct a new bridge at the intersection of Martins Ferry and North River Road. Amount to be funded is 1.5M in FY2025-26.

Grant Street Neighborhood Drainage

B. Thomas explained the purpose of the project is to assess the existing drainage pipes in the Grant Street neighborhood. Many of the pipes are corrugated metal that have rusted out. \$112,000 is estimated in FY25-26 to TV the pipes and replace the drains. The additional \$150,000 is a set aside for future maintenance. Much of the structural assessment has been done and the pipes need to either be relined or replaced.

Edgewater Drive Riverbank Stabilization and Road Repair

B. Thomas advised there is a section of roadway on Edgewater Drive that is eroding down the bank toward the Merrimack River. The proposal is to fund \$50,000 in FY25-26 to hire a wetland engineer to design a solution with an additional \$140,000 estimated for FY26-27 for the actual construction. C. Tewksbury questioned whether this is a drainage or road project since the road is eroding. E. Robidoux said the erosion is caused by the road drainage (sheet flow). B. Thomas confirmed the project design will prevent road drainage from eroding the riverbank. C. Tewksbury suggested investigating grants as an alternative funding source (DES grants, Water Trust Fund grants, Shoreland Protection grants).

Review of Wastewater Projects

Golden Gate & Merrimack Street Pump Station Updates

Ken Conaty stated the project is to replace the electrical and pumps at the Golden Gate Pump Station, also adding a backup generator (\$350,000) and to upgrade to larger pumps at the Merrimack Street Pump Station (\$450,000). The Sewer Relief Fund (SFR) was the original funding source, however the repairs need to be made now, therefore the funding source will change to the Capital Reserve Trust. The original project was estimated to cost 1.4M. When the project was bid out, the project came in at \$800,000. The pumps have been ordered to avoid the 22% rate increase. Project is proposed for construction in FY25-26.

Wastewater Plant Roof Replacement

K. Conaty stated the Wastewater Plant roof needs to be replaced this year; some of the roofs are over 40 years old. \$150,000 from the Capital Reserve fund has been set aside to complete the project in FY2026-27.

Martin's Ferry Forced Main Upgrades

K. Conaty explained the project replaces a 58 year old 8000 foot cast iron forced main located next to the Merrimack River. This will be replaced with a 4000 foot, 8 inch HDPE force main. This project will

allow more flow from Martin's Ferry Pump Station to the Exit 10 TIF area. Multiple easements will need to be obtained to complete this project. 2.1M has been set aside in the Capital Reserve for FY25-26 to begin the project. If the department obtains the SRF loan, they will begin the project. The original amount of 4.1M may be decreased to 2.1M.

Pipeline Camera System

K. Conaty explained the intent is to purchase a new camera to inspect the sewer lines per policy which is to inspect 20% of the existing lines each year. Currently, there are 56 miles of pipe. If the inspections are contracted out to TV the lines, the cost is \$2.25 per foot. The purchase will pay for itself in one year. K. Conaty has reached out DPW and offered to hire the camera out to DPW at a decreased rate. DPW would be billed for the service, but this saves the town money and pays off the investment sooner for Wastewater. Funding is estimated at \$200,000 for Fiscal 2025-26.

Pickup Truck Replacements (1 ton, 2016 ¾ ton, 2020 ¾ ton)

K. Conaty explained three pickup trucks (separate projects) are planned to be replaced in FY25-26. These include a 1 ton pickup at \$93,000 (FY2030-31); a 2016 ¾ ton pickup at \$55,000 (FY2026-27) and a 2020 ¾ ton pickup at \$60,000 (FY2030-31). The funding source is the Capital Reserve. The ¾ tons are typically replaced every 10 years whereas the 1 ton is not used as frequently, and the department can get about 15 years out of it.

C. Tewksbury said the next meeting on May 01, 2024, will include presentations from the Police Department and the Schools.

There was a short discussion relative to school capacity.

ADJOURNMENT

André Garron motioned to adjourn the meeting at 6:50 pm. Seconded by Elizabeth Robidoux. Motion passed.

Respectfully submitted,

Elizabeth Robidoux

Elizabeth Robidoux
Town Planner