

**Town of Hooksett
Capital Improvement Plan Committee Meeting Minutes
Wednesday, May 01, 2024**

The Capital Improvement Plan Committee met on Wednesday, May 01, 2024, at 5:30 in the Hooksett Municipal Building.

CALL TO ORDER

Christine Tewksbury called the meeting to order at 5:31 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; Brian Soucy, Budget Committee.

Staff: Geraldine Ciardelli, Executive Assistant; Chief Justin Sargent, Lt. Valerie Lamy, Rick Belanger, Communications Supervisor HPD

Absent: David Boutin, Town Council Representative; Robert Duhaime, Hooksett Wastewater Representative

Review of Police Department CIP Requests

Police Vehicle Replacement Program

Chief Sargent presented the proposed vehicle replacement proposal. Typically, they replace two vehicles per year. In the current budget they will only be able to do one but will go back to two vehicles per year next fiscal. Vehicles are estimated at \$60,000 each for \$120,000 in FY25-26. Funding has been requested for each fiscal year of the CIP. This includes emergency equipment, graphics, warranties and installation. Hybrid vehicles are not an option for FY24 as the hybrids were retained for the public sector. In FY25, only hybrids will be available. The fuel costs are similar. The intent is to replace the two oldest vehicles - Car 3 and 4.

South Bow Tower Replacement

Chief Sargent stated a study had been conducted and it was found the current tower has some structural issues. The Town is in the midst of negotiations with Verizon and the landowner to build a new tower. Verizon would take on the majority of the costs. The Department is requesting \$125,000 in the upcoming FY25-26, but may not utilize the entire amount. \$30,000 has been allotted to place the town's equipment on the new tower. The cost to erect the tower is estimated at \$400,000. Once complete, Verizon would turn the tower over to the Town of Hooksett which has a land lease in place (currently being renegotiated). B. Soucy inquired if Verizon will have its own equipment on the Tower; they will. Chief Sargent indicated site plan review is not required by the Town of Bow for this project as the tower will be 180 feet high and falls under the building permit only criteria. Verizon will, per the RSAs, leave space on the tower for other carriers.

Body Camera Replacement

Chief Sargent explained body cameras were voted on and passed as a warrant article for FY 24-25. The initial cost of the warrant article was \$178,000. That amount was to purchase and use the body cameras for 5 years. The cameras will be purchased in July. A new contract will need to be signed with the company at the end of 5-year contract, therefore \$206,444 is being placed in the CIP for fiscal

2029-30. A. Garron asked if Axon was a sole source vendor? Chief Sargent explained this vendor offers a military grade, cloud-based system, with AI options – the other vendor had some communication issues and the Department is more comfortable with Axon at this time. B. Soucy confirmed the town is purchasing 30 cameras. They do not need a spare as they are able to get a replacement the next day if there is an issue with a camera; they are still working on the policy, so purchasing a spare is not off the table. The funds cover the cameras for 2 ½ years, at which time new cameras are provided to the Department. The Department will receive new cameras again in year 4 of the contract. The agreement includes the cloud-based servers which store the recordings. The majority of the cost is the storage fee.

Axon Tasers

Chief Sargent explained tasers were purchased in the FY23-24 fiscal year. This is a five-year program. A different model will be available in FY28-29, so they are requesting \$100,611 to replace the current models. Tasers offer the Department an option for non-lethal means to bring an incident under control, which is preferred. Tasers are an important tool in the officers' arsenal. The current need is for 30 tasers and one spare. The manufacturer does not create spare parts for the majority of older models. Because Axon is the vendor for both tasers and body worn cameras, the Town is offered a multi-tool discount.

Radio Console Project

Chief Sargent stated the radio console is due for scheduled replacement this year but some of the parts were hard to source and it has taken a while for things to be delivered. Two components were ordered with a 6-month delivery time. The console is connected to the Tower project. There is 10-year life on the radio console and they are at end of life. One console works on multiple computers. The request is for \$244,000 in FY25-26. A. Garron clarified the \$244,000 is for the console and the previously requested \$125,000 is for equipment to be placed on the South Bow Tower. Chief Sargent noted the Fire Department will install the microwave (\$400,000) and the PD can work off that microwave. At this time the PD only has \$88,000 available in impact fees. C. Tewksbury confirmed impact fees can be used as a funding source. Chief Sargent stated they have allocated those funds for the purchase of the new MDTs, and \$11,000 will be set aside for a new fence around the building which is required for the Department to be accredited.

Radio Simulcast

Chief Sargent advised this is a new project for the town. The intent is to not pay for it all at once. This is an upgrade to the radio system. The current microwave system is obsolete and due for an upgrade which will operate more effectively, eliminating current 'dead spots' in town for communication. The dead zones in town are areas in which the officers spend a lot of time (Walmart, Bell Avenue) and will also allow for communication when officers are inside residential structures. The simulcast is a real time transmission. The current repeater system has a delay in the communication. The industry is headed to full simulcast. B. Soucy asked if equipment will be placed on all the towers to alleviate the dead spots. Rick Belanger stated this system will get the Department to 99% coverage. The current Fire Department system piggybacks on the Police system. The Fire Department will replace the existing microwave links. The town needs to maintain the microwave and simulcast. When the vendor provided a demonstration, there were no dead spots in the affected areas. B. Soucy inquired if this equipment is implemented, will there be follow-up maintenance? Will the Town need a maintenance contract as well? Chief Sargent stated this is part of their contract with Ossipee Mountain Electronics. They can utilize impact fees as a funding source since this can be related to the growth of the community.

Review of School Board CIP Requests

School Infrastructure Improvements

Jillian Godbout presented the project, estimated at \$13,342,119. This request is the same as for the previous year. The project may change. A subcommittee is being formed for the project and the hope is that community members with experience in these types of improvements can assist. The items on the list are needs: End of life ventilation units and corresponding controls; installation of high efficiency boilers at the three schools, and the replacement of roofs at Memorial and Cawley. The School Board is aware they will have future needs and they want to be fiscally responsible. They cannot wait 20 years to get this funding. The current plan before the CIP Committee this evening is the same plan presented to the voters on the last ballot. The only change is bond versus lease. \$13.3M is the amount to put in the plan. EEI (the consultant) stated the estimate could increase between 6-10% per year if the vote does not pass this year. The original amount had been \$16M, but they deducted some items. The roofs and the boilers are necessary, and the fund balance cannot be relied upon as a funding source. Fund balance will not be available for the next two years. A. Garron inquired if it was possible that the items removed would be put back into the funding request by the subcommittee? J. Godbout said the items removed included: weatherization to envelope the buildings and window replacement at Underhill in the First Grade wing. It is possible Underhill may need an addition to accommodate student growth; they are having classroom size issues in that building which began when they added Kindergarten. The kitchen fans at two out of the three schools are operational but not efficient. The roofs and boilers are the immediate concerns. Other items include an upgrade to the Fire Alarm system, which can be rewired while the roofs are being replaced. The current Alarm system is operational, and this is not an immediate necessity. B. Soucy asked if the \$13.3M request by the School Board should be increased by 3% now to allow for inflation, or 6% to keep the number more realistic? J. Godbout said she had suggested increasing that number to the School Board. C. Tewksbury suggested finalizing the number on June 05, at which time Jillian would have more accurate figures. J. Godbout felt it would make sense to use the larger number; B. Soucy noted that number would be closer to 19M. J. Godbout stated there is a concern that vendors to complete the work may not be available as many school districts had improvement projects on the recent ballots.

Other

E. Robidoux inquired as to the date Assessing should be scheduled. That appointment is currently scheduled for June 26. It was agreed to move that appointment to June 05.

C. Tewksbury inquired about TIF District funds. The estimate is \$620K in revenue which can be utilized to pay the bond at \$270K for the next 6 years. That leaves a \$300K balance to be utilized for projects at Exits 10 and 11. Abatements in the district affect the revenue; some of the funds should be utilized for the water/sewer expansions in this area. Funding for some projects may include grants or from Wastewater paying for a portion of the project the town had intended to fund. A. Garron noted the town is still waiting to see if the grant request has been approved for the sewer expansion project near Exit 10.

C. Tewksbury said the next meeting on May 15, 2024, will include the presentations from the Department of Public Works.

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