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**Town of Henniker  
Planning Board Meeting  
Wednesday, January 22, 2020  
Henniker Town Hall**

**Members Present:** Chair Dean Tirrell, Vice Chair Bill Marko, Ryan Haley, Selectman Representative Tia Hooper, Heidi Aucoin, Scott Dias, Keith DeMoura

**Non-Voting Alternates:**

**Members Excused:** Dan Higginson

**Town Planner:** Mark Fougere

**Recording Secretary:** Colleen Gagnon

**Guests:** Rocky Bostrom, Danny Aucoin, Bruce Trivellini, Mike French

1. Call to Order/Attendance/Pledge

Chair Tirrell called the meeting to order at 7:00pm.

2. December 11, 2019 & January 8, 2020 Meeting Minutes – Review and Approve

The board reviewed the meeting minutes from December 11, 2019.

**Vice Chair Marko made a motion to approve the meeting minutes from December 11, 2019. Mr Haley seconded the motion. The motion passed unanimously.**

The board reviewed the meeting minutes from January 8, 2020.

**Vice Chair Marko made a motion to approve the meeting minutes from January 8, 2020. Mr. Dias seconded the motion. The motion passed unanimously.**

3. Projects of Regional Impact

There are no projects of regional impact at this time.

4. Public Hearings

5. Other Business

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### **Review Capital Improvement Plan**

Selectman Representative Hooper presented the Capital Improvements Plan(CIP) to the Planning Board.

Selectman Representative Hooper introduced the members of the CIP committee. The committee members in attendance tonight are; Mr. Bruce Trivellini, Mr. Rocky Bostrom, Mr. Bill Marko and not in attendance; Mr. Leon Parker.

The Planning Board members have all received a copy of the Capital Improvements Report.

Selectman Representative Hooper began her presentation with the history of the CIP committee.

The Capital Improvement Program was established in the early 2000's and a plan was adopted. The Board of Selectmen during the years 2005-2014 began to disregard the Capital Improvement Plan as it had been written. In 2014 CIP funding began to be utilized. With funding being allocated and no updated plan in place to meet the long term strategic needs of the community the Capital Improvement Committee began to be discussed again.

In 2019 the Planning Board reformed the CIP committee. The CIP committee is currently made up of a chairperson along with four other members. The committee begins with the appointment from the Planning Board each May and ends when the board accepts the committee's report. The CIP committee presents their recommendations to the board each January.

The committee recommends that the term of the committee be extended for three years but also evaluated every year and any changes to the members of the committee be made at that time.

It was noted that the Henniker Community School and Cogswell Springs Water Works Department will be added to the Capital Improvement Plan. The committee reached out to these two departments but they did not submit any documentation to the committee.

Selectman Representative Hooper presented that the CIP committee worked with Town of Henniker departments, other entities and committees to recreate and update the accounts portion of the CIP plan. The committee inventoried all the equipment that is covered by the program. The committee created a process for capital expenditure requests and a procedure for capital projects to be requested. The CIP committee calculated a long term funding strategy for the Town of Henniker to ensure funding for the community infrastructure, needs and recommended timeline for purchases.

The committee looked at the classification of projects, determining their urgency, recommended time sequence, estimating total costs and looking at existing sources of funds as well as additional sources of funds. Selectman Representative Hooper noted a long range master plan. They looked at the master plan update conducted in 2015 and reviewed the project requests to

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determine if they met the objectives listed in the long range plan. The committee reviewed, clarified and prioritized goals. The CIP committee presented a long range master plan that goes out to 2049.

Selectman Representative Hooper further presented that through the process the CIP committee reviewed and analyzed financial consequences. They tried to find ways to meet the capital improvement goals and recommend a plan for financing. The committee would like the plan to help stabilize the tax rate.

The CIP is long range planning document. It outlines the anticipated expenditures for capital projects and equipment over a period of at least six years. It implements the community's long term planning goals specific to facility improvements, projects and programs. The CIP is aimed at increasing the capacity of the town's infrastructure to accommodate future growth and development.

The CIP program is a benefit to the community in the way that it works to preserve public health, safety and welfare, anticipates the ban growth and improves communication and coordination between departments and municipal entities. Through the plan the committee is hoping to avoid undue property tax increases, support economic development and provide a foundation for growth management and the potential for impact fees.

Selectman Representative Hooper described a CIP project. A CIP project is a major expenditure of at least \$5,000, before any external funding, which has an expected life of at least five years.

Selectman Representative Hooper described what the CIP process is. The process was created and implemented for the first time this year. The committee worked with department heads and other town bodies to create the process. The process is that department heads and other town bodies will receive notification that the yearly review has begun. They will be sent the CIP project and funding request form and they will also be notified that they should begin their inventory process. The committee will then review the requests submitted to ensure they actually are a CIP project. The projects will be attached a classification. Classifications range from urgent to premature/ inconsistent. Projects are approved by the Planning Board but are not binding, they are subject to voter approval.

Selectman Representative Hooper described the vehicle and equipment inventory. The inventory includes records of the type of equipment, the equipment condition, the expense over and above routine maintenance and other repairs or concerns.

Selectman Representative Hooper directed the board to the matrix. The matrix is where projects will start to be managed. The matrix outlines the costs anticipated for the vehicle equipment and other identified projects. The CIP matrix also shows the anticipated expense based on years that a piece of equipment may need to be replaced. The matrix is broken down into three different levels. There is the actual replacement date, the recommended capital improvement funding

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levels and the fund flow which shows the recommended CIP allocations for town meeting. The fund flows shows what the balance is and what it will be after a purchase is made.

Selectman Representative Hooper directed board to CIP matrix. It was explained that the matrix is broken down by departments.

The Fire Department was highlighted. It was stated that on the matrix each piece of large equipment is listed. Their education tools are listed.

Other departments listed on the matrix include but are not limited to; Rescue, Highway, Transfer Station, Parks, Police, General Government, Roads and Streets and Waste Water.

Selectman Representative Hooper noted that throughout the breakdowns there are new items added which include capital reserve accounts for high cost items where the creation of a capital reserve account would lower the tax rate. The new capital reserve accounts are noted in the fund flow. The Parks Department has a capital reserve account for a new mower, the Police Department has a reserve account for police equipment, The Town Hall Technology Expendable Trust and the Waste Water Capital Reserve Fund each have a capital reserve account.

Selectman Representative Hooper directed the board members to Appendix H to review the CIP committee recommendations.

The committee sent out requests for documentation from all the town departments. Requests were also sent to the Tucker Free Library, Cogswell Springs Water Works and Azalea Park. Cogswell Spring Water Works did not respond to the request. In 2020 the CIP committee will begin discussions with SAU24 and school board.

Selectman Representative Hooper reviewed the CIP committee recommendations. Recommendations were formed through the analysis of the matrix and information received from department heads and other entities.

Henniker Fire Department has been funded at \$100,000 and the committee agreed that \$100,000 is the allocation they would recommend. It was also recommended that the equipment be evaluated on an annual basis moving forward.

Henniker Rescue Squad is requesting a new rescue vehicle in 2020. The committee is recommending the allocation of \$70,000 for the new rescue vehicle.

Henniker Highway Department had requested a lift. The Highway Superintendent notified the committee that he will be holding off on the purchase of the new lift. Through the evaluation of the actual equipment, the committee is recommending the funding allocation of \$100,000.

Henniker Transfer Station is recommended to be funded at \$50,000 annually beginning in 2020. There are large anticipated expenses noted as the dump trailers.

Henniker Police Department, Selectman Representative Hooper reviewed the committee's recommendation to add a police department equipment capital reserve fund. It was noted that there is a possibility that grants and other resources will offset the expenses or cover them in full. At which time the money would sit and no additional funds would be raised.

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Henniker Police Department Building, it was noted that the current police department has health concerns with the current building. The committee is recommending the purchase of land and a new facility. It is recommended that the Police Department Building Capital Reserve Fund be funded at \$100,000 annually. This would reduce the anticipated construction costs which are estimated at 4 million dollars.

Town Owned Building Expendable Trust, this was established last year and it is recommended by the committee that the painting of the Town Hall and the Grange be included.

Town Hall Technology Expendable Trust was previously discussed.

Road Expendable Trust, the road committee had asked for \$750,000 to continue the maintenance of the roadway infrastructure. This year the road committee is looking to repair numerous roads. The estimated cost is over 1.5 million dollars. Selectman Representative Hooper noted that the committee has discovered that bundling projects can reduce costs by a substantial amount. A bundling package will be requested.

Revaluation Capital Reserve, it was stated that this fund will continue to require funding and it is mandated by law.

Waste Water Sewer Department, through review of their asset management plan the committee found that they have a total cost of 3.2 million dollars. This was spoken about at length at the CIP committee. The committee communicated with the town administrator and a low interest rate on bundling projects was discussed. The committee voiced concerns that there is not enough of a user base to support the \$3.2 million. Mr. Roy suggested a 60%-40% split between users and residences with CIP committee members. The committee recognizes that the user base of water and sewer needs to be increased for both systems. The committee requests investigating expanding the water and sewer to new development.

Selectman Representative Hooper presented CIP requests.

The Tucker Free Library submitted a request for renovations for a new elevator, back room and expanded services to the third floor. That request was for \$2.2 million dollars. The CIP committee went back to library to request a break down of expenses. The library stated that the information was unavailable and would not be available until March 6, 2020. The CIP committee does not support the request as it is submitted.

Azalea Park submitted a request in the amount of \$10,000 for implementation of cameras and lighting within the park. The CIP committee does not support the request as no tax payer dollars were allocated for this project.

Selectman Representative Hooper directed the board to look at the tax impact located in the Appendix. The CIP committee broke down the tax rate with and without the CIP plan through 2040. There is a steady flat rate with the adoption of the CIP plan. With the CIP plan there is a lower tax impact in the majority of places looking forward.

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Mr. Dias asked where the numbers for projected replacement values came from. Selectman Representative Hooper explained that the projected replacement values came from discussion with department, research into what other communities have purchased and looking at what Mr. Roy had recommended. All calculations have been made with a 3% increase for inflation.

Mr. Dias noted that he felt some amounts seemed astronomical and mentioned a specific truck. Mr. Bostrom explained the particular truck in question. The truck in question had been bought on a state bid and only the cabin and chassis had been purchased.

Chair Tirrell asked about the particulars of vehicles and the detailed information regarding each vehicle.

Selectman Representative Hooper noted that the data included in the CIP is baseline data on the current equipment. She further explained the reasons why some equipment didn't have numbers. The equipment may have been donated or was so old the department was uncertain of the replacement cost.

Mr. Trivellini discussed how an asset management program could help the board access this information.

Selectman Representative Hooper stated that this a good starting point for moving forward.

The CIP committee is looking to start the process earlier next year if they are reappointed by the board.

Mr. Dias asked about the CIP committee members having a potential three year term and how it would be tied to the other seats some committee members hold. Selectman Representative Hooper stated that the board would fill each seat. The committee would be reevaluated each year. Mr. Dias asked about training for new committee members.

Vice Chair Marko noted that he understood he could still serve on the CIP committee even if he choose to not run for the Planning Board or if he was not reelected. If the board approved his appointment to the CIP he could serve as a community member.

Selectman Representative Hooper reviewed the strengths of the current CIP committee members.

Chair Tirrell commented on the need for continuity between committees.

Selectman Representative Hooper discussed the importance of meeting to ensure the CIP documents are up to date on an annual basis and that they should continue to have community members to assist with communication.

It was noted that the town of Henniker needs economic development.

Mr. Bostrom stated that he would like to thank Selectman Representative Hooper for the work she has completed above and beyond the committee work. Mr. Bostrom continued to note that the dates picked out for equipment replacement are suggested dates. The equipment/vehicles will be reevaluated before they are replaced.

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Mr. Trivellini reviewed the request for the training of new committee members. The municipal software, asset management software will house the needed information. New committee members would be trained on the software.

Mrs. Aucoin asked who would manage the software.

Selectman Representative Hooper explained that the software is needed to boost the efficiency level of the Town Hall, to make sure information matches, to make the Town Hall more accessible, and to record management and direct deposit. The software would house town information that could easily be retrieved.

Mr. Dias asked what avenue does the board/committee have to make Cogswell Springs Water Works and the Henniker Community School comply?

Vice Chair Marko stated that the first thing to do is to reach out to them. Mr. Fougere stated that it is required by statute that they cooperate.

Vice Chair Marko stated that next year the committee will reach out a little wider.

Mr. Dias asked how to prevent the CIP from being disregarded again.

Vice Chair Marko stated that the existence of the CIP helps the community when there is an economic down turn.

Mr. Trivellini noted that a CIP plan is important. He stated that banks and mortgage lenders look at the CIP. When the town shows fiscal responsibility it increases property values.

Mr. Bostrm discussed his recollection of how the CIP plan previously was shut down.

Mr. DeMoura stated that he is in support of the program and compliments the committee. He asked if there would be a presentation at town meeting.

Selectman Representative Hooper explained that the next presentation will be at Board of Selectman meeting. There would be a possible mini overview at town meeting.

It was discussed that the voters get a good feeling when a number of devoted people working together.

Selectman Representative Hooper noted that the biggest recommendation to the planning board would be discussing the economic development of Henniker. That the CIP plan shows the need for more development. Selectman Representative Hooper questioned what to do with water and what strategies are there moving forward to increase commercial use. It was also questioned how to connect with Cogswell Springs Water Works.

Mr. Dias and Mr. Trivellini discussed the differences and similarities between level funding and proportional spending to the actual needs.

Chair Tirrell asked about the procedure going forward.

Mr. Fougere stated that the board would take a vote.

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It was discussed that the CIP plan is a work in progress and each year the board would approve the updates.

Mr. Bostrom noted that the committee would like to meet more often and start earlier. He also requested that the planning board be able to walk through departments and see the equipment and vehicles.

Mr. DeMoura asked about the CIP committee. The committee was made of five members. Was five a good number? Would more members be beneficial? Selectman Representative Hooper stated that the make up of the committee was good.

Mr. DeMoura suggested that more people may want to get involved and join the committee. Vice Chair Marko explained that there are committee members and contributors. It was noted that the make up of CIP committee is solely determined by planning board.

Mr. DeMoura asked about the library and the line for a capital campaign fund. Selectman Representative Hooper explained that the library plans to go to town meeting to request funds for a campaign consultant. The funds would pay a consultant to help the library raise money.

Selectman Representative Hooper noted that the largest concern was that when the CIP committee asked for the breakdown of the costs, that breakdown could not be provided.

Vice Chair Marko discussed that the CIP committee asked for a justification of how often is the library used. Does the use support the cost of the upgrades.

**Chair Tirrell made a motion to approve the Capital Improvement Plan without Cogswell Springs Water Works and The Henniker Community School and with the discussed adjustment to the Road Construction Fund. Mrs. Aucoin seconded the motion. The motion passed unanimously.**

### **6. Adjournment**

**Selectman Representative Hooper made a motion to adjourn. Mr. Dias seconded the motion. The motion passed unanimously.**

The meeting adjourned at 8:10pm.