

Hooksett Sewer Commission
March 19, 2024
Meeting Minutes

INITIAL	COMMENTS
<u>B</u>	
<u>[Signature]</u>	
<u>RAD</u>	

This meeting was called to order at 12:00pm. Present were Chairman Sidney Baines, Commissioner Richard Bairam, Commissioner Robert Duhaime, Superintendent Ken Conaty and Assistant Superintendent John Clark.

Approve and sign manifest

Approve meeting minutes: Commissioner Richard Bairam made motion to approve the regular and workshop minutes from March 5, 2024. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Read Correspondence

Financial Report: Guy came in to give the Sewer Commission a brief overview of the Sewer Commission accounts.

Scheduled Appointments: None

Superintendent Conaty's Report:

Plant:

- Plant numbers are a little higher right now- TSS 17 BOD 10
- pH is riding around 6.6 since PAC adjustment
- No violations to report

Solar:

- Production looks normal for winter months
- The sewer commission was given a solar production sheet (attachment 1)

Phase 3A Plant Upgrades:

- Final by the next sewer commission meeting-delayed release of held funds

Force Main Replacement/Martin's Ferry Pump station upgrades:

- Underwood supplied easement documents last week
- Six easements needed. Superintendent Conaty will start sending out notices to property owners
- Meeting with Eversource tomorrow

- Met with Andre about town easements
- Scheduling meetings with Old Castle and SNHU
- Letter to be sent out to McClellan

Dewatering Project:

- Submittals are starting to come in
- Sludge containers ordered with a delivery date in April
- Pre Con meeting will be at 12:00pm at the next sewer commission meeting April 2nd. Due to this the Sewer Commission meeting will start at 1:00pm.

Asset Management:

- Entering new equipment
- Document scanner is up and running

TIF Project:

- Tri-town pump station is under construction
- Inner wall and insulation is complete. Work on fascia wall is underway
- Install of roof for the 26th
- Discussions with Tri-town on connection point and process

Other:

- 7 Martin's Ferry Road-Lamontagne- still under construction
- Park Place- under construction 18 individual units now being sold and not rented
- Marmon is complete, meeting this week for a walk around
- Merrimack St. pump station equipment will be in sometime in May
- Golden Gate pumps arrive in February
- Met with Eversource on usage- recommendations are coming for optimizing the solar field. One of the recommendations was the use of a battery pack.
- Energy audit 2 walk around completed
- Looking at replacing sludge blowers
- Tours of the wastewater treatment facility on 4/17 and 4/18 for the Derryfield school, sophomore students.
- Discussion on 15 Birch Hill Road sewer lateral replacement. Superintendent Conaty asked that the Sewer Commission give \$2500.00 to resident to offset cost of pipe replacement. The whole pipe from the house to the main has to be replaced due to tree roots. These pipes are made up of old materials. The Sewer Commission agreed.
- EII on site last week doing SCADA adjustments
- CMOM report is complete (attachment 2)
- CIP (attachment 3)
- Letter of support for Bruce Thomas. Bruce Thomas is interested in applying for a grant offered by Jeanne Shaheen. He asked for a letter of support for the town from the Sewer Commission

toward this grant. Superintendent Conaty and Office Manager Linda O'Keefe will collaborate and have something over to Bruce Thomas by next Friday.

Old Business:

- TIF updates are ever third Tuesday of the month
- Bruce Thomas came in and spoke with the Sewer Commission with updates. Bruce provided the Sewer Commission with a project list and a contact sheet for the various projects around town. He spoke again on the grant he would like to put in for and spoke with the Sewer Commission about a letter of support.
- NH State Retirement discussion. The Sewer Commission felt as if conflicting information was given about pre tax and post tax amounts and would like to resurvey the employees before making any decisions. This will be addressed at the next sewer commission meeting.

New Business:

- The next Sewer Commission meeting is April 2, 2024

Non-public session: None

Public Input: None

Adjournment: Commissioner Richard Bairam made motion to adjourn at 1:15pm. Commissioner Robert Duhaime seconded. All in favor, the motion was carried unanimously.

Respectfully submitted,

Kim Wheeler
Billing Clerk


Richard Bairam (Clerk)

2023-24	KWH PRODUCED							TOTAL COST OF ELECTRIC	PERCENT SAVINGS
	SOLD BACK	BEHIND THE METER	GREEN ENERGY	ISO	UTILITY BILL W/O SOLAR	UTILITY BILL WITH SOLAR			
JUL	91,320	\$5,860.14	\$2,465.64	\$379.67	\$14,662.19	-\$803.95	\$ (3,649.26)	124.9%	
AUG	90,362	\$6,488.24	\$4,413.95	\$359.30	\$6,130.30	-\$4,771.89	\$ (7,570.96)	223.5%	
SEP	65,934	\$4,144.00	\$3,386.98	\$354.84	\$8,731.90	\$1,200.92	\$ (934.14)	110.7%	
OCT	44,925	\$2,480.36	\$2,817.03	\$1,212.98	\$11,708.65	\$6,411.26	\$ 5,198.29	55.6%	
NOV	46,474	\$3,509.00	\$4,564.40	\$1,254.80	\$20,183.09	\$12,109.69	\$ 10,854.89	46.2%	
DEC	33,119	\$3,552.48	\$5,123.39	\$894.21	\$28,254.65	\$19,578.78	\$ 18,684.57	33.9%	
JAN	31,319	\$3,769.92	\$4,886.21	\$845.61	\$26,904.36	\$18,248.23	\$ 17,402.62	35.3%	
FEB	76,066	\$7,135.08	\$5,943.71	\$2,053.78	\$21,787.71	\$8,708.92	\$ 6,655.14	69.5%	
MAR		\$0.00	\$0.00	\$0.00	\$0.00		\$ -	#DIV/0!	
APR		\$0.00	\$0.00	\$0.00	\$0.00		\$ -	#DIV/0!	
MAY		\$0.00	\$0.00	\$0.00	\$0.00		\$ -	#DIV/0!	
JUN		\$0.00	\$0.00	\$0.00	\$0.00		\$ -	#DIV/0!	
TOTAL	479,519	\$40,685.08	\$36,995.82	\$12,947.01	\$1,093.81	\$138,362.86	\$60,681.96	\$46,641.14	
SAVINGS							\$77,680.90	\$91,721.72	
MONTHLY AVG									
		REVENUE	ENERGY VALUE (NOT THRU METER)						



Town of
Hooksett
Annual
CMOM
Report

2023

Annual CMOM Report

2023 Accomplishments

Over the past year we have accomplished many of our goals including the following:

- Continued maintenance of our cross-country easements to allow access.
- Cleaned 7356 linear feet of sewer pipe.
- Issued sixteen (16) residential sewer connection permits. These add an additional 3600 gpd to the Hooksett Wastewater Treatment Facility flow schedule.
- Performed our yearly check of grease traps in town
- Continued training six personnel. This year we attended online classes in pipeline maintenance and pump maintenance/repair.
- Continued sewer line and manhole assessment and preventative maintenance program- performed camera inspection of nearly 18000 ft of pipe.
- Completed a major easement mowing and tree removal project.

Sanitary Sewer Overflows

- Hooksett is reporting that we had 2 sanitary sewer overflows from the collection system this year. Both occurred at the Martins Ferry pump station during extreme rain storms (3" plus in less than 24hrs) due to an as yet unknown inflow issue. We have smoke tested the basin and are continuing with flow monitoring to identify the problem.

Financials, Budgets and Rates

1) **Budget Process**

The Hooksett Wastewater Treatment Facility complies with the Town of Hooksett's budget process (cycle). Hooksett is an SB-2 community with a Deliberative Session in February in which residents can increase, decrease, or make no changes to the budget and warrant articles. Following Town Meeting, all day voting is scheduled in March on the budget that is decided on in February, one month from the date of the Deliberative Session.

The budget cycle begins in August with Wastewater Treatment Facility recommendations, followed by Sewer Commission review. Town Council review of the Town Budget begins in January with review of each Town Department budgets, including the Wastewater Treatment Facility. After finalizing the budget, a public hearing is held in February, followed by posting the Warrant and Budget by February 15th.

2) **Rate Setting and Financial History**

The Hooksett Wastewater Treatment Facility rate setting policies are based on the following principals:

- a) All users are charged an equitable share of the facilities actual cost to deliver service.
- b) Current rates cover the operating budget including some capital purchases as well as debt service on existing loans.
- c) Rates also include funding for Capital Improvement Projects that are approved annually by the Sewer Commission. The CIP is a ten-year plan.
- d) Capital and large expenses are phased in to avoid large increases in sewer rates through the use of NHDES SRF loans.
- e) Sewer rates are increased following the Consumer Price Index(CPI) every January

The Hooksett Wastewater Treatment Facility operates as an Enterprise Fund. This system is self-supporting and does not rely on the tax base for support. Revenues are generated from user fees, connection fees, and interest on the unreserved fund balance, capital reserve funds, and trust funds.

The residential, commercial, and industrial rates are based on a quarterly sewer rent plus gallonage used.

3) **Historical Rate Review**

As outlined in the above paragraph, the sewer rate structure is based on metered usage for residential, commercial, and industrial users. The sewer rent fee charge is the fee that residents pay each of four billing quarters.

Funding for the preventative maintenance program is done within the wastewater treatment plant budget and falls under several different accounts. A pipeline and manhole account exists to fund the specific maintenance needs of the collection system.

Funding for projects such as vehicle replacement, pump replacement, computerized asset management programs, and other related items fall under the capital accounts within the approved operating budget.

4) **Operating, Maintenance Expenses and Sewer Rates**

Proposed operating expenses for FY 24-25 will be as follows:

Personnel Services	\$1,014,463.
Operating Expenses	\$1,616,151
Capital Outlay	\$132,800

5) **Capital Improvement Program Overview**

The Capital Improvement Program (CIP) is part of the long-term plan for needed upgrades and improvements to the treatment plant and collection system to allow for a logical, phased approach to improvements.

The Hooksett Wastewater Treatment Facility CIP consists of two major components: Major and Minor. Major CIP projects have a dollar value in excess of \$10,000. These projects require a detailed backup sheet and justification to accompany the summary sheet. Minor CIP items are less than \$10,000 but greater than \$3,000 and include items such as equipment as well as professional services that exceed the \$3,000 threshold. Items with a value of less than \$3,000 are included in the operating budget under various capital accounts specific to the item. It should be noted that capital items identified in the CIP and funded through

the capital reserve fund are placed in the annual operating budget. These items include vehicles, studies, equipment and other professional services that exceed \$3,000.

Funding for CIP items are through the annual operating budget.

- **Population Growth**

The treatment plant has a design capacity of 1.6 MGD; current flows are .7 MGD.

It appears that there will be some growth in the sewer system for the foreseeable future. This means that there is ample capacity within the system to accommodate future flows and loads. There are several planned commercial and residential projects that are anticipated to be complete in 2024 and beyond.

- **Capacity and Fees**

We anticipate some growth for the next two years in the residential and commercial sector as several proposals are currently before the planning board and the Sewer Commission. The treatment plant has adequate capacity for future growth since flows and loads are level. A sewer rate increase of 8% was implemented in Calendar Year 23 with the next rate increase occurring in Calendar Year 24 of 3.1%. The rate increases are tied to the Consumer Price Index(CPI).

System Development Charges were approved by the Sewer Commission. The current fee is \$6,200 per unit. This is the fee that a homeowner or developer would pay to connect a single family home to sewer and is based on design flow.

- **Capital Facilities Projects and Financing**

The total cost of planned minor capital projects for FY 22/23 is \$132,800 and is included in the operating budget. This does not include debt service on existing or new loans that will come on line. All projects are non-capacity related for the reasons already outlined, but some are related to collection system projects and maintenance. The proposed budget is equal to the current budget.

Goals & Objectives for 2024

- **GIS Map** –Contractors are now required to submit as-built plans in a format easily tied into our existing GIS for easy updating. New sewers will be added to our GIS sewer layer by staff. GIS is due for a major overhaul/update.
- **Manholes** –. We assess manholes as we clean lines. We will continue to do so. We have continued replacing manhole covers as roads are repaved to extend the life of the manhole.
- **Asset Management Software** – We are utilizing Google for our software. We have set up the pump stations with assets and work orders.
- **Cross Country Easements** -. We will be mowing and grading our easements on a regular basis to keep them accessible. A program to improve access will continue by removing stumps, etc.
- **Fats, Oil, and Grease Management** –The FOG program implemented is working well. We will continue with our inspections and education on FOG and wipes to system users.
- **Operations and Maintenance** –We will continue to monitor and clean pipes, manholes, pump stations and other assets throughout the town. We will continue to assess the condition of our system with trained in-house staff, and contractors.
- **Inflow and Infiltration** –We will continue to monitor flow in the collection system to assess any areas of concern. Assessing our cross-country easements will be a large step to addressing any issues with those. We have an inflow issue that has arisen that we will locate and remove.
- **Staffing** – Our staffing levels over the past year have not changed. We will continue utilizing subcontractors to do our video and pipeline cleaning.
- **Future Planning-** We are designing a new 12" HDPE force main in a new location from Martins Ferry Station to replace the 60 year old 8" force main currently in the railroad right of way. The Golden Gate pump station will be getting a complete overhaul-all pumps, controls, and electrical will be replaced along with adding a generator. The Merrimack Street pump station is also scheduled to be redone with new pumps, vfd controls, electrical, and pole transformers.

A TIF district for the west side of the Merrimack River has been started. This will include a completely new sewerage system. This would include two pump stations and the connection of many businesses and homes in the Interstate 93 Exit 10-11

corridor. Completion of the first phase connecting the west side of Exit 11 to the new Tri-Town pump station(also being constructed) is expected to be completed by July,2024.

Town of Hooksett Capital Improvements Plan Project Request Form

Capital Improvements which are eligible for inclusion in the CIP are any projects or equipment which cost \$50,000 or more and which have a useful life of at least 5 years. Any motor vehicles, regardless of cost, should be included in the CIP.

DEPARTMENT: Wastewater

PROJECT NAME: One Ton Dump Truck Replacement(2015)

Existing request New request

ESTIMATED TOTAL COST: \$93,000
*If multi-year plan, include 3% compounded rate for each year

ESTIMATED USEFUL LIFE: 15 years

REASON(S) FOR REQUEST: (Check all which apply)

- Safeguards public health and safety
- Responds to State, Federal, or other legal requirements
- Provides added capacity to service growth
- Provides an incentive for economic development
- Continues an existing project
- Alleviates substandard conditions or deficiencies
- Improves quality of existing services or infrastructure
- Reduces long-range operational costs
- Responds to public demand
- Reflects goals of the Town Master Plan

BRIEF PROJECT DESCRIPTION: (Attach photographs of vehicles/equipment as necessary; Provide maps of special project)

One-Tons are limited use vehicles at wastewater. Longevity of 15 years is expected.

HOW DOES THE CAPITAL IMPROVEMENT ACHIEVE MASTER PLAN GOALS AND/OR HELP MANAGE GROWTH?

PROJECT PRIORITY: (See attached. Select one. If "Necessary, Committed, or Urgent," cost estimates must be provided)

- Urgent Committed Necessary Desirable Deferrable Research

FUNDING SOURCES (See CIP for clarification. List all sources, including user fees)

Funding Source	2025-26 Capital Budget	2026-27	2027-28	2028-29	2029-30	2030-31
Capital Reserves						\$85,000
						\$8,000

DATE DEPARTMENT EXPECTS TO PURCHASE CAPITAL ITEM: July 2030

ESTIMATED DURATION OF PROJECT/NUMBER OF YEARS NEEDED TO COMPLETE PROJECT: n/a

Ken [Signature]

3/6/2024

Department Head Authorization (Signature)

Date

Town of Hooksett Capital Improvements Plan Project Request Form

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DEPARTMENT: Wastewater

PROJECT NAME: Pick-Up Replacement (2016)

Existing request New request

ESTIMATED TOTAL COST: \$55,000
*If multi-year plan, include 3% compounded rate for each year

ESTIMATED USEFUL LIFE: 10 years

REASON(S) FOR REQUEST: (Check all which apply)

- | | |
|--|---|
| <input type="checkbox"/> Safeguards public health and safety
<input type="checkbox"/> Responds to State, Federal, or other legal requirements
<input type="checkbox"/> Provides added capacity to service growth
<input type="checkbox"/> Provides an incentive for economic development
<input checked="" type="checkbox"/> Continues an existing project | <input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies
<input checked="" type="checkbox"/> Improves quality of existing services or infrastructure
<input checked="" type="checkbox"/> Reduces long-range operational costs
<input type="checkbox"/> Responds to public demand
<input type="checkbox"/> Reflects goals of the Town Master Plan |
|--|---|

BRIEF PROJECT DESCRIPTION: (Attach photographs of vehicles/equipment as necessary; Provide maps of special project)

Pick up trucks are on a ten year schedule for replacement.

HOW DOES THE CAPITAL IMPROVEMENT ACHIEVE MASTER PLAN GOALS AND/OR HELP MANAGE GROWTH?

PROJECT PRIORITY: (See attached. Select one. If "Necessary, Committed, or Urgent," cost estimates must be provided)


- Urgent
 Committed
 Necessary
 Desirable
 Deferrable
 Research

FUNDING SOURCES (See CIP for clarification. List all sources, including user fees)

Funding Source	2025-26 Capital Budget	2026-27	2027-28	2028-29	2029-30	2030-31
Capital Reserves		\$50,000				
Trade in/sale		\$5,000				

DATE DEPARTMENT EXPECTS TO PURCHASE CAPITAL ITEM: July 2026

ESTIMATED DURATION OF PROJECT/NUMBER OF YEARS NEEDED TO COMPLETE PROJECT: n/a



3/6/2024

Department Head Authorization (Signature)

Date

Town of Hooksett Capital Improvements Plan Project Request Form

Capital Improvements which are eligible for inclusion in the CIP are any projects or equipment which cost \$50,000 or more and which have a useful life of at least 5 years. Any motor vehicles, regardless of cost, should be included in the CIP.

DEPARTMENT: Wastewater

PROJECT NAME: Pick-Up Replacement (2020)

Existing request New request

ESTIMATED TOTAL COST: \$60,000

*If multi-year plan, include 3% compounded rate for each year

ESTIMATED USEFUL LIFE: 10 years

REASON(S) FOR REQUEST: (Check all which apply)

- | | |
|--|---|
| <input type="checkbox"/> Safeguards public health and safety
<input type="checkbox"/> Responds to State, Federal, or other legal requirements
<input type="checkbox"/> Provides added capacity to service growth
<input type="checkbox"/> Provides an incentive for economic development
<input checked="" type="checkbox"/> Continues an existing project | <input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies
<input checked="" type="checkbox"/> Improves quality of existing services or infrastructure
<input checked="" type="checkbox"/> Reduces long-range operational costs
<input type="checkbox"/> Responds to public demand
<input type="checkbox"/> Reflects goals of the Town Master Plan |
|--|---|

BRIEF PROJECT DESCRIPTION: (Attach photographs of vehicles/equipment as necessary; Provide maps of special project)

Pick up trucks are on a ten year schedule for replacement.

HOW DOES THE CAPITAL IMPROVEMENT ACHIEVE MASTER PLAN GOALS AND/OR HELP MANAGE GROWTH?

PROJECT PRIORITY: (See attached. Select one. If "Necessary, Committed, or Urgent," cost estimates must be provided)

Urgent Committed Necessary Desirable Deferrable Research

FUNDING SOURCES (See CIP for clarification. List all sources, including user fees)

Funding Source	2025-26 Capital Budget	2026-27	2027-28	2028-29	2029-30	2030-31
Capital Reserves						\$55,000 ✓
Trade in/sale						\$5,000

DATE DEPARTMENT EXPECTS TO PURCHASE CAPITAL ITEM: July 2030

ESTIMATED DURATION OF PROJECT/NUMBER OF YEARS NEEDED TO COMPLETE PROJECT: n/a

Ken [Signature]

3/6/2024

Department Head Authorization (Signature)

Date

Town of Hooksett Capital Improvements Plan Project Request Form

Capital Improvements which are eligible for inclusion in the CIP are any projects or equipment which cost \$50,000 or more and which have a useful life of at least 5 years. Any motor vehicles, regardless of cost, should be included in the CIP.

DEPARTMENT: Wastewater

PROJECT NAME: Treatment Plant Roof Replacement

Existing request New request

ESTIMATED TOTAL COST: \$150,000
*If multi-year plan, include 3% compounded rate for each year

ESTIMATED USEFUL LIFE: 20 years

REASON(S) FOR REQUEST: (Check all which apply)

- | | |
|--|---|
| <input checked="" type="checkbox"/> Safeguards public health and safety
<input type="checkbox"/> Responds to State, Federal, or other legal requirements
<input type="checkbox"/> Provides added capacity to service growth
<input type="checkbox"/> Provides an incentive for economic development
<input type="checkbox"/> Continues an existing project | <input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies
<input checked="" type="checkbox"/> Improves quality of existing services or infrastructure
<input checked="" type="checkbox"/> Reduces long-range operational costs
<input type="checkbox"/> Responds to public demand
<input type="checkbox"/> Reflects goals of the Town Master Plan |
|--|---|

BRIEF PROJECT DESCRIPTION: (Attach photographs of vehicles/equipment as necessary; Provide maps of special project)

Replace roofs as one unit-some are 40+ years old.

HOW DOES THE CAPITAL IMPROVEMENT ACHIEVE MASTER PLAN GOALS AND/OR HELP MANAGE GROWTH?

PROJECT PRIORITY: (See attached. Select one. If "Necessary, Committed, or Urgent," cost estimates must be provided)

Urgent Committed Necessary Desirable Deferrable Research

FUNDING SOURCES (See CIP for clarification. List all sources, including user fees)

Funding Source	2025-26 Capital Budget	2026-27	2027-28	2028-29	2029-30	2030-31
Capital Reserves		\$150,000				

DATE DEPARTMENT EXPECTS TO PURCHASE CAPITAL ITEM: Summer 2026

ESTIMATED DURATION OF PROJECT/NUMBER OF YEARS NEEDED TO COMPLETE PROJECT: 2 months

Ken [Signature]

3/6/2024

Department Head Authorization (Signature)

Date

Town of Hooksett Capital Improvements Plan Project Request Form

Capital Improvements which are eligible for inclusion in the CIP are any projects or equipment which cost \$50,000 or more and which have a useful life of at least 5 years. Any motor vehicles, regardless of cost, should be included in the CIP.

DEPARTMENT: Wastewater

PROJECT NAME: Pipeline Camera System

Existing request New request

ESTIMATED TOTAL COST: \$200,000
*If multi-year plan, include 3% compounded rate for each year

ESTIMATED USEFUL LIFE: 20 yrs

REASON(S) FOR REQUEST: (Check all which apply)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Safeguards public health and safety
<input checked="" type="checkbox"/> Responds to State, Federal, or other legal requirements
<input type="checkbox"/> Provides added capacity to service growth
<input type="checkbox"/> Provides an incentive for economic development
<input type="checkbox"/> Continues an existing project | <input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies
<input checked="" type="checkbox"/> Improves quality of existing services or infrastructure
<input checked="" type="checkbox"/> Reduces long-range operational costs
<input type="checkbox"/> Responds to public demand
<input type="checkbox"/> Reflects goals of the Town Master Plan |
|---|---|

BRIEF PROJECT DESCRIPTION: (Attach photographs of vehicles/equipment as necessary; Provide maps of special project)

Our EPA NPDES permit requires us to inspect our system regularly. This system will allow us to use our staff to complete this task and reduce overall cost per foot of pipe inspection. These inspections allow us to properly expend future CIP monies for repairs and replacements of pipelines.

HOW DOES THE CAPITAL IMPROVEMENT ACHIEVE MASTER PLAN GOALS AND/OR HELP MANAGE GROWTH?

PROJECT PRIORITY: (See attached. Select one. If "Necessary, Committed, or Urgent," cost estimates must be provided)

Urgent Committed Necessary Desirable Deferrable Research

FUNDING SOURCES (See CIP for clarification. List all sources, including user fees)

Funding Source	2025-26 Capital Budget	2026-27	2027-28	2028-29	2029-30	2030-31
Capital Reserves	\$200,000					

DATE DEPARTMENT EXPECTS TO PURCHASE CAPITAL ITEM: July 2025

ESTIMATED DURATION OF PROJECT/NUMBER OF YEARS NEEDED TO COMPLETE PROJECT: ongoing



3/6/2024

Department Head Authorization (Signature)

Date

Town of Hooksett Capital Improvements Plan Project Request Form

Capital Improvements which are eligible for inclusion in the CIP are any projects or equipment which cost \$50,000 or more and which have a useful life of at least 5 years. Any motor vehicles, regardless of cost, should be included in the CIP.

DEPARTMENT: Wastewater

PROJECT NAME: Martins Ferry Pump Station Upgrade ✓

Existing request New request

ESTIMATED TOTAL COST: \$4,300,000

*If multi-year plan, include 3% compounded rate for each year

ESTIMATED USEFUL LIFE: 20 years

REASON(S) FOR REQUEST: (Check all which apply)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Safeguards public health and safety
<input checked="" type="checkbox"/> Responds to State, Federal, or other legal requirements
<input checked="" type="checkbox"/> Provides added capacity to service growth
<input checked="" type="checkbox"/> Provides an incentive for economic development
<input type="checkbox"/> Continues an existing project | <input checked="" type="checkbox"/> Alleviates substandard conditions or deficiencies
<input checked="" type="checkbox"/> Improves quality of existing services or infrastructure
<input checked="" type="checkbox"/> Reduces long-range operational costs
<input type="checkbox"/> Responds to public demand
<input checked="" type="checkbox"/> Reflects goals of the Town Master Plan |
|---|--|

BRIEF PROJECT DESCRIPTION: (Attach photographs of vehicles/equipment as necessary; Provide maps of special project)

This project includes two phases
 1. Replacement of 53 year old force main from Martins Ferry PS to the treatment plant
 2. Upgrade pumps, controls, and wet well size for future TIF growth
 A warrant article passed for this project in 2022

HOW DOES THE CAPITAL IMPROVEMENT ACHIEVE MASTER PLAN GOALS AND/OR HELP MANAGE GROWTH?

This project allows the exit 10 and Manchester Sand TIF areas to grow.

PROJECT PRIORITY: (See attached. Select one. If "Necessary, Committed, or Urgent," cost estimates must be provided)

Urgent Committed Necessary Desirable Deferrable Research

FUNDING SOURCES (See CIP for clarification. List all sources, including user fees)

Funding Source	2025-26 Capital Budget	2026-27	2027-28	2028-29	2029-30	2030-31
SRF Loan(20 yr)		\$2,800,000				
TIF Funds		\$300,000				
Wastewater Reserves		\$1,200,000				

DATE DEPARTMENT EXPECTS TO PURCHASE CAPITAL ITEM: July 2025

ESTIMATED DURATION OF PROJECT/NUMBER OF YEARS NEEDED TO COMPLETE PROJECT: 2.5 years

Ken [Signature]

3/6/2024

Department Head Authorization (Signature)

Date

PROJECT PRIORITY RANKINGS:

Urgent	Cannot be delayed; needed immediately to mitigate hazardous conditions which pose a threat to health and safety
Committed	Part of existing Contractual agreement or otherwise legally required
Necessary	Needed within 3 years to maintain existing level and quality of community services
Desirable	Needed within 4-6 years to improve level and quality of services
Deferrable	Can be placed on hold until after the 6-year period, but supports community goals
Research	Needs more research, analysis, planning, or coordination; more information requested

POTENTIAL FUNDING SOURCES AND FINANCING METHODS:

- The **Taxation** method refers to those projects with proposed funding from real property tax revenues.
- The **Capital Reserve** method requires appropriations over more than one year, with the actual project being accomplished only when the total appropriations meet the project cost. This approach is for expenditures having a known fixed life such as vehicle replacement, building maintenance and road repair. In conjunction with the Capital reserve method of financing, there may be State or Federal monies available to pay for portions of the project, which require the Town to raise their percentage of matching funds prior to receiving these Federal or State dollars. An example is State bridge aid where the town needs to raise their 20% matching share prior to applying for the State 80% share. Identification of these needs early is critical to starting a Capital Reserve in time to fund projects when needed.
- The **Lease/ Purchase** method has been used in the past for the purchase of Fire trucks and Highway department vehicles. Although this is a valid financing method, this method of payment is more costly due to interest. The Town prefers funding vehicle replacement through Capital reserves where the Town pays itself the interest on Capital balances rather than a financing company for the purchase of needed vehicles. The town feels this would be a substantial tax savings for Hooksett residents based on the number of current vehicles and equipment owned by the town along with additional vehicles that will be needed in the future. The annual interest earned or saved on a properly funded vehicle replacement Capital reserve would pay for the cost of certain vehicle replacements when needed.
- The **Bond or Bank Note** method of payment is recommended for Capital Expenditure needs of \$1,000,000 or more. Typically, the most expensive projects such as renovations, additions, or new construction of buildings or infrastructure that allow for capital facilities requests to be met immediately while spreading out the cost over several years in the future. We highly recommend this method of payment on all Capital projects scheduled in the CIP costing over \$1,000,000 and obviously based on our review of historical spending patterns in the town, the year we propose it to you.
- **Impact fees** are also a viable financing method for some portion of future capital improvement needs as long as they are placed in a fund until they are either expended within 6 years as part of a project financing or returned to the party from which they were collected. The town has adopted an impact fee ordinance.
- **Tax Increment Financing** allows the Town to use increased in valuation of property to directly pay off bonds for infrastructure improvements and capital projects within a defined district.
- **Other financing** methods available to us for funding projects include gifts, grants and matching funds from any source. All of these can be used to offset the cost of Capital Improvement projects. The CIP recommends that all Department Heads, the School Board and the Town Council research and use these methods whenever available in order to lessen the burden on taxpayers as much as possible even though they will play a less important role in the overall funding of needed projects. In addition, if there are instances where fiscal resources from outside the community have been committed to help finance a local capital project, the offsetting revenues are shown in association with the proposed capital project.
- **Existing funding** is any funding which currently exists and which has been allocated for a specific purpose.