

Town of Litchfield, New Hampshire

Capital Improvement Committee

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Meeting Date: 01/30/20

Call to Order: 7:00 pm

Meeting Location: Town Hall

Meeting Called By: Capital Improvement Committee

Type of Meeting: CIP Meeting

Facilitator: Michael Croteau

Note Taker: Matthew Sullivan

Members in attendance:

1. Michael Croteau, Chairman (Planning Board)
2. Sean Flynn, Vice-Chair (Citizen)
3. Brian Bourque (School Board)
4. Andrew Cutter (Budget Comm.)
5. Jay Minkarah (NRPC Director)
6. Steven Webber (Selectman)

In Attendance: Troy Brown, Town Administrator

Memo:

One member was absent:

1. Peter Stone (Citizen)

Agenda Topic: Call to Order

Presenter: Michael Croteau

1. 7:00 pm - Call to Order

Agenda Topic: New Business

Presenter: Michael Croteau

1. **Officers:**

- a. **Chairman:** Michael Croteau was elected as Chairman of the Capital Improvement Committee
- b. **Vice-Chairman:** Sean Flynn was elected as Vice-Chairman of the Capital Improvement Committee
- c. **Secretary:** Michael Croteau was elected as Chairman of the Capital Improvement Committee

2. **Non-Voting Members:**

- a. The committee will have three non-voting members:
 - i. Troy Brown, Town Administrator
 - ii. Andrew Cutter, Budget Committee Representative
 - iii. Jay Minkarah, Nashua Regional Planning Commission (NRPC) Director

3. **LCTV:**

- a. The committee members agreed that future meetings would be recorded by Litchfield Community Television.

4. **Minutes:**

- a. The committee members agreed that future meetings would have meeting minutes taken.

5. **Process Overview:**

- a. J. Minkarah presented the committee with the process overview from the former CIP Committee. The process overview was last adopted on July 22, 2008.
- b. The plan was projected to be for a six year period, through 2014.

6. **Objectives of the Capital Improvement Committee:**

- a. The committee discussed what the objectives of the committee should be. The discussion included the alignment to the School Improvement Committee and the focus of the committee over the next six years.
- b. The committee agreed to initially focus on capital improvements with a lifespan of greater than or equal to three and a cost of greater than \$50,000.

7. **Action Items:**

- a. TA Troy Brown will work with department heads to begin gathering information for the committee to consider, as soon as possible.
- b. The committee will begin to draft a vision statement before the next meeting.
- c. Jay Minkarah will provide the committee with information regarding the projected town growth, impact fees, and other requested information.

8. **Goals of the Committee:**

- a. The goal of the committee is to have an understanding of all capital improvement projects by April 2020.
- b. The committee will then have the final voting on projects presented to the committee by July 2020.
- c. If the first two goals are completed, the decisions of the committee will be presented to the Board of Selectmen, the Budget Committee, and the residents of Litchfield at the Town Meeting in March 2021.

Agenda Topic: Public Input

Presenter: Michael Croteau

1. None

Agenda topic: Old Business

Presenter: Michael Croteau

1. First meeting of the new Capital Improvement Committee

Agenda Topic: Adjourn the Meeting

Presenter: Michael Croteau

Discussion: None

Motion: Motioned to adjourn the meeting

Vote: (4-0-0) The motion carried.

1. **Next Meeting:**

- a. March 9, 2020 @ 6:00 pm

Approved by the Capital Improvement Committee:

Michael Croteau, Chairman

Sean Flynn, Vice Chairman

Brian Bourque

Peter Stone

Steven Webber