

# Town of Litchfield, New Hampshire

## Capital Improvement Planning Committee

TEL – (603) 424-4046

EMAIL – [cip@litchfieldnh.gov](mailto:cip@litchfieldnh.gov)

FAX – (603) 424-3014

Meeting Date: 03/09/20

Call to Order: 6:03 pm

Meeting Location: Town Hall

Meeting Called By: Capital Improvement Committee

Type of Meeting: CIP Meeting

Facilitator: Michael Croteau, Chairman

Note Taker: Matthew Sullivan

In Attendance: Troy Brown, Town Administrator

Memo:

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)

No member was absent:

1. Peter Stone (Citizen)

Agenda Topic: Call to Order

Presenter: Chair M. Croteau

1. The meeting was called to order at 6:03 pm, followed by the Pledge of Allegiance.

Agenda Topic: Review and Approval of Meeting Minutes

Presenter: Chair M. Croteau

**Discussion:** Members of the committee questioned if a minute-taker had been assigned to the committee. TA T. Brown mentioned that Matthew Sullivan had been assigned to write the minutes.

**Motion:** S. Flynn motioned to approve the minutes from the Capital Improvement Planning Committee on January 30, 2020. S. Webber seconded the motion.

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

Agenda Topic: New Business

Presenter: Chair M. Croteau

1. **Review of Vision Statement:**

- a. Andrew Cutter read the Vision Statement out loud for the residents of Litchfield to hear. The Vision Statement for the Capital Improvement Planning Committee is:

- i. The Litchfield Capital Improvement Planning Committee (CIPC) vision statement is intended to be a blueprint for the next six years, through the year 2027. The future growth of our town, maintain and building upon its resources, prioritizing short and long-term economic development goals, cost impact, as well as offsetting revenue sources are in scope for the CIPC review. The aspects of our town's future considered by the CIPC include:

1. Heritage Preservation and Community Character
2. Land use and growth management
3. Preservation of Natural Resources
4. Economic Development
5. Community Services and Facilities
6. Infrastructure Needs

7. Replacement and continuing maintenance of town asset

- ii. The CIPC aims to put forth a recommended list of capital needs across the town and school district that protects the town's investments as well as limits the tax impact and burden to taxpayers. The CIPC will be fully transparent to the Litchfield residents, welcomes feedback, and seeks Board of Selectmen, School Board, Budget Committee, and town/voter approval of recommended Warrant Article in March 2021 that can begin to be actioned in a phased and fiscally responsible manner.

**Discussion:** TA T. Brown mentioned that he and J. Minkarah reviewed the dates on the Project Submission Form and believe the Vision Statement should be amended to read 'through the year 2026'. Chair M. Croteau thanked A. Cutter for creating the committee's Vision Statement.

**Motion:** S. Webber motioned to approve the Vision Statement for the Capital Improvement Planning Committee, pending the change to the year 2026. B. Bourque seconded the motion.

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

2. **Update on Project Submittal Forms:**

- a. TA T. Brown mentioned that J. Minkarah created the Project Submittal Form (PSF), and Troy has met with the department heads. T. Brown has provided the forms to the department heads, he has also shared the pdf form to the Rec and Conservation Commissions. TA Troy Brown believed both groups have or will have projects that may need to be considered.
- b. Currently, the School Board has not received a copy of the PSF. TA T. Brown wanted to speak with the committee to see how the school department could be tied into this process. Troy mentioned the School Board has its own CIP form. School Board Business Administrator C. Izbicki mentioned that Michele has been working on developing the school department's CIP form. Once the form is completed the School Board will start piecing the projects together.
- c. S. Webber asked C. Izbicki if it would be easier for the School Board to use the CIPC's PSF. C. Izbicki asked for the committee to send him a copy of the Project Submittal Form. He would then be able to compare the two documents and make a decision.
- d. TA T. Brown had a department heads meeting a couple of weeks ago and the members agreed they should have their Project Submittal Forms completed by March 31, 2020.
- e. T.A. T. Brown mentioned that the department heads had some concern over the threshold of three years and \$50,000. Some members were concerned their important projects would cost less than \$50,000. Troy mentioned that he believed the projects that were under \$50,000 would go in front of the Board of Selectmen. In the past these types of projects have either been added to the Operating Budget, have been encumbered with the unexpended funds, or a special Warrant Article was created to try to address the need.
- f. The committee members agreed to keep the threshold at three years and \$50,000.
- g. TA T. Brown mentioned that he and Road Agent K. Brown sat down and created a spreadsheet, but has not had a chance to enter the numbers on to the Project Submittal Form.

3. **Review the Six-Year Highway Road Improvement Plan:**

- a. TA T. Brown mentioned that last year the town worked with the Nashua Regional Planning Commission (NRPC). The NRPC had their employees drive all the roads in Litchfield and use software to analyze the condition of the roads. The NRPC then came up with a plan that would address the roads that were in failure as well as roads that needed certain maintenance.
- b. T.A. T. Brown stated that he believes the road improvement plan should be looked at as a capital expenditure that exceeds the \$50,000 threshold. Troy believes the committee should look at the total cost of keeping up the roads, even though there could be a road that may only cost \$15,000 to improve.
- c. The town receives an annual Block Grant from the state for \$210,000. The town has been able to encumber certain funds utilizing Impact Fees, and the state has also come forward with some one-time special grant funding.

- d. The goal of putting together a six-year plan is to continue to address the roads that have deteriorated to the point that they need to have reclamation work. Page road was provided as an example. The road was a reclamation project. A two-inch binder was put down on the road in late November 2018. Road Agent K. Brown mentioned that it was from the apartment complex almost all the way down to Albuquerque. In 2021, Page Road will receive the one-and-a-half-inch overlay that will cost \$80,000. T.A. T. Brown believes that by 2025 or 2026 the town will only have to do some spot milling and maybe a one-inch to a one-and-a-half-inch overlay.
- e. To get to this point, Troy believes the town will need to restore the \$200,000 additional funding towards paving.
- f. The six-year plan for road improvement will cost around \$400,000 a year. The estimate is based on the fact the town still receives highway Block Grant funding and the town will receive the special Warrant Article for \$200,000.
- g. A. Cutter had three questions:
  - i. A. Cutter wanted confirmation that Block Grant funding is not a guarantee and there is no guarantee the funding will remain fixed over a period. TA T. Brown agreed that no state funding is guaranteed, but he has seen the funding increase from \$3,000 to \$5,000 a year.
  - ii. The second question was why is not Pinecrest and Albuquerque were not listed on the Proposed Paving Program. Road Agent K. Brown answered by saying Pinecrest and Albuquerque are on the list. K. Brown spoke with Rick Charboneau and the town is waiting for an estimate. A portion of Pinecrest will come out of the Highway Department's budget. Hillcrest is a state road and Page Road is in good shape. Talent will need to have some cutting and patching work done on the road.
  - iii. The third question was if the town was going to put the work out for a bid. T. Brown answered the question by saying the last two years the town did not bid the paving work. In the past, Continental had provided the best pricing and the last two years the town has just gone with Continental Paving. The only fluctuation in cost is the cost of petroleum.
- h. A member of the committee asked if the culverts were part of the drainage repair. K. Brown said that the culverts on Birch and Laurel will be repaired. The drainage repair will come from the Highway Department's budget this year. Next year the paving of the two roads will occur.
- i. M. Croteau asked if the town had looked into bonds as another source of funding. TA. T. Brown stated the town did not look at the bond option because most towns that look at bonds are far behind on their road work. A member asked how much the town had left in Impact Fees and the answer was \$20,000.

4. **Review the Six-Year Highway Vehicle and Equipment Plan:**

- a. The first thing Troy and Kevin did was to put together an inventory list of equipment the town currently has, document the age, and what the life expectancy of the equipment is. In Kevin's mind the town purchases the equipment brand new and we have used the equipment. At some point, the equipment may still work but is going to need major repairs, and the equipment still has a trade-in value. As an example, a 550, a one-ton in which Troy and Kevin are putting an expected life of eight-years. After eight-years, the town could trade-in the truck and expect to receive some value.
- b. The plow trucks are medium-duty trucks and the Highway Department has placed a 15-year life expectancy on this vehicle. Troy explained the 15-year life expectancy is because the trucks are mainly used during the winter months.
- c. K. Brown mentioned the town has two orange International plow trucks. One of the trucks did not pass inspection this year and could not be used. The DOT used these two trucks for their life-span and nine-years ago the town bought them at auction.
- d. The 2003 Ford F-350 has 70,000, but has been pampered and has spent most of its life indoors. The vehicle is now running into electrical issues.
- e. The Ford F-450 is the one-ton truck. This truck is the town's workhorse. The truck has only 36,000 miles on it, but the truck had to have the transmission replaced, and the truck had a bunch of front-end work done. The salt is also starting to get to the frame and chassis.

- f. The white Ford F-350 has about 70,000 miles on it. This truck is used all the time to pick up parts or go to the hardware store.
- g. The 2018 Freightliner has about 5,000 miles on it. Kevin believes if the truck is maintained, the truck could last another 15 years.
- h. The yellow 2009 International will need to have major work on it this summer. The frame needs to be sandblasted and painted. A new valve bank has to be put into it. Kevin believes the truck has become a good trade-in truck.
- i. TA T. Brown mentioned how the town spent around \$30,000 on two trucks in 2019. One truck needed \$12,000 and the other truck needed around \$18,000. After spending the money on both trucks, one of the trucks did not pass inspection.
- j. Troy and Kevin believe by using the proposed plan the town will have the trucks needed to attract the needed plow drivers. If the truck drivers have their own insurance, the drivers would be paid \$45 an hour. If the drivers have their own truck, the drivers would be paid \$81 an hour.
- k. B. Bourque asked TA T. Brown what the advantage versus disadvantage was with a lease-purchase? TA T. Brown said that in the first year of the capital plan, the town is looking at replacing four vehicles of the fleet. Troy did not believe the town could afford to purchase the four vehicles. The estimated cost to purchase all four vehicles would be \$350,000 to \$400,000. At the end of the lease, the town then has the option to purchase the vehicles.
  - i. The 2002 International plow truck with a medium-duty (2020 Warrant Article)
  - ii. The 2003 Ford F-350 replace it with a Ford 550 with plow
  - iii. The 2001 International plow truck with a medium-duty truck (2021)
  - iv. The 2010 Caterpillar Backhoe with a new Caterpillar Backhoe
- l. TA Troy Brown mentioned that with the additional neighborhoods created, the Highway Department will need the additional vehicles.
  - i. Firefly
  - ii. Weatherstone
- m. K. Brown brought up the need for a new salt shed. Currently, the town has two garage bays that are used to store salt. If a salt shed was built the Highway Department could then use the garage bays to store their vehicles. Kevin mentioned that he has the storage for two snowstorms worth of salt. TA T. Brown mentioned that the salt shed would also be a safety factor. If Litchfield was hit with a multi-day snowstorm, the town would not have enough salt. Kevin would like to have a shed that could store 400 tons of salt.
- n. K. Brown did not receive any estimates for what it would cost to build the salt shed. He estimated that it would cost around \$200,000 to build.
- o. TA T. Brown mentioned that K. Brown estimated that it would cost \$150,000 to pave the Highway Department's parking lot.
- p. J. Minkarah stated no action needed to take place during the meeting. He suggested the department heads and the other commissions submit their Project Submittal Forms. At that time, Jay would be able to enter the information into his spreadsheet.

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**Agenda Topic:** Public Input @ 7:24 pm

**Presenter:** Chair M. Croteau

1. Nicole Fordey, 85 Page Road
  - a. Ms. Fordey thanked the committee members for having public input and for live broadcasting these meetings on channel 21, YouTube, and LCTV. Ms. Fordey suggested the committee post their mission statement on the town website. She added that she believes the committee does not need to worry about losing Block Grant funding. Ms. Fordey stated that she researched the Block Grant funding and most of Litchfield's funding is a result of SB 367. SB 367 is the result of a 2014 increase in the toll tax.
  - b. B. Bourque reminded Ms. Fordey that state aid for college education was available and now the aid is disappearing.

- c. TA. T. Brown mentioned that technology is changing everything. The use of electric vehicles over the next ten years is going to decrease the consumption of gasoline. He included that companies are now able to allow employees to work from home.

Public Input ended at 7:29 pm

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**Agenda topic:** Old Business

**Presenter:** Chair M. Croteau

1. None
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**Agenda topic:** Other Business

**Presenter:** Chair M. Croteau

1. **Project Submittal:**

- a. TA Troy Brown asked the committee if they thought the presentation of the project requests worked well. The members of the committee agreed that this was a good way to hear and view the requests.
- b. The committee agreed they need to act on the requests made by the head of the departments and commissions.
- c. A. Cutter asked what the procedure was for voting on the projects. Jay Minkarah stated that the vote does not have to go to a public meeting. After the committee selects a project, the project will go in front of the Planning Board and the Board of Selectmen. After the Planning Board and the Board of Selectmen. The Warrant Article will be created when the project requests money from the town.
- d. S. Webber mentioned that if projects are not approved then the Capital Improvement Planning Committee (CIPC) would become an ongoing commitment.

2. **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.

3. **Action Items:**

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|--|----------------|
| a. Send Cory Izbicki a copy of the Project Submittal Form.             | TA Troy Brown  |
| b. Discuss increasing the amount of CIPC meetings                      | CIPC Committee |
| c. Confirm that Police, Fire, and Solid Waste will attend next meeting | TA Troy Brown  |
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**Agenda Topic:** Adjourn the Meeting

**Presenter:** Chair M. Croteau

**Discussion:** None

**Motion:** B. Bourque motioned to adjourn the meeting, Sean Flynn seconded the motion.

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

The meeting adjourned at 7:39 pm

1. **Next Meeting:**

- a. April 6, 2020, @ 6:00 pm - The meeting will likely cover Police, Fire, and Solid Waste
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Approved by the Capital Improvement Committee:

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Michael Croteau, Chairman

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Sean Flynn, Vice Chairman

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Brian Bourque

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Peter Stone

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Steven Webber