

Town of Litchfield, New Hampshire

Capital Improvement Committee

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Meeting Date: 08/17/20

Call to Order: 6:05 pm

Meeting Location: Town Hall

Meeting Called By Capital Improvement Committee

Type of Meeting: CIPC Meeting

Facilitator: Michael Croteau, Chairman

Note Taker: Matthew Sullivan

In Attendance: Corey Izbcki, Business Administrator

Memo: John Brunelle hosted the meeting on Webex

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. Peter Stone (Citizen)

6. Steven Webber (Selectman)

7. Jay Minkarah (NRPC Director)

One member was absent:

Troy Brown, Town Administrator

Agenda Topic: Call to Order

Presenter: Michael Croteau

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

Agenda Topic: Public Input 1 @ 6:06 pm

Presenter: Michael Croteau

1. None

Public Input closed at 6:07 pm.

Agenda Topic: Review and Approval of Meeting Minutes

Presenter: Michael Croteau

Discussion: Brian Bourque mentioned he was concerned that he was involved in more votes than the minutes showed. At 7:45 pm, on August 3, he excused himself from the meeting. Before Brian Bourque left the meeting, the CIPC agreed to defer the library's decision until later in the meeting. The CIPC then voted twice on the Conservation Commission proposal. Both times Brian Bourque was involved.

Motion: (Brian Bourque / Steve Webber) A motion was made to approve the meeting minutes from August 3, 2020, as amended. The motion was seconded.

Vote: (3-1-0) The motion carried.

1. **Plan Work Session:**

Chair Michael Croteau welcomed Jay Minkarah and asked him to start reviewing the spreadsheet with the committee members. Jay Minkarah emailed the spreadsheet to the committee members. Jay Minkarah mentioned that the draft was his first stab at putting all the projects onto a spreadsheet. He said that when the Department Heads provided exact numbers on financing and years, Jay Minkarah was able to input the numbers into the spreadsheet. If the Department Heads did not produce the correct figures, he then made assumptions. He acknowledged that his figures might or might not be valid.

Jay Minkarah commented that he accidentally left Park and Recreation out of the spreadsheet. He will add the department request information into the spreadsheet. Chair Michael Croteau asked the committee members what they wanted to do. He wanted to know if the committee wanted to make changes to the spreadsheet, or did they want to leave the spreadsheet alone. Chair Michael Croteau said the committee still needs to present the plan to the Planning Board, and have a public hearing.

Schools:

Brian Bourque believed that the school proposal should come first on the spreadsheet because it is the priority.

Schools	2021	2022	2023	2024	2025	2026	6-year total	Total Cost	Balance to be paid by the town after year 6
Build a new elementary school (PreK-5)									
Engineering Costs	\$70,000	\$125,000	\$125,000				\$320,000	\$320,000	\$0
15-year bond @ 2% - 30% State Bid Aid				\$3,621,642	\$3,621,642	\$3,621,642	\$4,864,926		\$19,459,703
Energy Efficiency Project -LMS	\$1,365,000						\$1,365,000	\$1,365,000	\$0
Energy Efficiency Project -CHS		\$1,282,500					\$1,282,500	\$1,282,500	\$0
Parking Lot - CHS		\$85,500					\$85,500	\$85,500	\$0
Renovate LMS Kitchen		\$100,000					\$300,000	\$300,000	\$0
Gym Bleachers - CHS			\$206,000				\$206,000	\$206,000	\$0
Turf Field - CHS				\$770,000			\$770,000	\$770,000	\$0
Additional Classrooms - LMS (30% State Aid)					\$1,062,110		\$1,062,110	\$1,062,110	\$0
Parking Lot - LMS					\$232,000		\$232,000	\$232,000	\$0
Parking Lot - GMS					\$260,000		\$260,000	\$260,000	\$0
Capital Repairs Reserve Budget	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$600,000	\$0

Police:

Police Department	2021	2022	2023	2024	2025	2026	6-year total	Total Cost	Balance to be paid by the town after year 6
New Police Facility									
Engineering Costs		\$200,000					\$200,000	\$200,000	\$0
10-year bond @ 2%				\$662,497	\$662,497	\$662,497	\$2,649,987	\$6,624,968	\$3,974,981

Fire:

Police Department	2021	2022	2023	2024	2025	2026	6-year total	Total Cost	Balance to be paid by the town after year 6
New Fire Department Vehicles									
1991 Tanker Truck - 8 yr lease	\$95,103	\$95,103	\$95,103	\$95,103	\$95,103	\$95,103	\$570,621	\$760,827	\$190,206
1995 Fire Engine - 8 yr lease		\$89,587	\$89,587	\$89,587	\$89,587	\$89,587	\$447,934	\$716,695	\$268,761

Highway Dept:

Highway Department	2021	2022	2023	2024	2025	2026	6-year total	Total Cost	Balance to be paid by the town after year 6
Annual Road Improvement Program									
Operating Budget	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000	\$3,200,000	\$0
Warrant Article	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000	\$3,200,000	\$0
Backhoe (\$40 trade-in / 8 yr lease)	\$15,483	\$15,483	\$15,483	\$15,483	\$15,483	\$15,483	\$92,898	\$123,864	\$30,966
Ford F-350 (\$5k trade-in / 5 yr lease)	\$15,904	\$15,904	\$15,904	\$15,904	\$15,904		\$75,469	\$75,469	\$0
Ford F-450 (\$15k trade-in / 5 yr lease)		\$11,859	\$11,859	\$11,859	\$11,859	\$11,859	\$59,297	\$59,297	\$0
Ford F-350 (\$12k trade-in / 5 yr lease)			\$12,937	\$12,937	\$12,937	\$12,937	\$51,730	\$70,000	\$12,937
2000 Plow Truck (\$5k trade-in / 8 yr lease)	\$14,076	\$14,076	\$14,076	\$14,076	\$14,076	\$14,076	\$84,453	\$112,604	\$28,151

2009 Plow Truck (\$45k trade-in / 8 yr lease)				\$16,187	\$16,187	\$16,187	\$48,560	\$129,494	\$80,934
New Plow Truck (8-yr lease)	\$14,076	\$14,076	\$14,076	\$14,076	\$14,076	\$14,076	\$84,453	\$112,604	\$28,151
2009 Loader (\$45k trade-in / 8 yr lease)				\$19,002	\$19,002	\$19,002	\$57,006	\$152,015	\$95,009
Salt Shed (10 year bond)		\$23,175	\$23,175	\$23,175	\$23,175	\$23,175	\$115,873	\$231,746	\$115,873
Highway Parking Lot \$150K (10 year bond)			\$17,381	\$17,381	\$17,381	\$17,381	\$69,524	\$173,810	\$104,786

Library:

Library	2021	2022	2023	2024	2025	2026	6-year total	Total Cost	Balance to be paid by the town after year 6
New Library Building									
Engineering Costs	\$50,000						\$50,000	\$50,000	\$0
10-year bond @ 2%		\$276,040	\$276,040	\$276,040	\$276,040	\$276,040	\$1,380,202	\$2,760,403	\$1,380,202

Recreation:

The information has not been entered into the spreadsheet, as of the meeting.

Survey:

Jay Minkarah said, “The survey is intended to support the Planning Boards development of the community facilities chapter of the Master Plan.” He added that the survey could be used to gather public input in preparing the Capital Improvement Plan. Chair Michael Croteau mentioned the Planning Board surveying for the Capital Facilities Chapter of the Master Plan. Chair Michael Croteau asked what the other members' thoughts were of the survey. Brian Bourque stated that he was unable to open the survey because the survey is in draft form. Jay Minkarah commented that he had put the survey back in draft form. Jay Minkarah said he would reopen the survey, and resend the link to the committee members.

Selectman Steve Webber asked Chair Michael Croteau when the survey needed to be completed. Jay Minkarah commented that the survey could be ready by this week. The survey would be completed and available for review by September 1. Steve Webber mentioned that it was important that the committees review the survey before the survey is sent out to the public. Selectman Steve Webber commented that the survey should be placed on the town’s website, the town’s Twitter account, the town’s Facebook page, and ‘What’s Up.’ The school’s website was also suggested.

Presentation:

The committee agreed they needed to communicate with the residents who don’t have access to the internet. The committee decided that the best way to present the projects to the entire community is to tape a presentation. LCTV would record the presentation, and the video could be watched on LCTV or YouTube. Peter Stone suggested adding the CIPC’s email address to the video. Residents would then be able to email the CIPC and write questions or comments to the committee. Selectman Steve Webber believed the video would not occur until late September or

early October. The Warrant Articles are due in January 2021. Selectman Steve Webber mentioned that he thinks the CIPC should make the presentation to the Board of Selectmen,

Public Hearing:

Chair Michael Croteau then asked the committee how they saw the public hearing occurring. He wanted to know if the public should attend one of the CIPC meetings, or have a separate public meeting with the town's residents. He described the meeting as similar to the one the School Board had discussing the opening of the Litchfield schools. Jay Minkarah was asked what the procedures were for a public meeting regarding capital improvements. Jay Minkarah said the committee is required to have a meeting to present the plans to the public. The public is only able to suggest changes; they cannot make changes. After the public hearing, the committee votes to move the project forward to the Board of Selectmen and the Planning Board. Jay Minkarah suggested that the committee have two spreadsheets. The first spreadsheet would show the projects that were presented to the committee. The second spreadsheet would show which projects the committee recommends.

Chair Michael Croteau said the review of the budget will begin on October 1 and conclude on October 29.

The next steps are:

1. The survey will be sent out.
2. The CIPC will meet on August 31.
3. After August 31, a Public Hearing will be scheduled.
4. Presentation of the plan to the Planning Board.
5. Presentation to the Board of Selectmen for acceptance of the plan.
6. Presentation to the residents of Litchfield.

Andrew Cutter commented that the average annual cost is \$4,000,000. He wanted to know how the committee members would make the tough decisions to either defer the project or present the project to the voters; Selectman Steve Webber mentioned that the committee would have to wait until the year of the project. The committee would then make a decision. He said he fears that the committee will consistently defer the projects, and projects would never get completed. Selectman Steve Webber believes that the committee can never dissolve. The committee needs to meet at least once a year, hopefully, more often. The plan needs to be kept alive and moving.

Agenda Topic: Other

Presenter: Michael Croteau

1. None

Agenda Topic: Public Input 2 @ 6:58 pm

Presenter: Michael Croteau

1. None

Public Input closed at 6:59 pm.

Agenda topic: Old Business

Presenter: Michael Croteau

1. None

Agenda topic: Next Meeting Date & Time

Presenter: Michael Croteau

1. **Next Meeting:**

- a. Monday, August 31, 2020 @ 6:00 pm.

Agenda Topic: Adjourn the Meeting

Presenter: Michael Croteau

Discussion: None

Motion: (Steve Webber / Brian Bourque) motion to adjourn the meeting.

Vote: (5-0-0) The motion carried.

The meeting adjourned at 7:00 pm.

Approved by the Capital Improvement Committee:

Michael Croteau, Chairman

Sean Flynn, Vice Chairman

Brian Bourque

Peter Stone

Steven Webber