

# Town of Litchfield, New Hampshire

## Capital Improvement Committee

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Meeting Date: 08/31/20

Call to Order: 6:07 pm

Meeting Location: Town Hall

<b>Meeting Called By</b>	Capital Improvement Committee	<b>Members in attendance:</b>	
<b>Type of Meeting:</b>	CIPC Meeting	1. Brian Bourque	(School Board)
<b>Facilitator:</b>	Brian Bourque	2. Andrew Cutter	(Budget
<b>Committee)</b>		3. Steven Webber	(Selectman)
<b>Note Taker:</b>	Matthew Sullivan	4. Jay Minkarah (virtual)	(NRPC Director)
<b>In Attendance:</b>	Cory Izbicki, Business Administrator Michelle E. Flynn, Administrative Assistant Troy Brown, Town Administrator	<b>Members absent:</b>	
<b>Memo:</b>	CIPC did not have a Quorum	1. Michael Croteau	(Planning Board)
		2. Sean Flynn	(Citizen)
		3. Peter Stone	(Citizen)

**Agenda Topic:** Call to Order

**Presenter:** Brian Bourque

1. The meeting was called to order at 6:07 pm, the Pledge of Allegiance followed.

**Agenda Topic:** Public Input 1 @ 6:09 pm

**Presenter:** Brian Bourque

1. None

Public Input closed at 6:10 pm.

**Agenda Topic:** Review and Approval of Meeting Minutes

**Presenter:** Brian Bourque

**Discussion:** No Quorum

**Motion:** No Vote

**Vote:** (0-0-0)

**Agenda Topic:** New Business

**Presenter:** Brian Bourque

1. **Work Session:**

The members agreed to review the spreadsheet and prioritize the projects presented to the Capital Improvement Planning Committee. Mr. Minkarah presented the spreadsheet with an additional column to prioritize the projects. He said that the committee could rank the projects with one of seven grades. The seven grades are:

1. Urgent - U ( A project that needs to happen with little or no delay.)
2. Committed - C (Funds have already been committed or the project is mandated to be completed.)
3. Necessary - N
4. Desirable - D
5. Deferred - DR (The project has merit, but the committee thinks the project can be deferred out of the funding period.)
6. Research - R (The project needs more research.)
7. Inconsistent - I

Mr. Cutter mentioned that he had a discussion with Mr. Izbicki at the last Budget Committee meeting. The discussion was about \$600,000 that the Litchfield School District could receive as a result of the Special Election that will occur on September 16. The funds are to go into the Capital Reserve Account for the HVAC system and other infrastructure repairs. The committee discussed the funds and agreed that the money is to repair or replace the HVAC system and other infrastructure issues. The School District has already spent \$70,000 to \$80,000 to repair the GMS electrical. Mr. Bourque commented that the School Board would have a public meeting on Wednesday to announce the funds. The residents will vote in two weeks on whether the funds will go to the School District or back to the town.

**Schools:**

Schools	Priority Rank	2021	2022	2023	2024	2025	2026	6-year total	Total Cost	Balance to be paid by the town after year 6
<b>Build a new elementary school (PreK-5)</b>	<b>U</b>									
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	<b>U</b>	\$1,365,000						\$1,365,000	\$1,365,000	\$0
Energy Efficiency Project -CHS	<b>N</b>		\$1,282,500					\$1,282,500	\$1,282,500	\$0
Parking Lot - CHS	<b>D</b>		\$85,500					\$85,500	\$85,500	\$0
Renovate LMS Kitchen	<b>D</b>		\$100,000					\$300,000	\$300,000	\$0
Gym Bleachers - CHS	<b>N</b>			\$206,000				\$206,000	\$206,000	\$0
Turf Field - CHS	<b>DR</b>				\$770,000			\$770,000	\$770,000	\$0
Additional Classrooms - LMS (30% State Aid)	<b>I</b>					\$1,062,110		\$1,062,110	\$1,062,110	\$0
Parking Lot - LMS	<b>I</b>					\$232,000		\$232,000	\$232,000	\$0
Parking Lot - GMS	<b>I</b>					\$260,000		\$260,000	\$260,000	\$0
Capital Repairs Reserve Budget	<b>N</b>	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$600,000	\$0

The committee agreed that the new elementary school deserved a priority ranking of ‘U.’

The following items were prioritized as Necessary ‘N’:

1. Energy Efficiency Project -CHS; and Gym Bleachers - CHS; and Capital Repairs Reserve Budget

The following items were prioritized as Desirable ‘D’:

1. Parking Lot - CHS; and Renovate LMS Kitchen

The following projects were prioritized as Deferred ‘DR’:

1. The Field Turf.

The following items were prioritized as Inconsistent ‘I’:

1. Additional Classrooms - LMS (30% State Aid); Parking Lot - LMS; and Parking Lot - GMS. The committee stressed that the items were marked as Inconsistent because everything is contingent on whether the new school is approved.
2. Mr. Minkarah mentioned that by removing the Inconsistent and Deferred funds from the calculation, the schools’ average annual costs significantly decreased.

**Police:**

Police Department	Priority Rank	2021	2022	2023	2024	2025	2026	6-year total	Total Cost	Balance to be paid by the town after year 6
New Police Facility	U									
Engineering Costs					\$200,000			\$200,000	\$200,000	\$0
10-year bond @ 2%						\$662,497	\$662,497	\$1,324,994	\$6,624,968	\$5,299,975

The committee agreed that the new police facility deserved a priority ranking of ‘U,’ but the school still has a higher priority than the police facility.

**Fire:**

Fire Department	Priority Rank	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	U	\$95,103	\$95,103	\$95,103	\$95,103	\$95,103	\$95,103	\$570,621	\$760,827	\$190,206
1995 Fire Engine - 8 yr lease	D		\$89,587	\$89,587	\$89,587	\$89,587	\$89,587	\$447,934	\$716,695	\$268,761

The committee decided to give different priority rankings to replace the two fire engines. The 1991 Tanker Truck received a priority of 'U.' The committee thought about providing a priority of 'N,' but if something happened to the Tanker Truck, the insurance company would not give replacement value. The 1995 Fire Engine received a priority of 'D.'

**Highway Dept:**

Highway Department	Priority Rank	2021	2022	2023	2024	2025	2026	6-year total	Total Cost	Balance to be paid by the town after year 6
<b>Annual Road Improvement Program</b>										
Operating Budget	N	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,200,000	\$3,200,000	\$0
Warrant Article	D	\$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)	N	\$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)	N		\$15,094	\$15,094	\$15,094	\$15,094	\$15,094	\$75,469	\$75,469	\$0
Ford F-450 (\$15k trade-in / 5 yr lease)	N		\$11,859	\$11,859	\$11,859	\$11,859	\$11,859	\$59,297	\$59,297	\$0
Ford F-350 (\$12k trade-in / 5 yr lease)	N				\$12,937	\$12,937	\$12,937	\$38,812	\$70,000	\$31,188
2000 Plow Truck (\$5k trade-in / 8 yr lease)	N	\$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)	N				\$16,187	\$16,187	\$16,187	\$48,560	\$129,494	\$80,934
New Plow Truck ( 8-yr lease)	D	\$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)	N				\$19,002	\$19,002	\$19,002	\$57,006	\$152,015	\$95,009
Salt Shed ( 10 year bond )	D		\$23,175	\$23,175	\$23,175	\$23,175	\$23,175	\$115,873	\$231,746	\$115,873
Highway Parking Lot \$150K ( 10 year bond )	D			\$17,381	\$17,381	\$17,381	\$17,381	\$69,524	\$173,810	\$104,786

The members discussed the Operating Budget and the Warrant Article. The committee decided to give different priorities to the two items, instead of treating them as one project. The members agreed that the Operating Budget would receive an 'N,' and the Warrant Article would receive a 'D.' The members decided that the backhoe needed to be prioritized because it is used every day. The backhoe is looking at future repair costs of \$5,000 to \$15,000 per repair. The committee then discussed the plow trucks. The committee's concerns were that plow drivers are becoming more difficult to find, the town is growing, and more streets are being added.

The committee then agreed to prioritize the following items as Necessary 'N':

1. Backhoe (\$40 trade-in / 8 yr lease); Ford F-350 (\$5k trade-in / 5 yr lease); Ford F-450 (\$15k trade-in / 5 yr lease); Ford F-350 (\$12k trade-in / 5 yr lease); 2000 Plow Truck (\$5k trade-in / 8 yr lease); 2009 Plow Truck (\$45k trade-in / 8 yr lease); and 2009 Loader (\$45k trade-in / 8 yr lease)

The following items were prioritized as Desirable 'D':

1. New Plow Truck ( 8-yr lease); Salt Shed ( 10-year bond ); and Highway Parking Lot \$150K ( 10-year bond )

Brian Bourque suggested that the members, who were not present, rank the projects the same as the members who are present. The committee would then be on the same page at the next meeting.

**Library:**

Library	Priority Rank	2021	2022	2023	2024	2025	2026	6-year total	Total Cost	Balance to be paid by the town after year 6
<b>New Library Building</b>	<b>R</b>									
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

The committee decided to give a priority ranking of Research 'R' to the library. They believed more information and research was needed.

**Recreation:**

Recreation	Priority Rank	2021	2022	2023	2024	2025	2026	6-year total	Total Cost	Balance to be paid by the town after year 6
Repave Parking Lot at Darrah Pond	<b>D</b>		\$175,000					\$175,000	\$175,000	\$0

The committee decided to give a priority ranking of Desirable 'D' to the re-grading and paving of the Darrah Parking Lot. The members all agreed that the parking lot needs to be repaired.

**Conservation Commission**

Conservation Commission	Priority Rank	2021	2022	2023	2024	2025	2026	6-year total	Total Cost	Balance to be paid by the town after year 6
<b>Land Purchase Fund</b>	<b>D</b>	\$666,666		\$666,666			\$666,668	\$2,000,000	\$2,000,000	\$0

The committee's consensus was that the town operations would continue whether the Conservation Commission received or did not receive land purchase funds. The committee members discussed whether to prioritize the project as Desirable 'D' or Deferrable 'DR.' If they selected Deferrable, then the funds would be removed from the analysis. The concern was by removing the funds from the analysis that would erase the project. The committee decided to prioritize the project as Desirable 'D.'

**Future Meetings and Presentations:**

The committee discussed the need to schedule the next CIPC meeting. The belief was the CIPC needed to meet again soon. The committee agreed they needed to meet again before making presentations to the Planning Board, the Board of Selectmen, and Public Hearing. The agreement was for the following dates (tentative):

- Thursday, September 10 - CIPC Meeting
- Tuesday, September 15 - The CIPC will present to the Planning Board
- Wednesday, September 23 - The CIPC will present to the residents in a Public Hearing
- Monday, September 28 - The CIPC will present to the Board of Selectmen

The committee will select a date to record a presentation for the residents to view on LCTV,

**Survey:**

The survey has not been sent out as of the CIPC meeting. The Planning Board is going to discuss the survey on Tuesday, September 1. The survey sent around to the Department Heads, commissions, committees, and boards was a sample. The response to the sample survey was inconsistent; the groups all had different opinions. The Planning Board will need to decide what will be and what won't be included and the survey.

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**Agenda Topic:** Other | **Presenter:** Brian Bourque

1. None

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**Agenda Topic:** Public Input 2 @ 7:02 pm | **Presenter:** Brian Bourque

1. None

Public Input closed at 7:03 pm.

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**Agenda topic:** Old Business | **Presenter:** Brian Bourque

1. None

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**Agenda topic:** Next Meeting Date & Time | **Presenter:** Brian Bourque

1. **Next Meeting:**
  - a. Thursday, September 10, 2020 @ 6:00 pm.

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**Agenda Topic:** Adjourn the Meeting

**Presenter:** Brian Bourque

**Discussion:** None

**Motion:** No motion needed to adjourn the meeting

**Vote:** (0-0-0)

The meeting adjourned at 7:04 pm.

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