

Town of Litchfield, New Hampshire

Capital Improvement Committee

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Meeting Date: 09/10/20

Call to Order: 6:05 pm

Meeting Location: Town Hall

Meeting Called By: Capital Improvement Committee

Type of Meeting: CIPC Meeting

Facilitator: Michael Croteau

Committee)

Note Taker: Matthew Sullivan

In Attendance: Troy Brown, Town Administrator

Memo: John Brunelle hosted the meeting on Webex

Members in attendance:

1. Michael Croteau – Chair (Planning Board)

2. Sean Flynn – V-Chair (virtual)(Citizen)

3. Brian Bourque (School Board)

4. Andrew Cutter (Budget

5. Jay Minkarah (virtual) (NRPC Director)

6. Peter Stone (virtual) (Citizen)

7. Steven Webber (Selectman)

Members absent:

1. None

Agenda Topic: Call to Order

Presenter: Michael Croteau

1. The meeting was called to order at 6:05 pm, the Pledge of Allegiance followed.

Agenda Topic: Public Input 1 @ 6:07 pm

Presenter: Michael Croteau

1. None

Public Input closed at 6:08 pm.

Agenda Topic: Review and Approval of Meeting Minutes

Presenter: Michael Croteau

Discussion: None

Motion: (Steve Webber / Andrew Cutter) Motion to approve the meeting minutes for August 17, 2020.

Vote: (5-0-0)

Discussion: None

Motion: (Steve Webber / Andrew Cutter) Motion to approve the meeting minutes for August 31, 2020.

Vote: (2-0-3) (Michael Croteau, Sean Flynn, and Peter Stone abstained)

1. **Work Session:**

The projects presented to the CIP Committee all receive grades based on the project's priority. The committee provided each project 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

The first project that the committee reviewed was the new elementary school. The members agreed that the new elementary school was the priority and should be graded as Urgent.

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 second project reviewed was the new police facility. The committee all agreed that the new police facility should be graded as Urgent.

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 discussed the purchase of a new tanker truck and a new fire engine. The committee agreed that based on the 1991 tanker truck's age, the purchase of a new tanker trucker should be graded as Urgent. The committee concluded that the 1995 fire engine needed to be replaced, but believed the new fire engine should be graded as Desirable.

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
Annual Road Improvement Program										
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	\$23,175	\$23,175	\$152,015	\$95,009
Salt Shed (10 year bond)	D						\$23,175	\$23,175	\$139,048	\$115,873
Highway Parking Lot \$150K (10 year bond)	D						\$17,383	\$17,381	\$121,667	\$104,286

The committee began the subject of the Highway Department by discussing the Operating Budget and the Warrant Article. Mr. Cutter confirmed that the Operating Budget and the Warrant Article were two separate line items. The town receives an annual Block Grant, and the amount is usually around \$200,000. Mr. Cutter reminded the members that although the \$200,000 is a budgeted item, the amount is offset in revenues when the Town Budget is completed. He added that for the last several years the town has requested \$200,000 annually in a Warrant Article. The \$200,000 request allows the town to keep up with the road improvement plan. The committee agreed with the priority grades given to the Operating Budget and the Warrant Article.

The committee discussed the reasons for the need for three trucks and three plow trucks. The 2000 plow truck has a trade-in value of around \$5,000 and would be used to purchase a new plow truck. The second new plow truck would be purchased because of the growth of Litchfield. The town added a few new neighborhoods and will be adding a few more neighborhoods in 2021. The new plow truck that would replace the 2000 plow truck is graded as Necessary. The new plow truck that would be purchased because of town expansion is graded as Desirable.

The two F-350's and one F-450 will be used as flatbed trucks, pickup trucks and used to supplement the plowing. The F-350's and F-450 were graded as Necessary. The committee's goal is to get to a point where the town can manage a fleet, similar to the police department.

The committee agreed that the front end loader should be graded as Necessary. The Highway Department primarily operates the front end loader, but the Sanitation Department also uses the front end loader. The Salt Shed was graded as Desirable. The current salt shed can store up to 200 tons of salt, but the town uses around 1,800 tons of salt a year. The problem comes when New England has back-to-back snowstorms. The town will have a shortfall of salt, and receiving salt becomes a problem. Stockpiling salt is in the best interest of Litchfield. When the town does not need to store salt, the shed can be used to store equipment. The salt shed was not listed as Necessary because it has a salt shed, and the new salt shed would be used for expansion. The Highway Department parking lot was listed as Desirable. After the equipment and salt shed are purchased, the belief is the parking lot will be paved.

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	D		\$175,000					\$175,000	\$175,000	\$0

The committee decided to grade the paving of Darrah Pond parking lot as Desirable.

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
New Library Building	R									
Engineering Costs								\$0	\$0	\$0
10-year bond @ 2%								\$0	0	\$0

The committee decided to grade the new library building as Research. The committee believed more information and research was needed. Members of the committee were still concerned about possible long-term agreements behind the Aaron Cutler Library establishment. The committee wanted to look at other town libraries as a resource, instead of building a new library. The library is still part of the plan but will be reviewed at a future meeting of the CIPC.

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
Land Purchase Fund	D	\$666,666		\$666,666			\$666,668	\$2,000,000	\$2,000,000	\$0

The committee discussed how much to fund the project for the Conservation Commission. The Committee agreed that the Conservation Commission requested \$2,000,000, so they would keep that amount in the plan. The committee members agreed to grade the Conservation Commission project as Desirable.

Discussion: Chair Michael Croteau mentioned the vote was for the town rankings.

Motion: (Brian Bourque / Steve Webber) Motion to approve the rankings as were discussed.

Vote: (5-0-0)

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
Build a new elementary school (PreK-5)	U									
Engineering Costs		\$70,000	\$125,000	\$125,000				\$320,000	\$320,000	\$0
15-year bond @ 2% - 30% State Bid Aid					\$1,621,642	\$1,621,642	\$1,621,642	\$4,864,926		\$19,459,703
Energy Efficiency Project -LMS	U	\$1,365,000						\$1,365,000	\$1,365,000	\$0
Energy Efficiency Project -CHS	N		\$1,282,500					\$1,282,500	\$1,282,500	\$0
Parking Lot - CHS	D		\$85,500					\$85,500	\$85,500	\$0
Renovate LMS Kitchen	D		\$300,000					\$300,000	\$300,000	\$0
Gym Bleachers - CHS	N			\$206,000				\$206,000	\$206,000	\$0
Turf Field - CHS	DR				\$0			\$0	\$0	\$0
Additional Classrooms - LMS (30% State Aid)	I					\$0		\$0	\$0	\$0
Parking Lot - LMS	I					\$0		\$0	\$0	\$0
Parking Lot - GMS	I					\$0		\$0	\$0	\$0
Capital Repairs Reserve Budget	N	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$600,000	\$600,000	\$0

Mr. Bourque mentioned that of the three schools, LMS is in the worst shape. He noted that CHS is twenty years old, and LMS is fifty years old. Both of the energy efficiency systems are in dire straights. The airflow system for one of the schools will cost \$25,000 to \$85,000 to replace. The committee agreed that the Energy Efficiency Project for LMS would be graded Urgent, and CHS would be graded as Necessary.

Mr. Cutter pointed out that some of the grades given were because some projects are not Urgent or Necessary if the elementary school is built. The parking lot at Campbell High School was graded as Desirable. The committee admitted that \$85,500 would not pave the entire parking lot. The cost most likely covers seal coating the parking lot. Mr. Bourque commented that the LMS kitchen has a limited workspace. The committee agreed to grade the renovation of the LMS kitchen as Desirable. The gymnasium bleachers at CHS have safety and mechanical issues. The committee agreed to grade the replacement of the CHS bleachers as Necessary. The turf field was graded as Deferred.

The additional classrooms at LMS, the repaving of the LMS parking lot, and GMS parking lot's repaving are all contingent on the new elementary school being built. If the new elementary school is not built, then the CIPC would change the project's priority grade, and they would move into the plan for FY 2024. The committee currently agreed to grade the projects as Inconsistent, and the Capital Reserve Funds as Necessary. The last item reviewed for the schools was the Capital Repairs Reserve Budget. This budget was increased by \$100,000 each year. The committee agreed that the Capital Repairs Reserve Budget should be graded as Necessary. Mr. Cutter noted that this fund could only be used for repairs. The funds cannot be allocated for other uses.

Discussion: Chair Michael Croteau mentioned the vote was for the school's rankings.

Motion: (Brian Bourque / Steve Webber) Motion to accept the school rankings as were discussed.

Vote: (5-0-0)

Survey Comments

Mr. Minkarah mentioned that the survey had not closed, but he had already received 120 comments from the survey. Mr. Cutter commented that he had reviewed the statements as of noon today. He said residents were concerned about the taxes, the priorities placed on projects, the dollar impact, and he saw comments about projects that were not suggested. A couple of the mentioned projects were sidewalks on Pinecrest, sidewalks from Albuquerque to 3A, and a new community center. Mr. Cutter pointed out that in previous years there were Warrant Articles to add sidewalks, and the Warrant Articles were voted down. This year the Rec Commission created a Warrant Article for research into a community center. The Warrant Article asked the residents, 'Are you in favor of the Recreation Commission investigating the need to construct a community center, investigating the cost of such a center, and developing drawings and designs of such a center?' The residents voted down the Warrant Article. Residents also asked why a police station would cost \$6,000,000 to build. Some residents have commented that they want to know why they should back the purchase of a tanker truck and fire engine. Their point was that the fire engine and tanker truck still work. Mr. Cutter noted that every time a project is deferred, the cost of the project increases.

Agenda Topic: Public Input 2 @ 7:32 pm

Presenter: Michael Croteau

1. **Police Chief Ben Sargent** - Chief Sargent spoke to CIPC and reiterated that he supports what is in the best interest of Litchfield's town and residents. He mentioned that he believes that the most cost-effective and efficient way to build a new police station is to go with 'Phase Two.'

Public Input closed at 7:36 pm.

Discussion: None

Motion: (Brian Bourque / Steve Webber) Motion to accept the dollar amount of \$13,973,552 for the town of Litchfield municipal six-year Capital Improvement Plan.

Vote: (5-0-0)

Discussion: None

Motion: (Brian Bourque / Steve Webber) Motion to accept the dollar amount, on the school side, of \$28,483,629 for the six-year Capital Improvement Plan.

Vote: (5-0-0)

Future Meetings and Presentations:

The committee discussed the need to set a quarterly meeting schedule. The agreement was for the following dates (tentative):

- 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 CIPC will meet quarterly in 2021. - January, April, July, and October of 2021

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

Agenda Topic: Other | **Presenter:** Michael Croteau

1. None

Agenda topic: Old Business | **Presenter:** Michael Croteau

1. None

Agenda topic: Next Meeting Date & Time | **Presenter:** Michael Croteau

1. **Next Meeting:**
 - a. Tuesday, September 15, 2020 - CIPC will present the plan to the Planning Board
 - b. The intention is for the CIPC to meet quarterly in 2021. The meetings would occur in January, April, July, and October.

Agenda Topic: Adjourn the Meeting

Presenter: Michael Croteau

Discussion: None

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

Vote: (5-0-0)

The meeting adjourned at 7:45 pm.

Approved by the Capital Improvement Committee:

Michael Croteau, Chairman

Sean Flynn, Vice Chairman

Brian Bourque

Peter Stone

Steven Webber