

**TOWN OF NORTHFIELD
CAPITAL IMPROVEMENT PROGRAM
MEETING MINUTES OF DECEMBER 27, 2023**

Members Present: Jared Hebert, Ken Triple, Morris Boudreau, Helen Hardenbergh, Phil Davis, Sel. Ross Cunningham
Staff Present: Stephanie Giovannucci, Town Administrator, Adam Dow Interim Public Works Director

There being a quorum meeting was called to order by Sel. Cunningham at 5:30pm

Hardenbergh/Hebert moved to approve the minutes of November 15, 2023 and December 13, 2023. **Motion Passed**

• Roads:

Board reviewed the updated list. Mr. Dow stated that for 2024 per the Selectboard we will be looking at Blueberry Ln, Hidden Ln, Greenwood Dr, WB Hill, Sargent St, Dearborn, lower Forrest Rd, also drainage on Twin Bridge Rd and the rest of Shaker Rd, additionally we'll put the base coat on Sarah, Silver, Megan, and look at the remaining gravel portion of Shaw Rd. He added that both Twin Bridge Rd and Shaker Rd were engineered so we just have to put out to bid the work.

Mr. Hebert and Mr. Dow will work on getting estimated pricing for the road projects.

Board discussed the yearly funding for road projects being \$600,000. Mrs. Giovannucci explained that the funding is \$400k from Road and Bridge Fund, \$150k from the Road Repair Rev fund and \$100k from Fund Balance. She added that each year the Town puts in \$400k into the Road and Bridge Fund, which used to be \$300k until the Sandogardy Road project was complete and then we took the money being set aside for that project and added it to the Road fund.

Board discussed putting together an updated 6-year CIP Report.

• Buildings:

Board discussed the walk through of the Police Station agreeing that it's old, needs a lot of updates, needs a lot of cleaning out, server room needs to be moved and there are a lot of safety concerns. Additionally, the Board agrees the layout of PD does not make a lot of sense, booking room is a big issue, and some things can be fixed with money.

Board agreed that they would like to move forward with putting a warrant together to present to the Board of Selectmen to put some money aside to have an expert look at our buildings and do a feasibility study.

Mr. Davis stated that he feels the committee should be at the Annual meeting to assist the Selectboard in explaining why we want to study done.

Sel. Cunningham agreed and added that once we get a study done then it will help the committee layout what is next and prioritize.

• New Business:

Sel. Cunningham stated that at the last Selectboard meeting the Board agreed that they would also like the CIP committee to look at trash being at the Transfer Station. Board is getting ready to approve a five-year contract at curbside, but the years will go by quick. Board will need to look at what's next for trash and if we utilize the Transfer Station instead of curbside what is the upgrade going to cost and look like long-term. Mrs. Giovannucci state that the town already looked into it once, she will try to find the info and share it with the Board.

• Public Input: None

• Other Business:

Mrs. Hardenbergh asked if they could get the minutes sooner. Mrs. Giovannucci stated that typically they would, but she is on her own right now and working on them all as fast as she can.

Next meeting will be January 10, 2024.

There being no other business the meeting was adjourned at 6:17 pm.

Minutes approved January 10, 2024