



NORTHFIELD CAPITAL IMPROVEMENT PROGRAM MEETING

Minutes of the meeting of October 24, 2019

Present: Chairman Steve Randall, Wayne Crowley, Jaret Hebert, Michael Witzgall

Absent: Kevin Waldron

Also Present: Dr. Tracey Hutton, Town Administrator and Glen Brown, Sewer Commissioner

Steve Randall was voted chair unanimously by the committee.

1. Review CIP Process

Mr. Crowley began by describing a spreadsheet that he created, different than the one in the CIP binder. He stated that the Town allocates about \$600,000 per year towards road infrastructure projects and that the Selectmen have the authority to reallocate funds. This authority to spend where needed on roads is useful in emergencies such as the Shaker Road bridge.

Mr. Crowley explained that the Sewer and Water companies do not have any plans for infrastructure work in 2020. Mr. Brown confirmed. If the Town chooses to do work in the village, the utilities will consider work on their lines. However, it is not likely the Town will be working in the village in 2020.

Mr. Crowley stated that an approximately 1,400 feet of Rand Road (the gravel section) needs to be paved. The Town is spending a large amount of funds on gravel annually so that the DPW can resolve mud issues. Mr. Witzgall commented that portions of the Haggett Farm Road are comprised of poor quality material and that those portions may need to be rebuilt.

Chairman Randall asked about funding for civil engineers. Mr. Crowley responded that since Mr. Buteau has been the DPW Director the Town has not used engineers, with the exception of Zion Hill Road. He further stated that Mr. Buteau works with Mr. Partridge to devise plans for pavement.

2. Review Draft Spreadsheet format

Mr. Crowley reviewed the detail of the approximately \$675,000 that was spent on roads in 2019. There will be approximately \$122,000 remaining at year end. When Mr. Randall asked about Sandogardy Pond Road, Mr. Crowley responded that those funds had all been "properly allocated." He further explained that there have been change orders to the contract.

Mr. Hebert asked at what point Mr. Buteau weighs in on the process to which Mr. Crowley explained that Mr. Buteau sets the priorities. Mr. Crowley explained the Bay Hill Road project and that a catch basin is in the works with the DOT to catch the water coming off I-93. Mr. Herbert asked if the bridge clearance had been examined with the new height of pavement to make sure it is still 13'6" or greater. Mr. Crowley said he will make sure that is done, he had not thought of it.

Chairman Randall asked about the police vehicle schedule and why a cruiser was purchased this year when the Town is down police personnel. Mr. Crowley explained that the expenditure was approved in March and purchased shortly thereafter when we were fully staffed. Chairman Randall and Mr. Crowley agreed that a new cruiser was not needed in 2020. Mr.

Crowley asked if we could have the Chief at the next meeting to justify the need. Mr. Crowley also stated that Mr. Buteau has indicated that the Town does not need to add other equipment to the DPW and that that department is down “qualified” personnel. The Selectmen have directed Dr. Hutton to add an additional truck driver to the budget for 2020.

Mr. Hebert asked about sidewalks and their prospects. Mr. Crowley explained that Selectman Brown was working on a plan with Mr. Buteau gather the pricing. It was agreed that the Park Street sidewalks need repair.

The facilities spreadsheet is derived from a walkthrough the Selectmen had conducted with the department heads. Chairman Randall asked about the definition of a capital item. He stated that historically it was items with a value over \$5,000 with more than a 5-year projected lifespan.

3. Discuss Next Steps

The committee agreed to revisit the definition of capital item by analyzing the policies of similar sized budget towns. Dr. Hutton was directed to check the Town’s financial policy. She was also directed to set up a meeting with Mr. Corliss of the budget committee and himself with Dr. Hutton to discuss the Budget process.

- **Adjournment**

The next meeting is at 6:30 pm on the 31st of October.

There being no other business the meeting adjourned at 8:05 pm.

Respectfully submitted by:
Dr. Tracey E. Hutton

Minutes approved October 31, 2019