



NORTHFIELD CAPITAL IMPROVEMENT PROGRAM MEETING

Minutes of the meeting of November 21, 2019

Present: Chairman Steve Randall, Wayne Crowley, Kevin Waldron, Michael Witzgall, Jared Hebert

Absent: Kevin Waldron

Also Present: Dr. Tracey Hutton, Town Administrator

Chairman Randall called the meeting to order at 6:30.

1. Approve minutes of November 7, 2019

Crowley/Hebert moved to approve the minutes of November 7, 2019 as modified. **Motion passed.**

2. Review Road Projects and other DPW Requests

Mr. Crowley reported that he and Mr. Buteau, DPW Director, met on Saturday to go over the DPW roads and equipment. The Committee reviewed the current year road expenditures. Mr. Witzgall asked why the Town expended over the originally expected; it was confirmed to be the result of the Shaker Road bridge emergency project.

The current plan on the DPW equipment is to sell the F-350 and move the F-550 to that position. The purchase for 2020 would be an additional F-550 and move the equipment from other vehicles. A new sander that is sized properly is expected to be purchased for the H6-14. The Committee decided that one warrant article will be presented for all equipment rather than articles for each item.

Dr. Hutton was directed to present a spreadsheet with a longer forecast than the CIP in the annual report. Proposed expenditures were reviewed and approved by consensus for 2020.

Mr. Witzgall asked where in the road plan ditching falls if it is not connected with paving. Mr. Crowley explained that those expenditures are part of the DPW operating budget. Only projects that include paving and draining of a roadway are in the CIP.

3. Further Discussion of the Text and Format of the CIP

The definition of Capital Asset was reviewed again. The Committee did not want to completely excluded items that may meet all the criteria except cost threshold. Dr. Hutton suggested the word "typically" be added to the definition, the Committee agreed.

Crowley/Witzgall moved to approve the definition of capital asset as modified. **Motion passed.**

The facilities spreadsheet was reviewed. There was discussion of the types of alarms that would be appropriate for the highway garage, for example heat sensitive not smoke sensitive. Dr. Hutton explained that since Mr. Buteau has been on vacation that she did not have estimates yet for the parking lot paving improvements and the various facilities. The Committee discussed and determined there should be a facilities capital reserve fund.

4. Discuss Next Steps/Meeting Dates

Dr. Hutton was directed to provide draft text of the plan and formatted spreadsheets. There will be a meeting on December 12, 2019, at 6:30 pm to review and finalize.

5. Adjournment

There being no other business the meeting adjourned at 7:15 pm.

Respectfully submitted by:
Dr. Tracey E. Hutton

Minutes Approved December 12, 2019