

**TOWN OF NORTHFIELD  
CAPITAL IMPROVEMENT PROGRAM  
MEETING MINUTES OF MARCH 20, 2024**

**Members Present:** Jared Hebert, Ken Tripple, Morris Boudreau, Helen Hardenbergh, Phil Davis, Sel. Ross Cunningham

**Staff Present:** Stephanie Giovannucci, Police Chief Jesse Colby

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

- **Roads:**

Jared Hebert stated that he and Adam are still working on the list.

TA Giovannucci informed the Board that the RFP's for the 2024 road projects will be reviewed by the Selectboard tomorrow and hopefully go out this week.

- **RFP – Feasibility Study:**

Board reviewed the feasibility study proposal and agreed to try to send it to at least 5 companies. Mr. Boudreau asked about the tobacco policy and when they visit to follow the towns policy for in and around buildings.

Mrs. Hardenbergh questioned growth and if it will be included in the study. Sel. Cunningham stated that this will be handled when a contractor is selected, they will work with each department head.

Mrs. Hardenbergh inquired about phase 3 and if moving spaces around is going to be part of the study. Sel. Cunningham stated that if that is the direction we want to go then we'd mention it, but we'd rather the company do the study and come up with the ideas.

Board agreed to add under Scope of Work a phase 4 to give a presentation of their findings at a public meeting.

TA Giovannucci will send assessment cards along with the RFP's and allow tours upon request.

Board agrees the completion timeframe should be added and be 60 days from the notice of award.

Hardenbergh/Boudreau moved to accept the proposed feasibility study and move it onto the Selectboard as amended. Motion Passed.

Chief Colby asked what happens if the study comes back and says scrap the building and start over. Sel. Cunningham stated that is a recommendation they would look at along with all the other recommendations.

- **Equipment:**

Sel. Cunningham would like to see a spreadsheet with expected life for any vehicle or equipment over \$5,000, additionally the current mileage for each unit. Board agrees.

- **New Business:** None

- **Public Input:** None

- **Other Business:**

Mrs. Hardenbergh asked if minutes could be approved at the beginning of the meeting. Board is okay with that.

- **Minutes:**

Tripple/Hardenbergh moved to accept the minutes of March 5, 2024 as amended. Motion Passed.

There being no other business the meeting was adjourned at 5:57 pm.

**Minutes approved April 10, 2024**