



NORTHFIELD CAPITAL IMPROVEMENT PROGRAM MEETING

Minutes of the meeting of October 31, 2019

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

Absent: Jared Hebert

Also Present: Dr. Tracey Hutton, Town Administrator and Police Chief John Raffaelli

Chairman Randall called the meeting to order at 6:36.

1. Approve minutes of October 24, 2019

Crowley/Witzgall moved to approve the minutes of October 24, 2019 with a correction for Haggett Farm Road.

Motion passed.

2. Review Requests with DPW Director Buteau

Mr. Buteau was not present at the meeting. Mr. Crowley reported that Mr. Buteau is still researching costs. He will be at the next meeting.

3. Review Requests with Police Chief Raffaelli

Chief Raffaelli explained, as a result of being down personnel, he did not need a replacement cruiser in 2020. Three of the cruisers have one driver; the Chief, the Lieutenant, and the Sergeant vehicles. This makes a great deal of difference in the longevity of a vehicle. When a police vehicle has one driver they tend to have a longer lifespan.

The radios, however, are going to need some investment in the near future. Each portable radio costs approximately \$4,600 and Northfield would need at least two in 2020. There are some newer radios, about 8-years old, but eventually there are nine that will need to be replaced. There was discussion on the committee about the funding source for these types of requests; it was agreed there would be a warrant article and perhaps four radios a year should be replaced. Vehicle radios should be replaced, when necessary, with the vehicle replacement.

4. Discuss Next Steps/Meeting Dates

Dr. Hutton presented a draft of some language for the text of the plan. She explained that some of the text was from previous plans and some she added.

Mr. Waldron asked about compliance with RSA 674:6, as noted in the Introduction. It was noted that Northfield's CIP has traditionally been five years as opposed to the six prescribed by law. Chairman Randall stated that an argument could be made that if the current year, 2019, is included in the 2020-2024 Capital Improvements Plan, then it is six years.

There was discussion of the definition of capital items. Previously, Chairman Randall recalled, the definition had been a minimum of a five year life span and a cost of \$5,000. Mr. Crowley reminded the committee that the definition should be clear that only non-recurring expenses should be included. Dr. Hutton was directed to come up with a working definition with numbers to be discussed at the next meeting.

Adjournment

The next meeting is at 6:30 pm on the 7th of November.

There being no other business the meeting adjourned at 7:37 pm.

Respectfully submitted by:

Dr. Tracey E. Hutton

Minutes Approved November 7, 2019