

*The Mission of the Litchfield Schools, in partnership with parents and the Litchfield community, is to provide and develop a complete education program of the highest quality that enables students to develop intellectually, socially, physically, emotionally and be capable of adapting to a changing world and its technology. The School Board recognizes this mission statement as its guiding principle. (1994)*

## **LITCHFIELD SCHOOL BOARD - BUILDING SUBCOMMITTEE**

### **APPROVED MINUTES**

### **PUBLIC SESSION**

**November 7, 2006**

**(approved as written 12-5-06)**

Present:

Mrs. Cindy Couture, School Board Chair  
Mrs. Dot Beauregard, School Board Chair  
Mr. Mike Boschi, Building Committee Member  
Ms. Tracy Caprioglio, Building Committee Member  
Mr. Jeff Pike, Building Committee Member  
Mr. Jack Scheiner, Building Committee Member  
Ms. Catherine Hamblett, Superintendent  
Mr. Steve Martin, Business Administrator  
Mr. Dean Michener, NHSBA  
Mr. Steve Schaffer, NRPC  
Mrs. Michele E. Flynn, School Board Secretary

#### **1) Call to Order** - 7:00pm

The meeting was called to order at 7:05 p.m.

#### **2) Approval of Minutes** –

Minutes of October 24, 2006

***Mr. Pike made a motion to approve the minutes as written. Ms. Caprioglio seconded. The motion passed.***

#### **3) Committee Questions or comments** –

Ms. Caprioglio displayed a sample suggestion box for the Committee. She asked for input from Committee members on suggestion box flyer that is attached to the box. The Committee briefly discussed how the community can ask Committee members questions online. Mrs. Flynn suggested putting a link on the School Board website and update it to the Building Committee site when it has been reloaded. The Committee raised concerns over how questions or suggestions would be handled. Mrs. Couture suggested that Committee members should speak as a Committee and place questions or suggestions on their meeting agenda. Ms. Caprioglio volunteered to collect the questions/comments from the suggestion boxes, which will be placed at each school, the Cutler Library and Town Hall.

Mr. Pike suggested that the selection of leadership be deferred to the next meeting.

***Mr. Pike made a motion to postpone the selection of leadership until the next Building Committee meeting. Mr. Boschi seconded. The motion passed.***

#### **4) Update from School Board** –

a. Status of RFP for GMS renovation

Mr. Martin indicated that he has not heard from the Selectmen on the status of the Impact Fees request. The School District's Counsel notified the Town's Counsel about the appropriate nature of the Impact Fees request. Mr. Martin will notify the Committee as soon as he receives approval from the Selectmen.

**Review of Enrollment Information –**

Mrs. Couture introduced Steve Schaffer of the Nashua Regional Planning Commission. She explained that Mr. Schaffer will give the Committee an idea of how enrollment, housing, etc. affects a school district.

b. Steve Schaffer: Buildout Projections - Nashua Regional Planning Commission

Mr. Schaffer explained that the NRPC region consists of the city of Nashua and the eleven towns surrounding the area: Amherst, Brookline, Hollis, Hudson, Litchfield, Lyndeborough, Merrimack, Milford, Mont Vernon, Pelham and Wilton. He added that the NRPC has prepared a region-wide build out analysis for the towns in these regions. Mr. Schaffer pointed out that “build out” is a theoretical condition and exists when all available land suitable for residential and non-residential construction has been developed. He went on to say that the build out analysis is not a forecast and has no timeline. The primary goal of the build out analysis is to provide policy makers and the public with the information needed to make informed choices regarding the future growth of the region. He indicated that the parcel size used by the NRPC is one acre per lot for build out. Understanding what the region could look like at build out is critical to the evaluation of current land use, including zoning, growth management, and open space acquisition. The purpose is to set a blueprint for your area. The impacts of build out can affect housing, population, employment, students, traffic, water demand, solid waste and emergency services. He further explained that for every parcel in town the NRPC defines what the use is; if it is agricultural we can add additional lots and subtract for wetland, steep slope, water, etc.

Mr. Schaffer briefly explained the enrollment projection at build out. He noted that by using the 2003 base year housing figures, a students per housing unit ratio was derived for each community by dividing total enrollment by total number of housing units. This ratio is applied to the total number of housing units at build out to calculate the total number of students expected at build out.

Mr. Pike asked how often build out projections are done. Mr. Schaffer responded that there is no time table. Large numbers don't change very much in these areas. He also noted that the analysis only includes public school students. He indicated that the NRPC did not consider the Housing for Older Persons [55+ units] in the general town zoning results, but that Mrs. Beauregard worked on HOPS numbers. Mrs. Beauregard commented that there were a lot of questions on HOPS units driving the numbers of students down at build out, which isn't true as the number of HOPS units will not have an impact on student numbers. Mrs. Couture distributed a copy of the HOPS analysis prepared by Mrs. Beauregard in November of 2005. As of October 2005, HOPS units totaled 338. The analysis also showed the zoning impact on where the units can be built and buildable acres. Mrs. Beauregard noted that adjustments were made for HOPS and the estimated students per household at build out totals between 2100 and 2400.

Mr. Schaffer indicated that build out is a projection, not a prediction. It is a useful planning tool. Mrs. Couture asked what communities are close to build out. Mr. Schaffer commented that Merrimack, Nashua and some communities in Massachusetts are close to build out and zoning will be affected. Mrs. Couture asked about the widening of I-93 and the bridge connecting Litchfield and Merrimack affecting build out for Litchfield. Mr. Schaffer indicated that it shouldn't affect build out. An increase in population in the near future is expected because of the I-93 project. Ms. Hamblett commented that people will be attracted to Litchfield because of the rural character and that commercial pressure will be impacted. Mr. Schaffer indicated that the Department of Transportation is doing advance planning for some communities impacted by the I-93 project.

The bridge connecting Litchfield to Merrimack was briefly touched upon, however, at that time a situation in the building caused it to be evacuated. The meeting did not reconvene.

- c. Dean Michener: Enrollment Projections – NH School Boards Assoc.
- d. Area enrollment history

The above items have been deferred.

**5) Cost Items from last Meeting**

- a. Bond explanation
- b. State application for Building Aid

The above items were deferred.

**6) Agenda Items for next meeting**

**7) Next Meeting**

- a. November 21, 2006

**8) Adjourn**

The meeting was adjourned at 7:45 p.m

Respectfully submitted,

Michele E. Flynn  
School Board Secretary