

**LITCHFIELD CAPITAL IMPROVEMENTS COMMITTEE
SPECIAL MEETING
TUESDAY, JANUARY 29, 2013
LITCHFIELD TOWN OFFICE BUILDING – 7:00 P.M.**

Call to Order: Chairman David T. Wilson called the special meeting to order at 7:03 p.m.

Present: Jack Healy, Leo Paul, Jr., James Koser, Joann Brogis, David T. Wilson. Also present were Naomi Boccio of Public Works and Rose Bouchard, Finance Director.

Absent: David W. Wilson, Edwin Evers, Frank Simone

Approve Minutes

a) Special January 8, 2013: Motion: L. Paul moved to approve the meeting minutes of 1/8/13 and J. Healy seconded. All voted aye and the motion carried.

Discuss Ten-Year Road Program

Chairman Wilson said the purpose of the meeting is to clarify the capital improvement as it applies to the Major Road projects, Ten-Year Road project and the LoCIP funding.

R. Bouchard explained that they removed the Ten-Year Road Program from Capital, as it will now appear in the operating budget. That left LoCip behind to still be applied against Capital Improvements. Naomi Boccio further explained that they took LoCip portion (\$95,812) from Major Road Projects and applied it to Cathole Road and reduced the Cathole Road requested figure by that amount, so that part of it is now funded by LoCip. D. Wilson showed a revised summary of the departmental capital requests dated 1/29/13 and said the total Capital Budget 2013/14 is now at \$2,440,713, a reduction from the January 8th meeting figure of \$2,536,525.

Motion: L. Paul moved to adjust the overall Capital Improvement Plan budget for 2013/14, to be presented to the Board of Selectmen, to a total of \$2,440,713, which is \$95,812 less than voted on at the January 8th meeting. J. Healy seconded the motion. There was no discussion, all voted aye and the motion carried.

D. Wilson noted there has been discussion with Bond Counsel about not tracking unexpended funds. This becomes an issue with disclosure requirements for bond issues. Mr. Fasi, Bond Counsel, recommends not putting projects into the Capital budget that will not be completed in the time frame required under the issuance of the bonds. There is money that accrues from unfinished projects that has not been properly tracked. It is currently comingled in the general accounts, but should be kept in separate authorized accounts, with the government dictating the type of investments that money can be held in, for better tracking. The Capital Committee must

keep in mind whether the Public Works Department can complete the projects they have submitted. J. Healy said that the permitting process can delay a project for a year or two. L. Paul also referred to excess money from completed projects that should be used against this. D. Wilson said Mr. Fasi is concerned and discussion ensued about the question of arbitrage of unexpended funds that were put into the Capital budget. The discussion will continue at the onset of the next year's Capital Improvements Committee meetings, and a meeting with Mr. Fasi, Jack Healy, R. Bouchard and L. Paul will be set up in the next month.

Adjournment: Motion: L. Paul moved to adjourn at 7:25 p.m. and J. Healy seconded. All voted aye and the motion carried.

Leo Paul, Jr., Secretary

TOWN OF LITCHFIELD - CAPITAL BUDGET 2013/2014

BOARD OF SELECTMEN FEBRUARY 5, 2013
RECOMMENDATION

Dept.	Project Description	Proposed Total Cost	Less Grant/Other Funding	Net Town Cost	Pay As You Go/Fund Balance	Debt
BOARD OF EDUCATION						
	SMART Boards (LCS 13/14)	\$95,000		\$95,000	\$0	\$95,000
	Total Board of Education	\$95,000	\$0	\$95,000	\$0	\$95,000
BOARD OF FIRE COMMISSIONERS & EMS						
	Litchfield Handicap Bathroom Upgrade	\$80,000		\$80,000		\$80,000
	Apparatus Sinking Fund	\$236,000		\$236,000		\$236,000
	Fire Commissioners - Fire Ponds Sinking Fund	\$2,500		\$2,500		\$2,500
	East Litchfield Station Repair	\$78,000		\$78,000		\$78,000
	Townwide - Air Pack (SCBA) Replacement	\$100,000		\$100,000		\$100,000
	Total Board of Fire Commissioners & EMS	\$496,500	\$0	\$496,500	\$0	\$496,500
OLIVER WOLCOTT LIBRARY						
	Energy Upgrade - Main Cooling System	\$60,290		\$60,290	\$0	\$60,290
	Total Oliver Wolcott Library	\$60,290	\$0	\$60,290	\$0	\$60,290
PARK AND RECREATION						
	Northfield Field Makeover	\$120,000		\$120,000		\$120,000
	Total Park And Recreation	\$120,000	\$0	\$120,000	\$0	\$120,000
DEPARTMENT OF PUBLIC WORKS						
	Bridge Program	\$276,700	\$21,360	\$255,340	\$0	\$255,340
	Vehicles & Equipment Replacement	\$282,150	\$0	\$282,150	\$0	\$282,150
	Major Road Projects	\$962,886	\$95,812	\$867,074	\$0	\$867,074
	Public Facilities	\$225,000	\$0	\$225,000	\$0	\$225,000
	Total Department of Public Works	\$1,746,736	\$117,172	\$1,629,564	\$0	\$1,629,564
TOWN CLERK						
	DIGITIZING INDEXING Land Survey Maps	\$39,359		\$39,359	\$0	\$39,359
	Total Town Clerk	\$39,359	\$0	\$39,359	\$0	\$39,359
	TOTAL CAPITAL PROJECT REQUESTS	\$2,557,885	\$117,172	\$2,440,713	\$0	\$2,440,713

Priority	Project Description	Total Cost Through 18/19	Grant/Other Funding	Capital Budget		Balance of CIP Request						Cost After FY18/19 Not In Total
				Existing	Prop. FY13/14	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19		
3	Total Park and Recreation	\$1,620,000	\$0	\$0	\$120,000	\$300,000	\$250,000	\$300,000	\$250,000	\$400,000	\$0	
	POLICE											
	Replace 2000 Cruiser	\$27,000		\$27,000								
1	Replace 2002 Cruiser (70k miles)	\$30,500			\$0	\$30,500						
2	Replace 2006 Cruiser (50k miles)	\$32,500					\$32,500					
3	Replace 2006 Cruiser	\$33,500								\$33,500		
	Less prior funded amounts	\$(27,000)		\$(27,000)								
	Total Police	\$96,500	\$0	\$0	\$0	\$30,500	\$0	\$32,500	\$0	\$33,500	\$0	
	DEPARTMENT OF PUBLIC WORKS											
	Bridge Program	\$9,121,635	\$6,048,154	\$1,568,141	\$255,340	\$400,000	\$200,000	\$250,000	\$200,000	\$200,000	\$1,000,000	
	Less prior funded amounts	\$(5,841,382)	\$(4,273,241)	\$(1,568,141)								
	Vehicles and Equipment - Replace, through - 2020/2025	\$2,537,550	\$0	\$0	\$282,150	\$621,150	\$508,000	\$475,250	\$409,000	\$241,000	\$1,732,500	
	Less prior funded amounts	\$0		\$0								
	Major Road Projects (LOCIP directly applied to Cathole Road 13/14)	\$4,668,021		\$757,812	\$867,074	\$1,300,448	\$912,750	\$250,000	\$179,937	\$400,000	\$3,943,000	
	Less prior funded amounts	\$(228,512)		\$(228,512)								
	Public Facilities	\$2,527,915		\$768,915	\$225,000	\$443,000	\$451,000	\$345,000	\$265,000	\$30,000	\$1,432,000	
	Less prior funded amounts	\$(523,915)		\$(523,915)								
	Total Department of Public Works	\$12,261,312	\$1,774,913	\$774,300	\$1,629,564	\$2,764,598	\$2,072,750	\$1,320,250	\$1,053,937	\$871,000	\$8,107,500	
	SANDY BEACH COMMISSION - Beach Facility Septic System											
	Less prior funded amounts	\$43,573		\$18,803	\$0	\$24,770						
		\$(18,803)		\$(18,803)								
	TOWN CLERK											
	DIGITIZING INDEXING Land Survey Maps	\$39,359		\$0	\$39,359							
	Less prior funded amounts	\$39,359		\$0	\$39,359							
	Total Town Clerk	\$39,359	\$0	\$0	\$39,359	\$0	\$0	\$0	\$0	\$0	\$0	
	12/18/12 Committee Meeting Grand Total	\$16,961,231	\$1,774,913	\$803,300	\$2,440,713	\$3,838,368	\$3,140,250	\$1,915,250	\$1,661,437	\$1,387,000	\$0	
	12/11/12 Committee Meeting Totals w/adjustments Eliminated/Reduced (See Eliminations 2013-2014+)	\$14,534,545	\$(971,085)	\$803,300	\$3,284,089	\$3,197,304	\$3,179,250	\$1,954,250	\$1,700,437	\$1,387,000	\$12,092,500	
	Adjustments from 2013/2014 to Other Years	\$0	\$0	\$0	\$(64,500)	\$(42,000)	\$(39,000)	\$(39,000)	\$(39,000)	\$0	\$0	
	Adjustment to apply LOCIP to Cathole Road	\$0			\$(683,064)	\$683,064	\$0	\$0	\$0	\$0	\$0	
	Public Works Adjustments other years to other years	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	12/18/12 Committee Meeting Grand Total	\$14,311,045	\$(971,085)	\$803,300	\$2,440,713	\$3,838,368	\$3,140,250	\$1,915,250	\$1,661,437	\$1,387,000	\$0	

TOWN OF LITCHFIELD - CAPITAL BUDGET 2013/2014
 Departments' Requests as of January 29, 2013

Priority	Project Description	Total Cost Through 18/19	Grant/Other Funding	Capital Budget		NET TOWN COST					Cost After FY18/19 Not In Total	
				Existing	Prop. FY13/14	Balance of CIP Request						
					FY14/15	FY15/16	FY16/17	FY17/18	FY18/19			
ASSESSOR'S OFFICE												
1	CAMA Software Conversion	\$29,000		\$29,000	\$0	\$0	\$0	\$0	\$0		\$0	
	Total Assessor's Office	\$29,000	\$0	\$29,000	\$0	\$0	\$0	\$0	\$0		\$0	
BOARD OF EDUCATION												
1	SMART Boards (LCS 13/14 & LIS 14/15)	\$350,000			\$95,000	\$105,000	\$150,000					
2	Wireless LCS & LIS	\$200,000			\$200,000							
3	SMART Boards (High School)	\$150,000				\$150,000						
4	Signage	\$25,000				\$25,000						
5	Intermediate School - Bleachers	\$30,000					\$30,000					
6	Food Service Equipment	\$30,000						\$30,000				
	Less prior funded amounts	\$0		\$0								
	Total Board of Education	\$785,000	\$0	\$0	\$95,000	\$305,000	\$325,000	\$30,000	\$30,000	\$0	\$0	
BOARD OF FIRE COMMISSIONERS & EMS												
1	Litchfield Handicap Bathroom Upgrade	\$80,000			\$80,000							
2	Apparatus Sinking Fund (See A,B,C below)	\$1,035,000		\$28,000	\$236,000	\$375,000		\$80,000	\$80,000			
3	Fire Commissioners - Air Pack (SCBA) Sinking Fund	\$15,000				\$15,000						
4	Fire Commissioners - Fire Ponds Sinking Fund	\$15,000			\$2,500	\$2,500	\$2,500	\$2,500	\$2,500		\$2,500	
5	East Litchfield Station Repair	\$153,000			\$78,000							
6	Bantam - Refurbish Parking Lot	\$85,000						\$85,000				
7	Townwide - Air Pack (SCBA) Replacement	\$586,400		\$56,400	\$100,000	\$100,000	\$230,000					
8	Bantam Shelter - Bathroom Upgrade	\$160,000						\$160,000				
A	Northfield Replace Engine #2 (\$500,000)	\$0										
B	Northfield Replace Tanker 3-3 (\$375,000)	\$0										
C	East Litchfield E-One Brush (\$160,000)	\$0										
	Less prior funded amounts	\$(84,400)		\$(84,400)								
	Total Fire Commissioners & EMS	\$2,045,000	\$0	\$0	\$496,500	\$413,500	\$492,500	\$232,500	\$327,500	\$82,500	\$3,985,000	
	Fire Vehicles 2017/18 through 2033/34										\$3,985,000	
OLIVER WOLCOTT LIBRARY												
	Energy Upgrade - Windows - In Process	\$57,100		\$57,100								
1	Energy Upgrade - Main Cooling System	\$60,290			\$60,290							
	Less prior funded amounts	\$(67,100)		\$(67,100)								
	Total Oliver Wolcott Library	\$60,290	\$0	\$0	\$60,290	\$0	\$0	\$0	\$0	\$0	\$0	
PARK AND RECREATION												
1	Northfield Field Makeover	\$120,000			\$120,000							
2	Ten Year Plan	\$1,500,000				\$300,000	\$300,000	\$250,000	\$250,000	\$400,000		