

LITCHFIELD CAPITAL IMPROVEMENTS COMMITTEE  
REGULAR MEETING  
TUESDAY, NOVEMBER 26, 2013  
LITCHFIELD TOWN OFFICE BUILDING – 7:00 P.M. UNTIL 9:30 P.M.

Call to Order: Chairman David T. Wilson called the meeting to order at 7:04 p.m.

Present: David T. Wilson, Anthony Crowe, Joann Brogis, James Koser, Edwin Evers, Jack Healy, Leo Paul, Jr.

Absent: Leo Paul, Jr., Frank Simone, David W. Wilson, Rose Bouchard

Introduce New Member Anthony Crowe: Tony was welcomed and thanked for stepping forward to fill a vacancy.

Approve Minutes

a) Regular November 12, 2013: Motion: J. Healy moved to approve the minutes of 11/12/13 and J. Koser seconded. All voted aye except D. T. Wilson who abstained because of absence, and the motion carried.

Review Capital Project Requests

1. Northfield Cemetery Association

Chairman Wilson asked about Public Works improving the driveway with millings, adding manpower and machine time to the operating budget. J. Healy said that prior to the next meeting he will assess the condition of the cemetery road and determine if Public Works can do the job.

2. Sandy Beach Commission

Chairman Ed Ryle updated the Committee on the status of Sandy Beach's request. The septic is in, but there is no running water at this time. There is an existing well, but they need to see if it can support the demand. He presented the architect plans for Phase III concession stand. The Commission has decided not to include showers in the new bathrooms. Chairman Wilson asked about building protection and maintenance/cleaning of the building. Ed Ryle suggested locking and gating the beach to prevent vandalism. The lifeguards help maintain the premises. Litchfield's responsibility is 2/3 of the amount listed on Form B. Morris has not yet approved its portion.

3. Fire & EMS Commission

Ed Evers and two Fire Commissioners, John Campbell and Doug Hatstat, were present to go through the requests. First they addressed the apparatus sinking fund and bonding/borrowing. They may need to reassess how to handle the sinking funds – perhaps pay as you go for anything over two years. They then discussed grants and matching funds. The Commissioners said there were no requests that were not currently in the capital plan. Rose Bouchard will follow up with the bonding attorney for the correct way to handle. The amount in the 14/15 apparatus sinking fund completes Northfield's truck. East Litchfield Fire Co. firehouse plans were then discussed. They asked the engineer/contractor to separate drainage and windows from the ADA compliance secondary project per discussion with the architect. They will leave the existing \$78,000 for

drainage and 14/15 \$75,000 as is and leave the \$97,000 in 15/16 as a place holder for ADA right now. A conservative estimate for windows is \$75,000, with energy efficiency not discussed or calculated. Air packs are overseen by the Fire Commissioners and they need a determination as to whether they should be treated as a sinking fund or broken into two large amounts in 15/16 and 16/17. They must be done by 16/17. There will be a preliminary discussion with the Board of Selectmen and/or a joint BOS/BOF meeting to discuss sinking fund vs. pay as you go. Fire ponds should be also designated as sinking fund or pay as you go. D. T. Wilson will discuss this with the First Selectman, and they will leave the numbers as they are for now. They will also leave the Litchfield roof and Bantam parking lot dates as they are for now. Details on the Bantam roof show that it is actually 160 sq. ft, while the prints showed only 100 sq. ft., as nobody had gone on the roof to measure. Tire replacements for fire trucks was discussed. The larger trucks take 10 tires and the maximum tire life is 10 years. The Capital Committee felt this should be an operating expense.

#### 4. Board of Education

Business Manager Jason Lathrop and John Bongiorno were present. The sinking fund discussion was reviewed for the benefit of Mr. Bongiorno. He asked for clarification, as it could apply to furniture and AV installation. Pay as you go was confirmed as applicable.

SMART boards for Center School are complete, and they are now requesting them for LIS. LIS now has nine older boards and two new boards. The goal is consistency, having them for 4<sup>th</sup> and 5<sup>th</sup> graders. They plan to phase into laptops for the 6<sup>th</sup> graders. Installation is more expensive at LIS due to the concrete construction of the building.

Security cameras have been resubmitted this year. They've received 30% (\$12,000) reimbursement from the State for security improvements made, mostly from camera, wiring and DVR. The \$30,000 request will make a significant dent in the request for the LCS and LIS office entrance situation. The DVR's will have digital recording and can be digitally saved to a hard drive. This will be in the second round of grant funding the Board of Education plans to apply for.

They are trying to put furniture on a ten-year schedule with focus on replacement of student desks. There are 200 desks and 75 have been replaced so far.

The generator at LIS is not hooked up properly, as it is not linked to the freezers. The school has lost all its food because of this. The generator is on the gym side, where the cafeteria used to be and staying with the boiler room. It still could be hooked up with a conduit running from it to the other side of the building where the current cafeteria is.

In conclusion of the evening's discussions, it was noted by the Chairman that there is no bottom line at this point, as all requests have not yet been received. It was agreed that all scheduled meetings will most likely be needed. The Public Works Department continues to have difficulty applying the forms to its requests, and suggested perhaps streamlining the forms. A. Crowe also said that Form A should only be good for one-two years unless the request is revised.

**Adjournment:** Motion: A. Crowe moved to adjourn at 8:55 p.m. and J. Healy seconded. All voted aye and the motion carried.

David T. Wilson, Chairman