

REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, JANUARY 21, 2014
TOWN OFFICE BUILDING - 5:30 P.M.

Call to Order: First Selectman Leo Paul, Jr. called the meeting to order at 5:30 p.m. Selectmen Diane Knox, Jeffrey Zullo and Jonathan Torrant were present and Paul Parsons arrived at 5:43 p.m.
Approval of Minutes: Motion: D. Knox moved to approve the regular meeting minutes of January 7, 2014, and J. Zullo seconded. J. Zullo, D. Knox and L. Paul voted aye, J. Torrant abstained because of absence, and the motion carried.

Public Requests/Comments: None

Selectmen's Requests: J. Zullo asked about the next town meeting and the Annual Town Meeting postponement issue. Mr. Paul said February 18th will probably be the Annual Meeting. Mr. Paul also relayed that the Northwest Hills Council of Governments will be having an annual legislative breakfast Feb. 4, 8:00 - 10:00 a.m. at the Litchfield Community Center, and he wanted to invite the Board of Selectmen. He's also been actively working at the MORE Commission on the mandate side.

Resignations: None

Interviews, Appointments & Reappointments
a) Interview Thomas McClintock for Social Services Board, term 2/2015: Mr. McClintock spoke about his membership on the Housing Authority and thought he could be effective on the Social Service Board. Motion: J. Zullo moved to appoint Mr. McClintock to the Social Services Board for term 2/2015, and J. Torrant seconded. All voted aye and the motion carried.

b) Reappoint Margaret Perusse to Pension Commission, term 2/2017
c) Reappoint Michael W. Dunn to Pension Commission, term 2/2017
Motion: J. Torrant moved to reappoint Margaret Perusse and Michael Dunn to the Pension Commission, both with terms expiring 2/2017. D. Knox seconded, all voted aye and the motion carried.

d) Reappoint Judith M. Hogan to Social Services Board, term 2/2017
e) Reappoint Elisa Bauer to Social Services Board, term 2/2017
Motion: J. Zullo moved to reappoint Judith Hogan and Elisa Bauer to the Social Services Board, both with terms expiring 2/2017. J. Torrant seconded, all voted aye and the motion carried.

f) Reappoint Gerald Geci to Recycling Committee, term 2/2017: Motion: D. Knox moved to reappoint Gerald Geci to Recycling Committee with term expiration of 2/2017. J. Torrant seconded, all voted aye and the motion carried.

g) Reappoint Jack Healy as Tree Warden, term 2/2015: Motion: J. Torrant moved to reappoint Jack Healy to Tree Warden and D. Knox seconded. All voted aye and the motion carried. [Paul Parsons arrived here at 5:43 p.m.]
Liaison Reports/Commission-Committee Minutes: 1/13/14 Board of Finance minutes; 1/9/14 WPCA minutes; 12/2/13 Planning and Zoning Commission minutes; 1/8/14 Inland Wetlands Commission minutes

D. Knox said she attended the School Safety Committee as the Board of Selectmen's liaison. The Committee reported on items recommended to increase school safety as a result of police walk-throughs. The Committee chose three areas to focus on; namely, heightened awareness, improved communication and cafeteria shades.

Vacancies: The list of current appointed vacancies with term expirations is as follows:

Beautification Commission: 3 regular members 2/2015, 2/2014, 2/16; 2 alternates 2/2016
Conservation Commission: 1 member 12/2013; 2 alternate members 12/2015
Economic Development Commission: One regular member 6/2016; 2 alternates 6/2014, 6/2016
Inland Wetlands Commission: 1 alternate member 6/2014
Milton Historic District Commission: 3 alternate members 1/2015, 1/2015, 1/2014
Northwest Regional Mental Health Board, Catchment Area Council #22, at-large member 5/2015
Park & Recreation: 2 alternate members: 6/2017, 6/2014
Recycling Commission: 4 members, 2/2015, two 2/2016, 2/2014
Sandy Beach Commission: 1 regular member 12/2015
Town Hall Building Commission: 1 member, 3/2015
Veteran's Advisory Commission: 2 regular members 8/2016, 8/2015; 2 alternate members 8/2015
Water Pollution Control Authority: 1 alternate member 1/2015
Zoning Board of Appeals: 1 regular member 3/2015

Tax Refunds: Motion: D. Knox moved to approve tax refunds in the amount of \$6,882.74 and J. Torrant seconded. All voted aye and the motion carried.

Old Business: None

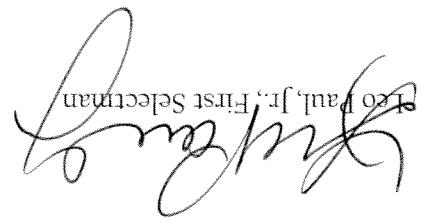
New Business

a) Bantam Lake Protective Association Update – Connie Trolle: Ms Trolle introduced Lance Loomis and gave a history of the BLP&A and stressed the need for all towns to participate in weed treatment of the lake. The coalition fund budget is about \$100,000 each year for studies and treatment. She said they have treated for fanwort with the chemical "clipper" in the river with success and would like to move upriver with treatments.

b) Adopt Resolution for FFY 2012 Homeland Security Grant Program: Mr. Paul read the resolution aloud. He said the funds are used for the Emergency Operations Managers' salary and to purchase equipment. Motion: J. Zullo moved to adopt the resolution for the 2012 Homeland Security Grant Program as read. P. Parsons seconded, all voted aye and the motion carried. The resolution reads as follows:

RESOLVED, that the Board of Selectmen may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that Leo Paul, Jr., as First Selectman of the Town of Litchfield, is authorized and directed to execute and deliver any and all documents on behalf of the Town of Litchfield and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.



Leo Paul, Jr., First Selectman

Motion: P. Parsons moved to adjourn at 6:20 p.m. and J. Torrante seconded. All voted aye and the motion carried.

Correspondence: None

The Legislative Body* of the Town of Litchfield met on January 21, 2014 and adopted a resolution by the vote of 5 to 0 which endorsed the Regional Performance Incentive Program proposal referenced in Connecticut General Statutes Section 4-124s as amended by Section 251 and 253 of Public Act 13-247. Such proposal for the "Cooperative Purchase of Mobile Material Screeners" is attached to and made part of this record.

*For the purposes of the Regional Performance Incentive Program, "legislative body" means the board of selectmen, town council, city council, board of alderman, board of directors, board of representatives or board of the mayor and burgesses of a municipality.

Resolution of Endorsement

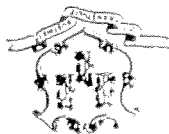
d) Adopt Resolution for Mobile Material Screeners: Mr. Paul read the Resolution of Endorsement aloud. They are requesting a State grant of \$275,000 for mobile material screeners. Motion: P. Parsons moved to adopt the Resolution of Endorsement for the Mobile Material Screeners, and J. Torrante seconded. Jack Healy explained the use of the screen and how we have leased once a year to get our material screened. With the region owning them, other towns could share in the use and pay a fee for maintenance which would yield a savings for all. Upon voting, all voted aye and the motion carried. The resolution reads as follows:

The Legislative Body* of the Town of Litchfield met on January 21, 2014 and adopted a resolution by the vote of 5 to 0 which endorsed the Regional Performance Incentive Program proposal referenced in Connecticut General Statutes Section 4-124s as amended by Section 251 and 253 of Public Act 13-247. Such proposal for a "Litchfield Hills Animal Shelter Facility" is attached to and made part of this record.

*For the purposes of the Regional Performance Incentive Program, "legislative body" means the board of selectmen, town council, city council, board of alderman, board of directors, board of representatives or board of the mayor and burgesses of a municipality.

Resolution of Endorsement

c) Adopt Resolution for Litchfield Hills Animal Shelter Facility: Mr. Paul read the Resolution of Endorsement aloud. He explained they are requesting a State grant in the amount of \$875,000 to renovate and rebuild the current animal shelter in Torrington in cooperation with the Regional Animal Control Program. Harwinton, New Hartford and Barkhamsted are considering participation. Most all towns agree with the concept. J. Zullo asked about cost savings, and Mr. Paul said the savings is not there this year because of start-up with a vehicle, but it will save the towns greatly as time passes. Motion: D. Knox moved to adopt the Resolution of Endorsement for the Litchfield Hills Animal Shelter Facility. J. Torrante seconded, all voted aye and the motion carried. The resolution reads as follows:



FORM RPI-2
Rev. 09/2013

Regional Performance Incentive Program

Pursuant to CGS Section 4-124s

As amended by PA-13-247

Proposal for Joint Provision of Service(s) or Study to be filed with the Secretary of the Office of Policy and Management

Submit to: Office of Policy and Management,

450 Capitol Ave, MS #54 SLP

Hartford, CT 06106-1379,

Att: RPI Program

Attach additional pages if necessary; identify project and related proposal element at the top of page.

Applicant Entity (RPOs; Two or more Municipalities acting through an RPO; and/or Economic Development Districts):	
Name: Litchfield Hills Council of Elected Officials	
Address: 42D North Street	
City/State/Zip: Goshen, CT 06754	
Contact Person(s):	
Name: Richard Lynn	
Title: Planning Director	
Telephone: 860-491-9884	
Fax: 860-491-3729	
E-mail: LHCEO1@snet.net	
Amount of Regional Performance Incentive Funding Requested: \$ 875,700	
Short Descriptive Title of Project: Litchfield Hills Animal Shelter Facility	
REQUIRED PROPOSAL ELEMENTS Items (1) through (15):	
(1.) Proposed Shared Service(s) or related Study: Describe at least one service currently provided by a participating municipality or municipalities or study of the provision of such service, which is not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary):	
Most towns in the Litchfield Hills Region currently have individual municipal arrangements for animal control facilities. Considerable interest has been expressed in developing a more effective and efficient animal control program to serve the regional area. The recently completed "Regional Animal Shelter Feasibility Analysis", prepared by a consultant to the LHCEO with a previous RPI grant, concludes that a "regional approach to a shelter in the LHCEO region is feasible and desirable". Local officials wish to construct a "Litchfield Hills Animal Shelter Facility" at a defined location owned by the City of Torrington (252 Bogue Road in Harwinton adjacent to the Torrington Water Pollution Control Plant). Securing construction funding through the RPI Program is critical to implementing this new regional service.	

(2.) Describe the need for such service (attach additional pages as necessary):

A variety of municipal arrangements have been established for providing animal control services in the region. The quality and dependability of these services has been less than desirable in many instances. As a result, local officials are interested in establishing a more consistent and reliable program of animal control. Local officials place a high priority on constructing a "Litchfield Hills Animal Shelter Facility" to accommodate the growing demand for the sheltering of animals in need. The construction of a regional animal shelter will also provide enhanced opportunities for developing a coordinated program of animal control officers.

In addition to providing a more efficient animal control program, the requested funds will result in a much superior facility to those currently available in the region. This will mean a healthier and more comfortable environment for the sheltered animals. It is expected that this will also result in a higher level of adoption of previously abandoned animals.

(3.) Describe the method of delivering such service on a regional basis and the organization responsible for delivering such regional service or study:

The "Regional Animal Shelter Feasibility Analysis" contains valuable information on the development of the proposed regional animal shelter, including shelter size, conceptual site plan, cost estimates, and financing. With approval of the RPI grant funds, LHCEO staff will develop a "Request for Bids" for the final design and construction of the facility. A subcommittee of the participating towns will be established to review the bid submissions, select a contractor, and monitor design and construction progress. The "Agreement Establishing a Regional Animal Control Program and Facility" executed by the towns of Torrington, Litchfield and Goshen for a one-year pilot program through July 1, 2014 is available to build upon for the "Litchfield Hills Animal Shelter Facility" operating responsibilities and cost sharing. The current shelter in Torrington is used as part of this cooperative agreement. The facility is over 50 years old. It will be replaced with the larger regional shelter to be constructed with RPI grant funds.

(4.) Describe the population that will be served (we are not looking for population numbers, but rather whether a project serves an entire region(s), applicant towns, or any particular segment of the population such as "disabled residents dependent upon public transportation" or "residents in need of 'affordable housing'", etc.):

All eleven towns in the Litchfield Hills Planning Region, with a total population of 83,174, will participate in this project and be eligible to utilize the proposed regional facility. The project will, in addition to providing a modern facility, improve animal control officer services at a cost less than being expended at the present time.

(5) Describe the manner in which regional service delivery will achieve economies of scale:

The towns in the LHCEO are mostly small, rural communities that do not have the resources to construct, maintain and operate an Animal Control Facility. All of the towns recognize they have a responsibility to provide a satisfactory level of animal control services however. By working together to establish a regional animal control facility, and a regional animal control officer system, considerable economies of scale will be achieved and a higher level of service can be provided.

(6.) Provide the amount by which participating municipalities will reduce their mill rate as a result of the savings realized (Exclude grant funds from calculations.): As documented in the consultant's feasibility study, the cost of operating a new animal control shelter will be very similar to what is being spent in total presently by all the towns. This is a cost component where the quality of service offered by the new shelter is much more important than the cost savings. However, improved coordination of Animal Control Officer services in the region will result in significant cost savings. As stated in the feasibility study, the current expenditure for ACO services is \$187,000 in total for all the communities. The consultant concludes that it is reasonable to project that on a regional basis 2 full time and 1 part time ACO would be sufficient with a budget of about \$100,000. The municipal savings of taking the estimated operating cost and ACO costs and prorating on a per capita basis is presented below.

Municipality	Savings	Will Rate Reduction
Barkhamsted	\$940	A modest reduction in mill rate may be achieved by all participating towns through the projected cost savings, particularly with enhanced coordination of Animal Control Officers.
Colebrook	\$0	
Goshen	\$5,011	
Hartland	\$14,600	
Harwinton	\$18,796	
Litchfield	\$0	
Morris	\$0	
New Hartford	\$5,560	
Norfolk	\$7,500	
Torrington	\$44,360	
Winchester	\$10,600	

(7.) Provide a cost benefit analysis for the provision of the service by each participating municipality and by the entity submitting the proposal:

Attachment A identifies the projected annual savings, by town, in operating a regional animal shelter and implementing a coordinated program of Animal Control Officers. It should be noted that in addition to this cost savings, there will also be a significant improvement in the quality of animal control services in the region along with enhanced administrative efficiency.

Grantor City of Torrington	Amount of Funding In-kind	Purpose Donation of land at project site for construction of the facility
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(11.) Provide a list of other public or private funding potentially leveraged by the project proposed herein.

(10.) Describe how the proposed service will be sustained once it is established and all grant funding has been expended:

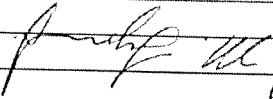
The municipal fee structure (based on per capita costs) and program parameters that are established for the facility will enable the program to be sustained over the long term.

(9.) Provide a list of potential legal obstacles to the regional provision of the service and how these obstacles will be resolved:

There are at least two regional animal control facilities that have been established and are successfully operating in Connecticut. The proposed development site is located on a 30 acre parcel owned by the City of Torrington that is zoned for light industrial use and is currently being used, in part, as an animal control facility. Thus, there are no legal obstacles that are envisioned with the construction of a regional animal control facility at the proposed site. In addition the cooperative agreement among Torrington, Litchfield, and Goshen has been reviewed by legal counsel for each community. This review resulted in a formal agreement with no legal obstacles which is now in effect. The agreement for the entire region will be very closely modeled on this agreement.

(8.) Describe a plan of implementation for the delivery of the service on a regional basis (NOTE: The estimated time line and length of time to implement the proposal):

Once the RPI grant is awarded, the LHCEO will prepare a "Request for Bids" to prepare the final design plans and construct the facility. A subcommittee of the LHCEO will be established to review the bid submissions, select a contractor, and oversee project implementation. It is anticipated that the "Request for Bids" task and selection of a contractor will take about 6 months, the final design of the project will take an additional 3 months, and the permitting and construction of the facility will take an additional nine months. During the course of this project implementation, an Intercal Agreement will be developed for municipal participation in the operation of the facility.

(12.) Percent of municipalities in the applicant organization participating in the proposed regional service project: 100% (11/11).
(13.) Attach hereto a resolution by the legislative body of each municipality affected by the proposal, endorsing such proposal. To be submitted by 3/31/2014.
(14.) Attach the following material: 1. A site location map of the project location, (not the region or EDD), if applicable. See attached. 2. A proposed Project Schedule (Outline the Proposed Project timeline). See attached. 3. Project cost estimates supporting the request for funding. See attached. 4. A list of all necessary local/state/federal permits and approvals required for the project. See attached.
(15.) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If YES, please attach copies of cover letters. See attached.
(16.) Certification by the CEO of the Applicant Organization(s): I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.
Signature: 
Name: Richard M. Lynn Jr.
Title: Planning Director
Date: December 30, 2013

Attachment A
 Cost Benefit Analysis for
 Litchfield Hills Regional Animal Shelter

Regional Program		Current Annual Animal Control Expenses	Total Animal Control Expenses	Estimated Annual Cost Savings
Town		10,940	10,000	940
Barkhamsted		1,500	4,000	-2,500
Colebrook		11,011	6,000	5,011
Hartland		19,600	5,000	14,600
Harwinton		31,796	13,000	18,796
Litchfield		20,000	20,000	0
Morris		NA	NA	NA
New Hartford		21,560	16,000	5,560
Norfolk		11,500	4,000	7,500
Torrington		132,360	88,000	44,360
Winchester		38,600	28,000	10,600
TOTAL		298,867	194,000	104,867

Torrington Animal Control Facility Site Location Map

Eague Rd. Torrington, CT

- 0
- 100
- 200
- 300
- 400
- 500
- 600
- 700
- 800
- 900
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Scale: 1" = 100'

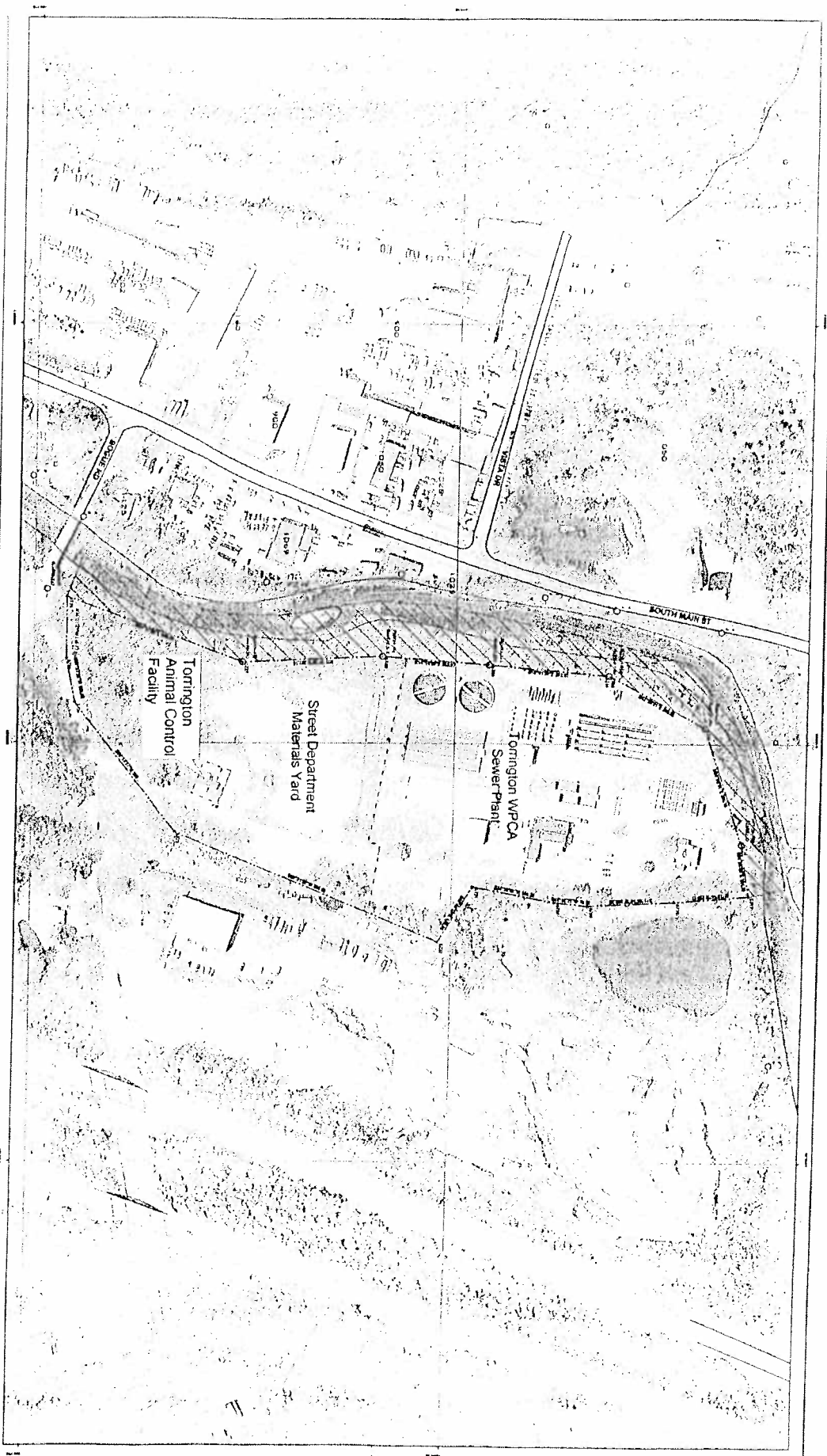
North Arrow



Drawn by: [Name]

Date: [Date]

Scale: 1" = 100'



LITCHFIELD HILLS COUNCIL OF ELECTED OFFICIALS
REGIONAL ANIMAL SHELTER
DECEMBER 2013

PROJECT BUDGET

BASE BUILDING (see attached)	669,450
SITE WORK (see attached)	176,250
LHCEO ADMINISTRATIVE COSTS	30,000
TOTAL	875,700

Litchfield Hills Council of Elected Officials
Annual Control Costs

Renovating Forgington Animal Control Site	Estimated Costs (Building Only)*	Cost/Sq. Ft.	CHN Recommended
Estimated Building Construction Cost* for Base Building	\$492,875.00	\$125.00	\$492,875.00
Estimated Addition A Cost (15 Kennels)	\$90.00	\$90.00	\$164,430.00
Estimated Addition B Cost (5pay & Neuter)	\$1,827	\$175.00	\$319,225.00
Design Fees: Architectural, Structural, MEP Base Building			\$60,000.00
Estimated Addition A (15 Kennels)			\$10,000.00
Estimated Addition B (5pay & Neuter)			\$10,000.00
Subtotal: Base Building			\$30,000.00
Estimated Addition A (15 Kennels)			\$557,875.00
Estimated Addition B (5pay & Neuter)			\$174,430.00
Contingency: Base Building		20%	\$349,725.00
Estimated Addition A (15 Kennels)		20%	\$111,575.00
Estimated Addition B (5pay & Neuter)		20%	\$31,886.00
Subtotal: Base Building		20%	\$69,945.00
Estimated Addition A (15 Kennels)			\$659,450.00
Estimated Addition B (5pay & Neuter)			\$209,316.00
			\$19,670.00

* Construction Costs do not include Prevailing Wages

ARCHITECTURE - INTERIOR DESIGN - FACILITIES PLANNING

CLHESSEY
KARRIG &
KAISER, LLC

9/19/2013



Preliminary Estimate of Probable Construction Costs For Site Work
 Litchfield Hills Animal Shelter
 Harwinton, CT
 Sept. 17, 2013

Item	Unit	Quantity	Unit Price	Amount
Design and Permitting	Lump Sum	1	\$30,000	\$30,000
Cleaning and Grubbing	Lump Sum	1	\$4,000	\$4,000
Sediment and Erosion Controls	Lump Sum	1	\$2,000	\$2,000
Site Removals	Lump Sum	1	\$10,000	\$10,000
Earthwork and Grading	Lump Sum	1	\$15,000	\$15,000
Storm Drainage	Lump Sum	1	\$5,000	\$5,000
Utility Services	Lump Sum	1	\$7,000	\$7,000
Well and Water Service	Lump Sum	1	\$10,000	\$10,000
Septic System	Lump Sum	1	\$15,000	\$15,000
Parking Area and Sidewalk	Lump Sum	1	\$20,000	\$20,000
Fencing	Lump Sum	1	\$8,000	\$8,000
Lighting	Lump Sum	1	\$8,000	\$8,000
Landscaping	Lump Sum	1	\$7,000	\$7,000
Subtotal				\$141,000
Contingency			± 25%	\$35,250
Total				\$176,250

Assumptions

1. Estimate does not include rock excavation.
2. Estimate based upon Conceptual Plan dated August 29, 2013 prepared by Milone and MacBroom.
3. Estimate assumes mass grading as proposed for the POTW is completed before construction starts.

Prepared by:
 Milone and MacBroom Inc.
 Cheshire, CT
 MMI #5074-01

LITCHFIELD HILLS COUNCIL OF ELECTED OFFICIALS
REGIONAL ANIMAL SHELTER
DECEMBER 2013

LIST OF LOCAL/STATE/FEDERAL PERMITS REQUIRED FOR PROJECT

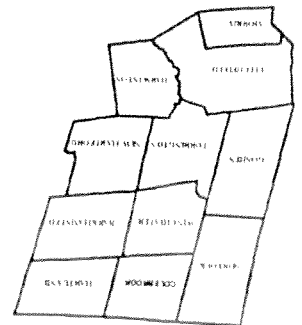
The following routine permits will be required for project construction:

1. Zoning Permit
2. Site Plan Approval
3. Inland Wetland Permit
4. Building Permit
5. Torrington Area Health District Permit

LITCHFIELD HILLS COUNCIL OF ELECTED OFFICIALS

42D North Street, Goshen, Connecticut 06756 Tel: 860-491-9884 Fax: 860-491-3729

- Susan Dyer, 860-542-5829
Norfolk First Selectman
- Ellnor Carbone, 860-489-2228
Mayor of Torrington
- Lisa Smith, 860-379-2713
Mayor of Winchester
- Richard Lynn, 860-491-9884
PLANNING DIRECTOR
- Michael Criss, 860-485-9051
Harwinton First Selectman
- Leo Paul, Jr., 860-567-7550
Litchfield First Selectman
- Barbara Bongiolatti, 860-557-7430
Morris First Selectman
- Daniel Jerram, 860-379-3389
New Hartford First Selectman
- Donald Stein, 860-379-8285
Barkhamsted First Selectman
- Thomas McKeon, 860-379-3359
Colebrook First Selectman
- Robert Valentine, 860-491-2308
Goshen First Selectman
- Wade Cole, 860-653-8800
Hartland First Selectman



Memo

To: Area Legislators
From: Rick Lynn, Planning Director
Date: 12/30/2013
Re: Regional Performance Incentive Grant – Litchfield Hills Animal Shelter Facility

Dear Area Legislator:

The Litchfield Hills Council of Elected Officials is submitting the attached grant application to the State Office of Policy and Management to fund the final design and construction of a Regional Animal Shelter.

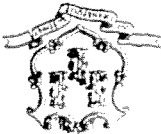
The recently completed "Regional Animal Shelter Feasibility Analysis", prepared by a consultant to the LHCEO with a previous RPI grant, concludes that a "regional approach to a shelter in the LHCEO region is feasible and desirable".

The new facility is to be constructed at 252 Bogue Road in Harwinton, and replace the current 50 year old shelter serving Torrington at that location. The "Regional Animal Shelter Feasibility Analysis" contains valuable information on the development of the proposed shelter including shelter size, conceptual site plan, cost estimates and financing. Securing final design and construction funding through the RPI program is critical to implementing this new regional service.

Your letters of support for previous RPI grant applications have been instrumental in the LHCEO securing funding, and we sincerely hope that you will support this worthwhile application as well. If you should have any questions regarding this application, please let me know.

Thank you for your consideration.

RL
 All



Regional Performance Incentive Program

Pursuant to Public Act 11-61, Section 5

FORM RPI-2
Rev. 08/2012

Proposal for Joint Provision of Service(s) or Study to be filed with the Secretary of the Office of Policy and Management

Submit to: Office of Policy and Management,
450 Capitol Ave. MS #54 SLP
Hartford, CT 06108-1379,
Att: RPI Program

Attach additional pages if necessary; identify project and related proposal element at the top of page.

Applicant Entity (RPOs, Two or more Municipalities, and/or Economic Development Districts):	
Name	Litchfield Hills Council of Elected Officials / Northwestern CT Council of Governments
Address	42D North Street
City/State/Zip	Goshen, CT 06756
Contact Person(s):	
Name	Richard Lynn/Dan McGuinness
Title	Planning Director/Executive Director
Telephone	860-491-9884/860-868-7341
Fax	860-491-3729/860-868-7342
E-mail	Lhce01@snet.net/nwccog1@snet.net
Amount of Regional Performance Incentive Funding Requested: \$ 275,000	
Short Descriptive Title of Project: Cooperative Purchase of Mobile Material Screeners	
REQUIRED PROPOSAL ELEMENTS Items (1) through (15):	
<p>(1.) Proposed Shared Service(s) or related Study: Describe at least one service currently provided by a participating municipality or municipalities or study of the provision of such service, which is not currently provided on a regional basis, for which this proposal is being submitted (attach additional pages as necessary):</p> <p>All towns within the two regions currently generate various earth materials that require processing, storage, disposal, or re-use. These materials are the result of road maintenance scrapings, street sweeping, ditching work, sand and gravel processing, millings, and roadside shoulder work. Towns currently must rent a portable materials screener in order to process these earth materials for recycling and re-use. The recycled materials are typically used for roadway patching and filling, shoulder repair, and landscaping. Through the regional acquisition and sharing of two materials screeners, earth materials collected by municipal public works departments can be more cost-effectively processed and utilized. By recycling this material, there will be</p>	

less waste, avoided storage or disposal costs, and towns can reduce their need to purchase new material such as sand or topsoil.

(2.) Describe the need for such service (attach additional pages as necessary):

None of the towns in the LHCEO and NWCCOG currently own a modern materials screener that can be used to separate earth materials for recycling and re-use. As a result, towns incur a significant expense in renting the equipment or contracting for such services. While individual towns do not have the resources to purchase a materials screener for their own use, considerable cost efficiencies can be achieved through the regional acquisition of two materials screeners to share in the regional area. In addition to the added convenience of having a materials screener readily available, material costs will be reduced and more effective recycling can be achieved.

(3.) Describe the method of delivering such service on a regional basis and the organization responsible for delivering such regional service or study:

The LHCEO and NWCCOG have established a "Litchfield Hills Public Works Equipment Cooperative" to oversee the sharing of a catch basin cleaner and two street sweepers acquired with a previous Regional Performance Incentive Grant. This program has been in operation for over four years now, and is enjoying considerable success. The Cooperative consists of the Road Supervisors from the participating towns, which meets periodically and operates under the aegis of the LHCEO and NWCCOG. It is proposed that the acquisition and implementation of the materials screener program be coordinated and operated through the existing Regional Public Works Equipment Cooperative with general program administration provided through the LHCEO and NWCCOG.

(4.) Describe the population that will be served (we are not looking for population numbers, but rather whether a project serves an entire region(s), applicant towns, or any particular segment of the population such as "disabled residents dependent upon public transportation" or "residents in need of 'affordable housing'", etc.):

All twenty towns in the LHCEO and NWCCOG region will be eligible to participate in the proposed program. Currently, fourteen of the towns actively participate in the existing Public Works Equipment Cooperative.

(5) Describe the manner in which regional service delivery will achieve economies of scale:

Most of the towns in the LHCEO and NWCCOG are small, rural communities and do not have the resources to individually purchase and cost-effectively utilize the proposed equipment. By sharing the equipment on a regional basis, however, participating towns will have access to the equipment for a period of time each year and will realize cost savings by reduced rental fees and manpower costs. In addition, by having

easy and reliable access to the equipment within the region, towns can be expected to recycle more material and therefore reduce the amount of material requiring storage or disposal.

(6.) Provide the amount by which participating municipalities will reduce their mill rate as a result of the savings realized (Exclude grant funds from calculations.):

Municipality	Savings	Mill Rate Reduction
Barkhamsted	\$1000	A modest reduction in the mill rate may be achieved by all participating towns through the projected cost savings.
Canaan (Falls Village)	\$200	
Colebrook	\$200	
Cornwall	\$1000	
Goshen	\$1000	
Hartland	\$400	
Harwinton	\$200	
Kent	\$1000	
Litchfield	\$1000	
Morris	\$0	
New Hartford	\$0	
Norfolk	\$1200	
North Canaan	\$0	
Roxbury	\$100	
Salisbury	\$3000	
Sharon	\$3500	
Torrington	\$2200	
Warren	\$0	
Washington	\$0	
Winchester	\$1000	
TOTAL	\$17,000	

(7.) Provide a cost benefit analysis for the provision of the service by each participating municipality and by the entity submitting the proposal:

Attachment A identifies the projected annual equipment use and municipal savings for the proposed equipment based on information provided by area road supervisors. Most of the participating towns rent a materials screener for a week or two each year at an average cost of \$400 per day. Through cooperative purchase of the materials screeners, a sustainable program can be offered in the region for an estimated municipal rental cost of \$300 a day. This results in a 25% cost savings for the participating towns. In addition to this immediate municipal cost savings, it is anticipated that more material will be recycled at the local level with easier access to a materials screener and more affordable rental rates. Several towns, including Morris and New Hartford have indicated that they will likely make use of the materials screener even though they do not now routinely screen materials for re-use. Acquisition of the equipment could generate additional savings in that top soil for landscaping and road shoulders could be generated from material screenings and towns could avoid or reduce the need to purchase virgin topsoil material. The regional savings to be achieved is estimated to be \$17,000 per year under the

proposed program. In addition to this direct cost savings, regional acquisition of the proposed equipment will also enhance intermunicipal cooperation and coordination that will facilitate other cooperative ventures. Making the proposed regional equipment available at an affordable price will also serve to protect the natural environment and reduce the carbon footprint by facilitating the recycling of earth materials with regionally owned equipment that is located "close to home" for easy access and use.

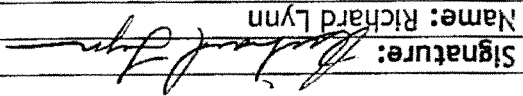
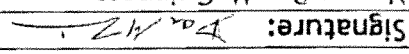
(8.) Describe a plan of implementation for the delivery of the service on a regional basis (NOTE: The estimated time line and length of time to implement the proposal): Once the RPI Grant is awarded, the LHCEO and NWCCOG will jointly develop a Request for Proposals to select the equipment. A vendor demonstration of the most promising equipment will be scheduled in the region. The equipment will subsequently be purchased, and the administrative process put in place for the participating towns to rent the equipment. The City of Torrington has offered to store and maintain one of the material screeners at their public works garage for use in the eastern portion of the region. The Town of Salisbury has offered to store the other materials screener for use in the western portion of the region. It is estimated that the program will be operational within six months of the notice of grant award.

(9.) Provide a list of potential legal obstacles to the regional provision of the service and how these obstacles will be resolved:

The LHCEO and NWCCOG have already established the administrative framework for the program through the existing Regional Public Works Equipment Cooperative. It is anticipated that an updated Memorandum of Agreement will be signed by each participating town with the LHCEO and NWCCOG, similar to what was done for the shared use of the regional catch basin cleaner and street sweepers.

(10.) Describe how the proposed service will be sustained once it is established and all grant funding has been expended:

The program will be established to be self sustaining. An hourly rental fee will be charged to the participating towns for the use of the equipment. A percentage of this rental fee will be used to pay for equipment maintenance, program administration, and capital replacement. The rental fee can be adjusted each year as necessary to stay on target. Since there is no profit motive, the equipment should always be able to be rented at below market prices.

(11.) Provide a list of other public or private funding potentially leveraged by the project proposed herein.		
Grantor	Amount of Funding	Purpose
No additional funds are anticipated for equipment acquisition. However, participating towns will provide funding for on-going program operation through rental fees.	\$27,000 per year for equipment rental by participating towns	Hourly rental fee will be used for equipment maintenance and repair, program administration, and capital replacement
(12.) Percent of municipalities in the applicant organization participating in the proposed regional service project: 100% (20/20).		
(13.) Attach hereto a resolution by the legislative body of each municipality affected by the proposal, endorsing such proposal.		
(14.) Attach the following material: 1. A site location map of the project location, (not the region or EDD), if applicable. Not applicable 2. A proposed Project Schedule (Outline the Proposed Project timeline) See Attachment B 3. Project cost estimates supporting the request for funding. See Attachment C. 4. A list of all necessary local/state/federal permits and approvals required for the project. None required.		
(15.) Has a copy of the proposal been sent to legislators representing the participating municipalities? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If YES, please attach copies of cover letters.		
(16a.) Certification by the CEO of the Applicant Organization(s): I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.		
Signature: 		
Name: Richard Lynn		
Title: Planning Director		
Date: December 29, 2012		
I do hereby certify that the information contained herein is true and accurate to the best of my knowledge.		
Signature: 		
Name: Dan McGuinness		
Title: Executive Director		
Date: December 29, 2012		

Litchfield Hills Council of Elected Officials and Northwestern CT Council of Governments

Cooperative Purchase of Mobile Materials Screeners

Attachment A - Projected Municipal Savings

Participating Towns	Processed	Annual C.Y. of Material	Current Annual Cost to Process	Number of Days Needed Per Town	Projected Annual Cost Through PWEC	Total Annual Savings
Barkhamsted	1,500	4,000.00	4,000.00	10	3,000.00	1,000.00
Canann (Falls Village)	100	500.00	500.00	1	300.00	200.00
Colebrook	100	500.00	500.00	1	300.00	200.00
Cornwall	500	4,000.00	4,000.00	10	3,000.00	1,000.00
Goshen	1,000	2,500.00	2,500.00	5	1,500.00	1,000.00
Hartland	200	1,000.00	1,000.00	2	600.00	400.00
Harwinton	300	1,400.00	1,400.00	4	1,200.00	200.00
Kent	500	2,500.00	2,500.00	5	1,500.00	1,000.00
Litchfield	500	4,000.00	4,000.00	10	3,000.00	1,000.00
Morris	0	0.00	0.00	0	0.00	0.00
New Hartford	0	0.00	0.00	0	0.00	0.00
Norfolk	400	2,400.00	2,400.00	4	1,200.00	1,200.00
North Canaan	0	0.00	0.00	0	0.00	0.00
Roxbury	200	1,000.00	1,000.00	3	900.00	100.00
Salisbury	1,000	4,500.00	4,500.00	5	1,500.00	3,000.00
Sharon	1,000	5,000.00	5,000.00	5	1,500.00	3,500.00
Torrington	1,500	5,200.00	5,200.00	10	3,000.00	2,200.00
Warren	150	1,500.00	1,500.00	5	1,500.00	0.00
Washington	500	1,500.00	1,500.00	5	1,500.00	0.00
Winchester	500	2,500.00	2,500.00	5	1,500.00	1,000.00
TOTAL	9,950	44,000.00	44,000.00	90	27,000.00	17,000.00

Note: Source of projected equipment use and municipal savings based on LHCEO and NWCCOG survey of Road Supervisors and vendor estimates.

Attachment B - Project Schedule
 Cooperative Purchase of Mobile Materials Screeners
 DECEMBER 2012

TASK	1	2	3	4	5	6	7	8	9	10
1 PREPARATION OF REQUEST FOR PROPOSALS	X									
2 REVIEW OF VENDOR SUBMISSIONS		X								
3 EQUIPMENT DEMONSTRATIONS			X							
4 SELECTION AND PURCHASE OF EQUIPMENT				X						
5 UPDATE OF MUNICIPAL MOAS FOR EQUIPMENT USE				X						
6 MUNICIPAL TRAINING ON EQUIPMENT					X					
7 PROGRAM IMPLEMENTATION						X				

Attachment C – Project Budget
Cooperative Purchase of Mobile Material Screeners
December 2012

Material Screeners(2)	\$260,000
RPO Administrative Costs	\$10,000
Contingency	\$5,000
TOTAL	\$275,000

LITCHFIELD HILLS COUNCIL OF ELECTED OFFICIALS
AND
NORTHWESTERN CT. COUNCIL OF GOVERNMENTS

December 18, 2012

Re: Regional Performance Incentive Grant – Cooperative Purchase of Additional
Public Works Equipment; Mobile Material Screeners

Dear Area Legislator:

The Northwestern Ct. Council of Governments and the Litchfield Hills Council of
Elected Officials are jointly submitting a grant application to the State Office of Policy
and Management to fund additional equipment for the region's Public Works Equipment
Cooperative. The equipment will enhance the capacity of municipal Public Works
Departments to process and recycle various earth materials. The regional sharing of this
equipment will result in cost savings for the participating towns that must now rent this
equipment when needed. Attached is a copy of the application.

Your letters of support for previous RPI grant applications have been instrumental in the
LHCEO and NWCCOG acquiring equipment for our successful Public Works Equipment
Cooperative, and we sincerely hope that you will support this worthwhile application as
well. If you should have any questions regarding this application, please contact either
one of us. Thank you for your consideration.

Sincerely,

Richard Lynn
Planning Director
LHCEO
860-491-9884
lhceo1@snet.net

Dan McGuinness
Executive Director
NWCCOG
860-868-7341
nwccog1@snet.net

cc: file, OPM

State of Connecticut

GENERAL ASSEMBLY

STATE CAPITOL

HARTFORD, CONNECTICUT 06106-1591

January 14, 2013

Secretary Benjamin Barnes
Office of Policy and Management
450 Capitol Avenue, MS #54 SLP
Hartford, CT 06108-1379
Attn: RPI Program

Dear Secretary Barnes:

We write in strong support of the Regional Performance Incentive Grant application submitted by the Litchfield Hills Council of Elected Officials and Northwest Connecticut Council of Governments for funding to help purchase two mobile material screeners for the Litchfield Hills Public Works Equipment Cooperative.

This additional equipment will allow the Cooperative to improve their ability to process and recycle earth materials from various road maintenance activities such as street sweeping and milling. The regionalization of this program and the shared equipment between member towns has been successful and extra equipment will help the Cooperative save money as they will no longer need to rent certain items to do their work.

We hope this worthwhile application will be funded in the near future. Thank you for taking our comments into consideration.

Sincerely,

Clark J. Chapin
Clark J. Chapin
State Senator, 30th District

Jason Welch
Jason Welch
State Senator, 31st District

John E. Piscopo
John E. Piscopo
State Representative, 76th District

Michelle Cook
Michelle Cook
State Representative, 65th District

Kevin Witkos
Kevin Witkos
State Senator, 8th District

Craig A. Miner
Craig A. Miner
State Representative, 66th District

William Simanski
William Simanski
State Representative, 62nd District