

LITCHFIELD CAPITAL IMPROVEMENTS COMMITTEE  
REGULAR MEETING  
TUESDAY, DECEMBER 18, 2012  
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 7:03 p.m.

Present: Edwin Evers, James Koser, Frank Simone, David T. Wilson, Jack Healy, Rosalie Bouchard, Finance Director, Leo Paul, Jr. and Joann Brogis

Absent: David W. Wilson

Approve Minutes

a) **Regular December 11, 2012:** L. Paul moved to approve the minutes of the 12/11/12 meeting, and J. Koser seconded. All voted aye and the motion carried.

Review Capital Project Requests

a) **Sandy Beach:** There was no one present from Sandy Beach Commission. **Motion:** L. Paul moved to continue on with Town Clerk. F. Simone seconded, all voted aye and the motion carried.

b) **Town Clerk:** Lisa Losee said she would like some help in moving the office forward with technology. She spoke with the land records vendor in 2009 and was able to negotiate a contract to upgrade the system and get some computers in the office, including a public access computer. They now have a cashier system for the land records that assigns volume and page numbers and indexes, scans and creates pages for the book. The grantee/grantor index is back to 1983. The backfiling of images is to 2007 and she has a grant to go back to 2005. She would like to go back about 50 years, which would support an average title search. The land records cannot be put online without the images on the computer. The State Legislature has just approved e-filing, allowing companies to send and record documents via email, but in order to do that they must still do a title search. She would like to be able to allow them to do that via the internet, but cannot do it until she has the documents digitized and on the computer so she can allow public access. Backfiling 50 years would involve 170 books with 500-1300 pages/book. Currently they charge \$.16 per page, at a cost of \$29,000. With the public being able to print copies of documents from the computer, it also allows the staff to be much more efficient by eliminating this time-consuming task from their work. Those using the online documents would have to pay a membership fee and the price of the copies they print.

D. T. Wilson questioned whether these requests fall under the scope of justified capital requests. L. Paul and J. Healy spoke to substantiate the validity of the request. They did, however, question the request for a \$20,000 scanner that would probably not last ten years. L. Losee said she had quotes for leasing a scanner as well, at \$300/month including a service agreement. Mr. Wilson suggested a lease built into the Clerk's operating budget. L. Paul asked her for a report on the cost savings over 4-5 years from not having to produce the big map books for copying at an outside vendor.

c) **Public Works:** Public Works Director Jack Healy presented the requests for 2013/2014 in bridges, vehicles and equipment, major road projects, and public facilities. He also included a summary of the road program for information.

Finalize and Recommend Plan: Chairman Wilson said they are beginning with \$3.1 million in total requests. The following adjustments were agreed upon.

Board of Ed: Center School SMART Boards for 13/14 became \$95,000, and LIS SMART Boards for 14/15 became \$105,000.

Fire & EMS: It was agreed to leave the schedule as is.

Park & Rec: It was agreed to reduce the Northfield Field Project to \$120,000 from \$253,350.

Police: It was agreed to move the 2002 cruiser out to 14/15 (\$30,500).

Public Works:

Vehicles & Equip: Push back the \$160,000 sweeper to 14/15, push back the \$32,000 2006 pick-up truck to 14/15

Facilities: Push generators, \$100,000, out one year to 14/15 (and everything else pushes one year out).

Major Roads: Push of Old Farm Road reconstruction, \$97,444, to 14/15.

**Motion:** J. Healy moved to propose \$2,507,000 as the recommended Capital Budget 13/14, as amended and edited, with Rose Bouchard including the final spread sheet for the minutes. J. Koser seconded, all voted aye and the motion carried.

Set 2013 Meeting Schedule (FY 2014/15): No action

**Motion:** F. Simone moved to adjourn at 9:00 p.m. and J. Healy seconded. All voted aye and the motion carried.



Leo Paul, Jr., Secretary

**TOWN OF LITCHFIELD - CAPITAL BUDGET 2013/2014**  
**Departments' Requests December 18, 2012**

As Originally Presented to the Capital Committee 12-11-12 Meeting with Summarized Changes at End

**NET TOWN COST**

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			
<b>ASSESSOR'S OFFICE</b>													
1	CAMA Software Conversion	\$29,000	\$0	\$29,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	<b>Total Assessor's Office</b>	\$29,000	\$0	\$29,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>BOARD OF EDUCATION</b>													
1	SMART Beards (LCS 13/14 & LIS 14/15)	\$350,000			\$95,000	\$105,000	\$150,000						
2	Wireless LCS & LIS	\$200,000				\$200,000							
3	SMART Beards (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									
	<b>Total Board of Education</b>	\$785,000	\$0	\$0	\$95,000	\$305,000	\$325,000	\$30,000	\$30,000	\$30,000	\$0	\$0	
<b>BOARD OF FIRE COMMISSIONERS &amp; EMS</b>													
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	\$236,000	\$375,000	\$60,000	\$60,000	\$60,000	\$30,000		
3	Fire Commissioners - Air Pack (SCBA) Sinking Fund	\$15,000			\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500		
4	Fire Commissioners - Fire Ponds Sinking Fund	\$15,000			\$78,000	\$75,000							
5	East Litchfield Station Repair	\$153,000											
6	Bantam - Refurbish Parking Lot	\$85,000									\$85,000		
7	Townwide - Air Pack (SCBA) Replacement	\$586,400		\$56,400	\$100,000	\$100,000	\$100,000	\$230,000					
8	Bantam Shelter - Bathroom Upgrade	\$160,000							\$160,000				
A	Northfield Replace Engine #2 (\$500,000)	\$0				FY 14/15							
B	Bantam Replace Tanker 3.3 (\$375,000)	\$0					FY 15/16						
C	East Litchfield E-One Brush (\$160,000)	\$0									FY18/19		
	Less prior funded amounts	(\$84,400)		(\$84,400)									
	<b>Fire Vehicles 2017/18 through 2033/34</b>	\$2,045,000	\$0	\$0	\$496,500	\$413,500	\$492,500	\$232,500	\$327,500	\$82,500	\$82,500	\$3,985,000	
	<b>Total Fire Commissioners &amp; EMS</b>	\$2,045,000	\$0	\$0	\$496,500	\$413,500	\$492,500	\$232,500	\$327,500	\$82,500	\$82,500	\$3,985,000	
<b>OLIVER WOLCOTT LIBRARY</b>													
	Energy Upgrade - Windows - In Process	\$57,100		\$57,100									
1	Energy Upgrade - Main Cooling System	\$60,290			\$60,290								
	Less prior funded amounts	(\$57,100)		(\$57,100)									
	<b>Total Oliver Wolcott Library</b>	\$60,290	\$0	\$0	\$60,290	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>PARK AND RECREATION</b>													
1	Northfield Field Makeover	\$120,000			\$120,000								
2	Ten Year Plan	\$1,500,000				\$300,000	\$250,000	\$300,000	\$250,000	\$250,000	\$400,000		

Priority	Project Description	Total Cost Through 18/19	Grant/Other Funding	Capital Budget		Balance of CIP Request					Cost After FY18/19 Net 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
	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)									
	Total Police	\$96,500	\$0	\$0	\$0	\$30,500	\$0	\$32,500	\$0	\$33,500	\$0
<b>DEPARTMENT OF PUBLIC WORKS</b>											
(a)	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)							
(b)	Vehicles and Equipment - Replace through ~ 2020/2025	\$2,537,550	\$0	\$0	\$282,150	\$621,150	\$509,000	\$475,250	\$409,000	\$241,000	\$1,732,500
	Less prior funded amounts	\$0		\$0							
(b), (d)	Ten Year Road Program	\$0	(\$1,997,926)	\$285,418	\$285,418	\$285,418	\$285,418	\$285,418	\$285,418	\$285,418	\$285,418
	Less prior funded or eliminated amounts	(\$1,033,490)	(\$748,072)	(\$285,418)							
(a)	Major Road Projects	\$4,763,833		\$757,812	\$962,886	\$1,300,448	\$912,750	\$250,000	\$179,937	\$400,000	\$3,943,000
	Less prior funded amounts	(\$228,512)		(\$228,512)							
(a)	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	(\$623,915)		(\$623,915)							
	Total Department of Public Works	\$11,323,634	(\$971,085)	\$774,300	\$2,010,794	\$3,050,016	\$2,358,168	\$1,605,668	\$1,339,355	\$1,156,418	\$8,107,500
<b>SANDY BEACH COMMISSION - Beach Facility Septic System</b>											
	Less prior funded amounts	\$43,573		\$18,803	\$0	\$24,770					
	Less prior funded amounts	(\$18,803)		(\$18,803)							
	Total Sandy Beach Commission	\$24,770	\$0	\$0	\$0	\$24,770	\$0	\$0	\$0	\$0	\$0
<b>TOWN CLERK</b>											
	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
<b>Adjustment to remove ten year road program from annual totals</b>											
		\$0	\$1,997,926	(\$285,418)	(\$285,418)	(\$285,418)	(\$285,418)	(\$285,418)	(\$285,418)	(\$285,418)	\$0
	<del>2/18/12 Committee Meeting Grand Total</del>	<del>\$16,023,553</del>	<del>\$1,026,841</del>	<del>\$517,882</del>	<del>\$2,536,525</del>	<del>\$3,838,368</del>	<del>\$3,140,250</del>	<del>\$1,915,250</del>	<del>\$1,661,437</del>	<del>\$1,387,000</del>	<del>\$0</del>
	12/11/12 Committee Meeting Totals w/adjustments	\$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
	Eliminated/Reduced (See Eliminations 2013-2014+)	(\$123,500)	\$0	\$0	(\$64,500)	(\$42,000)	(\$39,000)	(\$39,000)	(\$39,000)	\$0	\$0
	Adjustments from 2013/2014 to Other Years	\$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
	<b>12/18/12 Committee Meeting Grand Total</b>	<b>\$14,311,045</b>	<b>(\$971,085)</b>	<b>\$803,300</b>	<b>\$2,536,525</b>	<b>\$3,838,368</b>	<b>\$3,140,250</b>	<b>\$1,915,250</b>	<b>\$1,661,437</b>	<b>\$1,387,000</b>	<b>\$0</b>
<b>(a) Existing amount equals cumulative previously approved Net Town Cost budgets</b>											
<b>(b) Existing amount equals the net Town cost amount approved last year for the current year 2012/13 budget.</b>											
<b>(c) Grant/other funding for 10 year Road Program is made up of \$1,327,242 Town Aid Road Grants (\$189,606 existing year, \$189,606 2013/14, \$948,030 thereafter) and \$515,466 LoClip Grants (\$73,638 existing, \$73,638 2013/14 and \$368,190 thereafter, all net of fees)</b>											