

LITCHFIELD CAPITAL IMPROVEMENTS COMMITTEE
REGULAR MEETING
TUESDAY, JANUARY 7, 2020
LITCHFIELD TOWN OFFICE BUILDING – 7:00 P.M.

Call to Order: Chairman Fran Carpentier called the meeting to order at 7:03 p.m. with all members present: Fran Carpentier, Barbara Putnam, Michael Kostecki, Sean Fogarty, Raz Alexe, Jim Koser, John Morosani, Amaechi Obi, Erich Marriott and Denise Raap.

Approve Minutes

a) Regular 12/10/19: Denise Raap brought to attention the amendments requested on page 3 regarding Town Hall drainage. **Motion:** J. Morosani moved to approve the minutes of 12/10/19 with amendments, and Sean Fogarty seconded. All voted aye and the motion carried.

Correspondence: F. Carpentier discussed the anonymous letter dated 12/11/19 and said it is not the job of the Capital Committee to be the investigative arm of the Board of Selectmen. He felt it was too late in the process to address this. The fire departments have independent audits separate from the Town. R. Alexe said that he could vouch for Litchfield if Naomi Boccio manages the books there like she does for the Town. Sean Fogarty said he feels confident the capital requests are all legitimate needs that the departments would not ask for if they had the money. The departments operate a bit differently, as some are 501-c3's and some are not. He will check on auditing and tax filing responsibilities in the departments. B. Putnam asked if the committee could meet before November 10, 2020 to go over the policy and discuss questions. D. Raap thought a letter could be sent out to any non-profit we give money to and ask them to submit a 990 to see their assets. F. Carpentier thought this should be a job for the Selectmen rather than Capital. It does not fit in with the mission of the Capital Improvements Committee to act as an auditing or enforcement arm of the Boards of Selectmen or Finance. The Finance Director agreed.

Finalize and Recommend Capital Budget for Presentation to Board of Selectmen

Mr. Carpentier noted from the updated report from the Finance Director that the capital requests stand at \$3,286,826, a reduction from \$3,457,000. Reductions made so far were from the Northfield pavilion roof - \$75,000, Headquarters Road bridge project -\$144,000 and the pick-up truck - \$18,500.

Assessor

The software upgrade was left in.

Board of Fire & EMS Commission

D. Raap reported meeting with Bantam and asking if an engine could be replaced is that would be helpful. She questioned how often Bantam would get a second call that would necessitate the second ambulance. J. Koser noted Litchfield is servicing Morris now and Bantam can be called as well. Sometimes there are accidents that require three ambulances at once. F. Carpentier decided to come back to this item.

Litchfield Ladder 1 – Repair/Refurbish

F. Carpentier said the fire department made a good argument for this investment, and all agreed to leave it.

Park and Recreation

J. Morosani said until there is competence demonstrated in spending approved allocated money on the proper project, he has a hard time approving more. B. Putnam said the presentation was vague. It was agreed to take out all requests but the jams. The jams was left in as it is crucial that everything be in place when they are ready to go. The project must be done quickly to comply with the expiration of the STEAP grant.

Public Works

Vehicles & Equipment: D. Raap reported that the NHCOC will have a new sweeper to use. Raz said there is an opportunity for us to test another sweeper for a month per Raz that has the specs we are seeking. We may also be able to buy a used sweeper. It is the third most important piece of equipment. F. Carpentier was on the fence but was inclined to take it off this year, and D. Raap would also like to defer it. All agreed.

Public Facilities: Only \$10,000 was left in for Town Hall upgrades earmarked for the flooring. Bantam Annex air compressor and hot water heater were also taken out. For the Board of Ed, they pushed out the HVAC unit over the LHS kitchen, as they think they can do the job in-house for \$1,000.

In summary A. Obi reported with the deductions, the total is \$2,693,826. **Motion:** J. Morosani moved to reduce the capital projects request to \$2,693,826, and J. Koser seconded. All voted aye and the motion carried.

Set 2020 Meeting Schedule

Motion: Mike Kostecki moved to approve the draft meeting schedule for CIP 20/21 and E. Marriott seconded. All voted aye and the motion carried.

Adjournment: **Motion:** J. Morosani moved to adjourn at 8:11 p.m. and S. Fogarty seconded. All voted aye and the motion carried.

A handwritten signature in cursive script that reads "Denise Raap".

Denise Raap, Secretary