

**TOWN OF SOMERS
CIP COMMITTEE
SPECIAL MEETING
MONDAY, NOVEMBER 21, 2016
6:00 PM
SELECTMEN'S CONFERENCE ROOM**

1. Call To Order

The meeting was called to order by Michael Parker at 6:02 pm.

2. Members Present

In attendance were Michael Parker, Michael Marinaccio, Bill Boutwell, and Joe Tolisano. Also in attendance were First Selectman Lisa Pellegrini and DPW Director Todd Rolland and Lieutenant Jose Claudio.

3. Status of Prior Appropriations and Bond Projects

Michael Marinaccio handed out the attached Capital Equipment Appropriations Status Report.

A motion was made by Joe Tolisano to close the marked projects totaling \$408 and return the money to Capital Fund Balance, seconded by Bill Boutwell. There was no further discussion and a unanimous decision followed.

Mike informed the Committee that the only outstanding bond projects are Mountain Road, SES & SHS Fire Alarms, and the SES Generator. Mike said that the Mountain Road project is set to go to bid over the winter and the project to start in the spring. It is expected to be an 18-24 month project. Bill Boutwell informed the Committee that they had met with the electrical engineer for the fire alarms and generator and the project was set to go out to bid in December. It is anticipated to be completed in April. He has remaining bond funds of \$283,115 to complete the projects with.

4. Fund Balance Status

Michael Marinaccio handed out the attached Capital Equipment Fund Balance report to the Committee. He also informed the Committee that there is a healthy General Fund Fund Balance and that after reserves there is \$1.7 million of available funds to use as well.

5. Current Year CIP Funding Requests

Todd Rolland presented the need for a security system for Town Hall and Public Works. The request was made for \$26,000. Jose Claudio stated the necessity for this system as well. Michael Parker offered rather than waiting any longer for approvals, to use Town Discretionary Funds to get the project funded.

A motion was made by Joe Tolisano to use Town Discretionary Funds to complete this project request, seconded by Bill Boutwell. There was no further discussion and a unanimous decision followed.

Jose Claudio presented a memo to the Committee requesting to keep a police car that was scheduled for removal for use as a back-up and a car for outside service jobs. The Committee saw no problem with allowing Claudio to keep possession of the car.

6. Update of 10-Year Capital Plan

Finance Board Chairman Jim Persano had written a memo to Dr. Maynard Suffredini requesting that all future capital requests come through the CIP Committee and Board of Finance and to remove the capital line item from their operating budget. The memo was presented to the Committee. It was stated that Bill Boutwell would provide the Town with their current 10-year plan so that we could combine it into the current 10-year plan that we have and could begin to develop a long-term capital strategic plan.

7. Review of Tentative FY 2018 Plan

The attached Potential Capital Equipment Projects ó Town schedule was handed out. Michael Marinaccio informed the Committee that this again is just preliminary and that we would be receiving requests from other departments and the Town would vet all requests before bringing them in front of the Committee.

8. Facilities Assessment Update

Michael Marinaccio gave the Committee members a copy of the Facilities Assessment report that was created by CREC upon their completion of the project. This is still very new and funding sources and time-frame of completion of projects still have yet to be determined.

9. Superintendent's Memo on School Facilities

Dr. Suffredini wrote a memo that was given to the Committee with his thoughts on projects that need to be completed within the buildings. Most of the projects were already addressed by the CREC report. An underground oil tank at the schools has reached the end of its useful life and requires removal. Bill Boutwell was beginning the process to conduct and RFP for this project and funding source for it would be determined after the RFP was complete.

10. BOE Capital Items Update

There was no additional update that wasn't covered in previous topics.

11. Adjournment

A motion was made by Joe Tolisano to adjourn at 7:20 pm, seconded by Bill Boutwell. There was no further discussion and a unanimous decision followed.

Respectfully Submitted,

Brian Wissinger

MINUTES ARE NOT OFFICIAL UNTIL APPROVAL AT A SUBSEQUENT MEETING

**Town of Somers
Capital Equipment Appropriations Status Report
Previously Appropriated Projects
As of November 17, 2016**

<u>Project</u>	<u>Original Appropriation</u>	<u>Amount Spent</u>	<u>Amount Remaining</u>	
Server Upgrade 2017	\$ 70,000.00	\$ 66,645.62	\$ 3,354.38	
Keyless Entry FD	\$ 8,200.00	\$ 8,200.00	-\$	(1)
Tire Chains FD	\$ 5,000.00	\$ 5,000.00	-\$	(1)
Thermal Imager FD	\$ 8,700.00	\$ 8,699.00	\$ 1.00	(1)
Bunker Gear	\$ 20,000.00	\$ 7,616.92	\$ 12,383.08	
Radar Sign	\$ 15,500.00	\$ 15,445.00	\$ 55.00	(1)
BOE Van	\$ 22,000.00	\$ 21,648.00	\$ 352.00	(1)
BOE Discretionary	\$ 50,000.00	\$ -	\$ 50,000.00	
Town Discretionary	\$ 50,000.00	\$ -	\$ 50,000.00	
			\$	
(1) Projects to Be Closed			408.00	

**Town of Somers
Capital Equipment Fund Balance
Available FY17 Funds**

Beginning Fund Balance	\$ 703,762
Add: STIF Interest Income YTD	\$ 526
Add: General Fund Contribution FY17	\$ 250,000
Add: Sale of Capital Equipment	\$ 50,678
Add: Retainage Received For School Roofs	\$ 58,199
Less: Prior Year CIP Appropriations	\$ (486,044)
Less: Committed Bond Funds	\$ (283,115)
Available Fund Balance	<u>\$ 294,007</u>

LoCIP

Current LoCIP Balance	\$ 266,759
Add: LoCIP Appropriation 3/1/2017	\$ 88,675
Total Available Balance on 3/1/2017	<u>\$ 355,434</u>

TAR Fund

Beginning Balance 7/1/2016	\$ -
Add: August Payment 1 of 2	\$ 133,959
Add: February Payment 2 of 2	\$ 133,959
Add: MRSA Grant (June)	\$ 88,324
Less: Road Maintenance	\$ (258,110)
Estimated Ending Fund Balance	<u>\$ 98,132</u>

**POTENTIAL CAPITAL EQUIPMENT PROJECTS - TOWN
FISCAL YEAR 2017 - 2018**

PROJECT SUMMARY DESCRIPTIONS	FY <u>2017 - 2018</u>
LIGHT DUTY VEHICLES	
1-Ton Dump/Plow	\$ 85,000
Town Hall Pool Car	\$ 25,000
Recreation Dept. Van (50%)	\$ 17,500
Total Light Duty Vehicles	<u>\$ 127,500</u>
SMALL EQUIPMENT	
Roller	\$ 45,000
Aerator/Overseeder	\$ 15,000
Total Small Equipment	<u>\$ 60,000</u>
HEAVY EQUIPMENT	
Tractor/Mower	\$ 135,000
Total Heavy Equipment	<u>\$ 135,000</u>
INFRASTRUCTURE IMPROVEMENTS	
On-Spot Tire Chains	\$ 5,000
Total Infrastructure Improvements	<u>\$ 5,000</u>
LEASES	
School Roofs	\$ 19,300
FY16 Lease (Dump Truck/Loader)	\$ 66,309
FY17 Lease (Dump Truck/Backhoe/Trailer)	\$ 48,397
Total Leases	<u>\$ 134,006</u>
OTHER	
Town Discretionary	\$ 50,000
BOE Discretionary	\$ 50,000

Total Other

\$ 100,000

Total FY 18 Project List

\$ 561,506