

Minutes of Litchfield Budget Committee

December 15, 2014

Present: Rodney Allen, David Blocher, Don Jenkins, Richard Lane, Pat Soboleski,
Elton Wade, Trudy Lamoreau (Town Manager)

Absent: Judy Bourget

1. Reviewed and updated minutes from Nov 17 meeting. Para 6 changed “Sabattus and Litchfield” to “Sabattus and Wales”.
2. Met with Town Manager, Trudy Lamoreau regarding progress on preparing a Capital Improvements Plan:
 - a. The Selectmen would like to have the Budget Committee meet with them to go over the objectives, scope and uses of the plan. It was agreed to try to set this up for Monday, January 26.
 - b. The Fire Dept. has prepared an inventory and proposed replacement schedule of equipment and facilities. Public Works is working on the same.
 - c. One of the PW trucks is on its last legs and will need to be replaced very soon.
 - d. The need for funds to support the new Roads and Bridges Plan is expected to be large and critical.
 - e. Don Jenkins put the items listed in the Town’s insurance inventory into a spreadsheet as an aid to identifying items for the CIP inventory. This will need to be expanded and replacement dates added.
3. Reviewed a draft of the CIP Process document:
 - a. David will meet with Trudy to revise steps and dates as needed.
 - b. We agreed to define a Capital Item as equipment, facility, or other item which has a value not less than \$10,000 or more and a useful life not less than 5 years.
4. David collected contact information for Budget Committee members and will publish this with the minutes of this meeting.
5. Next meeting is at 6:30 PM on Jan 19 in the Town Hall. Agenda items include:
 - a. Update on progress of CIP
 - b. Update on matters impacting Town revenues and expenses
 - c. Prepare talking points for meeting with Selectmen on January 26

Respectfully submitted,

David Blocher, Acting Secretary