LONG-RANGE CAPITAL IMPROVEMENTS COMMITTEE
SPECIAL MEETING MINUTES
January 26, 2022

The meeting was called to order at 7:03 pm by First Selectman Irene Haines.

In Attendance:

Members:
Erik Anderson, Board of Education
James Curtin, Planning & Zoning Commission designee
Irene Haines, First Selectman
Patricia Stricker, Board of Education
Harvey Thomas, Board of Finance

Also in Attendance:
Don Angersola, Facilities Director
Tracey Gionta, Board of Finance
Cindy Hughson, Assistant to Superintendent of Schools
Brian Reas, Superintendent of Schools
Cindy Varricchio, Finance Director

APPROVAL OF THE AGENDA

Motion made by Ms. Stricker to approve the agenda as written. Mr. Thomas seconded the motion and it was unanimously approved. Motion carried.

APPROVAL OF THE MINUTES

Special Meeting of October 19, 2021 – The committee members reviewed the minutes of the October 19, 2021 meeting.

Motion made by Ms. Haines to approve the minutes of the special meeting of October 19, 2021 as written. Mr. Anderson seconded the motion, Ms. Haines and Ms. Stricker abstained from the vote, and the motion was approved by a majority of ayes. Motion carried.

NEW BUSINESS

A. **Review of Capital Improvement Program** – Ms. Haines asked Ms. Varricchio to provide an update on the Town's capital projects. Ms. Varricchio distributed copies of the Board of Finance's Capital Improvements policy and noted the difference between the Town's Capital Plan (a 10-year projection) and its Capital Budget (the approved capital items for a specific year). She reviewed the definition of a capital item and how the Town ranks its requests for capital projects/purchases. She also distributed a printout from ClearGov of the building and improvement capital items that have been proposed for funding for the next ten years.

   The Committee members discussed the following proposed capital purchases/projects and weighted the requests in accordance with Board of Finance policy:

   - **High School Athletic Complex (BOE):** The Committee members discussed this capital project and provided it with a weighted ranking.

   - **Middle School Athletic Fields Irrigation System (BOE):** Superintendent Reas provided some background on this capital request. He responded to several questions and the Committee provided the project with a weighted ranking.

- **System Wide HVAC Upgrades (BOE):** Superintendent Reas provided some background on this capital request. In response to a question raised by Mr. Thomas, he confirmed that the proposed upgrades would improve air quality in the schools. He further stated that the HVAC upgrades have been coupled with several other related capital projects, therefore creating a synergy that the Capital Projects review system views favorably. He responded to several additional questions and the Committee provided the proposed project with a weighted ranking.

- **Public Works Storage Shed:** Ms. Varricchio and Facilities Director Angersola provided background on this request. The Committee members discussed this capital project and provided it with a weighted ranking.

- **Recreation Fields on the Municipal Facilities Site:** Discussion of this capital project was postponed until the Committee could speak with Parks and Recreation Director Conroy.

- **Modernization of Classrooms (BOE):** Superintendent Reas advised that the Board of Education is requesting $100,000 be funded each year to respond and adapt to technological advances as needed. He responded to several questions and the Committee provided it with a weighted ranking.

- **Repairs to the Public Works Building and Fire Company #2:** Facilities Director Angersola provided the background on this capital project. He responded to several questions and the Committee provided it with a weighted ranking.

- **Community Playground:** Discussion of this capital project was postponed pending clarification of the proposed location for the playground by Parks and Recreation Director Conroy.

- **Middle School Fire Alarm Upgrades (BOE):** Superintendent Reas provided some background on this capital request. He responded to several questions and the Committee provided it with a weighted ranking.

- **Rathbun Library Windows:** Discussion of this capital project was postponed.

- **Security Cameras at Public Works' and Other Town Buildings:** Discussion of this capital project was postponed.

- **Harris Property Water System:** The Committee members discussed this capital project and provided it with a weighted ranking.

- **Upgrades to the Municipal Office Building Phone System:** The Committee members discussed this capital project and provided it with a weighted ranking.

- **System Wide Gym Floor Maintenance (BOE):** Superintendent Reas provided some background on this capital request. He responded to several questions and the Committee provided it with a weighted ranking.

- **New Library:** Discussion of this capital project was postponed.

- **Score Board for the Middle School Soccer Field (BOE):** Mr. Reas advised that the Middle School owns a score board but funding is needed for engineering the installation and to run electricity to it. He responded to several questions and the Committee provided the project with a weighted ranking.

- **Fire Company 2 Overhead Doors:** Facilities Director Angersola provided the background on this capital request and the Committee members agreed to postpone ranking the project until he receives the estimate for the work.

- **Elementary School Playground Equipment (BOE):** Mr. Reas advised playground equipment is needed for the Pre-K program. He responded to several questions and the Committee provided the request with a weighted ranking.

- **Town Meeting Hall Windows:** Discussion of this capital project was postponed.

B. **Other:** There were no additional New Business items discussed at the meeting.

GENERAL DISCUSSION

A. **Long-Range Capital Improvement Committee Future Meeting Dates**: The Committee reviewed their calendars and agreed to schedule a meeting for February 3, 2022, at 6:00 p.m.

B. **Other:** There were no additional General Discussion items discussed at the meeting.

AUDIENCE OF CITIZENS

There were none.

The meeting adjourned at 8:55 pm.

Respectfully submitted,

Sharon Wheeler
Recording Secretary