LONG-RANGE CAPITAL IMPROVEMENTS COMMITTEE
SPECIAL MEETING MINUTES
November 17, 2022

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

In Attendance:

Members:
Erik Anderson, Board of Education
Joseph Corbett, Board of Finance
Tracey Gionta, Board of Finance
Irene Haines, First Selectman
Patricia Stricker, Board of Education

Also in Attendance:
Don Angersola, Facilities Director
Robert Funk, Finance Director
Cindy Hughson, School Business Manager
Brian Reas, Superintendent of Schools

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Special Meeting of February 3, 2022 – The committee members reviewed the minutes of the February 3, 2022 meeting.

Motion made by Ms. Stricker to approve the minutes of the Special Meeting of February 3, 2022 as written. Mr. Reas seconded the motion, Ms. Gionta abstained from the vote, and the motion was approved by a majority of ayes. Motion carried.

NEW BUSINESS

A. **Review of Capital Improvement Program – FY 2023** – Ms. Haines recognized Mr. Funk who reviewed the projected budget process calendar and distributed a report of the approved FY2022-2023 Capital Projects with their current status. The Committee reviewed the report and there was a brief discussion.

B. **Review Process of FY 2024 Capital Improvement Plan Development**

Mr. Funk stated he would be sending out a request to all department heads to submit their capital requests for FY2023-2024 by December 19th. He recommended the Committee reconvene immediately following the Christmas break to begin ranking the FY2024 Capital Improvement requests. There was a general discussion regarding several approaches to prioritize the ranking of the requests and the consensus was to decide on the most efficient method after the Committee reviews a comprehensive list of Capital requests.

In response to a request from the Committee, Ms. Hughson agreed to provide them with a spreadsheet of the current 10 year plan of Capital Requests. Ms. Sticker and Ms. Gionta requested the list include the fiscal year each request was approved.

The group discussed potentially excluding Capital requests related to on-going regular maintenance and replacement of equipment from the ranking process. They agreed that those type "operating projects" can be segregated from the other, generally one-time, requests.

C. **Other** – There was no other New Business discussed at the meeting.

GENERAL DISCUSSION

A. **Long-Range Capital Improvement Committee Future Meeting Dates** – The Committee agreed to meet on December 15, 2022 at 5:00 p.m. They discussed establishing a schedule of regular meetings throughout the year for the future. The committee recommended moving up the deadline for the submittal of capital requests that will need additional funding in the FY24 budget so that eh committee can begin reviewing them at its December 15 meeting.

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

AUDIENCE OF CITIZENS

There were no citizens in attendance at the meeting.

ADJOURNMENT

Motion made by Ms. Stricker, to adjourn the meeting. Mr. Reas seconded the motion and it was unanimously approved. Motion carried.

There being no additional items to discuss, the meeting adjourned at 7:43 pm.

Respectfully submitted,
Sharon Wheeler /s/
Recording Secretary