LONG-RANGE CAPITAL IMPROVEMENTS COMMITTEE
SPECIAL MEETING MINUTES
February 9, 2023

In Attendance:

Members:
Erik Anderson, Board of Education
Crary Brownell, Planning & Zoning Commission
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

CALL TO ORDER

First Selectwomen Haines called the meeting to order at 5:02 pm and the attendees said the pledge of allegiance.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES

Special Meeting of December 15, 2022 – The committee members reviewed the minutes of the December 15, 2022 meeting.

Motion made by Ms. Stricker to approve the minutes of the December 15, 2022 meeting as written. Mr. Anderson seconded the motion, and it was unanimously approved. Motion carried.

NEW BUSINESS

A. Review list of known capital requests and complete step 1 of ranking for any requests that have not yet been given a step 1 ranking

Finance Director Funk provided an overview of the process that will be used to do the step 1 ranking. The group agreed to review projects that have not yet been ranked and then, go back and review any previous rankings, if necessary.

The following capital requests were reviewed and priority ranked:

- Nathan Hale Ray High School Fire Panel upgrade
- Heritage Park Walking Path Lighting
- Systemwide Backup Server
- Assessor Revaluation
- Nathan Hale Ray Middle School Exterior Basketball Court
- Library Network Rebuild – the group considered combining this capital request with the Wireless Access Points Update project
- Softball Field Design

B. <u>Review step 1 ranking and determine which requests should have step 2 ranking completed, based on step 1 ranking and fiscal year that funding would be required</u>

This agenda item was postponed.

C. <u>Complete step 2 ranking for the above list</u>

Mr. Funk provided an explanation of how step 2 ranking works to develop a multiplier. The following capital requests were reviewed, given a step 2 ranking, and several were modified:

- Municipal Office Complex – Wireless Network Access Points
- Municipal Office Complex – Video Conferencing System – Future Replacements & Upgrades
- Municipal Office Complex – Gymnasium Video Conferencing System/Speakers
- Municipal Office Complex – Phone System Upgrades for Offsite Municipal Building Locations
- Grange Hall Brick Wall Rot Repair
- Grange Hall Window Replacements
- Town Meeting Hall Window Replacements
- Rathbun Library Window Replacements/Insulation Upgrade
- Registrars Voting Machines
- Grant Writing Services
- Recreation Department – Community Playground
- Recreation Department – Complementary Climbing/Sliding Structure at Town Beach
- Recreation Department – Municipal Office Complex Field Plan
- Lake Hayward Dam Repair
- Land Use/EDC – Moodus Center Concept Design Study for a Master Plan – *revised to reflect $20k current approved and $20 requested for FY2024*
- Moodus Sidewalks from Municipal Office Complex to East Haddam Free Library - *eliminated*
- Facilities Director Service Truck
- Electricity to Nicols Field
- Heritage Park Walking Track Lighting
- Assessor Revaluation
- Library Network Rebuild

- Redevelopment Agency –
    - Environmental Services
    - Tax Incremental Financing Services
    - Marketing & Appraisal Services – *moved to Agency's operating budget*
    - Legal Services – *moved to Agency's operating budget*
    - Charette Provider – *moved to Agency's operating budget*

- BOE –
    - Systemwide HVAC project – *the group agreed to change the cost of this project from $2.6M to $4.2M (the amount of the state grant for which the BOE applied)*
    - Nathan Hale Ray High School Athletic Complex Equipment
    - Nathan Hale Ray High School Fire Panel Upgrade
    - Nathan Hale Ray High School PA System
    - Nathan Hale Ray High School Office Carpet
    - Nathan Hale Ray High School Stage Lighting
    - Nathan Hale Ray High School Tech Ed Building
    - Nathan Hale Ray High School Softball Field Score Board
    - Nathan Hale Ray High School Library Furniture
    - Nathan Hale Ray High School – Engineering Study and Design Specifications – *changed to Nathan Hale Ray High School Renovations Study*
    - Nathan Hale Ray Middle School Field Irrigation – *pushed out to FY2025*
    - Nathan Hale Ray Middle School Exterior Sealing & Painting
    - Nathan Hale Ray Middle School Exterior Basketball court
    - Elementary School Fire Alarm
    - Elementary School Furniture
    - Elementary School Parking Lot & Sidewalk Improvements
    - Systemwide Cafeteria Equipment
    - Systemwide Modernization of Learning Environments
    - Systemwide Interior Paint
    - Systemwide Carpet/Flooring Replacement – *FY2024 expense reduced to $20k*
    - Systemwide Field Improvements
    - Systemwide Zero-Turn Mower #1
    - Systemwide Maintenance Van
    - Systemwide Backup Server

- Public Works
    - Falls Basham Road Culvert Replacement
    - Annual Road Reclamation & Paving
    - Road Improvement Materials
    - Pavement & Shim Overlay
    - T470 Dump Truck #9
    - T470 Dump Truck #8
    - Grounds Maintenance Service Truck 31EM
    - Grounds Maintenance Riding Mower #1 – *moved to FY2025*
    - Grounds Maintenance Ventrac Tractor
    - 2002 John Deere 544 Loader

- Fire Department –
    - Brush Truck – *moved out 1-year*
    - Air Pack Replacements
    - Fire Hose

- Emergency Management
    - Out-of-Cycle Replacement of Radio Equipment – Mobiles & Portables
    - Replacement of Radio Equipment – Tower Sites

First Selectwoman Haines agreed to email the Committee members a list of the ranked project priorities.

D. Other

There was no other new business discussed at the meeting.

GENERAL DISCUSSION

A. **Long-Range Capital Improvement Committee Future Meeting Dates**

The Committee members supported Ms. Haines' recommendation to meeting quarterly going forward. They agreed that the next meeting of the LRCIC should be scheduled in June 2023.

B. **Other**

Mr. Brownell expressed his frustration that, once again, there had been no discussion of how the Town could do more studies to raise the funds to pay for the capital plan. He stated that, in his opinion, the capital funds allocated to developing a master plan for Moodus is significantly under-funded.

Mr. Funk stated that the LRCIC's responsibility is to rank the merit of capital requests submitted. It is the submitting department's responsibility to determine if the request should be increased. There was a general discussion regarding the Moodus Concept Design Study for a Master Plan capital request and the request was revised to reflect $20k in the current Land Use capital budget and an additional $20k requested for FY2024.

Ms. Haines advised that she has also applied for a USDOT Thrive grant for technical expertise to develop the Moodus Master Plan. She noted that once a master plan is developed, the Town could apply to several other granting authorities that might underwrite aspects of the plan.

Ms. Gionta and Ms. Haines commented that there are also a number of capital projects that were reviewed and ranked that will improve the quality of life in the Town which can ultimately result in an increase to the Grand List.

AUDIENCE OF CITIZENS

There were no citizens in attendance at the meeting.

ADJOURNMENT

There being no additional items to discuss, the meeting adjourned at 8:15 pm.

Respectfully submitted,
Sharon Wheeler /s/
Recording Secretary