LONG-RANGE CAPITAL IMPROVEMENTS COMMITTEE
SPECIAL MEETING MINUTES
March 7, 2024

In Attendance:

Members:

Jacqui Endorf, Board of Education
Crary Brownell, Planning & Zoning Commission
Joseph Corbett, Board of Finance
Irene Haines, First Selectman
Patricia Stricker, Board of Education
Harvey Thomas, Board of Finance
Keira Thompson, Board of Education

Also in Attendance:

Don Angersola, Facilities Director
Valerie Belles, Finance Director
Cindy Hughson, School Business Manager
Jay Moreau – citizen
Erik Dill - citizen

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 MINUTES

Special Meeting of February 9, 2023 – The committee members reviewed the minutes of the February 9, 2023 meeting.

Motion made by Ms. Stricker to approve the minutes of the February 9, 2023 meeting as written. Mr. Brownell seconded the motion carried with three ayes and four abstentions.

NEW BUSINESS

A. Review of Capital Improvement Program – FY2025

First Selectwoman Haines provided opening comments and BOE Business Manager Hughson provided an overview of the process that will be used to score/rank FY2025 Capital requests.

The following Town Capital requests were reviewed, and priority ranked as needed:

- Assessor Revaluation ($38k) – previously ranked.
- Annual Work on Cemetery Improvements and Surveys ($8k) – scored.
- Economic Development Commission – Bike Path ($12k) – it was agreed to postpone ranking this Capital request.
- Emergency Management Out of Cycle Replacement of Radios Equipment -Mobiles and Portables ($10k) – previously ranked.

- Emergency Management Replacement of Radio Equipment -Tower sites ($10k) – previously ranked.
- Fire Department Air Replacement Packs ($50k) – scored.
- Fire Company 1 Generator Replacement ($50k) – scored.
- Fire Department Engine/Rescue Combination Apparatus ($1.5M) – it was agreed that more information is necessary before this item can be ranked.
- Fire Department Thermal Imaging Camera ($15k) – scored.
- Grounds Maintenance Riding Mower #1 – Mr. Angersola is looking into leasing this piece of equipment. Consequently, it will be moved to the Operating budget - scored.
- Grounds Maintenance Ventrac Tractor ($20k) – this item was scored and moved to the FY2026 Capital budget.
- John Deere 5075E Cab Utility Tractor ($63k) - ARPA funds will be used to purchase this piece of equipment; consequently, it was agreed to remove it from the FY2025 Capital budget.
- Rathbun window replacement/insulation upgrade ($35k) – it was agreed to close out this Capital request.
- Police Cruiser 60 ($67k) - scored.
- Body Armor ($10k) - scored.
- Public Works AP Gates Culvert Replacement ($801.7k) - scored.
- Public Works Pavement/Shim Overlay ($128k) - scored.
- Public Works Garage Gutters & Siding Front of building ($50k) - scored.
- Roads Management Plan Consultant ($80k) - scored.
- Sheepskin Hollow Road South Bridge Replacement ($100k) - scored.
- Public Works Wain Roy Swinger Bucket ($12k) – scored.
- Complementary Climbing and Sliding Structure at Town Beach ($50k) – scored.
- Recreation Municipal Office Complex Field Plan ($150k) – scored.
- Recreation Community Playground ($100k) - scored.
- Replace wall/stage mats and padding in municipal gym ($12,815) - scored.
- Redevelopment Agency - Environmental Services ($25k) – scored.
- Redevelopment Agency - Grant writing services ($50k) – scored.
- Wireless Network Access Points ($40k) – previously ranked.
- Senior Center Air Conditioner ($13k) - scored.
- Library Network Rebuild ($6k) – it was agreed to remove this from the FY2025 Capital budget.
- Design for Transfer Station Attendant Office/Break Area, Design for Hopper Cover ($20k) – scored.

The following Board of Education Capital requests were reviewed and priority ranked as needed:

- System-wide Cafeteria Equipment ($25k) – this item was scored and Ms. Stricker noted that it is her understanding that other municipalities have received reimbursement from the state for cafeteria equipment capital expenditures and she encouraged the BOE to do the same.
- Elementary School Grade K/1 Playground Equipment ($20,550) - scored.
- High School State Curtains ($100k) – scored.
- Elementary School Kitchen Serving Line ($30k) – scored.
- Elementary School Sidewalk Repair/Replace - Interior Courtyard ($82K) – scored.
- High School Fiber to Field House ($17k) – scored.
- High School Office Carpet ($16,694) - scored.
- High School Fiber to new Vo-Tech Building ($15k) - scored.
- High School Field House Roof Replacement ($25k) - scored.
- High School Hot Water Holding Tank ($100k) – this item was scored and Mr. Angersola confirmed that the FY2025 Capital request could be reduced to $50k.
- Soccer Field Team Seating ($35k) – it was agreed to defer this Capital request to the future.

- High School Track Gator ($15k) – ARPA funds will be used to purchase this piece of equipment; consequently, it was agreed to remove it from the Capital budget.
- Middle & High School Air-conditioning Units ($35k) - scored.
- Middle School – Replacement of 2 Hot Water Heaters ($55k) - scored.
- Middle School Horn Strobes ($10k) – scored.
- Middle School Kitchen Cooler ($10k) – it was agreed that more information is necessary before this item can be ranked.
- High School Courtyard Improvements ($25k) – it was agreed to defer this Capital request to the future.
- Middle School Tile Replacement - Main Corridor ($48k) - scored.
- Middle School Office Carpeting ($20k) – it was agreed to defer this Capital request to the future.
- High School Office Carpet ($16, 694) - scored.
- System-Wide Gymnasium Floors ($25k) - scored.
- System-Wide IAQ Testing ($38k) – scored.
- System-Wide Interior Key Lock/Swipe System ($55k) - scored.
- System-Wide Maintenance Truck with Plow ($30k) - scored.
- System-Wide Mandated Radon Testing ($12k) - scored.
- System-Wide Padding on All Exterior Basketball Poles ($10k) - scored.
- System-Wide Radios ($10k) - scored.
- System-Wide Security Camera Updates ($15k) - scored.
- System-Wide Ventrac Riding Snowblower ($25k) – Mr. Angersola confirmed that he is researching leasing this piece of equipment, in which case, the Capital request should be moved to the Operating budget.
- Wireless Network Access Points ($40k) – previously ranked.
- System-Wide Zero-Turn Mower #1 ($18k) - scored.
- System-Wide Carpet/Flooring Replacement ($20k) - scored.
- System-Wide Modernization of Learning Environments ($100k) – it was agreed to reduce the amount of this Capital request to $50k for FY2025.
- High School stage lighting ($150k) – Mr. Angersola confirmed that he hopes to hear soon whether or not the BOE will receive a grant from Eversource for this Capital item.
- System Wide Interior Paint ($15k) - scored.
- Middle School Exterior Sealing and Painting ($25k) - scored.

Ms. Hughson advised that the Capital request of $25k for a system-wide maintenance truck (C0259) could be removed from the FY2025 BOE Capital budget because this vehicle has already been purchased.

In response to a question raised by Ms. Stricker, Mr. Angersola confirmed that the scoreboard at the softball field is operational and does not need to be replaced; however, he has ordered a new controller for it at a cost of approximately $1,400.00.

B. <u>Other</u>

There was no other new business discussed at the meeting.

GENERAL DISCUSSION

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

There was a general discussion regarding when to schedule the Committee's next meeting. Ms. Stricker noted the Committee should begin to consider future and long-term planning for Capital needs, such as the High School, at its next meeting. The consensus was to schedule another meeting in June 2024.

B. **Other**

There was no other general discussion at the meeting.

AUDIENCE OF CITIZENS

The following audience comments were raised at the meeting:

- Mr. Moreau noted that the proposed new High School stage curtains should be fire-retardant but the risk to firefighters from the use of cancer-causing agents to do so should also be considered. He stated that it is not mandatory that the Fire Department replace their thermal imaging cameras every two years and Ms. Stricker concurred. Ms. Stricker agreed to evaluate the cameras being used by the Fire Department and make a recommendation as to their life span. Mr. Moreau expressed support for the plan to update the office/breakroom for the Transfer Station's attendants. He encouraged the Town to locate the office/breakroom away from the hopper shed.

- Mr. Dill encouraged the BOE to fund Capital projects for IT infrastructure before funding related hardware.

ADJOURNMENT

There being no additional items to discuss, a motion was made by Ms. Stricker to adjourn the meeting at 7:44 p.m.

Respectfully submitted,
Sharon Wheeler /s/
Recording Secretary