Long Range Capital Improvements Committee
Municipal Office Complex
Meeting Room 1
August 22, 2024
Special Meeting Minutes

Present: I. Haines – First Selectman
H. Thomas – Board of Finance
Dr. T. DeBrito – Superintendent of Schools
P. Stricker – Board of Education Chairman
J. Endorf – Board of Education member
K. Thompson – Board of Education member
C. Brownell – Planning & Zoning Commission Chairman
V. Belles – Town Finance Director
C. Hughson – School Business Manager

1. First Selectman Haines called the meeting to order at 6:00 p.m. and the attendees said the Pledge of Allegiance.

2. Approval of Minutes – Special Meeting of March 7, 2024

   Motion made by Ms. Stricker, seconded by Mr. Brownell, to approve the minutes of the Special Meeting of March 7, 2024 as written. Unanimous aye.

3. New Business

   A. Review of 10-Year Capital Improvement Items – Ms. Haines called the Committee members' attention to the list of 10-year Capital Improvements items. She stated that she plans to meet with department heads to verify that the items on the list are still a priority. Ms. Hughson reviewed the Board of Education's Capital Improvements list, provided a brief update on the projects, and responded to several questions.

   Ms. Haines recommended postponing any further discussion of the 10-year Capital Improvements list until she has had an opportunity to get input from the department heads and the Committee members concurred with her recommendation.

   B. Improvements to Capital Improvement Program Discussion – First Selectman Haines provided a brief overview of the ranking process and noted that each project is judged independently and not in comparison to the other projects on the list.

   Mr. Thomas noted that the ClearGov software includes a ranking program and suggested the Committee review the settings and adjust them to appropriately represent the Town's goals.

There was a general discussion about the current ranking process and the Committee proposed the following modifications:

- Identify recurring capital projects and establish a separate category for them.
- Scheduled replacement of capital items should be assigned a slightly higher priority ranking.

- The 10-year list should be categorized or color-coded by funding source (i.e. taxation, bonding eligible, state/federal grant eligible, reserves, etc.).
- Department heads should be strongly encouraged to include a specific funding source on ClearGov rather than using "TBD".
- Invite department heads to the LRCIP Committee meetings when their capital projects requests are being considered to address questions the Committee may have about their proposals.

In response to a suggestion from Ms. Stricker about assigning funds freed-up from paying off bonding to items already on the 10-year plan before entertaining new capital requests, Ms. Belles provided an overview of the Town's capital savings plan. She responded to questions and stated she would invite Mr. Lindsey, the Town's Financial Advisor, to the LRCIC Committee's next meeting to explain the Town's plan for future bonding as well as how its capital savings plan works.

Ms. Haines advised that she, Mr. Thomas, Mr. Corbett, and Finance Director Belles will review and streamline the capital projects ranking questions. She also stated that, for the Committee's next meeting, Ms. Belles will color-code the 10-year Capital Improvements list by funding source and isolate those projects that are recurring items on separate list.

Ms. Stricker suggested considering the proposed capital projects at the beginning of the budget season rather than the end.

4. General Discussion

   A. Long Range Capital Improvements Committee Future Meeting Dates - The Committee members agree to schedule their next meeting for October 23, 2024 at 6:00 p.m.

   B. Other – There were no other topics discussed at the meeting.

5. Adjournment

There being no additional business to discuss, a motion was made by Ms. Endorf, seconded by Mr. Brownell, to adjourn the meeting at 7:15p.m.

Recorded

Respectfully submitted,
Sharon Wheeler, Recording Secretary