Capital Improvements Committee
Municipal Office Complex
Meeting Room 1
December 4, 2024
Special Meeting Minutes

Present: D. Angersola – Facilities Manager
V. Belles – East Haddam Finance Director
C. Brownell – Planning & Zoning Commission Chairman
Dr. T. DeBrito – Superintendent of Schools
I. Haines, First Selectman
C. Hughson – School Business Manager
P. Stricker – Board of Education Chairman
H. Thomas – Board of Finance
K. Thompson – Board of Education member
And members of the public

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 October 23, 2024

   MOTION MADE BY MS. STRICKER, SECONDED BY MS. THOMPSON, TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF OCTOBER 23, 2024 AS WRITTEN. UNANIMOUS AYE.

3. New Business

   A. Improvements to Capital Improvement Program Discussion – First Selectwoman Haines stated that, as requested at the October 23rd meeting, the participants would find individual charts in their meeting packets categorized by ranking, department, and recurring vs. one-time unranked capital projects.

   B. Review of 10-Year Capital Improvement Items – Ms. Belles explained how she, Mr. Thomas, and Ms. Hughson had made some refinements to the ClearGov capital projects tracking program and she reviewed updates to the screening and scoring methods. She recommended the committee consider the unranked projects by how they are prioritized in the submitted requests.

   There was a general discussion about whether or not recurring capital expenses should be considered maintenance items in the related department's Operating Budget. Mr. Thomas suggested categorizing recurring capital items into mandatory and discretionary (i.e. recurring but with some flexibility). The Board members reviewed the list of recurring capital projects and segregated those projects that fell into the mandatory category.

Ms. Hughson created the two distinct lists for the recurring capital requests and distributed the charts to the Board. Mr. Thomas offered that the sub-committee of himself, Ms. Belles and Ms. Hughson could review and refine the two lists created bring them to the next meeting for the Board's consideration. The Committee members agreed with his proposal.

The group discussed next steps and Ms. Haines stated she will ask the Town's department heads to input any new capital requests into ClearGov by mid-January. Mr. Thomas stated that, once department heads have submitted their 2025-2026 capital requests, the sub-committee can do an initial review and screening of those requests prior to the full Committee's review and ranking of the one-time capital requests. The Committee members agreed to Mr. Thomas' suggestion.

4. General Discussion

   A. Long Range Capital Improvements Committee Future Meeting Dates - The Committee members agreed to schedule their next meeting for January 29, 2025 at 6:00 p.m.

   B. Other – There were no other items discussed by the Committee.

5. Audience of Citizens

   There were no citizen's comments brought up at the meeting.

6. Adjournment

   THERE BEING NO ADDITIONAL BUSINESS TO DISCUSS, A MOTION WAS MADE BY MS. THOMPSON, SECONDED BY MR. THOMAS, TO ADJOURN THE MEETING. UNANIMOUS AYE.

   The meeting was adjourned at 7:20 p.m.

Recorded

Respectfully submitted,
/s/
Sharon Wheeler, Recording Secretary