

CAPITAL ACQUISITION, PLANNING AND ALLOCATION COMMITTEE
Tuesday, December 13, 2022
Special Meeting – Town Hall
Minutes

The Capital Acquisition, Planning and Allocation committee held a meeting on Tuesday, December 13, 2023 at 7 p.m. with First Selectman Pam Sawyer presiding. Also, in attendance were: selectman Robert Morra, Interim Administrative Officer Jim Rupert, Superintendent Kristin Heckt, BOE member Scott Rich, BOF members: Kristen Gourley, Mather Clark and Ross Lally, Chief Financial Officer Jill Collins and Town-wide Facilities Director John Butrymovich.

Missing: Carl Preuss

R. Morra – the \$811,289 projected for 2024 – can't move ahead with this number – too high.

1. Call to Order.

P. Sawyer called the meeting to order at 5:52 p.m.

2. Public Comment.

None.

3. Discussion on CAPA Budget.

J. Butrymovich received a quote for NRMC work on the classrooms. Looking to convert two rooms into one large room with dividing wall. Potentially use as a polling place later on. \$400,000.

J. Rupert will recommend the BOS allow us to apply for the T.R.I.P. grant. \$800,000 project will require a 20% match. This would be for the Lyman Road culvert project. 4 grants will be awarded this time and if we don't receive funding this time around then we can also apply for the next round.

C. Preuss has two thoughts that P. Sawyer shared with us because he couldn't be here this evening. 1. "Seed Money" - we should use the fund balance as long as there is sufficient funds and a mechanism is in place to

replenish it the next fiscal year. We should check with the auditor and see how other municipalities deal with matching funds for grants. 2. Which R. Morra eluded to is using broader categories in the Capital Reserve Fund. Instead of using a category for a specific item a broader title might be an option. (i.e. instead of having specific categories labeled we have a broader category "Vehicle Replacement" – that you can track internally and if something comes in under budget the funds would stay in the category and be used for another allocation in the future.

TOWN (CIP): (minimum to be spent last year was \$462,000)

Line item #:

5. B & G Scag Mower Replacement – possible Trails grant could be gotten for this purchase as it will be used on the trails as well as other areas around town. Grant would probably need a match but not sure how much right now. Application due end of January.

9. Firehouse Radio Comm. – Is this an immediate need or a want?
Drop to \$25,000 and leave in 2024 and move remainder in 2025.

10. Firehouse Utility Task Vehicle – Is this an immediate need?

11. Heritage Farm Restoration and Code Compliance – reduce to \$15,000 for 2024.

12. Herrick Park Furnace – Push off until 2025.

14. Herrick Park Soccer Fields – leave for right now. Will revisit later.

25. Senior Center Reception Area – reduce by \$5,000 in 2024. Use off the shelf cabinetry to save \$\$\$.

26. Senior Center Van (minivan) – Do we need this right now? Larger van was not used as much during COVID. Have our mechanic check the minivan and tell us what type of shape it's in. Ask Carrie to check for any grants that

might be available for this vehicle. Drop to \$20,000 for 2024 and \$25,000 for 2025.

30. Town-wide Facility Study – it was agreed that this cannot be changed and needs to be completed so both the Town and BOE can move forward with applying for other grants.

BOE (CIP)

Line Item #:

R. Morra – the \$811,289 projected for 2024 – can't move ahead with this number – too high.

3. Center School Fire Alarm System Upgrade – J. Butrymovich just got quote – put \$40,000 in for 2024.

14. High School Public Address System – this amount needs to stay as this is both a fix and an upgrade for the high school.

Next meeting is scheduled for January 18, 2023 at 5:30 p.m.

4. Consider and Act on CAPA Budget.

5. Adjournment.

P. Sawyer adjourned the meeting at 6:57 p.m.

Respectfully Submitted,

Kathy McCavanagh

Please see minutes of subsequent meetings for corrections to these minutes and any corrections hereto.