

**INTRA-BOARD ADVISORY COMMITTEE
MINUTES
TOWN HALL MEETING ROOM
FEBRUARY 23, 2022**

PRESENT: First Selectman Mark Fiorentino; Sarah Thrall (Representative for BOE); James Tspatsinos (BOF Representative)

Ex-Officio Non-Voting Members: Erica Robertson, Town Manager; Jordan Grossman, Ed.D. Superintendent of Schools (via telephone); Anna Robbins, BOE Business Manager

First Selectman Mark Fiorentino called the meeting to order at 8:03 a.m.

1. Public Comment

2. Minutes

ON A MOTION by S. Thrall, seconded by J. Tsaptsinos, the minutes of January 26, 2022 were approved as written.

3. Adoption of Criteria for Evaluating Proposed Projects

ON A MOTION by J. Tsaptsinos, seconded by S. Thrall, the committee voted unanimously to adopt the following criteria for evaluating proposed projects:

- Projects that improve capacity to provide services and meet unfulfilled needs
- Projects that generally fall outside of the capacity of annual budgets to fund
- Avoid projects that require additional funds to complete, unless a source of funds is identified and available
- Avoid projects that will create operational cost obligations, if possible and practical

The agenda was re-ordered to discuss the timing of the public workshop session prior to discussing the preliminary list of projects.

4. Discussion of Timing for Public Workshop Session

A public session will be held in May, which gives the committee two months to create the list for the public's consideration. The meeting will be held on Monday, May 23rd at 6:00 p.m. in the Town Hall Meeting Room and will be available via Zoom as well.

5. Consider Preliminary List of Projects

M. Fiorentino inquired if anyone had any additional items they would like to add for consideration. J. Grossman reported solar and Kearns School are major projects for the BOE and J. Tsaptsinos would like to see a focus on economic development.

Projects Document Review:

- HVAC at the high school was not originally part of the bond project but funding it is needed. Bond proceeds could be used but the roof project would not be complete. HVAC at Wells Road School would be for the original section of the school. Small Capital Funds are identified to finish the projects.
- A kitchen upgrade at the Senior Center is requested to create more of a commercial kitchen.
- Human Services has expressed a need for marketing assistance to rebrand the image of the senior center in order to expand its membership.
- The current minivan used by the Senior Center has rear entry which is difficult to use. A side-entry mini-van with a wheelchair lift is more practical and could be used for medical appointments. E. Robertson will explore costs.
- Human Services would like to partner with Fresh Access for the congregate meal program to provide healthier and fresher meals.
- Furniture and carpets in the Senior Center are 20 years old and showing wear and tear.
- Salmon Brook Park additions include a paved ADA-accessible walking path around the park, as well as a splashpad.
- Holcomb Farm facilities need new tables and chairs due to the wear and tear of being outside. In addition, chair and table racks are needed, as well as new refrigerator and ice machine. E. Robertson will get additional information regarding these requests. M. Fiorentino inquired if these projects are available for STEAP grants and if grant money could be matched with ARPA funds.
- Additional Park & Recreation requests include a portable ice skating rink and other upgrades to the park, including new lifeguard chairs, signage, and tennis nets.
- The Police Department will be replacing their dash cams and would like to integrate them with their new body cams. There are yearly storage fees and the old digital recording system, which records all dispatch calls, needs to be replaced.
- The Police Department would like to upgrade their facility to include painting, replacing the floor and the stairs to the attic. The attic houses the server/computer equipment and access is important. The current stairs are dangerous.
- The animal shelter is in serious need of repair and updates are needed.

CONFIRM NEXT MEETING

The next meeting will be held February 23, 2022 at 8:00 a.m. The list will be finalized at that time and a draft document will be created.

ADJOURNMENT

The meeting was adjourned at 8:56 a.m.

Respectfully submitted,

Kathy Kane
Recording Secretary