

**INTRA-BOARD ADVISORY COMMITTEE  
MINUTES  
TOWN HALL MEETING ROOM  
MAY 31, 2022**

**PRESENT:** First Selectman Mark Fiorentino; Sarah Thrall (BOE Representative)

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

**ABSENT:** James Tsapsinos, BOF

**ALSO PRESENT:** Kimi Cheng, Director of Finance; Kirk Severance, Director of Public Works

First Selectman Mark Fiorentino called the meeting to order at 8:00 a.m.

**1. Public Comment**

None

**2. Approval of Previous Minutes**

**ON A MOTION** by S. Thrall, seconded by M. Fiorentino, the committee voted unanimously (2-0-0) to approve the minutes of May 23, 2022 as written.

**3. Discussion and Possible Action on Recommendation to the Board of Selectmen**

First Selectman Mark Fiorentino noted he would like to recommend the top projects (Phase I) to the Board of Selectmen and then direct staff to begin looking at those projects in more detail. The final documents will be presented with the projects listed in descending order by cost. If there is funding remaining, Phase II projects will then be considered.

After a brief discussion, the following projects were selected for Phase I:

- #1 & 2– Town Technology infrastructure and equipment upgrades
- #4 – Town Hall campus HVAC
- #5 – Library Renovations
- #6 – Wells Road School HVAC
- #7 – Management Infrastructure (round up to \$200,000)
- #8 – Police CAD/RMS Systems
- #10 – Communications Upgrades
- #14 – Fleet Cruiser Cameras

Phase II: All items remaining in the shaded area will be in Phase II:

- #9 – Town Hall interior upgrades
- #11 – Transfer Station Office
- #12 – Apparatus
- #15 – Roadside Portable Traffic Device
- #16 – Digital recording system replacement
- #17 – Animal Shelter facility upgrade

- #18 – Electronic sign board
- #19 – GPS units

In addition, #34 Ambulance and #20 Town Center Study will move to Phase II.

Phase III: Items remaining in white section of list. It was noted that other funding may be available for some of the projects in Phase III.

The projects listed in Phase I will be presented to the Board of Selectmen at their second meeting in June. The proposed cost will be shared with the Board when the projects are scoped. E. Robertson noted assistance will be needed with bidding, RFP's, etc., as well as an internal team, particularly in the beginning of the process.

#### **4. Confirm Date of Next Meeting**

Another meeting is not needed at this time.

#### **ADJOURNMENT**

On a Motion by S. Thrall, seconded by M. Fiorentino, the meeting was adjourned at 9:05 a.m.

Respectfully submitted,

Kathy Kane  
Recording Secretary