

**CAPITAL ACQUISITION, PLANNING AND ALLOCATION COMMITTEE**  
**WEDNESDAY, JANUARY 18, 2023**  
**Special Meeting**  
**In-Person and Via Zoom**

**MINUTES**

**CAPA Committee Members Present (in-person):** First Selectman Pamela Sawyer, Deputy First Selectman Robert Morra, Board of Finance Member Kristen Gourley, Board of Education Member Scott Rich, Public Representative Carl Preuss

**CAPA Committee Members Absent:** Board of Education Member Andrew Broneill

**Others Present:** Interim Administrative Officer Jim Rupert (in-person), Superintendent of Schools Kristin Heckt (via Zoom), Chief Financial Officer Jill Collins (via Zoom), Highway and Grounds Supervisor John Butrymovich (in-person) and Recording Secretary Linda H. McDonald (via Zoom)

1. Call to Order: P. Sawyer called the meeting to order at 5:41 p.m.
2. Public Comment: No one came forth to speak.
3. Discussion on CAPA Budget:

**Town Capital Improvement Plan (CIP) FY2024-FY2028**

Committee members continued discussion and review of CIP line items.

1. Assessor's Office Revaluation: As of now, there will be no change to this line item while the Assessor researches the possibility of delaying revaluation for one year.

9. Firehouse Radio Communications: J. Rupert reported, since the last meeting, he spoke with Fire Chief Dixon regarding the firehouse utility task vehicle and the radio communications (line items 9 and 10). In the past the Fire Department has applied for the Firefighters Assistance Grant to help put in new communications in the fire department and reserved something in the UHF band so the town radios could eventually be moved over to the UHF band which is a much better radio service than the current bandwidth which has some dead spots.

J. Rupert said, this year, the Town is attempting to do a grant application this year, not as the Town of Bolton, but as a county-wide grant application to the Assistance to the Firefighters Fund. Chief Dixon's suggestion is to leave line item 9 as it is and the \$50,000 of prior funds, if the Town gets the grant, would be appropriate for the Town to deal with its portion and to remove the \$25,000 currently allocated for FY2025.

10. Firehouse Utility Task Vehicle: J. Rupert suggested, since the utility task vehicle is still in good serviceable condition, to take the \$59,300 for the cost of a new vehicle currently in the line item for FY2024 and split it up over three or four years beginning in FY2024. After discussion, committee member consensus was to allocate \$15,000 for FY2024, FY2025, FY2026 and \$14,300 for FY2027.

23. Natural Gas Infrastructure Payment: J. Collins corrected the FY2024 line-item amount to \$31,000 and, by member consensus, \$30,000 was added to FY2025.

25. Senior Center Reception Area: After discussion, committee member consensus was to remove the \$10,000 allocated for FY2024. Funds will be transferred to the Highway and Grounds budget, who will do the renovation.

26. Senior Center Van – J. Rupert explained the van is in good repair even with high mileage. Based on this information, member consensus was to move the current allocation of \$20,000 in this line-item for FY2024 to FY2025 and move the current allocation of \$25,000 in FY2025 to FY2026.

31. Grant matches funds - Consensus of the committee members was to allocate \$100,000 in this line item for FY2024, FY2025 and FY2026.

J. Collins reported, with these adjustments, the total for the Town Capital Improvement Plan (CIP) FY2024 changes from \$462,080 to \$462,780.

#### **BOE Capital Improvement Plan (CIP) FY2024-FY2028**

11. High School HVAC Assessment –J. Butrymovich explained there is a new State requirement that the towns do an assessment on school air quality every five years and the funds in this line item would go a long way to help the town do this. Superintendent Heckt added this is a new law effective this year. After discussion, committee member consensus was to leave this line-item allocation at \$33,000 for FY2024 and add another line item called Bolton Public Schools HVAC Assessment and allocate \$10,000 to FY2025, FY2026, FY2027 and FY2028.

#### **Town/BOE Capital Improvement Plan (CIP) FY2024-FY2028**

J. Collins explained these are the projects identified earlier in past years that would be done with the bonding. Committee members reviewed and discussed the projected costs of the projects with updates from staff. It was noted that the projected cost for the High School soccer field and track may have to be re-visited.

#### **4. Consider and Act on CAPA Budget:**

J. Collins reported the current capital budget for FY2024 as of now is \$717,380 and last year it was \$464,290. P. Sawyer commented the Town is over the target minimum. J. Rupert said the figure is close. J. Collins said the Town does not know exactly what the target minimum is.

R. Morra MOVED to APPROVE the Capital Improvement Plan budget as presented to move forward to the Board of Selectmen. K. Gourley SECONDED. MOTION CARRIED UNANIMOUSLY.

5. Adjournment: R. Morra MOVED to adjourn the meeting at 6:57 p.m. K. Gourley SECONDED. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by Linda H. McDonald

*Linda H. McDonald*

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



# Town Capital Improvement Plan (CIP) FY2025 - FY2029

Town Projects	Prior Funds	FY2025	FY2026	FY2027	FY2028	FY2029	Total
1 Assessor's Office Re-Evaluation	\$ 19,337.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,337.00
2 Buildings & Grounds Gator ATV Vehicle	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
3 Buildings & Grounds Mower & Attachment Replacements	\$ -	\$ -	\$ 70,000.00	\$ -	\$ -	\$ -	\$ 70,000.00
4 Buildings & Grounds Pickup Truck	\$ -	\$ -	\$ 73,000.00	\$ -	\$ -	\$ -	\$ 73,000.00
5 Buildings & Grounds Scag Mowers Replacement	\$ 16,000.00	\$ 2,000.00	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -	\$ 54,000.00
6 Firehouse Air Conditioner Replacements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00
7 Fire Suppression Water Supply	\$ 288,079.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 288,079.00
8 Firehouse Radio Communications	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00
9 Heritage Farm Restoration & Code Compliance	\$ 50,000.00	\$ 50,000.00	\$ 75,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 475,000.00
10 Herrick Park Furnace	\$ -	\$ -	\$ 26,000.00	\$ -	\$ -	\$ -	\$ 26,000.00
11 Herrick Park Lodge Roof Replacement	\$ -	\$ -	\$ 28,000.00	\$ -	\$ -	\$ -	\$ 28,000.00
12 Herrick Park Soccer Fields	\$ 90,000.00	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ 102,000.00
13 Herrick Park Reclaim Basketball Court	\$ -	\$ -	\$ 29,325.00	\$ -	\$ -	\$ -	\$ 29,325.00
14 Highway 3/4 Ton Pickup Truck w/Plow	\$ -	\$ -	\$ 65,000.00	\$ -	\$ -	\$ 65,000.00	\$ 130,000.00
15 Highway Dump Truck	\$ -	\$ -	\$ -	\$ 220,000.00	\$ -	\$ -	\$ 220,000.00
16 Highway Roadside Mower	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 202,000.00	\$ 202,000.00
17 Highway Excavator	\$ -	\$ 120,000.00	\$ -	\$ -	\$ -	\$ -	\$ 120,000.00
18 Indian Notch Park Playscape	\$ -	\$ -	\$ -	\$ 63,500.00	\$ -	\$ -	\$ 63,500.00
19 Indian Notch Reclaim Basketball Court	\$ -	\$ 29,325.00	\$ -	\$ -	\$ -	\$ -	\$ 29,325.00
20 Memorial Park Reclaim Basketball Court	\$ -	\$ -	\$ 63,200.00	\$ -	\$ -	\$ -	\$ 63,200.00
21 Library Roof	\$ -	\$ 35,000.00	\$ -	\$ 30,000.00	\$ -	\$ -	\$ 65,000.00
22 Library Main Area Carpet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000.00	\$ 23,000.00
23 Natural Gas Infrastructure	\$ -	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
24 Senior Center Paint and Wallpaper	\$ -	\$ -	\$ -	\$ -	\$ 29,000.00	\$ -	\$ 29,000.00
25 Town Clerk's Vault Floor	\$ -	\$ -	\$ 28,500.00	\$ -	\$ -	\$ -	\$ 28,500.00
26 Town Hall Sedan	\$ 32,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000.00
27 Town Hall Exterior Painting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00
28 Town Hall Generator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00	\$ 40,000.00
29 Town Hall Air Handlers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00	\$ 22,000.00
30 NRMCC South Wing Boiler	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00
31 NRMCC Demolition	\$ 1,538,423.00	\$ 174,577.00	\$ -	\$ -	\$ -	\$ -	\$ 1,713,000.00
32 Modular Office	\$ 12,812.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,812.00
33 Town Wide Facility Study	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000.00
33 Grant Matches	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000.00
<b>Town Subtotal</b>	<b>\$ 2,271,651.00</b>	<b>\$ 472,902.00</b>	<b>\$ 476,025.00</b>	<b>\$ 413,500.00</b>	<b>\$ 147,000.00</b>	<b>\$ 542,000.00</b>	<b>\$ 4,323,078.00</b>

**PROJECT DETAIL**

Project Title: **Reclaim Herrick Basketball court**

Department: **Town Buildings Operations**

Author: **John Butrymovich**

Description, Purpose, and Projected Useful Life:

The basketball court at Herrick pavement is cracked in numerous areas and is not safe to play on. The court needs to be reclaimed, paved and striped.



**RECOMMENDED FINANCING**

	Source of Funds	previously allocated	Estimated Expenditures by Fiscal Year					Total 5-Year Costs
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Planning and Engineering			-	-	-	-	-	-
B. Land and Right of Way			-	-	-	-	-	-
C. Construction				29,325.00		-	-	29,325.00
D. Equipment			-	-	-	-	-	-
E. Administration			-	-	-	-	-	-
F. Other Costs			-	-	-	-	-	-
G. Bonding			-	-	-	-	-	-
H. Contingency			-	-	-	-	-	-
<b>TOTAL</b>			-	<b>29,325.00</b>	-	-	-	<b>29,325.00</b>
I. Annual Maintenance & Repair			-	-	-	-	-	-
(1) General Fund	(3) Private Funding			(5) State/Federal Aid				
(2) Municipal Bonds	(4) Enterprise Funds			(6) Other Funding				
								Cost Estimates Last Updated: [Insert date]

**PROJECT DETAIL**

**Project Title:** Reclaim Memorial Park Basketball court

**Department:** Town Buildings Operations

**Author:** John Butrymovich

**Description, Purpose, and Projected Useful Life:**

The basketball court at Memorial park pavement is cracked in numerous areas and is not safe to play on. The court needs to be reclaimed, paved and striped.



**RECOMMENDED FINANCING**

	Source of Funds	previously allocated	Estimated Expenditures by Fiscal Year					Total 5-Year Costs
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Planning and Engineering			-	-	-	-	-	-
B. Land and Right of Way			-	-	-	-	-	-
C. Construction				63,200.00	-	-	-	63,200.00
D. Equipment			-	-	-	-	-	-
E. Administration			-	-	-	-	-	-
F. Other Costs			-	-	-	-	-	-
G. Bonding			-	-	-	-	-	-
H. Contingency			-	-	-	-	-	-
<b>TOTAL</b>			-	<b>63,200.00</b>	-	-	-	<b>63,200.00</b>
I. Annual Maintenance & Repair			-	-	-	-	-	-
(1) General Fund	(3) Private Funding			(5) State/Federal Aid				
(2) Municipal Bonds	(4) Enterprise Funds			(6) Other Funding				
								Cost Estimates Last Updated: [Insert date]

**PROJECT DETAIL**

**Project Title:** Reclaim INP Basketball court

**Department:** Town Buildings Operations

**Author:** John Butrymovich

**Description, Purpose, and Projected Useful Life:**

The basketball court at INP pavement is cracked in numerous areas and is not safe to play on. The court needs to be reclaimed, paved and striped.



**RECOMMENDED FINANCING**

	Source of Funds	previously allocated	Estimated Expenditures by Fiscal Year					Total 5-Year Costs
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Planning and Engineering			-	-	-	-	-	-
B. Land and Right of Way			-	-	-	-	-	-
C. Construction			29,325.00	-	-	-	-	29,325.00
D. Equipment			-	-	-	-	-	-
E. Administration			-	-	-	-	-	-
F. Other Costs			-	-	-	-	-	-
G. Bonding			-	-	-	-	-	-
H. Contingency			-	-	-	-	-	-
<b>TOTAL</b>			29,325.00	-	-	-	-	29,325.00
I. Annual Maintenance & Repair			-	-	-	-	-	-
(1) General Fund	(3) Private Funding	(5) State/Federal Aid						
(2) Municipal Bonds	(4) Enterprise Funds	(6) Other Funding						
Cost Estimates Last Updated:								[Insert date]



**PROJECT DETAIL**

**Project Title:** Senior Center Paint and Wallpaper

**Department:** Town Buildings Operations

**Author:** John Butrymovich

**Description, Purpose, and Projected Useful Life:**

The interior of the Senior Center is original to the renovation back in 2001. Walls need repair and paper is starting to peel. All painted walls need to be repainted



**RECOMMENDED FINANCING**

	Source of Funds	Previously Allocated	Estimated Expenditures by Fiscal Year					Total 5-Year Costs
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Planning and Engineering			-	-	-	-	-	-
B. Land and Right of Way			-	-	-	-	-	-
C. Construction	1		-	-	-	29,000.00	-	29,000.00
D. Equipment			-	-	-	-	-	-
E. Administration			-	-	-	-	-	-
F. Other Costs			-	-	-	-	-	-
G. Bonding			-	-	-	-	-	-
H. Contingency			-	-	-	-	-	-
<b>TOTAL</b>			-	-	-	29,000.00	-	29,000.00
I. Annual Maintenance & Repair			-	-	-	-	-	-
(1) General Fund	(3) Private Funding		-	-	-	-	-	-
(2) Municipal Bonds	(4) Enterprise Funds		-	-	-	-	-	-
	(5) State/Federal Aid		-	-	-	-	-	-
	(6) Other Funding		-	-	-	-	-	-
							Cost Estimates Last Updated:	[Insert date]





**PROJECT DETAIL**

**Project Title:** BCS Roof replacement and Masonry Repairs - Bond

**Department:** Board Of Education

**Author:** John Butrymovich

**Description, Purpose, and Projected Useful Life:**

The roof on the school will be at its lifespan in 2022 at which time the warranty will expire. As per the CME report, the masonry parapets sound be repaired when the roof is replaced. Because of the scope of work a professional design with bid specifications should be done prior to the project going out to bid.



**RECOMMENDED FINANCING**

	Source of Funds	Previously Allocated	Estimated Expenditures by Fiscal Year					Total 5-Year Costs
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Planning and Engineering		236,000.00		-	-	-	-	236,000.00
B. Land and Right of Way			-	-	-	-	-	-
C. Construction				4,464,000.00	-	-	-	4,464,000.00
D. Equipment			-	-	-	-	-	-
E. Administration			-	-	-	-	-	-
F. Other Costs			-	-	-	-	-	-
G. Bonding			-	-	-	-	-	-
H. Contingency			-	-	-	-	-	-
<b>TOTAL</b>		<b>236,000.00</b>	-	<b>4,464,000.00</b>	-	-	-	<b>4,700,000.00</b>
I. Annual Maintenance & Repair			-	-	-	-	-	-
(1) General Fund	(3) Private Funding			(5) State/Federal Aid				
(2) Municipal Bonds	(4) Enterprise Funds			(6) Other Funding				
								Cost Estimates Last Updated: [Insert date]

**PROJECT DETAIL**

Project Title: **BCS Library Remodel**

Department: **Board Of Education**

Author: **John Butrymovich**

Description, Purpose, and Projected Useful Life:  
 The center school's library is in need of a remodel. It is out dated and does not meet the current demands. The layout, fixtures flooring and furniture needs replacing.



**RECOMMENDED FINANCING**

	Source of Funds	Previously Allocated	Estimated Expenditures by Fiscal Year					Total 5-Year Costs
			FY 2025	FY 2026	FY 2027	- Bond	FY 2029	
A. Planning and Engineering			-	-	3,500.00	TBD	-	3,500.00
B. Land and Right of Way			-	-	-	-	-	-
C. Construction			-	-	26,000.00	TBD	-	26,000.00
D. Equipment			-	-	5,000.00	TBD	-	5,000.00
E. Administration			-	-	-	-	-	-
F. Other Costs			-	-	-	-	-	-
G. Bonding			-	-	-	-	-	-
H. Contingency			-	-	-	-	-	-
<b>TOTAL</b>			-	-	<b>34,500.00</b>	-	-	<b>34,500.00</b>
I. Annual Maintenance & Repair			-	-	-	-	-	-
(1) General Fund	(3) Private Funding	(5) State/Federal Aid						
(2) Municipal Bonds	(4) Enterprise Funds	(6) Other Funding						
Cost Estimates Last Updated:								[Insert date]

**PROJECT DETAIL**

**Project Title:** BCS Science Lab Upgrade(1994) - Bond

**Department:** Board Of Education

**Author:** John Butrymovich

**Description, Purpose, and Projected Useful Life:**  
 The BCS Science lab is over twenty years old. The work stations have water and gas lines that are no longer used. The layout of the lab are no longer practical They need to be renovated and reworked.



**RECOMMENDED FINANCING**

	Source of Funds	Previously Allocated	Estimated Expenditures by Fiscal Year					Total 5-Year Costs
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Planning and Engineering			-	-	15,000.00	-	-	15,000.00
B. Land and Right of Way			-	-	-	-	-	-
C. Construction			-	-	135,000.00	-	-	135,000.00
D. Equipment			-	-	-	-	-	-
E. Administration			-	-	-	-	-	-
F. Other Costs			-	-	-	-	-	-
G. Bonding			-	-	-	-	-	-
H. Contingency			-	-	-	-	-	-
<b>TOTAL</b>			-	-	<b>150,000.00</b>	-	-	<b>150,000.00</b>
I. Annual Maintenance & Repair			-	-	-	-	-	-
(1) General Fund	(3) Private Funding	(5) State/Federal Aid						
(2) Municipal Bonds	(4) Enterprise Funds	(6) Other Funding						
							Cost Estimates Last Updated:	[Insert date]

**PROJECT DETAIL**

**Project Title:** BHS Soccer Field - Bond

**Department:** Board Of Education

**Author:** John Butrymovich

**Description, Purpose, and Projected Useful Life:**  
 The soccer field at the high school is in need of reconstruction. The crown of the field has disappeared. Water no longer drains off. What drainage that was installed no longer works properly. A large number of games must be canceled due to unsafe playing conditions.



**RECOMMENDED FINANCING**

	Source of Funds	Previously Allocated	Estimated Expenditures by Fiscal Year					Total 5-Year Costs
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Planning and Engineering			-	-	-	-	-	-
B. Land and Right of Way			-	-	-	-	-	-
C. Construction			3,000,000.00	-	-	-	-	3,000,000.00
D. Equipment			-	-	-	-	-	-
E. Administration			-	-	-	-	-	-
F. Other Costs			-	-	-	-	-	-
G. Bonding			-	-	-	-	-	-
H. Contingency			-	-	-	-	-	-
<b>TOTAL</b>			3,000,000.00	-	-	-	-	3,000,000.00
I. Annual Maintenance & Repair			-	-	-	-	-	-
(1) General Fund	(3) Private Funding	(5) State/Federal Aid						
(2) Municipal Bonds	(4) Enterprise Funds	(6) Other Funding						
								Cost Estimates Last Updated: [Insert date]

**PROJECT DETAIL**

**Project Title:** Existing BCS Rooftop Air Conditioning Units(1994) - Bond

**Department:** Board Of Education

**Author:** John Butrymovich

**Description, Purpose, and Projected Useful Life:**

The existing rooftop a/c units are over twenty years old. They are inefficient and costly to maintain. Replacement parts are difficult to find. The units need replacement



**RECOMMENDED FINANCING**

	Source of Funds	Previously Allocated	Estimated Expenditures by Fiscal Year					Total 5-Year Costs
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
A. Planning and Engineering			-	-	-	-	-	-
B. Land and Right of Way			-	-	-	-	-	-
C. Construction								
D. Equipment	TDB							
E. Administration			-	-	-	-	-	-
F. Other Costs			-	-	-	-	-	-
G. Bonding			-	-	-	-	-	-
H. Contingency			-	-	-	-	-	-
<b>TOTAL</b>			-	-	-	-	-	-
I. Annual Maintenance & Repair			-	-	-	-	-	-
(1) General Fund	(3) Private Funding			(5) State/Federal Aid				
(2) Municipal Bonds	(4) Enterprise Funds			(6) Other Funding				
							Cost Estimates Last Updated:	[Insert date]