

**MINUTES OF THE SPECIAL MEETING OF THE  
ADVISORY COMMISSION ON CAPITAL EXPENDITURES  
OCTOBER 19, 2023  
7:00 P.M.**

**Present:** Brad Belcher, Mike Sattan, Jim Irwin, Alexander Lepage, Mark Englander and Don Miner

**Absent:** Scott Crosson

**Vice Chairman Belcher** called the meeting to order at 7:00 p.m.

**Public Participation**

None.

**Introduction of New Members**

**Vice Chairman Belcher** welcomed new member Don Miner and invited all to provide a brief background on themselves in order to help Mr. Miner become acquainted with the entire commission. All members shared their professional histories and specific skill sets, along with their personal connections to Suffield. Mr. Miner introduced himself, expressed his happiness at being a new member of the commission and explained that he has been a resident in Suffield since 1987. During this time he has been involved with the Suffield Ambulance Association, has spent seven years on the Police Commission and acted as the first Director of Finance for the Town of Suffield. His current job involves capital project analysis, which will be an asset to this commission.

**Vice Chairman Belcher** reviewed the voting process as it relates to the alternate members. He also clarified that all thoughts and opinions are welcome and encouraged during meeting discussions.

**Elect Chair, Vice Chair and Secretary**

**Vice Chairman Belcher** noted that the board needed to elect officers at this meeting. He welcomed members to come forward to either volunteer or offer nominations.

- **J. Irwin nominated B. Belcher to take on the Chairman position. M. Englander seconded the motion. Vote: 5-0 in favor. Motion passed unanimously.**
- **M. Englander nominated M. Sattan to take on the Vice Chair position. J. Irwin seconded the motion. Vote: 5-0 in favor. Motion passed unanimously.**
- **M. Sattan nominated J. Irwin to continue as the Secretary. M. Englander seconded the motion. Vote: 5-0 in favor. Motion passed unanimously.**

Elected Officers: Brad Belcher – Chair, Mike Sattan – Vice Chair and Jim Irwin – Secretary.

**Approval of minutes from February 28, 2023 Regular Meeting**

**M. Sattan motioned to approve the minutes from the February 28, 2023 Regular Meeting and J. Irwin seconded. Vote: 5-0 in favor. Motion passed unanimously.**

**Approval of minutes from March 2, 2023 Public Hearing**

**M. Sattan motioned to approve the minutes from the March 2, 2023 Public Hearing and J. Irwin seconded. Vote: 5-0 in favor. Motion passed unanimously.**

### **Approval of 2024 Meeting Schedule**

**Chairman Belcher** explained how the meeting calendar worked and noted that not all dates would be utilized; however, the schedule is set up to provide flexibility for those departments who come before the commission. He also spoke on the expected timeline for department head meetings, as well as the anticipated dates for presenting to the Board of Selectmen and the Board of Finance. Discussion ensued with regard to the past format of holding Tuesday meetings as virtual only and Thursday meetings as hybrid. It was determined that department presentations and walk-throughs would be scheduled for Thursday meetings and if needed, adjustments to meeting locations can be made. All were in agreement with the schedule as drafted, with the addition of a regular meeting on Tuesday, February 13, 2024, which had been overlooked when the schedule was created.

**J. Irwin** motioned to approve the 2023 Meeting Schedule with the addition of a regular meeting on February 13, 2024. **M. Englander** seconded the motion. Vote: 5-0 in favor. Motion passed unanimously.

### **Overview of Approach for 2024-2025 Budget**

**Chairman Belcher** provided a quick overview of how the ACCE commission operates. He explained that all department heads meet with ACCE to present their requests for project funding. He walked the group through the prioritization process and clarified what falls under the purview of the commission and what does not. This year, **Chairman Belcher** would like to ask for more detail from each department, including a 5-10 year forecast, the status of any open capital accounts; including the name of the project, what the funds were for and whether or not the funds were still needed. He also suggested departmental walk-throughs with the Board of Education, Fire Department, Police Department, Highway Department, Public Works Department, Senior Center/Community Services and Library. Discussion ensued among the members who were all in agreement regarding the additional information requests. They also discussed the timing of the departmental requests, whether a departmental walk-through would be necessary if there is no anticipation of projects occurring in the next two years, and the new location of the comprehensive prioritization spreadsheet the commission utilizes each year.

The commission will reconvene in January 2024 to begin the review and prioritization process for FY 2024-2025.

### **Discussion**

No additional discussion.

**M. Sattan motioned and M. Englander seconded to adjourn at 7:42 p.m. Vote: 5-0 in favor. Motion passed unanimously.**

Respectfully submitted,

Kristen O. Lambert  
Recording Secretary