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**MINUTES OF THE SPECIAL MEETING OF THE  
ADVISORY COMMISSION ON CAPITAL EXPENDITURES  
NOVEMBER 19, 2024  
7:00 P.M.**

REC'D BY:

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**Present:** Brad Belcher, Mike Sattan, Alexander Lepage, George Austin, Saeed Akbar and First Selectman Colin Moll (via Zoom)

**Absent:** Scott Crosson & Don Miner

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

**Public Participation**

None.

**Introduction of New Members**

Chairman Belcher welcomed new members George Austin and Saeed Akbar and invited them to provide a brief background on themselves.

**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.

- M. Sattan MOTIONED and A. Lepage seconded to appoint Brad Belcher as Chair. Vote: 4 in favor (Sattan, Lepage, Austin and Akbar) and 1 abstain (Belcher.) Motion passed.
- A. LePage MOTIONED and B. Belcher seconded to appoint Mike Sattan as Vice Chair. Vote: 4 in favor (Lepage, Austin, Belcher and Akbar) and 1 abstain (Sattan.) Motion passed.
- G. Austin MOTIONED and S. Akbar seconded to appoint Alex Lepage as Secretary. Vote: 4 in favor (Austin, Belcher, Akbar and Sattan) and 1 abstain (Lepage.) Motion passed.

Elected Officers: Brad Belcher – Chair, Mike Sattan – Vice Chair and Alex Lepage – Secretary.

**Approval of minutes from February 29, 2024 Public Hearing**

M. Sattan MOTIONED and A. Lepage seconded to approve the minutes from the February 29, 2024 Public Hearing. Vote: 3 in favor (Belcher, Sattan and Lepage) and 2 abstain (Austin and Akbar.) Motion passed.

**Approval of 2025 Meeting Schedule**

Chairman Belcher presented the 2025 meeting schedule to the commissioners and explained that things would be a little different this budget season as he had recently had the chance to review the town charter and ordinances. While doing so, he came across a timeline with specific dates outlined in the ordinances that the ACCE commission should be following. This timeline has not been followed in the past. In light of this information, he structured the schedule in a manner that would bring the commission into compliance with the ordinances. A brief discussion ensued about how the meetings will be run, what type of information will be reviewed, what departments will be involved in presenting to the commission and whether there is a need for building tours this season. Chairman Belcher asked all members for their feedback which they shared with him.

M. Sattan MOTIONED and S. Akbar seconded to approve the 2025 Meeting Schedule as presented. Vote: 5-0 in favor. Motion passed unanimously.

### **Overview of Approach for 2025-2026 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. He described in detail, the type of information they collect, the requests they receive and how they evaluate the information in order to make informed decisions. He spoke on the changes that have been made over the last few years, including the reviewing of open capital accounts to determine if the funds in these accounts are still needed or if they can be swept. In addition, he spoke on the timing of the departmental requests and provided examples of some of the larger item requests they have dealt with over the years. Chairman Belcher recommended that the new members review the historical information available in the shared drive and familiarize themselves with as much as they can in advance of the next meeting.

The commission will reconvene in December to begin the review and prioritization process for FY 2025-2026.

### **Discussion**

No additional discussion.

**G. Austin MOTIONED and B. Belcher seconded to adjourn at 7:35 p.m. Vote: 5-0 in favor. Motion passed unanimously.**

Respectfully submitted,

Kristen O. Lambert  
Recording Secretary