

Capital Improvements Committee
Meeting Minutes
October 1, 2025
Room 208, 5:30 PM

The meeting was called to order at 5:35 PM by Bob Bollinger, Chair of the Planning Board and Capital Improvement Committee

Introduction of Members Present: (Roll Call)

Bob Bollinger
Ald. Richard Dowd
Ald. John Sullivan
Dawn Enwright
Sam Durfee

Planning Staff:

Marcia Wilkins

Election of Officers

Motion by Ald. Dowd, Second by Dawn Enwright

Bob Bollinger, Chair
Bob Canaway, Vice Chair
Sam Durfee, Secretary
All in Favor

*Expanded minutes are available by Audio recording upon request

Review of CIC Calendar for FY 2027 CIP

Tentatively, Presentation meetings, Tuesday December 16th and Wednesday December 17th 5:30 PM start time.

Deadline for submissions; December 8 5:00 PM, Notice out to departments, ideally will be tomorrow (October 2, 2025)

Review of Contact Information for Members

All members reviewed and confirmed their contact information.

General Discussion of Process, and Other Related Matters

Presentations to be limited to the individual Departments top 3 projects. Redefine Urgent category. Do not need to identify what they think the funding source should be, that will be the Ad Hoc Committee to determine that. Identify other funding such as grants (i.e. Airport: 90% FAA; 5% State and City)
Suggested to change the threshold to \$150,000 to \$200,000 anything lower than that goes into the department's budget, to allow the department to fund their own deferred maintenance account – no determination was discussed.

Projects that were started and completed should not be on the list – Started projects have phasing in future years, shall remain to determine progress status of that particular project.

Departments will receive the solicitation letter and the Guidance Documents to better understand the criteria. We will be giving them approximately 2 months to complete their submissions into Cleargov. All projects are carried forward from last year, they would not be reproducing from scratch their projects, only updating information, and adding new projects.

Members reviewed the Cleargov software in detail, as to what questions the departments have to answer in order to submit a project. Members were asked if they thought of any other questions the departments need to answer.

Discussion on Deferred Maintenance as one project, but in reality, are many smaller projects, but can be the largest by dollar amount. Alderman Dowd referred to a plan from the Ad Hoc Committee to move departments towards all City Buildings where “someone” is in charge of Plant/Building/Department Deferred Maintenance budget.

Sam: Does not want to dictate or mandate how departments handle Deferred Maintenance, is ok with the way the departments have been handling it.

Bob Bollinger: If part of our elected body wants to mandate guidance on that, so be it. It is not for the people in this room to mandate that. We try to align this process with what will ultimately flush out with the Board of Alderman, prior to June 30th. Points well taken, but my personal opinion it is not within this body’s jurisdiction to mandate how they fill out the form.

Dawn, my view is that if it is presented here, its just another light of what is being missed from the Budget process.

Alderman Sullivan, I would like to know of the 125 projects, how many received funding, a progress report of the committee’s work. Planning Department set a spreadsheet in July. Question to Bob Bollinger, I would like to know, when it comes to the Planning Department how involved you feel that body is, do you thing that there is more that could be done there? If the projects that came to this committee if they had the Planning Board’s seal of approval on it and what weight does that carry, and is that something you could do?

Bob Bollinger, these projects are outside of the normal purview of the normal Planning Board function. I don’t think as a volunteer board they would be willing to take the first read through of all 125 +/- projects.

Alderman Sullivan, thank you for that.

Discussion on re-emphasizing the definitions of the Eisenhower Matrix stressing urgency and importance, as in it has to be done this year or the result is catastrophe.

Guidance Documents to be sent out after October 6th due to member review request.

Adjournment

Motion to adjourn by Bob Bollinger; Seconded by Dawn Enwright.

Agreed Unanimous. Adjourned at 6:34 PM.