

CAPITAL PLANNING ADVISORY COMMITTEE MEETING MINUTES

Monday, December 02, 2019 @ 4:00pm

MINUTES

1. The meeting started at 4:00 PM
2. In attendance for the Committee
 - a. Steven Lane
 - b. Don Koski
 - c. Mike O'Rourke
 - d. Scott Haggerty
 - e. David Manugian
3. Other attendees
 - a. Anna Eliot, Park Commission
 - b. Don Black, Park Commission
 - c. Steele McCurdy, Fire Chief
 - d. Art Cheeks, Assistant Fire Chief
 - e. Tom Delaney, Public Works Director
 - f. Michael Luth, Police Chief
 - g. Vanessa Abraham, Library Director
 - h. David Zeiler, Library Trustees
 - i. Tom Orcutt, Water Superintendent
4. Public Works Capital
 - a. Mr. Delaney started by discussing proposed vehicle purchases
 - b. He discussed the pros and cons of maintenance versus capital purchases
 - c. Although many IT projects are under the Public Works (facilities) budget Mr. Delaney suggested that technical questions should be referred to the IT Director Mike Chiasson
 - d. Mr. Koski asked about and Mr. Delaney agreed to a tour of the new highway garage facility
 - e. Mr. Lane asked Mr. Delaney about how he might rank the Public Works/ Facilities projects and Mr. Delaney ranked them police station repairs, country club roof, and then general facilities repairs. IT was left as a question as Mr. Delaney felt Mr. Chiasson had the details on those projects
5. Fire Department
 - a. Mr. Steele and Mr. Cheeks spoke about their projects
 - b. In general ambulances are planned to be replaced every 100,000 miles
 - c. Equipment replacement for vehicles typically comes out of the operating budget
 - d. The purchase of Engine 3 (part of the FY2020 capital plan) was in process but the engines are custom built they take a significant amount of time from purchase to delivery
 - e. The refurbishment of Engine 5 is to keep it running another fifteen years. Its based at the Lost Lake Fire Station. Parts are getting harder to find. Its in good shape but if it is delayed it will probably need refurbishing at the same time as Engine 1 which is not in as good shape
 - f. The Fire Department has three properties: Central Station, Lost Lak Station, and West Groton Station. While West Groton is not a response station it is used as an annex has a use for the foreseeable future.
6. Park Commission
 - a. Ms. Eliot and Mr. Black spoke about the Park Commission budget
 - b. Much work is done through in-kind labor
 - c. Mowing of fields is done by the Highway Department

CAPITAL PLANNING ADVISORY COMMITTEE MEETING MINUTES

Monday, December 02, 2019 @ 4:00pm

- d. They are sometimes using capital to offset operating expenses. CPAC considered the storage sheds, track repairs, and Fairgrounds repairs are capital. Other expenses (such as portapotty rental) may be better under the operating budget
- e. The Open Space Plan has a list of parks that are maintained
- f. The Commission members identified some capital projects they could use their capital funds on (Wheeler Park tree removal, town cannon repair, Cow Pond Brook sign replacement, and fence replacements) but they are holding their funds in case there are operating overruns

7. Police Department

- a. Chief Luth spoke about the Police Department capital requests
- b. A new communications tower is becoming a higher priority due to less radio coverage than originally thought. There are cases where without the tower Police can't communicate with Dunstable which is critical as part of the maintaining the \$270k regional dispatch grant. If the project is not completed the grant may be in jeopardy.
- c. CPAC asked about the zoning and leasing space for other uses
- d. Police typically request two vehicles a year. For FY2021 they will be a cruiser and pickup truck. The cruiser will be a hybrid; they are green, have great acceleration, and reduce idling time
- e. Looking further out a separate storage for hazardous materials will be important
- f. The Police have thirteen vehicles currently

8. Library

- a. Ms. Abraham and Mr. Zeiler spoke for the Library
- b. The foundation repairs are very important
- c. The parking lot is in rough shape and they hope the repairs will give it twenty years of life
- d. The painting project is to hire a contractor to paint the entire interior of the building
- e. The carpeting is important for the building due to the high traffic. They are looking at carpet squares to make it easier to replace high wear or damaged areas
- f. CPAC suggested that the lighting project include an assessment of needs and everyone agreed although there is no detail yet as to what the assessment would include
- g. CPAC asked about private fundraising for capital but the Library explained that since the building is Town-owned the Town has taken care of it

9. Water Department (and sewer capital)

- a. Mr. Orcutt spoke for both the Water and Sewer Departments as he was familiar with both
- b. The department is mostly funded through the enterprise fund and has a five- and ten-year capital plan
- c. The replacement of water meters is a long-term capital project. When done meters will be able to be read from the water department via a direct cell network. This is the only project proposed for FY2021
- d. Periodically the water storage tank at Chestnut Hill needs repainting and recleaning
- e. The large project in the near future is water treatment for the Town's Whitney wells. The current estimate is in the \$7.5M range but could change. Treatment could be done either at the Whitney wells or at the Baddacook wells
- f. Once Groton's consultant completes its preliminary study it will submit it to DEP for a formal approval
- g. CPAC asked about water rates to reflect capital costs. The Water Department is working on a new eight-tier rate structure
- h. CPAC asked about tying into West Groton water. Groton briefly considered it but it would only speed up a problem the West Groton Water District will eventually need to address

10. Sewer Department

- a. The Lost Lake sewer project has been moved out to FY2025

CAPITAL PLANNING ADVISORY COMMITTEE MEETING MINUTES

Monday, December 02, 2019 @ 4:00pm

- b. A portion of Groton is on municipal sewer and the flow is sent to Pepperell. Groton is responsible for 25% of the Pepperell Treatment Plant and thus is paying costs related to an upgrade at the facility

11. CPAC Deliberation Process

- a. After the presentation were finished CPAC discussed their process. They decided to prioritize projects. Some of the decision they would consider when prioritizing:
 - i. Can a project be delayed and if so what are the consequences?
 - ii. Does this project simply maintain existing capital infrastructure or provide additional services?

Motion made to adjourn meeting made by Lane, seconded by Koski. Approval unanimous.

Meeting was adjourned @ 6:30pm

Minutes submitted by: David Manugian

Approved:



Stephen Lane, Chairman

Date Approved: January 11, 2020