

# CAPITAL PLANNING ADVISORY COMMITTEE MEETING MINUTES

Thursday, December 19, 2019 @ 4:00pm

## MINUTES

In Attendance:

Steve Lane, Chairman

Don Koski, Vice Chairman

Mike O'Rourke

Scott Haggerty

David Manugian, Clerk, arrived at the end of the meeting, after all votes had been conducted.

- 1.) **IT Infrastructure** – Committee met with Michael Chiasson, Director of IT, and was provided an overview of Town of Groton IT requirements. The Committee agreed the capital budget for \$40,000 per annum was reasonable.
  
- 2.) **Library Priorities** – Committee discussed the recommendation from the 2018 Library Engineering Assessment and decided to recommend to Town Manager that the Foundation Repair for \$12,500 and Envelope Repairs for \$55,000, totaling \$67,500, be performed in FY 2021 and that the project to Reconstruct Parking Lot for \$82,500 be performed in FY 2022.

Motion made by O'Rourke, seconded by Haggerty, vote to approve was unanimous.

- 3.) **Fire Department Priorities** – Committee discussed the sequence of refurbishing Engine #1 and Engine #5, and based upon its discussion with Steele McCurdy, Fire Chief, decided to recommend that Engine #1 be refurbished in FY 2022 and Engine #5 be refurbished in FY 2023.

Motion made by Haggerty, seconded by Koski, vote to approve was unanimous.

- 4.) **Further 2021 Capital Cost Reductions** – Due to concern the Town may be forced to reduce capital spending in FY 2021, the Committee agreed to provide Town Manager with several items in the FY 2021 capital budget which Committee believes could be removed. These are:

a.) Police Department: Pick-up Truck	= \$55,000
b.) Town Facilities: Municipal Building Exterior Repairs	= \$25,000
c.) Park Department: Property Improvements	= <u>\$25,000</u>
<b>TOTAL</b>	<b>\$105,000</b>

Motion made by Koski, seconded by O'Rourke, vote to approve was unanimous.

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5.) **Vote to approve 2021 Capital Plan** – Committee agreed to approve the 2021-2025 Town of Groton Capital Plan as submitted by Town Manager, with Committee’s recommendations.

Motion made by Lane, seconded by Koski, vote to approve was unanimous.

Motion made to adjourn meeting made by Lane, seconded by Haggerty.

Meeting was adjourned @ 4:45pm

Minutes submitted by: Steve Lane

Approved:

A handwritten signature in black ink, appearing to read 'Stephen Lane', written over a horizontal line.

Stephen Lane, Chairman

Date Approved: January 21, 2020