

**Groton Capital Planning Advisory Committee
Meeting Minutes, January 21 2020**

1. Meeting called to order at 4 PM
2. In attendance for the Committee
 - a. Steve Lane
 - b. Don Koski
 - c. Mike O'Rourke
 - d. Scott Haggerty
 - e. David Manugian (arrived at 4:10 during discussion of Committee recommendations).
3. Other attendees
 - a. Mark Haddad, Town Manager
4. Mr. Lane asked for review and approval of the 12/11/19 draft minutes. Motion by Mr. Koski, second by Mr. O'Rourke, approved 4-0.
5. Mr. Lane asked for review and approval of the 12/19/19 draft minutes. Motion by Mr. O'Rourke, second by Mr. Haggerty, approved 4-0.
6. Mr. Haddad discussed the Committee recommendations and the differences he ultimately proposed. He prioritized the library parking lot over other envelope repairs because the DPW could do much of the work internally at a much more affordable cost. He and the Committee agreed that the order of fire engine rehab will be based on the Chief's decision.
7. Mr. Haddad discussed different sources of town funding. He helped explain why the library has quasi-independent authority in parts of their budget.
8. Mr. Haddad discussed the new green community designation and handed out a list of projects that would encourage energy efficiency and would qualify for use of green community state funding.
9. The Committee discussed establishing a capital inventory per their charge. Mr. Manugian handed out some notes on his thoughts and discussed a potential format for organizing assets. Mr. Koski recommended starting by establishing a department or program responsible for each of the assets listed in the Town's insured assets. Then the Committee would divide up the assets by department or program and do further research. Mr. Manugian agreed to take a first pass at dividing up the list.
10. Meeting adjourned at 4:57 on motion by Mr. Koski, second by Mr. Manugian, approved 5-0.