

**Groton Capital Planning Advisory Committee  
Meeting Minutes, December 14, 2020**

The meeting was called to order at 5:00 PM

In attendance for the Committee

- a. David Manugian
- b. Don Koski
- c. Mike O'Rourke
- d. John Croteau
- e. Scott Haggerty

Other attendees

- f. Mark Haddad, Town Manager
- g. Dawn Dunbar, Executive Assistant
- h. Patricia Dufresne, Town Accountant
- i. Megan Foster, Principal Assessor
- j. Bud Robertson,
- k. Michael Hartnett, Treasurer Collector
- l. Hannah Miller, Treasurer Collector in training
- m. Melissa Doig, Human Resources Director

David Manugian Calls to order and reviews Agenda

- Mark Haddad introduces finance team members that were invited to the meeting
- Mark Haddad gives review line by line of the preliminary budget/capital plan

Key Points

- Engine 5 no being proposed for refurbishment rather than engine 1. Engine 1 to be replaced in a few years
- Dump Truck – last year of payments and a new truck will be purchased in the coming years. Savings of 40k because 80K was being carried
- Added 25k Municipal Buildings/Exterior Repairs item that had not been discussed previously
- Last year of payment on tractor trailer for transfer station
- Library Parking lot moving forward
- Park department being given 25K which had been skipped the previous year
- Country Club projected revenues (600K) hopeful that it will cover their operating and capital budget
- Country Club roof sprung a leak and will need replacement with funds from operating revenue
- Police Cruisers reduced from 116K to 100K based on bids received Using free cash to fund this
- Communication towers Targeted for fiscal year 2022 but not until the fall. Because of the state house bonding method, first payment would not be made until fiscal year 2023 interest only in 2023 and 2024 while expiring current communications payments will cover the cost.
- Florence Roche elementary tax payer burden will be 55 million. Current estimate 77.6.
- Schools budget taking money from GDRSD capital fund and funding the remaining amount with free cash
- Water and sewer projects are being funded by their revenue. Pepperell is bonding a 1.2 million dollar waste water treatment project that Groton will pay 65k per year towards

Mark Haddad showed how the breakdown of the funds will work in his spread sheets over the next 5 years. Some minor items were pushed off and Mark stated that next year was marginally inflated, but will be addressed.

## Questions form committee

- Don Koski-Why is the school capital budget set over 500k not including the school and what is included in that?
- Mark Haddad explained that it standard practice and they submit a capital plan and the town has no say over that plan. 519K is their standard appropriation. School is not required to come before the town. Being carried without final number from the school board.
- John Croteau-Asked a technical question about the school budget spread sheet numbers
- Mark Haddad explained it
- Mike O'Rourke asked what the Police are getting for the cruisers, if the pickup was included
- Mark Haddad explained they were getting two cruisers and the pick up truck is being put off to another year
- David Manugian asked about the country club roof if it was replacement or repair
- Mark Haddad confirmed replacement
- David asked if a place holder was necessary for the complete streets program
- Mark Haddad explained that they will not know what their plan is until January February
- David asked for a placeholder of 30K and Mark said he will carry free cash amount of 35K
- Jon Croteau mentioned the communication towers as a place holder
- Mark Haddad responded that we would not be discussing until a formal proposal and plan was in place. Consultants for the project are not charging for the work at this time.
- Don Koski- Parks department did not receive funds because they had no plan.
- Mark Haddad confirmed multiple projects they are working on at various parks. Mostly field projects for irrigation and such
- David Manugian asked Mark Haddad what goes into making a decision on repairs and emergencies.
- Mark Haddad explained that a contractor by the name of Greg O'sullivan can be hired directly by the town for such emergencies
- David Manugian confirmed it as asset maintenance
- Patricia confirmed that the free cash we are discussing is coming out of the budget from September
- David Manugian asked if capital plan falls within what the finance committee is looking for
- Mark Haddad answered that he is not given any specific guidance on the capital plan and that he has used 500 to 600k as his budget for the past few years for normal maintenance
- Bud Robertson explained that they are more concerned with the operating budget and they do not know what that looks like yet.
- David Manugain asked what the lowest priorities of the capital plan might be
- Mark Haddad said that the Fire Engine Refurb, police cruisers and the dump truck were priorities.

Motion to approve the capital plan made by Don Koski seconded by Jon Croteau  
Motion passed unanimously

Previous meeting minutes approved

Meeting adjourned

The next meeting is tentatively scheduled for January February . Mark Haddad to coordinate with the  
Police and Fire department heads