

**Groton Capital Planning Advisory Committee
Meeting Minutes, September 27, 2021**

1. The meeting was called to order at 5:00 PM
 2. In attendance for the Committee
 - a. David Manugian
 - b. Mike O'Rourke
 - c. John Croteau
 3. Other attendees
 - a. Mark Haddad, Town Manager
 - b. Dawn Dunbar, Executive Assistant
 - c. ???
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1. The Agenda was read and the meeting began with a discussion of the Aгенat, which was primarily a review of the committee's charge.
 2. Given the recent resignations, it was necessary to elect a new Committee Chairperson. David Manugian was unanimously selected to assume that role.
 3. The committee's charge was re-read
 - a. Generally the group started with the town list of insured equipment from May 2020 and began working with the various departments to determine which of those items were still present and required for the department.
 4. The need for 2 more committee members was discussed and it was decided to embark on a recruiting effort.
 5. The DRAFT Capital Plan 2023-2027 was outlined
 - a. Approximatey \$900K
 - b. A Bond/Grant would be used to help fund the needed communications tower
 - i. The grant would account for \$425K of this.
 - ii. The use of Corona related funds would account for about \$500K
 - iii. Therefore no Groton taxes would be required to fund this.
 - c. Approximately \$878K for Capital Assets is being considered.
 - i. Forestry 1 replacement may potentially be delayed
 - ii. The Replacement Bailer was already achieved as a result of the fire at the Transfer Station which destroyed the old one and necessitated its replacement
 - d. Therefore the new target budget would be approximately \$686K
 - i. The Master Plan update may necessitate the move of \$150K to this year instead of breaking it down to \$50K/\$50K/\$50K over each of the next three years
 - ii. It was noted that anything OVER \$25K is entered into the capital budget, even though this is not really a piece of capital equipment.
 - e. Mark was asked to include in the DRAFT Capital Plan any already known prioritizations by the various department heads if they were known
 - f. A brief discussion was held on some required updates to the Police station
 - i. All public buildings are equipped with sprinklers except the Police Station
 - ii. Chief Luth is obtaining a quote to add this

- iii. It may be possible to use Corona funds to upgrade the dispatch center within the police department.
 - iv. A NEW building would cost approximately \$20M
 - v. The cost to outfit the Prescott building was approximately \$200K
 - vi. There should be an increased savings in insurance costs
 - vii. Currently there is NO backup Communications Center if this one were to be lost or damaged
 - viii. The question was asked if there were any other safety issues that should be remediated at the same time as other updates/ renovations to the police station.
- g. Notes on last year's items that were to have taken place this year:
- i. Engine 1
 - ii. The new DumpTruck is in service
 - iii. New Police Cruisers are in the process of going into service
 - iv. The Country Club roof has yet to be replaced.
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- 6. We will convene another meeting on Monday 8 November 2021 to interview the 3rd candidate, following this, our recommendations will be made to be presented to the Select Board on 8 November 2021, following our meeting.
 - 7. The topic of the next budget review was started. Mark Haddad distributed the DRAFT CAPITAL PLAN to the committee members and presented a quick overview during this meeting.
 - 8. The current intentions are to schedule meetings with the various department heads (Police, Fire, DPW, Water, etc) on successive Monday evenings (15 November and 22 November or 6 December) depending on availability.
 - 9. Mr. Crotoeau made a motion to adjourn the meeting. It was seconded by Mr. O'Rourke.
 - 10. Meeting was adjourned at approximately 6:00PM