TOWN OF GROTON FINANCE COMMITTEE

Minutes of Regular Meeting Held October 29, 2013

Groton Dunstable Middle School Cafeteria
344 Main St. Groton, MA 01450

Present for Finance Committee: R. Hargraves (arrived at 6:45 pm), D. Manugian, Joe Crowley, G. Green, J. Prager (Chair), P. DuFresne (Town Accountant, Recording)

Absent: P. DiFranco, S. Webber

Guests: Vanessa Abraham (Library Director) and Members of the Board of Library Trustees; Mark Haddad (Town Manager)

Documents available at the meeting: Library HVAC Quote Documentation Reserve Fund Transfer Request Memo

Mr. Prager called the meeting to order at 6:35 p.m.

Library HVAC Failure: Ms. Abraham explained that the two rooftop HVAC units that provide heat to the third floor of the library (units 5 & 6) have failed after 17 years in service. She does not recommend that they be repaired as they have exceeded their life expectancy of 15 years. The State DCAMM Commissioner has granted an emergency waiver of procurement procedures in order to allow the Town to replace these units as quickly as possible. At this point, the Library has received three quotes for this project: $29,600 from Merrimack Valley Mechanical Contractors Corporation; $39,600 from LAMCO Systems; and $32,000 from Daiki Applied. The Reserve Fund Transfer request of $35,000 includes a 10% contingency estimate. The Library Trustees are currently favoring the Daikin proposal; the slightly higher price includes some important electrical work. However, a final decision has not yet been made regarding which vendor will do the work. Mr. Prager asked how soon they expect this project to be completed. Ms. Abraham replied that they hope to begin the installation within a week. Mr. Prager noted that the Reserve Fund will be substantially depleted if this request is granted and if the Police Department requires additional support in the spring. Mr. Haddad said that he plans to do a line item transfer to replenish the Reserve Fund at the spring Town Meeting. The group briefly discussed various heating unit models available; it was generally agreed that Trane would be a reliable choice.

On a motion by Mr. Green, seconded by Mr. Manugian, the Finance Committee voted unanimously to approve a transfer of $35,000 from the Reserve Fund to the FY14 Library Capital Outlay budget for the purpose of replacing two failed HVAC units. The Vote: 4-0-0.
Approval of Meeting Minutes –

The Finance Committee deferred approval of meeting minutes (from 9/16/13, 9/26/13 and 10/21/13) until their next meeting (not yet scheduled).

At 6:50 p.m., the Finance Committee relocated their meeting to the Performing Arts Center in order to participate in the Fall Town Meeting scheduled to begin at 7:00 p.m.

The Finance Committee meeting adjourned along with Town Meeting at 10:12 p.m.

Respectfully submitted,

Patricia Dufresne, Recording Secretary