



TOWN OF AVON
2021 JAN -6 P 1:31
TOWN CLERK

Capital Planning Committee

Date: June 1, 2020

Time: 7:00 p.m.

Location: Remotely

Members & Staff Present: Matthew Doucet, Startese Sims, Phillip Fowler, Greg Karasinski, Carl Walker, III, Kathy McDonald

Members Not Present:

Also Present: Selectman Eric Beckerman

The meeting was called to order at: 7:20 p.m.

Meeting Motions/Actions and Summary of Discussions:

Motion made to approve the minutes from the January 21, 2020 meeting.

1. Greg Karasinski, 2. Startese Sims, vote unanimous

Discussions:

The CPC discussed the budget. All departments need to cut their budget significantly. Any articles for the fall need to get onto the warrant.

Past meeting minutes were discussed, additional information in needed for the following minutes: November 13, 2018 and February 26, 2019

Matt Doucet touched base with the Police Chief regarding the replacement of firearms. The Police are 15 years past needing replacement firearms. The cost is \$26, 700. The Committee discussed the option of a buyback program for firearms for the Police.

A motion was made by Phillip Fowler, seconded by Kathy McDonald to purchase firearms for the Police.

Capital Planning Guidelines

The Committee discussed the glossary of terms for the financial policy. The members did not have any questions regarding the financial policy.

A motion was made by Kathy McDonald for Matthew Doucet to sign the financial policy on behalf of the committee, seconded by Startese Sims. Vote Unanimous

Point System/Project detail sheet/Scoring Guidelines:

The Committee discussed the point system and scoring guidelines. As more projects come up, there will be a better understanding of how the point system works. This is the first year using the Point System.

Capital Plan:

The CPC reviewed the Capital Improvement Plan FY2021-FY2025. The committee members will review it and come back with any concerns. There are some questions regarding some of the items on the project list that will be further discussed. The CPC discussed the benefit of using grants as much as possible to help with costs.

Meeting Adjourned: The meeting of the Capital Planning Committee was adjourned at 8:00 p.m.

1. Greg Karasinski, 2. Startese Sims, vote unanimous

The next meeting of the Capital Planning Committee will be held Tuesday, July 21, 2020 at 7:00 p.m.

Respectfully submitted,

Matthew Doucet, Chair



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Capital Planning Committee

Date: June 4, 2019

Time: 7:00 p.m.

Location: Town Hall

Members & Staff Present: Kathy McDonald, Matt Doucet, Startese Sims, Greg Karasinski

Members Not Present: Carl Walker, Julie Burns

Also Present: David Colton, Collins Center

The meeting was called to order at: 7:05 p.m.

Meeting Motions/Actions/Summary of Discussions:

Collins Center: David Colton

Online survey went to department heads

\$25,000 Capital Projects

Life Span of 10 years

Eight departments submitted three projects

Does not include public works, the Collins Center is working with them.

The Collins Center organized these projects into a master spreadsheet plus the questionnaire. If eligible for state grants, that will be put into the spreadsheet.

Collins Center went ahead and scored the projects by doing site visits. The following is the methodology they used: Look at 4 main areas (see scoring methodology):

1. Does the project align with established plans, goals, laws and regulations?
2. What is the public impact of the project?
3. How does the project effect/impact finances?
4. The project's impact on internal operations?

Collins Center will make a recommendation in their report that an Energy Company come in to audit any piece of equipment that uses energy, called ESCO=Energy Services Contract (it's a private company/does not require you to have to go through the bidding law).

They will come back with a preliminary asset once the department heads have completed their survey. Between preliminary assessment and final report, Collins would come down. The scoring is subjective based on risk and impact. The CPC will have access to the questionnaire. It's a link - have the data which is on survey monkey, and then convert that into a spreadsheet. The questionnaire will have to go out to each department every year. Each of the four main areas needs to get the 50 points. It's an emergency if you don't have an alternative piece of emergency equipment. Is there an alternative way to provide the service in an emergency? Mr. Enos is talking to DPW, Collins does not have enough information to go on yet, he met with them. The plan has to be put together based on estimated quotes - CPC approved the project/recommend it to town meeting and if it is approved then it goes out for bids.

Finance:

Financial Committee will meet Monday, June 10, 2019 at 7:00 p.m. Finance policies: The final updated draft has been sent to Matt Doucet, he will forward copies to us.

Meeting Adjourned: The meeting of the Capital Planning Committee was adjourned at 8:15 p.m.

1. Greg Karasinski, 2. Startese Sims, vote unanimous???

The next meeting of the Capital Planning Committee will be July 16, 2019.

Respectfully submitted,

Lynne McKenney, Recording Secretary