



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

## Capital Planning Committee

**Date:** February 18, 2020

**Time:** 7:00 p.m.

**Location:** Mary McDermott Meeting Room

**Members & Staff Present:** Matt Doucet, Startese Sims, Phillip Fowler, Greg Karasinski

**Members Not Present:** Julie Burns, Carl Walker and Kathy McDonald

**Also Present:** Jason Suzor, Sr., cleargov presenter Louie Alfono and Lynne McKenney

The meeting was called to order at: 7:10 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

### Cleargov:

The presenter from cleargov discussed the benefits of the Capital Management Program. Matt will touch base with the representative to discuss moving forward with the program. The cost is \$2-3,000. This is not in the budget for this year. It would have to be put to a vote.

Startese Sims motioned to move forward with the cleargov Capital Management Program.

1. Greg Karasinski, 2. Phillip Fowler, vote unanimous

### Discussions:

The CPC discussed the completion of the Conflict of Interest training. There was mention of the open seats on the Town of Avon's Committee and Boards to see if anyone had any interest in running.

Past meeting minutes were received from Startese Sims. The recording secretary will type them and pass them on to the Town Clerk to upload to the website.

Matt Doucet will touch base with the Police Chief regarding the replacement of firearms.

March 5, 2020 is the Public Hearing of the Planning Board. The documents go out to bid to general contractors the week of March 15<sup>th</sup>-27<sup>th</sup>, 2020.

Where does the Collins Center stand? Policies approved? Is the glossary holding it up?

**Budget Workshop:**

Discussion regarding the Budget Workshop scheduled for Saturday, February 22, 2020 and Saturday, February 29, 2020, possibly a third meeting if needed. All department and committee heads have been invited to attend. Matt Doucet will be attending and possibly Phillip Fowler. This will be posted.

**Capital Improvement Plan:**

There was a review of the Capital Improvement Plan FY2021-FY2025. The committee members will review it and come back with any questions. There are some questions regarding some of the items on the project list. There may be grants that can be written by department heads to help pay for some of the cost of the projects.

**Budget**

There are a lot of bonds that need to be paid this year. The budget is tight.

**Point System/Project detail sheet:**

The Project Detail Guideline Sheet form is being worked on by Phillip Fowler in the Publisher program. This will be a simplified form for projects, summary and breakdown to include the use of a point system for what project is priority. This is the first year using the Point System. There needs to be a better understanding of how the point system works. Matt gave an explanation of how the system works.

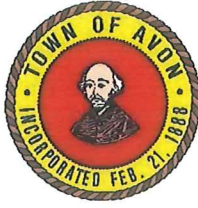
**Meeting Adjourned:** The meeting of the Capital Planning Committee was adjourned at 8:50 p.m.

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

The next meeting of the Capital Planning Committee will be held Tuesday, March 24, 2020 at 7:00 p.m.

Respectfully submitted,

Lynne McKenney, Recording Secretary



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## Capital Planning Committee

**Date:** November 13, 2018

**Time:** 7:00 p.m.

**Location:** Town Hall

**??Members & Staff Present:** Carl Walker, Matt Doucet, Startese Sims, Julie Burns, Greg Karasinski

**??Members Not Present:** Kathy McDonald

**Also Present:** Greg Enos

The meeting was called to order at: 7:00 p.m.

### Summary of Discussions:

Email: Meeting date in the subject line (review open meeting notice to make sure)

Meeting rooms: Tuesday/Thursday library is open to 7:30 p.m. This will have to be approved.

If Matt Doucet is unable to attend a meeting, they need a key to access the building.

The Mission statement is now on the website.

Community Grants: Government does not consider us an active Capital Planning Committee yet because we don't yet have our capital plans for the next 5 years. There was discussion about the Collins House Grant Foundation, Financial Plan, Capital Plan and asset Inventory Company. Mr. Enos is hoping to have things finalized in a month or two.

The Committee will bring forward articles that will get approved by the Board of Selectman.

The Committee needs to wait until our Financial Plan is developed, but \$25,000 may change for us after the Financial Plan has been established.

Big Ticket/Long Term Projects:

Stabilization fund requires a 2/3 vote for a certain amount – can't touch money until town meeting allows us to.

Article: Rick B. recommends having an article. These funds do not have to go back into a general fund.

Look at the 0/0 of capital that is already out there for each department.

Get comfortable working with both the Stabilization fund and articles. This depends on the level of the project that the committee is talking about.

Bylaws for Finance and Capital Planning force the offices/departments to respond to the committee.

CPC has to get the grants first, then the asset (inventory company to inventory everything) then our committee is good to proceed.

Designer Selection Committee to see if someone is available to touch base with CPC.

**???? Meeting Adjourned:** The meeting of the Capital Planning Committee was adjourned at 8:10 p.m.

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

The next meeting of the Capital Planning Committee will be held Tuesday, December 11, 2018 at 7:00 p.m.

Respectfully submitted,

Lynne McKenney, Recording Secretary