

**TOWN OF GRANBY  
CAPITAL PROGRAM PRIORITY ADVISORY COMMITTEE  
MEETING MINUTES  
FEBRUARY 7, 2019**

**PRESENT:** John Adams, Jenny Emery, Mark Fiorentino, Sally King, William Kennedy, and Mark Neumann

**Ex-officio Members:** Alan Addley, Superintendent of Schools; and Michael B. Guarco, Board of Finance Chairman. John Ward, Town Manager, arrived at 7:45 pm.

John Adams confirmed a quorum and called the meeting to order at 7:35 p.m.

**APPROVAL OF MEETING MINUTES OF JANUARY 31, 2019**

The Committee reviewed the minutes of January 31, 2019.

On a **MOTION** by M. Neumann, seconded by W. Kennedy, the Committee voted (5-0-1) to approve the meeting minutes of January 31, 2019 as presented. M. Neumann abstained.

**REVIEW OF ECONOMIC MODEL AND FURTHER DISCUSSION OF PRIORITY PROJECTS**

Three documents were distributed for discussion on the priority projects, CPPAC Exhibit A, Granby Memorial High School Alterations Project, and the Finance Model LT2019-6.

Mr. Adams gave a brief summary of Exhibit A. It outlined the proposed Board of Selectmen projects, proposed Board of Education projects, the gross estimates and net to town estimates.

Superintendent Addley indicated the high school facility upgrade document was revamped for an easier and better understanding of the facility upgrade projects and entitled Granby Memorial High School Alterations Project. All items listed would be eligible for reimbursement, including soft costs. Soft costs include project contingency and fees for architectural/engineering, testing, and inspections.

Mr. Guarco gave an overview of the Finance Model that included CPPAC priority projects in an approximate amount of \$10M. He indicated the numbers in the model are on the conservative side. The operation budgets for the school and town are very cautious and tight. The Grand List growth is modest. The bond debt has an interest rate of 5% built-in. A savings is realized in FY '22 from the solar project and carries forward in the BOE operations budget. The Model shows a mill rate of 1.96% FY '20, 1.8% FY '21 and 2.40% forward.

Town Manager Ward commented he spoke with the bond attorney and she indicated that there is no time limit for a bond authorization to be borrowed, the money borrowed must be spent within 18 months after item/project is in use or in 3 years of the bond, and multiple borrowings can be conducted from one referendum bond.

The committee members and ex-officio members discussed. The discussion was on the priority projects, one referendum containing question(s), multiple borrowings, documents entitled Memo of Understanding and Statement of Commitment and the signatures thereon, Exhibit A, and a proposed schedule for a referendum in May. The Memo of Understanding and the Statement of Commitment will be produced and reviewed by M. Guarco and Town Manager Ward as well as council. Also, the bond attorney may review these documents for legalities in connection with the aforementioned referendum. The Exhibit A was revised with minor changes. The

Committee concurred both boards identified and developed the priority projects that are considered major projects necessary to be completed. They agreed to move this matter forward for further consideration by the Board of Selectmen.

On a **MOTION** by J. Adams, seconded by J. Emery, the Committee voted unanimously (6-0-0) to approve the five bridges, solar project, and school projects and move them forward as listed in the Capital Program Priority Advisory Committee Exhibit A (attached) to the Board of Selectmen for further consideration.

The proposed schedule for a May referendum on the priority projects.

| Date        | Time              | Meeting                                                     |
|-------------|-------------------|-------------------------------------------------------------|
| February 19 | 6:00 p.m.         | CPPAC                                                       |
| February 19 | 7:00 p.m.         | BOS                                                         |
| February 20 | 7:00 p.m.         | BOE                                                         |
| February 25 | 7:30 p.m.         | BOF                                                         |
| March 4     | TBD               | 3 Board Meeting/BOS                                         |
| March 9     | 10:00 a.m.        | General Info Session for public                             |
| March 12    | Evening 7:00 p.m. | General Info Session for public                             |
| March 14    | 2:00 p.m.         | General Info Session for public                             |
| Mid-April   |                   | Referendum question(s) written out and Bond Attorney review |
| May         |                   | Referendum Vote                                             |

#### **SCHEDULE NEXT MEETING AND ADJOURNMENT**

The next meeting is scheduled on Tuesday, February 19, 2019 at 6:00 p.m. The meeting location will be determined later. One of the agenda items will be Discussion Regarding Memo of Understanding and Statement of Committee. All the committee members agreed.

Mr. Adams concluded the meeting and adjourned at 9:27 p.m.

Respectfully submitted,

Patricia I. Chieski  
Recording Secretary