

**TOWN OF GRANBY  
CAPITAL PROGRAM PRIORITY ADVISORY COMMITTEE  
MEETING MINUTES  
FEBRUARY 19, 2019**

**PRESENT:** John Adams, Vice-Chairman, Gordon Bischoff, Chairman; Jenny Emery, Mark Fiorentino – via telephone, Sally King, William Kennedy, John Adams, and Mark Neumann

**Ex-officio Members:** John Ward, Town Manager; Michael B. Guarco, Board of Finance Chairman; Alan Addley, Superintendent of Schools; BOE Chairman  
Melissa Migliaccio

**OTHER PRESENT:** Anna Robbins, Business Manager

Vice Chairman Adams confirmed a quorum and called the meeting to order at 6:00 p.m.

**APPROVAL OF MEETING MINUTES OF FEBRUARY 7, 2019**

The Committee reviewed the minutes of February 7, 2019.

**ON A MOTION** by W. Kennedy, seconded by M. Neumann, the Committee voted unanimously (8-0-0) to approve the meeting minutes of February 7, 2019 as presented.

**FURTHER DISCUSSION ON MEMO OF UNDERSTANDING AND STATEMENT OF COMMITMENT**

M. Fiorentino stated he believes the third project should read “Improvements to Schools and High School Infrastructure”. In addition, in the first sentence on the second the page, the period after ‘FY2025’ should be removed. It should be noted the Statement of Commitment will now be referred to as Statement of Intent.

**APPROVAL OF MEMORANDUM OF UNDERSTANDING**

**ON A MOTION** by S. King, seconded by W. Kennedy, the Committee voted unanimously (8-0-0) to accept the Memo of Understanding with noted revisions.

**ON A MOTION** by J. Emery, seconded by M. Neumann, the Committee voted unanimously (8-0-0) to forward the Statement of Intent to the three Boards.

**REVIEW DRAFT SCHEDULE**

The draft schedule of the Capital Projects Approval Process was reviewed. A Special Board of Selectmen Meeting will be scheduled at 6:30 p.m. on February 25, 2019 to call for a Three Board Meeting on March 4<sup>th</sup> at 6:30 p.m.

**SCHEDULE NEXT MEETING AND ADJOURNMENT**

M. Guarco noted the group cannot move forward before the details of the Governor’s budget are released tomorrow. Once this information is known, the group will need to determine how to proceed. A meeting will be held February 27<sup>th</sup> at 7:00 p.m., if needed.

## CPPAC PRESENTATION DISCUSSION

J. Adams distributed information regarding what the CPPAC capital projects presentation will look like. There are three public presentations scheduled:

- March 12<sup>th</sup> at 7 p.m. (Melissa Migliaccio)
- March 14<sup>th</sup> at 2:00 p.m. (Jenny Emery)
- March 16<sup>th</sup> at 10:00 am (Mark Neumann)

The same set of slides should be shown at each presentation so the public gets a consistent message. The three items become a town project and all of the slides need to be submitted to the Town Manager beforehand. There should be a slide about the debt. The talking points regarding the solar project need to be agreed on. The flow of the presentation will be bridges, school, and solar. A mailer should go out a week before the Town vote.

## ADJOURN

**ON A MOTION** by W. Kennedy, seconded by J. Emery, the Committee voted unanimously (8-0-0) to adjourn at 6:50 p.m.

It was noted that neither Chairman Bischoff nor Vice Chairman Adams are able to attend the meeting tentatively scheduled for February 27<sup>th</sup>. In their absence, Mark Neumann will Chair the meeting.

Respectfully submitted,

Kathy Kane  
Acting Recording Secretary