

**INTRA-BOARD ADVISORY COMMITTEE
MINUTES
TOWN HALL MEETING ROOM
MARCH 16, 2022**

PRESENT: First Selectman Mark Fiorentino; Sarah Thrall (Representative for BOE); James Tspatsinos (BOF Representative)

Ex-Officio Non-Voting Members: Erica Robertson, Town Manager; Jordan Grossman, Ed.D. Superintendent of Schools; Anna Robbins, BOE Business Manager

ALSO PRESENT: Kimi Cheng, Director of Finance

Sarah Thrall called the meeting to order at 8:05 a.m.

1. Public Comment

None

2. Approval of Previous Minutes

S. Thrall stated the date of the next meeting was noted as February 23, 2022 instead of March 16, 2022.

J. Grossman pointed out that solar and Kearns School are not “major projects” as reflected in the minutes but are items to be looked at for consideration.

ON A MOTION by S. Thrall, seconded by J. Tsaptsinos, the minutes of February 23, 2022 were approved as corrected.

3. Finalize List of Preliminary Projects

The commission continued reviewing the ARPA Project List:

- The digital recording system at the Police Department is outdated and needs to be replaced.
- Interior upgrades are needed in the Town Hall kitchen and at the Main Library, including replacement of flooring and ceiling tiles, general repair, etc.
- Technology upgrades are needed in the Town Hall Meeting Room, Senior Center Community Room, and the Board of Education.
- Town-wide infrastructure needs include routers, firewalls, network switches, data cabling, etc.
- The Building Department needs a plotter to digitize plans. E. Robertson will inquire about the cost, what is the current cost of outsourcing, frequency of use and where space is available.
- Software upgrades include a software package to allow on-line permitting. In addition, everything regarding payroll is currently done manually and requires the

work of one full-time employee. A digital HR process would make the process more efficient and would allow staff to take on additional responsibilities.

- Part of the town-wide infrastructure would include new phones. The current phone system is over twenty years old and cannot be upgraded.
- The project list for the Farmington Valley Health District (FVHD) is not yet complete but they have reported computerization issues. In addition, they would like to buy their building. Historically, they have always rented space.
- The Department of Public Works (DPW) needs a building at the transfer station. Employees are currently using an old jail cell that was purchased 20 years ago. In addition, DPW would like an electronic sign board, GPS for emergency tracking, as well as a roadside portable traffic device that would require only one person for traffic control instead of two.
- A sewer study and upgrades are needed before problems arise. It was noted this project may fall under small capital.
- Granby Ambulance Association (GAA) needs a fully equipped ambulance. E. Robinson noted she has a meeting scheduled with GAA to review their finances.
- M. Fiorentino feels economic development for local businesses should be part of the strategic planning process.
- Kearns School - The Senior Center, Library and Parks and Recreation need space that could be accommodated at the school. A strategic plan is needed for Kearns.

4. Discuss Creating Draft Document

Prior to the next meeting, commission members will create a list prioritizing the projects with a line drawn at the \$3.4M point and all remaining projects below the line.

5. Confirm Date of Next Meeting – March 29, 2022

The meeting scheduled for March 29, 2022 was cancelled and the next meeting will be held on April 27, 2022 at 8:00 a.m. in the Town Hall Meeting Room.

ADJOURNMENT

On a Motion by S. Thrall, seconded by J. Tsapsinos, the meeting was adjourned at 10:08 a.m.

Respectfully submitted,

Kathy Kane
Recording Secretary