

Capital Infrastructure Facility Asset Planning Sub-Committee
Monroe, Connecticut
Tuesday
April 17, 2012 6:30 P.M.
Conference Room 204

A Monroe Capital Infrastructure Facility Asset Planning Sub-Committee (CIFAP) meeting was held on Tuesday April 17, 2012 at 6:30 P.M. in Conference Room 204.

PRESENT: Richard Zini, Chairman of Planning and Zoning Commission and Steering Chairman of CIFAP
William Porter, Commissioner of Planning and Zoning
Brian Quinn, Commissioner of Planning and Zoning

Pledge of Allegiance

Roll Call

Present:

Enid Lipeles, Chairman of Town Council
Lee Hossler, Chairman of Economic Development Commission
Ron Vilani, Chairman of Police Commission
Doug Arndt, Director of Public Works
Frank S. Bent, Parks and Recreation
Chief John Salvatore, Monroe Police Department
Scott Schatzlein, Land Use Director and Town Engineer
Darrel Trump, Chairman Board of Education
Bill Davin, Fire Marshall
First Selectman Stephen J. Vavrek, ex officio
Frank Cooper, Parks and Recreation

Absent:

Cathy Dilks-Anderson, Resident (Democratic Party)
Mark Reed, Chairman of Board of Finance
Ed Steadman, Resident (Republican Party)
Carl Tomchik, Finance Director
James Agostine, Superintendent of Schools

MINUTES

Motion: Commissioner William Porter made a motion to ratify the minutes of November 29, 2011, and December 8, 2011.

Second: Chairman Rick Zini

Motion passed: 2-0 with 1 absent

First Selectman, Stephen Vavrek introduced the new Parks and Recreations Director, Frank Cooper, who is taking over for Frank Bent. He also stated that James Agostine will be replacing John Goetz as Superintendent of Schools.

CIFAP Matrix Update

Chairman Zini is holding off on an update until the next meeting when a Board of Finance member can give the Sub-Committee a formal update.

Chairman Zini recommended that the Sub-Committee members take the MATRIX back to reevaluate the projects that were submitted between April and October of last year to see if they are still needed, or if they were already handled. Chairman Zini asks if First Selectman Stephen Vavrek can request this is writing from all the Town Departments and Agencies so that there will be responses back to CIFAP.

Chairman Zini would like to set up a time to speak with the Board of Education to talk about the master facility plan.

Brian Quinn, Commissioner of Planning and Zoning, joined the meeting at 6:44 P.M.

CIFAP and the Budget Process

Chairman Zini stated that it is crucial to get a head start in getting everyone together and get their information in a timely manner. He is looking to get everything together prior to September due to the fact that it gets busy with school starting.

Chairman Zini and Doug Arndt, Director of Public Works discuss DPW and that they need to get together with the First Selectman and Carl Tomchik, Finance Director, to discuss further what Doug would like to fit into the Matrix. Chairman Zini looks for clarification from First Selectman Stephen Vavrek on an internal Matrix for all Town vehicles outside of Doug's heavy equipment. First Selectman stated that he knows that Carl Tomchik is working on it, but does not know a time frame. Doug clarified that the goal is to have all the Departments on board to get everyone on the same page so they can get a count for all the Town vehicle repairs and replacements. Chairman Zini asked for a reasonable time frame to mesh with CIFAP and it was determined that it will most likely be early fall of 2012.

Chairman Zini moved on to Parks and Recreation Department. He looked to Frank Cooper to see what is in his plan for the near future. There are things that Frank would definitely like to add to the list, but he sees the things already listed as significant priorities.

Chairman Zini addressed Schott Schatzlein Town Engineer to review and reprioritize the engineering items.

First Selectman is working on possibly getting a representative for WPCA Chairman John Dunne for the meetings outside the WPCA meetings that he cannot attend.

Enid Lipeles looks for clarification on the time table for specific projects to be done. Chairman Zini stated that they do not decide that in the CIFAP meetings and that it would lie in the hands of Town Council and the First Selectman.

Chairman Zini wants everyone to get on a schedule so that they are not running against time for next year's deadline. Chairman Zini is looking to have everyone's information by July 31, 2012. Every department works off of the same budget cycle. If they do not have your information by the cut off then it will not be added in. Chairman Zini requested that the First Selectman send out a written referendum to all Department heads and Agencies asking to have their budget information responses by July 31, 2012. They should look for a review on the budget in August and will be going through the same process as last year.

Chairman Zini went over the process of multiyear projects and how they will be looked at in the budget. He stated that there will be columns for each year of the project and each column will state what the potential cost for the project would be for that year.

Chalk Hill Analysis in the Capital Planning Process

There has been much discussion on the former Chalk Hill Middle School and whether to keep the building open or close it down. There has been talk about keeping the building open for the summer months and possibly closing it down in the Fall. The Town is going to come up with a business plan for if the building were to stay open. They would need to get the building in revenue positive so that the Town would not have to carry all of the financial weight of the building. The Planning Commission is willing to hold a Public Hearing to get public input on the planning side, but a business plan needs to be created first.

First Selectman Stephen Vavrek gave a briefing on the issue. He stated that there are zoning issues with the building being that it is now a Town building and not a school building along with it being located in a residential zone. They would also need to look at the true cost to operate the building on a daily basis.

The first issue is that there is a municipal building that was originally built as a school in a residential zone. Chairman Zini requested a list of all the current uses that are in the department, whether they are departmental or outside, that are taking place at Chalk Hill. This will include the playing fields.

The second issue is the potential for the building. There needs to be a clear defined business plan for anyone or any entity that is going to be in Chalk Hill going forward as a proposal. This will help the Planning and Zoning Commission with their Public Hearing and Input Session for a recommendation to the elected bodies.

The last issue is the question of what the building really needs and how to maintain it.

The Planning Commission would like to have a Public Hearing in late May or early June.

Doug Arndt, Director of Public Works, spoke about the building and some of the maintenance of it. He talked about how the specific uses would determine how the building would be maintained. Doug also spoke about keeping the building in “hibernation”. He talked about it being more expensive to shut the building down in the winter due to the freezing and bursting pipes than it is to keep the heat on all winter long.

There will be a CIFAP meeting scheduled for June 12, 2012. At this meeting they will have the three bullet items to present. Which are current uses and where they came from, the business plan with projected uses, and a list of necessary repair upgrades for the building.

MEETING SCHEDULE

CIFAP’s next meeting will be held on Tuesday May 15, 2012 at 6:30 P.M. in Conference Room 204. This meeting will be the discussion with Carl Tomchik and Mark Reed and Board of Finance about what is changing with the MATRIX from what happened through the budget referendum.

ADJOURNMENT

There being no further discussion, Chairman Zini adjourned the meeting.

Respectfully Submitted,

Amy Guerra