

**Capital Infrastructure Facility Asset Planning Sub-Committee
Monroe, Connecticut
Tuesday
May 15, 2012 6:30 P.M.
Conference Room 204**

A Monroe Capital Infrastructure Facility Asset Planning Sub-Committee (CIFAP) meeting was held on Tuesday May 15, 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:

Deborah Heim, Vice Chairman of Town Council
Ron Vilani, Chairman of Police Commission
Doug Arndt, Director of Public Works
Chief John Salvatore, Monroe Police Department
Scott Schatzlein, Land Use Director and Town Engineer
Darrel Trump, Chairman Board of Education
Bill Davin, Fire Marshall
James Agostine, Superintendent of Schools
Kathy Dilks-Anderson, Resident (Democratic Party)

Absent:

Enid Lipeles, Chairman of Town Council
Lee Hossler, Chairman of Economic Development Commission
Frank Cooper, Parks and Recreation
First Selectman Stephen J. Vavrek, ex officio
Mark Reed, Chairman of Board of Finance
Ed Steadman, Resident (Republican Party)
Carl Tomchik, Finance Director

MINUTES

Motion: Commissioner William Porter made a motion to ratify the minutes of April 17, 2012

Second: Commissioner Brian Quinn

Discussion: With one edit (to correct spelling of Kathy Dilks-Anderson's name)

Motion passed: 3-0

Matrix Update from Board of Finance and Finance Director, Including Grant Status for Any Projects

In the Absence of the Board of Finance Director, Chairman Zini gave a brief update on the Matrix. He stated that the only project that is currently funded in the budget is the Town wide Facility Asset Study.

Chalk Hill

The next meeting will be on June 12, 2012 in which there will be a presentation from the office of the First Selectman on the future of Chalk Hill. They will be presenting three bullet items which are as follows:

- Existing use and projected future uses
- Current building costs and future building costs
- Operating costs if the building was closed completely

There was a 2008-2010 study done on Chalk Hill by Silver and Petrucelli Associates. The study showed different options of partially using the building, mothballing it, or demolishing the building. Chairman Zini wants everyone to have a copy of the study so that they can go over it. He is also going to request that the document be put on the Planning and Zoning website so that the public can look at it before the Public Hearing during the summer.

Chairman Zini feels that Planning and Zoning, Town Council, and Board of Finance members are not on the same page when it comes to Chalk Hill. He believes that it would be a good idea to have a joint meeting with all three Commissions so that everyone can be on the same understanding. He is also going to request that members of Board of Finance and Town Council be sent copies of emails regarding Chalk Hill even if they are not at CIFAP so that everyone has the same information and is on the same page.

It was stated that the idea between Town Council and Board of Finance was to mothball the building and to have the Town wide Facility Asset Study, which would give them, at the time, about sixteen months to review everything.

Vice Chairman O'Hara from the Planning and Zoning Commission added there were some issues that were brought up during the Renovation Committee Study that Tom Buzi had done in 2007. The septic and the boiler as well as the kitchen were all brought up. He thinks that this should be considered when it is time for the decisions making due to the fact that it is the original septic and no one is aware of the actual condition of it, as well as the boiler being at the end of its service life.

The current uses that are in Chalk Hill are not approved by the Planning and Zoning Department. It is a Municipal building in a Residential Zone and any use that is or will be in there will have to go through the approval process of the Planning and Zoning Department/Commission just as anyone else would have to.

Board of Finance is looking for a bullet list of who is in the building, what are the expenses to have them in there, and what revenues are they contributing. They are looking for actual numbers.

The Planning and Zoning Commission has yet to make a statement whether they are for or against the building being closed. They are looking for information to CIFAP so that they can make a recommendation to Town Council and Board of Finance. The statement that they are making is that there are unapproved businesses operating within the building.

The fields in the back of the building will continue to be operable if the building closes.

They are looking to have a joint meeting with Planning and Zoning, Board of Finance, and Town Council. This will happen possibly in July along with the Public Hearing regarding Chalk Hill.

The Facility Study will be on every building within the Town, including schools. It will not be on the school programs, but on the buildings themselves. It could take four to six months for the study to be completed once it is started.

Submission of any Project Proposals as New Listings or Revisions to a Project Already Listed

James Agostine handed out a draft that was presented at the last Board of Education meeting for a 5 year Matrix. He stated that he will get the final copy to Chairman Zini, but he wanted to at least hand out the draft. There was a recent legislation that will allow the Board of Education to finance repairs concerning energy conservation.

They are looking to get the Matrix back to Board of Finance, Town Council, and First Selectman in December at the start of the new budget cycle.

Chairman Zini will be requesting that the First Selectman send out a memo to all of the Departments and Agencies about updating and revising their budgets.

There will also be a life safety meeting about what fire and rescue actually need. They need to be more specific than what is stated in the Matrix.

There was discussion on the field of Chalk Hill and who exactly is using it. The school department's budget is maintaining the field. Chairman Zini requested an updated list of who is using the field. James Agostine stated that when the schools aren't using the field then the Parks and Recs Department uses it. Chairman Zini showed concern that the Board of Education is paying for the maintenance of the field, although other people are using the field. Planning and Zoning is looking to find out what programs are running under the Parks and Recs Department and if they are actually Parks and Recs activities or private businesses.

ADJOURNMENT

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

Respectfully Submitted,

Amy Guerra