

**Capital Infrastructure Facility Asset Planning Sub-Committee  
Monroe, Connecticut  
Wednesday  
November 29, 2011 6:30 P.M.  
Conference Room 204**

A Monroe Capital Infrastructure Facility Asset Planning Sub-Committee (CIFAP) meeting was held on Wednesday, November 29, 2011 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

**Pledge of Allegiance**

**Roll Call**

**Present:**

Kathy Dilks-Anderson, Resident (Democratic Party)  
Enid Lipeles, Chairman of Town Council  
Lee Hossler, Chairman of Economic Development Commission  
Ron Villani, Chairman of Police Commission

**Also Present:** Craig Tunks, Facilities Department, Board of Education

**Absent:**

Doug Arndt, Director of Public Works  
Frank S. Bent, Parks and Recreation  
Bill Davin, Fire Marshal  
John Goetz, Interim Superintendent of School  
Brian McMahan, Chairman Monroe WPCA  
Mark Reed, Chairman Board of Finance  
Chief John Salvatore, Monroe Police Department  
Scott Schatzlein, Land Use Director and Town Engineer  
Ed Steadman, Resident (Republican Party)  
Carl Tomchik, Finance Director  
Darrell Trump, Chairman Board of Education  
First Selectman Stephen J. Vavrek, ex officio

**MINUTES**

**Motion:** Commissioner William Porter made a motion to ratify the minutes of November 16, 2011.

**Second:** Chairman Rick Zini

**Motion passed:** 2 to 0.

## UNFINISHED BUSINESS

### REVIEW/RANKING OF MATRIX

Chairman Zini began review of the matrix report and said this will be presented to the Planning Commission next Thursday, December 8, 2011, which will be a public input session. He said there will be a brief PowerPoint presentation and he requested all the members attend.

Chairman Zini said he made some adjustments to the matrix report after the last meeting and follow up with some Department heads. He said he removed the *Mill Rate* column for the time being, as well as he inserted a sub-line which totaled departments' requests. He said after doing that he felt it was a good snapshot of what each part of the town needs, and he felt it was also good for the public to see how many areas of the town need to be focused on. He said he left the *Grant Eligible* column in because the GIS program became grant eligible and he gave a presentation to Town Council yesterday, November 28, 2011.

The Committee began review and the ranking of the projects. The focus was on the projects slated for the coming year. Commissioner William Porter commented on the numerous vehicle replacements that are submitted for Capital Projects and asked why they are not part of the annual operating expenses of the departments. Chairman Zini said Doug Arndt, who has 34 vehicles, feels their replacement should be on a rolling Capital program. There was a lengthy discussion, everyone seemed to be in agreement that the vehicle replacements should be re-assessed and it was suggested this be presented to the Board of Finance, Town Council and the First Selectman's office for a review and possible adoption of a common policy for vehicle replacements, suggested by Police Commissioner Ron Villani.

Kathy Dilks-Anderson said there are 65 items to be assessed and asked Chairman Zini how this is going to be done. Once they are ranked, she asked where the report goes. He said we have the public meeting on December 8, 2011 and the Planning Commission is going to prep a presentation, which all the subcommittee will be invited to, that will be presented to Town Council during their budget workshop in January. Town Council then presents their suggestion to the Board of Finance. Chairman Zini said the First Selectman will be given the presentation and he can make recommendations as he deems. However, he said the Matrix Report will be a standing report of budget requests and the Committee's recommendations.

He said the first three municipal requests regarding the Town Hall are being ranked as number 1 at the suggestion of the First Selectman and Town Council. He said we can lump all the vehicle replacements into one rank. He also said we are going to present this Committee's suggestion of ranking to the department heads, prior to the budget workshop. Kathy Dilks-Anderson said, in the past, when capital projects were submitted they were presented to the work group by the Department heads with an explanation of the need and it was easier to assess then.

Chairman Zini asked Craig Tunks if there is an update to the Board of Education's submission. He explained the submission is the result of requests of three Facilities' Directors in the past 10 years. He also explained that the roof repairs have been done by patching in the past and all have exceeded their 30-year lifespan. He also delineation the building repairs at Fawn Hollow.

There was a brief discussion regarding Chalk Hill and Chairman Zini said CIFAP has to review the needs for Chalk Hill and will discuss this after their submission for this year's Capital Project report.

Chairman Zini reviewed Scott Schatzlein's requested priorities that tie in with road repairs and expressed his concern that the town is spending a large amount of money over the next 10 years on road repairs. Unless the drainage repairs necessary on these roads (Pepper Street, Garder Road, Wheeler Road, Velvet Road, Stanley & Timothy) are done at the same time, the town will have to dig up newly paved roads to include correction to drainage issues. Chairman Zini also explained the need to design parking for the bike trail in that there have been State parking violations, for which the Town can be fined, because people are actually parking in wetlands, as well as parking on roadsides creating hazardous traffic conditions. The group continued ranking projects and ranked projects for priority #1 through #14.

Chairman Zini said he will create a new sheet listing the projects by rank and this will be presented at the December 8<sup>th</sup> meeting to the public. He will also keep the current departmental project listing as the master inventory list, without any ranking. Discussion ensued regarding final reports and Chairman Zini said they will keep the written project reports by Department. He would also like, depending on budget costs, to print reports for the CIFAP group, one for Town Council, Board of Finance and the First Selectman. He said the departments should download a copy of the report from the Website or ask the First Selectman's office for a copy. The issue is cost and Chairman Zini said the Planning and Zoning Commission doesn't have enough money in the budget to print copies of this report and it is.

### **MEETING SCHEDULE**

The CIFAP Subcommittee of the Planning Commission's next meeting is on **THURSDAY**, December 8, 2011 at 7:00 PM in the Town Council Chambers. Chairman Zini asked to have as many members of the CIFAP Committee to attend if they can. He plans to set up the table in front of the Planning Commission for the CIFAP members to sit at and he plans to introduce everyone.

Chairman Zini said he will have a brief PowerPoint to run through the inventory report, the ranking report, where the projects are, a web shot of the Home Page of the CIFAP and said if the public has questions how this formulated, they will be answered administratively.

### **ADJOURNMENT**

There being no further discussion, Chairman Zini adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Joanne Backert, CIFAP Clerk