

**Capital Infrastructure Facility Asset Planning Sub-Committee  
Monroe, Connecticut  
Wednesday  
November 16, 2011 6:30 P.M.  
Conference Room 204**

A Monroe Capital Infrastructure Facility Asset Planning Sub-Committee (CIFAP) meeting was held on Wednesday, November 16, 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:**

Frank S. Bent, Parks and Recreation  
Bill Davin, Fire Marshal  
Kathy Dilks-Anderson, Resident (Democratic Party)  
Enid Lipeles, Chairman of Town Council  
Lee Hossler, Chairman of Economic Development Commission  
Chief John Salvatore, Monroe Police Department  
Carl Tomchik, Finance Director

**Also Present:** Deborah Heim, Town Council Member

**Absent:**

Roger Agatston, Commissioner of Planning and Zoning  
Doug Arndt, Director of Public Works  
John Goetz, Interim Superintendent of School  
Brian McMahan, Chairman Monroe WPCA  
Mark Reed, Chairman Board of Finance  
Scott Schatzlein, Land Use Director and Town Engineer  
Ed Steadman, Resident (Republican Party)  
Darrell Trump, Chairman Board of Education  
First Selectman Stephen J. Vavrek, ex officio  
Ron Villani, Chairman of Police Commission

**MINUTES**

**Motion:** Commissioner William Porter made a motion to ratify the minutes of August 23, 2011 and September 21, 2011.

**Second:** Chairman Rick Zini

**Motion passed:** 2 to 0.

**UNFINISHED BUSINESS**

## **Collection of Updated Projects Synopsis**

*Chairman Richard Zini* thanked Bill Davin and Frank Bent for the additional information they provided for the Matrix Project. Chairman Zini also said the Board of Education sent information to him. He distributed copies of the Capital Projects Matrix Draft, dated November 16, 2011 and closed the collection of project input saying it's too late in the system as of this date and he pointed out that the project list has expanded.

*Chairman Richard Zini* began the review of the report. He noted the updated information from Doug Arndt, Director of DPW. He was given an update on the road repair and the exhibits will be online, the project backup. This is a five-year, 10 million dollar work program. He also pointed out the study for the replacement of the DPW garage, vehicle replacement as well as capital equipment replacement. Chairman Zini said he will clarify with Doug that there isn't duplication of the vehicles and equipment.

Chairman Zini said the Planning and Zoning Commission has a preliminary hearing with Greater Bridgeport Regional and together they are hoping to attain a federally-funded grant for GIS Mapping, available to Fairfield County (Stratford, Shelton, Monroe, Part of Bridgeport and Part of Trumbull). He said this can take up to five years. He spoke with S. Schatzlein and they decided to leave this item on our Matrix in case Fairfield County doesn't get selected for the grant.

Chairman Zini said the Matrix report has been updated to include values as well as yearly projections. He asked Bill Davin to update the information on the vehicle requests

The Board of Ed. sent an updated list of what they are looking for in the next five years and this is now included in the Matrix Project listing.

Chairman Zini began discussion with Carl Tomchik on LOCIP projects and Carl explained that these projects are in the range of \$120,000 on an annual basis and this account is basically used as reimbursement for projects that can be done in a short period of time. Chairman Zini said he tried to keep projects under \$50 - \$100 thousand off this report. Carl said this money is usually used when something breaks down of a small repair needs to be done.

Chairman Zini reviewed the projects' projection timeline and said most of the submissions are in the 1 to 2 year projection. DPW, Town Hall, and Senior Center's vehicle requests, the road repair program as well as various departments' requests for a particular study were projected over a 10-year period.

The group then began to rank projects with a one-year projection. Chairman Zini reminded everyone that the Board of Finance, Town Council and the First Selectman asked this sub-committee to prioritize the Town Hall because of the Police Station Renovations. Kathy Dilks-Anderson suggested the Town-wide Utilization Study of all Existing Facilities for Evaluation be a number one priority along with the Town Hall renovations. Chairman Zini agreed with her, as well as others present. The third listing agreed upon was the DPW Road Repair Program. Kathy Dilks-Anderson asked for

clarification on the listing for Engineering's road improvements vs. the DPW Road Repair Program. Chairman Zini explained that the Road plan is only between the curbs. Curbs outbound include storm drains, sidewalks, curb cuts, hydrant work, safety barriers etc. are included in the Engineering road improvement request.

Kathy Dilks-Anderson asked for clarification on the WPCA Town-wide comprehensive Sanitary Sewer Study. Chairman Zini said WPCA is required, under State regulations, to have a sewer study every 10 years and the Town of Monroe hasn't done one for 14 years. Kathy suggested this, as well as the Water Main Extension Study also be in the top priorities and they became priorities numbered 4 & 5. The group also recommended the Police Department's Animal Control Unit Facility renovations become priority number 6.

Chairman Zini asked attendees to take this report home and review it and pencil in their suggestions for ranking.

### **MEETING SCHEDULE**

The next CIFAP meeting is scheduled to be on **TUESDAY**, November 29, 2011 at 6:30 p.m. in Conf. Room 204.

Chairman Zini also discussed with the group and scheduled a public information session of the Planning Commission and the CIFAP Subcommittee of the Planning Commission on **THURSDAY**, December 8, 2011 at 7:00 PM in the Town Council Chambers. Chairman Zini said this is a special planning meeting only.

### **ADJOURNMENT**

There being no further discussion, Chairman Zini adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Joanne Backert, CIFAP Clerk