

**Capital Infrastructure Facility Asset Planning Sub-Committee
Monroe, Connecticut
Tuesday
June 21, 2011 7:00 P.M.
Land Use Group Area**

A Monroe Capital Infrastructure Facility Asset Planning Sub-Committee (CIFAP) meeting was held on Tuesday, June 21, 2011 at 7:00 p.m. in the Land Use Group Area of the Monroe Town Hall.

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

Roll Call

Present:

Doug Arndt, Director of Public Works
Kathy Dilks-Anderson, Resident (Democratic Party)
John Dunne, Vice-Chairman Monroe WPCA
Lee Hossler, Chairman of Economic Development Commission
Enid Lipeles, Chairman of Town Council
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
Carl Tomchik, Finance Director
Darrell Trump, Chairman Board of Education
First Selectman Stephen J. Vavrek, ex officio

Also Present: J. P. Sredzinski, Resident

Absent:

Frank S. Bent, Parks and Recreation
Bill Davin, Fire Marshal
Dr. Colleen Palmer, Superintendent of School
Ed Steadman, Resident (Republican Party)
Ron Villani, Chairman of Police Commission

MINUTES

Motion: Commissioner Roger Agatston made a motion to ratify the minutes of May 25, 2011 as submitted.

Second: Commissioner William Porter

Motion passed: 3 to 0.

UNFINISHED BUSINESS

Project Matrix Creation

Chairman Richard Zini said the Project Matrix creation is at 40% loaded of the existing capital projects from the original report created in 2008/2009 as well as the addendum created in 2009/2010. He said the plan is, within the next few weeks, to distribute a draft of the spreadsheet for our next meeting.

Web Page File Location

Chairman Richard Zini said the Town IT Department has created a location for the CIFAP Web Page and it can be located on the Town of Monroe Home Page →Mtg Minutes & Agendas→Planning & Zoning Commission→CIFAP Document Repository. He said Vida Stone, Administrative Assistant to the First Selectman, began loading some of the documents today, and encountered some glitches. The reports from 2009/2010 will be located in a folder called *Prior Capital Project Reports*. He expects the new folder to be uploaded shortly and it will be called *CIFAP Capital Project Reports- 2011* which will contain the new reports distributed at this evening's meeting. The third folder that will also be created will be called the *CIFAP Draft Matrix*, which will remain empty until the next meeting and all members of CIFAP are comfortable with the Matrix Spreadsheet. *Chairman Zini* said there will be a fourth folder on this site that will contain the final version of the filed meeting minutes that are recorded in the Town Clerk's Office.

Review of Prior Capital Reports

Copies were distributed at the last meeting and copies of the prior Capital Asset Report in PDF versions were emailed, which were a series of First Selectmen's Citizen Group Committees. The only project pulled from this collection was the police station that is being handled separate from CIFAP. Any other Town Hall projects will come through this group for discussion and ranking as part of the process.

Chairman Zini asked *First Selectman Vavrek* to get feedback from Town Departments that submitted projects in the past as to whether they are still valid and if so, to be updated. This includes all subdivisions of the town such as housing, library, etc. He is pushing to get this information from him quickly. He said the goal was to allow 90 days to collect reports – May, June and July.

Collection of New Project Packets

Two new projects were received, one from the Town Fire Marshal, William Davin who represents the Fire Department, EMS and Fire Marshal Inspection Services. There is a series of reports and input from the Fire Marshal's office for that side of emergency services for the town.

The other new project report came from Planning and Zoning's Department Scott Schatzlein, Land Use Director and Town Engineer. This is a preliminary list of the issues that involve the five sub-departments under the Land Use Group. *Chairman Zini* said these will be uploaded to the Matrix.

Chairman Zini asked Chief Salvatore if there are any projects that are outside the station project and *Chief Salvatore* asked if the *Animal Control Unit Facility at 447 Purdy Hill Road* was submitted. Note: *Captain Flick* submitted that report at the last CIFAP meeting.

Carl Tomchik, Finance Director said he has two project reports that will be submitted; one being for the Town Hall Roof and the other for the Issues with the Town Hall HVAC. He had estimated costs for each \$700,000 for the Roof and \$800,000-\$880,000 for the HVAC. Tests will be done this Friday on the HVAC and a report will follow, which will determine the cost.

Doug Arndt, Director of Public Works said he will revise and update the existing report with prices and vehicle numbers etc.

Chairman Zini said Darryl Trump and the Board of Education submitted the Board of Education's report.

First Selectman Vavrek received, and submitted this evening, a project report from *Parks and Recreation*.

NEW BUSINESS

Darryl Trump asked if costs associated with projects would be included. *Chairman Zini* said there is a cost line, but reiterated that this group is tasked to rank the projects by priority of need first. The Board of Finance and Town Council will take up the ranking by the finance side as to what is funded. Mr. Trump began discussion on maintenance involved with the projects and after a discussion *Chairman Zini* it was suggested there be a subsidiary list of maintenance projects or maybe a column added to the matrix for *Maintenance and Funding* out to the right listing short term/long term.

Chairman Zini said after the First Selectman's Joint Meeting last evening regarding the turnover of Chalk Hill School from the School Department and the Board of Education side, back to the Town side. The analysis of that building study will be coming to this group. He asked the First Selectman to forward a full set of copies of the reports that were discussed and presented last evening in a PDF format to go into the matrix for the Chalk Hill property. *First Selectman Vavrek* said last night was the first time he, and the Finance office saw those reports.

Carl Tomchik said this really is a Band-Aid to go from Point A to Point B and it is an expense that we have not been able to determine to this point until what we received from the Architect's schedule. It will become a burden of the Finance group and it will become an operating expense within the 2012 budget summary. *Chairman Zini* said we understand that it is to carry the building as an asset for the next year or two, but this

Draft

group should be planning, with the public, as to what happens to that building outside of maintaining it for a couple of years.

MEETING SCHEDULE

The next meeting is scheduled for **Tuesday, August 23, 2011 at 7:00 p.m. in Conference Room 204.**

ADJOURNMENT

There being no further discussion, Chairman Zini adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Joanne Backert
CIFAP Clerk