

Capital Infrastructure Facility Asset Planning Sub-Committee
DRAFT

Monroe, Connecticut

Wednesday

September 21, 2011 6:30 P.M.

Conference Room 204

A Monroe Capital Infrastructure Facility Asset Planning Sub-Committee (CIFAP) meeting was held on Wednesday, September 21, 2011 at 6:30 p.m. in Conference Room 204.

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

Roll Call

Present:

Doug Arndt, Director of Public Works
Frank S. Bent, Parks and Recreation
Bill Davin, Fire Marshal
Kathy Dilks-Anderson, Resident (Democratic Party)
Lee Hossler, Chairman of Economic Development Commission
Enid Lipeles, Chairman of Town Council
Chief John Salvatore, Monroe Police Department
Scott Schatzlein, Land Use Director and Town Engineer
Carl Tomchik, Finance Director
First Selectman Stephen J. Vavrek, ex officio

Absent:

Brian McMahon, Chairman Monroe WPCA
William Porter, Commissioner of Planning and Zoning
John Goetz, Interim Superintendent of School
Mark Reed, Chairman Board of Finance
Ed Steadman, Resident (Republican Party)
Darrell Trump, Chairman Board of Education
Ron Villani, Chairman of Police Commission

MINUTES

The ratification of the minutes was deferred to the next meeting, October 19, 2011.

UNFINISHED BUSINESS

Project Matrix

Chairman Richard Zini distributed and reviewed the Capital Projects Matrix Report. He said he added the submission from Chief Salvatore of the Animal Control Facility Project to the matrix report, and made edits to the report removing two items from Parks and Recreation related to Masuk High School and moved them to the Board of Education (the synthetic turf field and the

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lighting at the upper field). He also added four new projects that were submitted by Frank Bent, as well as the carry over of vehicle replacement.

Chairman Zini said he needs to get in touch with the Interim Superintendent of the Board of Ed or the Chairman to review the survey that was created by Art Baker, former Director of Public Works. The school department and public works were planning to work in conjunction with janitorial and maintenance projects and Mr. Baker created a listing and Chairman Zini said he has not received feedback from the Board of Education, nor has he received their five year plan.

Chairman Zini said we still haven't heard from some departments in town, even though *First Selectman Vavrek* sent correspondence out requesting submissions of Capital Projects for consideration.

Kathy Dilks-Anderson mentioned the importance of knowing which items are considered "wish list" and which absolutely need to be done. *Carl Tomchik* said the Local Capital Improvement Program (LOCIP, a valid source of funding) should include projects that need to be taken care of within six months, such as the town hall roof replacement and the highway garage needs. He also talked about the natural gas conversion and the removal of the existing fuel tank at the Stepney Firehouse that need to be taken care of and could actually cost more, the longer this project is delayed. He said both of these projects, on a preliminary and semi-formal basis have been approved and he explained that we expend the funds to get the project done, send the projects up to LOCIP and we get the money back. *Chairman Zini* said he will update the Matrix Report to include roof repair, the DPW highway garage (approximately \$10,000) as well as the natural gas conversion and fuel tank removal at Stepney Fire Station (\$13,000) under a LOCIP column. *Chairman Zini* said every project has to be included on the matrix, whether it is already being funded or not in order to have a complete listing of projects.

Doug Arndt forwarded the Public Works 5 year capital projects plan, created by Art Baker and provided copies to everyone at this meeting. *Scott Schatzlein* also submitted a list of potential projects that he worked on with Mr. Arndt. *Chairman Zini* said the projects listed on the report created by Art Baker have values attached that were derived by sole source vendors. He said the Planning Commission and Board of Finance do not have a great comfort level with the energy put in to sourcing those numbers. Discussion ensued regarding obtaining financial information similar to a bidding process. *Chairman Zini* said he wants this matrix report to have valid numbers to present to Town Council and Finance.

Chief Salvatore said he is confused with the expectation Mr. Zini has of the department heads to obtain realistic figures. He said he felt the guidelines for project submission were not articulated to include this information. Discussion ensued regarding the submission of project reports with at least two prices from different sources to get realistic project estimates and the amount of work that require.

Chairman Zini suggested the First Selectman hold a meeting with Department Heads to have this necessary discussion. He also suggested inviting department heads to attend this meeting in order to obtain facts on their projects. He said department heads/project presenters have been given approximately three months to organize and update information on projects listed, and there still is a lot of missing information on this report. He said we should be at the point where we are making decisions. *Chairman Zini* said he feels the Planning Commission should send the

department heads clarification of the information CIFAP is looking for regarding Capital Projects.

Chairman Zini said projects that have been submitted in the past did not have pricing information on them and you can't move forward with a capital plan without that information. He reiterated the importance of obtaining this information and including it in this report as well as listing the projects that require a study. In summary, he said department heads that have presented projects with expectation of being brought forward by this committee need to have detailed information. Chief Salvatore worked for ten years on the renovation of the Police Department, providing detailed information. This was a project he committed himself to and through perseverance and hard work, it is finally being completed.

Chairman Zini said there is nothing wrong with presenting projects to Town Council and Finance saying they are a five year guesstimate. It's the best we can do unless the town does a formal design or does a study with a consultant. We just need to inform people, we are not ready to give you a hard number yet because..... or we have a hard number and this is the rationale, within a certain number of accuracy.

The Committee began discussion of the budget and having "planning money" allocated for facilities' planning; money available for project studies. *Chairman Zini* suggested Carl Tomchik give a line item in the budget for planning money. He said other small towns have at least a one million or two million dollar line item for study projects, or emergencies.

Chairman Zini said he wants to make sure this Committee puts forward intelligent information in the matrix report so when it is presented to Town Council and Finance, members of this Committee can stand behind it.

Priority projects are the town hall roof and the HVAC system improvements that can make the town hall building whole. C. Tomchik, D. Arndt and C. Nowacki will work on getting costs to move forward. C. Tomchik asked Chief Salvatore if the consultant for the Police Department renovation can expand his service to include this information. Chief Salvatore said he did provide preliminary information on the roof.

Chairman Zini said he will incorporate information submitted this evening from Public Works and Engineering into the matrix report, and asked S. Schatzlein and D. Arndt to work together to supply updated costs/explanations for the projects put forward.

MEETING SCHEDULE

The next meeting is scheduled for **Wednesday, October 19, 2011 at 7:00 p.m. in Conference Room 204.**

ADJOURNMENT

There being no further discussion, Chairman Zini adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Joanne Backert, CIFAP Clerk

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