

**Capital Infrastructure Facility Asset Planning Sub-Committee
Monroe, Connecticut
Thursday
December 8, 2011 7:00 P.M.
Council Chambers**

The Monroe Capital Infrastructure Facility Asset Planning Sub-Committee (CIFAP) held a Special Planning Meeting on Wednesday, December 8, 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 of Planning & Zoning Commission

Jane Flader, Alternate
Brian Quinn, Commissioner
Patrick O'Hara, Vice-Chairman
Richard Zini, Chairman
William Porter, Commissioner
Karen Martin, Commissioner
Cathy Lindstrom, Alternate
Scott Schatzlein, Land Use Director & Town Engineer

Roll Call of CIFAP Sub-Committee

Present:

First Selectman Stephen J. Vavrek, ex officio
Kathy Dilks-Anderson, Resident (Democratic Party)
Doug Arndt, Director of Public Works
Frank S. Bent, Parks and Recreation
Bill Davin, Fire Marshal
Lee Hossler, Chairman of Economic Development Commission
Enid Lipeles, Chairman of Town Council
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

Also Present: Mark Antinozzi, Board of Education

Absent:

John Goetz, Interim Superintendent of School
Brian McMahan, Chairman Monroe WPCA
Ed Steadman, Resident (Republican Party)

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Chairman Zini explained that this is a formal meeting of the Planning and Zoning Commission but they are acting in the capacity as a Planning Commission tonight. There is no zoning business on the agenda and this is a special meeting specifically for CIFAP and for public input session.

CAPITAL PROJECTS PLANNING REPORT OVERVIEW

Chairman Zini said CIFAP is a sub-committee of the Planning and Zoning Commission, on the Planning side of the Commission under state statute. He said the initiative for CIFAP was derived from the new Town Master Plan, which was completed in 2010 and ratified by the Planning and Zoning Commission. He is Chairman for this sub-committee and Commissioners Porter and Quinn are the three standing members from the Planning Commission. Former Commissioner Roger Agatston had served on the sub-committee and Chairman Zini said he wanted to recognize him for his input and time served.

Chairman Zini began a PowerPoint presentation. The invited members of the CIFAP Committee are those that the Planning Commission felt would need to be involved from every department and agency as possible, as well as members of the general public. The CIFAP sub-committee is comprised of two members from the Planning & Zoning Commission as well as the Chairman, one member from each of the following: Town Council, Board of Finance, Board of Education, and First Selectman as ex officio. Also invited to serve are the Town Engineer, Public Works Director, Chairman of the Economic Development Commission, Chairman of the Monroe WPCA, Parks and Recreation Director, Chief of Police, Fire Marshall and two (2) residents at large (invited through the First Selectman's Office).

Chairman Zini said almost all of the members have attended monthly meetings of the CIFAP sub-committee since April 2011 and were very active in putting together the Matrix report after five months of collecting projects submitted by department heads.

The goal of CIFAP is to develop an on-going detailed capital matrix as a database for the town. The Planning Commission, under the POCD looked at this as a global look at the town in the forefront of planning. The mission was to review and priority rank the projects that are submitted for capital planning. Also included was a review of prior capital projects submitted before the formation of CIFAP and are rolled into the matrix report. Included in the goals is the assurance that the process obtains public input, thus the reason for this evening's input session. Also, a final review and ratification, by the full membership of the commission that is seated this evening by January 2012 and a yearly distribution by the Planning Commission to First Selectman, Town Council and the Board of Finance at the offset of the budget workshop sessions. Chairman Zini said the overall goal is to provide a planning tool that can be used by the legislative and finance arms of our municipal government, when signing on capital projects and the funding of such projects. He reiterated that CIFAP does not decide what capital projects are selected and funded. Those decisions are made by the Town Council, Board of Finance and First Selectman.

Chairman Zini reviewed the matrix report included in the PowerPoint presentation. The projects are listed on the report as they were submitted. The first group is Municipal, submitted by the Office of the First Selectman. Second is the Department of Public Works,

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Town Hall Administration, which is general vehicles, Senior Center, Food Pantry, Parks & Recreation, Planning and Zoning, Engineering which is Town wide for all the engineering as a whole, WPCA, Water Pollution Control Authority, Fire and EMS Services, Police Department, Fire Marshal listing a vehicle expenses and the Board of Education. Chairman Zini said as their portion of the budget is separate; they are still required to submit their five-year plan and their capital listing. The last item at the bottom of the list is the LOCIP Grant Projects. Chairman Zini said there are certain projects that come forward that have smaller dollar amounts that may or may not be larger scale capital projects and can be funded by the LOCIP Grant.

This report is available for review on the Town's website under Meetings and Minutes, Planning and Zoning, CIFAP Documents. He said for every line item that is listed on the Matrix report there is a submission report by the department or agency, also available for review on this website. He said when this process is complete in January, there will be a full manual on file in the First Selectman's Office and the Town Clerk's Office of all the projects, as well as the Matrix.

Chairman Zini asked if any of the Planning and Zoning Commissioners had questions and Commissioner Quinn asked who would research grant eligibility and Chairman Zini said the Department and/or Agency is responsible. The only one that came forward was the GIS program for an FPIP grant through the State of Connecticut.

Chairman Zini asked if any members of CIFAP had questions and Finance Chairman, Mark Reed asked if an annual schedule for review was set and Chairman Zini said we will follow the same schedule that is in place. The CIFAP sub-committee plans to have the report re-generated before the end of November next year, so it is in the First Selectman's hands, Board of Finance and Town Council for January, prior to the February workshops. He said the goal for review by the CIFAP sub-committee is by December annually.

PUBLIC PARTICIPATION

Mitch Beck, 272 Fan Hill Road asked if the Matrix report is a "means" vs. "wants" list. Chairman Zini said we asked the departments for their capital project requests and we assumed everything they submitted was necessary. He also asked about the process to determine ranking and Chairman Zini said that was an overall consensus of the sub-committee, based on the descriptions in the projects and the ranking by year that was put in by the project submitter. So we looked at all the ones that were ranked as needed by the first year. They are not ranked for the budget, they are ranked by need.

Debbie Dutches, 15 Hearthstone Road had a question on the road repair. She said, "It's listed in parentheses that it's a \$63,000,000 project. I know it's an on-going project. The budget cost for road repair is \$10,000,000 – is that \$2,000,000 per year?" "Is that \$2,000,000 for 31 years?"

Doug Arndt, DPW Director said regarding the \$10,000,000 the original plan was a six year plan, spending \$2,000,000 per year for 6 years and we are now in our second year. So it is \$2,000,000 per year for the next 5 years.

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Debbie Dutches questioned if the \$63,000,000 is just to keep up for 31 years? Doug Arndt said he believed that dollar amount represents the pavement analysis study, which allows for an increase to the cost of asphalt over a period of time. The process of Road Management is to periodically conduct the studies and then demonstrate where we are with the actual costs of the program.

First Selectman Vavrek said the \$63,000,000 was a figure projected in a 2007 study. He said when the Town hired Roadway Management, that figure was almost cut in half. He further said with the Roadway Management plan it actually is a lot less and as we get into the program we'll see even more benefits and reductions.

Debbie Dutches also commented on DPW's Vehicle Replacement Program. She said she believed she was part of the Committee (Capital Projects) back in 2007 and she believes this was a rolling stock plan and said she is presuming some of the rolling stock has been replaced and some of these items may still be included. Chairman Zini said the Department heads said these are still vehicle requirements.

Debbie Dutches said she attended a Board of Education meeting recently and they had a five-year capital meeting projection and she noted the discrepancies in that report compared to the listing on the CIFAP matrix.

Chairman Zini said to be clear, the future projected years were not solidified, so that the Board of Ed and the School Department are making changes. We listed the initial projections so that those final 3 year that are in gray will be updated as soon as the school department updates us. Debbie said it's the current year that the dollar amounts don't match, the final three years do. Chairman Zini asked *Darryl Trump, Board of Education Chairman* to review the current year dollar amount that Craig Tunks reviewed with us at our last meeting on November 29th and he asked if there is an increase or decrease in that amount to please update him. He said he will adjust the matrix when he receives updated information.

MEETING SCHEDULE

Chairman Zini said the Commission will recess for the holidays and we will be pushing this process forward into January, when the Commission will ratify this report and will be forwarded to the Town Council, Board of Finance and First Selectman and will have two brief presentations to those groups.

ADJOURNMENT

There being no further discussion, Chairman Zini thanked the press for their articles and the public for their time and attendance this evening. He wished everyone on the commission and in attendance, Happy Holidays.

Vice Chairman O'Hara made a motion to adjourn the meeting. Commissioner Porter seconded the motion. The meeting adjourned at 7:43 p.m.

Respectfully submitted,

Joanne Backert, CIFAP Clerk