

TOWN COUNCIL  
STRATEGIC PLANNING COMMITTEE

MEETING MINUTES

Thursday, November 3, 2016  
6:00 PM  
Town Hall - 204

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Attendance: Councilman Kevin Reid, Chairman (“KR”)  
Councilman Nicolas Kapoor (“NK”)  
Councilman Terry Rooney, Secretary (“TR”)

Also Present as Invited: Barbara Fahr, EDC Chair, (“BF”)

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1. Call to Order
  - a. By KR @ 6:34
2. Approval of Minutes from previous meeting
  - a. Approved: 3-0
3. Liaison Discussion
  - a. Planning & Zoning
  - b. Park & Recreation
  - c. Economic Development
  - d. Public Works
  - e. IT & Facilities
4. Old Business
  - a. None – check
5. New Business
  1. **EDC Update and Current Status**
    - a. BF asked how Council stays up to date on EDC progress and ideas
    - b. NK mentioned that First Selectman gives some updates during Council Meetings during the First Selectman’s update
    - c. BF mentioned that the use of social media and the town website is a good place to get information and see what’s happening in the EDC
    - d. BF stated that there are some folks on EDC are teaching the commission to use social media, but there are struggles with bandwidth. There is a need for “cleanup” work that

comes from town resources. They want to use a system “Story Maps” through MetroCOG. There’s a lot of administrative work to get it functional.

- e. BF: Would like a more structured rhythm for information to Town Council.
- f. BF: Lack of communication might be due to reactive vs. being proactive
- g. Snow Sculpting Competition:
  - i. BF mentioned that the goal was to drive tourism to Monroe during the event. Put Monroe on map and have that tied into the restaurant showings...
  - ii. TR asked what the turnout is normally – BF felt that by years 3/4/5, we could have up to 5k people.
  - iii. BF mentioned that making this a “State-wide” event, would be to get donations from state-wide sponsors.
  - iv. BF stated that this year would smaller, more dry-run event. In February.
  - v. TR asked about Restaurant Week – BF answered with April of 2017
- h. BF mentioned there’s not an easy way to acquire Public Utilities to be able to effectively discuss services with prospective commercial opportunities.
- i. Action: KR to find out from Chairman Lieto if we are able to have EDC come to Council for quarterly updates.

## **2. Trails Project and Current Correspondence**

- a. Jack Fracassini’s comments to Frank Lieto:
  - i. This particular project has been on the Capital Projects List for a period of time. This I believe, is the section of the Multi-Use Trail that would go from the Trumbull Monroe Town Line to Wolfe Park.
  - ii. Scott had been working with MetroCog to obtain LOTCIP funding for the project.
  - iii. The State of Connecticut Department of Transportation by letter dated July 20th, 2016 sent a letter signed by Timothy M. Wilson Manager of Highway Design of the Bureau of Engineering and Construction for the Department of Transportation stating the following:
    - a. The Department of Transportation acknowledged that they had received a revised LOTCIP Application that had been prepared, I believe, by Scott Schatzlein on behalf of the Town of Monroe and submitted through the Connecticut Multiple Council of Governments (COG) relative to this particular project.
    - b. Mr. Wilson indicated that the application had been approved. He stated that the DOT committed to fund the eligible project costs totaling \$1,458,091.
    - c. I found out from notes that Tanya Bombero had noted in her file that there had been a meeting on July 26, 2016 between Scott Schatzlein, Ron Bunovsky and Steve Vavrek to discuss this funding commitment from LOTCIP. Scott Schatzlein explained that the Commitment to fund can be rescinded without penalty.
    - d. The Letter of Commitment which I have reviewed did not raise any commitment on the Town's part if the Town decided not to go forward with this project.
  - iv. Based on that meeting the First Selectman signed the commitment and returned it to the Department of Transportation.
    - 1. Graham Stevens is noted as being a member of the Department of Energy and Environmental Protection (DEEP). Part of the project

required that a portion of the proposed trail alignment be constructed on property owned by DEEP located at 20 Maple Drive. Mr. Stevens had emailed the Town on August 19, 2016 that he was waiting for the Town to notify him when we are ready to proceed. Scott Schatzlein stated at that meeting that MetroCog had put out an RFP for a Design Architect but that process has not been finished yet. I had received an email while I was away on vacation in August that we needed to contact Mr. Stevens at the appropriate time when the Town was ready to go forward with the project. It was upon my return from my vacation in August.

2. It is my understanding from talking to Michael Manjos the Chairman of the Board of Finance that his Board discussed this at their meeting in October in regards to a portion of the funding for this project. It is my understanding and this is not unusual in a lot of the projects, the Town would be responsible for the building and design phase of the project which I believe was approximately \$150,000. I would think and I have not been informed by Mr. Schatzlein that the aforementioned RFP for a Design Architect would be part of this process.
  - v. Therefore the total project would be in the area of 1.6 million dollars more or less. The balance of the monies for the project over and above the \$150,000 would come from the LOTCIP funds. It is apparent to me that this funding commitment from LOTCIP, as I stated before, can be rescinded without penalty as far as the Town of Monroe is concerned.
    - b. NK mentioned this was not approved through council and questioned the signature.
    - c. Deb Dutchess mentioned although this may be on Cap Projects list, it's not funded this fiscal year.
3. Park & Rec – Tennis Courts
4. Park & Rec – Wolf Park Field Project
5. Public Works Tank Projects
6. Public Participation
  - a. None
7. Adjournment
  - a. 7:05 NK – TR second

***This meeting meets accessibility requirements for the disabled. Those persons requiring special accommodations should contact the First Selectman's Office as soon as possible (203) 452-2821.***