

TOWN COUNCIL
STRATEGIC PLANNING COMMITTEE

MEETING MINUTES

Monday, February 01, 2016
6:15 PM
Town Hall Annex Meeting Room

Attendance: Councilman Kenneth Kellogg, Chairman (“KK”)
Councilman Dee Dee Martin (“DM”)
Councilman Kevin Reid, Secretary (“KR”) *Note: left meeting at 7:50pm*

Also Present: Ron Bunovsky, Town of Monroe Finance Director, (“RB”)
Cathy Lombardi, HR Director, (“CL”)
Frank Lieto, Town Council Chair, (“FL”)
Frank Cooper, Park & Rec Director, (“FC”)
Nick Kapoor, Town Council Member, (“NK”)

1. Call to Order
 - a. 6:15 by KK
2. Public Participation
3. Minutes of the 12/28/2015 Meeting
 - a. DM Motion to approve, KR second.
 - b. Passed 3-0
4. Unfinished Business
 - a. Chalk Hill Building
 - i. KK offered to cover Chalk Hill first on agenda. FC started the discussion to entertain Chalk Hill use going forward from P&R.
 - ii. FC laid out many details around the Chalk Hill strategy from a Park & Rec perspective

- iii. FC posed the question – “How much are we willing to chew off?”
 - iv. FC stated a business plan would take some time to develop. This dovetailed with that it’s imperative for us to understand that long term could be major benefit to maintain the facility. P&R can and will reduce the overhead to maintain and operate the facility.
 - v. FC also presented a list of programs and dues that show revenue. These programs would benefit greatly if Chalk Hill existed for use.
 - vi. KK asked what the program list is – FC offered that it was a list of programs that used to exist, or used to exist more effectively that created revenue that if Chalk Hill existed, P&R could strike up these programs again.
 - vii. KR to follow up with P&Z on SEP need.
 - viii. FC brought up Boys and Girls Club could jump right in and spin things up immediately, where we are not staffed to afford that. FC mentioned this could be a “For Profit” proposition.
 - ix. FL posed the question on Private Sector vs. Municipal Offering. FC offered that it “Creates Community.” Building Community is what P&R does.
 - x. RB mentioned there’s a \$200k reserve from Sandy Hook vacancy. There is somewhere around \$140k left.
 - xi. KK mentioned Chris Nowaki was to follow up on the costs associated with Sandy Hook vacating Chalk Hill.
 - xii. KK Mentioned that Chris Nowaki was to follow up on final costs on moth-balling Chalk Hill. Mr. Nowaki is still waiting on some final costs associated with Sandy Hook leaving to provide final numbers.
 - xiii. FL asked if we get a detailed Maintenance Costs for previous years. This could be used to figure out future costs. KK to follow up with Chris Nowaki.
 - xiv. KK asked for feedback on draft Committee report; there was consensus that the report was an excellent start and moving in the right direction. KK stated that the report needs to be revised given new information from FC. The Committee discussed further areas that need to be finalized as noted. KK will continue to update the document as discussed.
- b. Other Significant Projects (to include Capital Improvement Plan items)
- i. The Committee reviewed and discussed preliminary list of capital items, as submitted by departments, received from RB.
 - ii. KK reviewed various projects as provided by various departments and individuals in response to the Committee’s original request from November. Projects not found on the Finance list will be addressed with department heads by RB.
 - iii. The Committee discussed that vetting these projects will be done further

during subsequent budget deliberations and as projects are considered. The initial goal was to ensure visibility and communication of all project ideas. Further vetting of projects may be referred to the Committee as appropriate.

c. Non-Union Salary Analysis

- i. NK presented the changes to the Salary Analysis as a follow up from previous meeting.
- ii. Updates were provided within a spreadsheet presented
- iii. Pay Plan changes and 4 questions were posed to the members of the Committee and discussed.
- iv. Motion by DM, seconded by KK to refer the Non-Union Pay Plan to the full Town Council as presented with the following amendments and considerations. Motion passes 2-0 (KR not present)
 1. Remove “education” component of longevity payment
 2. Remove “valid additional certification” component of longevity payment.
 3. Elected officials will NOT be eligible for longevity payment.
 4. Contracted non-union positions will NOT be eligible for longevity payment.
 5. If part-time or union employee moves to the non-union pay plan, only full-time employment will count towards longevity.
 6. If a non-union pay plan employee moves from one position in the pay plan to another, full-time employment will count towards longevity.

5. New Business – None

6. Adjournment

- a. DM motioned to adjourn
- b. KK adjourned meeting at 8:42 PM