

TOWN COUNCIL
STRATEGIC PLANNING COMMITTEE

MEETING MINUTES

Thursday, July 14, 2016
6:00 PM
Town Hall Council Chambers

Attendance: Councilman Kenneth Kellogg, Chairman (“KK”)
Councilman Kevin Reid, Secretary (“KR”)

Also Present: Frank Lieto, Town Council Chair, (“FL”)
Michael Manjos, Board of Finance Chair, (“MM”)

Apologies: Dee Dee Martin, Town Council Member

1. Call to Order
 - a. 6:20 by KK
2. Public Participation
 - a. Mention of adding yearly budgets that will add up to the need at the appropriate time
3. Minutes of the 05/04/2016 Meeting
 - a. KK Motion to approve, KR second.
 - b. Passed 2-0
4. Unfinished Business
 - a. Fire Apparatus
 - a. KK mentioned that the Strategic Committee was interested in MM’s perspective on the proposal provided to Council in June.
 - b. KK reviewed there were quotes from various vendors provided to date

and that the Fire House Personnel were asked to prioritize need in case full amount was not financed.

- c. KK is asking for a direction on how to proceed financially.
 - d. MM mentioned that the BoF did discuss this topic at their last meeting. Because of truck lead times, the BoF would be in favor of spreading the cost over 2 lead cycles. Can authorize bonds without issuing them as well. This will help with spacing out the initial start of payments.
 - e. MM also mentioned that the timing to move forward as soon as possible was advantageous because of the rates offered to the Town of Monroe.
 - f. MM stated we should get going on the approvals and start that. We are allowed up to 3 years to act on the approvals to submit for bonding.
 - g. MM felt that a long term line item be placed into a fund for capitalization. We are actually refunding some existing bonds now, and could roll the savings into a future year and allocate that for a long term fire truck budget.
 - h. KK endorses a recommendation to the Council for an RFP for the five vehicles. MM can draft a response to Council.
 - i. FL asked who is writing the RFP – Fire Houses have the specs and can provide.
 - j. MM recommends we approve the \$3.8mm and then when we issue, we break up the bonding over 2 cycles.
 - k. FL will add this to the agenda for next Council meeting.
 - l. KR/KK motioned to move the consensus to Council. Passed 2-0
- b. Fire Study
- a. KK mentioned that activating a fire study now would help with the commitments to new trucks that are actually needed. Staggering the fire apparatus reduces the overall risk of purchasing unneeded trucks.
 - b. KK is looking for the Strategic Committee to review the scope of the Fire Study.
 - c. FL asked about EMS being added to the Fire Study. Overall perception and feeling is that it should be explored to add it.
 - d. MM mentioned get the RFP for the study down now and then fund on July 1 as next year's budget.
- c. Part Time Pay Plan
- a. HR department and municipal resources not ready for presentation

5. New Business

- a. Follow Up - Chalk Hill Building:
 - i. KK addressed correspondence between himself and First Selectman Vavrek, Chris Nowaki from Public Works and Jack Zamary from IT.

- ii. MM mentioned there may not be a BoE interest at this time
- iii. MM mentioned the lease agreements. KK distributed them to the attendants.
- iv. MM seeking a harder number on the “knock down” cost. The numbers that have been officially and unofficially discussed with the Town are wide spread. Anywhere between \$1m and \$3m.
- v. FL mentioned that Frank Cooper intends to put his plan on hold until possibly January. Although the scope of his plans remain the same.
- vi. Any new use of the Chalk Hill (town proposals for town departments and renting) could cost as much as \$6m.
- vii. MM to take lead on the RFP process with the 4 DOT vendors approved by the State. Mr. Nowaki mentioned that the PW Director of Newtown would be of help.

6. Adjournment

- a. KK motioned to adjourn
- b. KR seconded
- c. KK adjourned meeting at 7:30 pm