



TOWN OF MADISON

CONNECTICUT

06443-2563

MEETING DATE: Thursday, January 28, 2016

MEETING PLACE: Hammonasset Room

SUBJECT TO APPROVAL

Capital Improvement Program Committee

Members Present: Jean Fitzgerald (Chair), Jessica Bowler (BOE), Mark Casparino (BOF), Bennett Pudlin (BOF), Joan Walker (BOS), Bruce Wilson (BOS), Robert Kash (Resident) and Joe Beerbower (Resident).

Not Present: James Matteson (Resident)

Others Present: Tom Banisch, First Selectman; Stacy Nobitz, Finance Director; Mike Ott, Director of Public Works; Scot Erskine, Recreation Director; and Kristen Bartosic, Accounts Payable Clerk;

The subcommittee convened at approximately 7:45 a.m. and Chairwoman Fitzgerald led the committee in the Pledge of Allegiance.

Prior to discussion, Chairwoman Fitzgerald asked Ms. Nobitz to review the documentation which was provided to the Committee. Ms. Nobitz informed the Committee that they had received a copy of the transmittal letter from Chairwoman Fitzgerald to the Boards of Selectmen and Finance and revised plan / expenditure reports. Mr. Wilson confirmed that the changes made by the Committee have decreased the FY 2016-17 requested amount from \$3.9 million to \$3.7 million (which is up from \$2.9 million from FY 2015-16).

1. Public Comment.
None.

2. Review and take action on prior meeting minutes.

MOVED: by Ms. Walker and seconded by Mr. Pudlin to approve the minutes of January 21, 2015.

VOTE: The motion was approved unanimously.

3. Review Public Hearing Comments.
4. Discuss and take action to approve all CIP revisions.

Chairwoman Fitzgerald started by reviewing a list of all items which were voted on prior to this meeting and all items that need to be voted on during this meeting. The Committee reviewed these open items as follows:

Madison Hose Apparatus / Truck Replacement:

Chairwoman Fitzgerald gave an overview of the boat replacements and the UTV / Trailer purchase request. She also noted that the funding requests had been leveled out over the five-year plan.

Ms. Walker moved, and Chairwoman Fitzgerald seconded, approval of moving forward this request. The motion was approved unanimously.

Madison Hose Equipment:

Chairwoman Fitzgerald gave an overview of the equipment requests which included thermal imaging cameras and gas meter technology. She also noted that the funding requests had been leveled out over the five-year plan; as well the departments should make their requests uniform following the Communications system upgrades.

Ms. Walker moved, and Mr. Wilson seconded, approval of moving forward this request. The motion was approved unanimously.

Major Roads:

Chairwoman Fitzgerald stated that questions had been addressed at the January 16th Budget Workshop. Mr. Pudlin also noted that the Committee had requested further information from Mr. Ott. This information should be given to the Boards of Selectmen and Finance since it was not provided to the Committee. Chairwoman Fitzgerald stated that she would revise the transmittal letter from the Committee to the two Boards to indicate this need.

Mr. Wilson also questioned the funding needs for the Major Roads and the disparity in requests from FY 2016-17 to FY 2017-18. Ms. Walker noted that

the goal was to increase the reserves so that there will be at the end point \$1 million in reserve for this account. The Committee also discussed the possible changes in the future for this account due to the uncertain life cycle of roads.

Ms. Walker moved, and Ms. Bowler seconded, approval of moving forward this request. The motion was approved unanimously.

Capital Non-Recurring Expenses:

Ms. Walker stated that she had requested information regarding the Town baseball field as well as the Salt Meadow Park Building project.

First Selectman Banisch stated that the change in the baseball field project would be the removal of fencing/seating. Ms. Walker stated that she didn't want to shortcut the renovation but she thought the real estimate for the costs to renovate the entire field was needed.

Chairwoman Fitzgerald stated her feeling was that if the Committee moves a project forward, the Board of Selectmen and Board of Finance can request and review further information. Mr. Pudlin read aloud the Ordinance pertaining to the CIP Committee and the Committee agreed to Chairwoman Fitzgerald's prior comments. Mr. Pudlin stated that the Committee should put this into writing in the transmittal letter to the two Boards. He also suggested that the Committee should compile any suggestions for changes to the Ordinance of the CIP Committee and submit them to the Board of Selectmen.

Ms. Walker moved, and Ms. Bowler seconded, approval of moving forward the Town Campus Baseball Field request. The motion was approved unanimously.

The Committee also discussed funding requests and that certain projects were being funded through grants and were not Town expenses.

Ms. Walker moved, and Mr. Pudlin seconded, approval of the CNRE projects with a notation that the moving forward is not contingent on grant funding (except for Strong Field). The motion was approved unanimously.

Mr. Wilson also commented on the Madison Youth & Family Services building project. He stated that although he understood the importance of possible air quality and space concerns, he noted that the actual impact of either of these two issues was known. Ms. Walker noted that a contractor would be looking at the building to provide an assessment of the basement issue. Mr. Wilson noted that if the projects could be combined into one project, which would be best.

Ms. Walker moved to go forward with the FY 2016-17 request for the basement work so long as it is determined to be a health issue; if not, then the request should be moved to FY 2017-18. Mr. Pudlin added that the project name be changed from "Building addition" to "additional space" to allow for other avenues to be researched to provide additional office space for the Youth & Family Services Department (outside of adding onto the building). The Committee agreed.

The Committee also discussed the restrictions and hindrances placed on the Facilities Director and how these may impact future CIP and Budget processes.

Chairwoman Fitzgerald motioned for and Ms. Walker seconded the approval of all CNRE projects with appropriate notations. The motion was approved unanimously.

Ms. Walker motioned for and Ms. Bowler seconded the approval of the Town of Madison Capital Expenditures by Department and the Annual Capital Budget Summary for the 2016-17 through 2020-21 fiscal years.

At the request of Mr. Pudlin, Ms. Nobitz and Ms. Bartosic detailed the grant funding amounts during this 5-year plan. Mr. Pudlin asked for the motion to be revised to include that the grant-funded projects were approved to move forward (except for the Strong Field Houses) regardless of whether grant-funds were received.

The motion was approved unanimously.

Chairwoman Fitzgerald asked the members to consider what, if any, changes they would pose to the Board of Selectmen regarding the committee make-up and process. Ms. Walker thanked the finance department staff for their efforts and work to keep the process moving forward.

Mr. Beerbower stated that he has always been impressed with the management of the Town and that this process provided more transparency and allowed for intelligent discussion regarding the priorities of the Town. He stated that this would be the hardest year as it was the first year and the process would get easier going forward. He also displayed a copy of Clinton's Annual Report for the Committee which he stated was one of the best he had seen. Mr. Wilson stated that the website format was a big step in this direction.

Mr. Casparino also thanked Chairwoman Fitzgerald for overseeing the committee and for keeping the process moving.

Mr. Kash stated that the communication to the public at large in Madison is lacking and he felt that the Town would be in a better place if they studied how to get more participation from the residents. Chairwoman Fitzgerald stated her agreement and noted that this should be undertaken by the Board of Selectmen.

First Selectman Banisch stated that there is a subscriber service on the website for people sign up for. Mr. Kash stated that he understood this, but he stated that there should be a better way to get the information out. He noted that perhaps posters could be posted in Town, etc. He also stated his hope during future cycles that there be more time to review requests and ask questions of the department heads. The Committee also discussed a better timeline for future cycles as well as streamlining documents.

5. Public Comment.

None.

6. Adjourn

There being no objection, the meeting adjourned at approximately 8:33 a.m.