



TOWN OF MADISON

CONNECTICUT

06443-2563

MEETING DATE: Wednesday, June 8, 2016

MEETING PLACE: Hammonasset Room

SUBJECT TO APPROVAL

Capital Improvement Program Committee

Members Present: Jean Fitzgerald (Chair), Mark Casparino (BOF), Bennett Pudlin (BOF), Joan Walker (BOS), Bruce Wilson (BOS), Robert Kach (Resident), James Matteson (Resident) and Joe Beerbower (Resident).

Not Present: Jessica Bowler (BOE)

Others Present: Tom Banisch, First Selectman; Stacy Nobitz, Finance Director; Mike Ott, Town Engineer; Scot Erskine, Recreation Director; Bill McMinn, Facilities Director; and Kristen Bartosic, Accounts Payable Clerk;

The subcommittee convened at approximately 7:32 a.m. and Chairwoman Fitzgerald led the committee in the Pledge of Allegiance.

1. Pledge of Allegiance.
Chairwoman Fitzgerald led the committee in the Pledge of Allegiance.
2. Review and discuss the last year's CIP projects.

Chairwoman Fitzgerald welcomed the committee and Ms. Nobitz reviewed the bound book provided to the members which is a final copy of the CIP plan as agreed to for the 16-17 FY. She stated that the book included a summary letter from the Board of Finance, the process and policy steps, program summary reports and request reports from the Town Departments.

She noted that the process going forward was for a deadline for new requests by July 1st; however, that deadline may be aggressive and mid-July may be more realistic. Last year the committee had to wait for November elections before they could meet, but this year meetings can be held much earlier. She noted that it was the intention, after conversation with the First Selectman, to hold workshops and invite the rest of the Board of Selectmen, Board of Finance and Board of Education members to avoid duplicate or triplicate meetings with the same Department Heads.

Mr. Matteson questioned if it were possible to allow the three members from the public a vote on the final CIP which is brought to the Board of Selectmen and Finance for a vote. The committee therefore discussed whether it would be prudent for them to endorse the policy change to the Board of Finance. They also discussed if the party affiliations of the public members would factor into their ability to vote on the final program. The committee agreed in the end to review the regulations and take a vote at the next meeting regarding endorsing the change to the regulation to allow public members a vote.

Mr. Pudlin stated that the committee had recognized that the quality of the input from the Department Heads was uneven and that the committee had agreed to set guidelines for the Department Heads.

Ms. Bartosic stated that the Finance Department is going to send an email with the guidelines to the Department Heads and it will also include a copy of the documents they have submitted prior. The directions will stress that a high level of detail is needed to move forward with projects.

Mr. Kach added that there were discussions about a workshop to help the Department Heads complete their forms. If there is a way to hold a workshop it would be beneficial to everyone. Ms. Nobitz responded that the deadline is approaching and after the preliminary proposals are submitted by the Department Heads then a workshop can be held to let them know what kind of questions they may be asked by the committee.

Mr. Pudlin stated that a workshop before they complete the paperwork would be helpful. He also stated that a type of pre-budget workshop would be beneficial.

Chairwoman Fitzgerald stated that when the committee gets the preliminary paperwork, at that point, they should formulate their questions. The committee has the opportunity now to avoid reviewing materials at the same time as a presentation from a Department Head.

Mr. Pudlin added that in their presentations, Department Heads should also give a summary of the 16-17 projects in addition to the 17-18 requests. Also, if possible, there should be a column on the department summary report which shows any adjustment in requests for 17-18 from when they were estimated last year.

Mr. Casparino stated that there is already a program in place that was presented to the Town and it will probably not change too drastically. So rather than going over every project again, the committee should review what the changes are and what is new.

Chairwoman Fitzgerald added that also in during their presentation it is the time for the Department Head to highlight the changes and additions from what was presented last year. The committee also discussed that some information provided prior was not detailed enough, so the new details of prior requests should be reviewed as well. Also, they discussed that the Department Heads should review the status of approved projects for the 16-17 FY.

Chairwoman Fitzgerald added that when the committee needs information they need to ask the staff through the collective committee. There may be items that one member wants and that may not be feasible for the staff or necessary for the committee as a whole. She stated that the committee should funnel requests through the Chair and she will relay the requests to Ms. Nobitz. Mr. Kach stated that it is also the responsibility of the committee to be objective when hearing presentations on the projects. The committee should then hold a separate meeting to air their opinions. Mr. Wilson added that as the committee considers the projects he felt the presentations should be grouped together by properties/projects; regardless of what department(s) is requesting the projects. The committee agreed that presentations by project/property versus department will be better for moving forward.

Mr. Pudlin added that one of the issues last year was with non-Town departments needing extra help on this process. He noted that more in-depth assistance to them would benefit these departments. First Selectman Banisch agreed and stated that he would reach out to these outside Department Heads and see what the best way to support them would be. Suggestion was made that perhaps allowing them to sit with a Town employee or Board of Finance member while they completed their paperwork would be the best option. The committee agreed to leave this in the hands of the First Selectman for right now.

Mr. Beerbower suggested that a schedule be sent to the Department Heads of the intentions of the committee so that they have ample time to prepare for meetings. Mr. Pudlin added that someone from the committee should also be present at the workshop / orientation. Mr. Kach added that the committee

should present the workshops as a positive request of the staff. The workshops are to help the Department Heads ensure that they are well-prepared for the presentation to the committee. Mr. Pudlin added that this committee is also the mechanism by which projects are funded and it is the opportunity for the Department Heads to tell the town what they need.

3. Discuss and take action to set a calendar of CIP meeting for the 2016-17 FY.

The Committee agreed that morning meetings were better for the schedule of the members. They also discussed that meeting should end by 8:30 a.m. The committee agreed that they should meet more frequently for one-hour intervals in order to accomplish the business on an agenda. The committee agreed to start at 7:15 a.m. on Wednesday mornings; every other week, beginning at the end of July.

Capital Improvement Program Committee
2016-2017 Meeting Dates

Wednesday, July 20, 2016, 7:15 a.m. – Town Campus Room A
Wednesday, August 3, 2016, 7:15 a.m. – Hammonasset Room
Wednesday, August 17, 2016, 7:15 a.m. – Town Campus Room A
Wednesday, August 31, 2016, 7:15 a.m. – Town Campus Room A
Wednesday, September 14, 2016, 7:15 a.m. – Hammonasset Room
Wednesday, September 28, 2016, 7:15 a.m. – Hammonasset Room
Wednesday, October 12, 2016, 7:15 a.m. – Hammonasset Room
Wednesday, October 26, 2016, 7:15 a.m. – Hammonasset Room
Wednesday, November 9, 2016, 7:15 a.m. – Hammonasset Room
Wednesday, November 23, 2016, 7:15 a.m. – Hammonasset Room
Wednesday, December 7, 2016, 7:15 a.m. – Hammonasset Room
Wednesday, December 21, 2016, 7:15 a.m. – Hammonasset Room

The committee also agreed that they should review notes from the last meeting(s) pertaining to any open questions they may have on existing request.

4. Public Comment.

None.

5. Adjourn

There being no objection, the meeting adjourned at approximately 8:23 a.m.