

TOWN OF MADISON

CONNECTICUT

06443-2563

MEETING DATE: Thursday September 29, 2016

MEETING PLACE: Town Campus Room A

SUBJECT TO APPROVAL

Capital Improvement Program Committee

Members Present: Jean Fitzgerald (Chair), Mark Casparino (BOF), Joan Walker (BOS), Bruce Wilson (BOS) and James Matteson (Resident).

Not Present: Bennett Pudlin (BOF), Jessica Bowler (BOE), Robert Kach (Resident) and Joe Beerbower (Resident).

Others Present: Tom Banisch, First Selectman; Stacy Nobitz, Finance Director; Mike Ott, Town Engineer; Scot Erskine, Recreation Director; Bill McMinn, Facilities Director; John Iennaco Director of Public Works and Kristen Bartosic, Accountant.

1. Pledge of Allegiance

Chairwoman Fitzgerald led the committee in the Pledge of Allegiance

2. Review 2016-2017 Project Updates

The Committee requested that the CIP Update document be available on the Town of Madison CIP website. Ms. Bartosic said that she would be sure to get the document to the Technology Department.

The Town Campus Baseball Field Reconstruction Project has been funded at \$150,000 in the 2016-2017 CNRE. The bids that have come in have been significantly higher. Mr. Erskine is considering what the best course of action will be within the budget.

The Madison Youth and Family Services Basement Improvement Project has been funded at \$75,570 in the 2016-2017 CNRE. Mr. Banisch stated that the Engineering Department is currently in the review process for this project.

Mr. Matteson recommended that a color coding system be used to designate which of the approved projects in the 2016-17 CIP will be completed within the current FY and which projects will be completed in later years.

Ms. Nobitz reviewed the LOCAP projects that are still open. Per Mr. McMinn the Town Campus Office Flat Roof project is complete and there are funds remaining of \$28,897 and the DHHS Synthetic Turf project is complete and there are funds remaining of \$24,000.

The Polson Roof Phase III project has a balance of \$201,650 as of August 24, 2016. Ms. Walker asked if all of those funds are still needed. Mr. McMinn stated that he is currently working with the contractor to make some additional roof improvements in order to be able to install solar panels on the Polson Roof in the future. Mr. McMinn requests the funds to remain earmarked for this project until completion.

Moved: by Ms. Walker and seconded by Mr. Wilson to approve moving the remaining balances from the Town Campus Office Flat Roof, account number 1-208-0001-9998-7315-025-60 \$28,897, and the DHHS Synthetic Turf, account number 1-208-0002-9998-7101-025-40 \$24,000, projects from their LOCAP accounts to the CNRE main account, 1-209-1000-9996-1051-000-00.

Vote: The motion was approved unanimously.

3. Brainstorm Public Relations Ideas

Mr. Wilson proposed placing a large half page advertisement in The Source. This would grab people's attention more than the small Legal Notice that is usually submitted to announce town meetings.

Mr. Casparino suggested a large announcement on the home screen of the www.madisonct.org website.

The Committee also discussed adding a slide announcing our meeting schedule to be shown on the Madison Cable Access Group station. Also, the committee requested the PowerPoint presentation from the Public Hearing also be on MCAG television. Ms. Bartosic will contact MCAG and discuss the options.

Ms. Walker recommended that the Board of Selectman and the Board of Finance mention that the CIP is in full swing during their respective meetings. This will remain on each board's agenda through the entirety of the CIP process.

The Committee proposed using the BOE Backpack Express distribution as a resource. MS. Fitzgerald will research the legality of sending out CIP information utilizing this method.

The Committee also discussed utilizing the many different social media avenues, Facebook, Twitter and our town system of text and email distribution. Ms. Bartosic will research how many users are currently signed up to receive text and email information from our town website.

4. Review CIP Committee Calendar

There will be a quorum for all meetings.

Ms. Walker requested moving the morning meeting start time to 7:30am. It was decided to leave the 7:15am start time to assure that the Committee can accomplish the agendas and still end promptly at 8:30am.

Mr. McMinn requested the review of the BOE and Facilities projects be moved to a different date as he will not be available on December 8, 2016. Mr. Erskine agreed to swap. November 8, 2016 we will now review CNRE – BOE, Facilities, LeSage and December 8, 2016 we will review CNRE – Beach and Recreation.

Move: by Ms. Walker and seconded by Ms. Fitzgerald to approve the CIP Committee Meeting Calendar.

Vote: The motion was approved unanimously.

Ms. Walker asked when the Committee will have a hard copy of the new CIP 2018-2022 program. Mr. Banisch stated that he is still reviewing all of the projects submitted by the department heads.

Ms. Walker would like the Board of Selectmen to receive the list of projects received by the department heads before the projects are recommended for the CIP.

Mr. Wilson stated that all projects should be included in the original draft document but was clear to say that the projects are only for discussion and are not necessarily the projects are approved.

Document will be prepared using all original requests by departments, without modifications from the First Selectman. The First Selectman will work with the Committee during their review process to produce a final version to be submitted to the Board of Finance and Board of Selectmen.

5. Update on the adjustment of the 2016-2017 Major Roads project list to include additional roads.

Move: by Ms. Walker and seconded by Mr. Wilson to include the 2016-2017 revised roads list into the CIP document.

Vote: The motion was approved unanimously.

6. Discuss and approve Major Roads funding to be represented in the CIP as a lump sum and not a specific project list in future CIP documents.

Mr. Banisch stated he would like to have a framework of roads to be completed but the specific road list not be included in the budget referendum notice in the newspaper.

Mr. Wilson stated the CIP should have a list that supports the requested funding but allow the list to be flexible.

Ms. Walker stated she would like there to be a specific road list in the CIP.

Move: by Ms. Walker and seconded by Mr. Wilson to recommend the specific road list is included in the CIP document while allowing for flexibility within the 5 year plan and to recommend to the Board of Finance that the specific road list not be included in the budget referendum notice in the newspaper.

Vote: The motion was approved unanimously.

7. Discuss and approve funding \$306,000 from the CNRE fund to complete all the utility work necessary for the Downtown Center Project.

Move: by Ms. Walker and seconded by Mr. Casparino to approve funding \$306,000 from the CNRE fund to complete all the utility work necessary for the Downtown Center Project.

Vote: The motion was approved unanimously.

8. Committee Review of 2018-2022 CIP

The 2018-2022 CIP document is not complete.

9. Prepare for Public Hearing October 6, 2016

A revised version of the PowerPoint presentation that was presented at the 1st Public Hearing in December 2015 was distributed. The 2018-2022 financial information is not prepared as of this meeting and it was recommended that the final Department Expenditure and Annual Budget charts that are included in the 2017-2021 CIP document be shown. The Public Hearing discussion will describe that the CIP Committee is currently working on the new document .