

**Capital Improvements Advisory Committee
Town Manager's Conference Room
Minutes
September 2, 2009**

Committee Members	Present	Absent	Excused
Les Cole Chairman	X		
John Mullin, Vice Chairman		X	
Louis Robitaille	X		
Robert Turgeon	X		
Peggy Wagner		X	
Liaison			
Martin Walsh, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guest			
Jeff Bridges, Town Manager	X		
Lisa Hancock, Finance Director			X

Chairman Les Cole called the meeting to order at 6:00 P.M.

- A. Public Comments – None
- B. Approval of Minutes of August 26, 2009 Meeting – Motion made by Bob Turgeon seconded by Lou Robitaille to approve minutes. **All members voted in favor.**
- C. Review Projects for Bonding – Jeff Bridges provided members a copy of a list of the CIP Projects highlighting projects which might be eligible for an Energy Grant under the Federal Stimulus Package. The State has submitted their criteria to the Feds for approval. Once the Feds approve the State's criteria municipalities will be able to submit their projects for consideration. Jeff then handed out Debt Service Schedules for 10 Year and 20 Year Maturity Level Debts for Bonds totaling \$5,000,000; \$10,000,000 and \$15,000,000. In order to do a comparison of the annual debt service charge to the mill rate, Jeff advised that 1 mill in taxes under the current grand list equates to \$2,300,000. Jeff then advised he is looking into another avenue of funding capital projects instead of bonding. He is looking to see if we could go to the voters to approve over a certain time period 1 mill of the annual tax rate be allocated to capital projects selected by this Committee. This way 100% of the funds would go to accomplishing projects and nothing to pay bond interest. Major capital projects such as major school renovations (i.e. Hanmer School Renovation) would still have to go out to bond. Jeff has forwarded this concept to our Town Attorney to see if it can be done in the State of Connecticut. Les Cole then asked how members wanted to go over the projects to put on the bond. Go down the list item by item or did members bring their own list with them. Bob Turgeon advised that he completed a list and handed it out to members present.
- D. Develop Must Do Should Do Can't Do List – Instead of using the Must Do-Should Do-Can't Do List, the Committee took Bob Turgeon's list and used it as a base to begin their deliberations. Additions and deletions were made to Bob's list and a final product developed to which all members present agreed. Tony Martino will re-type and finalize the list. A copy will accompany a memo to the Manager from Chairman Cole which outlines the projects the Committee has selected for bonding per their charge.
- E. New Business – Town Manager Bridges then handed out an August 25, 2009 Letter to him from Cathy Forcier, Executive Director of the Housing Authority. Years ago the Town gave the Housing Authority the Fuller School which they converted into Elderly Housing. The roof on the Fuller Building is now in need of replacement. The Housing Authority would like the Town on their behalf to apply for a CDBG Grant to get their roof redone.

The Housing Authority would oversee the project and complete all the necessary reporting to the State. Jeff Bridges advised this would not require the use of any town funds. Jeff was looking for the Committee's recommendation. The Committee had no problem with the Town applying for the Grant on the Housing Authority's behalf.

- F. Next Scheduled Meeting – The next meeting will be after the first of the year (at a date yet to be determined) to start our normal budget processing unless we get an additional assignment from the Council.

Prior to adjourning the meeting Chairman Cole thanked all the members and staff for their work in completing this assignment.

- G. Adjournment - Motion by Lou Robitaille seconded by Bob Turgeon to adjourn. **All members voted in favor.**

Meeting adjourned at 7:25 P.M.

I hereby certify that the above is a true copy of the minutes approved by the Capital Improvement Advisory Committee

Michael J. Turner
Director of Public Works
Town Staff Liaison