

PLAN UPDATE ADVISORY COMMITTEE

Minutes

Room 104, Shelton City Hall

Shelton, CT

Monday, August 2, 2004

Members Present:

**Frank Osak, Chairman
Peter DiCarlo
Tom Harbinson**

**Fred Musante
Anthony Pogoda
Michael Adanti**

Staff Members:

**Richard Schultz
Marianne Chaya**

Also Present:

**Lou Marusic, Finance Director
Frank Pagliaro, City Treasurer
Eric Barz, Planimetrics**

Agenda Items:

I. Call To Order

Chairman Frank Osak called the meeting to order at 4:30 P.M.

II. Pledge of Allegiance

All in attendance pledged allegiance to the flag.

III. Approval of Minutes

Tom Harbinson MOVED to approve the minutes from the July 12 and July 19, 2004 meeting. Anthony Pogoda SECONDED the motion. All were in favor, MOTION PASSED.

IV. Overview of Finance – Lou Marusic, Frank Pagliaro

Chairman Osak explained to Mr. Marusic and Mr. Pagliaro that when this committee first met we were looking at the grand list and it needed to have some

meaning in terms of dollars and cents. In ten years, what would our grand list look like and what would be the capital requirements? You have to give us a base from which to work with. In other words, what are our capital requirements 10 years out? What is the City doing for improvements?

Mr. Marusic stated that the City works as a “pay as you go” system, which means is a lot of the land purchases started out as a pay as you go and we found out as large tracts of land became available, it was no longer pay as you go, but a combination of pay as you go and financing. If a large parcel was available we would put it out in a referendum, the people voted on it, and then we went out for the money for it. That is about how we stand now. In terms of what the grand list would look like, we have this notion of a balanced community in which it has served us well. Everybody benefits by the balanced community process. If you continue along these lines, without any unforeseen problems, you should be able to plan for the next 10 years. We recently had approval from a referendum to provide for open space plus \$25M for renovations for the high school. There is talk now of what to do with the old intermediate school and now there is pressure to build a new elementary school, possibly in the white hills section of town. As far as capital equipment, we just bought 4 new fire trucks. We are very good in terms of how we budget because of the pay as you go, such as replacement police vehicles. I am involved with the WAN committee, and we are now in the second phase, which is how we will utilize the WAN. We are looking at how the WAN can be used for public safety. We are looking into a new communication system for the fire and police department. Mr. Marusic continued to explain the things that require additional capital.

It was asked about the policy regarding borrowing. Mr. Marusic stated that we are one of the few cities that have no debt outstanding after 10 years. We are currently AA rated and get almost AAA interest rates. In order to get the AAA rating, you have to have an ordinance to mandate the 5% contingency (undesignated fund balance).

Chairman Osak asked if they have a schedule showing all the debts from conception to the end? Mr. Marusic and Mr. Pagliaro said yes.

Mr. Osak stated that we are talking to all the departments for information and we still waiting for a presentation from the Board of Ed regarding their long-range plan. As far as finance, we will have to work together, because if the Board of Ed says that in 6 years we will need another school, you will have to help us. If you do capital improvement planning, you also have to have defined what would qualify as a capital improvement.

Mr. Marusic the going forward part is already in the 6-year capital-spending plan, which we will distribute to you before the end of the meeting. This is a requirement from the City charter. This will show how all the departments plan forward. Each department lists all their vehicles and the condition of each so they can plan for maintenance and replacement.

It was asked if the City does a life cycle analysis. Mr. Marusic said that the 6-year capital-spending plan includes a listing of all the equipment. Buildings, sidewalks, sewers, bridges, are infrastructure. GASBY-34 (General Accounting

Standard Boards) requires us to inventory it, to develop a book value on it. We have asked for an intern that can assist the engineer to go around and take an inventory on the roads, dams, sidewalk, culverts, sewer, etc. We inventoried, through the Assessor's office all the buildings. We have the year of acquisition and what the resale value is and market value. Based on that we could go back in time and figure what this building would have been as an acquisition cost back in 1920. Peter DiCarlo asked who assigns a life and replacement. Mr. Marusic said that determining the life is an easy thing to do, there are guidelines. Chairman Osak said that Finance needs to tell the committee what you capitalize and what are your expenses.

It was explained more in detail about GASBY-34 and the information that can be obtained from it.

Chairman Osak asked if there was a balance sheet, and how do they value the assets, and Mr. Marusic said yes, he would get them a copy. He also asked if the traffic study shows the conditions of the roads, and the answer was no, only the traffic flow. There needs to be an inventory of the conditions of the roads to be able to do a pavement management plan, which our Highways & Bridges should have.

Mr. Barz asked what is the difference between the 6-year capital spending plan and the statutorily defined capital improvement plan, which is a 5-year plan. Are you just looking at equipment needs, not at the infrastructure needs? Mr. Marusic said it was equipment. The charter mandates a 6-year capital-spending plan. Mr. Barz wondered if there might be some big-ticket items that don't show up on your radar, such as a bridge. Someone should have a handle on it. Mr. Marusic said that it would go to referendum at that point. Mr. Osak said that you just have to project forward for what you have.

Mr. Barz asked what is the current bonding capacity? Mr. Marusic said he would give him the capacity and how it is calculated, which is a legal calculation.

Mr. Marusic went over the procedures for budgeting for purchases and a brief overview of purchasing. He also said he would be giving the committee and Mr. Barz a copy of the existing budget along with the 6-year capital spending plan. Mr. Barz asked for a copy of last year's budget along with the City's financial statement.

V. Public Information Strategy: Planimetrics

Mr. Barz distributed a copy of the questionnaires he developed for the committees/commissions and the department heads. Rick Schultz said he would develop a cover letter to go along with the questionnaires.

Mr. Schultz asked Mr. Barz to pass out the "Options for Increasing Public Awareness of the Shelton 2005 Plan of Conservation and Development" to the committee members. This was developed after discussion between Glen Chalder, Peter DiCarlo, Frank Osak and Rick Schultz. Chairman Osak said they were concerned about just depending on local newspapers for getting the information to the public about their meetings. We had the June 24 public meeting and we will have a meeting in September, October, and November.

What would we do if all the same people come to the same 4 meetings; we feel that would be pretty devastating. So if we want to get them to listen to our work, we have to build some kind of constituency to do that. This handout lists the goal; which is to increase public knowledge and awareness of the Plan; building public trust in an open and fair planning process; giving residents a sense of enfranchisement and ownership in the Plan; creating a Plan that accurately reflects the community's vision for the future; and/or increasing attendance at meetings. The options listed are various press options, broadcasting options, mail options, school options, print options, Internet options, and face-to-face options. For each option listed there are pros and cons to each. Several were discussed and the committee members said they would review each and every option to determine which ones could be used and how they would use them. They also discussed the idea of just one or two people would be the ones that would be the contact person(s), which will be Frank Osak and Peter DiCarlo. The committee members determined it would be best to have two members form a sub-committee to review the options in detail and report back as to the most effective options to use for increasing the public awareness. Mr. Osak suggested Fred Musante be the chairman of the sub-committee on communications. Another member would work with Mr. Musante to develop a matrix of what the calendar is and see what communication triggers are necessary for each of the upcoming items. Then come back to the full committee and report what they feel would be the best option at the time. Frank Osak volunteered himself to work with Fred Musante. Michael Adanti MOVED to appoint Fred Musante chairman of the communication sub-committee, SECONDED by Tom Harbinson. All were in favor, MOTION PASSED.

VI. Overview of 6/24 Informational Meeting: Planimetrics

Eric Barz told the committee that he will summarize the data from the questionnaires and along with that there will be a summary of the meeting. At the 8/23 meeting he will give each member a workbook to be able to add to as they go along in this Plan. In addition, there will be a planning primer, which is a brief document that explains to the committee members what is the planning process and how Planimetrics is going about it. That will also be put in PDF format and put out on the web site. In addition to the primer, there will be a second document that will summarize the questionnaires.

VII. Future Meetings

The next meeting will be Monday, August 9, 2004. Rick Schultz will confirm with either the Police Department or Fire Department to attend. The Parks and Recreation Department will be August 16.

Tom Harbinson suggested they have the Board of Ed Long Range Plan in plenty of time to read before Leon Sylvester comes to make his presentation.

VIII. Adjournment

Tom Harbinson MOVED to adjourn the meeting, SECONDED by Fred Musante.
All were in favor, meeting ADJOURNED at 6:00 P.M.

Respectfully submitted,

Marianne Chaya
Clerk, Plan Update Advisory Committee

A tape is on file in the City/Town Clerk's Office