

**Town of Windsor
Special Meeting
Capital Improvements Committee
December 19, 2006**

Approved Minutes

PRESENT: Chairman Randy Graff, Len Swade, Bob Gustafson, Jim Ristas

STAFF: Town Manager Peter Souza; Assistant Town Manager Emily Moon; Town Engineer Tom Lenehan

1. CALL TO ORDER

The meeting was called to order at 6:38 p.m.

2. PUBLIC COMMENT

None.

**3. REVIEW OF DEBT SERVICE SCENARIOS and
4. OVERVIEW OF PROJECT RANKING**

The Committee received various debt service scenarios that were previously presented to the Town Council in the fall as they considered the proposed Capital Improvements Plan for FY 2007 – FY 2012. The scenarios illustrate the change in projected debt service payments from one fiscal year to the next based various project scenarios and debt structures. This information will be reviewed with the committee to provide a broader context in which to review the proposed FY 2008 – FY 2013 CIP later in January.

The four scenarios being reviewed included:

- I) Bond all projects with deferral of principal for FY 2007- FY 2012
- II) Bond & Cash, Short Term Notes, Defer Principal FY 2007 – FY 2012, does not include Milo Peck, Senior Center, and Early Childhood Center projects
- III) Bond & Cash, Short Term Notes, Defer Principal FY 2007 – FY 2012 does not include Senior Center, Early Childhood Center projects, moved Lang Road to FY 2008 bonding, and Prospect Road design to FY 2008 in cash
- IV) Bond & Cash, Short Term Notes, No Deferral of principal, does not include Senior Center, Early Childhood Center projects, move Lang Road to FY 2008 bonding, and Prospect Road design to FY 2008 in cash

Members received the proposed CIP FY 2007 – FY 2012 plan which showed the changes via a strikethrough in the projects being altered along with updated figures. It was noted that both the Senior Center and the Early Childhood Center projects were moved to the unscheduled portion of the CIP.

Town Manager Souza outlined the five-year financial forecast that had been discussed with the Town Council and with the Finance Committee. He described the four debt service scenarios that were included in the Capital Improvement Committee's packet.

Mr. Souza explained the use of short-term notes that is included in three of the four scenarios. The town needs to fund some improvements (\$2.5M total) that are the result of two major economic development projects. The scenarios suggest issuing \$2M in short-term notes and using \$500K from the projects' revenues to fund the improvements.

Town Manager Souza stated that the actions that the Town Council took to adjust the FY 2007 – FY 2012 CIP, included the removal of some projects and pushing out others to future years. The existing debt service for FY 2007 is \$5,840,600.

Mr. Souza explained that the Capital Improvements Committee (CIC) is instructed by the Town Charter to review the capital improvements plan for years two through six.

Chairman Graff asked if the Town could issue two separate bonding packages with different principal structures. Town Manager Souza replied that they could.

Mr. Swade asked for clarification regarding why the Senior Center expansion and renovation project along with the Early Childhood Center project were removed from the plan. Mr. Souza responded that the Town Council needs to further evaluate which option would best use existing and new facilities and the town needs to determine the operating costs for these projects. This information needs to be examined in the context of today's current financial climate.

Town Manager Souza stated that it is the Town's goal to keep the debt service at less than 8% of the general fund expenditures.

The committee received information which outlined: 1) final rankings for all the capital projects voted on by the town's staff Capital Improvements Project Team and 2) final rankings for capital projects listed by departments. Projects listed in FY 08 were not ranked by the staff and were not included in the documentation received.

Mr. Souza reviewed how Windsor's debt management benchmarks compare to other municipalities of comparable size.

Mr. Swade asked for clarification regarding the CIP scoring weights and suggested another criteria might be to measure the economic benefit of a proposed project.

Mr. Swade asked for clarification regarding "unscheduled projects" and their ranking.

Mr. Ristas suggested that maybe the Capital Improvements Committee might also rank the projects.

Chairman Graff asked if the Capital Improvements Committee could receive a copy of the draft CIP a week prior to the January meeting to review the projects. He also

asked if three meetings could be scheduled: one with town staff, a second with the Board of Education and a third meeting to finalize the recommendations.

5. TIMELINE FOR REVIEW OF PROPOSED FY 2008 – FY 2013 CIP

The committee discussed the timeline for reviewing the FY 2008 - FY 2013 CIP and selected possible meeting dates.

Mr. Graff asked if the committee could get a copy of the Facility Use Study.

Mr. Ristas asked for a copy of the FY 07 adopted budget book.

Town Manager Souza stated that a copy of the adopted FY 2007 – 2012 CIP will be delivered to committee members soon.

6. APPROVAL OF MEETING MINTUES

Moved by Mr. Gustafson, seconded by Mr. Graff to accept the minutes of March 30, 2006 as presented.

Motion Passed 4-0-0

7. ADJOURNMENT

Moved by Mr. Gustafson, seconded by Mr. Graff to adjourn the meeting at 7:45 p.m.

Motion Passed 4-0-0

Respectfully submitted,

Emily Moon
Assistant Town Manager