

TOWN OF PAYSON
SUBCOMMITTEE TO REVIEW PAST CAPITAL IMPROVEMENT PROJECTS
MINUTES OF THE PUBLIC MEETING
September 20, 2019

CALL TO ORDER:

Mayor Morrissey called the meeting to order at approximately 1:00 P.M. in the Town Hall Council Chambers, 303 North Beeline Highway, Payson, Arizona.

PLEDGE OF ALLEGIANCE

PRESENT: Mayor Tom Morrissey, Council Member Jim Ferris, Council Member Suzy Tubbs-Avakian, Bob Graziano, Kelly Watts, Sally McCormac, and Pamela Derks.

STAFF PRESENT: Sheila DeSchaaf – Acting Town Manager, Justin Pierce – Interim Town Attorney, Heidi Gregory – Finance Manager, Tanner Henry – Assistant Public Works Director, and Michelle Stanley – Senior Clerk.

A. INTRODUCTION OF COMMITTEE MEMBERS

Each committee member introduced themselves and summarized their backgrounds.

B. SCHEDULED DISCUSSION/POSSIBLE ACTION

1. **Vision, Mission and Goals of the Subcommittee.** Mayor Morrissey opened discussion/possible action concerning the vision, mission and goals of the subcommittee.

Mayor Morrissey stated the vision for the committee was to maximize the efficiency and effectiveness on the implementation of future Town of Payson Capital Improvement Projects. Council Member Ferris commented that the idea was to look at projects and see what could be done better to save substantial money and maybe increase efficiency on current ones. Council Member Tubbs-Avakian remarked that she hoped to establish base policies and a check list for projects going forward. Committee Member Watts commented they were not out to get anyone. Committee Member McCormac remarked that she liked the vision.

Mayor Morrissey stated the mission for the committee was Capital Improvement Projects such as C.C. Cragin and others have brought the Town of Payson many improvements as well as many challenges like cost overruns and schedule delays, and through analysis, we will seek to identify previous challenges to maximize efficiency and effectiveness of future projects. Council Member Ferris commented that he liked the idea of the mission to review and show transparency. Committee Member McCormac wanted to add controls and asked if it was specifically about C.C. Cragin. Mayor Morrissey replied it was just an example. Discussion ensued regarding the mission of the committee. Committee Member McCormac asked at what point projects could be brought up. Mayor Morrissey answered it had to be on the agenda and noted it was subject to open meeting law.

Mayor Morrissey stated the goals for the committee was to assign specific tasks to each subcommittee member to assess specific Capital Improvement Projects (CIP's) for the purpose of examining contracts that were let by the Town to determine outcomes. Justin Pierce, Interim Town Attorney, noted the first item on the next agenda should be ideas specific to committee member assignments. Mr. Pierce warned the committee about open meeting law pitfalls and reviewed best practices. Council Member Ferris asked if two people could work in tandem. Mr. Pierce replied it was permissible, but cautioned about sharing information with others.

Committee Member Graziano enquired if the committee could review future contracts before it went to Council. Sheila DeSchaaf, Acting Town Manager, responded that the committee would have to be amended by the Council, as its original purpose was to review past contracts. Ms. DeSchaaf explained that all contracts were available online to the public and subcommittee prior to Council action so anyone could review them. Ms. DeSchaaf noted that all Council meetings had a public comment period at the beginning for the public or anyone from the subcommittee to voice their concerns. Discussion ensued regarding past and future contracts.

Committee Member Ferris asked if it was better to request documents through the Town Attorney. Mr. Pierce replied public records law gave everyone the same rights and noted it would be best to funnel all requests through one person. Ms. DeSchaaf indicated all requests should come through the Chair rather than individuals.

2. Hiring Attorney Lee Miller as Special Counsel. Mayor Morrissey opened discussion/possible action concerning hiring attorney Lee Miller to work under the Town of Payson Attorney as Special Counsel to the subcommittee.

Mayor Morrissey commented he believed the committee would benefit from special counsel. Justin Pierce, Interim Town Attorney, stated Town code did not allow a subcommittee to incur debt and per the procurement policy, any outside Counsel must be through the Legal Department. Mr. Pierce noted the outside Counsel budget had already been exhausted for the fiscal year and indicated that it was permissible to use committee funds through the Town Attorney's office to pay for it.

Lee Miller thanked the committee for their consideration and summarized his background in project management and Government. Mr. Miller commented that he could be an ongoing resource to see documents or talk about observations without formality.

Committee Member Watts asked if specific questions should be funneled through the Chair. Mr. Pierce answered it would be best. Council Member Tubbs-Avakian questioned if Mr. Pierce was comfortable with another attorney. Mr. Pierce replied yes and noted that Mr. Miller would work with the committee and only check in with him as needed. Committee Member Watts enquired if there was a policy to speak with Department Heads or the Town Manager. Sheila DeSchaaf, Acting Town Manager, responded that it was not an agenda item, but noted Staff would need to figure out the logistics for interviews and documents. Mr. Miller recommended that the next meeting be focused on setting priorities and suggested everyone send their list to the Chairman.

3. Next Meeting Date. Mayor Morrissey opened discussion/possible action concerning next meeting date.

Following discussion regarding committee member availability, Sheila DeSchaaf, Acting Town Manager, indicated she would send an email survey to find the best day and time to schedule the next meeting.

C. INFORMATION TO COMMITTEE

There was no information for the committee.

ADJOURNMENT

Mayor Morrissey adjourned the meeting at approximately 1:50 p.m.

Mayor Tom Morrissey

Approved

Michelle Stanley, Senior Clerk