

CAPITAL IMPROVEMENT PLANNING COMMITTEE  
September 23, 2009

The meeting was called to order at 7:05 p.m. at the East Windsor Town Hall, 11 Rye Street, Broad Brook, CT

**ATTENDANCE**

Mark Simmons  
Dale Nelson  
Marie DeSousa  
Blaine Simpkins  
Joseph Pellegrini  
Al Rodrigue  
Kathleen Pippin  
Len Norton (arrived at 7:30 p.m.)

Also present: Denise Menard, First Selectman  
Cathy Cabral, Treasurer

This was the organizational meeting of the CIP Committee. The Committee reviewed the letter, guidelines (including the \$20,000 minimum) and the forms used last year. The idea of setting a set amount for CIP projects based on percentage was reviewed.

The concerns regarding the continued tight budget decisions were discussed. Representation on this committee from various realms of town government was discussed as well, including if someone from public safety specifically needed to be on the board. It was felt the dynamic of the current committee was adequate to answer all realms of government. Communication with the agencies for this process, as well as information being received in a timely manner, was discussed. There needs to be a continuity of items requested for projects, such as the town hall renovations and specific projects approved, with an eventual goal of updating facilities.

It was suggested that language be added to the letter seeking that agencies are cognizant of the fiscal situation in town please pay special attention to grading of importance of projects. The idea also of showing the agencies what was approved in a five year plan, with the goal that the agencies return with a plan that incorporates the those previously approved monies and any new projects. The letter will ask if the projects previously sought are still valid.

The WPCA funds into the CIP was discussed, it was noted that the WPCA bond is done in 2012; so items may shift and change in the future.

It was also suggested that at the end of the budget process the department / agency heads are given what was approved and in the Capital Improvement Plan.

The schedule was discussed. It was the thought to do earlier meetings. It was suggested CIP requests be received in the Selectman's office by 10/19. The next CIP meeting will be on 10/27 5:30 at Park Hill.

**MOTION: To nominate Denise Menard as Chairman**  
**Made by Ms. Nelson, seconded by Ms. DeSousa**  
**NOMINATIONS CLOSED**  
**ALL MEMBERS IN FAVOR. MOTION CARRIED**

**MOTION: To adjourn at 8:05 p.m.**  
**Made by Ms. Nelson, seconded by Mr. Pellegrini**  
**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

Respectfully submitted,

Cynthia D. Croxford  
Recording Secretary