

Town of East Windsor
Capital Improvement Planning Committee
Minutes Wednesday, January 26, 2010

I. TIME AND PLACE OF MEETING

Ms. Menard called meeting to order Wednesday, January 20, 2010 at 5:45 p.m. at the Warehouse Point Library.

II. COMMITTEE MEMBERS

III. ATTENDANCE

Denise Menard, First Selectman
Catherine Cabral, Treasurer
Len Norton
Joseph Pellegrini
Kathleen Pippin
Al Rodrigue
Mark Simmons
Blaine Simpkins
John. L. Burnham
Marie DeSousa

IV. PUBLIC PARTICIPATION - None

V. APPROVAL OF SPECIAL MEETING MINUTES

A. January 20, 2010

MOTION: To approve the special meeting minutes of January 20, 2010,

Made by Mr. Simmons, seconded by Mr. Pellegrini

IN FAVOR: Norton, Pellegrini, Pippin, Rodrigue, Simmons, Simpkins, Burnham

ABSTAINED: DeSousa

MOTION CARRIED

VI. NEW BUSINESS

A. Discuss and Finalize Capital Improvement rankings for RY2010

Ms. Menard distributed the Plan incorporating the Committee's decisions at the last meeting (attached). The Committee is hoping this 2% plan will set a precedent for future years. At this point, in the continuing effort to make this a viable plan for the town's capital projects, she asked the committee tonight to determine what projects may have not made the rank this year but should be carried over in future years so as not to get lost and/or if items requested are not appropriate for the Plan during these challenging economic times. It was also felt that after this discussion and based on the discussion, Ms. Menard will send a letter to the agency department heads detailing the same. This will alleviate the mystery as to how the Committee operates and where projects go if not on the FYE 2011 plan.

Town of East Windsor
Capital Improvement Planning Committee
Minutes Wednesday, January 26, 2010

Ms. Cabral expressed a concern with the thermal imaging cameras for the fire departments and discussion took place on the departments' supply of cameras and the coordinated efforts of the departments to work with each other in making sure cameras are on scene.

The Committee is asking for 2% for the CIP – funded half through taxes and half through alternate sources of revenue. It was noted this also falls within the parameters of the new Charter revision at 2%.

MOTION: To recommend to the Boards of Selectman and Finance a Capital Improvement Plan of 2% (\$737,758) recognizing that it is funded by \$75,000 LOCIP and \$350,000 transfer from WPCA and a net amount of \$312,758 from the budget, (Plan set forth in Attachment A).

Discussion: It was the consensus this was a good mix of necessary projects for the town departments

**Made by Mr. Norton, seconded by Mr. Burnham
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

At this point the items that were not funded for FY2011 were discussed, specifically stating why they were funded in future years or not at all.

WHP Parking Lot Driveway and WHP Raise Overhead Station Door: The town funds items that are public safety related and it was felt these items are the responsibility of the Association as building maintenance. It was reiterated that the town does not own this building. These two items are not on the five year plan.

WHP Supervisors Vehicle Command Post, WHP Brush Utility Truck, WHP replace Engine 638. These items are department ranked 4 and 5 and do not seem to be priorities at this time. These three items are not on the five year plan.

Police Department Lockers, Town Hall/Annex Projects, BOE Integrated Paging System, BB refinish gym floor. These items were felt to be maintenance/cosmetic issues not appropriate for a tight budget year. These items were put out on the plan to 2012 so not to be lost, but reevaluated next year.

Treasurer Financial Software was split between two years 2012 and 2013 at \$15,000/year. It was stated that the current financial software program is from 1996 and the town out sources payroll for a fee.

Update Plan of Conservation and Development. The plan is suggested to be updated in 2015. This was put out to 2012 and following years.

GIS System kept \$10,000 in 2012.

Town of East Windsor
Capital Improvement Planning Committee
Minutes Wednesday, January 26, 2010

Recreation Engineering Study Aquatic Facility – it was felt this Study is not something the town can afford presently. This is to fund the study but it was noted there are other sources such as UCONN that should be looked at for this type of study. It was also noted that a pool in itself would add costs, including staffing and the yearly cost of maintenance – something not affordable at this time. This item is not on the five year plan.

Recreation Storage Grounds and Office facility - the possibility of finding storage at other existing town facilities, maybe even through renovation was discussed. There was general discussion of needs throughout town for more office space and storage space. It was felt rather than move forward with each agency requesting items such as storage and office space individually it should be viewed as an ongoing project with possibilities that may become available in the future. This item is not on the five year plan

Recreation Boundless Playground Phase II – this item is not on the five-year plan. The committee had concerns regarding this project in that originally it was to be funded by fundraisers.

Recreation Parking Rail Project – the committee discussed more reasonable alternatives that would be more affordable. Mr. Burnham offered a low cost alternative like those at Scout Hall which provide the same result. This item is not on the five year plan.

Recreation EW Parks Projects – This request included updates to the bathroom and kitchen at the park facility as well as dredging the pond. It was noted once you start an upgrade you are required at that time to make the upgrades ADA compliant – but there were no existing ADA concerns, this was to update items. The committee felt the option of raising rates to help fund renovations should be explored. This item is not on the five year plan.

Recreation Basketball Court resurfacing – it was felt it would be more reasonable to fix any cracks. This item is not on the five year plan.

Recreation Trucks and Equipment Park and Public Works sidewalks – Mr. Norton felt it was appropriate and reasonable to skip a year.

At this point in the meeting Mr. Pellegrini inquired why the East Road Bridge was funded when there are alternate routes to that road. It was noted there are other bridges in town that have closed, such as Melrose Road Bridge and Mill Road Bridge. There was discussion regarding the residences in the vicinity and the need for this route in case of road blockages in the Windsorville area. There was a concern of liability with the way the existing bridge is so it was felt by a majority of the committee that this is a FY2011 appropriate project.

Town of East Windsor
Capital Improvement Planning Committee
Minutes Wednesday, January 26, 2010

Ms. Menard will send letters to department heads detailing the reasons why their departments request was either shifted on the five year Plan and/or removed from the Plan.

It was determined there is no need for the February 3 meeting as the Committee has finalized its recommendations and does not need to speak with the Webster Bank representative.

Committee members were asked to be present when this Plan is presented to the Board of Selectmen on February 2nd.

MOTION: If the Board of Finance does not accept the recommendation of the Capital Improvement Planning Committee, the Committee will reconvene to have an opportunity to present an alternate Capital Improvement Plan using work done to date by this Committee.

**Made by Ms. DeSousa, seconded by Mr. Norton
ALL MEMBERS IN FAVOR. MOTION CARRIED**

VII. ADJOURNMENT

MOTION: To adjourn at 7:35 p.m.

**Made by Mr. Norton, seconded by Mr. Burnham
ALL MEMBERS IN FAVOR. MOTION CARRIED**

Respectfully submitted,

Cynthia D. Croxford
Recording Secretary
Attachment A: Spreadsheet with projects as recommended