

**Capital Improvement Planning Advisory Committee  
Town of East Windsor  
11 Rye Street  
East Windsor, CT**

**MINUTES OF SPECIAL MEETING, September 13, 2010 at 6:00 p.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, John L. Burnham, Joseph Sauerhoefer, Blaine Simpkins, Len Norton, and Kathleen Pippin  
Members Absent: Al Rodrigue and Joseph Pellegrini  
Others: None  
Press: None

First Selectwoman Denise Menard called the Special Meeting to Order at 6:00 p.m., in the East Windsor Town Hall.

Ms. Menard gave to all members who were in attendance a copy of the Charter Section 7-2(M) which reads:

“Capital Improvements Plan Advisory Commission shall advise the Board of Selectmen regarding capital expenditures for the upcoming fiscal year and for a period of four fiscal years thereafter by gathering information from Town departments and the Board of Education as set forth in this Charter, ordinance and the instruction of the Board of Selectmen.”

She also gave a copy of a document entitled “Town of East Windsor, Capital Improvement Plan Policy” for the Committee Members to review.

Due to the budget constraints and the bad economic times, funding capital improvement projects has been difficult. She discussed changing the past process of recommending projects to the Board of Selectman with specific monetary amounts, but rather asks for a percentage of the budget. By asking for a percentage of the budget, the Committee will have an actual amount of funds to decide which projects can be funded and which cannot. The departments will be asked which projects they would like to complete.

Ms. Menard began to explain the budget for 2010-2011 comparing the budget of 2009-2010. She indicated whatever was funded last year, will be funded again for this year. She gave an example of the Board of Education driveway which was funded at \$50,000. The project has been completed under budget at \$47,000 leaving a balance of \$3,000 in that line and an additional \$50,000 has been placed in that line in the 2010-2011 budget due to the Charter revision. However, the project has been completed and the \$53,000 remains in that line. The Capital Improvement Plan Advisory Committee could recommend to the Board of Selectmen the transfer of those funds for another project, such as, police cruisers. Once accepted by the Board of Selectmen, it would be

recommended to the Board of Finance for final approval and a Town Meeting, if necessary. This process is due to the Charter Revision.

A lengthy discussion was held among the Committee Members regarding the pros and cons of asking the Board of Finance for a percentage of the budget first, and then once funds are allocated from the Board of Finance, the Committee may look at departmental project requests. A concern was raised that the Board of Finance wants to know which projects will be funded before allocating any monies.

Ms. Menard indicated the Committee can send to all department heads a letter, asking the departments submit their requests, prioritizing which projects are urgent, and have those requests presented to the Committee. A discussion regarding the Police Commission possible requests along with Fire Departments possible requests. Ms. Kathleen Pippin commented the fire departments have been given plenty of money in the past for equipment. She felt other departments are in need of equipment and other various projects.

The discussion of requesting a percentage of the budget began. Ms. Menard and Mr. Burnham indicated 1% of the budget would be approximately \$350,000 and 2% of the budget would be approximately \$650,000. The departments would be asked to prioritize their requests and present those requests to the Committee. Ms. Menard commented that the Town needs to start level budgeting for the future of town development, such as, to maintain the infrastructure. If the Town plans slowly to complete a major road project over a few years, and budgets money each year for that plan, the Town would be in good economic shape to fund such a major road project rather than looking for financing, as other towns have done in the past.

A lengthy discussion was held among Ms. Pippin, Mr. Norton, Ms. Menard, and Mr. Sauerhoefer regarding the approval process of capital improvement projects.

Ms. Menard then gave to all the Committee Members a document entitled "Budget by Department Town of East Windsor 2010-2011" for their review. The document was discussed. Ms. Menard indicated Section 9445 Capital Improvement Current adjusted budget is \$249,386.00. She then discussed the next category which is projected funded year after year, Section 9447 Capital Improvement Reserve" adjusted budget of \$130,081.25. They discussed this document line by line going through what has been funded and why.

Ms. Menard indicated again a letter will go to all department heads, asking for their requests. Those departments will be reminded to prioritize their requests and to understand the budget is bare bones and requests will be reviewed.

Ms. Menard asked the Committee Members for dates and times to schedule another meeting next month. A discussion was held and it was agreed to have the next meeting on October 4, 2010 at 6:00 p.m. at the Town Hall.

Mr. Blaine Simpkins left the meeting at 6:50 p.m.

A discussion again began among the Committee Members regarding the “Budget by Department Town of East Windsor 2010-2011” sheet that was given earlier in the meeting. Questions regarding what would happen if an emergency happens, such as, the furnace breaks at the Town Hall, where would the monies come from to pay for such an expensive repair rather than doing preventative maintenance. Other questions regarding the line items listed were answered by Ms. Menard.

Ms. Menard indicated that all have decided to ask the departments for bare bone requests and to simplify their proposals.

Ms. Menard also indicated that there is a vacancy on this Committee. Mr. Mark Simmons, Deputy First Selectman, has relinquished his seat. Therefore, the vacancy has to be filled. Ms. Marie DeSousa indicated she would be available if needed and Ms. Kathleen Pippin indicated that Mr. Richard Pippin, Selectmen, has indicated that he would be interested as well.

It was **MOVED** (Norton) and **SECONDED** (Burnham) and **PASSED** (U) that the Capital Improvement Plan Advisory Committee adjourns the September 13, 2010 Special Meeting at 7:02 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary