

**CAPITAL IMPROVEMENT PLANNING ADVISORY COMMITTEE
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF SPECIAL MEETING

Monday, February 4, 2013 at 5:30 p.m.

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

Members Present: Denise Menard, Dale Nelson, Len Norton, Joseph Sauerhoefer,
Joseph Pellegrini, Kathleen Pippin, and Richard P. Pippin, Jr.
Members Absent: Al Rodrigue
Others: Catherine Cabral
Press: None

I. Call to Order:

First Selectwoman Denise Menard called the Special Meeting to Order at 5:39 p.m. in the East Windsor Town Hall, Conference Room, East Windsor, Connecticut.

II. Attendance

Dale Nelson
Len Norton
Joseph Pellegrini
Kathleen Pippin
Richard P. Pippin, Jr.
Joseph Sauerhoefer
Denise Menard, First Selectwoman
Catherine Cabral, Treasurer

III. Public Participation

None.

VI. New Business

a. Approval of January 30, 2013 Meeting Minutes

An amendment to the minutes section IV. New Business, Subsection a, Number 1, Paragraph 4 is noted. The following amendment should read as follows:

“...safety first which would include the **silk** cleaning and drainage pipe.”

to

“...safety first which would include the **silt** cleaning and drainage pipe.”

It was **MOVED** (Sauerhoefer) and **SECONDED** (Nelson) and **PASSED** (6-0)(In Favor – D. Nelson, L. Norton, K. Pippin, R. Pippin, J. Sauerhoefer, and J. Pellegrini; Opposed – None; Abstained – None) that the Capital Improvement Planning Advisory Committee approves the January 30, 2013 Special Meeting Minutes as amended.

b. Discussion of Capital Improvement Plan and Presentations

Ms. Menard gave to the Committee Members a note that she had given to the Treasurer asking her to schedule a meeting with Webster Bank by March 15 to discuss the cost of bonding projects not for this budget for capital improvement planning. She also gave to the Committee Members documents which listed the CIP projects for the current year, budget by department report, and a capital non-recurring report for the Committee's review. Mr. Pippin mentioned that he was at a meeting and it was discussed that grants are available through the USDA for towns with population of up to 20,000.

The Committee began looking through the report of CNR accounts and discussing which projects have been completed and which are ongoing in an effort to find monies which are remaining of projects which have been completed. Ms. Menard mentioned that there are monies in the CNR accounts which are tagged for the WPCA which are entitled sinking fund, roof fund and lead paint. They continued to discuss the CNR accounts asking if certain projects are completed, such as, replacement of the doors at the Broad Brook School, Police Department renovations, police cruisers, assessor revaluation, and Springdale Cemetery. The discussion continued regarding the ongoing projects which are currently being completed. There was a question regarding the two accounts are marked as Town GIS and Document Imaging. Ms. Menard indicated the document imaging is for the Town Clerk to protect the records. Ms. Cabral commented that the Town Clerk receives a grant every year for the protection of records and she was unsure if Document Imaging related to that for the Town Clerk. Ms. Cabral indicated she would double check with the Town Clerk regarding that line. After looking the report, it was determined that approximately \$126,000 was unassigned. As it was done last year, unassigned monies maybe allocated to some new projects.

A brief discussion was held.

Ms. Menard began discussing the CIP requests for this budget and the priority scoring of same. They began discussing the monies that are allocated each year for the revaluation project. The next revaluation is scheduled for 2017. Currently, the Assessor's Office budgets \$50,000 per year for the project. The Assessor's Office did most of the work for the current revaluation in an effort to save money, but it was mentioned the next revaluation may not be done in-house and may have to be contracted by a company which could cost more than doing it in-house.

The next topic discussed is the Board of Education requests. It was mentioned that grants and other funding may become available to the schools for security due to the Newtown tragedy. The discussion continued regarding what is considered maintenance of the school buildings and what is considered a capital improvement project. Ms. Cabral commented that a roof major renovation is considered at capital improvement project, but a roof repair is not. She continued to explain that if the project adds value to the property, it is considered a capital improvement project not maintenance, pursuant to IRS guidelines.

The Committee began discussing the priority sheet of the CIP Committee ranking for fiscal year 2013-2014. The lowest number is considered the highest priority and the highest number is considered less of a priority. The police department cruisers were ranked the highest priority. They are requesting three cruisers at \$98,000 but the Committee is requesting just funding two cruisers at \$67,000. The GIS update is being requested, currently \$26,000 is in CNR which has yet to be spent and an additional \$10,000 will be allocated. As mentioned, this system is used by many town departments and is critical to keep up-to-date. Revaluation funding will be decreased from \$50,000 to \$40,000. Chip Sealing is budgeted for \$75,000 and it was discussed these monies are reimbursable by a grant and there should not be cut out of the budget because it saves the roads. Ms. Cabral indicated the monies have to be spent in order to get the monies reimbursed. Boiler Asbestos Removal/Boiler replacement \$50,000 is being requested; currently there is approximately \$71,000 in the CNR account. Engineering costs have been taken out of the account, but not yet posted on any reports. Ms. Cabral believes the invoice was paid in January. Plow Trucks for the Public Works is being requested at \$150,000. A suggesting of possibly leasing the vehicles versus purchasing same to save money; however, those figures were not available. Ms. Cabral indicated this was discussed last year and she has those figures in her office. Mr. Norton commented that a 6 wheel plow cost approximately \$158,000 and a 10 wheel plow costs approximately \$178,000. Generator to be funded at \$52,000 is for the Public Works Garage. The discussion indicated that it is imperative to have this generator at the garage during a storm so public safety vehicles and other town vehicles can use the gas pumps if power is out. Financial Software was requested at \$26,000 but according to the Town Treasurer is it not imperative that this project is completed next year. It was agreed to fund half of the software at \$13,500 and the other half next year. Town Wide Drainage is for the maintenance of the roads. Currently in CNR is approximately \$127,000 and in the current year it was budgeted for \$30,000. It was suggested to fund another \$50,000. Facility Equipment was requested at \$100,000 in a five year plan; however, there is a need for new equipment in the town garage such as tools, saws, and other various items. It was agreed to fund this at \$10,000 this year. High School exterior doors upgrade which should be done to be ADA compliant currently in CNR there is approximately \$30,000; however, Ms. Cabral indicated she believed this money was spent. Ms. Cabral indicated that the middle school doors were budgeted at \$32,000 and high school at \$54,000. The conversation continued and it was agreed that \$54,000 should be budgeted. Mr. Pippin suggested having the Building Committee handle the replacement of the doors and getting three bids pursuant to the policy. Mr. Pellegrini commented that the

Capital Improvement Committee should meet after the referendum and have department heads come to the meeting so it can be explained what is being funded through the CIP budget. Mr. Norton suggested that when cuts are made to the CIP budget, the Committee should be the ones cutting the projects rather than the Board of Finance doing same. Animal Control Officer Vehicle is being requested and it was determined that \$20,000 will be funded for this vehicle. Imaging Cameras are being requested for Warehouse Point Fire Department and Broad Brook Fire Department, two for each department at \$54,000. Two cameras will be funded, one for each department at the cost of \$28,000. Light Towers are being requested for Emergency Management. Some of the Members didn't believe the light towers are necessary at the present time; however, one Member advocated for the light towers indicating that he uses them at worksites and quite convenient. After a brief conversation, it was agreed that one light tower would be funded at \$18,000. The request from Parks and Recreation Vehicle/Equipment Replacement is for mowers, tractors and a truck to move said equipment. The entire five year request is \$200,000 but it was agreed to get the plan started to fund at \$20,000. Supply hose for three pumpers for the Broad Brook Fire Department is being requested and it was agreed to fund \$10,000. East Windsor Parks Project is being requested for different projects in the town's parks such as drainage and fixing bathrooms, funding for this line was agreed for \$35,000. Police Department Flooring and a Parks and Recreational storage shed was not funded in this plan. The Upgrade on to Town Roads was discussed. Mr. Norton indicated that the Town needs to start funding roads or bond for projects because some roads in town are not very good at all and are in need of major repair. The discussion continued of the possibility of not funding roads and do comprehensive funding with a bond in the near future; however, it was indicated the State is not funding the tar as it once did in the past. It was ultimately decided to fund the roads at \$50,000. It was indicated that POCD update is mandated, it is being requested at \$100,000. It was discussed that many pieces of the update can be done in-house in order to save on the cost of doing same. It was agreed to fund at \$20,000. The Broad Brook Fire Department is requesting a washer and dryer and gear replacement. A discussion was held regarding what is needed it was agreed to fund the project at \$20,000 so the washer and dryer could be purchased. The SCBA replacement bottles for the Warehouse Point Fire Department were requested at \$22,375. A discussion was held and it was agreed that \$10,000 would be funded for that request to purchase 10 tanks. Senior Services van/car request was discussed. A discussion was held regarding obtaining a used police car or purchasing a mini-van or similar type of vehicle off the state bid. It was agreed to fund \$12,000 this year and \$12,000 next year. Additional monies for sidewalks has been requested, currently the State grant has funded \$55,000 for sidewalk project to being this spring. It was mentioned that CNR has a balance of \$127,000. It was agreed to fund \$10,000. Grant Funding request in the amount of \$10,000 was agreed to; but Ms. Cabral indicated it can be done but the monies would still have to be allocated to a specific project. It was agreed to name the line "matching grant funding". Projects which were briefly discussed and agreed not to be funded this year were middle school redesign and update, irrigation and well installation, my senior center software, dial-a-ride new vehicle, high school

B wing roof replacement, upgrade CAT 5/CAT 6 Wiring, Temp Control, middle school boiler replacement and playground replacement. Fire Truck funding was funded at \$10,000. Board of Education underground oil tank replacement was discussed and it was indicated it is mandated to be done by 2016. It was decided to fund at \$20,000. A discussion was held regarding the Board of Education requests. It was ultimately decided to fund the Board of Education at \$150,000 for security upgrades. The grand total of the projects to be funded is in the amount of \$1,014,000 which is approximately 3% of the budget.

Ms. Cabral indicated she would make a list of all of the projects that have been listed this evening and make a new spreadsheet and will send same along to all the Members for their review. A further discussion regarding priorities and the transfer process will be discussed at that time as well. The next meeting is scheduled for February 11, 2013 at 5:30 p.m.

V. Adjournment

It was **MOVED** (Sauerhoefer) and **SECONDED** (Nelson) and **PASSED** (6-0)(In Favor – D. Nelson, L. Norton, K. Pippin, R. Pippin, J. Sauerhoefer, and J. Pellegrini; Opposed – None; Abstained – None) that the Capital Improvement Plan Advisory Committee adjourns the February 4, 2013 Special Meeting at 8:15 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

