

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

**MINUTES OF SPECIAL MEETING
Monday, December 30, 2013 at 6:00 p.m.**

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

Members Present: Denise Menard, First Selectman (Advisor); Dale Nelson, Selectman; Len Norton, Town Engineer/Director of Public Works; Joseph Pellegrini, Kathleen Pippin, Richard P. Pippin, Jr., Selectman; Al Rodrigue, and Joseph Sauerhoefer (Chairman).

Members Absent: None

Others: Catherine Cabral, Treasurer/Director of Finance.

Press: None

I. Call to Order:

Chairman Sauerhoefer called the Special Meeting to Order at 6:09 p.m.in the East Windsor Town Hall, Meeting/Conference Room, East Windsor, Connecticut.

First Selectman Menard and Chairman Sauerhoefer submitted various additional reports for the Commission's review this evening.

II. Attendance:

See record of attendance above. All members of the Committee were present, as well as First Selectman Menard and Treasurer Cabral.

III. Public Participation

No one requested to speak.

IV. Approval of Meeting Minutes:

a) **March 12, 2013:**

MOTION: To APPROVE the Minutes of the Capital Improvement Planning Advisory Committee Special Meeting dated March 12, 2013 as presented.

Nelson moved/Pippin seconded/

DISCUSSION: None.

VOTE: In Favor: Nelson/Norton/Pellegrini/K. Pippin/R. P. Pippin, Jr./Rodrigue/Sauerhoefer
(No one opposed/no abstentions)

b) September 23, 2013:

MOTION: To APPROVE the Minutes of the Capital Improvement Planning Advisory Committee Special Meeting dated September 23, 2013 AMENDED as follows:

Page 4, motion action made as highlighted:

1) **MOTION:** To fund one thermal imaging camera in the amount of \$14,000 for the Warehouse Point Fire Department.

Sauerhoefer moved/Nelson seconded/

DISCUSSION: None.

VOTE: In Favor: Unanimous

2) **MOTION:** To fund one light tower at \$18,000.

Nelson moved/Pellegrini seconded/

DISCUSSION: See Selectman Nelson's comments above.

VOTE: In Favor: Nelson/Norton/Pellegrini
Opposed: K. Pippin/R. Pippin, Jr./Rodrigue/Sauerhoefer
Abstentions: No one

3). **MOTION:** To reduce the BBFD Supply Hose for 3 pumpers to \$8,200.

Norton moved/Nelson seconded/

DISCUSSION: None.

VOTE: In Favor: Unanimous

Page 5, motion action made as highlighted:

MOTION: To fund the Plan of Conservation and Development at \$8,281 rather than the \$10,000 previously allocated.

Pellegrini moved/Nelson seconded/

DISCUSSION: None.

VOTE: In Favor: Unanimous

Page 6, correction in discussion, correction in motion language, and motion action made as highlighted:

“Selectman Pippin suggested that the request of the Warehouse Point Fire Department for SCBA replacement bottles.....”

MOTION: To reduce the Pavement Management/System Upgrade request from \$50,000 as previously approved to \$40,000 and to add ALLOCATE \$10,000 to the current allocation of \$10,000 (~~for a new total allocation of \$20,000~~) for the Warehouse Point Fire Department – SBCA Replacement Bottles.

Norton moved/Nelson seconded/

DISCUSSION: None.

VOTE: In Favor: Unanimous

Nelson moved/Pellegrini seconded/

DISCUSSION: Corrections noted above.

VOTE: In Favor: Nelson/Norton/Pellegrini/K. Pippin/R. P. Pippin, Jr./Rodrigue/Sauerhoefer
(No one opposed/no abstentions)

c) **December 16, 2013:**

MOTION: To APPROVE the Minutes of the Capital Improvement Planning Advisory Committee Special Meeting dated December 16, 2013 as presented.

Nelson moved/R. P. Pippin, Jr. seconded/

DISCUSSION: None.

VOTE: In Favor: Nelson/Norton/K. Pippin/R. P. Pippin, Jr./Rodrigue/Sauerhoefer
Opposed: No one
Abstained: Pellegrini

V. **New Business/Discussion of the 2014 – 2015 Capital Improvement Plan - funding and projects:**

The Committee reviewed a schedule for discussion of presentations. First Selectman Menard noted the Water Pollution Control Authority (WPCA) would not be included in this Committee's considerations this year as the WPCA is now managing their own long-range funding plan. Discussion followed; the Committee's intention is to review the following presentations on the following dates:

January 6, 2014 (Monday) – Special Meeting – Public Safety, Broad Brook Fire Department, Warehouse Point Fire Department, Emergency Services.

January 13, 2014 (Monday) – Special Meeting – Board of Education

Chairman Sauerhoefer will contact the various departments to confirm presentation dates.

First Selectman Menard provided the Committee members with a packet recently received from the Social Services Department which include requests for funding for the following projects and equipment: 1) **Senior Center:** Design plans at \$150,000; MySeniorCenter Software at \$15,000; Dial-A-Ride replacement vehicle at \$25,000; Replacement tires for transportation buses at \$850; Ten Replacement tables and 100 replacement chairs at \$7,285; Portable garages for buses at \$5,098; and 2) **Human Services:** Laptop and Printer at \$1,200; Front desk set-up at \$1,200; and Insulated file cabinets for at \$18,400.

Discussion followed regarding the \$20,000 criteria for funding under Capital Improvements Projects; it was noted several items presented in the Social Services Department funding requests fall below the \$20,000 requirement and should be funded via the annual Social Services Department budget. It was noted the request for the Senior Center design plans lacks sufficient back-up documentation to allow constructive discussion, and support documentation for the Dial-A-Ride Van differed from the requested funding. The Committee requested the packet for the Social Services Department be resubmitted with more detailed information.

Town Properties/General Government:

First Selectman Menard suggested that this year they are proposing to group facilities management projects under the building in which the renovations will occur.

1) **Town Hall Annex:** DEEP mandated removal of the oil tank at \$10,000; window replacement throughout the entire building; Replacement of carpeting for the Human Services Department. Treasurer Cabral noted the CIP requests for the Police Department also included a request for carpeting; she questioned if that item could be included in the Town Hall Annex renovations as well? The Committee felt they can discuss that option with Chief DeMarco when he presents his packet.

It was noted the Park and Recreation Department and the Police Department have made a joint request to replace fencing around the Police Department and the Boundless playground area at a cost of \$29,783. The request is intended to replace existing fencing which has been damaged over the years, causing access to areas of the Police Department which should be secured; the damaged fencing is also a safety issue for park patrons and also enables people to park on grassed areas meant for use as a park. The Committee decided to move this funding request into General Government under Town Hall Annex maintenance.

2) **Town Hall:** Phone System – installing a VOIP (Voice Over Internet Protocol) system using the existing server and upgrading wiring at \$119,631. First Selectman Menard and Chairman Sauerhoefer noted the current phone system is outdated; the

system also experiences problems with conference calls and transferring calls. Preliminary testing of existing equipment has found inconsistency of service in various locations. Renovation of the system includes phone service for the Town Hall, Senior Center, Police Department, Public Works Department, and the WPCA. It was noted the WPCA would now fund their portion of the cost under their new long-term funding process.

Town Hall renovations also being proposed include: Meeting Room divider replacement at \$16,310; Treasurer and Tax Collector's Office reconfiguration to improve utilization of staff and provide privacy when serving the public at \$9,600; Repair cracking in concrete façade overhang at \$4,500; Kitchen replacement/upgrade to improve energy efficiency at \$10,000; and building landscaping at \$8,681.24.

3) Public Works: Repair Broad Brook Dam in accordance with engineer's recommendations at \$539,000. Mr. Norton reported that the State has made the Town responsible for the dam. There is \$65,000 in reserve for funding of the engineer's study and design, which is currently underway; Mr. Norton has applied for a grant which would provide a 75% reimbursement of the project.

A request has also been submitted for: Facilities equipment for the Public Works Department at \$20,000. Mr. Norton noted a list of the specific equipment was submitted for the 2013 CIP request; this request is replacement of existing equipment which will enable the department mechanic to service department vehicles and equipment better.

VI. ADJOURNMENT:

MOTION: To ADJOURN the December 30, 2013 Special Meeting of the East Windsor Capital Improvement Planning Advisory Committee at 7:25 p.m.

Nelson moved/Pellegrini seconded/VOTE: In Favor: Unanimous

Respectfully submitted, _____
Peg Hoffman, Recording Secretary