

**CAPITAL IMPROVEMENT PLANNING ADVISORY COMMITTEE
TOWN OF EAST WINDSOR
11 RYE STREET
BROAD BROOK, CONNECTICUT 06016**

**MINUTES OF SPECIAL MEETING
Wednesday, January 29, 2014 at 6:00 p.m.**

*******Draft Minutes - These minutes are not official until approved at a subsequent meeting*******

Members Present: Joseph Sauerhoefer (Chairman); Dale Nelson, Selectman; Len Norton, Town Engineer/Director of Public Works; Joseph Pellegrini and Elzear Rodrigue.

Members Absent: Kathleen Pippin, Richard P. Pippin, Jr.; Denise Menard, First Selectman.

Others Present: Catherine Cabral; East Windsor Police Department: Chief Edward DeMarco, Deputy Chief Roger Hart; Carol Madore, Assessor; Laurie Whitten, Town Planner; Melissa Maltese, Director of Parks and Recreation; Dr. Theresa Kane, Superintendent of Schools, and Roger Baker, Facilities Manager, East Windsor Schools.

Press: None

I. Call to Order:

Chairman Sauerhoefer called the Special Meeting to Order at 6:04 p.m.in the Meeting Room of the East Windsor Town Hall, Broad Brook, Connecticut.

Chairman Sauerhoefer noted a quorum has been established as five members of the Capital Improvement Planning Advisory Committee are present this evening.

II. Attendance:

See record of attendance above. Past Treasurer Cabral also joined the Committee.

III. Public Participation

No one requested to speak.

IV. Approval of Minutes/January 6, 2014:

MOTION: To APPROVE the Minutes of the Special Meeting of the Capital Improvement Planning Advisory Committee dated January 6, 2014 as presented.

Nelson moved/Pellegrini seconded/

DISCUSSION: Selectman Nelson reported she had recently visited the Police Department and found the flooring and carpeting even worse than the photos depicted. She also suggested that the request for vehicles for the Public Works Department might be a good discussion topic for the Joint Meeting.

VOTE: **In Favor:** Nelson/Pellegrini/Sauerhoefer
 Opposed: No one
 Abstained: Norton/Rodrigue

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

1) **Emergency Services:**

Chairman Sauerhoefer provided the Committee copies of the Emergency Management CIP Funding Request.

1) Generator: Funding request \$44,000. Chief DeMarco and Deputy Chief Hart joined the Committee. Chief DeMarco reported this is their continuing effort to provide sheltering services for the Town of East Windsor. Chief DeMarco recalled the catastrophic storm of a recent October during which much of the state was without power for seven days. The Town Hall was opened as a temporary shelter but we were unable to provide showering or kitchen facilities; normal business for the Town was conducted around the residents of the shelter. This new generator would be located at the High School. Chief DeMarco and Deputy Hart understood the Building Committee is addressing the issue of the transfer switch at the High School to facilitate use of this generator.

Deputy Hart provided details on the generator requested, and other brands as well. He suggested a second generator should be considered for the Middle School also.

Chief DeMarco and Deputy Chief Hart reported they have applied for grants to purchase the generator but East Windsor was not awarded grant funding. Discussion followed regarding purchase/rental alternatives.

Chief DeMarco and Deputy Chief Hart recalled that during the previous emergency they were able to rent a portable generator but demand during a crisis makes rental a risky practice, and their previous rental source is no longer an option. Discussion followed regarding optional locations, such as Scout Hall and Town Hall. Chief DeMarco and Deputy Chief Hart noted the Town Hall has a generator but it's not a portable unit which could be moved around to other larger locations. Use of Town Hall limits the number of people that could be sheltered, and there are no facilities for showering or cooking for the temporary residents within the Town Hall facility.

Chief DeMarco suggested this purchase should be considered an emergency allocation. If a catastrophic event occurs again the Town can't provide safety for the people at the level we need to.

3) IT – Joint presentation/GIS:

1) Continued Implementation and Update of the GIS System: FY 2015 request for \$15,000 Assessor Madore and Town Planner Whitten joined the Committee. Town Planner Whitten noted this funding requesting is for continuing maintenance and updates to the current GIS system; although the request is made jointly by she and Assessor Madore the GIS system is shared by numerous departments throughout Town Hall. If the maintenance and updates are not continuous the system becomes defunct as information becomes outdated. The system is also available to citizens via the Town's website. Assessor Madore reported the Police Department and the Fire Departments also use the GIS.

Selectman Nelson noted use of this system helps with the permitting process as well and ties everything together. Town Planner Whitten reported that as soon as the Town integrates the View Permit software that will tie into the GIS as well and enables everyone to pull up aerials of properties. The integration of the systems makes use of the GIS a more powerful tool. As an example Town Planner Whitten noted one of the projects Town Engineer Norton has before him is to locate all street sign and storm drain locations within town; use of the GIS system will enable him to investigate those locations. Town Engineer Norton concurred, noting they must replace signs that don't meet reflectivity standards, and inventory catch basins. Assessor Madore noted the system can also layer zoning and wetlands information as well; Town Planner Whitten reported the State intends to provide topographic information but that's an ongoing project. Assessor Madore reported the vendor has been phenomenal to work with.

Chairman Sauerhoefer questioned that this is a must have tool for the Town? Town Planner Whitten and Assessor Madore replied affirmatively.

2) Assessor's Office:

1) Revaluation of Real Estate as of October 1 2017: FY 2015 request for \$50,000. Assessor Madore reported the Assessor's Office has just finished with the 2012 revaluation, and are now gearing up for the 2017 revaluation. Currently \$40,000 is accumulated in CIP, with \$27,000 in CNR. Assessor Madore indicated she will be here every year asking for \$50,000 to fund the fieldwork. Previously a portion of the work was completed in-house; for this revaluation it's anticipated that a firm should perform the groundwork.

4) Planning and Development Office:

1) Plan of Conservation and Development Update: FY 2015 request for \$10,000. Town Planner Whitten reported each town must update its Plan of Conservation and Development every ten years. The previous plan was prepared in 2004 by a consulting firm at a cost of \$100,000; this year she is trying to complete the task in-house. Town Planner Whitten noted she was given \$8,000 last year under the CIP funding which she will use for workshops. She is asking for an additional \$10,000 for assistance with writing, editing, and formatting the final document.

2) Grant Funding: FY 2015 request for \$25,000. Town Planner Whitten reported there is a lot of discussion regarding grant acquisition. However, approximately 90% of grant sources require that the Town have matching funds available to put towards the project before anyone can apply for a grant. Town Planner Whitten reported she is recommending the Town begin funding a grant line item, which would be available for the use of any department in Town.

Discussion followed regarding the process of grant funding.

5) Park and Recreation:

Melissa Maltese, Director of Parks and Recreation, joined the Committee.

1) Security Camera: FY request for \$22,374.80. Mrs. Maltese reported this request is for a security camera at the East Windsor Park/the Res, which is a target for vandalism at the rate of about \$2,000/year. Mrs. Maltese reported East Windsor Park is the main hub of activity for recreation. The visibility of the park is somewhat hindered by shrubbery owned by the neighbors; the areas targeted for vandalism typically are located towards the back of the park.

Discussion followed regarding the recording frequency, the location of the mainframe, and accessibility to monitoring the camera.

2) East Windsor Park Projects

a) Dredging Swimming Area: FY 2015 request for \$30,000.

Mrs. Maltese reported that with last year's funding allocation they were able to begin repairs to the bathrooms at East Windsor Park. This year they hope to dredge the swimming area to be able to maintain water quality, maintain the proper depth for swimming, ensure visibility for the lifeguards, and maintain the safety of the residents. Mrs. Maltese reported she has applied for grants through DEEP but nothing has been forthcoming, although master gardeners and environmentalists have come out to look at the project and may help when the project is underway.

Discussion followed regarding the total estimated cost of the project, the funding level anticipated before the project is initiated, and possible interim remedies.

Mrs. Maltese reported she may come back in the future with a similar proposal for Broad Brook Pond.

- b) Replace Lower Outlet Drain: FY 2015 request included in request for dredging.

Mrs. Maltese reported this project will help with the overall flow of the water into the swimming area. The original installation date of the drain is unknown but some of the concrete is loosening up.

- 3). Update one Playground: FY request \$40,000.

Mrs. Maltese reported she has put in a playground replacement plan for all the playgrounds in town but this year she is concentrating on Pierce Park (Windsorville section of town). Pierce Park is the oldest park, and is used significantly. It's the only playground in that area of town, and is used for Little League and Flag Football as well as general playground use. Mrs. Maltese reported she can no longer get replacement parts for the existing equipment as the company has gone out of business. She would like to upgrade the equipment in Pierce Park.

Discussion followed regarding the age of the equipment and the use of Pierce Park by various organizations.

6) Board of Education:

Dr. Theresa Kane and Roger Baker joined the Committee.

1) Roof Replacement – Middle School. FY 2015 request \$2,339,400. Dr. Kane reported that because the roof is 25 years old it would qualify for a project through the State for which the reimbursement rate is approximately 57%. Dr. Kane indicated that at the February 2014 Board of Education Meeting she will recommend that an assessment of the roof be performed; anticipated cost of the assessment is \$15,000 to \$20,000. Dr. Kane reported there is some money available through CREC; the Town would have to fund a portion of the assessment as well. If the Town would fund the assessment then an application for replacement of the roof would be initiated through the State.

2) Boiler Replacement – Middle School. FY 2015 request \$201,000.

Dr. Kane suggested this project falls under maintenance, and is reimburseable at 25%. Dr. Kane indicated she will pursue this project with the Board of Education, and then return to the Board of Selectmen and Board of Finance to seek approval for the project.

Discussion followed regarding conversion to gas rather than oil burners, the removal of existing oil tanks, and funding availability. It was noted the public gas line ends at Depot Street, and is therefore not available to serve either Broad Brook or the Middle School.

3) High School Auxiliary Gym connector and cross-bracing. FY 2015 request \$112,000.

Mr. Baker reported this is glass hallway which, over time, has started to corrode. The engineers have recommended getting rid of the glass. They have also recommended installing some additional cross-bracing.

4) New pick-up truck. FY 2015 request \$33,690.

Mr. Baker reported the current vehicle is 1966 vintage with 188,000 miles which had previously been used by the Animal Control Officer. The vehicle is used to haul furniture and other equipment. This proposal is for a F150 4x4 basic truck with towing package.

Discussion followed regarding acquisition and funding options.

5) Renovation room M-1 nurses suite. FY2015 request \$119,677.

Mr. Baker reported drawings are being currently prepared for this renovation. It was noted the current suite and bathroom is NOT handicapped accessible; it's difficult to assist anyone in a wheelchair.

Discussion followed regarding the availability, and pursuit of, grants. Dr. Kane reported this renovation is not eligible for grants.

Future requests:

FY 2017 request for \$75,000: Mr. Baker noted in 2017 we are mandated to remove the oil tanks at the Broad Brook School and the High School so that budget includes the cost for converting the Broad Brook boiler to gas; removal of the tanks is \$10,000 for each building. Reviewing the cost submitted Mr. Baker suggested he had neglected to include the High School boiler tank removal so the cost should be \$85,000.

7) Alternate Department Presentation/Warehouse Point Fire District:

Chairman Sauerhoefer provided the members of the Committee with a funding request for the Warehouse Point Fire District. The District is requesting funding for the following items:

1) Thermal Imaging Cameras. FY 2014 request \$13,000.

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- 2) Replacement Engine 638. FY 2015 request \$400,000.
- 3) Replace Parking lot at Bridge Street Fire Station. FY 2015 request \$145,000.

VI. Invoice approval:

Chairman Sauerhoefer approved payment for recording secretarial services.

VII. Adjournment:

MOTION: To ADJOURN the January 29, 2014 Special Meeting of the East Windsor Capital Improvement Planning Advisory Committee at 8:15 p.m.

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

Respectfully submitted, _____
Peg Hoffman, Recording Secretary for the East Windsor Capital Improvement Planning Advisory Committee