

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

**MINUTES OF SPECIAL MEETING
Tuesday, February 25, 2014 at 5:30 p.m.**

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

Members Present: Joe Sauerhoefer (Chairman); Denise Menard, First Selectman; Dale Nelson, Selectman; Len Norton, Town Engineer/Director of Public Works; Kathleen Pippin, Richard P. Pippin, Jr., and Al Rodrigue,
Members Absent: Joseph Pellegrini.
Others Present: No one
Press: None

I. Call to Order:

Chairman Sauerhoefer called the Special Meeting to Order at 5:30 p.m.in the Meeting Room of the East Windsor Town Hall, Broad Brook, Connecticut.

II. Attendance:

See record of attendance above. A quorum was established with five members present.

III. No item III posted on agenda.

IV. Approval of Meeting Minutes/January 29, 2014 Special Meeting:

MOTION: To ACCEPT the Minutes of the Special Meeting of the Capital Improvement Advisory Committee Special Meeting dated January 29, 2014 as presented.

Nelson moved/Sauerhoefer seconded/

DISCUSSION: Mr. Pippin referenced comments on page 6 made during the Board of Education presentation regarding item 2) Boiler Replacement Middle School. FY2015 request \$201,000. The closing sentence of paragraph one on page 6 indicates "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." Mr. Pippin wished to clarify that with regard to the Broad Brook School a gas line has been installed into the Town Hall building to service equipment; that gas line might also be available to convert the school boiler to gas.

VOTE: **In Favor:** Nelson/Norton/Rodrigue/Sauerhoefer
 Opposed: No one
 Abstained: K. Pippin/R. Pippin.

Approval of Joint Board of Selectmen/Board of Finance/Capital Improvement Advisory Planning Special Debt Presentation Meeting Minutes/February 4, 2014 :

MOTION: **To ACCEPT the Minutes of the Joint Board of Selectmen/Board of Finance/Capital Improvement Advisory Planning Special Debt Presentation Meeting Minutes dated February 4, 2014 as presented.**

Nelson moved/Pippin seconded/

DISCUSSION: None.

VOTE: **In Favor: Unanimous**
 (No one opposed/no abstentions)

V. Public Participation

No one requested to speak.

VI. New Business/a) Discussion of the 2014 – 2015 Capital Improvement Plan; funding and projects:

First Selectman Menard provided the Committee with a document which listed the CIP funding requests by Department. The document reflects the project request, the dollar amount requested, and the department's ranking as mandated, critical repair/improvement, or scheduled repair/improvement. The total amount for the projects requested to be funded over a five year period was \$14,315,379, while the total for the amount requested for the FY 2014 – 2015 is \$4,620,936.

The Committee paused for a short time to individually rank the projects listed. The Committee's priority of the projects range from 1, which is the highest priority, to 5, which represents the lowest priority. First Selectman Menard then calculated the rankings based on the Committee's preliminary decisions.

The Committee then began discussing the projects by their priority ratings. All requested amounts are for FY 2014 – 2015. The highest ranking was considered to be Vehicle/Equipment Replacement for which \$150,000 was requested in FY 2014-2015. Mr. Norton noted the requested funding would replace older vehicles or equipment used by the Public Works Department. It was agreed to fund at \$150,000. Chip Sealing Roads has been requested in the amount of \$75,000. It was noted this project is reimbursable under a grant but the project must be included in the budget to be eligible for grant application. It was agreed to fund at \$75,000. Pavement Management has been requested in the amount of \$1,500,000. It was noted the amount requested is a significant

amount of the CIP budget; the requested amount was reduced to \$500,000. Repair and Addition to the Salt Shed was requested in the amount of \$32,360. It was noted repairs were made to the shed last year; the amount requested is critical to completing repairs and implementing the addition. Mr. Norton noted the recent problem experienced by many municipalities due to the heavy storm season regarding insufficient storage space for salt and its effect on town's abilities to replenish salt supplies. The addition would significantly increase storage space. It was agreed to fund at \$32,360. The Broad Brook Fire Department has requested replacement of supply hose for three engines at a cost of \$10,000 for FY 2014 – 2015. It was noted the Broad Brook Fire Department had postponed several funding requests last year to be able to fund a washer and dryer for department gear. It was agreed to fund at the \$10,000 requested. Town Wide Drainage has been requested to be funded in the amount of \$75,000. Mr. Norton noted they made significant drainage repairs during the previous fiscal year but have many additional projects to be implemented. It was agreed to reduce the amount requested to \$50,000. The Broad Brook Fire Department has requested funding in the amount of \$14,000 for one thermal imaging camera. It was noted that a similar camera was funded during the previous fiscal year for the Warehouse Point Fire Department; the Committee agreed to fund the requested \$14,000 for the Broad Brook Fire Department camera. Funding was requested in the amount of \$50,000 for facilities maintenance/repair within the Town buildings, including office redesign to facilitate public service. It was agreed to fund these projects at the requested \$50,000. Parks and Recreation vehicle/equipment replacement has been requested at \$40,000. Discussion followed regarding the status of current equipment; the request was reduced to \$20,000. Funding for the purchase of an emergency generator has been requested in the amount of \$44,000. This generator would be portable and would provide power for an emergency shelter for residents at the high school during storms or power outages. The Committee reduced this funding request to \$22,000. Revaluation of real and personal property is mandated to occur in 2017; funding for this project has been requested in the amount of \$50,000. The Committee reduced the funding request to \$25,000. A funding request in the amount of \$149,182 has been made to replace multiple police vehicles. The Committee reduced the funding request to \$75,000. A request to fund \$15,000 for continued implementation and updating of the GIS system has been made. It was noted this system serves several departments, including the Assessor, the Planning, Building, and Police Department. The Committee agreed to fund the requested \$15,000. A funding request of \$1,010,000 has been made for the Middle School roof replacement. It was noted the amount requested is also a significant amount of the CIP budget; the requested amount was reduced to \$100,000. Funding for on-going projects at the East Windsor Park was requested in the amount of \$30,000. The Committee noted funding was provided for some projects during the previous year; the amount requested was reduced to \$10,000. A request in the amount of \$22,375 has been made to purchase a security system for the East Windsor Park. It was noted that this location suffers repeated vandalism; it's felt the security camera would improve the potential for identifying offenders. The Committee agreed to fund the requested amount of \$22,375 at this time. A request has been made in the amount of \$201,000 to fund replacement of the boiler at the Middle School; the Committee reduced the requested amount to \$200,000. A request in the amount of \$25,216 was made to replace flooring in the Police Department. Discussion followed

regarding scope of the project; the Committee reduced the requested amount to \$12,000. The total of the projects discussed approximates \$1.5 million.

Other projects briefly discussed included the Middle School redesign and update of the Nurse's Suite, Town-Wide Sidewalks, Financial Software, and replacement of fencing at the Police Department adjacent to the park area. Review and decisions on these, and the remaining projects will continue at the next CIP Special Meeting.

The Committee requested a recalculation of the funding requests to reflect 2%, 2.5%, and 3% of the anticipated budget.

New Business/b) Discussion of future meeting dates:

The Committee decided to hold another meeting to continue ranking the CIP projects on Wednesday, March 5th, 2014, at 5:30 p.m. in the Town Hall Meeting Room.

Discussion followed regarding the process of re-evaluation of CIP projects in relation to the result of the approved budget. If the budget goes to three referendums the CIP Committee would like to have the first opportunity to reconsider CIP funding requests prior to referral to the Board of Selectmen and Board of Finance.

VII. Invoice approval:

Chairman Sauerhoefer noted receipt of, and approved, an invoice for recording secretarial services.

VIII. Adjournment:

MOTION: To ADJOURN the February 25, 2014 Special Meeting of the East Windsor Capital Improvement Planning Advisory Committee at 6:55 p.m.

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

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