

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

**MINUTES OF SPECIAL MEETING
Wednesday, March 5, 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: Cindy Herms, Board of Finance Liaison to the CIP
Press: None

I. Call to Order:

Chairman Sauerhoefer called the Special Meeting to Order at 5:35 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 as six members were present.

III. No agenda item III posted.

IV. Approval of February 25, 2014 Special Meeting Minutes:

MOTION: To APPROVE the Minutes of the February 25, 2014 Special Meeting as presented.

Rodrigue moved/K. 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:

The Committee members continued review of the Capital Improvement funding requests measured against various percentages of the current budget.

MOTION: That the Town fund Capital Improvement Projects at 3.5% of the current 2013 – 2014 budget to include projects 1 through 15 which total \$1,205,326.

Nelson moved/Rodrigue seconded/

DISCUSSION: None.

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

See ATTACHMENT A for projects approved.

MOTION: To RECOMMEND that the Capital Improvement Planning Improvement Advisory Committee distribute the allocation of the projects after the budget is passed.

Nelson moved/K. Pippin seconded/

DISCUSSION: This recommended process worked well during the 2013 – 2014 budget season.

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

VI. New Business/b) Discussion of future meeting dates:

The Capital Improvement Planning Advisory Committee will not meet again until after the budget is passed.

VII. Invoice approval:

MOTION: To APPROVE the invoice for recording secretarial fees.

Norton moved/D. Pippin seconded/

DISCUSSION: None.

VOTE: In Favor: Unanimous

(No one opposed/no abstentions)

VIII. Adjournment:

MOTION: To ADJOURN the March 5, 2014 Special Meeting of the East Windsor Capital Improvement Planning Advisory Committee at 6:20 p.m.

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

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

ATTACHMENT A:

2014-2015 CAPITAL IMPROVEMENT PLAN RANKING SHEET

*Dept Ranking: M=Mandated or obligated, C=Critical repair/improvement, S=Scheduled repair or
 ** Committee ranking is 1-5 (1 = highest priority ... 5 = lowest priority)

Budget Percentage Calculations				
Current budget	2.0%	2.5%	3.0%	3.5%
34,840,618	696,812	871,015	1,045,219	1,219,422
	Total requests	Requested	Recommended	Total Ranking
DPW Vehicle/Equipment Replacement	C 750,000	150,000	150,000	6
DPW Chip Sealing Roads	S 375,000	75,000	75,000	6
DPW Pavement Management	C 7,500,000	1,500,000	500,000	7
DPW Repair & Addition to Salt Shed	C 32,360	32,360	32,360	7
BBFD Supply Hose of 3 Fire Engines	C 20,000	10,000	10,000	8
DPW Town Wide Drainage	S 375,000	75,000	50,000	8
BBFD Thermal Imaging Camera	C 14,000	14,000	14,000	9
GEN GOVT Facilities maintenance/repair	C 250,000	50,000	50,000	9
P&R Vehicle/Equipment Replacement	C 200,000	40,000	40,000	10
EMER MGMT Generator	44,000	44,000	22,000	11
ASSESS Revaluation for 10/1/2017	M 250,000	50,000	50,000	12
PD Vehicles (2/3 replacement schedule)	C 549,773	149,182	74,591	13
GEN GOVT Cont'd Implementation & Update				
GIS System	S 80,000	15,000	15,000	13
BOE MS-Roof Replacement	C 1,010,000	1,010,000	100,000	13
PARK & REC Security Camera	S 22,375	22,375	22,375	14
Total request	11,472,508	3,236,917	1,205,326	