

Town of East Windsor  
Capital Improvement Planning Committee  
Special Meeting Minutes – August 12, 2014

The August 12, 2014 5:30 p.m. meeting of the Capital Improvement Planning (“CIP”) Committee was held at the East Windsor Town Hall. In attendance were committee members Joseph Sauerhoefer, Leonard Norton, Kathleen Pippin, Richard Pippin, III, Elzear Rodrigue and advisor First Selectman Denise Menard. Also in attendance were Board of Education Chairman Chris Mickey and Assessor Carol Madore.

Chairman Sauerhoefer called the meeting to order at 5:30.

New Business

a. Discussion of 2014-2015 Capital Improvement Plan

- Actual funding vs. original committee recommendations

It was agreed by the committee that the actual funding for 2014-2015 should remain as it was passed by the budget referendum. It was noted that last year the CIP Committee made changes after the budget was adopted because funding was based on a 2% default budget that skewed what projects should be funded for the year. That was not the case this year since the budget was passed by referendum.

- Communication regarding funding of CIP projects

Director of Public Works Leonard Norton explained that the CIP item “Town Annex Repair” approved for \$50,000 in the 2014-2015 budget may be too specific of a title. He asked that the title of the line be renamed Town Facilities Repair. Mr. Norton explained that facilities repairs at the Annex that were anticipated to be accomplished with CIP funding had actually been done using another funding source, while unanticipated repairs at another Town building need to be addressed before the heating season. Mr. Pippin suggested adding “Major” to Mr. Norton’s requested change. After a brief discussion, it was agreed to change the name to “Town Facilities - Major Repairs” with the caution that projects need to meet the thresholds of a “capital” project.

MOTION was made by E. Rodrigue, seconded by R. Pippin III to change CIP project entitled “Town Annex Repair” to “Town Facilities - Major Repairs”. Motion unanimously passed.

Chairman of the Board of Education (“BOE”), Chris Mickey, explained that the BOE’s priorities regarding their Capital Improvement projects have changed since the BOE originally submitted their requests. He stated that the “BOE Middle School Roof” that was approved in the 2014-2015 CIP budget was less of a priority than the upgrade of the Middle School nurse’s station that is not ADA compliant. Mr. Mickey asked that the CIP Committee change the \$40,000 approved for the Middle School Roof to funding the added cost of asbestos

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abatement in the nurse's station project. There was conflicting recollection about a previous request for the nurse's station that had gone to the Building Committee, whether it included the abatement Mr. Mickey referred to, how much of the project was already completed, the total cost. Some of the Committee recalled a walkthrough of the nurse's office and the new proposed area. After much discussion, it was suggested that a more specific plan for use of the \$40,000 would be helpful in making a decision on the BOE's requested change of use of the approved 2014-2015 CIP Middle School Roof project. Chairman Mickey agreed to get more info for the next meeting.

MOTION was made by R Pippin III, seconded by K Pippin to postpone the BOE's request to the next Capital Improvement Planning Committee meeting. Unanimously approved.

b. Beginning of 2015-2016 CIP process

First Selectman Menard stated that the process will begin shortly for requesting projects for Capital Improvement Planning for 2015-2016. She asked the Committee if they were in agreement with using the same process as previous years. She presented a copy of the Bid Procedures – Town of East Windsor Purchasing Policy approved by the Board of Selectmen on August 5, 2014, a copy is attached to these minutes. The Committee agreed with the First Selectman that the policy should be given to all agencies requesting funding of a capital project.

Adjournment

MOTION to adjourn made by L Norton, seconded by E Rodrigue. Unanimously passed. Meeting adjourned at 6:28 p.m.

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Attached to these minutes are:

- Bid Procedures–Town of East Windsor Purchasing Policy June 18, 2014
- July 29, 2014 Memo from Kim Lord to Town Department Heads regarding approved Capital Improvement Projects FY 14-15
- Notes from an informal meeting held on July 16, 2014.

Respectfully submitted,

Denise Menard

## BID PROCEDURES

### Town of East Windsor Purchasing Policy

June 18, 2014

#### 1. PURPOSE

This policy will be in effect for all purchases for capital items or services by departments, boards, commissions and other organizations receiving funds from the Town for specific purchases. The use of CRCOG or State bid results will be allowed as an alternative to this policy.

#### 2. PURCHASE AMOUNTS

2.1 Purchases between \$5,000 and \$20,000. Three written quotations are required prior to purchase.

2.2 Purchases over \$20,000. Purchases over \$20,000 must follow the sealed bid procedure.

#### 3. SEALED BID PROCEDURE

3.1 Qualification of Vendors/Bidders. Vendors that have been found to be delinquent to the Town of East Windsor for personal, motor vehicle or real property taxes shall be disqualified to bid until such delinquency is resolved.

No attempt is made to designate bidders with regard to their capabilities. Pre-qualifications are not done because no provision has been made in either the Charter or the Ordinances to permit such disqualification of a potential vendor. Where pre-qualifications are to be done, they would include such factors as the vendor's credit rating, solvency, supply capacity, a review and analysis of the applicant's place of business, number of people working for the supplier, etc.

#### 3.2 Bids.

Sealed bids are publicly opened and read aloud at the time specified in the bid package. Vendors are invited to attend bid openings and may inspect all bids in the First Selectman's Office following the opening. *Under no circumstances will the town accept bids after the date and time specified in the Invitation to Bid.*

3.3 Bid Awards. In making a bid award, the following procedural guidelines shall govern all related activities:

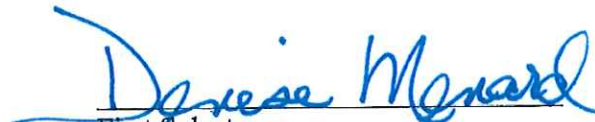
- A. **Determination of the lowest responsible bidder.** The lowest responsible bidder is that person or firm whose bid to perform the work is lowest, who is qualified and competent to do the work, whose past performance of work is satisfactory to the town and whose bid documents comply with the procedural requirements stated within the town's bid specification package. It is the town's intent to award contracts to the lowest responsible and qualified bidder. The town reserves the right, for any reason or for no reason, to reject any bid or all bids, to negotiate with any or all bidders, to waive any informalities, irregularities or omissions in any bids received or to afford any bidder an opportunity to remedy any informality or irregularity if in the opinion of the town it is in the best interest of the town to do so.
- B. **Consideration of local bidder option.** Consideration must be afforded to any local bidders having submitted a bid that is not more than ten (10) percent higher than the lowest responsible bidder.
- C. **Recommendation for contract award.** Recommendations for award are stated by the department head. If a vendor other than the lowest bidder is selected, a detailed explanation for selecting such vendor must be included. This documentation shall become part of the permanent purchase order file.
- D. **Board of Selectmen review and action.** Said action may involve either an acceptance or a rejection of the bid in question. Rejections may result from an insufficient number of bid responses. In the event that a bid is rejected, the goods/services involved will be subject to a re-bid,
- E. **Vendor notification of award.** Following Board of Selectmen approval, a letter of notification will be generated by the Department Head and sent to the awardee, with instructions to forward all necessary documentation to the Treasurer's Office (e.g. certificates of insurance, bonds, etc.) Once said materials are received, an enabling Purchase Order will be issued. Work shall not commence until a P.O. has been issued.


APPROVED

August 5, 2014

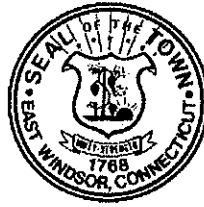
TOWN OF EAST WINDSOR, BOARD OF SELECTMEN

Attest:

  
First Selectman

  
Deputy First Selectman

**TOWN OF EAST WINDSOR**  
TREASURER'S OFFICE  
11 Rye Street  
Broad Brook, CT 06016  
Phone (860) 623-8904



Kimberly Lord, Treasurer  
Kim Protska-Scavotto, Asst. Treasurer  
Gayle Carolus, Asst. Treasurer  
www.eastwindsorct.com  
Fax (860) 292-6838

July 29, 2014

To: Town Department Heads

From: Kim Lord, Treasurer's Office

Re: Approved Capital Improvement Projects FY 14-15

Capital projects that were approved during the budget referendum are listed below. The Capital Planning Committee will meet on August 6, 2014 to review the approved budgets and make recommendations to the Board of Selectmen and Board of Finance for changes to the individual line items. The final CIP budget for FY 14-15 will be made available to you in September, once the Boards have given final approval.

Please note: any capital expenditures that impact town structures must be approved by the Building Committee. I've attached a draft of the revised Capital Purchases Bid Policy for your review- the Board of Selectmen will be voting on this new policy at their August 5<sup>th</sup> meeting. Projects that cost more than \$20,000 must be handled through the sealed bid procedure.

If you have any questions, give me a call.

BOE MIDDLE SCHOOL ROOF	\$40,000.00
BBFD- CAMERA	\$14,000.00
BBFD- SUPPLY HOSE	\$10,000.00
PW- TRUCK REPLACE	\$130,000.00
PARKS- SECURITY CAMERA	\$22,375.00
PARKS- VEHICLE/EQUIPMENT	\$40,000.00
TOWN- GENERATOR	\$22,000.00
PD- CRUISERS	\$74,591.00
PW- ROAD IMPROVEMENTS	\$300,000.00
PW- SALT DOME	\$32,360.00
PW- CHIP SEALING	\$75,000.00
TOWN- ASSESSOR REVAL	\$50,000.00
PW- DRAINAGE	\$32,100.00
TOWN- ANNEX REPAIR	\$50,000.00

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Notes from Special Meeting – July 16, 2014

The meeting was held at East Windsor Town Hall, July 16, 2014 at 6:00 p.m. Chairman Sauerhoefer called the meeting to order at 6 p.m. however, First Selectman Menard explained that the meeting was not properly noticed so no decisions can be made. In attendance were Chairman Joseph Sauerhoefer, Leonard Norton and Kathleen Pippin, Richard P. Pippin, III. Also present were advisor Denise Menard, First Selectman.

Those at the meeting informally held a brief discussion of the Capital Improvement Plan adopted as part of the 2014-2015 budget. The members present agreed that a communication informing all departments with capital improvement projects should receive notification of the approved projects with a reminder that any project of \$20,000 or more must go out to bid and must be submitted to the Building Committee for review and oversight if appropriate. It was suggested that the communication should refer to the Town's policies for purchasing. Treasurer Lord stated she will be sending the communication next week so that departments can start their projects. She also submitted for comments an update to the current Purchasing Policy that will be presented to the Board of Selectmen.

First Selectman Menard stated that work has begun on an earlier process for the 2015-2016 Capital Improvement Plan.

The meeting adjourned at 7:18 p.m.

Respectfully submitted,

Denise Menard