

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

**MINUTES OF SPECIAL MEETING
Monday, October 27, 2014, at 5:30 p.m.**

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

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

Members Absent: Cindy Herms, Board of Finance Liaison

Others Present: Roger Baker, Facilities Manager, East Windsor Public Schools; Scott Morgan, Board of Education; Dr. Teresa Kane, Superintendent, East Windsor Public Schools

Press: None

I. Call to Order:

Chairman Sauerhoefer called the Special Meeting to Order at 5:33 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 six members present.

III. Public Participation

No one requested to speak.

IV. Approval of Meeting Minutes/Notes:

• **Minutes of March 5, 2014:**

MOTION: To APPROVE the Minutes of the Special Meeting of the Capital Improvement Committee dated March 5, 2014 as presented:

DISCUSSION: None.

Nelson moved/Rodrigue seconded/

VOTE: In Favor: Nelson/Norton/D. Pippin, Jr./K. Pippin/Rodrigue/Sauerhoefer

• **Notes of July 16, 2014:**

MOTION: To APPROVE the Notes of the Special Meeting of the Capital Improvement Committee dated July 16, 2014.

DISCUSSION: Mr. Pippin requested that his name be corrected in the attendance roster to Richard P. Pippin, Jr.

Nelson moved/Rodrigue seconded/

VOTE: In Favor: Nelson/Norton/D. Pippin, Jr./K. Pippin/Rodrigue/Sauerhoefer

- **Minutes of August 12, 2014:**

MOTION: To APPROVE the Notes of the Special Meeting of the Capital Improvement Committee dated August 12, 2014.

DISCUSSION: Mr. Pippin requested that his name be corrected in the attendance roster to Richard P. Pippin, Jr.

Nelson moved/Rodrigue seconded/

VOTE: In Favor: Nelson/Norton/D. Pippin, Jr./K. Pippin/Rodrigue/Sauerhoefer

V. New Business/Discussion of Nurses Station Renovations – East Windsor Middle School:

The following members of the school community joined the Board for discussion: Dr. Teresa Kane, Superintendent, East Windsor Public Schools Roger Baker, Facilities Manager, East Windsor Public Schools; Scott Morgan, Board of Education.

Chairman Sauerhoefer initiated discussion by noting that the CIP had set aside \$40,000 for replacement of the Middle School roof. During recent discussions Dr. Kane had requested that the \$40,000 set aside for the roof project be reallocated to renovations for the nurses' station/suite so that project could move forward. Selectman Nelson noted she had not been present for the walk-through held by the Building Committee for this project. She recalled that after approval of the modular project issues came up which affected the funding for the project; she questioned if any changes were noted during the walk-through? Chairman Sauerhoefer suggested the submission before the Committee this evening is the updated cost.

Mr. Rodrigue referenced the funding information, noting that the total project cost is estimated to be \$176,562 with funding sources being FY15 CIP \$40,000, FY15 BOE Budget \$69,500, and FY16 BOE Budget \$69,500. Dr. Kane confirmed the funding sources. She also advised the Committee the school system has been working with the State Department of Education and have found that the roof replacement falls under construction projects. The school system now feels that the roof isn't a CIP priority as there appears to be other funding options, therefore, they would like to move that money into the renovations for the nurses' station.

Mr. Pippin referenced the documentation submitted, noting that the cost of disposal of the asbestos is not mentioned. Mr. Baker clarified the cost of disposal is included in the cost of removal of the asbestos; Fuss & O'Neill is monitoring the project.

Discussion followed regarding funding a small amount of money to keep the line item open for the roof replacement. First Selectman Menard and Treasurer Lord reported that new software being implemented within the Treasurer's Office will monitor the funding differently; specific project line item identification will change but will still be monitored.

MOTION: To ALLOW the \$40,000 previously allocated to the Middle School Roof Replacement be reallocated to the Middle School Nurses Suite Renovations.

DISCUSSION: Chairman Sauerhoefer questioned if the scope of the project had changed, which would require a referral to the Building Committee again. Mr. Baker replied it had not changed. Mr. Rodrigue questioned that the project will be rebid with the required advertising and mandatory walk-through? Mr. Baker replied affirmatively.

Nelson moved/Norton seconded/

VOTE: In Favor: Nelson/Norton/D. Pippin, Jr./K. Pippin/Rodrigue/Sauerhoefer

**New Business/Discussion of Plan of Conservation and Development Update
presented by Laurie Whitten, Town Planner:**

Town Planner Whitten appeared before the CIP Committee to gather input regarding their goals and priorities for the future. Town Planner Whitten reported that the POCD (Plan of Conservation and Development) is a guidance document by which the Town, via input or recommendations from various boards, commission, agencies, and other governing bodies, propose future growth for East Windsor. A POCD for each of Connecticut's 169 towns is mandatory; each town's plan must be updated every ten years. Failure to revisit the previous goals/recommendations and provide an update can jeopardize future discretionary funding from the State should grant requests be submitted for projects not identified in the POCD. Town Planner Whitten is currently working on the present update. She has come before the Committee to discuss current goals and priorities, the strategies for accomplishing these items, and to consider the status and/or priority of these items.

Town Planner Whitten referenced two excerpts from the 2004 POCD – "Section 4 – Meeting Infrastructure Needs" – which addresses facilities and infrastructure whose consideration fall under the CIP's purview, and "Section 5 – Action Plan" – which highlights goals and recommendations for implementing those goals. The Committee reviewed the material and briefly discussed the status of existing municipal and school facilities, possibilities for potential property acquisitions, and possible uses/reuses of current Town properties. Discussion included the roles of the CIP and the Building Committee.

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Town Planner Whitten also addressed how East Windsor's POCD will integrate with the State POCD and regional plans for development. Goals identified for East Windsor may be affected by similar plans for "gateway" development along Route 5 within Enfield and South Windsor. She noted transit oriented development – which affects land near transit oriented projects, such as development proposed in Windsor Locks – has the potential for affecting development within East Windsor.

The Committee decided to hold a future meeting on December 8th, 2014 to discuss goals affecting the CIP further. See Attachment A for a summary page from Section 4.

VI. Invoice approval:

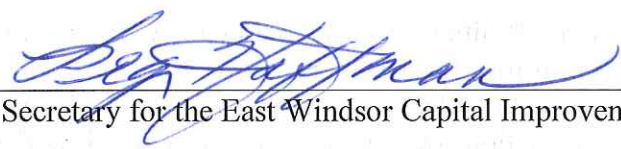
Chairman Sauerhoefer reviewed, and approved, the invoice submitted by the Recording Secretary.

VII. Adjournment:

MOTION: To ADJOURN the October 27, 2014 Special Meeting of the East Windsor Capital Improvement Planning Advisory Committee at 6:40 p.m.

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

Respectfully submitted,


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

ATTACHMENT A: (Excerpt from 2004 POCD)

CIP- 10/27/2014
POLD EXCERPT
ATTACHMENT A

Improve and Expand Current Facilities

Although expansion opportunity is limited at existing municipal facilities, particularly the Town Hall and the Town Hall Annex as detailed in the Appendix, the Municipal Facilities Program should evaluate reorganization and relocation of offices, renovations of underutilized space, and continued sharing of meeting spaces. This option alone is not a preferred approach to meeting the Town's needs, but it may afford some time for pursuing the long term resolution of municipal facility needs through the property acquisition option discussed below.

A more ambitious expansion concept for the existing Town Hall would entail the closure of Rye Street to permit additional building coverage and necessary parking. While such a plan would be more suitable for addressing school facilities needs, as illustrated by the figure on page 4-11, it could be modified to allow expansion of the government office use of the current Town Hall.

The school system has already instituted an interim program relying on modular classrooms to meet short term needs with minimal capital investment. Additional attention to temporarily address deficiencies in some core facilities, such as athletic facilities, lockers, and laboratories, may be possible.

Evaluate Potential Property Acquisitions

One option is reconsideration of the acquisition of the former mill building in partnership with Hamilton Sunstrand and renovation for reuse as a municipal office and program complex. A second possibility is to acquire land for and initiate planning to establish a new municipal campus to locate some or most of the facilities that will be needed over the next ten to thirty years, including a new school site. A conceptual municipal campus plan, demonstrating such a comprehensive approach, is shown on page 4-6.

The table below provides a listing of the tasks associated with a Municipal Facilities Program action plan.

Integrated Facilities Program Action Steps

1. Update office needs assessment and identify preferred site and location characteristics for new municipal facilities.
2. Develop analysis of need and feasibility for a new school construction project, including evaluation of potential reconfiguration of use of the existing school structures if a new school is built.
3. Develop new school site criteria and incorporate them into the Town's overall consideration of land acquisition opportunities for municipal use.
4. Identify and detail senior center design requirements and site criteria.
5. Identify the availability of large properties with access to public sewer and water, centrally or conveniently located, and with development potential for municipal and school facilities.
6. Evaluate the potential for meeting future school system needs with a reconfiguration of the Broad Brook School complex to incorporate the current Town Hall Building and realign traffic and access.
7. Based on these assessments and evaluations, conduct necessary cost/effectiveness analyses to develop a comprehensive Integrated Municipal Facilities Program.
8. Based on these assessments and evaluations, initiate acquisition of property identified as appropriate to meet current and future facility site goals.