

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

**MINUTES OF SPECIAL MEETING
December 8, 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: None

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 all six members present.

III. Public Participation

No one requested to speak.

IV. Approval of October 27, 2014 Meeting Minutes:

MOTION: TO APPROVE the Minutes of the Special Meeting of the Capital Improvement Committee dated October 27, 2014 as presented.

Nelson moved/K. Pippin seconded/

DISCUSSION: None

VOTE: In Favor: Unanimous

V. New Business/a) Discussion of Capital Improvement Plan:

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First Selectman Menard suggested that the process followed for the previous fiscal year worked well; the CIP projects were allocated a percentage of the budget and then ranked as they fit into the approved budget. The Committee concurred .

First Selectman Menard reported that Treasurer Lord has a different way of accounting for the CIP projects as they are approved. One line item will reflect the percentage approved; the projects which can be funded under the approved budget will then go into the Capital Non-Recurring Fund. Treasurer Lord submitted a new CNR Budget Report which reflects the current CIP projects, and the status of the funding – See Attachment A.

Discussion followed regarding the purpose of the CNR Account, funding options, and prioritization of projects.

V. New Business/b) Discussion of submitted requests from departments:

The Committee discussed potential dates for department presentations.

MOTION: To APPROVE the dates of Tuesday, December 16, 2014; Thursday, December 18, 2014; and Monday, December 22, 2014 at 5:30 p.m. at the Town Hall Meeting Room for department presentations; presentations to be limited to 15 minutes/department.

D Pippin moved/K Pippin seconded/

DISCUSSION:None.

VOTE:In Favor: Unanimously

V. New Business/c) Discussion of CIP's goals for the Plan of Conservation and Development:

No discussion.

V. New Business/d) 2015 Meeting dates:

The Committee prefers to schedule Special Meetings as required.

VI. Invoice approval:

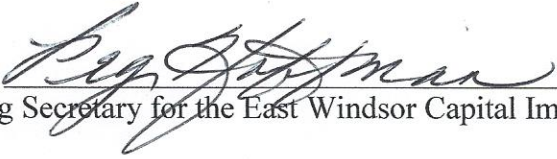
No invoice submitted at this meeting.

VII. Adjournment:

MOTION: To ADJOURN the December 8, 2014 Special Meeting of the East Windsor Capital Improvement Planning Advisory Committee at 6:12 p.m.

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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: CNR Budget Report – December 8, 2014

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**CNR Budget Report
December 8, 2014**

Selectmen	Orig Budget	Budget + Revision	Y-T-D Actual	Y-T-D Encumbered	Balance	% Remaining
3005 410100 81010 CNR REVAL	0.00	50,000.00	0.00	0.00	50,000.00	100.00
3005 410100 81020 CNR EQUIPMENT	11,311.64	33,311.64	0.00	0.00	33,311.64	100.00
3005 410100 81060 CNR RENOVATION	0.00	50,000.00	3,253.00	0.00	46,747.00	93.49
3005 410100 81110 CNR SIDEWALK	1,950.00	1,950.00	0.00	0.00	1,950.00	100.00
3005 410100 81150 CNR CAPITAL	129,265.71	129,265.71	0.00	0.00	129,265.71	100.00
3005 410100 81160 CNR POTABLE WATER	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00
3005 410100 82010 CNR HVAC L/P	183,323.41	183,323.41	360.00	0.00	182,963.41	99.80
Total Selectmen	335,850.76	457,850.76	3,613.00	0.00	454,237.76	
Treasurer						
3005 410500 81120 CNR IT	26,000.00	26,000.00	10,473.80	0.00	15,526.20	59.72
Total Treasurer	26,000.00	26,000.00	5,790.20	0.00	15,526.20	
Assessor						
3005 410700 81010 CNR REVAL	37,546.21	37,546.21	0.00	0.00	37,546.21	100.00
Total Assessor	37,546.21	37,546.21	0.00	0.00	37,546.21	
Town Planner						
3005 411100 81080 CNR POCD	15,450.73	15,450.73	4,571.30	0.00	10,879.43	70.41
3005 411100 81180 CNR OPEN SPACE	215,710.98	215,710.98	0.00	0.00	215,710.98	100.00
Total Town Planner	231,161.71	231,161.71	0.00	0.00	226,590.41	
Police Department						
3005 510200 81020 CNR EQUIPMENT	17,000.00	17,000.00	0.00	0.00	17,000.00	100.00
3005 510200 81050 CNR CRUISERS	2,030.78	76,621.78	69,285.56	0.00	7,336.22	9.57
3005 510200 81060 CNR RENOVATION	16,426.24	22,926.24	2,637.88	0.00	20,288.36	88.49

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Total Police Department	35,457.02	116,548.02	39,846.65	0.00	44,624.58	
Fire Departments						
3005 511000 81020 CNR EQUIPMENT	0.00	24,000.00	16,428.25	0.00	7,571.75	31.55
3005 511000 81030 CNR SECURITY	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00
3005 511000 81040 CNR TRUCKS	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00
Total Fire Departments	11,500.00	35,500.00	0.00	0.00	19,071.75	
Public Works						
3005 610100 81020 CNR EQUIPMENT	10,000.00	10,000.00	6,749.00	0.00	3,251.00	32.51
3005 610100 81030 CNR SECURITY	20,850.00	20,850.00	0.00	0.00	20,850.00	100.00
3005 610100 81040 CNR TRUCKS	0.00	130,000.00	12,972.96	0.00	117,027.04	90.02
3005 610100 81060 CNR RENOVATION	0.00	32,360.00	0.00	0.00	32,360.00	100.00
3005 610100 81090 CNR ROAD	174,864.19	549,864.19	64,714.88	0.00	485,149.31	88.23
3005 610100 81110 CNR SIDEWALK	51,478.35	51,478.35	0.00	0.00	51,478.35	100.00
3005 610100 81130 CNR HVAC	13,394.00	13,394.00	0.00	0.00	13,394.00	100.00
3005 610100 81140 CNR DRAINAGE	111,928.30	144,028.30	71,733.39	0.00	72,294.91	50.19
3005 610100 81170 CNR GROUNDS	49,790.50	49,790.50	1,819.60	0.00	47,970.90	96.35
3005 610100 82020 CNR TRUCK L/P	168,262.72	168,262.72	0.00	0.00	168,262.72	100.00
Total Public Works	600,568.06	1,170,028.06	139,847.27	0.00	1,012,038.23	
Parks and Recreation						
3005 710200 81020 CNR EQUIPMENT	22,940.00	22,940.00	22,940.00	0.00	0.00	0.00
3005 710200 81030 CNR SECURITY	0.00	22,375.00	0.00	0.00	22,375.00	100.00
3005 710200 81040 CNR TRUCKS	0.00	40,000.00	22,503.53	0.00	17,496.47	43.74
3005 710200 81060 CNR RENOVATION	11,172.73	11,172.73	0.00	0.00	11,172.73	100.00
3005 710200 81170 CNR GROUNDS	4,811.78	4,811.78	690.81	0.00	4,120.97	85.64
Total Parks and Recreation	38,924.51	101,299.51	25,574.74	0.00	55,165.17	
Information Technology						
3005 910400 81070 CNR GIS	51,508.45	51,508.45	14,159.00	0.00	37,349.45	72.51
3005 910400 81120 CNR IT	7,341.00	7,341.00	7,341.00	0.00	0.00	0.00

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Total Information Technology	58,849.45	58,849.45	0.00	0.00	37,349.45
Board of Education					
3005 910900 81030 CNR SECURITY	25,660.00	25,660.00	0.00	0.00	0.00
3005 910900 81060 CNR RENOVATION	30,000.00	70,000.00	0.00	0.00	100.00
Total Board of Education	55,660.00	95,660.00	0.00	0.00	70,000.00
WPCA					
3005 110600 81020 CNR EQUIPMENT	23,390.00	23,390.00	0.00	0.00	100.00
3005 110600 81060 CNR RENOVATION	207.00	207.00	0.00	0.00	100.00
3005 110600 81150 CNR CAPITAL	7,535.88	7,535.88	833.60	0.00	88.94
Total Board of Education	31,132.88	31,132.88	833.60	0.00	30,299.28
Total Expenses	1,462,650.60	2,361,576.60	215,505.46	0.00	2,002,449.04