

Town of East Windsor  
Capital Improvement Planning Committee  
Special Meeting Minutes – October 15, 2015

1. Time and Place of Presentations

Joe Sauerhoefer, Chairman, called the meeting to order on October 15, 2015 at 5:31 p.m. at East Windsor Town Hall

2. Attendance

Members in Attendance:

Joseph Sauerhoefer, Chairman  
Robert Leach  
Kathleen Pippin  
Richard P. Pippin, Jr.  
Elzear Rodrigue (left at 6:45 p.m.)  
Cathy Simonelli

Members unable to attend:

Dale Nelson

Also In Attendance:

Denise Menard, First Selectman  
Cindy Herms, Board of Finance Liaison

Presenters in Attendance:

Joe Sauerhoefer, on behalf of Len Norton, Public Works  
Denise Menard, Town Property and Information Technology  
Theresa Kane & Roger Baker, Board of Education

3. Public Participation – None.

4. New Business

- a. Approval of September 30, 2015 minutes

**MOTION: To approve the September 30, 2015 minutes, as submitted**

**Made by: SIMONELLI**

**Seconded by: K. PIPPIN**

**MEMBERS IN FAVOR (Sauerhoefer, Leach, K. Pippin, R. Pippin Jr., Simonelli)**

**Abstained: Rodrigue**

**MOTION CARRIED.**

**B. PRESENTATION**

**Town of East Windsor  
Capital Improvement Planning Committee  
Special Meeting Minutes – October 15, 2015**

- **PUBLIC WORKS**

Joe Sauerhoefer presented the Public Works CIP request on behalf of Len Norton who could not attend the meeting. Mr. Sauerhoefer reminded the Committee that the Public Works department budget also includes the Parks & Recreation equipment. The presentation materials included the current Trucks and Equipment list for Parks and Recreation and Highway Department

**VEHICLE / EQUIPMENT REPLACEMENT**

The Paving Box and Trailer discussion was extensive. The idea behind the Town getting this equipment would be for the Town Crew to be able to do patchwork to roads and provide a long term cost savings. Currently the Town hires a subcontractor to do all paving related items, except those small jobs that can be done by the Town Crew by hand. The ability for the Town Crew to do larger patchwork would help the roads from becoming extremely deteriorated and costing the Town more money to replace due to poor maintenance. It would also allow the town to do driveway aprons after road improvements, another savings. There was extensive discussion on the feasibility of the current manpower on the crew being enough of a crew to do this work.

The golf cart currently used by Parks and Recreation is old and it was thought to replace this with a more rugged bobcat and possibly add an attachment for snow removal, making it multi-functional.

The tractor with side mower will allow for mowing on the sides of roads to extend into the Fall season and be function on poor weather days. Currently the tractor can only be used on non-precipitation warm days as there is no cab. A cab will allow for more usage of the equipment allowing for more time to perform the roadside mowing.

When asked for a priority, Mr. Sauerhoefer noted the Mower was the priority in this request, followed by the Bobcat. A new pick-up truck would also be beneficial.

**FACILITY EQUIPMENT**

The Town now has a mechanic on staff and this request will alleviate issues with lifts for the trucks and allow for the mechanic to access the communication systems on new vehicles to determine the issues a newer vehicle is having. Currently to diagnose an issue on a newer vehicle it has to be sent out to another mechanic. This unit will cover cars, trucks and buses and does have a subscription service for updates associated with the system, but that cost can be worked into the regular department budget. Also small equipment items are needed, tools for the department – the backup materials provided ideas of what could be purchased.

Town of East Windsor  
Capital Improvement Planning Committee  
Special Meeting Minutes – October 15, 2015

**TOWNWIDE SIDEWALKS**

This is an annual request to build up the account in order to do required maintenance when there is a hazard presented and/or to complete a sidewalk project when funds accumulate. This account is never fully drained as there needs to be funds available if there is an immediate maintenance issue.

**TOWNWIDE DRAINAGE**

This is an annual request with no specific use detailed but it is the fund used to repair drainage issues town wide.

**CHIP SEALING ROADS**

This is an item that is annual funded but replaced through grant monies applied for and received.

**PAVEMENT MANAGEMENT**

This is an annual request and the pavement management plan for the town was reviewed with to priorities specified. It was noted that large items would go to bonding. The 2012 road rating was also provided to the Committee.

- **TOWN PROPERTY**

Denise Menard presented the Town Property CIP requests to the Committee.

**TOWN HALL RENOVATIONS**

This request has multiple facets to continue the ongoing efforts to improve the conditions at the Town Hall making the most of the space in the building and upgrading the appearance as well. This request includes replacement of the operable panel partition in the meeting room which is a challenge to operate. Ms. Menard took the committee on a tour of the current kitchenette and detailed the upgrades necessary. Ms. Menard detailed the idea to demo the current bathrooms in town hall and create a more efficient use of space by having two unisex ADA compliant bathrooms. This would also allow for the long term plan to remodel the current Handicap bathroom to use that space for a server and remodel the current copier/server space into an additional conference room for Town hall – alleviating a meeting space issue. The request includes a sound system for the large meeting space. Lastly it would address landscaping needs in the front of town hall which have been neglected and need attention.

**TOWN HALL RENOVATIONS – DOOR REPLACEMENT**

Ms. Menard noted this request will address a security issue Town Hall presently faces. Keys have been distributed in the past and only recently accounted for. This new system will be a key fob system to get into the building. It would also help with ADA compliance making it easier for visitors to get into the building. This is a priority request.

Town of East Windsor  
Capital Improvement Planning Committee  
Special Meeting Minutes – October 15, 2015

**TOWN HALL ANNEX RENNOVATIONS**

This is a five year project with an annual disbursement. This building has single pane original steel aluminum windows that are notably drafty and inefficient. It could eventually include removal of the gym windows. The first priority is the front of the building where personnel are currently.

**TOWN WIDE SIGNAGE**

This request would provide for electronic signage in the front of the Town Hall and the Town Hall Annex. It will help with communications to the public and field a consistent complaint about lack of communication to town residents. This would also continue the town branding with consistent signage throughout town using uniform colors and emblems.

**DEPARTMENT OF PUBLIC WORKS EXPANSION AND ENGINEERING STUDY**

Ms. Menard invited the Committee to visit the Public Works department to see the recent changes to the space. This request would address the tight office space, the bay for the on staff mechanic and provide sleeping quarters. The study would provide ideas for use and logical expansion.

**BROAD BROOK DAM REPAIRS**

The Army Corp of Engineers is not an option for this dam as it is man-made. There are grant possibilities for this item.

**REPLACEMENT STREET LIGHTS**

Ms. Menard detailed that this item was a recent presentation to the Board of Selectmen and it was felt this is an item the Town should move forward with. This project will pay for itself in three years. It incorporates the Town purchasing the streetlights and turning them over to LED lighting providing a savings in electricity. It also allows for compliance with the plan of conservation and development by creating town centers with different lighting. There may also be a payback as the town decides what lights are truly needed throughout town.

- **INFORMATION TECHNOLOGY**

Ms. Menard presented the Information Technology CIP request. She detailed the previous state of the IT for the town. Now IT items are current, but to avoid returning to that outdated state and have to be reactive to an IT crisis, this funding will keep IT needs met and also allows for building a new server in a different location in town hall, in line with the town hall renovation plans.

*A brief 10 minute recess was held*

Town of East Windsor  
Capital Improvement Planning Committee  
Special Meeting Minutes – October 15, 2015

- **BOARD OF EDUCATION**

Theresa Kane and Roger Baker came before the Committee to detail the Board of Education Five Year plan.

At the conclusion of the presentation Ms. Kane took the time to speak with the CIP members regarding the schools application for ***General Improvements to Alliance Districts' School Building Grant Program*** that the school qualifies for and will be applying for. She wanted to keep the lines of communication open with the Committee so there was no miscommunication on these funds being in place of the CIP requests presented. Ms. Kane noted this a capital grant for renovations to buildings in the district but the funds cannot be used to supplement what the Town has funded for the school. It is not a situation where the school got the grant so the Town removes the funding due to the grant. Therefore the projects submitted with this grant will be different from the CIP requests submitted for 2017 thru 2021. The premise of this grant is to get funding to pay for upgrades Towns do not typically fund. For example the grant may include new lockers which are not a typical CIP funded request but an upgrade needed to the school, other ideas for the grant include, renovation of bathrooms and main offices to make it more feasible for safe entry into the building. October 30 is the date the ***General Improvements to Alliance Districts' School Building Grant Program*** application is due and the items submitted for the grant will be voted on by the Board of Education. The grant application package was provided to the Committee members for their information and reference.

With that stated, it was noted that many items noted in the presentation to the CIP would fall under a different grant, a State construction reimbursement grant. These CIP requests were presented in a large packet with back up to the requested items.

#### 2017 CIP Requests

- REPLACE 25 YEAR OLD MIDDLE SCHOOL ROOF WITH SOLAR SYSTEM
- MIDDLE SCHOOL REPLACEMENT 1966 BOILER
- BROAD BROOK SCHOOL – REPLACE WINDOWS
- BROAD BROOK SCHOOL AND EWHS – REMOVE UNDERGROUND OIL TANKS AND CONVERT BROAD BROOK TO GAS

Based on a study that was done, the middle school roof replaced with solar will pay for itself in time. The Broad Brook School window replacement cost projection includes the worst case scenario price if PCB's are found in the caulking. That is an unknown, but if the school checks to see if PCB's are present, if found, immediate remediation is required. That noted, the 1980's addition to that building will have no PCB potential. Putting the windows and the boiler replacement together may qualify for a grant. The Broad Brook School and High School removal of oil tanks and conversion of Broad Brook to gas, it was noted the high school already has gas. It was also noted there may be some CNR funding in place for the tank removals.

**Town of East Windsor  
Capital Improvement Planning Committee  
Special Meeting Minutes – October 15, 2015**

**2018 CIP REQUESTS**

- EWHS AUXILLARY GUY CONNECTOR AND CROSS BRACING
- EWHS REPLACEMENT OF ROOF IN B-WING AREA
- BROAD BROOK SCHOOL SAND AND FINISH GYM FLOOR & STAGE

These projects were detailed. It was noted that the finishing of the Broad Brook gym floor is not routine maintenance this is to overhaul the gym floor that is used by students and residents for athletics.

**2019 CIP REQUESTS**

- EWHS COMPLETE RENOVATION INCLUDING MINOR RECONFIGURATION AND FINISHES OF LOCKER ROOMS FOR POSSIBLE USE AS AN EMERGENCY SHELTER
- DISTRICT WIDE - REWIRE TO CAT-6 DATA WIRING
- MIDDLE SCHOOL REPLACE ALL WINDOWS WITH ENERGY EFFICIENT WINDOWS WITH SCREENS
- MIDDLE SCHOOL RENOVATE BOYS AND GIRLS LOCKER ROOMS TO BE HANDICAPPED ACCESSIBLE, INCLUDING LIFT OR ELEVATOR, TOILET AREAS AND SHOWERS

These requests were reviewed as submitted with the notation that the Middle School window replacement is also a guesstimate incorporating possible PCB remediation, if found, and that the Middle School items in this year, coupled together, may qualify for grant monies as it could be considered "renovation of buildings to like new" and may be reimbursable.

**2020 CIP REQUESTS**

- EWHS WINDOW REPLACEMENT THROUGHOUT THE BUILDING
- EWHS AIR CONDITION FOR GYM
- MIDDLE SCHOOL AIR CONDITIONING FOR CAFETERIA, AUDITORIUM AND MAIN OFFICE

These requests were reviewed as submitted.

**2021 CIP REQUESTS**

- BROAD BROOK SCHOOL REMOVAL OF ASBESTOS FLOOR TILE
- BROAD BROOK SCHOOL AIR CONDITIONING IN CAFÉ
- MIDDLE SCHOOL REMOVAL OF ASBESTOS FLOOR TILE

These requests were reviewed as submitted. It was noted the schools could do a 2<sup>nd</sup> layer to the floors, but if there was an issue after that, the floors would then have to be removed and it would be twice as costly to remove two layers.

Town of East Windsor  
Capital Improvement Planning Committee  
Special Meeting Minutes – October 15, 2015

**5. ADJOURNMENT**

**MOTION: To adjourn at 7:07 p.m.**

**Made by: SIMONELLI**

**Seconded by: K. PIPPIN**

**ALL MEMBERS IN FAVOR.**

**MOTION CARRIED.**

Respectfully submitted,

*l c d d*

Cynthia D. Croxford  
Recording Secretary