

Capital Improvement Planning
Special Meeting
October 24, 2023

TOWN OF EAST WINDSOR
Capital Improvement Planning Committee
11 Rye Street,
Broad Brook, CT 06016

MINUTES OF SPECIAL MEETING

Tuesday, October 24, 2023

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

MEMBERS PRESENT: Adam Mehan, Peter Larese, Robert Leach, David Swaim, Denise Menard, Heather Spencer, Richard Pippin, Jr.

MEMBERS ABSENT: All members were present.

ADVISORY: Leonard Norton, Director of Public Works, Amy O'Toole, Director of Finance, and Sabo Khalilova, Recording Secretary

1. CALL TO ORDER:

Adam Mehan called the Special Meeting to Order at 6:01 p.m.

2. TIME AND PLACE OF MEETING:

Tuesday, October 24, 2023, 6:00 p.m. at the East Windsor Conference Room (11 Rye Street, Broad Brook, Connecticut, 06016)

3. APPROVAL OF MEETING MINUTES:

A. Special Meeting, October 18, 2023

MOTION was made by (Denise Menard) and **SECONDED** by (David Swaim) to approve the special meeting minutes for October 18, 2023.

In Favor: All

Opposed: None

Motion: **PASSED**

4. PUBLIC PARTICIPATION:

None

5. NEW BUSINESS:

A. Project Ranking and Allocation (Attachment A)

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The members of the CIP continued ranking the projects and completed their allocation.

MOTION was made by (Heather Spencer) and **SECONDED** by (David Swaim)
to send the CIP projects as ranked at \$2,106,267 to the Board of Selectmen.

In Favor: All

Opposed: None

Motion: **PASSED**

6. ADJOURNMENT:

MOTION was made by (Denise Menard) and **SECONDED** by (Heather
Spencer) to adjourn at 7:39 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

Respectfully Submitted,

Sabo Khalilova, Recording Secretary, Capital and Improvement Planning

Attachment A

Town Department/ Entity	Project Name	Dept. Priority	Statutory Obligation Law	Public Health & Safety 1-10	Benefits to the Community 1-10	Improve Efficiency 1-10	Cost Savings / Future exp	Weighted Value by Project	Recommended Funding	Project Request	Total Project Cost	Comments and information
Police Dept	Building Security	10	5	9	8	8	4	2,010	123,421	\$	123,421	Modernize current technology. Site security, access control, monitoring prisoners and staff. Multiple sub-projects any amount would help.
Police Department	Vehicles	9	5	9	8	8	4	1,960	141,876	\$	141,876	To replace older, higher mileage vehicles. Two Chevy Tahoes. Estimated at 71k per vehicle.
Public Works	Pavement Management	9	2	8	9	8	7	1,710	500,000	\$	3,000,000	Independent 2017 pavement study shows 17% of roads need base rehabilitation; 15% structural improvement, 24% preventative maintenance with 44% not needing work at this time. Study shows over half of EW's roads (71 miles) need some level of work at an estimated cost of \$14M.
Town Property	Roof replacements (DPW, BBTD/St. Ctr)	10	2	8	8	5	8	1,680	0	\$	1,082,000	BBTD/St.Ctr: fastener heads putting pressure on underside of EPDM membrane and a post rubbing against membrane creating a tear need reinforcement before winter many patches over roof. Standing seam metal roof is recommended (40 yr life estimate) DPW: roof has multiple patches; chimney in disrepair; replacement is standing seam metal roof expected to last well beyond the 40 yr life estimate.
Public Works	Town wide Drainage Projects	8	2	8	9	8	7	1,660	120,000	\$	750,000	Numerous sites around town. Catch basins, Melrose, East, Winkler.
Public Works	Vehicle	10	2	8	8	5	5	1,620	350,000	\$	1,875,000	Covers replacement of all public works vehicles including mowers, loaders, pickups, small and large dump trucks or any piece of mobile equipment used. A 10 wheel truck is needed next. 2 trucks are 2001 and 1 truck is 2000.
Board of Education	Chimney Repairs	10	4	10	3	1	1	1,560	75,000	\$	75,000	BBES Chimney needs repair. Showing signs of failure due to outer bricks. Multiple options listed.
Board of Education	Ceiling Tiles	9	4	10	3	1	1	1,510	130,000	\$	130,000	Full removal and replacement of BBES gym ceiling. Tiles continue to fall and glue contains asbestos. Total cost is 160k but BoE has already set aside 30k in their CNR
Board of Education	BBES Boiler	7	4	7	3	7	7	1,500	200,000	\$	250,000	Replace third bank of boilers. Way past life expectancy. Failure to replace could result in expended school closure or high cost to town for emergency replacement.
Public Works	GIS System	10	3	5	5	3	5	1,410	25,000	\$	125,000	Continued implementation and update of GIS. Used by all dept and public. Next significant task is locate and map storm drains. Upcoming is Wetlands and Plan of Conservation.
Public Works	Sidewalks	6	2	8	9	4	3	1,400	50,000	\$	300,000	Sidewalk repairs and additions needed throughout town. Near Annex done this year, working near Reservoir/Perri/Depot.
Board of Education	BBES Hot Water Heater	6	4	5	3	8	8	1,390	0	\$	75,000	Water heating system is inefficient, replacement will lower utility costs.
Board of Education	Water Main	8	4	7	3	1	3	1,350	150,000	\$	150,000	Replace entire water main from Main St to school. Recommended by Dept Public Works. Old, could go at any time.
Town Property	Vehicle Replacement Program	9	2	3	6	6	7	1,300	30,000	\$	150,000	Covers all town department vehicles including senior center buses. Continuous funding in small level amount allows replacement of vehicles when necessary and allows EW to take advantage of grants requiring matching funding when they become available. Trying to replace building inspectors car with something newer. Town hall staff currently using PL old car.
Assessors Office	Revaluation 2027	10	5	1	5	1	1	1,290	50,000	\$	250,000	Ongoing, mandated process. Probably should be \$62k if \$250k needed in four years.
Planning and Development	Public Record Scanning	10	2	1	2	8	5	1,090	25,000	\$	49,280	Scanning documents in Planning and Dev Dept. Adds protections, much more efficient and promotes transparency.
Park and Rec	Baseball Court Repairs	6	1	8	6	1	1	1,080	29,000	\$	63,765	Repair BB court at EW Park, new hoops at Osborn and repair court at Prospect Hill. Priority is Prospect Hill to repair before replacement needed. PH = \$29k, Osborn = \$8800. EW Park \$26k year 2.
Public Works	DPW Facility Equipment	7	1	2	3	7	8	970	20,000	\$	100,000	Equipment is needed for use in the service garage and for maintenance of Town facilities.
Park and Rec	Shade Structures	10	1	2	5	1	1	940	30,000	\$	30,000	Replace Gazebos at Volunteer Park as well as new shade structures at EW Park. Replace gazebo at Broad Brook Pond. Ten 10x12 shade structures for \$25k and one 12 ft gazebo for \$2700. Plus shipping.
Park and Rec	Concrete Pads	9	1	2	5	1	1	890	20,000	\$	40,000	Allows for more permanent shade structures at EW Park and Volunteer Park.
Park and Rec	Grills and Tables	8	1	2	5	1	1	840	16,970	\$	50,912	To replace over three years the existing charcoal grills and picnic tables at all town parks.
Park and Rec	Skate Park	7	1	2	5	1	1	790	20,000	\$	76,198	Purchase and install new equipment at skate park. Ongoing 10 year project by volunteers and expenses exceed fundraising abilities.
Park and Rec	Playground upgrade	5	1	3	5	1	1	740	0	\$	60,000	Replace equip removed 4 years ago due to condition. Near Annex
									Recommended Funding	Project Request	Total Project Costs Yr	
									2,105,267	4,029,494	8,947,452	