

## CAPITAL IMPROVEMENT PLANNING COMMITTEE

November 10, 2009

The meeting was called to order at 5:35 p.m. at the Park Hill Community Room.

### **ATTENDANCE**

Denise Menard, Chairman

Mark Simmons

Joseph Pellegrini

Kathleen Pippin

Len Norton

Blaine Simpkins

Al Rodrigue

Unable to attend: Marie DeSousa

Also present: Cathy Cabral, Treasurer

### **PUBLIC WORKS**

Mr. Norton presented the following items. It was noted that Parks and Recreation is the first year submitted within the public works realm.

#### **PARKS AND RECREATION – Trucks and Equipment**

He discussed the reserve and the pieces of equipment needed throughout the next few years. As the merge of the two departments develops he will continue to determine the needs. Definitely need a snow blower needed immediately and they can get that with the reserve. Determined timeframe that would get equipment at certain times and all equipment is roughly the same cost – can be mixed and matched as he needs. He will get the detail needed for the other items to the board.

#### **CHIP SEALING**

This is money received back from the State. It is TAR (Town Aids to Road) money. The amount possible to get this year may be \$78,000 and there may be more in the account as it is possible for the last few years E.W. has been getting more than \$75,000.

#### **DRAINAGE**

Historically this is \$50,000. He detailed the past few years major drainage projects throughout town and detailed some pending drainage projects to come. He surmised the reserve amount and whatever funds are available for drainage the projects are done. He also put out RFP's to local excavation projects for hourly rates of equipment man hours to assist with resources in getting some of these drainage projects started and completed quickly. It is his thought to have a pool of contractors on hand for the timing of various

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projects. Currently projects are done on a “put out the fire” basis and it is the thought to eventually be up to date and do maintenance rather than emergent repairs.

It was inquired about Prospect Hill – that drainage and road improvements will be done with the \$500,000 grant received by E.W. – the entire project will cost \$3 million but it is thought that each year E.W. can apply for the \$500,000 fund each year. Mr. Norton noted it may be on the high side for \$3 million, it could be \$2.5 million.

### EAST ROAD BRIDGE

There is a beaver problem which backs the water up over the bridge. Currently the road has appropriate signage and a weight limit. The idea is to do a concrete infrastructure to bring the bridge up. The proposal was precast concrete with contractor installation. The reason is has to be left open is for emergency access. It was asked why it is not spread out over time rather than one chunk. Mr. Norton was open to the thought of putting it out over time.

### TRUCKS AND EQUIPMENT – HIGHWAY DEPARTMENT

This is similar to the previous Park and Recreation request, except items tend to be bigger. Mr. Norton detailed what equipment was purchased last year. This amount is asked to build reserves that are available when a part is needed. It was thought a new pick up truck may be needed and he detailed the current fleet. When a pick up is bought it is a heavy duty truck outfitted with plows and various items it needs.

### SIDEWALKS

There is a lot of money in the account as there is no time to do projects. Mr. Norton provided detail of various areas in Broad Brook where he may be able to put sidewalks in that piggy back projects that you can supplement while other local owners are improving their properties to make the village more user friendly. Sidewalk work is bid out and likely whoever is doing the sidewalk in progress for the owner, the Town may just continue use of same contractors.

It was asked if he put the heating units, a former CIP funded project, at the garage have been put in. That is a project in progress and Mr. Norton detailed some issues with that project.

### TOWN PROPERTY

The Town Planner and the Town Assessor will be at the December 2 meeting. Ms. Menard did the following presentation.

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### TOWN HALL / ANNEX RENOVATIONS

Ms. Menard detailed previous CIP projects and grant monies used for various updates and projects to these buildings. The current condition of the buildings was discussed and the fact that funds need to be set aside to address various issues for storage and maintenance.

The outside overhang of the town hall needs work as it is cracked and peeling. This is expensive, but some money needs to be set aside to start saving for the project. Storage concerns were discussed which also encompass legal requirements of timeframes to keep materials. The cement walls inside the building have never been painted or cleaned and ceiling needs work; the light ballast need to be replaced. It was mentioned that CL&P has programs that do an evaluation or an energy audit and Ms. Menard will contact CL&P to inquire on this option. It was thought that it is at the point that it's important to do a little at a time toward building maintenance. This is different than the regular budget property maintenance which goes toward items such as furnace repairs or replacement of venting.

It was noted that the change of focus with the CIP - that the tone from last year changed in that a project for \$20,000 or more and now this appears to be a kitty for small projects. Ms. Menard felt the town hall /annex renovations was similar to the trucks and equipment lines in the park and recreation and public works. Ms. Cabral detailed that it is not a kitty in that there are designated funds for specific items. It was felt that what projects would be done each year with the money set aside for specific projects within the plan.

### TOWN HALL BOILER REPLACEMENT & DEHUMIDIFICATION OF VAULT

A reason for the large cost of this project is the asbestos abatement piece of this project. The cost to limp along with the current boiler was discussed. It was cautioned that aside from the inconvenience of an emergency in the winter (if it breaks and there is asbestos issue and frozen pipes) it creates a whole scenario, including staff unable to get to work. It was also noted that the new heating should be tied into the natural gas on the street. The underground tank is a concern. Also there is no zones in town hall – if the heat is on for a meeting in the conference room the entire town hall is heated. The town is on borrowed time with this boiler.

### FINANCIAL SOFTWARE (Treasurer)

Ms. Cabral presented that the current software is old and limited in what it can do with the reporting. The programmers update it constantly – so it is an old software. Originally it was thought just to update payroll. Right now the town uses ADP and pays about \$16,000 a year to out source payroll and there are extra charges for items such as an extra pay week. To do in house with just payroll and HR portion then it is \$30,000. The Treasurer also pays \$5,000 each year for financial software maintenance agreement. She presented various options - someone to install new software at \$15,000 a year maintenance - \$8,000/\$9,000 for set up. The estimate includes training. This is

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deferrable, but there are current problems with the software. It is an issue and continues to be an issue. It was asked if the current staff could handle payroll as an additional responsibility. Ms. Cabral indicated that the staff currently manually enters all the figures now into budget for ADP; doing it in-house could conserve some time. It is a priority 5 – deferrable. This is something to keep in mind as it is a situation that is not going to go away and it should be considered somewhere in the plan. This may be a one time CIP item then the annual maintenance cost is a budgeted item. It was felt that this CIP expense will present a cost savings to the town over time.

### WPCA

Presentation by Mr. Edward Alibozek. Mr. Alibozek thanked committee for \$25,000 split over two years and they upgraded controls in pump stations. All of those funds were used to upgrade five pump stations and did \$40,000 worth of work for \$25,000 by doing the manual work in house.

### ROOF REPLACEMENT AT MAIN FACILITY

Five buildings are in bad shape – three from 1986 and two from 1995 upgrade. These are flat roofs – life expectancy 10-14 years. \$250,000 for five roofs, prioritized one roof per year. He only provided one quote, but if they went forward with project he would bid out for more quotes. The main administration building roof has held up well as it's a pitched roof. Intermittent repairs to the roofs have been done.

### ADJOURNMENT

**MOTION: To adjourn at 6:40 p.m.  
Made by Mr. Pellegrini, seconded by Mr. Simmons  
ALL MEMBERS INFAVOR. MOTION CARRIED**

Respectfully submitted,

Cynthia D. Croxford  
Recording Secretary