

**Capital Improvement Planning Advisory Committee
Town of East Windsor
11 Rye Street
East Windsor, CT**

MINUTES OF SPECIAL MEETING, April 13, 2011 at 6:00 p.m.

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

Members Present: Denise Menard, John L. Burnham, Joseph Sauerhoefer, Blaine Simpkins, Richard Pippin, Len Norton, Joseph Pellegrini, and Kathleen Pippin
Members Absent: Al Rodrigue
Others: Cathy Cabral
Press: None

I. Call to Order:

First Selectwoman Denise Menard called the Special Meeting to Order at 6:05 p.m., in the Park Hill Community Center in East Windsor, Connecticut. .

Ms. Menard gave to all members who were in attendance a few handouts which will be helpful while discussing and reviewing the 2011-2012 Capital Improvements Plan Requests. The handouts were all CIP Requests for 2012, a spreadsheet summarizing those requests, and a sheet indicating 2010-2011 CIP recommended budget. She indicated that she and Ms. Cabral have gone through all the requests, and have suggestions for the committee. She would like to go through all of the project requests. All of the projects have been given a rank of 1, 2, 3, 4 and 5. She discussed what each rank means. The total amount of the requests is listed on a summary sheet entitled "CIP Requests for FYE 2012" which is \$2,182,538. Ms. Menard asked Ms. Cabral and Ms. Pippin to discuss the recent Board of Finance Budget Workshop Meeting regarding the CIP budget requests. Ms. Cabral indicated the Board of Finance has been cutting from the proposed budgets and it is her feeling that any reserve or ongoing projects or projects that are being requested for safety issues, are probably safe, but any new projects most likely will not be funded. The list that Ms. Cabral and Ms. Menard have put together for this meeting have requests totaling \$437,000, which is close to flat funding rather than the first request which was approximately \$600,000 or 2% of the budget. Ms. Menard indicated the CIP request will be close to 1.5% rather than the 2%. She then began speaking of the State budget and the meetings she attended at the Capitol earlier in the day.

II. Attendance

John L. Burnham
Len Norton

Joseph Pellegrini
Kathleen Pippin
Richard P. Pippin, Jr.
Joseph Sauerhoefer
Blaine Simpkins
Denise Menard, First Selectwoman
Catherine Cabral, Treasurer

III. Public Participation

None.

IV. New Business

A. Approval of Minutes

It was **MOVED** (Burnham) and **SECONDED** (Norton) and **PASSED** (7-0) (B. Simpkins abstained) that the Capital Improvement Advisory Committee approves the minutes of March 18, 2011 Special Meeting, as presented.

B. Review and Discuss the 2011-2012 Capital Improvement Plan Requests

Ms. Menard began discussing the projects which are listed indicating the budget will be presented to the Board of Selectmen for their approval and recommendation to the Board of Finance. They began discussing the projects on the spreadsheet entitled "CIP 2012 Projects". The first category listed on the sheet was Public Safety. The Committee discussed the police department's request for automated defibrillators. Mr. Sauerhoefer indicated the departments has defibrillators, however, they are outdated and the batteries are constantly replaced. The request is in the amount of \$18,678. Ms. Menard reminded the Committee that in the past the guidelines for CIP projects are projects over \$20,000 and this request is under that figure. Mr. Pippin remarked that due to public safety, the committee should have a honest figure. Ms. Menard indicated they were taking the projects out of order and would like to return to talking about projects which have been ranked No. 1 and this request was ranked No. 2. It was suggested this request should be ranked No. 1. Ms. Menard again explained to the Committee the ranking details of what each number rank symbolized.

Ms. Menard wanted to discuss the projects in order beginning with the Fire Departments (Warehouse Point and Broad Brook) which are requesting thermal imagining cameras. The project is ranked as No. 2, and the request is for four cameras at \$52,000, or two for each department. Ms. Cabral indicated it is suggested the cameras be funded over two years, \$26,500 for 2012 and \$26,500 for 2013. It was the consensus of the committee that would be fair. The next request which was discussed was Broad Brook's request for Scott Packs and

replacement bottles. A discussion was held regarding the request. It was decided that four packs at \$24,000 and four additional bottles at \$4,000, making a total request of \$28,000.

Ms. Menard recently spoke with the Chief of Police regarding his requests of the defibrillators and police vehicles. The Chief indicated that he would rather have three vehicle purchases and hold off on the purchase of the new defibrillators. The Chief indicated that the police vehicles are starting to fall apart and the repairs are costing the department a substantial amount of money. Mr. Sauerhoefer confirmed the costs of repairs being substantial indicating just last month the department had approximately \$1800 in repairs. A discussion was held regarding the cost of three vehicles, which would be one detective vehicle and two police patrol cars. After the discussion, it was agreed to fund for three patrol cars at \$86,667.

Ms. Cabral reminded the Committee thus far, the projects are totaling \$140,677.

The next project which was discussed was the Town Hall boiler project. Ms. Menard indicated she and Mr. Norton have been discussing alternatives for this project, such as, leasing a gas burner over five years along with a dehumidification system and leaving the old boiler and therefore not having the expense of the asbestos removal. The project could be funded over four years at \$50,000. It was agreed to fund same. The Town Hall/Annex projects of painting the exterior at \$20,000 was briefly discussed and agreed to be taken out of the requests.

The Planning Department is requesting Plan of Conservation and Development funding over three years at \$25,000 per year. Ms. Menard indicated this is done every ten years and it is due in 2014. It was decided with the development of the North Road Sewer, it could be funded over two years at \$37,500 in 2013 and 2014. The next request was for the GIS. Ms. Menard indicated she believes this category should be taken out of the CIP and put into the regular budget under its own category because this program will require revolving updates in the future. She indicated the system aides all departments, including, fire departments, police departments, assessors, WPCA and others. It was agreed to fund this line at \$15,000 but reminded next year, it should have its own category in the budget next year and out of the CIP budget. Ms. Menard commented that the WPCA is also requesting funding for the GIS and it is possible this is a shared program and it doesn't have to be funded twice.

The Board of Education is requests were discussed. Both of the requests are ranked Nos. 2 and 3. The requests are for refurbishing various sidewalks and replacing concrete curbing/entrance walkway/repaving the middle school sidewalks. A lengthy discussion was held regarding the condition of the curbing and sidewalks, maintenance of the school buildings and the responsibility of the

town and the Board of Education for the maintenance of the school ground and buildings.

Mr. Sauerhouefer left the meeting at 7:10 p.m.

It was ultimately decided to fund the \$25,000 for the replacing of the concrete curbing and entrance walkway this year and \$25,000 next year.

The Assessor's office is requesting \$50,000 for the revaluation. It was indicated the town has no other choice to fund due to State mandating.

WPCA requests were reviewed. The concern of the committee is the roof replacement which needs to be done on the facility. The Department of Environmental Protection has been in contact with the WPCA and is requiring the roof to be fixed and a timetable of when those repairs will be completed. Ms. Menard indicated the reason behind the request of \$88,000 is that their request last year was not accepted. It was decided to fund the roof project at \$25,000 this year. Ms. Menard again mentioned she would check with the WPCA and Planning Department regarding the GIS funding and if it can be combined into one request.

The next category reviewed was the Parks and Recreation. The safety issue which stands out is the parking rails project for a playground. A discussion was held regarding the safety issue which is present. After the discussion, it was determined to fund the park rails project at \$10,000.

The last department discussed was the Public Works Department requests. Mr. Norton discussed with the committee the priority of his projects. He indicated the chip sealing is needed at \$75,000, drainage issues need to be funded at \$50,000 and he would request \$45,000 for trucks and equipment. A brief discussion was held among Mr. Norton, Mr. Pippin, and Mr. Burnham.

Ms. Cabral was keeping track of all of the requests and the total of those requests were \$485,667, which is approximately 1.5% and is a decrease from the original 2% requested. Mr. Burnham commented he would like to stay at the 2%.

It was **MOVED** (Norton) and **SECONDED** (K. Pippin) and **PASSED** (U) to fund the Fire Departments request of two cameras in the amount of \$26,000 in the 2011-2012 Capital Improvement Plan.

It was **MOVED** (Burnham) and **SECONDED** (Norton) and **PASSED** (U) to fund the Broad Brook Fire Department request of Scott Packs in the amount of \$24,000 in the 2011-2012 Capital Improvement Plan.

It was **MOVED** (R. Pippin) and **SECONDED** (Burnham) and **PASSED** (U) to fund the Town Hall Boiler Replacement in the amount of \$50,000 in the 2011-2012 Capital Improvement Plan.

It was **MOVED** (Norton) and **SECONDED** (Pippin) and **PASSED** (U) to fund the Planning Department GIS in the amount of \$15,000 in the 2011-2012 Capital Improvement Plan.

It was **MOVED** (R. Pippin) and **SECONDED** (Norton) and **PASSED** (4-2)(J. Burnham and K. Pippin dissented) to fund the Board of Education concrete curbing of middle school in the amount of \$25,000 in the 2011-2012 Capital Improvement Plan.

A discussion was held before the vote regarding the above entitled motion. Mr. Burnham wanted to know why this request comes from the CIP and not the Board of Education maintenance budget.

It was **MOVED** (Burnham) and **SECONDED** (K. Pippin) and **PASSED** (U) to fund the Assessor Revaluation in the amount of \$50,000 in the 2011-2012 Capital Improvement Plan.

It was **MOVED** (Norton) and **SECONDED** (K. Pippin) and **PASSED** (5-1) (J. Burnham dissented) to fund the Parks and Recreation parking rails in the amount of \$10,000 in the 2011-2012 Capital Improvement Plan.

It was **MOVED** (Burnham) and **SECONDED** (Norton) and **PASSED** (4-2)(J. Burnham and K. Pippin dissented) to fund the WPCA roof repair in the amount of \$25,000 in the 2011-2012 Capital Improvement Plan.

A discussion was held before the vote regarding the above entitled motion. Mr. Burnham wanted to know why this request comes from the CIP and not the WPCA maintenance budget.

It was **MOVED** (R. Pippin) and **SECONDED** (Burnham) and **PASSED** (5-0) (L. Norton dissented) to fund the Public Works drainage in the amount of \$50,000 in the 2011-2012 Capital Improvement Plan.

It was **MOVED** (Burnham) and **SECONDED** (K. Pippin) and **PASSED** (5-0) (L. Norton dissented) to fund the Public Works trucks/equipment in the amount of \$45,000 in the 2011-2012 Capital Improvement Plan.

It was **MOVED** (Simpkins) and **SECONDED** (Pellegrini) and **PASSED** (5-0) (L. Norton dissented) to fund the Public Works chip sealing in the amount of \$75,000 in the 2011-2012 Capital Improvement Plan.

It was **MOVED** (K. Pippin) and **SECONDED** (Simpkins) and **PASSED** (U) to fund the 2011-2012 Capital Improvement Plan by calculating 1.5% of the current year's (2010-2011) budget, an amount of \$485,667 and to recommend to the Board of Selectmen.

V. Adjournment

It was **MOVED** (Burnham) and **SECONDED** (Simpkins) and **PASSED** (U) that the Capital Improvement Plan Advisory Committee adjourns the April 13, 2010 Special Meeting at 8:03 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary