

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

**MINUTES OF SPECIAL MEETING,
January 19, 2012 at 6:00 p.m.**

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

Members Present: Denise Menard, Al Rodrigue, Dale Nelson, Joseph Sauerhoefer, Richard Pippin, Len Norton, Joseph Pellegrini, and Kathleen Pippin
Members Absent: None
Others: Catherine Cabral, Chief Edward DeMarco, and Deputy Chief Roger Hart
Press: None

I. Call to Order:

First Selectwoman Denise Menard called the Special Meeting to Order at 6:00 p.m., in the East Windsor Town Hall.

II. Attendance

Dale Nelson
Len Norton
Joseph Pellegrini
Kathleen Pippin
Richard P. Pippin, Jr.
Joseph Sauerhoefer
Al Rodrigue
Denise Menard, First Selectwoman
Catherine Cabral, Treasurer

III. Presentation of Requests

Ms. Menard indicated that this evening the presentations scheduled are the Police Department, Emergency Management and Fire Departments. The Fire Departments were unable to attend due to a conflict, they will be presenting on Monday, January 23, 2012 Meeting after the Board of Education.

- **Police Department**

Ms. Menard introduced Chief Edward DeMarco and Deputy Chief Roger Hart to the Committee to discuss their requests. Ms. Menard indicated they have provided to the Committee an inventory of vehicles along with their approximate mileage. Mr. Pellegrini inquired when a vehicle is flagged to be replaced, what is the mileage number. Chief DeMarco explained a service police vehicle is different than a personal or a business vehicle. This vehicle is on the road twenty-four hours per day, seven days per week, driving throughout the town, stopping and starting through traffic. Mileage is not the only way of measuring the life of the vehicle, the maintenance costs is also an indicator. When a vehicle starts needing expensive repairs, such as transmission work, which in some vehicles is at 80,000 or 90,000 miles, the replacement of the vehicle has to be considered. The consideration of public safety is another factor. Deputy Chief remarked that one police vehicle, the canine vehicle, has the most mileage, which is No. 6. It was purchased in 2006 and it has 130,000 miles. It was mentioned by Ms. Nelson that the police have been on a three-two rotation on replacing vehicles and this year is scheduled for two vehicles. Mr. Pellegrini asked the Chief and Deputy Chief if they have chosen a type of vehicle. Chief DeMarco indicated the Crown Victoria was the police cruiser in the past; however, Ford is not manufacturing the Crown Victoria any longer. Deputy Hart explained there are three types of vehicles which are being considered for police. Those vehicles are the Dodge Charger, Chevy Caprice, and Ford Interceptor. The choice of the Chief and Deputy is the Ford Interceptor. One concern they have with the switching of the types of vehicles is the change out of the equipment in the cruisers will be an additional cost. They have been unable to obtain a firm number for the purchase of the Ford, but it is anticipated to be approximately \$23,000 to \$25,000 for the sedan and \$24,000 to \$27,000 for a SUV. It was discussed that both the sedan and SUV are built on the same frame and they have many parts that are interchangeable.

A brief discussion was held regarding the types of vehicles being offered and the pros and cons of those vehicles.

The next request discussed was the request for lockers. The Chief explained the situation with the lockers and the entire locker room at the police station. He indicated he has requested lockers for the past three years and those requests have been denied and not funded. The police lockers in the amount of \$6,567, which doesn't fall under the CIP budget due to the cost is lower than \$20,000, it should be coming out of the operating budget, and he indicated that was an oversight. He does have an invoice which he submitted to the Chairman of the Finance Board which is approximately \$38,000 to \$40,000 to have the entire locker room made over. Ms. Menard inquired if her office had a copy of that estimate. Chief DeMarco gave it to Chairman Bowzsa with the understanding a copy would be given to the Selectman's office.

Deputy Hart began explaining about the issues in the locker room, which included not having enough lockers for all of the officers. The lockers which are being used are from the old school and half of the lockers are only half size. There is no consistency. The men's locker room does not have a bench to sit while putting shoes on. The women's locker room has a chair which is used. The floor in the locker room is the original floor in the building which dates back to when the building was a school. Showers consist of one shower stall and a curtain. The two toilets, urinals, stalls, and sinks are all original to the school as well. Chief DeMarco commented that the lockers are beginning to have rusting issues and the legs of some of the lockers are breaking off. Chief DeMarco began explaining the importance and necessity of having a secure locker room with proper venting and storage. Mr. Rodrigue inquired on the type of lockers which are being requested. He was told they are similar to football lockers, but are for law enforcement and/or fire fighters. Ms. Menard asked if they could submit to the Committee a revised request to include the bathroom renovation. Deputy Hart indicated he would attempt to get quotes for the bathroom renovation, which would include two sinks, two toilets and one urinal for the men's bathroom and one toilet and one sink for the women's bathroom. Mr. Rodrigue estimated the additional plumbing should be approximately \$15,000 and remarked it would make sense to replace the floor before replacing the lockers. It would be sensible to do the whole project at once; floor, fixtures, painting, and lockers. Mr. Pellegrini inquired it would make the total project approximately \$55,000. Mr. Norton mentioned that number is very rough. Ms. Menard indicated an additional \$15,000 to include the men's and women's bathroom in the locker rooms. This request would have to go to the Board of Finance for approval. She asked if the Chief could resubmit his request and amend the amount to approximately \$57,900. Mr. Pellegrini inquired if this request would be split over a few years or if this would be requested for one year. The suggested split was over two years, the locker room area at \$41,400 and the bathrooms \$15,000. Ms. Menard suggested everyone think about this project, and it was listed as a one year project; however, in the past the Committee has split projects. In saying that, Ms. Menard agrees with Mr. Rodrigue that it may be cost savings to do the project all at once.

A brief discussion was held regarding the amount of police officers, men and women and the types of lockers and the number being requested. The conversation ended with Ms. Menard requesting from Chief DeMarco and Deputy Hart their revised request and she would get copies to the other Committee Members.

- **Emergency Management**

Ms. Menard indicated the Chief and Deputy Chief have recently been asked to look over the Emergency Management Department. Chief DeMarco has reviewed the Emergency Management Department and the policies in which the Town of East Windsor has in place during an emergency situation, such as opening and maintaining a shelter for warming, showering, eating, and sleeping. He believes

the High School is the best location for such a shelter already having the cafeteria and the gymnasium for sleeping. He is in the process of getting quotes to have a permanent generator installed at the High School. Secondly, he is also in the process of getting quotes from vendors for a mobile generator. Two locations would be considered; one being the High School and other being Scout Hall. The reason Scout Hall has been chosen, it has a kitchen and one small shower. Sleeping accommodations can be made there as well. There are some concerns regarding a portable generator, being that it is more expensive and issues may arise with the wiring of the switches.

A brief discussion was held on types of generators, types of fuel used to run the generators, storing that fuel and focusing on a primary emergency shelter. Within that discussion, the generator at the Broad Brook Fire Department/Senior Center building was discussed. It was noted that generator is older and is just to keep the Fire Department running, and is only used at the Senior Center for a few outlets, not the whole building.

Ms. Menard inquired if there was any other expenditure which would be needed for the Emergency Management Department. Chief DeMarco indicated an Emergency Operations Center would have to be developed and staffed twenty four hours per day, seven days a week during an emergency situation. The Emergency Operations Center would be staffed by approximately ten to fifteen people during an emergency. It would be prudent to set aside \$20,000 for an Emergency Operations Center to be brought up to date.

A brief discussion was held regarding the propane gas tanks at the Police Station, housing of radios, and the long range plans for the Emergency Operations Center. Ms. Nelson reminded everyone that a meeting for volunteers for the Emergency Management will be held on January 26, 2012 at 2:00 p.m. at the Town Hall.

Ms. Menard indicated that other departments which were listed on the agenda, Public Works' requests, Town Hall improvements of the furnace and parking lot and the Treasurer's request were previously discussed at the first meeting of the Committee.

Ms. Menard reminded all Committee Members to bring their calendars at the next meeting which is scheduled for Monday, January 23, 2012 so future meetings can be scheduled. She also indicated at that meeting, a spreadsheet of all projects will be drafted so it will help the Committee prioritize the requests. Ms. Cabral indicated after the meeting on Monday, she will be able to have that available for all Committee Members.

Ms. Menard briefly mentioned the IT Department and how that Department is in rough shape. She has asked the new Director of Technology if he could make up requests for the IT Department.

After the presentations are completed, the Committee will meet and try to have a target number. Last year, the Committee requested a percentage of the budget for capital improvement projects which was approximately \$735,000 but then due to budget constraints lowered the request to \$500,000. Ms. Cabral suggested when reviewing the requests, the Committee should start at the same level as last year.

IV. Adjournment

It was **MOVED** (Pellegrini) and **SECONDED** (Pippin) and **PASSED** (U) that the Capital Improvement Plan Advisory Committee adjourns the January 19, 2012 Special Meeting at 7:13 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary