

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

**MINUTES OF SPECIAL MEETING,  
January 23, 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: Blaine Simpkins

Others: Catherine Cabral, Linda Nolan, Chief James Barton, Vincent DeCapula, Mike Balf, Chief David Lockwood and Assistant Chief Thomas Arcari.

Press: None

**I. Call to Order:**

First Selectwoman Denise Menard called the Special Meeting to Order at \_\_\_\_\_ p.m., in the East Windsor High School Media Center, East Windsor, Connecticut.

**II. Attendance**

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

**III. Presentation of Requests**

• **Board of Education**

Ms. Menard introduced Ms. Linda Nolan, Business Manager for the Board of Education to the Committee. Before the presentation, Ms. Menard wanted to ask the question to Ms. Nolan as to how the Board of Education determines what projects are considered general maintenance and what projects are

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considered capital improvement projects. Ms. Nolan responded by giving an example of a project of sanding the gymnasium floors. If the floors just have to be refinished, it would be considered a maintenance issue; however, if the floors had to be sanded down and brought down to the original wood and the project would be quite closely, it would be considered for a capital improvement project.

Ms. Menard asked about the Board of Education maintenance budget of \$18,000 which goes from year to year. Ms. Nolan gave an example of locker replacements and repairs. This project was split over two years.

Mr. Len Norton entered the meeting at 6:10 p.m.

Mr. Joseph Pellegrini indicated it is not just the Board of Selectmen attempting to figure out the defined lines between who pays for structure maintenance, but the Board of Finance is attempting this as well.

Ms. Nolan indicated the whole budget is the Town's responsibility, and certain items have to get done.

Ms. Nolan began explaining the packet she gave to all of the Committee Members for their review during her presentation. The first page is a summary page of projects completed in fiscal year 2011 and the source of funding, and proposed capital improvement projects for fiscal year 2013 and the source of funding. The Board of Education submitted eight project requests. The first three requests discussed are requests for the fiscal year 2013, the other five requests are split for fiscal years 2014 through 2016. Those requests are as follows:

1. Removal and installation of exterior doors at BBES and EWMS. The exterior doors do not close or lock properly. The estimated cost is approximately \$30,817. The request is for FYE 2013. Ms. Nolan indicated the doors are hard to lock and this is a safety concern.
2. Removal and replacement of school countertops, sinks and faucets at BBES in 15 classrooms. Total estimated cost is approximately \$32,850. This request is FYE 2013. Ms. Nolan indicated the countertops are rotting and the sinks are made of cast iron and are in need of major repair. The rotting countertops are a health hazard to the students and faculty.
3. Removal and replacement of carpeting in EWHS and EWMS. The total estimated cost is approximately \$82,680. This request is FYE 2013. She indicated some area carpeting is worn and lifted resulting in a possible safety hazard. At the high school, carpeting in the chorus, band, library, east wing and auditorium needs to be removed and replaced. At the middle school, S2

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classroom carpet needs to be replaced.

4. Refurbish boys and girls bathrooms at BBES. The estimated cost is approximately \$53,000. This request is for FYE 2013. The bathrooms are original to the school, which was built back in 1952. The bathrooms are not ADA accessible.

5. Installation of surveillance and security equipment at all three schools, EWHS, EWMS, and BBES. Total estimated cost is approximately \$222,000. This request is for FYE 2013.

6. Sanding and Finishing Gym Floor and Stages at BBES and EWHS. The gym floors and stage floors are in need of refinishing. The total estimated cost is \$25,000. The request is for FYE 2013his

6. Underground Tank Removal at Broad Brook. This is a mandated project that all underground storage tanks fall under Regulations of Connecticut State Agency (RCSA). The total estimated cost is \$67,850. The request is for FYE 2016.

8. Removal and installation of underground oil tank at the Middle School. This is a mandated project that all storage tanks fall under Regulations of Connecticut State Agency (RCSA). The total estimated cost is \$90,000. The request is for FYE 2016.

A brief discussion was held regarding the requests.

- **Fire Departments**

**Warehouse Point Fire District**

Ms. Menard introduced Chief James Barton, Mr. Victor DeCapula, and Mr. Mike Balf to the Committee to discuss their requests.

The first request discussed was for a replacement brush truck service vehicle in the amount of \$100,000. The fire district is currently operating with a 1969 Ford brush truck. It is requested \$50,000 be funded over two years 2013 and 2014. The Chief indicated during the last snow storm, the Deputy Chief used his personal vehicle because they could not use the brush truck service vehicle and the department does not have another pick-up truck. A discussion was held regarding obtaining a state bid price and number of dispatched calls which would use this vehicle.

The next requested discussed was the thermal imaging cameras. The estimated cost is \$78,840. The cameras are needed to replace the current older cameras.

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Currently there is \$26,280 in capital reserves and it is being requested that \$52,560 be funded for FYE 2013. A brief discussion was held regarding the number of cameras each department currently has in use. Both departments currently have two cameras, and it is hoped to have an additional four cameras for each department.

Chief Barton began discussing his next request which he discussed was the replacement of Engine 638 in the amount of \$1,000,000. The truck is a 22 year old pumper which holds approximately 1000 gallons of water. A brief discussion was held regarding planning to finance the truck and the necessity of same.

The next request discussed was the parking lot/driveway at the Bridge Street Fire Station. It was asked what was recently done to the driveway. Chief Barton indicated that due to the weight of some of the apparatus, the driveway was in terrible disrepair. The request for the replacement of the driveway has been denied over the past several years and finally, it could not wait any longer. The district had to forfeit the purchase of equipment in order to pay for this project. They hired the company Blue Diamond who were doing the parking lot across the street. A lengthy discussion was held regarding the dimensions and the general construction of same. The conversation then began regarding which entity owns the building on Bridge Street, and which entity is responsible for repairs of the building. It was indicated this topic has been the stumbling block when discussing capital improvement projects. Examples of what the Town has paid for in the past. Ms. Menard reminded everyone that this topic is not specific to the fire departments, but also other town agencies, such as WPCA. Chief Barton commented that in the past, the district levied a tax and the district is still able to do same, but presently does not. The tax was levied in 1910-1974, but it stopped in 1974. Mr. Pellegrini indicated the Town has to start drawing lines of responsibilities.

A lengthy discussion was held about the procedure of fire district taxing and being a self-sufficient fire district. It was ultimately the consensus of the Committee to get a legal opinion regarding the fire departments and WPCA and the ownership of the buildings and responsibilities of same. Once that opinion is obtained, the taxing issue can be discussed.

The last request discussed was the renovation of Station I. Ms. Menard asked the Chief if this could be discussed after the legal opinion is obtained. Chief remarked that a grant was missed due to the fact they did not have plans for a shovel ready project. He would like to get design plans so if and when a grant is available, the renovation of the fire house would be a shovel ready project. The estimate for the cost of the design plans is approximately \$250,000, which is about ten percent of the total cost which is estimated to be about three million dollars. A brief discussion was held about the need for a new station.

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It was suggested to contact the Enfield Fire Chief and inquire about the design plans of his new station.

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- **Broad Brook Fire Department**

Ms. Menard introduced Chief David Lockwood and Assistant Chief Thomas Arcari to the Committee. Chief indicated the thermal imagine cameras which were discussed previously during the Warehouse Point Fire District's presentation is a joint request. He indicated the replacement of the older cameras is needed.

The first request from the BBFD is the replacement of Engine Tank 339, 1990 Mack Pumper. The pump needs value replacements which are estimated to cost approximately \$30,000. It was indicated the new fire truck would meet the NFPA Standards which uses OSHA guidelines. The estimated cost is \$750,000 and it is being requested this project be funded for FYE 2013 – 2017.

A lengthy discussion was held regarding replacing the fire truck and the cost of same. It was mentioned that the infrastructure is falling apart in Town and there are other needs in Town. It was also discussed how the Charter works and how the taxpayers eventually have the final say. Ms. Menard suggested attending Town Meetings and inform the public of their need.

The next request was a washer and dryer to wash gear and gear replacement. It is estimated to cost approximately \$75,000. It is necessary so that the department can stay compliant with NEPA 1851 in having safe gear that is not older than 10 years. It was questioned if Warehouse Point Fire Department had a washer/dryer and if so, it could be shared between the two departments. It would not be feasible to share the washer and dryer due to the fact the length of time it takes for the washing cycles. The discussion continued about replacing the old boiler at the BBFD. The boiler is over 40 years old and has been acting up lately. Ms. Menard indicated the burner in the boiler has been replaced recently and should be working.

Ms. Menard reminded the Chief that she would need an inventory of his trucks and other vehicles.

The discussion continued regarding the possibility of bonding for projects, such as fire trucks and other needs. Ms. Cabral indicated when bonding for projects, the Committee needs to be reminded of the high cost of doing same.

Ms. Menard indicated the presentations of Public Works and Town Property were done on the first night the Committee met. Mr. Norton has given an inventory of all of vehicles in his department. She gave a copy of that list all of the Committee Members.

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- **Information Technology**

Ms. Menard indicated recently a new Director of Technology has been hired and has been overwhelmed with work that needs to be done at the Board of Education. The system had to be revamped. He has been unable to submit his request to the Committee. He is presently compiling an inventory of the servers and other equipment within the school district and other town departments. It is hoped that he will have his inventory list and requests submitted at the next meeting. Mr. Pellegrini questioned the IT Department as a shared service with the Board of Education. He also inquired about the position of IT Director and IT Consultant. Ms. Menard indicated this is a shared service and she will be meeting with the Superintendent regarding a better way to define the requests of IT. Mr. Pellegrini suggested having a "help desk" as it is done in the corporate world. Ms. Menard indicated that the Director of the IT department will be willing to discuss the issues at the next meeting. Ms. Cabral reminded everyone that the IT budget is for yearly maintenance of software and revamping the system would come from that line.

A lengthy discussion was held regarding the differences of the IT Department's budget and the CIP budget.

### **C. Set Next Meeting**

Ms. Menard indicated that meeting date needed to be scheduled. At that time, Ms. Cabral will give to all Members a spreadsheet summarizing all of the requests and their importance. The meeting was set for Monday, February 13, 2012 at 6:00 p.m. The meeting will take place at the Town Hall. It was also mentioned that Ms. Cabral and Ms. Menard would review the CNR budget and have that information available to the Members as well.

### **V. Adjournment**

The meeting ended at 8:35 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary