

**Capital Improvement Planning Advisory Committee
Town of East Windsor
11 Rye Street
East Windsor, Connecticut 06088**

MINUTES OF SPECIAL MEETING

Monday, October 22, 2012 at 6:00 p.m.

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

Members Present: Denise Menard, Dale Nelson, Len Norton, Joesph Sauerhoefer and Al Rodrigue
Members Absent: Joseph Pellegrini, Kathleen Pippin, and Richard P. Pippin, Jr.
Others: Catherine Cabral, Al Floyd, and Charley Tatro
Press: None

I. Call to Order:

First Selectwoman Denise Menard called the Special Meeting to Order at 6:05 p.m. in the East Windsor Town Hall, Conference Room, East Windsor, Connecticut.

II. Attendance

Dale Nelson
Len Norton
Al Rodrigue
Joseph Sauerhoefer
Denise Menard, First Selectwoman
Catherine Cabral, Treasurer

III. Public Participation

Mr. Al Floyd representing the Scout Hall addressed the Committee. He commented that he has been hearing rumors about the Senior Center looking for a new facility and the Scout Hall possibility being incorporated into that plan. He has spoken with Ms. Menard recently regarding a five year plan for the Scout Hall and capital improvement projects. He indicated that Scout Hall has never requested monies for capital improvement projects, however, there are major items which may be needed in the future and he is in the process of getting estimates for such projects. Ms. Menard remarked that the Scout Hall has never been considered for capital improvement projects and has suggested to the group to put together a five year plan and present same to the Committee. She indicated that she would get a copy of the lease between the Town and Scout Hall and review same to see the responsibilities of the Town and Scout Hall. Ms. Menard explained that the Scout Hall should be added to the list for CIP requests. She explained to Mr. Floyd and

Mr. Tatro that the requests are projects that are \$20,000 or more and do not include projects which are any less. Mr. Floyd indicated he understood and thanked the Committee for their time and attention.

A brief discussion was held regarding the plans of expanding the Senior Center with the Town Hall. Presently, the Elderly Commission is looking into expanding the Senior Center and the plans are in the very early stages, the goal is to have this completed in two to three years time. It was mentioned that Mr. John Burnham has a model of ways the Scout Hall and Senior Center and social services could be combined.

VI. New Business

a. Discussion of 2012 CIP Outcome

Ms. Cabral gave to all the Committee Members documents entitled “CIP 2012-2013 Projects Ranking Sheet”, “Town of East Windsor FY 2012-2013 Budget Worksheet by Department”, and “Town of East Windsor FY 2012-2013 Approved Budget, Schedule A, Approved Capital Improvement Plan”. Ms. Menard indicated that that this meeting is to discuss what projects were finally approved. The total amount of projects which were approved by the Committee to be submitted to the Board of Finance was in the amount of \$662,883; however, the total amount which was finally approved was in the amount of \$471,620.

Ms. Cabral discussed the Approved Capital Improvement Plan FY 2012-2013. She began with the reserves which included Assessor, Public Works-Drainage, Town Hall-Boiler Replacement which totaled \$110,000. These projects were all funded in FY 2012-2013. A brief discussion was held regarding the three reserve projects.

b. Review and Discuss 2013 CIP Process

Ms. Menard and Ms. Cabral began discussing each and every project which is listed on the sheet entitled “CIP 2012-2013 Projects Ranking Sheet”. The first topic discussed was the IT/Townwide – GIS expansion. Ms. Menard explained to the Committee that there is a new IT person who will be coordinating all of the IT pieces which would include GIS. The IT person will be presenting his CIP budget which will include software and GIS expansion software for the entire town. The ongoing project for the Broad Brook Fire Department of 4 SCBA’s – Scott Bottles was mentioned along with the surveillance/security equipment request. Ms. Menard indicated that the surveillance/security equipment has also been discussed with the IT person and it has been suggested this project can be done inexpensively through the new computer system. The generator request for Scout Hall was discussed. It was mentioned that emergency management has been researching grants to have this project funded. Parks and Recreation Vehicle/Equipment replacement was the next project listed and it was questioned what the status was of this project. Mr. Norton indicated that the Parking Lot Overlay of Town Hall project was all set and it was being worked on. Financial

software was another topic which the IT department will be requesting. Salt shed project was not completed but the immediate problem with the salt shed has been fixed. The permitting software has been funded recently due to the new computer system. Dial-A-Ride New Vehicle (Town Portion) is for a new senior center van. It was briefly discussed that the department is actually looking to purchase a vehicle to save on the expenses. Town wide sidewalks project is possibly being funded by a grant. Thermal Imaging cameras for the Warehouse Point Fire Department and Broad Brook Fire Department have been requested for two cameras per department. Parking rail project request was discussed and it was questioned what parking lot at which park would the parking rails be constructed. Ms. Cabral indicated she believed it was a combined project and she believes that the project was completed. The next projects mentioned were Broad Brook Elementary School counter tops/sinks/faucet replacements, High School carpet, Basketball Court refurbishing, Scoreboards, Broad Brook Fire Department Gear Washer/Dryer and Gear Replacement, Warehouse Point Fire Department Replace Parking Lot Bridge Street Fire Station, Design Plans, and Boundless Playground.

The conversation continued discussing the following projects: Police vehicles; Emergency Management – High School Generator; Town Hall Boiler Asbestos Removal/Boiler Replacement; IT/Townwide – Hardware/Software Refresh; Public Works – Vehicle/Equipment Reimbursement, Chip Sealing Roads, Town Wide Drainage; Board of Education – Removal and Installation Exterior Doors Elementary and Middle School; Assessor – Revaluation for 10/01/2012; WPCA – Roof Replacement; and, Fire Departments – 4 SCBA's-Scott Pack/Bottles.

A brief discussion was held.

c. Set Next Meeting Dates

Ms. Menard indicated that the Committee needs to schedule the next meetings for the upcoming budget sessions. After a brief discussion, it was decided that the meetings dates are as follows: November 13, 2012, November 27, 2012, December 11, 2012, and January 8, 2013. All of the meeting will be held at 5:30 p.m. to 7:00 p.m at the Town Hall.

V. Adjournment

It was **MOVED** (Sauerhoefer) and **SECONDED** (Nelson) and **PASSED** (U) that the Capital Improvement Plan Advisory Committee adjourns the October 22, 2012 Special Meeting at 6:58 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary