

**CAPITAL IMPROVEMENT PLANNING ADVISORY COMMITTEE
TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF SPECIAL MEETING

Tuesday, December 11, 2012 at 5:30 p.m.

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

Members Present: Denise Menard, Dale Nelson, Len Norton, Joseph Sauerhoefer,
Kathleen Pippin, Richard P. Pippin, Jr. and Al Rodrigue
Members Absent: Joseph Pellegrini
Others: Catherine Cabral, Carol Madore, Laurie Whitten, and Dan Scott
Press: None

I. Call to Order:

First Selectwoman Denise Menard called the Special Meeting to Order at 5:35 p.m. in the East Windsor Town Hall, Conference Room, East Windsor, Connecticut.

II. Attendance

Dale Nelson
Len Norton
Joseph Sauerhoefer
Kathleen Pippin
Richard P. Pippin, Jr.
Al Rodrigue (arrived at 5:37 p.m.)
Denise Menard, First Selectwoman
Catherine Cabral, Treasurer

III. Public Participation

None.

VI. New Business

a. Approval of November 27, 2012 Meeting Minutes

It was **MOVED** (Nelson) and **SECONDED** (Rodrigue) and **PASSED** (5-0)(In Favor – D. Nelson, L. Norton, K. Pippin, R. Pippin, and A. Rodrigue; Opposed – None; Abstained – J. Sauerhoefer) that the Capital Improvement Planning Advisory Committee approves the November 27, 2012 Special Meeting Minutes as presented.

b. Capital Improvement Presentations

Ms. Menard indicated she had another obligation and she will be unable to stay for the duration of the meeting. With that being said, she would like to go out of order and discuss her requests. She indicated she would ask Ms. Cabral to run the meeting in her absence, unless another Committee Member would be willing to do same.

It was **MOVED** (Nelson) and **SECONDED** (Pippin, K.) and **PASSED** (5-0) (In Favor – D. Nelson, L. Norton, K. Pippin, A. Rodrigue, J. Sauerhoefer; Opposed – None; Abstained – None) that Richard Pippin will run the Capital Improvement Planning Advisory Committee Meeting in Ms. Menard's absence.

1. General Government

Ms. Menard indicated the general government is only requesting funds for replacement of the boiler. As she has stated in previous meetings, in reserves currently is \$50,000 and \$50,000 is being requested for 2014 through and including 2017. It was discussed that this project is a priority, already this season there have been two or three times that the boiler hasn't worked and the Town Hall had no heat.

2. I.T. Technology (GIS System)

Ms. Menard commented that the main focus of the IT Department is the GIS system. The Assessors Office, Planning Office, and other Town Offices all use the GIS System and it is a very important piece to many departments. Ms. Menard also mentioned two other departments which are requesting computer software, the Treasurer's Office and Senior Services. The Treasurer's Office is requesting an upgrade on the financial software; however, according to Ms. Cabral it is not imperative and could wait for one year. Senior Services is requesting software which could be used in the future to allow services to grow at the Senior Center without adding additional staff because a lot of the paperwork and reports which is done manually would be done by the software. This request can be split over two or three years.

Ms. Menard left the meeting at 5:42 p.m.

3. Assessor's Office

Ms. Carol Madore, Assessor addressed the Committee. She indicated that she is requesting \$50,000 for the next five years up to and including 2017, for a five year total cost of \$200,000. The project will begin on July 1, 2015 with bid requests and to end February 28, 2018. This is for the

reevaluation of real estate for October 1, 2017. Ms. Nelson inquired if this would be an accurate figure. Ms. Madore responded by saying it is hard to say. It would depend if the reevaluation would be done in-house or done by an outside vendor.

A brief discussion was held.

4. Public Works and Engineering Department

Mr. Leonard Norton, Town Engineer and Director of Public Works addressed the Committee. He introduced to the Committee Mr. Dan Scott, the Public Works mechanic. He brought with him to show the Committee Members a rusted part off one of the public works trucks. Mr. Norton gave to each Committee Member colored photographs of the public work trucks and the parts of those trucks which are need in repair. The first request from Public Works is in the amount of \$32,360 to repair and make an addition to the salt receiving and storage shed. The shed is in need of repair, repair and painting of walls plus additional storage of raw salt. A minor repair was made last year, but the salt shed still needs additional painting and repairs. The next request is in the amount of \$75,000 for chip sealing the roads, this is an ongoing maintenance of Town roads. The money spent on this project is reimbursable from the State.

The third request is for vehicle/equipment replacement in the amount of \$150,000. Mr. Norton indicated that last year he had requested two trucks but only received funding for one. He referred to the color photographs that he gave at the beginning of his presentation. He indicated the pictures are labeled. He indicated the newest trucks which the department has are 2011, 2010 and 2009. The newest truck after that are approximately 10 years old. He indicated the salt and other chemicals on the road have really affected the trucks. Mr. Norton commented that if the trucks become unsafe and are not road worthy, he will park the trucks. He commented to the Board that he is looking into lease/purchase program. Questions were asked about if the lease/purchase program is a state bidding program. Ms. Cabral commented that if leasing is chosen, it would go out to bid. The Town's financial advisor would assist and will attempt to get the best five year deal. She indicated the base monies for the lease would have to be committed funds from CIP for the next five years.

A discussion was held regarding the purchasing of equipment for the public works department.

Other projects that were discussed were the Parks and Recreation Vehicle Equipment Replacement in the amount of \$40,000; Town Wide

Sidewalks in the amount of \$20,000; Facility equipment in the amount of \$20,000; Town Wide Drainage in the amount of \$75,000; and Pavement Management in the amount of \$7,500,000 or \$1,500,000 per year for five years.

A brief discussion was held.

5. Planning and Development

Ms. Laurie Whitten, Town Planner, addressed the Board. There are two requests from the Planning and Development, one is \$25,000 for Grant funding. It would be a five year project, from 2014 through 2017, would be a five year cost in the amount of \$125,000. The majority of the grants, whether local, state or federal, require a matching fund from the municipality. Without any matching funds, the Town of East Windsor is ineligible to apply for these grants. It would be proactive and beneficial to start creating a fund so the Town can seek monies from other sources. Ms. Whitten indicated the funds would not just be for the Planning and Development, but it would be for all department of the Town. It was the general consensus of the Board that this was a great idea.

The second request in the amount of \$80,000 to \$100,000 is for the POCD Update. The State mandates that towns update their POCD every 10 years. The Town of East Windsor is due 2014. The update will involve hiring a consultant, holding numerous town workshops with citizens, re-writing and printing costs. Funding for this has been requested over the past few years, and now it is mandatory. Ms. Whitten indicated that the Town needs to start planning its path for the POCD 2014 and she has created a list of potential goals and she is seeking the Planning and Zoning Commission's input on them and any others. The potential list is: New Street Designs Guidelines; Low Impact Development Standards (update impervious regulations, watershed management, etc.); Promote Green Technology (solar, wind, geothermal); Village District Designation and Design; Complete Streets – walk ability; Bike Routes; Re-evaluate Residential Standards; Consideration of Climate Change; Promotion of rivers, open space, connectivity; and, Promotion of Transit Oriented Development (Warehouse Point). Ms. Whitten discussed each of ideas in detail with the Committee Members.

A brief discussion was held.

6. Treasurer

The Treasurer's Office is requesting financial software. The financial software is approximately \$26,000 and a yearly maintenance fee of \$15,000. Ms. Cabral indicated this is not something that has to be done immediately given the fact that in the past year, the computer refresh has

taken place. The financial server is now secure and working very well. She commented that this year is going to be a tight year and this software is not a priority. The Committee Members discussed maybe funding half of the software this year and the other half next year.

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 next meeting date will be 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** (Norton) and **SECONDED** (Nelson) and **PASSED** (U) that the Capital Improvement Plan Advisory Committee adjourns the December 11, 2012 Special Meeting at 6:45 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary