

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

**MINUTES OF SPECIAL MEETING**

**Wednesday, January 30, 2013 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, Joseph Pellegrini, Kathleen Pippin, Richard P. Pippin, Jr. and Al Rodrigue  
Members Absent: None  
Others: Teresa Hill  
Press: None

**I. Call to Order:**

First Selectwoman Denise Menard called the Special Meeting to Order at 5:38 p.m. in the East Windsor Town Hall, Conference Room, East Windsor, Connecticut.

**II. Attendance**

Dale Nelson  
Len Norton (arrived at 5:40 p.m.)  
Joseph Pellegrini  
Kathleen Pippin  
Richard P. Pippin, Jr.  
Joseph Sauerhoefer  
Al Rodrigue  
Denise Menard, First Selectwoman

**III. Public Participation**

None.

**VI. New Business**

**a. Approval of Meeting Minutes**

**1. January 8, 2013 Meeting Minutes**

It was **MOVED** (Nelson) and **SECONDED** (Rodrigue) and **PASSED** (7-0)(In Favor – D. Nelson, L. Norton, K. Pippin, R. Pippin, J. Sauerhoefer, J. Pellegrini, and A. Rodrigue; Opposed – None; Abstained – None) that the Capital Improvement Planning Advisory Committee approves the January 8, 2013 Special Meeting Minutes as presented.

## 2. January 24, 2013 Meeting Minutes

An amendment to the minutes section IV. New Business, subsection b., paragraph 7 is noted. The following amendment should read as follows:

“Discussion followed regarding prioritization of projects.”

to

“Discussion followed regarding prioritization of projects. Mrs. Maltese was asked which projects she would categorize as a priority. She indicated safety first which would include the silk cleaning and drainage pipe.”

It was **MOVED** (Nelson) and **SECONDED** (Sauerhoefer) and **PASSED** (7-0)(In Favor – D. Nelson, L. Norton, K. Pippin, R. Pippin, J. Sauerhoefer, J. Pellegrini, and A. Rodrigue; Opposed – None; Abstained – None) that the Capital Improvement Planning Advisory Committee approves the January 24 2013 Special Meeting Minutes as amended.

### b. Capital Improvement Presentations

#### ▪ Senior Services

Ms. Menard introduced Ms. Teresa Hill, Senior Services Transportation Coordinator to the Committee. Ms. Menard indicated at that the last meeting, the Committee requested to speak with Ms. Hill along with any additional information she could provide to the Committee. Ms. Hill gave to all of the Committee packets of information which included a letter summarizing the need for funding Dial-A-Ride vehicles; the annual report for fiscal year 2011-2012; the quarterly report for months of July through September 2012; the quarterly report for months October through December 2012; and, documentation of maintenance costs for the fleet of vehicles for fiscal year 2011-2012.

Ms. Hill began to explain that it is important to have funding for a new vehicle in the Capital Improvement Projects Account. She explained that in fiscal year 2011-2012, the total maintenance and repair costs was in excess of \$13,000, and this figure does not include new tires for any of the vehicles. The reason for the high maintenance costs is due to the age of the vehicles. The transportation department did not apply for grants for two to three years under the last director and this caused terrible consequences. Some of the vehicles have surpassed their useful life, which is five years set by the Department of Transportation. Two vehicles in the present fleet have passed their useful life. The Senior Services began applying for grants in 2010 and received a new vehicle in December of 2011 and the newest vehicle in 2012. However, Senior Services did not apply for a vehicle in 2012 for 2013. She has spoken with Ellen Lawrence of Department of Transportation, and she has indicted that funding has not

come through for grants thus far this year and she does not know if a grant will be available. If this is what happens, the Senior Services would not be able to apply for a grant until 2014 and a new vehicle would not arrive until 2015. Her biggest concern is that the Department to Transportation will not offer grants in 2013 or in the future. She is requesting that \$20,000 be placed in an account for a dial-a-ride vehicle if a grant does become available. She reminded everyone that the grant usually covers 80% of the cost of a vehicle which is approximately \$55,000 - \$60,000.

A discussion was held regarding the number of vehicles, drivers, and general questions about the dial-a-ride program. A suggestion of purchasing a van, mini-van, or car was given. Ms. Hill agreed that a smaller type vehicle would be great to have for the center to use to transport people to doctor's appointments; however, her greater concern is obtaining a grant down the road to replace an older dial-a-ride van. She mentioned the chemicals that are used on the roads are causing a lot of damage to the undercarriage of the vehicles. The discussion continued regarding the use of a car versus a van to cut down on the maintenance and gasoline expenses. It was noted that the town has a senior population that has to be looked after and cutting every year is not the responsible thing to do. It was suggested putting in half for the grant this year and half for the grant next year or perhaps budgeting for a van or mini-van \$12,000 this year and \$12,000 next year. The discussion continued on the state bid costs for vans and mini-vans.

Ms. Menard thanked Ms. Hill for her attendance at the meeting along with all of the information that she provided.

Ms. Menard then gave to all Committee Members a spreadsheet entitled "CIP 2014 – New Projects" for their review. A brief discussion was held regarding the projects requested. Another sheet given to the Committee Members was the amount of Capital Improvement budget from 2012-2013. Also included on the sheet were percentages of the budget and those amounts which correspond to the percentages of the budget which would be requested from the Capital Improvement Committee. The percentages ranged from .25% or \$85,394 through 3.0% or \$1,024,724. In the current year, the Capital Improvement Budget approved was \$471,620 or 1.25%, but the Committee requested 2% but it was reduced to 1.25%.

The conversation continued regarding all of the projects which need to be accomplished, such as the public work road projects, town hall boiler projects and what is the five or ten year plan the for capital improvements. It was suggested having Webster Bank come to one of the meetings and discuss the possibility of bonding for projects and the cost of same. A lengthy discussion was held. It was ultimately decided to have a representative come to a future meeting with guidance and a worksheet of

bonding rates for \$2, \$4, \$6, \$8, \$10, \$15 million dollar projects. It was also suggested that bonding should be done for comprehensive projects \$5 or \$10 million plan. Ms. Menard indicated she would see if she can schedule this meeting sometime in March.

It was the unanimously decided that the Capital Improvement Advisory Committee would recommend 3% of the budget or \$1,042,724 in capital improvements for fiscal year 2013-2014.

**V. Adjournment**

It was **MOVED** (Nelson) and **SECONDED** (R. Pippin) and **PASSED** (7-0)(In Favor – D. Nelson, L. Norton, K. Pippin, R. Pippin, J. Sauerhoefer, J. Pellegrini, and A. Rodrigue; Opposed – None; Abstained – None) that the Capital Improvement Plan Advisory Committee adjourns the January 30, 2013 Special Meeting at 6:43 p.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary