

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

**MINUTES OF SPECIAL MEETING
Monday, September 23, 2013 at 6:30 p.m.**

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

Members Present: Denise Menard, First Selectman; Dale Nelson, Selectman; Len Norton, Town Engineer/Director of Public Works; Joseph Pellegrini, Kathleen Pippin, Richard P. Pippin, Jr., Selectman; Al Rodrigue, and Joseph Sauerhoefer.

Members Absent: None

Others: Catherine Cabral, Treasurer/Director of Finance; Jim Richards, Selectman; Theresa Kane, Ed. D, Superintendent, East Windsor Public Schools; Laurie Whitten, Town Planner; Broad Brook Fire Department: Tom Arcari, Chief; and Gerry Bancroft, Assistant Chief; Warehouse Point Fire Department: Jim Barton, Jr., Chief.

Press: None

I. Call to Order:

First Selectwoman Denise Menard called the Special Meeting to Order at 6:31 p.m. in the East Windsor Town Hall, Conference Room, East Windsor, Connecticut.

First Selectman Menard submitted various reports for the Commission's review during project deliberation.

II. Attendance:

See record of attendance above. All members of the Committee were present, as well as First Selectman Menard and Treasurer Cabral.

III. Public Participation

First Selectman Menard opened discussion to the public.

Treasurer Cabral noted that approximately \$826,110.30 is under discussion this evening for consideration of project funding.

Laurie Whitten, Town Planner: advised the Committee the projects she is concerned with which are priorities for funding are the Plan of Conservation and Development (POCD), the Grant Funding, and the Continued Implementation and Update of the GIS

System. It was noted that the GIS update has some funding in place presently, while the POCD is starting from a zero funding balance.

Theresa Kane, Ed. D, Superintendent, East Windsor Public Schools: questioned if the Board of Education (BOE) Security Upgrades are intended to be funded as it was not assigned a priority ranking number? She noted those are upgrades or replacements of doors and windows. Superintendent Kane reported grant funding is available for such projects. Although East Windsor was not awarded a grant in the first round of funding she will continue to submit grants for this project. Any funding received via receipt of grants would be returned to the Town to fund other projects.

Tom Arcari, Chief, Broad Brook Fire Department: requested clarification that the projects under discussion would be considered for funding during the 2013 – 2014 year? First Selectman Menard noted that prior to the referendums the CIP Committee had ranked these projects for funding; after the referendums the budget reverted back to last year's budget plus 2%. The CIP Committee had requested to review their rankings subsequent to the budget failure; that review will occur this evening.

IV. Approval of March 12, 2013 Meeting Minutes:

Postponed to next Meeting.

V. New Business/Discussion of the 2013 – 2014 Capital Improvement Plan; funding and projects:

First Selectman Menard suggested that if Town Planner Whitten could continue to receive the \$10,000 presently allocated for the POCD (Plan of Conservation and Development) it would benefit everyone. She noted Town Planner Whitten is making great strides doing much of the work in-house, and is taking money from the Planning Department budget to fund the POCD work to date. The original request was for \$20,000; she will need assistance with outside expertise down the road. First Selectman Menard noted Town Planner Whitten received an extension of the project submission date so she has a little time to complete the project.

The Committee returned to review of the project funding requests and the priority rankings assigned to each project prior to the budget vote. First Selectman Menard questioned if the BOE security upgrades could be funded over multiple years? Discussion followed regarding partial vs. full funding, status of security project, referral of some these items to the Building Committee for completion, and the process of grant funding.

Selectman Richards requested a clarification of PS Facility Equipment. It was determined this request comprises additional equipment to assist the Public Works mechanic.

Mr. Sauerhoefer noted the lack of funding for equipment requests from the Fire Departments. Discussion returned to the ability to reduce the requested funding for the BOE Security Upgrades by items referred to the Building Committee. The consensus of the CIP Committee favored partial funding of the BOE project, while Mr. Pellegrini was opposed.

MOTION: To remove the auxiliary gym connector and replacement of 5 doors from the BOE Security Upgrades – a reduction of \$79,808 from the initial request of \$171,337 for a remaining total of \$91,529 for the BOE Security Upgrades for the 2013 – 2014 CIP Projects.

Nelson moved/Pippin seconded/

DISCUSSION: Superintendent Kane indicated she just wanted to be sure there was sufficient funding for the project. Mr. Sauerhoefer questioned if the doors being replaced will be ADA compliant? Superintendent Kane indicated the State has recently signed off that the school system is ADA compliant; her current concern is for doors which are not secure. Selectman Nelson suggested the CIP Committee doesn't decide which doors or windows will be replaced as that decision would be made by the BOE.

**VOTE: In Favor: Nelson/Norton/K Pippin/R Pippin, Jr/Rodrigue/Sauerhoefer
Opposed: Pellegrini
Abstained: No one**

The Committee continued reviewing the various project funding requests. Selectman Menard referenced memo dated 9/23/2013 from the Assessor regarding the next property Real Estate Revaluation, which will occur in October of 2017. It was noted that the next revaluation will not be performed in-house; the potential cost for hiring an outside firm could be \$200,000.

First Selectmen Menard noted the Boiler Asbestos Removal/Boiler Replacement project is a project which has been delayed for some time. She noted recent problems which occurred over the summer.

Mr. Norton suggested funding the Financial Software purchase completely. The majority of the Committee agreed; Mr. Pellegrini was opposed.

MOTION: To fully fund the Financial Software in the amount of \$26,000.

Sauerhoefer moved/Nelson seconded/

DISCUSSION: None

**VOTE: In Favor: Nelson/Norton/K Pippin/R Pippin, Jr/Rodrigue/Sauerhoefer
Opposed: Pellegrini**

Abstained: No one

Chief Arcari initiated discussion of the request from the Warehouse Point and Broad Brook Fire Departments for purchase of thermal imaging cameras. It was noted both departments have 2 cameras presently; this request was to purchase a third camera for each department. Chief Arcari suggested taking the money for the camera for the Broad Brook Fire Department and moving it to another department request, such as the purchase of replacement hose for the pumper truck. Chief Barton indicated the Warehouse Point Fire Department needs the third camera.

MOTION: To fund one thermal imaging camera in the amount of \$14,000 for the Warehouse Point Fire Department.

DISCUSSION: None

**VOTE: In Favor: Unanimous
(No opposition/no abstentions)**

Selectman Nelson suggested the light tower is a request for one item which is portable and can be moved to various emergency locations throughout the town as needed. The Committee was split on the need for the light tower.

MOTION: To fund one light tower at \$18,000.

DISCUSSION: See Selectman Nelson's comments above.

**VOTE: In Favor: Nelson/Norton/Pellegrini
Opposed: K. Pippin/R. Pippin, Jr./Rodrigue/Sauerhoefer
Abstentions: No one**

MOTION FAILED – 4:3

Selectman Pippin suggested \$8200 would fund hose for one truck. Chief Arcari indicated the Broad Brook Fire Department really needs the washer and dryer.

MOTION: To reduce the BBFD Supply Hose for 3 pumpers to \$8,200.

DISCUSSION: None

**VOTE: In Favor: Unanimous
(No opposition/no abstentions)**

The Committee initiated discussion of funding options for the Pavement Management/System Upgrade. The Committee discussed the timing of bonding, and the current vs. potential rate changes.

MOTION: To reduce the Pavement Management/System Upgrade request to zero.

Pellegrini moved/no second

MOTION FAILED

MOTION: To keep the Pavement Management/System Upgrade request at \$50,000.

Nelson moved/Sauerhoefer seconded

DISCUSSION: See discussion above.

VOTE: In Favor: Nelson/Norton/K Pippin/R Pippin, Jr/Rodrigue/Sauerhoefer
Opposed: Pellegrini
Abstained: No one

The price quotes for the washer and dryer for the Broad Brook Fire Department were discussed; Assistant Chief Bancroft suggested the quotes offered were acquired last year. The request for \$75,000 included funding for gear.

MOTION: To fund the request of the Broad Brook Fire Department for Gear Washer/Dryer & Gear Replacement in the amount of \$19,000 rather than the \$75,000 requested.

Pellegrini moved/Nelson seconded/

DISCUSSION: None

VOTE: In Favor: Unanimous
(No opposition/no abstentions)

Discussion turned to available funding for the Plan of Conservation and Development. It was noted \$8,281 remained from the \$826,110.30 under consideration for allocation this evening.

MOTION: To fund the Plan of Conservation and Development at \$8,281 rather than the \$10,000 previously allocated.

DISCUSSION: None

VOTE: In Favor: Unanimous
(No opposition/no abstentions)

Selectman Pippin suggested that the request of the Warehouse Point Fire Department for CBA replacement bottles was a critical safety item. Discussion followed regarding the number of bottles currently available, the number of spares – if any, and the lack of compatibility of bottles used by the Broad Brook Fire Department and the Warehouse Point Fire Department. Chief Barton indicated the bottles used by the Broad Brook Fire Department could be used – with some adjustment – by the Warehouse Point Fire Department in an emergency.

MOTION: To reduce the Pavement Management/System Upgrade request from \$50,000 as previously approved to \$40,000 and to add \$10,000 to the current allocation of \$10,000 (for a new total allocation of \$20,000) for the Warehouse Point Fire Department – SCBA Replace Bottles.

DISCUSSION: None

**VOTE: In Favor: Unanimous
(No opposition/no abstentions)**

See Attachment A following these minutes for final project approvals.

VI. ADJOURNMENT:

MOTION: To ADJOURN the September 23, 2013 Special Meeting of the East Windsor Capital Improvement Planning Advisory Committee at 8:05 p.m.

Sauerhoefer moved/Nelson seconded/VOTE: In Favor: Unanimous

Respectfully submitted,
Peg Hoffman, Substitute Recording Secretary

Capital Improvement Planning Advisory Committee
 Special Meeting – September 23, 2013

ATTACHMENT A:

FINAL RECOMMENDED CIP 2013-2014 PROJECTS	Amount Requested	FYE 2014 New Projects
CIP Committee recommended the projects for the current year's budget for CIP - \$826,010.00		
BOE Security Upgrades	171,337	91,529
Chip Sealing Roads	375,000	75,000
Vehicles (2/3)	465,335	67,000
Revaluation for 10/1/2017	200,000	40,000
Cont'd Implementation & Update GIS System	80,000	10,000
Plow Trucks	750,000	150,000
Boiler Asbestos Removal/Boiler Replace	250,000	90,000
Generator	52,000	52,000
Financial Software	26,000	26,000
Town Wide Drainage	375,000	50,000
DPW-Facility Equipment	100,000	10,000
WHPFD/BBFD-Thermal Imaging Cameras (2 each)	54,280	14,000
ACO Vehicle	20,481	20,000
P&R Vehicle/Equipment Replacement	200,000	20,000
EW Parks Projects	130,000	25,000
BBFD Supply Hose of 3 Pumpers	35,000	8,200
Pavement Management/System Upgrade	7,500,000	40,000
POCD Update	100,000	8,281
BBFD Gear Washer/Dryer & Gear Replacement	75,000	19,000
WHPFD-SCBA Replace Bottles	22,375	10,000
TOTALS	10,981,808	826,010

9/24/2013

CC 2013-2014 CIP ranking wksheet 2014 FINAL Recommendation Sept