

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

**MINUTES OF SPECIAL MEETING  
Monday, December 16, 2013 at 5:30 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; Kathleen Pippin, Richard P. Pippin, Jr.; Al Rodrigue, and Joseph Sauerhoefer.

**Members Absent:** Joseph Pellegrini

**Others:** Catherine Cabral, Treasurer/Director of Finance.

**Press:** None

**I. Call to Order:**

First Selectman Denise Menard called the Special Meeting to Order at 5:45 p.m.in the East Windsor Town Hall, Conference Room, East Windsor, Connecticut.

First Selectman Menard provided all members copies of 2014 CIP requests submitted to date by various departments and agencies.

**II. Attendance:**

See record of attendance above. Seven members of the Committee were present; Mr. Pellegrini was unable to attend the meeting. Treasurer Cabral was also present.

**MOTION: To APPOINT Joe Sauerhoefer as Chairman of the Capital Improvement Committee.**

**Norton moved/K. Pippin seconded/**

**VOTE: In Favor: Unanimous**

**III. Public Participation**

No members of the public were present.

**IV. New Business/Discussion of the 2014-2015 Capital Improvement Plan; funding and projects:**

Treasurer Cabral provided the Committee members with various documents to assist them in their review of CIP requests. The documents included Budgets by Department, and CIP 2014 – New Project requests.

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General discussion followed regarding the process of prioritization of CIP requests, funding for projects via bonding or fiscal year budget, and review of requests by department or agency.

The Committee discussed future meeting dates, time, and location. The following dates were approved, and scheduled on the Town Hall Meeting Calendar.

12/30/2013 (Monday): 6:00 p.m., Town Hall Meeting Room  
Topic of Discussion: Town properties

01/06/2014 (Monday): 6:00 p.m., Town Hall Meeting Room  
Topic of Discussion: Board of Education and Town  
Department requests

01/13/2014 (Monday): 6:00 p.m., Town Hall Meeting Room  
Topic of Discussion: Public Safety

Discussion followed regarding submission of support documentation to assist in the process of funding deliberations.

**V. ADJOURNMENT:**

**MOTION: To ADJOURN the December 16, 2013 Special Meeting of the East Windsor Capital Improvement Planning Advisory Committee at 6:35 p.m.**

**Norton moved/R. Pippin seconded/VOTE: In Favor: Unanimous**

Respectfully submitted,  
Peg Hoffman, Recording Secretary