

**Town of East Windsor  
Capital Improvement Planning Committee  
Presentations - October 8, 2015**

1. Time and Place of Presentations

Joe Sauerhoefer, Chairman, called the meeting to order on October 8, 2015 at 6:10 p.m. at East Windsor Town Hall

2. Attendance

Members in Attendance:

Joseph Sauerhoefer, Chairman  
Robert Leach  
Kathleen Pippin  
Richard P. Pippin, Jr.  
Elzear Rodrigue  
Cathy Simonelli

Members unable to attend:

Dale Nelson

Also In Attendance:

Denise Menard, First Selectman  
Cindy Herms, Board of Finance Liaison

Presenters in Attendance:

Carol Madore, Assessor  
Laurie Whitten, Town Planner  
Melissa Maltese, Director of Parks & Recreation  
Kristen Bouchard, Director of Senior Services

3. Public Participation – None.

4. New Business

A. Planning & Development, Laurie Whitten & Assessor, Carole Madore

**GIS**

Laurie Whitten and Carole Madore came before the Committee jointly to present on the continued funding of the GIS system thru the CIP process. They distributed to the Committee the *September 25, 2015 New England Geosystems Town of East Windsor 2015/2016 GIS Development and Recommendations and Estimated Costs.*

**Town of East Windsor  
Capital Improvement Planning Committee  
Presentations - October 8, 2015**

It was presented that all town departments use the GIS system, while some use is for the benefit of ease in town processes, other usage is based on state mandates the Town must comply with and some of the usage is from the Plan of Conservation and Development, including maintenance. This is an annual request as this is an ongoing project and requires updates. Everyone in town has use of this system in one level or another.

The way the CIP funds are distributed is with each annual request the department that has the current state mandate to comply with uses the funds. For example, the next department is Public Works which has mandated requirements for storm water management, which are actually two years late in compliance. It was asked what the penalty was for late compliance with state mandates. That is unknown, but it was noted that several towns are also noncompliant at this time. Efforts are also made to compile funding in the account to pay for larger projects. This whole process takes time and is being phased in. The GIS also requires manpower to implement which takes time. In tandem to implementing new phases to the GIS, there are costs associated with updates of current systems in place. If those updates are not done, the current systems are useless.

It was asked why these updates are not part of department budgets annually. Ms. Menard stated that these updates are determined to be infrastructure related, not IT related, therefore fall under the CIP. Additionally, the way the GIS is set up it layers across numerous departments, so splitting out into budgets would be challenging, as such it is more efficient funded thru the CIP. It was also noted that this GIS system is open to the public thru any internet source and is a great service for the Town.

**B. ASSESSOR, CAROL MADORE  
10/1/2017 REVAL**

Carole Madore, Assessor presented the CIP request for the 2017 Revaluation, a full revaluation with site visits. The figure is an estimate as the known cost will be revealed after it goes out to Bid in the spring. This figure is determined based on back up provided from statewide results. There was inquiry about the backup – the figures are determined on the cost per parcel multiplied by the # of parcels which provides the bulk number - but it was also noted the survey varies as some towns do their revaluation in-house, while others hire out. **It was suggested that Ms. Madore call municipalities that are comparable to East Windsor in size to see what they budgeted. Ms. Menard will send the Assessor a list of comparable towns and Ms. Madore will make the calls and provide a memo with the results of those calls to the Committee.** This CIP request has the cost split over two years and there is some funded currently in the account. The revaluation will be finished in the spring, 2018.

Town of East Windsor  
Capital Improvement Planning Committee  
Presentations - October 8, 2015

**C. Parks & Recreation, Melissa Maltese**

Ms. Maltese presented a power point presentation of the Parks & Recreation Department CIP requests and provided the Committee with a paper copy of that presentation.

**BASKETBALL COURT REPLACEMENT – WINDSORVILLE**

Pictures of the 30 year old basketball court were presented depicting the cracks and pavement heaves. This replacement will be similar to the one done at the East Windsor Park with removal of the court and construction of a new regulation sized court.

**BATHROOM UPGRADES – OSBORN FIELD AND EAST WINDSOR PARK**

*(The request form will be updated to note this request is for two bathrooms, as currently the form only states Osborn field, but the quotes are for Osborn and East Windsor Park)*

Pictures of the bathrooms at Osborn field and East Windsor Park were provided. It was noted these bathrooms are not ADA compliant and are 35 years old. No complaints have been received for the noncompliance. The idea is to create one unisex ADA compliant bathroom at both locations. It was noted that the East Windsor Park addition could include the foundation being extended to include space for storage.

**DRAINAGE EAST WINDSOR PARK**

Currently the Park facility has the ability to change the water levels at the pond using a structure built in the 1970's by the Army Corp of Engineers. This structure is starting to crack and will become an eye sore as it continues to deteriorate. Also the pipe system for the swim area is starting to deteriorate and it will be beneficial to have something more attractive.

**SPLASH PAD – EAST WINDSOR PARK**

If the bathroom replacement for the Park is funded, the next step would be to add an ADA compliant splash pad with zero depth and no hindrance to wheelchairs. Ms. Maltese provided detail on the benefits of such a structure for the Town. This splash pad would not require a lifeguard on duty and would allow the park to be open later in the season, generating revenue. Currently the park does not permit Swim at your own Risk so when the lifeguards return to school, the park closes for the season. It was noted by Ms. Maltese that this would provide an all-inclusive play area that will attract residents to the park. It was asked what the maintenance for this item would be and Ms. Maltese felt it would be a low maintenance, just the filtration systems. A well will be drilled for this and that cost is in the proposal.

Town of East Windsor  
Capital Improvement Planning Committee  
Presentations - October 8, 2015

**D. Social Services, Kristen Bouchard**

Ms. Bouchard came before the Committee with her proposals for the CIP Plan.

**DIAL A RIDE FLEET PROPOSAL(S)**

For the transportation needs for the Dial-A-Ride Program, Ms. Bouchard provided the committee with many different scenarios of how to fund purchase of new vehicles while utilizing Grant resources that are available. The request forms for the program provide the Total Project Cost while breaking out the CIP portion and the anticipated DOT grant portion. ***It was noted that the Dial-A-Ride 8 passenger request had a math error and Ms. Bouchard was going to resubmit that request with the correct figures.***

Ms. Bouchard explained the grant program in that the DOT grants applied for are typically awarded and provide 80% of the funding, while the Town supplies the 20% remaining. She explained that this year the Town was awarded a grant for an additional vehicle to the fleet, but her department was unable to accept the grant monies as her budget parameters did not have funding for the remaining 20% funds to contribute.

The use of this transportation program is free. It was inquired if there are donations suggested to this program to assist with the cost. Ms. Bouchard explained that taking donations would exclude the Town from applying for the DOT grants, therefore that is not done.

The idea of these CIP proposals is to build a vehicle replacement fund so this Department can put funds from CIP into the CNR, apply for grants and fund the amount the town owes when the grants are approved. It was noted, even if grant money is not received there needs to be a replacement schedule for these vehicles which are aging.

Ms. Bouchard provided a detailed explanation on what efforts have been made to conserve usage of the Dial-A-Ride vehicles and how the systems with the drivers have been revamped to coordinate vehicle use for in town and out of town trips by adjusting the schedule to be more efficient. While the fleet does not have GIS, the drivers do have cell phones. These CIP requests are geared toward furthering those conservation efforts, for example an 8 passenger vehicle with an ADA lift can be used for one person in a wheelchair for an out of town medical appointment – rather than using the larger 20 person van. Currently the fleet does have a Towncar that is beneficial for non-wheelchair clients. The idea of a minivan was discussed at length, but there is no DOT funding available for that option. Also the question of a public license required to drive the minivan was brought up. ***Ms. Bouchard will check with the Chief of Police or the insurance company to find out what, if any, additional licenses are required if the fleet included a minivan.*** The rationale behind the requests are to minimize the current fleet to one 20 passenger, two 12 passenger and one other smaller vehicle, a minivan.

Town of East Windsor  
Capital Improvement Planning Committee  
Presentations - October 8, 2015

There was much discussion on the fleet condition as it stands – and the various ideas proposed to streamline the fleet to provide the best usage of vehicles currently in the fleet and how new ideas for vehicles suggested will be used. Joe Sauerhoefer contributed to the conversation with the condition of the current fleet which consists of two 20 passenger vehicles (2005 and 2012); two 12 passenger vehicles (2007 and 2011) and a town car. It was felt the 2007 was in worse shape than the 2005. The 2012 should last until at least 2017 and the 2011 twelve passenger is decent. While considering the condition of the fleet – he would recommend keeping the 2005 and eliminating the 2007.

Again it was noted these CIP requests show both the town portion and the potential grant funding and are intended to provide the Committee with several options for adjusting and updating this fleet while providing services to clients and streamlining the fleet to conserve usage and be efficient.

**SENIOR CENTER RELOCATION**

Ms. Bouchard reiterated the points on the CIP request submitted, highlighting the safety concerns with the stairs and poor weather conditions and the challenges presented with shared use of the space with the Fire Department. It is felt the space at the current Town Hall Annex is ideal for Senior Center Relocation. Last year there was monies funded in CIP for an RFQ for an architectural firm to come in and advice how best to fit out the space for Sr. Center usage. This request is to continue the process of building on last year's funding to go with the same architectural firm for design plans and specifications for the construction project. Once those items are in place the plan is to go for grant funding of the project and have a majority of the construction project funded by grant monies.

5. Adjournment – Presentations concluded at 7:30 p.m.

Respectfully submitted,



Cynthia D. Croxford  
Recording Secretary