

**CAPITAL IMPROVEMENT PLANNING ADVISORY COMMITTEE
TOWN OF EAST WINDSOR
11 RYE STREET
BROAD BROOK, CONNECTICUT 06016**

**MINUTES OF SPECIAL MEETING
Monday, January 6, 2014 at 6:00 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 (arrived 6:05 p.m.); Joseph Pellegrini, Kathleen Pippin, Richard P. Pippin, Jr., and Joseph Sauerhoefer.

Members Absent: Al Rodrigue; Catherine Cabral, Treasurer/Director of Finance.

Others: East Windsor Police Department: Chief Edward DeMarco, Deputy Chief Roger Hart; Broad Brook Fire Department: Chief Thomas Arcari, Assistant Chief Gerald Bancroft.

Press: None

I. Call to Order:

Chairman Sauerhoefer called the Special Meeting to Order at 6:03 p.m.in the Meeting Room of the East Windsor Town Hall, Broad Brook, Connecticut.

II. Attendance:

See record of attendance above. All members were present with the exception of Committee Member Rodrigue, and Treasurer Cabral.

III. Public Participation

No one requested to speak.

IV. Approval of December 30, 2013 Special Meeting Minutes:

MOTION: To APPROVE the Minutes of Special Meeting of the Capital Improvement Planning Advisory Committee dated December 30, 2013 as presented.

Nelson moved/Pippin seconded/

DISCUSSION: None

VOTE: In Favor: Unanimous (Nelson/Norton/Pelligrini/K. Pippin/R. P. Pippin, Jr./Sauerhoefer)

(No one opposed/no abstentions)

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

1) **Police Department:**

Chief DeMarco reported the Police Department has submitted two CIP funding requests, and one joint request submitted with the Parks and Recreation Department.

1) Vehicle replacements: Chief DeMarco and Deputy Chief Hart submitted an inventory list of the current fleet. The inventory list includes the hours of service for each vehicle, the current mileage, and the year of purchase. Each hour of service when the vehicle is idling or running equates to 33 miles, and is in addition to the actual mileage driven. Deputy Chief Hart recalled that the intent had previously been to replace first 2 vehicles, then 3, then 2, and finally 3 but they find they will need to replace 4 vehicles over the next year due to current vehicle use. Deputy Chief Hart reported they must purchase Ford Interceptor vehicles.

Deputy Chief Hart noted they will be replacing vehicles #4 and #5 under the funding allocated for the 2014 FY. Chief DeMarco noted the point of purchase is typically 6 to 9 months from the date of budget passage; in that same time the vehicle being replaced accumulates 6 to 9 months of additional hours and mileage.

Deputy Chief Hart suggested that at the time of replacement they review the status of the fleet to reassess the mileage and hours incurred. They also try to replace vehicles for which the equipment can be transferred easily into the replacement vehicles as a cost savings measure. They may also find they can replace the older vehicles with one of the lower mileage vehicles within the fleet.

2) Replacement of department flooring: Chief DeMarco noted the existing flooring is presently a combination of carpeting and tile. Deputy Chief Hart presented a slide show which gave the Committee an indication of existing conditions. Chief DeMarco noted the current carpet is residential grade, which has not worn well. The carpeting is tearing, is stained in areas of excessive use, and tends to experience areas of “bubbling” in the Spring which causes areas to raise up and actually present itself as “bubbles” in the carpeting. The slides also depicted areas in which the tiles are breaking up, or have split.

Chief DeMarco suggested this proposal would fix approximately 80% of the flooring issues within the Police Department.

First Selectman Menard noted the Committee had previously decided to move this funding request into **Town Properties – Facilities Maintenance** as part of the repairs proposed for the **Town Hall Annex**.

3) Replacement of fencing around Police Department and adjacent to the School Street Park/Boundless Playground: Chief DeMarco noted this is a joint funding request being made by the Police Department and the Parks and Recreation Department. It was noted this request was discussed at the previous meeting; Chairman Sauerhoefer questioned if the Committee members had any additional questions for Chief DeMarco or Deputy Chief Hart? Committee members had no additional questions.

It was noted this joint funding request was moved to **Town Properties – Facilities Maintenance** as part of the repairs proposed for the **Town Hall Annex** as well.

5) Alternate Department Presentation – Public Works:

Mr. Norton presented the remaining Public Works CIP requests:

1) Chip Sealing: FY 2015 request for \$75,000. He continues to pursue LOCIP grants for these projects.

2) Pavement Management: FY 2015 request for \$1,500,000. Mr. Norton clarified that the requested funding will repair roads, but will not fund any improvements.

3) Highway Vehicle Equipment Replacement: FY 2015 request for \$150,000. Mr. Norton noted this equipment funding request includes trucks and equipment such as backhoes, etc. Mr. Norton provided the Committee with an inventory of existing equipment. Discussion followed regarding equipment repairs.

4) Town-wide Drainage Projects: FY 2015 request for \$75,000. This funding enables ongoing repairs to drainage systems throughout the town.

5) Repair and Addition to Salt Receiving & Storage Shed: FY 2015 request for \$32,360. Mr. Norton reported expansion and repair of this facility has become his number one priority. He replaced the roof during the past year, however, he has consistently had problems receiving delivery of salt from the State approved salt vendor. The small storage facility makes availability of salt a critical issue during the storm season.

6) Park and Recreation Vehicles/Equipment Replacement: FY 2015 request for \$40,000. Mr. Norton reported this equipment is smaller trucks and equipment used by the Summer employees for the Parks and Recreation Department.

7) Town-wide Sidewalks: FY 2015 request for \$20,000. Mr. Norton noted they were able to replace sidewalks throughout a portion of the center of Broad Brook this past year, and were able to install new crosswalks between the Broad Brook Elementary School and the parking lot adjacent to Town Hall, and also install a new crosswalk across the intersection of Windsorville Road and Rye Street. This funding request represents the continuation of ongoing maintenance.

Selectman Nelson excused herself from the meeting, noting she was due to attend another meeting. Selectman Nelson left the meeting at 6:43 p.m.

3) Broad Brook Fire Department:

Chief Thomas Arcari, and Assistant Chief Gerald Bancroft, joined the Committee to discuss the following funding requests:

1) Thermal Imaging Camera: FY 2015 funding request of \$14,000. Chief Arcari recalled that the BBFD gave up their request for a thermal imaging camera last year in place of the purchase of the washer and dryer. The camera purchase has become their number one request this year.

2) Bunker Gear: FY 2015 funding request of \$30,852.47. Chief Arcari noted existing gear is approximately 10 years old and is showing wear; the BBFD has also experienced the addition of new members in the past year which makes replacement of gear more critical. The total request of \$61,704.95 will fund 25 sets of gear; the department is requested this funding to occur over the next two years.

3) Large Diameter Supply Hose: FY 2015 funding request of \$10,000. This request is for replacement hose for 3 fire engines. This is the hose which is attached to hydrants during a fire or drill. Assistant Chief Bancroft and Chief Arcari noted the department participates in mutual aid and inter-department drills; most other departments are currently using the larger hose. This request will also enable the department to purchase equipment which is consistent with other participating departments.

4) Replacement of Mack Pumper Truck: FY 2015 funding request of \$150,000.

2) Emergency Services:

No discussion this evening.

4) Warehouse Point Fire Department:

No CIP requests submitted.

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The Committee reviewed the remaining department requests to be reviewed and the anticipated dates department heads will be available for discussion. The Committee decided to CANCEL the January 13th and January 30th meetings; the next Special Meeting of the CIP Committee was scheduled for Wednesday, January 29th.

.VI. ADJOURNMENT:

MOTION: To ADJOURN the January 6, 2014 Special Meeting of the East Windsor Capital Improvement Planning Advisory Committee at 7:05 p.m.

R. P. Pippin, Jr. moved

Respectfully submitted, _____
Peg Hoffman, Recording Secretary