

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

**MINUTES OF SPECIAL MEETING
Thursday, December 18, 2014 at 5:30 p.m.**

*******Draft Minutes - These minutes are not official until approved at a subsequent meeting*******

Members Present: Joe Sauerhoefer (Chairman); Dale Nelson, Selectman; Len Norton, Town Engineer/Director of Public Works; Kathleen Pippin, Richard P. Pippin, Jr., and Al Rodrigue; Denise Menard, First Selectman (Advisor); Kim Lord, Treasurer (Advisor); Cindy Herms, Board of Finance Liaison (arrived after the Call to Order).

Members Absent: None

Others Present: **Town Staff:** Laurie Whitten, Planning Department; Kristen Bouchard, Senior Services; First Selectman Menard, Len Norton, Town Engineer/Director of Public Works and Joe Sauerhoefer, Maintainer of Facilities and Inspections for the Town of East Windsor representing requests for Town Properties.

Press: None

I. Call to Order:

Chairman Sauerhoefer called the Special Meeting to Order at 5:32 p.m.in the Meeting Room of the East Windsor Town Hall, Broad Brook, Connecticut.

II. Attendance:

See record of attendance above. A quorum was established with six members present.

III. Approval of December 16, 2014 Special Meeting Minutes:

MOTION: To **APPROVE** the Minutes of the Special Meeting of the Capital Improvement Planning Committee dated December 16, 2014 with the following amendment:

Invoice approval: “Chairman Sauerhoefer **SAUERHOEFER**.....”

Nelson moved/D. Pippin seconded/

DISCUSSION: No additional comments.

VOTE: In Favor: Nelson/D. Pippin/K. Pippin/Sauerhoefer
Opposed: No one
Abstained: Rodrigue

IV. New Business/ a) Discussion of 2015 – 2016 Capital Improvement Plan – Presentation of Department Requests:

a) Planning Department:

Town Planner Laurie Whitten joined the Board. The Planning Department has submitted the following CIP request:

- Matching fund allocation for grant submission - \$25,000.00 for FY 2015 – 2016, similar funding allocations for FY 2016 – 2017, FY 2017 – 2018, FY 2018 – 2019, and FY 2019 – 2020 for a 5 year CIP request of \$125,000.00.

Town Planner Whitten reported her request is the same request she has been making for some years. The request is for the Town to start funding \$25,000.00 for 2015 – 2016 and the following four years as to create a fund comprising the Town's contribution toward matching grants which can be utilized by any of the Town Departments. Many of the grant submissions require some financial participation on the Town's part as a requirement of pursuing a grant. East Windsor currently has only the Open Space Fee Fund, which is only available for specific land acquisition purposes.

b) Senior Services:

Senior Services Director Kristen Bouchard joined the Board: Mrs. Bouchard is making the following CIP request:

- Replacement of a 20 passenger van in FY 2015 – 2016 for \$63,000.00; replacement of 12 passenger vehicle in FY 2016 – 2017 for \$56,000.00; Addition of a sedan in FY 2017 – 2018 for \$25,000.00; and addition of an 8 passenger vehicle in FY 2018 – 2019 for \$48,000.00

Mrs. Bouchard reported this request continues the retention schedule of vehicles which presently provide transportation services to the seniors of East Windsor. Mrs. Bouchard reported she will be submitting a grant to DOT for part of the funding for these vehicles. The numbers submitted are estimates as the RFP is not out yet from the State, and the vendor has not yet been chosen. The annual funding request submitted would be reduced by acquisition of the grant. She noted the purchase price of the van includes installation of the lift. Discussion followed regarding sale of the retired vehicles.

LET THE RECORD SHOW Board of Finance Liaison Herms joined the Board.

Discussion continued regarding the difficulty in providing senior services from two different sites – the Senior Center in Broad Brook which provides various programs, and the Senior Services Offices in the Town Hall Annex which provide services to residents. Accessibility to the buildings is a problem, and it's a detriment to the seniors because they are not linked with the Senior Services Staff.

Mrs. Bouchard suggested she would like to pursue utilizing more of the Annex, which would enable her to expand staff to provide additional services; the building would then be available to rent to other organizations for events, etc. First Selectman Menard also suggested it would then make the Annex a more useable space for the Emergency Management Staff if they need to stay overnight during emergencies. Treasurer Lord suggested Mrs. Bouchard put together an estimate for a feasibility study for this year.

First Selectman Menard reported the Assessor had a conflict tonight; she will attend the December 22, 2014 Meeting. Melissa Maltese, Director of Parks and Recreation, is still on maternity leave and asked to attend a meeting after her return in January.

c) Town Properties:

First Selectman Menard, Len Norton, Town Engineer/Director of Public Works and Joe Sauerhoefer, Maintainer of Facilities and Inspections submitted the following requests under the 2015 – 2016 CIP budget:

- Department of Public Works Roof replacement - \$27,750.00, and building expansion - \$30,000.00 for FY 2015 – 2016.
- Broad Brook Dam Repairs - \$539,000.00 for FY 2015 – 2016.
- Town Hall Annex and Police Department Renovations - \$75,827.00 for FY 2015 – 2016, and similar amounts for FY 2016 – 2017, and FY 2017 – 2018 (total estimated cost \$227,480.00).
- Replacement of Street Lights - \$120,000.00 for FY 2015 – 2016, and similar amounts for FY 2016 – 2017, 2017 – 2018, and 2019 – 2020 (total estimated cost \$600,000.00).
- Town Hall Renovations - \$22,000.00 for FY 2015 – 2016, and similar amounts for FY 2016 – 2017, 2017 – 2018, and 2018 – 2019).

Regarding the DPW roof replacement Mr. Sauerhoefer reported partial repairs have been made over the office already; the roof has been leaking for several years and is at the point of needing full replacement. Mr. Norton reported the building needs to be expanded to provide an area for Staff when they stay overnight during storms and emergencies. The building also needs an area dedicated to vehicles maintenance; the intent in the future is to maintain police and senior services vehicles through the DPW.

Mr. Norton reported the dam is owned by the Town, which requires that the Town maintains it. He has applied for a grant to fund the repairs in part but the grant request is still working its way through the system.

LET THE RECORD SHOW Mrs. Nelson left the meeting at 6:12 p.m.

Mr. Sauerhoefer reported the ceiling in the Annex is falling down and needs constant replacement; lights should be replaced as well. The renovations to the Police Department didn't extend into the rest of the Annex. Mr. Sauerhoefer

reported the windows throughout the building require replacement with energy efficient models as well; that cost needs to be added to the request currently submitted.

Regarding street light replacement, Mr. Norton reported the Town wants to go with LED lights. There is a huge savings regarding kilowatt hours when the Town owns the lights vs. renting from CL&P. Mr. Norton reported the vendors being considered have been approved by CCM.

First Selectman Menard reported the Town Hall renovations would include an upgrade to the kitchen equipment; the boiler room would be rehabbed into a file room as every office is struggling with record retention. Replacement of door handles is required both for security and ADA issues; the divider in the Meeting Room is long overdue for replacement. The storage room is being considered as a resource room for the copier and mail machine, which would allow the current resource room to be dedicated to computer storage. Removal of overgrown landscaping around the building is also being considered.

V. Public Participation

No one requested to speak.

VI. Invoice approval:

Chairman Sauerhoefer reviewed and signed the invoice submission.

VII. Adjournment:

MOTION: To **ADJOURN** the December 18, 2014 Special Meeting of the East Windsor Capital Improvement Planning Advisory Committee at 6:39 p.m.

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

Respectfully submitted, _____
Peg Hoffman, Recording Secretary for the East Windsor Capital Improvement Planning Advisory Committee