

Town of East Windsor Capital Improvement Planning Committee Special Meeting Agenda

Thursday, September 16, 2021 at 7:00 p.m.

AMENDED

1. TIME AND PLACE OF SPECIAL MEETING

Thursday, September 16, 2021 at 7:00 p.m.
Town Hall, Small Meeting Room
11 Rye Street
Broad Brook

2. ATTENDANCE

3. APPROVAL OF MEETING MINUTES

Special Meeting Minutes of September 9, 2021

4. PUBLIC PARTICIPATION

5. NEW BUSINESS

A. Project Presentations

1. Planning and Development
2. Board of Education

6. ADJOURNMENT

Members:

James Barton
Peter Larese
Robert Leach
Adam Mehan

Richard Pippin, Jr.
Heather Spencer
David Swaim
Sabo Maniscalco – Recording Secretary

Advisors:

Jason E. Bowsza, First Selectman
Leonard Norton, Director of Public Works
Amy O'Toole, Finance Director

Patrick Tudryn – Board of Education
Ruth Calabrese – Director of Planning and Development
Michael D'Amato – Planning and Development

TOWN OF EAST WINDSOR
Capital Improvement Planning Committee

Special Meeting
September 9, 2021

MEMBERS PRESENT: Peter Larese, Robert Leach, Adam Mehan, Richard Pippin, Jr., Heather Spencer, David Swaim.

ADVISOR: Amy O'Toole, Finance Director, Sabo Maniscalco, Recording Secretary.

MEMBERS ABSENT: James Barton

1. APPROVAL OF MEETING MINUTES:

MOTION made by Heather Spencer and **SECONDED** by Bob Leach to accept the meeting minutes for June 8, 2021.

In Favor: Leach, Mehan & Spencer **Opposed:** NONE **Abstain:** Larese, Pippin & Swaim **MOTION:** PASSED

2. PUBLIC PARTICIPATION: NONE

3. NEW BUSINESS:

A. ELECTION OF OFFICERS

MOTION was made by Bob Leach and **SECONDED** by Heather Spencer to appoint Adam Mehan a chairman of the Board.

In Favor: ALL **Opposed:** NONE **MOTION:** PASSED

MOTION was made was made by Bob Leach and **SECONDED** by Dick Pippin to appoint Heather Spencer as a secretary of the Board.

In Favor: ALL **Opposed:** NONE **MOTION:** PASSED

B. CIP Policy Review

Bob Leach noted he was concerned with the \$20,000 project amount and that it shouldn't be items that are combined together. He used that example of DPW purchasing a #+\$3,000 plasma cutter. Amy noted that the Board of Education received \$200,000 for chrome books which none of the items are more than \$20,000 individually. Amy noted that this is a Board of Selectman Policy and it could be brought to their attention to address this concern. Adam noted he would reach out to the First Selectman.

"Item 2. Total Estimated cost accompanied by a written estimate from a vendor or contractor. If available, or other written cost verification."

The quote as "of current" might be hard given the market status due to the COVID- 19. Therefore, there has to be clarification regarding this quote and the price guarantee.

2 | Town Hall, John Daly, Jr. Meeting Room
11 Rye Street
Broad Brook, CT 06074

Amy O'Toole discussed the reasons of the costs and quotes and how it works with the Town's requirements. She has answered all the questions from the board members. The members shared their ideas regarding the policy.

The Board recommended the upcoming presentations to be accompanied by clear numbers and factual supporting quotes and rates.

MOTION made by Bob Leach and **SECONDED** by Heather Spencer to ask the Board of Selectman for clarification of \$20,000 project cost.

In Favor: Larese Leach, Mehan, Spencer & Swaim **Opposed:** Pippin **Abstain:** NONE
MOTION: PASSED

C. Capital Account Status Review

Amy distributed CIP Analysis for FY 20-21 ending and FY 21-22 noting that all funds have been allocated to various projects as listed. She noted that the General Fund had an excess of \$1million at the end of FY 20-21 and requested \$470,000 be transferred to specific projects. Amy noted that are in the Interfund Transfer column on the FY 20-21 CIP Analysis. She has also stated that the Committee will be working on the CIP FY 2022-2023.

Each Board Member has been provided with last years' Project Spreadsheet used to rank the project requests for the CIP.

D. Set 2021-2022 Meeting Schedule for Determining FY 2022-2023 CIP Projects:

Thursday	September 16 th	7:00 p.m.
Tuesday	September 28 th	7:00 p.m.
Thursday	September 30 th	7:00 p.m.
Tuesday	October 5 th	7:00 p.m.
Thursday	October 7 th	7:00 p.m.
Thursday	October 14 th	7:00 p.m.

6. ADJOURNMENT:

MOTION made by Heather Spencer and **SECONDED** by David Swaim to adjourn at 8:05 p.m.

In Favor: ALL **Opposed:** NONE **MOTION:** PASSED

Respectfully Submitted,
Sabo Maniscalco, Recording Secretary, Pension and Retirement Board

Town of East Windsor
Capital Projects Analysis
FY 20-21

Account Number	Account Description	7/1/20 Balance	FY 20-21			Transfers	Expenditures	6/30/21 Balance
			FY 20-21 Allocations	Additional Appropriations	Interfund Transfers			
Board of Education								
30050011-572100	CNR RENOVATION	977.14						977.14
30050011-573000	CNR EQUIPMENT	59.77						59.77
30050011-573102	CNR MS OIL TANK REMOVAL/REPLACEMENT	-						-
30050011-573400	CNR IT - COMPUTERS	519.76						519.76
30050011-573450	BOE-LIBRARY & TEXT BOOKS	1,202.74					(1,202.74)	(0.00)
30050011-573900	BOE-ATHLETICS & EXTRA CIRRICULAR	6,861.83					(1,728.35)	5,133.48
Selectmen								
30050000-573900	UNALLOCATED	112,758.06						112,758.06
Assessor								
30054131-576000	CNR REVAL	98,471.91					(25,600.00)	72,871.91
Treasurer								
30054137-573500	CNR IT	36,824.12					(34,247.00)	2,577.12
Info Technology								
30054143-573400	4 - Servers				80,000.00			80,000.00
30054143-573500	CNR GIS	79,262.85					(1,983.75)	77,279.10
Town Planner								
30054153-570100	CNR OPEN SPACE	57,295.56						57,295.56
30054153-574001	CNR SIDEWALK	77,267.97						77,267.97
30054153-576000	CNR POCD	8,148.91						8,148.91
Police Department								
30054201-572100	CNR RENOVATION	23,343.77		19,000.00			(29,811.28)	12,532.49
30054201-573000	CNR EQUIPMENT	3,308.26		38,795.00	20,140.00		(36,746.00)	25,497.26
30054201-573200	CNR CRUISERS	27,265.83	84,950.00				(99,270.41)	12,945.42
30054201-573500	CNR IT	1,309.74	60,050.00				(14,342.00)	47,017.74
Broad Brook Fire Department								
30054203-573000	CNR EQUIPMENT	97.88	30,000.00				(30,097.88)	-
30054203-573200	CNR TRUCKS	-						-

Town of East Windsor
Capital Projects Analysis
FY 20-21

Account Number	Account Description	FY 20-21					6/30/21 Balance
		7/1/20 Balance	FY 20-21 Allocations	Additional Appropriations	Interfund Transfers	Transfers	
Emergency Mgmt							
30054207-573900	EM - RADIO EQUIPMENT	-			75,000.00		75,000.00
Public Works							
30054303-573200	CNR VEHICLES	140,917.96	200,000.00			(105,983.17)	234,934.79
30054303-573900	CNR GARAGE EQUIPMENT	20,541.01	20,000.00				40,541.01
30054303-574001	CNR SIDEWALK	35,911.46					35,911.46
30054303-574002	CNR ROADS & CHIP SEALING	894,773.89	475,000.00			(102,363.00)	1,267,410.89
30054303-574003	CNR DRAINAGE	-	50,000.00				50,000.00
30054303-574004	CNR GROUNDS	105,720.92		20,000.00	125,000.00	(106,633.33)	144,087.59
30054303-575000	CNR SECURITY	-					-
Town Property							
30054304-572100	CNR RENOVATION	85,000.00				(71,464.42)	13,535.58
30054304-573200	CNR VEHICLES	23,645.20					23,645.20
30054304-573900	GENERATORS	28,516.24				(28,516.24)	-
30054304-574004	LED LIGHT	60,965.00					60,965.00
30054304-574005	PARK IMPROVEMENTS	11,518.00				(6,845.00)	4,673.00
30054304-574006	SOUTH ROAD SEWERS	107,825.00				(9,725.98)	98,099.02
30054304-575002	ABBE ROAD STRUCTURE	10,219.17				(10,219.17)	(0.00)
30054304-576000	ENGINEERING STUDY	18,936.00			100,000.00		118,936.00
Parks and Recreation							
30054503-572100	P & R RENOVATION	-			70,000.00		70,000.00
30054503-574003	P & R DAM DRAINAGE DESIGN	30,000.00				(6,888.00)	23,112.00
30054503-575000	P & R SECURITY	922.24				(823.15)	99.09
30054503-575001	SPLASH PAD & ADA RAMP	326,440.30				(302,311.40)	24,128.90
TOTAL		2,436,828.49	920,000.00	77,795.00	470,140.00	-	2,877,961.27