

Town of East Windsor Capital Improvement Planning Committee Special Meeting

Tuesday, September 12, 2023 at 7:00 p.m.

1. TIME AND PLACE OF SPECIAL MEETING

Tuesday, September 12, 2023 at 7:00 p.m.
Small Conference Room
Town Hall
11 Rye Street
Broad Brook

2. ATTENDANCE

3. APPROVAL OF MEETING MINUTES

Special Meeting Minutes of June 5, 2023

4. PUBLIC PARTICIPATION

5. NEW BUSINESS

- A. Election of Officers
- B. CIP Policy Review
- C. Set 2023-2024 Meeting Schedule for determining FY 2024-2025 CIP Projects

6. ADJOURNMENT

Members:

Peter Larese
Robert Leach
Adam Mehan
Denise Menard

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

Advisors:

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

TOWN OF EAST WINDSOR
Capital Improvement Planning Committee

11 Rye Street,
Broad Brook, CT 06016

MINUTES OF SPECIAL MEETING

Monday, June 5, 2023

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

MEMBERS PRESENT: Adam Mehan (Chair), Peter Larese, Richard Pippin, Jr., David Swaim, Heather Spencer, Robert Leach, Denise Menard

MEMBER ABSENT: James Barton

ADVISORY: Amy O'Toole, Finance Director, and Sabo Maniscalco, Recording Secretary

1. CALL TO ORDER:

Chairman Adam Mehan called the Special Meeting to Order at 6:35 p.m.

2. TIME AND PLACE OF MEETING:

Monday, June 5, 2023, 6:30 p.m. at the East Windsor Park Hill Community Center
(1A Park Hill Road, Broad Brook, Connecticut, 06016)

3. APPROVAL OF MEETING MINUTES:

A. Special Meeting, October 17, 2022

MOTION was made by (Denise Menard) and **SECONDED** by (Richard Pippin, Jr) to approve the special meeting minutes for October 17, 2022.

In Favor: All

Opposed: None

Motion: **PASSED**

4. PUBLIC PARTICIPATION:

None

5. NEW BUSINESS:

A. Allocation of \$1,188,000 for FY 2023 – 2024 Funding

Chairman Mehan stated that Committee must consider the allocation and approval of Fiscal Year 2023—2024 Budget in the amount of \$1,188,000. Hence, the previously recommended amount of \$1,937,587 needs a deduction of \$749,589.

Richard Pippin, Jr. asserted that the Committee ought to consider the projects that require the most priority. Therefore, the members discussed which projects could be delayed or funded incrementally.

Capital Improvement Planning
Special Meeting
June 5, 2023

Public Works	\$10,000
Police Department	\$96,000
Police Department	\$50,000
Public Works	\$250,000
Assessor's Office	\$200,000
Board of Education	\$200,000
Public Works	\$450,000
Public Works	\$50,000
Town Property	\$15,000
Planning & Development	\$17,000
Parks & Recreation	\$10,000
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	\$1,188,000

List of projects recommended for funding to be approved by the Board of Selectmen (Attachment A)

MOTION was made by (Heather Spencer) and **SECONDED** by (David Swaim) to approve the listed projects in the amount of \$1,188,000 to be sent to the Board of Selectmen.

In Favor: All

Opposed: None

Motion: **PASSED**

MOTION was made by (Robert Leach) and **SECONDED** by (Denise Menard) to recommend increasing the CIP budget funding that account for current economic inflation adjustment.

In Favor: All

Opposed: None

Motion: **PASSED**

6. ADJOURNMENT:

MOTION was made by (Richard Pippin, Jr) and **SECONDED** by (Peter Larese) to adjourn at 7:53 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

Respectfully Submitted,
Sabo Khalilova Maniscalco, Recording Secretary, Capital and Improvement Planning

Projects recommended for funding

Town Department/ Entity	Project Name	Important Notes	Weighted Value by Project	Project Request	Draft Recommend ation	Total Project Cost
Police Department	Body and Dash Camera	Replace body and dashboard cameras	2,070	77,115	77,115	77,115
Public Works	GIS System	Updating of the GIS System	2,020	25,000	25,000	125,000
Police Department	Vehicles	Replace older high mileage vehicles	1,970	108,472	108,472	108,472
Police Department	Locker Room	Need additional space for female lockers	1,775	148,975	75,000	148,975
Public Works	Vehicle	Ongoing replacement of Public Works and Parks & Grounds vehicles and equipment	1,616	300,000	300,000	1,500,000
Assessor's Office Board of Education	Revaluation 2027	State Mandated Revaluation funding to begin in FY23	1,440	40,000	40,000	200,000
Public Works	BBES Boilers	Boilers have surpassed life expectancy	1,428	250,000	250,000	500,000
Public Works	Pavement Management	Annual maintenance and/or reconstruction	1,388	1,000,000	750,000	3,000,000
Public Works	Town wide Drainage Projects	Ongoing maintenance and replacement	1,344	150,000	150,000	750,000
Public Works	Chip Sealing Roads	On going maintenance	1,308	75,000	75,000	375,000
Town Property	Vehicle Replacement Program	Community Center vehicle	271	30,000	30,000	150,000
Planning and Development	Public Record Scanning	Scanning, indexing, digitizing town records	238	50,000	17,000	50,000
Public Works	DPW Facility Equipment	Purchase replacement and new equipment for use in the service	193	20,000	20,000	100,000
Parks and Rec	Park Amenities	Replace Concrete Pads for gazebo space	177	10,000	20,000	32,000
				Project Request	Allocation	Total Project Cost/5 yr
				7,133,738	1,937,587	15,858,488

Town of East Windsor Capital Improvement Plan Policy

Capital expenditures are defined as major projects undertaken by the Town that generally adhere to the following criteria:

- Projects must be for Town owned or leased property with a cost in excess of \$20,000
- Expenditures requiring the issuance of debt or borrowing
- Acquisitions or long-term lease of land or buildings
- Purchase of equipment or vehicles
- Major building improvements of Town-owned or leased buildings/property that are not routine expenses
- Equipment or furnishing for any public improvements when first acquired
- Cost of engineering or architectural studies or designs and services relative to a public improvement or construction of new facilities

All Town affiliates requesting funds for Capital Improvements for the next five fiscal years shall submit a proposal for each request to the Capital Improvement Planning ("CIP") Committee on a CIP Request form provided by the Committee that must include:

1. **Name of project** with description and reason for request
2. **Total estimated cost** accompanied by a written estimate from a vendor or contractor or other written cost verification.
3. **All Potential Funding Sources** - more than one source of funds may be appropriate for a given project. The source of funding and the amount from each source must be identified on the CIP Request form. Possible sources of funding are:
 - Current year's Capital Improvement Budget (years)
 - Bonding (long-term)
 - Lease-Purchase
 - Grant (Federal or State)
4. **Department Priority Ranking** of one of the following:
 - Mandated: projects previously contracted for or those mandated by code, statute regulation
 - Scheduled improvement: planned projects that are necessary but can wait until scheduled funds are available
 - Critical improvement: projects that will eliminate conditions that imperil health or safety or replace unsatisfactory conditions or to provide essential services
 - Desirable: projects that are desirable for ideal operations but cannot be considered an immediate need

It is the CIP Committee's responsibility to make the final determination on eligibility of capital projects to be submitted as recommendations to the Board of Selectmen. The CIP Committee shall consider the following:

- The extent to which the proposed expenditure is needed
- The soundness of the proposal in terms of the need to be fulfilled
- The quality of cost estimates provided
- What alternatives, if any, exist
- The cost impact of the proposal on the Town's financial position and mill rate

Capital Improvement Purchase Orders are to be approved by the First Selectman prior to disbursement of funds. The Building Committee shall oversee any CIP projects that encompass land purchase, renovations and new construction.

Under extraordinary circumstances, the Town will consider recommending capital expenditures not included in the Annual Capital Improvement Budget and reserves the right to fund emergency expenditure as provided by the Connecticut General Statutes.