

Town of East Windsor

Capital Improvement Planning Committee

Special Meeting

Thursday, September 9, 2021 at 7:00 p.m.

1. TIME AND PLACE OF SPECIAL MEETING

Thursday, September 9, 2021 at 7:00 p.m.
Town Hall, John Daly, Jr. Meeting Room
11 Rye Street
Broad Brook

2. ATTENDANCE

3. APPROVAL OF MEETING MINUTES

Special Meeting Minutes of June 8, 2021

4. PUBLIC PARTICIPATION

5. NEW BUSINESS

- A. Election of Officers
- B. CIP Policy Review
- C. Capital Account Status Review
- D. Set 2021-2022 Meeting Schedule for determining FY 2022-2023 CIP Projects

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
Amy O'Toole, Finance Director

**TOWN OF EAST WINDSOR
CAPITAL IMPROVEMENT PLANNING COMMITTEE
SPECIAL MEETING**

Tuesday, June 8, 2021 at 7:00pm

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

1. TIME AND PLACE OF MEETING:

Tuesday, June 8, 2021 at 7:00pm, Via Zoom.

Adam Mehan Meeting Called to Order at 7:03pm

2. ATTENDANCE:

Members: Robert Leach, Adam Mehan, William Towers Jr., Heather Spencer

Members Absent: James Barton, Richard Pippin Jr.

Advisors: Amy O'Toole, Treasurer, Len Norton, Director of Public Works

Advisors Absent: Jason Bowsza, First Selectman

3. APPROVAL OF MEETING MINUTES:

MOTION made by (Leach) and **SECONDED** by (Towers) to accept the Special Meeting Minutes of October 7, 2020. *H.Spencer did not vote as she was not at meeting

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

MOTION made by (Leach) and **SECONDED** by (Towers) to accept the Special Meeting Minutes of October 19, 2020. *H.Spencer did not vote as she was not at meeting

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

4. PUBLIC PARTICIPATION:

None

5. NEW BUSINESS:

A. Appointment of Chairperson for Special Meeting

MOTION made by (Leach) and **SECONDED** by (Towers) to have A.Meham act as Chairperson for meeting.

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

B. Appointment of Secretary for Special Meeting

MOTION made by (Leach) and **SECONDED** by (Towers) to have H.Spencer act as Secretary for meeting.

In Favor: ALL

Opposed: NONE

MOTION: PASSED

C. Review previous CIP Suggested allocations

A. O'Toole, Treasurer, suggested deleting the BBFD bunker gear as well as reviewing current allocation needs. After several discussions the following would be put forward:

1. Police Department	Vehicles	\$125,000
2. Public Works	Chip Seal Roads	no funding
3. Public Works	Pavement Maint.	\$450,000
4. skipped on chart (was Police Department Nex Gen)		
5. Public Works	Vehicle	\$200,000
6. Public Works	GIS System	\$30,000
7. Public Works	Drainage Proj.	\$50,000
8. Assessor's Office	2022 Revaluation	\$40,000
9. Town Property	Vehicle Replacement	\$25,000
<hr/> TOTAL		\$920,000

MOTION made by (Leach) and **SECONDED** by (Spencer) approve the CIP Project Budget Recommendation.

In Favor: ALL

Opposed: NONE

MOTION: PASSED

D. Discussion of 5 year CIP for Bonding:

A. O'Toole, Treasurer, suggested meeting sooner, B. Leach agreed we need a good look ahead 5 year plan.

6. ADJOURNMENT:

MOTION made by (Towers) and **SECONDED** by (Leach) to adjourn at 7:57 p.m.

In Favor: ALL

Opposed: NONE

MOTION: PASSED

Respectfully Submitted,

Heather Spencer

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, if available, 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.