

# **Town of East Windsor**

## **Capital Improvement Planning Committee**

### **Special Meeting Agenda**

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Thursday, October 7, 2021 at 7:00 p.m.

1. **TIME AND PLACE OF SPECIAL MEETING**  
Thursday, October 7, 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 30, 2021
4. **PUBLIC PARTICIPATION**
5. **NEW BUSINESS**  
A. Project Ranking and Allocation
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

Capital Improvement Planning  
Special Meeting  
September 30, 2021

**TOWN OF EAST WINDSOR**  
**Capital Improvement Planning Committee**  
11 Rye Street,  
Broad Brook, CT 06016

**MINUTES OF SPECIAL MEETING**

**Thursday, September 30, 2021**

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

**MEMBERS PRESENT:** Adam Mehan (Chair), Peter Larese, Richard Pippin, Jr., Heather Spencer, David Swaim.

**MEMBERS ABSENT:** Bob Leach, James Barton

**ADVISORY:** Amy O'Toole, Finance Director, Helen Totz, Assessor, Leonard Norton, Director of Public Works, Melissa Maltese, Parks and Recreation, Joseph Sauerhoefer, Public Works, Sabo Maniscalco, Recording Secretary.

**1. CALL TO ORDER:**

Chairman Adam Mehan called the Special Meeting to Order at 7:03 p.m.

**2. TIME AND PLACE OF MEETING:**

Tuesday, September 28, 2021, 7:00 p.m. at the East Windsor Town Hall Meeting Room (11 Rye Street, Broad Brook, Connecticut, 06016)

**3. APPROVAL OF MEETING MINUTES:**

None

**4. PUBLIC PARTICIPATION:**

None

**5. NEW BUSINESS:**

A. Project Presentations

**1. 2022/2027 Revaluation:**

Helen Totz, Assessor: This is my annual request for the annual revaluation for \$40,000 for this year.

Heather Spencer: Why does it not go into the budget if it is a yearly request?

Amy O'Toole: It takes place every five years therefore it is spread out over five years with \$40,000 each year.

**2. Parks and Recreation:**

Melissa Maltese, Parks and Recreation: Our projects are ranked for the priority they need.

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- 1st. Gator;
- 2nd. Abbey Road Soccer Lights;
- 3rd. The playground replacement;
- 4th. The expansion of Reno of Fields;
- 5th. The Pickleball Courts;
- 6th. The Basketball Courts.

a. Gator Utility Vehicle with plow.

Melissa Maltese, Parks and Recreation: Currently, we do not have any supplies to get around. I use my SUV to drive around on the grass. So, having the gator will allow me to get necessary things. It is efficient utility vehicle.

Richard Pippin: What about using the golf cart?

Melissa Maltese: We have tried using it in the past. The problem with using the golf cart is that we would get stuck on different terrains.

Adam Mehan: Is there a need for storage?

Melissa Maltese: We have a building next to the snack bar that we refer as a Garcia Building that houses our stuff. So, we have plenty of room there. There is also a storage container in the back where we could keep it as well.

Richard Pippin: Have you thought of security for it?

Melissa Maltese: There are security cameras.

Peter Larese: I would recommend V-plow for the snowplow.

b. Insulation of Soccer Lights.

Melissa Maltese: The insulation of soccer lights on the large field at Abbe Road Soccer Complex ties into the master plan. We have hired the company called Beta group to work on the master plan for all of our parks that we facilitate. This project would align with the goals of our master plan. We would like to install the soccer lights on the large field, which would allow us to extend the usage for the plays in the evening. It will also allow us to rent and expand the revenue pool.

Richard Pippin: Do you have enough electrical power on site?

Melissa Maltese: We have plenty of power for these lights. Everything is set up there.

c. The playground replacement.

Melissa Maltese: We have number of old parks. We had to remove significant number of playground equipment due to their status as being unsafe at the Town Hall Annex. We have a certified public inspector to review these parks. We would like to renovate these parks and upgrade them with the ADA (Americans with Disabilities Act) including sensory and handicap capacities.

Amy O'Toole: Did you get some of this money in the last year's transfers?

Melissa Maltese: Yes, we have received \$60,000.

Leonard Norton: Could you start this project incrementally with \$70,000 a year?

Melissa Maltese: Yes, we could start incrementally with some of the parks but the playground equipment could be very expensive and takes a long time to get them. It is in our master plan. We want East Windsor to be a welcoming place for families with children.

Adam Mehan: Am I right in reading your request that some of our playground equipments are not up to code and do not meet safety requirements?

Melissa Maltese: Yes, we are trying to order the replacement parts and some of them are not available. And, some of these places are not safe and we have to remove them as they are approaching 30 years. We had to take down some of the equipments at the Town Hall Annex Park because of the liability issues.

d. The Expansion/Reno of fields.

Melissa Maltese: We have number of fields available various sports such as for little league and soccer games. We want to make them better by improving the facilities. Having the ability to rotate the scheduling of these soccer fields allows us to better use these places. We want to make sure to have the ability to accommodate our sports league.

Leonard Norton: Could you start this project incrementally?

Melissa Maltese: Yes, we are strategically asking for the money to put into the big project through the five years process as it allows us to get the big projects done incrementally.

e. Pickleball Courts.

Melissa Maltese: So, it is a tennis type sport with the whiffed ball and a paddle. We have also received an e-mail from the local citizen requesting indoor Pickleball. It has become an intergenerational trendy game. A lot of communities are adding it to their outdoor sports.

Leonard Norton: Where would you put this court?

Melissa Maltese: We have not chosen any location for it yet.

Richard Pippin: So, the court for this sport could also be used for tennis?

Melissa Maltese: Yes, we have striped them for both tennis and Pickleball sports.

f. The Basketball Court Expansion.

Melissa Maltese: We have a lot of usage for our Basketball court with the teenagers playing at night even though it may not be in season. We could use another court

to facilitate open play. It would have been definitely used due to the COVID-19, as it is an outside sport. It also goes along with our master plan.

Adam Mehan: How do we reconcile your priorities with the master plan?

Melissa Maltese: We will be meeting with our consultant next Tuesday to survey our parks and playgrounds. And, then we hold community advisory meetings and do the community survey. We will combine it all together with the hired consultant data group and their findings to include in our master plan.

Leonard Norton: Why does it have two different prices for the Basketball court, \$181,280 and \$151,030?

Melissa Maltese: The first one is the current estimate and the last one is the last estimate. I just wanted to show how prices change with time.

### **3. Department of Public Works:**

#### **Town Wide Sidewalks \$300,000**

Joseph Sauerhoefer: Obviously, you are all aware we need to maintain and replace our sidewalks. The current cost is between \$300,000 to \$400,000. We are starting to put in sidewalk along the police department and it is \$17 a square foot to replace the sidewalk.

Adam Mehan: What would the funding request of \$100,000 for the first year get us?

Joseph Sauerhoefer: It will be roughly about 1,000 or 800 for repair and replacement of any sidewalk.

Heather Spencer: Has the cost of materials gone up?

Joseph Sauerhoefer: Yes.

#### **Town Wide Drainage \$750,000**

Joseph Sauerhoefer: We have substantial amount of rain this year. We have exorbitant amount of repairs. We have one road almost lost due to the pipe getting plugged. We have a substantial amount of engineering and drainage. The request also covers maintenance and drainage we do throughout the year. Our infrastructure is getting very old and we have a lot of issues just to keep them working.

#### **Chip Sealing Roads \$375,000**

Joseph Sauerhoefer: This is the ongoing maintenance of our Town roads.

Adam Mehan: For the chip sealing of the roads, how much time does it add to cover of the road?

Leonard Norton: It adds between 8 to 10 years.

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Pavement Management \$3,000,000

Joseph Sauerhoefer: We use the company VHB that analyzes our roads and tells us what our weak roads are. In the provided map, we have roads that need to be fixed. Any major reconstruction of road is \$300-\$500,000 thousand dollars for milling and paving only. These costs do not include the cost of drainage.

Leonard Norton: We need drainage easement. Three years ago for 1.4 million dollars a year we only get a simple maintenance. The roads are getting older and a lot of our roads are dirt roads and cart roads.

Vehicle Equipment Replacement \$1,000,000

Joseph Sauerhoefer: This funding would allow us to replace vehicles and equipment that have reached the end of their useful life based upon the attached schedule and most of it goes towards the replacement of plow trucks.

Amy O'Toole: What would you have to do to get \$200,000 now and \$200,000 later?

Joseph Sauerhoefer: Currently, with this funding, we need to order another dump truck. We need another 10 wheeler and could not afford it so we bought 6-wheeler for \$250,000.

Jason Bowsza: In the anticipation of current weather conditions, do we need something serious?

Joseph Sauerhoefer: We do not have a big enough excavator to dig deep and fix the issue.

Amy O'Toole: Could we rent it?

Joseph Sauerhoefer: Yes, we would love to have an excavator but we could get away with renting it and concentrate our efforts on things we need.

Leonard Norton: We do not have resources and people to do the excavation.

Joseph Sauerhoefer: We have replaced three trucks and now we have four trucks. Our loaders are in good shape. If they get broken we would have to be creative and resourceful.

Facility Equipment \$100,000

Joseph Sauerhoefer: We have a good mechanic in the garage. We do not have a lot of equipment. The mechanic brings his own tools and it is very fortunate for us. Our garage is not well organized and we are trying to repair and fabricate the equipments to make it work. We really would like to change our own tires. I would like to get the cabinets to keep tools organized so it is truly a working garage. The wall organization is durable and as a government agency we get 60 percent off on our tools.

**4. Town Property:**

**Tanks and New Fuel Pumps \$275,000**

Joseph Sauerhoefer: We need to replace 8000 gallon of Convault AST (4,000 unleaded and \$4,000 diesel) and two pumps with 1 each. Our police, fire department, public works, town vehicle, and senior center buses use them. The pump is 30 years old and it has been challenging to use the pump. There is only one person that still talks DOCS program. It cost us \$500 last year and we are having hard time getting the parts in.

Amy O'Toole: Is it the first priority for town property?

Joseph Sauerhoefer: I do not know how to answer it. I have leaking roofs that need fixing as well and there are a lot of issues. So, I cannot prioritize them, and I will leave it up to the committee. The roofs are important and if we do not fix them then it cost us more. But, if we do not have fuel then we cannot accomplish anything for our town and residents.

Amy O'Toole: Do you have other option with the gas station in town as extra help in case of emergency?

Joseph Sauerhoefer: Yes, but they are all corporate. We have purchased 60 gallon this year. The gasoline is harder and volatile to move around unlike diesel.

**Vehicles \$150,000**

Joseph Sauerhoefer: This is the fund that we have started few years ago. It is a matching grant for any town vehicles. We bought a small mini van to run town's errands. It is more efficient. The police cruisers are not worth putting the money into due to the idle hours on the engine even though the mileage is low. Our three buses and a car are doing well. The police cruisers will only bring between \$1,000 and \$1,200.

**Department of Public Works, Senior Center, and Broad Brook Fire Department  
Roof Replacement \$852,000**

Joseph Sauerhoefer: The Public Works roof was put on in 1980. The Senior Center's roof was put on in 1990. There is a huge jump in the price because of the petroleum base rubber. The garage needs a new roof and we cannot get them in one or two years. The materials are not easy to get. I recommend steel roof with the warranty is 50 years.

**6. ADJOURNEMENT:**

**MOTION** was made by (Adam Mehan) and **SECONDED** by (Richard Pippin) to adjourn at 8:20 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

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