

**TOWN OF EAST WINDSOR
CAPITAL IMPROVEMENT PLANNING COMMITTEE
SPECIAL MEETING – OCTOBER 4, 2016**

1. TIME AND PLACE OF SPECIAL MEETING

Joe Sauerhoefer, Chairman called the meeting to order at East Windsor Town Hall at 5:35 p.m.

2. ATTENDANCE

Members: Joe Sauerhoefer Chairman, Bob Leach, Dale Nelson, Dick Pippin, Kathy Pippin, and Cathy Simonelli.

Absent: Denise Menard and Elzear Rodrigue

Liaisons/Employees: Len Norton, Robert Maynard, Laurie Whitten

3. PUBLIC PARTICIPATION –

Paul Anderson, 89 Main Street spoke and said feels that Joe has too much work to do and he's underpaid.

4. NEW BUSINESS –

A. Approval of September 27, 2016 Meeting Minutes

MOTION made (Nelson) and **SECONDED** (Pippin) to approve the meeting minutes of September 27, 2016 as amended to show that Len Norton was in attendance.

All members in favor. Motion carried.

B. Presentations from -

Assessor

Revaluation

Joe Sauerhoefer, Chairman explained that it was recommended that we should start funding the revaluation.

Planning and Development

GIS - Rank #3

Laurie Whitten was in attendance to present this to the committee. She informed the committee that this is truly something the entire town will use. She said that this ties into View Permit, the Assessor's database, the Police Department and the Fire Departments. She said that it is something that needs to be ongoing and upgraded since it is used by so many departments. Not only is it used by Town departments, but it is used frequently by our residents who are able to access it from the Town website.

Warehouse Point Study – Rank #1

Ms. Whitten started by saying that the Plan of Conservation and Development should be completed by October 21, 2016. She explained that part of this study is (\$20,000) is to be put towards creating a new traffic and development pattern to try to find out the impact of the train station across the river to our village. She explained that people are really interested in updating the village but in order to do that, they need to do traffic studies and property line studies in order to make it walkable. She also said that the traffic study will help us determine the impact the traffic from Windsor Locks will have in our village. Once that train station is

established, they will come here and look for development opportunities. She stressed that we have to plan ahead so that when they do come, we are prepared. The total cost is \$60,000. She indicated that she is not asking for the full amount but she at least would like to be able to fund the traffic studies.

Large Format Copier/Scanner – Rank #2

Ms. Whitten informed the committee that the current large format copier/scanner that we have is black and white and very old. She also said that we are leasing it, so we have paid for it over and over. She went around and asked all departments in Town Hall and outside of Town Hall what they thought about having one and received a positive response from every department. She indicated that departments would be able to scan maps, scan regular sized paper, copy plans for the engineering write ups and a lot more. She put \$30,000 for this as a “not to exceed” amount. She is confident we could get a really good machine that will last for \$20,000. She added that if we want to we could scan every map we have and get rid of a lot of them which could be a great savings in storage. It would also be a savings to the Town because we would not have to go to Manchester to have our maps printed out and paid for, we would have the machine in house to do this for us.

Scout Hall

Paul Anderson and Al Floyd were present to discuss recommended projects at Scout Hall. Mr. Anderson said Scout Hall is coming before CIP because they want to make sure that the Town is aware of things going on in our Town building. He explained that in their lease, Scout Hall will handle all maintenance and the Town would handle all capital improvements and large repairs. Mr. Anderson added that they recently had to replace the front doors and they sent a bill to the Board of Selectmen.

Replacement of HVAC Units – Rank #4

Mr. Anderson explained that the HVAC units may have to be replaced in the near future because they are 16 years old now. They said the roof top unit will be part of their 5-year plan. They would like to put \$10,000 aside for it if we decide to fund it.

Replacement of Floor in Main Hall – Rank #3

They received an estimate from people who did last replacement for.

Request for an Air Lock on the back of Building with Doors – Rank #1

Mr. Anderson and Mr. Floyd explained that these doors lose a lot of heat and air conditioning because they are not air locked. Mr. Anderson said the rear door will be about \$15,000 but if they go with the airlock concept then they would not need new doors.

Emergency Generator – Rank #2

They received a couple of quotes for a 50 KW generator. It was said that Scout Hall would be an ideal spot to use for a shelter at some point so Mr. Norton wanted to make sure they were getting a big enough generator. Mr. Anderson said that the generator would support the pump station on Abbe Road. Mr. Anderson stressed that if we do not do this then the WPCA will have to put one into Scout Hall.

Town Property**Public Works Expansion - Rank #5**

Mr. Norton said we will do this in the next couple of years. He also said that they are running out of space and they would like to expand the building and better utilize it. They want to get an architect to recommend ways to add onto the building up or out.

Vehicle Replacement - Rank #4

Mr. Norton said they are looking to get a Ford Escape from Crowley off of the State contract to replace the Building Department vehicle that the Building Inspector uses. Mr. Norton said that he is in the car everyday going all over Town. Doing this would put him in a new vehicle and then we could use his vehicle temporarily for the Town staff until the Police Department can turn over a vehicle for the Town staff.

Signage for Town Hall and Town Hall Annex - Rank #7

They would like to get a plan so that the Town has signs where you can put a message board underneath them instead of using the a-frames out on the front lawn. We could put important events or deadlines coming up on the message board (taxes are due, voting, bulky, hazardous waste days) to better communicate these to our residents.

Replace Windows at The Annex and Police Department – Rank #2

Mr. Norton explained that the windows we are looking to replace are all the original single pane windows. These are the windows in the part of the building that is used. He added that we are spending a lot of money to heat that building and during the winter there are drafts in the offices.

The Abatement of the Asbestos and other Hazardous Materials throughout the Annex – Rank #6

Mr. Norton explained that they had a gentleman come in and itemize what we have for square footage where there might be some insulation and asbestos, so that will need to be taken care of.

Flooring - Rank #8

Mr. Norton informed the committee that the Town has an estimate from our local flooring contractor and we would have to put it out to bid. He added that there is some abatement work for the floor tiles here as well. He said, if we could find the money maybe it would be a good time to include Scout Hall with the Town Hall flooring project because we may get a better price if we do it all at once.

Taking Facilities and updating all of the regular lights that have not been replaced with LED Fixtures - Rank #1

The current lights need to be replaced with LED lighting at the Town Hall, the Town Hall Annex, Fire Department, and the Police Department. He said, you spend money but you end up saving money in the long run. He said that it would be more cost effective for us to do it ourselves.

It Project – Rank #3

Mr. Norton explained that the Broad Brook Fire Department needs a new server. He also said that all public safety people are moving to more of a cloud type system rather than storing their information on a conventional server. The current Broad Brook Fire Department system does not communicate with the fire prevention software that is out there now. He stressed that they have to do a lot by hand. We have had our IT people over there helping them get the system back up. He indicated that this will be one of those things where it is going to fail and would become an emergency.

Public WorksDrainage

Chairman Sauerhoefer handed out were some drainage items that needed to be addressed. He said that they have a grant to reconstruct Scantic Road. There are puddles everywhere, the ones seen in the pictures they have spotted locations where they can add some catch basins and some drainage.

Sidewalks

Mr. Norton said that the top priority is the one on Windsorville Road and Reservoir Avenue. He explained that they would take the sidewalk from the south side of tracks, come up to intersection and throw in a crosswalk so they can get people to the park. He feels that since the Town owns the property, it makes it conducive to put that on that side of the road. He also said that they are looking at putting a sidewalk on Depot Street, so now we are proposing to put the sidewalk from where that stops up to Mill Pond Road.

Facility Equipment

Mr. Norton explained that the equipment is for the Public Works facility. The scanner is needed so the mechanic does not have to borrow a scanner when he is working on the vehicles or so we do not have to pay someone to scan the vehicles for us. He explained that the cordless tool kit (18 volt) is for the shop at Public Works so his employees do not have to walk around the shop dragging around their own. He explained the need for the plasma cutter was because even though they have a talented mechanic, they are spending a lot of money on oxygen with the cutters and they do not do as good of a cutting job. He added that this would be a nice tool to allow his mechanic to do the proper work instead of fabricating.

Pavement Management

We have a list of everything we are looking for as far as funds over five years. We have a list of what we want to accomplish next year. They have some areas they want to do pulverizing, chip sealing and milling. After winter they will evaluate the roads and see which would work better to see if we need to pulverize and back to milling.

Chip sealing

Mr. Norton said that we get \$75,000 a year for this and there is a list of roads they are looking to chip seal this year.

Vehicle Equipment Replacement Items

They would like a Bobcat Skid Steer with some attachments to go with it, a paving box and a trailer to tow it around with, which they have been looking at getting for a few years now which would save them money.

C. Review and update our 5-year plan

Not discussed at this meeting.

5. ADJOURNMENT

MOTION made **(Nelson)** and **SECONDED (Simonelli)** to adjourn at 6:54 p.m.

All members in favor. Motion carried.

Respectfully submitted,

Amanda Schroll

Recording Secretary