

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

Monday, September 30, 2019 at 7:30 p.m.

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

1. TIME AND PLACE OF SPECIAL MEETING

Monday, September 30, 2019 at 7:30 p.m. at East Windsor Town Hall, 11
Rye Street, Broad Brook, CT 06016
Meeting called to order at 730

2. ATTENDANCE

Members Present: Cathy Simonelli, Robert Leach, Richard Pippin Jr,
William Towers Jr, Thomas Talamini, William Loos, Adam Mehan

Members absent: none

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

Advisors Absent: Robert Maynard, First Selectman

3. APPROVAL OF MEETING MINUTES

MOTION made by (Loos) and **SECONDED** by (Pippin) to correct the date
of the minutes on the agenda from 7/19/19 to 7/15/19

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

MOTION made by (Loos) and **SECONDED** by (Leach) to accept the
Special Meeting Minutes of July 15, 2019.

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

4. PUBLIC PARTICIPATION

none

5. NEW BUSINESS

A. Election of Officers

MOTION made by (Leach) and **SECONDED** by (Pippin) to nominate
Cathy Simonelli as Chair.

No further nominations were made. Nominations were closed.

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

MOTION made by (Simonelli) and **SECONDED** by (Talamini) to nominate Robert Leach as Secretary.

No further nominations were made. Nominations were closed.

In Favor: UNANIMOUS Opposed: NONE MOTION: PASSED

B. Review and update 5-year plan

The 5-year plan is part of the official statement and is required when going out for Bond. It is also needed for long term capital planning.

It was decided that Amy and Cathy will work to update the 5-year plan with last year's data and will use a percentage adder for appropriate projects to make future year data more accurate future (PD Cruisers, etc)

C. Set 2019-2020 Meeting Schedule for determining FY 2021 CIP Projects

The group agreed to the following meeting schedule by consensus:

Presentations 10/15/19 @ 630pm

Presentations 10/22/19 @ 630pm

Presentations 10/30/19 @ 630pm

Ranking 11/7/19 @ 630pm

Ranking 11/12/19 @ 630pm

Allocations 11/18/19 @ 630pm

Final Allocations 6/15/20 @ 630pm

6. **ADJOURNMENT**

MOTION made by (Loos) and **SECONDED** by (Leach) to adjourn at 8:25.

In Favor: UNANIMOUS Opposed: NONE MOTION: PASSED

Respectfully Submitted,
Cathy Simonelli, Acting Secretary