

TOWN OF EAST WINDSOR
Capital Improvement Planning Committee
Special Meeting
September 9, 2021

MEMBERS PRESENT: Peter Larese, Robert Leach, Adam Mehan, Richard Pippin, Jr., Heather Spencer, David Swaim.

ADVISOR: Amy O'Toole, Finance Director, Sabo Maniscalco, Recording Secretary.

MEMBERS ABSENT: James Barton

1. APPROVAL OF MEETING MINUTES:

MOTION made by Heather Spencer and **SECONDED** by Bob Leach to accept the meeting minutes for June 8, 2021.

In Favor: Leach, Mehan & Spencer **Opposed:** NONE **Abstain:** Larese, Pippin & Swaim **MOTION:** PASSED

2. PUBLIC PARTICIPATION: NONE

3. NEW BUSINESS:

A. ELECTION OF OFFICERS

MOTION was made by Bob Leach and **SECONDED** by Heather Spencer to appoint Adam Mehan a chairman of the Board.

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

MOTION was made was made by Bob Leach and **SECONDED** by Dick Pippin to appoint Heather Spencer as a secretary of the Board.

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

B. CIP Policy Review

Bob Leach noted he was concerned with the \$20,000 project amount and that it shouldn't be items that are combined together. He used that example of DPW purchasing a #+\$3,000 plasma cutter. Amy noted that the Board of Education received \$200,000 for chrome books which none of the items are more than \$20,000 individually. Amy noted that this is a Board of Selectman Policy and it could be brought to their attention to address this concern. Adam noted he would reach out to the First Selectman.

"Item 2. Total Estimated cost accompanied by a written estimate from a vendor or contractor. If available, or other written cost verification."

The quote as "of current" might be hard given the market status due to the COVID- 19. Therefore, there has to be clarification regarding this quote and the price guarantee.

Amy O'Toole discussed the reasons of the costs and quotes and how it works with the Town's requirements. She has answered all the questions from the board members. The members shared their ideas regarding the policy.

The Board recommended the upcoming presentations to be accompanied by clear numbers and factual supporting quotes and rates.

MOTION made by Bob Leach and **SECONDED** by Heather Spencer to ask the Board of Selectman for clarification of \$20,000 project cost.

In Favor: Larese Leach, Mehan, Spencer & Swaim **Opposed:** Pippin **Abstain:** NONE
MOTION: PASSED

C. Capital Account Status Review

Amy distributed CIP Analysis for FY 20-21 ending and FY 21-22 noting that all funds have been allocated to various projects as listed. She noted that the General Fund had an excess of \$1million at the end of FY 20-21 and requested \$470,000 be transferred to specific projects. Amy noted that are in the Interfund Transfer column on the FY 20-21 CIP Analysis. She has also stated that the Committee will be working on the CIP FY 2022-2023.

Each Board Member has been provided with last years' Project Spreadsheet used to rank the project requests for the CIP.

D. Set 2021-2022 Meeting Schedule for Determining FY 2022-2023 CIP Projects:

Thursday	September 16 th	7:00 p.m.
Tuesday	September 28 th	7:00 p.m.
Thursday	September 30 th	7:00 p.m.
Tuesday	October 5 th	7:00 p.m.
Thursday	October 7 th	7:00 p.m.
Thursday	October 14 th	7:00 p.m.

6. ADJOURNMENT:

MOTION made by Heather Spencer and **SECONDED** by David Swaim to adjourn at 8:05 p.m.

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

Respectfully Submitted,
Sabo Maniscalco, Recording Secretary, Pension and Retirement Board