

**TOWN OF EAST WINDSOR**  
**Capital Improvement Planning Committee**

11 Rye Street,  
Broad Brook, CT 06016

**MINUTES OF SPECIAL MEETING**

**Thursday, September 16, 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, Leonard Norton, Director of Public Works, Sabo Maniscalco, Recording Secretary.

**1. CALL TO ORDER:**

Chairman Mehan called the Special Meeting to Order at 7:00 p.m.

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

Thursday, September 16, 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:**

**Special Meeting, September 9, 2021**

**MOTION** was made by (Richard Pippin) and **SECONDED** by (David Swaim) to approve the special meeting minutes for September 9, 2021.

In Favor: All

Opposed: None

Motion: **PASSED**

**4. PUBLIC PARTICIPATION:**

None

**5. NEW BUSINESS:**

A. Project Presentations:

**1. Planning and Development – Digital Scanning Project:**

Ruthanne Calabrese, Director of Planning: "We have submitted our request for funding to scan documents. Our department manages all the development plans that come in to the town and as a result we have a lot of paper plans and maps that is very hard to keep in perpetuity. Recently, we did reorganization in Town Hall and

we had to thin out those files to the best of our ability. So, some of them went into storage, and any duplicated documents were disposed off and any superseded documents were disposed off. And, at present our filing storage is full therefore, we are looking for some new way to manage it by scanning these documents so we could store them digitally. It also helps to retrieve the information electronically.

The scanning that we are looking to get also does indexing so it will be searchable, available to the public online. It is fast and easier way to retrieve the data. As proposed it is going to be done sequentially by certain groups of files at a time. They will be scanned and returned. And, then the next batch would go out. I have just updated the refresh on the quote we have received last fall. And, the quote came in at \$41,399. I have attached the breakdown of the cost.

Question: "Is this driven by the State policy?"

Yes, it is the record retention policy. The Town is already in the alignment with the State Policy but our problem is that we do not have a filing storage or space to keep the physical documents. Therefore, the Department of Planning is looking for ways to keep the documents in digital form. And, it makes the information easily accessible and retrievable. The documents could also be printed out. The information is organized by addresses. At present, in order to locate the map manually, we have search in four different places to find out if we have the document or not. This process will make it efficient for staff creating a better customer service for the residents.

Question: Did you get three quotes or just one? It would have to go through Request for Proposal (RFP) because it is more than \$20,000. There is one.

Question: "This quote only includes the machinery and not any other fees, right?"

This is the project done by the external company. They would come and take the boxes away to scan and index the documents. The company has the technology that actually reads and indexes the documents.

Question: Is there benefit if the cost could be spread out? For instance, we could use \$21,000 for year 1 and the rest in year 2? Would it help to get this process going? So, we could get half of it done this year and the rest next.

Yes, it is doable. Because the documents are done in batches as we have a lot of files that could be divided into parts.

## 2. BOARD OF EDUCATION:

### East Windsor High School Track Replacement

Last year, a company assessed the track and gave the quote of \$1,500,000. The track has not been replaced for the past twenty years. The borderline is not safe. The track has cracks, including the growth of the tree roots. The project will be carried out in phases. The bulk of the cost goes to ripping off the entire base and then filling out the surface.

The other options might include recycled tires.

It will be helpful to get the proposal with numbers and timeline.

### **East Windsor High School Roof Replacement**

The roof has damages from wear and tear and the last time it was replaced in 1999. Last year, it was repaired for \$9,000 due to water damages. We have spent another \$9,000 to fix it again. Currently, we are waiting to get the quote from the company. The roof itself is in a very bad shape and has reached its end of useful life of 20 years.

This process needs to get approval from the State that can take 18 months due to its price tag and bond requirement. The state needs to approve it first, and, then the Board of Finance needs to approve it for bonding. Jim Giuliano from the Construction Services could be helpful in this project. He used to work for construction services with CREC and is familiar with the entire process.

Question: "Are there grants that could qualify us for this project?"

The State funds 60 percent. And, all school projects are qualified for this funding. We will be bonding this project.

### **East Windsor High School new HVAC installation for gym**

The gym gets humid in the winter when we have crowds for basketball game. There is only exhaust but no fresh air at the gym as of now.

We have received the quotes from two companies. And, they have different proposals. The quote of \$175,000 might be outdated. The company Carrier, recommended to install two full units that includes heating, cooling, and also controls dampness, humidity and brings in fresh air. It is 2 full units with each being 10 tons. The other company Thermo Dynamics, proposed four units.

The federal money could be used for this project because of the fresh air component. The ARP money could be used for it. The price of \$175,000 may not be sufficient to cover this project. Therefore, we need to have the updated quote.

**East Windsor Middle School Asbestos Floor Tile Removal**

They are in adhesive of the tiles (6x6) and they need to be replaced. There are spotting in tiles and the causes are unknown. At this time, a professional is examining it. The company will put the pricing together so we could start doing some remediation via section by section. We will not be able to do the whole school at once. And, the price will be a lot more than \$700,000 due to its toxicity, HAZMAT and disposal.

There could be more asbestos in elementary, middle (the entire building) and high school.

**East Windsor Middle School Expand North Parking Lot**

The parking lot gets very busy in the morning as the cars get too close to the playground making it unsafe for children. When there are events within the school premises, the cars overflow to the playground and surrounding areas.

**East Windsor Middle School Window Replacement**

The old windows are not safe to open and close. All the windows in middle school reached their life-span as they are broken and not functioning. There is some asbestos on the gasket of the windows. So, there are not safe. And, the quote of \$300,000 needs to be updated. For comparison, one window in the high school was replaced and it cost around \$10,000 dollars for the abatement.

**Broad Brook Elementary School Window Replacement**

We request a full replacement of windows for the A-wing and B-wing at BB school. There have been some renovation and we are at 50 percent complete with the windows. The B hall window needs to be replaced as it heated by the sun, and the weather. Additionally, this is the large area and the wind goes right through it creating a draft. The numbers for this quote of \$500,00 need to be updated.

**East Windsor High School Window Replacement**

The high school windows are in the same situation. The winds are swinging them open and they are not safe.

**East Windsor Middle School Boys and Girls Locker Room Renovations**

Middle school does not use the locker room, as the stairs do not have access for handicapped individuals creating unequal access. Part of the renovation includes making it handicap accessible.

**BBS Renovate Nurse and Principal Areas**

This is serious issue and it needs to be renovated due to overlapping spaces. The flow of the principal office does not work well the way it is set up. So there has to be switch between the Nurse and Principal's office. The quote is \$350,000.

**East Windsor High School S-Wing Replacement of Carpet**

This is the old business area of the high school and the carpet is really in bad shape.

Dr. Turdyn asked if they need to provide 5 years of projects or could they just put in for one year. Amy O'Toole has noted that all projects need to be planned for five years due municipal bonding. Adam Mehan added that it is our duty to our taxpayers for transparency and accountability. Leonard Norton noted that the Board of Education could plan large projects over a period of years.

**6. ADJOURNEMENT:**

**MOTION** was made by (Heather Spencer) and **SECONDED** by (Richard Pippin) to adjourn at 8:11 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

Respectfully Submitted,

Sabo Maniscalco, Recording Secretary, Capital and Improvement Planning