

TOWN OF EAST WINDSOR
Capital Improvement Planning Committee

11 Rye Street,
Broad Brook, CT 06016

MINUTES OF SPECIAL MEETING

Tuesday, October 5, 2021

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

MEMBERS PRESENT: Adam Mehan (Chair), Peter Larese, Richard Pippin, Jr., David Swaim, Bob Leach.

MEMBERS ABSENT: Heather Spencer, James Barton

ADVISORY: Amy O'Toole, Finance Director, Leonard Norton, Director of Public Works, Sabo Maniscalco, Recording Secretary

1. CALL TO ORDER:

Chairman Adam Mehan called the Special Meeting to Order at 7:02 p.m.

2. TIME AND PLACE OF MEETING:

Tuesday, October 5, 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 28, 2021

MOTION was made by (Richard Pippin) and **SECONDED** by (David Swaim) to approve the special meeting minutes for September 28, 2021.

In Favor: All Abstained: Bob Leach Opposed: None Motion: **PASSED**

4. PUBLIC PARTICIPATION:

None

5. NEW BUSINESS:

A. Project Ranking and Allocation

Adam Mehan: We have about 30 projects submitted by our Town Departments. We will be going through each project and rank them according to set categories. We will present it to the Board of Selectmen for approval. These category rankings are the following:

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- Mandates, Compliance, and Statutory Obligations;
- Public Health and Safety;
- Department Priority;
- Extent of Benefit to Community;
- Maintains or Improves Standard of Service; and,
- Improves Efficiency and Cost Savings.

Adam Mehan: We will discuss the ranked projects in our upcoming meeting this Thursday, October 7th, 2021 (See Attachment A).

6. ADJOURNEMENT:

MOTION was made by (Bob Leach) and **SECONDED** by (Richard Pippin) to adjourn at 9:13 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

Respectfully Submitted,

Sabo Maniscalco, Recording Secretary, Capital and Improvement Planning

Town of East Windsor Capital Improvement Projects

Project Prioritization Matrix

10/6/2021

Project Information				Ranking Criteria							FY23 Project Request	FY23 Final Allocation Recommendation	Total Project cost	Comments and information
Town Department/Entity	Project Name	Government Obligation Multiplier	Enter 1-5 (5=most, 1=least)	Important Notes:	Mandates, Compliance & Statutory Obligations	Public Health & Safety	Dept. Priority	Extent of Benefit to Community	Maintains or Improves Standard of Service	Improves Efficiency/Cost Savings				
Board of Education	HS Roof replacement	5	5	Replace 1999 roof (age is different on various sections) - eligible for state reimbursement. Cost is \$10k per year to repair	9	10	9	9	10	9	2,020	3,675,000	3,675,000	Replace 20-year-old roof (age is different on various sections). Eligible for state reimbursement. Showing blistering and seam separation that will become leaks in the near future. Estimate is from 2017 and should be updated prior to bonding. Project should consider doing Gym AC at the same time.
Town Property	Roof replacements (DPW, BBFD/Sr. Ctr)	5	5	Roofs are aging and in need of replacement	9	10	9	9	10	9	2,020	852,000	852,000	BBFD/Sr.Ctr: fastener heads putting pressure on underside of EPDM membrane and a post rubbing against membrane creating a tear need reinforcement before winter; many patches over roof. Standing seam metal roof is recommended (40 yr life estimate)DPW: roof has multiple patches; chimney in disrepair; replacement is standing seam metal roof expected to last well beyond the 40 yr life estimate.
Police Department	Vehicles	5	5	Replace older high mileage vehicles	8	10	9	10	10	9	2,000	159,543	159,543	Covers replacement of all public works vehicles including mowers, loaders, pickups, small and large dump trucks or any piece of mobile equipment used.
Public Works	Vehicle	5	5	Ongoing replacement of Public Works and Parks & Grounds vehicles and equipment	8	8	10	9	9	9	1,860	200,000	200,000	Independent 2017 pavement study shows 17% of roads need base rehabilitation; 15% structural improvement, 24% preventative maintenance with 44% not needing work at this time. Study shows over half of EW's roads (71 miles) need some level of work at an estimated cost of \$14M.
Public Works	Pavement Management	5	5	Annual maintenance and/or reconstruction	8	8	9	8	8	7	1,720	1,000,000	3,000,000	
Police Department	Locker Room	5	5	Need additional space for female lockers	8	8	10	8	8	4	1,670	123,332	123,332	
Public Works	Town wide Drainage Projects	5	5	Ongoing maintenance and replacement of Town wide drainage	7	8	8	8	8	8	1,670	150,000	700,000	Numerous sites around town. Catch basins. Melrose, East, Winkler.
Public Works	Chip Sealing Roads	5	5	On going maintenance	8	8	5	8	8	7	1,620	75,000	375,000	
Public Works	GIS System	5	5	Updating of the GIS System; cost 2 part due mandated updates are over \$70K	8	5	10	8	8	7	1,595	25,000	125,000	Continued implementation and update of GIS. Used by all dept and public. Next significant task is locate and map storm drains for state mandated project. Also location of every street sign also state mandated. Those two projects are over \$70,000 and past due.
Assessors Office	Revaluation 2027	5	5	State Mandated Revaluation funding to begin in FY23	10	1	10	10	10	2	1,500	40,000	200,000	Next revaluation cycle will be a full evaluation requiring additional work and funding.
Town Property	Tanks and Fuel Pump	4	4	Replacement of two pumps and tanks for gas and diesel	7	7	10	7	8	7	1,292	275,000		This is for fuel for all town vehicles. Larger capacity will reduce backups and could allow for better pricing.
Public Works	DPW Facility Equipment	4	4	Purchase replacement and new equipment for use in the service garage and to maintain town facilities.	7	7	6	7	7	7	1,104	20,000	100,000	Equipment is needed for use in the service garage and for maintenance of Town facilities.
Board of Education	BB replace Gym ceiling	4	4	Ceiling tiles falling; asbestos abatement needed; asbestos not a danger unless glue is disturbed. Full estimate can be determined until asbestos is abated.	8	8	5	6	4	2	1,036	300,000	300,000	Ceiling tiles falling; asbestos abatement needed; Asbestos estimate is up-to-date and solid. Environment monitoring, engineering and materials costs are estimates. Updates are needed prior to moving project forward.
Public Works	Sidewalks	3	3	Repair/Replacement of Sidewalks	6	7	7	8	8	2	837	100,000	300,000	Sidewalk repairs and additions needed throughout town;
Board of Education	Replace MS asbestos floor tile	3	3	Replace original floor tiles; asbestos abatement required	8	8	7	5	3	1	753	700,000	1,000,000	Quote is for only part of it.
Planning and Development	Record Digitization	3	3	Scanning, indexing, digitizing town records	7	1	10	5	7	8	747	45,000	45,000	
Board of Education	Replace BB asbestos floor tile in A, B+C wing classrooms	3	3	Replace original floor tiles in A,B,C wing rooms; asbestos abatement required	8	8	8	4	5	3	708	450,000	450,000	

Town Property	Vehicle Replacement Program	3	vehicle replacements	4	4	8	5	3	600	30,000	150,000	Covers all town department vehicles including senior center buses. Continuous funding in small level amount allows replacement of vehicles when necessary and allows EW to take advantage of grants requiring matching funding when they become available. Need to start funding for the next bus replacement.
Parks and Rec	Playground Replacement	2	Bring all playgrounds to code; total cost has risen to \$300,000 this year	4	9	8	8	4	588	70,000	300,000	Bring all playgrounds up to code and meet safety standards. Age is making it tough to find replacement parts. Playground at EW Park needs to be updated to attract more patrons/revenue.
Board of Education	HS Track Replacement	2	Full replacement of the current HS track due to the poor conditions on the surface	4	8	10	8	1	558	1,500,000	1,500,000	Phase 2 of boundless playground is lower overhead. Pierce Park and Prospect Hill Park also need to be in extremely poor shape and will likely not be able to complete on the track until it is fixed. AP and coaches have been patching. Last re-surface was mid 90s. Track is used by community as well as students.
Board of Education	MS Parking	3	Expand north parking lot; adds 39 spaces Estimate 2-3 Yrs out; added 20%	4	2	6	4	5	477	75,000	75,000	Currently parking on lawn areas daily; adds 39 spaces; price estimate updated in 2019.
Board of Education	Replace MS windows	2	Replace 1986 windows. Single pane and easily broken; asbestos is possible	3	4	3	2	3	316	300,000	300,000	Replace 1966 windows; Single pane and easily broken; asbestos is possible
Board of Education	HS Gym AC	2	Addition of AC in gym needed for shelter; rooftop units that also do heat, humidity and exhaust are recommended	3	2	8	3	5	306	175,000	175,000	Addition of AC in gym needed for shelter. Rooftop units that also do heat, humidity and exhaust are recommended. Would help as related to COVID 19 due to exhaust capability. Original 2009 estimate for 154,000 has been increased for inflation.
Board of Education	Replace BB windows in A+B wings	2	orig windows; asbestos is expected	3	4	2	2	3	306	500,000	500,000	Replace original windows. Single pane and easily broken; asbestos is expected
Board of Education	Replace HS windows	2	Replace all HS windows; upgrade allows efficiency with mechanical systems	3	4	1	2	3	296	600,000	600,000	A lot are single pane. Can feel draft, losing efficiency. May need to be pushed to bonding but Christine will also check on state reimbursement
Parks and Rec	Garage Utility Vehicle	1	Move supplies around Res. instead of wagon or car.	1	3	10	7	8	213	24,000	24,000	Includes multi-season usage with plow
Parks and Rec	Field expansion and renovation	1	Plans for multiple fields, courts and equipment, expands and renovates park sports fields. Requests for soccer fields have increased and could generate funds through rentals	2	3	7	5	5	180	100,000	500,000	To accommodate increases in field requests from youth sports as well as private rentals; no current ability to rest, rotate or rehab due to constant use; Expanded at EW Park with 2 soccer fields replacing old softball field for the travel program;
Parks and Rec	Installation of Soccer Lights	1	Install soccer lights to large Scout Hall field	1	3	9	6	6	168	275,000	275,000	Would extend season longer with night games. Could host high school night games. Could rent facility out to adult leagues or out of town youth games for revenue
Parks and Rec	Reservoir Basketball Court Expansion	1	expand and restructure East Windsor Park BB court to create a second court and parking area; currently have waiting lists to use the courts. Expansion allows us to host leagues and rent to AAU organizations for a charge. Unreserved time would still be available for no fee to residents for open play.	1	2	5	8	7	162	75,515	151,030	Project expands court area to create a second court and adds parking area; currently most used court in town; expansion opens possibility of running leagues. Significant use especially since school facilities are closed due to covid. People are looking to reserve outdoor courts for private leagues and AAU, etc
Parks and Rec	Pickleball Courts	1	Two courts at EW Park have heavy usage, hoping to add more courts.	1	2	6	7	7	161	100,000	265,000	
										FY23 Project Request	12,014,390	17,219,905
										17,219,905	17,219,905	

Board of Education	HS S-wing carpet replacement	3	Replace 25+ year old carpet 10/23; new estimate coming (~\$400) Replace 25+ year old carpet 10/23; new estimate coming (~\$400)	5	4	7	6	5	633	53,000		Carpet is 25+ years old and showing it's age.
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Police Department	NexGen Solutions	5	Replacement of aged software system Year 4 of 4	5	10	10	10	10	10	10	1,900					Town previously made contractual commitment to this software replacement; this is payment 4 of 4. Software used by most towns in CT improves PD efficiency. Patrols have better access to necessary information. Allows PD to become integral part of larger communication network sharing necessary information.
Police Department	Vehicle computers	4	replace old, outdated, failing laptops in police vehicles; cost pending updated quote	9	9	9	9	8	9	1,520						Current laptops 10+ years old; FY21 covers remaining units to be replaced (7); new laptops are tablet design with removable keyboard; allows officer to remove and use outside of cruiser
Public Works	South Rd Sewer	3	Repair South Rd Sewer to allow transfer to WPCA; two estimates received @ \$94,000 and full replacement @ \$270,400	2	8	3	5	5	6	630						WPCA will take it over and maintain going forward if the town rehabs the South Rd sewer which is in significant disrepair; this is associated with the town owned land but resident owned housing on South Rd.
Town Property	PD + Radio Tower Generator replacements	5	replace critical aged generators	8	8	10	8	8	8	1,770						PD Generator is burning coolant and has voltage spikes causing damage to electronic equipment. Tower generator unreliable, difficulty getting parts; required to maintain radio communications. CIP plans to replace small unit at 35k this year and do the larger unit at 62k next year.
Sewer Hall	HVAC Replacement-small unit	2	Replace 18 yr old unit; life expectancy of 20 yrs.		1	10	4	3	2	230						similar to large unit of same age which failed in fall 2018.
Treasurer	Financial Software	4	replace current software that is not designed for municipalities; town only @ \$105,910; include BOE @ \$124,470	8		10	8	9	9	1,144						Current software is designed for non-profits, not municipalities. Two options: town only and town+BOE; Treasurer and Superintendent to determine feasibility to include BOE before final funding allocation; initial funding includes both and will be adjusted in final allocation if not feasible.
Board of Education	BE Caf6 tile replacement	3	Estimate covers asbestos removal	5	5	9	6	5	3	693						ORIGINAL TILE Over 65 Years old. Estimate covers asbestos removal and disposal with vinyl tile replacement.