

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

11 Rye Street,  
Broad Brook, CT 06016

**MINUTES OF SPECIAL MEETING**

**Tuesday, October 7, 2021**

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

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

**MEMBERS ABSENT:** 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 7:03 p.m.

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

Tuesday, October 7, 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 30, 2021**

**MOTION** was made by (Richard Pippin) and **SECONDED** by (David Swaim) to approve the special meeting minutes for September 30, 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 ranked all the projects in the last meeting. Today, we will discuss these rankings and their allocation within the targeted budget amount.

Amy O'Toole: We could always revisit these projects if more money becomes available.

The projects were discussed according to their priorities and their importance and how much funding could the town afford. The members of the CIP emphasized the

Capital Improvement Planning  
Special Meeting  
October 7, 2021

importance of the projects that need to be taken care by the town and how much money could be allocated for them.

**MOTION** was made by (Richard Pippin) and **SECONDED** by (Heather Spencer) to approve the projects for \$1,402,332 to be sent to the Board of Selectmen (Attachment A).

In Favor: All

Opposed: None

Motion: **PASSED**

**6. ADJOURNEMENT:**

**MOTION** was made by (Bob Leach) and **SECONDED** by (Richard Pippin) to adjourn at 8:20 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

Respectfully Submitted,  
Sabo Maniscalco, Recording Secretary, Capital and Improvement Planning

Attachment A

October 18<sup>th</sup>, 2021

East Windsor Board of Selectmen,

The Capital Improvement Planning (CIP) Committee has completed the task of reviewing and prioritizing the capital projects presented by East Windsor's department heads. As you will see below, just the list of projects requiring annual funding exceeds the final FY22 CIP budget before even considering any other one-time projects.

The committee felt it was important to put forth the most pressing needs of our town for consideration. While the CIP total request is above a 2% increase, even if we remove all \$1 million plus projects in hopes they could one day be bonded, the total we are putting forth is still less than 40% of the total requested.

The first table below identifies the projects that were submitted for this year and that we have recommended to receive funding based on our request that the CIP budget be set at an amount of \$1,402,332 which is slightly less than last year's original request. This list represents partial funding for all of the projects that require annual funding as well as a number of other important projects including equipment mandated or necessary for our public safety departments to do their jobs effectively and safely.

The list of projects submitted this year include a number of projects that can't be accommodated with the funding typically available through the annual CIP budget and we believe would require bonding to accomplish. We understand that although we have the capacity to issue bonds, the debt services line limits this opportunity. However, we included these projects in our process so we could all understand where they would rank. The result was that the very top projects in our ranking all merit discussion for bonding including High School roof replacement, and roof replacements for the Senior Center/Broad Brook Fire Department building as well as the Public Works building. The total of all projects for this year exceeds \$12 million, thus underscoring the needs to have further discussion and planning concerning bonding.

The committee looks forward to answering any questions regarding our recommendations.

Sincerely,

Adam Mehan

Chair, Capital Improvement Planning Committee

Capital Improvement Planning  
Special Meeting  
October 7, 2021

The first table below is the list of projects we recommend funding along with the dollar amount in red. The initial request from the department head is in black font and the allocation last year in in gray font.

<u>Town Department/ Entity</u>	<u>Project Name</u>	Impotant Notes:	Weighted Value by Project	FY23 Project Request	FY22 Final Allocation Recommend ation	FYF23 Draft Recommendation	Total Project cost	Comments and information
Police Department	Vehicles	Replace older high mileage vehicles	2,000	159,543	125,000	135,000	159,543	
Public Works	Vehicle	Ongoing replacement of Public Works and Parks & Grounds vehicles and equipment	1,860	200,000	200,000	200,000	1,000,000	Covers replacement of all public works vehicles including mowers, loaders, pickups, small and large dump trucks or any piece of mobile equipment used. A six wheel truck
Public Works	Pavement Management	Annual maintenance and/or reconstruction	1,720	1,000,000	450,000	500,000	3,000,000	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.
Police Department	Locker Room	Need additional space for female lockers	1,670	123,332		123,332	123,332	Would cause loss of Emergency management center
Public Works	Town wide Drainage Projects	Ongoing maintenance and replacement of Town wide drainage	1,670	150,000	30,000	50,000	700,000	Numerous sites around town. Catch basins. Melrose, East, Winkler.
Public Works	Chip Sealing Roads	On going maintenance	1,620	75,000		75,000	375,000	
Public Works	GIS System	Updating of the GIS System; cost 2 past due mandated updates are over \$70k	1,595	25,000	50,000	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	State Mandated Revaluation funding to begin in FY23	1,500	40,000	65,000	40,000	200,000	Next revaluation cycle will be a full evaluation requiring additional work and funding.
Town Property	Tanks and Fuel Pump	Replacement of two pumps and tanks for gas and diesel	1,292	275,000		30,000		This is for fuel for all town vehicles. Larger capacity will reduce backups and could allow for better pricing.
Public Works	Sidewalks	Repair/Replacement of Sidewalks	837	100,000		50,000	300,000	Sidewalk repairs and additions needed throughout town;
Planning and Development	Record Digitization	Scanning, indexing, digitizing town records	747	45,000		20,000	45,000	
Town Property	Vehicle Replacement Program	vehicle replacements	600	30,000		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	Bring all playgrounds to code; total cost has risen to \$300,000k this year	588	70,000		25,000	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 attraction more patrons/revenue. Phase 2 of boundless playground is long overdue. Pierce Park and Prospect Hill Park also need to be updated.
Board of Education	MS Parking	Expand north parking lot; adds 39 spaces Estimate is 2-3 yrs old; added 20%	477	75,000		75,000	75,000	Currently parking on lawn areas daily; adds 39 spaces; price estimate updated in 2019.
Parks and Rec	Gator Utility Vehicle	Move supplies around Res instead of wagon or car.	213	24,000		24,000	24,000	Includes multi-season usage with plow
				FY23 Project Request	Allocation Recommend ation	FY22 Final Allocation Recommendation	Total Project cost	
				12,014,390	820,000	1,402,332	17,219,905	

The following table shows all of the projects that came before our committee this year. They are listed specifically in the order we ranked them. We believe this list would be important in the event money can be allocated to these types of projects in the future through bonding, transfers from the general fund, etc. as they show the ranking that this committee assigned to them.

# Capital Improvement Planning

## Special Meeting

### October 7, 2021

Town Department/ Entity	Project Name	Impotant Notes	Weighted Value by Project	FY23 Project Request	FY22 Final Allocation Recommendation	FY23 Draft Recommendation	Total Project cost	Comments and information
Board of Education	HS Roof replacement	Replace 1999 roof (age is different on various sections) - eligible for state reimbursement. Costing ~\$10k per year to repair	2,020	3,675,000		0	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. Cr)	Roofs are aging and in need of replacement	2,020	852,000		0	852,000	BBFD/SrCr: 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	Replace older high mileage vehicles	2,000	159,543	125,000	135,000	159,543	
Public Works	Vehicle	Ongoing replacement of Public Works and Parks & Grounds vehicles and equipment	1,860	200,000	200,000	200,000	1,000,000	Covers replacement of all public works vehicles including mowers, loaders, pickups, small and large dump trucks or any piece of mobile equipment used. A six wheel truck
Public Works	Pavement Management	Annual maintenance and/or reconstruction	1,720	1,000,000	450,000	500,000	3,000,000	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.
Police Department	Locker Room	Need additional space for female lockers	1,670	123,332		123,332	123,332	Would cause loss of Emergency management center
Public Works	Town wide Drainage Projects	Ongoing maintenance and replacement of Town wide drainage	1,670	150,000	30,000	50,000	700,000	Numerous sites around town. Catch basins. Melrose, East, Winkler.
Public Works	Chip Sealing Roads	On going maintenance	1,620	75,000		75,000	375,000	
Public Works	GIS System	Updating of the GIS System, cost 2 past due mandated updates are over \$70k	1,595	25,000	50,000	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	State Mandated Revaluation funding to begin in FY23	1,500	40,000	65,000	40,000	200,000	Next revaluation cycle will be a full evaluation requiring additional work and funding.
Town Property	Tanks and Fuel Pump	Replacement of two pumps and tanks for gas and diesel	1,292	275,000		30,000		This is for fuel for all town vehicles. Larger capacity will reduce backups and could allow for better pricing.
Public Works	DPW Facility Equipment	Purchase replacement and new equipment for use in the service garage and to maintain town facilities	1,184	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	Ceiling tiles falling, asbestos abatement needed, asbestos not a danger unless glue is disturbed. Full estimate can't be determined until asbestos is abated	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	Repair/Replacement of Sidewalks	837	100,000		50,000	300,000	Sidewalk repairs and additions needed throughout town;
Board of Education	Replace MS asbestos floor tile	Replace original floor tiles, asbestos abatement required	753	700,000			1,000,000	Quote is for only part of it.
Planning and Development	Record Digitization	Scanning, indexing, digitizing town records	747	45,000		20,000	45,000	
Board of Education	Replace BB asbestos floor tile in A, B+C wing classrooms	Replace original floor tiles in A, B, C wing rooms; asbestos abatement required	708	450,000			450,000	
Town Property	Vehicle Replacement Program	vehicle replacements	600	30,000		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	Bring all playgrounds up to code; total cost has risen to \$300,000 this year	588	70,000		25,000	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 attraction more patrons/revenue. Phase 2 of boundless playground is long overdue. Pierce Park and Prospect Hill Park also need to be updated. In extremely poor shape and will likely not be able to compete on the track until it is fixed. AD and coaches have been patching. Last re-surface was mid 90s. Track is used by community as well as students.
Board of Education	HS Track Replacement	Full replacement of the current HS track due to the poor conditions on the surface	558	1,500,000			1,500,000	
Board of Education	MS Parking	Expand north parking lot, adds 39 spaces Estimate is 2-3 yrs old, added 20%	477	75,000		75,000	75,000	Currently parking on lawn areas daily; adds 39 spaces; price estimate updated in 2019.
Board of Education	Replace MS windows	Replace 1966 windows, Single pane and easily broken; asbestos is possible	316	300,000			300,000	Replace 1966 windows; Single pane and easily broken; asbestos is possible
Board of Education	HS Gym AC	Addition of AC in gym needed for shelter, rooftop units that also do heat, humidity and exhaust are recommended	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	ong windows, asbestos is expected	306	500,000			500,000	Replace original windows; Single pane and easily broken; asbestos is expected
Board of Education	Replace HS windows	Replace all HS windows; upgrade allows efficiency with mechanical systems	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	Gator Utility Vehicle	Move supplies around Res instead of wagon or car.	213	24,000		24,000	24,000	Includes multi-season usage with plow
Parks and Rec	Field expansion and renovation	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	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	Field expansion and renovation	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	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	Install soccer lights to large Scout Hall field	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	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	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	Two courts at EW Park have heavy usage, hoping to add more courts.	161	100,000			265,000	
				FY23 Project Request	Allocation Recommendation	FY22 Final Allocation Recommendation	Total Project cost	
				12,014,390	920,000	1,402,332	17,219,905	