

TOWN OF EAST WINDSOR
Capital Improvement Planning Committee
11 Rye Street,
Broad Brook, CT 06016

MINUTES OF SPECIAL MEETING

Wednesday, June 29, 2022

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

MEMBERS PRESENT: Adam Mehan (Chair), Heather Spencer, Peter Larese, Richard Pippin, Jr.

MEMBERS ABSENT: James Barton, Robert Leach, and David Swaim

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:

Wednesday, June 29, 2022, 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, October 5, 2021

MOTION was made by (Richard Pippin) and **SECONDED** by (Heather Spencer) to approve the special meeting minutes for October 5, 2021.

In Favor: All

Opposed: None

Motion: **PASSED**

Special Meeting, October 7, 2021

MOTION was made by (Richard Pippin) and **SECONDED** by (Heather Spencer) to approve the special meeting minutes for October 7, 2021.

In Favor: All

Opposed: None

Motion: **PASSED**

4. PUBLIC PARTICIPATION:

None

5. **NEW BUSINESS:**

A. Allocation of \$950,000 for FY 2022-2023 Funding

The members of the Committee have discussed the allocation of funding for Fiscal Year 2022-2023.

MOTION was made by (Richard Pippin) and **SECONDED** by (Peter Larese) to approve the projects for \$950,000 to be sent to the Board of Selectman (Attachment A).

In Favor: All

Opposed: None

Motion: **PASSED**

B. Discussion of Five-Year Capital Improvement Planning

Adam Mehan has tabled the Five-Year Capital Improvement Planning for the next meeting.

6. **ADJOURNEMENT:**

MOTION was made by (Richard Pippin) and **SECONDED** by (Peter Larese) to adjourn at 7:57 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

Respectfully Submitted,

Sabo Maniscalco, Recording Secretary, Capital and Improvement Planning

Project Prioritization Matrix

10/6/2021

Project Information		Rank		FY23 Project Request		FY22 Final Allocation Recommendation	FY23 Draft Recommendation	Final to match \$950,000	Total Project cost	Comments and Information
Town Department/Entity	Project Name	Impotent Notes:	Weighted Value by Project							
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	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. Ctr)	Roofs are aging and in need of replacement	2,020	852,000			0	0	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	Replace older high mileage vehicles	2,000	159,543	125,000		135,000	80,000	159,543	
Public Works	Vehicle	Ongoing replacement of Public Works and Parks & Grounds vehicles and equipment	1,860	200,000	200,000		200,000	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	446,000	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	0	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	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	25,000	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	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	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	10,000		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				0	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				0	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	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				0	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	0	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				0	450,000	
Town Property	Vehicle Replacement Program	vehicle replacements	600	30,000			30,000	0	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	0	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

Town Department/ Entity	Project Name	Important Notes:	Weighted Value by Project	FY23 Project Request	FY22 Final Allocation Recommendation	FY23 Draft Recommendation	Final to match \$950,000	Total Project cost	Comments and information
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			0	1,500,000	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	MS Parking	Expand north parking lot; adds 39 spaces Estimate is 2-3 yrs old; added 20%	477	75,000		75,000	0	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			0	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			0	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	orig windows: asbestos is expected	306	500,000			0	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			0	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	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			0	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			0	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			0	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			0	265,000	
				FY23 Project Request	FY22 Final Allocation Recommendation	Final to match \$950,000	Total Project cost		
				12,014,390	1,402,332	950,000	17,219,905		