

TOWN OF EAST WINDSOR
Capital Improvement Planning Committee

11 Rye Street,
Broad Brook, CT 06016

MINUTES OF SPECIAL MEETING

Tuesday, September 12, 2023

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

MEMBERS PRESENT: Adam Mehan, Peter Larese, David Swaim, Heather Spencer

MEMBERS ABSENT: James Barton, Robert Leach, Richard Pippin, Jr., Denise Menard

ADVISORY: Sabo Maniscalco, Recording Secretary

1. **CALL TO ORDER:**

Adam Mehan called the Special Meeting to Order at 7:06 p.m.

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

Tuesday, September 12, 2023, 7:00 p.m. at the East Windsor Town Hall Conference Room (11 Rye Street, Broad Brook, Connecticut, 06016)

3. **APPROVAL OF MEETING MINUTES:**

A. **Special Meeting, June 5, 2023**

MOTION was made by (Heather Spencer) and **SECONDED** by (David Swaim) to approve the special meeting minutes for June 5, 2023.

In Favor: All

Opposed: None

Motion: **PASSED**

4. **PUBLIC PARTICIPATION:**

None

5. **NEW BUSINESS:**

A. **Election of Officers:**

MOTION was made by (Heather Spencer) and **SECONDED** by (David Swaim) to nominate Adam Mehan to be the Chair of the CIP Committee.

In Favor: All

Opposed: None

Motion: **PASSED**

Capital Improvement Planning
Special Meeting
September 12, 2023

MOTION was made by (Adam Mehan) and **SECONDED** by (David Swaim) to nominate Heather Spencer to be the Vice Chair of the CIP Committee.

In Favor: All

Opposed: None

Motion: **PASSED**

Election of the Secretary for the CIP Committee was TABLED for the next meeting.

B. CIP Policy Review:

The Members of the Committee discussed the CIP policy and its content within the working guidelines. The suggestion was made to understand and have the ability to track the CNR from its origin to its allocated final destination for the sake of transparency and accountability. It was proposed to consider it as an Agenda item for the upcoming meetings and invite First Selectman Jason Bowsza and Finance Director/Treasurer Amy O'Toole.

C. Set 2023-2024 Meeting Schedule for Determining FY 2024-2025 CIP Projects:

Adam Mehan, Chair proposed sending out the tentative dates for the CIP meetings dates.

MOTION was made by (Heather Spencer) and **SECONDED** by (David Swaim) to have the next meeting for Wednesday, September 20th at 7pm.

In Favor: All

Opposed: None

Motion: **PASSED**

6. ADJOURNMENT:

MOTION was made by (Heather Spencer) and **SECONDED** by (David Swaim) to adjourn at 7:37 p.m.

In Favor: All

Opposed: None

Motion: **PASSED**

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