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
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
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
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.

<table>
<thead>
<tr>
<th>Town Department &amp; Entity</th>
<th>Project Name</th>
<th>Important Notes</th>
<th>FY22 Project Request</th>
<th>FY22 Cost Allocation Recommendation</th>
<th>FY22 Draft Recommendation</th>
<th>Total Project Cost</th>
<th>Comments and Information</th>
</tr>
</thead>
</table>
| Police Department        | Vehicles     | Replace older high mileage vehicles | 2,000 | 190,343 | 275,000 | 175,000 | Covers replacement of all public works vehicles including mowers, loaders, pickups, small and large dump trucks or any piece of mobile equipment used. A new truck wheel.
| Public Works             | Valvite     | Ongoing replacement of Public Works and Parks & Grounds vehicles and equipment | 1,680 | 200,000 | 200,000 | 1,000,000 | Independent 2017 pavement study shows 17% of roads need base rehabilitation; 15% structural improvement, 24% preventative maintenance with 44% not seeding work at this time. Study shown over half of DW’s roads (70 miles) need some level of work at an estimated cost of $140.
| Public Works             | Preventive Management | Annual maintenance and/or reconstruction | 1,720 | 1,000,000 | 450,000 | 500,000 | 3,000,000 |
| Police Department        | Lockers Boxes | Need additional space for female officers | 1,670 | 120,002 | 12,332 | 128,500 | Would cause loss of Emergency management center.
| Public Works             | Storm Water Drainage Projects | Ongoing maintenance and/or replacement of Town-wide drainage | 1,670 | 150,000 | 50,000 | 50,000 | 700,000 | Numerous sites around town. Catch basins. Melrose, East, Winder.
| Public Works             | Chip Sealing Bridges | On going maintenance | 1,630 | 75,000 | 75,000 | 375,000 |
| Public Works             | GIS System | Updating of the GIS System, cost 2 part due mandated updates are over $70k | 1,555 | 35,000 | 35,000 | 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.
| Assessor Office          | Revaluation 2022 | State Mandated Revaluation funding to begin in FY23 | 1,500 | 40,000 | 40,000 | 40,000 | 200,000 | Next revaluation cycle will be a full evaluation requiring additional work and funding.
| Town Property            | Tennis and Pool Pump | Replacement of two pumps and tanks for gas and diesel | 1,292 | 275,000 | 30,000 | 30,000 | 300,000 | This is for fuel for all town vehicles. Larger capacity will reduce backups and could allow for better parking.
| Public Works             | Sidewalks    | Repa Replacement of Sidewalks | 837 | 150,000 | 50,000 | 50,000 | 300,000 | Sidewalk repairs and additions needed throughout town.
| Planning and Development | Second Digitization Scanning, imaging, digitizing town records | 747 | 45,000 | 20,000 | 40,000 | 40,000 |
| Town Property            | Vehicle Replacement Program | vehicle replacements | 600 | 30,000 | 30,000 | 150,000 | Covers all town department vehicles including senior center busses. Continuous funding in small amount allows replacement of vehicles when necessary and allows DW 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 costs from 330K-300K 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 DW Park needs to be updated to attract more patrons/revenue. Phase 2 of boundless playground is in long overdue. Pioneer Park and Prospect Hill Park also need to be updated.
| Board of Education       | N1 Parking   | Expand parking lot; adds 39 spaces Estimate is a 2 yr job, add $50% | 477 | 75,000 | 75,000 | 75,000 | Currently parking on lawn areas daily; adds 39 spaces; price estimate updated in 2019.
| Parks and Rec            | Green Utility Vehicle | Move supplies around from instead of using city car. | 213 | 24,000 | 24,000 | 24,000 | Includes multi-season usage with glow. |

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.
<table>
<thead>
<tr>
<th>Town Department/Borough</th>
<th>Project Name</th>
<th>Expected Time to Complete</th>
<th>FCSC/Project</th>
<th>FCSC Final Allocation</th>
<th>FCSC/Expert Recommendations</th>
<th>Total Project Cost</th>
<th>Comments and Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Education</td>
<td>HS Roof Replacement</td>
<td>Replace HS roof due to age, tear, and damage (next cycling will be in 2023)</td>
<td>2023</td>
<td>3,715,000</td>
<td>3,715,000</td>
<td>8,309,000</td>
<td>Replace 20-year-old roof to increase energy efficiency and reduce maintenance costs. Project is scheduled for tendering in 2022.</td>
</tr>
<tr>
<td>Police Department</td>
<td>Vehicles</td>
<td>Replace high-mileage vehicles</td>
<td>2023</td>
<td>822,000</td>
<td>822,000</td>
<td>822,000</td>
<td>Replace 10-year-old vehicles to improve safety and efficiency.</td>
</tr>
<tr>
<td>Public Works</td>
<td>EMS Standpipe</td>
<td>Replace existing standpipe system</td>
<td>2023</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>Replace existing standpipe system to improve water flow and response times.</td>
</tr>
<tr>
<td>Public Works</td>
<td>Sewer Main Replacement</td>
<td>Replace 10-year-old sewers</td>
<td>2023</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>Replace 10-year-old sewers to address water main breaks and improve water flow.</td>
</tr>
<tr>
<td>Public Works</td>
<td>Street Maintenance</td>
<td>Replace asphalt on streets</td>
<td>2023</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>Replace 10-year-old asphalt on streets to improve safety and appearance.</td>
</tr>
<tr>
<td>Public Works</td>
<td>Parks and Recreation</td>
<td>Repave and replanting</td>
<td>2023</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>Replace 10-year-old asphalt on streets to improve safety and appearance.</td>
</tr>
<tr>
<td>Public Works</td>
<td>Library Improvements</td>
<td>Replace HVAC system</td>
<td>2023</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>Replace 10-year-old HVAC system to improve energy efficiency.</td>
</tr>
<tr>
<td>Public Works</td>
<td>Water Infrastructure</td>
<td>Replace water main</td>
<td>2023</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>Replace 10-year-old water main to improve water flow and reduce leaks.</td>
</tr>
<tr>
<td>Public Works</td>
<td>Fire Department</td>
<td>Replace fire truck</td>
<td>2023</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>Replace 10-year-old fire truck to improve response times and safety.</td>
</tr>
<tr>
<td>Public Works</td>
<td>Police Department</td>
<td>Replace police cruiser</td>
<td>2023</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>Replace 10-year-old cruiser to improve safety and efficiency.</td>
</tr>
<tr>
<td>Public Works</td>
<td>Parks and Recreation</td>
<td>Replace playground equipment</td>
<td>2023</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>1,904,000</td>
<td>Replace 10-year-old playground equipment to improve safety and accessibility.</td>
</tr>
<tr>
<td>Public Works</td>
<td>Library</td>
<td>Replace HVAC system</td>
<td>2023</td>
<td>1,904,000</td>
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<td>Replace 10-year-old HVAC system to improve energy efficiency.</td>
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<td>Public Works</td>
<td>Parks and Recreation</td>
<td>Replace playground equipment</td>
<td>2023</td>
<td>1,904,000</td>
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