

TOWN OF CROMWELL  
CAPITAL EXPENDITURES COMMISSION  
MONDAY, SEPTEMBER 13, 2010  
6:30 P.M. TOWN HALL ROOM 219

**MINUTES**

Present: Chairman Charles Epstein, Thomas Tokarz, Steve Regula, and Jennifer Donohue. Victor Harpley arrived at 6:46 pm and left at 6:57 pm.

Also present: First Selectman John Flanders, Finance Director Marianne Sylvester, Recreation Director Sue Schein, and Public Works Director Eric Hood.

- A) CALL TO ORDER: Charles Epstein called the meeting to order at 6:33 pm.
- B) APPROVAL OF AGENDA: Thomas Tokarz made a motion to approve the agenda as posted. Steve Regula seconded motion. All were in favor.
- C) ELECTION OF CHAIRMAN: Thomas Tokarz nominated Charles Epstein to serve as Chairman, seconded by Steve Regula. No other nominations were put forward. All were in favor.
- D) APPROVAL OF MINUTES: The minutes from the August 4, 2009 meeting were approved as submitted. Jennifer Donohue abstained.
- E) PUBLIC COMMENTS: None.
- F) OLD BUSINESS: There was no Old Business. Suggestions were made to improve the coordination and delivery of the agenda packet so members would receive packets one week in advance of the scheduled meeting. The commission would also like to receive a complete list of Public Works vehicles.
- G) NEW BUSINESS
- 1) Discussion and recommendation on 2010-11 Capital Expenditure requests  
The First Selectman presented his rating system for the capital requests and explained his rationale for the breaking the rating into additional categories – health & safety issues, task completion, and town responsibility – with “1” being the highest rating and “5” being the lowest. The impact of the rating system on the Board of Finance decision-making process was discussed. Eric Hood talked about the rating system from the Public Works perspective and Sue Schein offered the Recreation Department’s perspective. The Finance Director provided the rating criteria from the existing procedures (see attached). The Commission unanimously decided to use the existing rating scale (1 – 4), and requested that the rating criteria be provided to the Board of Finance.

- a) Assessor's Office - Revaluation: First Selectman Flanders presented the Assessor's request for partial funding of the 2012 revaluation at \$140,000. The previous revaluation cost the Town just over \$300,000. The Finance Director explained that this revaluation would not be as extensive as the previous one. It was noted that funds need to be in place to initiate a contract effective July 2011.  
Donohue: 1; Regula: 1; Tokarz: 1; Epstein: 1
- b) Community Development - Engineering Vehicle: First Selectman Flanders presented the request for an Engineering vehicle. It was felt this request could be deferred. There are no safety concerns at this time.  
Donohue: 4; Regula: 4; Tokarz: 4; Epstein: 4
- Community Development - e-Permit Software: First Selectman Flanders also presented the request for the e-Permit Software. This software would enable the Town staff to perform their job more efficiently and effectively. Ms. Donohue asked about training and actual use for staff as compared to the current Black Bear system. Ms. Donohue recognized the need but had concerns about implementation. The commission felt there was not enough information presented to approve this request at this time.  
Donohue: 3; Regula: 3; Tokarz: 3; Epstein: 4
- c) Public Works
- (1) Solid Waste-Backhoe: Public Works Director Eric Hood presented this request. Mr. Hood discussed the fleet management study and Vehicle Maintenance's role in producing the necessary data. The existing backhoe is 23 years old (1989) and has some maintenance issues. The Town only has this one backhoe. Mr. Hood feels that he would be able to obtain a lightly used (~4 year old) backhoe for approximately \$80,000. Mr. Flanders explained his rating for this request and stated that the Town is not leagally required to do some of the work the backhoe is used for but and the backhoe is used to meet standards imposed by DEP as well as other tasks at the Transfer Station. Mr. Hood explained that the compacting function done by the backhoe saves the Town money by maximizing loads.  
Donohue: 2; Regula: 1; Tokarz: 1; Epstein: 2
- [Order of agenda was changed to address Mr. Hood's priorities]
- (2) Building Maintenance-Parking Lot LED Lighting Upgrades: Mr. Hood presented this request and discussed grant funds available through federal stimulus money. The Town would realize savings through kilowatt usage over the lifetime of the LED lighting, with a payback projection of 1.4 years. The net outlay is \$24,700.  
Donohue: 1; Regula: 1; Tokarz: 1; Epstein: 1
- (3) Highway – 40,000 lb Dump Truck with plow/sander: Mr. Hood mentioned that the existing truck is off-line due to safety issues. The Town has no spare trucks, which puts a strain on the other equipment. 40% of the current fleet is 1995 or older. This request has been presented over the past several years.  
Donohue: 1; Regula: 1; Tokarz: 1; Epstein: 1

- Highway – Payloader: Eric Hood stated the existing payloader is from 1987. He is willing to suggest deferring this request and consider renting as needed if the existing payloader becomes inoperable. This request may come up again in subsequent years.  
Donohue: 4; Regula: 4; Tokarz: 3; Epstein: 4
- (4) Building Maintenance – Mason Body Dump Truck: Eric Hood discussed the existing 1996 vehicle condition, which is poor. There are two other mason body dump trucks within Public Works but those are fully utilized. The price would include the plow package.  
Donohue: 2; Regula: 1; Tokarz: 1; Epstein: 1
- (5) Highway – Pick-up Truck with Plow (no sander): Mr. Hood recommends purchasing new as opposed to a used vehicle due to maintenance issues. This vehicle would be used for plowing cul-de-sacs, parking lots, sidewalks.  
Donohue: 2; Regula: 2; Tokarz: 1; Epstein: 1
- (6) Parks & Grounds – Fencing Repairs: This request will primarily be taken care of through Park Improvement bond funds.  
Donohue: 4; Regula: 4; Tokarz: 4; Epstein: 4
- Parks & Grounds – 4x4 Pick-Up Truck with Plow: Mr. Hood stated this request could be deferred.  
Donohue: 4; Regula: 4; Tokarz: 4; Epstein: 4
- (7) Building Maintenance - Generator: First Selectman Flanders discussed the grant opportunity for this request. The anticipated grant funds were not as substantial as had been anticipated, although there still remains a need for a new, larger generator.  
Donohue: 4; Regula: 3; Tokarz: 4; Epstein: 3
- Building Maintenance – Quarry Tile Flooring: First Selectman Flanders felt this request should be deferred, even though the existing carpet flooring is in quite poor condition.  
Donohue: 4; Regula: 4; Tokarz: 4; Epstein: 4
- (8) Vehicle Maintenance – 1-Ton Pick-Up Truck: Eric Hood presented this request. Mr. Hood felt it should be deferred since he would recommend purchasing new as opposed to a used vehicle due to maintenance issues. A recommendation was made to look into State Surplus options.  
Donohue: 4; Regula: 4; Tokarz: 2; Epstein: 3
- d) Recreation – Gym Floors: Recreation Director Sue Schein presented an October 2007 letter from the contractor stating the condition of the floor was unsafe. The flooring had worn down to a point where it is possible for injuries to occur. Based on this information, the First Selectman re-assessed his Health and Safety rating for this request.  
Donohue: 1; Regula: 1; Tokarz: 1; Epstein: 1
- Recreation – Gym Backboards: Ms. Schein explained that the mechanism for adjusting the height of the backboards was not as functional as it should be, but it does still work.  
Donohue: 4; Regula: 4; Tokarz: 4; Epstein: 3

Recreation – “Stow&Go” Van: Ms. Schein explained the need for this type of vehicle to transport students and equipment to and from activities. This vehicle would replace the existing car used by Recreation and would allow for greater flexibility.

Donohue: 4; Regula: 4; Tokarz: 4; Epstein: 4

H) ADJOURNMENT: Charles Epstein thanked the new member of the commission and also the returning members for their attendance. Mr. Epstein reiterated the need for the complete list of Public Works vehicles.

The meeting was adjourned at 8:35 pm.

Respectfully Submitted,

Marianne Sylvester

Attachment (1)