(SUBCOMMITTEE OF THE SOUTH WINDSOR TOWN COUNCIL)

MINUTES Madden Room PAGE 1 TOWN HALL REGULAR MEETING December 20, 2023

1. Call Meeting to Order

Liz Pendleton called the meeting to order at 4:30 pm.

2. Roll Call

Members Present

Chris Chemerka, Director of Finance and Operations, Board of Education
Darrell Crowley, Director of Facility Services, Board of Education
Kenna Kimber, Board of Education
Toby Lewis, Town Council
Paul Macchi, Board of Education
Clay Major, Director of Facilities
Liz Pendleton, Town Council
Scott Roberts, Assistant Town Manager/CIO/EM (Town Manager's Designee)
Matthew Siracusa, Deputy Mayor, Town Council
Craig Zimmerman, Board of Education

Members Absent

Michael Maniscalco, Town Manager

Guests Present

Jeffrey Doolittle, Asst Director of Public Works/Town Engineer Molly Keays, Director of Parks and Recreation John Caldwell, Superintendent of Parks

3. Approval of Minutes for Previous Meeting

A. Approval of October 18, 2023 Meeting Minutes

Craig Zimmerman made a motion to approve the minutes of the October 18, 2023. Kenna Kimber seconded the motion. **MOTION CARRIES**

Toby Lewis made a motion to make an amendment to the agenda and add the nomination of a chairperson and vice-chairperson to the agenda. Clay Major seconded the agenda amendment. **MOTION CARRIES**

B. Nomination of Chairperson:

Kenna Kimber made a friendly agreement to nominate Matthew Siracusa as Chairperson of the Capital Projects Committee. The members all agreed in favor of the friendly agreement

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Kenna Kimber made a friendly agreement to nominate Liz Pendleton as Vice-Chairperson of the Capital Projects Committee. The members all agreed in favor of the friendly agreement

4. Discussion Items

A. Update of existing projects

Scott Roberts handed out he 2023 Approved Project List/Project Recommendation Funding (Exhibit A). He also provided a copy of the Digital Budget Book (Exhibit B). This document can also be found on the Town's website:

https://town-south-windsor-ct-budget-book.cleargov.com/10122/departments/capital-improvements

Scott reviewed **Exhibit A**, **2023 Capital Project Committee-Project Recommendation and Funding Levels**. He reviewed the CAMA Revaluation and Plan of Conservation Development

Jeff Doolittle spoke regarding the Pleasant Valley Bridge Project and said that the project is substantially complete but there are still punch list items left to do before the project is complete. The project came in under budget at this point. This project is approximately \$180,000 under budget.

Jeff Doolittle gave an update on the VMP Parking Lot Paving and said that they asked for a proposal to pave the entire parking lot. The bid came in at around \$85,000. The original plan was to only pave the lower lot. Jeff asked if the committee would consider paving the entire parking lot as well. This project request has been on the CIP list for many years. They are hoping to use some of the extra funds to pave the lower lot at VMP.

Kenna Kimber asked if the excess funds from closed projects that came in under budget could be used to pave the entire lot. Scott Roberts explained that there is a process, but excess project funds may be used on other projects. The original project would need to be closed out and the funds would go back to the capital non-recurring fund. A Public Hearing would need to take place to allocate the funds into a different project. Scott said that if the committee wanted to vote to approve the lower lot out of the funds, Jeff could get an updated proposal from the contractor to pave the entire lot, this can then be brought forward as a Discussion Item at the Public Hearing. The explanation being that:

- Lower lot has not been paved in many years
- The price is reasonable now and will cost more if it is done separately.

Toby Lewis made a motion to approve the completion of the lower parking lot at VMP and associated repairs and encourages Mr. Doolittle to explore the options for the upper lot. Liz Pendleton seconded the motion. **MOTION CARRIES.**

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Clay Major gave an update on the ADA Transition Plan. He said that he is working to address priority one ADA projects such as access to the buildings. They are working on project in probate and Town Council. The next step is to plan some spring projects outdoors.

Darrell Crowley updated on the SWHS Chiller Tower. He said that design upgrade is in process for the chiller tower.

Scott said that Library chiller upgrade was supposed to take place but will not be due to there was not enough funding and due to the cost of construction. There was \$200,000 in contingency for that which will go to the HVAC Chiller replacement project. Since the money was earmarked, there is no need for a vote or to go to Town Council for a resolution. A memo will go to Patty Perry, Director of finance to transfer the funds to the HVAC Library Chiller project.

5. New Business

A. Determine projects to be submitted as the Town Manager's Draft Project List in January 2024

The Committee reviewed the **Project List (Exhibit C).** They discussed prioritizing the projects. The projects listed below are project totals that have been submitted for consideration by the Committee

Assessor- requesting \$50,000 Revaluation (non-negotiable, project has to happen)

BOE- requesting \$2.2 million
Building Maintenance-requesting \$4 million
Fire Marshal- Requesting approx. \$500,000
Information Technology- requesting \$170,000
Parks and Recreation- requesting \$1,000,000
Volunteer Fire Department- \$80,000

Craig Zimmerman made a recommendation to ask Town staff and BOE to come back to the Committee in January with 4.5 million dollars in projects and also hold a second meeting in January to finish the list to give the Town Manager to present to Town Council. He would like to Town staff and BOE to come and present.

It was agreed that at the next meeting, lists will be provided to the committee of projects listed by department and by priority. This will exclude referendum funded projects so that there will be a full list on unfunded projects.

Clay Major said that there is 195,000 left in LoCIP funds that he would like to use to complete the replace to the PD elevators. The proposal came in at 273,000. Clay can close out five projects to come up with the difference.

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Clay requested a friendly amendment to close out the 5 projects and use those funds to complete the modernization of the PD elevator.

Toby Lewis made a motion to close the 5 completed projects and put the funds into the capital-non-recurring fund to be used to complete the PD elevator project. Paul Macchi seconded the motion. **MOTION CARRIES**

-:

B. Approval of 2024 Meeting Dates

Toby Lewis made a motion to approve the 2024 Capital Projects Committee meeting dates. Liz Pendleton seconded the motion. **MOTION CARRIES**

6. Old Business

None

7. Adjournment

Toby Lewis made a motion to adjourn the meeting. Craig Zimmerman seconded the motion. **MOTION CARRIES.** The meeting was adjourned at 6:07pm.

Respectfully submitted,

Katherine Senerth Executive Assistant

FY 2023 Capital Project Committee - Project Recommendation and Funding Levels

Total	\$ 75,000.00	\$ 125,000.00	200,000.00 \$ 1,770,000.00	\$ 3,000,000.00	\$ 3,300,000.00		
Contingency*			200,000.00				300,000.00
Project Funded (\$)	75,000.00	50,000.00	1,445,000.00 \$	1,230,000.00	300,000.00		3,100,000.00 \$
Pro	\$	\$	\$	\$	\$		↔
roject Request (\$)	75,000.00	00.000,03	1,445,000.00	1,250,000.00 \$	\$ 00.000,005	200,000.00	3,520,000.00 \$
Projec	\$	ક	ક	\$	\$	S	s
Project Name	CAMA Revaluation	POCD Plan	Bridge (CT 50% cost share)	ADA Transition Plan Upgrades	Chiller Tower (SW HS)	HVAC Chiller Repalcement (Library)	4

* Should PVR Bridge look to be on budget by Oct 1st we will release it to the Town HVAC Project.

Exhibit B



Town of South Windsor **Digital Budget Book**



Council Approved Version



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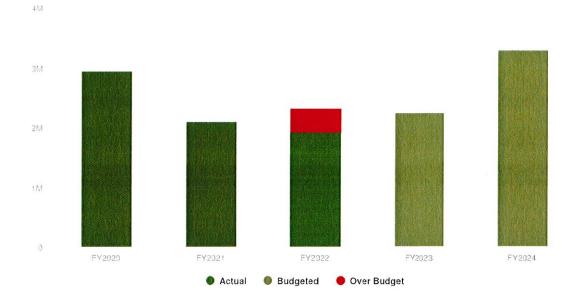
DEPARTMENTS SUMMARIES

Capital Improvements

Expenditure History

\$3,300,000 \$1,050,000 (46.67% vs. prior year)

Capital Improvements Proposed and Historical Budget vs. Actual



Name	FY2022 Actual	FY2023 Council Approved	FY2024 Department Requested	FY2024 Town Manager Proposed	FY2024 Council Approved
Expenditures					
Capital Improvements	\$2,324,472	\$2,250,000	\$4,300,000	\$4,000,000	\$3,300,000
Total Expenditures:	\$2,324,472	\$2,250,000	\$4,300,000	\$4,000,000	\$3,300,000

Budget Change Commentary

Department Requested:

• The Capital Improvements Budget increased 91.11% or \$2,050,000 based on the 5-year CIP Plan for FY 2024.

Town Manager Proposed:

• The Town Manager decreased the department requested budget by (6.98%) or (\$300,000). The proposed budget funds the top 5 ranked projects on the 5-year CIP Plan. The overall budget is now an increase of 77.78% or \$1,750,000.

Council Adopted:

• The Council reduced this budget by (\$700,000) or 17.5%.

Capital Projects Overview

A Capital Project is a physical public betterment of improvement involving facilities, land, or equipment, with a substantial useful life and a cost of \$100,000 or more.

Items classified as capital projects include:

- New public buildings (including equipment needed to furnish such buildings);
- Significant alterations, additions or improvements to existing public buildings;
- · Land improvements, acquisition, and development;
- Equipment replacement and/or refurbishing;
- · Street reconstruction and major resurfacing;
- · Pedestrian walkway construction and major rehabilitation;
- · Sewer main construction and rehabilitation;
- · Sanitary sewer and storm drain construction and rehabilitation; and
- · Long-range planning studies.

Capital Improvement Plan Policies

Capital projects shall be undertaken in order to satisfy documented needs and demands of the Town of South Windsor. The Capital Improvement Program shall be a realistic multi-year plan of capital spending, based upon revenues and other financial resources that may reasonably be anticipated over the term of the plan. All capital project proposals shall be thoroughly evaluated in terms of their estimated impact upon the annual operating budget of the Town of South Windsor.

Capital improvements shall meet one of the following criteria:

- Enhance protection of public health and/or safety.
- Ensure compliance with state and/or federal law or administrative regulations.
- · Reduce and/or stabilize operating budget costs.
- Prolong the functional life of a capital asset of the Town by 10 years or more.
- · Encourage further expansion of the Town's real estate tax base, employment or housing.
- · Improve the ability of the Town to deliver services.

Capital Improvement Program

- a. <u>Submission</u> The Town Manager and Superintendent of Schools shall prepare and submit to the Capital Projects Committee a ten-year Capital Improvement Program at least six months prior to receipt of the next fiscal year's operating budget.
- b. <u>Contents</u> The Capital Improvement Program shall include: (1) a clear summary of its contents; (2) a list of all capital improvements proposed to be undertaken during the next ten fiscal years with supporting data; (3) cost estimates, method of financing, and recommended time schedules; and (4) the estimated annual cost of operating and maintaining the facilitates included. The above information shall be revised and extended each year.

Capital Project Accounting

- 1. All capital appropriations are to be made for project purposes and be presented in specific line item format (i.e. design, project management, construction, equipment, etc.). An estimated project completion schedule shall also be included with each capital appropriation request.
- 2. Appropriations for the acquisition, construction, or reconstruction of "major capital facilities" are to be made to a Capital Improvement Fund instead of the General Fund, regardless of the financing source for the capital appropriation. "Major capital facilities" will be defined as any acquisition, construction, or

reconstruction project which has an estimated cost of \$200,000 or more and is expected to take more than a single fiscal year to complete. Capital appropriations of less than \$200,000, and those which are expected to be completed within a single year will continue to be appropriated to the General Fund.

- 3. Not later than July 15 of each fiscal year, each department head having a capital appropriation in either the Capital Improvement or General Fund, for which there is an unexpended and unencumbered balance at June 30, shall provide the Finance Director with a detailed request to carry the balance forward into the new fiscal year. This request shall contain a detailed description of the work to be performed, including any variations from the original plan, and a projected schedule for completion of the project.
- 4. Unobligated balances in bonded capital project accounts shall be transferred to the Capital Stabilization Fund at the completion of each such capital project. These balances shall be reserved for future appropriation in accordance with the municipal finance laws.

To the extent that the Town Council has not voted to designate Capital Stabilization funds for a specific future project, the Unreserved Fund Balance in the Capital Stabilization Fund shall be available for appropriation for additional capital needs.

- 5. To the extent that <u>undesignated</u> and unreserved funds are available in the Capital Stabilization Fund at the time that the Capital Budget is submitted to the Capital Projects Committee, this fund shall be used as the priority source for capital appropriations. Free Cash shall not be used as a financing source for a capital appropriation while equal funding is available in the Capital Stabilization Fund.
- 6. The Finance Director shall provide the Capital Projects Committee with a quarterly and annual detailed report on the status of all capital appropriations, including a summary of all activity into and out of the Capital Stabilization fund.

Capital Improvement Program Goals

The Capital Improvement Program (CIP) shall be updated annually based upon changes in the Town's capital needs and financing availability in order to: identify needed improvements and/or additions to the Town's equipment and infrastructure; schedule projects in priority order over the ensuing ten-year period; and ensure adherence to Town financial policy and Town Charter requirements.

CIP Financing Sources

In order to be a meaningful and useful management tool, the Capital Improvement Program must be based upon a realistic financing plan. The financing plan for the Capital Improvement Plan continues the Town of South Windsor's established policy of pay-as-you-go financing, combined with prudent use of available debt financing capacity. This policy has allowed the Town to obtain and maintain AA credit rating.

Financing sources included in the Capital Improvement Plan are divided into three categories: Tax-Supported, Non-Tax-Supported, and Lease-Supported

Tax-Supported Funding Sources

<u>General Obligation Bonds</u> – The Town can sell tax exempt bonds, usually in February each year. The annual debt service is included in the Operating Budget.

<u>Operating Budget (General Fund)</u> – Annual departmental budgets, supported primarily by property taxes, local revenue, and state aid.

Other - Funds such as Capital Surplus, Capital Stabilization, and Sale of Municipal Buildings.

Non-Tax-Supported Funding Sources

<u>State and Federal Grants</u> – Project Specific or block grants from federal, state, or other governmental agencies.

<u>Recreation and Sewer Revenue</u> – Fees and charges paid by sewer customers, which are used to support the Operating Budget (Special Revenue Fund) and generate a Sewer Fund Balance (surplus available for sewer purposes).

Other – Town trust or other funds designated for specific purposes by law, charter or ordinance. Includes donations and gifts.

Other Financial Policies

The mere availability of state and/or federal funds shall not necessarily result in the initiation of a capital project. The Town will utilize free cash only for capital projects, reserves and obligations of prior fiscal years. Special Revenue Funds will be reviewed annually in the context of the CIP. Unreserved fund balances will be utilized for capital projects in conformity with General Laws.

Long-term debt will be consistent with the following guidelines:

- The Town will maintain a debt schedule with 50% of outstanding principal maturing within ten years.
- The Town will limit long-term debt to those capital improvements which cannot be financed from existing fund balances or current revenues.
- The maturity of long-term debt will be consistent with, or less than, the expected lifetime of the project.
- The Town will use special assessments, revenue bonds, and other available self-liquidating debt measures in lieu of general obligation bonds whenever possible. Sewer revenue will offset sewer-related debt service.
- General Fund Debt Service will be approximately 10% of General Fund Budget. Total capital expenditures will be approximately 5% of General Fund Budget.
- Good communication with rating agencies will be maintained, and a policy of full disclosure on every financial report and bond prospectus will be followed.

Project List

Total Project Number \$180,000.00 \$200,000.00 \$200,000.00 \$600,000.00 \$575,000.00 \$600,000.00 \$57,500.00 \$57,500.00 \$443,812.00 \$0.00 \$0.00 \$175,000.00 \$4,800,000.00 \$5,000,000.00 \$5,000,000.00 \$24,600,000.00 \$0.00 \$6,692,683.00 \$137,500.00 \$100,000.00 \$100,000.00 \$1,150,000.00 \$421,181.00 \$100,000.00 \$277,324.00 \$876,300.00 \$250,000.00 \$550,000.00 \$632,500.00 \$300,000.00 \$80,000.00 \$0.00 \$602,716.00 \$3,750,000.00 \$115,000.00 \$25,969,233.00 \$300,000.00 \$100,000.00 \$400,000.00 \$70,000.00 \$70,000.00 \$253,000.00 \$450,000.00 \$2,000,000.00 \$224,683.00 \$2,210,000.00 \$0.00 \$0.00 \$1,435,000.00 \$1,185,000.00 \$1,050,000.00 \$500,000.00 \$0.00 \$0.00 \$500,000.00 \$0.00 \$0.00 \$0.00 \$0.00 \$550,000.00 \$115,000.00 FY2029 \$500,000.00 \$115,000.00 20.00 \$0.00 \$300,000.00 \$500,000.00 \$0.00 \$385,000.00 \$0.00 \$0.00 \$115,000.00 \$0.00 \$0.00 FY2028 \$115,000.00 \$0.00 \$500,000.00 \$4,026,181.00 \$14,670,000.00 \$300,000.00 \$0.00 \$0.00 \$1,250,000.00 \$1.250,000.00 \$500,000.00 \$385,000.00 \$200,000.00 \$50,000.00 \$0.00 \$0.00 \$0.00 \$255,000.00 \$600,000.00 \$700,000.00 \$250,000.00 FY2027 \$4,800,000.00 \$115,000.00 - \$0.00 \$0.00 \$0.00 \$0.00 \$1,226,000.00 \$0.00 \$0.00 \$0.00 \$75,000.00 \$1,000,000.00 \$139,000.00 \$1,390,000.00 \$300,000.00 \$0.00 \$300,000.00 \$0.00 \$253,000.00 \$500,000.00 \$398,000.00 \$100,000.00 \$100,000.00 5421,181.00 \$300,000.00 \$350,000.00 FY2026 \$5,000,000.00 \$0.00 \$142,716.00 \$0.00 \$0.00 \$0.00 \$0.00 \$1,250,000.00 \$7,043,052.00 \$0.00 \$0.00 \$1,796,683.00 \$200,000.00 \$100,000.00 \$273,900.00 \$137,500.00 \$900,000.00 \$100,000.00 \$277,324.00 \$876,300.00 \$250,000.00 \$550,000.00 \$632,500.00 \$57,500.00 \$57,500.00 \$443,812.00 \$80,000.00 \$100,000.00 \$100,000.00 \$70,000.00 \$70,000.00 \$200,000.00 \$450,000.00 \$224,683.00 \$492,000.00 \$180,000.00 \$200,000.00 \$50,000.00 \$575,000.00 FY2025 548,114,507.91 \$300,000.00 \$600,000.00 \$7,925,683.00 \$125,000.00 \$4,880,000.00 \$27,384,233.00 \$0.00 \$450,000.00 \$0.00 \$2,500,000.00 \$224,683.00 \$2,210,000.00 \$180,000.00 \$500,000.00 \$400,000.00 \$308,000.00 \$100,000.00 \$1,150,000.00 \$443,812.00 \$80,000.00 \$602,716.00 \$70,000.00 \$70,000.00 \$500,000.00 \$500,000.00 \$253,000.00 \$1,529,000.00 \$11,700,000.00 \$450,000.00 \$273,900.00 \$137,500.00 \$575,000.00 \$255,000.00 \$600,000.00 \$700,000.00 \$100,000.00 \$100,000.00 \$421,181.00 \$100,000.00 \$277,324.00 \$876,300.00 \$250,000.00 \$550,000.00 \$632,500.00 \$57,500.00 \$57,500.00 \$160,000.00 \$0.00 \$500,000.00 Project Total Date Submitted 12/18/2023 12/06/2023 12/06/2023 12/06/2023 09/26/2023 12/20/2023 12/15/2023 12/15/2023 11/29/2023 12/06/2023 09/25/2023 09/25/2023 09/25/2023 12/06/2023 12/06/2023 11/21/2023 11/21/2023 11/21/2023 09/24/2023 12/06/2023 11/30/2023 11/09/2023 09/22/2023 2/05/2023 09/24/2023 09/24/2023 12/15/2023 2/16/2023 12/06/2023 12/06/2023 12/06/2023 12/06/2023 12/06/2023 11/30/2023 11/21/2023 09/25/2023 9/25/2023 09/25/2023 09/25/2023 12/18/2023 2/17/2023 2/16/2023 2/06/2023 12/06/2023 12/06/2023 12/05/2023 11/30/2023 09/24/2023 09/24/2023 09/24/2023 09/24/2023 Planning & Zoning Commission Sw Volunteer Fire Department Sw Volunteer Fire Department Sw Volunteer Fire Department Sw Volunteer Fire Department nformation Technology nformation Technology nformation Technology **Building Maintenance Suilding Maintenance 3uilding Maintenance 3uilding Maintenance Suilding Maintenance Building Maintenance Suilding Maintenance 3uilding Maintenance** Sullding Maintenance Parks & Recreation Parks & Recreation **Building Maintenance Building Maintenance Building Maintenance Building Maintenance** Public Works Board Of Education **Building Maintenance** 3oard Of Education Board Of Education Board Of Education Soard Of Education Soard Of Education Soard Of Education Board Of Education Board Of Education Parks & Recreation Parks & Recreation Parks & Recreation Board Of Education Parks & Recreation Parks & Recreation Soard Of Education Soard Of Education Public Works Public Works Fire Marshal Public Works Public Works Public Works Engineering South Windsor High School Renovate an Existing Classroom into a Chemistry Classroom. South Windsor High School Main Entrance Sidewalk Removal and Replacement. South Windsor High School Traffic Safety Improvements and Annex Parking Lot. Emergency Communication System Upgrades - Town Systems Culvert Replacement Program FEMA Hazard Mitigation Grant following Tropical Storm Henri South Windsor High School Auditorium Lighting Replacement Parks and Recreation Facility-Code Compliance Upgrades Parks and Recreation Facility Renovations and Expansion South Windsor High School Front Parking Lot Repaving South Windsor High School Elevator Replacement Pleasant Valley Road Bridge over Podunk River Rye Street Parking lot and Court improvements South Windsor High School Library Roof Replac ent Wapping Community House Pavement Management of Town Parking Lots Boundless Playground/Splash Pad Restroom Elevator Replacement Police Department South Windsor High School Chiller Tower Renovation of Fire Station 1 & 2 kitchens Ellsworth Boiler Natural Gas Conversion South Windsor Food Compost Program Roof - Sall Shed Public Works Garage Boundless Playground Improvements Police Department Roof Replacement Roof Replacement Fire Headquarters Plan of Conservation & Development Town Wide Drainage Improvements Roof - Wapping Community House Fiber Equipment - Fire Department Ellsworth Gym Roof Replacement Firehouse Security Enhancments ADA Upgrades - Town Buildings Ellsworth Parking Lot Repaving Roof - Veteran Memorial Park VMP - Outdoor Pool Covers* Town Hall Roof Replacement Door and Security Upgrades Park & Rec Bld Office Space John J Mitchell Fairgrounds Library Carpet Replacement SW Library - HVAC Chiller Ellsworth Oil Tank Removal Paving For Progress 2.0 Park & Rec Master Plan Fire Department SCBAs Revaluation (CAMA) South Windsor GIS EOC - Video Wall SCBA Fill Station Crosstown Trail Request Title otal Computers and Related Equipment Computers and Related Equipment **Fotal Building and Facilities Fotal Other Improvements Fotal Computer Software** Type Building and Facilities **Total Other Equipment** Other Improvements Computer Software project Wist いままし Roadways

 Project Total
 FY2025
 FY2027
 FY2027
 FY2029
 FY2029
 Total Project Number

 SS7,041,007.91
 \$5,000,000.00
 \$5,500,000.00
 \$5,500,000.00
 \$27,100,000.00
 \$27,100,000.00
 \$93,420,923.91 \$14,009,735.00 \$11,352,181.00 \$21,405,000.00 \$6,800,000.00 \$6,665,000.00 \$60,231,916.00 Date Submitted Department

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3 T 7 J SA

Type Total Roadways

Request Title

Total Project Types