

**CAPITAL PROJECTS COMMITTEE**  
**(SUBCOMMITTEE OF THE SOUTH WINDSOR TOWN COUNCIL)**

**MINUTES**  
**MADDEN ROOM**

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**TOWN HALL**

**REGULAR MEETING**  
**November 17, 2021**

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**1. Call Meeting to Order**

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

**2. Roll Call**

**Members Present**

Arthur Adduci, Board of Education  
Chris Chemerka, Director of Finance and Operations, Board of Education  
Darrell Crowley, Director of Facility Services, Board of Education  
Marek Kozikowski, Town Council  
Michael Maniscalco, Town Manager  
Andrew Paterna, Town Council  
Liz Pendleton, Mayor, Town Council  
Scott Roberts, Assistant Town Manager/CIO/EM (Town Manager's Designee)  
Craig Zimmerman, Board of Education

**Members Absent**

Vincent Stetson, Director of Public Works  
Jessica Waterhouse, Board of Education

**Guests Present**

John Caldwell, Parks Superintendent  
Dr. Kate Carter, Superintendent of Schools, Board of Education  
Molly Keays, Director of Parks & Recreation  
Clay Major, Director of Facilities  
Brian Peck, Fire Department

**3. Approval of Minutes for Previous Meeting (October 20, 2021)**

Mr. Andrew Paterna made a motion to approve the minutes of October 20, 2021. Mr. Arthur Adduci seconded, and the motion was approved unanimously. Mayor Pendleton and Councilor Kozikowski abstained as they were not present at the October 20, 2021 meeting.

**4. Discussion Items**

***A. Reports on Current Projects***

Mr. Roberts discussed the handouts that were distributed (**Attachment A and Attachment B**) which includes the FY 20/21 through FY 25/26 Staff Capital Inventory/Request and the 2022/2023 Capital Projects Staff Ranking Report. Also provided was a 2022 budget that outlines all of the capital projects. Mr. Roberts also mentioned that the Town invested in a product called ClearGov for budget transparency. It has the capability of adding projects to the platform. The website has three types of projects listed: Bonded Referendum Projects listing, Capital Projects Improvement listing and the ARPA Projects listing. Mr. Roberts gave an overview on viewing projects on the website. Mayor Pendleton asked if this information could be shared with the Council Members so everyone is on board. Mr. Roberts said that he would make sure it is on the report for next meeting and will also put it on Facebook. Mayor Pendleton

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asked if there was any way to tell if a project has been completed. Mr. Roberts said that they will look into it. Clay suggested making another tab in the program to alert when a project has been closed. Mr. Roberts said he will make a note and look into it tomorrow. Mayor Pendleton asked how far back the projects go on the website. Mr. Roberts said that capital projects go back to this last fiscal year. The bonded referendum goes back as long as the project was bonded and not completed so it will be in the system as active project. Mayor Pendleton asked if there are any of last year's capital projects that aren't completed yet that could be put on the website. Mr. Roberts said that they can review all statuses of capital projects and if there is a project that is outstanding, it will be on the website.

Mr. Paterna asked about changes to deck hockey and pickle ball. Ms. Keays said that since the last meeting there hasn't been any additional updates. There were working on the final renderings with Design Professionals which is now uploaded on the ClearGov Website. It will be eight pickle ball courts and a deck hockey court. They are working out the specifications with Musco Lighting which should be received by the end of the week or early next week. Mr. Caldwell said that the design hasn't changed. The only thing that changed a bit is the flooring for the deck hockey. They went with the Maytex Flex Sport Flooring which saves the flooring and is more durable. It allows for expansion and contraction and is allowed to be flooded. The project will be bid as individual projects but the Town will be the subcontractor. Ms. Keays said that they will look to sponsors from local businesses once the deck hockey boards are in to help offset costs.

Mr. Crowley gave an update on the Wapping Roof Replacement. They asked for additional funds because it came in over budget. That project is underway and materials have been delivered. The rock surfaces have been removed and started the removal of the roof. They are hoping to have it complete by spring.

For outstanding projects, Mr. Crowley said that the high school roof project is a combination of referendum and capital funds. The project was supposed to be completed this past summer. The high school façade work which also had dual funding by referendum and capital funds has been worked on all summer. The new Timothy Edwards School project is in design by the architects currently and waiting to go for grant approval from the State.

Mr. Doolittle gave an update on the storage and maintenance offices. Mr. Doolittle said that Mr. Major has been working with the architect to get prices for the building. Mr. Doolittle is talking to engineers to get a site plan in place.

Mr. Major gave an update on the library carpeting. Mr. Major said that the carpeting has been complete for a couple months. They removed the second floor carpeting. They have the carpeting for the first floor but don't have the funds for the installation.

Mr. Major also gave an update on the ADA Transition Plan. He said that he has been working with the architect for a few months and have gone to almost every public building and done an evaluation on those sites. One he has the financial cost estimate for updating all the buildings that need correction he will update the committee and can prioritize the work.

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Mr. Peck gave an update on the communications upgrade, HVAC and the security upgrades at the fire department. Mr. Peck said that the vendor for the security upgrades has been in and completed all except two of the doors that were being upgraded to electronic access.

The HVAC project has two components to it: The engineering component is to specify what replacement heating system for Fire House #1 will be most cost effective to replace the aging boilers. This part of the project has not been started. The other component is the newest fire station which is ten years old has a computer control system that needs to be upgraded because the parts for the current system are obsolete. That project is expected to be completed in the next few weeks. Regarding moving forward with the engineering assessment, Mr. Peck said they are anticipating starting that project soon.

Mr. Peck gave an update on the communications tower project and said that there was a site walk for the foundation. They are working on bringing the concrete trucks down the access road. The boring testing and soil compaction testing has been approved.

Mr. Doolittle said that he received an update today and said that work is expected to start on the tower foundation next week. The tower should arrive sometime in January. Mayor Pendleton said that the Patriotic Commission would like to find out if there is an estimated time of completion for the project because they noticed the cables going up and are concerned because they have a fire pit where they burn the flags on Flag Day. Due to the cables that are going up and want to know if the project will be completed before Flag Day. Mr. Doolittle said that it should be finished by June. They don't have the generator yet due to the lead time. Most of the work should be finished and they can be sure to be out of their way for the burning of flags on Flag Day in June. Mr. Caldwell said that the area will be able to be back filled and the Parks Department will put the fire pit back together for the Patriotic Commission.

Mr. Major gave an update on the police security fence project. Mr. Major said that there are two components to this project; one has two pass gates on either side of the building. Both of the gates need locking hardware. They are waiting for delivery of the hardware. They will also install concrete on either side to allow for a clear path to get in and out if need be. Everything on this project is complete except the hardware and pathway.

Mr. Major also gave an update on the retaining wall project that will take place at the Annex. He said that the contractors were out and are finishing the capstone on the brick retaining wall. They are waiting for the excavator to dig out shrubbery behind the fence and install drainage which is the last part of this project.

Mr. Doolittle gave an update on the traffic calming and signal upgrades and said that for the traffic calming project, they have installed speed signs on Laurel Street. Mr. Doolittle spoke to the engineer for the Buckland Road signal upgrades regarding increasing the scope so they can revise their estimate to include fiber. The timing on all the signals have been updated on Buckland Road.

Mr. Doolittle also gave an update on the bridge at Podunk River and Pleasant Valley Road. Mr. Doolittle said that they have proposals for the design of the bridge and they will be selecting an engineer and starting the project.

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Discussing the sidewalk projects, Mr. Doolittle said that the sidewalk projects throughout Town are ongoing.

Mr. Doolittle also said that the GIS project is also ongoing. Vendors are wrapping up the second phase of the storm water project. Mr. Doolittle also mentioned that the Main Street Bridge project has also been awarded.

### **5. New Business**

#### **A. Dr. Carter to Address Committee Regarding Needs Based on Increasing Student Enrollment**

Dr. Carter addressed the committee regarding increasing student enrollment. Dr. Carter said that she wanted to make committee members and town staff aware what the increasing enrollment is having on the schools and subsequent impact that it will have on the Town and capital or operating budget. Reviewing the PowerPoint presentation of school enrollment **(Attachment C)** Dr. Carter said that South Windsor is the fastest growing school district in the State of Connecticut. Over the last five years there has been a 16% increase in K-5 enrollments and is projected to be an additional 21.1% increase in the next ten years. The South Windsor PK-12 enrollment is projected to increase from its current enrollment to 5,447 by the year 29/30. Dr. Carter reviewed the PowerPoint presentation with the committee showing that South Windsor compared to other towns in the same DRG are declining in enrollment with only one town showing a slight increase in enrollment compared to South Windsor's.

Mayor Pendleton asked what the main reason was for the increase in enrollment. Dr. Carter said it is a variety of factors. The demographers have said that South Windsor has greater access than some communities such as affordable housing, diversity of housing which has changed from a mix of older residents without children to families with children. Also South Windsor has seen a big demographic change from single digits of families identifying as South Asian to more than 30% in a short amount of time which has had an impact on South Windsor's growth.

Dr. Carter wanted to make the committee aware that to remedy the situation that they will need add additions to school buildings and try to expand the high school footprint although she does not feel that it would be well received if they were asking for a thirty or forty million dollar referendum which leaves the other option taking back the use of Wapping School. Mayor Pendleton asked if they would need to use all of Wapping School. Dr. Carter said yes they would need the whole school and in terms of timeline, they can use space now but would like to give enough notice to allow the Town to relocate Parks and Recreation. Dr. Carter intentionally never said what the use of the former Orchard Hill School would be because they were unsure what was going to happen and Timothy Edwards School and if that were to become overfilled, they could spill over into Orchard Hill. Dr. Carter said that they have come to the conclusion that they believe that based on the information they have today, they would not need the former Orchard Hill. If they need to make adjustments at Timothy Edwards School or the new Orchard Hill, they would be talking about a different plan, possibly portable classrooms. Dr. Carter feels that taking back use of Wapping would be the best solution to make the increased student enrollment work. Mayor Pendleton asked what would happen to the old Orchard Hill if the Board

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of Education doesn't need it. Dr. Carter said that it would be up to the Town to decide what would happen with the building. If the Town desires to make use of the building, she would recommend to the Board of Education to turn it over to the Town. Mr. Caldwell asked if they took use of the old Orchard Hill for Parks and Recreation, would it have to be made ADA compliant. Mr. Major said that it would need to be made ADA compliant. Ms. Keays and Mr. Caldwell said they walked the property and measured the doors and determined that the building is not ADA compliant. Dr. Carter discussed the improvements that would need to be made for a high school function at Wapping School. They would likely request capital funds or operational funds in order to prepare the school to be able to function as a high school as the same with if Parks and Recreation were to utilize the old Orchard Hill School.

Mr. Maniscalco asked what the anticipated date is that they would need Wapping back. Dr. Carter said they would hold off until July of 2023. Mr. Maniscalco asked if the project would be more than two million dollars.. Mr. Crowley said that they are in the planning process of ideas. They don't have number yet. Dr. Carter said they can figure out what they would need to do to Wapping to make it function as a high school to try to come up with a cost amount.

Mr. Maniscalco expressed his concern with the additional enrollment and said that it is not only an issue with the Board of Education but also within the Town because there will be approximately an additional 2,300 residents in Town that will utilize Parks and Recreation as well as Town services.

Mayor Pendleton asked Dr. Carter if she would come back to the next meeting on December 15, 2021 with new numbers and how many people can fit in Wapping School. Dr. Carter said that she would have that information available for the December meeting.

Dr. Carter excused herself from the meeting at 6:05 pm

**B. Discussion of New Capital Projects**

Mr. Roberts reviewed the Staff Capital Inventory Request for FY20/21 through FY25/26 and the Capital Projects Staff Ranking Chart for FY22/23. **(Attachment D)**. Mr. Roberts said the current capital projects budget is \$1,924,472.00. He spoke with Patricia Perry, Director of Finance and she is not sure what the 5% in revenues will be but will work with the Assessor to get those numbers. For the Town's discussion point, she would hold the same budget of \$1,924,472.00. There are nineteen various projects that were ranked. The Board of Education have not proposed any projects as of the date of the Staff Ranking Report. Mr. Caldwell asked if there was a way that the Storage Building Maintenance Design/Construction project name could be changed so people don't think they are building a storage building for almost a half million dollars. Mr. Roberts said he could change the name. Mr. Roberts asked Mr. Doolittle if he could speak to the engineering design of the project. Mr. Doolittle said they are working with the consultants to get more firm numbers so they can select a consultant to do the work.

Mayor Pendleton asked if the Podunk River Bridge Design project was already approved in the budget. Mr. Doolittle said that it has not been approved and said that there was money in this year's capital budget but that covered part of the design cost. Mr. Doolittle said now that he has hard numbers he is asking for an additional \$250,000.00 based off the original estimate.

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Mr. Doolittle answered questions from the commission about road maintenance. He said that the \$400,000.00 budget covers basic road maintenance like crack sealing and some chip sealing.

Mr. Zimmerman asked questions about the Staff Capital Inventory/Request Report (**Attachment A**). He recommended that Item 16 on the report be changed to Multi-Sports Field with Lights. He said that money should start to be allocated for the Recreation Center with Indoor Aquatics project and the Town Hall Renovations projects. If we don't put away money for these projects, they will not happen.

Mr. Roberts said that staff will get together in December to look at the projects and create a five year plan to include FY 26/27. Currently the capital projects budget is at \$2,000,000.00.

Mayor Pendleton asked why the GIS budget is so big and there has been quite a bit spent over the past years on this project. Mr. Doolittle said that it is to cover labor to collect data and update it. Mr. Roberts said that they have been digitizing a lot of the data in to the computer that wasn't previously digital such as the drainage and sewer system. Mr. Roberts said that GIS has always been part of the capital budget and never part of the operating budget which is why you see it in the capital budget every year. Ms. Pendleton asked why there wouldn't be an operating budget under Information Technology. Mr. Roberts said it was recently under the Engineering Department. GIS is a technology so I.T. is a better department to put it under for classification purposes. Mr. Roberts said that they could put it into this year's budget and develop a line item in the I.T. Department budget. Mr. Maniscalco said it could be put in the operating budget if needed. It will be a huge increase in the coming year budget. Mr. Maniscalco feels that it would make more sense to bring in the narrative associated with GIS so that it will be easy to see what is being accomplished with the line item.

Mayor Pendleton asked when the committee would see the numbers for the Board of Education capital projects. Ms. Chemerka said that they will work on that and have the numbers for the December meeting.

**C. Proposed Capital Project Budget FY 22-23 and Proposed Projects**

Mr. Roberts said that the previous discussion covered this item of the meeting and said that the budget is 1.9 million dollars

**D. Appointment of Chairperson**

Mr. Andrew Paterna nominated Mayor Pendleton as Chairperson of the Capital Projects Committee. Mr. Zimmerman seconded, there were no other nominations brought forward and the motion was approved unanimously.

**E. Appointment of Vice-Chairperson**

Mr. Darrell Crowley nominated Mr. Andrew Paterna as Vice-Chairperson of the Capital Projects Committee. Mr. Zimmerman seconded, there were no other nominations brought forward and the motion was approved unanimously.

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**6. Old Business**

None

**7. Adjournment**

Mr. Kozikowski made a motion to adjourn the meeting, and Mr. Crowley seconded. The meeting was adjourned at 6:40 pm.

Respectfully submitted,

Katherine Senerth  
Recording Secretary

**Attachments:**

- A. Capital Improvement Plan 2022**
- B. Capital Improvements Descriptions**
- C. BOE Increasing Enrollment**
- D. Capital Projects Staff Ranking Chart for FY22/23**