

CAPITAL PROJECTS COMMITTEE

(SUBCOMMITTEE OF THE SOUTH WINDSOR TOWN COUNCIL)

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REGULAR MEETING
December 15, 2021

1. Call Meeting to Order

Mayor Pendleton called the meeting to order at 4:34 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
Clay Major, Director of Facilities
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

Jessica Waterhouse, Board of Education

Guests Present

Jeff Doolittle, Assist Director of Public Works/Town Engineer
Molly Keays, Director of Parks & Recreation
Brian Peck, Fire Department
Walter Summers, Fire Marshal

3. Approval of Minutes for Previous Meeting (November 17, 2021)

Mr. Andrew Paterna made a motion to approve the minutes of November 17, 2021. Mr. Darrell Crowley seconded, and the motion was approved unanimously.

4. Discussion Items

A. Staff Reports on Current Projects

Mr. Major, Director of Facilities gave an update and said that the Police Department perimeter fencing is complete. Police Department locker room expansion had a budget of \$500,000. The amount expended for the engineering piece to date is \$25,582. There is a bid opening on Friday 12/17/21 at noon. The retaining wall at the Annex projects will begin on Monday, December 20th. The project will come in under budget. HVAC is part of the ARPA Projects which has not begun. There are three additional ARPA projects; Town Hall renovations, HVAC upgrades and window replacements. Library carpet is complete.

Ms. Keays, Director of Parks and Recreation gave an update on the projects for prior capital year. The post tension concrete tennis courts were budgeted at \$50,000 and came in at \$38,800 and are waiting for the final project plan to be complete and then that project will be closed out. VMP Redesign Project was budgeted at \$50,000 and they expect to expend all of those funds. There are no updates for the pickleball and deck hockey project. Still waiting to hear from Musco Lighting to find out what the numbers are to complete the lighting. The budget was \$350,000 and expect to spend the full allotted amount including what they are asking for this fiscal year. Mr. Caldwell, Parks Superintendent gave an update on the post tension concrete and said they will be giving back \$11,200. The Rye Street there has been controversy with the

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Lacrosse Wall at the projects site. In an effort to keep the lacrosse wall they went to a local company in Town called Arrow Krane and they have graciously donated their services (valued at \$20,000 to \$30,000) to move the 100,000 pound lacrosse wall 126 feet.

Walter Summers, Fire Marshal gave an update on the Fire Headquarters generator project. The generator was supposed to be shipped next week but were recently notified that it will be shipped around late May 2022. They are working on a proposal to wire in the old generator. The budget was \$150,000 but came in at around \$123,000.

Mr. Summers gave an update on the fire alarm upgrades to Fire Headquarters and Company 2. The original line item budget was \$100,000 and have expended \$49,111 thus far. They are still working to install the new electric door locks to the fire alarm. The project can't be closed out until they receive the final bill from ADT.

Mr. Summers said that the security upgrades were budgeted at \$60,000. They have expended \$47,553.45. Door locks have been completed. Zones will be doing the switches and wiring for the security camera. The balance left currently is \$12,446.55.

The upgrade to the Energy Management System at Company 3 is budgeted for \$55,000. Total expended to date is \$24,450. This project is complete.

The budget for the Communications Upgrade is \$400,000. Current balance on the project is \$63,846. The foundation was completed this week and the tower is expected to be delivered sometime in January.

Darrell Crowley, Director of Facility Services for the Board of Education gave an update on the Ellsworth elevator and said that the project budget is \$356,365 with an estimated grant of \$87,207. They have expended \$439,738 and the project is complete. They are waiting for the State grant reimbursement before the project can be closed out.

Mr. Crowley gave an update to the fire alarm system at Ellsworth and Orchard Hill School. The budget for this project was \$108,000. They have a final cost of \$59,486. The remaining balance is \$48,514.

The South Windsor High School façade project has combined funding which is \$876,000 from capital and \$876,000 from a bond referendum for a total budget of \$1,752,000. Total expended is \$939,436. The project is complete. There is question on where the funds go back to since the funding came from two different sources.

Mr. Maniscalco said that the referendum bond funding would probably not be issued so it will sit as an unissued bond. The capital funding would go back to the capital non-recurring. Mr. Maniscalco asked Mr. Crowley to forward the final numbers to Patty Perry in the Finance Department.

The South Windsor High School Roof Section C is another project that has dual funding with \$758,000 coming from capital and \$800,000 from a referendum with an anticipated grant of \$1,071,933 for a total of \$2,629,933. The amount expended to date is \$1,246,741. The project was delayed due to material acquisition. The project will start this summer and will be completed before students return in the fall.

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Mr. Crowley also gave an update on the Wapping Roof Replacement Project and said that this project also had dual funding with \$223,000 from capital and \$967,000 from referendum and a grant of \$75,000. The total for the project is \$1,265,000. The total amount expended thus far is \$784,213. The project is ongoing. The anticipated completion date is May 2022.

The last project that Mr. Crowley reported on is a project from referendum. The total of that project the Timothy Edwards School Roof Project. It is \$3.2 million dollars and is in the process of being designed and developed. No expenditures to date.

Mr. Doolittle, Assistant Director of Public Works/Town Engineer gave an update on the Main Street Bridge. The project has been awarded. The contractor plans to start work on the bridge in March 2022 with a completion date of September 2022. The budget for the project is \$3.4 million dollars. The Town pays a little more than half. The Town portion of the budget is approximately 1.7 million dollars. The amount spent to date is \$50,000.

Design will begin for the Pleasant Valley Bridge Project. A purchase order was processed for \$104,000. The budget for this project is \$125,000. Design is expected to start right away. The State is paying for half of the cost of the bridge. The total cost of the project is \$3.2 million and the Town portion of the cost is approximately \$1.6 million dollars.

Mr. Doolittle also gave an update on the Buckland Traffic Signal Upgrades and said that he is waiting for the consultant to update the design to include the fiber optic communications and then it will be ready to go out to bid. The budget for this project is \$170,000, spent \$14,000 and they expect to spend all of the budgeted funds.

Mr. Doolittle reported on the GIS which is an ongoing project. They are waiting for the consultant to review the status of the drainage project.

The sidewalks are also an ongoing project. The budget is \$100,000. They are going through invoices from the contractors for work that was completed this year and that work will continue into the spring. It is expected that the bulk of this budget will be expended.

Mr. Doolittle said that the Traffic Calming Study they have spent about \$12,000 on the radar speed signs to put on Laurel Street. They have not had any other requests for Traffic Calming at this time. The budget is \$12,000 and they have spent that amount to date.

B. Reports on Projects for upcoming Fiscal Budget

Mr. Roberts reported on the Board of Education's Five Year Plan and said that it was integrated into the five year plan for the Town. He provided a memo and reports of the Five Year Plan (Attachment B). Mr. Roberts talked about the projects that are to be funded for the upcoming fiscal year with the current revenue stream with the Town Council Ordinance of 1% plus 5% of new revenue. Mr. Roberts spoke to Patty Perry and reviewed the reports (Attachment B). There is approximately 3.7 million dollars in total capital projects requests for Fiscal Year 2022/2023. Projecting the current revenue increase of 1%, the request for funding will be 3.7 million dollars.

Reviewing the staff ranking of projects, Mr. Roberts added that there was only one change from the last meeting which was for the bridge repairs at \$755,000 which would be funded over two years. Additionally, the Board of Education has requested an athletic field repair at the high school of \$97,000. The Assessor is requesting \$200,000 for the Town wide CAMA Revaluation.

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They were originally asking for \$100,000 but there was a wrinkle in the contract which means that everything will need to be paid for next year. Michele Lipe, Director of Planning has asked for \$50,000 for the Plan of Conservation and Development which is due in two years so they are asking for \$50,000 for the first year of funding and an additional \$50,000 for the second year. . The Town was also notified that they are moving forward with the Hazard Mitigation FEMA Grant for drainage problems that occurred as a result of Storm Henri. The grant will cover seventy five percent of the project. The Town's share is \$250,000 which equates to the Town receiving \$750,000 from the grant.

There was discussion about the Parks and Recreation relocation. Mr. Zimmerman asked why they wouldn't allocate some money into this budget knowing that the Parks and Recreation Department would have to relocate in a year and a half. In the event that a referendum failed they would have some funding in place. Mayor Pendleton suggested that since there are two projects that aren't being started right away, that they could take the \$250,000 from the Lower VMP project and \$245,000 from the Wapping Parking Lot Project and allocate that money for the Parks and Recreation Facility. Mr. Maniscalco, Town Manager said that the Town Council passed a resolution to create a committee to review and come up with a solution for the Parks and Recreation Facility and he would like to have that committee seated before outlining their direction and moving funds ahead of the committee's ideas.

The Committee discussed removing projects from the list. Mr. Roberts recommended that the committee make a recommendation to the Town Council there are assets that are going to have to be addressed sooner rather than later otherwise, things may need to be shut down for safety reasons if repairs are not made. Much of the time, the budget is set in stone and they are looking to take from capital to balance the budget. Mr. Roberts feels that these projects need to be funded before getting to that point. Mr. Marek Kozikowski suggested starting with the 1.9 million and putting the projects in order of needs. He also asked how the Grand List is doing this year. How much growth will there be. This would give a better idea on how to grow the capital budget. Mr. Maniscalco said that Mary Huda, Assessor is working on that and she won't have those number for a few months. Mayor Pendleton asked if they could move the \$755,000 to 23/24 and 24/25 fiscal budget since those projects won't be completed in FY 22/23. Mr. Maniscalco said that the charts that were generated doesn't show the situation getting better so it is best to keep it in this coming fiscal year's budget and the following. Mr. Maniscalco said that going with the 1.9 million dollars makes more sense. The projects should be reorganized and reprioritized. Mayor Pendleton asked the staff if there were any projects that they could reduce the budget on. Mr. Major said they could cut Public Building Security/Doors Upgrade by half from \$100,000 to \$50,000. Mr. Maniscalco asked if they could do a lease to buy for the Storage Building Maintenance Project. Clay said that he could speak to the Director of Finance about it. There was concern about not being able to lease the site work. It was decided to reduce the site work to \$150,000. The committee worked to prioritize the projects and decided to leave them where they are in the list after being prioritized until the next meeting.

5. New Business

A. Approval of 2022 Meeting Dates

Mayor Pendleton asked why there are no meetings in July. Mr. Maniscalco said that this is the time that the budget is being approved so there isn't much to discuss

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Mr. Andrew Paterna made a motion to approve the 2022 Meeting Dates. Mr. Darrell Crowley seconded, and the motion was approved unanimously.

6. Old Business

Mr. Crowley asked if he should speak about the closing of his project. Mr. Roberts said that a motion doesn't need to be made. Mayor Pendleton said she would like a motion so that it is reflected in the minutes.

Mr. Darrell Crowley made a motion to close the upgrade of the fire alarm system at Ellsworth and Old Orchard Hill Project complete and returning \$48,514 to Capital Non-Recurring. Mr. Clay Major seconded the motion and it passed unanimously.

Mr. Doolittle stated that he received a memo from Vincent Stetson regarding the Hazard Mitigation FEMA Grant and said that he is asking to allocate 78,000 of undesignated funds to the preparation of the Hazard Mitigation Grant. Mayor Pendleton asked if we needed to address it now. Mr. Doolittle said yes. Mayor Pendleton asked for a motion.

Mr. Darrell Crowley made a motion to appropriate \$77,500 for the Hazard Mitigation Project from Capital Non-Recurring. Mr. Paterna seconded the motion and it passed unanimously.

Mayor Pendleton asked to create a temporary sub-committee of three people who will work with Mayor Pendleton to do an analysis of the policies and procedures for the Capital Projects Committee that will fine tune the current policies in place.

Mr. Paterna made a motion to create a temporary sub-committee to review the policies and procedure of the Capital Projects Committee to consist of Mr. Scott Roberts, Assistant Town Manager/ Director of IT, Mayor Liz Pendleton and Mr. Marek Kozikowski, Town Councilor as members of the committee. Mr. Major seconded the motion and it passed unanimously.

7. Adjournment

Mr. Paterna made a motion to adjourn the meeting, and Mr. Kozikowski seconded. The meeting was adjourned at 7:03 pm.

Respectfully submitted,

Katherine Senerth
Recording Secretary

Attachments: Capital Projects Staff Ranking 2022/2023
Five Year Plan between Town and BOE
2022 Capital Projects Meeting Calendar