

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

MINUTES
MADDEN ROOM

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TOWN HALL

REGULAR MEETING
January 19, 2022

1. Call Meeting to Order

Mayor Pendleton called the meeting to order at 4:39 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
Scott Roberts, Assistant Town Manager/CIO/EM (Town Manager's Designee)
Jessica Waterhouse, Board of Education

Members Absent

Michael Maniscalco, Town Manager
Andrew Paterna, Town Council
Liz Pendleton, Mayor, Town Council
Craig Zimmerman, Board of Education

Guests Present

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

3. Approval of Minutes for Previous Meeting (December 15, 2021)

Ms. Waterhouse made a motion to approve the minutes of December 15, 2021. Mr. Adduci seconded, and the motion was approved unanimously.

4. Discussion Items

A. Current Project Updates – Department Reports

- Wapping Roof Replacement- No Changes
- Upgrade Emergency Communications Tower- No Changes
- Fire Station Security Upgrades- 7,410.11 spent through IT Department for servers and switches for video camera that will be installed. Balance left is \$12,446.55.
- Revaluation- No Change
- Pickleball/Deck Hockey- Ms. Keays has Toby Lewis of the Parks and Recreation Commission present at the request of Mayor Pendleton.

Mr. Roberts asked for a motion to suspend the rules to add this item to the agenda. Mr. Kozikowski made a motion to suspend the rules to add a new discussion item to allow Toby Lewis, Chairperson of the Parks and Recreation Commission to speak on Musco Lighting. Ms. Waterhouse seconded the motion. The motion passed unanimously.

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Mr. Toby Lewis, Chairperson of the Parks and Recreation Commission discussed the need for lights at some of the parks and events. They are working with Musco Lighting Mr. Lewis reviewed the benefits of Musco Lighting (See Attachment A for benefits and general information for Musco Lighting).

Mr. Roberts asked if this project is expected to stay within budget. Mr. Lewis agreed. Mr. Caldwell said that the lighting repairs are more of a priority right now because of the expense of the repairs. It may come to the point where they would have to shut down the fields and not be able to use them. This would impact night leagues. The lights are high pressure sodium so the sports lighting needs to be replaced at Rye Street around the football and baseball field. They will be using a different lighting for the pickleball and deck hockey.

Continuing with department reports Mr. Roberts asked for an update on the following projects:

- Pickleball and Deck Hockey – Project has been updated on ClearGov. They received a quote from Hinding Tennis for pickleball and deck hockey concrete and fencing. They will need additional funding for next fiscal year for the deck hockey.
- Traffic Signal Upgrades – Working on finishing up Phase II. They are discussing fiber options.
- Town Sidewalks – No updates
- Pleasant Valley Bridge – Project is in the design phase. They should be starting the surveying very soon.
- Town GIS – They have the first part of the storm draining GIS delivered last week. They are currently reviewing that. They received the proposal for the next part of the storm drainage and the easement layer.
- Park and Recreation/Building Office Space – They awarded the RFP for design to Design Professionals. The design is in progress currently. This should take one to two months.
- ADA Upgrades – Received a draft of the ADA Transition Plan.
- Annex Retaining Wall – They are waiting for a large stump to be removed with a stump grinder because they couldn't remove it without damaging the wall. They will remove the stump and put the fence back up. Due to weather and ground being frozen, this is on hold.
- Library Carpet Replacement – Phase I is complete
- Fire House I & II HVAC Boilers – To date expenditures are \$2911.25. This tied in the warning system on the emergency generator. The balance remaining in the account is \$29,638.75.

B. Discussion on Next Fiscal Year Budget Items

Mr. Roberts reviewed the Project Considerations for FY22/23 (see Attachment B Capital Projects Staff Ranking FY 22/23). He had a conversation with Patty Perry, Director of Finance. In the current Town Manager's request for the Town Council budget, is \$2,750,000. At the last meeting, the estimated capital projects came in at \$2,487,000. Mr. Roberts asked the committee if there are any projects above the expected amount that they may need to revisit.

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Mr. Major said they received the preliminary cost of construction for the site plan for Burgess Road Park Storage and Building Maintenance offices. This came in at \$500,000. The building itself is 300,000 but wasn't a completed design. This was also prior to inflation affecting the building costs. Currently, with contingency, building costs, and inflation it will cost approximately an additional \$500,000 to build this building bringing the total cost to \$1,000,000. This can be offset by reducing the amount allocated for Item 8 on the Staff Ranking List (Attachment B) for this fiscal year. It will be moved down on the staff ranking list to Item 20.

Mr. Roberts will speak to the Town Manager to see where the Storage Building Project can be moved in the ranking and if there is a way that the committee can assist. Mr. Roberts will update the listing in time for the next meeting.

Mr. Kozikowski asked Mr. Doolittle his thought on the road maintenance projects being so far down on the ranking list. Mr. Doolittle said it is concerning. Mr. Kozikowski asked if it was possible to reduce the \$400,000 and make it still workable. Mr. Doolittle said it is difficult to work with less than \$400,000. This amount would cover two road for repaving. Potholes can be maintained with the operating budget. Mr. Roberts spoke about bond referendum money for road maintenance. Mr. Doolittle said they are still working off of bond referendum money from 2018 for the road projects. They will use up all of that money. Mr. Roberts asked Mr. Doolittle to come to the next meeting with a plan for road repairs using bond money, and any other maintenance money. Mr. Doolittle said he will have a plan for the committee. Mr. Doolittle said that they are aiming for another bond referendum. VHB is currently working on a road condition report. He will share that report with the committee when it is available.

Mr. Caldwell requested to change the amount of the Deck Hockey and Pickle Ball project from \$150,000 to \$175,000. Mr. Roberts said that nothing has been finalized. Mr. Summers said that if it involves construction that there will need to be contingency in there due to rising costs of construction materials. They were quoted for this project at \$150,000 a year ago so feels that the increase would be best. Mr. Roberts said he would make that change to the report.

5. New Business

None

6. Old Business

None

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7. Adjournment

Mr. Crowley made a motion to adjourn the meeting, and Ms. Waterhouse seconded the motion. The meeting was adjourned at 5:23 pm.

Respectfully submitted,



Katherine Senerth
Executive Assistant

Attachments: Attachment A - Program Development – Musco Lighting
Attachment B – Capital Projects Staff Ranking/Projects for Consideration
FY 22/23

4.1 Program Development

Section VI: Musco Lighting

Musco Lighting is a lighting company that specializes in lighting for sporting and/or recreational facilities. Along with the desire for synthetic turf, lighting at sports fields is something that all parks and recreation agencies are looking to implement. With the advances in technology, lighting features have grown and make it even more user and environmentally friendly.

Benefits:

- Cuts operating costs in half
- Reduces spill light by 50%
- Includes system monitoring and remote on/off control services
- Provides constant light levels
- Complete system from foundation to pole top
- Factory wired, aimed, and tested
- Fast, trouble – free installation
- Comprehensive corrosion protection package
- 25 year Assurance and Warranty Program

Control Link System:

- Saves energy and staff costs
- Allows Flexible Control
- Provides Usage Data
- Increases security
- Provides reliable operation
- Monitors system performance

The Control Link system allows you to:

- Directly control your fields via a website
- Enter, edit, and update your schedules from your web – enabled smart phone
- Manage and analyze the extensive amount of stored information. Reports include usage at facilities and fields

Section VI: Musco Lighting (cont.)

General Information:

- Extensive product assurance program with the people in place to make it happen
- Factory – aimed luminaries guarantee first – time and long – term alignment
- Comprehensive corrosion – resistant package assures trouble – free operation
- Engineered systems assure little to no risk of failure or leakage at transition points
- More light per luminaries means fewer luminaries to buy, install, operate and maintain
- Computer – based design services ensure lighting conditions meet the needs of participants, spectators and television cameras
- Precise control of light with engineered optic systems using proven spill and glare reduction methods

Source:

- Musco Lighting. Control Link. 2006-2010. lighting@musco.com

Projects for Consideration FY 22/23

Staff Rank	Project Description	Plans	Assessor	Planned	Planned
65	1 Assessor Department - Townwide CAMA Revaluation	Plans	Assessor	\$	200,000
66	2 Planning Department - Plan of Conservation and Development	Grant	DPW/EM	\$	50,000
67	3 Hazard Mitigation FEMA Grant Town Contribution	Grant	TOWN	\$	250,000
10	4 Parks & Rec Master Plan Projects	Improvements	Town Wide	\$	200,000
18	5 PW&R Bridges Repairs	Maintenance	High School	\$	755,000
48	6 Athletic Field	Upgrades	RYE ST PARK	\$	97,000
52	7 Deck Hockey / Pickle Ball	Regulatory	TOWN	\$	150,000
49	8 ADA Transition Plan Upgrades	Upgrades	ETS/FD/PD/PW	\$	100,000
53	9 Communication Upgrades	Upgrades	FD	\$	125,000
61	10 Fire Station Security Upgrades-all stations	Upgrades	Park & Rec	\$	60,000
13	11 Storage Building Maintenance Design/Construction	Improvements	TOWN BLDGS	\$	150,000
57	12 Public Buildings Security/Doors Upgrades	Upgrades	TOWN BLDGS	\$	50,000
5	13 Fiber Communications Network	Improvements	PH2	\$	200,000
25	14 Drainage	Maintenance	Town-Wide	\$	100,000,000
9	15 GIS	Improvements	Town-Wide	\$	50,000
41	16 Road Maintenance	Maintenance	Town-Wide	\$	400,000
19	17 Carpeting Installation	Maintenance	LIB	\$	60,000
42	18 Roof	Maintenance	PHQ	\$	150,000
63	19 Traffic Calming Improvements	Upgrades	Town	\$	50,000
37	20 Parking Lots	Maintenance	Lower VMP	\$	250,000
21	21 Parking Lots	Maintenance	WAP	\$	245,000
50	22 Final Closure	Regulatory	Land Fill	\$	400,000

Currently in Budget request at:

\$ 2,750,000

Discussed

✓	TM to talk with Patty Perry with regards to the contract.
✓	Will plan to fund this annually to avoid a large hit a few years before
✓	Chandler Drive, Seale Drive and VMP issues
✓	State of CT will pay 50% of construction cost - functionally obsolete
✓	Reduced by 50,000
✓	Can this be leased (building) - Ask Patty Perry
✓	Reduced by 50,000
✓	Drainage & Easement Projects
✓	Vincennes/Leff 20 Million Referendum Plan (split 4 years)
✓	Hold to use the parking lot as a staging area for the bridge construction - Push a year out
✓	This can be delay and will follow the five year BOE plan
✓	Not sure what the state office of DEEP would require

70 change
reducing

9,000 square feet
5000 cold storage
4,000 building Mt. area

utilities driving cost

Attachment B

