

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

MINUTES
VIRTUAL MEETING

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REGULAR MEETING
February 16, 2022

1. Call Meeting to Order

Mayor Pendleton called the meeting to order at 4:36 pm.

2. Roll Call

Members Present

Arthur Adduci, Board of Education
Darrell Crowley, Director of Facility Services, Board of Education
Marek Kozikowski, Town Council
Andrew Paterna, Town Council
Liz Pendleton, Mayor, Town Council
Scott Roberts, Assistant Town Manager/CIO/EM (Town Manager's Designee)
Jessica Waterhouse, Board of Education
Craig Zimmerman, Board of Education

Members Absent

Chris Chemerka, Director of Finance and Operations, Board of Education
Michael Maniscalco, Town Manager
Clay Major, Director of Facilities

Guests Present

John Caldwell, Parks Superintendent
Jeff Doolittle, Assist Director of Public Works/Town Engineer
Molly Keays, Director of Parks & Recreation
Brian Peck, Assistant Chief South Windsor Fire Department
Walter Summers, Fire Marshal

3. Approval of Minutes for Previous Meeting

None.

4. Discussion Items

A. Current Project Updates – Department Reports

- Traffic Signal Upgrades – Currently in design. Fiber is expected to be run to Buckland Road for the traffic signal cameras. This may change if fiber isn't able to be run on Buckland Road. The signals would then need to be run along the existing copper line. It will be more costly if they need to wait to install the fiber on Buckland Road.

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- Town Sidewalks – They are making up the list for repairs. They will be sending them out to bid this Spring. They will work on fixing neighborhood sidewalks and sidewalks where there have been trip and fall incidents and sidewalks that are severely damaged. The sidewalk plan will be listed on the website.
- Pleasant Valley Road Bridge over Podunk River – Currently in the design phase. They will meet with the GIS Committee and then proceed with finalizing the drainage layer and the easement layer. This also includes sidewalks as part of the road project.
- Traffic Calming Study – Nothing new to report. During the Talbot Lane Public Hearing, Mr. Doolittle recommended a traffic calming study to be done for Governors Highway residents.
- Park & Recreation Office Building Space-Proposal to do site plan work.
- ADA Upgrades- Clay is reviewing the report.
- PD Security Fence – Project Complete
- Annex Retaining Wall – Wall is just about complete and they are ready to put the fence back up on the wall.
- Library Carpet Replacement – Project Complete
- HVAC Boilers at Firehouse I and II – Project included design work for Station I and Station II. At Station III it was actual work to replace the computer that controls the system which has been completed. Station I Headquarters design work hasn't been started. Station II had a catastrophic failure of part of the heating system which was replaced separately.
- Generator at Firehouse – Still waiting for delivery of the generator. The last date they received was May 17, 2022 so the project is on hold for now.
- Fire Alarm Upgrade to the Firehouses – Project is 95% complete. Waiting on ADT and Venture Communications to tie in the fire alarm to the new fob security system. Balance of account is \$50,888.16.
- Fire Alarm Security Upgrades – Balance of \$12,446.55 in account. IT installed all the switches in Firehouse I and Firehouse III to tie in the cameras. Once cameras are installed the project will be complete.
- VMP Tower – Balance of \$47,937.43 in account. Everything has been paid up to the foundation which has been complete. They are working with DPW and Electrical Contractors to get the transformer vault and meter bank construction started shortly. Estimated delivery of the tower is mid-March. Hope to start raising the tower in April.
- Ellsworth Elevator – Expenditures to date are \$439,738.00. Project is complete. Still awaiting State Grant closeout.

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- High Scholl Façade – Expenditures to date are \$951,722.00. Mostly complete. Waiting for some punch list item that need to wait for warmer weather. Completion date is expected in June of 2022
- High School Roof Replacement - Expenditures to date are \$1,246,741.00. Project has not started. They have the materials on site and expect to start when school is out for the year.
- Wapping School Roof Replacement – Expenditures to date are \$784,213.00. Project is ongoing. Completion date is expected in September 2022.
- Timothy Edwards Roof Project - Expenditures to date are \$5,100.00. Awaiting design.
- Pickleball and Deck Hockey Courts – Waiting on final quotes. They expect to have a significant cost savings with this project and expect to come in at \$350,000 with exception of the boards and lighting. They are still seeking sponsors to assist with the costs.
- Security Enhancement Perimeter Fence PD Complex – Project is completed however someone crashed into it already. They are hoping to put the repair through an insurance claim from the driver's insurance.

B. Discussion on Next Fiscal Year Budget Items

Mr. Roberts gave an update on the Projects for Consideration (Attachment A). Mr. Roberts stated that he worked with Patty Perry, Director of Finance and they were able to find \$2,998,148.00 that can be attributed to Capital Projects. The bulk of this is made up of General Fund Contribution of \$2.25 million and anticipate that LoCIP Contributions from the State of Connecticut will be \$162,924.00. The TAR Contribution (Town Road Aid) of \$385,224.00. Patty is anticipating a Capital Non-Recurring Balance of \$200,000 which adds up to \$2,998,148.00. This will allow some movement of projects.

Mr. Roberts asked that the committee decide how far down the list of projects that they want to allow the staff to begin to prepare to start the projects and then send the list to the Town Council for budget discussions.

Mr. Craig Zimmerman said that there is an opportunity to put money aside toward a potential new location for the Recreation Department whether it be seed money for a new facility that would have to go to referendum or to fix a current building in Town and suggested taking \$500,000 to put in account for this project and only consider doing eleven projects instead of fifteen.

Ms. Jessica Waterhouse stated that Town Road Aid line item should be moved forward to allow more road work to be done. Mr. Roberts agreed that the pavement needs should be taken care of.

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The committee discussed the Storage Building and Maintenance Project and agreed that this is an important project in order to be able to house the Building Maintenance Department as they are currently residing at the Wapping Facility which will be turned over to the Board of Education in the next couple of years.

The first three items on the Projects for Consideration list have to remain where they are because they have to be done.

Mr. Roberts asked the committee to come to a consensus on what projects they want to have Town staff and Board of Education staff to start putting together their project cut sheets.

Mr. Paterna said that there should be a discussion about banking some money for a new location for the Park and Recreation and Building Maintenance. If \$500,000 was allotted for two years, there would be a \$1 million dollar down payment for the new facility.

It was stated that Orchard Hill is available for both departments to move to.

Ms. Keays said that they would be in favor of putting aside some dollars because they do need to be out of Wapping by July 1, 2023. She also said that they would be open to talking about prioritizing their projects in order to be able to allocate some funds this year for the new facility.

Mr. Summers feels that Project 12 (Public Buildings and Security Door Upgrades) and Project # 13 (Fiber Communications Network) are very important projects to consider.

Mayor Pendleton asked for all of the details for each project so that they can determine which projects to move forward with before budget season. Mr. Roberts agreed that he would provide that information to the committee.

Mr. Roberts asked for suggestions to what projects should move forward and which should not in an effort to be able to put aside money for the Park and Recreation Facility. Mr. Roberts also asked how much money they are looking to allocate for the Park and Recreation Facility to start with.

Mr. Paterna stated that the Park and Recreation Facility Planning and Implementation Committee is a sub-committee of the Town Council so he doesn't feel that Capital Projects should be asking for funding for the planning part of the project. He feels that Town Council should look at the separate allocation out of the General Fund or some surplus money to get the committee going.

Mr. Zimmerman feels that money should be set aside in the event that the referendum doesn't pass.

Ms. Waterhouse asked the committee if they are planning to keep Projects 1-11 as funded. Mr. Roberts said they could do Projects 1-11 and take the other \$362,000 from LoCIP and Capital Non-Recurring and put it in a new account called Park and Recreation Facility. This would leave a hole in the PD Locker Room Project of \$103,000.

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Mr. Roberts asked for consensus of the commission to keep Projects 1-11 (see Attachment A) as is and use some of the LoCIP money and Capital Non-Recurring minus \$103,000 for the PD Women's Lock Room Project which will be put in another account plus a savings account for the Park and Recreation facility. Mr. Roberts will get the exact numbers and come back to the commission at the April meeting to review.

Mr. Kozikowski asked about the Storage Building Maintenance Project and the fact that the Town is spending \$5,000 a month for storage and asked if it would make sense to hold off for one more year until construction prices are more favorable, it would give a cost savings of \$340,000 that could be applied for planning and seed money for Parks and Recreation.

Mr. Caldwell said that the storage project has been discussed and pushed off for approximately ten years. They are only getting seven years out of the equipment instead of ten to fifteen years because the equipment is rusting due to lack of storage space for the larger equipment. Mr. Caldwell doesn't feel that construction prices are going to go down.

Ms. Keays said it depends on what the priorities are for the Town and what they want to save money on. It could be taken out of the general fund which would save money.

Mr. Roberts cautioned that the list of projects that are not seen continues to grow so the projects will continue to increase so it isn't feasible to put off some of the projects.

Mayor Pendleton asked for a consensus to move forward with Mr. Roberts plan to rework the numbers, look for savings and come back to the commission at the next meeting to review. The commission agreed.

Mr. Roberts asked for a general consensus of what amount they think the seed fund should be. Mr. Kozikowski suggested dropping \$50,000 into the fund and then at the end of the fiscal year if there is extra money, it can be allocated to that fund. Mr. Caldwell agreed with Mr. Kozikowski. Ms. Keays feels that \$300,000 would be a good starting point for the seed fund. Mr. Doolittle feels that a substantial amount of money is necessary and feels that over the next couple of years, they should aim to have \$500,000 to \$1,000,000 in the seed fund. Mr. Paterna feels that \$100,000 is a good starting point and feels that the money for the design should come from the Town Council. Mr. Zimmerman feels that there should be more than \$100,000 in the seed fund due to the time constraints in getting the projects running.

5. New Business

Mr. Summers asked for a motion to change the description to change the name of the HVAC Project to match the budget book. It should be changed to HVAC Engineering/Upgrades Firehouses. ARPA Funds will be used to upgrade Firehouse I HVAC. Capital will be used for engineering to be able to get the most out of the ARPA funds on the construction side.

Mr. Summers made a motion to change the description of Capital Project currently titled, HVAC/Boiler Upgrades at Firehouses I and II to HVAC Engineering/Upgrades at Firehouses. Mr. Zimmerman seconded the motion and it passed unanimously.

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Mr. Doolittle has a draft presentation regarding the road projects and road needs and is ready to share it with the Committee at any time. They are in need of a substantial amount of funding to continue to take care of the roads. The consultant is recommending that the Town invest \$3 million a year to keep the roads in the condition that they are presently. It has been discussed to go out to referendum for road repairs.

Mayor Pendleton asked if it would be feasible to go out to referendum for the total amount of repairs and then going forward do road maintenance. Mr. Doolittle said it would cost \$35-40 million dollars to repair all of the roads and would take 5-10 years to complete all of the roads and by that time, the roads would have to be repaired again.

Mr. Doolittle will give the road presentation to the Commission at the March Capital Projects Committee meeting.

6. Old Business

None

7. Adjournment

Mr. Zimmerman made a motion to adjourn the meeting, and Mayor Pendleton seconded the motion. The meeting was adjourned at 6:12 pm.

Respectfully submitted,



Katherine Senerth
Executive Assistant

Attachments: Attachment A

Discussed

[illegible]

Currently in CIP Budget Requested	\$	2,750,000
FY 2023 General Fund Contribution	\$	2,750,000
FY 2023 LACIP Contribution	\$	1,62,924
FY 2023 TANF Contribution	\$	385,224
CNCR	\$	200,000
	\$	2,998,148

