

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

MINUTES
Madden Room

PAGE 1
TOWN HALL

REGULAR MEETING
October 18, 2023

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
Darrell Crowley, Director of Facility Services, Board of Education
Marek Kozikowski, Town Council
Clay Major, Director of Facilities
Liz Pendleton, Mayor, Town Council
Scott Roberts, Assistant Town Manager/CIO/EM (Town Manager's Designee)
Jessica Waterhouse, Board of Education

Members Absent

Chris Chemerka, Director of Finance and Operations, Board of Education
Karen Lydecker, Town Council
Michael Maniscalco, Town Manager
Craig Zimmerman, Board of Education

Guests Present

John Caldwell, Superintendent of Parks
Molly Keays, Director of Parks and Recreation
Walter Summers, Fire Marshal

3. Approval of Minutes for Previous Meeting

A. Approval of September 20, 2023 Meeting Minutes

Darrell Crowley made a motion to approve the minutes of the September 20, 2023 minutes. Jessica Waterhouse seconded the motion. **MOTION CARRIES**

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

MINUTES
Madden Room

PAGE 2
TOWN HALL

REGULAR MEETING
October 18, 2023

4. Discussion Items

1.) Project Status and Close out of 21/22 Projects

The Committee gave updates on capital projects. The following updates were provided:

- Information Tech- No update on existing project currently
- Building Maintenance-No updates currently
- BOE- No updates currently
- Fire Marshal- Generators for Housing Authorities- The grant now states that the generator must power entire site structures not simply the community houses. Wapping Mews is currently working on getting the fire alarm systems updated.
- Engineering- Update on the Pleasant Valley Bridge. Project is currently on schedule to be completed end of November. Currently installing beams for bridge, drainage on east side of road completed, paving to begin next week. Still working with MDC on moving water.

5. New Business

A. First Cut of Project List (Requests)

Scott Roberts mentioned that there will be a new process for submitting CIP project requests. All project requests must be approved by committee and sent to the Director of Finance by January. Also, each project must be accompanied by a quote, estimate or email from the contractor providing services.

The committee briefly discussed the possibility of a referendum to bond some of the projects on the CIP list. Scott will send the committee a list of the current CIP projects before the next meeting. The committee will decide which of these projects we want to select to move forward with and recommend to Council for funding approval.

The committee members reviewed a list of open CIP projects provided by the Director of Finance; they were asked to work with the Finance Department to determine if any of those projects could be closed out. The Committee will discuss the list again at the next meeting.

Walter Summers suggested adding 15% to each of the project proposals/estimates as a small buffer or contingency due to the market price fluctuations for materials and supplies.

Mayor Pendleton made a motion to add 15% to each capital project proposal. The motion was seconded by Clay Major. A friendly amendment was made by Clay Major to allow this percentage to apply to F/Y 2024/2025 only. **MOTION CARRIES with 6 ayes and 1 nay**

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

MINUTES
Madden Room

PAGE 3
TOWN HALL

REGULAR MEETING
October 18, 2023

B. Short Demo – New Software

Scott introduced the OpenGov Software (Capital Budgeting) that will be required in order to submit projects for Fiscal Year 2025/2026. We will use the existing system that is in place for Fiscal Year 2024/2025. Over the next couple months, Scott will enter more projects into OpenGov. Scott Roberts offered one on one classes to learn how to use OpenGov.

6. Old Business

7. Adjournment

Jessica Waterhouse made a motion to adjourn the meeting. Clay Major seconded the motion. **MOTION CARRIES.** The meeting was adjourned at 6:09pm.

Respectfully submitted,



Katherine Senéth
Executive Assistant

