

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

MINUTES
Madden Room

PAGE 1
TOWN HALL

REGULAR MEETING
January 17, 2024

1. Call Meeting to Order

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

2. Roll Call

Members Present

Chris Chemerka, Director of Finance and Operations, Board of Education
Darrell Crowley, Director of Facility Services, Board of Education
Kenna Kimber, Board of Education
Toby Lewis, Town Council
Clay Major, Director of Facilities
Liz Pendleton, Town Council
Scott Roberts, Assistant Town Manager/CIO/EM (Town Manager's Designee)
Matthew Siracusa, Deputy Mayor, Town Council
Craig Zimmerman, Board of Education (left at 5pm)

Members Absent

Paul Macchi, Board of Education

Guests Present

John Caldwell, Superintendent of Parks
Audrey Delnicki, Mayor, Town Council
Jeffrey Doolittle, Asst Director of Public Works/Town Engineer
Molly Keys, Director of Parks and Recreation
Walter Summers, Fire Marshal

3. Approval of Minutes for Previous Meetings

A. Approval of October 18, 2024 Meeting Minutes

Liz Pendleton made a motion to approve the minutes of the October 18, 2023 meeting.
Chris Chemerka seconded the motion. **MOTION CARRIES**

B. Approval of December 20, 2023 Meeting Minutes

Toby Lewis made a motion to approve the minutes of the December 20, 2023 meeting.
Liz Pendleton seconded the motion. **MOTION CARRIES**

CAPITAL PROJECTS COMMITTEE
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PAGE 2
TOWN HALL

REGULAR MEETING
January 17, 2024

C. Discussion Items

Discussion of FY 24/25 Capital Projects List

Scott Roberts provided handouts to the Committee. (Exhibit A) Staff Project Priority List and the overall requested project list. (Exhibit B)

Assessor- Scott Roberts said that the revaluation is done every five years. It is funded between 50-100k. It is in the second year that CIP has funded the revaluation. There are three more years left so this year the funding will be \$50k, next year it will be increased.

BOE Projects- Darrell Crowley said that **priority (1)** one project is the high school chiller tower. In second phase of funding for the project. Chiller is approximately 34 years old. Typical life span for a chiller tower is 20 years. This project will be complete the second funding if everything comes in as expected. **Priority (2)** two project is the High School Library Roof Replacement. This section of the school was put off due to them trying to redo the library. Ellsworth gym roof is **priority (3)** three. It is a slate roof that was done approximately five to six years ago. The gym roof was not done at this time, only the main roof. The roof is leaking and past its life expectancy. It is an asphalt single roof.

Building Maintenance Projects- Priority (1) one is the door and security upgrades. Project is ongoing with card access on doors and cameras. This is a continuation of that project installing interior and exterior doors with cameras. **Priority (2)** two is the Town Buildings ADA upgrades. This is a five-year plan for \$1,250,000 per year for the next four years. **Priority (3)** three is the heat pump replacements at the Town Garage. There are 9 heat pumps. They use R22 pumps. One has gone bad, the proposal for that is \$18,000. To complete the other 8 pumps totals the \$170,029.00.

Fire Marshal Projects- Emergency Communication System Upgrades. Last year they did not receive CIP funding. They hope to add the Town frequency to Sand Hill Tower which will include coverage to Facilities, our buildings, and Public Works. This project is \$42,000. They would like to get a generator over at the new Tower at VMP. There is a holding spot for about \$50,000 for this project. Last year, they went through Planning and Zoning as well as Inland Wetlands to get a Tower installed at the TRACS Facility to allow coverage to the industrial areas. This would allow Fire and Police to use their radios to communicate with Dispatch. The site plan is approved and ready to proceed. This project line item is \$400,000.

Information Technology- Priority (1) one South Windsor GIS 100,000 request for storm water drainage system added to GIS which is required by DEEP to be mapped and monitored. It will also be used to help with the indoor GIS project (fire alarm strobe

CAPITAL PROJECTS COMMITTEE
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MINUTES
Madden Room

PAGE 3
TOWN HALL

REGULAR MEETING
January 17, 2024

light replacements, what was done and by whom). **Priority (2)** Bringing Fiber Optics from Town Hall up to the new Old Orchard Hill School and old Old Orchard Hill School. 70,000 will finish this project so it will communicate with the rest of the network.

Parks and Recreation- Priority (1) one VMP outdoor pool covers. They are very old (purchased in 2000) life expectancy is 10-12 years. The anchors have had to be done in house. It is a safety issue and will aid operation and preservation of the pool. **Priority (2) two** John J. Mitchell Fairgrounds. Funding is specifically for the pavilion. Hope to switch use to a full functioning event space. There is not enough parking capacity at Nevers Park. Part of the plan is to eventually get utilities at the fairgrounds. There is potential for some state funding. **Priority (3) three** is the Parks and Recreation master Plan.

Public Works- Priority (1) one is the pavement management of Town parking lots. This money to pave the Annex, Town Garage, Wapping Community House and Rye Street Park parking lots. **Priority (2) two** is the culvert replacement program. This is for the design work. Project is \$150,000 for inspections on culverts and smaller bridges. There are seven of them on the state list for funding but will need to have full inspections performed prior to state funding. If there is no state funding, they can use the money for design work. If state funding is not received, they can use the money for design work and come up with a plan to replace the bigger culverts on smaller bridges.

There was discussion amongst the Commission regarding paving of both the upper and lower lots at VMP for cost savings purposes. Jeff Doolittle said he would need \$150,000 in addition to complete the entire VMP lot project. Jeff said that they can speak with Patty Perry and the Town Manager to see if there is money available to be able to do both lots and complete the entire project. Liz Pendleton asked about the ramp at VMP. Clay said that he is waiting on an email reply requesting a meeting to discuss. The ramp is expected to be done in the Fall 2024. Matt Siracusa said that they can have a quick discussion at the special meeting once they know if there are funds are available. They can vote to send the transfer request of \$150,000 for resolution to the Town Council for the parking lot project.

Scott Roberts spoke with Patty Perry, Director of Finance and she said that last year's budget was 3.3 million with the requirement of a 1% increase it would add \$33,000 to the budget. There is percentage of new revenue that goes toward capital projects but are unsure what the grand list will be so that amount is not ready to be calculated at this point. The increase will be less than \$33,000.

Scott said that once the budget is voted on by the committee, it will go to the Town Manager for review and make potential adjustments if necessary. Then it will go to Town Council for approval.

Matt Siracusa asked Liz Pendleton and Kenna Kimber their thoughts on having a vote tonight so that a Special Meeting is not needed. They both felt that it was important to

CAPITAL PROJECTS COMMITTEE
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MINUTES
Madden Room

PAGE 4
TOWN HALL

REGULAR MEETING
January 17, 2024

have committee members present so that they can all vote on the projects at a Special Meeting on January 24, 2024 to be presented to Town Council.

5. New Business

None

6. Old Business

None

7. Adjournment

Toby Lewis made a motion to adjourn the meeting. Liz Pendleton seconded the motion. **MOTION CARRIES**. The meeting was adjourned at 5:51pm.

Respectfully submitted,



Katherine Senorath
Executive Assistant

Exhibit A- Staff Priority List

11/7/24 CJP

Department	Assessor	Priority Ranking	Request Title	Request Type	FY2025	Total	Date Submitted
Total Assessor			Revaluation (CAMA)	Other Improvements	\$50,000.00	\$50,000.00	09/25/2023
					\$50,000.00	\$50,000.00	
Board Of Education			Elisworth Gym Roof Replacement	Building and Facilities	\$100,000.00	\$100,000.00	12/06/2023
	Darrell Crowley 3/3		South Windsor High School Library Roof Replacement	Building and Facilities	\$876,300.00	\$876,300.00	12/06/2023
	Darrell Crowley 2/3		South Windsor High School Traffic Safety Improvements and Annex Parking Lot.	Building and Facilities	\$550,000.00	\$550,000.00	12/06/2023
			South Windsor High School Chiller Tower	Other Improvements	\$200,000.00	\$200,000.00	09/25/2023
	Darrell Crowley 1/3				\$1,726,300.00	\$1,726,300.00	
Total Board Of Education							
Building Maintenance			Heat Pump Replacements Town Garage	Building and Facilities	\$170,029.00	\$170,029.00	12/19/2023
	Clay Major 3/3		Door and Security Upgrades	Building and Facilities	\$302,450.00	\$302,450.00	09/24/2023
	Clay Major 1/3		ADA Upgrades - Town Buildings	Building and Facilities	\$1,250,000.00	\$1,250,000.00	09/24/2023
	Clay Major 2/3				\$1,722,479.00	\$1,722,479.00	
Total Building Maintenance							
Fire Marshal			Emergency Communication System Upgrades - Town Systems	Other Improvements	\$492,000.00	\$492,000.00	09/25/2023
Total Fire Marshal	Walter Summers 1/3				\$492,000.00	\$492,000.00	
Information Technology			South Windsor GIS	Computer Software	\$100,000.00	\$100,000.00	09/26/2023
	Thad Dymkowski 1/3		Fiber Equipment - Fire Department	Computers and Related Equipment	\$70,000.00	\$70,000.00	09/22/2023
	Scott Roberts 1/3						
Total Information Technology					\$170,000.00	\$170,000.00	
Parks & Recreation			John J Mitchell Fairgrounds	Other Improvements	\$450,000.00	\$450,000.00	11/29/2023
	Molly Keays 2/3		VMP - Outdoor Pool Covers	Other Improvements	\$180,000.00	\$180,000.00	09/25/2023
	Molly Keays 1/3		Park & Rec Master Plan	Other Improvements	\$0.00	\$0.00	09/25/2023
	Molly Keays 3/3				\$630,000.00	\$630,000.00	
Total Parks & Recreation							
Public Works			Town Wide Drainage Improvements	Other Improvements	\$0.00	\$0.00	12/06/2023
	Vincent Stetson 3/3		Pavement Management of Town Parking Lots	Building and Facilities	\$900,000.00	\$900,000.00	12/06/2023
	Vincent Stetson 1/3		Culvert Replacement Program	Roadways	\$150,000.00	\$150,000.00	12/05/2023
	Vincent Stetson 2/3				\$1,050,000.00	\$1,050,000.00	
Total Public Works							
Sw Volunteer Fire Department			SCBA Fill Station	Building and Facilities			11/21/2023
	Walter Summers 3/3		Firehouse Security Enhancements	Building and Facilities	\$80,000.00	\$80,000.00	11/21/2023
	Walter Summers 2/3				\$80,000.00	\$80,000.00	
Total Sw Volunteer Fire Department							
Total Departments					\$5,920,779.00	\$5,920,779.00	

Exhibit B
Overall requested Proj. List
11/17/24 CIP

Department	Request Title	FY2025	FY2026	FY2027	Total	Request Type	Request Owner
Assessor	Revaluation (CAMA)	\$50,000.00	\$75,000.00	\$50,000.00	\$175,000.00	Other Improvements	Mary Huda
Total Assessor		\$50,000.00	\$75,000.00	\$50,000.00	\$175,000.00		
Board Of Education	Timothy Edwards Middle School Auditorium Lighting Replacement		\$200,000.00		\$200,000.00	Building and Facilities	Darrell Crowley
	Elsworth Parking Lot Repaving					Building and Facilities	Darrell Crowley
	South Windsor High School Elevator Replacement			\$255,000.00	\$255,000.00	Building and Facilities	Darrell Crowley
	South Windsor High School Front Parking Lot Repaving			\$600,000.00	\$600,000.00	Building and Facilities	Darrell Crowley
	Elsworth Boiler Natural Gas Conversion			\$700,000.00	\$700,000.00	Building and Facilities	Darrell Crowley
	Elsworth Oil Tank Removal			\$100,000.00	\$100,000.00	Building and Facilities	Darrell Crowley
	South Windsor High School Renovate an Existing Classroom into a Chemistry Classroom.			\$100,000.00	\$100,000.00	Building and Facilities	Darrell Crowley
	Elsworth Gym Roof Replacement		\$421,181.00		\$421,181.00	Building and Facilities	Darrell Crowley
	South Windsor High School Auditorium Lighting Replacement	\$100,000.00			\$100,000.00	Building and Facilities	Darrell Crowley
	South Windsor High School Library Roof Replacement	\$277,324.00			\$277,324.00	Building and Facilities	Darrell Crowley
	South Windsor High School Main Entrance Sidewalk Removal and Replacement.	\$876,300.00			\$876,300.00	Building and Facilities	Darrell Crowley
	South Windsor High School Traffic Safety Improvements and Annex Parking Lot.	\$250,000.00			\$250,000.00	Building and Facilities	Darrell Crowley
	South Windsor High School Chiller Tower	\$550,000.00			\$550,000.00	Building and Facilities	Darrell Crowley
Total Board Of Education		\$2,253,624.00	\$821,181.00	\$1,555,000.00	\$4,629,805.00		
Building Maintenance	Heat Pump Replacements Town Garage	\$170,029.00			\$170,029.00	Building and Facilities	Clay Major
	Parks and Recreation Facility-Code Compliance Upgrades		\$139,000.00		\$139,000.00	Building and Facilities	Clay Major
	Parks and Recreation Facility Renovations and Expansion	\$200,000.00			\$200,000.00	Building and Facilities	Clay Major
	Police Department Elevator Replacement	\$273,000.00			\$273,000.00	Building and Facilities	Clay Major
	Roof Replacement Wapping Community House	\$137,500.00			\$137,500.00	Building and Facilities	Clay Major
	Town Hall Roof Replacement	\$575,000.00			\$575,000.00	Building and Facilities	Clay Major
	Police Department Roof Replacement	\$632,500.00			\$632,500.00	Building and Facilities	Clay Major
	Roof - Veteran Memorial Park-Rubber Roof Only Filter Bldg		\$98,900.00		\$98,900.00	Building and Facilities	Scott Roberts
	Roof - Salt Shed Public Works Garage	\$443,812.00			\$443,812.00	Building and Facilities	Clay Major
	SW Library - HVAC Chiller	\$80,187.00			\$80,187.00	Other Improvements	Clay Major
	Roof Replacement Fire Headquarters	\$0.00	\$0.00	\$0.00	\$0.00	Building and Facilities	Clay Major
	Door and Security Upgrades	\$302,450.00	\$115,000.00	\$115,000.00	\$532,450.00	Building and Facilities	Clay Major
	Library Carpet Replacement	\$0.00	\$0.00	\$0.00	\$0.00	Building and Facilities	Clay Major
	ADA Upgrades - Town Buildings	\$1,250,000.00	\$1,250,000.00	\$1,250,000.00	\$3,750,000.00	Building and Facilities	Clay Major
	Park & Rec Bid Office Space	\$0.00	\$0.00	\$0.00	\$0.00	Building and Facilities	Clay Major
Total Building Maintenance		\$4,064,478.00	\$1,602,900.00	\$14,255,000.00	\$19,922,378.00		
Engineering	Pleasant Valley Road Bridge over Podunk River	\$0.00	\$0.00	\$0.00	\$0.00	Roadways	Jeffrey Doolittle
Total Engineering		\$0.00	\$0.00	\$0.00	\$0.00		
Fire Marshal	Emergency Communication System Upgrades - Town Systems	\$492,000.00	\$398,000.00	\$385,000.00	\$1,275,000.00	Other Improvements	Walter Summers
Total Fire Marshal		\$492,000.00	\$398,000.00	\$385,000.00	\$1,275,000.00		
Information Technology	EOC - Video Wall		\$300,000.00		\$300,000.00	Computer Software	Scott Roberts
	South Windsor GIS	\$100,000.00			\$100,000.00	Computer Software	Thad Dymkowski
	Fiber Equipment - Fire Department	\$70,000.00			\$70,000.00	Computers and Related Equipment	Scott Roberts
Total Information Technology		\$170,000.00	\$300,000.00	\$0.00	\$470,000.00		
Parks & Recreation	Rye Street Parking lot and Court improvements		\$253,000.00		\$253,000.00	Other Improvements	Molly Keays
	Crostown Trail		\$300,000.00		\$300,000.00	Other Improvements	Molly Keays
	Boundless Playground/Splash Pad Restroom	\$100,000.00			\$100,000.00	Building and Facilities	Molly Keays
	Boundless Playground Improvements	\$200,000.00			\$200,000.00	Other Improvements	Molly Keays
	John J Mitchell Fairgrounds	\$450,000.00			\$450,000.00	Other Improvements	Molly Keays

	WMP - Outdoor Pool Covers	\$180,000.00	\$0.00	\$0.00	\$0.00	\$180,000.00	Other Improvements	Molly Keays
	Park & Rec Master Plan	\$0.00	\$0.00	\$200,000.00	\$200,000.00	\$200,000.00	Other Improvements	Molly Keays
Total Parks & Recreation		\$390,000.00	\$603,000.00	\$500,000.00	\$2,033,000.00			
	Plan of Conservation & Development	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Other Improvements	Michele Lipe
Planning & Zoning Commission		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total Planning & Zoning Commission								
	South Windsor Food Compost Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Other Improvements	Vincent Stetson
	Paving For Progress 2.0	\$5,000,000.00	\$4,800,000.00	\$4,800,000.00	\$14,600,000.00	\$14,600,000.00	Roadways	Vincent Stetson
	Town Wide Drainage Improvements	\$0.00	\$500,000.00	\$500,000.00	\$1,000,000.00	\$1,000,000.00	Other Improvements	Vincent Stetson
	Pavement Management of Town Parking Lots	\$900,000.00	\$850,000.00	\$500,000.00	\$900,000.00	\$900,000.00	Building and Facilities	Vincent Stetson
	Culvert Replacement Program	\$150,000.00	\$0.00	\$0.00	\$1,500,000.00	\$1,500,000.00	Roadways	Vincent Stetson
	FEMA Hazard Mitigation Grant following Tropical Storm Henri	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Roadways	Vincent Stetson
Total Public Works		\$6,050,000.00	\$6,150,000.00	\$5,800,000.00	\$18,000,000.00			
	SCBA Fill Station						Building and Facilities	Walter Summers
Sw Volunteer Fire Department								
	Renovation of Fire Station 1 & 2 kitchens		\$300,000.00			\$300,000.00	Building and Facilities	Walter Summers
	Fire Department SCBAS						Other Equipment	Walter Summers
	Firehouse Security Enhancements	\$80,000.00	\$300,000.00		\$0.00	\$80,000.00	Building and Facilities	Walter Summers
Total Sw Volunteer Fire Department		\$80,000.00	\$300,000.00		\$0.00	\$380,000.00		
Total Departments		\$14,090,102.00	\$10,250,081.00	\$22,545,000.00	\$46,885,183.00			