

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

MINUTES
SPRENKEL ROOM

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REGULAR MEETING
June 17, 2015

1. Call Meeting to Order

Chairperson Janice Snyder called the meeting to order at 4:40 p.m.

2. Roll Call

Members Present

Dr. Saud Anwar, Town Council
Chris Chemerka, Director of Finance and Operations, Board of Education
Jamie Gamble, Board of Education
Michael Gonzalez, Board of Education
Elizabeth Pendleton, Town Council (Vice-chairperson)
Scott Roberts, Director of Information Technology (Town Manager's Designee)
Janice Snyder, Town Council (Chairperson)

Members Absent

Dr. Kate Carter, Superintendent of Schools, Board of Education
Michael Gantick, Director of Public Works
Patrick Hankard, Director of Facility Services, Board of Education
Craig Zimmerman, Board of Education

Guests Present

Raymond Favreau, Director of Parks and Recreation
Stephen Wagner, Town Council

3. Approval of Minutes Previous Meetings

Mayor Saud Anwar made a motion to approve the May 20, 2015 Minutes; Councilor Elizabeth Pendleton seconded that motion; and it was approved unanimously with one abstention from Mr. Jamie Gamble.

4. Discussion Items

Status of Top 3 Items on Capital Projects List

Chairperson Snyder opened the discussion. The Committee was only approved for \$1 million for Fiscal Year 2015/2016. She asked Mr. Scott Roberts to rework the list to remove all projects that will not fit into the budget.

Mr. Jeffrey Doolittle previously emailed the Committee with all of the Avery Street updates (Exhibit A). Mayor Saud Anwar said that the Committee was interested in seeing if there would be savings from the bidding process. Chairperson Snyder said that Mr. Doolittle felt there would be no savings. Ms. Chris Chemerka said there was a question whether the project could be held off, and the answer to that question was also no. Chairperson Snyder said this project is at a point where it cannot be held off and has to move forward. The Town will fund \$200,000 for the project, and the State is providing a \$2.12 million grant. All Town funds need to be approved because construction needs to start in Fiscal Year 2015/2016.

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Mr. Jamie Gamble asked for clarification on the Avery Street project scope. Chairperson Snyder said it includes milling and repaving the road as well as putting in new drainage from Kelly Road south to Orchard Hill Drive. The project was hung up in the State Department of Transportation for some time, but now it is ready to move forward. A letter was recently sent to all residents in the area of construction to inform them of the project status.

Chairperson Snyder discussed the Main Street Bridge over Podunk River. Mr. Doolittle said in his email (Exhibit A) that the project was rejected by the State Department of Energy and Environmental Protection (DEEP) because of the possibility of endangered mussels living in the Podunk River at that bridge. An alternate design has been submitted to DEEP for approval. As of the date on Mr. Doolittle's email, there has been no response from either the DOT or DEEP.

Councilor Elizabeth Pendleton said that she is concerned about the cost estimate with the redesign needed for the environmental permits, as the cost could go up. The \$472,000 set aside in Capital Projects needs to fully fund the Town's share of the design. The State grant is \$607,000 and has already been approved. She asked if savings from other projects could be allocated to this project if it goes over its original estimate. Chairperson Snyder said that the Committee should be open to this option.

Chairperson Snyder discussed the Abbe Road improvements project. The Town is funding \$90,000 and the State is granting \$531,000. The State money has already been secured.

Chairperson Snyder discussed the HVAC Heat Pumps at the Police Department in an email from Mr. Clay Major (Exhibit B). She read the steps that were mentioned in the email and said the project should not take long in order to keep the employees in the building comfortable.

Councilor Pendleton asked if there would ever be a point where Capital Projects would be caught up on road projects. Chairperson Snyder said that in her opinion, road projects will always be a continuous issue. Councilor Pendleton asked about keeping up on maintenance instead of resorting to reconstruction projects. Chairperson Snyder said that maintenance is extremely expensive, and the Town currently does the resources. Mayor Anwar said the past winter season was not a good season for road conditions. Mr. Roberts reminded the Committee that Mr. Michael Gantick keeps a Pavement Quality Index for Town roads. With the lack of funding, the Index keeps dropping which means more reconstruction projects than maintenance projects. The list may snowball and get larger in the long run. Chairperson Snyder said the community has been supportive of the road referendum that was held in November 2014. Even if a referendum for \$40 million were approved for road projects, the undertaking to complete such a referendum would be enormous.

Councilor Pendleton said that she is afraid that roads are such a priority that Capital Projects would not be able to complete "smaller" projects in buildings on Town properties, etc. She would like to see a giant list with all projects that need completion in Town. Chairperson Snyder said that Mr. Gantick should have a list that includes all possible projects out to twenty years from now.

Chairperson Snyder asked Mr. Roberts to have Mr. Gantick and Mr. Doolittle update the complete capital projects list. Mr. Roberts said that he believes the culvert issue on Main Street is coming from the bond referendum money, so that will change the entire road project dynamic.

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Chairperson Snyder asked that the complete capital projects list go out with the minutes before the next meeting in September 2015. Councilor Pendleton asked if Mr. Gantick could also provide the pavement plan for Town roads. Mr. Roberts said he would see what they could provide for the Committee.

Discussion of Remaining Projects on Capital Projects List

Chairperson Snyder said that she would like Town staff to review the projects on the to-do list if they need to be reprioritized for Fiscal Year 2016/2017. Councilor Pendleton said she would like to see the short list compared with the long list. Chairperson Snyder said she would like to see one list from the Board of Education and one from the Town.

Mayor Anwar said that next year, there will be a minimum of \$1.1 million in the Capital Project budget, which will help with creating a draft list. This will bring some stability to planning the projects.

Mayor Anwar asked about the HVAC Pumps and if the RFP would be cheaper. Chairperson Snyder said the project is not going out to bid until September 2015 so they do not have updated information, but she is hopeful the bid will be less than expected.

Chairperson Snyder said that savings could be used to cover the Phone Systems project, but all of the other projects need to be completely covered by the budget first.

Councilor Pendleton said that receiving quarterly financial reports would keep the Committee up-to-date on the projects. Chairperson Snyder clarified that those quarterly reports should only be covering the capital projects budget. It needs to be a simple spreadsheet that includes the project name, the estimated cost, the start date, what has been expended to date, and the balance. Mr. Roberts said he would talk to Ms. Patricia Perry, Interim Director of Finance. Councilor Pendleton asked if Ms. Perry would also be able to add the project completion date. Chairperson Snyder said that would have to be requested from staff, as she would only be able to provide the money information.

Mr. Gamble asked how the capital funding works. Ms. Chemerka explained how the process works on the Board of Education side but was not able to give specifics for the Town side. The money is not bonded or borrowed, and it is treated like a checking account. Chairperson Snyder said there are always projects that need to be done, and over the past few years, the budget has been cut considerably.

Mr. Michael Gonzalez asked if any new taxes were going to fund capital projects. Mayor Anwar said that on June 15, 2015, the Town Council passed the Capital Projects Ordinance that will help the Town fund Capital Projects. There needs to be a minimum of 1% of the total Town's budget used for Capital Projects unless a supermajority of the Town Council changes the amount and only after a Public Hearing. Out of any new taxes, 5% will be allocated to Capital Projects. The goal is to help the account grow so that more projects on the big list can be completed.

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Mayor Anwar asked if the fifth project on the 2015/2016 list would be the first project on the 2016/2017 list. Chairperson Snyder said that would be the case. Ms. Chemerka said that preventative maintenance will also need to be considered with the new list.

Mayor Anwar said that the definition of a capital project changed in the Ordinance. It now encompasses projects any project \$25,000 or more. This will add more projects to the list for consideration, and it will give departments more options for other projects.

Mr. Gamble asked how projects are ordered. Councilor Pendleton said the Committee chooses projects that are critical safety issues first, and then they work down the list. Mayor Anwar said that projects with grants are also given high priority.

Councilor Pendleton asked if the South Windsor High School roof was still leaking. Ms. Chemerka said it has not come to her attention recently, and she would have to ask Mr. Patrick Hankard. Councilor Pendleton said if a public building is being damaged, she would like to see it fixed to prevent more damage. Ms. Chemerka said she does not believe there are any critical repairs needed at the moment.

Mayor Anwar said that usually projects emerge during the winter and how could a list be made in September before winter. Chairperson Snyder said that any damage is usually known by March.

The Committee tentatively decided to choose the top four projects from the Capital Projects List. The projects are:

- Avery Street Reconstruction Phase 2
- Main Street Bridge over Podunk River
- Abbe Road Improvements – Robert Drive to East Windsor Town Line
- HVAC Heat Pumps, Cooling Tower, and Control Replacement

If more money becomes available, projects will be chosen in priority order.

Chairperson Snyder asked if a paper packet of information be available for the Committee and guests before the September meeting. Mr. Roberts said a notice will be sent out when a packet is available to be picked up.

5. New Business

Chairperson Snyder made a motion to suspend meetings until September 2015; Councilor Pendleton seconded the motion; and it was approved unanimously.

Councilor Stephen Wagner said that the LED streetlights may provide some annual savings to the Town once they are installed. The savings are supposed to go towards energy saving projects, and there are many capital projects that could be considered energy savings.

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Councilor Pendleton suggested adding at least one Parks and Recreation to the Capital Projects list each year once the critical safety needs and state funding projects are met. She would like to try to be fairer to each department.

6. Old Business

None

7. Adjournment

Mayor Saud Anwar made a motion to adjourn the meeting at 5:28 p.m.; Councilor Elizabeth Pendleton seconded that motion; and it was approved unanimously.

Respectfully submitted,

Ashley Summers
Recording Secretary

Exhibit A Email from Jeffrey Doolittle re: Avery Street Status
Exhibit B Email from Clay Major re: Project Status