

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

MINUTES
SPRENKEL ROOM

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REGULAR MEETING
January 16, 2019

1. Call Meeting to Order

Vice-Chairperson Janice Snyder called the meeting to order at 4:30 p.m.

2. Roll Call

Members Present

Arthur Adduci, Board of Education

Chris Chemerka, Director of Finance and Operations, Board of Education

Patrick Hankard, Director of Facility Services, Board of Education

Scott Roberts, Assistant Town Manager/CIO/Emergency Management

Janice Snyder, Town Council, Vice-Chairperson

Jessica Waterhouse, Board of Education

Craig Zimmerman, Board of Education

Members Absent

Michael Gantick, Director of Public Works

Andrew Paterna, Town Council, Chairperson

Elizabeth Pendleton, Town Council

Guests Present

Jeffrey Doolittle, Town Engineer

Raymond Favreau, Director of Parks and Recreation

Walter Summers, Fire Marshal

Two Residents

3. Approval of Minutes for Previous Meetings

Mr. Zimmerman made a motion to approve the minutes of the December 19, 2018 meeting. Mr. Hankard seconded. The motion to approve the minutes was passed unanimously, with Ms. Chemerka abstaining.

4. Discussion Items

A. Creation of 5-Year Capital Projects Plan with Supporting Details to Accompany Project Sheets

Mr. Roberts reported that the auditors and bond rating agents for the Town have expressed concern over South Windsor not having a true 5-year plan for replacement of its approximately 800 million dollars' worth of assets. The Committee and the Town staff will work together to determine, based on each asset's useful life, when they will need to be replaced. Once the amount that should be used for maintenance has been determined, it will be the challenge of the Committee to work on various funding mechanisms; educate the Town Council; and promote the increase of the Capital Projects budget. It should be in the neighborhood of 5-7 million dollars to be sustainable. Town staff will try to get supporting details like quotes and estimates for each project sheet. The information would be kept on

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the Town server for future reference, which will enable the Committee to determine what can be funded each year.

Mr. Roberts mentioned a potential concern related to the bond referendum. He provided the following explanation for the minutes:

In discussions with Director of Finance, Patricia Perry, concerns were raised regarding the referendum spending authorization limits. The Town 2018 referendum requested approval to spend fifteen (15) million dollars. The explanatory text did not confer anticipated grant reimbursements of \$4,505,000. This would raise the total project spend to \$19,505,000. We requested the Town's bond council, Attorney David Panico, to review our concerns. He indicated this could be resolved by council resolution, after a public hearing, according to his review of the Town Charter.

The Committee discussed the need to determine which projects on the master list are for capital improvement and which are just routine maintenance projects. The Committee plans to work on bringing this information to the Town Council to see if maintenance can be brought back into the Town's operating budget.

B. Reports on Current Projects

a. Money Spent

b. Schedule for Completion

c. Anticipated Savings

Vice Chairperson Snyder asked for the Committee's opinion on taking road maintenance out of the Capital Projects list for a few years, to allow funding to go to other projects. Mr. Doolittle explained that the road maintenance projects are only on the list because routine maintenance was removed from the Town operating budget. Mr. Roberts added that most of the projects on the list for FY 19-20 are maintenance projects.

C. Status of Grant Reimbursements for Active Projects

Mr. Doolittle said that two grants that he was waiting for from the Department of Transportation are moving forward and should be finalized soon.

5. New Business

Two South Windsor High School students were in attendance at the meeting: Sophia Chin and Leah Polansky. They had attended the December 19, 2018 Capital Projects Committee meeting to request that money be allocated to repair the tennis courts in Town. They presented photos of the damaged courts to the Committee. The students requested that communications regarding the project be opened up between the Town officials and the residents, as they were unaware that there had been previous attempts to fund the tennis court repairs.

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6. Old Business

None.

7. Adjournment

Mr. Hankard made a motion to adjourn the meeting at 5:45 p.m.; Mr. Zimmerman seconded the motion; and it was approved unanimously.

Respectfully submitted,

Samara Haddock
Recording Secretary

Attachments:

Exhibit A – FY 19-20 Project Sheets

Exhibit B – Approved Capital Projects Master List FY 19-20

Exhibit B – 5-Year Staff Capital Inventory/Request List