

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

**MINUTES**  
**SPRENKEL ROOM**

**PAGE 1**  
**TOWN HALL**

**REGULAR MEETING**  
**February 20, 2019**

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**1. Call Meeting to Order**

Chairperson Andrew Paterna 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

Michael Gantick, Director of Public Works

Patrick Hankard, Director of Facility Services, Board of Education

Andrew Paterna, Town Council, Chairperson

Scott Roberts, Assistant Town Manager/CIO/Emergency Management

Jessica Waterhouse, Board of Education

**Members Absent**

Elizabeth Pendleton, Town Council

Janice Snyder, Town Council, Vice-Chairperson

Craig Zimmerman, Board of Education

**Guests Present**

Jeffrey Doolittle, Town Engineer

Clay Major, Facilities Manager

Walter Summers, Fire Marshal

**3. Approval of Minutes for Previous Meetings**

Ms. Waterhouse made a motion to approve the minutes of the January 16, 2019 meeting. Mr. Adduci seconded. The motion to approve the minutes was passed unanimously.

**4. Discussion Items**

***A. Reports on Current Projects***

***a. Money Spent***

***b. Schedule for Completion***

***c. Anticipated Savings***

***B. Status of Grant Reimbursements for Active Projects***

***C. Plan Reviews for Upcoming Projects – FY 19-20***

Mr. Scott Roberts led the discussion. Patricia Perry, the Director of Finance, has been working with project leaders to get grant reimbursements. She is also looking at existing

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**PAGE 2**  
**TOWN HALL**

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---

accounts for any surpluses that can be used to fund next year's CIP budget, specifically for the purchase of land for Pleasant Valley School as well as covering the short-term borrowing debt for the school projects.

Mr. Roberts discussed the list of capital improvement requests (attached to original minutes as **Exhibit A**). The Town and BOE have been working together to sort projects on the request list by category: improvement, maintenance, regulatory, and upgrades. They have also been sorted by priority and feasibility over the next 5 years. Mr. Roberts worked with Ms. Perry to determine the current funding level and what is anticipated with the ordinance, which calls for a 1% increase and then 5% on new revenue. They have projected out the next 5 years.

The capital lease program will be retiring a few leases in the next couple of years, such as the high school turf field. The Fire Department has requested to lease two more fire trucks, to replace the heavy rescue unit and a utility vehicle. This capital lease could be at about \$1 million. Mr. Roberts suggested that the Committee look at the request list and figure out which projects could be targeted with fiscal appropriations, and which could be targeted as a capital lease.

Mr. Doolittle said that the high school turf field fabric will need to be replaced soon, at which point the cost will need to be incorporated into the budget.

Chairperson Paterna asked why a new Recreation facility/indoor aquatics center is on the project request list when Recreation has recently moved into the old Wapping school building. Mr. Roberts said that Mr. Favreau is not sure that Wapping will be available in the long-term, in case the Board of Education needs to take the building back at some point. The new facility is a long-term idea, and there may be studies needed first. Mr. Favreau will consult with the Board of Education to make sure that Recreation and the BOE are on the same page with their recreation master plans, to avoid conflicting projects. Ms. Chemerka suggested that a study for the new rec center be budgeted first, before the project itself is added to the list. Mr. Roberts added that there should be a study of recreational needs for the Town overall, to determine what residents are actually interested in.

There are a few items on the project request list for Veteran's Memorial Park. There are a few maintenance issues that need to be addressed, the total cost being estimated at \$3.6 million. Chairman Paterna asked if it would be possible to construct the indoor aquatics center at VMP, instead of building a new facility elsewhere. Mr. Roberts said that the park is built on a waterbody, which makes it unsuitable for further construction. The current maintenance problems are related to this, and there will be more issues in the future. Fire Marshal Summers suggested that a study be done to determine if the repair investment at VMP is worth it. Mr. Hankard said that VMP is a family park, and the

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**SPRENKEL ROOM**

**PAGE 3**  
**TOWN HALL**

**REGULAR MEETING**  
**February 20, 2019**

---

indoor aquatics center would be designed for competitive swimming. They are two different types of facilities, and cannot be compared.

Mr. Roberts said that over the coming months, the Committee should work on organizing projects to determine how they could possibly be funded. Mr. Gantick said that the project costs are estimates, there is always something that changes once the project is underway. Mr. Roberts said that he, Fire Marshal Summers, and Mr. Clay Major started working on grouping together projects that would need to be done at the same time. This could assist with the budgeting process.

Ms. Waterhouse asked about a topic brought up at the previous meeting, regarding moving maintenance projects out of the CIP budget and into the Town operating budget. Mr. Roberts said that based on the current budget and the cuts that the Town and BOE are trying to make, there may need to be additional cuts unless the tax rate increase can be brought up. It may be very difficult to add anything into the current budget. The Committee can target certain items to try and get them into the next budget, and educate the Town Council on the need for those items.

Mr. Roberts informed the Committee of another project to be added to the FY 19-20 approved capital projects list (attached to original minutes as **Exhibit B**): an elevator study for the Town Hall building. A recent situation revealed that the elevator is not large enough to fit a stretcher in the event of a medical emergency. The anticipated cost of funding a study and having plans drafted for a new elevator is \$50,000. The elevator upgrades and related security updates would be funded with a grant. Provided that there are no cuts to CIP funding, the anticipated fiscal appropriation this year is estimated at \$1.86 million. The cost for identified projects is at \$1.7 million, so there would be a surplus of \$100,000. This could cover the cost of the elevator study. Mr. Gantick asked if there was a plan to create a reserve fund for the Capital Projects budget, to absorb unexpected projects. Mr. Roberts said that he would like the Committee to formulate a plan to add money to this fund. He estimated \$250,000 as a reasonable amount. Mr. Roberts asked the Committee to consider adding the elevator project to the priority section of the list. The Committee agreed, and it was added. None of the projects already on the priority list will be removed.

Mr. Roberts reiterated his request that the Committee begin examining which projects could possibly be funded by a capital lease. This would remove some projects from the CIP budget. Mr. Gantick said that due to interest, leases can be more expensive than going out for referendum. He said that perhaps other financing options should be considered as well. Mr. Roberts agreed, and said that the only reason leasing is being considered is because some old leases are expiring. Also, it is unlikely that any more referendums will be passed until the new schools are paid for. Ms. Chemerka asked what purchase amount would require the Town to go to a public hearing. Mr. Gantick

**CAPITAL PROJECTS COMMITTEE**  
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**MINUTES**  
**SPRENKEL ROOM**

**PAGE 4**  
**TOWN HALL**

**REGULAR MEETING**  
**February 20, 2019**

said that anything over \$1.2 million requires a public hearing. \$1.5 million and above requires a referendum.

**5. New Business**

***A. 5-Year Plan Review***

Discussed as part of Item 4.

**6. Old Business**

None.

**7. Adjournment**

Ms. Waterhouse made a motion to adjourn the meeting at 5:20 p.m.; Mr. Gantick seconded the motion; and it was approved unanimously.

Respectfully submitted,

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Samara Haddock  
Recording Secretary

Attachments:

**Exhibit A** – 5-Year Staff Capital Inventory/Request List

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