

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

**MINUTES**  
**SPRENKEL ROOM**

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**TOWN HALL**

**REGULAR MEETING**  
**September 18, 2019**

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**1. Call Meeting to Order**

The meeting was called to order at 4:30 pm.

**2. Roll Call**

**Members Present**

Arthur Adduci, Board of Education

Patrick Hankard, Director of Facility Services, Board of Education

Andrew Paterna, Mayor, Town Council (Chairperson)

Jessica Waterhouse, Board of Education

Craig Zimmerman, Board of Education

**Members Absent**

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

Michael Gantick, Director of Public Works

Elizabeth Pendleton, Town Council

Scott Roberts, Assistant Town Manager/CIO/EM (Town Manager's Designee)

Janice Snyder, Town Council (Vice-Chairperson)

**Guests Present**

Jeffrey Doolittle, Town Engineer

Ray Favreau, Director of Parks and Recreation

Michael Maniscalco, Town Manager

Clay Major, Facilities Manager

Brian Peck, Fire Department

**3. Approval of Minutes for Previous Meetings (March 20, 2019 and April 17, 2019)**

Mr. Craig Zimmerman made a motion to accept the minutes from March 20, 2019 and April 17, 2019. Ms. Jessica Waterhouse seconded, and the motion was approved unanimously. Mr. Patrick Hankard abstained from the March 20<sup>th</sup> approval, and Mr. Adduci abstained from the April 17<sup>th</sup> approval.

**4. Discussion Items**

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

***a. Money Spent***

***b. Schedule for Completion***

***c. Anticipated Savings***

Chairman Andrew Paterna asked if information about current road work projects could be posted on the website so that residents could be informed. Town Manager Michael Maniscalco said that Public Works did share a street plan with him, which will be posted.

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***B. Review of Grant Funding / CIP Policy***

The Committee plans to review and update the Capital Improvement Program (CIP) plan (**Exhibit A**). Mr. Maniscalco said that most towns fund their capital improvement projects in the same way: with tax revenue supplemented by state grants. A common concern is wondering when reimbursement money will be received from a grant after a project is complete. The purpose of having a general fund for capital improvement projects is to allow the Town to “float” project costs until grant money is received. Ms. Patricia Perry, Director of Finance, said that the Town typically works to get incremental reimbursements from the State. The final reimbursement is received when the project is done. Ms. Perry added that many road work reimbursements are received up front, before work begins.

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

This item was discussed as part of the next item.

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

Mr. Patrick Hankard reported on current and upcoming projects for the Board of Education (BOE) (**Exhibit B**). The Ellsworth elevator project designs are going to the State for approval. There is a grant in place for the project. The High School oil tank removal and burner conversion project has an architect and work is underway. The State grant application was denied. The PRS oil tank also has an architect, but the grant application for that project was also denied. The High School roof replacement design has been awarded, and the state grant application is pending. The Wapping partial roof replacement design has been awarded and the grant is pending. The High School façade restoration has been designed, but only the first half of the project was funded with the recent referendum. The second half will be on the BOE request list for the next Capital Projects budget.

Mr. Major said he recently attended a project planning meeting for the Police Department fence replacement project. It was determined that the original project cost estimate was too low. The previous police chief did not include in the plan all the technology that would be needed to make a secure perimeter, i.e. high-speed gates and card access. The cost would need to be doubled, they are asking for another \$55,000. Mr. Major suggested that it could be phased in: use the budgeted \$55,000 for this fiscal year (FY 19-20), and then add \$55,000 for FY 20-21 to complete the project.

Mr. Doolittle suggested that Town staff go through projects on the request list to reprioritize them. Some projects may have been removed, and some new ones have been added. He gave an example of a project that needs to be added: changing traffic signals on Buckland Road to incorporate video detection. Chairman Paterna agreed to allow until the October or November meeting for revisions.

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Mr. Major said that staff is starting to address a potential redesign for part of the second floor of Town Hall. It would be the area housing Public Works, Planning & Zoning, Engineering, and Building. A space needs study was recently completed. It was determined that there are a number of concerns on the open area of the floor plan, employee safety, space adjacencies, and long-term space requirements for additional help. Mr. Major distributed and explained copies of the plan to the Committee (**Exhibit C-1/C-2**). Mr. Major said that the space would not be expanded, just reconfigured. A separation would be created between employees and the public for security purposes. The construction cost would be about \$450,000 not including furnishings and fixtures. Mr. Major said that the cost could be phased in. If the project begins at the end of a fiscal year, the sum could be split across two fiscal years without halting construction.

Mr. Brian Peck said the Fire Department has been working with Mr. Major on building security for the fire stations. Right now they are on a key system. They are waiting for a quote from the vendor who makes the electronic key fobs for other Town buildings, but the current estimate is \$180,000 to provide fobs for all three fire stations. This could perhaps be phased in at \$60,000 a year over three years as part of the security updates plan. Mr. Major said that in FY 20-21 there is \$425,000 in the plan, some of which was originally set aside for the renovations in Public Works. The idea now is to make those renovations a separate line item, and use the \$425,000 for continuation of Town and Fire Department security needs.

*At this point in the meeting the quorum was lost, and the formal meeting was adjourned at approximately 5:00 pm. The informal meeting continued with the following:*

The Committee briefly continued the earlier discussion on revisions to the CIP plan. Mr. Maniscalco said that one thing to discuss at the next meeting would be the definition of a capital project. The current definition is: "a physical public betterment or improvement involving facilities, land, or equipment, with a substantial useful life and a cost of \$100,000 or more". Chairman Paterna said that some past projects have been considered ineligible for CIP funding because they fell below the \$100,000 mark, even though they otherwise would qualify. If the dollar amount is adjusted, more projects may be considered. Chairman Paterna asked Mr. Hankard's opinion on adjusting the cutoff. Mr. Hankard said that he feels that projects costing under \$100,000 belong in operating budgets. Ms. Perry said that she would like to have a reserve fund added back in to the Capital Projects budget, to accumulate money over time. This has not been done in recent years. Mr. Maniscalco agreed it should be added to the policy revisions. Chairman Paterna said that the discussion about policy revisions will be put on the agenda for the October meeting.

**5. New Business**

None.

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**6. Old Business**

None.

**7. Adjournment**

The formal meeting was adjourned at approximately 5:00 pm. The informal meeting concluded at approximately 5:07 pm.

Respectfully submitted,

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Samara Haddock  
Recording Secretary

Attachments:

**Exhibit A** – South Windsor CIP Plan & FY 19-20 Budget

**Exhibit B** – SW Public Schools Capital Plan & Referendum Update

**Exhibit C-1/C-2** – Town Hall Partial 2<sup>nd</sup> Floor Renovation Estimate & Conceptual Plan