

received 12/24/19 @ 11:30 AM  
Chutney Cannella, ATC

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

**MINUTES**  
**SPRENKEL ROOM**

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

**REGULAR MEETING**  
**December 18, 2019**

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**1. Call Meeting to Order**

The meeting was called to order at 4:32 pm.

**2. Roll Call**

**Members Present**

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 (*left approx.. 4:50 pm*)  
Andrew Paterna, Mayor, Town Council (Chairperson)  
Scott Roberts, Assistant Town Manager/CIO/EM (Town Manager's Designee)  
Janice Snyder, Town Council (Vice-Chairperson)  
Jessica Waterhouse, Board of Education (*arrived approx.. 5:00 pm*)

**Members Absent**

Arthur Adduci, Board of Education  
Elizabeth Pendleton, Town Council  
Craig Zimmerman, Board of Education

**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  
Walter Summers, Fire Marshal

**3. Approval of Minutes for Previous Meeting (November 20, 2019)**

Vice Chairperson Janice Snyder made a motion to approve the minutes of the November 20, 2019 minutes. Mr. Patrick Hankard seconded.

Ms. Chris Chemerka requested two amendments. She requested that the section of the minutes regarding the BOE deficit be amended to explain that the deficit is due to only half of the high school masonry repair project being funded by the referendum. The second change was to amend the section regarding leasing communications equipment for the Police Department. The statement will be amended to read that the leasing recommendation was made with the intent of preventing budget spikes.

Chairperson Andrew Paterna noted the amendments. The motion to accept the minutes with amendments was passed unanimously, with Mr. Michael Gantick abstaining.

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Chairperson Paterna suspended the rules of the agenda to move Item 5 to the next order of business.

**\*\*5. New Business**

***A. Motion to Recommend Transfer of \$75,308 from Completed Capital Projects to Ellsworth Elevator Project Fund***

The Committee referred to the South Windsor Public Schools Capital Plan Update (**Attachment A**). The Ellsworth Elevator project has come in at \$75,308 above the current funding level. Mr. Hankard said that while he does not believe that the project will require all of the funding, the money does have to be acquired in advance in order to qualify for a State grant. There are two BOE projects that have been funded under budget: the High School Oil Tank B project (surplus of \$78,200) and the PRS/OOH Oil Tank project (surplus of \$70,300). Mr. Hankard requested that the Committee make a motion to move these surplus funds to the Ellsworth Elevator project fund.

Mr. Roberts requested that the Committee specify which accounts the money would be transferred from, so that he can inform Director of Finance Patricia Perry. Mr. Hankard suggested that the money be transferred from the High School Oil Tank B surplus only, since it would be more than enough to cover the requested amount for the elevator.

Vice Chairperson Snyder asked if the cost for the Ellsworth elevator is covering the entire project. Mr. Hankard confirmed that it is. It ran over budget because the planned location of the elevator had to be changed, which created additional construction costs.

Vice Chairperson Snyder said that the resolution will be amended to reflect that the money will be coming from the High School Oil Tank B project fund at \$78,200. Chairperson Paterna seconded the amendment.

Mr. Hankard made a motion to approve the transfer of \$78,200 from the High School Oil Tank B project to the Ellsworth Elevator project. Vice Chairperson Snyder seconded the motion. The motion was passed unanimously.

**4. Discussion Items**

***A. Reports on Current Projects (Money Spent / Schedule for Completion / Anticipated Savings)***

There were no current project updates at this time, work is proceeding as planned.

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

Director of Finance Patricia Perry is working on a list of projects that can be closed out, which should be available at the next meeting for Committee discussion. Vice Chairperson



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Snyder asked what would be done with leftover funds. Mr. Roberts said that the goal is to have that money go into the Non-Recurring Capital Projects fund.

***C. Review Staff Request / Priority List – FY 20-21***

The Committee referred to the 5-Year Staff Inventory / Request List (**Attachment B**) and the Staff Inventory / Request List FY 20-21 (**Attachment C**). Town staff has put the FY 20-21 list in priority order through general consensus, with priority being given to life safety and regulatory projects. Rate of project completion and potential for grant reimbursement were also considered.

The Committee reviewed the FY 20-21 list. Chairman Paterna asked about item 16, ADA Transition Plan Upgrades, stating that it is a relatively small amount of money. Mr. Clay Major said that this line item is for the engineering consultant portion of the project. This study will indicate what ADA upgrades are needed throughout the Town. Vice Chairperson Snyder requested that the line item be updated to reflect that it is for the engineering study, not for construction. Mr. Gantick said that the Town Hall elevator replacement will include ADA compliance upgrades. Mr. Roberts said that project sheets could be amended to include any planned ADA compliance upgrades.

Mr. Gantick asked about line item 13, the portable stage for Parks & Recreation. Mr. Favreau said that he is hoping the item will be partially funded by the Rotary Club. Mr. Gantick suggested that the item could be part of the Capital Leases portion of the budget instead of being considered a Capital Project.

Mr. Gantick said that there are some large items on the project list that keep being pushed off. He said that the Committee should focus on finding funding to take care of these items. If the items are not addressed, it could lead to problems in the future. Chairperson Paterna said that after the school referendum is done, another referendum for Capital Projects could be considered. He also said that the Town Council may consider additional funding for Capital Projects in the upcoming budget.

Mr. Maniscalco presented the idea that some projects could be financed over time, instead of paying for them in one lump sum. He identified three projects that could potentially be financed: repair of the exterior masonry band at the High School, the portable stage for Parks & Recreation, and the communications upgrades project. The money saved through financing could be applied to other projects on the list. Mr. Maniscalco said that projects on the list should be identified by funding sources; i.e. those that can be financed, and those that are paid through taxpayer dollars. Project managers should also try to get firmer answers on grants. Staff and Mr. Maniscalco would work on identifying funding sources. They will start the process and see how much can be accomplished for the January meeting.

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Vice Chairperson Snyder asked about item 8, Fire Station Security Upgrades. Fire Marshal Summers said that this is a multi-year project to start putting security locks on the doors at the 3 fire stations, which would require key fobs to access. The line item of \$60,000 starts the project with all the exterior doors. It would use the same vendor as Town Hall system. Interior doors would be done the following year.

Fire Marshal Summers gave an update on the communication upgrade project (**Attachment D**). All the Public Works vehicles and Human Services buses are done, in February the new fire station repeaters should be up at Box Mountain and the Police Department. Eli Terry antenna work starts in January. Credit was received from the radio manufacturer for all the radios that were purchased, and trade-in value was received from the old radios that were turned in. The project budget currently has a positive balance of \$28,000. Mr. Scott added that they have approval for the fiber to Eli Terry so that the antenna will work.

The Committee plans to make a presentation on upcoming projects to the Town Council during the budget process. Mr. Scott said that it is important to explain to the Council what is being done and why, especially if there will be financing planned.

**6. Old Business**

None.

**7. Adjournment**

Vice Chairperson Snyder made a motion to adjourn the meeting. Mr. Gantick seconded, and the motion was passed unanimously. The meeting was adjourned at approximately 5:36 pm.

Respectfully submitted,

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Samara Haddock  
Recording Secretary

Attachments:

- A) South Windsor Public Schools Capital Plan Update
- B) 5-Year Staff Inventory / Request List
- C) Staff Inventory / Request List FY 20-21
- D) Emergency Radio Communication Upgrade FY 19-20



## South Windsor Public Schools

## Capital Plan Update

Project	Account	Notes	Cost Estimate	Approved Local Funding	Anticipated Offset Funding (Grants)	Actual	Variance
HS Oil Tank "B" Removal, conversion to natural gas	FY'20 Capital	Design architect awarded, burner conversion is underway. State grant application denied for oil tank removal. Bid awarded and underway.	work not done Bids are in \$206,000	206,000	\$0	\$127,800	\$78,200
PRR/OOH Oil Tank Replacement	FY'20 Capital	Design architect awarded, state grant application denied-Bid awarded 6-8 week delivery.	work not done Bids & contracts \$160,000	160,000	\$0	\$89,700	\$70,300
Ellsworth Elevator (revised 12/10/19)	FY'19 Capital	Design architect awarded, state grant application accepted @ 21.07%. Update: Need to resubmit with additional funding amount per state	\$443,361	251,375	\$87,207	\$413,890	-\$75,308
<b>Totals</b>			<b>\$809,361</b>	<b>\$617,375</b>	<b>\$87,207</b>	<b>\$631,390</b>	<b>\$73,192</b>



Town of South Windsor  
Staff Capital Inventory/Request 2019/20-2024/25

Item	Category	Location	FY 19/20	FY 20/21	FY 21/22	FY 22/23*	Revision Date 12/01/2019	
							FY 23/24*	FY 24/25*
1 Athletic Field Improvements - Irrigation	Improvements	PARC						\$ 50,000
2 Elevator Replacement	PD					\$ 200,000		
3 Fiber Communication Network	PW / FHQ		\$ 110,000					
4 Fiber Communications Network	FHQ / VMP / PLANT		\$ 250,000					
5 Fiber Communications Network	FH2					\$ 200,000		
6 GIS	Town-Wide		\$ 100,000	\$ 50,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000
7 Heated Bays	TG			\$ 50,000	\$ 300,000	\$ 500,000		
8 Parks & Rec Master Plan Projects	TOWN		\$ 235,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
9 Perimeter Security Systems	PD		\$ 55,000					
10 Rec Center w/ Indoor Aquatics	TBD							\$ 15,000,000
11 Sidewalks	Town-Wide							\$ 200,000
12 Sidewalks - Pleasant Valley & Clarke Street	Plalley / Clark				\$ 100,000			
13 Storage Building	Park & Rec			\$ 300,000			\$ 400,000	
14 Tower - VMP	VMP						\$ 400,000	
15 Tower - TRACS	TRACS						\$ 1,000,000	
16 Town Garage Bay Expansion	TG				\$ 125,000	\$ 125,000		
17 Trail Updates	Wapping Park						\$ 485,000	
18 Bridge	Plalley / Rodunk R							
19 Carpeting	LIB				\$ 125,000	\$ 125,000		
20 Drainage	PV Rd Phase 2						\$ 650,000	
21 Drainage	Strong Rd						\$ 500,000	
22 Drainage	Griffin Rd						\$ 430,000	
23 Drainage	Abby Rd						\$ 420,000	
24 Drainage	Avery Brook Channel						\$ 250,000	\$ 100,000
25 Drainage	Town-Wide					\$ 100,000		\$ 700,000
26 Drainage	1200-1474 Main St							\$ 280,000
27 Drainage	McGrath Rd 2							\$ 275,000
28 Drainage	Commerce Wy							\$ 255,000
29 Drainage	Farnham Est							\$ 180,000
30 Drainage	Scott Dr							\$ 175,000
31 Drainage	McGrath Rd 1							\$ 125,000
32 Drainage	Abbe / Miller / Haystack							
33 Elevator Replacement	TH		\$ 50,000	\$ 450,000		\$ 50,000	\$ 50,000	
34 Exterior Maintenance	Salt Shed / Town Garage			*	\$ 50,000	\$ 50,000		
35 Local Small Bridges Repairs "Four"	Town Wide				\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
36 Parking Lots	Lower VMP					\$ 250,000		
37 Parking Lots	WAP					\$ 245,000		
38 Parking Lots	Rte St Park						\$ 507,000	
39 Parking Lots	Upper VMP						\$ 250,000	
40 Parking Lots	NEVER'S PARK							\$ 206,000
41 Fiber Communications Network	PD / F03							
42 Replacement/ Repair of the exterior masonry band (Driv) PH 2	SWHS			\$ 876,000				
43 Retaining Wall	Annex					\$ 100,000		
44 Road Maintenance	Town-Wide				\$ 400,000	\$ 1,000,000	\$ 1,000,000	
45 Roof	TE				\$ 689,700	\$ 1,000,000		\$ 200,000
46 Roof	TG					\$ 75,000		
47 Roof	FHQ							\$ 200,000
48 Roof	PD						\$ 200,000	
49 Roof	Comm Cntr			\$ 300,000				
50 Roof	TH							\$ 200,000
51 Roof	SALTSHED				\$ 150,000			\$50,000
52 Roof	VMP							
53 ADA Transition Plan Upgrades	TOWN			\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
54 Final Closure	Land Fill				\$ 106,000	\$ 400,000	\$ 400,000	\$ 400,000
55 Fire Alarm Upgrade	OOH/ELLIS							
56 Fire Alarm Upgrade	FHQ/FH2			\$ 100,000				
57 Fire Alarm Upgrade	CC/PD			\$ 100,000				
58 Oil Tank (UG)	CC		\$ 200,000					
59 Oil Tank (UG)	OOH		\$ 160,000					
60 Oil Tank (UG)	H5 B						\$ 235,000	
61 Basketball Court Renovations	WAP							\$ 41,350
62 Basketball/Tennis Court Renovations	RTE ST PARK					\$ 142,700		
63 Boilers	CC/PD		\$ 400,000					
64 Boilers	WAP		\$ 52,450					
65 Boilers - Conversions to Natural Gas	Room B HS		\$ 206,000	\$ 150,000	\$ 400,000	\$ 100,000	\$ 400,000	\$ 200,000
66 Communication Upgrades	ETS/FD/PD/PW		\$ 220,000	\$ 150,000	\$ 400,000	\$ 100,000	\$ 400,000	\$ 200,000
67 Generator	FHQ			\$ 150,000	\$ 150,000			
68 HVAC	FH 1 & 2			\$ 150,000	\$ 420,000	\$ 210,000		
69 Interior Renovations	TH			\$ 50,000	\$ 3,600,000	\$ 100,000	\$ 100,000	\$ 100,000
70 Pool Redesign w/ Covers	VMP			\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000	
71 Public Buildings Security/Doors Upgrades	TOWN BLDGS		\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
72 Ramp & Walkway Upgrades	TH							
73 Tennis Court Re-construction	WAP			\$ 50,000	\$ 1,000,000	\$ 100,000	\$ 100,000	
74 Ventilation & VAV Upgrades	TH			\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
75 Windows	TH				\$ 50,000	\$ 60,000		
76 Windows & Exterior Upgrades	Wapping Comm Hse					\$ 60,000		
77 Fire Station Security Upgrades-all stations	All 3 Fire Stations			\$ 100,000	\$ 75,000	\$ 75,000		
78 Traffic Signal Upgrades-Buckland Road	Buckland Road			\$ 75,000				
79 Traffic Calming Improvements	Town Wide		\$ 1,811,000.00	\$ 3,691,450.00	\$ 8,594,700.00	\$ 5,272,700.00	\$ 9,277,000.00	\$ 19,987,350.00
80 Land Purchase Ellington Rd for PV School/other	Other		\$ 55,621.00	\$ 830,621.00				
TC Approved Capital Budget								
Expected Capital Budget			\$ 2,641,621.00	\$ 3,048,867.00	\$ 3,174,355.00	\$ 3,301,099.00	\$ 3,429,110.00	\$ 3,558,401.00
Local Capital Improvement Program (LOCIP)			\$ 1,025,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
Community Connectivity Grant			\$ 161,257.00					
Town Road Aid Entitlement								
Capital Leasing								
GAP			\$ (55,621.00)	\$ 642,583.00	\$ 5,420,345.00	\$ 1,971,601.00	\$ 5,847,890.00	\$ 16,428,949.00
Funded by Bond Referendum (6 Years)								
Bridge	Main St / Rodunk R			\$800,000				
Drainage	Town-Wide			\$310,000				
Drainage	PV Rd			\$225,000				
Parking Lots	FHQ			\$275,000				
Parking Lots	CC / TG			\$625,000				
Parking Lots	PD			\$180,000				
Replacement/ Repair of the exterior masonry band (Driv)	TH / LIB			\$250,000				
Road Misc Pavement	SWHS			\$876,000				
Road Reconstruction	Town-Wide			\$4,400,000				
Road Reconstruction	Beezlebud			\$2,000,000				
Road Reconstruction	Nevers Rd (South)			\$700,000				
Road Reconstruction	Governors Hwy			\$620,000				
Road and Drainage Improvements	Avery St 4			\$600,000				
Roof	Denning St			\$125,000				
Roof	SWHS			\$800,000				
Roof	WAP			\$914,000				
Roof	LIB			\$400,000				
Safe Routes to School Improvements	ETS			\$150,000				
Sidewalks	Town-Wide			\$750,000				
Totals				\$15,000,000				
Funded by CIP FY 18/19								
Elevator Install	ELLIS			\$251,057				
Fiber Communications Network	PWG / FHQ			\$70,000				
GIS	TOWN			\$50,000				
Heat Pump & Cooling Tower Replacement	CC			\$390,000				
Parks & Rec Master Plan Projects	TOWN			\$150,000				
Public Buildings Security/Doors Upgrades	TOWN BLDGS			\$200,000				
Road Misc Maintenance	TOWN			\$388,943				
Sidewalks	TOWN			\$200,000				
Totals				\$1,700,000				
Funded by LOCIP FY 18/19								
Elevator Replacement	LIB			\$251,057				
Cooling Tower Replacement	LIB			\$75,000				
Totals				\$326,057				

Notes  
\* These years need further research by staff before being published as complete.



Town of South Windsor  
Staff Capital Inventory/Request 2020/2021

Item	Category	Agency	Grant	Staff Ranking	Location	Buckets	FY 2021	Total
1 Elevator Replacement	Maintenance	TOWN	N	1	Town Hall	B	\$ 450,000	\$ 450,000
2 Replacement/ Repair of the exterior masonry band (Drivth) PH 2	Maintenance	BOE	Y	2	SWHS	B	\$ 876,000	\$ 1,326,000
3 Fiber Communications Network	Improvements	TOWN/BOE	N	3	FHQ / VMP / PLANT	C	\$ 250,000	\$ 1,576,000
4 Parks & Rec Master Plan Projects	Improvements	TOWN	N	4	Town-Wide	R	\$ 200,000	\$ 1,776,000
5 Roof	Maintenance	TOWN	N	5	Community Center	B	\$ 300,000	\$ 2,076,000
6 Perimeter Security Systems	Improvements	TOWN	N	6	Police Department	B	\$ 55,000	\$ 2,131,000
7 Fire Alarm Upgrade	Regulatory	TOWN	N	7	FHQ/FH2	LS	\$ 100,000	\$ 2,231,000
8 Fire Station Security Upgrades-all stations	Upgrades	TOWN	N	8	All 3 Fire Stations	LS	\$ 60,000	\$ 2,291,000
9 GIS	Improvements	TOWN	N	9	Town-Wide	C	\$ 50,000	\$ 2,341,000
10 Traffic Signal Upgrades-Buckland Road	Upgrades	TOWN	N	10	Buckland Road	RD	\$ 100,000	\$ 2,441,000
11 Pool Redesign w/ Covers	Upgrades	TOWN	N	11	Veterans Memorial Park	R	\$ 50,000	\$ 2,491,000
12 Public Buildings Security/Doors Upgrades	Upgrades	TOWN	N	12	Town Buildings	LS	\$ 100,000	\$ 2,591,000
13 Showmobile (portable stage)	Improvements	TOWN	Y	13	Town-Wide	R	\$ 65,000	\$ 2,656,000
14 Exterior Maintenance	Maintenance	TOWN	N	14	Salt Shed / Town Garage	B	\$ 50,000	\$ 2,706,000
15 Communication Upgrades	Upgrades	TOWN	N	15	ETS/FD/PO/PV	C	\$ 200,000	\$ 2,906,000
16 ADA Transition Plan Upgrades	Regulatory	TOWN	N	16	Town-Wide	LS	\$ 50,000	\$ 3,056,000
17 Fire Alarm Upgrade	Regulatory	TOWN	N	17	CC/PO	LS	\$ 100,000	\$ 3,156,000
18 Generator	Upgrades	TOWN	N	18	Fire HQ	B	\$ 150,000	\$ 3,306,000
19 Fire Alarm Upgrade	Regulatory	BOE	N	19	OOH/ELLS	LS	\$ 108,000	\$ 3,414,000
20 Traffic Calming Improvements	Upgrades	TOWN			Town-Wide	RD	\$ 75,000	\$ 3,489,000
21 Heated Bays	Improvements	TOWN			Town Garage	B	\$ 50,000	\$ 3,539,000
22 Storage Building	Improvements	TOWN			Park & Rec	B	\$ 300,000	\$ 3,839,000
23 Boilers	Upgrades	TOWN/BOE			Wapping School	B	\$ 52,450	\$ 3,891,450
24 HVAC	Upgrades	TOWN			Fire House 1 & 2	R	\$ 150,000	\$ 4,041,450
25 Tennis Court Re-construction	Upgrades	TOWN			Wapping School	R	\$ 50,000	\$ 4,091,450
26 Ventilation & VAV Upgrades	Upgrades	TOWN			Town Hall	B	\$ 100,000	\$ 4,191,450
Requested Totals							\$ 4,191,450.00	
TC Approved Capital Budget								
Expected Capital Budget							\$ 3,048,867.00	

Buckets	Cost	Projects
Roads (RD)	\$ 100,000	1
Buildings (B)	\$ 1,881,000	6
Life Safety (LS)	\$ 518,000	6
Communication (C)	\$ 500,000	3
Recreation (R)	\$ 415,000	3
Ranked Totals	\$ 3,414,000	19

- Life Safety  
- Regulatory  
- Grants  
- completion of former projects

1,241,000 / 72,050

4,250  
F 20,000

F 743,800

Attachment C

EMERGENCY RADIO COMMUNICATION UPGRADE 2019/2020  
CAPITAL PROJECTS

Funding Amount	\$220,000.00
DPW/Buses/WPCA	-\$49,814.85 p/o 20130008
FD Repeaters	-\$50,000.00 p/o 20130009
4 mobiles/1 portable	-\$3,299.00 p/o 20130044
Speaker Mics	-\$500.00 p/o 20130043
Radio for Building Maint.	-\$3,270.16 p/o 20130051
Airtime charges overage	-\$1,230.00 p/o 20130052
Eli Terry Work	-\$85,995.96 p/o 20130054
DPW truck 77	-\$540.94 p/o 20130055
Install remaining DPW radio	-\$2,800.00 p/o 20130057
New DPW radio work at EOC	-\$700.00 p/o 20130058
Hytera Rebate Credit	\$3,900.00
Marcuss trade in	\$2,380.00
Balance	\$28,129.09