

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

**MINUTES**  
**VIRTUAL**

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

**REGULAR MEETING**  
**January 20, 2021**

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*This meeting was held virtually through Zoom.*

**1. Call Meeting to Order**

Vice-Chairperson Janice Snyder called the meeting to order at 4:36 pm.

**2. Roll Call**

**Members Present**

Arthur Adduci, Board of Education  
Chris Chemerka, Director of Finance and Operations, Board of Education  
Darrell Crowley, Director of Facility Services, Board of Education  
Clay Major, Facilities Manager  
Elizabeth Pendleton, Deputy Mayor, Town Council (Sitting for Mayor Paterna)  
Scott Roberts, Assistant Town Manager/CIO/EM (Town Manager's Designee)  
Janice Snyder, Town Council (Vice-Chairperson)  
Jessica Waterhouse, Board of Education  
Craig Zimmerman, Board of Education

**Members Absent**

Cesar Lopez, Town Council  
Andrew Paterna, Mayor, Town Council (Chairperson)

**Guests Present**

John Caldwell, Parks Superintendent  
Jeffrey Doolittle, Town Engineer  
Raymond Favreau, Director of Parks & Recreation  
Brian Peck, Fire Department  
Walter Summers, Fire Marshal

**3. Approval of Minutes for Previous Meeting (December 16, 2020)**

Ms. Chris Chemerka made a motion to approve the minutes of December 16, 2020. Ms. Jessica Waterhouse seconded, and the motion was approved unanimously.

**4. Discussion Items**

**A. Reports on Current Projects/Budget**

Mr. Crowley began with a report on BOE projects. There have been no spending changes since the previous meeting.

Mr. Doolittle reported on Engineering projects, there is nothing new to report as of this meeting.

Mr. Peck reported on Fire Department projects, the door security project is completed, and the generator project is ongoing.

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**PAGE 2**  
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---

Mr. Major reported on Facilities projects. The heat pump/boiler replacement project is due for completion by the end of January. The Town Hall elevator replacement is ongoing, the concrete ramp is finished with handrails on order, and work has begun on demolition of the elevator shaft. The Town Hall & Fire Marshal phone systems are on hold for an installation date from AT&T. The fire alarm project for the Community Center and Police Department will begin in the spring. Door openers at Town Hall have been ordered.

***B. Anticipated Budget Requests/Project List for Town Council***

Mr. Roberts presented an updated list of projects for FY 21-22 (**Attachment A**) that will be presented to the Council. He also presented an updated master list (**Attachment B**). He explained that the school roof projects may be dropped off the FY 21-22 list if the referendum is passed. At this time, a \$2.49 million budget is anticipated for Capital Projects.

Deputy Mayor Pendleton asked for clarification on item #8 on the list, the storage building. Mr. Roberts explained that in order to ensure proper planning, only \$100,000 was budgeted this year, to do design and site work. The cost of construction will be brought forward in a future fiscal year.

Ms. Waterhouse noted the line items for the Town Hall repairs and upgrades, and asked if there has ever been funding set aside for making repairs at the Town Hall. Mr. Roberts said that a lot of issues are planned for, they are just not in the budget for this year. Vice-Chair Snyder said that there have been pieces of Town Hall updates requested over the years, but items are often removed from the list when it comes time for budget approval. The Capital Projects budget was also a frequent target in the past when extra funds were needed elsewhere.

Mr. Zimmerman asked if there were placeholders on the master list (**Attachment B**) for the Aquatic Facility and the redesign of VMP. Mr. Roberts confirmed that there are placeholders for those items, at \$15 million.

**5. New Business**

***A. Cross-Town Trail Transfer Proposal***

Mr. Favreau reported on this item. He referred to the Cross-Town Trail Transfer Proposal (**Attachment C**). A firm has been selected to perform the design work: Anchor, out of Glastonbury. They had the most experience with DEEP trail grant programs. Their bid came in at a little over \$186,000 which was divided over three phases: preliminary design, permitting, and final design. Currently there is only \$125,000 allocated to the project. Phases 1 and 2 could be completed with this amount. Mr. Favreau said that there are excess funds in other accounts that could potentially be used for Phase 3. South Windsor Walk & Wheel Ways (SWW&WW) has funds set aside for connector paths between subdivisions, and the Park & Recreation Commission (PARC) has \$25,000 unused last year, \$15,000 unused this year, and \$35,000 set aside for the construction grant match. Mr. Favreau explained that the design work needs to be completed and the site made shovel-ready before a construction grant can be sought from the State. Both SWW&WW and PARC have agreed to the transfer of their excess funds to the Cross-Town Trail



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**MINUTES**  
**VIRTUAL**

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

**REGULAR MEETING**  
**January 20, 2021**

---

project design fund. With those allocations, there would be enough to cover the entire design process. More allocations for construction can be applied for once the site is designed and shovel-ready. Mr. Favreau asked the Committee to consider the approval of moving those funds.

Vice-Chair Snyder stated that she would entertain a motion to allow Mr. Favreau to utilize funds from SWW&WW, PARC, and the Cross-Town trail construction grant match to be able to fund the final phase of the Cross-Town Trail design process. Ms. Jessica Waterhouse moved the motion as stated. Mr. Craig Zimmerman seconded the motion, and it was approved unanimously.

**6. Old Business**

Mr. Roberts asked the Committee to give consensus on which projects should be brought forward to the Town Council for the upcoming budget request. The Committee referred to Attachment A.

Vice-Chair Snyder asked Mr. Crowley to clarify the amount requested for the Wapping School roof. Mr. Crowley explained that the \$223,500 request is for the roof over the portion of the building that is not used for school purposes, as that portion is not eligible for reimbursement by the State.

Vice-chair Snyder asked Mr. Doolittle if the listed Buckland Road Traffic Signal Upgrades project is part of the upcoming referendum. Mr. Doolittle said that this line item is for phase two of the project, installing cameras at intersections. The bond referendum is for phase three, installing fiber optics and possibly an adaptive system.

Vice-Chair Snyder asked Mr. Roberts if project descriptions could be expanded. Mr. Roberts said that staff is already preparing one-page descriptions for each project, to be presented along with the list.

Mr. Caldwell pointed out that the line item for Nevers Park paving can be removed, as the job was done in-house and no longer needs funding. Mr. Roberts noted the change.

Deputy Mayor Pendleton requested that the 5-year project master list (Attachment B) be posted on the Town website for public viewing. Mr. Roberts noted the request.

Deputy Mayor Pendleton asked Mr. Doolittle for a status update on the Main Street bridge project. Mr. Doolittle said that they are in the final design stage and working with utilities to get construction underway.

The Committee agreed that the entire FY 20-21 project list (Attachment A) should be considered for the funding request. A final draft will be prepared and presented along with the project descriptions at the next Capital Projects meeting.

Mr. Caldwell pointed out that the \$100,000 "storage building" line item (#8) will actually be housing part of the Parks & Recreation Department, and should therefore no longer be called

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

**REGULAR MEETING**  
**January 20, 2021**

---

just a storage building. This may make it clearer why so much funding is required. Mr. Roberts noted the change.

The Committee wished Mr. Favreau well on his upcoming retirement, and thanked him for his contributions to the Town over his many years of service.

**7. Adjournment**

Mr. Favreau made a motion to adjourn the meeting, and Mr. Crowley seconded. The meeting was adjourned at approximately 5:28 pm.

Respectfully submitted,

Samara Haddock  
Recording Secretary

**Attachments:**

- A. Capital Improvement Plan 2021-2022**
- B. Capital Inventory/Request 2020/21 – 2025/26**
- C. Cross-Town Trail Transfer Proposal**

**TOWN OF SOUTH WINDSOR  
CAPITAL IMPROVEMENT PLAN 2021-2022**

Ranking	Category	Project Name	Request	Running Total
1	Roof	Wapping School	\$ 223,500	\$ 223,500
2	Communication Upgrades	Various Locations (See Project Sheet)	\$ 400,000	\$ 623,500
3	Security Upgrades	All Fire Stations	\$ 60,000	\$ 683,500
4	Traffic Signal Upgrades	Buckland Road	\$ 170,000	\$ 853,500
5	Fiber Communication Network	Pleasant Valley School / VMP	\$ 250,000	\$ 1,103,500
6	Assessor - CAMA Revaluation	Town-Wide	\$ 100,000	\$ 1,203,500
7	Tennis Court Re-purposing	Rye Street Park	\$ 200,000	\$ 1,403,500
8	Storage Building - Design/Engineering	Burgess Road Site	\$ 100,000	\$ 1,503,500
10	<b>Sidewalks</b>		<b>\$ 100,000</b>	<b>\$ 1,603,500</b>
12	ADA Transition Plan	Various Locations (See Project Sheet)	\$ 100,000	\$ 1,703,500
13	HVAC Design & Eng Services	Fire House 1 & 2	\$ 50,000	\$ 1,753,500
14	Bridge - Pleasant Valley Road/ Poduck River	Town-Wide	\$ 250,000	\$ 2,003,500
15	GIS	Various Locations (See Project Sheet)	\$ 50,000	\$ 2,053,500
16	<b>Traffic Calming Improvments</b>	<b>Town-Wide</b>	<b>\$ 50,000</b>	<b>\$ 2,103,500</b>
17	Pickle Ball Court w/ Lights		\$ 550,000	\$ 2,653,500
9	Roof	Community Center	\$ 300,000	\$ 2,953,500
11	Roof	Timothy Edwards Middle School	\$ 689,700	\$ 3,643,200
Proposed CIP Budget Per Fiance Director				\$ 2,400,000
		Original Funding Line		
		New Funding Line based on Proposed Referendum		



Town of South Windsor  
Staff Capital Inventory/Request 2020/21-2025/26

Revision Date:Nov 2020

Items (Not Ranked in Priority Order)	Category	Location	FY 20/21	FY 21/22	FY 22/23*	FY 23/24*	FY 24/25*	FY 25/26*	PW
1 Athletic Field Improvements - Irrigation	Improvements	PARC					\$ 50,000		
2 Elevator Replacement	Improvements	PD			\$ 200,000				CM
3 Fiber Communication Network	Improvements	PV SCH/VMP		\$ 250,000					
4 Fiber Communications Network	Improvements	FHQ / TH / FOS RD	\$ 200,000						
5 Fiber Communications Network	Improvements	FH2			\$ 200,000				
6 Fiber Communications Network	Improvements	TE SCH				\$ 300,000			
7 Fiber Communications Network	Improvements	TRACS					\$ 100,000		
8 Fiber Communications Network	Improvements	PD /FD3						\$ 150,000	
9 GIS	Improvements	Town-Wide	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 50,000	JD
10 Parks & Rec Master Plan Projects	Improvements	TOWN	\$ 200,000		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	
11 Perimeter Security Systems	Improvements	PD	\$ 55,000						
13 Rec. Center w/ Indoor Aquatics	Improvements	TBD					\$ 15,000,000		
14 Sidewalks	Improvements	Town-Wide		\$ 100,000			\$ 200,000	\$ 200,000	JD
15 Storage Building Maintenance Design/Construction	Improvements	Park & Rec		\$ 100,000	\$ 400,000				CM
16 Nevers Park Sports Stadium w/ Lights	Improvements	Park & Rec / BOE						\$ 4,500,000	
17 Town Garage Bay Expansion	Improvements	TG				\$ 125,000	\$ 1,000,000		CM/VS
18 Police Department Renovations	Improvements	PD					\$ 75,000	\$ 500,000	CM
19 Town Hall Renovations	Improvements	TH						\$ 2,800,000	CM
20 Trail Updates	Improvements	Wapping Park						\$ 100,000	
22 Bridge	Maintenance	PValley / Podunk R		\$ 250,000		\$ 1,385,000		\$ 1,634,650	JD
23 Carpeting	Maintenance	LIB			\$ 125,000				CM
24 Drainage	Maintenance	PV Rd Phase 2				\$ 650,000			JD
25 Drainage	Maintenance	Strong Rd				\$ 500,000			
26 Drainage	Maintenance	Griffin Rd				\$ 430,000			
27 Drainage	Maintenance	Abby Rd				\$ 420,000			
28 Drainage	Maintenance	Avery Brook Channel				\$ 250,000			VS
29 Drainage	Maintenance	Town-Wide			\$ 100,000	\$ 100,000	\$ 100,000		
30 Drainage	Maintenance	1200-1474 Main St					\$ 700,000		
31 Drainage	Maintenance	McGrath Rd 2					\$ 280,000		
32 Drainage	Maintenance	Commerce Wy					\$ 275,000		
33 Drainage	Maintenance	Farnham Est					\$ 255,000		
34 Drainage	Maintenance	Scott Dr					\$ 180,000		
35 Drainage	Maintenance	McGrath Rd 1					\$ 175,000		
36 Drainage	Maintenance	Abbe / Miller / Haystack					\$ 125,000		
37 Road Reconstruction	Maintenance	Buckland Road		\$ 2,450,000				\$ 2,510,000	JD
38 Road Reconstruction	Maintenance	Pleasant Valley Road						\$ 4,475,000	JD
39 Elevator Replacement	Maintenance	TH	\$ 600,000						CM
40 Exterior Maintenance	Maintenance	Salt Shed / Town Garage						\$ 100,000	CM
41 Local Small Bridges Repairs "Four"	Maintenance	Town Wide			\$ 250,000	\$ 250,000	\$ 250,000		JD
43 Parking Lots	Maintenance	Lower VMP			\$ 250,000				JD
44 Parking Lots	Maintenance	WAP			\$ 245,000				JD
45 Parking Lots	Maintenance	Rye St Park				\$ 507,000			VS
46 Parking Lots	Maintenance	Upper VMP				\$ 250,000			JD
47 Parking Lots	Maintenance	NEVERS PARK					\$ 206,000		done?
48 Replacement/ Repair of the exterior masonry band (Drivit) PH 2	Maintenance	SWHS	\$ 876,000						
49 Retaining Wall	Maintenance	Annex			\$ 15,000	\$ 85,000			CM
50 Road Maintanace	Maintenance	Town-Wide			\$ 400,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	JD/VS
51 Roof	Maintenance	TE		\$ 3,200,000					
52 CAMA	Maintenance	Town	\$ 50,000	\$ 100,000					
53 Roof	Maintenance	TG				\$ 325,000	\$ 325,000	\$ 325,000	CM
54 Roof	Maintenance	FHQ			\$ 150,000				CM
55 Roof	Maintenance	PD				\$ 200,000			CM
56 Roof	Maintenance	Comm Cntr		\$ 300,000					CM
57 Roof	Maintenance	Wapp Comm House						\$ 50,000	CM
58 Roof	Maintenance	TH				\$ 350,000			CM
59 Roof	Maintenance	SALTSHED					\$ 150,000		CM
60 Roof	Maintenance	VMP					\$50,000		CM
61 Roof	Maintenance	WAP		\$223,500					
62 ADA Transition Plan Upgrades	Regulatory	TOWN	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	CM
63 Final Closure	Regulatory	Land Fill			\$ 400,000	\$ 400,000	\$ 400,000		JD/VS
64 Fire Alarm Upgrade	Regulatory	OOH/ELLS	\$ 108,000						
65 Fire Alarm Upgrade	Regulatory	FHQ/FH2	\$ 100,000						
66 Fire Alarm Upgrade	Regulatory	CC/PD	\$ 100,000						
67 Oil Tank (UG)	Regulatory	HS B				\$ 235,000			
68 Basketball/Tennis Court Renovations	Upgrades	RYE ST PARK		\$ 200,000	\$ 142,700				
69 PickleBall Court w/ Lights	Upgrades	RYE ST PARK		\$ 550,000					
70 Communication Upgrades - VMP/TRACS Towers	Upgrades	ETS/FD/PD/PW	\$ 125,000	\$ 400,000	\$ 100,000	\$ 400,000	\$ 200,000	\$ 500,000	
71 Generator	Upgrades	TH					\$ 50,000	\$ 200,000	CM
72 Generator	Upgrades	FHQ	\$ 150,000						CM?
73 HVAC/Boilers	Upgrades	FH 1 & 2		\$ 50,000	\$ 300,000				CM?
74 Pool Redesign / Renovation	Upgrades	VMP	\$ 50,000					\$ 3,600,000	
75 Public Buildings Security/Doors Upgrades	Upgrades	TOWN BLDGS	\$ 100,000		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	CM?
76 Ramp & Walkway Upgrades	Upgrades	TH				\$ 400,000			CM
77 Tennis Court Design / Construction	Upgrades	WAP	\$ 50,000					\$ 1,000,000	
78 Ventilation & VAV Upgrades	Upgrades	TH			\$ 100,000	\$ 100,000			CM
79 Windows	Upgrades	TH			\$ 300,000				CM
80 Windows & Exterior Upgrades	Upgrades	Wapping Comm House						\$ 50,000	CM
81 Fire Station Security Upgrades-all stations	Upgrades	FD	\$ 60,000	\$ 60,000	\$ 60,000				
82 Traffic Signal Upgrades-Buckland Road	Upgrades	Town	\$ 100,000	\$ 170,000					JD
83 Traffic Calming Improvements	Upgrades	Town		\$ 50,000	\$ 75,000				JD
84 ShowMobile	Upgrades	Recreation	\$ 165,000						
85 Town Hall VOIP System	Upgrades	TH	\$ 130,000						CM
86 Police Portable Radios	Upgrades	PD	\$ 206,500						
Totals			\$ 3,525,500.00	\$8,603,500.00	\$ 4,312,700.00	\$ 9,162,000.00	\$ 21,646,000.00	\$ 24,144,650.00	

Notes  
\* These years need further research by staff before being published as complete and will change yearly as staff and information warrants





**SOUTH WINDSOR  
Parks & Recreation**

**(860)648-6355 ext. 317**  
**Fax: (860)648-5048**  
**raymond.favreau@southwindsor.org**

# Memo

**To:** Andy Paterna, Capital Projects Committee Chair and Committee Members  
**From:** Ray Favreau, CPRP, Director of Parks & Recreation  
**CC:** Scott Roberts, Asst. Town Manager  
**Date:** 1/26/2021  
**Re:** Parks & Recreation Cross-Town Trail Project Recommendation

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As publicly posted back in early November, we received five proposals for the design of the cross-town trail project by the November 13 deadline. The RFP asked all firms to provide itemized pricing for three phases – preliminary design, permitting and final design – all of which came in far above the \$120,000 we have earmarked (see attached table). Over the next week or so John Caldwell, Jeff Doolittle and I reviewed the five proposals, discussed them and narrowed the search down to three of the five that we could consider based on their quotes and our financial ability to accomplish just phase one and two if necessary. In order to proceed further we needed additional information from these three firms. We then developed a list of questions, sent them to the firms in advance of webex interviews we arranged through Scott Roberts (thank you Scott!). John, Jeff, Keri Montague and I completed the interviews on Thurs., Dec. 3rd at 4pm.

Before we award the project I was hoping to discuss a potential alternative to moving forward to accomplish all three phases so we can be fully prepared to apply to DEEP for a second grant for trail construction in the near future. The construction grant request must be shovel ready so the design process is empirical. The basics of the proposal, which has the full support of the SW Walk & Wheel Ways and the Park & Rec. Commission, is presented to the Capital Projects Committee as a last resort to accomplish the entire design process after investigating other funding sources including requesting additional funding from the DEEP Recreation Trail program as they sometime have surplus funds from previously awarded project that never came to fruition. They have none. The New England Greenway Council also lacks funding at this time. A grant application is in process with the South Windsor Greater Together Fund (Hartford Foundation for Public Giving) who will accept applications until Feb. 1, 2021. \$50,000 is up for grabs with a potential maximum limit of \$25,000 to an eligible organization. Obviously, no guarantee and a two month delay. Please consider the proposal below. If the Capital Projects Committee agrees to support this approach then I assume this would then have to go before the Town Council.

Low Qualified "Bid"..... \$186,400

Budget allocated ..... \$120,000 (\$100,000 DEEP Grant, \$20,000 town match)

Shortfall .....(\$ 66,400)

Approved related budgeted items as potential additional funding sources:

2019-20 CIP .....\$ 25,000 (SW Walk & Wheel Ways connector paths, unspent)

2020-2021 CIP .....\$ 15,000 (SW Walk & Wheel Ways connector paths, not yet  
encumbered)

2020-2021 CIP .....\$ 35,000 (Town match for DEEP Rec. Trail Grant for construction)

Net .....\$ 8,600 (Hold as contingency, any remaining balance apply towards  
construction grant match TBD)