

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

**MINUTES**  
**SPRENKEL ROOM**

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**TOWN HALL**

**REGULAR MEETING**  
**January 20, 2016**

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**1. Call Meeting to Order**

Vice-chairperson Elizabeth Pendleton called the meeting to order at 4:40 p.m.

**2. Roll Call**

**Members Present**

Chris Chemerka, Director of Finance and Operations, Board of Education (*arrived at 4:40 p.m.*)

Michael Gantick, Director of Public Works

Michael Gonzalez, Board of Education

Patrick Hankard, Director of Facility Services, Board of Education (*arrived at 4:55 p.m.*)

Elizabeth Pendleton, Town Council (Vice-chairperson)

Scott Roberts, Director of Information Technology (Town Manager's Designee)

Craig Zimmerman, Board of Education

**Members Absent**

Dr. Kate Carter, Superintendent of Schools, Board of Education

Philip Koboski, Board of Education

Carolyn Mirek, Town Council

Janice Snyder, Town Council (Chairperson)

**Guests Present**

Jeffrey Doolittle, Town Engineer

Raymond Favreau, Director of Parks & Recreation

Clay Major, Facilities Manager

Walter Summers, Fire Marshal

**3. Approval of Minutes Previous Meetings**

Mr. Scott Roberts made a motion to approve the September 16, 2015 Minutes; Ms. Chris Chemerka seconded that motion; and it was approved unanimously with two abstentions from Ms. Chemerka and Mr. Michael Gantick.

**4. Discussion Items**

***Review List for Fiscal Year 2016/2017***

Mr. Scott Roberts opened the discussion. He distributed a Draft Capital Projects Master List (Exhibit A) to the Committee. The yellow items were carried over and not funded from the previous fiscal year even though they were ranked by the Committee. Town staff ranked the top 16, and the Board of Education ranked their top 5. As the Timothy Edwards Middle School Front Sidewalks project was not funded the previous year, the total cost will now come to \$180,000. The only other funding change was raising the Fire Headquarters Driveway project cost to \$250,000 from \$230,000.

Mr. Roberts said this list needs to be combined into one ranking for both the Town and Board of Education. The Finance Department has submitted two projects (Exhibit B) for the upcoming revaluation and new tax software. Mr. Michael Gantick asked if this program will replace

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MUNIS. Mr. Roberts said this program would replace the assessment and collection modules that are currently used in MUNIS. This will save the Town approximately \$20,000 per year, but the package cost up front will be \$120,000. Maintenance costs are currently unknown but Mr. Roberts said it is typically 20% of the software installation cost. These costs would make the program a net wash in the overall budget.

Mr. Craig Zimmerman asked about revaluation funding. Mr. Roberts said that in previous years, it was slowly funded throughout the years. Lately, it has not been funded, and the Town will need to pay for it regardless of funding. Mr. Zimmerman asked how it is a capital project if it is not purchasing a concrete item. Mr. Michael Gantick said the revaluation used to be funded out of the Capital Non-Reoccurring until the last revaluation. Vice-chairperson Pendleton asked why the Committee is currently funding it. Mr. Roberts said that in the past, it used to be in the Capital Non-Reoccurring budget. He said he is not sure if it belongs in this budget, but he has to bring it to the Committee for discussion. Vice-chairperson Pendleton said she agreed with Mr. Zimmerman that this item does not seem like a valid capital project. Mr. Michael Gonzalez asked if the Committee has the authority to move the project to another budget. Mr. Roberts said that it could possibly go into the respective departments' operating budgets, but there will be a spike in the operating budget. Ms. Chris Chemerka asked if the Capital Non-Reoccurring Fund was still in existence. Mr. Gantick said that it has not been funded in at least seven years. Mr. Roberts said that the revaluation will have to be paid for somehow since it is a State requirement. Mr. Gantick said the question is does the revaluation meet the requirements for a capital project. Mr. Roberts said he does not believe it meets the requirements. Vice-chairperson Pendleton said it should not come before other projects that have been waiting for years. It is a not a surprise project. Ms. Chemerka suggested having it in the operating budget for the next fiscal year, then funding it once more through the Capital Non-Reoccurring fund. Mr. Gonzalez said he wants it to be clear that the revaluation cannot be accepted as a capital project because it does not meet the requirements.

Mr. Roberts handed out information about Capital Projects from the Town's Annual Official Statement from the auditors (Exhibit C). Town staff generally agrees that the information is outdated and should be updated as soon as possible. The Director of Finance, Ms. Patricia Perry, is hoping that the Committee can provide the update to her. Mr. Gantick said that technically the Town Council has to adopt a five-year plan. There used to be a spreadsheet with a ten-year plan, but it was hard to accomplish anything with the budgets that were approved. The spreadsheet was replaced with the current system of a list. Mr. Gantick said there should be a minimum of a five-year plan to meet State requirements.

Mr. Zimmerman asked what budget the Committee will be aiming for when reorganizing the proposed list (Exhibit A). It would be futile to organize the entire list. Ms. Chemerka said she would like to wait until Mr. Patrick Hankard arrives to discuss possibly splitting some Board of Education projects.

Vice-chairperson Pendleton asked about the Emergency Roof repairs at Philip R. Smith. Ms. Chemerka said that is the number one priority project for the Board of Education. *Mr. Hankard arrived during this discussion.* Mr. Hankard explained the roof project. That section of roof suffered severely last winter, and it is leaking on a regular basis now. Vice-chairperson Pendleton asked where the leaks are located in the building. Mr. Hankard said the leaks are affecting the kitchen and one classroom. He is hoping to have the project started and finished

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in summer of 2016. That kind of work cannot be done in the winter, and the school will have to manage until the summer.

Mr. Zimmerman asked if Mr. Hankard could explain the Ellsworth Slate Roof repairs and the repair of the masonry band at the High School. Mr. Hankard explained the Ellsworth Roof project first. This roof also suffered significantly during the last winter. He passed around photos to the Committee of the damage. Parts of the roof are flexing and causing water to leak into the attic. The section of the building that is affected is at least 135 years old, but the age of the roof is in question. Mr. Hankard explained the masonry band at the High School. He passed around photos to the Committee once again. The product, Drivit, is no longer in use. Water gets behind Drivit, freezes, then expands and causes the product to crack. Mr. Zimmerman asked how else it can be repaired if the old Drivit cannot be used, as \$1.7 million for one project is a high cost. Mr. Hankard said there is no effective way to patch it, and it will start falling off. The alternative of metal cladding is just as expensive. The architect's recommendation is to use the new Drivit formula to retain the appearance of the building. Vice-chairperson Pendleton asked if brick could be used instead. Mr. Hankard said he could ask the architect, but he believes it would still be in the same ballpark price.

Mr. Walter Summers said that roof projects on the list add up to \$1,992,000 without the Drivit project. Including the Drivit project, the cost is \$3,743,000 just for those projects. The Committee would never be able to catch up. Mr. Gantick said that only a referendum could help the Committee catch up, and there are also many road projects that are coming up.

Mr. Zimmerman asked if the Committee is aiming for \$2 million and if the projects in yellow are "must-do" projects. Mr. Roberts said the yellow projects are from the last list that was made but that he is not optimistic that the Committee will get more than \$1.1 million in funding that is mandated by the new ordinance. Mr. Zimmerman said he feels the Council should get a proposed list higher than \$1.1 million. Mr. Roberts said he would be happy to put together a list for \$2 million to the Council, but the Committee would need to agree on the amount. Vice-chairperson Pendleton asked if the \$2 million would include the school roofs. Mr. Roberts said that it probably should, as roofs should not be left alone.

Mr. Zimmerman asked if any projects numbered 6 through 16 could be partially added to the \$2 million. Mr. Roberts said that he could probably split the fiber projects if needed just to pay for permitting, applications, and inspections. Mr. Gantick said that sidewalk repair could also have a smaller amount, but those repairs keep getting pushed off. Every time a project is put off, costs increase. Mr. Gantick said that the Fire Headquarters Driveway Repaving Project has been on the list for about sixteen years.

***Mr. Craig Zimmerman made a motion to propose putting forth all of the projects highlighted in yellow and adding Rotary Pavilion at VMP, GIS, Sidewalk Repair, Philip R. Smith Roof Repairs, and Ellsworth Roof Repairs; Mr. Scott Roberts seconded the motion; and it was approved unanimously.***

The total proposed projects would be approximately \$1.9 million, and the projects would be going in order while picking up the projects that were pushed to the side last year.

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Mr. Roberts suggested presented the list to the Council early in the budget process in order to get a feel for what type of funding over \$1.1 million may be possible.

Mr. Raymond Favreau said that the Rotary Club is going to be raising money at their auction for the Pavilion project this coming year, so it will be an easy project to complete with very little Town funding.

Mr. Summers suggested adding Eli Terry Safe Routes to School to the list. Mr. Hankard said that the Safe Routes to School program suggested might not fit the new Eli Terry placement. Mr. Doolittle said that most of the costs would be to move the pedestrian bridge behind the school. Mr. Hankard asked if the pedestrian bridge would ever be used if the school will be further from the bridge than it is now. Mr. Doolittle said he was not sure, and that improvements should not be made until the new school is in place.

Ms. Chemerka asked if the grant money is not spent on Avery Street's Final Phase if the grant money will go away. Mr. Doolittle said there is not a current timeframe so the money should be safe for another year.

Mr. Gantick suggested looking into security for the Town buildings and maybe throwing \$100,000 of the total \$180,000 for the project into the current list.

Vice-chairperson Pendleton asked about the Edwin Road Storm Sewer. The grand total of the project is \$160,000. Mr. Gantick said it is a very convoluted situation.

Mr. Hankard said that depending on how the winter treats the High School this year, he may have to use partial funding from the Timothy Edwards Sidewalks and use it on the High School Drivit project.

***Mr. Craig Zimmerman amended the previous motion to also include \$100,000 for Public Buildings Security/Doors Upgrades; Mr. Roberts seconded the motion; and it was approved unanimously.***

Mr. Roberts said he can update the draft list to reflect the changes made during this meeting. It will then be submitted to the Town Council for review in the near future.

**5. New Business**

Mr. Craig Zimmerman asked how the Committee will present their budget. He praised Mr. Raymond Favreau for the Parks and Recreation presentation. He asked if anything could be done to provide more information in a different way to get more money in the budget. The Committee agreed it is a good idea to think of a better way to present the information. Mr. Roberts said a PowerPoint presentation could be created for presenting the budget to the Council. However, some projects may not have photos available to use.

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**6. Old Business**

Vice-chairperson Pendleton asked for an update on the Bridge over Podunk River. Mr. Doolittle said the State has not sent any further updates.

**7. Adjournment**

Mr. Scott Roberts made a motion to adjourn the meeting at 5:25 p.m.; Mr. Patrick Hankard seconded that motion; and it was approved unanimously.

Respectfully submitted,

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Ashley Summers  
Recording Secretary

Exhibit A      Draft Capital Projects Master List FY 16/17  
Exhibit B      Finance Department Capital Project Requests  
Exhibit C      Official Statement Capital Projects Information