

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

MINUTES
SPRENKEL ROOM

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TOWN HALL

REGULAR MEETING
February 17, 2016

1. Call Meeting to Order

Chairperson Janice Snyder 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
Michael Gantick, Director of Public Works
Michael Gonzalez, Board of Education
Patrick Hankard, Director of Facility Services, Board of Education
Scott Roberts, Director of Information Technology (Town Manager's Designee)
Janice Snyder, Town Council (Chairperson)

Members Absent

Dr. Kate Carter, Superintendent of Schools, Board of Education
Philip Koboski, Board of Education
Carolyn Mirek, Town Council
Elizabeth Pendleton, Town Council (Vice-chairperson)
Craig Zimmerman, Board of Education

Guests Present

Robert Dickinson, Resident
Raymond Favreau, Director of Parks & Recreation
Clay Major, Facilities Manager
Walter Summers, Fire Marshal

3. Approval of Minutes Previous Meetings

Mr. Michael Gantick made a motion to approve the January 20, 2016 Minutes; Mr. Patrick Hankard seconded that motion; and it was approved unanimously with one abstention from Chairperson Janice Snyder.

4. Discussion Items

Discussion of Top Projects

Mr. Scott Roberts briefed Chairperson Janice Snyder about the last Capital Projects Committee meeting in January 2016. He explained that the Draft Capital Projects Master List (Exhibit A) is what the Committee created. Staff from the Town and Board of Education created the Staff Capital Inventory/Request 2016/17-2020/21 (Exhibit B) in order to satisfy requirements from ratings agencies.

Chairperson Snyder asked to review the Staff Capital Inventory/Request. The first items on the list are the same items that are highlighted on the Draft Capital Projects Master List.

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Mr. Patrick Hankard made a motion for the Capital Projects Committee to accept and send to the Town Council for approval the Staff Capital Inventory/Request 2016/17-2020/21; Mr. Michael Gantick seconded the motion; and it was approved unanimously.

The Committee decided in January 2016 on an amount of \$2,043,363 to propose to the Town Council. Mr. Scott Roberts said that in a Staff Meeting earlier in February 2016, Town Manager Matthew Galligan said he was going to propose a budget of \$1.5 million to the Town Council instead of the \$1.1 million as required by ordinance. Chairperson Snyder said even the proposed amount is too small. The Committee generally agreed that the amount was too small but acknowledged the challenge in getting a larger proposal passed in the budget.

Chairperson Snyder asked the guests about their opinions for the projects. Mr. Raymond Favreau and Mr. Walter Summers both agreed they were comfortable with submitting the \$2 million proposal. Chairperson Snyder said she is hoping to get to \$1.8 million for funding, but she would rather get \$2 million in funding.

Chairperson Snyder asked if Mr. Roberts could coordinate with Ms. Ashley Summers and create a packet with the thirteen projects. Mr. Roberts said the dates should be updated before the packets are created. Chairperson Snyder said she would like to have the packet sent to the Committee within the next week or two for review.

Mr. Patrick Hankard made a motion for the Capital Projects Committee to approve and submit to the Town Council the document titled Draft Capital Projects Master List FY 16/17 with a recommendation that Items 1 through 13 totaling \$2,043,363 be approved for funding in Fiscal Year 2016/2017 and included in that recommendation is a request that the Town Council consider the priority numbers listed in Column 2 as the order in which the Committee feels they should be funded; Mr. Scott Roberts seconded the motion; and it was approved unanimously.

Funding Requests

Chairperson Snyder said this discussion item is to remind the Committee to discuss the dollar amounts which have already been addressed earlier in the meeting. She would like to see funding get to a point that will help take care of current and future projects without constantly pushing items back. Mr. Roberts pointed out that the funding request for 2017/2018 is currently at \$8 million.

Timing of CIP Presentation to Town Council

Chairperson Snyder asked that the owners of projects proposed to the Town Council help make the presentation with her. The Committee discussed when Town Manager Galligan would be presenting both the Town and Board of Education's budget. Chairperson Snyder said she would like to present Capital Projects before Town Manager Galligan's presentation in March. Chairperson Snyder will ask the Town Manager to provide the tax increase with the Capital Projects budget set at \$2 million instead of \$1.5 million. The Committee agreed to try to get a presentation ready for the Town Council meeting on Monday, March 7, 2016. Chairperson Snyder will work up a draft PowerPoint presentation.

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Ms. Chris Chemerka asked if pictures should be added. Chairperson Snyder said if any pictures could be used, that would be helpful. Some projects might not have pictures available.

Chairperson Snyder said a printout of the presentation should be included in the Town Council's packet along with the project worksheets.

5. New Business

Chairperson Snyder asked Mr. Gantick about sidewalk grinding companies. Mr. Gantick said they have used some companies in the Abbe Road area. It is a feasible option to use on some sidewalk issues. According to a projection done four years ago, there is about \$4 million in sidewalk repairs in the Town. The \$200,000 request is a very small request. Chairperson Snyder asked if the requested sidewalk areas could be listed somehow in the presentation.

Mr. Robert Dickinson asked about enforcing repairs on sidewalks. Mr. Gantick said that in the past, the Town has given letters to residents asking for a plan to repair the sidewalk in 25 days. He feels it is not fair to the residents, but there has to be funding to repair sidewalks.

Mr. Hankard asked if there were any claims from damaged sidewalks. Mr. Gantick said there have been a few claims.

6. Old Business

None

7. Adjournment

Mr. Michael Gantick made a motion to adjourn the meeting at 5:10 p.m.; Ms. Chris Chemerka seconded that motion; and it was approved unanimously.

Respectfully submitted,

Ashley Summers
Recording Secretary

Exhibit A Draft Capital Projects Master List 16/17
Exhibit B Staff Capital Inventory/Request 2016-2020

DRAFT Capital Projects Master List **FY 16/17**

Years		Priority	on CIP	Project	Grant/Offset	Budget	Notes
Agency							
PW/Bldgs	1			Phone System Replacements - PD & CC		\$75,000	
IT	2			Fiber Communications Network - PD to FD		\$240,000	
BOE	3			Replace 1/2 of TEMS Front Sidewalks		\$180,000	Increased 90K to include second year
PW/Bldgs	4,4			ADA Upgrades at Town Hall - Fire Code Related		\$150,000	
PW/Park & Rec	5			Wapping School Renovation Design		\$100,000	
PARC	6			Rotary Pavilion at VMP	\$100,000	\$125,000	
PW/IT	7			GIS		\$180,000	
PW/Eng	8			Sidewalk Repair and Replacement		\$200,000	
PW/Bldgs	9			CC Heat Pump & Cooling Tower Replacement	\$10,000	\$190,000	
PW	10			Road Maintenance		\$850,000	
IT	11			Fiber Communications Network FD to PW		\$250,000	
PW/Bldgs	12			Town Hall Ventilation & VAV Upgrades		\$300,000	
PW/Bldgs	13			Library Roof Replacement		\$400,000	
PW/Eng	14			Fire HQ Driveway Parking Repaving		\$250,000	
Fire M	15			Update Fire Alarms CC, PD, FHQ, FH2		\$200,000	
PW/Eng	16			Avery St Reconstruction Phase 3	\$2,200,000	\$500,000	
Park & Rec				Rye Street Park - Basketball/Tennis Court Renovations		\$142,700	
IT				Fiber Communication Network - FD3 to PW		\$220,000	
BOE	5			Replace Section C of South Windsor High School Roof	\$766,852	\$864,748	Total Budget 1,631,600
BOE				Replace Wapping School Roof	\$476,796	\$222,148	
Fire				Fire HQ Generator		\$75,000	
Fire				Fire Station 1 & 2 HVAC		\$200,000	
PARC				Athletic Field Improvements - Irrigation		\$50,000	
PARC				Disc Golf	\$3,000	\$10,000	
PARC				Unexpected Repair/Maintenance/Improvements		\$25,000	
PARC				South Windsor Walk & Wheel Ways		\$20,000	
Park & Rec				Department Storage Building		\$100,000	
Park & Rec				VMP - Pave Lower Parking Lot		\$200,000	
Park & Rec				VMP - Pave Upper Parking Lot Expansion		\$200,000	
Park & Rec				Nevers Park - Soccer/Lacrosse Fields Parking Lot		\$125,000	
PW/Eng				Eli Terry Safe Routes to School Improvements	\$439,000	\$125,000	
PW/Bldgs				Public Buildings Security/Doors Upgrades		\$180,000	
PW/Eng				Ridge Road Drainage		\$300,000	
PW/Bldgs				Town Hall Windows		\$150,000	
PW/Eng				Community Center, Town Garage Parking Repaving		\$500,000	
PW/Eng				Police Dept Parking Lot Repave		\$150,000	
PW/Eng				Various Drainage Projects		\$150,000	
PW/Eng				Edwin Road Storm Sewer	\$80,000	\$80,000	
PW/Eng				Buckland Road Sidewalks Phase 2		\$250,000	
PW/Bldgs				Elevator Replacement - Town Hall		\$400,000	
BOE	1			Emergency roof repairs at Philip Smith School		\$55,663	
BOE	2			Major repair/replacement of the slate roof at Ellsworth		\$450,000	
BOE	3			Replacement/ Repair of the exterior masonry band (Drivrt) at SWHS		\$1,751,250	
Fin/Asr	1			Revaluation / Inspection Services		\$307,000	
Fin/Asr	2			Assessment & Tax Collection Software		\$125,000	
Total					\$4,075,648	\$11,618,509	

- Unfunded Projects for FY 14/15

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM INDIVIDUAL PROJECT PROPOSAL

(FY 2016 - 2017)

Department/Division: Assessor/Finance

A. GENERAL INFORMATION

1. Project Title: Revaluation (Inspection Services)

Description of Project: The Town of South Windsor is due for a Town Wide Revaluation during 2017. This process is dictated by Connecticut State Statute 12-62 and is performed to return assessments to an equitable status, featuring fair and reasonable valuations have been applied in a uniform manner. Also, according to Statute 12-62, the town shall have the additional requirement to physically inspect each property within a ten year period. The town last met this guide line during the 2007 town wide revaluation, according to statute requirements the town will be required to meet the inspection process for the scheduled 2017 revaluation.

There are approximately 11,100 parcels in the Town of South Windsor and due to staff and time constraints a certified revaluation company will be hired to perform such inspections. The total estimated cost of the Project is \$307,000 spread out over a three-year period based on timeline of work completed.

1. Estimated Cost: \$150,000
2. Other offset funding available (Grants/Reimbursements) : 0

Explanation:

3. Useful life of project: 5 years
4. Project Timeline: Planning/Modeling/Sales Value Collection -- July/August 2017
Data Collection Field Review -- August/October 2017
Assessment Notices -- October 2017
Assessment Hearings -- October/November 2017
Board of Assessment Hearings -- March through April 2018
Finalize Values/Assessments/Appeals -- April 2018

5. Estimated additional annual operating cost \$: 0

Explanation:

6. Estimated annual savings \$ 0

Explanation:

Department Priority: 1 Capital Projects Committee Priority: _____

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM INDIVIDUAL PROJECT PROPOSAL

(FY 2017 - 2018)

Department/Division: Assessor/Finance

A. GENERAL INFORMATION

1. Project Title: Revaluation (Inspection Services)

Description of Project: The Town of South Windsor is due for a Town Wide Revaluation during 2017. This process is dictated by Connecticut State Statute 12-62 and is performed to return assessments to an equitable status, featuring fair and reasonable valuations have been applied in a uniform manner. Also, according to Statute 12-62, the town shall have the additional requirement to physically inspect each property within a ten year period. The town last met this guide line during the 2007 town wide revaluation, according to statute requirements the town will be required to meet the inspection process for the scheduled 2017 revaluation.

There are approximately 11,100 parcels in the Town of South Windsor and due to staff and time constraints a certified revaluation company will be hired to perform such inspections. The total estimated cost of the Project is \$307,000 spread out over a three-year period based on timeline of work completed.

1. Estimated Cost: \$95,000
2. Other offset funding available (Grants/Reimbursements) : 0

Explanation:

3. Useful life of project: 5 years
4. Project Timeline: Planning/Modeling/Sales Value Collection -- July/August 2017
Data Collection Field Review -- August/October 2017
Assessment Notices -- October 2017
Assessment Hearings -- October/November 2017
Board of Assessment Hearings -- March through April 2018
Finalize Values/Assessments/Appeals -- April 2018

5. Estimated additional annual operating cost \$: 0

Explanation:

6. Estimated annual savings \$ 0

Explanation:

Department Priority: / Capital Projects Committee Priority:

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM INDIVIDUAL PROJECT PROPOSAL

(FY 2018 - 2019)

Department/Division: Assessor/Finance

A. GENERAL INFORMATION

1. Project Title: Revaluation (Inspection Services)

Description of Project: The Town of South Windsor is due for a Town Wide Revaluation during 2017. This process is dictated by Connecticut State Statute 12-62 and is performed to return assessments to an equitable status, featuring fair and reasonable valuations have been applied in a uniform manner. Also, according to Statute 12-62, the town shall have the additional requirement to physically inspect each property within a ten year period. The town last met this guide line during the 2007 town wide revaluation, according to statute requirements the town will be required to meet the inspection process for the scheduled 2017 revaluation.

There are approximately 11,100 parcels in the Town of South Windsor and due to staff and time constraints a certified revaluation company will be hired to perform such inspections. The total estimated cost of the Project is \$307,000 spread out over a three-year period based on timeline of work completed.

1. Estimated Cost: \$62,000
2. Other offset funding available (Grants/Reimbursements) : 0

Explanation:

3. Useful life of project: 5 years
4. Project Timeline: Planning/Modeling/Sales Value Collection -- July/August 2017
Data Collection Field Review -- August/October 2017
Assessment Notices -- October 2017
Assessment Hearings -- October/November 2017
Board of Assessment Hearings -- March through April 2018
Finalize Values/Assessments/Appeals -- April 2018

5. Estimated additional annual operating cost \$: 0

Explanation:

6. Estimated annual savings \$ 0

Explanation:

Department Priority: 1 Capital Projects Committee Priority:

FIVE YEAR CAPITAL IMPROVEMENT PROGRAM INDIVIDUAL PROJECT PROPOSAL

(FY 2016 - 2017)

Department/Division: Assessor & Tax Collector/Finance

A. GENERAL INFORMATION

1. Project Title: Assessment & Tax Collection Software

Description of Project: Purchase & install new Assessment and Tax Collection Software.

Recently a committee of Town staff completed a review of assessment and tax collection software systems. The committee of Town staff consisted of personnel from the Assessor, Collector of Revenue, Finance and IT departments.

Over nine years have passed since the Town last explored these systems and it was recently deemed appropriate and necessary to take the time to investigate the Town's software options.

The committee began its commitment with a review / examination of the existing system from MUNIS. It was noted that this system no longer meets many of the basic functions required by the Collector of Revenue's and Assessor's offices. It was also recognized that the costs of operation and cost to cure the system's shortcomings was difficult to measure. The committee next examined the industry to determine what possibilities existed for Town purposes. The committee scheduled on-site demonstrations with software providers and interviews with communities that are using these applications.

The committee found these software systems far exceed the current Munis application by offering the capability to produce required reporting in form and format acceptable to the State, a wide variety of reporting abilities that employ accurate and acceptable accounting practices, and competitive fees.

The committee suggests that this replacement be made as soon as is reasonably possible.

1. Estimated Cost: \$125,000

2. Other offset funding available (Grants/Reimbursements) : 0
Explanation:

3. Useful life of project: 10 years

4. Project Timeline:

5. Estimated additional annual operating cost \$: 0
Explanation:

6. Estimated annual savings \$ 0
Explanation:

Department Priority: 2 Capital Projects Committee Priority: _____

Temporary Financing

When general obligation bonds have been authorized, bond anticipation notes may be issued maturing in not more than two years (CGS Sec. 7-378). Temporary notes may be renewed up to ten years from their original date of issue as long as all project grant payments are applied toward payment of project costs or temporary notes when they become due and payable, and the legislative body schedules principal reductions by the end of the third year and for each subsequent year during which such temporary notes remain outstanding, in an amount equal to a minimum of 1/20th (1/30th for sewer projects and certain school projects) of the estimated net project cost (CGS Sec. 7-378a). The term of the bond issue is reduced by the amount of time temporary financing exceeds two years.

Temporary notes must be permanently funded no later than ten years from their initial borrowing date, except sewer notes issued in anticipation of State and/or Federal grants. If written commitment exists, the municipality may renew the sewer notes from time to time in terms not to exceed six months until such time that the final grant payments are received (CGS Sec. 7-378b).

Temporary notes may also be issued for up to 15 years for certain capital projects associated with the operation of a waterworks system (CGS Sec. 7-244a) or a sewage system (CGS Sec. 7-264a). In the first year following the completion of the project(s), or in the sixth year following the original date of issue (whichever is sooner), and in each year thereafter, the notes must be reduced by 1/15th of the total amount of the notes issued by funds derived from sources of payment specified by statute. Temporary notes may be issued in one-year maturities for up to 15 years in anticipation of sewer assessments receivable, such notes to be reduced annually by the amount of assessments received during the preceding year (CGS Sec. 7-269a).

School Projects

Pursuant to Section 10-287i of the Connecticut General Statutes, the State of Connecticut will provide proportional progress payments for eligible school construction expenses on projects approved after July 1, 1996. State grants will be paid directly to the municipality after it submits its request for progress payments, and accordingly, the municipality will issue its bonds only for the net share of project costs. Under the current program, the State of Connecticut will make proportional progress payments for eligible construction costs during certain phases of construction.

Project	Amount of Total Authorization	Estimated Reimbursement Rate (%)	Estimated Grant
Orchard Hill Elementary School Project (1)	\$ 33,520,000	34.64%	\$ 11,611,328

Authorized but Unissued Debt

Project	Amount Authorized	Previously Bonded	Grants and Paydowns	The Bonds (This Issue)	The Notes (This Issue)	Authorized But Unissued
Open Space Acquisitions						
2009 Authorization	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Water Pollution Control Facility Project	47,000,000	27,516,583	(7,760,005)	-	-	11,723,412
Storm Alfred Debris Management and Removal Services	8,000,000	2,000,000	(5,996,913)	-	-	3,082
2012 - Various School Projects	5,790,000	1,370,000	-	3,260,000	1,160,000	-
2012 - Road / Drainage Improvements	4,000,000	2,100,000	-	1,900,000	-	-
Orchard Hill Elementary School Project	33,520,000	-	-	-	500,000	33,020,000
2014 - Road / Drainage Improvements	12,000,000	-	-	-	5,500,000	6,500,000
Total	\$112,310,000	\$ 32,986,583	\$ (13,756,923)	\$ 5,160,000	\$ 7,160,000	\$ 53,246,494

Capital Improvement Program

Under the Town Charter, the Town Manager annually submits an updated capital improvement program. The plan is a systematic program to add or replace capital items for each department within the General Government and Board of Education. The 2012-2022 Plan projects a total of \$42,000,000. Over the ten years, the projects are to be funded from the general fund, Town road aid, LOCIP funds, bonds and/or notes, and grants and user fees.