

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

**MINUTES**  
**SPRENKEL ROOM**

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

**REGULAR MEETING**  
**September 21, 2016**

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**1. Call Meeting to Order**

Chairperson Janice Snyder called the meeting to order at 4:28 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)  
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  
Elizabeth Pendleton, Town Council (Vice-chairperson)

**Guests Present**

Tom Cuddy, Resident  
Grace DeAngelis, Resident  
Erin Heafey, Resident  
Walter Summers, Fire Marshal

**3. Approval of Minutes Previous Meetings**

Mr. Patrick Hankard made a motion to approve the May 25, 2016 Minutes; Mr. Michael Gantick seconded that motion; and it was approved unanimously.

**4. Discussion Items**

***Public Input***

Before the Committee started any discussion, Chairperson Janice Snyder asked if the public present had any input.

Mr. Tom Cuddy, 403 Abbe Road Extension, mentioned that there was a major problem with the recent chip sealing that was done on his road. The silica is getting in the air even with the continuous sweeping and watering of the road for the past two weeks. His kids have been complaining about sore throats for two weeks. Every nook, cranny, and lawn on the street is covered in this dust. Chairperson Snyder asked if it is a film. Mr. Cuddy said that it is all over the inside of his house and his vehicle. He believes that the stone used was too soft and is being crushed, and he knows that the Town is doing its job as he has spoken to Mark and seen the employees sweeping and watering each day. Mark has explained the chip sealing process to him. Mr. Cuddy ended by saying that he knows this dust is not safe to breathe.

**CAPITAL PROJECTS COMMITTEE**  
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**MINUTES**  
**SPRENKEL ROOM**

**PAGE 2**  
**TOWN HALL**

**REGULAR MEETING**  
**September 21, 2016**

---

Erin Heafey, 341 Abbe Road Extension, said that she had to mow her lawn earlier today with a respirator and her children's goggles. She is concerned because she does not want her children breathing the dust. Chairperson Snyder asked if it has been about a two week period. Ms. Heafey agreed and suggested if the sweeping and watering started sooner it may not have been as bad. She was told by Mike that they may have used a different stone. There is a shiny film all over her in-ground pool, and her car is covered every day. Her road is busy and should have been paved instead of chip sealed.

Chairperson Snyder introduced Mr. Michael Gantick, Director of Public Works, and asked how he wanted to handle this issue. Mr. Gantick explained the process. Chip sealing has been done for at least 50 years in South Windsor, and he has never encountered this problem. This makes him quite concerned. Normally, the road cannot be swept until a week after the stone has been placed, and the Town followed that protocol. The other roads that have been sealed do not seem to have as much of an issue currently as Abbe Road. Public Works will be out until 7:30 p.m. tonight sweeping, and the contractor will be coming out tomorrow morning to offer up solutions. It should not be this way. Chairperson Snyder asked if the Town was working on this issue right now. Mr. Gantick said yes.

Chairperson Snyder asked for email addresses from the public so additional information could be sent to them once the contractor has met with the Town.

Ms. Heafey said she had asked for MSDS information some time ago and never received it. She would like that information.

Grace DeAngelis, 341 Abbe Road Extension, said it is highly inappropriate that a two-time cancer survivor like Ms. Heafey should have to mow the lawn with a respirator and goggles. There are two bus stops near their house full of children who are breathing this dust. It is unacceptable to pay this much money in South Windsor to have a problem like this, and she does not want to hear that their road is an off-system road. She can bring numbers out in force to get their road paved, and she will not stop until it is done.

Chairperson Snyder once again requested that Mr. Gantick contact the residents when he has more information.

Mr. Cuddy said that this is a problem not to be taken lightly. He will have Channel 3 troubleshooters come out if needed. He is sending a sample of this crushed dust to a contact at UConn and will find out what the effects could be of breathing this in. He is very adamant that this could end up on the news.

After these comments, the residents left the meeting.

Mr. Craig Zimmerman said the Town Council should know about this issue. Mr. Michael Gantick said that Mayor Thomas Delnicki is aware.

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

**MINUTES**  
**SPRENKEL ROOM**

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

**REGULAR MEETING**  
**September 21, 2016**

---

***Review Projects Targeted for FY18 Along With Their Project Description Sheets***

Mr. Scott Roberts said that a combined table including both Town and Board of Education projects was created during the audit process. It is not prioritized. The projects that were funded in FY17 were put at the top of the list. The Committee needs to decide on a funding number for deliberations, as the next ten projects amount to \$7.8 million.

Chairperson Snyder said according to the approved Fiscal Year 2016/2017 amount of \$1,254,213 in the Capital Projects budget, the Fiscal Year 2017/2018 budget would need to be about \$1,378,000 to follow the approved funding ordinance.

Mr. Michael Gonzalez asked about the MRSA payments that were referenced in the previous Capital Projects minutes. Chairperson Snyder said the Town did receive those payments but they went back into the General Fund to replace a deficit that was made during the budget cuts from the State.

Mr. Roberts gave some updates from Ms. Patricia Perry, Director of Finance and Ms. Mary Huda, Assessor. There will not be much money from abatements coming off in Fiscal Year 2017/2018. Also, ALDI is appealing their tax abatement even though it ended and is currently in court. Their eventual taxes owed to the Town may even be lowered. Revaluation is underway, and so far it looks to be flat. They may ask for the second part of the revaluation to be added to the Capital Projects budget in the amount of \$50,000.

Mr. Roberts asked Mr. Patrick Hankard was the grant offset would be for the \$1.6 million High School Roof project. Mr. Hankard said the offset would be about 47%, and that project would be only half the job. He can bring his projects to the Committee once the project sheets have been reviewed by Ms. Chris Chemerka, Superintendent Kate Carter, and the Board of Education. They will be all set for the October Committee meeting.

Chairperson Snyder asked about the Ellsworth Roof at \$450,000 and if it has been bid. Mr. Hankard said it has not been bid yet.

Chairperson Snyder said she is concerned that the Town will need to reprioritize the rest of the list. Mr. Gonzalez asked if any other projects on the list have grant offsets. Mr. Roberts said that he only one he knew about in the creation of the list was the Avery Street grant, and Mr. Hankard just informed them of the High School roof grant. Chairperson Snyder clarified that the whole amount needs to be paid up front before the grant reimbursement is received.

Mr. Zimmerman asked if the Council has discussed when there will be a referendum for some projects now that the proposed November 2016 referendum was not approved. Chairperson Snyder said there was no discussion. Mr. Zimmerman asked if there has been any discussion in the Council about raising taxes and getting projects done. Chairperson Snyder said the Council was not interested in raising taxes in recent years. Mr. Zimmerman said that is the only alternative. Chairperson Snyder said it should be funded better and raising awareness is a good idea.

Mr. Gonzalez asked if there would be any upcoming discussion on a referendum at the Council level. Chairperson Snyder said that the Council did not want to bite off more than the Town could handle with certain issues coming down the pike. However, in the future, there are the

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

**MINUTES**  
**SPRENKEL ROOM**

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

**REGULAR MEETING**  
**September 21, 2016**

---

apartments and hotel taxes to be considered, as well as the Scannell properties. Mr. Roberts said that Ms. Huda said appraisals were coming in around 68% of fair market value, and the budget is based on 70%, so new taxes will be flat.

Mr. Roberts said that both Town and Board of Education staff need to come up with a column for Fiscal Year 2021/2022 for the auditors.

Chairperson Snyder said that the Committee needs to nail down a number to submit to the Town Council, but first she would like a layman's list of new revenue that can be expected from new businesses or expansions in Town. Ms. Chris Chemerka asked if it was the Committee's charge to know about what kind of money is coming in. Chairperson Snyder said the Committee should know why Capital Projects is not receiving more money, but it is probably not the charge of the Committee. She asked the Committee what they feel. Both Ms. Chemerka and Mr. Hankard said the Committee should just focus on submitting projects to the Council and let the Council handle funding streams. Mr. Hankard said that the Committee could focus on how reimbursements from Capital Projects are handled and which fund they are put in. It is a way to improve the revenue stream without getting into the politics, tax abatements, and revaluations.

Mr. Roberts said that since the Information Technology Department has been receiving ICE Grants with Tolland and Coventry, they have not seen any reimbursements in their department fund. Ms. Chemerka said that it should be dependent on how the money is budgeted. If it is budgeted at 100%, the reimbursement should not be coming back to the department. If it is budgeted at net, then it should.

***Review New Projects Added (If Any)***

Chairperson Snyder requested that the Board of Education present a temporary recommended project listing for the Committee in October.

***Update Five-Year CIP List***

Mr. Roberts said that once the Board of Education provides their temporary listing to the Committee, then the list can be updated.

***Status of Open Projects***

Mr. Hankard updated the Committee on the three Board of Education Capital Projects. The roof at Philip R. Smith will be underway once the grant is approved by the State.

Mr. Gantick said the phone system replacement will happen in the next month or so. Cutover dates need to be coordinated. Wapping School renovation design is awaiting a report from a consultant before moving forward. Eversource agreed to extend the gas line to Wapping School at no cost as long as it is done in 2017. The oil tank has to come out by August 2017. He thanked the Capital Projects Committee for funding the study as the consultant has uncovered some issues that Town staff was not aware of with regard to projected use. The challenge will be how to address those issues.

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

**MINUTES**  
**SPRENKEL ROOM**

**PAGE 5**  
**TOWN HALL**

**REGULAR MEETING**  
**September 21, 2016**

---

Mr. Zimmerman asked if the amount to needed to make the building functional for the public has to be funded through Capital Projects. Chairperson Snyder said that would be her assumption. Mr. Gantick said that he has no assumptions. Staff estimate was \$3-4 million, but they are seeking any avenue for cost savings. The key question is what needs to be done before the Town takes over and moves into the building.

Mr. Zimmerman asked for the timeline. Mr. Gantick said that the best timeline is getting Parks and Recreation and some Public Works staff in the building by July 2018.

Chairperson Snyder asked what the four large rooms on the end in Wapping School will be used for regarding Building Maintenance. Mr. Gantick said that there is a workshop. Mr. Roberts said that only one room will be used as an office, one will be used as storage, one as a locker room, and one as a workshop. Chairperson Snyder said that the building should be more of a community center. Mr. Gantick said that they have no work space, and the Town is paying \$20,000 per year to rent storage space for Building Maintenance.

Mr. Walter Summers said that he has been working with Mr. Clay Major and an electrical engineer to design the fire alarm system. Mr. Major is looking at a few different lighting options for the second floor of the Town Hall. The architect has just sent Mr. Summers drawings for the doors. Some testing was done on ceiling tiles for asbestos. The project will hopefully be started in late November. The spineless ceiling on the second floor needs to be taken down and a real suspended ceiling will be installed. In order to keep business interruption to a minimum, he would like to have it installed over a long holiday weekend. The front door steel beam will be replaced and the doors will be changed to glass, and that will start in a few weeks. Mr. Summers said that the next step is to approve the plans and run them by the Building Official.

Chairperson Snyder asked if anyone is over budget. Mr. Summers said that they have not received final numbers from the contractor yet.

Chairperson Snyder asked if the Town could submit a similar report that Mr. Hankard with regarding his ongoing projects. If there are no solid numbers, a listing will be fine. Mr. Roberts said his project is also in permitting, so he will see how much information he can pull together.

Chairperson Snyder repeated the requests for the October meeting:

- Current project update from the Town,
- Process for reimbursement of State projects
- Town and Board to create a combined listing
- Projected funding for Fiscal Year 2017/2018

**5. New Business**

None

**6. Old Business**

None

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

**MINUTES**  
**SPRENKEL ROOM**

**PAGE 6**  
**TOWN HALL**

**REGULAR MEETING**  
**September 21, 2016**

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**7. Adjournment**

Mr. Michael Gantick made a motion to adjourn the meeting at 5:24 p.m.; Ms. Chris Chemerka seconded that motion; and it was approved unanimously.

Respectfully submitted,

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Ashley Booth  
Recording Secretary