# CAPITAL PROJECTS COMMITTEE

# (SUBCOMMITTEE OF THE SOUTH WINDSOR TOWN COUNCIL)

MINUTES (AMENDED)
SPRENKEL ROOM

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TOWN HALL

REGULAR MEETING November 20, 2019

### 1. Call Meeting to Order

The meeting was called to order at 4:35 pm.

#### Roll Call

#### Members Present

Arthur Adduci, Board of Education

Chris Chemerka, Director of Finance and Operations, Board of Education

Patrick Hankard, Director of Facility Services, Board of Education

Andrew Paterna, Mayor, Town Council (Chairperson)

Scott Roberts, Assistant Town Manager/CIO/EM (Town Manager's Designee)

Janice Snyder, Town Council (Vice-Chairperson)

Craig Zimmerman, Board of Education (left approx. 5:15 pm)

#### Members Absent

Michael Gantick, Director of Public Works Elizabeth Pendleton, Town Council Jessica Waterhouse, 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

# Approval of Minutes for Previous Meeting (September 18, 2019)

Mr. Craig Zimmerman made a motion to approve the minutes of the September 18, Chemerka; Councilor Janice Snyder; and Mr. Scott Roberts abstaining. minutes. Mr. Patrick Hankard seconded. The motion was approved unanimously, with Ms. Chris 2019

### 4. Discussion Items

- A. Reports on Current Projects
- a. Money Spent
- b. Schedule for Completion
- c. Anticipated Savings

Mr. Favreau gave an update on Parks & Recreation projects. (Attachments A-1 and A-2: due to a redesign and some site issues, so Parks & Recreation dipped into their Capital been completed under budget. The skate park was recently completed slightly over budget Project Memos from Parks & Recreation) The restroom facility project at Nevers Park has

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that any money that is not already earmarked would be put back into the Capital Project with any leftover funds set aside for Parks & Recreation in Capital Projects. Mr. Roberts said be kept with Parks & Recreation to cover overages so that other projects can be funded. stabilization fund. The Committee discussed recommending to the Council that the money Projects allotment for an additional \$32,000. Councilor Snyder asked what would be done

was approved unanimously. budget to cover overages for the skate park project. Mr. Zimmerman seconded the motion. It \$32,045 from the Capital Projects Stabilization fund to the Parks & Recreation operating Councilor Snyder made a motion to send a recommendation to the Town Council to move

will discuss the creation of a list of all Capital Projects that have overages. The list will then be brought to the Committee to make a blanket funding transfer recommendation to the Town Manager Michael Maniscalco said that he and Ms. Patricia Perry, Director of Finance,

could come from the Capital Projects Stabilization fund, if approved by the Council. projects have a deficit of \$763,900. This is due to the fact that only half of the high school Mr. Hankard gave an update on current projects for the Board of Education (Attachment B: masonry repairs project being funded by the referendum. It was suggested that the money South Windsor Public School Capital Plan & Referendum Update). In total the BOE

spikes. The Committee briefly discussed leasing options. Chemerka suggested leasing the equipment to create a more moderate budget without officers should be prioritized, as they would have the most need for the radios. need to be discussed, as the radios cost \$2,000 - \$2,500 each. Chief Custer said that patrol are over 10 years old, and the company no longer makes the model or parts. Budgeting will seem too high. Chief Custer also mentioned the need to replace radios for the officers. They \$50,000 for gates. Chief Custer said that he would like to revisit the estimates because they which would cover the fence and cameras. The second phase would require an additiona budgeted amount for the project was too low. The first phase was budgeted for \$55,000, (listed on Attachment C, FY 19-20 Approved Capital Projects Master List). The original Chief Scott Custer reported on the security enhancement project for the Police Department

Mr. Roberts recommended having Capital Projects funds be categorized into "buckets" such "buckets" to avoid department operating budget fluctuations as communications, safety, buildings, etc. Qualifying projects could be funded from these

Mr. Clay Major reported on Public Building projects (Attachment D: Public Buildings Library elevator replacement has been completed, coming in under budget. Division Projects Status). All projects are underway and either on or under budget. The

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this is complete they will move on to GIS mapping the stormwater system. project is about halfway through and has used about a third of the budgeted \$100,000. Once contracted with a consultant to work on a GIS application for the sanitary sewer system. The Mr. Jeffrey Doolittle reported on GIS improvements (referencing Attachment C). They have

ended up being much higher than originally estimated due to the age of the existing the Public Works buildings, Veteran's Memorial Park, and the new schools Headquarters is complete and came in about \$1,000 under budget. The next steps will be structures. Mr. Roberts reported on Emergency Communication Infrastructure updates. The total cost The portion for bringing fiber optic communications to the Fire Department

## B. Status of Grant Reimbursements for Active Projects

All departments are up to date on reporting grant reimbursement status to the Finance Department.

## C. Plan Reviews for Upcoming Projects – FY 20-21

and to indicate that it is for a different portion of the project than the parts covered by a Roberts will amend the upcoming projects list to indicate what the requested amount is for, grant. The Committee referenced the 5-Year Inventory/Request List (Attachment F). Mr. which part of the project the requested \$50,000 is for, and if it is already being covered by a on the list: the Tennis Court Reconstruction. Councilor Snyder asked for clarification on projects have been sorted into categories ("buckets"). The Committee discussed one project The Committee was given an Inventory/Request List for FY 20-21 (Attachment E). The

for the next meeting, the final list be brought to the Committee so they can work on the total requested amount to fit within the projected budget. Mayor Paterna requested that prioritizing. Mr. Maniscalco suggested that another category be added to the list for BOE to the Council. Councilor Snyder agreed. Mr. Roberts said that staff is working on reducing Mr. Hankard suggested that the project request list be sorted by priority before being given projects, so that they are not being sorted in with Town projects.

### New Business

### A. Appointment of Chairperson

## B. Appointment of Vice-Chairperson

nominations. The motion was approved unanimously. Projects Committee. Mr. Scott Roberts seconded the nominations. There were no other Chairperson, and Councilor Janice Snyder to be the Vice-Chairperson, of the Capital Mr. Patrick Hankard made a motion to nominate Mayor Andrew Paterna to be the

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#### 6. Old Business

None.

#### 7. Adjournment

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

Respectfully submitted,

Samara Haddock
Recording Secretary

#### Attachments:

- A1 Project Memo from Parks & Recreation: Nevers Park Restroom Facilities
- A2 Project Memo from Parks & Recreation: Skate Park Phase II Project Update
- B SW Public Schools Capital Plan & Referendum Update
- C FY 19-20 Approved Capital Projects Master List
- D Public Buildings Division Projects Status
- E Staff Capital Inventory/Request List for FY 20-21
- Staff Capital Inventory/Request List 2019/20 2024-25



SOUTH WINDSOR Parks & Recreation

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

-received \$32 outs fond.

Andy Paterna, Capital Projects Committee Chair

0

From: Ray Favreau, CPRP, Director of Parks & Recreation

Scott Roberts, Asst. Town Manager

S

**Date:** 9/18/2019

Parks & Recreation Current Project Update

Re

I offer the following final report on the restroom facility project at Nevers Park. As a reminder the project is a cost-sharing partnership with the South Windsor Rotary Club.

- Starting CIP allocation ...... \$150,000.00
- Expended CIP funds to date .....\$122,287.18
- Encumbered CIP funds to date ...\$ 0
- CIP Balance to date ...... \$ 27,712.82
- Rotary Club contributions ..... \$119,500.00
- Total project cost ...... \$241,787.18

The project is 99% complete. We anticipate the remaining punch list items will be done within the next few weeks. Official ribbon cutting ceremony held on August 27th.

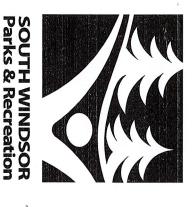












#### (860)648-6355 ext. 317 Fax: (860)648-5048 raymond.favreau@southwindsor.org

엉 Andy Paterna, Capital Projects Committee Chair

From: Ray Favreau, CPRP, Director of Parks & Recreation

**CC:** Scott Roberts, Asst. Town Manager

**Date:** 11/20/2019

Re Parks & Recreation Skate Park Phase II Project Update

I offer the following final report on the Skate Park Phase II project at Nevers Park. CIP Balance to date .....\$ Matching Funds ..... Encumbered CIP funds to date for skate park ... Starting CIP allocation for Parks & Rec. Projects Total Expended CIP funds for skate park ...... ......\$182,045.00 Ġ \$235,000.00 3 52,955.00 0 0

Without question, these additional costs have resulted in a much better higher quality, safer, challenging and appealing skate boarding experience. The remaining balance in FY 2019-2020 will be sufficient to cover the required 20% match for the \$100,000 DEEP Recreational Trail Grant for the cross-town trail unexpected change-orders due to site conditions at \$22,750 resulted in over expenditures of \$32,045 design work and support the identified South Windsor Walk & Wheel Ways sub-division connector paths The original estimate for phase II was allocated at \$150,000. Necessary re-design work at \$9,300 and

The skate park project is 99% complete. The remaining landscaping will be finalized in-house Spring, 2020. Official ribbon cutting ceremony is scheduled for December 7, 2019.

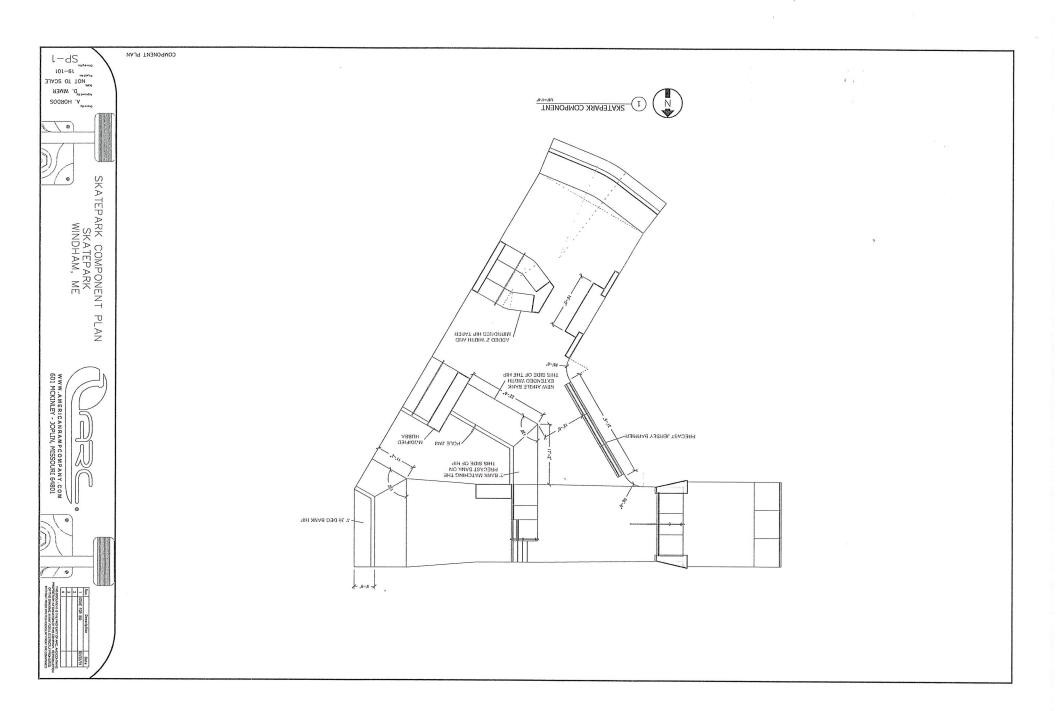
### Skate Park Phase II

#### 2019

### **Project Time Line**

						•			
Oct. 4 – Nov. 8	Oct. 4	Week of Sept. 16-27 AR public of temporary closure of existing skate park	Week of Sept. 9-13	Week of Sept. 2-7	Week of August 26-30	Week of August 19-23	Week of August 12-16	Week of August 5 -9	May 6, 2019
Construction and projected completion date	Pre-construction meeting and start!	. ARC prep to mobilize, Parks & Rec. prep site, inform park	Finalize design, project update to PZC 9/10	Receive new design drawings from ARC	Finalize preferable design elements and forward to ARC	Gather skater input on designs	Receive 2 concept designs from ARC	Confirm & execute contract	Project approved as part of the FY 2019-2020 CIP budget





		South Windsor Public S	chools				
		Capital Plan and Referendu	m Update				
Project	Account	Notes	Budget	Local Funding	Anticipated Offset Funding (Grants)	Actual	Variance
Ellsworth Elevator	FY'19 Capital	Design architect awarded, state grant application accepted @ 21.07%. Final plans and specs complete, pending state review of plans to go out to bid.	\$318,600	251,471	\$67,129	\$355,000	-\$36,400 <sup>-</sup>
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.	\$206,000	206,000	\$0	\$127,800	\$78,200
PRS/OOH Oil Tank Replacement	FY'20 Capital	Design architect awarded, state grant application denied-Bid awarded 6-8 week delivery.	\$160,000	160,000	\$0	\$89,700	\$70,300
HS Roof "C" Replacement Year 1	FY'18 Capital	Design architect awarded, state grant application pending	\$1,266,321	670,000	\$596,321	\$1,266,321	\$0
HS Roof "C" Replacement Year 2	Nov. 2018 Referendum	Design architect awarded, state grant application pending	\$1,371,204	797,400	\$573,804	\$1,371,204	\$0
Wapping Partial Roof Replacement	Nov. 2018 Referendum	Design architect awarded, state grant application pending	\$989,000	914,000	\$75,000	\$989,000	\$0
Year 1 Only	Nov 2018 Referendum	Specs and award for the design complete, funding for Year 1 only	\$1,752,000	876,000	\$0	\$1,752,000	-\$876,000
Totals			\$6,063,125	\$3,874,871	\$1,312,254	\$5,951,025	-\$763,900

## Approved Capital Projects Master List FY 19/20

	ge 235	\$2,641,621 Budget Book Page 235	\$2,641,621				Totals
			\$250,000	Short Term Insterest Phase II School			Interest
			\$830,621	(2) Parcels of Land on Ellington Road for Pleasant Valley School			Land Purchase
\$1,811,000	\$288,600	\$87,400		CIP SubTotal			
\$1,811,000			\$50,000	Elevator Replacement		11	TOWN BLDGS
\$1,761,000			\$220,000	Communication Upgrades		10	ETS/FD/PD/PW
\$1,541,000			\$100,000	GIS		9	Town-Wide
\$1,441,000		\$10,000	\$400,000	Boilers		∞	CC/PD
\$1,041,000			\$110,000	Fiber Communication Network		7	PW / FHQ
\$931,000			\$75,000	Public Buildings Security/Doors Upgrades		6	TOWN BLDGS
\$856,000	\$197,400	\$8,600	\$206,000	Boilers - Conversions to Natural Gas - HS Room B		5	BOE
\$650,000			\$55,000	Perimeter Security Systems		4	PD
\$595,000			\$200,000	Oil Tank (UG) - Community Center		ω	TOWN
\$395,000	\$91,200	\$68,800	\$160,000	Oil Tank (UG) - Old Orchard hill		2	BOE
\$235,000			\$235,000	Parks & Rec Master Plan Projects		1	TOWN
Running Total	Town Cost	Grant/Offset	Total Budget Grant/Offset	Project	on CIP	Priority	Agency
<b>Town Cost</b>					Years		
				100000000000000000000000000000000000000			

Project Previously approved by Council Resolution

Remove from CIP during Budget Process

## **Public Buildings Division Projects Status**

PROJECT NAME :	DESCRIPTION	STATUS	BUDGET	PROPOSAL\$ \$ Spent	\$ Spent	Balance	FUNDING SOURCE
,	Design for replacement of	of Preliminary Design Completed-Design Under	Design \$50,000 Under	\$35,300	\$10,000	\$14,700	CIP
TH Elevator Engineering	Elevator at Town Hall	Review	arwellon fi				a to the Control
9.7	Remove UST and install Natural Gas Installed at both \$200,000	Gas Installed at both		\$164,331/\$15, \$164,331	\$164,331	\$27,000	CIP
Oil Tank Comm Cntr	Gas to CC and PD	Buildings	120542936	000	1000		and States
	Various Cameras and Card Access Ongoing	Ongoing	\$75,000	75,000	\$50,000		CIP
Door Security Upgrades	Sys's/lock down devices				gaine		
	Replace with Natural Gas Boilers	Preliminary Design under \$400,000	\$400,000	\$35,000 Engine \$10,000	\$10,000		CIP
CC/PD Boilers		review	i serce 13 d		•		
	Roof Refurbishing	Proposal signed, project \$400,000 \$323,000	\$400,000		\$2,700		CIP/Refere
Library Roof		will start in spring	Maria				ndum
Library Elevator Modernization	Elevator Modernization	Complete	\$250,000 \$165,464		\$165,464 \$84,536		LoCIP

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

	Carcaci	Location		
Fiber Communications Network	Improvements	FHQ / VMP / PLANT	\$ 250,000	0
GIS	Improvements	Town-Wide		C
Heated Bays	Improvements	TG	\$ 50,000	В
Parks & Rec Master Plan Projects	Improvements	TOWN	\$ 200,000	R
Showmobile (portable stage)	Improvements	TOWN	\$ 165,000	R
Perimeter Security Systems	Improvements	PD	\$ 55,000	В
Storage Building Storage Building	Improvements	Park & Rec	\$ 300,000	В
Elevator Replacement	Maintenance	HT	\$ 450,000	8
Exterior Maintenance	Maintenance	Salt Shed / Town Garage	\$ 50,000	8
Replacement/ Repair of the exterior masonry band (Drivit) PH 2	Maintenance	SHWS	\$ 876,000	8
Roof	Maintenance	Comm Cntr	\$ 300,000	В
ADA Transition Plan Upgrades	Regulatory	TOWN	\$ 50,000	LS
Fire Alarm Upgrade	Regulatory	OOH/ELLS	\$ 108,000	LS
Fire Alarm Upgrade	Regulatory	FHQ/FH2	\$ 100,000	LS
Fire Alarm Upgrade	Regulatory	CC/PD	\$ 100,000	LS
Boilers	Upgrades	WAP	\$ 52,450	В
Communication Upgrades	Upgrades	ETS/FD/PD/PW	\$ 150,000	0
Generator	Upgrades	FHQ	\$ 150,000	В
HVAC	Upgrades	FH 1 & 2	\$ 150,000	В
Pool Redesign w/ Covers	Upgrades	VMP	\$ 50,000	R
Public Buildings Security/Doors Upgrades	Upgrades	TOWN BLDGS	\$ 100,000	LS
Tennis Court Re-construction	Upgrades	WAP	\$ 50,000	R
Ventilation & VAV Upgrades	Upgrades	TH	\$ 100,000	В
Fire Station Security Upgrades-all stations	Upgrades	All 3 Fire Stations	\$ 60,000	LS
Traffic Signal Upgrades-Buckland Road	Upgrades	Buckland Road	\$ 100,000	RD
Traffic Calming Improvements	Upgrades	Town Wide	\$ 75,000	RD
Requested Totals			\$ 4,141,450.00	
TC Approved Capital Budget				
Expected Capital Budget			\$ 3,048,867.00	

Buckets

Communication	Life Safety	Buildings	Roads (RD)	
\$450,000	\$518,000	-\$2,533,450	\$175,000	

Recreation \$465,000 Requested Totals \$4,141,450

Attachment E

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

Exterior Maintenance
Local Small Bridges Repairs 'Four''
Parking Lots
Parking Lots Heated Bays
Parks & Rec Master Plan Projects
Perimeter Security Systems
Rec. Center w/ Indoor Aquatics
Sidewalks
Sidewalks - Pleasant Valley & Clarke St
Storage Building
Tower - VMP
Tower - TRACS
Town Garage Bay Expansion
Trail Updates
Bridge
Carpeting
Drainage
Drainage Item
Athletic Field Improvements - Irrig
Elevator Replacement
Fiber Communication Network
Fiber Communications Network
Fiber Communications Network
GIS Drainage
Drainage
Parking Lots
Parking Lots C Approved Capital Budget spected Capital Budget DA Transition Plan Upgrade nd Purchase Ellington Rd for PV School/other nded by Bond I - Conversions to Natural Gas unication Upgrades Improvements impro Regulatory
Upgrades
Upgrades St/Podu...
Own-Wide
PV Rd
FHQ
CC / TG
PD
TH /LIB
SWHS
Town -Wide
Beelzebub
Nevers Rd (South)
Governors Hwy
Avery St 4
Deming St
SWHS
SWHS Wapping Park
PValley / Podunk R

LIB

LIB

PV Rd Phase 2

Strong Rd

Abby Rd
Abby Rd
Abby Rd
Abby Rd
Abry Rook Channel
Town-Wide
1200-1474 Main St
McGrath Rd 2
Commerce Wy
Fannham Est
Scott Dr
McGrath Rd 1

Scott Dr
McGrath Rd 2

Scott Dr
McGrath Rd 2 Location
PARC
PD
PM/FHQ
PW/FHQ
PW/FHQ
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TRACS 55,621.00 2,641,621.00 1,866,621.00 \$ 1,025,000.00 \$ 161,257.00 FY 19/20 (55,621.00) 235,000 110,000 FY 20/21 3,048,867.00 \$ 692,583.00 50,000 \$ 50,000 \$ 200,000 \$ 55,000 50,000 50,000 50,000 5,420,345.00 3,174,355.00 \$ 3 FY 21/22 150,000 300,000 200,000 150,000 50,000 60,000 75,000 \$ 3,301,099.00 \$ FY 22/23\* 1,921,601.00 250,000 250,000 245,000 142,700 W W W W W SS evision Date: 10/2/2019 FY 23/24\* FY 24/25\* 50,000 3,429,110.00 400,000 400,000 1,000,000 100,000 100,000

Item	Category	Location	FY 19/20	FY 20/21	FY 21/22	FY 22/23*	FY 23/24*	FY 24/25*
Roof		ПВ		\$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		ELLS		\$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				

#### lotes

ese years need turther research by staff before being published as comple