

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

MINUTES
VIRTUAL

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TOWN HALL

REGULAR MEETING
April 21, 2021

This meeting was held virtually through WebEx.

1. Call Meeting to Order

Vice-Chairperson Janice Snyder called the meeting to order at 4:30 pm.

2. Roll Call

Members Present

Chris Chemerka, Director of Finance and Operations, Board of Education
Darrell Crowley, Director of Facility Services, Board of Education
Clay Major, Facilities Manager
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

Members Absent

Arthur Adduci, Board of Education
Cesar Lopez, Town Council
Jessica Waterhouse, Board of Education

Guests Present

John Caldwell, Parks Superintendent
Jeffrey Doolittle, Town Engineer
Molly Keays, Director of Parks & Recreation
Michael Maniscalco, Town Manager
Walter Summers, Fire Marshal

3. Approval of Minutes for Previous Meeting (March 17, 2021)

Mayor Andrew Paterna made a motion to approve the minutes of March 17, 2021. Mr. Craig Zimmerman seconded, and the motion was approved unanimously.

4. Discussion Items

A. Reports on Current Projects

Vice-Chair Snyder asked for a consensus from the Committee to pass on discussing current projects at this meeting due to time constraints. The Committee agreed unanimously.

B. FY 21-22 Budget

The Committee reviewed the Capital Projects PowerPoint Presentation (**Exhibit A**) for the Town Council meeting being held on Thursday, April 22, 2021. Mr. Scott Roberts agreed to finalize the suggestions from the Committee before the presentation is given to the Council.

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5. New Business

A. Discussion: Setting Priorities for FY 22/23 Projects (Requested by Scott Roberts)

Mr. Scott Roberts discussed giving direction to Town staff on prioritizing projects. Vice-Chairperson Snyder asked the Committee for suggestions. Chairperson Paterna suggested following the rating system used by the Open Space Task Force. The Committee discussed the challenges with getting projects done and educating the public on the process. Vice-Chairperson Snyder suggested the Committee should work on this next year.

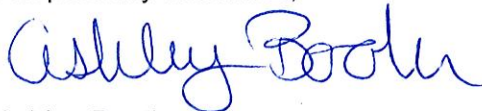
6. Old Business

None.

7. Adjournment

Mr. Crowley made a motion to adjourn the meeting, and Mayor Paterna seconded. The meeting was adjourned at 5:10 pm.

Respectfully submitted,



Ashley Booth
Recording Secretary

Exhibits:

A. Capital Projects PowerPoint Presentation

Capital Projects Requests

Trends and Needs for Today and Tomorrow

2021 / 2022

Committee Members

Arthur Adduci
Chris Chemerka
Darrell Crowley
Cesar Lopez
Clay Major
Andrew Paterna
Scott Roberts
Janice Snyder
Jessica Waterhouse
Craig Zimmerman



CIP Executive Summary

- ▶ Proposed Budget \$2,674,472 dollars
 - ▶ Increase of \$71,034 dollars or 3.38% increase
- ▶ Seventeen Projects - Vetted by Committee
 - ▶ Education (1)
 - ▶ Culture & Recreation (2)
 - ▶ General Government (2)
 - ▶ Health & Human Service (1)
 - ▶ Public Safety (5)
 - ▶ Public Works (6)
- ▶ Town / BOE Staff are prepared to present their projects in the slides to follow.



Capital Projects Requests *Board of Education*

► Roof Replacement-Wapping School

- Replace section of roof with a Modified Bitumen roofing system covering approximately 10,214 square feet.
- Life expectancy 20 years
- ZREC credits have been secured for solar panel installation on this section.
- CIP Request \$223,500



Priority 1

Capital Projects Requests *Fire/Police/EM/DPW*

► Upgrade Emergency Communication Infrastructure

- Installation of communication tower at VMP
 - Install 155 foot monopole tower
 - Room for three (3) carriers
- Project Cost \$400,000



Priority 2

Capital Projects Requests *Fire Department*



► Fire Station Security Upgrades -all stations

- Continue with phase II of III electronic door access to eliminate physical keys
 - Complete remaining outside doors
 - Start inside office doors
- Install cameras for additional security
- Useful Life 20 years
- Project Cost \$60,000



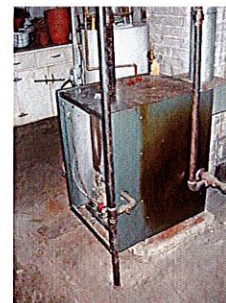
Priority 3

Capital Projects Requests *Fire Department*



► HVAC / Boilers

- Engineering study to determine the most economical way to heat and cool FH 1 & 2
- Supports project planned for next year to replace the aging heating and cooling equipment that is at the end of life.
- Replace obsolete HVAC controller at FH 3
- Useful Life 20 years
- Project Cost \$55,000



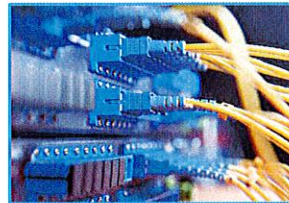
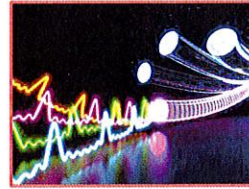
Priority 13

Capital Projects Requests *Information Technology*



► Fiber Communication Network

- Build Fire HQ to VMP - Service Loop PVS
- Build VMP to Town Tower
 - Support Fire/Police Departments
 - Radio Communication
 - Network and Internet Access
- Building VMP to Pump Station
- Useful Life 20 years
- Project Cost \$250,000



Priority 5

What is a Revaluation? Why do we do it?



- A Town wide Revaluation is the process of conducting the Data Collection and Market Analysis necessary to equalize the values of all properties, both taxable and exempt, within a municipality for the purpose of a fair distribution of the tax burden.
- The five year cycle of revaluation allows all property owners to have a current value of property based on local market data via a mass appraisal methodology
- Though a Revaluation may result in an increase or decrease of individual property assessments, it does not mean that all property taxes will increase. Assessments are only the base that is used to determine the Tax Burden.
- Project Cost \$100,000



Priority 6

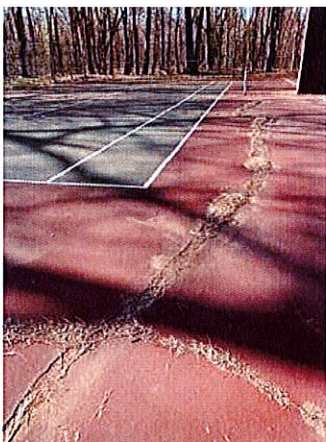
Capital Projects Requests *Parks and Recreation*

- ▶ Rye Street Pickleball and Deck Hockey
 - ▶ Remove old courts and replace with new bituminous concrete.
 - ▶ Remove old fencing and replace with a 10' 1.75" chain link fabric fence.
 - ▶ Add new LED sport court direct lighting around the court.
 - ▶ One side will be lined for deck hockey, and the other side with four Pickleball courts.
 - ▶ Project Cost \$350,000.



Priority 7

Current State of Rye Street Park Courts



Priority 7

Capital Projects Request: Pickleball and Deck Hockey Project Cost:

Expenditures		FY '21- '22		Total
Paving	\$	122,000.00	\$	122,000.00
Lighting	\$	125,000.00	\$	125,000.00
Court Paint & Lines	\$	33,600.00	\$	33,600.00
Fencing	\$	62,200.00	\$	62,200.00
Tree work	\$	7,000.00	\$	7,000.00
Total :			\$	349,800.00
Funding Sources		FY '21- '22		Total
General Fund	\$	350,000.00	\$	350,000.00
Total :	\$	350,000.00	\$	350,000.00

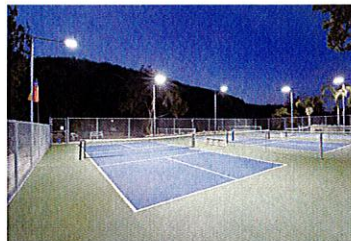


Priority 7

Rye Street Deck Hockey and Pickleball lighted courts



Example of Deck Hockey



Example of lighted Pickleball courts



Priority 7

Capital Projects Requests *Public Works*



► Town Traffic Signal Upgrades

- Upgrade 5 Traffic Signal Controllers Buckland Rd
- Connect Traffic Signal Controllers to Central Traffic Management System
- Install Fiber Optic Cabling to improve communications between controllers and from controllers to central station
- Useful Life 20 years
- Project Cost \$170,000



Priority 4

Capital Projects Requests *Public Works*



► Town Sidewalks

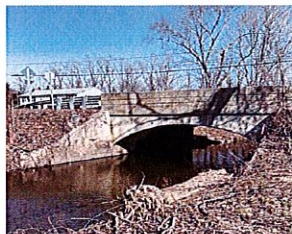
- Improve Sidewalk connections throughout Town
- Repair and Replace approximately 2,000 linear ft. of existing Sidewalks throughout Town
- Useful Life 20 years
- Project Cost \$100,000



Priority 10

Capital Projects Requests *Public Works*

- ▶ Pleasant Valley Road Bridge over the Podunk River
 - ▶ Design of Bridge replacement
 - ▶ Permitting and Utility coordination of New Bridge
 - ▶ Bridge replacement may be eligible for State grant funding of 50% of costs
 - ▶ Useful Life 20 years
 - ▶ Project Cost \$125,000



Priority 14



Capital Projects Requests *Public Works*

- ▶ Town GIS
 - ▶ Complete Town Stormwater GIS data layer
 - ▶ Implement On-Line GIS Application to be used by Town Staff in the field
 - ▶ GIS Town Easement data layer
 - ▶ Useful Life 20 years
 - ▶ Project Cost \$50,000



Priority 15



Capital Projects Requests

Public Works

► Town Traffic Calming Studies and Improvements

- 1-2 Traffic Calming Studies
- Recommended Traffic Calming Improvements
 - Additional Signs
 - Additional line striping
 - Road Diets
 - Textured Pavement
- Useful Life 20 years
- Project Cost \$50,000



Priority 16

Capitol Projects Requests

Building Maintenance

- Site Plan, Permitting and Design of building for Parks and Recreation cold storage and Building Maintenance Staff office space
 - Parks has been renting storage space for seasonal equipment and needs their own space for equipment storage
 - Building Maintenance Staff is temporarily housed in Wapping Elementary School and needs a permanent office, storage and workshop space
 - Costs based on estimate for site plan and permitting for 8,800 sq/ft Morton style engineered metal clad building.
- Estimated annual savings \$27,780
- Useful Life 50 years
- Project Cost \$100,000



Priority 8

Capitol Projects Requests *Building Maintenance*



► ADA Upgrades Town Buildings-Construction Phase

- Interior and exterior building modifications needed to bring Town Facilities up to current ADA regulatory compliance
- Modifications include but not limited to, walkways, entryways, interior office spaces, signage, doors and hardware.
- Reduces liability associated with federal fines associated with non compliance
- Useful Life 20+ years
- Project Costs (initial) \$100,000



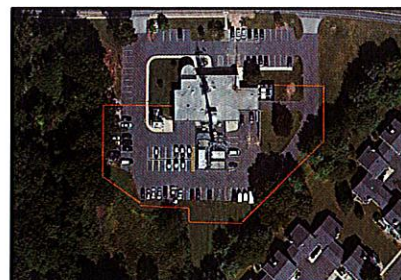
Priority 12

Capitol Projects Requests *Building Maintenance*



► Police Department Security Fence

- Security fence includes 900 linear feet of black coated chain link fence, automatically operated security gates, radio loops and vehicle transmitters
- Provides a physical barrier to protect against damage, theft of police vehicles and equipment.
- Useful Life 20+ years
- Project Costs \$170,000



Priority 18

Capitol Projects Requests *Building Maintenance*



► Annex Retaining Wall Repairs

- Repairs to 100' x 10' brick retaining wall between Town Hall and Edward F. Havens Sr., South Windsor Annex
 - Repairs include adding drainage to remove moisture from behind wall, replace missing brick and mortar, repoint bricks where necessary, remove and replace concrete cap and power wash to remove stains and paint.
 - Reduces potential liability from falling brick
 - Reduces further deterioration of wall
- Expected useful life 20 years
- Project Costs \$50,000



Priority 19

Capitol Projects Requests *Building Maintenance*



► Library Carpet Replacement

- Replace aged, worn and tattered broadloom carpeting on *second* floor of Library
- Carpeting is 25 years old and beyond its useful life.
- Carpet is color faded in spots and worn through in other areas
- Projected useful life 20 years
- Project Costs \$125,000



Priority 20