

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

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SPRENKEL ROOM

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SPECIAL MEETING
May 25, 2016

1. Call Meeting to Order

Chairperson Janice Snyder called the meeting to order at 4:36 p.m.

2. Roll Call

Members Present

Dr. Kate Carter, Superintendent of Schools, 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

Chris Chemerka, Director of Finance and Operations, 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

Jeffrey Doolittle, Town Engineer
Raymond Favreau, Director of Parks and Recreation
Clay Major, Facilities Manager

3. Approval of Minutes Previous Meetings

Mr. Patrick Hankard made a motion to approve the February 17, 2016 Minutes; Mr. Michael Gantick seconded that motion; and it was approved unanimously.

4. Discussion Items

Updates on Projects

Chairperson Janice Snyder asked for any cost savings on current and ongoing projects. There were no changes on any current projects.

Chairperson Snyder asked about the sidewalks at Timothy Edwards Middle School. Mr. Patrick Hankard said that the project has not been expanded, and it is shovel-ready. Bids will be going out this weekend.

Mr. Scott Roberts said that there is a minor change to the fiber connection project from the Police Department to the Fire Department. He is attempting to see if the Emergency Operations Center can also be connected with the same money. Chairperson Snyder said if that is not possible then the EOC can be reviewed in the next fiscal year. Currently, the Town Hall, the Police Department, the Community Center, and the Library are all connected.

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Chairperson Snyder asked about the phone system replacements at the Community Center and Police Department. Mr. Clay Major said that project is good to go.

Chairperson Snyder asked if the Board of Education projects need to be worked on during the summer. Mr. Hankard said all projects except the Ellsworth Roof, as that can be done in the fall. Chairperson Snyder asked about the Philip R. Smith school roof and Timothy Edwards Middle School sidewalks timeframes. Mr. Hankard said that the work cannot be started until the kids are out of school on June 15th and 19th, however, the projects will be handled within the summer vacation timeframe.

Review of Projects Finalized for FY 2016-2017

The Capital Projects approved budget for FY 2016-2017 is \$1,254,213. The projects have already been prioritized on the list. Mr. Raymond Favreau asked about the new Rotary Pavilion at VMP as he is in the middle of the process with the Rotary Club. Chairperson Snyder said to not worry about that project currently as it should be able to be done.

The Committee chose projects 1 through 7 for a total of \$1,250,663. Chairperson Snyder asked if anyone was unhappy with this decision. Mr. Michael Gantick said that sidewalks and GIS would be left off, and they are very important projects. Some projects may need different funding sources. Chairperson Snyder said she has talked to the Town Manager, and there may be some funding from the State in the form of MRSA payments which will go into the fund balance. She asked about grabbing some of that money for Capital Projects, and there was no definite answer yet.

Mr. Jeffrey Doolittle said that the Engineering Department gets many calls from residents regarding sidewalks. There was a legal notice regarding intent to sue from a couple who fell on a newer sidewalk on Kelly Road. CIRMA is currently dealing with the situation, but they needed the sidewalk list along with the sidewalk program. There is a lot of liability with these sidewalks that need repair.

Dr. Carter asked if bids come in lower on other projects if the savings can address projects that did not make it onto the approved list. Chairperson Snyder said that the savings can be utilized that way if the bids are lower than anticipated.

Chairperson Snyder said that she will not let the sidewalks and Rotary Pavilion projects die. She will see what can be done for extra funding.

Mr. Patrick Hankard asked what would happen if GIS was not funded. Mr. Gantick said that there would be no new enhancements or ongoing infrastructure mapping projects. Mr. Roberts said that there is a big risk of loss of knowledge.

Chairperson Snyder said she would email Town Manager Matthew Galligan and Mayor Thomas Delnicki about the project selections and that funding is needed for sidewalks and the Rotary Pavilion.

Mr. Roberts asked if GIS would be moved to the top of the list for FY 17-18 if no emergency projects arise. Chairperson Snyder said that moving forward, the projects will shift upwards. Mr.

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Roberts asked about a dollar amount. Chairperson Snyder said to aim for a \$2 million request and asked Mr. Roberts to create a new project list for FY 2017-2018 for the September 2016 meeting.

Mr. Michael Gonzalez asked if the Committee will ensure everyone can have a portion of the funding. Chairperson Snyder said that it is nice to make sure everyone can have funding, but many of the top projects were critical.

Mr. Gonzalez asked about the \$2.2 million grant for Avery Street Phase 3. Mr. Doolittle said the State would like to see the money used next year, and he is trying to schedule it out so the Town can keep the grant. Chairperson Snyder said she is sure the State would let the Town keep the grant if the Town shows it is moving forward on the project. Mr. Doolittle said he has created a schedule that pushes construction out to 2018.

Mr. Gantick said that moving into Wapping School is going to be a challenge. The fuel oil tank has to be out of the ground by August 2017. OSHA could fine the Town if it is not removed in time. The roof also needs to be inspected. Mr. Gantick would like to bring gas to the building. One boiler can be retrofitted for gas, but the other cannot. There are many other issues that need to be addressed. Chairperson Snyder asked if the furniture is being taken out of the building. Superintendent Kate Carter and Mr. Favreau said that they will discuss having some furniture left for certain recreation programs if the Board of Education does not need it.

Chairperson Snyder asked how quickly Mr. Favreau is ready to move forward with a renovation design. Mr. Favreau said he is currently working with Mr. Gantick and Mr. Major. Mr. Gantick said there were some structural issues that are being reviewed. They will hopefully have a report in the future. Chairperson Snyder said she was going to try to set up a Council meeting in July onsite to show the importance of upgrading Wapping School.

Chairperson Snyder said she would send an email to the Committee regarding the project changes.

Mr. Gantick reminded the Committee that Patricia Perry, Director of Finance, is looking for more information on the project sheets for GFOA purposes. Chairperson Snyder asked who would be writing these up. Mr. Gantick said most of the work has already been done and just needs to be added to the project sheets.

5. New Business

None

6. Old Business

None

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7. Adjournment

Mr. Michael Gantick made a motion to adjourn the meeting at 5:00 p.m.; Mr. Patrick Hankard seconded that motion; and it was approved unanimously.

Respectfully submitted,

Ashley Summers
Recording Secretary