

**TOWN COUNCIL  
TOWN OF SOUTH WINDSOR**

**Minutes**

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**January 4, 2021**

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**TOWN COUNCIL – REGULAR MEETING  
VIRTUAL MEETING**

**1. Call Meeting to Order**

Mayor Paterna called the Regular Meeting to order at 7:00 p.m.

**3. Roll Call**

Members Present: Mayor Andrew Paterna  
Deputy Mayor Liz Pendleton  
Councilor Audrey Delnicki  
Councilor Erica Evans  
Councilor Mary Justine Hockenberry  
Councilor Cesar Lopez  
Councilor Karen Lydecker  
Councilor Lisa Maneeley  
Councilor Janice Snyder

Others Present: Michael Maniscalco, Town Manager  
Vanessa Perry, Asst. Town Manager/Director of H.R.  
Scott Roberts, Asst. Town Manager/CIO/Emergency Mgmt.

**4. Mayor's Remarks**

Mayor Paterna stated that the Town Council had held discussions regarding a potential new building for Town Hall. Interest rates at this time are at about 1.8%. Tonight the Council will be able to review specific details that the Town Manager will be recommending to the Council.

**5. Adoption of Agenda**

Councilor Lopez made a motion to adopt the agenda. Councilor Snyder seconded the motion.

Deputy Mayor Pendleton made a friendly amendment to switch Discussion Items 13.E and 13.D on the agenda.

Mayor Paterna called for a vote on the amended motion; it was approved unanimously.

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**ITEM:**

**6. Communications and Reports from Town Manager**

Mr. Maniscalco reported on the following items:

- There has been a total of 957 cases of COVID-19 reported in South Windsor, with 802 of those cases past quarantine. There have been 40 people that have passed away due to COVID-19.
- A public service announcement was put together last week, which addressed safety measures that can be taken during the upcoming holiday season.
- The Health Department has been working hard through MDA-31 to distribute vaccinations to Tier A-1 individuals. The State of Connecticut is still working out how the Tier B-1 distribution will be handled. It is believed that most of the Town staff will be under this category. Beyond that, the rest of the public will most likely be a Tier C-1. The State of Connecticut has received approximately 160,000 doses of the vaccine and have reported distribution of about 1/3 of that at this time.
- A testing event for the public will be held on January 14, 2021, from 9:00 a.m. to 2:00 p.m. at the Fire Headquarters.
- It was reported that there had been a total of 28,535 hits on the Town's COVID-19 webpage. It is an average of 75 hits per day.
- In November, there were 876 claims for unemployment, which equals a 6% unemployment rate in South Windsor. Statewide, the unemployment rate is 7.7%.
- As of December 20, 2020, the Town's overall collection rate of 65.38%.
- A budget memo has been sent out to Town staff from the Town Manager.
- The Town Council will need to draft a Budget Policy Statement for guidance to staff by the end of January.
- A letter has been drafted to all of the distribution centers in Town. The letter encourages truck traffic to use Route 5 and not residential neighborhood streets. In the letter, the Town offered an opportunity to put a sign at the end of their driveways to direct traffic towards Route 5.
- The flagpoles are completed at a total budget of \$8,225.
- Thanked the Town staff for all of their hard work over the holidays.

Answering questions from the Council, Mr. Maniscalco explained that the three new staff members hired under the Epidemiology and Laboratory Capacity are through a grant program to do contract tracing and compliance monitoring.

**(Discussion Continued on Next Page)**

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**ITEM:**

**6. Communications and Reports from Town Manager (Continued)**

Councilor Hockenberry explained that in reading the Town Manager's Report, she noted that Chief Lindstrom talked about noticeable uptake with emotional distress. Does the Town have an opportunity to create a position through the Human Services Department and the Police Department to address this issue? Mr. Maniscalco stated that there had been a lot of conversation over the past ten months about the expanded job of the Police Department on a regular basis, and some of the issues may not be a police matter. Councilor Hockenberry felt that another individual that could work with the Police Department and Human Services Department would be beneficial.

Answering further questions from the Council, Mr. Maniscalco stated that the Police Department would not be asking for additional positions in the upcoming budget.

Mr. Maniscalco informed the Council that the COVID-19 testing event scheduled for January 14, 2021, will be regular tests, not rapid tests. The amount of time it takes to receive results will depend on how busy the laboratories are.

**7. Public Input**

None

**8. Adoption of Minutes**

BE IT RESOLVED that the South Windsor Town Council hereby approves the Minutes of the following Town Council Meeting: Regular Meeting Minutes of December 21, 2020.

Was made by Councilor Snyder  
Seconded by Councilor Hockenberry

Councilor Delnicki proposed that under Item 13.N under New Business, it should be stated that questions were asked by the Town Council to the Town Manager.

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**ITEM:**

**8. (Continued)**

Mayor Paterna called for a vote on the Adoption of the Minutes with the proposed clarifications to the December 21, 2020 minutes. The motion passed on a roll call vote 8 to 0, with Councilor Lopez abstaining.

**9. Communications from Liaisons, Officers, and Board Directly Responsible to Council**

Councilor Hockenberry informed the Council and public that the Human Relations Commission is planning to hold an event for Martin Luther King Day.

**10. Reports from Committees**

Deputy Mayor Pendleton explained that the Personnel Committee was planning to meet on January 7, 2021, but has had to change that meeting and hope to meet on January 14, 2021, at 4:00 p.m. for the Clerk of the Council's mid-term review.

**11. Consent Agenda**

**a. First Reading**

Councilor Maneeley made a motion to approve Agenda Item 11.a.A through 11.a.H as a First Reading on the Consent Agenda. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

Councilor Snyder requested to remove Item 11.a.G, make an amendment to the resolution, and vote on that item separately after this motion.

**A. Resolution Reappointing Katie Graham (R) to the Park & Recreation Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting.**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Katie Graham (R) to the Park & Recreation Commission for a term ending December 31, 2024, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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**ITEM:**

**11. Consent Agenda (Continued)**

**a. First Reading (Continued)**

- B. Resolution Appointing Herbert Asplund (R) an Alternate to the Patriotic Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Herbert Asplund (R) an Alternate to the Patriotic Commission for a term ending December 31, 2023, to fill the expired term of Bobbie Jo Maltz and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- C. Resolution Appointing Bobbi Jo Maltz (R) a Full Member to the Patriotic Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Bobbi Jo Maltz (R), a full member to the Patriotic Commission for a term ending December 31, 2023, to fill the expired term of Herbert Asplund and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- D. Resolution Reappointing Gene Botteron (R) to the Patriotic Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Gene Botteron (R) to the Patriotic Commission for a term ending December 31, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

- E. Resolution Reappointing Edward Gawlinski (R) to the Patriotic Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Edward Gawlinski (R) to the Patriotic Commission for a term ending December 31, 2023, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

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**ITEM:**

**11. Consent Agenda (Continued)**

**a. First Reading (Continued)**

**F. Resolution Reappointing Tim Shepard (R) to the Demolition Delay Committee and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Tim Shepard (R) to the Demolition Delay Committee for a term ending December 31, 2022, and postpones consideration of this Motion until the Town Council's next regularly scheduled meeting.

**H. Resolution Reappointing Daniel Seypura (R) to the Building Code Board of Appeals and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby reappoints Daniel Seypura (R) to the Building Code Board of Appeals for a term ending January 1, 2026, and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**G. Resolution Appointing Philip Koboski (R) to the Historic District Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Philip Koboski (R) to the Historic District Commission for a term ending November 30, 2025, to fill the expired term of Louise Evans and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Councilor Snyder proposed amending Item 11.a.G by adding the wording "an Alternate."

Councilor Maneeley made a motion on the resolution as amended. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

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**ITEM:**

**11. Consent Agenda (Continued)**

**a. First Reading (Continued)**

The resolution to read as follows:

BE IT RESOLVED that the South Windsor Town Council hereby appoints Philip Koboski (R) an Alternate to the Historic District Commission for a term ending November 30, 2025, to fill the expired term of Louise Evans and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

Councilor Hockenberry made a motion to Approve Agenda Items 11.a.I. through 11.a.J as a First Reading on the Consent Agenda. Councilor Snyder seconded the motion, and it was approved unanimously.

**I. Resolution Appointing Diane Behler (D) to the Patriotic Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints Diane Behler (D) to the Patriotic Commission for a term ending December 31, 2023, to fill the expired term of Kent Carlson and postpones consideration of this motion until the Town Council's next regularly scheduled meeting.

**J. Resolution Appointing William Coursey (D) to the Patriotic Commission and Postponing Consideration of this Motion until the Town Council's Next Regularly Scheduled Meeting**

BE IT RESOLVED that the South Windsor Town Council hereby appoints William Coursey (D) to the Patriotic Commission for a term ending December 31, 2023, to fill the expired term of James Throwe and postpones consideration of this Motion until the Town Council's next regularly scheduled meeting.

**12. Unfinished Business**

None

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**ITEM:**

**13. New Business**

**A. Resolution Authorizing the Town Manager to Enter into a Contract for the Lease/Purchase of a Rescue Truck (with equipment/radio) for the Town of South Windsor's Volunteer Fire Department**

WHEREAS, the South Windsor Fire Department had developed an Apparatus Replacement Plan for the purchase of various Fire Department vehicles/equipment to be purchased; and

WHEREAS, South Windsor Fire Chief Kevin Cooney, and his staff, have determined that a priority need for the fire safety of South Windsor's businesses and residences is the lease/purchase of a new replacement Rescue Truck to meet those needs; and

WHEREAS, the Town of South Windsor has appropriately advertised, bid, and accepted bids on this vehicle, and the apparent successful bidders have met all of the specifications required by the South Windsor Volunteer Fire Department in order to meet all of the standards, goals and objectives of its Department

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to sign and execute an agreement and any other documents necessary for the lease/purchase of a Rescue Truck (with equipment/radio) in the amount of \$983,317.

Was made by Councilor Delnicki  
Seconded by Councilor Snyder

Answering questions from the Council, Mr. Maniscalco explained that the Town would not pay any money until this vehicle is delivered to the Town. The interest rate for long term bonds is presently at 1.8%; short term notes are at .5%. The Town will not know the rate until the actual day it goes out to the market. A lease to purchase is essentially a way the vehicle is financed. The Town will lease the vehicle for a period of time and then own the vehicle outright at the end of the lease period. The lease to purchase program allows municipalities to stretch out their money as far as possible.

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ITEM:

**13. A. (Continued)**

When older an apparatus is sold, the funds go back into the General Fund, or possibly the old apparatus is donated out to a less fortunate community. Service expenses are paid for by the Town.

Chief Cooney explained to the Council that the South Windsor Fire Department only has one rescue truck, so it is imperative to keep that vehicle in service based on the call volume. There was about \$9,000 spent on this vehicle for maintenance and \$2,000 for an electrical issue. The electrical issue occurred during a training exercise at Station 3. The service was completed right at Station 3 and took approximately three days to repair. During those three days, mutual aid would step in if needed. The South Windsor Volunteer Fire Department looked at all options available of either refurbishing the current vehicle or replacing the current vehicle, and it was felt that replacing it would be the best option. The Rescue Truck has responded to approximately 400 or 500 calls in the last six months.

Mayor Paterna called for a vote on the motion; it was approved unanimously.

**B. Resolution Authorizing the Town Manager to Enter into a Contract for the Lease/Purchase of a Support Fire-Police Vehicle (with equipment/radio) for the Town of South Windsor's Volunteer Fire Department**

WHEREAS, the South Windsor Fire Department had developed an Apparatus Replacement Plan for the purchase of various Fire Department vehicles/equipment to be purchased; and

WHEREAS, South Windsor Fire Chief Kevin Cooney, and his staff, have determined that a priority need for the fire safety of South Windsor's businesses and residences is the lease/purchase of a new Support (Fire-Police) Truck to meet those needs; and

WHEREAS, the Town of South Windsor has appropriately advertised, bid, and accepted bids on this vehicle, and the apparent successful bidders have met all of the specifications required by the South Windsor Volunteer Fire Department in order to meet all of the standards, goals and objectives of its Department

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**ITEM:**

**13. B. (Continued)**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby authorizes Town Manager Michael Maniscalco to sign and execute an agreement and any other necessary documents for the lease/purchase of a Fire-Police Vehicle (with equipment/radio) in the amount of \$225,029.

Was made by Deputy Mayor Pendleton  
Seconded by Councilor Snyder

Chief Cooney explained to the Council that Company 6 is a support company that initially did not have a vehicle. A pickup truck was given to the company, which they used for several years, but as their duties increased, the pickup truck is not sufficient to carry some of the necessary equipment. It is important for Company 6 to have a vehicle that is equipped with the required compartments to carry the necessary equipment.

Mayor Paterna called for a vote on the motion; it was approved unanimously.

**C. Resolution Waiving the Bidding Process and Authorizing the Town Manager to Enter into a Contract for the Lease/Purchase of SCOTT/3M Air Packs for the Town of South Windsor's Volunteer Fire Department**

WHEREAS, the South Windsor Fire Department had developed a SCBA Self-Contained Breathing Apparatus Committee for the lease/purchase of replacement/equipment to be leased/purchased; and

WHEREAS, South Windsor Fire Chief Kevin Cooney, and his staff, have determined that a priority need for the fire safety of South Windsor's businesses and residences is the lease/purchase of a new replacement SCBA to meet those needs; and

WHEREAS, the South Windsor Fire Department requests to waive the bidding process for the lease/purchase from Shipman's Fire Equipment as the single-source provider for SCOTT/3M products. SCOTT/3M is the current provider and meets all of the specifications required by the South Windsor Volunteer Fire Department in order to meet all of the standards, goals, and objectives of its Department

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**ITEM:**

**13. C. (Continued)**

NOW, THEREFORE, BE IT RESOLVED that the South Windsor Town Council hereby waives the bidding process for the lease/purchase of SCOTT/3M Air Packs; and

BE IT FURTHER RESOLVED that the South Windsor Town Council authorizes Town Manager Michael Maniscalco to sign and execute an agreement and any other necessary documents for the lease/purchase of SCOTT/3M Air Packs in the amount of \$546,007.

Was made by Councilor Lydecker  
Seconded by Deputy Mayor Pendleton

Answering questions from the Council, Chief Cooney explained that there were 8,000 applicants that applied for the FEMA Grant, with only 1,000 who were awarded the grant. South Windsor is waiting for an explanation of why we did not receive the grant. Chief Cooney then explained to the Council that there are only three or four major vendors for air packs. The Town has remained with SCOTT's for many years and would like to waive competitive bidding because the Fire Department would like to retain the 160 bottles, which cost \$1,000 per bottle, and by staying with SCOTT's, the Town can keep those bottles. If the Town were to go with another vendor, those bottles would need to be replaced.

At 8:00 p.m., Mayor Paterna recessed the Regular Meeting in order to hold a public hearing. At 8:03 p.m., the Regular Meeting reconvened.

Chief Cooney explained further that the Town Manager had requested a replacement plan for the funding of future upgraded SCOTT packs. The replacement plan is currently in draft form and will be given to the Town Council members after the Town Manager has reviewed it.

Mayor Paterna called for a vote on the motion; it was approved unanimously

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**ITEM:**

**13. New Business (*Continued*)**

**E. Discussion Item: 1645 Ellington Road and 1540 Sullivan Avenue  
(*requested by Mayor Paterna*)**

Mayor Paterna said that as the Town looks at the possibility of purchasing 1645 Ellington Road for the new Town Hall, it would be unwise for the Town to propose using Wapping and the old Orchard Hill School as Town space. Eight members of the Council had supported the Town Manager's research into this project.

Town Manager Michael Maniscalco shared a presentation with the Town Council, as shown in attached **Exhibit A**.

Mayor Paterna wanted to clarify for anyone viewing the presentation that the slide showing tax abatements coming off is showing the end of the abatements. The businesses would be paying 100% of their taxes each year once their abatements end.

Councilor Maneeley said she was worried that the referendum was getting muddled. She is in favor of the Town Manager looking into this project but would prefer a November referendum. She was not a part of discussions and would like to take a step back to review the timing. Mayor Paterna said this would be part of Discussion Item D. Town Manager Maniscalco said that the bank is currently looking to sell, and as part of the negotiation process, the bank wanted the Town to pay the carrying costs. That was negotiated out of the contract, but the time limit to get through the municipal process is 120 days.

Councilor Lydecker asked about renovations, savings, and the Town Center. Town Manager Maniscalco said that there would be minimal renovations to the old Town Hall for the business center or the possibility of Parks and Recreation moving into the old Town Hall. The new Town Hall at 1645 Ellington Road would need a vault for a population of 35,000 to 40,000 residents. The savings would be about \$7 million on the front end. The Town Center has been in the Plan of Conservation and Development since at least 2014. This would be an organic Town Center with a pond.

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**ITEM:**

**13. E. (Continued)**

Councilor Snyder said the presentation answered many of the questions that residents have asked her. She asked about the current Town Hall size and if the Town needs a bigger building. Town Manager Maniscalco said he wanted to dispel the rumor that the Town is buying a bigger building to hire more staff. There is no additional staff proposed for this move. The need for more space stems from significant storage issues, and many people are working in small, tight cubicles. The lunch room is tiny and can seat two to four people. Meeting standards for taking care of employees is key.

Councilor Hockenberry asked about contingency, capital projects, space for the Building Department, and options for adding to the current Town Hall. Town Manager Maniscalco said that contingency is built into the construction costs. The Town Hall renovations will become part of the capital projects list if the Town does not move from the current Town Hall. The new Town Hall would have space for the Building Department to have a place to review plans with builders. The cost for expanding or tearing down and building a new Town Hall would be much higher. A new Town Hall built in his previous community was \$18.9 million for 33,000 square feet.

Councilor Evans said that she would be able to utilize the proposed business center space at the current Town Hall. She also mentioned the Town green is a huge benefit and asked how to encourage organic growth. Town Manager Maniscalco said the key is turning that space into a usable Town green once the Town Hall is moved. Parks and Recreation, as well as Human Services, could hold concert series, farmers markets, and other events next to the Post Office.

Councilor Delnicki asked if the electrical usage at 1646 Ellington Road for 2019 could be obtained. Town Manager Maniscalco said he would try to obtain them, but the bank has changed hands numerous times. Councilor Delnicki asked about recouping costs and the usage of the current Town Hall. Town Manager Maniscalco said the costs would be recouped through the tax abatements that are ending. The current Town Hall could be used for rental space, meeting space, the Chamber of Commerce, the Parks and Recreation Department, and other Town offices. Councilor Delnicki stated that there should be a public hearing, which should not be done until November.

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**ITEM:**

**13. E. (Continued)**

Town Manager Maniscalco said the bank was not happy holding the building for 120 days, and they will not wait until November. Councilor Delnicki said the bank does not have other potential buyers. Town Manager Maniscalco said they have interested buyers, but nobody has signed a purchase and sale agreement yet.

Deputy Mayor Pendleton said this is true transparency. She appreciates that this information is being put on the Town's website as there is inaccurate information out in the community. The original Town Hall was built in the 1960s when the Town's population and staff were much lower than today. She has seen the cramped quarters in the Building and Planning Departments and understands space needs.

Councilor Maneeley said the Councilors are doing their due diligence and hope the Town Manager is not offended. Mayor Paterna said this is a healthy discussion, and it is positive because the more questions that are asked, the more information is explained publicly.

Councilor Snyder asked about wetlands and if picnic tables and a gazebo can be put on the Town green. Town Manager Maniscalco said there is an area not included on the wetlands map that could hold picnic tables. Councilor Snyder asked if Town Manager Maniscalco could give the Town Council more information on the location of wetlands before the next Town Council meeting.

Councilor Lopez asked if this would increase the ability for economic development. Town Manager Maniscalco said that a Town Center would promote attention in that area of South Windsor. Having a 21<sup>st</sup> century, high quality, and classy-feeling building would help when meeting with executives from companies interested in moving to South Windsor.

Councilor Hockenberry asked about sidewalks. Town Manager Maniscalco said there is the potential to have sidewalks connecting Evergreen Walk, the new Town green, and Wapping Park. Councilor Delnicki asked if the cost of adding sidewalks has been calculated. Town Manager Maniscalco said it would be calculated, but he does not know what it would be. Councilor Hockenberry asked if it is included in the sidewalk plan. Mayor Paterna said the sidewalk plan is not budgeted at this time. Councilor Delnicki said sidewalks were just installed on Buckland Road to the current Town Hall. Mayor Paterna said that was part of a State grant. Councilor Delnicki said that State money is still the people's money, and so is Federal money.

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**ITEM:**

**13. New Business (*Continued*)**

**D. Discussion Item: Scope of a Proposed Referendum (*requested by Town Manager Michael Maniscalco*)**

Town Manager Maniscalco said there had been conversations about the referendum. There are many capital projects on the books, and it will be hard to pay all of that in cash. The bank referendum could save on bonding costs if there is a larger issuance. Town Manager Maniscalco asked Assistant Town Manager Scott Roberts to share the current list of capital projects with the Town Council, as shown in attached **Exhibit B**.

Town Manager Maniscalco said there are projects that could benefit from a referendum. The Police Department locker room is filled. If they hire another female police officer, there will be a problem providing them with locker room space. Some facilities need new roofs. The Town doesn't have the cash for large projects, so they keep being pushed back.

The Town Manager and Town Council discussed school roof projects and their reimbursement costs.

Deputy Mayor Pendleton asked about Town and Board of Education projects. Town Manager Maniscalco said capital projects include all Town buildings, including school buildings. Mayor Paterna asked Councilor Snyder to elaborate as Chair of the Capital Projects Committee. Councilor Snyder said the Committee makes a point not to separate town and school projects. It comes down to what the Town needs as a whole.

Town Manager Maniscalco suggested adding a sports facility at Nevers Park to the referendum. The Board of Education received their NEASC Report that suggested adding a facility. Councilor Lydecker asked if there would be penalties for not following the report. Town Manager Maniscalco said he would have to follow up with Superintendent Carter.

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**ITEM:**

**13. E. (Continued)**

The Town Manager and Town Council discussed having the projects bundled into one question or separating them into different questions. Town Manager Maniscalco was in favor of bundling the projects as that makes it simpler during the bonding process. Councilor Snyder said she was not in favor of bundling and would rather have people vote separately. Councilor Lydecker said that the Town has the opportunity to get all of these projects at once. Councilor Maneeley was not in favor of bundling the projects. Councilor Hockenberry said that these projects have been on the capital projects lists for a long time, which would be a way to improve the Town.

Councilor Lopez asked if rooftop maintenance would impact what the Town pays for insurance. A renovated rooftop brings down the premiums on personal insurance, but he is unsure about commercial insurance. Town Manager Maniscalco said he would have to reach out to CIRMA, the Town's insurer. If he reaches out, it is possible that they would want to do an evaluation.

Councilor Delnicki asked if the bundled projects provided by Town Manager Maniscalco were the actual projects going on the referendum. Town Manager Maniscalco said those are his recommendations to the Town Council. Councilor Delnicki asked if those are the projects that Town Manager Maniscalco would like to see on the referendum. Town Manager Maniscalco confirmed that was true. Councilor Delnicki questioned why the referendum could not have multiple questions. Town Manager Maniscalco said there are some efficiencies to having one bond authorization. Councilor Delnicki stated that some questions could pass and fail, and she would rather see multiple questions.

Deputy Mayor Pendleton thanked Town Manager Maniscalco for thinking outside the box and figuring out a better way to do financial business for necessary projects. She requested that Town Manager Maniscalco take capital projects along with the new Town Hall building and give the Town Council the grand total with monthly and yearly impacts. This would also include the tax abatements and businesses that pay taxes and the impact per household. The bottom line is that citizens work hard for their paychecks, which would be the least amount of impact that would get projects done.



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**ITEM:**

**14. Passage of Ordinance**

None

**15. Public Input**

Mrs. Kathy Daugherty, 12 Troy Road, phoned into the Council meeting to discuss the potential referendum in March. Mrs. Daugherty stated that she does not think that the Town should be in the business of real estate by proposing to have different offices at the Town Hall on 1540 Sullivan Avenue. As far as the proposed new Town Hall, the area around the building is all wetlands and would not be conducive to holding events in that area. Not only is it not conducive, but it would take away from Evergreen Walk events. The suggestion of the Recreation Department moving to the Town Hall is ridiculous. The Recreation Department recently moved to Wapping School and has a gym. Mrs. Daugherty further stated that she would like to go to a polling location and vote on each item separately. The Town needs to do more with less and not spend money at this time. Mrs. Daugherty requested that the Council members review the study done by Stanford University, which shows that the productivity levels of employees working from home were up.

**16. Communications from Council**

Mayor Paterna reminded the Council that on January 17, 2021, the 2<sup>nd</sup> annual Mayor's Day of Service would be held in partnership with Hartford Bags of Love. Residents are being asked to make sandwiches at their own homes and drop them off at St. Peter's Episcopal Church on Sand Hill Road. On January 18, 2021, Hartford Bags of Love will be delivering the donated sandwiches to homeless shelters in Hartford. Details are on Facebook under Hartford Bags of Love. Cash donations will be given to the South Windsor Food and Fuel Bank.

Deputy Mayor Pendleton informed the Council that on January 17, 2021, it is her 60<sup>th</sup> birthday, and she will be donating 60 tuna sandwiches to the event with Hartford Bags of Love. She will also be purchasing fruit that will also be donated. Deputy Mayor Pendleton explained that she had asked friends, family, and residents to donate or help make sandwiches.

Mayor Paterna stated that a flag-raising ceremony was held today at the new flagpole location for the Hartford Bags of Love flag. Councilor Delnicki, State Representative Tom Delnicki, State Senator Saud Anwar, the Cabot family, and Town Manager Michael Maniscalco were all in attendance.

**TOWN COUNCIL**  
**TOWN OF SOUTH WINDSOR**

**Minutes**

**Page 18**

**January 4, 2021**

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**ITEM:**

**17. Executive Session**

At 10:42 p.m., Deputy Mayor Pendleton made a motion to go into Executive Session to discuss the possible sale of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (725 Sullivan Avenue), and discuss the possible purchase of real estate for the Town pursuant to Connecticut General Statutes §1-210 (b) (7) (186 Foster Street). Councilor Lopez seconded the motion, and it was approved unanimously.

The following individuals went into Executive Session: Mayor Paterna; Deputy Mayor Pendleton; Councilor Delnicki; Councilor Evans; Councilor Hockenberry; Councilor Lopez; Councilor Lydecker; Councilor Maneeley; Councilor Snyder; Scott Roberts, Assistant Town Manager/CIO/Emergency Management; Vanessa Perry, Assistant Town Manager/Director of Human Resources; Michael Maniscalco, Town Manager; and Jeffrey Folger, Senior Environmental Planner.

At 10:55 p.m., the Executive Session ended.


**18. Adjournment**

At 10:55 p.m., Councilor Maneeley made a motion to adjourn the Regular Meeting. Councilor Hockenberry seconded the motion, and it was approved unanimously.

Respectfully submitted,

  
\_\_\_\_\_  
Ashley Booth  
Recording Secretary

06



74

## 2021 Referendum

1645 Ellington Road

SWCT

### Project & Project Budget

- |  |                  |
|--|------------------|
| • 1645 Ellington Rd Purchase                     | \$3,925,000      |
| • New vault construction at 1645 Ellington       | \$500,000 (Est.) |
| • Office design/ Reno and FF&E at 1645 Ellington | \$850,000        |
| • 1540 Sullivan Ave Design/Reno and FF&E         | \$200,000        |
| • 1540 Sullivan Ave immediate repairs            | \$1,000,000      |
| • Project contingency                            | \$200,000 (7.2%) |





## Why a new Town Hall?

- Based on the facilities report [https://www.southwindsor-ct.gov/sites/g/files/vyhlif3831/f/uploads/town\\_hall\\_facility\\_assessment.pdf](https://www.southwindsor-ct.gov/sites/g/files/vyhlif3831/f/uploads/town_hall_facility_assessment.pdf) conducted by the Towns Facilities department almost \$14million worth of renovations and repairs will be needed in the current Town Hall over the next 5-10 years. A new building allows us to **save \$7,325,000**.
- Over a 10 year period of time the Town is looking at **potential space** needs due to the ever growing situation with the Town Schools. There is a potential for the Board of Education to need both Old Orchard Hill and Wapping School in the near future requiring additional space for Town Departments.
- The new building has a drive through which would allow for more **convenient and safer services**.
- The new building will provide the **appropriate standards** for maintaining essential documents <https://ctstatelibrary.org/publicrecords/general-schedules-municipal/>.
- The wiring and **technology** base in the building is prepared for the 21<sup>st</sup> Century tech the Town uses.



## Line by Line Break down of Repairs

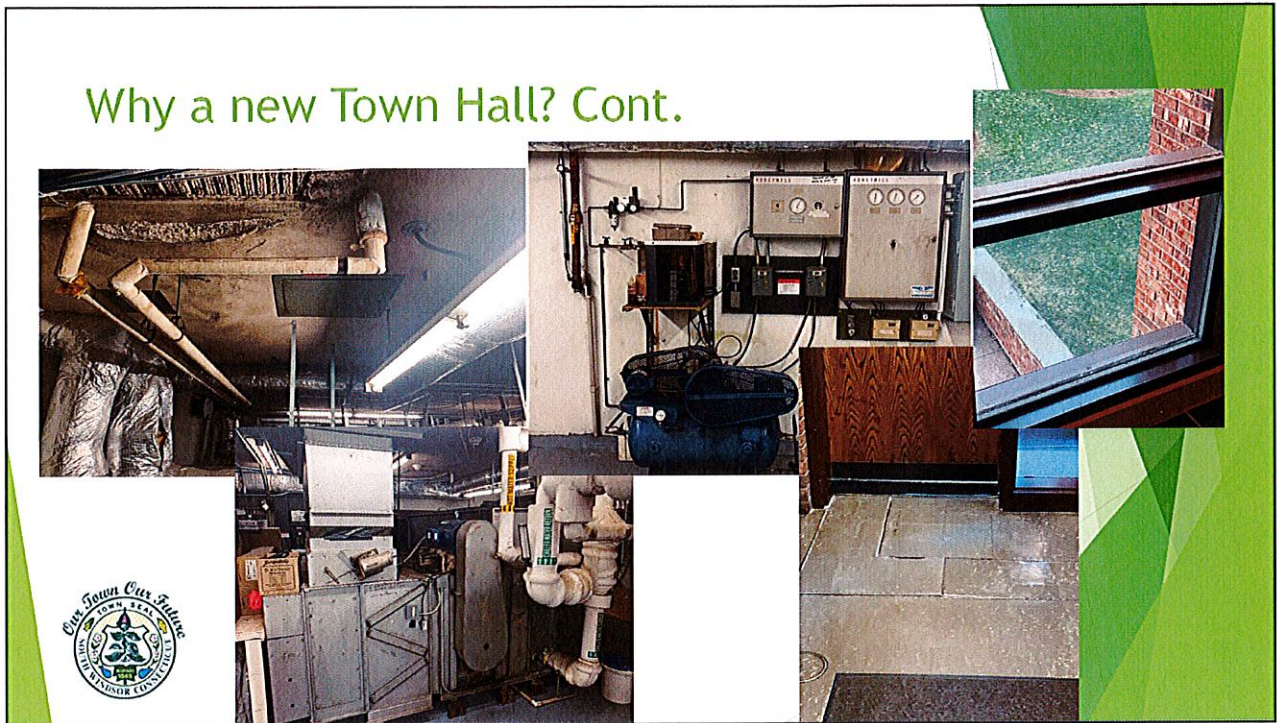
Five Years		Ten Year	
Item	Cost	Item	Cost
Roofing	\$ 350,000	Electrical	\$ 1,000,000
Code Related ADA	\$ 20,000	Roofing	\$ 40,000
Safety/Security	\$ 100,000	HVAC Systems and Ductwork	\$ 1,500,000
Windows	\$ 450,000	Concrete, Masonry, Brick	\$ 50,000
Concrete, Masonry, Brick	\$ 140,000	Flooring, Tile, Carpeting, Asbestos Abatement	\$ 450,000
Doors Exterior	\$ 20,000	Interior Renovations	\$ 5,200,000
Generator	\$ 150,000	Sub Total	\$ 8,240,000
HVAC Systems	\$ 75,000	Total 5 and 10 Year Costs	\$ 9,545,000
Sub Total	\$1,305,000	Adjusted for inflation over 10 years @ 2.5% Yr	\$12,218,406



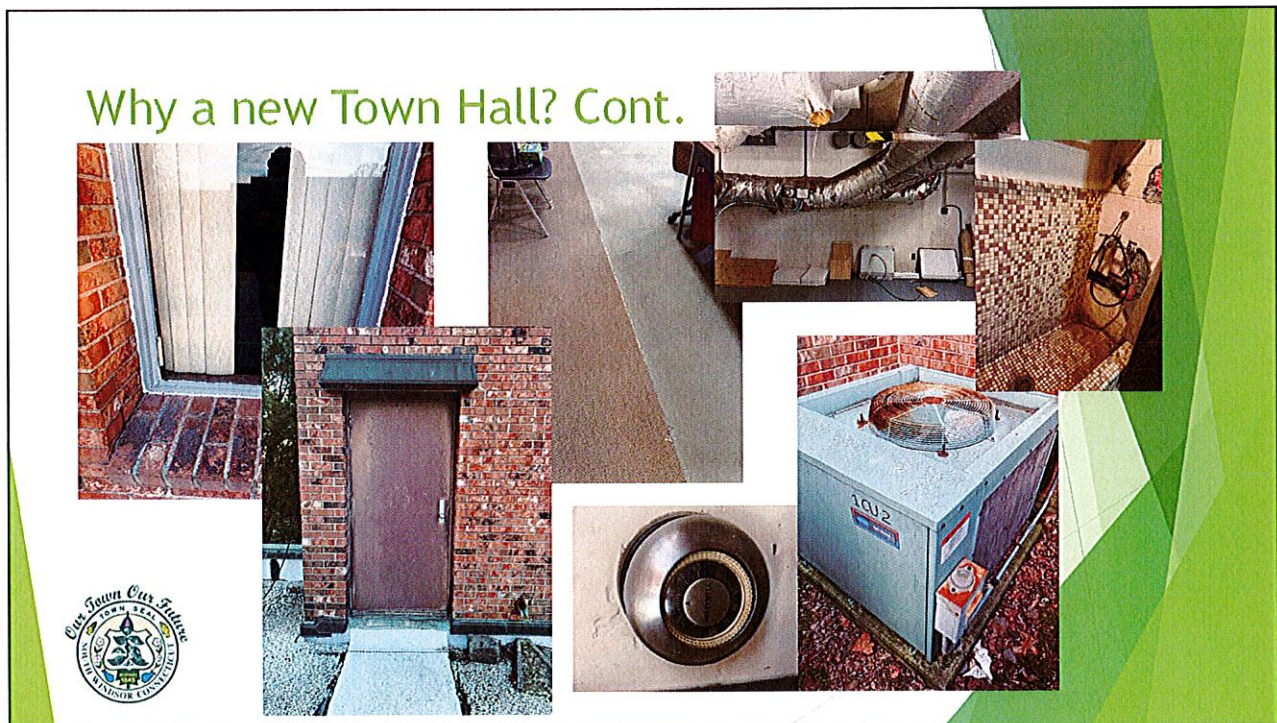
- For more information go to: [https://www.southwindsor-ct.gov/sites/g/files/vyhlif3831/f/uploads/town\\_hall\\_facility\\_assessment.pdf](https://www.southwindsor-ct.gov/sites/g/files/vyhlif3831/f/uploads/town_hall_facility_assessment.pdf)



## Why a new Town Hall? Cont.



## Why a new Town Hall? Cont.





## Cost of renovating old town hall—and schedule for reno if not used as town hall?

The current Town Hall will need major renovations over the next 5-10 years. Currently it is estimated to be approximately \$14million but could be more based on construction cost escalation [https://www.southwindsor-ct.gov/sites/g/files/vyhlf3831/f/uploads/town\\_hall\\_facility\\_assessment.pdf](https://www.southwindsor-ct.gov/sites/g/files/vyhlf3831/f/uploads/town_hall_facility_assessment.pdf)

This work must be performed to ensure the Town's most valuable records are housed appropriately and in accordance with State requirements

<https://ctstatelibrary.org/publicrecords/general-schedules-municipal/>.



## Question: What will happen to the current Town Hall if Town Hall is moved to 1645 Ellington Rd?

The current Town Hall will be converted into a Small Business Support Center and a South Windsor Welcome Center. It will include:

- Rental office and meeting space
- Co-working space
- Large Presentation/ Concert Hall
- Chamber of Commerce

In the future the building could also be considered for Parks & Recreation and other Town Department Offices.



2020 SBA Resource Partner  
Winner



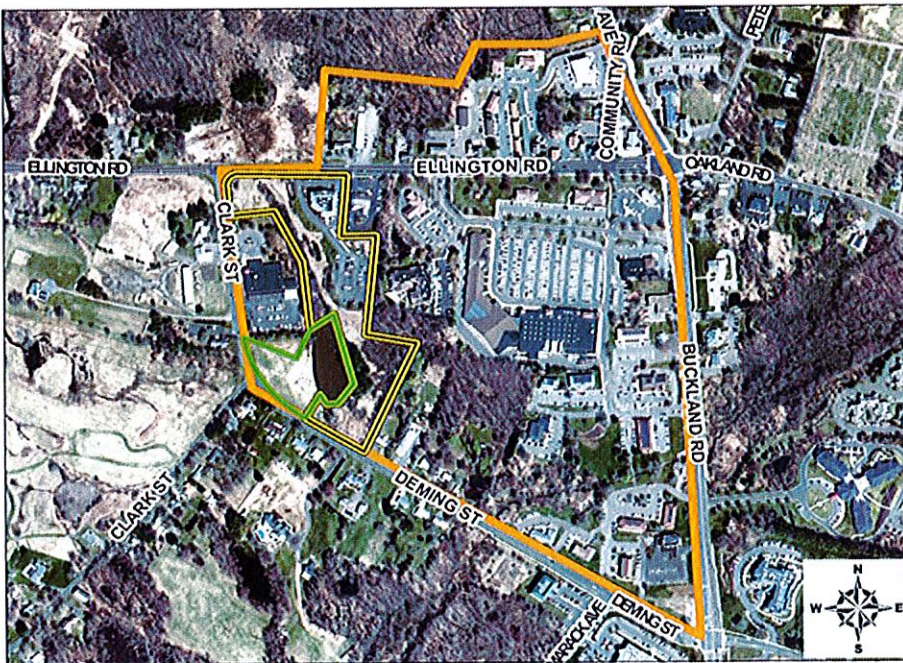


## How does New Town Hall location support the POCD for creating a Town Center for SW?

The Plan of Conservation and Development calls for making a **Town Center zone**. In addition to that zone it calls for encouraging the development of that Zone by keeping civic functions within that area (p.51).

The location of the 1645 Ellington Rd provides the **potential for redevelopment**, creation of a Town Center and the development of a Town Green.

Lastly, the Town Hall and Town Green will provide a **sidewalks and trails** to interconnect proposed trails at Evergreen Walk and Wapping Park further enhancing our cross town trail system.





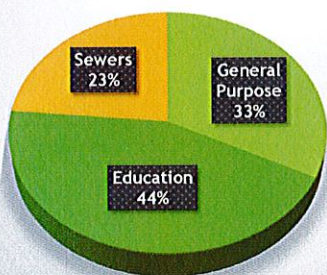
## What will be the Average cost to Operate 1645 Ellington Rd

77128, Ellington Road Occupancy Expense	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Budget
Electricity (54030)	3,092	1,103	1,005	-	16,005	7,448	7,275	6,686	6,362	6,494	5,816	5,816	
Water and Sewer (54032)	134	123	1,235	142	113	108	108	107	108	105	101	101	
Fuel (54034)	323	525	436	452	341	215	108	1,587	164	152	202	202	
Maintenance Equipment and Supplies (54050)	676	20	-	261	694	-	138	-	-	-	59	79	79
Building Repairs and Contracts (54054)	-	1,835	3,026	-	1,448	-	933	-	2,971	2,896	1,884	1,884	
Exterminating (54058)	-	-	-	-	-	-	-	160	-	-	-	-	
Rubbish Removal (54060)	364	1,643	972	1,044	982	850	738	738	738	738	718	718	
Janitorial Services and Contracts (54062)	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	
Janitorial Supplies (54063)	200	200	200	200	200	200	200	200	200	200	200	200	
Electrical Maintenance and Supplies (54064)	-	-	1,236	-	138	-	109	2,092	-	-	-	-	
HVAC/Climate Control (54066)	200	2,690	245	400	2,690	200	346	2,690	744	400	2,690	400	
Plumbing (54068)	183	160	-	-	-	-	562	-	-	-	-	-	
Misc. Occupancy Expense (54190)	-	-	-	-	-	-	-	-	-	893	-	-	
<b>Building maintenance services</b>	<b>7,673</b>	<b>10,797</b>	<b>10,854</b>	<b>5,000</b>	<b>25,111</b>	<b>11,520</b>	<b>13,017</b>	<b>16,759</b>	<b>13,788</b>	<b>14,437</b>	<b>14,190</b>	<b>22,918</b>	



- Current average- \$13,839
- Operating cost of current Town Hall- \$13,782

### Current Issued Debt



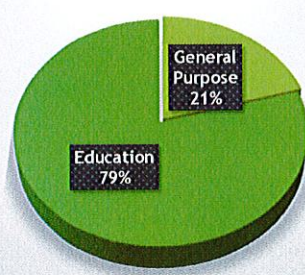
Total Outstanding Debt Service:

General Purpose \$26.9M  
Storm Alfred, Open Space & Roads

Education: \$36.3M

Sewers: \$19.4M

### Authorized/Unissued Debt



Debt to Issue:

General Purpose: \$18.6M  
Open Space & Roads

Education: \$71.5M

Does not include potential referendum





Project	Authorized	Bonded	Grants *	Auth/Unissued
Open Space 2009	2,000,000	400,000		1,600,000
Orchard Hill	33,521,724	20,000,000	(11,825,341)	1,696,383
Roads 2014	12,000,000	11,350,000	(647,417)	2,583
Eli Terry	37,419,060	6,500,000	(12,836,312)	18,082,748
PR Smith	32,480,940	7,000,000	(11,166,416)	14,314,524
Roads 2018	15,000,000	0		15,000,000
Open Space 2018	2,000,000	0		2,000,000
Pleasant Valley	58,500,000	0	(21,040,695)	37,459,305
<b>TOTAL</b>				<b>90,155,543</b>

\* Estimated total from State of CT

## What is the cost to me annually and monthly?

Scenario 1 \$6,675,000

Home Market Value	Taxable Assessment	2022	Total Cost	Avg Monthly Cost
200,000	140,000	\$ (4.20)	\$ (4.20)	\$ (0.35)
250,000	175,000	\$ (5.25)	\$ (5.25)	\$ (0.44)
300,000	210,000	\$ (6.30)	\$ (6.30)	\$ (0.53)
350,000	245,000	\$ (7.35)	\$ (7.35)	\$ (0.61)
400,000	280,000	\$ (8.40)	\$ (8.40)	\$ (0.70)
450,000	315,000	\$ (9.45)	\$ (9.45)	\$ (0.79)
500,000	350,000	\$ (10.50)	\$ (10.50)	\$ (0.88)
Mill Rate Increase/(Decrease)		(0.03)		



- Taxes will still go down due to the pay off of Storm Alfred Debt
- Annual cost to the Town of \$467,000

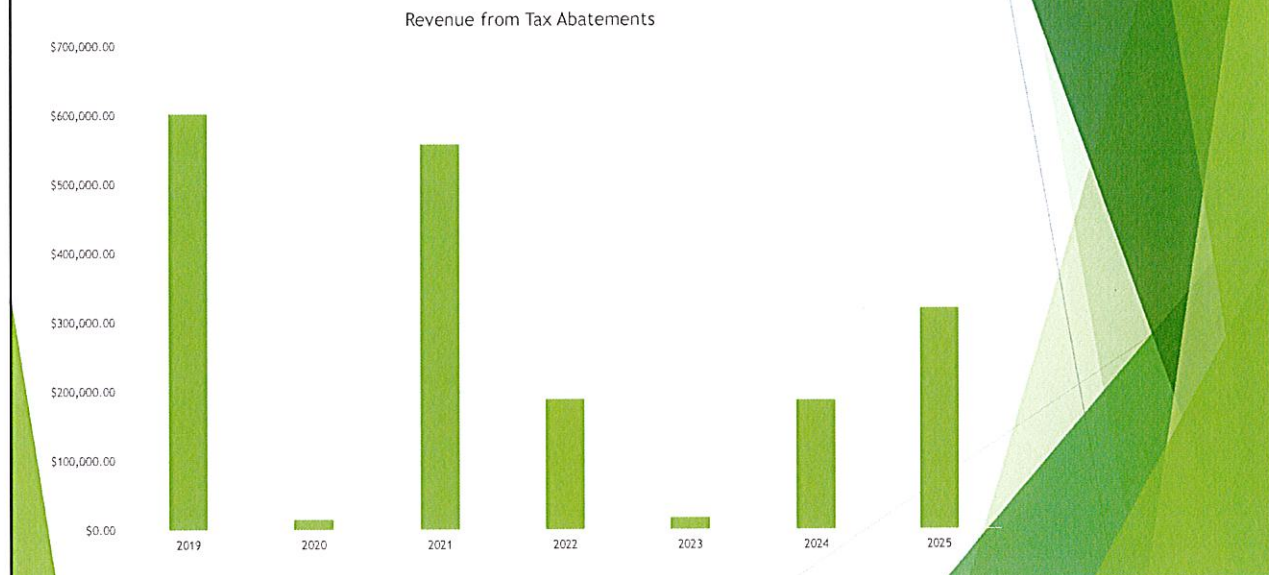
## Can taxes be reduced in this plan?

Yes, there are a number of factors that go into how a tax bill is determined. In isolation, based on the \$6,675,000 cost and the reduction of current debt the Town could reduce taxes in 2022.



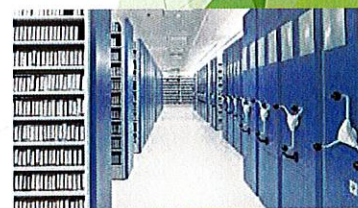


## How could Economic Development Help?



If the vault or the archival space is customized for environmental storage, can the Wood Memorial Library and Museum have access to store their environmentally sensitive documents? Would there be a charge?

Based on the size of the vault and requirements from the State of Connecticut this could certainly be a potential. Most likely there would be no to a minimal charge for housing documents from the Wood Memorial Library.



### Would solar energy be done to the building?

Yes, the Town would work with the Clean Energy Commission to determine the right application for solar power in keeping with the pledge to have 100% clean energy.



### Testing for Pyrrhotite? (this mineral causes breakdown of concrete foundations).

In the purchase a sale agreement the Town negotiated a 60 day "Due Diligence Period". During that time we are testing the foundation for Pyrrhotite.





## Have a question ask

Town Manager: Phone-860-644-2511 ext. 200  
Email: michael.maniscalco@southwindsor-ct.gov

Town Council: Phone-(860) 644-2511 ext. 206  
Email: TownCouncil@southwindsor-ct.gov

Want to learn more on your own: <https://www.southwindsor-ct.gov/town-hall-project>





Town of South Windsor  
Staff Capital Inventory/Request 2020/21-2025/26

Revision Date: Nov 2020

Items (Not Ranked in Priority Order)	Category	Location	FY 20/21	FY 21/22	FY 22/23*	FY 23/24*	FY 24/25*	FY 25/26*
1 Athletic Field Improvements - Irrigation	Improvements	PARC					\$ 50,000	
2 Elevator Replacement	Improvements	PD			\$ 200,000			
3 Fiber Communication Network	Improvements	PV SCH/VMP		\$ 250,000				
4 Fiber Communications Network	Improvements	FHQ / TH / FOS RD	\$ 200,000					
5 Fiber Communications Network	Improvements	FH2			\$ 200,000			
6 Fiber Communications Network	Improvements	TE SCH				\$ 300,000		
7 Fiber Communications Network	Improvements	TRACS					\$ 100,000	
8 Fiber Communications Network	Improvements	PD /FD3						\$ 150,000
9 GIS	Improvements	Town-Wide	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 50,000
10 Parks & Rec Master Plan Projects	Improvements	TOWN	\$ 200,000		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
11 Perimeter Security Systems	Improvements	PD	\$ 55,000					
13 Rec. Center w/ Indoor Aquatics	Improvements	TBD					\$ 15,000,000	
14 Sidewalks	Improvements	Town-Wide		\$ 100,000			\$ 200,000	\$ 200,000
15 Storage Building Maintenance Design/Construction	Improvements	Park & Rec		\$ 100,000	\$ 400,000			
16 Nevers Park Sports Stadium w/ Lights	Improvements	Park & Rec / BOE						\$ 4,500,000
17 Town Garage Bay Expansion	Improvements	TG				\$ 125,000	\$ 1,000,000	
18 Police Department Renovations	Improvements	PD					\$ 75,000	\$ 500,000
19 Town Hall Renovations	Improvements	TH						\$ 2,800,000
20 Trail Updates	Improvements	Wapping Park						\$ 100,000
22 Bridge	Maintenance	PValley / Podunk R		\$ 250,000		\$ 1,385,000		\$ 1,050,000
23 Carpeting	Maintenance	LIB			\$ 125,000			
24 Drainage	Maintenance	PV Rd Phase 2				\$ 650,000		
25 Drainage	Maintenance	Strong Rd				\$ 500,000		
26 Drainage	Maintenance	Griffin Rd				\$ 430,000		
27 Drainage	Maintenance	Abby Rd				\$ 420,000		
28 Drainage	Maintenance	Avery Brook Channel				\$ 250,000		
29 Drainage	Maintenance	Town-Wide			\$ 100,000	\$ 100,000	\$ 100,000	
30 Drainage	Maintenance	1200-1474 Main St					\$ 700,000	
31 Drainage	Maintenance	McGrath Rd 2					\$ 280,000	
32 Drainage	Maintenance	Commerce Wy					\$ 275,000	
33 Drainage	Maintenance	Farnham Est					\$ 255,000	
34 Drainage	Maintenance	Scott Dr					\$ 180,000	
35 Drainage	Maintenance	McGrath Rd 1					\$ 175,000	
36 Drainage	Maintenance	Abbe / Miller / Haystack					\$ 125,000	
37 Road Reconstruction	Maintenance	Buckland Road		\$ 2,450,000				\$ 2,510,000
38 Road Reconstruction	Maintenance	Pleasant Valley Road						\$ 4,475,000
39 Elevator Replacement	Maintenance	TH	\$ 600,000					
40 Exterior Maintenance	Maintenance	Salt Shed / Town Garage						\$ 100,000
41 Local Small Bridges Repairs "Four"	Maintenance	Town Wide			\$ 250,000	\$ 250,000	\$ 250,000	
43 Parking Lots	Maintenance	Lower VMP			\$ 250,000			
44 Parking Lots	Maintenance	WAP			\$ 245,000			
45 Parking Lots	Maintenance	Rye St Park				\$ 507,000		
46 Parking Lots	Maintenance	Upper VMP				\$ 250,000		
47 Parking Lots	Maintenance	NEVERS PARK					\$ 206,000	
48 Replacement/ Repair of the exterior masonry band (Drivit) PH 2	Maintenance	SWHS	\$ 876,000					
49 Retaining Wall	Maintenance	Annex			\$ 15,000	\$ 85,000		
50 Road Maintenance	Maintenance	Town-Wide			\$ 400,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
51 Roof	Maintenance	TE		\$ 3,200,000				
52 CAMA	Maintenance	Town	\$ 50,000	\$ 100,000				
53 Roof	Maintenance	TG				\$ 325,000	\$ 325,000	\$ 325,000
54 Roof	Maintenance	FHQ			\$ 150,000			
55 Roof	Maintenance	PD				\$ 200,000		
56 Roof	Maintenance	Comm Cntr		\$ 300,000				
57 Roof	Maintenance	Wapp Comm House				\$ 350,000		\$ 50,000
58 Roof	Maintenance	TH					\$ 150,000	
59 Roof	Maintenance	SALTSHED					\$ 50,000	
60 Roof	Maintenance	VMP						
61 Roof	Maintenance	WAP		\$ 223,500				
62 ADA Transition Plan Upgrades	Regulatory	TOWN	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
63 Final Closure	Regulatory	Land Fill			\$ 400,000	\$ 400,000	\$ 400,000	
64 Fire Alarm Upgrade	Regulatory	OOH/ELLS	\$ 108,000					
65 Fire Alarm Upgrade	Regulatory	FHQ/FH2	\$ 100,000					
66 Fire Alarm Upgrade	Regulatory	CC/PD	\$ 100,000					
67 Oil Tank (UG)	Regulatory	HS B				\$ 235,000		
68 Basketball/Tennis Court Renovations	Upgrades	RYE ST PARK		\$ 200,000	\$ 142,700			
69 Pickleball Court w/ Lights	Upgrades	RYE ST PARK		\$ 550,000				
70 Communication Upgrades - VMP/TRACS Towers	Upgrades	ETS/FD/PD/PW	\$ 125,000	\$ 400,000	\$ 100,000	\$ 400,000	\$ 200,000	\$ 500,000
71 Generator	Upgrades	TH					\$ 50,000	\$ 200,000
72 Generator	Upgrades	FHQ	\$ 150,000					
73 HVAC/Boilers	Upgrades	FH 1 & 2		\$ 50,000	\$ 300,000			
74 Pool Redesign / Renovation	Upgrades	VMP	\$ 50,000					\$ 3,600,000
75 Public Buildings Security/Doors Upgrades	Upgrades	TOWN BLDGS	\$ 100,000		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
76 Ramp & Walkway Upgrades	Upgrades	TH				\$ 400,000		
77 Tennis Court Design / Construction	Upgrades	WAP	\$ 50,000					\$ 1,000,000
78 Ventilation & VAV Upgrades	Upgrades	TH			\$ 100,000	\$ 100,000		
79 Windows	Upgrades	TH			\$ 300,000			
80 Windows & Exterior Upgrades	Upgrades	Wapping Comm House						\$ 50,000
81 Fire Station Security Upgrades-all stations	Upgrades	FD	\$ 60,000	\$ 60,000	\$ 60,000			
82 Traffic Signal Upgrades-Buckland Road	Upgrades	Town	\$ 100,000	\$ 170,000				
83 Traffic Calming Improvements	Upgrades	Town		\$ 50,000	\$ 75,000			
84 ShowMobile	Upgrades	Recreation	\$ 165,000					
85 Town Hall VOIP System	Upgrades	TH	\$ 130,000					
86 Police Portable Radios	Upgrades	PD	\$ 206,500					
Totals			\$ 3,525,500.00	\$ 8,603,500.00	\$ 4,312,700.00	\$ 9,162,000.00	\$ 21,646,000.00	\$ 23,560,000.00

## Notes

\* These years need further research by staff before being published as complete and will change yearly as staff and information warrants