

**TOWN OF SOUTH WINDSOR  
SPECIAL BUDGET WORK SESSION MINUTES**

**TOWN COUNCIL  
VIRTUAL MEETING**

**WEDNESDAY, APRIL 2, 2020  
TIME: 7:00 P.M.**

**1. Call Meeting to Order**

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

**2. 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

Also Present: Michael Maniscalco, Town Manager

**3. Public Input**

Mayor Paterna reminded the public that Cox Cable is broadcasting on Channel 16, and if you are using Frontier, they are broadcasting on Channel 6082. The public can also go to the Town website under G-Media to view the live stream. Any comments can be sent through email to [TownCouncilComments@southwindsor-ct.gov](mailto:TownCouncilComments@southwindsor-ct.gov).

Mr. Roberts read an email into the record that was received on Thursday, April 2, 2020, at 7:43 p.m. from Mr. Scott O'Brien of 426 Barber Hill Road. Mr. O'Brien asked if the employees of Greenskies Clear Energy will have a background check done while doing the solar projects at the schools because they will be on school grounds and possibly in the buildings during school hours.

**4. Communications**

Mr. Scott Roberts explained to the Council that the Town is looking at various sources for communication that is secure, fixed compliance for the Police Department, and HIPPA complaint. When a recommendation is made to the Town Manager, it will also be shared with the Town Council.

**ITEM:**

**5. Items for Discussion**

**A. General Government Budget for Fiscal Year 2020/2021 (Police Department, Emergency Management, Information Technology, and Capital Projects)**

**Police Department**

Mr. Maniscalco reviewed the submitted questions sent in, as well as the answer to each question:

1. On pg. 112, there is \$4,000 in overtime; please explained what this is for and whom the overtime is for.

There are two employees eligible for overtime in the Administrative Office, a Sergeant who serves as the Accreditation Manager, and our Office Administrator. While infrequent, there are times where they will work nights or weekends and must be compensated per union contract (The Chief and Deputy Chief are exempt employees).

2. There is a 0 for line item reimbursement, is this item somewhere else in the budget? If not, why does the Police Admin not get reimbursement for uniforms?

Uniforms for all sworn personnel are purchased via the Support Services uniform account; we no longer have a separate line item for the three sworn personnel in Administration.

3. In the narrative on pg. 116, it mentions that two vehicles were removed from the fleet and not removed yet in MUNIS they are line items for five new patrol vehicles and equipment to outfit them. Wouldn't this replace the two vehicles removed? How many vehicles are currently in the fleet? What is their average life expectancy? Why is it necessary to purchase five new vehicles this year? What does the department anticipate for new vehicles in the next few years?

We consult with the Town Fleet Manager about the viability of our vehicles and reasonableness of repair costs. This year we found it was cost-prohibitive to repair our last Ford Crown Victoria patrol vehicle and our GMC prisoner van/cargo van. We did not budget to replace these vehicles, instead focusing on the Patrol Fleet. Last year we only asked for two patrol vehicles and a new Animal Control truck to replace the 9-year old pickup.

Our initial request for five patrol vehicles and associated equipment was reduced to 4 vehicles. We will be replacing both Supervisor vehicles and two other high mileage patrol vehicles. Once a vehicle is removed as a primary line car, it moves into our spare fleet and is used for administrative assignments like our School Resource Officers, training, prisoner transport to court, and Community Policing.

**(Discussion Continued on Next Page)**

**ITEM:**

**5. Items for Discussion (Continued)**

*Police Department (Continued)*

We have about 42 vehicles between leased vehicles and purchased vehicles. This includes assigned vehicles for detectives, administration, animal control, traffic, and patrol. They range in model year 2005 up to 2019, and we work very hard to keep them in good condition, so they last.

Patrol cars are normally moved to the spare fleet by 100,000 miles and removed from the fleet once they become too costly to repair. Our vehicles idle due to the nature of police work, which creates engine and component wear. The individual cars in our patrol fleet have been 4,000 and 6,000 engine hours, with some spare cars at 11,000 to 14,000 hours. Ford estimates that one hour of engine idle is equivalent to 33 miles driven. The vehicles with 6,000 engine hours have an effective 198,000 miles of engine wear.

This is the cost of doing business in public safety. The mandates for carrying Narcan and other medical supplies require the vehicles to stay within a temperature range to assure drug efficacy. We continue to look for efficiencies in our fleet management while maintaining our emergency response times and safe, reliable vehicles for our staff.

4. On pg. 118, please explain the drastic drop in utilities from \$59,800 to \$36,700? What constitutes the decrease?

In the FY 19/20 budget, the line item for the CMED Fair Share Assessment (\$23,100) was erroneously budgeted for in two different accounts. In the preparation of FY 20/21, this oversight was noticed, and this line item was removed from the Utilities Account (#360), which accounts for the decrease. The expense is budgeted for in account #380.

5. (Delnicki) Following page 118, MUNIS page 50, fingerprint supplies \$1,000 are these for the LiveScan Unit or for traditional fingerprinting (i.e., ink and other traditional supplies)?

The LiveScan Unit is no longer under warranty; this account covers any service call, plus supplies to clean the reader, enhance subject ridge characteristics, blank fingerprint cards, printer toner, etc.

6. In the MUNIS report, there is a line item for six pieces of cardio equipment for \$7,000, are these additional pieces of equipment for replacement pieces? Are there grants that can assist in the purchase of these?

**(Discussion Continued on Next Page)**

**ITEM:**

**5. Items for Discussion (Continued)**

*Police Department (Continued)*

The Brian Asselton Fitness Center is used by Town employees as part of our Health & Wellness program. The oversight for the gym is shared by the Police Department and Clay Major. This budget request is for new/replacement weight equipment. The specific description of “cardio” equipment appears to be a holdover from the year(s) prior when cardio equipment was in need. The weight equipment to be purchased with this request will replace the universal machine that is over 25 years old and has begun to breakdown and is approaching a state of disrepair. To date, grant opportunities for this type of equipment have not been found. Grant opportunities seem to be limited and focused in areas of technology, prescription drug monitoring, violent crime reduction, and body cameras. In addition, we ask the Council to remember that the fitness center, although budgeted for and largely used by the Police Department, it is a benefit available to all Town employees.

7. MUNIS pg. 52 – Cellar Phones used as back up, \$1,000, how many phones? Who is the service provider? Please explain usage.

Verizon Wireless – every sworn officer plus Animal Control Officers, used for Lethality Assessment Program at domestic violence cases to connect victim with victim advocates. Also used for efficient communication with customers, courts, and Police Department staff on and off duty.

8. Seven hundred fifty washes, Mr. Sparkle - \$4,536 – monthly pass options? Russell Speeder Manchester Wash - \$3,700 – How many washes are included in this cost? Do we have a monthly pass for all vehicles? We are spending \$8,236 in car washes. How often do the cars go to the car wash? Is this for all Police Department vehicles (marked and unmarked)? In the MUNIS report there is a line item for \$7,500 for car washes, is this something that Public Works can handle? Vehicle Detailing - \$2,000 – What is this line item? What type of detailing?

The outside water faucet at headquarters was removed a few years ago at the direction of the Town due to a wastewater regulation. The Police vehicles need to be washed/rinsed regularly due to road salt, mud, bodily fluids and biohazards, dust, and even bird waste from nests in the cell phone tower located in our back lot. It is not practical to wait for Town Garage to be open weekdays to clean our fleet that must be ready 24 hours a day, seven days a week. We have a contract with our two local car washes to keep the fleet clean and decontaminated.

**(Discussion Continued on Next Page)**



**ITEM:**

**5. Items for Discussion (Continued)**

*Police Department (Continued)*

The last time we investigated the monthly pass option, it was not cost-effective for the entire fleet. The car wash line time is estimated, we are only charged if we go use the service, and the cost may be lower than budgeted. This is preventative maintenance for our emergency lights, sirens, cameras, and vehicle undercarriage components. This is for all cars, both marked and unmarked. This includes our leased fleet that must be returned with the paint in very good condition.

The vehicle detailing is done periodically for a deep clean of car, marked or unmarked, that has been soiled or heavily used. This may include arrestees vomiting, spitting, urinating, or defecating in the car, all of which occurred in the past year.

Answering questions from the Council, Chief Custer explained that the unmarked black Crown Victoria had been retired. The engine was getting ready to blow, and the Fleet Manager said it was too costly to repair. The vehicle will be sold at auction or traded-in. The prisoner van has also been retired due to the need for a lot of suspension work. This vehicle will also be sold at auction or traded-in. When the Police Department buys a police vehicle on State bid, the vehicles are essentially a stripped-down Ford Explorer, and then all the necessary equipment for police work is installed. When purchasing everything new, the \$30,000 vehicle becomes a \$50,000 vehicle. The Police Department is getting to the point with Ford that there is enough of the old equipment that can be transported to the new vehicles, so there will be some savings moving forward.

Chief Custer then explained that the Police Department should be fully staffed in May. He also explained that the fencing in the back of the Police Department was approved in last year's budget, but after the initial approval, it was found to be more expensive than anticipated. This item will be coming up in the Capital Projects Budget. The increase of \$3,000 in line item 374 is for the International of Chief Police Convention.

Chief Custer informed the Council that in order for the Police Department to get a monthly pass for the car wash, a credit card has to be placed on file that can be billed which is not within our Town policy, but he would look further into this to see if there is way to make it work and see if there is an opportunity for savings.

*Emergency Management*

Mr. Maniscalco reviewed the submitted questions sent in, as well as the answer to each question:

**(Discussion Continued on Next Page)**

**ITEM:**

**5. Items for Discussion (Continued)**

**Emergency Management (Continued)**

1. On pg. 121, there is mention of translator services, and then what appears to be the line item for same in the MUNIS report for interpreter services, can you please advise what these services are?

The Town has entered into an agreement with Interpreters and Translators, Inc. of Glastonbury; a State-approved contract provider. This company provides phone or in-person translation services to all Town Departments and first responders 24 hours a day. The company will also translate documents and postings for each Town department.

2. Additionally, there is a decrease of \$13,000 in operating materials, have certain items been removed completely from this line item, or was this item moved to the Fire Marshal's budget?

Some of the funds we moved when the budget was broken down from 5 to 13 line items. The budget also reflects a reduction from the proposed \$39,985 from the department to \$19,985 proposed by the Town Manager, and no operating funds proposed from EM is in the FM budget.

3. (Pg. 121) Would it be possible to get an explanation and overview of the Fire Inspector/Emergency Management Coordinator? In 2018/2019, it was a .5 FTE, funded at \$43,980 as part-time wages. In 2019/2020, it was 0 FTE, funded at \$14,500 as part-time wages. Now it is proposed for 2020/2021 as a .5 FTE, with 0 funded in part-time wages. Has this cost been accounted for elsewhere, or how is this being accounted for? On pg. 122, there is now a \$0.00 amount for part-time wages, can you please advise if this is due to the position being moved to underneath the Fire Marshal's budget? If not, what explains the \$0.00 now?

The Fire Inspector/EM Coordinator is a full-time position with duties assigned at .5 FTE to the Fire Marshal Office and .5 FTE assigned to the Emergency Management. The position tracked in the budget under the Fire Marshal budget as a 1.0 FTE with a salary of \$62,500.

4. (On page 121) Fees and Membership has decreased significantly compared to past years. 2018/2019 \$17,950, 2019/2020 \$14,200, 2020/2021 \$500. What is the reason for this change? Does this correlate to FTE? Were the subsequent line items previously under Fees and Membership and have now been broken down more appropriately?

**(Discussion Continued on Next Page)**

**ITEM:**

**5. Items for Discussion (Continued)**

**Emergency Management (Continued)**

As you can see in this year's budget proposal, the Emergency Management was broken down from 5 line items to 13 line items. This was done in an effort to better track expenses for various functions in the future budgets. The only membership fee expense is for the CT Emergency Management Association at \$500.

Answering questions from the Council, Mr. Summers explained that this year the Town broke down the budget to trackable expense items, and the only item found under fees and memberships was for the Connecticut Emergency Management Association in the amount of \$500.00. Under last year's budget, there were no items under fees and memberships, but under department equipment, there was \$14,200.

**Information Technology**

Mr. Maniscalco reviewed the submitted questions sent in, as well as the answer to each question:

1. On pg. 102 and the MUNIS report, can you please elaborate what the temporary line item is for?

This line item is used to pay the two IT interns we hire each year. Although it is called temporary in MUNIS, it really represents our part-time employee wages.

2. On pg. 102, can you please clarify what the drastic decrease in rental/lease is for?

Five years ago, we received guidance to enter into a lease for technology equipment due to reductions in the Town budget. These leases have ended, resulting in the decrease. We are pursuing other leasing and purchasing options as this particular lease had its challenges.

3. In the MUNIS report there is a line item for \$3,900 for Department Vehicle Lease, can you please advise the reason for a separate vehicle for IT versus the department making use of the GMC pool vehicles that were explained to the Council in last night's meeting?

Prior to the new leases, IT did use the Town Hall pooled vehicles. However, due to the unpredictability and urgent nature of computer problems, we found we were consuming a vehicle the entire time. When dispatched to a location, we do not know how long we will be on-site, which makes sharing a resource difficult and frustrating to all involved. We support eleven remote and three walkable locations in Town.

**(Discussion Continued on Next Page)**

**ITEM:**

**5. Items for Discussion (Continued)**

*Information Technology (Continued)*

4. Is there money budgeted for its attendance at all the other Board and Commission meetings that are now being broadcast from the Council Chambers? If so, what is the cost? If not, has there been a volunteer position set up to assist in broadcasting those meetings?

There is money budgeted in the G-Media Division for the filming of public meetings. However this budget can only support the filming of Town Council, Planning & Zoning, and Park & Recreation Commission. Under our current pandemic, we are doing our best to shift schedules and use management staff to film the required public meetings, but we are projected to exceed the budget.

5. (pg. 102) The amount for Rental and Leases was \$26,195/\$30,980 from previous budgets, respectively has decreased to \$2,300. What is the reason for that decrease? Was the higher amount previously related to Department Vehicle Lease as well or something else? Was the difference picked up elsewhere in the budget?

I think we can delete this one as it was asked and answered in question two (2) above.

6. Temporary - \$25,364. What is this line item?

I think we can delete this one as it was asked and answered in question one (1) above.

7. Professional – Car Allowance - \$9,000. Please explain this line item, is this the allowance for the IT/Assistant Town Manager?

Yes, this is the same car allowance that is also provided to the HR/Assistant Town Manager.

8. Rental and Leases – Department Vehicle Lease - \$3,900? Why does IT have a separate vehicle lease from Central Services? Is this vehicle for IT personnel only? Why not have personnel use personal vehicle and use reimbursement rate per mile?

I think we can delete this one as it was asked and answered in question three (3) above.

**(Discussion Continued on Next Page)**

**ITEM:**

**5. Items for Discussion (Continued)**

*Information Technology (Continued)*

Mr. Roberts explained to the Council that everything that is being purchased to work remotely is being put into Crisis Tracker. Any costs associated with night meetings are also being put into Crisis Tracker.

Mr. Maniscalco explained that the IT Department has the use of a Town vehicle which is only used by IT and does not have employees use their personal vehicles and get reimbursed because if the employee were in an accident, CIRMA would not cover the accident, and the Town could be liable. Mr. Roberts added that the IT Department serves three other Towns, and during this process, there is equipment that may have to be moved. Some of the equipment is large, and therefore, an SUV is needed. While moving this equipment damage could be sustained to the vehicle.

Answering further questions, Mr. Maniscalco stated that as the Town collects the fee from other Towns that are served by South Windsor, those funds can be put under leases in the IT budget.

Mr. Roberts informed the Council that the part-time employees could work up to 22.5 hours but do not get any benefits.

*Capital Projects*

Mr. Maniscalco reviewed the submitted questions sent in, as well as the answer to each question:

1. Is there currently money in the capital projects fund? If so, how much?

Yes, the Capital Projects Budget is proposed at \$2,784,143.

2. The only line item on the MUNIS report is for Heath Pumps/Cooling Tower, are there no other capital projects in the 2020/2021 year?

This was a place holder in the budget document until the Capital Project Budget is approved by the Town Council. We will be presenting the proposed project list tonight during the meeting. There is a total of twenty-three (23) projects being proposed.

**(Discussion Continued on Next Page)**

**ITEM:**

**5. Items for Discussion (Continued)**

*Capital Projects (Continued)*

3. Was the Capital Projects Committee part of the discussion regarding the pump/tower being the only project?

Again, the pump/tower project is just a place holder. The Capital Projects Committee has reviewed and vetted all twenty-three (23) projects.

Town staff and Board of Education staff presented each Capital Project, as shown in attached **Exhibit A**.

Mayor Paterna informed the Council that the Capital Projects Committee reviewed a list with \$40,000,000 of projects. and the list has been broken down to the projects presented in the amount of \$2,700,000.

Questions from Council members were answered as follows:

- Mr. Maniscalco explained that the engineering studies are not always \$50,000, but that seems to be the range that they fall within. A lot of the projects are complex that the Town is looking to accomplish. and experts are needed to review these projects to come up with a cost for these projects.
- Mr. Summers explained that the communications tower at VMP had not been started. The \$125,000 will start the site plan drawings and the permitting through the Planning & Zoning and State agencies. There have not been any engineering drawings or civil drawings done yet. The cell tower is proposed for approximately the same location as a previously proposed cell tower that SBA had. It is necessary, and it will cover the whole south end of Town and improve communications immensely. The Town has been advised not to go on any other tower and does not want to be on a tower that the Town is not in control of
- Mr. Peck stated that all of the fire alarms systems (control panela) in all of the buildings are obsolete equipment, so there is no resale value or salvage.
- Mayor Paterna concurred with Councilor Maneeley's statement that the Town Council approves a certain amount for the Capital Projects budget, and the Capital Project Committee decides which projects these funds would go towards.
- Mr. Gantick explained that the Town could not get replacement parts for the phone system, and there are a lot of complaints regarding the system. Mr. Maniscalco added that there is a conduit that goes from the top floor to the bottom floor with the wiring. Additional wiring and conduit are needed to do a new phone system.
- Mr. Gantick stated that the cost for the Town Hall elevator would be more than the Library elevator because there is a lot of structural work that needs to get done. The project will take approximately 36 weeks. The engineering has been complete in the current fiscal year.

**(Discussions Continued on Next Page)**

**ITEM:**

**5. Items for Discussion (Continued)**

*Capital Projects (Continued)*

- Mr. Peck explained that each of the fire stations is backed up by a generator, so each station has a generator and an automatic transfer switch. The Fire Headquarters switchgear has failed and needs to be replaced. The Fire Department has a generator maintenance program. Each year they are tested by a generator company, and there are also periodic weekly startups.
- Mr. Favreau stated that the funds gained from the rental of the Wenger Snowmobile, Mobile Performance Unit could go back to the Capital Projects Fund.
- Mr. Roberts explained that there are no fiber optics going to Company 2. That will be approximately two years from now.
- Chief Custer stated that the new portable radios are needed because they are old. There are a lot of channels that are required because the South Windsor Police Department does a lot of mutual aid. The Police Department uses State bids or Western State Government Alliance.
- Mr. Walters explained that the four fire alarm systems have been on the Capital Projects list for a few years. This should update most fire alarms. The Town is trying to get into a cycle for replacement of the fire alarms.
- Mr. Gantick explained that the Town would be adding approximately 20 security cameras on the outside of a number of buildings. Also, cameras will be added to the inside of some of the buildings like Town Hall. This is an ongoing project to secure Town buildings.
- Mr. Peck stated that fire alarms and smoke detectors at both Fire Headquarters and Company 2 are outdated.
- Mr. Doolittle explained that the total for all of the phases for the Buckland Road Traffic Signal Upgrades would be over \$500,000. There will be more than two phases, but it has not been determined yet. The first phase will consist of video detection in all of the lights that do not have them.
- Mr. Favreau stated that a lot of the work would be done in-house for the Nevers Park Pavilion Roadway re-paving.
- Mr. Maniscalco explained that the current money in Capital Projects is assigned to existing projects that are ongoing. The excess funds from completed projects are put into other projects or put back into Capital Non-Recurring. The increase is 1% automatically and 5% of new revenues.

**6. Executive Session**

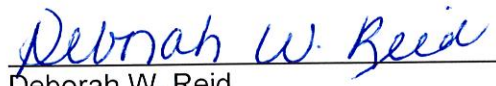
None

**ITEM:**

**7. Adjournment**

At 8:54 p.m., Councilor Maneeley made a motion to adjourn the Special Budget Work Session. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

Respectfully submitted,

  
\_\_\_\_\_  
Deborah W. Reid  
Recording Secretary



# Capital Projects Requests *Trends and Needs for Today and Tomorrow*



## CIP Executive Summary

- ▶ Proposed Budget \$2,784,143 dollars
  - ▶ Increase of \$142,522 dollars or 5.4% increase
- ▶ Twenty-Three Projects - Vetted by Committee
  - ▶ Education (2)
  - ▶ Culture & Recreation (5)
  - ▶ General Government (3)
  - ▶ Public Safety (8)
  - ▶ Public Works (5)
- ▶ Town / BOE Staff are prepared to present their projects in the slides to follow.





## Capital Projects Requests *Board of Education*

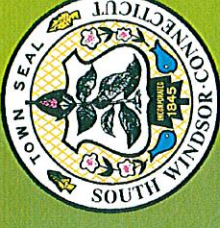
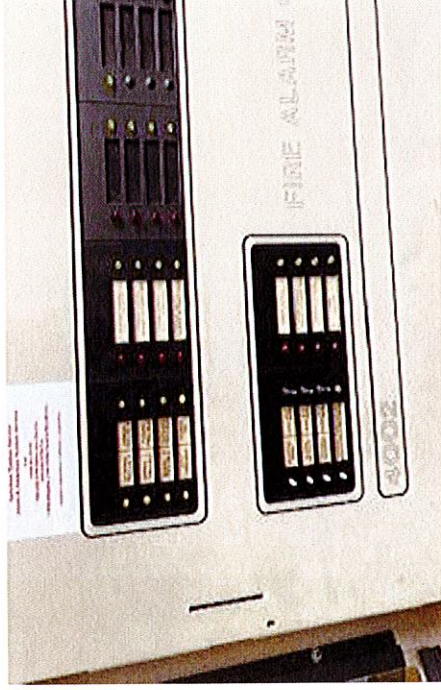
- ▶ Replacement of Masonry Band at South Windsor High School
  - ▶ The masonry band on the exterior walls has deteriorated due to water intrusion and will be replaced with corrected flashing and caulking to prevent further deterioration.
  - ▶ Phase two of two year funding
  - ▶ CIP Request \$876,000





## Capital Projects Requests *Board of Education*

- ▲ Upgrade of Fire Alarm Systems at Ellsworth and Old Orchard Hill School @ 350 Foster Street
- ▲ Last phase of upgrades to fire alarm systems including addressable panels to meet current Life Safety Codes (NFPA72)
- ▲ CIP Request \$108,000



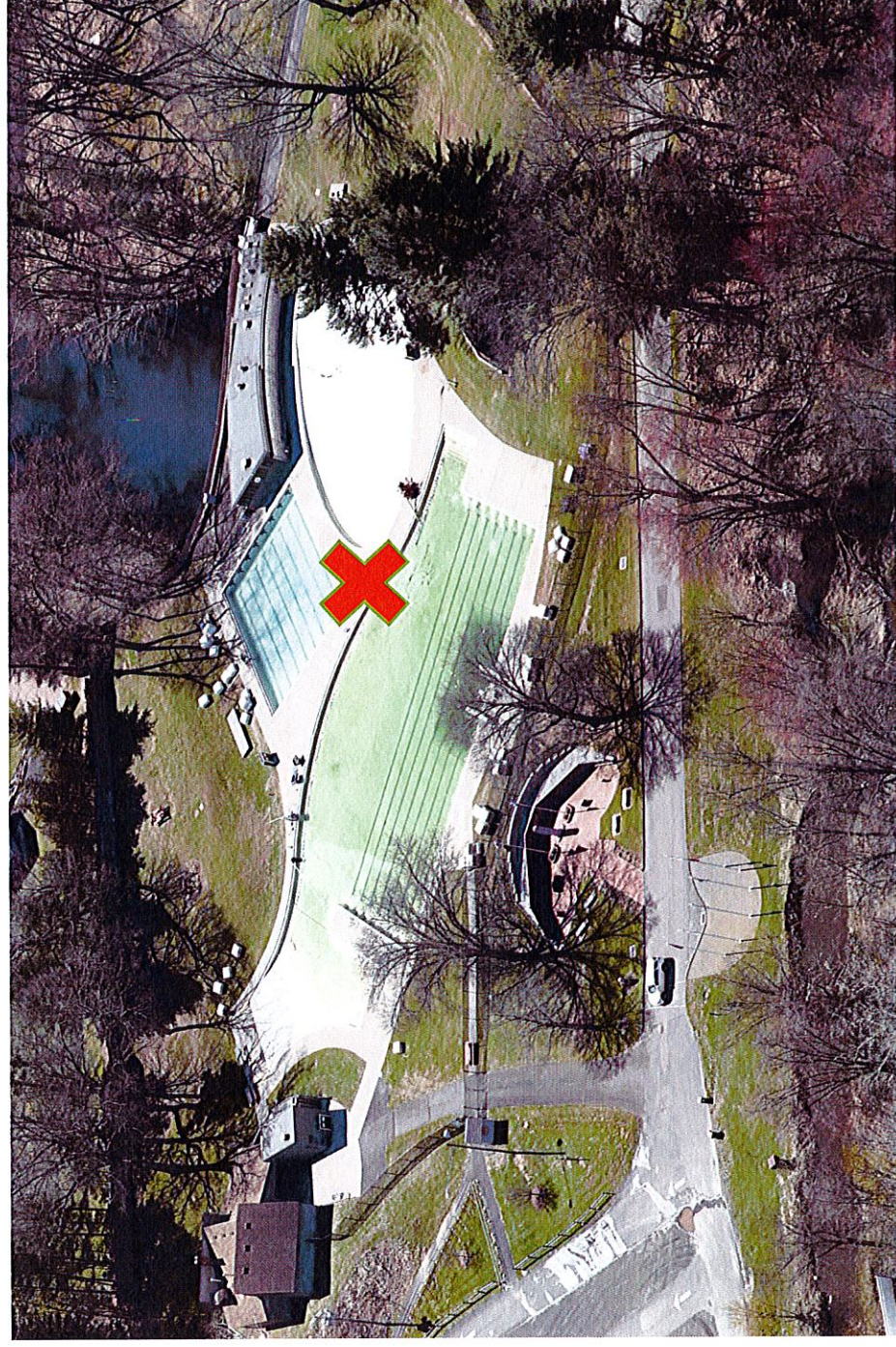
## Capital Projects Requests *Parks & Recreation*

- VMP Design/Engineering - \$50,000
  - SHOWMOBILE, mobile performance unit - \$165,000
  - Park & Recreation Master Plan Implementation - \$200,000
    - Cross Town Trail Design: 6.2 miles-Eversource Power Corridor - \$35,000 (20% grant match)
    - Walk & Wheel Way Subdivision Connectors - \$15,000
    - Nevers Park Pavilion Roadway re-paving - \$150,000
  - Wapping Tennis Courts Design/Engineering - \$50,000
  - Storage Building - \$300,000
- Total: \$765,000



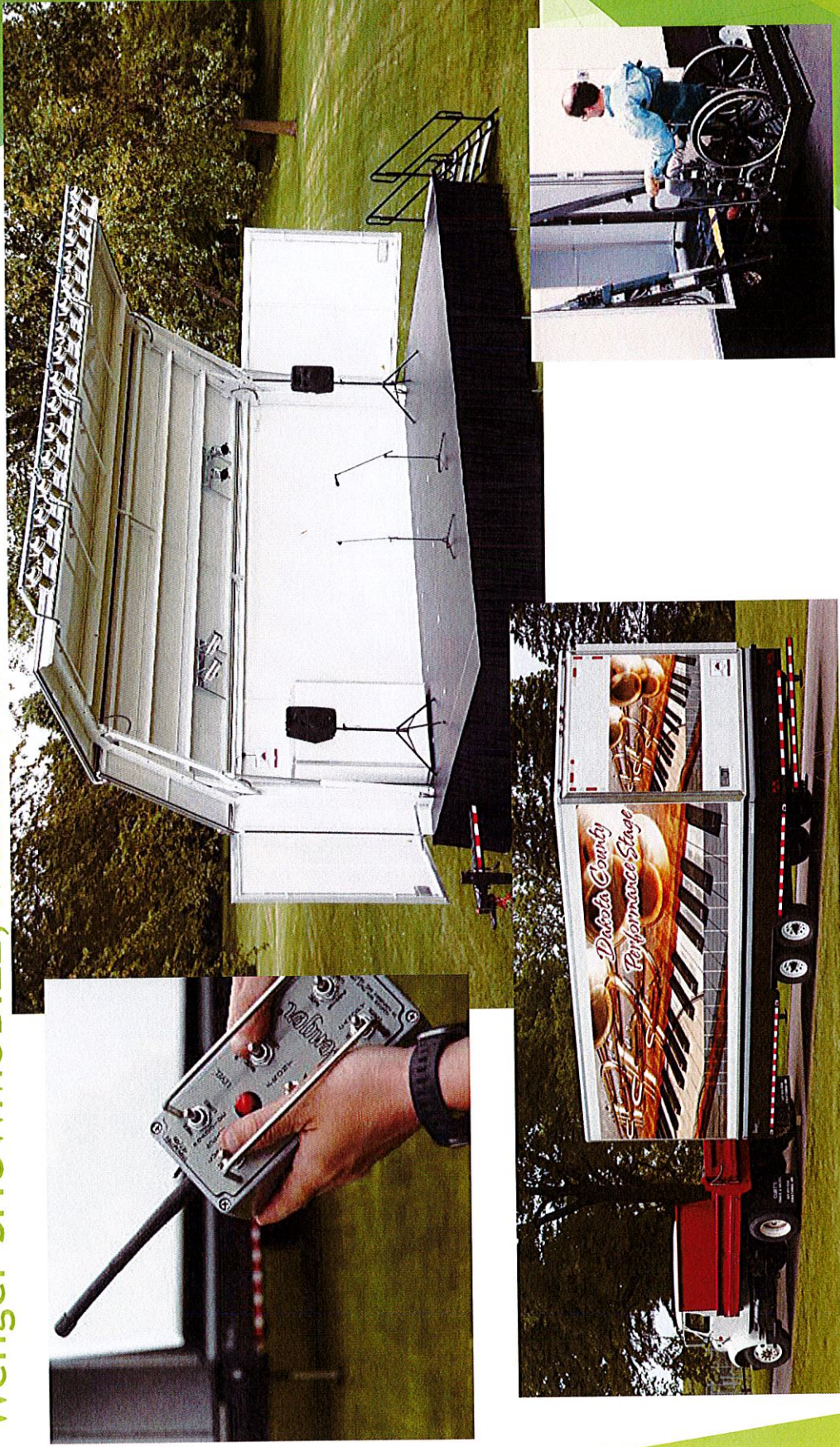


## Veterans Memorial Park Pool Design/Engineering



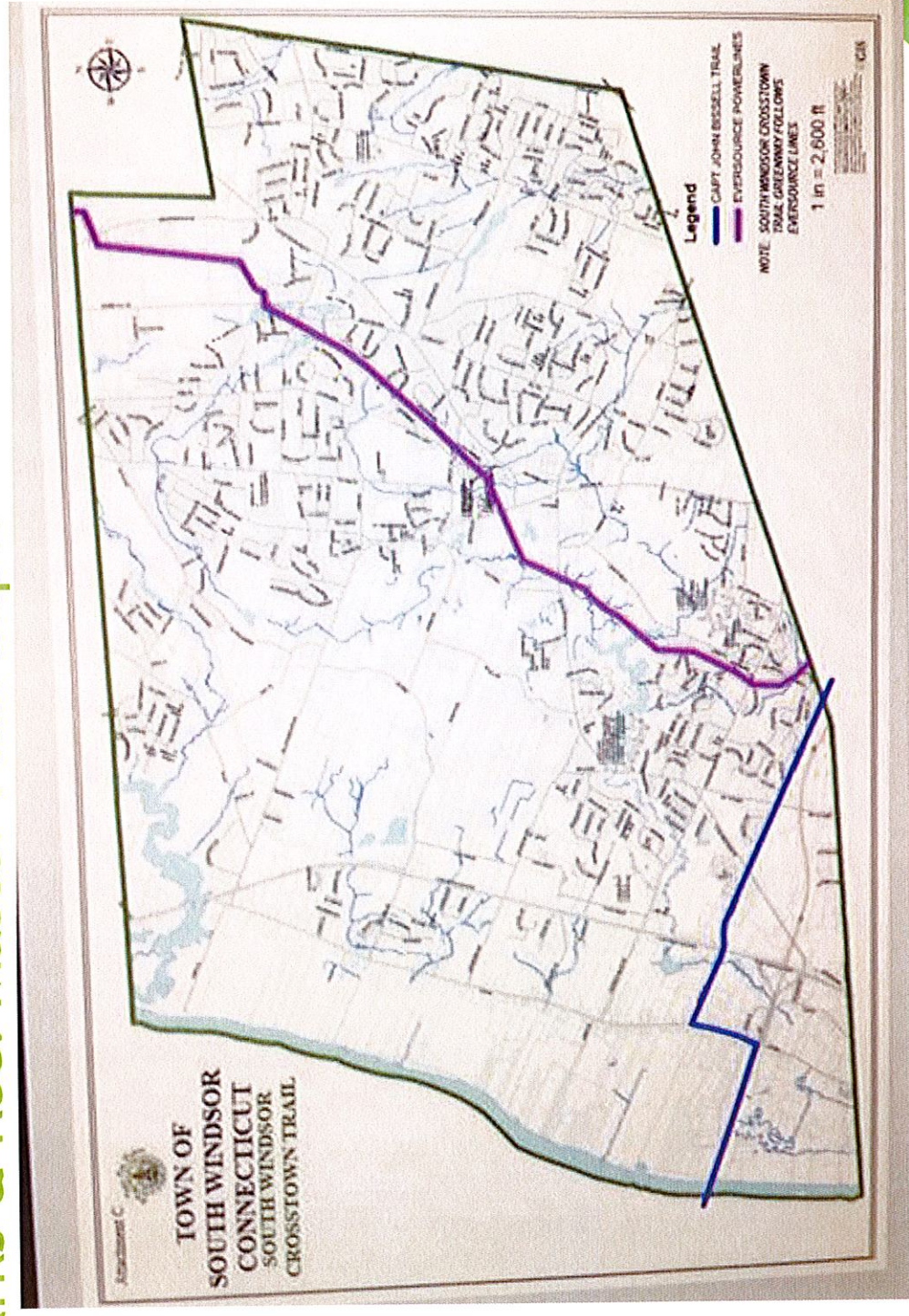


# Wenger SHOWMOBILE, Mobile Performance Unit





# Parks & Rec. Master Plan Implementation - Cross-Town Trail





# Parks & Rec. Master Plan Implementation - Walk & Wheel Ways

## Sub-Division Connectors

Autumn Drive to Tallwood Drive

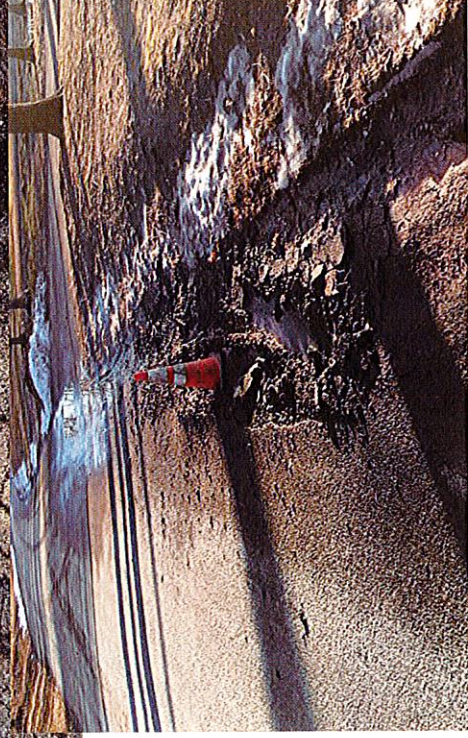
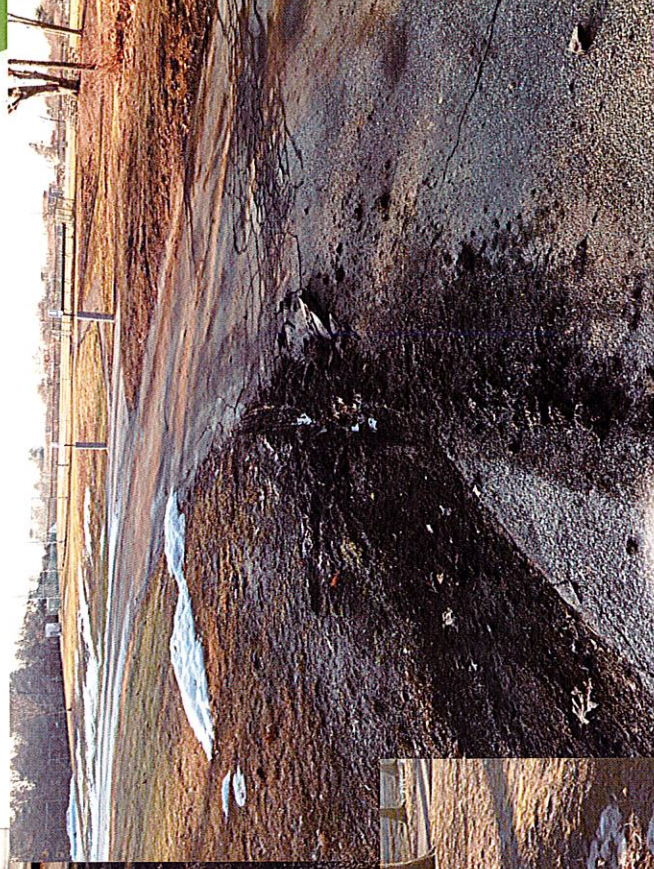


Windshire Drive to Nevers Park Trail



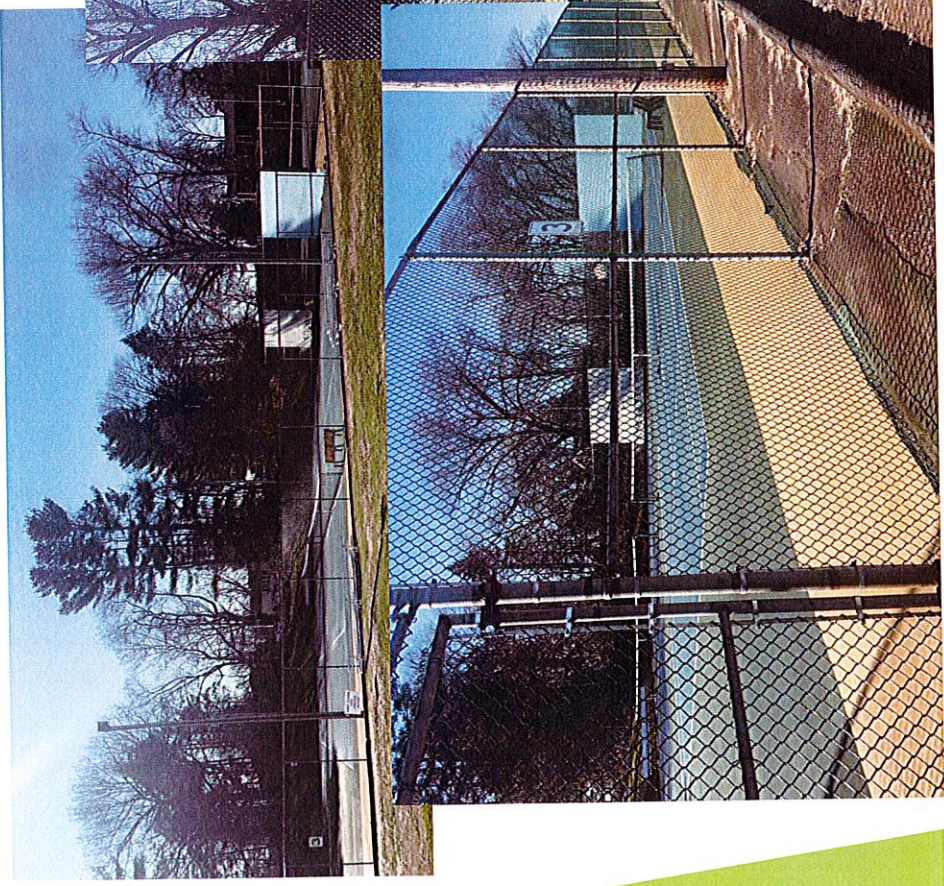


# Parks & Rec. Master Plan Implementation - Nevers Park Roadway



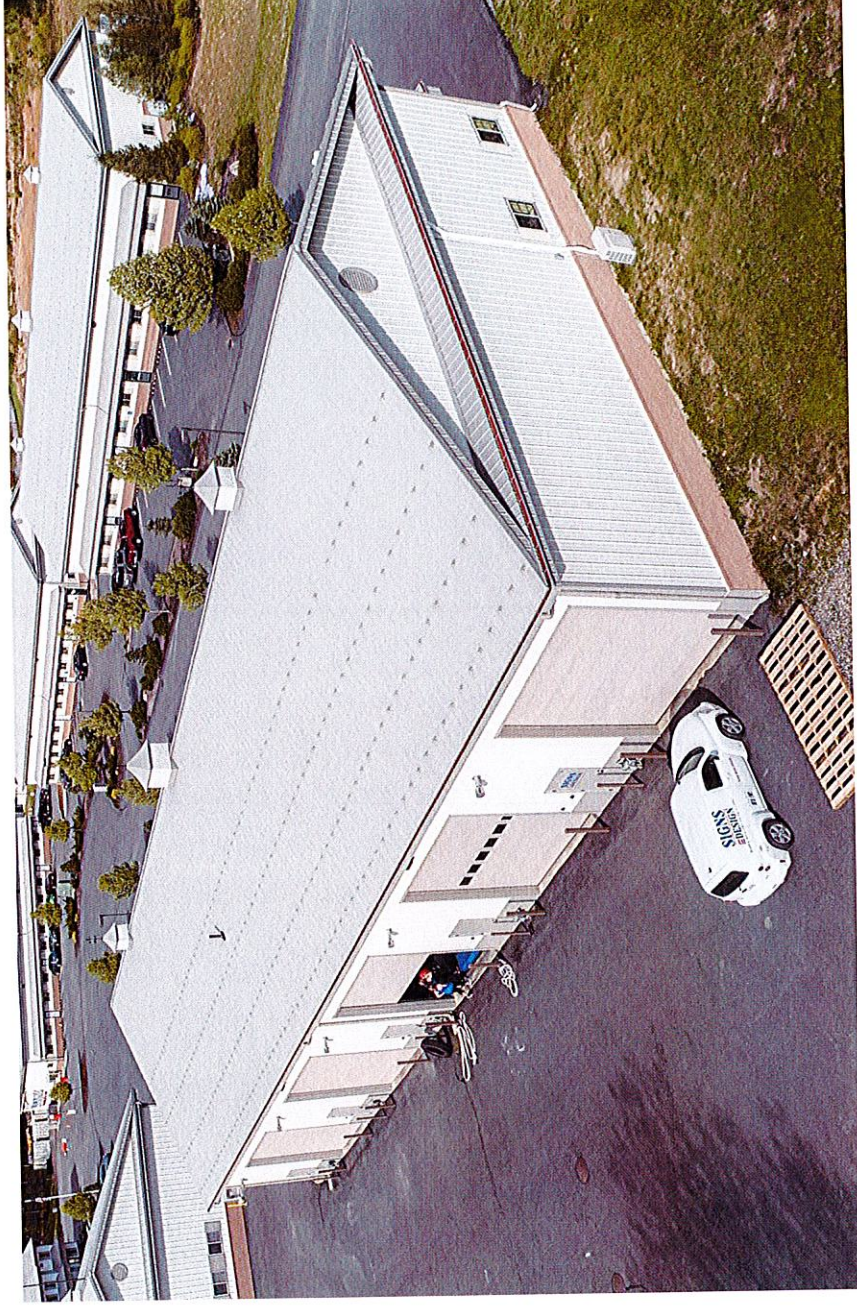


# Wapping Tennis Courts Design/Engineering





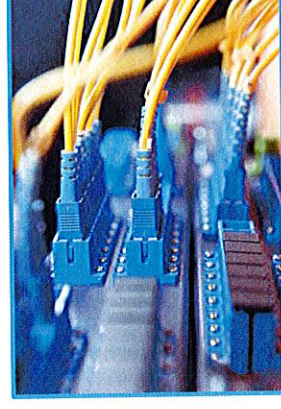
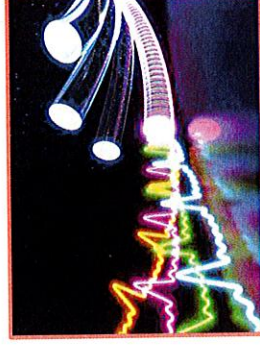
## Storage Building





## Capital Projects Requests *Information Technology*

- ▶ Fiber Communication Network
  - ▶ Build Wapping House to Fire HQ
  - ▶ Build Community Center to Eli Terry School
    - ▶ Support Fire Department
      - ▶ Radio Communication
      - ▶ Network and Internet Access
- ▶ Useful Life 20 years
- ▶ Project Cost \$200,000



## 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.





## Capital Projects Requests Assessors Office

- ▶ Town Wide Revaluation - October 1, 2022
  - ▶ State Mandated Five year cycle (last one was 2017)
  - ▶ Update of mass appraisal model to current market data
  - ▶ Data verification and field review of 11,208 parcels
    - ▶ Implementation brings property values in line with current market in South Windsor, inspections of 50% of parcels
    - ▶ Basis of the real property grand list, required to receive ECS funding from the State
    - ▶ Upgrade of current appraisal software
  - ▶ Project to begin July 2020 and be completed October 1, 2022
  - ▶ Project Cost \$350,000 (estimate, RFP to be issued May 2020)



## Capital Projects Requests *Police Department*

- ▶ Security Enhancement to Police Headquarters
- ▶ Secure Critical Assets
  - ▶ Perimeter Fence
  - ▶ Security Cameras
  - ▶ Seized Vehicle Storage
  - ▶ Electronic Gates
- ▶ Useful Life 20 years
- ▶ Project Cost \$55,000





## Capital Projects Requests Police Department

### *Communications Upgrade-Portable Radios* (Replacement Program)

- Current 10-year old radios at end-of-life
  - No longer making spare parts
  - Need to replace 61 portable radios
    - New radios are milspec, upgraded security features
    - New model expected to have 10-15 year lifespan
    - Per unit cost = approx. \$3385
- Project Cost \$206,000



## Capital Projects Requests *Public Buildings*

- ▶ Replace Phone System at Town Hall
  - ▶ Current phone system is no longer supported by the manufacturer
  - ▶ Phone system has no redundancy or IP capabilities like Community Center and Police Departments newer phone systems
  - ▶ New phone system is networkable meaning redundancy can be built into it
  - ▶ New phone system uses direct inward dialing (DID) meaning everyone with a phone will have their own phone number.
  - ▶ Project Cost \$130,000

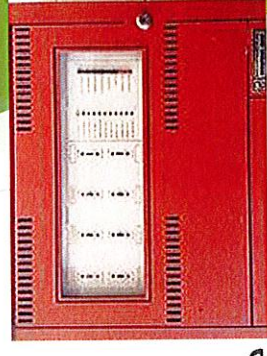




## Capital Projects Requests

### *Public Buildings*

- ▶ Fire Alarm Replacements Community Center and Police Department
  - ▶ Remove and replace two obsolete Fire Alarm Systems
  - ▶ New Fire alarm systems to meet current fire code
  - ▶ Useful Life 20 years
  - ▶ Project Cost \$100,000



## Capital Projects Requests

### *Public Buildings*

- ▶ ADA Engineering Study
  - ▶ A/E Firm to complete an evaluation of all public buildings for compliance with current ADA Laws
  - ▶ A/E firm to provide design and engineering services related to current public building deficiencies.
  - ▶ Project Cost \$50,000

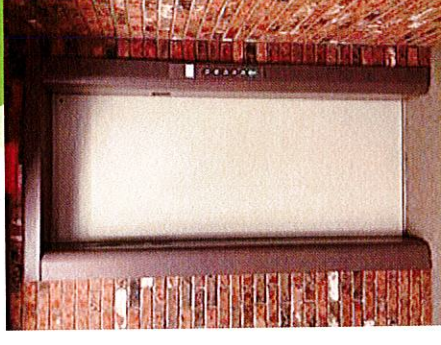




## Capital Projects Requests

### *Public Buildings*

- ▶ Town Hall Elevator Replacement
  - ▶ Complete removal and replacement of the original 52 year old hydraulic elevator. The new elevator would be larger and would meet both current building code and ADA requirements.
  - ▶ Project Cost \$450,000



Priority 1

## Capital Projects Requests

### *Public Buildings*

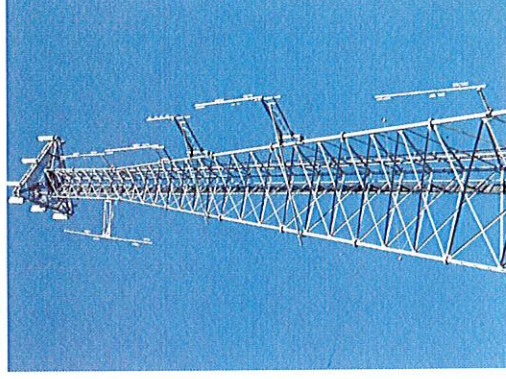
- ▶ Public Buildings Door and Security Upgrades
  - ▶ Installation of Interior and Exterior Cameras Provides Video Surveillance 24/7
  - ▶ Replaces Doors, Locksets and Hardware Providing a Means to Secure Facilities During a Lockdown Event
  - ▶ Useful Life 20 years
  - ▶ Project Cost \$100,000





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

- ▶ Upgrade Emergency Communication Infrastructure
  - ▶ Preliminary work on new communication tower at VMP
    - ▶ Civil engineering
    - ▶ Drawings
    - ▶ Permitting through Town/State Agencies
- ▶ Project Cost \$125,000



# Capital Projects Requests *Fire Department*



## ► Upgrade Fire Department Building Security

- Phase 1 of a 3 phase project
- Upgrade safety and security in line with other town buildings
  - Electronic FOB access
  - Year 1: Controllor and main entry doors
  - Year 2: Additional doors and re-core locks
  - Year 3: Completion of doors
  - System compatible with existing town buildings

► Project Cost \$60,000



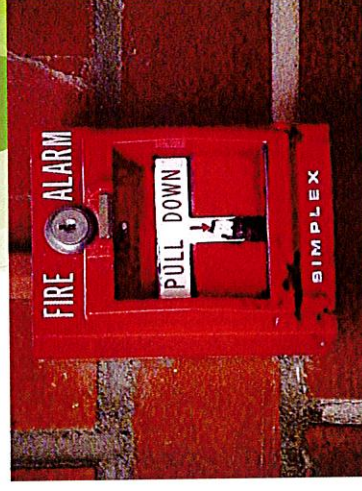


# Capital Projects Requests

## Fire Department

### ► Upgrade Fire Department Building Fire Alarm System Station 1 & 2

- Fire Headquarters fire alarm
  - Equipment original to the building, 1977
  - New equipment to meet current codes
  - Increased protection of building and contents
- Fire Station #2 fire alarm
  - Equipment original to the building, 1958
  - New equipment to meet current codes
  - Increased protection of building and contents
- Project Cost \$100,000

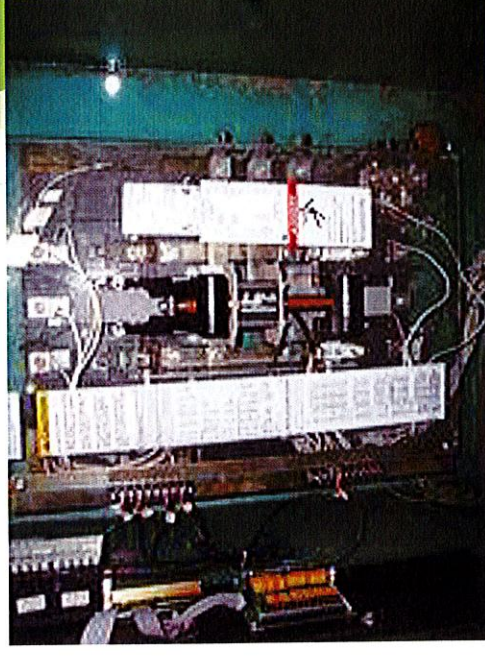


## Capital Projects Requests *Fire Department*



### ► Replace Fire Department Generator and Switchgear

- Existing equipment from 1982
- Automatic transfer switch (ATS) failed in January
- Generator parts are unavailable
- Project Cost \$150,000





## Capital Projects Requests

### *Public Works*

- ▶ GIS Projects
  - ▶ GIS Firm to complete GIS inventory and mapping projects for Town Stormwater Drainage System so we meet the requirements of the CT DEEP Municipal Stormwater Permit
  - ▶ GIS firm to complete Town Easement layer and other GIS updates and projects
  - ▶ Estimated project costs \$50,000



# Capital Projects Requests

## *Public Works*



- ▲ Buckland Road Traffic Signal Upgrades
  - ▲ The 5 Town owned Traffic signals and equipment on Buckland Road were installed in 2002 and 2004. This equipment is starting to have problems due to its age. Many vehicle detection loops in the pavement are not working which leads to false calls. The signal controllers are reaching the end of their useful life. Also, the signals are not currently connected to work together.
  - ▲ This system is proposed to be upgraded with video vehicle detection cameras at all intersections, new controllers and communications between signals so they can be coordinated and work together. This will bring the signals up to current standards and allow them to perform better for many years.
  - ▲ This is phase 1 of a multi phase project over several years.
  - ▲ Estimated Useful Life 15 years
  - ▲ Estimated Project Cost Phase 1A - \$100,000



## Capital Projects Requests

### *Public Works*

- ▶ Town Road Repairs
  - ▶ There is a long list of Town Roads in need of repair and repaving due to aging pavement that has extensive cracks and is broken up allowing water to get into the base and deteriorate roads
  - ▶ \$80,700 will pay for milling and paving 2 inches on about 1100 feet of roadway similar to Jonathan La, Parkview Dr, Perrin La, Sharon Dr, or Windy Hill Dr
  - ▶ It would pay to chip seal about 5000 feet of roadway
  - ▶ It would pay for about 500 feet of drainage pipe with 4 catch basins and some underdrain pipe

