

**TOWN COUNCIL
TOWN OF SOUTH WINDSOR**

Minutes

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April 22, 2021

**TOWN COUNCIL – SPECIAL MEETING
VIRTUAL MEETING**

1. Call Meeting to Order

Mayor Paterna called the Regular Meeting to order at 7:02 p.m.

2. Roll Call

Members Present: Mayor Andrew Paterna
Deputy Mayor Liz Pendleton
Councilor Mary Justine Hockenberry
Councilor Philp Koboski
Councilor Cesar Lopez (arrived 7:15 p.m.)
Councilor Karen Lydecker
Councilor Lisa Maneeley
Councilor Janice Snyder

Members Absent: Councilor Erica Evans

Others Present: Michael Maniscalco, Town Manager
Scott Roberts, Asst. Town Manager/CIO/Emergency Mgmt.

Others Absent: Vanessa Perry, Asst. Town Manager/Director of H.R.

After Roll Call was complete, Councilor Maneeley apologized to anyone she may have offended by her comments at the April 19, 2021, Town Council Meeting. She explained that she wholeheartedly supports the Town Manager and Town staff, who have done everything above and beyond their duties to ensure the safety of staff and residents during the pandemic. Councilor Maneeley stated that she promises to keep her comments more level-headed and on point.

3 Public Input

None

4. Communications

Town Manager Maniscalco thanked Councilor Maneeley for her kind words.

Town Manager Maniscalco explained to the Council that the State of Connecticut Appropriations Committee reduced the Education Cost Sharing Grant designated to South Windsor by \$278,000. South Windsor had budgeted \$11,130,069 as a

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ITEM:

4. Communications

revenue. The Town will have to provide the CREC Magnet School with their share of the Education Cost Sharing Funding. Based on last year's numbers, there could be approximately \$590,000 out of the \$11,408,078 that was approved by the Appropriations Committee that will need to go directly to CREC. The number could change and still has to go to the full Legislature to be voted on. Town Manager Maniscalco stated he wanted to give the Council notice of this revenue that may change and encouraged Council members to reach out to the Town's representatives.

Answering questions from the Council, Town Manager Maniscalco explained that he feels the Town and Board of Education should work jointly on figuring out how to fund this possible deficit in the budget. He also stated that he believes South Windsor is receiving one of the larger cuts while some communities are receiving an increase. Town Manager Maniscalco stated that the State decides on funding through a formula, and he believes one of the larger factors is social economics within the community.

5. Special New Business

A. Discussion Item: Human Services Budget

Administration

Town Manager Maniscalco reported that the department request was \$118,066, a decrease of \$19,799.

Mrs. Andrea Cofrancesco explained that in last year's budget, there were funds that needed to be put into the budget to cover costs for a family in Town that needed hotel accommodations for an extended period of time. Town Manager Maniscalco informed the Council that it is a mandate that the Town provide these accommodations.

Mayor Paterna thanked Human Services for all of the programs they have held during COVID-19.

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ITEM:

5. A. (Continued)

Youth and Family Services Division

Town Manager Maniscalco reported that the department request was \$336,163, which is an increase of \$8,148.

Answering questions from the Council, Mrs. Langevin explained that the department gets an annual grant through DCF and DEMIS. If the department did not receive these grants, depending on which grant was not funded, positions or programming would be impacted. Mrs. Langevin informed the Council that she is the Eastern Chapter Representative for the Connecticut Youth Service Association. That association has a lobbyist who is involved in working closely with our legislators and board.

Adult and Senior Services Division

Town Manager Maniscalco reported that the department request was \$427,350, a decrease of \$4,190.

Town Manager Maniscalco explained to the Council that there is a salary increase in this budget. Last year the budget amount was for a 53 week pay period, this year there is a 52 week pay period, and therefore, there is a decrease of \$4,190 in this budget.

Adult and Senior Services Transportation

Town Manager Maniscalco reported that the department request was \$133,069, an increase of \$21,680.

Mrs. Cofrancesco explained to the Council that every other year the department applies for a bus grant. If the Town receives the grant, the department has to fund 20% of the bus. If the Town does not get the grant, those funds will not be needed. All buses are ADA accessible, and if the Town receives the grant for a bus, an older bus will be retired.

Council Snyder informed the public that if the Town receives the grant, the Town would only pay \$13,436 for a bus that costs \$65,000.

Town Manager Maniscalco explained that the lease payment for a mini-van for the department would be \$10,000, and \$15,000 would cover the bus.

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ITEM:

5. A. (Continued)

Sheltered Workshops

Mrs. Andrea Cofrancesco explained that the Human Services Department makes donations to agencies that support South Windsor residents for items that the department does not do, such as working with individuals with developmental disabilities. The increase will cover the rise in the fees that are collected from the various agencies.

Mayor Paterna informed the Council that this is for job placement as well for some of our residents. Mrs. Cofrancesco stated that the Town also provides transportation.

Visiting Nurse and Community Care, Inc.

Town Manager Maniscalco reported that this budget is a grant to another agency. There has been no increase, and the budget will remain at \$7,500.

B. Discussion Item: Health Department's Budget

Town Manager Maniscalco reported that the department request was \$208,757, an increase of \$13,291.

Town Manager Maniscalco explained to the Council that the State of Connecticut requires the Town to have a Health Director. That Health Director has to have a Master's Degree in Public Health. Mrs. Oatis will have her Master's in Public Health in May and will be taking over that position which has been covered by someone on a contractual basis.

There are 3 FTE positions (Contact Tracers) covered through a two-year grant and will be taken off of the final budget.

Mayor Paterna thanked the Health Department employees for the work they have done with the COVID-19 pandemic.

Mrs. Oatis informed the Council that in the Health Department's budget, the department is finishing out a lease and purchasing the vehicle.

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5. New Business (Continued)

C. Discussion Item: South Windsor Public Library's Budget

Town Manager Maniscalco reported that the department request was \$1,211,896, an increase of \$8,840.

Mrs. Carol Stroud, Chairperson, Library Board, explained that the increase to the budget is in professional services and is due to items such as Library Consortium, Connect, and databases that are used by the Library. There is one database, Hoopla, which the Library has to pay according to how many people use it. Due to the pandemic, there is a lot of extra use, and it is felt that will continue next year.

Mrs. Patricia Perry, Director of Finance, informed the Council that there are copiers under rentals and leases.

D. Discussion Item: Park & Recreation Department's Budget

Administration

Town Manager Maniscalco reported that the department budget request was \$707,499, and he approved a budget of \$701,806.

Answering questions from the Council, Ms. Keays explained that the increase in the budget was due to promotions made within the department. The increase of \$1,920 in utilities is for the fee to Cox for internet for the year. Mr. Roberts stated that he does not feel this internet service is needed because Wi-Fi units were recently put in to broadcast the signal throughout the building. The internet service comes from the Connecticut Education Network. Town Manager Maniscalco stated that Mr. Roberts would look into this, and if possible, the Town can eliminate the cost to Cox Communications.

Answering further questions, Ms. Keays explained that the pandemic had a significant effect on the Special Revenue Fund because not as many programs were offered, and there was limited capacity. Once programs begin to run again at capacity, it is hopeful to offset some of the revenue lost in the prior year. The Parks & Recreation Department will not be attempting to raise the program costs at this time.

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ITEM:

5. D. (Continued)

Mrs. Patricia Perry, Director of Finance, informed the Council that through the end of March, revenues were approximately \$600,000, and expenditures were \$900,000. The Town is proposing that some of the American Rescue Funds be used to make up some of the revenue loss.

Parks & Grounds

Town Manager Maniscalco reported that the department budget request was \$1,702,116, and he approved a budget of \$1,689,169.

Mr. Caldwell explained that the Parks Department maintains 305 acres of Town property. There are 12 full-time employees and a Parks Manager. In the summer, the Town hires two part-time employees and one part-time groundskeeper. The summer time help works approximately 20 hours per week.

Mr. Caldwell informed the Council that each year there is a request for one or two Maintainers.

Answering further questions, Mr. Caldwell stated that he feels the new schools will be a continual challenge for the Parks Department due to the architectural designs. With the proposed additions of deck hockey and pickleball at Rye Street, Mr. Caldwell stated that there would be added maintenance in that area, but it will not be horrible.

E. Discussion Item: Information Technology Department's Budget

Town Manager Maniscalco reported that the department request was \$1,152,622, an increase of \$50,233.

Answering questions from the Council, Mr. Roberts, Assistant Town Manager/CIO/Emergency Management, explained that the temporary account is set up to hire one or two interns per year. The IT Department typically works with South Windsor High School, Manchester Community College, and Central Connecticut University to get a couple of interns every summer. These positions work approximately 22 hours per week but can get more hours because the part-time workers are only with the Town for 16 to 18 weeks. This is a good way to scout talent for the Town.

(Discussions Continued on Next Page)

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5. D. (Continued)

Mr. Roberts informed the Council that the increase of \$50,000 is because the software has a required annual maintenance payment. South Windsor has 15-20 systems that are maintained. In addition, this year, QDS, which is the Town's tax collection software for the Assessor and Collector of Revenue, came off of a five-year purchase agreement and rolled over into a maintenance program. Also, Microsoft is moving away from in-house platforms for Microsoft Office and Outlook, and the Town is being forced to move to the Cloud, which is Office 365, and will cost approximately \$20,000.

F. Discussion Item: Capital Projects Budget

Councilor Snyder introduced this budget and explained that the proposed budget request for Capital Projects is \$2,674,472 consisting of 17 projects which is an increase of \$71,034 or a 3.38% increase over last year.

A presentation of the 17 projects was presented to the Council, as shown in attached **Exhibit A**. Council members asked various questions regarding each project which were answered by staff.

Councilor Snyder stated that over the year's Capital Projects have become more critical. If any resident has any questions, they should contact Mr. Scott Robert's who helps to oversee the Capital Projects Committee.

G. Discussion Item: Central Services Budget

Town Manager Maniscalco reported that the total budget request is \$1,152,622, which is an increase of \$50,000. This increase relates to the payments to buy out the leased vehicles.

Answering questions from the Council, Town Manager Maniscalco explained that the Town is not adding anything to its central fleet. The proposal is to buy out three of these vehicles which are used by Town staff. The lease for these vehicles is almost up, and the Town is opting to buy out these vehicles for \$48,000 rather than replace them. The vehicles will hopefully last the Town another three to four years.

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5. G. (Continued)

Town Manager Maniscalco explained to the Council that in the future, the Town would be moving to lease to buy programs. The lease is a slightly higher payment on a three-year basis, but at the end of the three years, rather than have a buyout amount, the Town will pay \$1.00 and own the vehicle.

Answering further questions, Mrs. Patty Perry explained that the BJ's membership fee of \$1,900 is for four commercial memberships. The Town can get five or six people on each membership. The cost is a little high, and she said she would expect that the Town would switch to Costco in the future.


6. Executive Session

None

7. Adjournment

At 9:33 p.m., Councilor Maneeley made a motion to adjourn the Special Meeting. Mayor Paterna seconded the motion, and it was approved unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council

Capital Projects Requests

Trends and Needs for Today and Tomorrow

2021 / 2022

Committee Members

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



CIP Executive Summary

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



Capital Assets & Budget

▶ Total Asset Value*	
▶ Capital Assets (Not being depreciated)	\$88,945,522
▶ Capital Assets (Depreciated)	\$351,503,718
▶ CIP Budget	
▶ 10 Year Average (General Fund)	\$1,152,247
▶ 10 Year Average (LoCIP - CT Entitlement Funds)	\$ 233,073
▶ Capital Improvement Financed Projects	
▶ Value of PW Projects last 10 years	\$31,490,691
▶ Value of School Projects last 10 years	\$98,803,703
▶ FY 21/22 thru FY 25/26 Requests	
▶ Planned Funding Requests	\$67,868,850

* Audited Financial Statements 6/30/20

Capital Projects Requests *Board of Education*

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



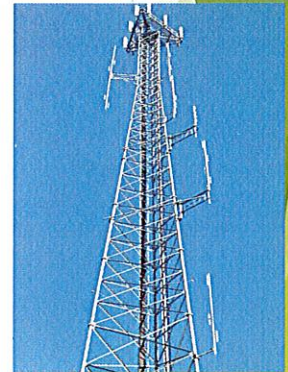
Priority 1

Capital Projects Requests

Fire/Police/EM/DPW

► Upgrade Emergency Communication Infrastructure

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



Priority 2

Capital Projects Requests

Fire Department

► Fire Station Security Upgrades -all stations

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



Priority 3

Capital Projects Requests *Fire Department*

► HVAC / Boilers

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

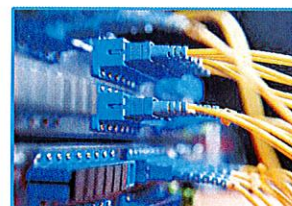
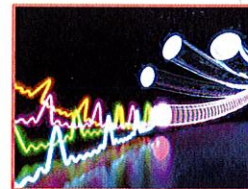


Priority 13

Capital Projects Requests *Information Technology*

► Fiber Communication Network

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



Priority 5

What is a Revaluation? Why do we do it?

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



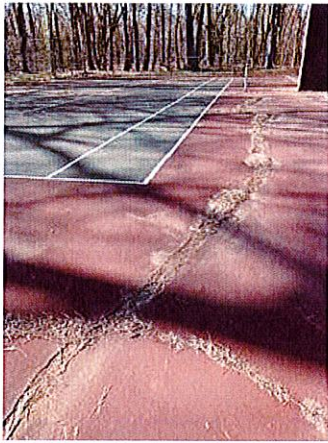
Priority 6

Capital Projects Requests *Parks and Recreation*

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

Priority 7

Current State of Rye Street Park Courts



Priority 7

Capital Projects Request: Pickleball and Deck Hockey Project Cost:

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



Priority 7

Rye Street Deck Hockey and Pickleball lighted courts



Example of Deck Hockey



Example of lighted Pickleball courts

Priority 7

Capital Projects Requests *Public Works*

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



Priority 4

Capital Projects Requests *Public Works*

► Town Sidewalks

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

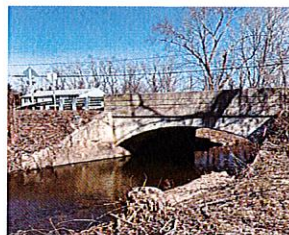


Priority 10

Capital Projects Requests *Public Works*

► Pleasant Valley Road Bridge over the Podunk River

- Design of Bridge replacement
- Permitting and Utility coordination of New Bridge
- Bridge replacement may be eligible for State grant funding of 50% of costs
- Useful Life 20 years
- Project Cost \$125,000



Priority 14

Capital Projects Requests *Public Works*

► Town GIS

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



Priority 15

Capital Projects Requests *Public Works*

► Town Traffic Calming Studies and Improvements

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



Priority 16

Capitol Projects Requests *Building Maintenance*

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



Priority 8

Capitol Projects Requests *Building Maintenance*

- ▶ ADA Upgrades Town Buildings-Construction Phase
 - ▶ Interior and exterior building modifications needed to bring Town Facilities up to current ADA regulatory compliance
 - ▶ Modifications include but not limited to, walkways, entryways, interior office spaces, signage, doors and hardware.
 - ▶ Reduces liability associated with federal fines associated with non compliance
- ▶ Useful Life 20+ years
- ▶ Project Cost (Phase 1) \$100,000



Priority 12

Capitol Projects Requests *Building Maintenance*



► Police Department Security Fence

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



Priority 18

Capitol Projects Requests *Building Maintenance*



► Annex Retaining Wall Repairs

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



Priority 19

Capitol Projects Requests *Building Maintenance*

► Library Carpet Replacement

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



Priority 20

