

**CAPITAL IMPROVEMENT PROGRAM COMMITTEE
TOWN OF WILLINGTON
TOWN OFFICE BUILDING
February 12, 2018**

Members present: Chairman Stuart Cobb, First Selectman Erika Wiecenski, Kelly Trueb, Stephanie Summers, Rick Maloney, Donna Latincsics, Peter Tanaka, John Patton and Barry Wallett. Members absent: Jim Bulick.

Others Present: Maureen Parsell, Director of Parks and Recreation, Alex Moore, Chief of Willington Fire Department #1 (WFD#1), Dr. Jacqueline Jacobi, Superintendent of Schools, Phil Stevens, Principal of Center Elementary School (CES) both with the Board of Education (BOE), Jim Rupert, Building Official, Kyle Wiecenski, Sarah Smith, Randy Belair, Linda Miner and Bob Jellen.

The meeting of the Capital Improvement Program Committee was called to order at 6:37 p.m. by Chairman Stuart Cobb.

1. Approval of Minutes.

The minutes of the January 31, 2018 meeting were discussed.

First Selectman Wiecenski moved to accept the minutes as printed, seconded by Peter Tanaka.

Vote: 8 yes (Trueb, Cobb, Latincsics, Tanaka, Wiecenski, Maloney, Patton and Wallett), 0 no, 1 abstention (Summers).

2. Present to Speak.

There was no one present to speak.

3. BOE Project Reallocation Request

Dr. Jacobi stated they have some reallocations they would like the Committee to consider resulting from the meeting that the BOE presented their requests (January 24, 2018) to the Committee. There are two projects for CES that are related to the heating system that are urgent. They include the circular pump replacement, steam valve upgrade, classroom heat ventilators and upper wing exhaust fans. They have provided the Committee with information about the heating system as there were questions about how the heating system worked at CES which is all included in the documentation they have provided for the Committee. Dr. Jacobi stated that with regard to Hall Memorial School (HMS), when they last spoke to the Committee, they thought they had a 10 year extension (waiver) for the fiberglass oil tank. Since their last meeting with CIP, they have learned that they don't have a 10 year extension on the oil tank and a double wall tank is needed and they have a single wall fiberglass tank. Dr. Jacobi checked with Karl Acimovic, the Town Engineer, who stated he had talked with a representative from DEEP and that person wasn't sure on the regulations, but suggested that the BOE could apply for a waiver for the oil tank. Dr. Jacobi asked Karl to apply for the waiver. In the meantime, Dr. Jacobi has provided the Committee with information about the cost of replacing the oil tank (quote of \$115,884.00). She will obtain other quotes. She thinks that they should put aside money to replace the tank, and they if they got the waiver, they wouldn't have to complete the project. She doesn't hold out much hope on getting the waiver and is going to follow up with DEEP or someone else regarding the waiver. John Patton made the point that they could downsize the tank from a 10,000 gallon tank as they don't get deliveries of that size when they get oil. Dr. Jacobi agreed with this stating that they could have a smaller tank which may be less expensive and she did ask for prices for an 8,000 gallon tank and a 5,000 gallon tank. Tonight they are asking the Committee to reconsider what they had approved for the pillars, etc. at HMS for this current fiscal year (\$17,800.00), and instead apply that money towards the oil tank replacement at HMS. She mentioned that they do look for grants of any sort (even if they don't think they have a chance at it). They did apply and get a security reimbursement grant for all the work that was done at HMS and they anticipate that the Town will receive a security grant in the amount of \$30,000.00. She would like the Committee to consider that when they are asking for all the other projects. She stated that on January

6th at HMS, the heat went out and a pipe burst in the Band Room causing a great deal of damage. The bill for that right now is close to \$33,000.00 and CIRMA (the insurance for the Town) is handling this. The carpet in the Band Room has to be completely replaced, they are going to repair two ventilators and replace one ventilator. CIRMA has been phenomenal paying some of the vendors directly and the Town deductible is only \$1,000.00. Dr. Jacobi believes that the bills will be close to \$34,000.00 by the time they are done and the cost to the Town will only be \$1,000.00. In the packet they provided for the Committee tonight are pictures of the south roof at HMS as requested by the Committee. Dr. Jacobi stated that on the cover sheet of the packet some of their requests that were priorities have been changed to urgent due to the hard winter so far this year. She isn't sure that their troubles are over yet as winter isn't over yet and there may be some hidden problems that haven't surfaced. Their intention is to do a very thorough job so that next year they will come to the Committee with a very comprehensive list so the Committee knows what has to be done over a period of time. Dr. Jacobi isn't satisfied with the work they did this year. She stated that Friar did a pretty good review of both of the buildings, but they didn't prioritize, and she stated that they will prioritize in terms of usage of the buildings. Barry Walleit asked if the boilers were relined. The answer was no, in 2014 one boiler was replaced at CES and there was a request to refurbish the boilers at HMS and only one section of boilers were done (there are eight sections). Chairman Cobb asked if there was any reimbursement from the State for the oil tank replacement. Dr. Jacobi stated yes there is and they believe it's around 64.64%. A discussion was had on how much it would cost using the \$17,800.00 from the HMS pillar project request, the 64.64% reimbursement and the fact that soft costs have not been included in the estimate which pushes the cost of the project up. First Selectman Wicewski mentioned that she brought up the potential switching of funds (using the HMS pillar money for the oil tank replacement) at the Board of Selectman's (BOS) meeting last week, and because of all of the levels of CIP plan approvals, some members of the BOS were hesitant to say yes to postponing the pillar project and do another project with those same funds. First Selectman Wicewski stated that she wasn't asking for the BOS to take action on this, just discuss it. It was mentioned at the BOS meeting that if it was an emergency then the BOE could go to the Board of Finance (BOF) to request emergency funds. She explained that to the BOS that it wasn't a priority that needed to be done right now and if the BOE could put it off a year they would save money instead of dipping into emergency funds. First Selectman Wicewski didn't think that the CIP Committee would be where the BOE would go to get approval to move funds from one project to another in the current fiscal year (2017-2018). John Patton stated that the CIP Committee works for the BOS, so it is up to the BOS to move money from one project to another; however it would be wise for the BOS to send a letter to the BOF to advise them what the BOS plans to do with the money. No action is required by the BOF, it is just a courtesy to them because the money is coming out of Fund 930. If the money was coming out of one of the reserve funds, the BOS would then have to go to the BOF for approval. Stephanie Summers asked if one of the issues was that the pillars were approved by a Town vote, and First Selectman Wicewski explained the process of approval and that it is a BOS budget item where that money comes from and it is their decision to move the funds from one project to another if they want to. Kelly Trueb explained that the budget is voted on as a whole by the townspeople and that the pillar project would have been a part of that budget. Chairman Cobb asked if the oil tank replacement would take place in the next fiscal year (2018-2019) if they don't get the waiver. The BOE stated yes probably in the summer of 2019. Chairman Cobb then asked if they were looking to carryover the \$17,800.00 over to the next fiscal year to offset the cost of the oil tank and the BOE stated yes that is their intent. Chairman Cobb stated that the oil tank replacement would cost about \$24,000.00 after the 64.64% reimbursement and applying the \$17,800.00 from the HMS pillars in rough figures. Dr. Jacobi agreed with that stating that if a smaller tank was purchased the figures would be reduced more and she stated that they should have those figures shortly and will forward them to Chairman Cobb. A discussion was had on taking the money from the current fiscal year and spend it in the next fiscal year and how money for projects can cross fiscal years. Chairman Cobb asked where the reimbursement from the security grant would go and could it be applied to the CIP Plan for the BOE's other half of the security project request that was pushed out a year. John Patton stated if the money spent on the reimbursable project came out of the capital fund, it would go back to the capital fund and if the money came out of the general fund it would go back to the general fund. A discussion was had on current grants for the security project. Chairman Cobb clarified that the \$82,407.00 that the Committee had approved for the next fiscal year at CES for upper wing exhaust fans and classroom heat replacement could be used for replacing pump seals, starters, pump piping, steam valves and thermostats (\$29,909.00 request), as that is a more urgent request and then the rest of the approved money could go towards whatever else they needed and the BOE agreed with this. A discussion was then had on both of these projects. Chairman Cobb clarified that what the BOE has presented tonight is a new request for replacing the oil tank at HMS with a net cost of

\$24,000.00 (after reimbursements and adding in the money from the HMS pillars). First Selectman Wiczenski stated she would like to move the TOB Assessor CAMA Software Upgrade out one year from fiscal year 2018-2019 to 2019-2020 as the per diem Assessor said it can wait another year which will free up \$20,000.00 for fiscal year 2018-2019. A discussion was had on the oil tank, prevailing wages for it other soft costs which will raise the cost, the size the tank should be, etc. Dr. Jacobi stated that they are now looking at a project costing potentially \$135,000.00 and will get back to the Committee with a recommendation or at least some more information as to whether they can go with a smaller tank and she will check on the reimbursement to see what is involved and the timing of the reimbursement and information on the waiver. Dr. Jacobi wanted to clarify what they have for money in fiscal year 2018-2019, \$82,407.00 or \$29,909.00 for the heating at CES. Chairman Cobb said at this point it is the \$82,407.00 and if that isn't enough to do all that they need to do; they may have to come back with another request to finish up their projects. The BOE was thanked for their time.

4. Plan Discussion. Chairman Cobb noted that on the spreadsheet the roadside mower should be moved to fiscal year 2021-2022 as of the last meeting. First Selectman Wiczenski stated that the Assessor Reevaluation for \$27,000 in fiscal year 2020-2021 and 2021-2022 can both be pushed out a year (2021-2022 and 2022-2023).

First Selectman Wiczenski mentioned that we had pushed the municipal permitting software out a year, and Building Inspector Jim Rupert is here and would like to speak as to why it should be in next fiscal year's plan (2018-2019). Jim stated that the Land Use Department has been asking for this software for about 3 to 4 years. Willington is one of the few towns that does not offer its residents the opportunity to apply for permits online. Jim, who also works for the town of Bolton stated that Bolton was one of the pilot towns for the Capitol Region Council of Governments (CROG) online software systems. Jim thinks Bolton gets a lot more voluntary compliance, more permits than they would without the system because it's easy for people to apply and it brings some efficiencies to the department. This would alleviate contractor's having to go back to the site and calls to the Land Use Office asking if they passed their inspection; which only Jim would have the answer to so then they have to either call or email Jim to find out (time consuming). It also creates internal tracking so when each department (Health, Zoning, Fire Marshal) signs off on the project, they sign off in the program. They can capture comments, email and everything back and forth and save money on postage (everything done by email). The other departments in the Town Office Building (Assessors Office, Tax Collector, Town Clerk) would have the ability to look at information on the system (update their grand list, see when a CO was issued) but not have the ability to change anything. The way that most systems work is that the information that goes into the permit tracking software is updated from the Assessor and Tax Collector's data base so every time transfers that take place in the Town Clerk's office, that information trickles down to the Tax Collector and there are programs out there for just about every system that Tax Collectors and Assessors are using these days and that information gets populated into the permit tracking software. The Land Use Department would like to be able to do their inspections electronically on an iPad from the field and the contractors or whoever the person is gets an instant response to their request. Most programs have scheduling and people can request their inspections through online services. There are so many benefits to the system that it brings efficiency to the entire service. Jim believes it helps them to serve the taxpayers better. Jim states in the last couple of years this town has seen some tremendous permit fees, and those fees haven't been reinvested in the Land Use Department. As much as he likes seeing permit fees come in, he would like to see some of that money reinvested. He stated that the initial cost is not cheap (\$20,000.00 range) and then there is the annual licensing fees. Jim states that the Land Use Department has not updated their permit fees in a long time, and consideration could be given to increasing the permit fees for them to be in line with what is going on in the rest of the world. Users of the system are actually funding the system coming out of the broad base taxpayer system. Chairman Cobb asked how many permits the Land Use Department issues a year. Jim stated that right now they issue between 400-500 permits a year. John Patton asked if there was an automatic update between the Land Use Department and the Assessors software. Jim stated yes it's a program created by the permit software companies and they interface and update usually at an off time. Chairman Cobb asked what the annual fee is. Jim stated that Bolton's fee is around \$7,000.00-\$8,000.00 for the regular licensing and the licensing for the mobile permit application. It is cloud based and Viewpermit uses Microsoft as their backup which promises 99.9% recovery within 24 hours. John Patton says that it will cost roughly \$15.00 a permit to institute this system, operate the system plus the initial cost. One software company is Viewpermit out of Massachusetts and CROG has two companies they went out to bid with they are Viewpoint and Municipity 5. Solutions. Jim feels that on average the Town is more than covering the cost

of the permitting software with the permits they take in. A discussion was had on the kinds of permits the Land Use Department issues, how many inspections one permit may take and scheduling the inspections so Jim isn't running from one end of town to the other. John asked Jim to explain from the taxpayers view how this online system will affect them. Jim stated that the permit fees may or may not go up, there will be a small processing fee as the Town won't pay credit card fees; however, you don't have to take time off from work to come in and get a permit, you can do it at your leisure and for most of the permits, it is very easy to do. Most of the contractors love the online permitting, because they only have to set up one user account for all 30 towns that use the Viewpermit software and they aren't losing productive time coming in to fill out permits. This system also helps with the ISO (Insurance Services Office) reviews. Jim then explained how the town's information would be migrated in. John Patton asked if he could follow his permit and/or his neighbor's permit. Jim stated that he can follow his own, but no one else's because he wouldn't have their login so he doesn't believe you could. Barry Wallett thinks it's a great idea, he doesn't know if there is enough money in the plan for this project for this year; however, he would like Jim to figure out what the migrating costs from one system to the other would be. After some discussion and looking through the paperwork that was submitted with this project, it was found that the migration fees were included in the project request; however, Jim feels they would benefit from getting current numbers as this project request is from 2016. After looking at the plan for fiscal year 2018-2019, Chairman Cobb asked First Selectman Wiecenski if she would be willing to exchange the TOB chip sealing (moving that out to fiscal year 2019-2020) for the permitting software moving it to fiscal year 2018-2019. A discussion was had on the annual fee for the permitting software, possibly raising the permit fees, the convenience of online permitting, etc. Jim Rupert thanked the Committee for their time and in turn, the Committee thanked him.

First Selectman Wiecenski moved to move the TOB parking lot chip seal (\$19,000.00) from fiscal year 2018-2019 to fiscal year 2019-2020 and move the municipal permitting software (\$30,160.00) from 2019-2020 to 2018-2019, seconded by Stephanie Summers.

A discussion was had as to the pros and cons of this.

Vote: 5 yes (Cobb, Wiecenski, Summers, Maloney, Trueb), 3 no (Tanaka, Wallett, Patton), 0 abstention.

At this time John Patton explained the table 2 sources spreadsheet and how it works with all the different funds and projects as money is moved around.

After looking at Table 2 sources it was found that the HMS oil tank replacement had already been approved (\$44,000.00) in fiscal year 2017-2018.

Chairman Cobb mentioned that the Committee will have to have another meeting to finish the other four years of the plan.

The next meeting will be held on Wednesday, February 27, 2018 at 6:30 p.m.

Peter Tanaka moved to adjourn the meeting, seconded by First Selectman Wiecenski.

Vote: All yes.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Eileen Smith
Eileen Smith
Recording Secretary

TOWN OF WILLINGTON, CT

Received for record *February 20, 2018*
At *9:30am* *Maura Jagan*