

**CAPITAL IMPROVEMENT PROGRAM COMMITTEE  
TOWN OF WILLINGTON  
TOWN OFFICE BUILDING  
February 27, 2018**

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

Others Present: Randy Belair.

The meeting of the Capital Improvement Program Committee was called to order at 6:40 p.m. by Chairman Stuart Cobb.

**1. Approval of Minutes.**

The minutes of the February 12, 2018 meeting were discussed.

**First Selectman Wiecenski moved to accept the minutes with the following corrections: the minutes, the date of next meeting should be Tuesday, February 27, 2018, not Wednesday, and the other correction was Dr. Jacoby's name is spelled with a y not an i, seconded by Kelly Trueb.**

**Vote: all yes.**

**2. Present to Speak.**

There was no one present to speak.

**3. Plan Review for 2019-2023.**

Chairman Cobb stated that the fiscal year 2018-2019 plan should be all set, and First Selectman Wiecenski confirmed that by reporting that it was voted on at the last Selectman's Meeting and approved.

Chairman Cobb stated that there are some updates since the last meeting that have been provided to the Committee, one being that Public Works submitted an updated quote on the radio repeater request changing the figure from about \$9,700.00 to \$14,116.50. A short discussion was had on this. The other update was the email Dr. Jacoby sent regarding oil tank at Hall Memorial School (HMS). First Selectman Wiecenski stated that she believes the email is important; however, it doesn't involve the Committee as it is for the present fiscal year (2017-2018). A long discussion was had on this regarding the fact that more money may be needed for the project; however, it wouldn't involve this Committee (because it is in the current fiscal year) and it would be brought up through the Board of Education (BOE), Board of Selectman (BOS), the Board of Finance (BOF) and a Town meeting for approval of more money, etc. First Selectman Wiecenski will touch base with Dr. Jacoby tomorrow regarding this matter.

Chairman Cobb stated that there was an updated quote from Capitol Region Council of Governments (CRCOG) on the municipal permitting software and the fact that it is less expensive after January 1<sup>st</sup> of each fiscal year. A discussion was had on this regarding on the permitting software and the cost of it, the fact that the cost of permits in Willington (much lower than other towns) is less than what it would cost to support the software, advantages of the software, etc. The cost for the software has gone down and is now about \$24,000.00. This ended discussion of the 2018-2019 fiscal year CIP Plan.

The Committee then moved on to the 2019-2020 fiscal year plan. John Patton mentioned that there was about \$290,000.00 that needed to be removed from the plan, and on the other side the lease figure should be changed from \$666,500.00 to \$180,000.00 (PW International 7400 truck) and then the bonds should be \$486,500.00 (PW Configuration Part 2 fuel tank \$186,500.00 and WHFD purchase of property \$300,000.00); stating that the bonds would have to start being paid the following year. It was decided to remove the Senior Center Expansion Study (7,500.00) from the plan altogether. As mentioned earlier, the radio repeater for Public Works has to be changed to from \$10,000.00 to \$14,116.00. The HMS

parking lots chip seal (\$22,786.00) and the HMS sidewalk/landing replacement (\$18,740.00) were pushed out to fiscal year 2020-2021 after a short discussion. It was decided to keep the HMS trim, doors, pillars (\$17,800.00) in fiscal year 2019-2020. The Public Works ground speed salt spreader controls were pushed out a year to fiscal year (2020-2021) when there might more information on savings from the spreader they have now. The Center Elementary School (CES) window replacement (78,915.00) was split up over two fiscal years (\$40,000.00 in fiscal year 2019-2020 and \$40,000.00 in fiscal year 2020-2021). A discussion was had on the phone system (\$100,000.00) for the BOE and the Town Office Building (TOB) and the fact that the schools don't have caller id on their phones now. After some discussion on the capital reserve fund and how it works, Fund 17 and keeping the local funds around \$533,000.00 every year, it was decided to reduce the capital reserve fund by \$100,000.00 (fiscal year 2019-2020) leaving \$57,000.00 in there. After a discussion on the bus lot paving (\$40,000.00) was moved out a year to fiscal year 2020-2021; which puts the local funds at \$572,473.00 for the moment. A discussion was had on the off budget projects, bonding, bond anticipation notes and the \$300,000.00 land acquisition for Willington Hill Fire Department (WHFD). Chairman Cobb stated that there has been an update on the land acquisition from WHFD. He stated that they found out that the Catholic Diocese wants to split the property up and sell the house (\$200,000.00) and the church property (\$475,000.00) separately. WHFD feels that if it is split up, they won't have enough property to build a firehouse on. The general consensus was to take the \$300,000.00 on a bond for the land acquisition off the plan for now; Chairman Cobb abstained from that decision. A discussion was had on the money in the LoCIP fund. A discussion was had on the \$75,000.00 engineering for Willington Fire Department #1 (WFD#1) coming out of Fund 17. A discussion was had on the Library bond and when it is paid off and the other bonding on the plan. A discussion was had on bonding Village Hill Road drainage (\$250,000.00) and Schofield Road drainage (\$350,000.00). First Selectman Wiczenski suggested taking the \$4,700,000.00 off the plan for the new firehouse for WHFD as the property acquisition was taken off. The consensus was to take it off the plan and Chairman Cobb abstained from that decision.

A discussion was had on the WFD#1 firehouse addition (\$2,616,806.00) and the Library bond. It was decided to push the engineering for WFD#1 (\$75,000.00) out to fiscal year 2021-2022 and the addition out to fiscal year 2022-2023.

Chairman Cobb mentioned that the BOE received the security grant for \$33,000.00 that they had applied for, and he would encourage the BOF to set that money aside for the security monitoring system (\$50,000.00) for the schools.

A discussion was had on the diesel fuel and whether it had been looked into getting fuel at the TA (not as of yet), how much fuel the busses use, etc.

#### **4. Review of Fund Balances.**

John Patton believes that the plan is not yet complete. Leases for Public Works and leases coming off the budget were discussed.

It was decided that another meeting is needed to finish up the plan; therefore, the next meeting will be held on Wednesday, March 7, 2018 at 6:00 p.m.

Chairman Cobb asked that the updated spreadsheet and fund balances sheet be emailed to the Committee members ahead of time for everyone's perusal.

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

**Vote: All yes.**

The meeting was adjourned at 8:11 p.m.

Respectfully submitted,

*Eileen Smith*  
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Recording Secretary

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**Vote: All yes.**

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Respectfully submitted,

*Eileen Smith*  
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TOWN OF WILLINGTON, CT  
Received for record *March 5, 2018*  
At *1:52pm* *Dany B. Lewis Jr.*