

Capital Improvement Committee
Town of Willington
40 Old Farms Road
Willington, CT 06279
January 6, 2021
6:30 PM
Regular Meeting Minutes

Virtual Meeting via ZOOM

Members Present: Chairman Stuart Cobb, First Selectwoman Erika Wiecenski, Christina Mailhos, Cari Donaldson, Orlando Rodriguez, Stephanie Summers.

Members Absent: John Patton, Geoff Prusak, BOF Chairman Michael Makuch.

Others Present: Donna Latinsics; Business Manager, Troy Sposato; Director of Public Works, Michael D'Amato; Zoning Agent.

The meeting of the Capital Improvement Committee was called to order at 6:32PM by Chairman Cobb.

Approval of Minutes

First Selectwoman Wiecenski moved to approve the minutes of the December 2, 2020 meeting.

Steph Summers seconded the motion.

Vote: 4 Yes (Wiecenski, Cobb, Mailhos, Summers). 0 No. 2 Abstain (Rodriguez, Donaldson).

Motion Passes.

Present to Speak

No one was present.

Assessor Submittals

First Selectwoman Wiecenski stated the Assessor has requested \$30,000 in year 2 and \$27,000 in year 3 for Revaluation which is due in 2023.

Steph Summers asked if we have discussed making this part of the operating budget.

First Selectwoman Wiecenski stated I know it has been suggested to break it up into smaller amounts over several years but I don't know that it has been brought back up recently.

Christina Mailhos stated I believe the reason it's not in the budget is because you would have to change the budget so drastically the next year and you are not able to just save it up. It could easily be forgotten about because we do not do a five year budget.

Orlando Rodriguez asked where the money comes from to cover this expense.

First Selectwoman Wiecenski responded whichever fund we designate at the end of this process which may be the General Reserve, 903, or another. Donna may know which fund we usually use.

Donna Latinsics stated the Capital Reserve fund 4.

Christina Mailhos stated we could create a special fund for the revaluation and whatever doesn't get spent in the Assessors budget each year could go into this fund.

Donna Latincsics stated to create a special fund you would need BOF approval.

Chairman Cobb stated we can pass this decision onto the BOF members.

Board of Selectmen Submittals

First Selectwoman Wiczenski stated the first project is titled South Willington LOTCIP design we are asking for \$22,000 in year 1 to offset a close to million dollar project from state funds. Mike D'Amato is going to speak on this.

Mike D'Amato stated back in the spring we submitted a grant to the Capital Region Council of Governments(CRCOG) for a local transportation capital improvement project (LOTICIP). When we got together at the town hall to discuss which projects would qualify for LOTCIP we decided on the South Willington Village area for site and safety improvements. The grant will facilitate pedestrian and vehicular safety improvements from an area that is roughly 2,000 feet between the school headed towards the mill. It will involve sidewalk reconstruction and installation, adding crosswalk, pedestrian islands, and rapid flashing beacons which alert you when there is someone in the road. This will create an ADA assessable access from the crossing to the parking lot at the school and create a crosswalk in front of the church as you head towards the mill. It will then meet up with the sidewalks that already exist as you approach the mill. The funds are available but the grant program does not cover design. The \$22,000 is to cover the design which will go out to bid. We were able to get the cost of the design down because I was able to negotiate with DOT so that they provided their survey work and we incorporated this into the plans.

Chairman Cobb asked how far to the north the sidewalk will go, does it include up to the mill buildings.

Mike D'Amato replied we did not go all the way to the mill buildings because we were trying to get the most out of the money we were given by adding sidewalks where we don't already have them. I know that DOT does have this area on their radar for improvements. We are maxed out with the grant, any additions to the project would require more funds. If we got to a point where we were able to do the project for less, we could go to CRCOG and tell them we would like to reconstruct some sidewalks and they would be fine with that.

First Selectwoman Wiczenski stated we were trying to get sidewalks which would get us from Hall School to Hall's Pond because we use both facilities for our summer camp.

Mike D'Amato added the superintendent has had a lot of problems with vehicles flying by the school and this project will hopefully improve safety.

Chairman Cobb stated adding sidewalks on Village Street is very important because the residents at the assisted living facility often walk down the street to the Xtra Mart.

First Selectwoman Wiczenski stated the timing of the grant may be such that we need the funds before July 1st so we may need to bring this to BOF.

Mike D'Amato stated the project was approved for this fiscal year, CRCOG is not asking us to complete it in this fiscal year but once we have the plans together they are going to ask us to execute the next step within a certain time frame.

First Selectwoman Wiczenski stated the BOS next request is for pouring a concrete floor with a sump-pump and a dehumidifier in the basement of the TOB. It is currently a dirt basement and has been a source of mold and we are working on mitigation of the current mold issue. There have also been some documents affected by the mold/moisture.

The quote we have is from 2018 when this project was first submitted, we have adjusted for inflation. I brought this item to the BOF in December because I believe it is something we need to move on sooner.

Orland Rodriguez asked if anyone has contacted Administrative Services because I know they have money for mold mitigation at schools so possible they have the same for municipalities.

First Selectwoman Wiecenski stated they will look into this.

First Selectwoman Wiecenski stated they are asking for \$30,638 in year 1 for this project. We are still working on getting folks to come out to re-quote the entire job. She added we did have one air quality test done and it showed mold.

First Selectwoman Wiecenski stated the next project is carpet and floor replacement in various areas of the TOB including the Town Clerks office, Assessor's office, Superintendent's office which is replacement of carpet and then new flooring in the Land Use area which has some significant areas where tiles are broken or raised. They would need to do a moisture test in that area before starting the project. In addition to what we are asking for on the request we would need at least an additional \$750 for the moisture test. We are asking for \$17,472.20 plus the \$750.

First Selectwoman Wiecenski stated the next project is for audio visual equipment for remote meetings. COVID-19 has pushed all of our meetings to virtual and it will probably be a while before we can get back to in person meetings and when we do we still want to remain as accessible to our residents. I was able to obtain some audio visual equipment with COVID funds; this would add on to that and would equip the upstairs room. We are asking for \$33,000 to expand on what we are able to start with.

Orland Rodriguez stated the Federal Government just came out with a second round of COVID funding.

First Selectwoman Wiecenski replied there is nothing for towns and cities in the new stimulus.

First Selectwoman Wiecenski stated the final request is for the security and fire monitoring which is currently done by TN (Tolland County Mutual Aid). They have informed us they are going to stop monitoring of security and fire alarm systems. It was supposed to end on December 31st but we were able to extend all of our contracts to June 30th. This could mean new systems depending on which company we go with. The project is asking for \$14,386 in year 1 for new panels. The fees for monitoring are included in the operating budget. This dollar amount includes the Public Works garage, the TOB, the Senior Center, the Library, Hall School, Center School, Willington FD#1 on River Road, and the South Station across from High Chase. Some would be fire and security separate and some would be combination panels they will include virtual keypads so they can be armed or disarmed from home.

Chairman Cobb stated we may want to share our findings with the Housing Authority because I know they were looking for a new system for Button Hill.

Public Works Submittals

Troy Sposato stated I made an error on the price for the 2012 International dump truck which is Todd's truck and is due to be replaced next year. Since July of this year we put \$22,000 into that truck, fortunately right now it is working well. I would rather get rid of this truck and keep Lou's truck which is a 2007 International and was supposed to be replaced four years ago. We would trade Todd's truck in and Todd would take Lou's truck and Lou would get the new truck. The request for the one new dump truck is \$216,000. The request to replace Lou's current truck can be flip flopped with Todd's truck.

First Selectwoman Wiecenski asked if they are replacing this truck with another International.

Troy Sposato replied no we would go with Freightliners.

First Selectwoman Wiecenski stated I have some concerns about whether or not our contracting bids would be up this year, we had difficulty last year and only got one contractor and we needed two. Our current contractor has made it clear he does not intend to bid again. If we don't get anyone to bid on our contracting we would need another body to put into another truck.

Troy Sposato replied we could keep the truck instead of trading it in.

Chairman Cobb stated I see five requests for trucks and four are in year 1.

Troy Sposato stated if you look at the pickups last year we had discussed for my vehicle an F-150. I got a price on an F-150, F-350, and F-450. The F-450 would replace the one that is there, the F-350 that I drive would replace the maroon truck.

First Selectwoman Wiecenski stated your either looking for the \$40,000 or the \$49,000.

Troy Sposato replied correct and the \$49,000 includes a plow. I think it is more effective to get the F-350 with the plow and just forget the F-150.

First Selectwoman Wiecenski stated we have spent over \$15,000 in this fiscal year making repairs to Troy's vehicle.

Chairman Cobb asked if there are any vehicles coming off lease.

Donna Latincsics stated there is one dump truck that is coming off at the end of this year (2014 PW Dump Truck Jeff's).

Steph Summers asked if there is a warranty for the plow they approved at the town meeting.

Troy Sposato replied I believe it is a 3 year warranty. It didn't replace a truck it was needed because we didn't have a contractor.

Chairman Cobb stated line 8 is the truck coming off lease at the end of this year which had a payment of about \$25,000 in this fiscal year so we could roll in a new truck payment of about that in 22-23. The leases are usually 7 years. We try not to have overlapping leases if possible.

Troy Sposato stated last year when we bought the truck instead of leasing it I think we saved about \$30,000 by not having the interest payment.

Steph Summers stated I'm concerned about not only what happens with vehicle purchases this year and next year but seven years from now doing it all again.

Troy Sposato replied I think things have been pushed for so long that now it has come to a head. In the future we could try to remain on a cycle.

First Selectwoman Wiecenski stated I might suggest we seriously discuss increasing our bottom line as we did last year. Also we returned quite a bit of money last year and perhaps we consider if this is the time we put that into the capital plan, I believe we returned about \$185,000.

Steph Summers added that the amount of spending by CIP has never been altered for basic inflation.

Orlando Rodriguez asked if anyone has considered having a special fund for the PW vehicles.

First Selectwoman Wiecenski replied I don't know that we have ever talked about that.

Chairman Cobb stated I know this concept is used in some towns. They set aside say \$100,000 a year then it is up to PW to decide if they want to save it up for a couple years to buy a big truck or if they replace a smaller truck that year. The problem being it may not meet their needs.

First Selectwoman Wiecenski stated it is similar to what we are doing now the only difference is it isn't in a separate fund. This year we just have a large number of vehicles to replace because we have put them off.

Troy Sposato stated we rented an excavator for three months this year and got quite a bit of work done. We put in over 1,200 feet of drainage in on Fisher Hill, we put in lighting at the park, and we did some other drainage and catch basins. We rented a John Deere 60 for about \$3,700 a month. Last year I asked for an 85 which is currently about \$111,000, this year I'm requesting the 60 which came in at \$66,000. I believe the smaller machine will work for what we need. This is probably my top priority because we can use this machine all the time.

First Selectwoman Wiecenski added we did lose time with the rental due to rain. We talked about trying to take on some of the Village Hill project, is the smaller machine enough to that?

Troy Sposato stated the only problem would be if we hit ledge but that would be with the bigger machine as well. We can have someone come in ahead of time to do some core samples. We could put three catch basins in this year on Village Hill.

First Selectwoman Wiecenski stated we have that as a \$257,000 project.

Troy Sposato stated it is probably more than that.

Troy Sposato stated I know the bucket truck project got thrown out right away last year but after the tropical storm we have already spent the tree budget I believe around \$17,000. I have lists of trees that need to come down right now and I don't have the funds to do it, it is a safety issue. I understand we can't take down every tree in town, we still need a contractor to come in and take down the hazardous trees next to the power lines but there is a lot of road that we can trim and lift the canopy on. It's about \$1,400 a day to have a contractor come in to trim trees. The Ash trees that are suffering from the Emerald Ash Borer will be on the ground in the next nine months. The requested \$100,000 might be a high price we could find one for \$50,000.

Chairman Cobb asked for an update on the project and funding for the salt shed.

First Selectwoman Wiecenski replied we have \$346,000 in the re-allocated STEAP funds but everything was put on hold because of Covid. Originally part of that project was the oil tank replacement and we did that last year.

Steph Summers asked if there is a down side to using stored salt that has been there say a year.

Troy Sposato replied no that is not a problem. I walked behind the current salt the other day and there are some big chunks missing out of it and I don't think it's going to last much longer.

Chairman Cobb stated if you got a smaller salt shed perhaps the money would be there to get one of the bigger pieces of equipment.

Tory Sposato stated another project is storm water mapping; a few months ago Carl talked about the idea of a handheld GPS unit and actually going around plugging them in instead of having a company come in to do that. This could probably be pushed out another year or so.

Chairman Cobb stated I know last year it was contingent on finding someone to actually do it. What data elements do you have to collect for each of these?

Troy Sposato replied where all the outfalls are including pipe diameter size and where it goes out and they want this all on a map system like the GIS.

First Selectwoman Wiecenski stated as long as we are making progress with this project we are still compliant with the MS4.

Troy Sposato stated the other is storm water interceptors which are in year 2. This is another that as long as you're making progress they don't come in to complain.

Chairman Cobb stated the last projects are the Village Hill, Schofield Road, and Liska Road projects.

Steph Summers added they also have the bus lot paving which is a smaller project.

Troy Sposato stated I don't think the bus lot paving is a priority especially if we can keep the tractor trailers out.

Chairman Cobb stated I believe the hazard mitigation plan is coming back up for review. Liska Road could possibly fall into that hazard mitigation if there was another hurricane. We can make a list of project that would fall under that.

Steph Summers asked if the figures for the Schofield Road and Village Hill are for if we contracted the job out or if PW completed them.

Troy Sposato replied those are prices that are years old. It would have to be bid out to get accurate figures.

First Selectwoman Wiecenski stated last year we put \$30,000 into Village Hill and that was for us doing the work. The problem with the Schofield Road project is where the water is going to go.

Chairman Cobb stated Liska Road is split up, a little money for engineering and then a big sum for the actual project. We keep talking about doing a bond someday to take some of these large projects out. Those bonds are usually over 20 years.

First Selectwoman Wiecenski stated we will add the conservation commission to the next meeting's agenda because they did end up submitting a request.

Review of Ongoing Projects

First Selectwoman Wiecenski stated the boiler here at the TOB was replaced.

Chairman Cobb stated the bunker gear for the fire department was ordered several weeks ago and it usually takes 6-8 weeks to come in. The project to convert from oil to propane here at the fire house is a spring time project.

Steph Summers asked, since we took some money out that we had in the original plan for the building committee I was wondering what the status of that committee is. Are they going to need money soon?

First Selectwoman Wiecenski replied I believe there is a request from the school for that.

Steph Summers moved to adjourn the meeting at 8:58PM. First Selectwoman Wiecenski seconded the motion.

Vote: All Yes.

Respectfully Submitted:
Catharine Holcroft
Recording Secretary

RECORD OF WILLINGTON, CT
for record January 13, 2021
at 10:55 AM KLM
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