

**Capital Improvement Committee
Town of Willington
40 Old Farms Road
Willington, CT 06279
January 27, 2021
6:30 PM
Regular Meeting Minutes**

Virtual Meeting via ZOOM

Members Present: Chairman Stuart Cobb, First Selectwoman Erika Wiecenski, Christina Mailhos, Cari Donaldson, Stephanie Summers, Geoff Prusak and BOF Chairman Michael Makuch.

Members Absent: John Patton and Orlando Rodriguez.

Others Present: Donna Latincsics; Business Manager, Troy Sposato; Director of Public Works, Alex Moore; Chief WFD#1.

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

First Selectwoman Wiecenski moved to approve the minutes of the January 13, 2021 regular meeting.

Steph Summers seconded the motion.

Vote: 7 Yes (Wiecenski, Cobb, Mailhos, Summers, Donaldson, Makuch, Prusak). 0 No. 0 Abstain.

Motion Passes.

Present to Speak

No one was present.

Plan Discussion of Year 1

Chairman Cobb stated we will look at year 1 tonight and discuss the out years next week. It is important to ask department heads what happens if we don't fund their project. We have over 2 million dollars' worth of requests and around \$500,000-\$600,000 to spend. If we say yes to a project we then have to determine a funding source. We have local funding, LoCIP funding (can't be used for schools or vehicles/equipment), fund 17 (revenue from ambulance billing), and STEAP grants. We can say yes to a project and identify a funding source, we can push it out to another year, you can remove it completely if they are able to fund the project through grants or their operating budget, and you can also alter the dollar amount funded. Keep in mind some of the school projects in years 2-5 could be eliminated if they decide to build a new school. Chairman Cobb asked Donna what we have for a dollar amount to spend on the projects.

Donna Latincsics stated last year we had local funds at \$612,000.

Mike Makuch stated prior to the billing opportunity for the ambulance, money from the operating side of the budget went into paying for salaries to staff the ambulance, money to buy an ambulance, etc. When the opportunity to bill came in which created this revenue source it became revenue recovery it's not pure revenue. We see it in Capital but we don't see the cost of all those salaries.

Steph Summers stated the \$620,000 maybe a little low considering we significantly cut back on capital spending last year. A lot of the projects have been on the plan for a while and are getting in bad shape.

Chairman Cobb stated I believe we were planning on bumping up the total spending last year before Covid hit.

First Selectwoman Wiecenski stated not including the money for the School Building Committee consultants, BOS cut project that were roughly \$119,600 throughout various funding sources that were in year 1. I think we should start by looking at those projects because we thought they were important enough last year.

Chairman Cobb asked Donna to review the projects that are already committed and when payments stop for those projects.

Donna Latinsics stated the first is the library which is going for at least 5 years in this plan. Next is the PW dump truck which has no payment in 21-22. The last payment for the ambulance and fire department pickup truck is in 2021. The Spartan Gladiator fire apparatus ends in 22-23 and is coming out of fund 17. The backhoe and mower ends in 21-22. The truck for Tina (Animal Control Office) ends in 22-23. The PW truck and chipper goes out to 23-24. The self-contained breathing apparatus goes until 23-24. The roadside mower goes for all 5 years of the plan.

First Selectwoman Wiecenski stated we talked about buying at least one of the PW vehicles outright to save some money on interest.

Mike Makuch stated PW did purchase another dump truck after last year's CIP plan.

Troy Sposato stated that is just a truck to hold us over because of the break downs we've had and was only \$4,700. It does not eliminate the need for any of the trucks on this plan.

Chairman Cobb stated the 450-dump truck is their everyday dump truck, so it does get used a lot.

First Selectwoman Wiecenski added the new yellow truck requires the driver to have a CDL, so not everyone can drive it. The truck they are looking to purchase everyone can drive.

Mike Makuch stated you also have the blue GMC as a spare.

Troy Sposato stated that truck is bigger, so we use that for bigger job were as the smaller trucks are easier to maneuver.

Chairman Cobb asked Donna to review the funding chart and what is expected to come in/out.

Donna Latinsics stated the chart shows where we are now as well as where we will be as of July 1, 2021 and at the bottom are projects being carried over which are covered by those funding sources. LoCIP is budgeting for \$57,000 from the state each year. The general reserve is not balanced out yet, when we designed the plan last year, we planned on a school construction grant reimbursement of 64% for the roof replacement project, Phil was informing us that may not be a good number and may only be 30%. This will change what we have available to spend in the reserve.

First Selectwoman Wiecenski stated Phil was concerned we would not get the full reimbursement due to the enrollment and square footage ratio but he was told this week that this is not a concern so we may still be getting that full reimbursement amount.

Donna Latinsics stated the emergency services reserve is trued up for what we are planning to lease, I also coded the fit test to the recovery money, and in the past, we had the engineering for Willington Fire Department 1.

Chairman Cobb stated we want to watch the year to year fund balances and keep them at an appropriate number.

Donna Latinsics stated we have \$276,000 committed for local funds already that means we have about \$325,000 to work with. The requests total 1.9 million.

First Selectwoman Wiecenski stated the first project we cut from last year after Covid hit was chip sealing the lower parking lot at Center School.

Chairman Cobb stated the request is for \$15,500. Chairman Cobb asked Troy if he is doing any chip sealing this year.

Troy Sposato replied yes, I'm not sure on the accuracy of the pricing it is \$1.59 a square yard but I'm not sure the dimensions of the parking lot.

Donna Latinsics stated last year we put 930 as the funding source for this project.

First Selectwoman Wiecenski stated the next project was the HMS painting of the library and the hope was that this be done after the roof project was completed.

First Selectwoman Wiecenski stated the next item was the TOB basement concrete floor which is still an item on this plan.

First Selectwomen Wiecenski stated they can take out the line for re-glazing the windows and painting the main hall in the old town office building because we got a STEAP grant for these items.

First Selectwoman Wiecenski stated the next project was \$30,000 for the Village Hill drainage project.

Chairman Cobb asked what the \$30,000 did.

First Selectwoman Wiecenski replied if you recall last year Troy had asked for an excavator and we told him to show us what he could do with this project by renting a machine and seeing if we could start doing this Village Hill project in pieces. The \$30,000 was to start with one section. I believe Troy stated he could do about six catch basins with that.

Chairman Cobb asked if the \$257,000 is the estimated cost if our PW department completes the project or a price for the contractor.

Troy Sposato replied this is an old price.

Chairman Cobb stated lets say you got an excavator rented or purchased, if the town were to take over this project, what would that cost to do versus hiring a contractor.

Troy Sposato replied those six catch basins were about \$30,000 for everything that is included. I think there are either 12 or 15 basins in that whole project.

Chairman Cobb stated if it saves enough money it validates getting the excavator. We need updated pricing as to what it would cost to have a contractor do it versus the PW department.

Steph Summers asked if getting the excavator would cause a need for extra laborers.

Troy Sposato replied we can always use extra help, but we can do it with our four-man crew.

Chairman Cobb stated with all your other project how much of the year would the excavator be sitting doing nothing.

Troy Sposato replied not a lot of time, there is a lot you can do with an excavator.

Mike Makuch asked if we are paying for the excavator for twelve months on the year how much time are we actually using it when the guys are mowing in the summer and prepping for snow in the winter.

Troy Sposato replied we rented it for 3 months this year and it cost us \$14,000 and the machine cost \$60,000. So, if I rent the machine for 3 months every year for the next 4 or 5 year the machine has paid for itself. I cannot say the machine is

going to be used every day, but we have other equipment like the dump trucks that are not used every day. The problem with the rental is you're pressured for time and we are at the mercy of the weather.

Geoff Prusak asked if we have a trailer to tow the excavator.

Troy Sposato replied yes.

First Selectwoman Wiecenski stated the next project was \$4,800 for engineering on the Liska Road culverts project.

Chairman Cobb stated I think we should do this project; it will get us some more accurate pricing.

First Selectwoman Wiecenski stated the next item was the pickle ball court for \$39,346 and I believe last year we had it funded through LoCIP. That's all the projects that were cut in addition to the \$100,000 for the School Building Committee Consultants.

Steph Summers stated since the School Building Committee is getting up and going, we might want to restore that money as well.

First Selectwoman Wiecenski replied I think it's vital so they have someone to guide them through the process and to bring the most accurate information to the townspeople.

Chairman Cobb stated that money is subject to reimbursement according to Phil's paperwork, do we have to show the whole \$100,000 or can we show the amount after reimbursement?

First Selectwoman Wiecenski replied I believe we must put in the whole amount.

Donna Latincsics stated we show both numbers on the spreadsheet.

First Selectwoman Wiecenski stated Steph asked at the last meeting if there would be a significant savings if we combined some of our paving projects, they were all throughout the plan so it would mean pushing some projects out or moving some forward. Either way we are still waiting on a figure to see the potential savings.

Troy Sposato stated I have someone coming next week to give us a price.

First Selectwoman Wiecenski stated Phil mentioned in his presentation a new project that was not in his original list which were the radios. He is asking for 9 portable radios. They were able to take them out and test them. I believe the cost was \$16,408.

Chairman Cobb asked about replacing the fire panel at CES for \$41,500 is there an overlap in this quote with the quote we got for the town wide alarm panel?

First Selectwoman Wiecenski stated I believe they still needed this regardless of what we did but we would have to confirm that with Phil.

Chairman Cobb stated perhaps we could save a couple thousand dollars on the town wide quote if it is being paid for here. I think the town wide project had to do with tying into existing panels whereas Phil's quote seems to be the full replacement.

Steph Summers stated Phil has this as a medium priority.

Chairman Cobb stated HMS is working fine now but it is what if something happens to it. You would have to replace it anyways. We could say we have enough in the reserve fund to cover it or we just got ahead with it now.

First Selectwoman Wiecenski stated the next item in year 1 is the clock and PA system at CES.

Chairman Cobb stated we also have the same project at HMS.

First Selectwoman Wiecenski stated this is another item that goes away if we move to a new school.

Steph Summers stated we would be moving out \$79,000 if we push out both projects. This is a hard one since they are so old and the classroom clocks are not synchronized.

Chairman Cobb stated the next project is the gym floor refurbishment at HMS. This is something that is used every day in school.

First Selectwoman Wiecenski stated Phil also had this at medium priority so perhaps we should think about pushing this out a year.

Chairman Cobb stated one of the items he had a high priority on was the heat on the gym stage at HMS. There is a small space heater they are using now. I think we need to leave this \$13,000 on the plan for year 1.

First Selectwoman Wiecenski stated I will suggest taking out the South Willington LOTCIP design because we did bring this to the BOF. Donna and I are looking at doing a line item transfer from the operating budget; because of timing we may need these funds sooner.

First Selectwoman Wiecenski stated I was able to use some CRF funds for some of the AV equipment so we could continue to provide access to our meetings and to be able to do hybrid meetings. These remaining funds would allow for microphones for up to ten people and Wi-Fi equipment. If more CRF funds become available, I would continue this project using those.

Chairman Cobb asked if there has been any notice of availability on Covid related funding.

First Selectwoman Wiecenski replied there isn't any more Covid related funding. The new administration started a week ago so Congress is currently discussing the Covid Relief Bill. First Selectwoman Wiecenski asked Donna if we could use LoCIP funds for the AV equipment.

Donna Latinsics replied yes we will put it to LoCIP.

First Selectwoman Wiecenski stated we put the carpet and flooring replacement in the TOB as all one project. The floor in the Land Use Department is the most critical.

Chairman Cobb asked if they have a TOB maintenance line item.

First Selectwoman Wiecenski replied yes.

Chairman Cobb asked if they could pay the \$11,000 to do the Land Use Department floor and put the other smaller request amounts into the maintenance.

First Selectwoman Wiecenski replied I could put it in there and perhaps bump up those budgets.

Donna Latinsics stated the first item for Public Works is replacing the 2012 International dump truck.

Chairman Cobb stated PW is looking for 2 big dump trucks within the next two years and another in 2024.

Troy Sposato stated this is on a ten year cycle.

First Selectwoman Wiecenski stated if we pushed out a truck from next year, we would still have 3 trucks. Does it make sense for us to bump up the amount we are paying the contractors?

Steph Summers asked what amount we thought we would have to go to.

Troy Sposato replied I'm not sure we could throw a number out and see what happens.

Steph Summers stated I don't know if it's sustainable to purchase the vehicles and add the extra staffing. It sounds like it would be a lot better to increase the prices we are offering contractors.

Chairman Cobb suggested we purchase one of the large dump trucks in year one because we have one coming off lease. I would push the dump truck in year 2 out to year 3 and see what we can do with contractors in the meantime.

Christina Mailhos stated we also bought a truck last year so that would make it 3 years in a row.

First Selectwoman Wiecenski agreed and added we bought that truck out right instead of leasing.

First Selectwoman Wiecenski stated we should leave the STEAP funds for the salt shed in year 1 and move the remainder of the funds out a year.

Chairman Cobb stated I would suggested for PW to look at that plan and discuss the different options such as having six months' worth of salt instead of a year's worth and perhaps rethink the location.

Geoff Prusak asked how much money PW is putting into the trucks other than general maintenance.

First Selectwoman Wiecenski replied this year it was \$15,124.75 and there have been a couple more times since we wrote that figure.

Chairman Cobb asked Troy what will happen with his old truck.

Troy Sposato replied we would keep it to get rid of the maroon truck.

First Selectwoman Wiecenski stated we talked last year about whether it was better to purchase the vehicles outright if possible rather than lease.

Chairman Cobb stated it always better to save on the interest as long as we have the cash to do so.

Steph Summers asked if we had considered the idea Orlando brought up about finding some good deals on used vehicles perhaps the government surplus vehicles.

First Selectwoman Wiecenski replied I heard the guys say these deals were hit or miss. There is usually a reason someone has sent these to the surplus.

Mike Makuch stated I looked at the government surplus and there is a lot there but it is mostly similar to the stuff Troy is trying to get rid of now. The ones that were in good shape had a large number of bidders.

Chairman Cobb stated I understand the concept for the bucket truck but I don't see how you would use this with the amount of time and crew you have. I think that \$100,000 has to come out of the plan.

Christina Mailhos stated I would like to see some more money going to the contractors perhaps in a special project to take care of some of the areas that need attention.

Chairman Cobb asked how pressing the storm water mapping currently is.

First Selectwoman Wiecenski replied we are making progress.

Troy Sposato agreed they could push the \$20,000 out a year.

Steph Summer asked if the Talmadge Road project is actually \$100,000

First Selectwoman Wiecenski replied that is if they get the grant. The grant hasn't opened, they believe it's going to happen but there is no guarantee.

Chairman Cobb added they were also going to use money from the conservation fund so our cost for the year would only be \$38,500.

First Selectwoman Wiecenski stated we risk leaving this in the plan and there being no grant opportunity.

Chairman Cobb stated back to the Public Works Excavator do we rent one again this year to see how it goes or do we purchase it.

First Selectwoman Wiecenski asked if we put money into the operating budget for the rental is that going to be supported. We can push it out until year 2 to have more time to discuss it.

Geoff Prusak stated I am in favor of the excavator.

First Selectwoman Wiecenski stated they can utilize this machine for a wide variety of projects.

Steph Summers stated it feels generous to have three PW vehicles in the first year.

Chairman Cobb stated in year one for the fire departments was WFD #1 replacing the SCBA cylinders for \$18,476, the fit test machine which was for both departments, the fire station engineering for WFD#1 which is a continuation, WHFD response vehicle, and the surveying and architecture of 25 Old Farms Road.

Mike Makuch stated I think with the hope the Efficiency Committee gets back going and the fact that we are supposed to be working to plan better together, the paths the department are on right now of trying to build two fire stations and pave two parking lots worries me. I think we should bump the \$80,000 for the station and \$70,000 for the response vehicle one year.

First Selectwoman Wiecenski stated I agree and I would also say the \$10,000 for the surveying at 25 Old Farms because we haven't decided if that will fall on the town to pay.

Mike Makuch stated I agree the new fire station for WFD#1 is needed but I think we need to do a better job with planning.

Chief Moore stated we have tried going through the Efficiency Committee, we met for a couple of months and made no progress. Everyone saw the conditions of our station when you were down there. The plans we have might not be exactly what we need but we need to make the next steps so we can try to get something concrete as to where to go.

First Selectwoman Wiecenski stated I would like to hear from the Superintendent regarding the fire panels that we pushed out a year.

Steph Summers stated we could also ask him if the fire panels would take priority over the window replacements.

Mike Makuch stated I also think we might be able to get the fire panels for cheaper.

Chairman Cobb stated we could also ask him if we could split these up and do CES in year 1 and HMS in year 2.

Steph Summers asked why the windows were moved up into year one.

First Selectwoman Wiecenski replied it was safety related.

Chairman Cobb stated they have been coming to CIP for the windows for years, they are single pane.

Mike Makuch stated Phil had mentioned for Covid reasons these windows are a benefit because they are drafty.

Chairman Cobb asked if there is any fund balance in LoCIP.

Donna Latincsics replied I just moved the concrete floor in the TOB basement to LoCIP and we have the AV equipment going to it which uses up those funds.

Chairman Cobb asked if we throw the two small PW trucks into a lease would it bring our number down.

Donna Latincsics stated that would be an \$119,000 lease so one lease payment would be \$8,500 and \$17,000 for the year which would help the overall number. This would bring the overall number down to \$700,000.

Chairman Cobb stated we could lower the amount going into the reserve to \$150,000

Donna Latincsics stated this brings the number to \$670,000.

Geoff Prusak moved to adjourn the meeting at 9:22PM. First Selectwoman Wiecenski seconded the motion.

Vote: All Yes.

Respectfully Submitted:
Catharine Holcroft
Recording Secretary

TOWN OF WILLINGTON, CT
Received for record February 8 2021
At 9:00 AM RHR
TC