

**CAPITAL IMPROVEMENT PROGRAM COMMITTEE  
TOWN OF WILLINGTON  
TOWN OFFICE BUILDING  
January 31, 2018**

Members present: Chairman Stuart Cobb, First Selectman Erika Wiczenski, Kelly Trueb, Stephanie Summers, Rick Maloney, Donna Latincsics, Peter Tanaka, Jim Bulick, John Patton and Barry Wallett.  
Members absent: None.

Others Present: Maureen Parsell, Director of Parks and Recreation and Alex Moore, Chief of Willington Fire Department #1 (WFD#1).

The meeting of the Capital Improvement Program Committee was called to order at 6:32 p.m. by Chairman Stuart Cobb.

**1. Approval of Minutes.**

The minutes of the January 22, 2018 meeting were discussed.

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

**Vote: 9 yes (Trueb, Bulick, Cobb, Latincsics, Tanaka, Wiczenski, Summers, Patton and Wallett), 0 no, 1 abstention (Maloney).**

The minutes of the January 24, 2018 meeting were discussed.

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

**Vote: 9 yes (Bulick, Cobb, Latincsics, Tanaka, Wiczenski, Summers, Patton, Wallett and Maloney), 0 no, 1 abstention (Trueb).**

**2. Present to Speak.**

Maureen Parsell, Director of Parks and Recreation addressed the Committee apologizing for not being able to be at the meeting when her project requests were presented (Donna Latincsics presented them for her). She is here in case the Committee has any questions regarding the resurfacing of the basketball court. It is pretty straightforward; it definitely needs to be resurfaced. It is recommended to resurface the court every 4 to 6 years, and as the court was installed in 2011, it is overdue. It is buckling around each of the hoops (almost like frost heaves). It has to be fixed this year as it is a safety issue and the hoops could fall. Maureen stated that the court is in use from sunup to sundown. Chairman Cobb asked Maureen if the LoCIP money for the parking lot lights and surveillance had been released to her department and she stated it had and that project will be accomplished this year. Chairman Cobb then asked the request for the field lighting and/or building was still pending. Maureen stated that it is something that they still would like. They want to light the basketball court, the baseball field and the soccer field. They are still working on the amount it would cost, but it is something they would like for the future. Maureen was thanked for her time.

**3. Plan Discussion.**

Chairman Cobb asked John Patton if he would explain the spreadsheet that they were going to work on tonight to the rest of the Committee. John explained that all of the projects that were presented to the Committee are on the spreadsheet (Chairman Cobb interjected yes, except the Hall School oil tank replacement based on the Superintendent saying she was confident she had a 10 year extension on that and the Committee can decide what they want to do with that). The sheet is divided up into five fiscal years with the first year being 2018-2019 which is the upcoming budget year; then there are columns for local funds (what gets put into the general budget for the next year including bonds, leases, general reserve fund, etc. and these all add up to \$892,920.00 for fiscal year 2018-2019) and off budget. As the

Committee wants to spend \$533,000.00, they have to take \$360,000.00 out of these requests for the next fiscal year (2018-2019). John stated that there are two ways you can do this, one would be to say they just aren't doing some of the projects or LoCIP money could be used for some projects, take the money out of the capital reserve or push projects out to the following years. The bottom line is some money needs to be moved out of the 2018-2019 fiscal year column however you do it. The off budget is your funding sources Fund 17 (payments that are made when the ambulance goes out for a call and that money is used for equipment for both fire departments and sometimes for payroll for the paid firefighters, the money that comes in there fluctuates), STEAP grant, LE (that will be leased and the following year you will have to put in the money for the lease payment which comes out of local funds and effects the out years), 04 (the capital reserve fund/savings account). John stated the other thing to note would be the bond payments at the top of the spreadsheet for the Library and every year that will decrease (structured so if it's a 20 year bond you pay 1/20 of the principal every year from the beginning to the end and then you pay the interest on the principal which is different from a lease payment). John explained that in year 3 (2020-2021) there is BAN (bond anticipation note) in a couple of places. This means that within a couple of years they will do a bond. You won't go out for a final bond until the project is over and you know exactly what the cash requirements are. If it is a large project, you have to bring some money in; therefore, you sell short term BAN's which is more or less a construction loan the Town will account for it, pay some of it right away, the interest rate is very low but you pay for it and at the end of the day you wrap all of that into your bond. When you bond something you include hard costs (construction fees) and soft costs (architectural fees, engineering fees and caring costs). The whole idea of this is to try and keep the local fund budget steady. The pressures of any debt that they decide to engage in, bonds or any sort of projects that they want to do and anything they need to put in the capital reserve fund, and that amount fluctuates, depending on the year (fewer projects) you can put more money into that fund; it's like a savings account. When you have a big project like reevaluation, and you're ready to spend that money you go to a town meeting to get it approved. The other thing the Committee does is net out money that they know they are getting reimbursements for (school projects). Table 2 sources is also something they look at. This table shows the following funds over a 5 fiscal year period: LoCIP (Fund 02), General Reserve (Fund 04), Emergency Equipment (Fund 17) and Parks and Rec (Fund 06). This table is used because as money comes in to LoCIP or the General Reserve Fund or estimated money comes in for Emergency Equipment money is going in and money is going out and at the end of the 5 years they have to make sure there is money still in there. This keeps them from spending more than they have and keeps them honest. A discussion was had on how the Committee gets down to the magical number of \$533,000.00 every year for local funds and if the number could be lowered (once you lower the number it's harder to increase it again). This number has seemed to work over the years.

Chairman Cobb explained that on the spreadsheet if the projects were preexisting, he copied the existing fund source from last year's plan, anything new he put in 930 (Capital Expenditure) and they can adjust it if opportunities present themselves of finding the money elsewhere. Starting in the fiscal year 2018-2019, as they go down the list, what they push out will affect the out years. Some of the opportunities they have are to let the project stay as is in that funding source (which is good as long as there is enough money), push the project out to another year, occasionally a project is taken completely off the plan if the Committee feels that project has no merit at all or adjust the dollar amount between what was requested and what you really want to give them. Chairman Cobb mentioned that they don't usually vote on items pushed out, removed or money reduced unless they're not all in agreement, then they would have a vote.

The first item to be removed from the project is \$100,000.00 for open space preservation.

Parking lot lights and surveillance was taken off the plan as it is being done in the current (2017-2018) fiscal year and has no money amount attached to it.

A discussion was had on what the dollar amount for a CIP request should be i.e. Senior Center Surveillance Equipment for \$4,000.00. The usual minimum amount for a CIP request is \$10,000.00.

A discussion was had on the HMS pillars, etc. and moving it to a more pressing need (heaters). This discussion is on the Board of Selectman's next agenda.

A discussion was had on the open space request for \$100,000.00, it being removed from the plan, keeping that money for a savings account vs. other department's needs for heat, gear, etc. and the fact that the town has always come up with the money when open space opportunities have come up.

Security monitoring system for CES and HMS for \$50,000.00 was discussed. It was decided to keep it in the plan for 2018-2019 for now and see how the plan works out.

CES exhaust and classroom heat (\$82,407.00) and the CES replace pump seals & heat controls (\$28,850.00) were discussed. It was decided to keep the \$82,407.00 for the CES Upper Wing Exhaust and Classroom Heat in the plan for 2018-2019 and use it for pumps and everything they asked for regarding the heating system (and not the exhaust fans (\$7,000.00)), see what they can fix for that amount and take the \$28,500.00 out of the plan. The BOE will have to come back next year for the exhaust fans and any other work regarding the heat that still needs to be done.

HMS exterior trim, doors and pillars for \$17,800.00 was moved out a year to fiscal year 2019-2020.

HMS south roof replacement for \$87,122.00 with an expected reimbursement of \$56,000.00 will stay in the plan for fiscal year 2018-2019. Barry Wallett stated that he would like someone to check with the State and make sure they are still reimbursing for this type of project (64.64%). All were in agreement with this and a discussion was had on the roof and the replacement of it.

HMS sidewalk/landing replacement for \$18,740.00 was discussed. It was decided to push this project out to the next fiscal year (2019-2020).

TOB municipal permitting for \$30,160.00 was discussed. It was decided to push that project out to next fiscal year (2019-2020) for now, get some more information on it and see if the new person taking over as the Planning and Zoning/Wetlands Agent thinks this software is something that is needed.

The Old Town Hall painting and window replacement for \$18,000.00 (interior painting) in fiscal year 2018-2019 and \$52,500.00 (window replacement) in fiscal year 2019-2020 was discussed. It was decided to leave the \$52,500.00 in fiscal year 2019-2020 and push the painting out to fiscal year 2020-2021.

TOB Assessor CAMA software upgrade \$20,000.00 was discussed. First Selectman Wiczenski would like to leave this project where it is until the next meeting when she will have some clear answers on this project. The Town has a per diem Assessor in the office right now working on the grand list and she will get some answers about this project from her.

PW bus lot paving for 40,000.00 was discussed. First Selectman Wiczenski checked on whether or not the rent could be increased at the bus lot. There is a contract in place until 2022 for the bus lot that coincides with the bus contract and the rent can't be increased at this time. A discussion was had on securing the lot, why the lot is paved and not gravel and how big the problem is. First Selectman Wiczenski is going to take a look at the lot before the next meeting and will be left in the plan under local funds for now.

PW chip seal TOB parking lot for \$19,000.00 was discussed. It was decided to leave it where it is for now.

PW ground speed salt spreader controls for \$20,000.00 was discussed. It was decided to push it out a year and they would like to see some real numbers on cost savings.

PW Catch basins and storm water outfall (MS4) for \$20,000.00 in fiscal year 2018-2019 (\$20,000.00 in fiscal year 2019-2020) was discussed. It was decided to leave this project where it is, and see if it is eligible for LoCIP funding.

PW configuration part 1 salt shed for \$346,000.00 was discussed. Chairman Cobb stated this figure was put in there because this is the STEAP money that is left over if the State turns it back to the Town. It was decided to leave it where it is under STEAP and if the money doesn't become available, it will be an unfunded project.

PW roadside mower for \$185,000.00 was discussed. It was decided to push this project out to fiscal year 2021-2022.

Senior Center video security system for \$4,000.00 was discussed. As this falls under the minimum amount of \$10,000.00 for requests, this will be moved to the Senior Center budget for the Board of Finance to take out.

Senior Center standby generator for \$20,000.00 was discussed. Kelly Trueb stated that there is a plan for all people in this town for emergency services in the case of an emergency. Willington Woods has a community room generator where there is cooking facilities, heat, light, water and a safe place to be, and if they were unable to get from the 2<sup>nd</sup> floor to the basement, emergency services would get them to the basement. The people from Button Hill should be able to walk to Willington Woods to make use of the generator also. Transportation would be found to a larger shelter if need be, with these facts in mind, it was decided to take this project off the plan.

WFD #1 fire station addition engineering for \$75,000.00 was discussed. After discussion regarding \$45,000.00 already spent on this project for blueprints, the Committee decided last year that this was the fire department they would fund for any type of addition/building. However, it is now felt that this isn't the year to move ahead with the project and it was decided to push this project out a year.

WHFD SCBA bottles for \$30,268.00 was discussed. It was decided to leave this project where it is as the bottles are expiring and it has to be done.

RRAC resurface basketball court for \$7,780.00 was discussed. It was decided to move it to off budget and check to see if that can be paid through LoCIP.

Chairman Cobb asked Donna Latincsics what the expected figure for LoCIP funding is for next year; she stated it would be \$53,523.00.

A discussion was had on what else could be moved or changed as the bottom line is at \$605,000.00 and they still need to get it down to \$533,000.00. A discussion was had on the CES heating system. After some more discussion it was decided to break the security monitoring system over two fiscal years and do CES in fiscal year 2018-2019 for \$23,500 and then do HMS in fiscal year 2019-2020 for \$26,000.00.

Kelly Trueb stated she wanted to bring something up to the Committee that didn't have to be discussed at this meeting but food for thought, that in fiscal year 2019-2020, WHFD put in \$300,000.00 for land acquisition because the land has become available. She stated that by no means is she saying the fire department should purchase the land that is becoming available (St. Jude's Church and rectory); however, she feels the Town should take into consideration that is a prime piece of land for any town development in the future, and if the Town doesn't find a way to take advantage of it at this point, it may never be available again. A short discussion was had on this.

Donna Latincsics will get the updated spreadsheet out to everyone to peruse.

The next meeting will be held on Wednesday, February 7, 2018 at 6:30 p.m.

**Peter Tanaka moved to adjourn the meeting, seconded by Stephanie Summers.**

**Vote: All yes.**

The meeting was adjourned at 8:12 p.m.

Respectfully submitted,

*Eileen Smith*  
Eileen Smith  
Recording Secretary

TOWN OF WILLINGTON, CT  
Received for record *February 6, 2018*  
At *9:00am* *Quincy B. Brown TC*