

**Capital Improvements Advisory Committee
Town Manager's Conference Room
Minutes
January 5, 2011**

Committee Members	Present	Absent	Excused
Les Cole Chairman	X		
John Mullin, Vice Chairman	X		
Louis Robitaille	X		
Stuart Temple		X	
Robert Turgeon	X		
Liaison			
David Drake, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guest			
Jeff Bridges, Town Manager	X		
Laurel Goodgion, Library Director	X		
Donna Hemmann, Mayor	X		

Chairman Les Cole called the meeting to order at 6:00 P.M.

- A. Welcome By Chairman – Les Cole welcomed members back and then introduced Mayor Hemmann.
- B. Kick off by Mayor Donna Hemmann – Mayor Hemmann welcomed everyone thanking them for the job they do. She is aware of the time and work the members put into prioritizing the projects to meet the budget constraints and appreciates their efforts. She noted the work done by this Committee makes the Council's job easier during the budget process. You have a lot on your plate and we trust your judgment. Mayor Hemmann advised the target capital budget for the 2011/2012 fiscal year will be the same as awarded last year \$1,200,000, she wished it could be more. The only priority the Mayor has for next year is to consider funding the next phase of the Library RFID System. She would also like to see us start whittling away at the drainage projects that have been out there for ten years or longer. The Mayor advised they met with the State Legislative Delegation earlier this week and funding from the State and Federal Government doesn't look good. The Stimulus money Education received in the past is going away. Legislatures are going to have to look at new ways to generate income. One of the items being considered is lowering the sales tax rate to 3% but increasing the items being taxed to include things like food. We shouldn't be looking to see any increase aid from the State next year, hopefully we won't see many cuts as they try and balance their books. Chairman Cole thanked the Mayor for her comments and advised the Committee will be analyzing the requests as in the past looking at safety first, mandates, where we can get matching funds and then finishing opened projects. Les thanked the Mayor for the budget and will prioritize to come as close to that number as possible.
NOTE: Mayor Hemmann left at 6:16 PM
- C. Public Comments – None
- D. **Discussion of Library Needs** – Laurel Goodgion reviewed her RFID Security System requirements. A handout was in each member's notebook. Laurel passed out a handout showing 3M's Self Check System; Integrated Disc Media Un-locker; Detection System and Self Check System Item Return. Laurel advised with the funds received this year from CIAC (\$25,000), The Hartford Foundation for Public Giving (\$30,000) and the Library Connecticutcard Reimbursement Grant (\$8,600) totaling (\$63,600). With the current money they were able to rent 2 conversion workstations (\$9,000) and buy enough tags to do all the books in inventory. The Library is weeding thru their collection to get rid of old unused

books before they tag them. All books should be tagged by next October. They are also purchasing staff workstations and check out stations with those funds. Laurel would like to purchase the balance of the equipment in phases over the next three years 2011/2012 \$45,000; 2012/2013 448,000 and 2013/2014 \$39,000. With 2011/ 2012 funds they hope to purchase a pair of security gates for the main entrance and self-check-out station. Laurel advises that Darien put in a full system with routing for \$3,500,000. Simsbury put in a self checkout system that was paid by the State. Members were advised to go to one of these locations if they wanted to see a system in use. Members asked Laurel to check with 3M to see if we could purchase the balance of what is needed next year and pay it over three years. She was also asked to find out if the self-checkout units could be purchased on a lease / purchase arrangement. She was also asked to provide the cost of purchasing books already tagged. Laurel will get this information for the Committee.

NOTE: Laurel Goodgion left at 6:43 PM

- E. **Discussion of Community Development** – Mike Turner advised this category was prepared jointly with the Town Planner Peter Gillespie. Peter could not be here tonight as he was at a Design Review Committee Meeting.
1. Façade Loan Program - \$50,000 – Provide funds for businesses to improve the façade of their buildings and receive reimbursement for the work done up to \$50,000. The money does not have to be paid back if they stay there for 10 years.
 2. Façade Loan Program - \$250,000 – State Funds to provide funds for businesses to improve the façade of their buildings and receive reimbursement for the work done up to \$50,000. The money does not have to be paid back if they stay there for 10 years.
 3. Preserve America / Way Finding Signs (Unfunded balance) - \$50,000 – This funding would provide continuation to fund design and installation of way-finding signs as endorsed by the tourism committee.
 4. Project Design – Undesignated - \$25,000 – Provide funds for unforeseen projects that develop that will require architectural or engineering expertise that funded has not been budgeted.
 5. Redevelopment - Town Planner Peter Gillespie has requested that Committee add \$50,000 under this program. The Redevelopment Agency is in their third year of existence and these funds will be seed money for them to operate. The redevelopment agency is currently working with the owner of the Weight Watchers property as its first project and will need funding for engineering consultants to develop Project Plans and grant applications for potential funding. Until the current study is finished we don't know what additional funds we will have to come up with for this project, or any other prospective projects that come the Committee's way.
- F. **Discussion of Drainage Category** – Mike Turner reviewed the drainage requests:
1. Dredge Behind Country Club - \$25,000 – This is work to be done behind Surrey Drive. Mike will get back to the Committee with additional details on the scope of work for this project.
 2. Emerson Williams Pipe Repair – \$40,000 – An existing storm / under drain along the north property line of the school has a section which is collapsed. Due to its depth, town crews cannot repair this and a section needs to be re-laid. This is behind the houses on Western Blvd and has created wet back yards and made portions of the ball and play fields unusable. This pipe discharges to wetlands of Folly Brook wetlands. Mike advised that Fred Bushey has advised him that water has been coming into the school due to a catch basin that is clogged that ties into the collapsed pipe we are looking to replace.
 3. Flood & Drainage Projects - \$437,000 – These are State funds that will be matched with general funds to provide funding to be able to complete some of the outstanding drainage projects developed as a result of the Broom & McBride Study.

4. Goff Brook Water Quality Treatment - \$75,000 – Study for this was done three years ago. Murphy Pond and four other lakes / ponds were studied in the Goff Brook Watershed and a master plan developed for short term water quality and vegetation control and long term dredging. This budget is for Griswold Pond short term. It requires installing a pre-treatment device below to trap sediment before entering the pond. This is a part of the Storm Water Phase mandate, and a recommendation from our study. The \$75,000 will be used for vegetation control.
5. Jameswell Drive Additional Study - \$100,000 – Last year we did a study on Jameswell as well as at the High School. The High School problem was corrected by taking down a couple of trees and replacing a couple of pipes that were collapsed by tree roots infesting the pipe and clogging them. On Jameswell a study was conducted. The Professor at CCSU advised another study should be done at a cost of between \$50,000 to \$100,000. Initially he thought the water in the road could be corrected by installing a catch basin/underdrain that will cost \$68,000. This will correct the road problem but not the water problem in yard at the Jameswell resident who is complaining. He needs to do some drainage work on his property. He was advised by the Town Manger whenever the weather causes a problem to call him on his cell phone and he will come out to inspect the problem. He only calls after the problem has been cleaned up so there is nothing to see. No other residents in the area are complaining of a problem.
6. Misc. Drainage Repairs Various Locations – \$50,000 – This fund is set up to provide for drainage improvements which are not budgeted in the operating budget. Using the \$50,000 we received last year we did the drainage work/CSO separation at Hartford Avenue at Main Street. The next 2010-11 project to be done is at 115 Spruce St which is currently under design. Mike maintains a list of projects that need to be accomplished. Along with those that were proposed by the Milone & MacBroom Study. He will prioritize the list and get a copy to members. Each project varies in cost from \$8,000 to \$125,000. Mike would like to bundle some of these projects and get them accomplished. Only a quarter of the projects referenced in the study have been accomplished to date.
7. Storm Water Phase 2 – \$25,000 – Staff is requesting funding for placement of water quality treatment devices at/before all storm water outfalls as identified in our Storm Water Phase II Plan. This will continue to be an annual expense. This is the sixth year of the program.
8. Test Seal Joints – Various Locations - \$25,000 - 97% of our storm drains are precast concrete. Old pipe joints separate causing sinkholes. The process is to feed a camera down the catch basin to the joint. When separated joints are spotted a compound is fed into the joint which hardens and seals the joint from the interior, without need to cut open the road.

G. **Discussion of Pavement Maintenance Category** – Mike Turner gave an overview of the Road Manager Pavement Maintenance Program and how roads are evaluated (parking lots were added to this system). He also explained how the system allocates money to milling; crack sealing; or major reconstruction. The Town needs over \$1,400,000 per year in Pavement Management to keep the roads at the current PCI Index Rating (76). When we had the bond money from 2003-04, that was used in addition to the normal CIP funding our PCI rating went up to 80. There are 105 miles of paved roads in Town. It is expected Town Aid for Roads (TAR) and LoCIP funds will remain constant with this years funding , or be reduced.

1. New Lot Millwoods Little League - \$145,000 – This project provides construction funding for construction of a new 112 space parking lot in Millwoods to support the new lighted little league field and is part of the Millwoods Master Plan. We have seed money from FY 09/10 that was to be used for design that ended up being accomplished in house so we have \$35,000 available to apply to this project. Total estimated cost for the project is \$180,000.

2. Pavement Mill & Overlay / Crack Seal - Mike Turner reviewed the various funds used to pay for Pavement Maintenance (Town Aid, LoCIP, and General Fund Allocation).
NOTE: We need more than \$1,400,000 a year to maintain the current PCI Rating. We used to do 5 miles of roads a year. With the current costs of asphalt we are doing less than 2 miles per year.
 Town Aid – Last year we received approximately \$199,947.79 from the State. There are no strings attached to Town Aid Funds. This year we are hoping for the same funding amount.
3. Pavement Mulch Seal - \$100,000 – Looking for funds to crack seal roads using the mulch seal process. Sealing roads will increase their lifetime delaying the need to do milling or total reconstruction. There is a new process out now where the road is tarred and then sanded. The bid for this is thru CRCOG. We could do several miles of roads with this process and expand the life of the roads at least seven years before requiring milling. Mike advised he could get the vendor in to do a demonstration if the Committee wants. The committee offered several suggestions for sample sites.
4. Pavement Reconstruction – Olney Road – LOCIP Funds require specific account reporting so we use these funds to do road reconstruction projects performed by outside contractors. Last year we received \$188,241 from the State. The funds were used to reconstruct Middletown Avenue between Spring Street and the Broad Street green. Once sufficient funds are accumulated this project will be put out to bid. This year we completed Goff Road and Middletown Avenue. Funds remaining from these projects will be transferred to the Olney Road Project.
5. Police HQ Parking lot modifications - \$25,000 - These funds are for modifications to pavement , curbing and line striping to add about 20 additional public spaces in front and sides of the building, needed especially during training classes or community events.
6. Preserve America Main Street / Hartford Avenue - \$38,000 - The Old Wethersfield Master Plan - developed recommendations to four intersection improvements in their final report. The cost to accomplish the improvements to the Main Street / Hartford Avenue intersection will be \$38,000. Mike Turner advised the Committee could review a copy of the Preserve America Study on the town web site.
7. Preserve America Main Street / State Street - \$32,000 - The Old Wethersfield Master Plan, developed recommendations to four intersection improvements in their final report. The cost to accomplish the improvements to the Main Street / State Street intersection will be \$32,000.
8. Repair Town Parking Lots Various - \$100,000 – This project is the general fund contribution for maintenance of all town parking lots as prioritized by the Road Manager software by milling overlay and crack sealing. Mike Turner advised as a rule of thumb we would like 10% of the amount allocated to roads allocated to parking lots so we can keep them up to the same level. The funding this year would go towards WVAA lot.
9. Update Program / Inspect All Roads - \$25, 000 – In the Item G. Summary Mike Turner explained the VHB Road manager program. Our goal is to update the database by re-inspecting every road segment in the system every five years. VHB goes out and re-evaluates the roads and then inputs the data into their software data base. They also take digital video pictures of the roads as they do their evaluation so we have a visual backup to fall back on. By doing the whole Town at once all the streets are under the same current criteria. The system was last updated in 2006.
10. Wilkus Farm – Gravel Lot - \$25,000 – There are three separate parcels of land in the Wilkus Farm purchase. The plan is to install a gravel parking area for up to four cars to park once they enter the main entrance to each location. We cannot install asphalt lots due to DEP constraints.

H. **Discussion of Sidewalks Category** – Mike Turner reviewed the sidewalk requests.

1. New Sidewalks – Standish Park – \$30,000 – This project calls for installation of new sidewalks on the east side of Garden Street from Hanmer School north to Mickey’s Place, and completion of missing interior walks and replacement of 25 foot of asphalt sidewalks within the park proper.
2. Pedestrian Ramp ADA Replacement – \$25,000 - This project calls for the installation of ADA required tactile warning pads to be placed at all sidewalk pedestrian ramps. Previous funding over 2 years allowed us to complete the Silas Deane Highway and start in the Wethersfield Housing Authority. This project will continue annually in this amount until all sidewalk ramps in town are completed. New area proposed for focus is Housing Authority and town buildings.
3. Charles Wright – West Side Sidewalk Replacement – \$130,000 – This project is to replace 120 slabs on the west side of the school that are in need of replacement. Mike Turner advised he has a concern on the cost projections for this project. Mike doesn’t feel it should cost more then \$30,000 to \$40,000. We will confirm with Mr. Bushey where he came up with his calculations.
4. New Sidewalks Construction – Misc. Locations - \$100,000 – The funds will used to install new sidewalks in Town based on a study conducted by the Town Public Safety Committee and available on the town web site. That Committee has evaluated areas in Town where sidewalks should be installed to improve the safety of students walking to school or pedestrians having to walk in the street. The Committee developed their own priority list.

I. **Discussion of Town Building Category** – Mike Turner explained the projects in this category.

1. Capital Reserve Account – \$100,000 – This line item is to build a reserve account for CIP Projects. The goal is to maintain this fund at \$250,000 minimum. It is used for unanticipated projects or for budget overruns. Current balance is \$186,081.34
2. CCTV – Town Hall / Library - \$40,000 – The Town wishes to CCTV cameras surrounding the site for security. There are no cameras inside the buildings. They will be installed at all the entrances to Town Hall and the Library; in the parking lot and hallways. They will be recorded to a hard drive to a computer in the telephone room.
3. Multi Building Window Replacement Escrow Account – \$50,000 – Looking to add to this account to handle smaller projects or combining projects. Currently there is \$29,651 in. We are looking to replace windows at various schools, Physical Service and other Town buildings. There is no specific building targeted for these funds at this point, but we are looking to utilize these funds as a leverage to state grants.
4. Roof Consultant PM – Renewal - \$55,000 – The Town has retained TREMCO to provide preventive maintenance of all town roofs. They inspect all roofs annually and do preventive maintenance as required; they have built an inventory and developed a database for estimating both timing and budgets for future replacements. Roof leaks have essentially stopped due to their efforts. This is a renewal of an annual cost. Committee with addition of services that they repair and fix all leaks inclusive of their service (not capital replacements).
5. Cottone ADA Entrance - \$25,000 – Redo the entrance way to Cottone Field from the walkway from the school to make it bring it up to code to meet ADA requirements, these are part of the requirements of the recent Civil Rights Study.
6. Replace Underground Tank – PS (M2R1) – \$25,000 – There is a requirement to replace the underground tanks every twenty years. This tank is at Physical Services and is up for replacement. The new tank will be fiberglass coated which should extend its lifetime.
7. Replace Underground Tank – PS (M3R1) – \$25,000 – There is a requirement to replace the underground tanks every twenty years. This tank is at Physical Services and is up for replacement. The new tank will be fiberglass coated which should extend its lifetime

8. Physical Services Truck Garage / Salt Shed - - \$1,426,000 – Local Bond – Mike Turner advised this is a project that needs to be accomplished some day, Someone questioned the garage and salt shed being in the same building. Mike Turner advised by putting them in one facility we would cut the cost by \$200,000. Even though they will be in one facility they will be separated with separate climate controls.
 9. Roof Routine Maintenance - \$204,470 – The roof consultant identified routine maintenance to be performed on certain roofs to maintain / improve them. This work is above PM but necessary to extend the roof life. Work is proposed at various locations. Mike Turner was advised to combine the smaller projects into one showing the breakdown costs for each roof within the write up.
 10. Roof Repair – Charles Wright - \$20,500 – This is to make repairs to a section of roof that was not part of the roof replacement a few years back. Making these repairs will extend the lifetime of the roof before it needs replacement.
 11. Roof Restoration– SDMS - \$76,000 – This is to do restoration to the section of roof that was not done when the school was renovated. Please note that school roofs are not replaced or restored before their twenty year lifespan or else there is no reimbursement from the State. This restoration will extend the life of the roof another ten years.
 12. Roof Replacement – WHS - \$881,100 – There are various sections of the WHS Roof that are up for replacement based on our consultant's data base. If the renovation to the school is to be held up and you are not looking to build a new facility consideration should be given to this project.
 13. Roof Replacement – Vol. Ambulance - \$39,500 – Based on the consultant's data base this roof is coming up for replacement and should be considered for replacement.
 14. Roof Replacement – Cove Warehouse - \$30,000 – Based on the consultant's data base this roof is coming up for replacement and should be considered for replacement.
- J. Old Business – None
- K. Next Scheduled Meeting – Next Scheduled Meeting will be at 6:00 P.M. on January 12, 2011 in Conference Room One.
- L. Adjournment - Motion by Louis Robitaille seconded by John Mullin to adjourn. **All members voted in favor.**

Meeting adjourned at 8:09 P.M.

I hereby certify that the above is a true copy of the minutes approved by the Capital Improvement Advisory Committee

Michael J. Turner
Town Engineer
Town Staff Liaison

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