

SPECIAL MEETING MINUTES

TOLLAND TOWN COUNCIL HICKS MEMORIAL MUNICIPAL CENTER 6TH FLOOR COUNCIL CHAMBERS FEBRUARY 16, 2017 – 7:30 P.M.

MEMBERS PRESENT: Rick Field, Chair; William Eccles, Vice-Chair; Robert Green; Paul Krasusky; Joseph Sce and David Skoczulek

MEMBERS ABSENT: Kristen Morgan

OTHERS PRESENT: Steven Werbner, Town Manager; Mike Wilkinson, Director of Administrative Services; Lisa Hancock, Director of Finance and Records; Walter Willett, Superintendent; Beverly Bellody, Human Services; Scott Lappen, Public Works; John Littell, Fire Chief/Director of Public Safety

1. Call to Order: Rick Field called the meeting to order at 7:42 p.m.

2. Public Hearing Item

2.1 Consideration of the Proposed 5-Year Capital Improvement Plan

Mr. Werbner gave a presentation to the Council using a PowerPoint entitled Town of Tolland, FY 2017 – 2018 through 2021 – 2022, Town Manager's Five Year Capital Plan, dated February 16, 2017. The first part explains what the capital budget is, what capital items are and what it includes: streets, parks, buildings, school facilities, large equipment and technology. The plan is for five years. The budget planning process is very involved, starting in October and ends when the Council adopts their budget.

Some revisions to the Capital Budget after the Town Manager gave his recommendations to the Town Council on December 15, 2016 are:

Year 1:

- Delayed the implementation of the \$100,000 of General Fund dollars for District wide capital improvements for one year.
- Added \$116,517 for the Recreation Center HVAC System to be funded with \$41,517 from the General Fund, \$25,000 from the Recreation Fund and \$50,000 from the Utility Internal Service fund. In FY 16-17 LoCIP funds in this amount were programmed for this project and due to State bonding limitations the Town will not receive the entitlement for those funds unless there are some changes in legislation. It is essential to complete this project as the heating system will be eliminated once the construction begins for the Elderly Housing Complex. If the LoCIP funds end up being reallocated then we can revisit the funding alternatives next year with Council.
- Added \$15,000 from the General Fund for a Town share of a grant match for a partnership with the Jail Museum for repairs to the Town owned building.
- Deferred BOE \$12,786 of General Fund dollars for vehicle depreciation reserve.
- Added \$21,576 for the paving of the lower level loading dock at Tolland Intermediate School and \$10,000 for repair and refinishing of the Tolland Middle School Auditorium floor from the General Fund.
- Reallocated \$116,116 for the Highway Garage project from LoCIP funding to Non-Referendum Debt due to the uncertainty of the State funding next year.

Year 2:

- Added \$319,000 for major repairs for the Plains Road Culvert to be funded by Non-Referendum Debt.

FY 17 – 18 Significant Capital Projects funded by the General Fund: Total Amount: \$142,093:

Board of Education: Paving of the lower level loading dock at Tolland Intermediate School - \$21,576 (General Fund); repair and refinishing of the Tolland Middle School Auditorium floor - \$10,000 (General Fund).

Parks & Recreation: Partial funding of Boiler at Recreation Center - \$41,517 (General Fund).

Public Facilities: Various projects - Senior Center roof replacement, repainting of Arts Building and Jail Building repairs (grant match) - \$69,000 (General Fund).

FY 17 – 18 Significant Capital Projects funded by Other Sources:

Town Administration: Depreciation amount for replacement of Light Duty Vehicles (Town) - \$55,972 (CNRE Fund).

Capital Equipment: Replacement of Public Works Dump Truck and Pavement Roller - \$190,300. (Non-Referendum Bonds).

Fire & Ambulance: Replacement of Ambulance 540 - \$214,000 and AED program - \$17,500 (Ambulance Reserve Fund).

Parks & Recreation: Partial funding of Boiler at Recreation Center - \$25,000 from the Recreation Fund and \$50,000 from the Utility Internal Service Fund (Town Reserve).

Public Facilities: Additional allocation to address construction costs of the Highway Garage Renovations - \$1,349,779 (Non-referendum Bonds). Expected to be bid out in Spring 2017.

Streets & Roads: Town portion of funding for repaving Old Cathole Road North - \$410,800 (Non-Referendum Bonds). Drainage and detention basin repair - \$200,000 (Non-Referendum Bonds). Pavement Management - \$339,123 (Town Aid Road Grant Funding).

Year 2:

Board of Education: District Wide Capital improvements in the amount of \$100,000 (General Fund).

Capital Equipment: Replacement of various equipment in the amount of \$248,350 with \$15,350 from the General Fund, \$53,000 from CNRE Fund and \$180,000 from Non-Referendum borrowing.

Public Facilities: Allocation of \$100,000 for Firehouse Improvement Design Phase from Non-Referendum borrowing.

Pavement Management: \$339,123 from Town Aid Road (TAR), \$116,116 from LoCIP Grant and \$685,561 from Non-Referendum borrowing for various Road Improvements and paving Cross Farms rear parking lot; drainage and detention basin repairs - \$200,000 (Non-Referendum Bonds); Plains Road Culvert major repairs - \$319,000 (Non-Referendum Bonds).

Year 3

Capital Equipment: Replacement of various capital equipment in the amount of \$246,350 with \$60,350 from the General Fund, \$118,000 in Non-Referendum borrowing and \$68,000 from other sources.

Public Facilities: \$3,000,000 is programmed for additions and upgrades to Station 140, Station 340, Station 440 and Dog Pound. This would be financed by Referendum approved Notes and Bonds.

Fire & Ambulance: \$1,500,000 for replacement of Rescue 240 and ET-540 from Referendum Bonds.

Year 4

Board of Education: District Wide: \$100,000 from the General Fund for District wide capital improvement projects.

Capital Equipment: \$205,350 for various Public Works capital equipment replacements from General Fund (\$15,350), CNRE Fund (\$50,000) and Non-Referendum borrowing (\$140,000).

Pavement Management: \$1,000,000 to address road maintenance, parking lot and neighbor-hood roads according to automated pavement management system recommendations - (\$544,761 Non-Referendum Bonds, \$116,116 LoCIP, \$339,123 TAR).

Drainage construction, various - \$200,000 (Non-Referendum Bonds).

Town Administration: Creation of an account to address yearly Capital Improvement needs of Town Facilities in the amount of \$50,000.

Year 5

Board of Education: \$1,104,560 for parking lot paving, boiler replacements, removal of portable buildings at TMS and technology upgrades to be financed by referendum approved notes & bonds; District Wide - \$100,000 from the General Fund for District wide capital improvement projects.

Capital Equipment: Replacement of various Public Works capital equipment in the amount of \$215,350.

Fire & Ambulance: Replacement of Ambulance 640 - \$285,000 and Refurbishment of ET 140 - \$130,000 (Ambulance Reserve Fund).

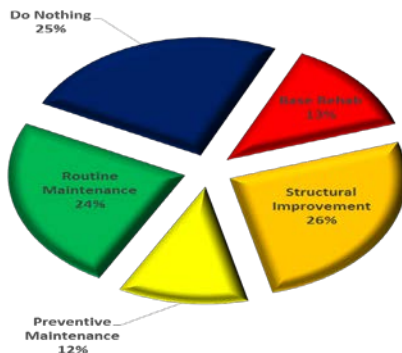
Streets & Roads: \$1,000,000 to address road maintenance, parking lot and neighbor-hood roads according to automated pavement management system recommendations - (\$544,761 Non-Referendum Bonds, \$116,116 LoCIP, \$339,123 TAR); \$5,000,000 for Town-wide road improvements from Referendum borrowing; drainage construction, various - \$200,000 (Non-Referendum Bonds).

Public Facilities: Pole shed at Highway Garage to cover vehicles to protect from harsh elements - \$80,000 (General Fund).

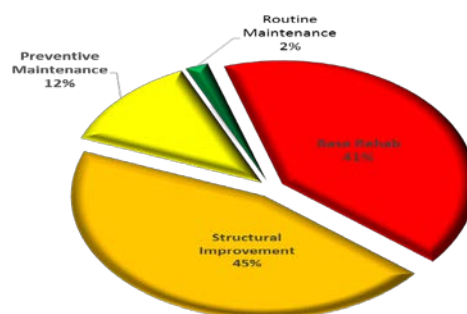
Gordon Daring of VHB spoke about the pavement management system. He explained the process, and explained how they have tracked the conditions over time. The town has made some major investments on the roads over the last several years. He estimated that if Tolland had \$12m, it could bring all its roads up to perfect shape.

He showed two pies: Pavement Backlog Summary:

Miles:



Cost:



They use a software program to analyze different funding scenarios going into the future. They looked at four different ones, which ran out 5 years:

- \$350K annually for 5 years

- \$750K annually for 5 years with \$210K reserved for local roads in poor condition and \$40K for crack sealing
- \$1 million annually for 5 years with \$210K reserved for local roads in poor condition and \$40K for crack sealing
- \$1.25 million annually for 5 years with \$210K reserved for local roads in poor condition and \$40K for crack sealing

The analysis did not include parking lots, drainage, or gravel road needs.

The suggested strategy would be:

- Allocate 75% of the available funding to the most heavily travelled roads until those roads have reached acceptable condition
- Allocate \$250K annually for resurfacing work on local roads (and crack sealing, where needed)
- Coordinate work on residential roads within neighborhoods as budget allows
- Use full range of pavement treatment options

Mr. Werbner advised that on February 28th the Legislature will be having a Crumbling Foundation Day at the Capitol starting at 7:00. There will be four different committees that will be hearing all of the bills that have been submitted this year for crumbling foundations. There were approximately twenty bills submitted. None of the bills have remediation money attached to them yet. He is pushing for a remediation fund now.

The last slide was the budget schedule.

Bill Eccles moved to open the public hearing; Seconded by Robert Green. All in favor.
None opposed.

A straw poll was conducted of all those in favor of supporting the 5 Year Capital Budget.
15 in favor; 0 opposed.

Bill Eccles moved to close the public hearing; Seconded by Robert Green. All in favor.
None opposed.

- 3. Adjournment:** Paul Krasusky moved to adjourn the meeting; Seconded by Robert Green at 8:22 p.m. All were in favor.

Richard J. Field, Council Chair

Michelle A. Finnegan
Town Council Clerk