

**Capital Improvements Advisory Committee**  
**Town Manager's Conference Room**  
**Minutes**  
**January 6, 2010**

Chairman Les Cole called the meeting to order at 6:00 P.M. Members present: were: Les Cole, John Mullin, Louis Robitaille, Robert Turgeon and Peggy Wagner. Staff Liaison present were Tony Martino and Mike Turner. Mayor Donna Hemmann, Council Liaison David Drake, Town Manager Jeff Bridges, Library Director Laurel Goodgion and Finance Director Lisa Hancock were also present. No Committee Member was absent.

- 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, noting as a former liaison to the committee she is aware of the time and work the members put into prioritizing the projects to meet the budget constraints and appreciates their efforts. Mayor Hemmann advised the target capital budget for the 2010/2011 fiscal year will be \$1,500,000. The Mayor then went over how funding from the State is being cut back and we should be taking that into consideration. Mayor Hemmann has advised the BOE if this same fact as well and to take it into consideration when doing their budget as well. Stimulus money the BOE received this year, about \$1,400,000 will not be available in future years. The Mayor's main priority is to get the Morrison Avenue project completed. (Mike Turner noted the Engineering staff is developing nine various plan concepts to review with the residents on Morrison Avenue later this month. They range in cost from \$12,000 to \$780,000.) The Mayor requested we develop a time line showing how long projects have been on the books and how long before they will get done, and the committee look hard at long stalled projects. She also wants funding stability, so peaks and valleys in the 10 year plan are minimized. The Mayor realizes there are major school renovation projects coming down the road and we need to communicate with the residents on the cost of these projects and how the cost escalates as we delay doing them. The Committee needs to look at the Office of Civil Rights work that needs to be done at the High School and see what it means and the implications if it's not done. We need to know what's left to be done on that list, and the cost associated with it. We also need to see what if any effect it will have on accreditation which is coming down the road. Les Cole advised the Mayor we will look at the ADA issues but it should not effect accreditation. As long as you're working on fixing the problem and have a plan to finish it they do not penalize you in the accreditation evaluation. Bob Turgeon asked the Mayor what makes Morrison Avenue a high priority. The mayor responded this was a campaign issue and they have had it brought forward at each Council Meeting. Les Cole reminded the Mayor this had come forward to the Committee two years ago and the residents in the area came forward with their complaints to this Committee. A solution was offered to the residents if they were willing to contribute to the cost of repairing the sidewalks and they refused wanting the Town to pay the full freight. Mayor Hemmann wished the members good luck in their task adding they had a good Council Liaison in Dave Drake to help us out. The Mayor asked us to work Dave hard.  
**NOTE:** Mayor Hemmann left at 6:12 PM
- C. Public Comments – None  
**NOTE:** We went out of agenda and let Library Director Goodgion go over her projects so she didn't have to sit thru the whole meeting.
- D. **Discussion of Drainage Category** – Mike Turner reviewed the drainage requests:
  - 1. (1) Bell Pond Dam Repair - \$250,000 – Design plans have been completed and permit applications submitted to DEP for reconstruction of this dam spillway. Design of this work is being paid for from Flood and Drainage bond. Above request is for construction funds.

2. (7). Drainage Behind Community Center - \$25,000 – There is an existing 12 inch storm drain in the rear lot of the Community Center where it has been observed the pipe is collapsed. This replacement will repair the collapse and upgrade the pipe to that necessary for a future parking lot addition (listed under park & recreation).
3. (9) Dredge – Cloverdale Pond - \$185,000 – This pond is town owned open space and has been severely silted up and the dam is in disrepair. Residents have requested these improvements for several years. The pond in question is on the corner of Cloverdale and Springdale Streets. This fiscal year we were allocated \$15,000 to prepare preliminary design and forms necessary for DEP Permit process This funding is for permits, final design and construction at this town owned open space.
4. (13) 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.
5. (23) Goff Brook Water Quality Treatment - \$75,000 – Study for this was done two 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.
6. (25) Jenson Dam Repair – \$30,000 - This is a private dam at 45 Highland Street which was rebuilt using Flood and Drainage grant funding. Town owns the responsibility for perpetual maintenance. Currently there is a small wash around the east abutment which should be repaired. This could best be done by a contractor.
7. (27) Jameswell Drive Curtain Drain - \$30,000 - a drainage study authorized in past CIP recommends a curtain drain be installed to control subsurface drainage from affecting 120 Jameswell Drive. At this time, it is unclear if better solution is a private drain.
8. (28) 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. Current projects waiting funding are Dale Road; Tollgate; South Pembroke; Crest Street and Williams Street. With the \$50,000 we received last year we did the drainage work at Hartford Avenue, and at Marmour Court/Brimfield Rd.
9. (31) Sanitary Separation Hartford Avenue - \$30,000- staff has uncovered a catch basin tied directly to sanitary sewer as a direct inflow source. To separate, town needs to construct 100 foot storm sewer extension. Jeff Bridges advised this should be considered a priority item.
10. (33) Spring Street Skate Pond Dam - \$150,000 – This dam experienced a severe breach during the summer of 2008, and the flash boards were removed to lower the water and decrease further washing. Plans have been prepared for reconstruction and are being submitted to DEP for permits. Plan is to bid this for spring/summer construction. The pond will remain at lower water surface until repaired.
11. (34) Storm Water Phase 2 – \$10,000 – 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 be an annual expense. This is the fifth year of the program. Bonnie Therrien and Lisa Hancock had discussions as to whether this item should be moved to the operating budget. After much discussion it was determined to leave this in the capital budget. Jeff Bridges asked if there was ever discussion about creating a stormwater utility to cover this like they do in Kansas.

E. **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 \$1,200,000 per year in Pavement Management to keep the roads at the current PCI Index Rating (75-78). 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. (2) New Lot Millwoods Little League - \$180,000 – 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.
2. (4) (5) 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 \$1,200,000 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 \$187,271 from the State. There are no strings attached to Town Aid Funds. This year we expect funding at \$147,577.
3. (6) LOCIP – 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 are being saved 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.
4. (7) Police HQ Parking lot modifications- This 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.
5. (8)(9)(10)(11) Preserve America funding-The Old Wethersfield Master Plan, developed using Preserve America funding, recommended 4 intersection improvements in the final report. They included Church/Marsh/Main (\$117,000), Hartford Av /Main(\$38,000), State/Main (\$32,000), and Nott/State/Hartford Ave (\$300,000).
6. (13) 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 toward the balance of the Volunteer Ambulance facility on Prospect St. (This year CIP funded front lot only).
7. (14) Replace Stop Signs - \$25, 000 – This project calls for replacement of all town stop signs due to old and faded conditions per MUTCD requirements. This funding will replace 250 signs, we have 628 stop signs, and therefore this project requires multi year funding. Last years CIP funded \$10,000 to purchase the retroreflectometer, this request is a continuation. We have until 2011 to have a plan of action finalized and 2014 to complete the work.

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

1. (1) Morrison Avenue Improvements Drainage - \$100,000 – This project was brought forth to this Committee last year. Based on residents concerns, the Town Council Infrastructure committee will be meeting with residents to clarify a goal and funding requests. This item represents the storm drainage aspect if chosen.
2. (2) Morrison Ave New Sidewalks - \$250,000- In the past, the Infrastructure Committee of Town Council is suggesting this project be funded as a complete project (i.e. sidewalks both sides) and move forward when the residents contribution reaches the level they would pay if they repaired/replaced their own walks.
3. (6) New Sidewalks – Standish Park – \$25,000 – This project calls for installation of new sidewalks on the east side of Garden Street from Hanmer School north to Mickey's Place, and a 25 foot section of asphalt sidewalks within the park proper.

4. (7) 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. Funding has been issued for the Silas Deane Highway already. This project will continue annually in this amount until all sidewalk ramps in town are completed. New area proposed for focus is Wells Road and Wethersfield Housing Authority property.

G. **Discussion of Community Development** – Mike Turner advised this category was prepared jointly with the Town Planner Peter Gillespie.

1. (1) Bus Shelters replacement \$25,000- the CRCOG has for several years been working to have a region wide standard, and allow advertising to defray maintenance costs. This program fell thru this year. This cost is to replace 2 shelters and will be a multi year program.
2. (6) Preserve America / Way Finding Signs (Match) - \$40,000 – This is a local match to fund design and installation of way-finding signs as endorsed by the tourism committee.
3. (9) Redevelopment - Town Planner Peter Gillespie has requested that Committee add \$50,000 under this program. The Redevelopment Agency is in their second year of existence and these funds will be seed money for them to operate. The redevelopment agency is looking at the Fun Zone property as its first project and will need funding for engineering consultants to develop Project Plans and grant applications for potential funding.
4. (11) Silas Deane Highway Guidelines- with the success of the Façade Loan program, the staff wish to develop guideline which may be used as model for new and refurbishing buildings along SDH.
5. Plan of Conservation & Development Update - \$50,000 – This is a State requirement to be completed every 10 years. Last update was done in year 2000. Funding is to hire a consultant to assist town staff.
6. (12) Silas Deane Highway Façade Match – \$50,000 – This request is to supplement STEAP funding and other town match funds to continue this successful project. To date the EDIC has committed funding available to them; they will shortly run out of funding and would like to keep this program alive.
7. 13) Silas Deane Streetscape - \$410,000 – The streetscape project of the Silas Deane/Church Street intersection is partially complete. The project design is done and a contractor has completed portion of the work. This funding will allow completion of balance of work including additional lighting, landscaping, walks and sidewalks. This funding is requested thru the stimulus package. If this is accomplished as a STEAP Project the Town's share well is \$160,000.
8. Snowflakes / Flags For Light Poles - \$25,000 – to purchase holiday signs and snowflake ornaments (or similar) to hang on the ornamental street light poles during the holiday to help with tourism and economic development. Mike Turner advised there are 18 street lights involved. Peggy Wagner suggested we look at having volunteers make the flags and save on purchasing the flags, commenting on the volunteer work the Keane Foundation did building the 9/11 Center. We might be able to get our Seniors to make the flags for us. It was suggested this be brought up with Kathy Bagley when she gives her presentation next meeting.
9. (16) Wethersfield Avenue Streetscape - \$1,400,000 – The streetscape project of the Silas Deane from Jordan Lane north into Hartford will be a joint project with the city. This funding is requested thru the stimulus package. This project has been on the books for years.
10. (15) U-Verse Access- \$ unspecified- staff placed this as spot holder as Town Council determining what if any costs related to U-Verse public access at Town Hall.
11. (17) Wifi Town Hall and Village- \$25,000- for providing public access wifi availability at town hall and in village center to encourage public and tourism.

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

1. (2) 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 about \$146,300.
2. (3) CCTV – Physical Service (2) - \$5,000 – Town recently installed CCTV cameras for security and wishes to complete by adding cameras surrounding the site. The system purchased can handle up to 10 cameras. With the six cameras added cameras will bring the system to capacity. The system can record two weeks worth of data and operates off of motion sensors. There are no cameras inside the buildings. They are for outside use only. Only portion of funding was provided last year.
3. (5) Community Center Lightening Protection - \$28,000- recent lightening strikes has caused damage to chimney requiring it to be rebuilt and lowered. Rest of building remains at risk. This system will protect only community building not sprinkled.
4. (12) Library RFID Security - \$150,000 – Laurel Goodgion handed out a copy of her January 6, 2010 memorandum explaining the need for the RFID and Self Checkout Units. Laurel Goodgion advised she sat on the State RFID Committee. They developed a RFP that State put out. The \$150,000 request is a rough number. They have no idea what the bids will come in at. Libraries will be able to pick and choose what pieces of the system they wish to purchase. Price of the book tags has dropped from \$1.00 to \$0.50 each. The RFID will (1) Protect materials and (2) cut down on staff repetitive tasks saving staff time. She stated the industry standard is that libraries lose 4% of their collection annually to theft. The system will be able to check in or out multiple books at once, without need for hand scanning. She suggested this may reduce worker comp claims and need for added staff as collection grows. 3M is the lead vendor that makes the system. Buying the system thru a consortium will make all Libraries in the area compatible with each other. Simsbury Library is currently installing this system. Peggy Wagner asked Laurel to get the Committee a breakdown of the \$150,000 to see if it could be purchased in components. Lisa asked if 3M offered a lease purchase option. Laurel has a CD of the system demo, and will also get the Committee the U-Tube link to see the system demo on line.
5. (13) Multi Building Window Replacement Escrow Account – \$60,000 – Looking to add to this account to handle smaller projects or combining projects. There are \$25,000 funds in this account to date. 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 as a leverage to state grants.
6. (15) Old Academy Drainage - \$25,000 – This is for foundation and gutter drains around building which is allowing water to seep into basement. Pipe needs to be tied to town system. The building was built on shale and water currently goes into the neighbor's yards causing their yards to floor.
7. (25) Roof Consultant PM – Renewal - \$65,000 – 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).
8. (36) Standish House Lights - \$25,000- furnish and install new parking lot and walkway lights behind Standish House for restaurant patrons as requested by new tenant.
9. (41) Volunteer Ambulance Floor – \$30,000 – This will be discussed at the next meeting when the Volunteer Ambulance Chief is present.

10. (42) Volunteer Ambulance – Generator Replacement – \$25,000 – This item will be discussed at the next meeting when the Volunteer Ambulance Chief is here.

I. Old Business – None

J. Next Scheduled Meeting – Next Scheduled Meeting will be at 6:00 P.M. on January 20, 2010 in the Town Manager’s Conference Room.

K. Adjournment - Motion by Peggy Wagner seconded by Bob Turgeon to adjourn. **All members voted in favor.**

Meeting adjourned at 8:17 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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