

**TOWN OF WINDSOR LOCKS, CONNECTICUT  
CAPITAL IMPROVEMENT ADVISORY COMMITTEE (CIAC)  
Regular Meeting**

January 4, 2021 at 6:00 p.m. at Town Hall

**Members in Attendance:** Steve Brown, Assistant Director of Finance; Pat King, Board of Education; Paul Reidi, Board of Finance; First Selectman J. Christopher Kervick, Board of Selectman; Michael Mannheim, EIDC; Gary Ruggiero, Fire Commission; Gloria Malec, Library; Chairman Neal Cunningham, Member at Large; Chief Eric Osanitsch, Police Commission; Phil Sissick, Public Works

**Members Absent:** Glenn Flanders, Park Commission; Michael Hannaford, Police Commission

**Also in Attendance:** John Creed, Assessor's Office; Christian Strickland, Board of Education; Mandi Moore, Finance Director; Shawn Parkhurst, Board of Education; Dennis Gragnolati, Fire Commission; David Wrabel, Park Commission; Peter Juszczynski, Tax Office; Jennifer Rodriguez, Town Planner

1. **Call meeting to order** – Neal Cunningham called the meeting to order at 6:02 pm and welcomed group to 2021/2022 meeting to listen to presentations for capital improvements. Next meeting will include evaluating requests into groups. This is a recorded Zoom Meeting. Chris Kervick nominated Neal Cunningham as Chairman for CIAC.  
**MOTION: To nominate Neal Cunningham as Chairman of CIAC for 2021/2022.**  
**Chris Kervick** **Seconded by Pat King**  
**Motion passed unanimously.**
  
2. **Public Input** – None.
  
3. **Presentations to Committee** –
  - a) **Library (presented by Gloria Malec)** – Requesting funding to replace existing rusted out metal-framed door/window system and repair of interior walls abutting door frame. Note that part of quote includes \$450 which should be changed to \$475.
  - b) **Finance (presented by Mandi Moore)** – Requesting funding of \$75,000 debt issuance call for cost of prior year bond; this is a required payment.
  - c) **Assessor (presented by John Creed)** – Requesting funding to address mapping issues and the need to update system to have accuracy for planning and zoning. There is a statutory requirement for the assessor to have accurate maps. PowerPoint presentation available for details of request.
  - d) **Board of Selectman, Town Hall Renovations (presented by Chris Kervick)** – Renewing request for \$25,000 to complete conversion of former assessor's office to tax collector's office; noted this is last office in town hall without dedicated office space to support business needs. Project using in-house work sources.
  - e) **Police Commission (presented by Chief Osanitsch)** – Requesting funding for (1) one patrol car (2) cameras. New legislation requires by 7/1/2022, that cameras need to be in cars. There is state reimbursement of 30% on net cost of cameras.
  - f) **EIDC (presented by Chris Kervick for Main Street and Jen Rodriguez for Route 75 Corridor)** – Route 75 corridor study includes airport area, market analysis for growth, DOT concept plan to make Route 75 safer, gateway to New England needs to be more welcoming, and reducing pavement to reduce pollution for MS4 state requirements. Main Street project for annual investment in infrastructure, concepts renderings and activities related to downtown economic development. Complete Streets grant does not cover all project funding. DOT standards followed since state road. Upgrades to plan includes redesign of parking and need for alternative to 'round about' design. Seeking \$100,000 so account is appropriately funded to support needs; includes \$75,000 for engineering funds not supported in grant.
  - g) **Fire Commission (presented by Gary Ruggiero)** – Requesting funding for (1) replace 2 self-contained breathing apparatus which are approaching 20-year limit (2) replace all mobile radios in

service vehicles which are over 17 years old. Also (3) future plans for self-contained breathing apparatus bottle replacement that have 15-year life span and (4) future plans to replace fire apparatus.

- h) **Board of Education (presented by Shawn Parkhurst)** – Requesting funding to address district wide safety concerns including (1) upgrade security system, (2) district phone system, (3) cameras in all buildings. At North Street School funds allocated for PreK vestibule, repair sidewalk near front of school and window replacement in 10 classrooms. At South Elementary School, funds allocated for 11 exterior safety doors and 21 interior doors including kitchen doors that need to be code compliant; windows in 5 classrooms. Chairman Cunningham inquired if these projects can be combined into a bond and Board of Finance will check on that.
- i) **Park Commission (presented by David Wrabel)** – Requesting funding for lights at Veteran’s Memorial Park which has been requested for past 5 years; project addresses safety concerns and would allow for safer pedestrian traffic between South Elm Street and Southwest Avenue. Also noted that quotes increase each year with original quote at \$68,000 and current quote \$82,000.
- j) **Public Works (presented by Phil Sissick)** – Requesting funding for (1) roadways (2) sanitary sewers noting 6 sink holes formed over years (3) flood and erosion control in Grove Street and West Street area (4) sidewalk installation for ADA compliance in Grove Street, West Street and Spring Street area (5) renovation to irrigation system, 4<sup>th</sup> year request, for Veteran’s Memorial Park; currently has sprinkler heads intended for golf courses, use excessive water and cost \$250/unit to replace. Renovation of system over time will increase efficiency, reduce overall costs and reduce labor costs for repairing and maintaining fields. (6) Storage building, 2<sup>nd</sup> year of request to store expensive equipment inside; currently parked outside which causes wear on the equipment (7) Underground storage tank needs to be removed from ground since leakage could make its way to Kettle Brook; requesting above ground storage tank which is portable if need to move to new building (8) replace various trucks that are old and rusting and have holes in truck-body – truck #33 with wingplow used to reduce height of snow banks along roads during severe winters; truck # 37 benching plow; truck with changeable body allows for seasonal changes; hurricane blower for removal of leaves, provides 10 times production rate of tractor blower efficiency; Stand-on mower since took over mowing of all turf areas in town; Leaf loader, only piece of equipment for vacuuming leaves from town properties, is worn out and parts can’t be purchased due to age of equipment; Three point hitch mower used for trail maintenance and currently detention ponds are not maintained because don’t have equipment, also would be used to mow difficult areas such as hills on Cannon Street. Comment from Paul Reidi noting that discussion about plow trucks at BOF meeting last year suggested using contractors for buffer zones.

4. **General Discussion** – Discussions part of presentations by committee representatives. Chairman Cunningham announced that meeting next Monday will be to classify and rank projects by importance

5. **Public Input** – None.

6. **Adjournment** – Meeting adjourned at 7:41 p.m

**MOTION: To adjourn meeting**

**Chris Kervick**

**Seconded by Paul Reidi**

**Motion passed unanimously.**

**Next meeting scheduled for Monday, January 11, 2021 at 6:00 p.m.**

**Attachment:** CIAC REQUESTS FY22-ongoing 1.xlsx

Respectfully Submitted,

Jennifer Dearborn, Recording Secretary