

SPECIAL MEETING AGENDA

TOLLAND TOWN COUNCIL – ARPA SUBCOMMITTEE ZOOM ONLY MEETING

DECEMBER 28, 2022 – 5:00 P.M.

1. CALL TO ORDER.
2. PUBLIC COMMENTS.
3. APPROVAL OF MINUTES – OCTOBER 27, 2022
<https://ecode360.com/TO1208/documents/Minutes?category=ARPA%20Sub-Committee&month=10>
4. OLD BUSINESS - ACTION/DISCUSSION ITEMS.
 - 4.1 REPORT FROM TOWN MANAGER ON SOCCER FIELD STATUS
5. NEW BUSINESS - ACTION/DISCUSSION ITEMS.
 - 5.1 ACTION ITEM: MOTION TO APPROVE THE 2023-24 CAPITAL IMPROVEMENT PLAN ARPA FUNDING RECOMMENDATIONS TO TOWN COUNCIL
6. ADJOURNMENT.

To Join the Zoom Meeting, either click:

<https://us02web.zoom.us/j/87956170485?pwd=dmJkM2hSeVpPRFVOMHAYK1R2eW85dz09>

Meeting ID: 879 5617 0485

Passcode: 12282022

Or call: 1-646-876-9923 US (New York)

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TOLLAND TOWN COUNCIL – ARPA SUBCOMMITTEE MINUTES
ZOOM ONLY MEETING
October 27, 2022 – 4:45 P.M.

Committee Members present: Colleen Yudichak, Chair (C); Brian Foley, Town Manager; Lisa Hancock, Secretary

Committee Members absent: Tammy Nuccio, Vice Chair (VC)

Others present: None.

1. Call to Order

The meeting was called to order at 4:48 PM by C. Yudichak

2. Public Comment

There was no public comment.

3. Approval Of Minutes

Lisa Hancock motioned to approve the Meeting Minutes of September 22, 2022. Seconded by B. Foley. Motion carried unanimously.

4. Old Business – Action/Discussion Items

4.1 Update from Brian Foley on Discussion with Tolland Little League.

B. Foley advised that Mr. Griffin has stepped down from the Little League leadership and Rob Shelby will be his replacement. Mr. Shelby and B. Foley reviewed the previous Little League request document provided by Mr. Griffin. There was discussion that the previous list may not be indicative of the League's current priorities. Mr. Shelby and B. Foley visited the fields and reviewed the items on the list. They determined that some items may merit the use of ARPA funds and some may not. Public Works might be able to address some low hanging items in the future. Mr. Shelby is going to prioritize the list and discuss it with B. Foley. B. Foley will bring back any potential recommendations once there is a finalized list. L. Hancock recommended that depending on what the items are, that in fairness to other sports groups that we try to address items that can benefit multiple groups if possible. L. Hancock motioned to postpone any decisions on this item until we obtain the B. Foley's recommendations and leave it on the list for now. Seconded by B. Foley. Motion carried unanimously.

5. New Business

5.1 L. Hancock advised that the bids for the Fire Rescue Truck that is on the ARPA list came in close to \$1,000,000 instead of the CIP budgeted amount of \$750,000. The ARPA Subcommittee was advised of this possibility and were waiting for the final bids. This item is originally to be funded by debt. L. Hancock will discuss with Chief Little

if the manufacturer will hold the bid while we determine the financing. L. Hancock motioned to recommend to Town Council the approval of up to \$1,000,000 for the purchase of this Fire Rescue Truck. Seconded by B. Foley. Motion carried unanimously.

L. Hancock noted that the Manager would need to include it on an upcoming Council Agenda. The Council has requested the Manager to keep the November 8 agenda light and may have to include this funding request on the November 22 agenda. It will all be dependent upon the manufacturer's ability to hold the bid price.

5.2 Capital Improvement Plan Funding Discussion.

L. Hancock discussed that she and the Manager are working on the next Capital Improvement Plan and funding needs. There are some items that she is considering to recommend to the ARPA subcommittee for funding. The total cost is \$589,000 for two plow trucks, renovation to the School Special needs student area, and the renovations to the Nurses area. These were all included in the capital plan and \$490,000 was to be funded by debt issuance. The two projects for the Board of Education fall below the threshold for debt issuance and would have a burden to the general fund budget in the next year because of the other demands already on the general fund. She is not requesting funds at this time because the Manager still needs to review and prepare the plan. She wanted to at least provide some information for a possible future request.

5.3 Approval of Proposed 2023 Meeting Schedule.

L. Hancock motioned to approve the 2023 meeting schedule. Seconded by B. Foley.
Motion carried unanimously.

5.4 Review ARPA spreadsheet.

L. Hancock reviewed the current spreadsheet. She advised that the Town received the final payment for the ARPA funds and the sheet reflects that amount and all approved requests. B. Foley would like to include at some point funding for sidewalks on the Green. L. Hancock mentioned that she had no objection to it being included, however, there could potentially be some funding through SHPO or other historic agencies.

6. Adjournment

L. Hancock motioned for Adjournment at 5:36 PM. Seconded by Brian Foley.
Motion carried unanimously.

Respectfully Submitted:

Lisa Hancock

ARPA Funds Request List

	Request Category	Details of request	Request Made By	Voted to consider	Research Required	Research Complete	Date brought to Council	Council Decision	Estimated Cost	Amount Approved	ARPA Fund Balance
		Beginning Balance									2,163,102.81
7/27/2021	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Funding for EHHD Covid costs	Rob Miller	yes			7/27/2021	Yes	5,470.00	5,470.00	2,157,632.81
12/9/2021	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Using \$50,000 of ARPA funds to fund a study for well water concerns for potential application to the Clean Water Revolving Fund.	Tammy Nuccio	Yes	Yes	No	12/28/2021	Yes	50,000.00	50,000.00	2,107,632.81
2/24/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	VACALL Truck for Storm Drain Cleaning MS4	Colleen Yudachik	Yes	no		3/8/2022	Yes	495,000.00	495,000.00	1,612,632.81
2/24/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Street Sweeper MS4	Colleen Yudachik	yes	no		3/8/2022	Yes	275,000.00	275,000.00	1,337,632.81
6/24/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Cross Farms ADA Pathway in CIP budget DEBT	Lisa Hancock	Yes	No		8/9/2022	Yes	200,000.00	200,000.00	1,137,632.81
7/1/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	TORO Mower Current CIP DEBT	Lisa Hancock	Yes	no		8/9/2022	Yes	115,488.00	115,488.00	1,022,144.81

ARPA Funds Request List

7/1/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	TMS Track Resurface CIP DEBT	Lisa Hancock	Yes	No		8/9/2022		140,000.00	140,000.00	882,144.81
1/11/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Mental Health Task force - discussion continued-Amount could change (currently requesting only 10000 for community survey)	Tolland Mental Health and Substance Use Advisory Task Force	Yes	yes	no	8/9/2022		60,000.00	10,000.00	872,144.81
4/13/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Tractor (School Use)	Colleen	Yes			8/9/2022	Yes	24,000.00	24,000.00	848,144.81
4/14/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Floor Machines (Building Use)	Colleen	Yes			8/9/2022	Yes	24,000.00	24,000.00	824,144.81
4/15/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Dishwasher & sink station (School Use)	Colleen	Yes			8/9/2022	Yes	45,000.00	45,000.00	779,144.81
8/10/2022		Addition appropriation received								743,415.26	1,522,560.07
1/31/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	free sports for kids/summer camp - Bruce Watt	Tammy Nuccio	Yes	Yes	Yes	10/11/2022	Yes	200,000.00	200,000.00	1,322,560.07
10/4/2022		Addition appropriation received								1,419,687.55	2,742,247.62

ARPA Funds Request List

4/16/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Heavy duty trucks – Used for Plowing and Park Maintenance - 23-24 CIP Request	Colleen	No Vote					590,000.00		2,742,247.62
	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	FY 23-24 CIP for BOE - TIS & TMS Seclusion Room Special Education Updates required	Lisa Hancock	No Vote					58,000.00		2,742,247.62
	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	FY 23-24 CIP for BOE - TIS Nurses Area Addition/Renovation	Lisa Hancock	No Vote					41,000.00		2,742,247.62
	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	FY 23-24 CIP for Jail Museum/ADA needs-Going to try to determine if there are any historic grants	Lisa Hancock	No Vote					100,000.00		2,742,247.62
3/24/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Fire Engine - Budget for CIP has \$750,000 but pricing has increased. Debt will not be issued this year. Bid results are received. Being advised that the budget is insufficient. Town Manager wants to hold off for this purchase for one year. Price will increase probably around \$300,000 to \$1.3 million in FY 23-24 (ARPA approved at \$1 Million to go to Council)	ARPA Committee	Yes	No			11/22/2022	No	1,300,000.00	2,742,247.62
	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Additional hours for Senior Dial a ride - Beverly said not needed now	Tammy Nuccio	No Vote							
	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Water extension/installation various areas of need (would need to be part of a CIP project)	Tammy Nuccio	No Vote							

ARPA Funds Request List

1/3/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	\$20000 towards cost of study for forest management plan.-initial stage managed in general fund 2021-22 and hopes of timber sales to fund stage 2 (Hold for now)	Conservation Commission/Jim Hutton	No Vote	no	yes			20,000.00		
3/24/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	replenish funds for free bulky waste program	Mike Wilkinson	No Vote	no				100,000.00		
5/27/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	ADA improvements on Town recreational fields and parks and Town-wide needs-Need study results for a better cost analysis - \$200,000 placeholder	Susan Lucek	No Vote	Yes				200,000.00		
6/1/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	New Pickleball Fields at Heron Cove - Bruce is trying to get a better cost estimate	Bruce Watt	No Vote	Yes				250,000.00		
5/20/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Tolland Soccer League field issues at Cross Farms - The materials have been delivered and as weather permits we are installing the under drainage as discussed	David Garritt	No Vote	Yes						
5/24/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Tolland Little League request - see if Tim can come to a future meeting to discuss the request	Tim Griffin	No Vote	Yes				125,000.00		
8/10/2022	Restore cuts in public services caused by pandemic induced revenue losses and avoid additional cuts	Splash Pad, music structure, etc at Crandall Park-additional comments: Their swimming pond had an awesome dock and raft, there was a splash pad for younger kids, and they had a very nice structure to host music events. Some of these things seem possible for our park, if there was interest from our town officials and the willingness to fund the improvements.	Art Jones- ajone@comcast.net	No Vote	Yes						

FUNCTION		ACTIVITY		PROGRAM										CODE	
FY 2023-2024 Capital Budget - Year 1		Board of Education		Board of Education										2010-06	
Project Description		Estimated Project Cost	Existing Funds	General Fund Contrib	CNRE Fund	Recreation Special Revenue	Non Refer Notes/ Bonds	Refer Notes/ Bonds	LOCIP Grant	TAR Grant	State & Federal Grants	School Const Grant	Ambul Reserve	Other Funding Sources/ Appt Bonds	Funding Totals
THS Field Irrigation Overhaul The current irrigation system at THS supplies the baseball, softball and grass soccer/lacrosse fields with water. The system is about 17 years old and the Toro controllers are original to initial install. Some of the features like rain delay are inoperable and the units should be upgraded to "real-time" networked units that are far more efficient in identifying issues, unauthorized use, water consumption, etc. We have 42 zones that should have their diaphragms swapped out and routinely obtain impact wear and damage from mowers which leads to stricking and leaking heads. We have received numerous complaints over the past 5 years about leaking or flooding areas, broken heads and erosion. The pump controllers are fairly new but should be networked as well to match the controllers as you would be able to identify alarms and other electrical conditions remotely. BOE staff wastes a significant amount of time responding to stuck or leaking heads, adjusting programming periods from others users, resetting electrical issues and outages, etc and these improvements should greatly reduce that.		12,100			12,100										12,100
THS Stage Audio Replacement The THS Music Department, theater and stage groups are looking to upgrade a couple of their audio components within their sound production equipment. The most critical of the components are the wireless microphone and antenna systems which are starting to fail. Not to mention that some of the wireless devices use frequencies no longer allowed by the FCC (Federal Communications Commission) which means they cannot be legally repaired and must be replaced. This affects all phases of the stage from presentations, meetings, concerts, training to full-scale theater productions. The second component, which is being removed from the capital plan is the 48-channel digit mixer, which is being funded by the THS graduating class of 2022 as their gift. Therefore, the request is reduced by \$5,788 based upon the initial estimate.		11,663			11,663										11,663
TIS and TMS Seclusion Room Special Education Updates The Special Education Department for Tolland schools is looking to upgrade some of the seclusion room areas at TIS and TMS. These upgrades will encourage monitoring of students, help to ensure staff and student safety while also creating additional infrastructure to more efficiently manage and control students when necessary. Such upgrades will encourage self de-escalation practices while also lowering the risk of having to restrain or control students with physical methods. Such improvements are as follows: (ARPA funds) TMS: Install solid ceiling in seclusion room 25, recess smoke alarms, lighting and other ceiling mounted fixtures. (\$8,500) TIS: Guidance Area-install solid ceiling in seclusion room, recess smoke alarms, change lighting fixtures to vandal resistant. (\$7,500) 2nd floor padded seclusion room-install solid ceiling, recess smoke alarms and heat sensor, move ceiling vent and duct work (\$7,500) Install surveillance camera and run to lecture hall with monitors installed for direct, non-recorded viewing (\$2,500) Room 229-Install approximately 8'x17' padded room(4 sides), 8' walls with entry door, vision kit and ADA passage lock (\$16,000) Room 230-Install approximately 8'x17' padded room(4 sides), 8' walls with entry door, vision kit and ADA passage lock (\$16,000)		58,000												58,000	58,000

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FUNCTION		ACTIVITY		PROGRAM										CODE	
FY 2023-2024 Capital Budget - Year 1		Board of Education		Board of Education										2010-06	
Project Description		Estimated Project Cost	Existing Funds	General Fund Contrib	CNRE Fund	Recreation Special Revenue	Non Refer Notes/Bonds	Refer Notes/Bonds	LOCIP Grant	TAR Grant	State & Federal Grants	School Const Grant	Ambul Reserve	Other Funding Sources/ Appr Bonds	Funding Totals
TIS Nurse's Area Addition/Renovation The TIS School Nurse's space is under-sized for the quantity and nature of the students they service. The space also lacks areas for private inspections outside of the bathroom area and could be set up to include a quarantine area for future use. (ARPA funds)		41,000												41,000	41,000
The nature of the work would include: 1.) Evaluation by Architect and/or Engineer - \$8,000 2.) Application for permit and review by Building Official and Fire Marshal 3.) Cut-in opening into current COVID Isolation Room and install entry door. Change out current hallway door to remove vision kit for that door - \$15,000 4.) Expand backside of Nurse's inspection table area into rear room off of room 157 by installing a door, or pass thru opening in the current CMU wall (verify feasibility) - \$10,000 5.) Decommission old door in room off of room 157 and frame metal studded wall by fire rated sheetrock, sound proofing and insulation - \$8,000															
TOTAL BOARD OF EDUCATION		243,201	0	88,056	56,145	0	0	0	0	0	0	0	0	99,000	243,201

FUNCTION		ACTIVITY		PROGRAM										CODE
FY 2023-2024 Capital Budget - Year 1		Capital Equipment		Capital Equipment										2020-00
Project Description	Estimated Project Cost	Existing Funds	General Fund Contrib	CNRE Fund	Recreation Special Revenue	Non Refer Notes/Bonds	Refer Notes/Bonds	LOCIP Grant	TAR Grant	State & Federal Grants	School Const Grant	Annuul Reserve	Other Funding Sources/ Appr Bonds	Funding Totals
Pick Up Truck #56 (Parks) This vehicle has been used as a primary vehicle for snow removal operations as well as being used on a daily basis during the mowing/ painting season. We utilize this for plowing sidewalks, cemeteries and schools as well as the vehicle that tows the line painter for lining the athletic fields. This vehicle is a 2006 (13) Ford F-250 that has 95,207 miles on it with minor areas of body deterioration. It is considered to be in poor condition. We intend to purchase a snow plow for this off the CT State Bid. (Cemetery Fund)	50,000												50,000	50,000
Replacement of Truck #14 (Highway) This vehicle is used as a front line vehicle for snow removal operations and as needed during the construction season. The current vehicle is a 2008 GMC C7500 that has 34,917 miles on it and is in poor condition. It has excessive body rot on it and is very difficult to find parts for. We intend to purchase a new snow plow for this truck off the CT State Bid. (ARPA Funds)	295,000												295,000	295,000
Replacement of Truck #32 (Highway) This vehicle is used as a front line vehicle for snow removal operations and as needed during the construction season. The current vehicle is a 2013 IH 7400SFA that has 32,000 miles on it and is in poor condition and has significant rust on the frame. It has a wing plow and frame on it that we have only used a few times. We intend to purchase a new snow plow for this truck off the CT State Bid. We will not purchase a replacement that uses a wing plow. (ARPA Funds)	295,000												295,000	295,000
Replacement of Light Duty Vehicles - To Reserve for Current Year Depreciation Funds for municipal vehicle replacement. List of Public Works Vehicles: 2018 F-250 Pickup Truck - Highway Supervisor 2018 F-250 Pickup Truck - Parks Supervisor 2022 F-350 Truck - Operations Manager	14,862		14,862											14,862
TOTAL CAPITAL EQUIPMENT	654,862	0	14,862	0	0	0	0	0	0	0	0	0	640,000	654,862

FUNCTION		ACTIVITY			PROGRAM								CODE		
FY 2023-2024 Capital Budget - Year 1		Public Facilities			Public Facilities								2050-00		
Project Description		Estimated Project Cost	Existing Funds	General Fund Contrib	CNRE Fund	Recreation Special Revenue	Non Refer Notes/ Bonds	Refer Notes/ Bonds	LOCIP Grant	TAR Grant	State & Federal Grants	School Const Grant	Ambul Reserve	Other Funding Sources/ Appr Bonds	Funding Totals
Arts Building Roof The current roof on the Arts Building is in need of replacement. At this point we are providing an approximate estimate for the proposed work. The roof is over 25 years old. Replace with 50 year architectural shingles.		30,000							30,000						30,000
Emergency Generator for Highway Garage The existing generator dates back to the late 60's or early 70's and it is not capable of handling the current load demand since the expansion of the Highway facility. This facility provides fuel to the DPW fleet as well as the Fire Department, Ambulances and the school buses. It is in fair to poor condition. Main hub for PW operations and is the only power to run fuel pumps in emergencies.		60,000			60,000										60,000
Retrofit Emergency Generator for Parks & Facilities Garage The current generator is used as an emergency power source when it is available for the P&F garage. It's primary function is to provide power to the two wells located on North River Road during power outages. We have a used generator from Birch Grove School that we intend to retrofit for use as a permanent source of emergency power.		20,000			20,000										20,000
Transfer Station Storage Building The storage facility at the Transfer Station on Old Stafford Road is in need of a new roof and the existing Texture 111 is rotting away allowing animals to enter and reside within the structure. The T-111 will be sealed and the new vinyl siding will be installed along with a new 25 year roof. This building is 24'x36'.		26,000							26,000						26,000
Jail Museum Renovations & ADA Ramp SHPO grant was awarded in FY 22-23 for design work. The outside balcony area is unsafe and the building requires ADA accessible ramp and repair of porches. Recommending ARPA funding for now, until we can determine if there will be available SHPO Grant funding.		100,000												100,000	100,000
Security Cameras - Silent Alarm System The need for Security Cameras at both the Parks Facility and the Highway Garage has become much more prevalent than before. We need to have 24 hour surveillance at each location. Recent concerns within the Town Hall have prompted the need for a Silent Alarm that can be activated from each office when a situation becomes elevated to a point of concern.		48,000			48,000										48,000
TOTAL PUBLIC FACILITIES		284,000	0	48,000	80,000	0	0	0	56,000	0	0	0	0	100,000	284,000

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FUNCTION FY 2023-2024 Capital Budget - Year 1	ACTIVITY Parks and Recreation	PROGRAM Parks and Recreation											CODE 2040-00 Funding Totals			
		Project Description	Estimated Project Cost	EXISTING FUNDS			CAPITAL BUDGET				FUNDING SOURCES					
				Existing Funds	General Fund Contrib	CNRE Fund	Recreation Special Revenue	Non Refer Notes/ Bonds	Refer Notes/ Bonds	LOCIP Grant	TAR Grant	State & Federal Grants		School Const Grant	Ambul Reserve	Other Funding Sources/ Appr Bonds
	Artificial Turf Replacement (Tolland High School) The artificial turf field at the High School has reached the end of its useful life. It is now time to replace it. Seams are lifting and there is significant wear and tear. Two inspections by qualified firms confirm that it will require replacement this year. The Town is hoping to find grants to assist with funding. If any are awarded, less debt will be issued.	829,000					775,000			54,000						829,000
	This one was not on CIP list for ARPA - But could additionally be considered. We would need the full \$829,000 from ARPA because you can't combine LOCIP + ARPA															
	TOTAL PARKS AND RECREATION	829,000	0	0	0	0	775,000	0	0	54,000	0	0	0	0	0	829,000

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TRUCK 14



























