



City of Bristol
Capital Improvement & Strategic Planning Committee

INFORMATION TO ACCESS MEETING

Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/88360209480?pwd=UENiRVp0RG4yY2RsSUdGMVdOaVd4Zz09>

Meeting ID: 883 6020 9480

Passcode: 12345

A special meeting of the Capital Improvement and Strategic Planning Committee will be held on Tuesday, February 20, 2024, at 4:00 PM. in City Hall Council Chambers 111 North Main Street, Bristol, CT 06010.

AGENDA

1. Call to Order
2. Public Participation
3. Approval of Minutes and to take any action as necessary.
 - a. Special Meeting - January 29, 2024
 - b. Special Meeting - February 5, 2024
4. To review the Capital Budget for 2024-2025 and to take any action as necessary.
 - a. Review Scorecard Rankings
 - b. 24-25 Capital Budget
5. Adjournment

PER ORDER OF THE CHAIRPERSON
Jeffrey Caggiano
Mayor

A Special Meeting of the **Capital Improvement and Strategic Planning Committee** was held on Monday, January 29, 2024 at 4:00 p.m. in Council Chambers, City Hall, 111 North Main Street, Bristol, Connecticut.

Members Present: Mayor Caggiano, John Smith, Glenn Heiser, Tom Hislop, Sebastian Panioto, Marie O'Brien, Susan Tyler, Cheryl Thibeault and Diane Waldron.

Also Present: Robin Manuele, Jessica Pilgrim, Richard Hart, Ray Rogozinski, Eric Evans, Peter Fusco, Mark Morello, and Josh Medeiros (Zoom)

1. Call to order

Mayor Caggiano called the meeting to order at 4:00 p.m.

2. Public Participation

Jan Getzer, 517 Churchill Street, Southington, spoke on behalf of the Friends of the Hoppers in support of the project put forth by Parks for the trails renovation at the Hoppers/Birge Pond.

3. To review the Capital Budget for 2024-2025 and to take any action as necessary

Board of Education, Fire Department, Parks & Recreation, Police Department and Public Works provided brief description of the projects requested and discussion was held.

Peter Fusco reviewed the BOE project requests. The Security Upgrades project is phase two of the project. The annual air quality testing, and commissioning is done every five years. It is unknown how comprehensive the annual vs the five-year will be. Part of the CHMS HVAC upgrades were done with ESSER funds which covered the controls and this will upgrade the system. The targeted alterations at BC and BE focus mainly on the theatres.

Commissioner Thibeault questioned upgrades to the other schools that are not on the five year plan in the out years. Mayor Caggiano questioned if any of the projects can be broken out by design in FY25 and construction in FY26 or FY27. Cheryl would like to see a break out of the targeted alterations to determine if funding these alterations could be accomplished over a number of years.

Chief Hart discussed the Fire Headquarters and Station 2 Renovations. The bunk rooms and bathrooms are dated in both firehouses. Commissioner Heiser questioned the breakout of cost of renovating the bunk rooms. Chief Hart explained the shifts are 24 hours. Commissioner Hislop questioned the square feet of each location; Chief Hart stated the estimates were based on \$700/square foot. Headquarters did have the HVAC system replaced. Mayor Caggiano stated these are first year projects that were added to the

schedule this year and rated equally with the scorecard rating by the Chief. Chief Hart stated headquarters is a bigger priority due to the number of personnel at that location.

Commissioner O'Brien questioned if any of these projects can be done over multiple years. Chief Hart said design dollars could be combined for both. Commissioner Tyler asked for a breakdown of the renovation costs for the pieces of the project.

Eric Evans – Chief Information Officer discussed the Backup Infrastructure Refresh project as the current system is approaching the eight year mark, and if there was a failure the City would have to respond in an emergency fashion. This cost is spread out over three years as a cost savings measure and includes new hardware and software for both City and Schools.

Josh Medeiros discussed the Parks requests. Page Park is continuing its phase in of upgrades, which includes parking and trail improvements. The Hoppers-Birge & Robert Property Park Trail Improvements, which is supported by the Friends of the Hoppers Group, remains a priority ask, as it was not funded last year. There is a lot of passion for this park, as well as safety hazards that need to be addressed and necessary repairs to the dam. The request is for design work and to come back in a future year to complete the project. Commissioner O'Brien questioned if the results of the study of the Hoppers could be used to apply for grants. Josh explained that Hoppers is not in the lower income census track like Rockwell or Brackett Park so the likelihood of available grant funding is slim. The Federal Hill Green Upgrades projects will provide ADA site improvements, and replace the playground which has reached its life cycle. This project is spread out due to other park projects, as well as waiting on a comprehensive design of the project.

It was noted that for FY2026, the Rockwell Revitalization project has been moved up, as there is a significant grant available for this project and the grant process is lengthy and would take approximately a year.

Deputy Chief Morello discussed the I.S.S.I. Connection to the State of CT CLMRN Radio Network. This is the connection to the State Police core, and would assist with statewide coverage during mutual aid coverage issues. Commissioner Thibeault questioned what other agencies are using this technology. Deputy Chief Morello confirmed that the State Police are using it. Most municipalities are using the 800 platform which the City would use as well. Mayor Caggiano questioned the quote date of March 2023 and if it was still good, Deputy Chief Morello and the Motorola representative confirmed it was.

Ray Rogozinski discussed the Public Works requests. The Renovation of the Senior Center Facility would move the BBHD Office Space to the area vacated by the BOE. This will free up space for the Senior Center. It was noted any renovations should be reflected in the lease payment of BBHD as they will not be paying for any of the renovation costs. The Burlington Ave replacement of sidewalks will be funded in the future from LOTCIP but this request is for the design.

The Police Court Complex is requested at \$23 million, however the Public Works Board recently voted to move forward with a new Police Complex. There are many variables which will impact the cost which includes the site chosen for the new building and if a

parking garage will be needed at the new site. Cost estimates have come in between \$50 and \$70 million. The current building and parking garage need major upgrades in the next 3-5 years that have exceed the previous cost estimates. Desman Associates has taken a look at the parking garage of the police complex indicating there are structural concerns, specifically with the upper deck, and that in 3-5 years will need replacement. A report was received from Collier and will be presented to Board of Public Works, Police Commission and this Board for consideration.

Commissioner O'Brien noted looking ahead at the five-year plan the FY2027 amount of \$95 million drops to \$11 million in FY2028 and back up to FY2029 to \$53 million. If there is any way to smooth out the requests, that may be beneficial to the City.

Mayor Caggiano asked that members complete their scorecard ratings and return them to Jodi by the next meeting. Diane will review debt projections at the next meeting scheduled for February 5 at 4:00 p.m.

4. Adjournment

Commissioner Smith made a motion seconded by Commission Heiser "to adjourn" at 5:50 p.m. Motion approved.

Jodi A. McGrane
Recording Secretary

A Special Meeting of the **Capital Improvement and Strategic Planning Committee** was held on Monday, February 5, 2024 at 4:00 p.m. in Council Chambers, City Hall, 111 North Main Street, Bristol, Connecticut.

Members Present: Mayor Caggiano, John Smith, Glenn Heiser, Tom Hislop, Sebastian Panioto, Marie O'Brien, Susan Tyler, Cheryl Thibeault and Diane Waldron.

Also Present: Robin Manuele, Jessica Pilgrim, Peter Fusco, and Josh Medeiros (Zoom)

1. Call to order

Mayor Caggiano called the meeting to order at 4:00 p.m.

2. Public Participation

3. To review Debt Projections with the Comptroller and to take any action as necessary

Diane reviewed the Authorized but Unissued debt and outstanding projects. The City has \$40.3 million in authorized but unissued general purpose debt. However, the Firehouse 3 project was just increased which isn't reflected until the Joint Meeting approves the authorizations as well as the NEMS increase under the BOE. Memorial Boulevard has \$10 million outstanding however Diane does not anticipate bonds will be necessary as this amount should be covered by the remaining school grant for this project. Total authorized but unissued debt, net of anticipated grants is, \$114 million. This does not include any items requested in the current 24-25 CIP.

Diane reviewed Debt Service projections for financing the current authorized projects. The impact for the 24-25 budget is a \$1 million increase using bond premiums from the 2023 bond issue to mitigate and smooth out the increases. It is anticipated that there is enough of a premium that can be used over the next few years to keep the annual increase at \$1 million. Diane is projecting issuing notes (BANs) in November 2024, 2025, and 2026. Each note issuance does have interest payments that affect each of those years. In 2027 the City would issue BANS and Bonds. Diane tried to keep the annual increase around \$1 million, however 2028-2029 is projecting a \$2 million + increase. Debt Service as a percentage of budget is in the 5-8% range. Northeast Middle School represents the majority of the Debt Service increase as the financing, net of grants, is approximately \$50 million for that project. Diane estimated 3.75% interest rate for bonds and notes, as the current market is at around 4% for Bonds and Notes. A 2.5% budget increase was estimated.

Commissioner Panioto questioned the authorized but unissued amount of \$114 compared to previous years. Diane stated this has been the average for the past few years.

Commissioner Heiser questioned if \$50 million of debt was added how would that affect the overall Debt Service, which Diane explained it is roughly \$3.5 million in debt service, depending on the interest rate.

Mayor Caggiano stated the October 1, 2023 grand list growth for the FY24/25 fiscal year is the smallest the City has seen in a long time.

4. To review the Capital Budget for 2024-2025 and to take any action as necessary

Mayor Caggiano asked all members to send in the score card ratings. Mayor Caggiano wanted everyone to consider what happens if certain projects are delayed for one, two or three years. He would like all members to think about this as they review the requests. Commissioner Heiser questioned if there was any room to ask for community help on these projects. Mayor Caggiano stated it's a slippery slope with liability. Commissioner Smith stated he does not know of that ever being done. Commissioner Smith stated it may be beneficial to hold back for a year or two unless something absolutely needs to be done by mandate. Pete said the funding has to be in place by January 2025 for the IAQ Commissioning. Commissioner O'Brien stated if there are findings in the IAQ, the BOE would need funding to address the issues.

Commissioner Thibeault stated she felt the Lake Ave Culvert was necessary for that area due to flooding. Commissioner Panioto stated O'Sullivan Storm Draining will improve the drainage for the residents.

Mayor Caggiano stated once a project is approved, some of these projects like NEMS balloons to a larger scaled project with increases requested down the road. Commissioner Smith questioned if a project is not funded this year when would the Department be able to do the project.

The next meeting of the Committee is February 20 at 4:00 p.m. Mayor Caggiano would like Department Heads to attend to discuss delaying their projects if not funded this year.

5. Adjournment

Commissioner Smith made a motion seconded by Commission Heiser "to adjourn" at 5:10 p.m. Motion approved.

Jodi A. McGrane
Recording Secretary

SCORECARD RANKINGS

Request Title	Department	FY2025 Capital Cost	Total
Osullivan Storm Drainage	Public Works	\$720,000	157
Burlington Ave (CT Route 69) Sidewalk - Replacement of Deteriorated Asphalt Sidewalks	Public Works	\$160,000	150
Lake Ave Culvert at Mix Brook	Public Works	\$1,775,000	150
Renovation of Senior Center Facility - BBHD Office Space	Public Works	\$2,638,910	149
IAQ Commissioning	Education	\$1,200,000	141
Bristol Central High School - Roof and Mechanicals	Education	\$3,000,000	135
Backup Infrastructure Refresh	IT	\$100,000	134
I.S.S.I. Connection to State of CT CLMRN Radio Network	Police Dept.	\$1,032,750	127
Page Park Revitalization	PRYCS	\$5,500,000	127
Chippens Hill Middle School HVAC Upgrades	Education	\$16,500,000	123
Security Upgrades District Wide	Education	\$950,000	121
Federal Hill Green Upgrades	PRYCS	\$200,000	112
Fire Station 2 Renovations	Fire Dept.	\$406,000	109
Hoppers-Birge & Robert Property Park Trail Improvements	PRYCS	\$100,000	109
Bristol Central High School - Targeted Alterations	Education	\$3,200,000	106
Bristol Eastern High School - Target Alterations (IAQ)	Education	\$3,600,000	106
Truck Wash - Public Works Garage	Public Works	\$1,600,000	104
Public Works Garage Storage Building	Public Works	\$5,200,000	91
Fire Headquarters Renovations	Fire Dept.	\$3,985,000	85

2024-2025 CAPITAL BUDGET
CAPITAL IMPROVEMENT & STRATEGIC PLANNING COMMITTEE

						2025						FUTURE YEARS	
Department	Request Title	Scorecard Total	Project Number	Project Total	Total To Date	Bonding	Cash	Grants	LOCIP	RIF	Total 2025	Total 2026	Total 2027
Education	IAQ Commissioning	25		\$1,200,000		\$1,200,000					\$1,200,000		
	Chippens Hill Middle School HVAC Upgrades	25		\$16,500,000		\$16,500,000					\$16,500,000		
	Bristol Eastern High School - Target Alterations (IAQ)	20		\$3,600,000		\$3,600,000					\$3,600,000		
	Bristol Central High School - Targeted Alterations	25		\$3,200,000		\$3,200,000					\$3,200,000		
	Bristol Central High School - Roof and Mechanicals	28		\$30,000,000		\$3,000,000					\$3,000,000	\$27,000,000	
	Security Upgrades District Wide	26	24C01	\$2,000,000	\$1,050,000	\$950,000					\$950,000		
Total Education				\$56,500,000	\$1,050,000	\$28,450,000	\$0	\$0	\$0	\$0	\$28,450,000	\$27,000,000	\$0
Fire Department	Fire Station 2 Renovations	16		\$406,000		\$406,000					\$406,000		
	Fire Headquarters Renovations	16		\$3,985,000		\$3,985,000					\$3,985,000		
Total Fire Department				\$4,391,000	\$0	\$4,391,000	\$0	\$0	\$0	\$0	\$4,391,000	\$0	\$0
Information Systems	Backup Infrastructure Refresh	10		\$300,000			\$100,000				\$100,000	\$100,000	\$100,000
Total Information Systems				\$300,000	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000	\$100,000	\$100,000
Parks & Recreation	Federal Hill Green Upgrades	19		\$200,000			\$200,000				\$200,000		
	Hoppers-Birge & Robert Property Park Trail Improvements	22		\$2,325,000		\$100,000					\$100,000		\$2,225,000
	Page Park Revitalization	24	22C03	\$21,050,000	\$10,050,000	\$5,500,000					\$5,500,000	\$5,500,000	
Total Parks & Recreation				\$23,575,000	\$10,050,000	\$5,600,000	\$200,000	\$0	\$0	\$0	\$5,800,000	\$5,500,000	\$2,225,000
Police Department	I.S.S.I. Connection to State of CT CLMRN Radio Network	10		\$1,032,750		\$1,032,750					\$1,032,750		
Total Police Department				\$1,032,750	\$0	\$1,032,750	\$0	\$0	\$0	\$0	\$1,032,750	\$0	\$0
Public Works	Renovation of Senior Center Facility - BBHD Office Space	4		\$2,638,910		\$2,638,910					\$2,638,910		
	Lake Ave Culvert at Mix Brook	23	24C05	\$1,900,000	\$125,000	\$825,000		\$950,000			\$1,775,000		
	Burlington Ave (CT Route 69) Sidewalk - Replacement of Deteriorated Asphalt Sidewalks	17		\$1,460,000			\$160,000				\$160,000		\$1,300,000
	Osullivan Storm Drainage	18		\$748,000	\$28,000					\$720,000	\$720,000		
	Truck Wash - Public Works Garage	8		\$1,600,000		\$1,600,000					\$1,600,000		
	Public Works Garage Storage Building	6		\$5,200,000		\$5,200,000					\$5,200,000		
Total Public Works				\$13,546,910	\$153,000	\$10,263,910	\$160,000	\$950,000	\$0	\$720,000	\$12,093,910	\$0	\$1,300,000
Total Funding Sources				\$99,345,660	\$11,253,000	\$49,737,660	\$460,000	\$950,000	\$0	\$720,000	\$51,867,660	\$32,600,000	\$3,625,000