

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



AGENCY: Town Improvements Committee

DATE: July 11, 2016

TIME: 6:30 PM

PLACE: Town Hall – Ludlow Room

AGENDA

1. Call to Order
2. Public Comment
3. *Discussion of FY 2017 Community Investment Initiative and proposed 2017 - 2022 Capital Improvements Plan
4. Staff Reports
5. Approval of Minutes
 - a) *June 9, 2016
6. Adjournment

*Backup materials

Public Act 75-312 requires notice of Special Meetings to be posted in the Town Clerk's Office not less than 24 hours prior to the time of such meeting. No other business shall be considered at this meeting than that listed on this Agenda.

Agenda Item Summary

Date: July 11, 2016
To: Members of the Town Improvements Committee
Prepared By: Peter Souza, Town Manager 
Subject: FY 17 Community Investment Initiative

Background

The proposed Fiscal Year 2017 Operating Budget included a series of 'Community Investment Initiatives' which meet a variety of capital needs and also is designed to build financial capital for Fiscal Year 2018 and beyond. During the course of the budget adoption process, the total proposed funding amount for the initiative was reduced from \$1,935,000 to \$1,335,000.

On June 9th the Town Improvements Committee met and requested the full Town Council discuss the overall funding level of the proposed investment initiative in the context of the reduced state revenue aid for FY 17. The Town Council's direction on June 20th was to reduce the 'Community Investment Initiatives' by an additional \$300,000.

Discussion/Analysis

The adopted budget includes a series of so called 'Community Investment Initiatives' which total \$1.935 million in areas such as:

- road repaving, sidewalk replacement and pedestrian safety enhancements
- historic and community preservation (tobacco sheds, monuments, ancient cemetery)
- technology replacements and upgrades (BOE, Building Safety, Police)
- public safety radio communication system assessment
- police cruiser in-car camera/video system
- street light conversion to LED (energy and cost reduction)

The adopted FY 17 operating budget reflects municipal revenue aid from the state to our General Fund at approximately \$570,000 greater than what the State's budget is currently projecting the town to receive. At the Town Improvements Committee's request the full Town Council discussed the overall funding level of the proposed investment initiative in the context of the reduced level of state aid revenue. The direction from Town Council was that the overall dollar amount for the 'Community Investment Initiatives' would be \$1.035M.

Other Board Action

The Town Improvements Committee met on June 9, 2016. The committee did not review in detail the proposed projects under the proposed 'Community Investment Initiatives' pending guidance from the full Town Council. On June 20th the Town Council provided direction to reduce the investment initiative by \$300,000 to \$1.035M.

Recommendations

This item is presented to the Town Improvements Committee to consider \$900,000 adjustments from the original \$1.935M proposal. Attached is a short description of each proposed project as well as a spreadsheet prepared by the Town Manager's Office reflecting possible adjustments to achieve an overall reduction of \$900,000. Reductions will be incorporated into the proposed Capital Improvement Program for FY 2017 – 2022.

Attachments

FY 17 Proposed Community Investment Initiative projects
Community Investment Initiative – Possible Adjustments 6/29/16

FY 17 PROPOSED COMMUNITY INVESTMENT INITIATIVE

Pavement Management - \$425,000

Allocates additional funds toward our annual street repaving program.

Sidewalk & Curb Replacement - \$150,000

Allocates additional funds toward our annual repair and replacement program.

Fleet & Equipment - \$65,000

These funds are proposed to be used to replace a Dial-A-ride bus which has over 100,000 miles and is 6 years old.

Northwest Park Nature Center Roof & Tobacco Sheds Preservation - \$100,000

Proposal for FY 17 is to re-roof the Nature Center as well as begin preservation work on two of the tobacco sheds.

Historic Monument Evaluation and Preservation - \$125,000

This project provides for the professional evaluation of various monuments (e.g. Eagle, John Mason, veterans of war) and the ancient cemetery located on Marshall Phelps Road. \$25,000 is allocated for assessment services and developing a preservation and restoration plan. The remainder of funds are proposed to be used to implement the plan.

New Sidewalks & Pedestrian Safety Improvements - \$380,000

Funds (estimated at \$90,000) would be used to design and install pedestrian actuated flash beacons at un-signalized intersections or mid-block along Route 159 and potentially Route 75 in Poquonock. Remainder of funds are proposed to be used to design and construct sidewalk along Cook Hill Road as well as design possible sidewalks sections along Rt. 75 north of town center.

Public Safety Radio System Evaluation – \$50,000

The town-wide public safety radio system, which also serves general government, DPW, and board of education was installed in 2003 and is nearing the end of its life cycle. Technology and manufacturer changes have created the need to plan for an update of the radio system and user equipment.

Fiber Optic & Building Safety Software Replacement - \$75,000

Currently Town Hall, the Main Library, L.P. Wilson and the Police Department are connected using fiber. Town facilities are networked to share applications, security and phone services. This proposal is to utilize \$40,000 to transition the Wilson Library, 330 Windsor Avenue, Milo Peck and DPW to fiber. These sites are connected by either a T1 circuit or a Comcast internet connection. The T1 connections are very dated and the bandwidth circuits have a 1.5MB capacity, the proposed fiber bandwidth will be 1,000MB. The T1 circuits are a performance bottleneck to departments using on-line applications, training and data sharing.

The Wilson Library uses a Comcast internet connection. Upgrading to a fiber connection at this facility will provide a stable internet connection and allow the two libraries to consolidate computer services and provide more robust internet security.

The second portion of this project (\$35,000) is to purchase replacement software for the building safety department. Our current software is approximately 10 years old and the vendor is providing limited maintenance/support. We have participated in multi-town cooperative procurement process and identified a new software package that will provide enhanced functionality including online building permit application submittal.

Police Department In-Car Video System - \$90,000

This project would provide for the purchase and installation of in-car video system / infrastructure for storage of video evidence and 14 camera units in 12 patrol vehicles and 2 K-9 cars.

330 Windsor Ave Restrooms - \$25,000

The restrooms located at the south-end of the community center are in need of restoration. This project provides for new low-water usage fixtures, finishes, lighting improvements, partitions.

School Technology & Network Infrastructure - \$75,000

This is an annual program to replace and upgrade network infrastructure across the school facilities. Additional network access points, upgrading fiber and hardware to support bandwidth are part of this on-going program.

Streetlight Replacement – LED - \$375,000

This is phase one of a multi-phased project to begin converting town-owned street lights to more efficient LED fixtures. Phase 1 focus is on replacing 32' metal poles and fixtures mainly along Day Hill Road and our other industrial areas.

COMMUNITY INVESTMENT INITIATIVE - Possible Adjustments

6/29/2016

Program	Community Investment Initiative 4-3-16	*Suggested Adjustments 6-29-16	2017 Total
Pavement Management	\$425,000	-\$215,000	\$210,000
Sidewalk & Curb Replacement	\$150,000	-\$50,000	\$100,000
Fleet & Equip. Replacement (Dial A Ride Van)	\$65,000	\$0	\$65,000
Park Improvements - Restore NWP Sheds	\$100,000	-\$75,000	\$25,000
Historic Monument Preservation	\$125,000	-\$100,000	\$25,000
New Sidewalks & Pedestrian Safety Imprv.	\$380,000	-\$45,000	\$335,000
Public Safety Radio System Evaluation	\$50,000	\$0	\$50,000
Fiber Optic & Software Upgrades	\$75,000	-\$40,000	\$35,000
Police Dept In-Car Video System	\$90,000	\$0	\$90,000
330 Windsor Ave Restrooms	\$25,000	\$0	\$25,000
School Technology Infrastructure Repl.	\$75,000	\$0	\$75,000
Streetlight Replacement - LED	\$375,000	-\$375,000	\$0
Total	\$1,935,000	-\$900,000	\$1,035,000

Notes:

Adjustments reflect \$900,000 due to \$600,000 budget reduction on May 16th and \$300,000 reduction per Town Council direction on June 20th

Agenda Item Summary

Date: May 2, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Jonathan Luiz, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2017-2022

Background

Staff has prepared the proposed Capital Improvement Program (CIP) for FY 2017-2022, which includes project descriptions and projected costs by fiscal year.

Discussion/Analysis

The 6-year CIP provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. The information that the CIP provides regarding the short-term and long-term financial impacts of undertaking capital projects enables policy makers to balance town priorities with the town's financial capability to pay for desired projects.

Historically, Windsor has adhered to recommended best practices in order to maintain a debt burden that is in line with available resources. Windsor holds its total debt service requirement to within 8% of total operating expenditures. This is consistent with recommendations from bond rating agencies that debt service be held to within 5% and 15% of the total operating budget. Borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

A few items worth noting about the proposed CIP:

- The proposed CIP lists those projects that are anticipated to require voter referendum approval separately from the other projects proposed for each year. In this 6-year CIP cycle, there are three projects that would require voter approval due to their estimated costs. (Public Safety Complex, Parks Garage / DPW relocation, outdoor pool facilities) As is the case with every project, Town Council will determine which projects will ultimately be pursued or, in these cases, referred to voters.
- The 6-year CIP includes approximately \$6.7 million dollars for street resurfacing, pavement reclamation, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the CIP includes major street reconstruction or rehabilitation projects at an estimated cost of \$9.4 million dollars.
- The proposed CIP exceeds the debt service ratio policy of 8% of total operating expenditures in FY 18, FY 19, FY20, and FY 21 due to two large projects – the Public Safety Complex and the Parks Garage relocation. The debt service ratio ranges from 6.3% in FY 17 to 8.9% in FY 20.
- The proposed CIP identifies \$13.8 million in cash-funded projects. The sources for cash funding projects are primarily the annual General Fund appropriation and Capital Projects Fund Assigned Fund balance. The latter funding source is somewhat unpredictable as that fund is comprised of closed out balances from completed projects.

- Some of the more notable adjustments in the proposed plan versus the adopted plan include:
 - Pay-as-you-go funding for FY17 projects increases from \$1.8 million to \$3.64 million, mostly as a result of the \$1.9 million Community Investment Initiatives. The funds for the Initiatives will support six projects that already existed (in one form or another). The new projects include the construction of sidewalks and pedestrian safety improvements, historic monument and ancient cemetery preservation, the assessment and design to replace the town-wide radio system, installation of in-car video systems in police cruisers, and installing fiber optic lines and purchasing new building software. These projects will be reviewed and considered individually by the Town Council.
 - The cost of the proposed Expansion and Renovation of the Public Safety Complex project reflects results of the preliminary concept study.
 - The Dog Pound Relocation project, which was listed as an FY15 project in the CIP for FY15-20, is now an FY17 project. Scope of this project is being refined by the PBC.
 - The Day Hill Road Resurfacing (design) project was moved from FY 18 to FY 17 due to potential funding through the CT DOT's LOTCIP program which may offer funding for 100% of the construction costs.
 - The Streetlight Replacement, Energy, and Cost Reduction Program combines previously adopted projects entitled "Streetlight Replacement Program" and "Streetlight Energy and Maintenance Cost Reduction." The combined program also includes LED upgrades to town-owned streetlights in FY 17 and FY 18 as well as the purchase and conversion of all Eversource streetlights (FY 19 through FY 22).
 - Assessment and design work related to the outdoor pool facilities has been moved from unscheduled to FY 17. This will allow for the project scope and schedule to be further defined and planned.
 - The Oliver Ellsworth School HVAC Improvements project scheduled for FY 17 has increased in cost as a result of the project scope changing.
 - The Wilson Route 159 Corridor Enhancement Program Phase 1 and Phase 2 have been moved from FY 16 and FY17 to FY 19 and FY 20 respectively, due to the continued efforts to secure state or federal funding for the proposed improvements.
 - Four projects approved for FY 17 have been moved to FY 18. They are the projects to Construct Sidewalks within one mile of school, Fire Department SCBA replacement; Skate Park Improvements, and Poquonock School Windows replacement.
 - The Kennedy School Windows Replacement Design projects and the Sage Park Energy Efficiency Upgrade Design project have been moved from FY 17 to FY 20 and FY 21, respectively due to a change in BOE facility priorities.

Financial Impact

The proposed CIP exceeds the debt service ratio policy of 8% of total operating expenditures in FY 18 through FY21 in Fiscal Years 18, 19, 20 and 21 due to two large projects – the Public Safety Complex and the Parks Garage Relocation. The debt service ratio ranges from 6.3% in FY 17 to 8.9% in FY 20.

Other Board Action

The Capital Improvement Committee completed their review of the proposed CIP on April 13, 2016. The Committee voted to recommend to the Town Council that the proposed FY17 - FY22 CIP be approved. One member was in dissent and expressed concerns relative to the inclusion of the proposed animal shelter project as they felt outsourcing this service to either a private or other public entity would be more appropriate than constructing a new facility.

The Town Planning and Zoning Commission will review the draft CIP for 2017-2022 at their upcoming regularly scheduled meeting on May 11, 2016, as required by Connecticut General Statutes Section 8-24.

Recommendations

It is recommended the proposed FY 2017-2022 Capital Improvements Plan be referred to the Town Improvement Committee for review and recommendation prior to consideration by the full Town Council.

Attachments

6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2017-2022 Capital Improvement Program on-line at:

http://www.townofwindsorct.com/documents/departments/finance/docs/cip/CIP_2017-2022_draft.pdf?v=2

Proposed FY 17-22 Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2017							
Pavement Management Program	1,309,330	700,000 ¹		184,330		425,000 ²	
Sidewalk and Curb Replacement Program	225,000	75,000 ¹				150,000 ²	
Pavement Resurfacing at Town Facilities & Schools	207,060		207,060				
Stormwater Management Improvements	304,500		304,500				
Stone Road Rehabilitation (Construction, Phase II)	430,685		430,685				
Street Reconstruction - Prospect Hill Road (Phase II Construction, West Street to Bent Road)	1,983,600			1,983,600			
Day Hill Road Resurfacing (Design)	57,200					57,200 ³	moved from FY18
Construct Sidewalks and Pedestrian Safety Improvements	380,000					380,000 ²	NEW
Street and Traffic Sign Asset Management Program	20,250					20,250 ³	
Fleet and Public Works Equipment Replacement	635,000	570,000 ¹				65,000 ²	
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	787,130		412,130			375,000 ²	Project scope revised
Town Facility Improvements - Town Hall Interior Renovations (Phase III)	386,350		386,350				
Day Hill Road Pedestrian Circulation Enhancements	300,450		300,450				
Fire Department - Engine 10 Replacement Vehicle	906,599		906,599				
Town Facility Improvements - Outdoor Pool Facilities (Design)	137,280					137,280 ³	previously unscr, high rec dept priority
Athletic Field Improvements - Windsor High School East Side Fields (Construction)	842,639		842,639				
Northwest Park Roof and Facility Repairs	100,000					100,000 ²	Project scope increased
Landfill Closure	2,225,000				2,225,000		
Landfill Methane Gas Collection	270,000				270,000		
Dog Pound Relocation	945,235		945,235				Cost based on 2015 bids received
Town Facility Improvements - 330 Windsor Avenue Restrooms	25,000					25,000 ²	NEW
Historic Monument and Ancient Cemetery Preservation	125,000					125,000 ²	NEW
Replace Town-Wide Radio System (Assessment & Design)	50,000					50,000 ²	NEW
Police Department In-Car Video System	90,000					90,000 ²	NEW
Fiber Optic & Building Permit Software	75,000					75,000 ²	NEW
BOE - Network Infrastructure Upgrade	75,000					75,000 ²	
BOE - Oliver Ellsworth School - HVAC Improvements	2,045,940		1,973,140			72,800 ³	Project scope/cost increased
BOE - Kennedy School Heating System Upgrades (Design)	78,000					78,000 ³	moved from FY18
Subtotal FY 2017	15,017,248	1,345,000	6,708,788	2,167,930	2,495,000	2,300,530	
FY 2017 Projects Anticipated to Require Voter Approval							
Expansion and Renovation of Public Safety Complex	24,000,000		24,000,000				Cost updated
Subtotal FY 2017	24,000,000	0	24,000,000	0	0	0	
GRAND TOTAL FY 2017	39,017,248	1,345,000	30,708,788	2,167,930	2,495,000	2,300,530	

¹ General Fund (Total = \$1,345,000)

² Community Investment Initiatives (Total = \$1,935,000 from General Fund)

³ Capital Projects Assigned Fund Balance (Total = \$365,530)

Proposed FY 17-22 Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2018							
Pavement Management Program	884,330	700,000		184,330			
Sidewalk and Curb Replacement Program	100,000	100,000					
Stormwater Management Improvements	218,225		218,225				
Pavement Line Striping	63,300					63,300	¹
Street and Traffic Sign Asset Management Program	21,060					21,060	¹
Tree Replacement Program	30,000					30,000	¹
Fleet and Public Works Equipment Replacement	650,000	650,000					¹
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	329,370		329,370				Project scope revised
River Street Roadway Rehabilitation (Poquonock to Old River, Design)	88,259					88,259	¹
Day Hill Road Capacity - Coordinated Signal System Installation	1,373,589			1,373,589			NEW
Construct Sidewalks - Local Roads Within 1 Mile of School	134,749		134,749				
Traffic Signal at Windsor Avenue and Corey Street	508,909		100,000	408,909			no update from DOT, town share assumed
Day Hill Road Pedestrian Circulation Enhancements	261,968		261,968				
Facilities Fire and Security Systems Upgrade	724,564		724,564				
Town Facility Improvements - Town Hall Porfco Repairs	327,011		294,757			32,254	² Project scope increased
Fire Department - SCBA Replacement Program	1,037,312		1,037,312				can no longer be phased (prev FY17&18)
Skate Park Improvements (Design)	21,632					21,632	¹ moved from FY17
Landfill Closure	1,717,500				1,717,500		
Landfill Leachate Management	600,000				600,000		moved from FY17
BOE - Network Infrastructure Upgrade	75,000					75,000	¹
BOE - School Windows Replacement (Poquonock School)	392,443		392,443				moved from FY17
BOE - Kennedy School Heating System Upgrades (Construction)	2,155,196		2,155,196				moved from FY19
BOE- Partial Roof Replacement at Sage Park Middle School (Design)	100,589					100,589	¹ phased, and moved from FY20
Subtotal FY 2018	11,815,006	1,450,000	5,648,584	1,966,828	2,317,500	432,094	
FY 2018 Projects Anticipated to Require Voter Approval							
Town Facility Improvements - Parks Garage Relocation and Land Acquisition for DPW Complex	8,716,393		8,716,393				Moved from FY2017
Subtotal FY 2018	8,716,393	0	8,716,393	0	0	0	
GRAND TOTAL FY 2018	20,531,399	1,450,000	14,364,977	1,966,828	2,317,500	432,094	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$399,840)

² Special Revenue Account - Town Clerk (Total = \$32,254)

Proposed FY 17-22 Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2019							
Pavement Management Program	919,330	735,000		184,330			
Sidewalk and Curb Replacement Program	105,000	105,000					
Pavement Resurfacing at Town Facilities & Schools	225,330	225,330					
Stormwater Management Improvements	304,500		304,500				
Day Hill Road Resurfacing (Construction)	1,451,575			1,451,575			
Fleet and Public Works Equipment Replacement	650,000	650,000					
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	594,207		594,207				Project scope revised
Construct Sidewalks - Local Roads Within 1 Mile of School	140,284		140,284				
Day Hill Road Pedestrian Circulation Enhancements	198,788		198,788				
Street and Traffic Sign Asset Management Program	21,900					21,900	
Wilson Route 159 Corridor Enhancement Program (Phase I)	970,020			970,020			moved from FY16
Town Facility Improvements - Northwest Park Caretaker House Upgrades	143,859		143,859				Project scope increased
Landfill Leachate Management	930,000				930,000		moved from FY18
Fire Department - Engine 7 Replacement Vehicle	952,563		952,563				
Replace Town-Wide Radio System	1,920,255		1,920,255				NEW
BOE - Network Infrastructure Upgrade	125,000					125,000	
BOE- Partial Roof Replacement at Sage Park Middle School (Construction)	1,278,340		1,278,340				phased, and moved from FY20
	10,930,951	1,715,330	5,532,796	2,605,925	930,000	146,900	
FY 2019 Projects Anticipated to Require Voter Approval							
None							
Subtotal FY 2019	0	0	0	0	0	0	
GRAND TOTAL FY 2019	10,930,951	1,715,330	5,532,796	2,605,925	930,000	146,900	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$146,900)

Proposed FY 17-22 Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2020							
Pavement Management Program	959,330	775,000		184,330			
Sidewalk and Curb Replacement Program	150,000	150,000					
Stormwater Management Improvements	314,650		314,650				
Pavement Line Striping	68,400					68,400	¹
Street and Traffic Sign Asset Management Program	22,780					22,780	¹
Fleet and Public Works Equipment Replacement	675,000	675,000					
Tree Replacement Program	50,650					50,650	¹
Replace Stairway between Lenox Street and the Moorlands (Design)	29,831					29,831	¹
Deerfield Avenue Rehabilitation (Design)	70,192					70,192	¹ phased, with design moved from FY21 NEW, const. unscheduled
Wilson Route 159 Corridor Enhancement Program (Phase II)	1,008,821			1,008,821			
Town Facility Improvements - HVAC, Electricity & Energy (Milo Peck Building)	1,251,047		1,251,047				moved from FY17
Town Facility Improvements - Wilson Firehouse HVAC Replacement (Design)	18,718					18,718	¹ moved from FY19
Town Facility Improvements - Poquonock Fire Station Roof Replacement (Design)	12,868					12,868	¹ moved from FY19
Northwest Park Roof and Facility Repairs	398,290		398,290				Project scope increased
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	565,755		565,755				Project scope revised
Construct Sidewalks - Local Roads Within 1 Mile of School	145,851		145,851				
Day Hill Road Pedestrian Circulation Enhancements	321,716		321,716				
Additional Fire Hydrants	123,150		123,150				
Skate Park Improvements (Construction)	190,336		190,336				moved from FY19
Athletic Field Improvements - Sage Park Middle School West Side (Design)	116,986					116,986	¹ moved from FY18
BOE - Network Infrastructure Upgrade	150,000					150,000	¹
BOE - School Windows Replacement (Kennedy School)	529,156		529,156				moved from FY18
Subtotal FY 2020	7,173,527	1,600,000	3,839,951	1,193,151	0	540,425	
FY 2020 Projects Anticipated to Require Voter Approval							
None							
Subtotal FY 2020	0	0	0	0	0	0	
GRAND TOTAL FY 2020	7,173,527	1,600,000	3,839,951	1,193,151	0	540,425	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$540,425)

Proposed FY 17-22 Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2021							
Pavement Management Program	959,330	775,000		184,330			
Sidewalk and Curb Replacement Program	150,000	150,000					
Pavement Resurfacing at Town Facilities & Schools	243,600		243,600				
Stormwater Management Improvements	203,000		203,000				
Street and Traffic Sign Asset Management Program	23,690					23,690	¹ new phase
Fleet and Public Works Equipment Replacement	675,000	675,000					
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	588,363		588,363				
Replace Stairway between Lenox Street and the Moorlands (Construction)	195,703		195,703				Design in FY20
Town Facility Improvements - Wilson Firehouse HVAC Replacement (Construction)	241,345		241,345				Moved from FY2020
Town Facility Improvements - Poquonock Fire Station Roof Replacement (Construction)	225,202		225,202				moved from FY20
Construct Sidewalks - Local Roads Within 1 Mile of School	151,771		151,771				
Day Hill Road Pedestrian Circulation Enhancements	196,916		196,916				
Day Hill Capacity - Lane Widening (Lamberton to Addison, Design)	326,063		326,063				construction remains unscheduled
Town Facility Improvements - Luddy House Window and Door Replacement	99,279					99,279	¹
Additional Fire Hydrants	126,845		126,845				
Athletic Field Improvements - Sage Park Middle School West Side (Construction)	1,584,520		1,584,520				moved from FY19
Athletic Field Improvements - Clover Street School Improvements (Design)	66,916					66,916	¹ phased, and moved from FY20
BOE - Clover Street School Restroom Renovations (Design)	102,929					102,929	¹ NEW
BOE - Network Infrastructure Upgrade	150,000					150,000	¹
BOE - School Windows Replacement (Oliver Ellsworth School)	536,916		536,916				Project scope increased, moved from FY18
BOE - Sage Park Energy Efficiency Upgrades (Design)	85,166					85,166	¹ moved from FY17
	6,932,554	1,600,000	4,620,244	184,330	0	527,980	
FY 2021 Projects Anticipated to Require Voter Approval							
None							
Subtotal FY 2021	0	0	0	0	0	0	
GRAND TOTAL FY 2021	6,932,554	1,600,000	4,620,244	184,330	0	527,980	

¹ Capital Projects Fund Assigned Balance (Total = \$527,980)

Proposed FY 17-22 Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY16 Adopted CIP
FY 2022							
Pavement Management Program	959,330	775,000		184,330			
Sidewalk and Curb Replacement Program	175,000	175,000					
Stormwater Management Improvements	253,750		253,750				
Street and Traffic Sign Asset Management Program	24,640					24,640	
Fleet and Public Works Equipment Replacement	695,000	695,000					
Streetlight Replacement, Energy, and Maintenance Cost Reduction Program	611,891		611,891				Project scope revised
Tree Replacement Program	50,650					50,650	
Pavement Line Striping	74,000					74,000	
Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Design)	54,156					54,156	prev unsched, design only
River Street Roadway Rehabilitation (Poquonock to Old River, Construction)	640,996		640,996				
Street Reconstruction - Basswood Road (Design)	162,593		162,593				prev unsched, design only
Broad Street Signal Modification Design and "Road Diet"	382,936		382,936				prev unsched, design only
Town Facility Improvements - Small Facilities Heating Upgrades	141,210					141,210	moved from FY21
Ramp Modification at I-91 & Route 75/Day Hill Road	69,792,340			69,792,340			moved from FY21
Construct Sidewalks - Local Roads Within 1 Mile of School	157,669		157,669				
Day Hill Road Pedestrian Circulation Enhancements	341,174		341,174				
Additional Fire Hydrants	130,650		130,650				
Athletic Field Improvements - Clover Street School Improvements (Construction)	585,640		585,640				moved from FY20
Athletic Field Improvements - Sharshon Park Improvements (Design & Construction)	713,640		618,210			97,430	moved from FY20
BOE - Clover Street School Restroom Renovations (Construction)	1,253,229		1,253,229				NEW
BOE - Sage Park Energy Efficiency Upgrades (Construction)	1,847,113		1,847,113				moved from FY18
BOE - Poquonock School HVAC Conversion (Phase III, Design)	94,899					94,899	construction remains unscheduled
	79,142,506	1,645,000	6,983,851	69,976,670	0	536,985	
FY 2022 Projects Anticipated to Require Voter Approval							
Town Facility Improvements - Outdoor Pool Facilities	3,666,433		3,666,433				previously unscheduled
Subtotal FY 2021	3,666,433	0	3,666,433	0	0	0	
GRAND TOTAL FY 2021	82,808,939	1,645,000	10,950,284	69,976,670	0	536,985	
<i>¹ Capital Projects Fund Assigned Fund Balance (Total = \$536,985)</i>							
Total CIP Program	167,394,618	9,355,330	69,717,040	78,094,834	5,742,500	4,484,914	

List of Unscheduled Projects FY17-22 CIP

	<u>Estimated Cost*</u>	<u>Estimated Cost*</u>
Road Reconstruction/Transportation System Projects		
Archer Road Safety Improvements	621,180	
Audible Pedestrian Crosswalk Signals	26,400	
Baker Hollow Road - Street Reconstruction	1,480,480	
Basswood Road - Street Reconstruction (Construction)	1,615,100	
Broad Street Signal Modification and "Road Diet" (Construction)	3,382,960	
Construct Sidewalks Along Arterial Roads	4,373,000	
Construct Sidewalks Along Collector Roads	4,373,000	
Construct Sidewalks Within 1 Mile of Schools	23,383,080	
Day Hill Road Capacity - Lane Widening (Lamberton to Addison, Const.)	3,751,600	
Day Hill Road Capacity - Right Turn Lanes	252,390	
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	3,854,970	
Deerfield Road Rehabilitation (Construction)	743,150	
Intersection Improvements at Capen Street and Sage Park Road	252,125	
Island Road - Street Reconstruction	855,000	
Palisado Ave Retaining Wall Repairs and Sight Distance Improvements	458,940	
Palisado Avenue Corridor Improvements	1,241,200	
Pedestrian Bridge Over Railroad Tracks - Windsor Center	2,980,500	
Pigeon Hill Road Rehabilitation (Lamberton Rd to Addison Rd, Const.)	531,490	
Pond Road/Indian Hill Road - Street Reconstruction	2,129,730	
Rainbow Road - Street Reconstruction	4,019,400	
River Street Roadway Rehabilitation (Kennedy Rd to Old River St)	796,875	
Route 305 Corridor Improvements	7,599,418	
	<u>Subtotal</u>	<u>68,721,988</u>
Community Facilities and Assets		
Wolcott School Roof Replacement	1,546,860	
Wolcott School HVAC, Restrooms and Window Replacement	2,502,800	
Town Facility Improvements - Direct Digital Control Upgrades	627,270	
Town Facility Improvements - Install Security System Cameras	127,890	
Town Facility Improvements - Poquonock Firehouse HVAC Replacement	237,510	
Luddy House Fire Protection Installation	93,786	
Town Center Parking Garage	12,975,880	
Milo Peck Discovery Center Restroom Renovations	517,650	
Milo Peck Discovery Center Lighting Retrofit Upgrades	164,430	
Wilson Firehouse Renovations	51,300	
Silver Birch Pond Improvements	111,000	
Veterans Memorial Cemetery Enhancements	140,070	
	<u>Subtotal</u>	<u>19,096,446</u>
Pavement Management		
None		-
	<u>Subtotal</u>	<u>-</u>
Public Safety		
Engine Tanker Replacement - Rainbow Station	898,706	
Replace Brush Trucks	411,075	
Additional Fire Hydrants	596,820	
Engine 22 Replacement Vehicle	871,730	
	<u>Subtotal</u>	<u>2,778,331</u>
Park Improvements		
Northwest Park Activity Pavilion	251,750	
Athletic Field Improvements - Fitch Park	492,275	
Athletic Field Improvements - Welch Park	174,175	
Athletic Field Improvements - Northwest Park	226,750	
Riverfront Trail Project - Windsor Center to E. Barber	2,746,290	
Reconstruct Pleasant Street Boat Launch	438,480	
Landfill Future Use Planning	188,181	
	<u>Subtotal</u>	<u>4,517,901</u>
Stormwater Management Improvements		
Repair Culvert and Stream Bed at River Street	537,138	
	<u>Subtotal</u>	<u>537,138</u>
Board of Education		
Poquonock School HVAC Conversion (Phase III, Construction)	1,032,750	
Oliver Ellsworth School - Code Compliance Upgrades	249,690	
Facilities HVAC Direct Digital Control Upgrades	1,857,450	
Windsor High School HVAC Replacement	275,000	
Partial Roof Replacement - Clover Street School	1,681,693	
	<u>Subtotal</u>	<u>5,096,583</u>
Total Unscheduled Projects		100,748,387

* Estimate in current dollars; includes 20% contingency and 1.5% bonding costs

**Town Improvements Committee
Windsor Town Hall
June 9, 2016
Special Meeting**

UNAPPROVED MINUTES

1) CALL TO ORDER

Chairman Alan Simon called the meeting to order at 7:00 p.m. Also present were Councilors Jill Jenkins and Kenneth Wilkos.

2) PUBLIC COMMENT

Lucy Acosta of 102 Cook Hill Road spoke in favor of funding sidewalk improvements on Cook Hill Road. She provided details of increased foot traffic on the road, including foot traffic of students walking to and from school.

3) REVIEW OF 2017-2022 PROPOSED CAPITAL IMPROVMENTS PLAN

Chairman Simon asked Town Manager Souza to provide a brief summary of the proposed Capital Improvements Plan (CIP).

Town Manager Souza distributed documents containing two different CIP scenarios for the Fiscal Years '17-'22.

Councilor Wilkos asked if the scenarios presented assume that all projects requiring public approval will get approved. Town Manager Souza answered yes.

Town Manager Souza explained that the scenarios presented assume borrowing would be done with bonds and not via notes.

Councilor Wilkos asked what bond rates are being presumed when looking into the future years. Town Manager Souza said presumed bond rates for future years are in the range of 3.75% to 4%, depending on the particular fiscal year.

Councilor Wilkos asked what fiscal years reflect work being done on the pools. Town Manager Souza said the work totals approximately \$3.6 million and it is shown in scenario B of the handout.

Councilor Simon suggested that the Community Investment Initiatives be discussed at a separate meeting once the Town Council has discussed how the town should handle the shortage in state aid. Councilor Jenkins and Councilor Wilkos concurred.

Town Manager Souza said there is \$380,000 allocated in the CIP for sidewalk improvements. He provided details of what projects are included in that particular allocation.

Councilor Simon asked for a summary of the changes between the adopted CIP for FY16 and the proposed CIP for FY17. Town Manager Souza provided an overview of the changes. He noted that the sidewalk replacement program has a backlog for maintenance.

Councilor Jenkins asked if sidewalks are not being maintained to the extent that they should be maintained. Town Manager Souza answered yes. He said the investment in the proposed CIP covers less than one percent of the total sidewalk network in Windsor.

Councilor Wilkos asked if sidewalk work on Barber Street was funded by grant dollars. Town Manager Souza said it was funded by federal dollars. Councilor Wilkos asked if Windsor staff does sidewalk repairs. Town Engineer Bob Jarvis said that generally contractors are hired. Councilor Wilkos asked if prices have increased. Town Engineer Jarvis said the prices remain steady.

Town Manager Souza explained the fleet maintenance line in the proposed CIP for FY17. He discussed the proposed funding for the animal shelter relocation project, and also provided a summary of the recent grant award for animal shelter relocation.

Chairman Simon asked if the grant award would pay for reclaiming the old shelter property. Town Manager Souza said that grant monies would be provided for demolition and making it development-ready.

Councilor Wilkos asked if the grant application was for the larger version of the animal shelter project. Town Manager Souza answered yes.

Town Manager Souza discussed the project dealing with replacement of streetlight poles and streetlight bulb upgrades. Councilor Jenkins asked if we currently contract out the streetlight maintenance for the lights the town owns. Town Manager Souza answered yes. Councilor Wilkos asked if the maintenance costs for LED's is low. Town Engineer Jarvis answered yes.

Town Manager Souza touched upon the changes in the pool projects and school projects. He also discussed the moving of some significant projects from FY17 to FY18, including sidewalks, fire department self-contained breathing apparatus (SCBA) replacement, Poquonock School window replacement, and JFK School and Sage Park School energy efficiency related projects.

Councilor Jenkins asked about the age of the JFK School. Facilities Manager Whit Prezch said JFK School was built in 1965. Town Manager Souza said the current priority is Ellsworth School due to a piping issue. He said the project for JFK School is to replace boilers.

Councilor Jenkins asked about the cost savings associated with replacing an oil boiler that is several decades old. Mr. Prezch said a replacement would result in fuel consumption being approximately one third less than what it is now.

Councilor Wilkos inquired about fire truck replacement. Fire Administrator Paul Goldberg explained that the proposed significant apparatus purchases have been spread out over several years. Mr. Goldberg spoke of the current pumper having significant mechanical issues and needing replacement in the future.

Town Manager Souza provided an overview of the proposed FY18 CIP projects. Councilor Wilkos asked if the proposed signalization improvements to the Day Hill Road would result in improved traffic flow. Mr. Jarvis answered yes.

Councilor Wilkos asked if the proposed signalization system improvements would allow for emergency services to interrupt the signals as needed. Mr. Jarvis answered yes.

Town Manager Souza said that the Town Hall limestone portico will need repairs due to normal wear and tear. He also discussed the SCBA replacement for the fire department.

Town Manager Souza reviewed the proposed FY19 projects, including the replacement of the town-wide radio system. Councilor Jenkins asked how the construction of the public safety complex impacts the implementation of the radio system replacement. Police Chief Donald Melanson said the design of the public safety complex should not be affected by any future changes in the radio system and vice versa.

Town Manager Souza provided an overview of the CIP projects proposed for FY20 and later. Councilor Wilkos asked if the goal is still to replace about 3-4 high mileage vehicles per year. Town Manager Souza answered yes.

Councilor Wilkos inquired about the condition of the pool facility buildings in 6-7 years. He asked if we can wait several years to refurbish those buildings. Town Manager Souza said the funding of the initial assessment of those buildings is the first step to determining how much longer those buildings can go on without significant work taking place on them.

Chairman Simon said the problem going forward is being able to complete the CIP. He spoke of the tremendous pressure that could be on the General Fund expenditures in order to fund the proposed CIP projects.

Chairman Simon asked if the redevelopment parcel is suitable for a public safety facility or public works garage. Town Manager Souza said the parcel was evaluated for suitability as a public safety facility. Town Manager Souza suggested that a DPW or parks garage type facility would not be a preferred land use given the surrounding residential and neighborhood retail land uses. Chairman Simon said it is inevitable that the plan for the public safety complex be altered to some degree.

Chairman Simon asked if the exact net loss of state revenue is known at this time. Town Manager Souza answered no. He explained that the town is awaiting that information from the state.

Councilor Wilkos MOVED and Councilor Jenkins seconded to move the discussion of the proposed CIP to the full Town Council.

Motion passed 3-0-0

4) STAFF REPORTS

Town Manager Souza provided financial details of the first and second phases of the Stone Road rehabilitation project. He anticipates asking the Town Council to approve the combining of the balance of funds from the first phase plus new funding perform more road work in the area near Stone Road during FY17.

Councilor Wilkos asked if there would be milling. Mr. Jarvis said that milling, reclamation and paving would take place on Stone Road and that the surrounding areas would likely be a mill and

overlay method.

Town Manager Souza said that the Batchelder Road project should be done around the middle of July.

5) APPROVAL OF MINUTES

a) January 21, 2016

Councilor Wilkos MOVED and Councilor Jenkins seconded to approve the unapproved minutes of the January 21, 2016 meeting.

Motion passed 3-0-0

6) ADJOURNMENT

Councilor Wilkos MOVED and Councilor Jenkins seconded to adjourn the meeting at 8:27 p.m.

Motion passed 3-0-0

Respectfully Submitted,

Jonathan Luiz
Assistant Town Manager