

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

**APPROVED 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