

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



AGENCY: Town Improvements Committee

DATE: December 15, 2016

TIME: 7:00 PM

PLACE: Town Hall – Ludlow Room

AGENDA

1. Call to Order
2. Public Comment
3. *Discussion regarding request to change name of Northwest Park
4. *Update on FY 17 Capital Projects including Public Safety Complex project and multi-year debt service projections.
5. Discussion regarding the John Mason Statue on Palisado Green
6. Staff Reports
7. Approval of Minutes
 - a) *July 11, 2016
8. 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: October 4, 2016

To: Honorable Mayor and Members of the Town Council

Prepared By: Jonathan Luiz, Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Request to modify the name of Northwest Park

Background

The Friends of Northwest Park is a volunteer, non-profit corporation formed in 1981 to play a leading role in the development of a nature center at Norwest Park. The Friends' original mission of supporting development of the Nature Center has expanded to include support for Northwest Park as a whole with a strong focus on environmental educational programming.

The Friends of Northwest Park, through Terry Langevin, its President, are requesting that the Town Council consider changing the name of Northwest Park and Nature Center to Northwest Park Nature Preserve.

Discussion/Analysis

The Friends of Northwest Park are requesting a name change to Northwest Park. They believe that a name change would better describe and help those using the park to understand what the nearly 500 open space acres are actually about. This would also help to reinforce the original mission of the Park; provide a clearer picture of what the Park is about – protection of habitat and wildlife, housing of endangered species and species of concern, and peaceful enjoyment of the preserved natural habitat.

Financial Impact

Unknown at this time.

Other Board Action

None

Recommendations

It is recommended this item be referred to a Town Council committee for discussion and review.

Attachments

None

Agenda Item Summary

Date: December 15, 2016

To: Members of the Town Improvements Committee

Prepared By: Peter Souza, Town Manager 

Subject: FY 17 Capital Project Updates

Attached you will find project updates on major capital projects that have not yet received project funding authorization. As you will see, we expect to make funding requests starting in January 2017 for these projects.

As part of the agenda item discussion I will be providing an overview and update of the Public Safety Complex project. As part of the overview, staff will also present overall debt service projections and scenarios.

FY 17 Capital Projects – Future Funding Authorization

12/15/16

Pavement Resurfacing at Town Facilities and Schools

Funding: \$207,000 bonding. Pavement rehabilitation projects at several facilities are being considered, including Oliver Ellsworth Elementary School driveway and Welch Park drive and parking areas. Quantities and costs will be developed in January. We anticipate approaching Council to request funding appropriation in February. Project initiation is expected in late spring or summer.

Streetlight Replacement, Energy, and Maintenance Cost Reduction Program

Funding: \$412,000 bonding. This project seeks to replace town-owned street lights and poles. Phase 1 is focused on replacing 32' metal poles and installing more efficient LED fixtures. Construction documents are being finalized. Bidding is expected in January, with construction occurring in the summer. There is up to a 120-day lead time for some of the components of the lighting improvements. Funding request is anticipated in late February or March.

Athletic Field Master Plan Implementation - Windsor High School East Fields Improvements

Funding: \$842,000 bonding. Design and construction documents are 95% complete with final review to be completed within 30 days. The project is expected to bid in January. Preliminary cost estimate is \$994,000 including a variety of add alternate items. (e.g. bleachers, scoreboard, irrigation) The bid will be structured with a base bid plus add alternate items. Staff will approach Council with a request for funding appropriation following receipt of the bids. If approved work would begin in June, following the spring sports season.

Construct Sidewalks and Pedestrian Safety Improvements

Funding: \$380,000 Community Investment Initiative. Town Council appropriated \$35,000 for design funds to be used to complete survey work along Cook Hill Road as well as for survey and design services associated with obtaining CT DOT approval for the future installation of pedestrian-actuated rapid flash beacons at selected un-signalized intersections and mid-block crossing along Route 159. The draft survey of Cook Hill Road has been received, and a proposed sidewalk design will be completed by town staff this winter. Additionally, staff has identified preferred locations for the pedestrian rapid flash beacons, and requests for DOT approval will be submitted this winter. Once designs are completed for the above elements project updates and funding requests will be presented to the Town Council.

Prospect Hill Road – Reconstruction – Phase II

Funding: \$1,983,000 from State grant. Design of the reconstruction of Prospect Hill Road from West Street to the vicinity of Bent Road is nearly complete. It is anticipated staff will request project funding authorization through the Town Council and Special Town Meeting in January/February. Eligible project

construction costs are paid 100% through the State grant. Project will be bid following funding authorization. Construction is expected to start this coming spring.

Town Facility Improvements - Town Hall Interior Renovation (Phase III)

Funding: \$386,000 bonding is the CIP estimate. Revised project estimate is approximately \$305,000. This is the final phase of interior finish improvements at Town Hall. Phase III is the upper floor and are programmed for the spring/summer of 2017. Staff is considering requesting the Town Council to waive the bidding process to allow hiring of McKinney Construction to perform the improvement work. McKinney is the lowest responsible bidder for phases 1 & 2 of the Interior Renovations project. They have performed the work in a very acceptable manner. They are familiar with the workings of Town Hall and have accommodated both staff and the public during the performance of the work.

BOE - Oliver Ellsworth School - HVAC Improvements

Funding: \$2,045,000 bonding. Design of the HVAC improvements is ongoing. We expect the design to be complete by late January, with bidding anticipated by mid-February. Staff will approach Council with a request for funding appropriation following receipt of the bids. A Special Town Meeting is needed due to the estimated project cost. Work could begin in late spring, after the heating season. Construction is expected to be complete by October 1.

BOE – Kennedy School - HVAC Improvements - Design

Funding: \$78,000 Capital Projects Fund. This projects entails designing replacement and improvements to the HVAC system. The project would replace the existing boilers and install ventilation and air conditioning system throughout the school. Based on quotes received for Ellsworth School design the funding request may need to be increased to by approximately \$25,000. Staff expects to request design funds in February.

Animal Shelter

Funding: \$637,000 State (75%) & local funds (25%). Final plans and specifications for the new shelter are expected by December 20, with submittal to the State shortly thereafter. Bid advertising is expected by February 1, with contract award in March. Updated cost estimate is \$637,000 with third party costs and project contingency. Funding request is anticipated after bids are received and evaluated. The grant is a reimbursement grant therefore the town will need to authorize the full amount and will be reimbursed for 75% of the project costs.

Fire Engine Replacement

Funding: \$907,000 bonding. This project would replace a 1993 fire engine. The replacement vehicle would have a 1,500 gallon per minute pump, 500 gallon water tank as well as seating for 6 firefighters. Chief Lewis and I are recommending this replacement be delayed one year and the Town Council

instead consider replacing the department's Self Contained Breathing Apparatus (SCBA) including the air bottles. The SCBA and bottles is a key piece of firefighter safety equipment and are needing to be replaced by 2018 due to federal regulations/standards. The preliminary cost estimate to replace approximately 80 SCBAs, 160 bottles and air compressor fill station is \$1,400,000. The town previously applied for a federal grant to fund the SCBAs / air bottle replacement but was not awarded funding.

**Town Improvements Committee
Windsor Town Hall
July 11, 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

Mary Beth Welsh of 31 Parkwood Drive expressed her support for pedestrian safety improvements to be made so that people can walk more safely to and from St. Gabriel's Church.

Tim Connolly of 895 Worthy Street spoke in favor of pedestrian safety improvements to be made so that people can walk more safely to and from St. Gabriel's Church. He recommended a no parking zone when mass is in session that would run from the church rectory to the church drop off area. He advocated for upgrading the flag system available to people crossing the street from the Plaza Building to the Town Green and vice versa. He recommended a no turn on red sign for drivers going from Maple Avenue to Route 159. He requested that Route 159 from Windsor center to Hartford be one lane except for a designated turn lane at intersections.

3) DISCUSSION OF FY 2017 COMMUNITY INVESTMENT INITIATIVE AND PROPOSED 2017-2022 CAPITAL IMPROVEMENTS PLAN

At Councilor Simon's request, Town Manager Souza spoke of proposed reductions to the Community Investment Initiatives and the impacts that those reductions would have. Councilor Simon inquired about the approvals the town would need to get from the state concerning the installation of proposed crosswalks. Town Manager Souza said the state would have to approve proposed locations and the equipment to be installed. He went on to explain that the proposed sidewalk improvements would include Cooke Hill Road and streets in Wilson. Town Manager Souza explained that a partial reduction in the Fiber Optic & Building Permit Software capital project would still allow for the purchase of new building permit software, but it would not fund fiber optic connections to various municipal buildings. Town Manager Souza went on to explain the need to replace certain streetlight poles and associated lighting.

Councilor Wilkos asked if the Historic Monument and Ancient Cemetery Preservation capital project could be put out to bid on a project by project basis. Town Manager Souza said he does consider the cemetery project to be separate from the monument projects. He said it may be best to join the monument projects together into a single project bid depending on the material that the monuments are made of.

Councilor Wilkos asked about safety lighting improvements for pedestrians. He spoke of the need to improve lighting in front of the Plaza Building and near St. Gabriel's Church. He also spoke in favor of exploring pedestrian safety enhancements based on motion detection technology. Councilor Wilkos asked about the maintenance budget for the building department software.

Assistant Town Manager Luiz said the maintenance costs for the new software would be slightly lower than current maintenance costs.

Councilor Jenkins asked about the condition of the roof at the Northwest Park Nature Center. Town Manager Souza said the proposed repair would be made to the roof on the north side of the building. Councilor Wilkos said he noticed the rough shape of the roof when he visited the park recently. Councilor Jenkins asked if the budget figure of \$90,000 for pedestrian safety will result in the installation of six crossing signals. Town Manger Souza answered yes. He provided information about the general locations of the proposed crossing signals. Councilor Jenkins asked if the proposed fiber optic technology might be out-of-date in the near future. Town Manager Souza said he is not aware of fiber optic being replaced by a newer technology in the near future.

Councilor Simon explained that \$1,000,000 is the amount of one-time revenue that is coming from the Amazon property this fiscal year. Councilor Simon said the town has not done a good enough job showing the benefits of the revenue from economic development. He proposed funding Pavement Management in the amount of \$425,000, funding Sidewalk and Curb Replacement in the amount of \$150,000, and funding New Sidewalks and Pedestrian Safety Improvements in the amount of \$380,000. Councilor Simon said that these projects are things that people will use all of the time and that they will have a very long useful life. He suggested that the Public Safety Radio System Evaluation project and the Police Department In-Car Video System project be funded from the Police Private Duty account.

Councilor Simon asked how much paving the \$425,000 would get the town. Town Manager Souza said the money would result in about one mile of residential paved roadway.

Councilor Jenkins spoke in support of replacing the roof at Northwest Park. Councilor Wilkos agreed.

Councilor Wilkos asked how many Dial-A-Ride vans the town has. Town Manager Souza said the town has six vans. Councilor Wilkos asked if the town has acquired vans via federal grants. Town Manager Souza said yes.

Councilor Jenkins inquired about the School Technology Infrastructure Replacement project. Town Manager Souza provided a summary of the project.

Councilor Simon asked for input about priorities. He said that the town has missed opportunities to adequately show the direct benefits of the economic development agreements the town has entered into. Councilor Jenkins said she has personally witnessed the safety issues described tonight concerning St. Gabriel's Church.

Councilor Simon said he does not want to cut funding for pavement because the town has been trying to get caught up with pavement funding, and also people notice the local payment conditions.

Councilor Jenkins expressed agreement with Councilor Simon's proposal to utilize the Police Private Duty account to fund the Public Safety Radio System Evaluation project and the Police Department In-Car Video System project.

Councilor Wilkos said the town can look into getting grant dollars for van replacements and police purchases. Councilor Wilkos said while he is not completely sold on the LED streetlight technology, he realizes that streetlight pole replacements are necessary. Councilor Wilkos asked if using the police private duty money would cause any problems. Town Manager Souza explained that the account is used to purchase police vehicles, traffic enforcement, and smaller safety equipment. Town Manager Souza said that grants may become available for body cameras. He expressed caution about the police private duty fund not being replenished at a fast rate.

Councilor Wilkos asked about the future shed restoration at the Northwest Park Nature Center. Town Manager Souza said the CIP calls for future repair of the siding at the Nature Center building. He said one of the sheds at Northwest Park would likely be taken down due to condition, and that the town needs to make a decision on the others in the next few years given their condition. Councilor Wilkos expressed agreement with funding projects that people can see.

Councilor Jenkins MOVED and Councilor Wilkos seconded to utilize the Police Private Duty account to fund the Public Safety Radio System Evaluation project and the Police Department In-Car Video System project, and to make the following reductions to the Community Investment Initiatives: reduce Pavement Management by \$120,000; reduce Sidewalk and Curb Replacement by \$50,000; reduce Park Improvements – Restore NWP Sheds by \$75,000; reduce Historic Monument Preservation by \$100,000; reduce Public Safety Radio System Evaluation by \$50,000; reduce Fiber Optic and Software Upgrades by \$40,000; reduce Police Department in-Car Video System by \$90,000; and reduce Streetlight Replacement – LED by \$375,000.

Motion passed 3-0-0

4) STAFF REPORTS

Town Manager Souza provided details about his recent discussions with the State of Connecticut Department of Economic Development regarding grant funding for replacement of the dog pound.

Councilor Simon asked if the FY17 CIP dog pound project can be modified in consideration of the grant the town has been awarded. Town Manager Souza said the project is about a \$555,000 preliminary estimate, with \$415,000 of costs to be paid by the state and \$140,000 by the town.

Councilor Wilkos MOVED and Councilor Wilkos seconded to adjust the CIP's Dog Pound Relocation project to \$555,000.

Motion passed 3-0-0

Councilor Simon asked what the next steps are concerning the Dog Pound Relocation project. Town Manager Souza said the Town Council will need to decide on project scope and location. He said the Town Council may need to provide the Public Building Commission (PBC) with additional design funding, as the PBC would have to work on a bid package that is acceptable to the state.

Town Manager Souza provided an update on road base rehabilitation and paving work on Batchelder Road.

He said the next round of paving is set for August. He also provided estimates on when paving funded by the LOTCIP grants would take place.

5) APPROVAL OF MINUTES

a) June 9, 2016

Councilor Jenkins MOVED and Councilor Wilkos seconded to approve the unapproved minutes of the June 9, 2016 meeting.

Motion passed 3-0-0

6) ADJOURNMENT

Councilor Wilkos MOVED and Councilor Jenkins seconded to adjourn the meeting at 7:26 p.m.

Motion passed 3-0-0

Respectfully Submitted,

Jonathan Luiz
Assistant Town Manager