

Agenda Item Summary

Date: January 3, 2017

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager

Subject: Acquisition of 100 Addison Road

Background

Since 2014, a number of alternative options have been explored to meet the current and future needs of the public safety agencies as well as the Department of Public Works' (DPW) parks and grounds operations. Options examined ranged from purchasing land adjacent to the Public Safety Complex at 340 Bloomfield Avenue for expansion to acquiring existing buildings for the relocation of the police department operations. As a result, a multi-phased project is proposed consisting of purchasing an existing building at 100 Addison Road to house a relocated police department operation and parks and grounds operations, as well as renovating and expanding the existing Public Safety building for fire department and emergency medical functions.

The request being introduced is to initiate the process for approval of Phase 1 of the project, which is the acquisition and partial retrofit of an existing building on Addison Road for the DPW's parks and grounds operations. Per the *Town Charter*, a Special Town Meeting is required to approve the purchase and project funding authorization for Phase 1. It is proposed that funding for phases 2 through 4 be placed on a referendum for voter approval in accordance with the *Town Charter*. The timing and dollar amount of such a referendum would be decided at a future time by the Town Council.

Currently the Public Safety Complex consists of the Windsor Center Fire Station, the Police Station and a separate EMS facility on a total of 6.2 acres of land. The present building for the police and fire departments is 26,000 square feet and was erected in 1963 with additional space added in 1988. The police department space comprises approximately 17,000 square feet with the fire department in the remaining building area. Police and Fire share a combined training /meeting room. The Windsor Volunteer Ambulance is located in a separate 7,000 square foot building.

The DPW's main facility is at 99 Day Hill Road and includes a primary building approximately 36,500 square feet in size, a salt storage building and a 2,500 square foot equipment /storage structure. The town also is leasing approximately 15,500 square feet of space at 147 Addison Road for parks & grounds related operations and equipment storage. The leased space replaced the former parks and grounds garage on Mechanic Street.

Discussion/Analysis

The present configuration of the Public Safety facility is no longer adequate for current and future equipment and staffing requirements. Both the police and fire departments require additional floor space, improved public restrooms and lobby space.

Police Department space needs include:

- updated locker rooms including increased female locker room space
- additional training facilities to help meet state-mandated training requirements
- improved evidence management space
- detention facilities to meet current regulations and best practices
- additional storage space

Fire Department needs include:

- larger apparatus bays
- improved site parking and circulation
- additional equipment and supply storage space
- future firefighter sleeping quarters
- office and training space, code compliant restrooms and shower / locker area
- upgraded kitchen, watch room, and support area to facilitate firefighter recruitment/retention.

Volunteer ambulance needs include:

- additional apparatus area and storage space
- additional office and training space

Department of Public Works needs include:

- long-term location of the parks & grounds related operations and seasonal equipment storage
- improved safe access to and from current 99 Day Hill facility as the average daily vehicle trips on Day Hill Road are over 14,000
- relocation of the facilities maintenance division's storage and work area from the basement of 330 Windsor Avenue Community Center

The police / fire building is structurally sound, but is in need of a new roof and a heating, ventilation and air conditioning system. Various elements of the building's plumbing and electrical systems need replacing as they have or are approaching the end of their service life expectancy. The ambulance facility is generally in good condition with the recent installation of a new roof and HVAC units.

The proposed project approach is multi-phased both in terms of construction timing and financing.

Phase 1 – Purchase 100 Addison Road and Relocate Parks Garage Operation – \$2.7 M

- Acquire 100 Addison Road (approximately 65,000 square foot building on 7.2 acres)
- Retrofit portion of building for parks and grounds operations and equipment storage
- Retrofit up to 3,500 square feet for possible use by other town or external tenant
- Construct access drive between current DPW facility and 100 Addison Road parcel
- Design of Phase 2 improvements to existing Public Safety building

Phase 2 – Public Safety Building System Replacement and partial renovation - \$7.7 M

- Roof replacement
- Mechanical, electrical and plumbing systems replacement including HVAC
- Public lobby and restroom improvements
- Renovate fire department support areas including offices, restrooms and kitchen

Phase 3 – Police Department Relocation to Addison Road – \$18.6 M

- Renovate 30,000 square feet of space for police department operations
- Partial roof replacement and site improvements

Phase 4 – Renovate and Add Fire Apparatus Bays at Public Safety Building – \$6.5 M

- Construct new fire apparatus bays and storage space
- Site Improvements related to parking and vehicle circulation
- Renovate interior space to accommodate fire and EMS office, training, sleeping quarters and storage

Third party vendors have conducted various due diligence activities (inspections of the roof, HVAC systems, building / floor structure, wetlands delineated and assessed) relative to the purchase of 100 Addison Road. Needed repairs and maintenance activities to two small sections of the roof as well as to several of the roof top heating and ventilation units were identified. Costs related to this work are included in the Phase 1 funding request. Structurally the building and floor system were found to be in order. Testing for hazardous materials was completed and no significant remediation issues or costs were identified. The property seller is responsible at its expense to complete environmental monitoring and remediation related to its past industrial use as may be required per the State Department of Energy and Environmental Protection’s regulations.

Financial Impact

The proposed acquisition of 100 Addison Road as well as the Phase 1 retrofit work for DPW’s vehicle and equipment storage total \$2.7 M. Future phases of the project are estimated to total \$32.8 M including design, construction contingency and inflation through 2020.

The current Capital Improvements Plan (CIP) includes an allocation of \$24 M for renovation and expansion of the Public Safety Complex. The CIP also includes a project that contemplates purchasing roughly 15+ acres of land for the construction of a new 20,000 SF building for parks and grounds operations and future relocation of the town’s DPW facility. \$8.7 M is the preliminary cost to acquire land and build a parks garage building. Combined these two project estimates equal \$32.7 M. These estimates reflect 2016 cost estimates inflation is not factored in beyond 2017.

Outlined below are the primary cost components for Phase 1 of the project

Property Acquisition	\$2,000,000	(list price - \$2.9 M, appraised value - \$2.35 M)
Renovations & Mechanicals	310,000	
Access Drive & Site Improvements	<u>110,000</u>	
Sub-total construction	2,420,000	
Construction Contingency (10%)	42,000	
Addison Road Design (10%)	<u>42,000</u>	
Sub-total Addison Road	2,504,000	
Design for Phase 2	150,000	
Bond Issuance Costs	<u>46,000</u>	
Total – Phase 1	\$2,700,000	

The average annual debt service on a \$2.7 M bond issue, based on a 20 year term at a 3.25% interest rate is \$181,000.

Other Board Action

The Public Building Commission has reviewed various programmatic and project concepts and has endorsed the concept of purchasing and retrofitting 100 Addison Road combined with future improvements to the existing Public Safety Complex.

Recommendations

If the Town Council is in agreement, the following motions are recommended for approval:

1) Waiving of the reading

“RESOLVED, that the reading into the minutes of the text of the ordinance entitled, “AN ORDINANCE APPROPRIATING \$2,700,000 FOR THE PUBLIC SAFETY COMPLEX AND PUBLIC WORKS FACILITY PROJECT-PHASE I, INCLUDING ACQUISITION OF AND IMPROVEMENTS TO 100 ADDISON ROAD, WINDSOR, CONNECTICUT; AND AUTHORIZING THE ISSUE OF \$2,700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” is hereby waived, the full text of the ordinance having been distributed to each member of the Council and copies made available to those persons attending this meeting; and the full text of the ordinance be recorded with the minutes of this meeting.”

2) Introduce an Ordinance

“MOVE to introduce and approve an ordinance entitled, “AN ORDINANCE APPROPRIATING \$2,700,000 FOR THE PUBLIC SAFETY COMPLEX AND PUBLIC WORKS FACILITY PROJECT-PHASE I, INCLUDING ACQUISITION OF AND IMPROVEMENTS TO 100 ADDISON ROAD, WINDSOR, CONNECTICUT; AND AUTHORIZING THE ISSUE OF \$2,700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION.” The full text of the ordinance is available in the Town Clerk’s Office.

3) Set Special Town Meeting

“RESOLVED, that a Special Town meeting be set for Tuesday, January 17, 2017 at 6:45 p.m. (prevailing time) in the Council Chambers of the Windsor Town Hall, to approve or disapprove an ordinance entitled, “AN ORDINANCE APPROPRIATING \$2,700,000 FOR THE PUBLIC SAFETY COMPLEX AND PUBLIC WORKS FACILITY PROJECT-PHASE I, INCLUDING ACQUISITION OF AND IMPROVEMENTS TO 100 ADDISON ROAD, WINDSOR, CONNECTICUT; AND AUTHORIZING THE ISSUE OF \$2,700,000 BONDS AND NOTES TO FINANCE THE APPROPRIATION” which the Town Council has recommended its approval.”

And

“Be it further RESOLVED, that the Town Clerk is authorized and directed to post and publish notice of said Special Town meeting.”

Attachments

Bond Ordinance

100 Addison Road Concept Plans