

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



AGENCY: Town Improvements Committee

DATE: May 22, 2019

TIME: 6:00 PM

PLACE: Town Hall – Ludlow Room

AGENDA

1. Call to Order
2. Public Comment
3. *Discussion of policy regarding naming of town property, buildings and parks
4. *Review of Draft FY 20 – FY 25 Capital Improvements Program
5. Staff Reports
6. Approval of Minutes
 - a) *February 6, 2019
7. 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: May 6, 2019

To: Honorable Mayor and Members of the Town Council

Prepared by: Peter Souza, Town Manager 

Subject: Naming of Public Buildings and Facilities

Background

Councilor McAuliffe has requested the Town Council consider the possibility of adopting a policy or procedure related to naming public buildings and facilities. This topic was last considered in the 2003 to 2004 timeframe, when staff was requested to research information relative to naming public buildings and facilities. At that time, staff prepared a draft facilities naming policy which was reviewed by the Joint Town Council/Board of Education Committee and the Council's Town Improvement Committee. The committees reviewed the draft document and provided input but the Town Council did not formally consider or act on the draft policy.

Discussion/Analysis

The draft policy outlined basic principles, a process by which the Town Council would designate by resolution the names of town facilities, naming of particular features of a building or park, along with parameters for renaming facilities and corporate sponsorships or naming rights.

As drafted, the Town Council would approve the naming of all municipal property, buildings and parks. The Board of Education would be responsible for approving the naming of all public school buildings and facilities.

Below are several elements of the previously drafted policy:

- Municipal property and buildings means all real property including unimproved lands, buildings and structures owned by the Town--including but not limited to--dedicated parkland, open space, recreational facilities, operations facilities and administrative office buildings and school buildings.
- Preference would be given to naming facilities after significant geographical, neighborhood and historical elements. The Town Council and/or Board of Education may wish to acknowledge the activities and significant contributions made by individuals to the town.
- Names should give a sense of place, continuity, belonging and celebrate distinguishing characteristics and the uniqueness of Windsor; maintain a long-standing identification with the residents of Windsor; be understandable to the majority of Windsor residents and shall not be discriminatory, derogatory or political in nature.
- Corporate sponsorship or naming rights may be considered when a corporation or business contributes financially to town programs, services or facilities in return for recognition, public acknowledgement or other promotional considerations. Corporate sponsorships or naming rights would require a signed agreement which includes a sunset clause and specific parameters

as to how the sponsor may utilize the Town of Windsor's name and/or logo as well as how the corporate name or advertising brand will be used.

- There is also a provision that would allow a facility or any portion of a facility to be renamed if an individual is convicted of a felony or brings ill repute on the community. Similar language would be included in any corporate sponsorship or naming rights agreements.

Financial Impact

None is projected.

Other Board Action

None

Recommendations

If the Town Council concurs, it is recommended the topic be referred to a Town Council committee for further review and consideration.

Attachments

Draft Naming of Public Buildings and Facility Policy

NAMING OF TOWN PROPERTY, BUILDINGS AND PARKS

Section I - Policy Statement

It is the policy of the Town of Windsor that the Town Council shall approve the naming of all municipal property, buildings and parks. The Board of Education shall be responsible for approving the naming of all public school buildings and facilities.

Preference shall be given to naming facilities after significant geographical, neighborhood and historical elements. On occasion, the Town Council and/or Board of Education may wish to acknowledge the activities and significant contributions made by individuals to the town through the use of various naming options.

Municipal property and buildings means: all real property including unimproved lands, buildings and structures owned by the Town--including but not limited to--dedicated parkland, open space, recreational facilities, operations facilities and administrative office buildings and school buildings.

Names should give a sense of place, continuity, belonging and celebrate distinguishing characteristics and uniqueness of Windsor. Names should maintain a long-standing identification with the residents of Windsor. Names shall be understandable to the majority of Windsor residents. Names shall not be discriminatory, derogatory or political in nature.

Section II - Naming Principles. It is the policy of the Town of Windsor to choose names for municipal property, buildings, and parks based upon the facility's relationship to the following:

- A) The area or neighborhood in which the property or building is located;
- B) natural or geological feature;
- C) an historical name related to Windsor's heritage and/or historical folklore;
- D) a person of international, national or state significance; or
- E) an individual to recognize:
 - 1) particular activities and significant contributions to the Windsor community and/or
 - 2) outstanding financial contributions made toward the development and/or enhancement of a property or building. (minimum 35% of total project value)

Section III - Designation of Name by Town Council. The Town Council shall designate by resolution the names of town facilities. The process for naming or renaming a town building or facility may be initiated by submitting a written proposal to the Town Manager stating how the proposed name(s) meet the criteria in Section II.. The Town Manager shall transmit the request to the Town Council, which upon receipt may be referred to the Town Council's Special Projects Committee for review and recommendation. Such recommendation shall state how the proposed name(s) meet the criteria in Section II. Public input shall be sought during the review process. If a contest

or competition is to be held to determine the name of a building, park or facility the Town Manager or their designee shall recommend to the Town Council guidelines and rules for the contest.

Section IV - Naming of Interior Features or Facilities. The interior features and/or facilities of a building or park may have names other than that of the entire building or park. These names are subject to the criteria designated in Section II and the selection process outlined in Section III

Section V – Naming Options for Recognition of Donations. In addition to the option of naming an entire building or facility, other appropriate ways of recognizing donations include but are not limited to the following: internal facility/room naming, outdoor plaza, the dedication of plaques at a facility such as the use of donor plaque boards or the purchase of park features such as trees, benches and picnic tables. Recognition methods will be consistent with the significance of the contribution and the following guidelines

- 5% of project cost - Donor Plaque Board
- 10% of project cost - Naming of an interior or exterior feature/amenity
- 20% of project cost - Naming of room
- 35% of project cost – Naming of entire building/facility

Section VI - Renaming Procedure. A name once selected for building, park or any part thereof should be bestowed with the intention that it will be permanent, and changes should be strongly resisted.

Options to re-naming of an entire building or property could include: adding another new name to the existing name; or sub-dividing or portioning off a particular property or feature to be given a new name or sub name; or placing the names of an organization or individuals on a plaque to recognize their contributions if it is found that it is inappropriate to name a particular property or building in its entirety.


If at any time after a facility or any portion thereof has been named on behalf of an individual and that individual is convicted of a felony or brings ill repute on the community, the facility or portion thereof may be renamed utilizing the procedures set in this policy.

Section VII – Corporate Sponsorships. Corporate sponsorship or naming rights may be considered when a corporation or business contributes either financially or in-kind to town programs, services or facilities in return for recognition, public acknowledgement or other promotional considerations. The town reserves the right to reject offers of corporate sponsorship and or naming rights. Corporate sponsorships or naming rights require a signed agreement which includes a sunset clause and specific parameters as to how the sponsor may utilize the Town of Windsor's name and/or logo as well as how the corporate name or advertising brand will be used.

Agenda Item Summary

Date: April 1, 2019

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2020-2025

Background

Staff has prepared the proposed Capital Improvement Program (CIP) for FY 2020-2025, 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 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% to 15% of the total operating budget. In recent years, borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

Below are a few highlights of the proposed CIP:

- The proposed CIP lists those projects that are anticipated to require voter referendum approval separately from the other projects for each year. The proposed 6-year CIP cycle includes two projects that would require voter approval due to their estimated costs. These projects are:
 - Town Facility Improvements – Outdoor Pool Facilities
 - BOE – Sage Park Middle School – Energy Efficiency Upgrades (Construction)
- The 6-year CIP includes approximately \$10.2 million for street resurfacing, pavement reclamation, milling, curb replacement, minor drainage improvements and other pavement repair work. In addition, the 6 year period includes major street reconstruction or rehabilitation projects at an estimated cost of \$6.5 million. Of the total \$16.7 million included for the asset management of town roadways, \$5.4 million is expected to come from state and/or federal funding sources.
- Projected debt service ratios based on a five-year financial forecast, inclusive of all projects requiring voter referendum, are not projected to exceed the 8% policy goal in any year of the proposed CIP.
- The proposed CIP identifies \$16.6 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as requests for monies from the Capital Projects Fund Assigned Fund balance. The latter source is somewhat unpredictable as that fund is comprised of closed out balances from completed projects.

- Outdoor Pool Facilities project (Goslee and Welch) has design phase in FY 21 and construction phase in FY 23. Renovation to Veterans Pool is currently unscheduled. These projects may require voter referendum depending on the scope of work and phasing approach.
- An annual General Fund appropriation of \$500,000 is proposed to be dedicated to Public Safety projects to reduce long-term borrowing. Projects include replacement of fire apparatus and fire station HVAC system replacements.
- Several large projects at Sage Park Middle School totaling \$7.3 million are incorporated in the 6 year period and an additional \$2.8 million is in unscheduled. Projects range from roof replacement, heating and mechanical equipment replacements to installation of air-conditioning systems.
- A new BOE project is installing air conditioning in portions of JFK Elementary not included in the FY 18 project. Design funds for renovations to the Field House at Sage Park/O'Brien Field are also included in FY 25.

Financial Impact

The debt service ratios are inclusive of the voter approved Public Safety Complex project and the town-wide radio system, as well as the other potential referendum projects in the CIP. The financing assumptions used to calculate the debt service ratios include a combination of both long-term general obligation bonds and short-term notes. As a result of this, the debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Other Board Action

The Capital Improvements Committee completed their review of the proposed CIP on March 13, 2019. The Committee voted to recommend to the Town Council that the proposed FY 2020-2025 CIP be approved with the Northwest Park parking lot improvements being planned for FY 23 instead of unscheduled.

As required by *Connecticut General Statutes* Section 8-24, the Town Planning and Zoning Commission will be requested to review the proposed FY 20-FY 2025 CIP at its regularly scheduled meeting in May.

Recommendations

It is recommended that the proposed FY 2020-2025 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 2020-2025 Capital Improvement Program online at:

https://townofwindsorct.com/app/uploads/sites/12/2019/03/DRAFT_CIP_2020-2025.pdf

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
FY 2020							
pa Pavement Management Program	1,034,300	850,000		184,300			
pa Sidewalk and Curb Replacement Program	150,000	150,000					
sw Stormwater Management Improvements	324,800		324,800				
c Fleet and Public Works Equipment Replacement	680,000	680,000					
c Tree Replacement Program	25,000					25,000	¹
r Day Hill Road Pedestrian Circulation Enhancements (Marshall Phelps from Day Hill to Orange Way)	268,600		268,600				moved from FY19
r Island Road Street Reconstruction (Construction)	494,000		494,000				
r Construct Sidewalks - Local Roads Within 1 Mile of School	137,200		137,200				
c Historic Monument and Ancient Cemetery Preservation	50,000					50,000	¹
c Replace Stairway between Lenox Street and the Moorlands (Construction)	178,100		176,100				
r Deerfield Avenue Rehabilitation (Construction)	892,800			892,800			moved from FY23, due to LOTCIP funding (100% state funds)
c Electric Vehicle Charging Stations	28,100					28,100	¹ NEW - Capital Projects Assigned fund balance
c Town Facility Improvements - Milo Peck HVAC, Electrical & Energy Improvements (Design)	62,400					62,400	¹
c Town Facility Improvements - DPW Restrooms, Office and Mtg. Rm. Window Replacements (Const.)	316,700		316,700				
c Town Facility Improvements - Northwest Park Roof Replacements and Facility Repairs	373,500		373,500				
c Town Facility Improvements - Poquonock Fire Station Roof Replacement (Design)	17,700					17,700	¹
c Town Facility Improvements - Wilson Fire Station HVAC Replacement (Design)	27,600					27,600	¹
c Town Facility Improvements - Roger Wolcott Oil Tank Removal & Boiler Conversion	100,000					100,000	² General Fund Reserve, NEW, tank must be removed in 2020
ps Poquonock Fire Station - Engine 7 Replacement Vehicle	887,120	500,000	387,120				Estimate reduced based on new quotes
rec Skate Park Improvements (Construction)	126,700		126,700				cost reduced from \$180k
r Town Center Redevelopment Broad Street Diet (Design)	150,000	150,000					Design phased, phase 2 in FY21, construction in FY22
l Landfill Leachate Management	83,200				83,200		
boe BOE - Kennedy School - HVAC System Upgrades (Phase 2)	424,200		411,700			12,500	¹ NEW, includes elements eliminated from FY18 project
boe BOE - Technology Equipment Upgrades	100,000	100,000					
boe BOE - Sage Park Middle School - Roof Repairs and Partial Roof Replacement (Construction)	2,087,600		2,087,600				
boe BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Design)	97,000					97,000	¹
boe BOE - Poquonock School Parking Lot Improvements	525,720		525,720				
Subtotal FY 2020	9,640,340	2,430,000	5,629,740	1,077,100	83,200	420,300	
FY 2020 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2020	-	-	-	-	-	-	
GRAND TOTAL FY 2020	9,640,340	2,430,000	5,629,740	1,077,100	83,200	420,300	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$320,300)

² General Fund Reserve (Total = \$100,000)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
FY 2021							
pa Pavement Management Program	1,059,300	875,000		184,300			
pa Sidewalk and Curb Replacement Program	150,000	150,000					
c Fleet and Public Works Equipment Replacement	700,000	700,000					
pa Pavement Resurfacing at Town Facilities & Schools	243,600		243,600				funding in odd years
r Wilson Route 159 Corridor Enhancement Program (Phase I)	1,006,300			1,006,300			moved from FY20
c Town Facility Improvements - Milo Peck HVAC, Electrical & Energy Improvements (Construction)	2,253,800		2,253,800				
c Town Facility Improvements - Luddy House and Carriage House Windows and Doors Replacement	126,400					126,400 ¹	
c Town Facility Improvements - Poquonock Fire Station Roof Replacement (Construction)	250,000	250,000					
c Town Facility Improvements - Wilson Fire Station HVAC Replacement (Construction)	250,000	250,000					
c Town Facility Improvements - Data Centers Storage	120,000					120,000 ¹	*Should be completed by Dec. 2021
ps Wilson Fire Station - Engine 22 Replacement Vehicle	1,035,700		1,035,700				
r Broad Street Signal Modifications and "Road Diet" (Design) Phase II (Phase I \$150,000 in FY20)	160,000	160,000					Design phased, phase 1 in FY20, construction in FY22
rec Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Designs)	200,000		200,000				
rec Athletic Field Improvements - Sage Park Middle School West Field Improvements (Design)	92,800					92,800 ¹	
l Landfill Leachate Management	1,406,100				1,406,100		
boe BOE - Technology Equipment Upgrades	100,000	100,000					
Subtotal FY 2021	9,154,000	2,485,000	3,733,100	1,190,600	1,406,100	339,200	
FY 2021 Projects Anticipated to Require Voter Approval							
boe BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Construction)	3,053,000	-	3,053,000	-	-	-	
Subtotal FY 2021	3,053,000	-	3,053,000	-	-	-	
GRAND TOTAL FY 2021	12,207,000	2,485,000	6,786,100	1,190,600	1,406,100	339,200	

¹ Capital Projects Fund Assigned Balance (Total = \$339,200)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
FY 2022							
pa Pavement Management Program	1,084,300	900,000		184,300			
pa Sidewalk and Curb Replacement Program	150,000	150,000					
sw Stormwater Management Improvements	269,000		269,000				
c Fleet and Public Works Equipment Replacement	725,000	725,000					
c Tree Replacement Program	30,000					30,000	¹
c Historic Monument and Ancient Cemetery Preservation	50,000					50,000	² General Fund Reserve
Wilson Route 159 Corridor Enhancement Program (Phase II)	1,049,800			1,049,800			moved from FY21
r Day Hill Road Pedestrian Circulation Enhancements (Day Hill from Marshall Phelps to Helmsford Way)	232,800		232,800				moved from FY20
r River Street Roadway Rehabilitation (Poquonock to Old River, Construction)	618,300		618,300				
r Construct Sidewalks - Local Roads Within 1 Mile of School	150,800		150,800				
r Pigeon Hill Road Rehabilitation (Lamberton Rd to Addison Rd, Design)	51,500					51,500	¹
c Town Facility Improvements - Small Facilities Heating Systems Upgrades	159,500		159,500				
r Broad Street Signal Modifications and "Road Diet" (Construction)	4,252,000		850,400	3,401,600			
rec Athletic Field Improvements - Sage Park Middle School West Field Improvements (Construction)	1,734,200		1,734,200				
ps Public Safety Equipment Fund	500,000	500,000					
boe BOE - Technology Equipment Upgrades	100,000	100,000					
boe BOE - Clover Street School - ADA Code and Restroom Renovations (Design)	100,000	100,000					
boe BOE - Clover Street School - Partial Roof Replacement (Design)	157,500					157,500	¹ scope slightly modified, construction moved from unsch. to FY25
Subtotal FY 2022	11,414,700	2,475,000	4,015,000	4,635,700	-	289,000	
FY 2022 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2022	-	-	-	-	-	-	
GRAND TOTAL FY 2022	11,414,700	2,475,000	4,015,000	4,635,700	-	289,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$239,000)

² General Fund Reserve (Total = \$50,000)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
FY 2023							
pa Pavement Management Program	1,084,300	900,000		184,300			
pa Sidewalk and Curb Replacement Program	175,000	175,000					
sw Stormwater Management Improvements	274,000		274,000				
c Fleet and Public Works Equipment Replacement	725,000	725,000					
pa Pavement Resurfacing at Town Facilities & Schools	261,900		261,900				funding in odd years
r Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Construction)	664,300		664,300				
r Day Hill Road Capacity Improvements - Lane Widening from Addison Road to I-91 (Design)	368,500		368,500				construction remains unscheduled
c Town Facility Improvements - LP Wilson Boiler Replacement (Design)	102,900	75,000				27,900 ²	
c Town Facility Improvements - Install Security System Cameras	163,900		163,900				
c Town Facility Improvements - Northwest Park Parking Lot Renovations	192,300		192,300				
r Palisado Avenue Corridor Improvements and Wall Repairs (Design)	132,800		132,800				
rec Athletic Field Improvements - Sharshon Park Improvements (Design)	96,400					96,400 ¹	
ps Wilson Fire Station - Replace Brush Truck	210,000	210,000					
ps Public Safety Equipment Fund	290,000	290,000					
boe BOE - Technology Equipment Upgrades	100,000	100,000					
boe BOE - Sage Park Middle School - Classroom Air Conditioning	1,916,400		1,916,400				NEW, first floor
boe BOE - Windsor High School - Roof Restoration (Design)	122,800					122,800 ¹	
Subtotal FY 2023	6,880,500	2,475,000	3,974,100	184,300	-	247,100	
FY 2023 Projects Anticipated to Require Voter Approval							
rec Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Renovations, Const.)	3,654,000	-	3,654,000	-	-	-	
Subtotal FY 2023	3,654,000	-	3,654,000	-	-	-	
GRAND TOTAL FY 2023	10,534,500	2,475,000	7,628,100	184,300	-	247,100	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$219,200)

² LPW Building Fund (Total = \$27,900)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
FY 2024							
pa Pavement Management Program	1,084,300	900,000		184,300			
pa Sidewalk and Curb Replacement Program	200,000	200,000					
sw Stormwater Management Improvements	324,000		324,000				
c Fleet and Public Works Equipment Replacement	750,000	750,000					
c Tree Replacement Program	35,000					35,000	¹
r Construct Sidewalks - Local Roads Within 1 Mile of School	164,400		164,400				
Historic Monument and Ancient Cemetery Preservation	100,000					100,000	¹ new phase to incl. remaining work from consultant recommendations moved from FY23, const. unscheduled
r Street Reconstruction - Basswood Road (Design)	170,300		170,300				
c Town Facility Improvements - LP Wilson Boiler Replacement (Construction)	1,333,200		1,333,200				
c Town Facility Improvements - 330 Windsor Ave. - Energy Recovery Improvements (Design)	24,300					24,300	¹ NEW, construction unscheduled
rec Athletic Field Improvements - Clover Street School Field Improvements (Design)	77,700					77,700	¹ Construction unscheduled
ps Public Safety Equipment Fund	500,000	500,000					
boe BOE - Technology Equipment Upgrades	125,000	125,000					
boe BOE - Clover Street School - ADA Code and Restroom Renovations (Construction)	1,320,500		1,320,500				
boe BOE - Sage Park Middle School - Heating Systems Replacement (Design)	146,000		146,000				NEW, construction unscheduled
boe BOE - Windsor High School - HVAC Roof Top Unit Replacements (Design)	66,500					66,500	¹ construction unscheduled
boe BOE - L.P. Wilson - ADA Code and Restroom Renovations (Design)	36,500					36,500	¹ construction unscheduled
Subtotal FY 2024	6,457,700	2,475,000	3,458,400	184,300	-	340,000	
FY 2024 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2024	-	-	-	-	-	-	
GRAND TOTAL FY 2024	6,457,700	2,475,000	3,458,400	184,300	-	340,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$340,000)

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY19 Adopted CIP
FY 2025							
pa Pavement Management Program	1,084,300	900,000		184,300			GF increased by \$25k
pa Sidewalk and Curb Replacement Program	200,000	200,000					GF increased by \$25k
rec Athletic Field Master Plan Implementation - Sharshon Park Improvements (Construction)	657,700		657,700				moved from FY 23
r Construct Sidewalks Along Arterial Roads (Design)	63,000					63,000 ¹	moved from FY 23
c Fleet and Public Works Equipment Replacement	750,000	750,000					GF increased by \$25k
pa Pavement Resurfacing at Town Facilities & Schools	280,100		280,100				funding in odd years
r Street Rehabilitation - International Drive (Construction)	1,048,000		1,048,000				moved from FY24
l91 Ramp Modification at I-91 & Route 75/Day Hill Road	74,406,000			74,406,000			moved from FY24
c Town Facility Improvements - Town Hall Roof Preservation	128,500		115,800			12,700 ¹	NEW
ps Public Safety Equipment Fund	500,000	500,000					
boe BOE - WHS Field House Renovation (Design)	31,600					31,600 ¹	NEW, construction unscheduled
boe BOE - Technology Equipment Upgrades	150,000	150,000					
boe BOE - Clover Street School - Partial Roof Replacement (Construction)	2,196,500		2,196,500				scope revised slightly, const. previously unscheduled
Subtotal FY 2025	81,495,700	2,500,000	4,298,100	74,590,300	-	107,300	
FY 2025 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2025	-	-	-	-	-	-	
GRAND TOTAL FY 2025	81,495,700	2,500,000	4,298,100	74,590,300	-	107,300	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$107,300)							
	131,749,940	14,840,000	31,815,440	81,862,300	1,489,300	1,742,900	

List of Unscheduled Projects FY20-25 CIP

	<u>Estimated Cost*</u>		<u>Estimated Cost*</u>
Road Reconstruction/Transportation System Projects		Pavement Management	
Archer Road Safety Improvements	656,500	Ongoing	-
Audible Pedestrian Crosswalk Signals	30,000		
Baker Hollow Road - Street Reconstruction	1,563,700		Subtotal -
Basswood Road - Street Reconstruction (Construction)	1,697,300		
Construct Sidewalks Along Arterial Roads	4,450,400	Public Safety	
Construct Sidewalks Along Collector Roads	4,643,400	Additional Fire Hydrants	965,400
Construct Sidewalks Within 1 Mile of Schools	25,817,400	Poquonock Fire Station - Replace Ladder Truck	1,413,500
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Const.)	4,313,500	Poquonock Fire Station - Rescue Pumper 8	976,200
Day Hill Road Capacity - Right Turn Lanes	271,000	Public Safety Complex - Engine 1 Replacement Vehicle	990,800
Day Hill Road Pedestrian Circulation Enhancements	37,900	Hayden Station Fire House - Utility/Mobile Cascade Vehicle	186,200
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,112,200	Rainbow Fire Station - Engine Tanker Replacement	975,900
Intersection Improvements at Capen Street and Sage Park Road	278,900		Subtotal 5,508,000
Palisado Avenue Corridor Improvements and Wail Repair (Construction)	1,844,200		
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,179,000	Park Improvements	
Pond Road/Indian Hill Road - Street Reconstruction	2,285,500	Northwest Park Activity Pavilion	273,700
Rainbow Road - Street Reconstruction	4,307,500	Athletic Field Improvements - Clover Street (Construction)	499,500
River Street Roadway Rehabilitation (Kennedy Rd to Old River St)	852,700	Athletic Field Improvements - Fitch Park	534,700
Route 305 Corridor Improvements	8,117,400	Athletic Field Improvements - Northwest Park	247,900
Sidewalk Installation - Poquonock Avenue (Marshall St to Tiffany Dr)	233,700	Athletic Field Improvements - Welch Park	188,100
Traffic Signal at Windsor Avenue and Corey Street	515,700	Riverfront Trail Project - Windsor Center to E. Barber	2,953,600
	moved from FY20	Windsor-Bloomfield Landfill Future Use Planning	201,000
Subtotal	69,207,400		Subtotal 4,898,500
Community Facilities and Assets		Stormwater Management Improvements	
Reconstruct Pleasant Street Boat Launch	475,000	Repair Culvert and Stream Bed at River Street (Const.)	535,600 design in FY24
Silver Birch Pond Improvements	145,800		Subtotal 535,600
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	2,907,100		
Town Facility Improvements - 330 Windsor Ave. - Energy Recovery Improvements (Const.)	97,200 NEW, design in FY24	Board of Education	
Town Facility Improvements - Chaffee House Roof Replacement	213,200	Windsor High School - HVAC Improvements (Construction)	320,600
Town Facility Improvements - Clover Street School Field Improvements (Construction)	499,500	Oliver Ellsworth School - Code Compliance Upgrades	263,500 NEW, design in FY24
Town Facility Improvements - L.P. Wilson Kitchen Renovation	50,000 NEW	Sage Park Middle School - Heating Systems Repl. (Const.)	2,801,600
Town Facility Improvements - L.P. Wilson Gymnasium Air Conditioning	436,500 NEW	Windsor High School - Roof Restoration (Construction)	1,614,300 Design in FY24
Town Facility Improvements - Luddy House Fire Protection Installation	116,900	Windsor High School - Field House (Construction)	488,400 Design in FY25
Town Facility Improvements - Milo Peck Lighting Retrofit Upgrades	164,400	L.P. Wilson - ADA Code and Restroom Renovations (Const.)	663,400
Town Facility Improvements - Milo Peck Restroom Renovations	579,800	School Windows Replacement	963,400
Town Facility Improvements - Outdoor Pool Improvements (Veterans Pool Renovation)	3,114,400		Subtotal 7,115,200
Town Facility Improvements - Poquonock Fire Station HVAC Replacement	259,900		
Town Facility Improvements - Roger Wolcott HVAC, Restrooms & Windows Repl.	2,725,200		
Town Facility Improvements - Roger Wolcott Partial Roof Replacement (Construction)	240,200 NEW		
Town Facility Improvements - Roger Wolcott Roof Replacement	1,607,800		
Town Facility Improvements - Windsor Volunteer Ambulance Windows Repl.	36,000		
Town Center Parking Garage	13,833,400		
Veterans Memorial Cemetery Expansion & Enhancements	148,700		
Windsor High School - Tennis Courts Restoration	870,900 NEW		
Wilson Firehouse Renovations	61,800		
Subtotal	28,583,700		

* Estimate in current dollars: Includes 20% contingency and 1.5% bonding costs



TOWN IMPROVEMENTS COMMITTEE
Windsor Town Hall
Ludlow Room
February 6, 2019
Special Meeting

UNAPPROVED MINUTES

1) CALL TO ORDER

Chairman Joseph McAuliffe called the meeting to order at 6:00 p.m. Present were Councilors McAuliffe, O'Reilly, and Wilkos.

Staff: Peter Souza, Town Manager; Bob Jarvis, Director of Public Works/Town Engineer; Paul Norris, Director of Recreation & Family Leisure Services; Eric Barz, Town Planner

2) PUBLIC COMMENT

Randy McKenney, 66 Victoria Street, new chair for Windsor Housing Authority, expressed the Windsor Housing Authority's interest in using 72 Mack Street for administrative offices. The Windsor Housing Authority could perhaps pay for operating and maintenance costs. They would keep public access to the open space if they were to have their offices in this space.

3) REVIEW OF MILL BROOK OPEN SPACE REPORT AND LAND MANAGEMENT PLAN

Councilor O'Reilly asked about American Disability Act (ADA) considerations. Town Manager Souza stated that the entire open space does not have to be ADA compliant.

The committee discussed options for the club house.

Councilor Wilkos was in favor of recommending a lease for the clubhouse as a food establishment.

Councilor McAuliffe agreed with Councilor Wilkos.

The committee discussed the following suggested motion:

"Move to recommend to the Town Council that the Mill Brook Open Space Report and Land Management plan be accepted and approved. Furthermore, it is recommended that the following steps be a top priority:

- Fund repairs/replacement of HVAC system at clubhouse (estimated at \$15-\$20,000)
- Fund replacement of select doors and windows at clubhouse (estimated at \$16,000)
- Develop RFP process for leasing of clubhouse building and 72 Mack Street
- Fund repairs to bridge decking (preliminary estimate \$16-\$17,000)



- Replace privacy fencing along clubhouse property line (estimate TBD)
- Prepare refined cost estimates for trail renovation/development and habitat assessment evaluation.”

The motion passed via consensus.

4) STAFF REPORTS - None

5) APPROVAL OF MINUTES

a) January 22, 2019

MOVED by Councilor Wilkos and Councilor McAuliffe seconded to approve the minutes of the January 22, 2019 meeting as presented.

Motion Passed 3-0-0

6) ADJOURNMENT

MOVED by Councilor McAuliffe and seconded by Councilor Wilkos to adjourn the meeting at 7:01 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Peter Souza, Town Manager