



TOWN IMPROVEMENTS COMMITTEE
Windsor Town Hall
Ludlow Room
May 22, 2019
Special Meeting

APPROVED 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; Whit Przech, Building Facilities Manager; George Greco, Physical Plant Manager BOE; Paul Goldberg, Fire Administrator; Fire Chief Bill Lewis

2) PUBLIC COMMENT

None

3) DISCUSSION OF POLICY REGARDING NAMING OF TOWN PROPERTY, BUILDINGS AND PARKS

Town Manager Souza stated that Councilor McAuliffe had requested the Town Council consider the possibility of adopting a policy or procedure related to naming public buildings and facilities. Souza stated 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.

Committee members discussed various aspects of the draft policy. Councilor O'Reilly expressed his desire to have the first sentence of Section VI deleted. Councilor Wilkos suggested the first paragraph of Section I be changed so that the naming of interior spaces and / or amenities of school buildings be the Board of Education responsibility and the naming of the entire school facility and exterior amenities or improvements be the Town Council's responsibility.

In addition, committee members discussed changing Section III which relates to the process of naming or renaming a facility. The draft language states the Town Council may refer a naming request to the Council's Special Projects Committee for review and recommendation. Committee members recommended deleting '*Special Projects Committee*' and inserting '*an approved Town Council Committee*' in its place.

Councilor McAuliffe made a motion, seconded by Councilor Wilkos, to present the draft policy with the above changes to the Town Council for consideration. Motion passed 3-0-0.

4) REVIEW OF DRAFT FY 20 – FY 25 CAPITAL IMPROVEMENTS PROGRAM

The Town Manager provided an overview of the proposed CIP:

- The proposed CIP lists 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.
- 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.

The overall debt service ratios are projected to not exceed the town's 8% policy goal in any year of the CIP.

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.

The committee reviewed the draft plan starting with FY 2020. Councilors asked several questions. Councilor Wilkos asked about the approach to replacing public works fleet and equipment. Bob Jarvis, DPW Director/Town Engineer stated that the department is beginning to standardize vehicle make /model for the larger pieces of equipment. For example, larger dump / plow trucks being purchased are manufactured by Volvo – Mack.

It was noted that staff had included a project to install electric vehicle charging stations in town center. Councilor Wilkos suggested the idea of potentially approaching a private property owner about installing the stations on their property as an ‘amenity’ for patrons.

Councilor Wilkos asked about the project scope and next steps for the Broad Street Road Diet. The town manager outlined the primary goal of reducing the travel lanes from 2 each way to 1 each way with on-street parking is to slow traffic and make the center more pedestrian friendly. Next steps include updating and completing a traffic engineering study, initiating the signal and roadway design process. It is hoped that by initiating design in the next 2 years the town would be in a stronger position to apply for project grants.

Councilor O’Reilly asked about the Sage Park Athletic Field project and current usage. Mr. Jarvis and Mr. Norris stated the fields are used by both high school and middle school teams/programs as well as the Windsor Giants. They are mainly used for practice but the Giants and middle school use them for both practices and games.

Councilor Wilkos noted that Pigeon Hill Road west of Lamberton is in poor condition and hopes it will be able to hold together until FY 22. He stated the crack seal material is ‘peeling up’ and the drainage basin to the west of Amolia Farms is in need of repair / resetting.

Committee members asked clarifying questions on several projects in the out years of the plan including the Fire Department’s need to replace brush trucks and other apparatus.

It was the consensus of the committee that the proposed FY 20 – FY 25 Capital Improvements Program be placed on the next Town Council’s agenda for review and consideration. It was noted that individual projects are reviewed at time funding authorization is requested.

5) STAFF REPORTS

Town Manager reported that a small air conditioning unit had been installed in the kennel portion of the dog pound.



6) APPROVAL OF MINUTES

a) February 6, 2019

MOVED by Councilor O'Reilly and Councilor Wilkos seconded to approve the minutes of the February 6, 2019 meeting as presented.

Motion Passed 3-0-0

7) ADJOURNMENT

MOVED by Councilor Wilkos and seconded by Councilor O'Reilly to adjourn the meeting at 7:03 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Peter Souza, Town Manager