

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



AGENCY: Town Improvements Committee

DATE: January 22, 2020

TIME: 6:30 PM

PLACE: Town Hall – Ludlow Room

AGENDA

1. Call to Order
2. Public Comment
3. *Review and Discussion of Capital Projects
4. Staff Reports
5. Approval of Minutes
 - a) *August 20, 2019
6. 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: January 22, 2020
To: Members of the Town Improvements Committee
Prepared By: Peter Souza, Town Manager 
Subject: Fiscal Year 2020 Capital Projects Review

Background

Similar to most years, the Fiscal Year 2020 capital plan includes a diverse set of projects. Some of the smaller projects, studies or design phases are identified for cash funding, while other projects will be bond financed. The FY 2020 CIP also continues the town's focus on a multi-year asset management approach.

This agenda item summary provides the committee with a brief explanation of each project and any updated information about the project's scope or cost, based on staff's work to date. Staff will continue to refine project scopes and cost estimates. It is anticipated that beginning in February, the Town Council will be asked to consider appropriations or bond authorizations for these projects.

Discussion/Analysis

The FY 2020 projects are:

Pavement Management Program

This asset management effort involves street resurfacing, pavement reclamation or milling, thin overlays on streets and pavement preventive maintenance (like crack sealing). State Aid from the Local Capital Improvement Program (LoCIP \$184,300) and \$850,000 from the adopted General Fund budget will be used.

Sidewalk and Curb Replacement Program

This asset management effort involves repair of small sidewalk or curb sections. Funding is included in the adopted General Fund budget at \$150,000.

Stormwater Management Improvements

This asset management program improves the condition of the parts of the town's drainage system that are in poor condition, such as replacing old, damaged storm sewers, catch basins, and rebuilding stormwater basins. Bond financing is proposed at \$325,000.

Police Station Construction Project

New natural gas meters are installed. Interior work continues. CMU and steel wall framing is 80% complete. Sheetrock has started. Structural steel is 90% complete. Plumbing work continues with overhead piping and restrooms rough-in, electrical overhead work continuing, wall boxes installed with wiring started in admin areas. HVAC duct work 85% completed. VAV boxes at 90% installed. Heating

pipng 85% completed. Exterior site work has started. Project is on schedule and completion expected late summer 2020.

Fire & EMS Renovation Design Project

Design drawings have been reviewed by town staff and members of Fire and EMS departments. The PBC will review the drawings at its next meeting and pending their approval, work on construction documents and drawings will begin. We expect to bid this project in May 2020.

DPW Interior Renovation Design Project

This project is currently out to bid. Bids are due on February 3, 2020.

Sage Park Middle School Roof Design Project

The PBC will receive final design drawings at its January 28th meeting for their review and potential approval. Upon PBC approval and state issuance of project number, town staff will bid this project late winter early spring 2020.

Clover Street School Roof Repair Replacement Project

This project is 80% complete. The old roofing has been removed and new tapered insulation with two layers of roofing have been installed. The contractor needs three days to install top field layer. This has to be performed on weekends, not when school is in session. Once the field layer is installed, the metal flashing work can take place, weather permitting, while school is in session.

Poquonock Fire Station Roof Design Project

The PBC expects to review drawings at its next meeting. Upon PBC approval, staff will bid this project in FY 2021.

Wilson Fire Station Replacement HVAC Design Project

The PBC expects to receive final design drawings at its February 11th meeting. Upon PBC review and approval, staff will bid this project in the spring with construction slated for FY 2021.

Sage Park Middle School Alternative Energy & HVAC Efficiencies Upgrades

The first phase of this design project is for air conditioning the second floor of the building, both gymnasiums, replacement of nine roof top units, and two energy recovery units. Additional phase(s) are to provide options for heating the building. A fuel cell is to be one of the options. The Fuel cell would create electricity and by product of this process is heat which could be designed to provide heat for the building.

The PBC expects to receive design drawings for review at its February 11th meeting.

Day Hill Road Adaptive Signal Upgrades

In 2016 the Connecticut Department of Transportation (CTDOT) selected the Town to receive \$1,320,000 in federal funding through the Congestion Mitigation and Air Quality (CMAQ) Improvements Program for improvements to the traffic signals along Day Hill Road. Both the design and construction are funded through the grant. The proposed signal improvements include the integration of adaptive signal technologies that will allow for signal timing adjustments to be made based on real time traffic conditions. The project has reached the semi-final design milestone and is on schedule to be bid in 2020. The project is being administered by CTDOT.

Island Road Rehabilitation

Town funded pavement rehabilitation project. The rehabilitation includes reclamation of existing pavement, installation of new pavement, new curbing and possibly new sidewalks. New sidewalks may be funded by Loomis Chaffee. Repaving of Batchelder Road from Island Road south is also included. Bid package to be developed for a January/February bid period with construction scheduled for June 2020, in accordance with Loomis Chaffee timeframe request.

Deerfield Road Rehabilitation

Pavement rehabilitation project funded through Local Transportation Capital Improvement Program (LOTICIP). The project construction funding was awarded to Windsor based on a competitive selection process. The design is complete and includes a mill and overlay, curb replacement, sidewalk ramp improvements, and the replacement of traffic signal loops. Authorization to Advertise Letter received January 8, 2020 from the DOT and anticipate a bid opening in February. Contract to be awarded in March/April with a construction period from April 2020 to September 2020.

Archer Road Rehabilitation

Another pavement rehabilitation project funded through the competitive LOTICIP grant process. Preliminary Design is complete and includes mill and overlay of existing pavement, and installation of curbing and drainage improvements. We are anticipating a Spring/Summer 2020 bid period with construction to follow in Summer/Fall 2020. Town Council authorization to expend grant funds is expected late this Spring.

Repair to Stairway at Lennox/Moorlands

Repair existing stairs and walkway linking Moorlands to Lennox Avenue. Project includes new concrete sidewalk, pre-cast concrete stairs, as well as minor grading and drainage improvements. Design is 95% complete. Expect a Summer 2020 construction period to limit impacts to student pedestrian traffic.

Poquonock School Parking Improvements

Mill and pave existing parking lots, minor improvements to vehicular circulation, and construction of new staff parking lot south of the bus loop. Final Design completed with anticipated bid period in January/February and construction in Summer 2020. Discussions with BOE administration and the Poquonock School PTO have taken place regarding relocation and design of the existing playground.

EV Charging Stations

Installation of a dual EV charging station, possibly located at the municipal lot at the corner of Maple Avenue and Broad Street. Research and estimate is ongoing with two potential suppliers, EVSE or ChargePoint. Cost estimate prepared by ChargePoint totaled \$20,000, with an annual cost of approximately \$3,500 not including electric. Eversource is expected to advertise a Make-Ready Program in 2020 that would reduce the installation cost.

Broad Street Road Diet

In 2014, the town completed a Windsor Center Transit-Oriented Development (TOD) Plan and Redevelopment Strategy Study. A road diet initiative was identified. This concept includes a single traffic lane in either direction, turn lanes, traffic signal modifications, and on-street parking. The intent is to create a safer, more walkable and friendly environment for pedestrians. Draft Report with updated

traffic counts and turning movements is under review. Report will be utilized to develop a Request for Proposal (RFP) for design in CY2020.

Day Hill Road Pedestrian Circulation Enhancements (Marshall Phelps from Day Hill to Orange Way)

This project provides joggers, walkers and bicyclists with a safe travel route and places to wait for public transportation. The plan provides for a 10-foot wide multi-use path along Day Hill Road with 5-foot concrete sidewalks along adjacent intersecting roadways. The FY 20 section was planned to be on Marshall Phelps Road from Day Hill Road to Orange Way. This design work has been delayed as discussions with abutters continue.

Milo Peck HVAC Electrical & Energy Improvements (Design)

Major components of the existing heating steam system are original to 1935. The steam boiler was replaced in 1985. One half of the building utilizes steam radiators and through a heat exchanger, the other half is hot water heat. This project entails installation of energy efficient heating and cooling systems; high efficiency low condensing boilers, circulating pumps, new heating cooling unit ventilators, unit heaters, variable refrigerant cooking, DDC controls, and a high efficiency tankless domestic hot water heater. Plan is to solicit engineering proposals later this winter.

Northwest Park Roof Replacements and Facility Repairs

The proposed project scope includes making repairs to three tobacco sheds; repair /paint exterior walls and strip and replace shingles of the Tobacco Archive Building; repair walls and replace roof on the Tobacco Museum; repair and paint exterior of the Animal Barn; repair and paint exterior and interior walls, upgrade lighting and heating source to propane of the Warming Shed. This project will be bid in the next 30 to 45 days.

Roger Wolcott Oil Tank Removal & Boiler Conversion

To meet environmental regulations the underground heating oil tank needs to be removed. Dollars are also included to convert existing oil fired boiler to natural gas fire. The oil storage tank must be removed in 2020. To mitigate project costs, the natural gas burners that were used in JFK School will be installed in Roger Wolcott Building.

Skate Park Improvements (Construction)

The skate park was originally developed in 2000 and the skate park equipment was moved to its current location in 2004. The skate park equipment is now outdated and showing signs of deterioration. A new location for the skate park will be defined. A new skate park will be designed and constructed with a vision of providing Windsor youth a diverse but challenging skating facility. At this time staff is proposing to replace / upgrade the elements at the existing skate park versus relocating the facility. Estimated upgrade costs is \$50,000 versus \$125,000 for a relocated facility.

BOE – Kennedy School – HVAC System Upgrades (Phase 2)

This project entails improvements to the HVAC system and equipment at John F. Kennedy Elementary School which were removed from FY18 due to budgetary constraints. Remaining improvements to be completed include: corridor fan-coil units, gym roof top units with a/c, kitchen make up air unit, BMS interface, roofing, demolition. After discussions with BOE administration it is recommended this project be deferred in order to reallocate funding for replacement of the tennis courts at the High School.

Historic Monument and Ancient Cemetery Preservation

This multi-year project provides for the professional restoration of various monuments located in town as well as the restoration of grave markers at the ancient cemetery located on Marshall Phelps Road. There are a number of monuments in town that mark or denote our community's rich history. The monuments range from large bronze statues to engraved stone markers. Staff is reviewing the previous evaluation study and plan to prepare bid documents this spring.

Recommended new 2020 project:

Windsor High School Tennis Courts

This project is presently in the unscheduled portion of the CIP. The existing tennis court surface has deteriorated beyond the point of repair and may not be playable in 2020 due to safety concerns. The industry standard method of construction is post-tension concrete, which carries a 20-year warranty against cracking. We anticipate a total project cost of \$750,000 - \$900,000 to replace the six tennis courts. Staff is recommending that cost proposals/bids be solicited this winter and project funding be requested for reconstruction this summer/fall.

Financial Impact

Debt service payments on projects that are funded through bonds will be part of the FY 21 debt service budget appropriation.



TOWN IMPROVEMENTS COMMITTEE
Windsor Town Hall
Ludlow Room
August 20, 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 and Wilkos.

Staff: Peter Souza, Town Manager; Jim Burke, Director of Economic Development, Bob Jarvis, Director of Public Works/Town Engineer, Adam Kessler, Assistant Town Engineer

2. PUBLIC COMMENT

None

3. DISCUSSION OF ELECTRIC VEHICLE CHARGING STATION

Town Manager gave an overview of the item and stated the Engineering division is in the process of researching various technical requirements through several vendors as well as other communities that have installed charging stations. The preliminary project cost estimate of \$28,100 (including contingency) is based on projects undertaken and completed several years ago by Southington and Bloomfield.

There currently is a state bid in place for EV Charge Station equipment and a remote payment module. Installation of an electric service, meter and panel will be required. Site improvements such as ADA accommodations will also likely need to be completed. Staff continues to explore possibilities for grant funding. There may be grant funds available in 2020 through either CT DEEP or Eversource.

Within the next 30 days, staff plans to seek proposals for the design/build of the new electric service. This will help to refine the project scope and cost estimates. At this time, the potential location for the charging station is the town-owned parking lot at the corner of Maple and Broad Street.

Councilor Wilkos asked about the potential grant program from Eversource as well as the charging station equipment. Adam Kessler stated we were looking to install a 'level 2' charger with a 'universal' type charging plug. He also noted that Eversource's program may have requirements to size the electrical service for more than a dual station.

Councilor Wilkos expressed his interest in having the charging stations located at the private retail center at the Broad Street / Poquonock Ave intersection. He felt this could be an

attractive amenity or service for patrons of the center. Staff stated they would reach out to the property owners.

Chairman McAuliffe recognized a resident who wanted to comment. The resident inquired about partnering with a third party supplier / vendor so to reduce the capital expenditure and shift annual maintenance and repair responsibilities.

Town Manager stated that staff would continue with project design, monitor grant availability and look into the resident's suggestion.

4. DISCUSSION OF WILSON REDEVELOPMENT OPPORTUNITIES

Town Manager Souza provided an overview of this item that was referred to the committee by the Town Council during their August 5, 2019 meeting. Town Manager Souza stated the public input process was designed to help staff provide the Town Council with one or more suggested uses as part of the Council's consideration of future uses and potential disposition of the neighborhood and community assets. He also noted that the findings of the public input process are most helpful in understanding residents' preferences, and that it is one component in determining re-use. Other factors to consider include physical feasibility, market support and financial feasibility, as well as the town's fiscal goals and constraints.

Town Manager Souza recapped the public input process and highlighted the following findings:

Redevelopment Parcel (458 Windsor Avenue)

The preferred use for the Redevelopment Parcel is "mixed-use," a design that would allow for ground-level retail or office space while providing for housing in the space above. Other supported uses included residential townhouse development and preserving the land as open space/park for various community events and uses.

Wolcott School Site (451 Windsor Avenue)

The recommended or preferred use for the Wolcott School Site was single-family housing or mixed-use of low density residential with neighborhood retail/services along Windsor Ave. Renovating the existing building was also supported by survey respondents, but the Ad Hoc Committee did not favor this option due to projected costs to repair the building.

There are a few threshold questions for each parcel. In regards to the Redevelopment Parcel, a decision needs to be made if the site should be offered for redevelopment or retained and improved as public open space as suggested during the public outreach process. If the decision is for open space, then the town should establish a process for pursuing this option. If redevelopment is preferred, then staff should be directed to prepare a draft request for development proposals. Staff would also pursue discussions with utilities and the DOT regarding existing easements which impact potential development.

With regard to the Wolcott School site, staff recommends that the following pre-development steps be taken: 1) completion of an A-2 survey of the site and 2) completion of hazardous materials testing of the building. These actions will be useful for any development scenario for this site.

Councilor Wilkos asked about the cost of demolishing the school building. Staff responded that the estimated cost is between \$10 and \$15 per square foot (building is roughly 38,000 sf.) This does not include any cost for hazardous material removal.

Councilor Wilkos expressed his interest in the redevelopment parcel being utilized as improved open space or a neighborhood-type park. In terms of the Wolcott School site, he felt that a low density residential reuse would be appropriate with the existing character of the neighborhood. He mentioned single family homes, perhaps a few duplexes.

Councilor McAuliffe raised the topic of the current housing market. The Town Manager remarked that overall the regional housing market has been seeing new construction of primarily market rate rental developments. It was noted there could be a growing need for affordable housing for our senior population as it is becoming increasingly difficult for some elderly households to maintain their existing single family homes.

Councilor McAuliffe asked for additional information about the federal tax incentives under the Opportunity Zone designation. Jim Burke, Economic Development Director explained the Opportunity Zone program and that the area designated in Windsor is bounded by I-291 to the north, the CT River to the east, I-91 to the west and the Town line to the south. He noted that the residential homeownership projects would not be viable projects under the tax incentive program.

The committee discussed possible next steps. Councilor McAuliffe thought it would be worthwhile to have additional community outreach efforts with a focus on gaining input from neighborhood residents.

It was the consensus of the committee members to recommend to the Town Council that funds be appropriated for completion of an A-2 survey of the school site as well as for hazardous materials testing of the building. Committee members felt both of these actions would be useful for any development scenario for this site.

5. PUBLIC COMMENT

Eric Wiener, Palisado Avenue encouraged gathering additional public input on the redevelopment alternatives, with particular attention to the residents in the neighborhood. He suggested that multiple communication methods be used including mailing information to each household in the neighborhood.

Charles Jackson, 1095 Palisado Avenue stated he had attended all 3 of the public meetings in the redevelopment topic. Generally he preferred keeping the school building but understood the cost to rehabilitate was probably too high. If the school building is not reused, he would prefer low density



housing on the site. He expressed that his preference for the redevelopment parcel was for it to be improved for neighborhood open space / parkland.

6. STAFF REPORTS

Town Manager Souza stated that planning for FY 20 capital projects is underway. Design funding requests will likely start to be made in September and October so that project designs and cost estimates can be completed by mid to late winter. Also, construction bids for the police station project at 100 Addison Road have been received. The Public Building Commission will be interviewing the apparent low bidder this coming week. The plan is to award a contract in September which would allow project construction to start in mid to late October. The low bid was essentially in line with the architect's cost estimate.

7. APPROVAL OF MINUTES

a) May 22, 2019

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

Motion Passed 2-0-0 (Councilor O'Reilly absent)

8. ADJOURNMENT

MOVED by Councilor McAuliffe and seconded by Councilor Wilkos to adjourn the meeting at 7:06 p.m.

Motion Passed 2-0-0 (Councilor O'Reilly absent)

Respectfully Submitted,

Peter Souza, Town Manager