

**TOWN OF WINDSOR, CONNECTICUT
Special Meeting Notice**



Zoom instructions

Dialing in by Phone Only:

Please call: **301 715 8592 or 312 626 6799**

1. When prompted for participant or meeting ID enter: **899 4671 8383** then press #
2. You will then enter the meeting muted. During Public Comment if you wish to speak press *9 to raise your hand.

Joining in by Computer:

Please go to the following link: <https://us02web.zoom.us/j/89946718383>

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2. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone, you will need to call in on a phone in order to speak.
3. During Public Comments if you do not wish to speak you may type your comments into the Q&A feature.

AGENCY: Town Improvements Committee

DATE: June 22, 2020

TIME: 6:30 PM

PLACE: VIRTUAL MEETING

AGENDA

1. Call to Order
2. Public Comment
3. *Discussion of proposed Capital Improvements Program for years FY 2021-
FY 2026
4. Public Comment
5. Staff Reports
6. Approval of Minutes
 - a) *January 22, 2020
7. Adjournment

To view the Capital Improvements Plan online please go to: <https://townofwindsorct.com/finance/capital-improvementst-program/>


*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: June 15, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2021-2026

Background

The town's six year Capital Improvement Program (CIP) provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. FY 2021-2026 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 forecasts \$42.9 million in bonding authorization. The 6-year CIP cycle includes two projects that would require voter approval due to estimated costs. These projects are
 - Town Facility Improvements – Outdoor Pool Facilities
 - BOE – Windsor High School – Heating and Ventilation System Replacement
- The CIP includes approximately \$8.3 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 \$13.4 million. Of the total \$21.7 million included for the asset management of town roadways, \$6.7 million is planned 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 \$17.4 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 and the General Fund Unassigned Fund Balance. The Capital Projects Fund source fluctuates from year to year as that fund is comprised of closed out balances from completed projects.

- Outdoor Pool Facilities projects (Goslee and Welch) have the design phase in FY 21 and construction phase in FY 23. Renovations 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 \$7.2 million are incorporated over the 6 year period. Projects range from roof replacement, heating and mechanical equipment replacements to the installation of air-conditioning systems.

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 May 28th. The Committee voted to recommend that the proposed FY 2021-2026 CIP be approved with the suggestion that Fire Station Vehicle Exhaust System project, if possible, be moved from FY 22 to FY 21.

Recommendations

It is recommended that the proposed CIP be referred to the Town Improvements Committee for review prior to final consideration by the Town Council.

Attachments

6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2021-2026 Capital Improvement Program online at:

<http://townofwindsorct.com/finance/documents/2021-2026-cip-draft/>

Draft Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY20 Adopted CIP
FY 2021							
Pavement Management Program	1,030,000	850,000		180,000			Lowered State/Fed Aid from \$184k to \$180k & GF Adj. Accordingly
Sidewalk and Curb Replacement Program	150,000	150,000					
Fleet and Public Works Equipment Replacement	680,000	680,000					
Pavement Resurfacing at Town Facilities & Schools	240,000		240,000				funding in odd years
Landfill Leachate Management	1,406,100				1,406,100		
Wilson Route 159 Corridor Enhancement Program (Phase I)	1,006,300			1,006,300			moved from FY20
Day Hill Road Ped. Circulation Enhancements (Marshall Phelps to Orange Way)	287,500		270,000			17,500	1 moved from FY20
Town Facility Improvements - DPW Fuel Station Improvements (Design)	75,400					75,400	2 NEW - Construction Req'd by FY23
Town Facility Improvements - Milo Peck HVAC, Electrical & Energy Improvements (Design & Construction)	2,325,000		2,255,000			70,000	1 Includes FY20 Design
Town Facility Improvements - Luddy House and Carriage House Windows and Doors Replacement	165,000		165,000				
Town Facility Improvements - Poquonock Fire Station Roof Replacement (Construction)	300,000	300,000					Construction Cost Updated
Town Facility Improvements - Wilson Fire Station HVAC Replacement (Construction)	505,000		505,000				Construction Cost Updated
Town Facility Improvements - Data Centers Storage	120,100					120,100	1 *Should be scheduled by Dec. 2021
Poquonock Fire Station - Engine 7 Replacement	905,000	200,000	705,000				NEW - Replaces Engine 22 Replacement (Completed in FY20)
Firehouse Vehicle Exhaust Systems	150,000		150,000				NEW PROJECT
Broad Street Signal Modifications and "Road Diet" (Design) Phase II	150,000	150,000					
Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Designs)	200,000		200,000				
Athletic Field Improvements - Sage Park Middle School West Field Improvements (Design)	92,800					92,800	1 Added 4% Inflation
BOE - Sage Park Middle School - Roof Repairs and Partial Roof Replacement	2,190,000		1,205,000	985,000			Moved from FY20 due to State review delay
BOE - Technology Equipment Upgrades	80,000	80,000					
BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Construction - Phase 1)	2,705,000		2,705,000				AC 2nd Floor, Replacement Elec. Service, HazMat abatement
Subtotal FY 2021	14,763,200	2,410,000	8,400,000	2,171,300	1,406,100	375,800	
FY 2021 Projects Anticipated to Require Voter Approval							
None.	-	-	-	-	-	-	
Subtotal FY 2021	-	-	-	-	-	-	
GRAND TOTAL FY 2021	14,763,200	2,410,000	8,400,000	2,171,300	1,406,100	375,800	

¹ Capital Projects Fund Assigned Balance (Total = \$300,400)

² General Fund Unassigned (Total = \$75,400)

Draft Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY20 Adopted CIP
FY 2022							
Pavement Management Program	1,085,000	905,000		180,000			Lowered State/Fed Aid from \$184k to \$180k & GF Adj. Accordingly
Sidewalk and Curb Replacement Program	160,000	160,000					
Stormwater Management Improvements	269,000		269,000				
Fleet and Public Works Equipment Replacement	735,000	735,000					
Tree Replacement Program	30,000					30,000	¹
Historic Monument and Ancient Cemetery Preservation	50,000					50,000	¹
Town Facility Improvements - DPW Fuel Station Improvements (Construction)	753,400		753,400				NEW PROJECT - Const. Req'd by FY23
Wilson Route 159 Corridor Enhancement Program (Phase II)	1,049,800			1,049,800			Moved from FY21
Day Hill Road Ped. Circulation Enhancements (Marshall Phelps to Helmsford Way, Design)	23,400					23,400	Moved from FY20, Design Only
River Street Roadway Rehabilitation (Poquonock to Old River, Design)	58,440					58,440	Moved from FY21
Pigeon Hill Road Rehabilitation (Lamberton Rd to Addison Rd, Design)	51,600					51,600	2020 LOTCIP Project - Reconstruction
Athletic Field Improvements - Sage Park Middle School West Field Improvements (Construction)	1,734,200		1,734,200				
Public Safety Equipment Fund	500,000	500,000					
BOE - Technology Equipment Upgrades	100,000	100,000					
BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Construction - Phase 2)	2,110,000		2,110,000				Top unit replacement, ERV's, Gym Air Handlers, HazMat abatement
BOE - Clover Street School - ADA Code and Restroom Renovations (Design)	121,300	121,300					
BOE - Clover Street School - Roof Replacement (Design)	45,500					45,500	Design includes full roof replacement, construction scheduled FY26
Subtotal FY 2022	8,876,640	2,521,300	4,866,600	1,229,800	-	258,940	
FY 2022 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2022	-	-	-	-	-	-	
GRAND TOTAL FY 2022	8,876,640	2,521,300	4,866,600	1,229,800	-	258,940	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$258,940)

Draft Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY20 Adopted CIP
FY 2023							
Pavement Management Program	1,085,000	905,000		180,000			Lowered State/Fed Aid from \$184k to \$180k & GF Adj. Accordingly
Sidewalk and Curb Replacement Program	175,000	175,000					
Stormwater Management Improvements	274,100		274,100				
Fleet and Public Works Equipment Replacement	735,000	735,000					
Pavement Resurfacing at Town Facilities & Schools	260,000		260,000				funding in odd years
Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Construction)	665,000		665,000				2020 LOTCIP Project - Reconstruction
River Street Roadway Rehabilitation (Poquonock to Old River, Construction)	642,080		642,080				Moved from FY22
Day Hill Road Capacity Improvements - Lane Widening from Addison Road to I-91 (Design)	450,000		450,000				construction remains unscheduled
Day Hill Road Pedestrian Circulation Enhancements (Marshall Phelps to Helmsford, Construction)	261,000		261,000				Moved from FY22, Construction
Broad Street Road Diet (Construction)	4,592,400			4,592,400			Moved from FY22
Town Facility Improvements - LP Wilson Boiler Replacement (Design)	202,600	99,700				102,900 ¹	GF to fund additional design estimate
Palisado Avenue Corridor Improvements and Wall Repairs (Design)	135,000	135,000					Design, Construction remains unscheduled
Athletic Field Master Plan Implementation - Sharshon Park Improvements (Design)	115,000		115,000				Construction FY25
Town Facility Improvements - NW Park Parking Lot Renovations	192,300					192,300 ¹	Design and Construction
Wilson Fire Station - Replace Brush Truck	208,000	208,000					
Public Safety Equipment Fund	292,000	292,000					
BOE - Technology Equipment Upgrades	105,000	105,000					
BOE - Sage Park Middle School - Alternative Energy and Efficiencies Upgrades (Construction - Phase 3)	2,195,000		2,195,000				Boilers/pumps, unit ventilators, unit heaters, DCC controls, HazMat
Subtotal FY 2023	12,584,480	2,654,700	4,862,180	4,772,400	-	295,200	
FY 2023 Projects Anticipated to Require Voter Approval							
Town Facility Improvements - Outdoor Pool Improvements (Welch and Goslee Facility Renovations, Const.)	3,645,000	-	3,645,000	-	-	-	
Subtotal FY 2023	3,645,000	-	3,645,000	-	-	-	
GRAND TOTAL FY 2023	16,229,480	2,654,700	8,507,180	4,772,400	-	295,200	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$295,200)

Draft Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY20 Adopted CIP
FY 2024							
Pavement Management Program	1,105,000	925,000		180,000			Lowered State/Fed Aid from \$184k to \$180k & GF Adj. Accordingly
Sidewalk and Curb Replacement Program	180,000	180,000					
Stormwater Management Improvements	324,000		324,000				
Fleet and Public Works Equipment Replacement	750,000	750,000					
Tree Replacement Program	35,000					35,000	¹
Construct Sidewalks - Local Roads Within 1 Mile of School	162,000		162,000				Moved from odd years to even years starting FY24
Historic Monument and Ancient Cemetery Preservation	100,000					100,000	²
Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Design)	26,000					26,000	¹
Street Reconstruction - Basswood Road (Design)	210,000		210,000				
Street Rehabilitation - International Drive (Design)	82,000	82,000					2020 LOTCIP Project - Rehab, Design
Town Facility Improvements - L.P. Wilson Boiler Replacement (Construction)	2,132,800		2,132,800				Replacement air handlers and air conditioning to south end added
Town Facility Improvements - 330 Windsor Ave. - Energy Recovery Improvements (Design)	28,100					28,100	¹
Athletic Field Improvements - Clover Street School Field Improvements (Design)	77,000		77,000				Construction moved to unscheduled
Athletic Field Improvements - O'Brien Field Turf Replacement (Design)	65,000					65,000	¹ NEW, Construction FY25 (Req'd based on warranty)
Public Safety Equipment Fund - Replace Engine 1	996,000	500,000				496,000	³
BOE - Technology Equipment Upgrades	105,000	105,000					
BOE - Clover Street School - ADA Code and Restroom Renovations (Construction)	1,363,200		1,363,200				Cost Increase - \$30k
BOE - Windsor High School - HVAC Systems Replacement (Design)	280,800		214,300			66,500	¹ Replaces HVAC Roof Top Replacement, Includes Boilers
BOE - L.P. Wilson - ADA Code and Restroom Renovations (Design)	44,500					44,500	¹ Construction Scheduled FY26
Subtotal FY 2024	8,066,400	2,542,000	4,483,300	180,000	-	861,100	
FY 2024 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2024	-	-	-	-	-	-	
GRAND TOTAL FY 2024	8,066,400	2,542,000	4,483,300	180,000	-	861,100	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$265,100)
² General Fund Unassigned Fund Balance (Total = \$100,000)
³ Public Safety Equipment Fund (Total = \$496,000)

Draft Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY20 Adopted CIP
<u>FY 2025</u>							
Pavement Management Program	1,105,000	925,000		180,000			Lowered State/Fed Aid from \$184k to \$180k & GF Adj. Accordingly
Sidewalk and Curb Replacement Program	200,000	200,000					
Fleet and Public Works Equipment Replacement	750,000	750,000					
Pavement Resurfacing at Town Facilities & Schools	280,000		280,000				
Town Facility Improvements - 330 Windsor Ave. - Energy Recovery Improvements (Construction)	325,000		325,000				NEW, Construction
Town Hall Roof Replacement Project (Design)	29,300					29,300 ¹	NEW, Design
Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Construction)	280,000		280,000				
Street Rehabilitation - International Drive (Construction)	1,055,000		1,055,000				2020 LOTCIP Project - Rehab, Construction
Street Reconstruction - Basswood Road (Construction)	2,143,300		2,143,300				
Construct Sidewalks - Arterial Roads	63,000					63,000 ¹	Moved Construction to unscheduled
River Street - Repair Culvert and Stream Bed (Design)	76,400	26,400				50,000 ¹	Design, Land and Right-of-Way
Athletic Field Master Plan - Sharshon Park Improvements	635,000		635,000				
Athletic Field Improvement - O'Brien Field Turf Replacement (Construction)	1,479,100		1,479,100				Moved from Unscheduled (Req'd based on warranty)
Public Safety Fund - Wilson Firehouse Interior Renovations and Roof Replacement	280,000	280,000					
Public Safety Fund - FD Utility / Mobile Cascade Vehicle Replacement	220,000	220,000					
BOE - Technology Equipment Upgrades	110,000	110,000					
BOE - Windsor High School Fieldhouse Renovation (Design)	63,000					63,000 ¹	
Subtotal FY 2025	9,094,100	2,511,400	6,197,400	180,000	-	205,300	
<u>FY 2025 Projects Anticipated to Require Voter Approval</u>							
BOE - Windsor High School HVAC Systems Replacement (Construction)	4,435,000	-	4,435,000	-	-	-	Replaces HVAC Roof Top Replacement, Construction
Subtotal FY 2025	4,435,000	-	4,435,000	-	-	-	
GRAND TOTAL FY 2025	13,529,100	2,511,400	10,632,400	180,000	-	205,300	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$205,300)

Draft Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY20 Adopted CIP
<u>FY 2026</u>							
Pavement Management Program	1,110,000	930,000		180,000			Lowered State/Fed Aid from \$184k to \$180k & GF Adj. Accordingly
Sidewalk and Curb Replacement Program	200,000	200,000					
Fleet and Public Works Equipment Replacement	775,000	775,000					
Public Safety Equipment - Ladder Truck 1 Replacement	1,406,000	500,000	790,000			116,000	²
Tree Replacement Program	40,000					40,000	¹
Town Hall Roof Replacment (Construction)	555,000		555,000				
River Street - Repair Culvert and Stream Bed (Construction)	687,900		687,900				Design FY25 (other sources)
BOE - Technology Equipment Upgrades	110,000	110,000					
BOE - Clover Street Roof Replacement (Construction)	2,306,600		2,306,600				Design FY22
BOE - L.P. Wilson - ADA Code and Restroom Renovations (Construction)	879,800		879,800				
BOE - Windsor High School Fieldhouse Renovation (Construction)	960,000		960,000				
Subtotal FY 2025	9,030,300	2,515,000	6,179,300	180,000	-	156,000	
<u>FY 2026 Projects Anticipated to Require Voter Approval</u>							
None	-	-	-	-	-	-	
Subtotal FY 2025	-	-	-	-	-	-	
GRAND TOTAL FY 2025	9,030,300	2,515,000	6,179,300	180,000	-	156,000	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$40,000)							
² Public Safety Equipment Fund (\$116,000)							
Total CIP Program	70,495,120	15,154,400	43,068,780	8,713,500	1,406,100	2,152,340	

List of Unscheduled Projects FY21 - FY26 CIP

	<u>Estimated Cost*</u>		<u>Estimated Cost*</u>	
Road Reconstruction/Transportation System Projects				
Archer Road Safety Improvements	682,900			
Audible Pedestrian Crosswalk Signals	31,200			
Baker Hollow Road - Street Reconstruction	1,626,500			
Construct Sidewalks Along Arterial Roads	4,766,300	Design FY25		
Construct Sidewalks Along Collector Roads	4,829,300			
Construct Sidewalks Within 1. Mile of Schools	27,158,600			
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Const.)	4,420,500	Design FY23		
Day Hill Road Capacity - Right Turn Lanes	281,900			
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,276,900			
Intersection Improvements at Capen Street and Sage Park Road	655,100			
Palisado Avenue Corridor Improvements and Wall Repair (Construction)	1,889,400	Design FY23		
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,308,000	State/Federal Funds		
Pond Road/Indian Hill Road - Street Reconstruction	2,376,600			
Rainbow Road - Street Reconstruction	4,479,900			
River Street Roadway Rehabilitation (Kennedy Rd to Old River St)	886,900			
Route 305 Corridor Improvements	8,442,400			
Sidewalk Installation - Poquonock Avenue (Marshall St to Tiffany Dr)	243,300			
Traffic Signal at Windsor Avenue and Corey Street	537,000			
	<u>Subtotal</u>			
	70,892,700			
Community Facilities and Assets				
Town Facility Improvements - Luddy House Fire Protection Installation	83,000			
Town Facility Improvements - LP Wilson Kitchen Renovations	50,000			
Town Hall Domestic Water Piping Replacement	53,000			
LP Wilson - Window Replacement	60,000			
Town Hall Stairway Railings	88,000			
Town Facility Improvements - Chaffee House Roof Replacement	93,500			
Freight House Repointing of Brick & Stone Ext. Walls	127,000			
Train Station Boiler Replacement	128,500			
Replacement Emergency Power Generators	132,000			
Silver Birch Pond Improvements	153,000			
Veterans Memorial Cemetery Expansion & Enhancements	154,800			
Wilson Branch Library Roof Replacement	165,000			
LP Wilson - LED Lighting Conversion	181,712			
LP Wilson - Auditorium Improvements Project	207,000			
Windsor Library Roof Replacement	215,000			
Milo Peck Roof Replacement	295,000			
LP Wilson - Gym Air Conditioning Project	430,000			
Town Facility Improvements - Poquonock Fire Station HVAC Replacement	488,500			
Reconstruct Pleasant Street Boat Launch	494,100			
Town Facility Improvements - Milo Peck Restroom Renovations	529,826			
Town Facility Improvements - Roger Wolcott Roof Replacement	1,617,000			
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	3,023,500			
Town Center Parking Garage	14,389,000	State/Federal Funds		
	<u>Subtotal</u>			
	23,158,438			
Pavement Management				
Ongoing				
			<u>Subtotal</u>	-
			-	
Public Safety				
Additional Fire Hydrants			965,400	
Poquonock Fire Station - Rescue Pumper 8 Replacement			989,200	
			<u>Subtotal</u>	1,954,600
Park Improvements				
Athletic Field Improvements - Clover Street School		500,200		Design FY24
Athletic Field Improvements - Fitch Park		534,700		
Athletic Field Improvements - Northwest Park		247,900		
Athletic Field Improvements - Welch Park		188,100		
Northwest Park Activity Pavilion		283,500		
Outdoor Pool Facilities Improvements		3,584,000		Veterans Pool
Parks Improvements - Master Plan		55,000		
Riverfront Trail Project - Windsor Center to E. Barber		3,074,000		
			<u>Subtotal</u>	8,467,400
Stormwater Management Improvements				
None				
			<u>Subtotal</u>	-
			-	
I-91 Ramp Improvements				
Ramp Modification at I-91 & Route 75/Day Hill Road			61,156,100	
			<u>Subtotal</u>	61,156,100
Board of Education				
Oliver Ellsworth School - Code Compliance Upgrades		274,100		
Poquonock School Roof Replacement Project		1,540,000		
School Emergency Power Generators		152,000		
School Windows Replacement		1,001,900		
Windsor High School Roof Replacement Project		6,318,000		
			<u>Subtotal</u>	9,286,000

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



TOWN IMPROVEMENTS COMMITTEE
Windsor Town Hall
Ludlow Room
January 22, 2020
Special Meeting

UNAPPROVED MINUTES

1. CALL TO ORDER

Chairman Dobler called the meeting to order at 6:31 p.m. Present were Councilors Black-Burke and Wilkos.

Staff: Peter Souza, Town Manager; Bob Jarvis, Director of Public Works/Town Engineer; Whit Przech, Building Facilities Manager; Paul Norris, Director of Recreation Services; Donald Melanson, Police Chief; Bill Lewis, Fire Chief; Paul Goldberg, Fire Administrator; Danielle Batchelder, BOE Director of Business Services; George Greco, BOE Physical Plant Manager

2. PUBLIC COMMENT

Susan Miller, 10 Ethan Drive, spoke regarding the Climate Action Committee mission of working to educate and inform the community on the need to reduce use of fossil fuels. She acknowledged the efforts of the town in recent years to reduce energy consumption through various means. Ms. Miller urged the Town Council to make this an even higher priority. She handed out an example of a community pledge to increase use of renewable energy.

Liz Yetman, 82 Robin Road, stated her support for taking steps to address climate change. She supports installing an electric vehicle charging station in town center as well as other locations across town as there currently are no publicly accessible charging stations in Windsor.

Neil Chaudhry, 21 Hillcrest Road, supports investment by the town in energy efficiency measures and other actions that reduce community wide fossil fuel consumption.

Charles Jackson, 26 Wilson Avenue, offered his support for constructing an electric vehicle charging station in Wilson. He also suggested installing high efficiency boilers in Roger Wolcott school if that building is to be reused.

3. REVIEW AND DISCUSSION OF CAPITAL PROJECTS

Town Manager and staff provided a brief review and update on FY 20 capital projects.

Pavement Management program – involves street resurfacing, pavement reclamation or milling, thin overlays on streets and pavement preventive maintenance. State aid from the LoCIP (Local Capital Improvement Program) of \$184,300 and \$850,000 from the adopted General Fund budget will be used.



Sidewalk and curb replacement program – involves repair of small sidewalk or curb sections. Funding is included in the adopted General Fund budget at \$150,000.

Stormwater Management Improvements – 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.

Councilor Dobler asked how projects are planned and prioritized. Bob Jarvis, Director of Public Works/Town Engineer stated that the town has a complete stormwater system inventory and condition assessments are conducted on a regular basis to help prioritize use of resources.

Police Station Construction Project - Interior work continues. Masonry and steel wall framing is 80% complete. Sheetrock has started. Structural steel is 90% complete. Plumbing and electrical work continues. HVAC duct work 85% completed. Heating piping 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 for construction 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.

Councilor Wilkos commented that he would hope a private commercial property owner would be willing to have the charging stations on their property to provide value in attracting patrons.

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.

Councilor Wilkos commented that perhaps there could be a project scope that was smaller in scale and noted that in Westfield, MA they had installed raised crosswalks to help slow vehicle speeds.

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.

Councilor Wilkos suggested that the potential of installing metal roofing versus asphalt shingles be explored.



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 would be installed in Roger Wolcott Building.

Councilor Wilkos raised the possibility of not investing dollars into replacing the tanks as the long-term use of the building is still be determined.

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.



4. STAFF REPORTS

Town Manager Souza reported that the Public Safety Radio System project was on schedule. It is expected the system will be fully installed by early to mid-summer.

Councilor Dobler asked if there were any updates regarding the possible application to the State Siting Council for a cell tower on private property near the west end of Prospect Hill Road. Town Manager stated that the cell tower developer had indicated they were looking to submit a formal application to the Siting Council later in the winter or early spring.

5. APPROVAL OF MINUTES

a) August 20, 2019

MOVED by Councilor Wilkos and seconded by Councilor Black-Burke to approve the minutes of the August 20, 2019 meeting with the following correction on page 3 under Public Comment – change 1095 Palisado Avenue to 21 Wilson Avenue.

Motion Passed 3-0-0

6. ADJOURNMENT

MOVED by Councilor Wilkos and seconded by Councilor Black-Burke to adjourn the meeting at 8:29 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Peter Souza
Town Manager