



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

APPROVED 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