

TOWN OF WINDSOR, CONNECTICUT
Special Meeting Notice



Zoom instructions

Dialing in by Phone Only:

Please call: **646 558 8656 or 301 715 8592**

1. When prompted for participant or meeting ID enter: **817 3813 1242** 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/81738131242>

1. When prompted for participant or meeting ID enter: **817 3813 1242** then press #
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: August 19, 2020

TIME: 6:30 PM

PLACE: VIRTUAL MEETING

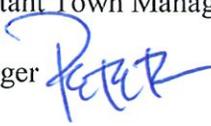
AGENDA

1. Call to Order
2. Public Comment
3. *Discussion of possible User Fee for Electric Vehicle Charging Station
4. *Discussion of Wilson Redevelopment Survey
5. Staff Reports
6. Approval of Minutes
 - a) *June 22, 2020
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: August 19, 2020
To: Members of the Town Improvements Committee
Prepared By: Scott W. Colby Jr., Assistant Town Manager
Reviewed By: Peter Souza, Town Manager 
Subject: Electric Vehicle (EV) Charging Stations Fee Policy

Background

Over the past several years, both Deputy Mayor McAuliffe and Councilor Wilkos have raised the possibility of the town installing an electric vehicle charging station for public use. Town Council reviewed and approved the appropriation for the Electric Vehicle Charging Station project at the August 3rd Town Council meeting. The charging station is slated to be installed in the town-owned parking lot at the corner of Broad Street and Maple Avenue. The topic of establishing a user fee structure was referred to the Town Improvements Committee for review and recommendation to the full Town Council.

Discussion/Analysis

Staff has reviewed a range of municipal charging stations throughout the state and country and have found that there are three common fee structures.

- No fee
 - *Many municipalities in CT participated in the CT DEEP Pilot program for EV Charging Stations which required they not to have a fee*
- Flat rate per hour(s)
 - Fees range from \$2.00 per two hours - \$4.00 per two hours
 - Average of \$2.74
- Per kWh
 - Fees range from \$0.15 per kWh - \$0.60 per kWh
 - Average of \$0.37 per kWh

Staff is suggesting a flat fee rate structure of \$2.50 for two hours of use. This would provide sufficient time to ensure a vehicle has enough of a charge and will ensure the vehicle will relocate after the two hour period to allow for other vehicles to access the charging station.

Another possibility is to institute a several month long trial period with no user fee to gauge user activity and utility costs.

Financial Impact

None

Other Board Action

The Town Planning and Zoning Commission reviewed and approved the plan per CGS 8-24 on July 14, 2020.

The Town Council approved the project funding on August 3, 2020.

Recommendations

The following two motions are presented as possibilities:

Option A – Flat Fee

“**MOVE to recommend to the Town Council the approval of a rate fee structure of \$2.50 per two hours for Electric Vehicle Charging Stations and that this be incorporated into the ‘Price Guide’.**”

Option B – No User Fee

“**MOVE to recommend to the Town Council that there be no user fee implemented for the Electric Vehicle Charging Stations through _____, 2021 as a trial period.**”

Attachments

None

Agenda Item Summary

Date: July 6, 2020

To: Honorable Mayor and Members of the Town Council

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Wilson Redevelopment

Background

Last year, as a first step in the possible redevelopment of the former Wolcott School site and the vacant town-owned parcel at 458 Windsor Avenue, staff and an ad-hoc task team gathered and reviewed information from the community as to preferred land uses. The ad-hoc team was comprised of members of the Wilson/Deerfield Advisory Committee, Economic Development Commission, Redevelopment Agency and a representative from the Town Planning and Zoning Commission. A community drop-in meeting was held and an on-line survey was deployed as a means of receiving input from the public on possible land uses and feedback on a handful of conceptual ideas.

The goal of this effort has been to help town staff provide the Town Council with one or more recommendations for each parcel as part of the Council's consideration relative to future use and potential disposition of these neighborhood and community assets.

Last summer staff provided Town Council with an overview of the community input received and outlined possible next steps. The topic was referred to the Town Improvements Committee which met in August 2019 and recommended the Town Council authorize funding for initial pre-development technical assistance services. Committee members also expressed a desire for additional community outreach with a focus on gaining more input from neighborhood residents relative to the reuse of the two sites.

At the Town Council's meeting of September 3, 2019, the Council authorized funding for the completion of an A-2 survey of the school site as well as for hazardous materials testing of the building. Staff was also asked to pursue additional community input regarding reuse options for the properties.

Discussion/Analysis

Following Council direction, town staff contracted for a detailed site survey and hazardous materials inspection of the Wolcott School property. The A-2 survey was completed in October and is now available to assist the town and any potential developers of the property with up-to-date site information.

A hazardous building materials inspection of the school building was conducted in December 2019 and January 2020. The inspection reports identified the presence of asbestos and limited areas of lead-based paint. The estimated cost for hazardous materials removal is \$119,350.

To address the Council's desire for added neighborhood input, town staff had planned to facilitate an interactive public meeting(s) this spring. However, the arrival of the coronavirus required a different

approach. As a result, staff designed and implemented an online survey that was heavily marketed to the Wilson-Deerfield neighborhood. A copy of the summary report of the survey results is attached. Over 570 persons responded to the survey with 35% having a connection to the Wilson-Deerfield area either as a resident, business owner or property owner. Briefly, the survey found that among those who participated, a mixed use redevelopment was the preferred option for the Wolcott School site. For the redevelopment parcel, mixed use development and maintaining open space were the preferred options.

Other Board Action

None at this time.

Recommendations

If the Town Council is in agreement, it is suggested that the Wilson Redevelopment Survey Results be referred to the Town Improvements Committee for discussion and a report back to the full council regarding guidance as to next steps.

Attachments

Wilson Redevelopment Parcels Survey Results

MEMORANDUM

Date: June 18, 2020

To: Peter Souza, Town Manager

Prepared By: Flavia Rey de Castro, Community Development Specialist

Reviewed By: James Burke, Economic Development Director

Subject: Wilson Redevelopment Parcels Survey Results

Background

In 2019, staff and an ad-hoc task team gathered and reviewed information from the community as to preferred land uses at the former Roger Wolcott School site and the vacant town-owned parcel, at 458 Windsor Ave. The ad-hoc team was comprised of members of the Wilson/Deerfield Advisory Committee, Economic and Development Commission, Redevelopment Agency and a representative from the Town Planning and Zoning Commission. A community drop-in meeting was held and an online survey was deployed as means of receiving input from the public on possible land uses and feedback on a handful of conceptual ideas. Results of both the drop in meeting and the survey were discussed by the Town Council and the Town Improvements Committee in August and September of 2019. As a result of those discussions, the Council requested additional community outreach with a focus on gaining input from neighborhood residents.

Following up with the Town Council's request for further input from neighborhood residents, the Town originally planned to host a highly interactive public meeting, which was scheduled for May 21st. This meeting was to be followed by an online survey. However, given COVID-19, efforts were re-oriented to conduct only an online survey. To ensure a significant participation from the Wilson and Deerfield (WD) neighborhoods, marketing efforts focused mainly on these two neighborhoods. Promotional postcards were sent to all addresses in these neighborhoods, Facebook ads targeted mainly users in Wilson and Deerfield, and promotional fliers were posted on businesses located in these neighborhoods only. Furthermore, incentives for completing the survey were only open to Wilson and Deerfield Residents and Property Owners.

The 2020 Survey was designed as a continuation of the 2019 process. The options provided were a combination of preferred use identified by the public, and feedback from the Town Council and Town Improvements Committee meetings. Participants were given three options to choose from at each site plus the option to comment/ suggest additional ideas. At Roger Wolcott, the options were mixed use, single family houses, and to re-use the existing building, and at the redevelopment parcel, the options were mixed use, residential townhouses, and to maintain an open space.

Discussion/ Analysis

The survey was completed by 572 participants, of these, 35% either lived, worked or owned a property at the WD neighborhoods and 54% lived elsewhere in Windsor. Of those connected to WD, 46% indicated being connected to the neighborhoods for more than 20 years, and 21%

from 10 to 20 years. Please refer to appendix 1 for further breakdown of survey results and participants.

Former Roger Wolcott School

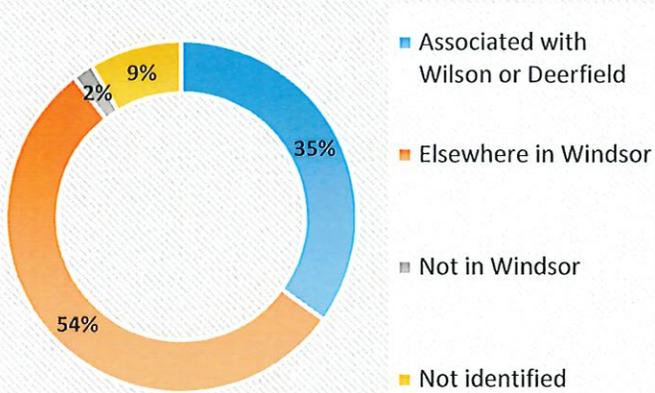
The preferred option was **Mixed Use**. Results are interpreted comparing both the most and least popular options. Although, reusing the existing building was the most popular option (42%), followed closely by Mixed Use (41%), this option was more unpopular by a higher difference. 31% of all participants listed reusing the building as their least preferred option as opposed to 23% for Mixed Use. When subtracting least popular from most popular, mixed use is the most popular choice. Responses from participants associated with Wilson and Deerfield are very similar to those from residents who live elsewhere in Windsor; at the same time, results for these two subgroups mirror those from all survey takers. For a visual of all responses please see appendix 1.

Redevelopment Parcel

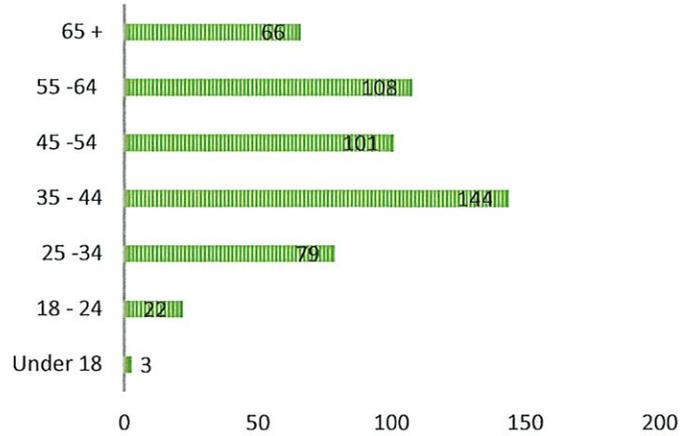
When following the same methodology, comparing the most and least preferred options, results are less clear for the redevelopment parcel. **Mixed Use is the preferred use very closely followed by maintaining an open space.** 48% of respondents prefer to maintain the space open, followed by Mixed Use, which was preferred by 37% of respondents. However, 33% list maintaining the space open as their least favorite option, as opposed to 20% who list mixed use as their least preferred option. When subtracting least popular from most popular, Mixed Use is slightly more popular than maintaining an open space. Similarly to the results in Roger Wolcott, responses from participants associated with Wilson and Deerfield are very similar to those from residents who live elsewhere in Windsor as well as responses from all survey takers. For a visual of all responses please see appendix 1.

**Appendix 1
Survey Breakdown**

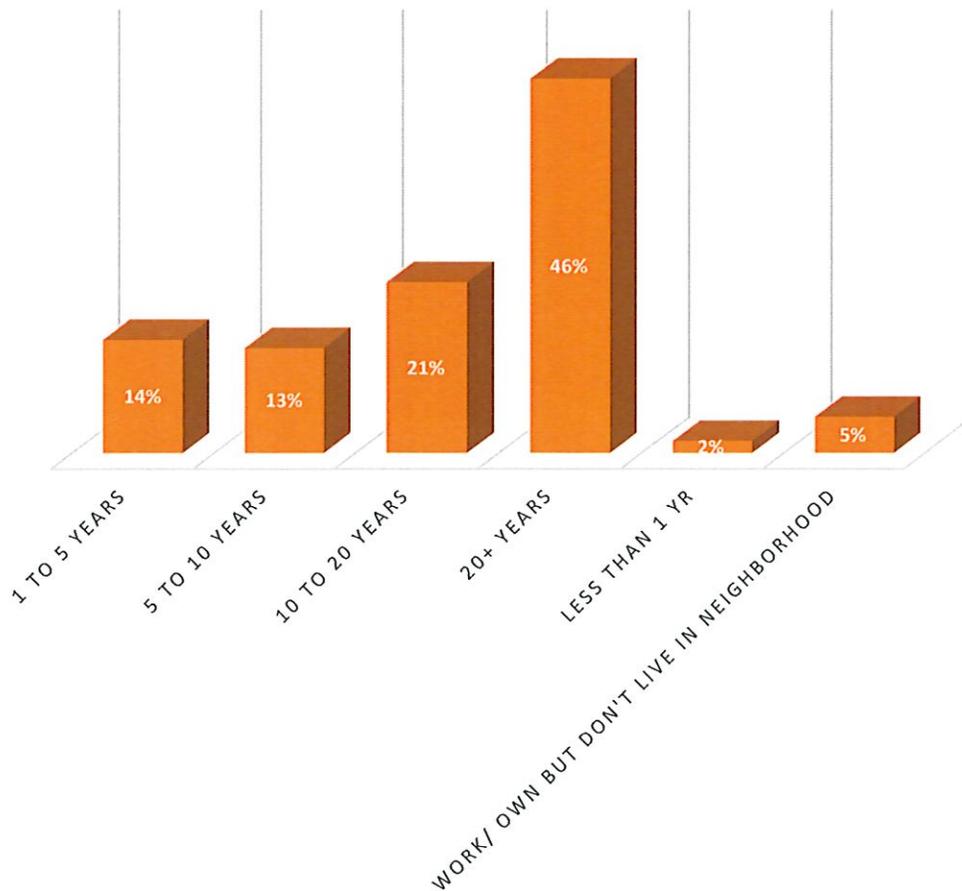
Survey Takers by Residence



Survey Participants by Age

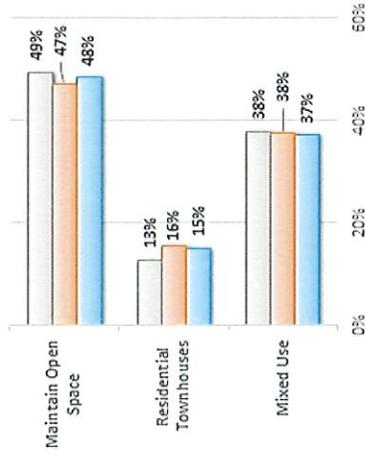


**WILSON/ DEERFIELD PARTICIPANTS:
DURATION OF RESIDENCE**

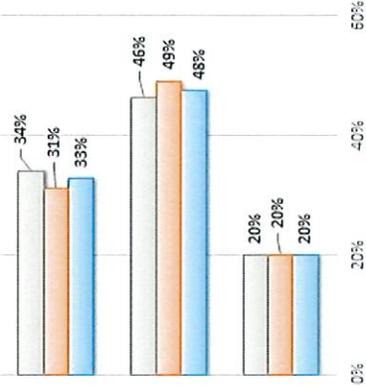


REDEVELOPMENT PARCEL

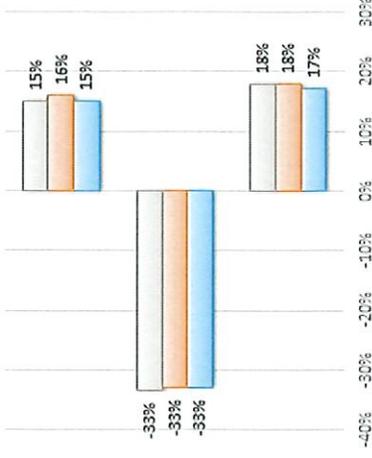
MOST PREFERRED



LEAST PREFERRED



OVERALL PREFERENCE

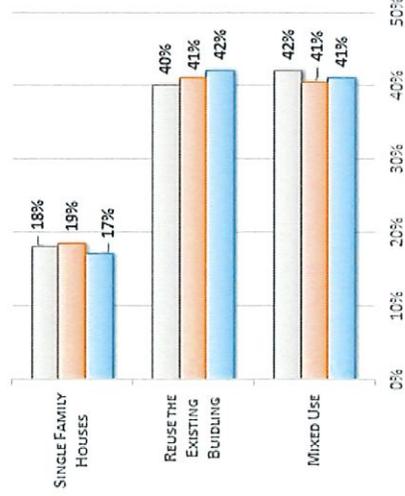


Elsewhere in Windsor
 Wilson/Deerfield
 All Participants

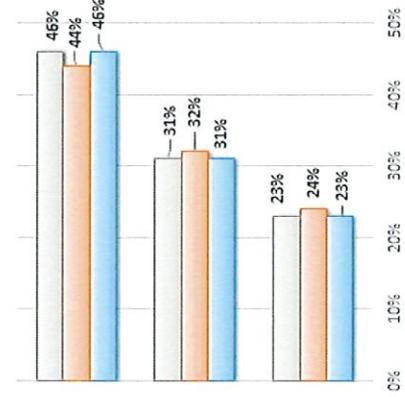
Note: Percentages are rounded to the nearest whole number.

ROGER WOLCOTT SCHOOL

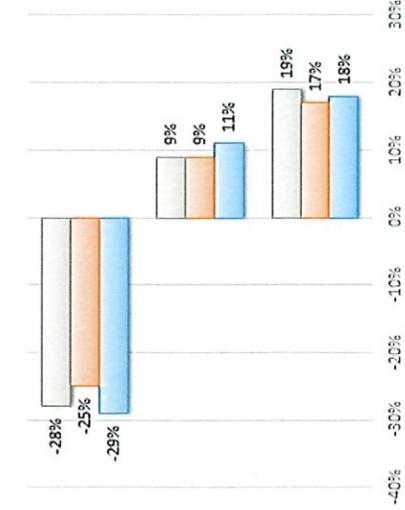
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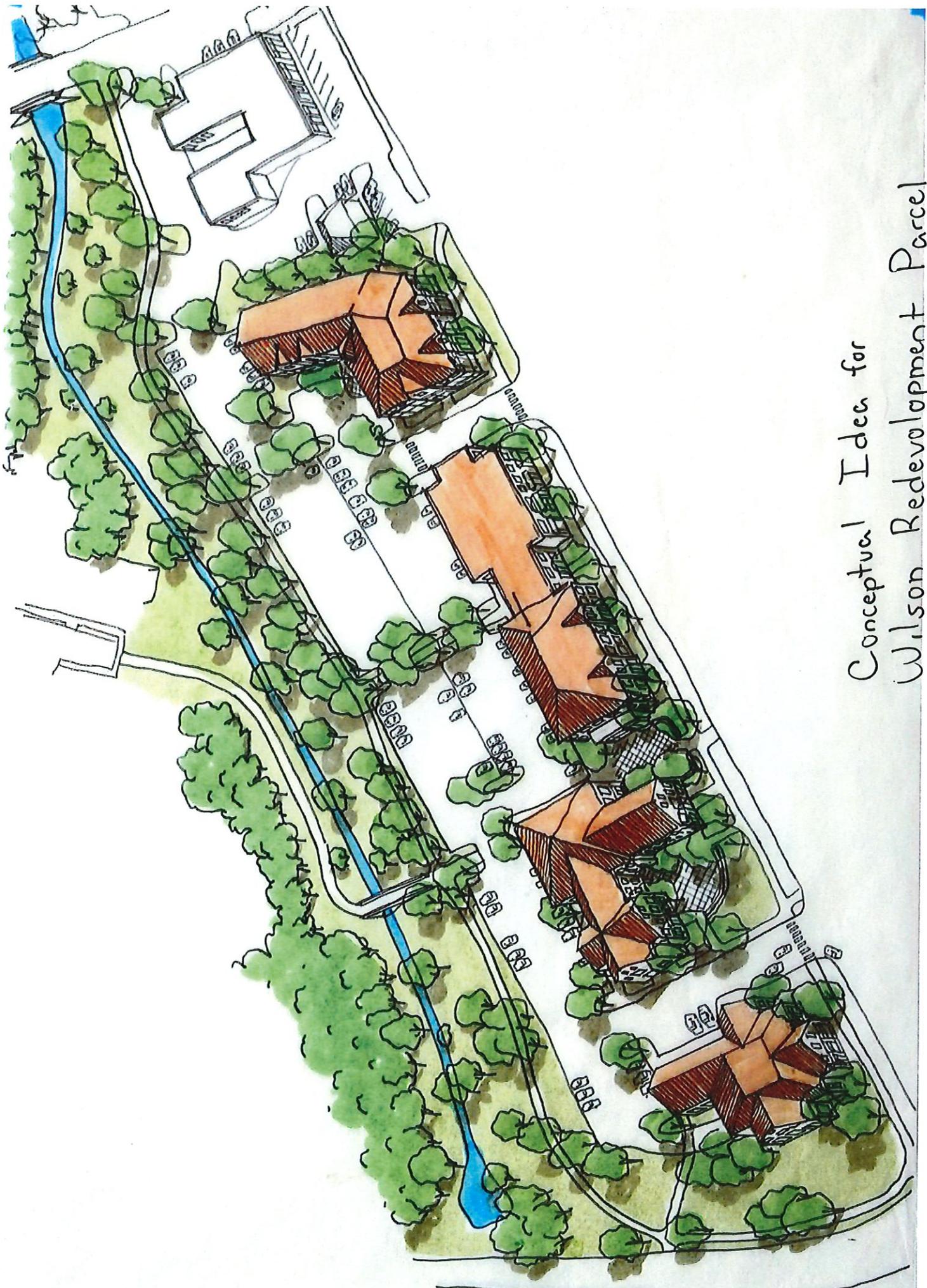


OVERALL PREFERENCE



Elsewhere in Windsor
 Wilson/Deerfield
 All Participants

Note: Percentages are rounded to the nearest whole number.



Conceptual Idea for
Wilson Redevelopment Parcel



Conceptual Idea for
Wolcott School Parcel



**TOWN IMPROVEMENTS COMMITTEE
VIRTUAL MEETING
June 22, 2020
Special Meeting**

UNAPPROVED MINUTES

1. CALL TO ORDER

Chairman Dobler called the meeting to order at 6:30 p.m. Present were Councilor Nuchette Black-Burke and Councilor Kenneth Wilkos.

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Bob Jarvis, Director of Public Works/Town Engineer; Whit Przech, Building Facilities Manager; Paul Norris, Director of Recreation Services; Adam Kessler, Assistant Town Engineer; Bill Lewis, Fire Chief; Paul Goldberg, Fire Administrator; Danielle Batchelder, BOE Director of Business Services; Charles Waterfield, BOE Physical Plant Manager

2. PUBLIC COMMENT – None

3. REVIEW AND DISCUSSION OF CAPITAL PROJECTS

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

Sage Park Middle School Roof Design Project – This project has been designed and submitted to the state for grant reimbursement between 45% - 48% for construction costs. The next step will be to bring this forward to the Town Council to authorize the funding. This will require a Town Meeting due to the estimated cost of the project. Construction is expected to occur in the summer of 2021.

EV Charging Stations – Chargepoint has been awarded the contract through the National Joint Powers Alliance (NJPA) Cooperative Purchasing. The Town can determine the fee structure for this unit. We are still looking to see if there are any other vendors to do some price comparison and see if the price is in line. The project is just under \$25,000. Councilor Dobler wanted to know how many stations we will have and if the Town Council will vote on the policy determining the fee structure for this unit. Town Manager Souza stated that this unit would have two charging heads and that the Town Council should provide guidance regarding the policy for this unit.

CIP 2021 - 2026

Town Manager and staff provided a brief review and update on the FY 2021-2026 Capital Improvements Plan. Overall, this CIP shows \$42.9 million in bonding authorization and includes two projects that would require voter approval due to the estimated costs—the outdoor pool facilities and the heating and ventilation system replacement at Windsor High School.

Councilor Wilkos commented that the town's fire apparatus spends a lot of idle time on the highway responding to calls. He would like to see more state dollars reimbursed from the State as we are taking care of the state highway. Chief Lewis stated that there was a bill before the legislature that looked at giving reimbursement to fire departments that responded to calls on state highways.

Councilor Wilkos also talked about the fleet and public works equipment replacement that is located in each year of the CIP. This is a significant portion of our capacity that is built into the budget. Councilor Wilkos would like to discuss replacing the fleet at once which would eliminate a significant amount of dollars from the repairs budget and eliminate the General Fund dollars that are currently budgeted.

Town Manager discussed that some of these tracking measures have improved and within the next few months we will have a better understanding of our analytics. Moving forward we can look into this approach.

Councilor Black-Burke inquired about the Historic Monument and Ancient Cemeteries Preservation and if there was a list of the ones that are maintained by the Town of Windsor. Town Manager Souza stated there is a listing and that three years ago a condition assessment was completed.

Councilor Dobler inquired about the various projects taking place on Day Hill Road.

Councilor Dobler inquired about the Athletic Fields at Sage Park Middle School and what that would include. Director of Public Works, Bob Jarvis stated that this would not just include the baseball fields but would include all the fields listed within the masterplan.

Councilor Dobler inquired about the HAVC project at Sage Park Middle School and if at the end of these three phases this building would be complete. Facilities Manager, Whit Przech, stated that at the end of these three phases, that the building would be fully air conditioned.

Councilor Black-Burke inquired about the BOE Technology Equipment Upgrade that is located in each year of the CIP and whether this was a phased plan and what this includes each year.



BOE Director of Business Services, Danielle Batchelder, stated that these items assist with the replacement of the devices for the students. Each year the BOE replaces two full grades of devices. The cost is upwards of \$300,000 in total.

MOVE that the Town Improvements Committee recommends that the Town Council approve the proposed Capital Improvements Program for years FY 2021 – FY 2026 as presented.

Motion Passed 3-0-0

4. PUBLIC COMMENT – None

5. STAFF REPORTS

Town Manager Souza provided an update on the Safety Complex on Bloomfield Avenue. The Public Building Committee opened the bids which were very favorable. Staff is reviewing the bid with the architects. They are looking to make a selection sometime in July with construction beginning in August. Currently we are looking at a 15% - 20% lower cost than the construction estimate.

Town Manager Souza provided an update on the Railroad Right of Way. We are planning to post the RFQ before the end of June. They will be due back by late July and then staff will review the proposals. We anticipate to bring a consideration for funding at the first Town Council meeting in September.

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. After conducting some research, there are no open petitions or decisions made by the Siting Council regarding this project.

Councilor Dobler mentioned that there are pockets in Town that have bad cell phone coverage and asked if we ever explored getting more coverage in Town. Town Manager Souza stated that we offered the public safety facilities as possible locations. Town owned locations have been offered, open space locations have not been offered. We have relied on private properties and the private market to see these gaps for them to build. Coverages would still vary depending on what carrier is on that tower.

6. APPROVAL OF MINUTES

- a) January 22, 2020



MOVED by Councilor Black-Burke and seconded by Councilor Wilkos to approve the minutes of the January 22, 2020 as presented.

Motion Passed 3-0-0

7. 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,

Scott W. Colby Jr.
Assistant Town Manager