



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

**APPROVED 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.

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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 Quite Zone. 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