

**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: **845 7294 6054** then press #
2. You will then enter the meeting muted. During Public Comment if you wish to speak press \*9 to raise your hand.

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Please go to the following link: <https://us02web.zoom.us/j/84572946054>

1. When prompted for participant or meeting ID enter: **845 7294 6054**
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:       November 5, 2020**

**TIME:       6:30 PM**

**PLACE:     VIRTUAL MEETING**

**AGENDA**

1. Call to Order
2. Public Comment
3. \*Discussion of Wilson Redevelopment
4. Staff Reports
5. Approval of Minutes
  - a) \*August 19, 2020
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: November 5, 2020

To: Members of the Town Improvements Committee

Prepared By: James Burke, Economic Development Director

Reviewed By: Peter Souza, Town Manager 

Subject: Wilson Redevelopment

### Background

In 2018, 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.

In summer 2019, 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

The A-2 property survey was completed in October 2019 and is 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 approximately \$120,000.

To meet the Council's desire for added neighborhood input, 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 and were reviewed with Town Council in July of this year.

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. 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. The Town Council referred the item to the Town Improvements Committee for additional input and review.

In August the Town Improvements Committee continued discussing community input as well as overall options for both parcels. An update to the Town Council was provided in September and the consensus of the Town Council was to have the Wilson/Deerfield Committee provide further input to the Town Improvements Committee later in the fall once vacancies on the Committee were filled.

The Wilson/Deerfield Committee met several weeks ago and their general input was to leave 458 Windsor Avenue as open space and potentially improve it by adding some park amenities. Members expressed support to reuse the school building as long as it is maintained in good condition and in a cost effective manner. Members of the committee plan to attend the Town Improvement Committee virtually.

At this juncture, it is appropriate for the Town Improvements Committee to discuss and provide a set of recommendations to the Town Council concerning paths forward for the use of the vacant parcel at 458 Windsor Avenue and the former Wolcott School building.

Relative to the vacant parcel at 458 Windsor Avenue, there are generally 3 main options to consider:

- Do nothing and leave it as is
- Improve the look and functionality of the open space by adding park improvements or amenities
- Use it for development (if this is the preferred path, there will need to be general guidance as to the desired type of land use.)

In regards to the Roger Wolcott building, there are 2 main options that the committee could consider:

- Demolish the structure and redevelop the site (if this is the preferred path, there will need to be general guidance as to the desired type of land use.)
- Have the building refurbished by either the town or another entity for re-use via:
  - Lease or Sale
  - A town property, for example the Board of Education.

#### Other Board Action

The Wilson Deerfield Committee met several weeks ago and their general input was to leave 458 Windsor Avenue property as open space and improve it by adding some park amenities. Members of the committee plan to attend the Town Improvement Committee virtually.

#### Recommendations

It is recommended that the Town Improvements Committee provide a set of recommendations to the Town Council regarding high level paths forward regarding the use of the vacant parcel at 458 Windsor Avenue and the former Wolcott School building.

#### Attachments

Wilson Redevelopment Parcel 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.

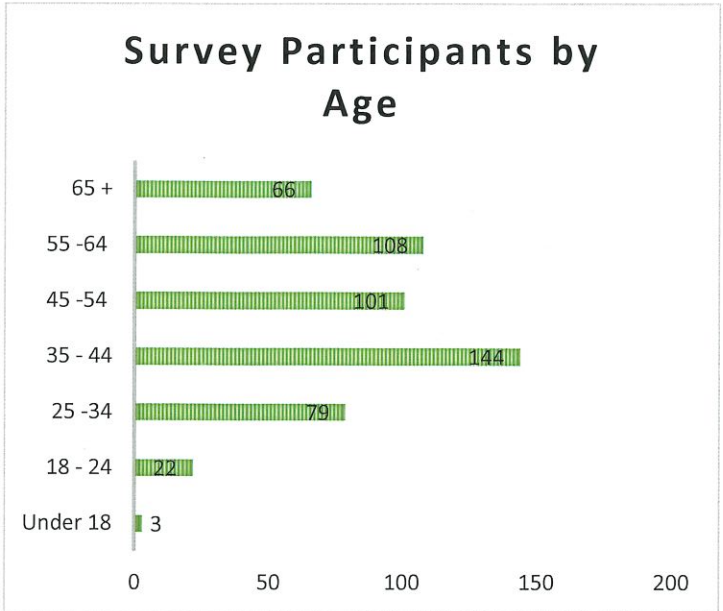
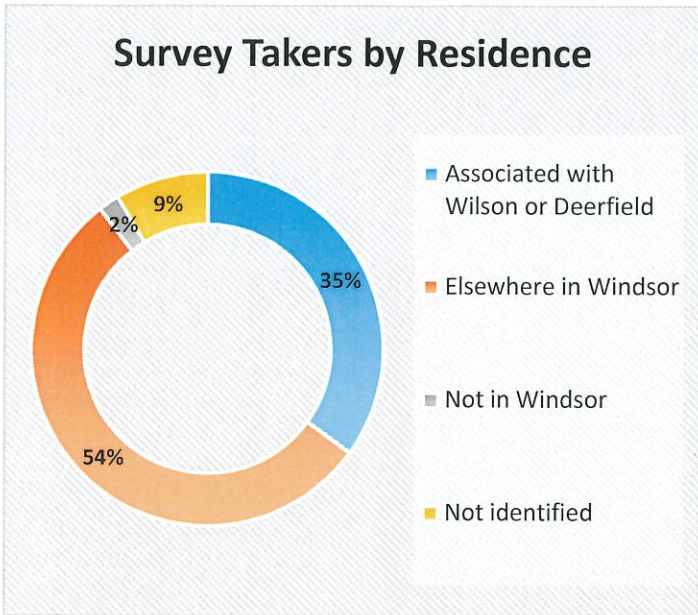
### ***Former Roger Wolcott School***

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***

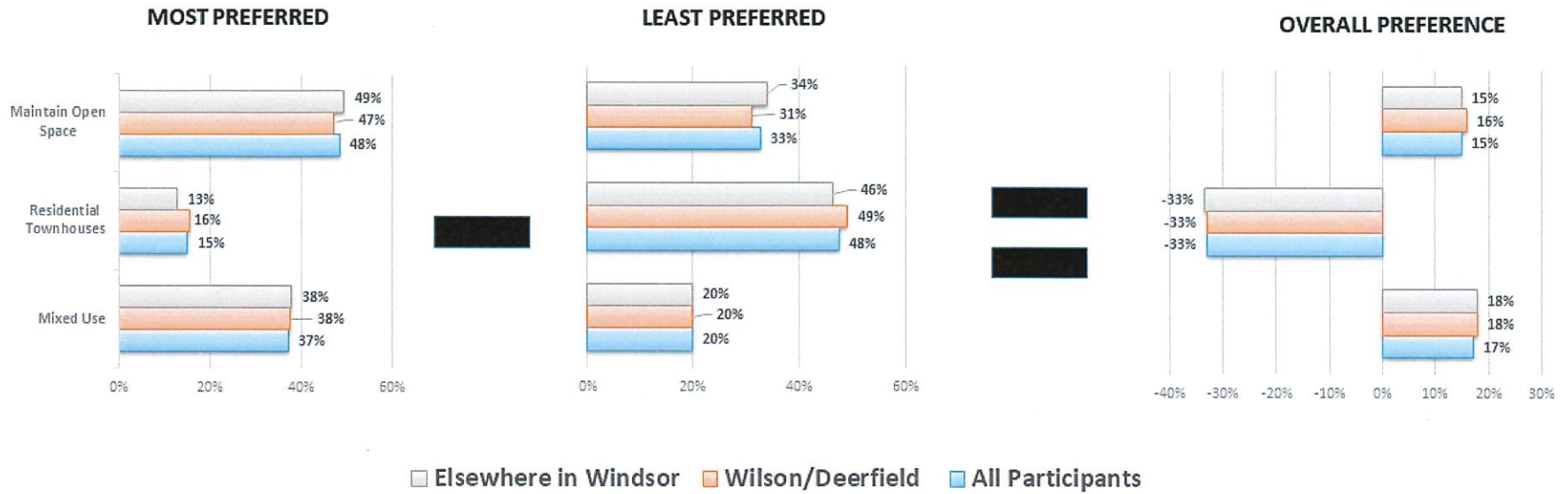
When following the same methodology, comparing the most and least preferred options, results are less clear for the redevelopment parcel. **Mixed Use is the preferred use very closely followed by maintaining an open space.** 48% of respondents prefer to maintain the space open, followed by Mixed Use, 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**



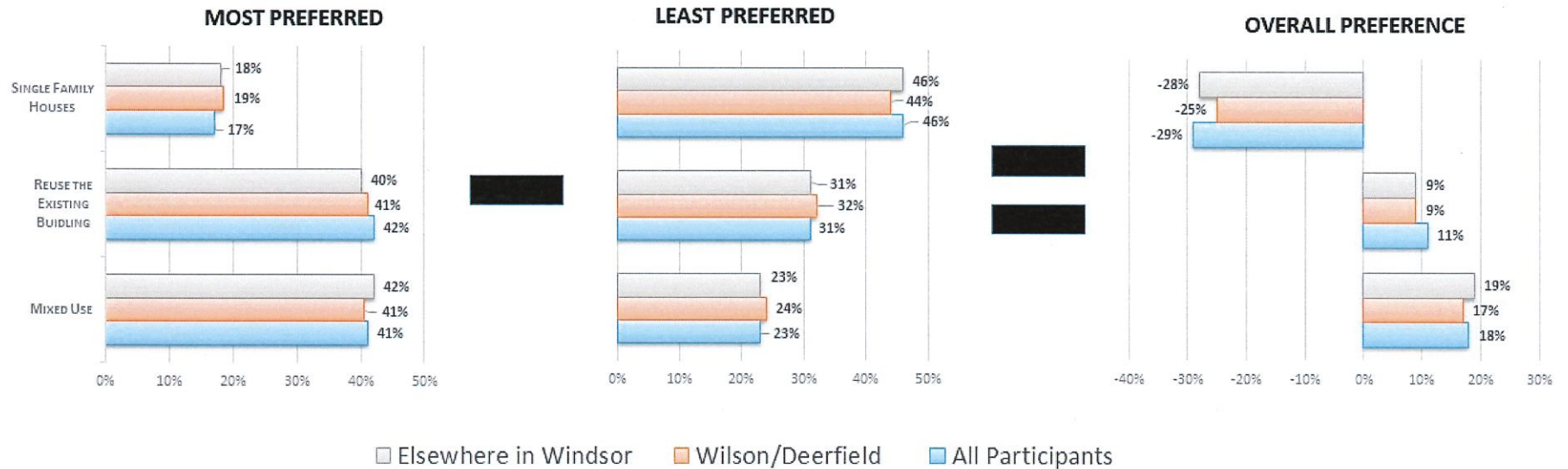


# REDEVELOPMENT PARCEL



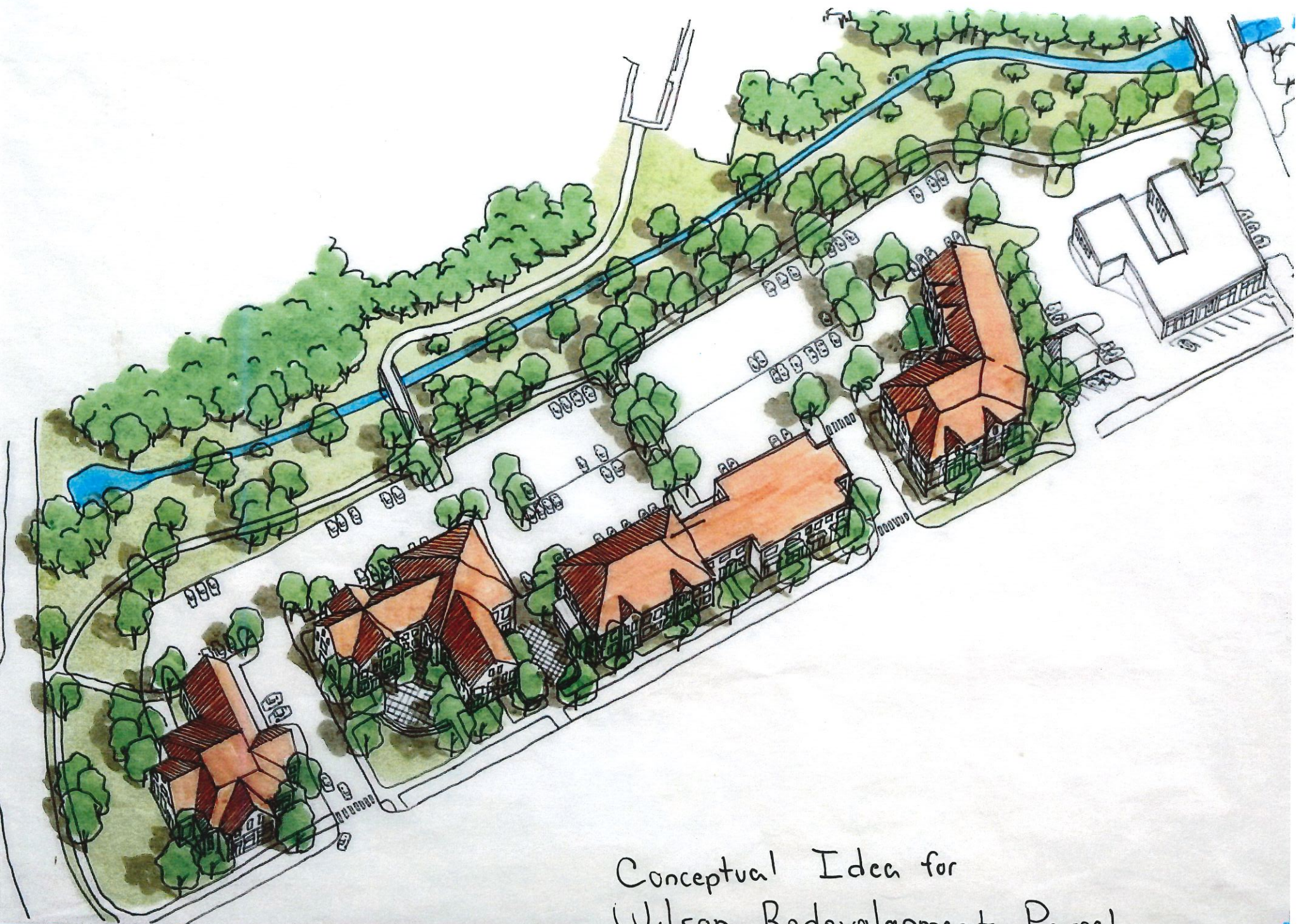
Note: Percentages are rounded to the nearest whole number.

# ROGER WOLCOTT SCHOOL



Note: Percentages are rounded to the nearest whole number.





Conceptual Idea for  
Wilson Redevelopment Parcel





Conceptual Idea for  
Wolcott School Parcel



**Town Improvement Committee Staff Report  
November 5, 2020**

**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 final design milestone and is on schedule to be bid in late 2020 or early 2021 with construction to soon follow. Request for authorization of the construction Project Authorization Letter is anticipated in December 2020. Local funding of \$50,000 to \$75,000 above the grant amount may be needed based on preliminary cost estimates.

**Deerfield Road Rehabilitation** – Pavement rehabilitation project funded through Local Transportation Capital Improvement Program (LOTICIP). The project construction funding equally \$1,047,329 was awarded based on a competitive selection process. The project is considered substantially complete with close-out scheduled early November 2020.

**Archer Road Rehabilitation** – Another pavement rehabilitation project funded through the competitive LOTICIP grant process (\$1,940,868.) Construction began in late September and is approximately 70% complete as of November 1<sup>st</sup>. Substantial completion is anticipated by December 2020.

**Windsor High School Tennis Courts** – The tennis court surface had deteriorated beyond the point of repair and was not be playable in 2020 due to safety concerns. The project was completed in early October 2020.

**Poquonock School Parking Improvements** – Mill and pave of existing parking lots, minor improvements to vehicular circulation, and construction of new staff parking lot south of the bus loop. New playground was installed in partnership with BOE and PTO. The project was completed in October 2020.

**EV Charging Stations** – Installation of a dual EV charging station at the municipal lot at the corner of Maple Avenue and Broad Street. Construction by Verdek, local supplier and installer for ChargePoint, will begin in November 2020 with completion expected in December 2020.

**East Granby Road and Route 20 Closure** – Staff is working with the Town of East Granby for the closure of the East Granby Road and Route 20 intersection. The project will involve realignment of East Granby Road, Hemlock Road, and Chestnut Drive. Schematic design for discussion purposes with DOT is underway by Town Staff. Project will improve safety as well as reduce through passenger and tractor trailer truck traffic.

**Railroad Quiet Zone Study** – In December 2019, a community information meeting regarding the Railroad Quiet Zone designation process was held. As a first step in a possible establishment of a quiet zone at the seven at-grade crossings within town, this feasibility study includes review of each crossing, update of data with the Federal Railway Administration, and identification of potential safety improvements. A required diagnostic meeting with Federal Rail Administration, Amtrak, CT DOT and others is scheduled for November 13<sup>th</sup>. We anticipate a draft study to be complete late January to early February 2021.

**International Drive Rehabilitation Phase 1 (Northbound)** – Pavement rehabilitation project funded through Local Transportation Capital Improvement Program (LOTICIP). The project construction funding for Phase 1 (Northbound) was awarded based on a competitive selection process. Council appropriated design funds on November 3<sup>rd</sup>. Survey and design will proceed for Phase 1 and Phase 2. Hopefully, Phase 1 of the project will be bid and constructed in calendar year 2021. It is anticipated that Phase 2 will be resubmitted under a future LOTICIP solicitation.

**DPW Fuel Station Improvements** – The existing underground fuel tanks are required to be removed due to age by June 2022. Improvements will include replacement of underground tanks, dispensers, canopy, and other ancillary components. An RFP for design services is due November 18<sup>th</sup>. Request for appropriation of design funds is anticipated in December 2020.

**Sage Park Field Improvements** – The 2014 Athletic Field Master Plan identified improvement needs throughout town. This project will include improvements related to re-grading of the fields, drainage improvements, turf establishment, irrigation well, and other miscellaneous amenities. An RFP for design services was published in October 2020 with a due date of November 19<sup>th</sup>, 2020. Request for appropriation of design funds is anticipated in December.

**Broad Street Road Diet** – In 2014, the town completed a Windsor Center Transit-Oriented Development (TOD) Plan. A road diet initiative for Route 159 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. Following a preliminary meeting with DOT to discuss the project, a design RFP was published with a deadline of November 20<sup>th</sup>. Request for appropriation of design funds is anticipated in December 2020 or January 2021.

**Day Hill Road Pedestrian Circulation Enhancements** – Project represents a long-term effort to extend and close gaps in the multi-use path and sidewalk system within the Day Hill Road corridor. Sections identified for upcoming years include the Helmsford Way to Marshall Phelps Road. Discussions with the adjacent property owner(s) will be taking place in the next 45 days. It is anticipated that design will be performed by town staff and survey work will be outsourced.

**Aquatic Facilities Evaluations, Engineering, Designs** – A requests for proposals from qualified engineering firms to provide design services for the repairs and improvements to two aquatic facilities, Gosslee Pool and Welch Park. The intent of this project is to address deficiencies highlighted in a report prepared by Weston & Sampson, dated February 2017. The report mentions repairs to pools, pool decks, bathhouses, MEP components, etc. at Goslee and Welch Park Pools. Proposals are due November 23, 2020. Request for appropriation of design funds is anticipated in December 2020 or January 2021.

**Milo Peck School Heating System Replacements** – The existing steam heating system has components original to the facility. This project would entail replacing the existing heating system - boiler, pumps, steam piping, steam radiation devices and install new energy efficient boilers, pumps, piping, and radiation devices. Replacement of gym air handler unit with DX coil for A/C. It is anticipated that requests for proposals from qualified engineering firms to provide evaluation and design services evaluation will be issued before January 1<sup>st</sup>.

**Luddy House Carriage House** – This project includes replacement of all house windows and two exterior doors. The Carriage house has eight windows that are also in need of replacement. Project bidding is expected to happen in January/February 2020.

**Sage Park HVAC Systems Replacements Air Conditioning** – This project is divided into three phases. The first phase is completely designed ready for bidding. We expect to bid the first phase in January 2021 with bids due in February 2021.

The first phase encompasses replacement of electrical service to building. New mains switchgear, installation of energy efficient VRF air conditioning for entire second floor, replacement of gym air handling units with new efficient air handling units with air conditioning coils. The existing 9 roof top units are to be replaced with new efficient units. Two existing energy recovery units are to be replaced as well. New DDC Controls will be installed with all new HVAC equipment.

Phase two will consist of replacing all HVAC equipment in boiler room. New DDC Controls for new equipment.

Phase three will consist of air conditioning areas left on first floor and replacing all unit ventilators in building.





**TOWN IMPROVEMENTS COMMITTEE  
VIRTUAL MEETING  
August 19, 2020  
Special Meeting**

**UNAPPROVED MINUTES**

**1. CALL TO ORDER**

Chairman Jim Dobler called the meeting to order at 6:31 p.m. Present were Councilor Lisa Rampulla Bress and Councilor Kenneth Wilkos.

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Jim Burke, Economic Development Director; and Flavia Rey de Castro, Community Development Specialist.

**2. PUBLIC COMMENT - None**

**3. DISCUSSION OF POSSIBLE USER FEE FOR ELECTRIC VEHICLE CHARGING STATION**

Assistant Town Manager Colby stated that 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.

Councilor Wilkos discussed that he feels that users of the EV Charging Station would not abuse its use by leaving their vehicles there for extended periods of time. He stated that signage can help deter that. Councilor Wilkos stated that by not charging a fee it

may bring people to the downtown area to shop and dine. Councilor Wilkos agrees with a trial period with no charge through July 1, 2021 to gather data on use and utility costs.

Councilor Dobler and Councilor Bress also preferred the trial period through July 1, 2021.

MOVED by Councilor Wilkos, seconded by Councilor Bress to recommend to the Town Council that there be no user fee implemented for the Electric Vehicle Charging Stations through July 1, 2021 as a trial period.

Motion Passed 3-0-0

#### **4. DISCUSSION OF WILSON REDEVELOPMENT SURVEY**

Town Manager Souza stated that 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.

Councilor Dobler discussed that three potential options he recalls regarding the Wolcott School property. Continue the routine upkeep and cover utilities which is approximately \$70,000, demolishing the building which is approximately \$750,000 to \$850,000, or renovating it at approximately \$2M to \$5M depending on the desired use.

Town Manager Souza stated that the approximately \$70,000 for routine maintenance keeps the status quo. This covers utilities and some minor repairs. The cost to demolish was based on a per square foot basis with a contingency built in. The

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estimated renovation cost would cover some deferred maintenance items such as the HVAC, roof, windows, and fire alarm system.

Councilor Bress discussed community space and if any of the options would include this. It was also mentioned that the Wilson/Deerfield Advisory Committee has three candidates that are interviewing with the Personnel Committee which would bring the committee to 8 of the 9 seats appointed. This group with some new members may be able to provide some input to the committee.

Town Manager Souza mentioned that the Council could make a request to include community space within a plan but that may change the feasibility for a potential developer or limit the response as this may not fit their overall plan.

Councilor Bress wanted to ensure that we also share communication and gather thoughts with the Board of Education to ensure that they may not need the building for future use.

Councilor Wilkos stated that study on the Wolcott School was completed few years back. The cost was too high at the time to rehabilitate the building. Councilor Wilkos was unsure of where the Board of Education would find the money to fund that additional location. With COVID-19 and schools facing many unknowns he is unsure if this even needed. Councilor Wilkos also wanted to briefly discuss the comment on the need for more community space. Councilor Wilkos mentioned that the Wilson Branch Library and 330 Windsor Avenue are heavily used by the public for meetings and events but that there was still available space.

Councilor Dobler discussed the open space concept for the redevelopment parcel. As for the Wolcott School site he wanted to discuss the idea of expanding pre-kindergarten. He stated that this would be addressing social justice issues and would have an impact on many and would be generational.

Town Manager Souza mentioned that there is grant funding for schools from the state. A certain percentage of the cost would be eligible for reimbursement. The cost is unknown but could range from an estimated \$14M to \$23M. Town Manager Souza will reach out to Superintendent Cooke to inquire about a need for the building and what an approximate annual cost could be if pre-kindergarten were to be expanded. Town Manager Souza was also going to get some updated amounts on the cost to renovate the school.

## **5. STAFF REPORTS**

Town Manager Souza provided an update on the current years paving projects. It was mentioned that work is underway in the Hayden Station neighborhood.



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Town Manager Souza stated that staff had submitted an LOTCIP application into CRCOG for International Drive Rehabilitation Phase I.

Town Manager Souza provided an update on the Windsor Police Station and mentioned that there would be a dedication ceremony on September 26<sup>th</sup> from 9:30am to 10:30am.

Town Manager Souza stated that construction for the Fire/EMS project at 340 Bloomfield Avenue was expected to begin by Labor Day and would last between 12-14 months.

Town Manager Souza provided an update on the Railroad Quite Zone. Staff has conducted interviews and are currently working on reference calls for the recommended consultant. Staff will be looking to bring this to Council for funding authorization and consideration at the first Town Council Meeting in September.

## **6. APPROVAL OF MINUTES**

a) June 22, 2020

MOVED by Councilor Bress and seconded by Councilor Wilkos to approve the minutes of the June 22, 2020 as presented.

Motion Passed 3-0-0

## **7. ADJOURNMENT**

MOVED by Councilor Wilkos and seconded by Councilor Bress to adjourn the meeting at 7:47 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Scott W. Colby Jr.  
Assistant Town Manager