

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



AGENCY: Town Improvements Committee

DATE: November 29, 2021

TIME: 6:30 PM

PLACE: Town Hall - Ludlow Room

AGENDA


1. Call to Order
2. Public Comment
3. *Review and Discussion of Capital Projects
4. Staff Reports
5. Approval of Minutes
 - a) *May 24, 2021
6. Adjournment

*Backup materials

Agenda Item Summary

Date: November 29, 2021

To: Members of the Town Improvements Committee

Prepared By: Peter Souza, Town Manager 

Subject: Fiscal Year 2022 Capital Projects Review

Background

Similar to most years, the Fiscal Year 2022 capital plan includes a diverse set of projects. Some of the smaller projects, studies or design phases are identified for cash funding, while other projects will be bond financed. The FY 2022 CIP also continues the town's focus on a multi-year asset management approach.

This agenda item summary provides the committee with a brief explanation of each project and any updated information about the project's scope or cost, based on staff's work to date. Staff will continue to refine project scopes and cost estimates. It is anticipated that beginning in December through the first quarter of the calendar year, the Town Council will be asked to consider appropriations or bond authorizations for these projects.

Discussion/Analysis

Current FY 2022 projects include:

Pavement Management Program - This annual asset management effort involves street resurfacing, pavement reclamation or milling, thin overlays on streets and pavement preventive maintenance (like crack sealing). State Aid from the Local Capital Improvement Program (LoCIP \$180,000) and \$905,000 from the adopted General Fund budget will be used.

Sidewalk and Curb Replacement Program - This annual asset management effort involves repair of small sidewalk or curb sections. Funding is included in the adopted General Fund budget at \$160,000.

Stormwater Management Improvements - This asset management program 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. The adopted CIP reflects bonding in alternating years. FY 22 bond financing is proposed at \$270,000.

Tree Replacement Program - This is a biannual project to identify tree removal/replacement projects in key locations throughout the town, and also to plant additional trees in parks, along streets in residential and commercial areas. Windsor has long held the desire to create, maintain, and enhance a healthy and diverse urban forest. Staff will prepare a funding request of \$30,000 for Council consideration in the January/February timeframe.

LP Wilson HVAC Improvements and Replacement Design Project - The FY22 CIP allocates \$200,000 for project design. This project will replace HVAC equipment in the building, some of which

is original to the building which was built in 1959. Project scope includes improving ventilation, air conditioning spaces not currently conditioned, and installing energy efficient HVAC replacement equipment. Town staff has bid the design project and the PBC will discuss the bids at its meeting in December 2021. Staff expects to bring this to Council for funding approval in January/February. Bids received for design are less than budgeted in the CIP.

LP Wilson BOE Main Hall Restroom Renovation Design Project – The FY22 CIP allocates \$120,000 for project design. The two main restrooms are original to the 1959 construction and need complete renovation to meet current ADA codes. Town staff has bid this project for design and the PBC will discuss the bids at its meeting in December 2021. Staff expects to bring this to Council for funding approval in January/February. Bids received for design are less than budgeted in the CIP.

Clover Street School Roof Replacement Design – The CIP allocates \$45,000 for project design. The design will include all eight of the classroom pods and the roofs over exterior sidewalks, which connect the pods to the school's main building. These roofs total 46,000 sq. ft. The age of current roofs are 25 years. Town staff has bid this project for design and the PBC has selected a design firm. Staff expects to bring this to Council for funding approval in January. Bids received for design are less than budgeted in the CIP.

Clover Street School ADA Code and Restroom Renovations Design Project – The FY22 CIP allocates \$120,000 for design. The project scope includes renovating restrooms to meet current standards and ADA codes. Town staff has bid this project for design and the PBC will discuss the bids received at its meeting in December 2021. Town staff expects to bring this to Council for funding approval in January / February 2022. Design bids are less than budgeted in the CIP.

Sage Park Middle School Roof Replacement Project – Project included replacement of 55,000 square feet of roofing and enclosing the decorative mansard roof as actual building roof. This project was started in June 2021 and will be fully completed in December. Future project includes replacement of 87,000 square feet of roof. In the CIP for FY 23 and FY 24.

Sage Park Middle School HVAC Efficiency Upgrades Project – Phase one of this project was started in May 2021 and is scheduled to be completed in December 2021. Phase two is in the FY22 CIP budgeted for \$2,100,000. It is currently designed and will be bid in January. Phase two includes replacing the entire heating plant, replacing air handling units that serve the auditorium and music wing, and installation of heat pumps to cool areas of the first floor not currently air conditioned. This work is scheduled to start in May 2022 and be completed in fall 2022.

LP Wilson Boiler Room Project – This project is complete. Project included HazMat abatement and complete demolition of the boiler room plant / equipment. New energy efficient low condensing boilers were installed with variable speed high efficiency pumps. A new energy efficient domestic water heater was included in this project. We received a \$627,000 energy rebate from Eversource for this project.

Windsor High School HVAC Replacement Project – This project is complete and included replacing 34 HVAC roof top units. The existing roof top units were 20 years old and used r-22 refrigerant that is no longer produced. A \$500,000 energy rebate from Eversource was received for this project.

Fire EMS Stations Additions & Renovations Project – Project includes complete renovation of the existing building, with the new addition of a fire apparatus bay and new front vestibule. This project was started in September 2020 and is scheduled to be substantially complete in December 2021.

Aquatic Facilities Improvements Design – The overall goals include addressing necessary improvements to pool facilities at Welch and Goslee and to meet changes in ADA requirements, redesign of changing areas to provide adequate space for facility users, recognizing needs for individuals with special needs and families with young children, increasing storage space, improving patron circulation from the front entrances into the pool area, protection of filtration equipment, and redesign of Welch’s wading pool area and deck / lounge space.

Consulting engineers have worked with town staff in developing schematic plans. Recreation staff have also held meetings with the current users of the pool to gather input. The design plans and cost estimates will be presented to the PBC at its December meeting.

A potential project timeline could be construction bidding in April – May 2022, and on-site physical construction from September 2022 to April 2023.

Construction funding is scheduled for FY23. The preliminary project cost estimate for Goslee Pool is \$1.6M and \$2.6M for Welch Pool. The preliminary cost estimate for Welch Pool includes replacing the pool lining, expanding the current pool deck/lounge area, and replacing the existing concrete decking to the pool facility. The preliminary cost estimate for this work is \$500,000. (see attachments)

Milo Peck School – Design is complete. Construction bids are due December 22. Project scope includes complete replacement of existing steam heating plant, and distribution system and installation of energy efficient wall ventilation units, heat pumps, fin tube radiation, new electrical service, high efficiency low condensing natural gas boilers, air condition complete building, and direct digital controls. School programs will have to be relocated for four plus months so project work to can occur. Staff is exploring options on temporary locations.

While project funding is allocated in the CIP for FY23, staff would like the Town Council to consider authorizing project funding this winter due to the long lead time for materials and equipment.

330 Windsor Avenue Community Center Energy Recovery and Improvements Design Project – This project is for the design of HVAC improvements in the gymnasium portion of the building. The CIP allocates \$354,000 for design and construction. During times of heavy use, the gym heats up and humidity increases to the point where condensation develops within the space. Town staff has bid design services and the PBC will discuss the bids received at its meeting in December 2021. Staff expects to bring a design funding request to Council in January. The design bids received are less than budgeted in the CIP.

Town Hall Domestic Water Replacement Project – This project is to replace the existing hot and cold domestic copper piping in both plumbing chases in Town Hall. We are experiencing more frequent leaks via pin holes in the copper piping. This project is in the FY22 CIP for \$54,000. Staff will bid this work in late winter / early spring.

Chafee House Roof Replacement Project – This project has been bid and a contractor has been awarded this project. Work is scheduled to begin in April 2022 and completed by mid-June 2022. The Town Council approved \$120,000 for construction this summer.

Senior and Transportation Services Relocation – This project is for the relocation of Social Services and renovations in two areas of the existing Senior Center at LP Wilson. Town staff is currently receiving bids for this project. Social Services is relocating to the current Senior Lounge. This space will be completely renovated. Senior center staff will occupy part of former Social Services space, a small conference room and computer lab will be renovated. The Senior Lounge will be relocated directly off the main Senior Center program room. The scope also includes data cabling, Wi-Fi enhancements and furnishings.

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 plans to prepare bid documents this spring.

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 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 DOT provided an Authorization to Advertise on November 23, which allows the town to advertise the project for bid. The anticipated bid period is December 8 – January 13. Construction will occur in 2022.

In February staff anticipates requesting the Town Council to consider approving a Project Authorization Letter (PAL) and appropriation for costs above the grant amount. The municipal share is currently estimated at \$75,000.

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. Preliminary design was funded by the Town Council in FY21 and will be completed in 30 days. A public information meeting(s) is expected to be held in January/February. A state grant of \$200,000 will provide funding for the remaining design phase and construction documentation / bid process.

Staff anticipates requesting the Town Council to consider approving a Project Authorization Letter (PAL) with CT DOT in February or March for the final design phase.

International Drive Rehabilitation Phase 1 (Northbound) – The 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. CT DOT recommended a 20-year service life due to the regional significance of the road resulting in full-depth

reconstruction of nearly 70% of the road. CRCOG endorsed the revised cost estimate of \$2.0 million. Anticipate a winter bid period with construction in 2022.

Phase 2 (Southbound) will be submitted under the upcoming LOTCIP solicitation due in January 2022 with an anticipated construction period in 2023. Authorization to submit a LOTCIP grant application will be presented to the Council in December.

Baker Hollow Road (East-West Section) Reconstruction – The project includes the construction of the East-West section of Baker Hollow Road from Old Poquonock Road to Marshall Phelps Road, which is currently unpaved. The project will include a 30-foot wide road, drainage and curbing. The concept design phase is underway to consider alignment alternatives and wetland impacts. Design and permitting is to be completed this spring with an anticipated bid and construction in FY23. Funding for the final design is anticipated to be requested in January.

River Street Rehabilitation – This project will address pavement deficiencies and the replacement of the guiderail along the river. Project boundaries are from Route 75 to the River Street Park entrance. A funding request for survey, geo-technical and design services will be made to Town Council in January / February 2022. Construction funding is scheduled in FY23.

East Granby Road and Route 20 Closure – Staff is working with the Town of East Granby on the potential closure of the East Granby Road and Route 20 intersection. The project will involve realignment of East Granby Road, Hemlock Road, and Chestnut Drive. It will improve safety as well as reduce through passenger and tractor trailer truck traffic on the residential streets. It is anticipated that a neighborhood meeting will be held in next 45 to 60 days. Design funding is anticipated to be requested in late winter or early spring.

DPW Fuel Station Improvements – The existing underground fuel tanks are required to be removed due to their age by June 2022. Improvements will include replacement of underground tanks, dispensers, canopy, and other ancillary components. Due to expected supply chain delays, an equipment bid package was advertised in October and funded by the Town Council. Construction bids are due December 2. Construction is scheduled for June 2022 with an anticipated duration of approximately 8 – 10 weeks. A request for project funding is anticipated in either December or January.

Sage Park Field Improvements – This project was identified in the 2014 Athletic Field Master Plan. The project scope includes improvements related to re-grading of the fields, drainage improvements, turf establishment, irrigation well, and other miscellaneous amenities. Construction is nearing completion for the season. Additional work is anticipated in Spring 2022. All areas that received sod this fall will be available for use in the Fall 2022 season with the remaining seeded areas available in Spring 2023.

High School Track Replacement – The track at Jack O'Brien Stadium was re-surfaced as part of the improvements to the complex in 2014. Premature wear and degradation have been observed over the past year. The scope of work includes removal of the rubberized track surfacing, milling and overlaying of the underlying 17-year old bituminous concrete surface, and the application of a new track surfacing system. In October 2021 the Town Council appropriated \$550,000 for construction services. Construction is slated to begin in June 2022 with a completion date in mid-August 2022.

Riverfront Trail Project – Windsor Center to East Barber Street – This proposed trail segment will be part of a system that would connect Windsor Center with the multi-town Riverfront Recapture trail system. This fall the town applied for a Recreational Trails Grant to support funding the design efforts for this section of trail. If selected, the grant will provide up to 80% of design costs. The FY 22 CIP allocates \$120,000 for design services.

The proposed trail will be approximately 14,000 feet in length and be constructed of bituminous concrete 10 feet in width. It will traverse property owned by the Town of Windsor, the State of Connecticut, the Loomis Chaffee School, and three private owners. The operation of this trail will increase bike-to-work opportunities between Windsor and Hartford and provide walkers and joggers with access along the picturesque Connecticut River.

In partnership with Riverfront Recapture, the town was awarded a grant in 2021 to construct the section of trail from Meadow Road, through the former Russo Property, to a future Riverfront Recapture trail along the river in Hartford. Design and construction is being managed by Riverfront Recapture. Design is underway and construction is anticipated to start in late 2022.

Wilson Gateway Park (Redevelopment Parcel) Design – The proposed project is to convert the vacant parcel at 458 Windsor Avenue into a public park. An in-house team was formed to prepare a conceptual plan and preliminary cost estimates. Input from community members and the Wilson-Deerfield Advisory Committee identified desired elements such as community gardens, event space, and play areas. Next step is to initiate design services which will advance the conceptual plans through a formal design process. This process will include community outreach and input related to park functions, desired amenities and features.

An RFP for design services is currently under development and will be advertised in January/February. A request to fund design services is anticipated to be presented to the Town Council in late winter or early spring. The adopted CIP allocates \$114,000 for design services.

Day Hill Road Pedestrian Circulation Enhancements – This project represents a long range effort to construct a 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.

O'Brien Field House Planning Study - In October, the Council approved funding to initiate the first phase of project planning and design of the renovation of the field house at O'Brien Field. This planning effort will help refine the project scope and preliminary cost estimates. The scope of this initial design phase is to assess the building's mechanical, plumbing, electrical and roof systems and to identify any structural, mechanical, accessibility and energy efficiency deficiencies. Staff will solicit proposals to perform the design work in December. We expect that the study will be completed this summer. This design project has been included in the adopted CIP in FY 2025 and construction funding in the following year.

Financial Impact

Debt service payments on projects that are funded through bonds will be part of the FY 23 debt service budget appropriation. Many of the design projects are slated to be funded on a pay-as-you-go basis using the Capital Project Fund.

Other Board Action

None

Recommendations

This item is provided for discussion and review. No specific committee action is requested at this time.

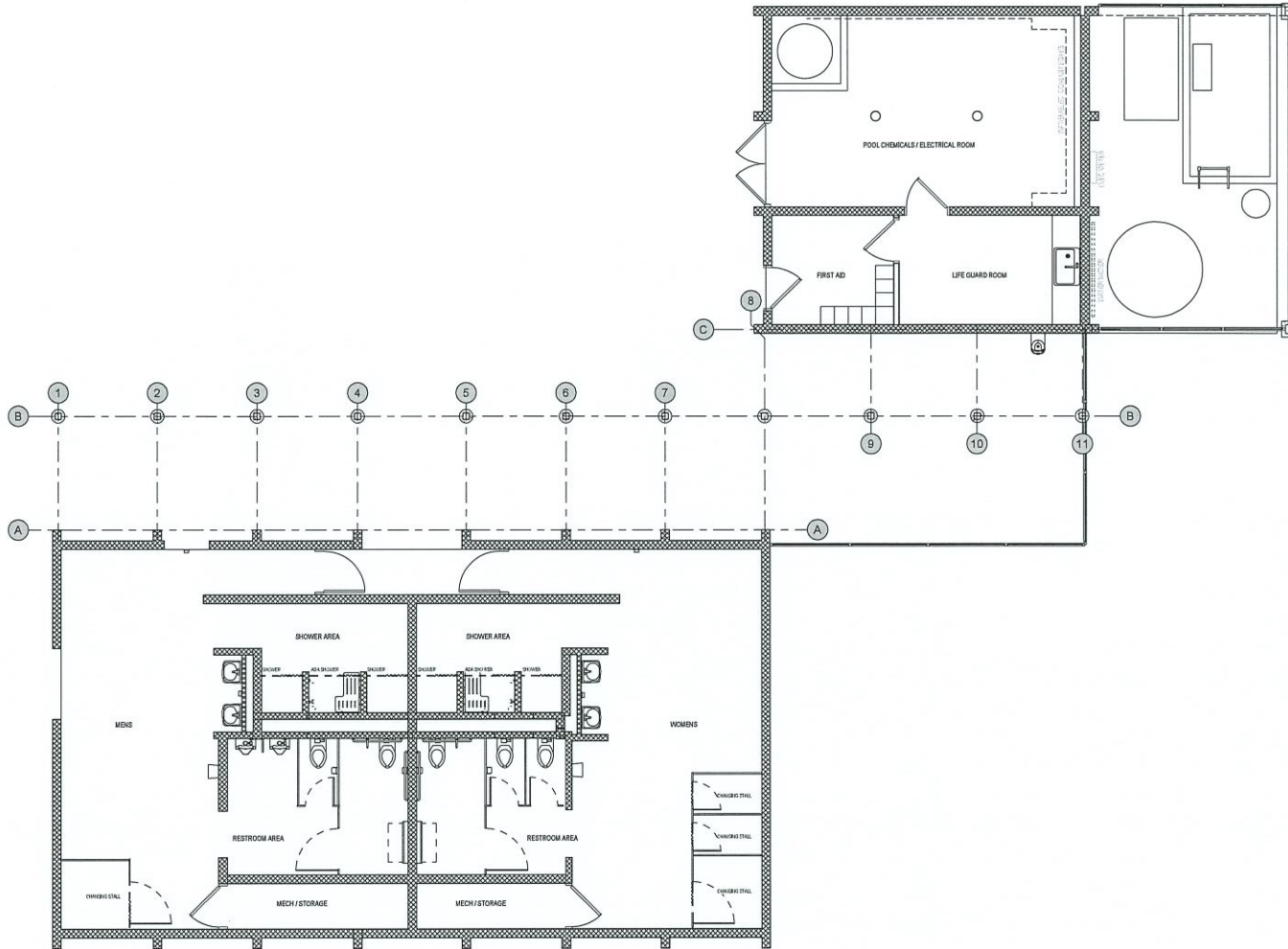
Attachments

Goslee and Welch Pool Schematic Plans

Goslee Pool

GOSLEE POOL - EXISTING CONDITIONS

NOVEMBER 29, 2021



TOWN OF WINDSOR

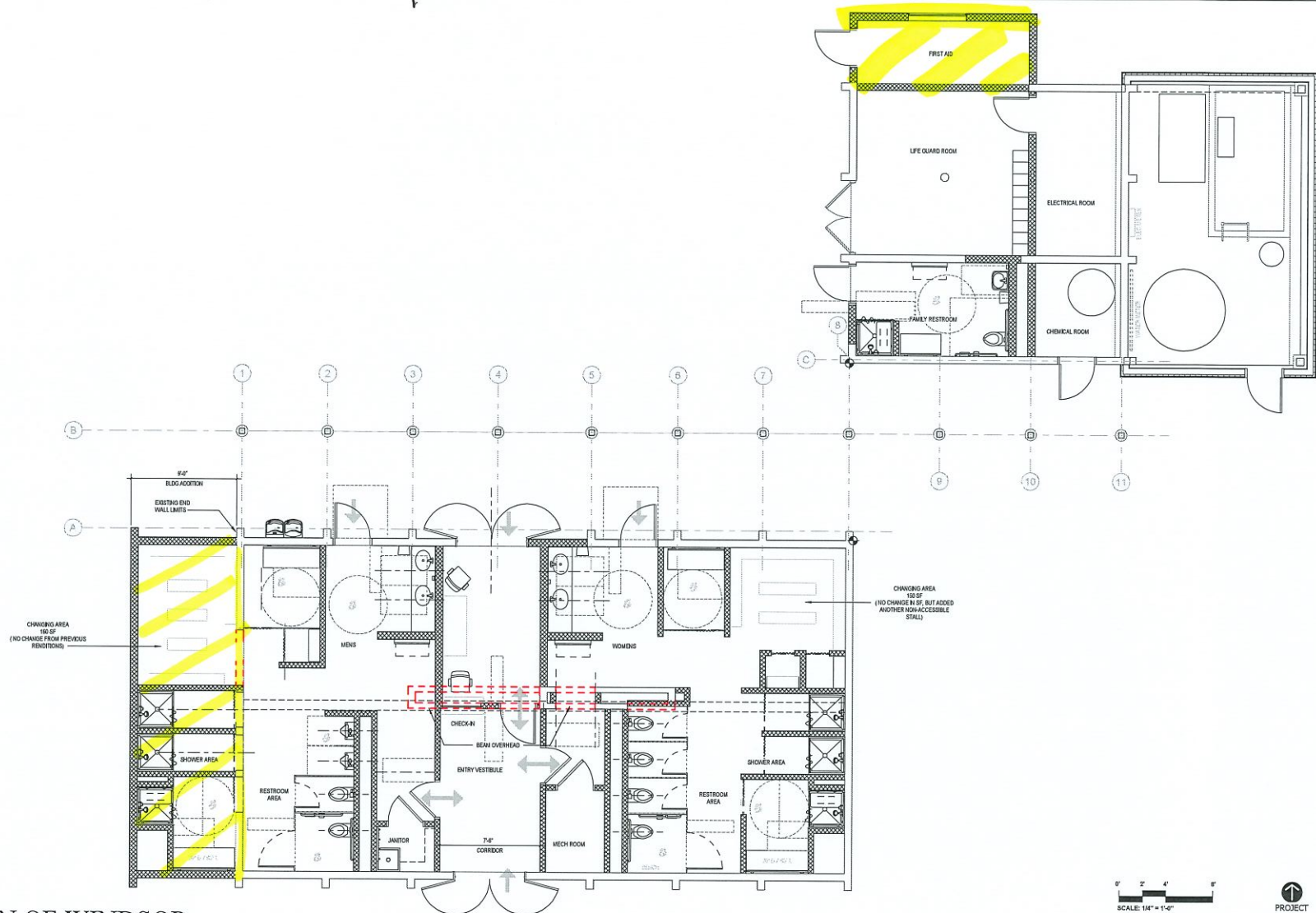
GOSLEE POOL RENOVATIONS



Weston & Sampson™

GOSLEE POOL - PROPOSED LAYOUT

NOVEMBER 29, 2021



TOWN OF WINDSOR

GOSLEE POOL RENOVATIONS

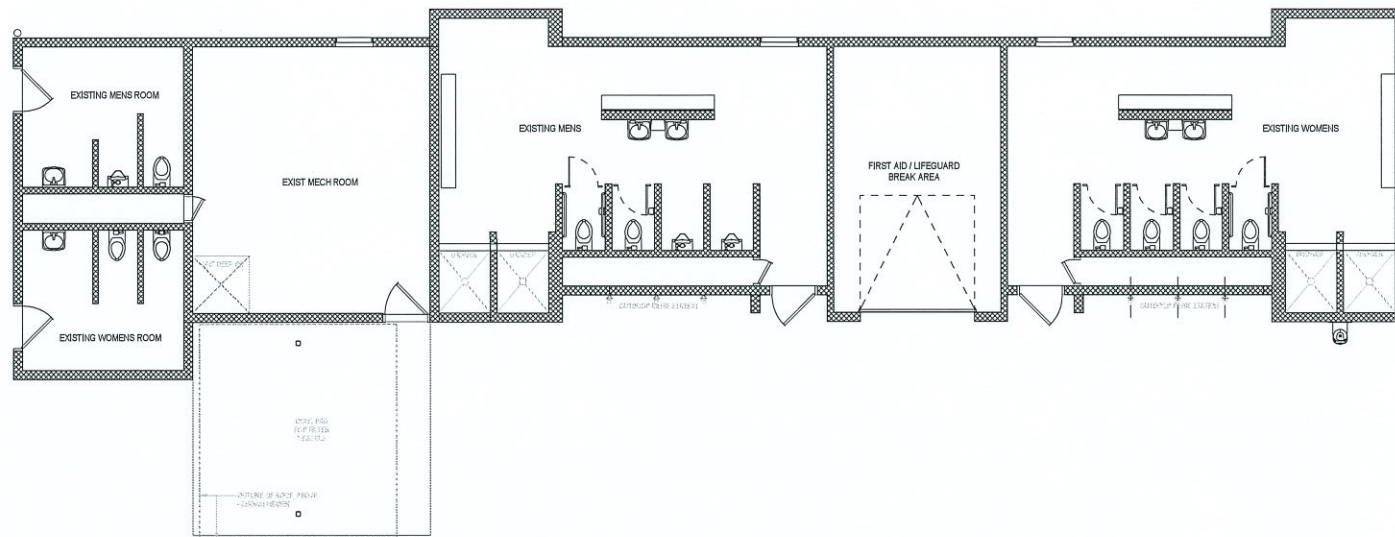
= NEW SQUARE FOOTAGE

Weston & Sampson

Welch Pool

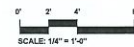
WELCH POOL - EXISTING CONDITIONS

NOVEMBER 29, 2021



TOWN OF WINDSOR

WELCH POOL RENOVATIONS



SCALE: 1/4" = 1'-0"

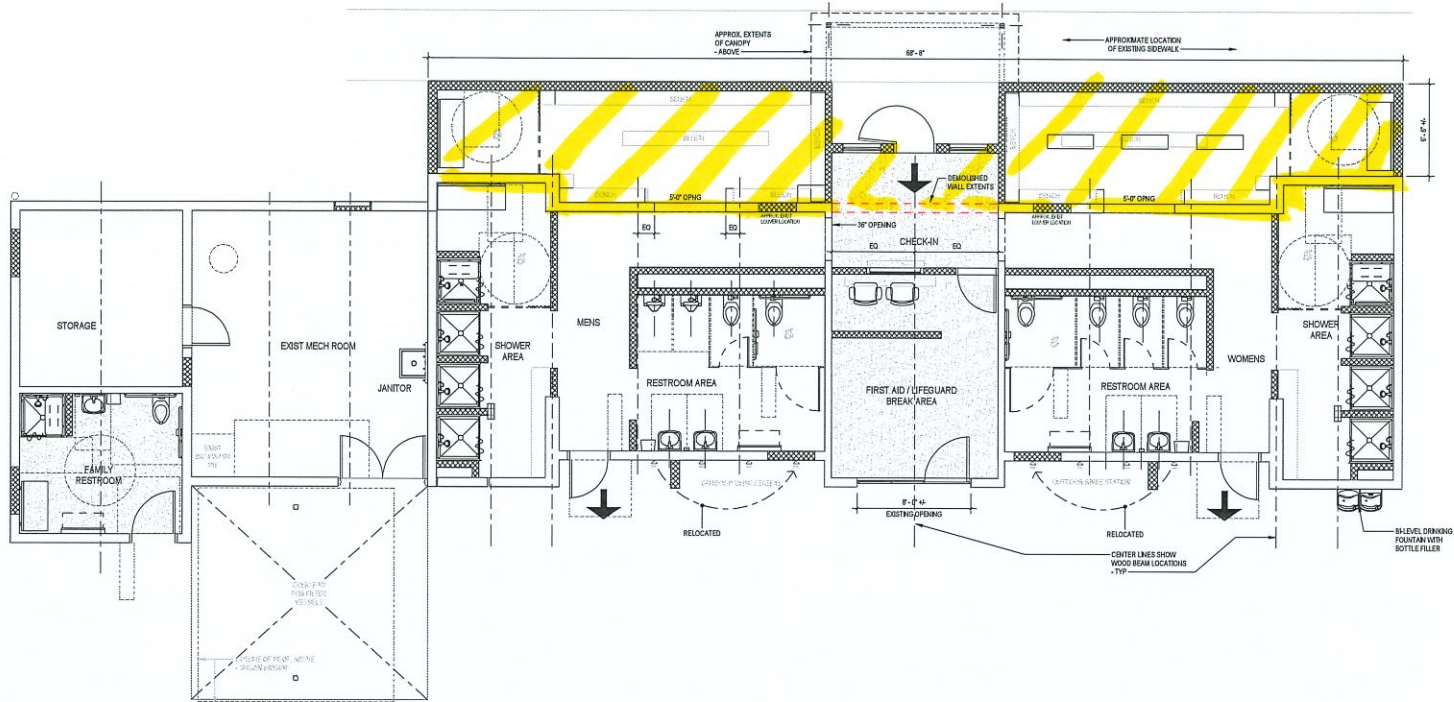


PROJECT TRUE

Weston & Sampson ^{INC.}

WELCH POOL - PROPOSED LAYOUT

NOVEMBER 29, 2021

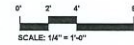


 = NEW SQUARE FOOTAGE



TOWN OF WINDSOR

WELCH POOL RENOVATIONS



Weston & Sampson

WELCH POOL



REMOVE TREE
(TYP.)

RELOCATE
LIGHT POLE

RELOCATE
LIGHT POLE

10' CONCRETE PAD
WITH INTEGRAL
CURB

RELOCATE
LIGHT POLE

INSTALL NEW 8'H
CHAIN LINK FENCE
REMOVE EXISTING
CHAIN LINK FENCE



**TOWN IMPROVEMENTS COMMITTEE
VIRTUAL MEETING
May 24, 2021
Special Meeting**

UNAPPROVED MINUTES

1. CALL TO ORDER

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

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Bob Jarvis, Director of Public Works/Town Engineer; Adam Kessler, Assistant Town Engineer; Paul Goldberg, Fire Administrator; Whit Przech, Building & Facilities Manager; Bill Lewis, Fire Chief; Danielle Batchelder, Board of Education Director of Business Services

2. PUBLIC COMMENT – None

3. REVIEW AND DISCUSSION OF ELECTRIC VEHICLE STATION

Assistant Town Manager Colby stated that in August of 2020, the Town Improvements Committee reviewed possible options on a fee structure for the EV charging station located in the town-owned parking lot at the corner of Broad Street and Maple Avenue. Staff had reviewed a range of municipal charging stations throughout the state and country and found that there are three common fee structures.

In September 2020, the Town Council approved that there be no fee charged for usage through July 1, 2021 and this would be a trial period for the town to collect data on the EV charging station usage. On January 18, 2021 the dual-port EV charging station was activated for use.

Chargepoint, the EV station software vendor, collects a 10% administrative and processing charge of total fees collected by the town.

In reviewing the possibility of creating a user fee, a primary question relates to whether the Town Council wishes to set a fee amount to achieve full cost recovery (minus administrative/processing fee) of the power consumed. Utilizing current billing rates and a 10% increase in usage, the projected cost for a full fiscal year is approximately \$6,275.

Assistant Town Manager Colby discussed three options for consideration; per hour fee, per kWh fee, or no charge.

MOVED by Councilor Wilkos, seconded by Councilor Black-Burke to recommend to the Town Council that the policy for the electric vehicle charging station reflect discounts of the delivery fees and only charge for the current kWh rate that we are billed by Eversource effective July 1, 2021 through December 31, 2021.

Motion Passed 3-0-0

4. REVIEW AND DISCUSSION OF PROPOSED FY 22-FY 27 CAPITAL IMPROVEMENTS PLAN

Town Manager Souza reviewed the Capital Improvements Plan format and noted the various funding sources for projects. The total bonding authorization in the 6 year plan is \$48.5 million, including four potential projects requiring referendums.

Chairman Dobler and committee members reviewed the draft Capital Improvements Plan starting with FY 22.

Town Manager Souza stated the following:

- Improvements at L.P. Wilson – we are looking at making improvements to the space in the senior center/social services area. For Social Services, interior renovations will be made and work stations will be relocated. Social Services is currently in a cramped area next to Recreation Services and their needs have grown over the last few years. We'd like to provide them with a different space and relocate them within the Recreation side of L.P. Wilson. There will not be a lot of changes to HVAC or systems, but mainly to the office space. This also includes the refinishing of the senior center fitness gym. It will take about \$30-\$35,000 to install new flooring. We are also looking to build a car port if possible to use as coverage for the Dial-A-Ride vans. The vans are currently open to all elements (rain, snow, etc.). Drivers are part-time and older and asking them to get onto step ladders to clean the vehicles is not a good risk management practice. We'd like to build something big enough (it wouldn't have walls) to cover at least four vehicles.
- Sage Park Athletic fields/Windsor High School Track – The High School track is wearing quicker than anticipated and is currently being evaluated. This week we are opening bids for Sage Park. If the bids are favorable, that may give some possibility to look at that track and get that track done. From a financial perspective, it might give us an opportunity to move that project. Bob Jarvis added that the track is no longer under warranty.

Councilor Dobler asked what was happening to the track – is it sinking? Bob Jarvis responded that the surface is delaminating from the bituminous concrete base. It's a latex material and the vendor that installed the track is no longer in business. This is the case for many track installation companies of the era this was installed. A combination

of workmanship and materials along with use have caused it to delaminate. At this point, the track will have to be scraped off and some repairs made to the bituminous base below to ensure its integrity as we go on through the years. The amount of that improvement is yet to be determined, but it is quite a substantial process to go through. Fortunately, our playing fields have weathered very well, but the track has not.

Councilor Dobler asked if there is a shelf life expectancy for the track. Mr. Jarvis stated that he didn't recall if that was spelled out or not. The synthetic field has a longer warranty period than the track.

Town Manager Souza said that at this point, it is not a safety issue but really a performance issue, but we'd like to get ahead of the curve. From a fiscal perspective, we might be able to bring this in after Sage Park has been reviewed. Depending on what happens, we may be able to allocate some of those funds to help fund the track project.

FY 2022

Councilor Wilkos made a comment about the Historic Monument and Ancient Cemetery Preservation.

Councilor Wilkos pointed out how he drove down through the Baker Hollow Road construction and noticed it was in bad condition. He stated that he would like to move this up from FY25. He believes we need to at least re-grade the road. He stated that this would be beneficial in helping with future development.

Chairman Dobler asked what the reasoning was behind moving up the water piping replacement. Mr. Przech stated that water is corroding the pipes causing small leaks but that it is not necessarily a safety concern. Councilor Wilkos asked if it would be replaced with pex tubing. Mr. Przech let him know they would be.

Councilor Black-Burke asked if all Board of Education restrooms would be updated. Ms. Batchelder stated that this will not be occurring at this time.

FY 2023

Discussion ensued around the Town Hall stairway railings.

Councilor Wilkos asked if there was a need for the brush truck at this time. Mr. Goldberg stated that this vehicle is a late 1970's brush truck. Mr. Lewis stated that this vehicle is absolutely necessary for Windsor and that it can be used in Northwest Park and Keney Park. Currently, this vehicle is piece-mealed together and needs to be jump started each time it is used.

Chairman Dobler commented on the Sharshon Park Improvements design.

FY 2024

Councilor Black-Burke asked if the Clover Street School Field Improvements would add improvements for the cricket field. Town Manager Souza stated that the improvements would primarily address the drainage issues.

Councilor Black-Burke asked if there was any thought on moving up the 330 Windsor Avenue Energy Recovery Improvements project. Mr. Przech provided a background on this project and what this would be addressing.

FY 2025

Councilor Wilkos asked where Ladder 2 was located. Chief Lewis stated that it was at the Poquonock Fire House.

FY 2026

No comments from the Committee on FY 26.

FY 2027

No comments from the Committee on FY 27.

MOVED by Councilor Black-Burke, seconded by Councilor Wilkos that the Town Improvements Committee recommends that the Town Council approve the proposed Capital Improvements Program for years FY 2022 – FY 2027 with the recommended changes.

Motion Passed 3-0-0

5. STAFF REPORTS

Town Manager Souza provided an update on a few of the items that were going to be introduced at the June 7th Town Council meeting, which included a request for additional design money for the International Drive Reconstruction Project, CT DOT revision to the CMAC Project Authorization Letter (PAL), SPMS Athletic Fields appropriation approval, and Helmsford Way easement approval.

6. APPROVAL OF MINUTES

a) November 5, 2020

MOVED by Councilor Black-Burke and seconded by Councilor Wilkos to approve the minutes of the November 5, 2020 meeting as presented.

Motion Passed 3-0-0



7. ADJOURNMENT

MOVED by Councilor Wilkos and seconded by Councilor Black-Burke to adjourn the meeting at 8:05 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Scott W. Colby Jr.
Assistant Town Manager