



**TOWN IMPROVEMENTS COMMITTEE
November 29, 2021
Special Meeting
In Person 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 Ronald Eleveld.

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Bob Jarvis, Director of Public Works/Town Engineer; Adam Kessler, Assistant Town Engineer; Paul Norris, Director of Recreation & Leisure Services Danielle Batchelder, Board of Education Director of Business Services; and Dr. Terrell Hill, Superintendent of Schools.

2. PUBLIC COMMENT – None

3. REVIEW AND DISCUSSION OF CAPITAL PROJECTS

Town Manager Souza provided an overview of the current FY 2022 projects which included:

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.

Councilor Eleveld asked if there was any HVAC work completed this past year. Ms. Batchelder mentioned that three new condensers were installed so that Board of Education staff could meet. They also worked to ensure that the windows could open.

Town Manager Souza stated that the entire building has a variety of different systems and that this would upgrade the HVAC systems and provide digital controls.

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.

Councilor Dobler asked when the estimated completion of the project would be. Town Manager Souza replied that this project was anticipated to begin in May of 2022 and be completed in the fall of 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)

Mr. Norris provided some background information on the project.

Councilor Black-Burke thanked staff for looking into the accessibility of the pools.

Mr. Norris also explained what changes meant from the current conditions to the proposed layout for bathroom stalls and shower stalls.

Councilor Eleveld asked what the walls are made of in the pool basin. Mr. Norris stated that the pool basin walls are made of concrete.

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.

Councilors and the Town Manager discussed possible locations for a relocation.

Councilor Eleveld asked if it was just the Montessori School program there.

Town Manager Souza stated that along with the Montessori program there was the Discovery Center programs.

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 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 consider approving a Project Authorization Letter (PAL) with CT DOT in February or March for the final design phase.

Councilor Eleveld asked what happens on Palisado when there is an accident on I-91. Mr. Kessler mentioned that the signals would also be adjusted as part of the project but that there would still be some congestion.

Councilor Dobler mentioned that it would be beneficial to see a visual of the plan.

Town Manager Souza mentioned that there would be an open house to also gather public input.

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 LOTICIP solicitation due in January 2022 with an anticipated construction period in 2023. Authorization to submit a LOTICIP 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.

Councilor Eleveld asked a clarifying question about the DOT facility and who would be paying for this project. Town Manager Souza stated that DOT staff has been in discussion with DOT and they are amendable to the current plan. It was also mentioned that the cost would be shared between Windsor and East Granby.

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.

Councilor Dobler mentioned that he would like the Wilson-Deerfield Advisory Committee along with the whole neighborhood to be part of the public input and feedback process.

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.

Town Manager Souza also provided a brief update on the geotechnical survey for Fitch Court.

4. STAFF REPORTS - None

5. APPROVAL OF MINUTES

a) May 24, 2021

MOVED by Councilor Black-Burke and seconded by Councilor Dobler to approve the minutes of the May 24, 2021 meeting as presented.

Motion Passed 2-0-1 (Eleveld abstained)

6. ADJOURNMENT

MOVED by Councilor Eleveld and seconded by Councilor Black-Burke to adjourn the meeting at 8:04 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Scott W. Colby Jr.
Assistant Town Manager