

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



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**AGENCY: Town Improvements Committee**

**DATE: November 29, 2022**

**TIME: 6:30 PM**

**PLACE: Town Hall - Ludlow Room**

**AGENDA**

1. Call to Order
2. Public Comment
3. \*Review and discussion of FY 23 capital projects
4. \*Discussion of use of American Rescue Funds for the Community and Neighborhood Enhancement Grant program
5. Staff Reports
6. Approval of Minutes
  - a) \*July 19, 2022
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: November 29, 2022

To: Members of the Town Improvements Committee

Prepared By: Robert Jarvis, Director of Public Works/Town Engineer  
Jenna Zinky, Project Engineer  
Whit Przech, Jr. Facilities Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Fiscal Year 2023 Capital Projects Review

### Background

Similar to most years, the Fiscal Year 2023 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 2023 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 major projects and any updated status information. 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 2023 projects include:

**Pavement Management Program** – This annual asset management effort involves street resurfacing, pavement reclamation or milling, thin overlays, and pavement preservation (i.e. crack seal and microsurfacing). 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 the repair of small sidewalk and curb sections. Funding is included in the adopted General Fund budget at \$178,000.

**Pavement Resurfacing at Town Facilities & Schools** – This annual asset management effort involves the repair of small sidewalk and curb sections. The adopted CIP reflects bonding in alternating years. The FY 23 bond financing is proposed at \$263,000.

**Baker Hollow Road Reconstruction** – This project includes the construction of Baker Hollow Road from Old Poquonock Road to Marshall Phelps Road. The project will include a 30-foot wide paved road with an adequate drainage system, curbing, and sidewalks throughout. The project is

currently in final design with construction anticipated to begin in summer 2023 based on funding authorization in spring 2023.

**Pigeon Hill Road Rehabilitation Design (Lamberton Rd to Addison Rd)** – This project includes the rehabilitation of Pigeon Hill Road from Lamberton Road to Addison Road. Town Council approved the appropriation of funding for survey and design services along with an extended project limit, from Lamberton Road to Marshall Phelps Road, in November. *Survey and geotechnical investigation are expected to be completed this winter. Construction is currently scheduled for FY 25.*

**River Street Roadway Rehabilitation (Poquonock Ave to Old River St)** – This project includes the rehabilitation of River Street from Poquonock Avenue to Old River Street. Survey and geotechnical was completed in June 2022. Design of improvements will be completed over the winter. Construction is expected in spring/summer 2023, but there may be a possibility of a delay until the fall of 2023 or 2024 based on overall project prioritization.

**Riverfront Trail Project (Windsor Center to East Barber Street)** – The construction of this trail will be part of a regional system. The proposed trail segment will traverse property owned by the State of Connecticut, the Loomis Chaffee School and three private owners. A State grant towards survey, wetland identification, initial design and permitting services has been awarded to the town. Staff is working with CT DEEP on grant agreements and expect designer selection to be initiated during winter 2023.

**Riverfront Trail Project (South of East Barber Street to Hartford City Line)** – In partnership with Riverfront Recapture, the town received a grant in 2021 to construct the section of trail from Meadow Road to a future Riverfront Recapture trail along the river. Design and permitting is underway. Total cost is now estimated at approximately \$1.02M. There is a funding gap of approximately \$520,000 which Riverfront Recapture is attempting to close. The Town Council has pledged \$50,000 of American Rescue Funds toward the project funding gap.

**Palisado Avenue Corridor Improvements and Wall Repair** – Design of improvements to the sidewalk, retaining wall, lighting, etc. between Windsor Center and the Historic District currently is scheduled for FY 23. The next step is to prepare an RFP for preliminary condition assessment and evaluation services.

**Sharshon Park Improvements** – Design of improvements to Sharshon Park are currently scheduled for funding in FY 23. The project includes improvements to the west fields at Sharshon Park including regrading and sodding fields, drainage improvements, addition of a multi-use field and potentially a Little League baseball field, storage for field equipment, portable bathrooms, a practice wall for lacrosse, and ADA accessible pathways. Review of desired project scope / elements will be initiated in the first quarter of new calendar year.

**Clover Street School Field Improvements Design** – This project was identified in the 2013 Athletic Field Master Plan. The project scope includes improvements related to drainage, regrading of the fields, turf establishment, and other miscellaneous amenities. An RFP for design services is currently under development and is anticipated to be advertised in December/January.

**Northwest Park Parking Lot Renovations** – This project calls for renovations to the present parking lot at Northwest Park to address drainage issues. Funding for survey and design was approved by Council in November and will be completed by spring 2023. Construction is expected in summer 2023.

**Wilson Gateway Park (Redevelopment Parcel)** – The proposed project will convert the vacant parcel at 458 Windsor Avenue into a public park. Additional public outreach and an advanced conceptual design has been completed. Preliminary design and cost estimates are expected by early winter with final design and bidding in late spring. Potential construction is anticipated to start in late summer/fall, based on availability of funding.

**LP Wilson Tennis Court Improvements Design** – This project proposes the reconstruction of the tennis courts at LP Wilson to create post-tension concrete pickleball and tennis court facilities. Discussion of conceptual layouts and construction bid documents are currently under development. The project is expected to be delivered in a design-build format. Construction funding is currently scheduled for FY 24. Funding authorization could be requested this winter to allow a spring or early summer construction start.

**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 lane of traffic in each direction, turn lanes, traffic signal modifications, and on-street parking. The intent is to create a safer more walkable environment for pedestrians. Survey and preliminary design has been completed. Design consultant selection for the final design phase is underway. Construction documents are expected to be completed in fall 2023 based on Town Council authorization in early winter to accept a \$200,000 State grant. Introduction of the authorization request expected in the next 60 days.

**Day Hill Road Adaptive Signal Project** – 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. 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 is currently under construction, with an anticipated completion in spring 2023.

**International Drive Reconstruction Phase 1 (Northbound)** – This pavement rehabilitation project is funded through the Local Transportation Capital Improvement Program (LOTICIP). The project construction funding for phase 1 (Northbound) was awarded based on a competitive selection process. The CT DOT provided an Authorization to Advertise on May 3, 2022. The project will be bid this winter with construction anticipated to begin in spring 2023.

### **Facilities**

**O'Brien Field House Evaluation Feasibility Study** - The PBC awarded this project to KBA of New Britain, CT. KBA held several meetings with high school Athletic Director and BOE staff to review athletic program requirements for girls and boys. KBA will be presenting the final draft of the Feasibility Study to the PBC at its December 13<sup>th</sup> meeting.

**Aquatic Facilities Improvements Project - Gosslee Pool** – The project went out to bid on October 17, 2022 with bids received on November 17, 2022. The PBC will review the bids and schedule interviews with contractors. The PBC expects to award this project in January 2023, subject to funding authorization by the Town Council.

**Sage Park Middle School HVAC Upgrades Project** – This project has been split into multiple phases. Construction was initiated in calendar 2022 but due to manufacturer's production logistics, installation of the remaining equipment has been delayed to summer 2023. The final phase went out to bid on October 24, 2022. Bids were received on November 22, 2022. The PBC will review the bids and schedule interviews with contractors. The PBC expects to award this project in January 2023 subject to funding authorization by the Town Council.

**LP Wilson Social Services Project** – This project is scheduled to be completed in early to mid December, with Social Services scheduled to relocate into the renovated area at that time. A portion of this project is already complete; relocation of the Senior Center Lounge and renovation of Senior Center Staff office area.

**LP Wilson Community Center HVAC Improvements Project** – This project is scheduled to go out to bid on December 1, 2022. Bids are due on January 3, 2023. The PBC will then review the bids and schedule interviews with contractors. Request for funding authorization is expected in February or early March.

**330 Windsor Avenue Community Center Gymnasium HVAC Improvements Project** – This project work has been delayed due to equipment production logistics. The three new roof top units are scheduled for delivery in March 2023. Most of the preparation work that can be completed has been completed. The PBC expects this project to be completed by April 30, 2023.

**Milo Peck Child Care School HVAC Replacement Project** - The PBC has directed the project mechanical engineers to complete a study evaluating the original project with natural gas versus an all-electric design. The evaluation compares both options' construction costs, annual operating costs, and lifetime equipment replacement costs. The PBC has twice met with the town's Clean Energy Committee to discuss the pros and cons of both project options. At the time of this writing the PBC is reviewing this report with a decision expected at their next meeting on December 13<sup>th</sup>.

**LP Wilson Community Center BOE Restroom Renovation Design Project** – The PBC awarded this project to Russell and Dawson. After several months of review, the PBC has approved final construction drawings. This project is scheduled in the CIP for construction funding in FY 25.

**Clover Street School Roof Replacement Project** – The PBC awarded this project to Hibbard and Rosa. After several months of review, the PBC has approved final construction drawings. This project is scheduled in the CIP for construction funding in FY 26.

**Clover Street School ADA Restroom Improvements Design Project** - The PBC awarded this project to Russell and Dawson and has approved final construction drawings. This project is scheduled for construction funding in FY 24.

**Sage Park Middle School Roof Replacement Design Project** – The PBC awarded this project to Hibbard and Rosa. The architect is in the process of completing construction drawings. The PBC expects to receive completed drawings at its first meeting in January 2023. This project is scheduled in the CIP for construction in FY 24.

**Poquonock Elementary School roof Replacement Design Project** – The PBC awarded this project to Hibbard and Rosa. The architect will begin on this project after completing the project drawings for Sage Park Middle drawings. This project is scheduled in the CIP for construction in FY 25.

**JFK Elementary School HVAC System Upgrades Phase III Project** – This project includes installation of items that were value engineered out of the original HVAC Project in summer 2018. Those items include gymnasium air conditioning, nine areas of hallways, offices, kitchen exhaust fresh air make-up unit, and replacement of four cabinet unit wall heaters located by four building egresses. These construction drawings were created by the original firm, Silver Petrucelli. This project went out to bid on November 15, 2022. Bids are due on December 20, 2022. The PBC will review these bids at its first meeting in January 2023. Funding for this project is slated to come from BOE grants. At this time any needed funds above the BOE grant amounts are expected to be requested to be approved by the Town Council.


**Sage Park Middle School Slab Moisture Mitigation Design Project** – This project is for the slab moisture issues on the first floor of building. The effected slab areas are located in the 1994 addition of 59,885 sq. ft. to this building. Issues include water seeping up through the slab, compromised vinyl flooring adhesion, gymnasium wood flooring buckling, and safety concerns for students and staff. An RFP for design services went out to bid on October 26, 2022 and the RFQ replies were received the week of November 21<sup>st</sup>. Request for funding related to design work is expected to be introduced in January or early February once PBC has completed reviews and interviews.

## Agenda Item Summary

Date: November 29, 2022

To: Members of the Town Improvements Committee

Prepared By: Scott Colby, Jr., Assistant Town Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Community & Neighborhood Enhancement Grant Program

### Background

Earlier this year, staff presented an overall framework along with a potential allocation plan for the American Rescue Funds (ARF). One of the areas of focus relates to supporting community organizations, civic groups, neighborhood groups as well as not-for-profit entities to develop or enhance community programs, along with completing small scale improvement projects as a way to bring residents together.

At this time, grant parameters and program guidelines are being presented for Town Council review and consideration.

### Discussion/Analysis

Proposed guidelines are modeled in part after a previous town initiative called the Volunteer Support Program. The proposed program is designed to provide financial assistance for community-led efforts such as small scale public improvements, public events / programs, neighborhood-wide activities, and community clean-ups. Proposals need to demonstrate a clear public benefit. Grants are not meant to provide funding for regular ongoing organizational operations or fundraising efforts.

It is envisioned grants could be up to \$5,000 and the applicant group would need to contribute a match valued at 50% or more of the grant award. The match could consist of donated professional services, donated materials or supplies, and volunteer labor or cash.

Applications to assist one-time community events or programs are eligible as are annual events or a specific program provided that the sponsoring organization is not otherwise receiving more than \$5,000 of financial assistance from the Town of Windsor for said annual event/specific program.

Grant requests may be submitted by any Windsor volunteer organization, neighborhood association, Town of Windsor Board or Commission, or a group – that does not need to be designated as a not for profit organization.

It is staff's desire to have the Town Council approve program guidelines and authorize funding prior to the end of the calendar year. Based on a December authorization, staff would publicize the program availability in the first two months of 2023 with grant applications due in late March or early April.

Financial Impact

The Town Council's adopted American Rescue Funds framework includes a potential allocation of \$100,000 towards a Community & Neighborhood Enhancement Grant Program. 95% of the allocation would be available for grant awards and 5% would be used for administration costs (e.g. public outreach, marketing, administration). Nineteen individual grants could be awarded if each grant amount were at the \$5,000 maximum.

Other Board Action

None

Recommendations

If the Town Improvements Committee is in agreement the following motion is recommended for approval:

**“MOVE that the Town Improvements Committee recommend to the Town Council the approval of \$100,000 in American Rescue Funds for the Community & Neighborhood Grant Program.”**

Attachments

Draft Program Guidelines



**Draft**

**Community & Neighborhood  
Enhancement Program Grant  
Guidelines**



## **Town of Windsor Community & Neighborhood Enhancement Program Grant Guidelines - DRAFT**

### **Program Funding**

The Town Council has appropriated American Rescue Funds to establish the Community & Neighborhood Enhancement Program. This initiative is aimed to assist community groups and neighborhoods with small-scale physical improvement projects as well as annual or one-time events sponsored by eligible organizations. These funds have been appropriated by the Windsor Town Council and are administered by the Town Manager and his/her designees.

### **Eligibility**

Enhancement efforts to community or neighborhood facilities as well as community based programming are eligible for consideration, provided the proposal offers a clear public benefit.

Eligible activities are limited to:

- physical improvements to facilities
- one-time community event or program
- annual event or specific program provided that sponsoring organization is not otherwise receiving more than \$5,000 financial assistance from the Town of Windsor for said annual event/specific program.

Grant requests may be submitted by any Windsor volunteer organization, neighborhood association, Town of Windsor Board or Commission, or group (that does not need to be designated as a not for profit organization) interested in undertaking an enhancement effort or an event/program. Enhancement efforts in neighborhoods with established or recognized organizations or associations must have the support of those bodies. Enhancement efforts on school grounds must have support of the school administration.

### **Examples of Eligible Projects**

The parameters of an "eligible" project are purposefully broad to encourage creativity. Neighborhood and community groups should assess their needs and submit applications for a project that meets their individual requirements and organizational capacity.

Some examples of the types of programs envisioned for the program include:

- Improvements to sports and park facilities;

- Erecting new playground equipment or other recreational items;
- Landscaping and beautification improvements;
- Sponsoring a neighborhood-wide activity;  
(e.g. block party, clean up event)
- A one day conference sponsored by a local youth group.

### **Program Criteria**

All applications must conform to the following criteria:

- 1) For each dollar requested from the Community & Neighborhood Enhancement Program, the volunteer organization must contribute match items that, in sum, equal or exceed 50% of the value of the amount requested;
- 2) Match items can be donated professional services; donated materials or supplies; and volunteer labor or cash. All volunteer labor is valued at \$15.00/hr. Professional services are valued at the "reasonable and customary rate";
- 3) Assistance from Town staff, other Town funds, or time spent preparing the grant application or fundraising cannot be counted as match;
- 3) Professionals or volunteers who donate their services as part of the match cannot be compensated with Community & Neighborhood Enhancement Program money;
- 4) Funding cannot be utilized for regular ongoing organizational operations or fundraising efforts;
- 5) The proposed match must be "expended" during the life of the project neither prior to an award nor after the project time limit has expired;
- 6) Extension of the agreed upon project time limit must be requested by the applicant in writing prior to the expiration of the time limit. Budget extensions are subject to approval;
- 7) Volunteer organizations or groups who fail to complete their projects within the time limit, without an approved extension, will be ineligible to receive further assistance from the Volunteer Support Program;
- 8) The maximum grant amount that may be requested per project or program is \$5,000.
- 9) Participation in one funding round does not preclude participation in any future rounds. However, projects sponsored by former grant recipients will receive lower priority than those presented by new applicants. Similarly, applications sponsored by organizations currently receiving funds from other Town programs will receive lower priority than applications from organizations not receiving financial assistance from the Town.

### **Application Requirements**

Award applications must include:

- 1) A written description of the enhancement;
- 2) A detailed breakdown of the proposed match;

- 3) A project schedule;
- 5) Written support from any applicable property owner, neighborhood association, school, etc.;
- 6) A description of how the enhancement will be maintained after completion.

#### **Review and Selection Procedure**

The Town Manager and appropriate staff review applications, select awards and make periodic program updates to the Town Council. The review process focuses on:

- 1) Completeness of application;
- 2) Adequacy and proof of proposed match;
- 3) Interview with applicant (if deemed necessary);
- 7) Compliance with all building, fire, health, zoning and safety codes and regulations;
- 5) Agreed upon time limit for project;
- 6) Review by the Risk Manager and Town Attorney for liability concerns and compliance with State laws regarding financial contributions by local governments; and
- 7) Final determination of eligibility. (The Town reserves the right to reject applications that, in the opinion of the review panel, do not meet the intent and criteria of the program.)

#### **Who to Contact for Assistance**

Applications are available on-line at \_\_\_\_\_. Anyone with questions or wishing assistance with the application process should contact Flavia Re DeCastro at 860-285-1985 or [reydecastro@townofwindsorct.com](mailto:reydecastro@townofwindsorct.com)



**TOWN IMPROVEMENTS COMMITTEE**  
**July 19, 2022**  
**Special Meeting**  
**HYBRID Meeting**  
**UNAPPROVED MINUTES**

**1. CALL TO ORDER**

Chairman Jim Dobler called the meeting to order at 5:30 p.m. Present was Councilor Ronald Eleveld.

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Bob Jarvis, Director of Public Works/Town Engineer; Paul Norris, Director of Recreation & Leisure Services; Bill Lewis, Fire Chief; Whit Przech, Building & Facilities Manager; and Paul Goldberg, Fire Administrator.

Absent: Councilor Black Burke

**2. PUBLIC COMMENT - None**

**3. REVIEW AND DISCUSSION OF CAPITAL PROJECTS**

Town Manager Souza gave a few highlights of the FY 2023 – FY 2028 proposed Capital Improvements program as follows:

- The CIP includes approximately \$8.8 million for street resurfacing, pavement reclamation, milling, lot repaving, curb replacement, minor drainage improvements, and other pavement repair work. In addition, the 6-year period includes major street reconstruction or rehabilitation projects at an estimated cost of \$21.3 million. Of the total \$30.1 million included for the asset management of town roadways, \$7.6 million is planned to come from state and/or federal funding sources.
- Projected debt service ratios based on a five-year financial forecast, inclusive of all projects requiring voter referendum, are not projected to exceed the 8% policy goal in any year of the proposed CIP.
- The proposed CIP identifies \$20 million in cash-funded projects. The sources for cash funding projects are primarily appropriations from the annual General Fund as well as requests for monies from the Capital Projects Fund Assigned Fund balance and the General Fund Unassigned Fund Balance. The Capital Projects Fund source fluctuates from year to year as that fund is comprised of closed-out balances from completed projects.
- Outdoor Pool Facilities projects (Goslee and Welch) are in the final design phase currently and construction is proposed to be done in two phases. Funding for Goslee is slated for FY 23 followed by Welch in FY 24.
- The proposed CIP forecasts \$66.36 million in bonding authorization.



- The 6-year CIP cycle includes three projects that would require voter approval based on current estimated costs. These projects are:
  - Broad Street Road Diet
  - BOE – Windsor High School – Heating and Ventilation System Replacement
  - BOE – Windsor High School Roof Replacement
- There are several large projects between Sage Park Middle School and Windsor High School totaling \$17.24 million which are incorporated over the 6-year period. Projects range from roof replacement, heating and mechanical equipment replacements, and floor replacements to the installation of air-conditioning systems.

Town Manager Souza stated that historically, Windsor has adhered to recommended best practices to maintain a debt burden that is in line with available resources. Windsor works to hold total debt service requirement to within 8% of total operating expenditures. This is consistent with recommendations from bond rating agencies that debt service be held to within 5% to 15% of the total operating budget. In recent years, borrowing has been structured to allow for the relatively quick retirement of outstanding debt.

### **FY 2023**

Town Manager Souza mentioned the LP Wilson Tennis Court improvement. He stated that design would be a time to explore the expressed interest in having more designated pickleball courts. Mr. Norris explained the aspects of pickleball courts and tennis courts.

Town Manager Souza mentioned that based upon the ARF framework, approximately 60% of these funds would go towards Capital Projects.

Councilor Eleveld inquired about the Broad Street Road Diet. He commented that people have expressed concern about when there is an accident on I-91 it could create traffic issues in Town Center. Town Manager Souza stated that is something staff and the consultants continue to explore. Councilor Dobler inquired about where we are in the process. Town Manager Souza stated that we are still working with the consultant and CT Department of Transportation. Councilor Dobler made a comment regarding speed tables at the designated crosswalks.

Councilor Dobler made a comment about the cost of the LP Wilson Tennis Court Improvements.

Councilor Eleveld asked about the wall repairs at the Palisado Avenue Corridor Improvements and Wall Repairs. Mr. Jarvis mentioned this would entail of repairs to the wall.

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Councilor Eleveld commented about the Town Hall Replacement of Domestic Water Piping.

### **FY 2024**

Town Manager Souza mentioned that the CIP has been used as planning costs for fire apparatus. Chief Lewis mentioned some of the fire apparatuses. He stated he would prefer in FY 24 this to be Engine 8 instead of Engine 1. They are looking to replace Engine 1 in 2029. This would be a light-duty apparatus with a 15-20 year life cycle.

Councilor Eleveld asked about the Core Networking Equipment and what this was. Town Manager Souza mentioned that the equipment was installed in 2009 and has reached the end of its life cycle.

Councilor Eleveld inquired about the Wilson Route 159 Corridor Enhancement project. Town Manager Souza mentioned there would be some repairs and beatification elements.

Councilor Dobler inquired about the International Drive Rehabilitation (Phase 2) project. Town Manager Souza stated that the first phase was funded by the CRCOG LOTCIP grant. We have submitted an application for Phase 2 of this project under the CRCOG LOTCIP solicitation.

Councilor Eleveld inquired about the Park Master Plan. Mr. Norris mentioned that this would consist of taking inventory of or current parks and holding engagement meetings with residents about what amenities they would like to see. They would also look at potential costs and potential timelines. Town Manager Souza mentioned that the Town would possibly look to include school parks pending a discussion with the Board of Education as many school parks also act as neighborhood parks.

### **FY 2025**

It was mentioned that the Pigeon Hill Road Rehabilitation was pushed back to FY 2025 to move the Baker Hollow Road Reconstruction to FY 2023.

Town Manager Souza mentioned that the Board of Education – LP Wilson Main Hall Restroom Renovation was a potential project that the BOE may like to move up to an earlier year.

Councilor Eleveld commented on the River Street - Repair Culvert and Stream Bed project. Mr. Jarvis provided some details on this project.



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### **FY 2026**

Councilor Eleveld inquired as to the location for the Veteran Memorial Cemetery Expansion & Enhancements. Town Manager Souza explained it would be in the rear of the site and to the parcel adjacent to the cemetery.

Councilor Dobler inquired about the Intersection Improvements for the Capen Street at Sage Park Road Design. He mentioned that many people who had talked with him were interested in the possibility of a traffic circle/roundabout at that location.

Councilor Eleveld asked who owned the Train Station. Town Manager Souza explained the ownership of the Train Station. Currently the Windsor Arts Center rents out the space.

Councilor Dobler asked about updates on the Railroad Quiet Zone. Town Manager Souza explained that we are currently exploring funding opportunities. There have also been discussions about a regional approach to this matter as well.

### **FY 2027**

No comments.

### **FY 2028**

No comments.

### **Unscheduled Projects**

No comments.

MOVED by Councilor Eleveld, seconded by Councilor Dobler that the Town Improvements Committee recommends that the Town Council approve the proposed Capital Improvements Program for years FY 2023 – FY 2028 as presented.

Motion Passed 2-0-0 (Councilor Black-Burke absent)

## **4. STAFF REPORTS**

Town Manager Souza discussed some current projects and provided an update the following:

- Baker Hollow Road Design & Reconstruction
- Windsor High School Track Surfacing
- Wilson Gateway Park
- Evaluation of the Windsor High School field hours





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- Milo Peck HVAC, Electrical, and Energy Improvements

## **5. APPROVAL OF MINUTES**

a) November 29, 2021

MOVED by Councilor Eleveld and seconded by Councilor Dobler to approve the minutes of the November 29, 2021 meeting as presented.

Motion Passed 2-0-0 (Councilor Black-Burke absent)

## **6. ADJOURNMENT**

MOVED by Councilor Eleveld and seconded by Councilor Dobler to adjourn the meeting at 6:38 p.m.

Motion Passed 2-0-0 (Councilor Black-Burke absent)

Respectfully Submitted,

Scott W. Colby Jr.  
Assistant Town Manager