



**TOWN IMPROVEMENTS COMMITTEE  
November 29, 2022  
Special Meeting  
HYBRID Meeting  
APPROVED MINUTES**

**1. CALL TO ORDER**

Chairman Jim Dobler called the meeting to order at 6:30 p.m. Present was Councilor Ronald Eleveld and Councilor Nuchette Black-Burke.

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; Whit Przech, Building & Facilities Manager; and Paul Goldberg, Fire Administrator.

**2. PUBLIC COMMENT - None**

**3. REVIEW AND DISCUSSION OF FY 23 CAPITAL PROJECTS**

Town Manager Souza provided an update on the FY 23 Capital projects as follows:

**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.

Councilor Black—Burke asked how this program works and how sites are selected. Mr. Jarvis discussed this program. He stated that they review complaints and through inspections they prioritize selected areas looking at safety, which may be a repairing a simple trip hazard to replacing full sections.

**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.

Councilor Dobler inquired about the acreage that would open up for potential development. Town Manager Souza provided a review of the lots on this road.

Councilor Eleveld asked about Old Poquonock Road. Mr. Jarvis explained that a surface coating was completed a few years ago.

**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

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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.

**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.

Councilor Eleveld asked if there is the potential for any overlap in regards to scope with the proposed Wilson Gateway Park. Town Manager Souza mentioned that staff would need to review the Park Masterplan from twelve years ago as the needs could have changed during this time.

**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, re-grading 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.

Councilor Black-Burke asked for clarification as to why this would remain as gravel. Town Manager Souza explained that this product is to focus on the drainage component. Keeping the gravel keeps with the aesthetic of the surrounding area. There is also a cost factor to repaving this lot.

Councilor Eleveld asked if we would be adding more gravel back to the lot. Mr. Jarvis stated that they would look to replenish areas where gravel may have been lost.

**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.

Town Manager Souza stated that they would look to test the concepts with the Wilson/Deerfield Advisory Committee in the coming weeks and bring back to the Town Improvements Committee possibly in January.

**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.

Mr. Norris explained the project in further details. Mr. Jarvis indicated that they will be going out to bid mid to late December of 2022 with bids being due towards the end of January of 2023.

Councilor Dobler asked when residents could start playing on the courts. Mr. Jarvis indicated potentially around mid to late August.

**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.

Councilor Dobler had asked if we're exploring the possibility of speed bumps at the cross walks. Town Manager Souza that is being explored but that DOT has not been supportive of this element.

**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

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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 productions 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.

**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'

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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>.

**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.

Councilor Eleveld asked if there was a basement underneath that portion of SPMS. Mr. Jarvis stated that there was no basement under that portion and the reasoning for the moisture is the upwards water pressure from the ground water.

#### **4. DISCUSSION OF USE OF AMERICAN RESCUE FUNDS FOR THE COMMUNITY AND NEIGHBORHOOD ENHANCEMENT GRANT PROGRAM**

MOVED by Councilor Eleveld, seconded by Councilor Black-Burke 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.

Town Manager Souza stated 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.

Motion Passed 3-0-0

**5. STAFF REPORTS - None**

**6. APPROVAL OF MINUTES**

a) July 19, 2022

MOVED by Councilor Eleveld and seconded by Councilor Dobler to approve the minutes of the July 19, 2022 meeting as presented.

Motion Passed 2-0-1 (Councilor Black-Burke abstained)

**7. ADJOURNMENT**

MOVED by Councilor Black-Burke and seconded by Councilor Eleveld to adjourn the meeting at 7:42 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Scott W. Colby Jr.  
Assistant Town Manager