

TOWN OF WINDSOR, CONNECTICUT
Special Meeting Notice



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AGENCY: Town Improvements Committee

DATE: July 18, 2023

TIME: 6:30 PM

PLACE: Town Hall - Ludlow Room

AGENDA

1. Call to Order
2. Public Comment
3. *Discussion of draft Capital Improvements Program for FY 2024-FY 2029
4. Staff Reports
5. Approval of Minutes
 - a) *January 30, 2023
6. Adjournment

*Backup materials


Public Act 75-312 requires notice of Special Meetings to be posted in the Town Clerk's Office not less than 24 hours prior to the time of such meeting. No other business shall be considered at this meeting than that listed on this Agenda.

Agenda Item Summary

Date: July 18, 2023

To: Members of the Town Improvements Committee

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

Reviewed By: Peter Souza, Town Manager 

Subject: Oliver Ellsworth Elementary School

Background

The town's six year Capital Improvement Program (CIP) for FY 2024-FY 2029 includes project descriptions and projected costs by fiscal year and was introduced to the Town Council on June 20th. Also, attached is a memo regarding the possible inclusion of a project at Oliver Ellsworth School. As the memo outlines the school has been experiencing elevated levels of interior humidity and moisture. Although some adjustments have been made to the current system, elevated humidity and moisture levels continue to be present within the facility. Improvements to the existing HVAC system are proposed.

The Wilson Gateway Park was inadvertently not included in the proposed Draft CIP FY 2024 – FY 2029. The estimated project cost is \$4.5 million using a combination of state and federal grants.

Discussion/Analysis

The information that the six year CIP provides regarding the short-term and long-term financial impacts of undertaking projects enables policy makers to balance town priorities with the town's financial capability to pay for identified projects.

Historically, Windsor has adhered to recommended best practices in order 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.

Below are a few highlights of the proposed CIP:

- The CIP includes approximately \$8.9 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 \$19.2 million. Of the total \$30.1 million included for the asset management of town roadways, \$5.1 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 \$23.4 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 (Welch and Veteran's) are included. Welch Pool design has been completed and construction is proposed in FY 24. Funding for Veteran's Pool design is in FY 26 with construction in FY 28.
- The proposed CIP forecasts \$78.91 million in bonding authorization.
- The 6-year CIP cycle includes six projects that would require voter approval based on current estimated costs. These projects are:
 - Broad Street Road Diet
 - Town Facility Improvements – Milo Peck HVAC, Electrical, and Energy Improvements
 - BOE – Windsor High School – Heating and Ventilation System Replacement
 - BOE – Windsor High School Roof Replacement
 - Town Facility Improvements – Veteran's Pool Improvements
 - BOE – Windsor High School Fieldhouse Renovations
- There are several large projects between Clover Street Elementary School, Oliver Ellsworth Elementary School, Poquonock Elementary School, Sage Park Middle School and Windsor High School totaling \$35.05 million which are incorporated over the 6 year period. Projects range from; roof replacement, heating and mechanical equipment replacements, floor replacements and the installation of air-conditioning systems.

Financial Impact

If funding were to be authorized for all projects listed in the CIP as proposed, annual debt service payments would be expected to increase from roughly \$8.9 million in FY 2024 to a peak of approximately \$10.7 million in FY 2028. The pay-as-you-go portion of the CIP (which is included in the annual operating budget) would range from \$3.0 million to \$2.6 million per year during that period. As a result of this, the debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Other Board Action

The Capital Improvements Committee completed their review of the proposed CIP on June 7th. The Committee voted to recommend that the proposed FY 2024-FY 2029 CIP be approved with the suggestion that the additional fire hydrants project in FY 26 be moved up if possible. We have spread this out over the course of three fiscal years based upon priority from the Fire Marshal's Office. This item will also be going to the Town Planning & Zoning Commission for a request of an 8-24 on July 11th.

Recommendations

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

“MOVE to recommend to the Town Council the approval of the FY 2024 – FY 2029 CIP.”

Attachments

Memo on Oliver Ellsworth School Humidity/Moisture Control Project


6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2024- FY 2029 Capital Improvement Program online at:

<https://townofwindsorct.com/finance/documents/fy-2024-2029-cip/>



First in Connecticut. First for its citizens.

Date: July 18, 2023
To: Members of the Town Improvements Committee
From: Peter Souza, Town Manager 
Subject: Possible Inclusion of Oliver Ellsworth School Humidity/Moisture Control Project

Oliver Ellsworth Elementary School experiences elevated levels of interior humidity and moisture. Board of Education staff and on-call maintenance technicians have been working to try and alleviate the issue. Although adjustments to the system have made improvements, the elevated humidity and moisture levels continue to persist in the building this summer.

Staff from the Board of Education has had a preliminary assessment of the facility's HVAC system completed by a mechanical engineer. To address the issue of elevated humidity levels in the building the consulting engineer is recommending that the method of introducing outside air into the building be modified by installing a system of dedicated outside air units that are equipped with air cooled electric heat pumps for both heating and cooling. Additional work to modify the existing chilled water system is also recommended as is a full evaluation/commissioning of the existing HVAC control system.

Due to timing of the CIP process and the completion of the system assessment this project is not included in the draft FY 24 to FY 29 CIP.

It is requested that the committee consider incorporating a project for improvements to Oliver Ellsworth Elementary School HVAC project. Preliminary project cost estimate including design, commissioning, construction and contingency is between \$2.6M and \$2.8M. It is recommended that design and commissioning funding be authorized early this fall so that design could commence. Design could be funded through the General Fund Unassigned Fund Balance. Potentially the project could be bid in the first quarter of calendar year 2024 which may allow for a summer 2024 construction start depending on equipment availability.

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY23 Adopted CIP
FY 2024							
Pavement Management Program	1,110,000	930,000		180,000			
Sidewalk and Curb Replacement Program	185,000	185,000					
Stormwater Management Improvements	350,000		350,000				
Millbrook Enhancement Project - Stream Stabilization (Planning & Design)	420,000					420,000	NEW
Tree Replacement Program	35,000					35,000	1
Historic Monument and Ancient Cemetery Preservation	120,000					120,000	2
Fleet and Public Works Equipment Replacement	879,700	814,000				65,700	3
Town Facility Improvements - Core Networking Equipment	295,000	295,000					
Town Facility Improvements - Goslee Pool Tile Markings and Fencing Repair	60,000					60,000	3
Town Facility Improvements - Town Clerk's Office	75,000					75,000	3
Town Facility Improvements - Town Hall Replacement of Domestic Water Piping	110,000					110,000	1
Town Facility Improvements - Food Bank	60,000					60,000	3
BOE - LP Wilson HVAC Improvements - North Phase II (Construction)	2,555,000		2,555,000				Cost updated & Changed to four phases
Day Hill Road Pedestrian Circulation Enhancements (Day Hill from Marshall Phelps to Helmsford Way, Construction)	263,000					263,000	1 Moved from FY 23
International Drive Rehabilitation (Construction - Phase 2 Westbound)	2,290,000		2,290,000				Was grant funding
Street Reconstruction - Basswood Road (Design)	210,000					210,000	2 Construction FY 27 & Changed funding from bonding to GF Unassigned Fund Balance
Town Facility Improvements - Welch Pool Improvements	2,750,000		2,750,000				
Athletic Field Improvements - Clover Street School Field Improvements (Construction)	640,000		640,000				Cost updated
Athletic Field Improvements - O'Brien Field Turf Replacement (Design)	63,000					63,000	1
Playscape Equipment Replacement	110,000	110,000					NEW
Town Facility Improvements - NW Park Parking Lot Improvements	200,000	200,000					
Public Safety Equipment Fund	500,000	500,000					
BOE - Windsor High School Fieldhouse Renovation (Design)	66,000					66,000	1 Construction moved to FY 29 from FY 26
BOE - Sage Park Roof Replacement (Construction)	2,900,000		2,900,000				
BOE - Clover Street School - ADA Coda and Restroom Renovations (Construction)	1,350,000		1,350,000				
BOE - Windsor High School - HVAC Systems Replacement (Design)	266,000					266,000	2 Designed moved from FY 25 & Construction moved to FY 29
Subtotal FY 2024	17,862,700	3,034,000	12,835,000	180,000	-	1,813,700	
FY 2024 Projects Anticipated to Require Voter Approval							
Broad Street Road Diet (Construction)	4,600,000		500,000	4,000,000			Moved from FY 23
Town Facility Improvements - Milo Peck HVAC, Electrical, and Energy Improvements (Construction)	3,995,000		3,995,000				Moved from FY 23
Subtotal FY 2024	8,495,000		4,495,000	4,000,000			
GRAND TOTAL FY 2024	26,357,700	3,034,000	17,330,000	4,180,000	-	1,813,700	
1 Capital Projects Fund Assigned Fund Balance (Total = \$537,000)							
2 General Fund Unassigned Fund Balance (Total = \$866,000)							
3 Community Investment Initiatives (Total = \$680,700)							

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY23 Adopted CIP
FY 2025							
Pavement Management Program	1,120,000	940,000		180,000			
Sidewalk and Curb Replacement Program	210,000	210,000					
Pavement Resurfacing at Town Facilities & Schools	281,000					281,000	² Changed funding source from bonding to GF Unassigned Fund Balance
River Street - Repair Culvert and Stream Bed (Design)	92,400					92,400	¹
Fleet and Public Works Equipment Replacement	814,000	814,000					
Town Hall Roof Replacement Project (Design)	41,000					41,000	¹
Town Facility Improvements - LP Wilson HVAC Improvements - South Phase III (Construction)	2,555,000		2,555,000				Cost updated & Changed to four phases
Pigeon Hill Road Rehabilitation (Lamberton to Addison Rd, Construction)	715,000		715,000				
Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Design)	26,000					26,000	¹
Day Hill Road Ped. Circulation Enhancements (Marshall Phelps from Day Hill to Orange Way, Construction)	282,500					282,500	² Changed funding source from bonding to GF Unassigned Fund Balance
River Street Roadway Rehabilitation (Poquonock Ave to Old River St, Construction)	649,000		649,000				Moved from FY 23
Construct Sidewalks - Arterial Roads (Design)	76,000					76,000	¹
Athletic Field Master Plan - Sharshon Park Improvements (Construction)	837,000		837,000				
Athletic Field Improvement - O'Brien Field Turf Replacement (Construction)	1,095,000		1,095,000				Cost reduced based on discussions with consultants/installers
Replace Tennis/Pickleball Courts at Welch Park (Design/Build)	1,000,000		1,000,000				NEW
Public Safety Fund - Wilson Firehouse Interior Renovations and Roof Replacement	316,000	316,000					
Public Safety Equipment Fund - Replace Engine 8	1,217,700	284,000	633,700			300,000	³ Moved from FY 24 & Cost updated
BOE - L.P. Wilson - Main Hall Restroom Renovation (Construction)	880,000		880,000				
BOE - LPW Roof Replacement Project - (North End - Design)	100,000					100,000	¹
BOE - Poquonock Elementary School Roof Replacement	2,330,000		2,330,000				
BOE - Windsor High School Roof Replacement Project (Design)	270,000	270,000					
Subtotal FY 2025	14,707,600	2,834,000	10,494,700	180,000	-	1,198,900	
FY 2025 Projects Anticipated to Require Voter Approval							
BOE - Windsor High School HVAC Systems Replacement (Construction)	3,555,000	-	3,555,000	-	-	-	Cost reduced to reflect FY22 Improvements
Subtotal FY 2025	3,555,000	-	3,555,000	-	-	-	
GRAND TOTAL FY 2025	18,262,600	2,834,000	14,049,700	180,000	-	1,198,900	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$335,400)
² General Fund Unassigned (Total = \$563,500)
³ Public Safety Equipment Fund (Total = \$300,000)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY23 Adopted CIP
FY 2026							
Pavement Management Program	1,140,000	960,000		180,000			
Sidewalk and Curb Replacement Program	230,000	230,000					
Stormwater Management Improvements	330,000		330,000				
Fleet and Public Works Equipment Replacement	800,000	800,000					
Tree Replacement Program	40,000					40,000 ¹	
Train Station Boiler Replacement	225,000					225,000 ³	Moved from FY 26
Town Facility Improvements - Core Server Replacements	149,000	149,000					NEW
Town Hall Roof Replacement (Construction)	567,000		567,000				
Town Facility Improvements - Main Library Roof Top Unit Replacements (Design)	30,000					30,000 ¹	NEW
Town Facility Improvements - Wilson Branch Library Roof Top Unit Replacements (Design)	30,000					30,000 ¹	NEW
Veterans Memorial Cemetery Expansion & Enhancements	210,000					210,000 ³	Changed funding source from GF to Genral Fund Unassigned
Town Facility Improvements - LP Wilson HVAC Improvements - South Phase IV (Construction)	2,370,000		2,370,000				Cost updated & Changed to four phases
Replace Tennis/Pickleball Courts at Sage Park Middle School (Design/Build)	1,250,000		1,250,000				NEW
Outdoor Pool Facilities Improvements (Design)	350,000					350,000 ³	Moved from unscheduled
Public Safety Equipment - Poquonock Fire Station - Ladder Truck 2 Replacement	1,981,000	600,000	781,000			600,000 ²	Cost increased from 1.404M to 1.981M & increased PS Fund to 600k
Public Safety Fund - Hayden Station Utility / Mobile Cascade Vehicle Replacement	284,000	284,000					Moved from FY 25 & Cost updated from 225K to 284K
BOE - L.P. Wilson Roof Replacement Project - North End (Construction)	2,400,000		2,400,000				
BOE - Clover Street School Roof Replacement (Construction)	2,422,000		2,422,000				
Subtotal FY 2026	14,808,000	3,023,000	10,120,000	180,000	-	1,485,000	
FY 2026 Projects Anticipated to Require Voter Approval							
None	-	-	-	-	-	-	
Subtotal FY 2026	-	-	-	-	-	-	
GRAND TOTAL FY 2026	14,808,000	3,023,000	10,120,000	180,000	-	1,485,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$100,000)

² Public Safety Equipment Fund (Total = \$600,000)

³ General Fund Unassigned (Total = \$785,000)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY23 Adopted CIP
FY 2027							
Pavement Management Program	1,140,000	960,000		180,000			
Sidewalk and Curb Replacement Program	230,000	230,000					
Pavement Resurfacing at Town Facilities & Schools	299,000		299,000				
River Street - Repair Culvert and Stream Bed (Construction)	673,000		673,000				Moved from FY 26
Fleet and Public Works Equipment Replacement	800,000	800,000					
Town Facility Improvements - Main Library Roof Top Unit Replacements (Construction)	466,000		466,000				NEW
Town Facility Improvements - Wilson Branch Library Roof Top Unit Replacements (Construction)	240,000	240,000					NEW
Poquonock Firehouse HVAC Replacement - Design	48,000					48,000	1 Chaged funding source from GF to Capital Projects Fund Assigned Fund Balance
Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Construction)	378,500		378,500				
Street Reconstruction - Basswood Road (Construction)	2,143,000		2,143,000				
River Street Road Rehabilitation - Design (Kennedy Rd - Old River St)	106,000	106,000					
Palisado Avenue Corridor Improvements and Wall Repairs (Construction)	897,000		897,000				1 Revised cost & scope of project
Athletic Field Master Plan - Welch Field Improvements	341,000		300,000			41,000	1
Public Safety Equipment Fund	600,000	600,000					
Additional Fire Hydrants	204,000					204,000	2
BOE - School Window Replacement (Design)	102,000	102,000					
BOE - LP Wilson Window Replacement (Design)	60,000					60,000	1 Moved from unscheduled
Subtotal FY 2027	8,727,500	3,038,000	5,156,500	180,000	-	353,000	
FY 2027 Projects Anticipated to Require Voter Approval							
BOE - Windsor High School Roof Replacement Project (Construction)	9,802,000	-	9,802,000	-	-	-	
Subtotal FY 2027	9,802,000	-	9,802,000	-	-	-	
GRAND TOTAL FY 2027	18,629,500	3,038,000	15,058,500	180,000	-	353,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$149,000)

² General Fund Unassigned (Total = \$204,000)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY23 Adopted CIP
FY 2028							
Pavement Management Program	1,170,000	990,000		180,000			
Sidewalk and Curb Replacement Program	245,000	245,000					
Stormwater Management Improvements	340,000		340,000				
Fleet and Public Works Equipment Replacement	810,000	810,000					
Tree Replacement Program	45,000					45,000	¹
Painting Town Facilities - Interiors and Exteriors	380,000					380,000	³
Poquonock Firehouse HVAC Replacement	740,000	240,000				500,000	²
HVAC Roof Top Replacement at Addison Road DPW	335,000		335,000				
HVAC Roof Top Replacement at 330 Windsor Ave	255,000	255,000					Changed funding source from bonding to GF
Emergency Power Generators Replacement	509,000		509,000				
River Street Road Rehabilitation (Kennedy Rd - Old River St)	1,112,000		1,112,000				
Day Hill Road Capacity Improvements - Right Turn Lanes (Design)	101,000	101,000					
Rainbow Neighborhood - Road Reconstruction (Design)	550,000		550,000				
Public Safety Equipment Fund	360,000	360,000					
Additional Fire Hydrants	212,800					212,800	³
BOE - School Window Replacement (Construction)	1,073,000		1,073,000				
BOE - School Emergency Generators (Design)	310,000					310,000	¹
Subtotal FY 2028	8,547,800	3,001,000	3,919,000	180,000	-	1,447,800	
FY 2028 Projects Anticipated to Require Voter Approval							
Riverfront Trail Project - Windsor Center to East Barber Street	3,885,200			3,885,200			
Town Facility Improvements - Veteran's Pool Improvements	3,750,000		3,750,000				
Subtotal FY 2028	7,635,200	-	3,750,000	3,885,200	-	-	
GRAND TOTAL FY 2028	16,183,000	3,001,000	7,669,000	4,065,200	-	1,447,800	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$355,000)

² Public Safety Equipment Fund (Total = \$500,000)

³ General Fund Unassigned (Total = \$592,800)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY23 Adopted CIP
FY 2029							
Pavement Management Program	1,140,000	980,000		180,000			
Sidewalk and Curb Replacement Program	230,000	230,000					
Sidewalk Installation - Poquonock Avenue (Marshall St to Tiffany Dr, Design & Construction)	267,000		267,000				
Fleet and Public Works Equipment Replacement	800,000	800,000					Moved from unscheduled
Mill Brook Clubhouse Improvements	1,585,000		1,585,000				Moved from unscheduled
Day Hill Road Capacity - Right Turn Lanes	321,400		321,400				Moved from unscheduled
Route 305 Corridor Improvements (Design)	645,000		645,000				Moved from unscheduled
Public Safety Equipment Fund	600,000	600,000					
Additional Fire Hydrants	220,872					220,872 ³	Moved from unscheduled
BOE - Poquonock Boiler Replacement	1,525,000		1,525,000				NEW Design & Construction
BOE - Oliver Ellsworth School - Code Compliance Upgrades	340,000		340,000				Moved from unscheduled
Subtotal FY 2029	7,874,272	2,590,000	4,663,400	180,000	-	220,872	
FY 2029 Projects Anticipated to Require Voter Approval							
BOE - Windsor High School Fieldhouse Renovation (Construction)	10,000,000		10,000,000				Moved from FY 26
Subtotal FY 2029	10,000,000	-	10,000,000	-	-	-	
GRAND TOTAL, FY 2029	17,874,272	2,590,000	14,663,400	180,000	-	220,872	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$0)							
² Public Safety Equipment Fund (Total = \$0)							
³ General Fund Unassigned (Total = \$220,872)							
Total CIP Program FY 24 - FY 29	111,915,072	17,520,000	78,910,600	8,965,200	-	6,519,272	

List of Unscheduled Projects FY24 - FY29 CIP

	<u>Estimated Cost*</u>			<u>Estimated Cost*</u>
Road Reconstruction/Transportation System Projects				
Audible Pedestrian Crosswalk Signals	43,400			
Day Hill Road Capacity - Right Turn Lanes	321,400	Design FY28		
Traffic Signal at Windsor Avenue and Corey Street	613,600			
Intersection Improvements - Capen Street at Sage Park Road (Design)	723,320			
Archer Road Safety Improvements	794,500			
East Granby Road Relocation	2,103,000			
Pond Road/Indian Hill Road - Street Reconstruction	2,564,500			
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,575,000	Grants		
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,626,000			
Rainbow Road - Street Reconstruction	4,860,443	Design FY28		
Construct Sidewalks Along Arterial Roads	4,940,000	Design FY25		
Construct Sidewalks Along Collector Roads	5,201,000			
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Cōnst.)	5,223,529			
Route 305 Corridor Improvements	9,139,000			
Construct Sidewalks Within 1 Mile of Schools	32,588,700			
	<u>Subtotal</u>			
	77,317,392			
Community Facilities and Assets				
Town Facility Improvements - Luddy House Fire Protection Installation	102,000			
Silver Birch Pond Improvements	169,000			
Wilson Branch Library Roof Replacement	260,000			
Milo Peck Roof Replacement	300,000			
Windsor Library Roof Replacement	330,000			
Pleasant Street Boat Launch Reconstruction	537,000			
Milo Peck Discovery Center Restroom Renovation	539,000			
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	3,308,000			
Town Center Parking Garage	15,123,000	State/Federal Funds		
	<u>Subtotal</u>			
	20,668,000			
Pavement Management				
Ongoing				-
				<u>Subtotal</u>
				-
Public Safety				
Rainbow Firehouse - Engine Tanker Replacement			980,000	
Additional Fire Hydrants			1,044,000	
Poquonock Fire Station - Rescue Pumper 8 Replacement			1,073,000	
			<u>Subtotal</u>	
				3,097,000
Park Improvements				
Skate Park Improvements			262,300	
Athletic Field Improvements - Northwest Park			274,000	
Northwest Park Activity Pavilion			318,500	
Athletic Field Improvements - Fitch Park			580,000	
			<u>Subtotal</u>	
				1,434,800
Stormwater Management Improvements				
None				-
				<u>Subtotal</u>
				-
I-91 Ramp Improvements				
Ramp Modification at I-91 & Route 75/Day Hill Road			65,268,000	State/Fed Funds
			<u>Subtotal</u>	
				65,268,000
Board of Education				
Sage Park Middle School Parking Lot Improvements			695,500	
			<u>Subtotal</u>	
				695,500

* Estimate in current dollars: includes 20% contingency and 1.5% bonding costs



TOWN IMPROVEMENTS COMMITTEE
January 30, 2023
Special Meeting
HYBRID Meeting
UNAPPROVED MINUTES

1. CALL TO ORDER

Chairman Jim Dobler called the meeting to order at 7:05 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; Whit Przech, Building & Facilities Manager; Patrick McMahon, Economic Development Director; and Danielle Batchelder, Board of Education Director of Business Services & Human Resources.

2. PUBLIC COMMENT - None

3. REVIEW AND DISCUSSION OF FY 23 CAPITAL PROJECTS

Town Manager Souza walked through the potential spring 2023 capital bonding and American Rescue Funds (ARF) allocations. Councilor Dobler inquired if this reflected the first tranche of ARF or if this was the total allocation from the State. Town Manager Souza stated that this was the total allocation.

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

Baker Hollow Road Reconstruction – This project is the construction of Baker Hollow Road from Old Poquonock Road to Marshall Phelps Road. It includes a 30-foot wide paved road with drainage system, curbing, and sidewalks. The project is currently in final design. Engineers are refining the project cost estimate which currently is over \$3.2M when water and sewer infrastructure is included. The goal is to bid this project in February with a request for funding authorization soon thereafter. It is expected that a Special Town Meeting will be needed to act on a funding request. A referendum would be needed if the project costs exceed \$3.24M. If a referendum is not needed, then it is possible for the project to start construction this summer.

Councilor Dobler asked if removing the sidewalks would reduce the cost. Mr. Jarvis indicated that he did not have the breakdown of costs but could be roughly \$200k for sidewalks. Councilor Eleveld asked how much time would be needed to prepare for a referendum. Town Manager Souza indicated at least two months would be needed.

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 work was completed in June 2022. Design of improvements will be completed this early summer. Construction funding authorization, through bonding, is currently slated for this fiscal year. At this time, it is recommended that timing of the project construction be planned for the summer of 2024 versus summer / fall of 2023 due to overall project management workload and the ability to successfully bid and complete the project by November.

LP Wilson Community Center HVAC Improvements Project – Phase I - This project is to upgrade the HVAC system in the north end of the LPW Community Center. Bids have been received and they greatly exceed the engineer's cost estimate. The project cost estimate as designed with contingency and construction oversight is \$4.275M. The CIP allocated \$2.915M. Staff, PBC, the design engineer and the apparent low bidder are reviewing the project scope to determine ways to alter the scope of work so to defer certain components to potentially allow work to be initiated this summer. At this time, the earliest a funding authorization could be presented to the Town Council would be February 21st or March 6th.

Councilor Dobler inquired about any hazardous materials. Mr. Przech stated that they have identified where those areas are.

Councilor Eleveld asked if the work would impact the solar panels on the roof. Mr. Przech stated that this work has no impact to the solar panels. Mr. Przech also noted that these units are all electric.

JFK Elementary School HVAC System Upgrades Phase III Project – This project includes installation of items that were deferred from the original HVAC project in the summer 2018. Items include gymnasium air conditioning, nine hallway segments, offices, kitchen exhaust fresh air make-up unit, and replacement of unit wall heaters located by four building egresses. Project bids have been received and the PBC reviewed them earlier this month. The current project cost is \$755,000 including hazardous material abatement, contingency and project oversight. The original cost estimate was \$471,000 with funding slated to be from available BOE grants. The BOE has \$500,000 available in grant funds.

It is suggested that \$255,000 in American Rescue Funds be utilized in conjunction with \$500,000 in BOE grant resources to fund the project. Funding request is expected to be presented to the Town Council in February. Town Manager Souza discussed the logistics of the motion and how billing for the project would work.

Sage Park Middle School Slab Moisture Mitigation Design Project – This project is to develop an approach to address / correct moisture issues with the concrete slab on the first floor of the building. Issues include moisture seeping up through the slab,

compromised vinyl flooring adhesion and gymnasium wood flooring buckling. An RFP for design services was issued this past fall. Design costs are expected to be approximately \$140,000 which includes hazardous materials testing services. Request for funding related to design work is expected to be introduced in February once the PBC has completed proposal reviews and designer interviews.

Milo Peck Child Care School HVAC Replacement Project – Based on Town Council direction, the PBC oversaw the completion of a study evaluating the original project with natural gas versus an all-electric design. The evaluation compared both options' construction costs, annual operating costs, and lifetime equipment replacement costs. Option 1 was the initial design consisting of natural gas and electric components that was estimated at \$2.80M. Option 2 was the all-electric design that was estimated at \$3.06M. (Please note above costs do not include soft costs or contingency.) The PBC met twice with the town's Clean Energy Committee to discuss project options. The PBC met on December 13th and recommended Option 1 as the preferred design. Given the need to further evaluate and discuss the options with Town Council and rebid the project, it is recommended this project schedule be deferred until FY 24.

An alternative would be to initiate pursuit of two energy efficiency efforts; the replacement of building windows and insulate the attic area (insulation work was part of original project scope bid in winter 2021 -2022). Preliminary cost estimates including a contingency for these two efforts total approximately \$550,000. If the Town Council desires, staff and the PBC could work to solicit formal bids for these two energy efficiency elements and develop a potential project schedule.

Town Manager Souza stated that there needs to be more discussion on the programmatic side for the facility.

Councilor Dobler inquired how much the project has increased since being voted down in February of 2022. Town Manager Souza stated that the project increased by approximately \$500,000.

Councilor Dobler and Councilor Eleveld both discussed bringing this back to the Town Improvements Committee for further discussion.

LP Wilson Tennis Court Improvements Design

This project proposes the reconstruction of the tennis courts at LP Wilson to create a post-tension concrete pickleball and tennis court facility. The FY 23 CIP contemplated reconstructing the existing tennis courts and having them lined for both tennis and pickleball. The adopted CIP called for designing the project in FY 23 and then request construction funding in FY 24 with construction in summer or fall of 2024. Preliminary cost estimates in the adopted CIP total \$762,000.

The project approach was adjusted to utilize a design – build format similar to what was used when rebuilding the High School tennis courts several years ago. This approach allows the project to be constructed one year sooner. Based on community input and the growth in popularity of pickleball, the proposed project scope has been modified to include 6 dedicated pickleball courts and 2 tennis courts with a shade / pavilion structure along with sound and wind screens. Perimeter fencing will be replaced as well. Project cost proposals were received on January 20th. The estimated project cost is now \$800,000 including construction, engineering, inspection / admin and a 10% contingency. It is recommended to move forward with a funding authorization request in February/March to allow a late spring or early summer construction start. It is suggested that this project be cash funded with American Rescue Fund resources versus bonding. This would mitigate our debt service burden and save an estimated \$320,000 in interest costs over a 15 year period. Staff will be communicating with the pickleball groups to update them on the project design and impacts of the current courts being out of service during construction. Expected construction timeframe is up to 90 days depending on weather.

Councilor Dobler asked if there are many people who play pickleball that come from out of town, and if there is, a fee associated with playing. Mr. Norris indicated that is a mix of Windsor residents and out of town residents. Mr. Norris also elaborated that it is more of an open play for the outside courts. As for the indoor courts in the winter it is free for Windsor residents and out of town residents are charged thirty dollars for the quarter (four months).

Wilson Gateway Park (Redevelopment Parcel)

The proposed project will convert the vacant parcel at 458 Windsor Avenue into a public park for a wide range of patrons and uses. Public outreach activities to gain input and ideas were conducted this past fall and an advanced conceptual design was completed in early winter. Attached is the latest overall design layout and a rendering of an exciting children's play area. The play area has multiple elements that are geared for ages from 2 to 12 years old. It has inclusive/accessible features including play surfaces that accommodate persons with a range of physical capabilities. Design plans and cost estimates are under review by staff. Preliminary cost estimates are above the *Charter's* referendum threshold of \$3.24M. It is staff's desire to complete design in the next 30 days or so and potentially schedule project bidding for early spring. The bid documents will be structured to include a number of 'bid alternatives' to allow flexibility in the final project scope and perhaps a multi-phased approach. Based on availability and timing of funding, construction could start this summer or fall.

Councilor Dobler inquired as to how many people could be accommodated on the Grand Lawn for events. Town Manager Souza indicated that those calculations have not been determined as this point in the design process. Councilor Dobler also stated that staff should explore signage about the length of the loop of the walking paths for walkers.

Councilor Dobler asked if this was the only option or if there were alternates. Town Manager Souza indicated that this was the design. Mr. McMahon explained the process of including feedback from the public and the Wilson Deerfield Advisory Committee.

Councilor Eleveld clarified that the town was looking for funds from DECD. Town Manager Souza indicated that an application was approved to be resubmitted for the Community Investment Grant.

Councilor Eleveld inquired as to whether this project could be broken up into different phases. Town Manager Souza indicated that staff is exploring alternatives for a variety of elements.

Councilor Dobler asked for an approximate timeline for this project. Town Manager Souza indicated that if this is bid in March/April and was approved for funding by the Town Council, construction could begin in summer/fall of 2023 and completed in the fall of 2024. Anticipating the need for growing seasons of the fields, it could be ready for use in the spring of 2025.

O'Brien Field House Evaluation Feasibility Study

The PBC awarded this project to KBA of New Britain, CT. KBA held several meetings with the high school Athletic Director and BOE staff to review athletic program requirements for girls and boys. KBA presented the final draft of the Feasibility Study to the PBC last month. This building has a notable amount of deferred maintenance and mechanical systems are in need of replacement. The building does not meet current building codes as well as Title IX gender equality regulations. Based on the building assessment and preliminary space analysis, the architects outlined two possible project approaches – 1) total renovation and expansion of the building and 2) demolish the existing structure and construct a new facility (see attached concepts). Preliminary cost estimates for both approaches are approximately \$10M. Additional review and refinement of space needs and conceptual approaches are needed. Funding for further refinement of project scope, schematic design work and cost estimating would need to be identified and approved.

Councilor Dobler questioned as to whether it should be explored to add a second floor to this facility.

Town Manager Souza indicated that this discussion could be part of a workshop for the Town Improvements Committee. Councilor Dobler and Councilor Eleveld both discussed bringing this back to the Town Improvements Committee for further discussion and to gather feedback from the community and the Board of Education.

4. STAFF REPORTS

Town Manager Souza discussed an incentive program that Eversource is offering for rebates on energy efficiency HVAC units. Staff is looking to see if the units at 100 Addison Road, which are scheduled for replacement in later years of the CIP could qualify for this incentive. This would be brought before the Town Council for approval if eligible.

5. APPROVAL OF MINUTES

a) November 29, 2022

MOVED by Councilor Eleveld and seconded by Councilor Dobler to approve the minutes of the November 29, 2022 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 8.54 p.m.

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

Respectfully Submitted,

Scott W. Colby Jr.
Assistant Town Manager