



TOWN IMPROVEMENTS COMMITTEE
January 30, 2023
Special Meeting
HYBRID Meeting
APPROVED 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