

TOWN OF WINDSOR, CONNECTICUT
Special Meeting Notice



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AGENCY: Town Improvements Committee

DATE: February 28, 2024

TIME: 7:00 PM

PLACE: Town Hall - Ludlow Room

AGENDA

1. Call to Order
2. Public Comment
3. *Update on FY 2024 capital projects
4. *Discussion of Milo Peck Child Development Center and Montessori School HVAC Project
5. Staff Reports
6. Approval of Minutes
 - a) *December 11, 2023
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: February 28, 2024

To: Members of the Town Improvements Committee

Prepared By: Peter Souza, Town Manager 

Subject: Overview of FY 24 Capital Projects Funding Plan

Background

The Town Council approved the Capital Improvement Program (CIP) which is a multi-year plan used to coordinate the financing and timing of major public improvements for both the town government and the Board of Education. It contains a list of capital projects for the town within the next six years and reflects the recommendations of citizens, boards, commissions and town staff from throughout the organization. Projects within the CIP are funded through a variety of sources including annual General Fund budget, State and Federal grants, Capital Project Fund, General Fund Unassigned Fund Balance and long term borrowing / bonds.

The purpose of this agenda item is to provide an update on funding of the planned FY 2024 capital projects originally proposed to be financed through issuance of long-term bonds.

Attached is an overview of the each of the remaining sizable capital projects that have yet to receive full authorization.

The Town Council and Special Town Meeting has approved several project authorizations since July 1, 2023. As projects' scope, costs and schedules have been refined in the past few months, it is appropriate to review the planned projects as additional funding authorizations will be presented to the Town Council in March.

Recommendations

This item is presented for review and discussion as to the projects' scope, timing and funding sources.

Oliver Ellsworth Humidity Mitigation HVAC Improvements Project

Oliver Ellsworth Elementary School consists classrooms, administrative office, library, cafetorium, gymnasium and locker rooms. The school was originally constructed in 1968 with an HVAC upgrades in 2018.

Due to the low heat load in the building limited ability to dehumidify this building experienced high levels of humidity. In December of 2023 we contracted with van Zelm Engineers, Inc. for the design portion of the HVAC upgrade. The design is complete and has been reviewed and approved by the PBC. Also in December the Town Council approved funding for the Dedicated Outdoor Air Systems (DOAS) as there was a substantial lead time for these items.

The type of units recommended, by van Zelm Engineers, are Dedicated Outdoor Air Systems with energy recovery wheels, also known as DOAS units. The DOAS unit will be provided with an energy recovery wheel that will recover energy from the exhaust air stream and a water coil to provide cooling in the summer and heating in the winter. The unit will also provide dehumidification in the summer.

Under a separate project proposed for summer of 2025 would be improvements to the building envelope including replacement of windows and doors.

If authorized, construction would start in June 2024 and be substantially complete by September 2024. This project is in the Capital Improvements Program (CIP) for the current fiscal year. The Town Council has previously approved cash funding for design services and purchasing of air handling units and equipment that had substantial manufacturing and delivery times.

The design consultant’s estimated remaining project costs are below. It is recommended these cost be funded through long term borrowing.

The project costs are as follows.

Construction	2,475,000
HazMat Remediation	66,000
Clerk of the Works	31,000
Contingency	385,000
Bonding	<u>43,000</u>
Total	3,000,000

LP Wilson HVAC Upgrade – Phase 2 Improvements Project

The LP Wilson Community Center was built in 1958. The original building was 90,000 sq. ft. In 1972 an addition of 22,000 sq. ft. was added. The boilers, domestic hot water heater, and related pumps were replaced in 2021. The Senior Center section was renovated in 2011. The majority of this building uses the original perimeter radiation, air handlers for heating. Window units and wall units are used for air conditioning in office areas and auditorium. The existing HVAC systems do not provide ventilation to current energy code standards. Due to the size, scope, and costs of this project, it has been divided into four phases. The phases will provide better building safety and accessibility for employees and visitors during construction.

The construction services for Phase 2 are primarily for the north portion of this building which are areas utilized by the Board of Education. As outlined in the CIP this phase of work included the installation of 4 new Variable Refrigerant Flow (VRF) Systems related piping, electrical, and digital controls. These units are designed to condition the space and will provide both heating and cooling. This will also include 2 new rooftop units for the gym and 1 new rooftop unit for the BOE meeting room. The project scope also includes replacing suspended ceilings, interior painting, removing and replacing floor tiles and carpeting. Any hazardous materials uncovered during construction will be abated. New HVAC equipment will be connected to the existing building energy management systems to control and conserve energy usage.

The Public Building Commission approved the project scope and the project was recently bid. Only one HVAC contractor submitted a bid. The total cost of this phase of work is approximately \$1.6M over the preliminary CIP estimated cost and would require voter referendum. In order for a portion of the contemplated project work to get started this summer the project would need to be broken into sub phases. Phase 2A could consist of the floor abatement, replacement of tiles/carpet, and painting of rooms. Phase 2B could be the HVAC construction, installation of controls, and ceiling replacement. Phase 2A could be substantially completed this summer and Phase 2B planned for summer of 2025 depending on funding availability.

This project is in the Capital Improvements Program (CIP) for the current fiscal year. Total current project costs for both phases are \$4,120,000 including contingency. It is suggested that Phase 2A be funded through use of the General Fund Unassigned Fund Balance and the second portion be funded with use of bonding in a subsequent year. The second phase may require a voter referendum depending upon refined cost estimates.

The project costs are as follows.

Phase 2A

Floor Abatement / Removal	250,000
New Flooring	220,000
Contingency	80,000
Sub-Total	550,000

Phase 2B

Construction (HVAC)	2,630,000
Digital Controls	380,000
Clerk of Works	50,000
Bonding	50,000
Contingency	460,000
Sub-Total	3,570,000

Total	\$4,120,000
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Clover Street Elementary School Restroom & ADA Improvements Project

Clover Street Elementary School consists of six classroom buildings (with four classrooms in each building), an administrative building containing offices, as well as buildings containing the library, cafeteria, gymnasium and additional classrooms. The school was originally constructed in 1957, with an addition added in 1988.

As such, the school’s restrooms do not comply with current ADA requirements. The project design is complete and has been reviewed and approved by the PBC. The work will consist of complete renovation of existing restrooms. Staff is recommending that this project be split into two phases in order to make sure the space is ready to be occupied for the new school year.

The construction services for Phase 1 are for the library, cafeteria, gymnasium areas. Construction is to include the installation of new partitions, lighting, doors, walls, tile, fixtures, and exhaust fans. Upgrades to plumbing, sprinklers, ductwork, and electrical will also be required. All HazMat uncovered during construction will be abated. Phase 2 will be the pods that house the classrooms.

If authorized, construction for phase 1 would start in June 2024 and end in August 2024. This project is in the Capital Improvements Program (CIP) for the current fiscal year. Total estimated project costs for Phase 1 are \$1,390,000 including contingency. It is recommended this phase of work be cash funding through General Fund reserves.

The project costs are as follows.

Construction	1,100,000
HazMat Testing	77,000
Bonding	25,000
Contingency	188,000
Total	\$1,390,000

Clover Street Elementary School Field Improvements Project

The town-wide Athletic Field Master Plan (Plan), completed in 2013, addresses the current athletic field infrastructure, projected recreational needs and capital improvement planning. In part, the plan evaluates the suitability of existing athletic facilities to adequately respond to the needs of the user groups and the public. A list of recommendations, intended to serve as a strategy for future investment in the facilities, is a part of the plan.

The adopted Capital Improvement Program (CIP) includes a project to make improvements to the athletic field area at the Clover Street School. The lower playing area is used primarily as a cricket field or pitch. The playing surfaces and drainage are less than desirable as the underlying clay soils do not drain properly. The field area is crisscrossed with subsurface drainage and underdrainage piping, and sink holes form continually. The original preliminary estimate of approximately \$640,000 was based on a project scope related to improvements such as grading, stormwater management, turf establishment, parking, and other miscellaneous amenities.

After data collection and preliminary design the scope of work increased due to the necessity to raise the grade of the field by, on average, 1.5 feet to attain proper drainage of the field. Underdrains and stormwater improvements are also included in the project. The preliminary cost estimate for construction of the field including drainage is now \$910,000 without a contingency.

Staff is recommending that this project be completed in two phases. Phase 1 would be field and parking lot improvements. Phase 2 would be removal and construction of a new field building. The building would have two ADA restrooms, a concession area, and an approximately 12' x 12' storage/meeting room. The structure would be a prefabricated concrete building.

Phase 1 work is proposed be funded utilizing cash funding through General Fund reserves and American Rescue Funds. Phase 2 work would be scheduled for a subsequent year. Alternatively the Town Council could elect to proceed with the project as one phase.

The project costs are as follows.

Phase 1 – summer 2024

Field Improvements	910,000
Parking Lot	170,000
Contingency (includes inspection)	230,000
Total	1,310,000

Phase 2 – summer 2025


Demo of Building and Site Preparation	40,000
Prefabricated Building	275,000
Contingency (includes inspection)	70,000
Total	385,000

Agenda Item Summary

Date: February 28, 2024

To: Members of the Town Improvements Committee

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

Reviewed By: Peter Souza, Town Manager 

Subject: Milo Peck HVAC Project

Background

The original portion of the Milo Peck Child Development Center and Montessori School was originally constructed in 1947. The existing HVAC systems (boiler, steam heat exchangers, circulating pumps and valves) have been in service for well over fifty years and routinely break down. The existing heating system is a combination of hot water radiation and steam radiators. Classrooms are currently cooled with through the wall air conditioning units. The current HVAC systems do not provide any building ventilation.

The proposed bond ordinance for the originally designed construction project was not approved at the February 22, 2022 Special Town Meeting, as concerns were raised relative to the use of fossil fuel for the heating portion of the new HVAC system. Comments and input from Town Council members, Clean and Sustainable Energy Task Force members and others included suggestions to conduct a comparative analysis of a non-fossil fuel option with the original design.

To that end, staff received a proposal to provide an alternative design option and a comparative analysis. Such a design and cost analysis provided additional information to facilitate the project evaluation and decision-making process going forward. In May of 2022, Town Council approved an appropriation of \$35,000 for professional services.

The new concept design included the consideration and integration of energy efficient alternative heating, ventilating, and air conditioning equipment for the facility. The new design alternative included complete removal of all existing HVAC systems and installation of all new fossil free energy efficient HVAC systems. The scope of work included a comparative analysis of the original proposed HVAC system and a non-fossil fuel alternative (all electric option). The evaluation also outlined estimated project costs, energy consumption, life cycle costs and carbon dioxide emissions for both alternative designs.

Discussion/Analysis

Based on Town Council direction, the Public Building Commission 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 the need to rebid the project, it was recommended this project schedule be deferred.

The all-electric option requires substantial redesign of the project. Proposals and cost estimates for design work would need to be developed and ultimately approved.

A possible interim project approach could be to initiate pursuit of two energy efficiency efforts; the replacement of building windows and to 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.

Financial Impact

None

Other Board Action

None

Recommendations

This item is presented for information and discussion purposes. No formal action is requested.

Attachments

None



**TOWN IMPROVEMENTS COMMITTEE
December 11, 2023
Special Meeting
HYBRID Meeting
UNAPPROVED MINUTES**

1. CALL TO ORDER

Chairman Leroy Smith called the meeting to order at 6:00 p.m. Present was Councilor Mary Armstrong and Councilor William Pelkey

Staff: Peter Souza, Town Manager; Mark Goossens, Director of Public Works; Paul Norris, Director of Recreation & Leisure Services; Marco Aglieco, Building & Facilities Manager; Suzanne Choate, Town Engineer, Paul Goldberg, Fire Administrator, Chuck Waterfield, Facilities Manager – Board of Education, Danielle Batchelder, Director of Business Services and Human Resources – Board of Education

Guests: Mark Chapman, Managing Director, Munistat Services

2. PUBLIC COMMENT

Eric Weiner, 130 Palisado Avenue, stated that he'd like the town to reconsider what the *Town Charter* states regarding having a longer view at the capital projects being done in Windsor. He gave an overview of some areas that would do better if capital projects were better viewed. He requested that any building project require a 10 year plan. He spoke of the schools and what should be done there and the funding of projects. He continued to speak of other projects and areas that could use some improvement, economic growth, capital projects and energy efficiencies.

3. OVERVIEW OF CAPITAL PROJECT FUNDING AND DEBT MANAGEMENT

Town Manager Souza gave an overview of the capital project funding and debt management as follows:

The Town Council approved the Capital Improvement Program (CIP) which is a multi-year plan used to coordinate the financing and timing of major public improvements for both the town government and the Board of Education. It contains a comprehensive list of capital projects for the town within the next six years and reflects the recommendations of citizens, boards, commissions and town staff from throughout the organization. Projects within the CIP are funded through a variety of sources including: annual General Fund budget, State and Federal grants, Capital Project Fund, General Fund Unassigned Fund Balance and long term borrowing.

Mark Chapman, Managing Director, Munistat Services, gave an overview of the process of reviewing capital needs for the Town of Windsor.

The six year plan provides guidance regarding the short-term and long-term financial impacts of undertaking projects and 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/credit rating agencies that debt service be held to within 5% to 15% of the total operating budget. Windsor has worked to structure its borrowing through the sale of municipal bonds to allow for the relatively quick retirement of outstanding debt.

The goal of this evening's agenda item is to provide a high level overview of how the town has done capital planning and funding as well as a review our debt management approach.

As additional background below are a few highlights of the adopted FY 2024 – FY 2029 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 \$81.4 million in bonding authorization.
- The 6-year CIP cycle includes seven projects that would require voter approval based on current estimated costs. These projects are:
 - Broad Street Road Diet (primarily grant funded)

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- Wilson Gateway Park (grant funded)
 - 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 school projects at Clover Street School, Oliver Ellsworth School, Poquonock School, Sage Park Middle School and Windsor High School totaling over \$37 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.

Councilor Smith asked about debt service. Presently, the town is at 8% of expenses. Is that 8% of the current debt total that we have? Mr. Chapman stated it is for this current year. It’s for the one year, not the aggregate. They look at total debt by percentage and that is how it is measured.

Councilor Smith stated the standard in the bond companies is that they’d like to see between 5% -15% correct? We are at 8%, so we are in the middle of that. He asked if he were to say it’s 11% or 12%, would that make a difference in the interest rate. Mr. Chapman responded that it would not.

Councilor Smith asked about the decisions of making short term or long term bonds. Mr. Chapman explained the process and how it is determined.

Councilor Armstrong asked if we have a rainy day fund and cash fund that we can utilize. Town Manager Souza stated we have the General Fund Unassigned Fund Balance, we call it a reserve fund. Approximately 28% of our General Fund of our overall budget, which translates into \$39.5 million or thereabouts, are included in the appropriations the Town Council has made in the last handful of weeks. We are in a very fortunate position from a cash perspective.

Town Manager Souza stated that the purpose of the CIP is to reinvest in our assets that we have. He gave an explanation of what a bond ordinance is and its process.

Mr. Chapman explained the process of selling a bond and what it entails.

Councilor Armstrong asked about the bonds, who we sell them to and what happens during that process. Mr. Chapman gave an explanation of the process.

Councilor Smith said the bond costs depends on your bond currency rate. Does that get factored in? Is it negotiable? Mr. Chapman said yes. That is set up with the bond counsel.

Town Manager Souza stated we have \$119 million in the CIP. Approximately \$80 million is forecasted to be borrowed. That may change but that is a plan. It is a pretty fluid process in total. The balance between that \$40 million is the state and federal grants received, use of cash, etc.

Jim Bourke, Director of Finance, gave an overview on the existing 2024-2029 CIP and the related debt.

Councilor Smith asked about the six marks that were mentioned on the chart. Is that a short fall in the debt service? Mr. Bourke responded that it is the short fall in the aggregate over the entire CIP for all the six years combined. Town Manager Souza gave further explanation on the question.

The committee discussed the shared chart.

4. UPDATE ON FY 24 CAPITAL PROJECTS

Town Manager Souza provided an overview on the FY 24 Capital projects as follows:

Current ongoing projects include:

Day Hill Road Adaptive Signal Project – The Connecticut Department of Transportation (CTDOT) awarded the Town \$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, but paused due to completing a required utility pole agreement with Frontier who owns the poles. Once the project is underway, we expect the completion to be 3 months.

Councilor Armstrong asked for a time line on the Day Hill Road project. Ms. Choate stated that the agreement is going back and forth between attorneys but is getting close. Once they sign the agreement, they can continue the work. Deputy Mayor Klase added the issue was with Frontier and Town Manager Souza confirmed that.

Baker Hollow Road Reconstruction – This project includes the construction of Baker Hollow Road from Old Poquonock Road to Marshall Phelps Road and includes a 30-foot wide paved road, drainage system, curbing, and sidewalks. Funding for this project was approved by Town Council in March 2023. American Rescue Funds in the amount of \$800,000 have been allocated along with the issuance of \$2,100,000 in bonds. The project is currently in construction with anticipated completion summer 2024.

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 geotechnical services along an extended project limit, from Lamberton Road to Marshall Phelps Road, in November 2022. This work is complete. Full design and construction is currently scheduled for FY25.

Councilor Smith asked for clarification on the wording and said this project stated it is complete but the next sentence contradicts it. Town Manager Souza said the work that refers to this project is complete--the design work. That will now allow for the full design to proceed.

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 two private owners. A state grant towards survey, wetland identification, initial design and permitting services has been awarded to the Town. Staff is working with a consultant to develop design plans for phase 1 from East Barber Street to Loomis Chaffee School property. One of the private property owners is interested in donating the property to the Town. The remaining private property owner is Eversource where we will seek an easement. Conceptual plans have been produced for the portion of the trail on Loomis Chaffee School property (phase 2). Discussions continue with Loomis Chaffee regarding potential of trail easement and route alternatives.

Councilor Armstrong asked how this project is going. Town Manager Souza said things are going well. He gave additional information on the project.

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 the town's existing trail just north of Decker's Brook to a planned Riverfront Recapture trail to the south. Design and permitting is underway. Total cost is estimated at approximately \$1,020,000. Funding is a combination of grants and Town funds. The Town Council has pledged \$50,000 of American Rescue Funds toward the project. The remainder is covered by CT DOT (Community and Connectivity) and DECD (Community Investment Funds) grants. Final permitting is anticipated this winter. Construction is expected summer 2024.

Design of Sharshon Park Improvements – This project was identified in the 2013 Athletic Field Master Plan and includes designing improvements to the field space at Sharshon Park including regrading and sodding, drainage improvements, addition of a multi-use field and a potentially a small baseball diamond. Preliminary design is underway and Town Improvement Committee's review will be requested in the first quarter of 2025.

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 to the building. Issues include water seeping up through the slab, compromised vinyl flooring adhesion, gymnasium wood flooring buckling, and safety concerns for building users. The PBC reviewed the finding from the engineer and requested a proposal for additional assessment / engineering work. Currently the PBC is reviewing the additional proposal.

Councilor Armstrong asked where we are with this project. Town Manager Souza stated the PBC meets tomorrow evening to consider a proposal to bring on an additional engineer to analyze the ground water situation that is effecting a portion of the school. They will be reviewing that tomorrow evening and providing direction on which way they want to go.

Councilor Armstrong asked if the moisture is coming from underneath the building. Mr. Waterfield stated the moisture is under the front part of the building which is entering through the slab. He explained measures they took to try and remedy the situation which have not worked thus far.

Councilor Armstrong asked if there is a mold issue. Mr. Waterfield stated there is not a mold issue. Councilor Armstrong asked if there is a time limit on this as the more time it takes, the more damage it will cause correct? Mr. Waterfield said that is correct and they are trying to have the engineers come up with a viable solution to the issue. He's hoping within the next 2-3 months they will have a better design.

Councilor Smith asked if two of the projects could be done concurrently or how would that work? He is talking of the Poquonock School roof and Sage Park Middle School slab replacements. Town Manager Souza said working on two schools has a short window. You can do the interior work but the roof has to be done in the construction phase. Town Manager Souza asked Mr. Waterfield if there is a way that we could do the slab work and if there was any sway. Mr. Waterfield stated it depends on the design. The small gym they could probably do some work in there. The roofs generally get replaced during the summer months.

Poquonock Elementary School Roof Replacement Design Project – The PBC awarded this project to Hibbard and Rosa. Design drawing are expected by January 2024. The PBC will review and approve before we go to the bid. This project is scheduled in the CIP for construction funding in FY25.

Current FY 2024 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). \$182,000 of State Aid from the Local Capital Improvement Program (LoCIP) and \$930,000 from the adopted General Fund

budget will be used. Approximately 4.75 centerline miles of lane miles are planned to be completed in FY 24.

Sidewalk and Curb Replacement Program – This annual asset management effort involves the repair/reconstruction of sidewalk (concrete and bituminous) and curb sections including brick work. Areas of concern are identified and prioritized for repair. Repairs include remove and replace concrete or brick, grinding of trip hazards and installation of ADA compliant ramps. Funding is included in the adopted FY 24 General Fund budget at \$185,000.

Councilor Pelkey stated going forward it would be great if we could get a tentative time frame of where we are looking to hit in projects so residents can view that and have an idea as to when that project might begin or be completed.

Stormwater Management Improvements – This asset management program improves the condition of sections of the Town's drainage system that are in poor condition, such as replacing old, damaged storm sewers, catch basins, and repairing drainage ways and stormwater basins. The adopted CIP reflects bonding in alternating years. FY24 bond financing is allocated at \$350,000. Staff is assessing the option of cash funding the above amount versus bonding in FY 24. Funding request is expected in January or February.

Millbrook Enhancement Project – Stream Stabilization The project objective is to stabilize the existing stream and preserve the surrounding open space for public use. The Town is currently seeking a consultant to conduct a hydraulic analysis, produce a concept plan and preliminary cost estimate for the stabilization. Depending on environmental permitting requirements and timeline construction would not start until late 2024 or early 2025. Funding in the amount of \$420,000 is included in the FY 24 adopted budget as part of the Community Investment Initiative.

Tree Replacement Plan - This ongoing asset management program assists in maintaining and enhancing a healthy and diverse urban forest by removing diseased trees and planting new trees in residential neighborhoods, commercial districts, parks, and public facilities. Threats to the health of our urban forest continue to grow as a result of the invasion of various pests, such as insects like the emerald ash borer, as well as the loss of long-established trees that have naturally reached the end of their life cycle. We have augmented local funding in the past few years with a \$35,000 grant from the CT Urban Forest Council, as well as with donations from individuals and organizations interested in assisting in replanting trees in town. The FY 2024 CIP allocates \$35,000 in cash funding from the Capital Projects Fund for this program managed by Public Works. Funding request is expected to be made January or February.

Historic Monument and Ancient Cemetery Preservation – The professional restoration of various monuments and grave markers at the ancient cemetery on Marshall Phelps Road comprise this project. The monuments range from large bronze statues to engrave stone markers dating back centuries and in poor condition. The restoration work will ensure that items are structurally sound and presentable. Staff is will be working on refining a scope of work over the winter.

Councilor Armstrong asked if the restoration of the cemeteries is on the list. Town Manager Souza said yes it's on Page 3. He added this is an interesting project as there are only a few contractors that are equipped to do the restoration of historic monuments and cemeteries. What we need to do now is to find the scope of the work. The analysis was done a few years ago. We are speaking about the ancient cemetery on Marshall Phelps Road, not the veteran's cemetery. It will be a multi-year project.

Fleet and Public Works Equipment Replacement Plan – This is a multi-year, annual replacement program whose funds are utilized to replace town vehicles and large Public Works equipment, including dumptrucks, snowplows, and payloaders that have outlived their useful lives. Such Public Works equipment typically have a useful life of 12-15 years. In addition, smaller vehicles in non-public safety departments are funded from this source. The FY 2024 CIP allocation of \$814,000 will be re-evaluated and will likely need to be adjusted upward in the near future to account for the rapidly rising cost of vehicles and equipment.

Councilor Pelkey asked where the measurement points are. Do we have any very early concepts of fuel alternative sources in here that we'll adopt sooner rather than later? How are we going to charge fuel going forward? Town Manager Souza said we don't have a concept other than we'd like to bring on an outside firm that is more equipped to try and help us answer some of those questions such as what are the things we should be doing in the next 3-5 years from now.

Councilor Pelkey asked are we speaking of any fuel cell vehicles or are we going on using hybrids? Town Manager Souza said we have a number of hybrid vehicles. We've been doing a little research on electrical. We don't have that breakdown on hybrids, combustible and fuel vehicles but we could get it if needed.

Goslee Pool Tile Markings and Fence Repairs – This project to replace pool tile markings and fence repairs. The project was funded this summer and construction is substantially complete.

Town Clerk's Office Renovations -Funding for this project has been authorized and contractors have been secured. Equipment is ordered with construction expected to be completed in February 2024.

Replacement of Town Hall Domestic Water Piping – The domestic water pipes at the Town Hall have developed pin-hole leaks over the years. This is something that will continue to get worse over time. The project will be bid later this spring with construction anticipated summer or fall.

Food Bank Improvements - Funding for this project has been authorized and contractors have been secured. Construction is to be completed in Spring of 2024.

LP Wilson Community Center HVAC Improvements Project North Phase II – This project is ongoing construction for HVAC upgrades. Project is scheduled to go out to bid in January 2024. The PBC will review the bids and schedule interviews with contractors. Request for funding authorization is expected in March 2024 with construction to be scheduled for the 2024 school summer break.

Town Manager Souza stated we are looking to see that we have our pricing in place and then we'll come to the Council in March with this project. There are only a handful of qualified contractors that can handle these types of projects.

Day Hill Pedestrian Circulations – Day Hill to Helmsford Way – The proposed enhancements will provide pedestrians and bikers safe travel and bus stop areas. The plan provides a 10-foot wide multi-use path along Day Hill Road with 5-foot concrete sidewalks along adjacent intersecting roadways. Discussions with adjacent property owners related to needed easements hopefully will be completed this winter.

International Drive Reconstruction Phase 2 - (Southbound) This pavement rehabilitation project is the second phase of construction for International Drive. Phase 1 (Northbound) was completed in 2023. Phase 2 includes the International Drive Southbound lanes from the East Granby town line to Rainbow Road. The project is designed and currently out to bid. The estimated construction cost is \$2,010,000 and is expected to be funded by the issuance of bonds. Construction is projected to begin in May 2024 and be complete in September 2024. Funding will be requested in late January or February.

Town Manager Souza stated this project is out to bid. We did Phase I last year with a state grant. Unfortunately we couldn't get that grant for Phase II. It will be similar to the type of work we did last year.

Councilor Smith asked if we are using contractors from only Connecticut or are we using some from Massachusetts or other states? Town Manager Souza said we advertise publicly for these types of projects. There are contractors that we've used in the past that were from western Massachusetts. We don't preclude them.

Basswood Road Reconstruction – The preliminary project scope includes full-depth reconstruction of Basswood Road from the intersection with Kennedy Road to the intersection with Macktown Road. Also included are improvements to the drainage

system as well as the installation of new sidewalk and street lighting. The survey and geotechnical data collection has been contracted and is underway. The funding for full design work will be initiated after survey and geotechnical work is completed this winter. Funding in the amount of \$210,000 from the General Fund Unassigned Fund Balance is allocated in the FY 24 CIP.

Councilor Armstrong said she saw something about the drainage system on Basswood Road. Is that correct? Town Manager Souza stated there is no drainage on Basswood Road. It basically is a farm road that has been turned into a residential collector street.

Aquatic Facilities Improvements Project - Welch Pool – The project went out to bid on October 2023 with bids received in November 2023. The PBC has reviewed the bids and approved Millennium Builders for this project. Funding has been approved with construction to start in December 2023 and slated to be completed in early May.

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, turf wicket, and other miscellaneous amenities. The Town has contracted with a design consultant. Survey has been completed and we have received a preliminary design plan. The preliminary cost estimate has construction at \$850,000 which is \$200,000 more than the CIP allocation. Also, an assessment of the existing multi-purpose outbuilding is being reviewed to determine space needs, functionality, building condition and alternatives such as repair or replace. The above cost estimate does not include a cost factor related to the outbuilding. Once options regarding the multi-purpose building are refined in the next 60 days it is recommended the project scope be reviewed with the Town Improvements Committee.

Councilor Smith asked if this field is where they play cricket ball. Town Manager Souza said yes. Councilor Smith then asked if that is going to be a part of the improvements. Town Manager Souza said that is basically the improvement. It is wet and not great for drainage. If we had 10 acres someplace else, he would be recommending it to the Town Council to do it there. We will be bringing this back to the Committee in January or February.

O'Brien Stadium Turf Replacement – A synthetic turf surface with a life expectancy of 8-10 years, was installed in 2014 at O'Brien Field. The FY 24 CIP includes an allocation of \$63,000 for project design as the original approach was to complete a design then bid the project. At this time due to the minimal technical design work required staff anticipates the project to be done using a modified 'design-build' approach. This will eliminate the upfront cost of design and a reduced design cost will be incorporated into the construction portion of the project. Funding for the field replacement is currently in FY 25 at an estimated cost of approximately \$740,000. It is expected bid solicitation will occur this coming summer / fall so a contract can be

secured in fall 2024 allowing the construction to take place in summer and early fall 2025.

Playscape Replacement – This project makes improvement to playscapes at Washington Park and Deerfield Park. \$200,000 in cash funding is in the approved FY 24 budget. This project is under contract and work is expected to be completed in early summer 2024.

Northwest Park Parking Lot Renovations – This project calls for renovations to the large parking lot at Northwest Park to address drainage issues. It includes regrading, and installing a drainage system. Survey is complete. Town staff anticipates designing the project. Department of Public Works staff may complete portions or all of the construction, depending on availability and project cost. Construction is expected in summer 2024. \$200,000 is approved in the FY 24 adopted budget for this project.

Public Safety Equipment Fund – This multi-year funding plan sets aside \$500,000 per year in General Fund operating budget for use to replace fire department apparatus as well as to make capital repairs / improvements to fire stations. This pay-as-you-go approach reduces our long-term debt service.

Councilor Armstrong stated she only saw contingencies on this project and didn't see anything else. It said to pay by future reserve funds for future use to offset borrowing. Town Manager stated he does not believe there is a project specifically for FY 24. We are building up that reserve fund. We have a very large replacement of apparatus and we're trying to accumulate those reserve funds so we don't have to borrow money for the project. In FY 25 we have a plan to draw down some of those funds to do a roof replacement at the Wilson fire house and then potentially put some money towards the replacement of a fire engine.

Councilor Smith stated that many of the school projects have a combination of roofs and HVAC going on. Can we do a property condition assessment of the major assets that the town owns so that we get a good sense of all the issues going on at each school building? He thinks it would be helpful. He is seeing that the physical structures are contributing to some of the issues. Are the buildings serving the purpose they were built for? Town Manager Souza said that he'll be able to have conversations with the Board of Education and facilities staff about that. There are different components to it. There's the condition assessment, functionality and space condition. It's a significant undertaking. The Board of Education has taken a look at the space and functionality component of it.

Councilor Smith said in terms of the Board of Education, the town owns the building. Who would be the driver of this question that we just had in terms of bringing that to the forefront. Would it be the town or the Board of Education? Town Manager Souza stated his sense of it on the major maintenance pieces of it is that it is a combination where Mr.

Waterfield and Mr. Agleico had those conversations. We repaired many roofs twenty years ago and that's why you're seeing more roofs replacements now. When it comes to space, that is more driven by the Board of Education and their internal process.

Ms. Batchelder said they contracted out for a space feasibility study last year just to get an idea if they are currently able to house all the students they have and any future students. They will be meeting tomorrow night to review and discuss the study. This will begin the conversation of space.

Councilor Armstrong suggested that someone do an assessment on all the buildings we own. Town Manger Souza said there are life cycles there. We know at the town hall we did a 3-5 year phase in project where we replaced the heating, the windows, etc.

Windsor High O'Brien Field House Evaluation Feasibility Study – Building assessment report was completed in late 2022. The design consultant held several meetings with high school Athletic Director and BOE staff to review athletic program requirements for both girls and boys. KBA presented conceptual plans that included a total rehab and additional square footage and an alternative plan to demolish and construct a new larger building. Next steps are to refine space needs and project alternatives.

Sage Park Middle School Roof Replacement Design Project Phase 2 – The PBC awarded this project to Hibbard and Rosa. The architect has completed construction drawings and the PBC has reviewed and approved. Bidding is expected for January 2024 pending grant approval by the State of CT. Construction is anticipated over summer break 2024. Town Meeting approved \$2.9M in funding. The State grant could reimburse approximately 50%.

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. Bidding is expected for January 2024 with construction expected summer 2024. Project funding will need to be approved this winter/spring.

Councilor Armstrong asked about the condition of the Clover Street roof. Has that been started or is the roof okay until 2026? Mr. Waterfield stated it has been patched and is currently under design to be replaced in 2026.

Councilor Armstrong asked if it is feasible to patch the roof instead of redoing it. Mr. Waterfield said the contractors are doing an assessment of areas that need to be patched. They spent about \$700,000 to go over all the areas. Ms. Batchelder added there's different projects that can be done at a school but we are constricted to when they can be done. This summer, they will be doing the Clover Street ADA compliance.

All the pods and bathrooms are getting up to code. That is something we look at when you're asking at what time the project can be done.

Councilor Armstrong asked what needs to be done right away. Town Manager Souza stated that we have a CIP that prioritizes the projects. He explained the process of prioritizing projects.

Oliver Ellsworth HVAC Improvements – The PBC awarded the design of this project to Van Zelm Engineers. The engineer has started the design phase and has sized the equipment. Equipment funding was approved in December to meet the construction schedule. Construction bids are expected in March 2024 with construction to be scheduled for the 2024 school summer break. Construction funding will need to be approved this winter/spring.

Windsor High HVAC System Replacement Design – This is for replacement of Boilers, Chillers, Domestic Hot Water Heaters and Air Handling Units. The project is currently in the CIP with Design Services anticipated for FY 24 and construction anticipated for FY 25. Funding request is planned for February/March.

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 from the vicinity of Sycamore Street northerly to Palisado Avenue and the vicinity of the railroad overpass, a total distance of approximately 2,550 feet. 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 utilizing local town funds. Final design is underway by the town's consulting engineer and funded by a DECD grant of \$200,000. Construction documents are expected to be completed in summer 2024. Preliminary construction cost estimate is \$4,525,000. Funding for construction is aided by a State grant of \$1,000,000 and a Federal grant of \$3,000,000 with the Town contributing the balance. The project authorization will require a referendum. At this time the preliminary target date for a referendum is November 2024 (this requires Town Council action in August or early September 2024.)

Town Manager Souza said that we are in the next step of design and will be using State funds to do this. The town does the preliminary design work. We have invited residents to attend an open forum about the road diet on December 19th. We will proceed through the design and then hopefully be able to bring this up to the Town Council in the spring with the potential, depending on the scope of work, that we might have design done by the summer time. If the Town Council decides to go forward with the funding of the project and wants to do a referendum, that decision would need to be done by the end of August or first week of September.

Councilor Smith said this is a State road. Because of that, only Windsor residents would have a say in this correct? Town Manager Souza said the State of Connecticut has to review the plans and sign off on them. In terms of those living beyond Windsor, those folks can come to the meeting. However, they cannot vote as they do not live in Windsor. It is a Windsor project. It will be managed by the town and not by the State.

Milo Peck HVAC, Electrical and Energy Improvements – The PBC at the direction of the Town Council engages the project engineers to complete 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. The PBC met twice with the town's Clean Energy Committee to discuss the pros and cons of both project options. Currently this project is waiting for further Town Council's direction.

Councilor Pelkey asked where are we at this time with this project. Town Manger Souza said there are complexities to be discussed relative to the overall functioning of the building. Do we invest up to \$4 million in a 100 year old building? There are many levels of discussion. Is there an alternative to what was presented? Is the boiler itself okay – can it fail?

Councilor Pelkey stated that we have waited two years but we haven't actually started anything. Town Manager Souza stated that is because this will take a lot of time to discuss. It is hard to carve out that time. There is some additional research that needs to be updated as well. Preschool is very important as a community. If we don't use that building then what do we do with it?

Councilor Pelkey asked if we continue to let this sit, what becomes of the building. How immediate is the need to do one thing or another? Town Manager Souza said that it's going back to the scope. For him, it's the old cast iron furnace that can get a crack. It's not a one faceted discussion.

Wilson Gateway Park (Redevelopment Parcel) – The proposed project will convert the town owned vacant parcel at 458 Windsor Avenue into a public park. Design is complete and the project is out to bid. The bids are due January 10, 2024. After a qualified low bidder has been identified, Town Council will have the ability to set a referendum date. At this time the suggested target date for referendum is early to mid-March 2024. Please note a 30 day notice of the referendum from date of legal notice is required. The project has received a DECD Community Investment Fund grant for \$4.0 million and Town Council approved use of \$500,000 in American Rescue Funds, of which approximately \$135,000 has been utilized for design services.

Town Manager Souza said the project has been awarded a \$4 million grant from the DECD Community Investment Fund. The Town Council has approved the use of \$500,000 in American Rescue funds. The project is out to bid now and bids will be here



by the second week of January. We would bring that back to Council shortly thereafter at the first meeting of January or in February. This project will need to go to referendum.

LP Wilson Community Center BOE Restroom Renovation Design Project - The PBC awarded this project to Russell and Dawson. 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 has approved final construction drawings. This project is scheduled in the CIP for construction funding in FY 26.

5. STAFF REPORTS

6. APPROVAL OF MINUTES

a) July 18, 2023

MOVED by Councilor Armstrong and seconded by Councilor Smith to approve the minutes of the July 18, 2023 meeting as presented.

Motion Passed 2-0-1 (Councilor Pelkey abstained)

7. ADJOURNMENT

MOVED by Councilor Armstrong and seconded by Councilor Pelkey to adjourn the meeting at 8:03 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary