



TOWN IMPROVEMENTS COMMITTEE
July 18, 2023
Special Meeting
Ludlow Room
HYBRID Meeting
APPROVED MINUTES

1. CALL TO ORDER

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

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Suzanne Choate, Town Engineer; Paul Norris, Director of Recreation & Leisure Services; Whit Przech, Building & Facilities Manager (retired); Marco Aglieco, Building & Facilities Manager; Paul Norris, Director of Recreation & Leisure Services; Paul Goldberg, Fire Administrator; Chuck Waterfield, BOE Physical Plant Manager; and Steve Bianchi, Assistant Fire Chief

2. PUBLIC COMMENT - None

3. DISCUSSION OF DRAFT CAPITAL IMPROVEMENTS PLAN FOR FY 2024-FY 2029

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. 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.

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. The 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.

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

FY 24

Town Manager Souza mentioned that the other discussion needed by the committee would be the Milo Peck HVAC, electrical, and energy improvements (construction). Councilor Eleveld asked is there anyone interested in buying? Town Manager Souza stated that an evaluation would have to be completed. There are a limited number of uses available for this type of building. Councilor Eleveld asked where the program would go. Town Manager Souza stated that we don't have anything available at the moment, but we could possibly relocate them.

Town Manager Souza mentioned that a big project is in FY 24. The Windsor High School (WHS) roof design has been moved up.

Councilor Dobler asked a question about the Oliver Ellsworth school HVAC project. Chuck Waterfield provided some additional background on the scope of work needed. Councilor Black-Burke and Councilor Dobler asked if this is a band aid or if this would work to fix the issue. Chuck Waterfield stated this is a fix from speaking with the consultant. Councilor Dobler asked if this was a mold concern. Chuck Waterfield stated yes, but we are handling it as we see it.

Town Manager Souza wanted to mention other large projects. The LP Wilson HVAC project was phased in due to the cost. This is the second phase. Welch pool, total renovation to the bath house and expansion of the pool deck is designed and ready to be bid. The Clover Street Field Improvements is under design now with work to take place next year. The other large project is International Drive (westbound) phase II of the project. These are the major projects that would require borrowing.

Councilor Eleveld asked if there are any other grants available for International Drive. Town Manager Souza stated that the grants are limited for roads that size and use.

Councilor Dobler asked do you see any of these projects in FY 24 being pushed back. Town Manager Souza stated possibly only the LP Wilson Phase II HVAC project.

FY25

Councilor Dobler inquired about the courts at Welch Park. Town Manager Souza stated that it is still unsure what the use will look like yet but those courts are in need of work.

Town Manager Souza stated that he would recommend the same construction type, post tension concrete for the longevity of the product/surface.

FY26

Town Manager Souza noted that we are hitting the cycle for roof replacements. Councilor Black-Burke inquired about the life cycle of the core server project.

Councilor Eleveld inquired to the location of expansion at Veterans Cemetery. Town Manager Souza provided details on the proposed improvement areas.

Town Manager Souza provided details on the ladder truck and courts for Sage Park Middle School.

Councilor Eleveld asked about the outdoor pool facilities project for design at Veterans Pool. Paul Norris spoke to this project. Town Manager Souza stated this would be another discussion. Paul Norris stated the figure was close to \$4 million.

FY27

Councilor Eleveld inquired about the project for additional fire hydrants. Town Manager Souza provided some background. Councilor Eleveld asked if there would be a decrease to homeowners. Town Manager Souza stated that no, but it is beneficial for the volunteer fire department.

Councilor Black-Burke inquired about the school window replacement project. With a child at JFK the building windows don't open but it is heated well. Why wait until 2027. Town Manager Souza stated that we would love to do that but the discussion is of prioritization and design work to see what the scope is.

FY28

Councilor Eleveld stated that he thought we were replacing the units at 330 Windsor Avenue. Whit Przech stated that this was for the units above the Caring Connection.

Councilor Dobler asked if the emergency generator is at the end of its life cycle. Chuck Waterfield discussed that if upgraded it could be used as an emergency shelter. It would

also be upgrading the capacity to the generator. Town Manager Souza stated that this would provide flexibility.

FY29

Councilor Dobler inquired about the Millbrook Clubhouse. Town Manager Souza mentioned that it would be due to the end of the life cycle for equipment within the facility.

Councilor Dobler stated that the Day Hill Road capacity Right Turn Lane seems inexpensive. Town Manager Souza stated that it is a project for two intersections to enhance safety.

Councilor Eleveld stated that the Route 305 corridor is a state road. Town Manager Souza stated that we need to move this project forward. We did a corridor study 8-10 years ago. If the opportunity arises to update the study, we need to explore that. We'll continue to look to CT DOT and CRCOG.

Councilor Eleveld stated that Poquonock Elementary School Boiler Replacement project was commented on.

4. STAFF REPORTS

Town Manager Souza provided an update on Goslee Pool opening tentatively on July 30th. Numerous projects will be coming to the Town Council shortly as we start to move forward with FY 24 projects.

5. APPROVAL OF MINUTES

a) January 30, 2023

MOVED by Councilor Eleveld and seconded by Councilor Dobler to approve the minutes of the January 30, 2023 meeting as presented.

Motion Passed 3-0-0

6. ADJOURNMENT

MOVED by Councilor Eleveld and seconded by Councilor Dobler to adjourn the meeting at 7:36 p.m.

Motion Passed 3-0-0

Respectfully Submitted,



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Scott W. Colby Jr., Assistant Town Manager