



TOWN IMPROVEMENTS COMMITTEE

February 28, 2024

Ludlow Room

Special Meeting

HYBRID Meeting

APPROVED MINUTES

1. CALL TO ORDER

Chairman Leroy Smith called the meeting to order at 7:00 p.m. Present was Councilor Mary Armstrong and Councilor William Pelkey

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Mark Goossens, Director of Public Works; Paul Norris, Director of Recreation & Leisure Services; Marco Aglieco, Building & Facilities Manager; Suzanne Choate, Town Engineer, Carlos Rosario, Facilities Manager – Board of Education

2. PUBLIC COMMENT

Leonard Lockhart, 57 Columbia Road, is coming to the meeting in his capacity as a Board of Education member. He wanted to thank the committee for considering the Clover Street Elementary School building project. He was a former liaison of that particular building and one of the main concerns about that particular piece of property is some of the erosion that comes down the hill, especially during the late winter, early spring it becomes a safety issue. Another safety issue that he hopes we can resolve sooner rather than later is the basketball court. It's a great space for kids to run and play. He just wants to make sure the public knows that the town is actually trying to fix that space.

Councilor Armstrong asked where is the location he is talking about? Mr. Lockhart responded that the property is situated on the top of the hill, then there's a slight slope down, then there's a small baseball/kick ball area to the right, then to the left if you go down another slope there are the basketball courts and then there's a lot of drainage within that area. It's a wet area. A lot of the drainage comes to that area and goes right through to where there is a huge drain right in the middle.

3. UPDATE ON FY 24 CAPITAL PROJECTS

Town Manager Souza stated the goal this evening is to provide an update on the four larger projects that have not yet been authorized from a funding perspective by the Town Council.

Councilor Smith asked if some of these projects would require a referendum. Town Manager Souza responded none of them will require a referendum but they require a Special Town meeting.

Town Manager Souza said the challenge that the Board of Education staff and town staff have is to be able to know how to plan a project when you only have a rough eight weeks in that summer period between June 15 – August 15 to complete them.

Councilor Smith stated this is he believes from back in December when they had their first meeting. These are the four projects that we're going to discuss tonight which have not received approval for construction funding. Councilor Smith outlined the 32 other projects proposed for FY 24 which are in the Capital Improvements Program (CIP). So, what we're looking at are the four main projects.

Town Manager Souza stated this evening we are focused on these four big projects which we would like to get approved and funded so that construction can be initiated this spring/summer.

Oliver Ellsworth Humidity Mitigation HVAC Improvements Project

Oliver Ellsworth Elementary School was originally constructed in 1968 with HVAC upgrades in 2018.

Due to the low heat load in the building and the limited ability to dehumidify this building. It is experiencing high levels of humidity. 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.

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.

Councilor Smith asked how the clerk of works is different from the building inspector. Can they be the same are there some differences there? Town Manager Souza stated there are very distinct rules they need to follow and that they do have different roles and responsibilities.

Town Manager Souza asked Marco Aglieco, Building Facilities Manager, how many hours a day they are on site. Marco replied at least four hours and they have weekly meetings.

Councilor Armstrong said she heard the bonding will be \$3,000,000 then why is it stating it's \$45,000? Town Manager Souza stated the amount of money that we will borrow for an anticipated 15-year term is \$3,000,000. The bonding factor there at

\$45,000 is related to the legal costs, financial advisor costs along with the advertising costs. Generally, it's between 1% or 1-1/2% of the project cost.

Councilor Pelkey stated that in the agenda item summary there is one sentence that he believes he knows what he is saying. But for those reading this, you have this under a separate project proposed for the summer of 2025 which would be improvements to the building envelope, including the replacement of windows indoors. That is a subsequent cost that is not included in here, correct? Town Manager Souza said that was correct.

Councilor Pelkey asked how we are doing on the DOS units. Where are we on the timeline with these? Mr. Aglieco stated they're on schedule to arrive on time.

Councilor Smith said he noticed for the L.P. Wilson project that only one bid was received. What do you anticipate in terms of bidding for this? Do you anticipate any issues on that? Also, if we get only one bid, can we go with that one bid or would we have to rebid it again? Town Manager Souza said we are able to go with that one bid as long as the Public Building Commission feels that it's a qualified vendor and that the cost is appropriate and within the range.

Town Manager Souza stated that he was optimistic that we'll get several contractors that are interested in this work and we'll be able to get started soon.

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 existing HVAC systems do not provide ventilation to current energy code standards.

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 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.

Councilor Armstrong stated that the Town Manager said bonding for L.P. Wilson will be \$2.5 million and that we'll be using \$655,000 in General Funds correct. Town Manager Souza said that was correct.

Councilor Pelkey noticed the construction number has changed fairly significantly. He knows that's probably just a work around, but the digital package that we were sent

previously had \$2.63 million and you now have \$2.275 million. He's curious whether the \$300,000 difference got moved? Town Manager Souza said the digital version had the \$370,000. Town Manager Souza said it was moved from the \$2.6 million and it was broken out. So that was the most notable difference.

Councilor Smith asked if the contractor doesn't meet their quota will the Town of Windsor hold them to it? So is that one of the reasons for having a performance bond? Town Manager Souza said the performance bond is probably a little more of a drastic situation where the company goes belly up and the company just walks away from the project. There is the concept of liquidated damages, but those aren't easy to affect. Councilor Smith asked if the General Fund Unassigned Balance is the same as what he would call the surplus? Town Manager Souza said that is correct.

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.

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.

Town Manager Souza stated that the estimated cost for Phase 1 is just under \$1.4 million. He is suggesting that Phase 1 of the project use General Fund Reserves or the Unassigned Fund balance in that full amount.

Councilor Smith asked if this was the project Leonard was talking about. Town Manager Souza said it relates to the next project coming up.

Councilor Smith stated that this is going to be funded through General Fund Reserves correct? Town Manager Souza said that was correct.

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.

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 committee went over the drawing of the proposed field improvements.

Councilor Armstrong asked what the building is currently used for. Is that for storage or equipment? Paul Norris, Director of Recreation and Leisure Services, stated that part of the facility is a concession area where they do store some of their things. The other half is a small/medium space where teams gather before the games or during the games.

Councilor Armstrong said that the plan would be to demolish or tear that down and make a larger building so that the two can be combined into one, correct. Town Manager Souza said that is not correct. We'd keep that storage shed and then basically the new building would essentially have the same footprint, maybe be a little bit bigger.

Mr. Norris talked about the primary use of the field which is cricket, and some other utilities, and how much and often they are using it.

Suzanne Choate, Town Engineer, talked about the challenge of the ground condition in this area and its recommended solution. She explained how the field is shaped more like a bowl and it needs to be mounded.

Town Manager Souza added the town has done some soil borings so we know where the lack of drainage is. The project as conceived did not address the areas that Mr. Lockhart had noted in his comments. We'll take a look at that and the tennis courts components.

Councilor Smith asked if the above would add to the scope of work. Town Manager Souza said yes. Councilor Smith said we'd just have to adjust this a little bit. Town Manager Souza responded it could possibly be more than a little bit. It's a substantial project to do this lower component.

Councilor Armstrong asked if we are thinking about this year? Town Manager Souza said ideally 2024 to do the earth work for the field and the parking lot which would be the \$1.3 million estimate then the subsequent phase is for the clubhouse at under \$400,000. Town Manager Souza said this would be a Council question if they want to combine them together with one funding authorization and get that done.

Councilor Smith stated we wouldn't be done with the project until 2026 correct? Town Manager Souza said that is correct.

Councilor Armstrong asked if that would include the drainage work. Town Manager Souza stated yes it would be the drainage of the flow of the field.

Councilor Pelkey asked about the parking lot and if it will be gravel or regular asphalt? Town Manager Souza said it would be a synthetic surface.

Councilor Armstrong asked how much more space would that be for the parking for the school staff? Town Manager Souza stated it would be just for users or patrons using the cricket field. It's too much of a distance for school staff to walk.

Councilor Armstrong stated she was approached by a resident about speed bumps on Clover Street. Is that anything that was looked at? Town Manager Souza replied that off the top of his head, he doesn't believe we've look at it at least recently. Town Manager Souza asked if the segment is between the school and Rood Avenue? Councilor Armstrong said yes. Town Manager Souza said that what we can do is to have the Town Engineer in the spring before school put out traffic counters along that area to collect some data so he can understand the traffic and component there.

Councilor Smith said he has been thinking about this question. What are the benefits to funding this project and will it be from the cash reserves? Town Manager Souza said there are two sources of cash. We have approximately \$1.5 million that is at this point uncommitted from the American Rescue Fund. We'd use \$1 million of that towards the cost and then \$310,000 from the cash reserve fund.

Town Manager asked the Committee if they had any feelings in terms of including funding authorization regarding replacement of the clubhouse at this point in time or do they just want to defer that out to a funding this winter and having a funding request for that \$385,000 or \$400,000?

Councilor Pelkey asked if there would be a projected increase in cost if we were to wait? Town Manager Souza said he is not sure at this time if there would be but can estimate that it might be 10% more.

Councilor Smith said he'd lean towards this project getting everything done rather than delaying it. He'd like to see if we can get the field done at the same time. That is his take on it.

Councilor Pelkey stated at this time, the field is going to be unusable for a year or two. He is assuming that the building isn't going to get used anyways other than just it's going to stand there. It would actually make more sense to him to shelve it for the time being because it's not going to see use. Town Manager Souza said it would be a timing piece because if we wanted to have that facility complete for spring of 2026, the money would need to be authorized by January 2025.

Councilor Armstrong said she is in favor of replacing it. We're going to replace the field. She thinks it would be feasible to go ahead and get what the cost would be to get it done. Town Manager Souza said the cost would be about \$400,000.

Councilor Armstrong said we are saying it's going to be \$400,000 now. If we push it off, would the cost increase? Town Manager Souza said off the top of his head he would think it would be at least in the 10% range.

Town Manager Souza said he believes the question is does the committee feel like they want him to combine those together for the agenda itself. He thinks the motion would be to recommend to do it as one authorization or he can set it up so Town Council does that on Monday night.

Councilor Pelkey said he thinks they should do it on Monday night as he doesn't think it's necessary to have a formal motion.

Councilor Armstrong clarified that the Town Manager is saying we make a motion tonight to add that to what he will be presenting to Council.

MOVED by Councilor Smith, seconded by Councilor Armstrong that the Clover Street Elementary School Field Improvements project be presented as one authorization of a \$1.7 million project to include the fieldwork and the building replacement.

Motion Passed 3-0-0

4. DISCUSSION OF MILO PECK CHILD DEVELOPMENT CENTER AND MONTESSORI SCHOOL HVAC PROJECT

Assistant Town Manager Colby stated 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.

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 on December 13th and recommended Option 1 as the preferred design.

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.

Councilor Smith said he was looking at the windows part because he feels that there is outside funding for windows. So if we were to tackle that part, he believes we would get some assistance with that.

Councilor Smith asked if the town's Clean Energy Committee is in sync with this. It seems like somewhat of a recommendation has been arrived at in terms of we may have to go with a gas-fired furnace. Town Manager Souza said they are not 100% in sync. He thinks they appreciate each other's positions and each other's goals. The Public Building Commission has an open mind to evaluate the ability of this particular project but he doesn't think the Clean Energy Committee is 100% in sync on this project.

Councilor Smith asked what the cost difference would be if it were electric. Town Manager Souza said there are two elements and using that number from two years ago, there's about a \$300,000 difference, that being all electric.

Councilor Smith said the project was left off at a point where there was a recommendation of a gas-fired furnace. Is this where the record left off on this confusion

as to where the project left off. Town Manager Souza said that was the Public Building Commission's preferred design. Councilor Smith said he's good with that.

Councilor Pelkey said that his reason for asking about this is that it's been literally two years and we had the Town Manager say in regard to the boiler, we are stringing along with some voodoo and duct tape just trying to make it work. He thinks we are at a point where the boiler is concerned that we need to make a decision to do something with it.

Councilor Smith asked the Town Manager if he mentioned the cost for that. Town Manager Souza responded that we've really not gotten to that point in recent months to cost it out.

Councilor Armstrong asked can we do anything about the boiler that we haven't done? You said that it hadn't been brought up? Is that a priority that we can get that done and then move on to other items? Town Manager Souza said it hasn't moved forward because it was still being viewed as an entire project. He feels the bigger discussion is if we're going to replace the boiler and we are going to do that in the next 4-5 months, it has to be natural gas.

Councilor Armstrong asked what the opposition was between the gas and electric. Town Manager Souza said it was environmental.

Councilor Pelkey stated that he'd like to give town management and staff some direction to pursue looking at options for this boiler. Councilor Smith said absolutely we have to look at the options of replacing it. We need to get the physical cost of labor and construction and also the potential electrical costs and the operational costs during the year. Town Manager Souza said from a process perspective, he thinks we can do that and report back to the full Council.

5. STAFF REPORTS

The construction activity for the new roadway is moving along quite well at Baker Hollow.

Town Manager Souza added that Ms. Choate, Town Engineer, has gone out for request for proposals for the Mill brook stream stabilization project. We've broken that down into a couple of phases. We'll be starting on that soon and the cost of initial work is roughly at \$25,000-\$30,000.

Councilor Pelkey said he does have a question. He stated the boilers are at the end of their life expectancy. We had to do some costly repairs in the past few years. They are in the CIP to be replaced in 2029. Is that something we can move up to 2026? Town Manager Souza stated we update our CIP every year. We're presently in the process of doing that now internally. The best thing to do is if it hasn't been identified by Danielle or

Carlos as a higher priority, we'll do that because we're actually in that process and then we'll bring it back to the Town Council a little bit later or in the spring. We can definitely take that into consideration.

Councilor Smith stated the boilers were replaced 15 years or so ago and now have reached their capacity. Mr. Rosario added that the boilers are from 1947. Those would have to be removed in order to accommodate the new boilers.

6. APPROVAL OF MINUTES

a) December 11, 2023

MOVED by Councilor Armstrong and seconded by Councilor Pelkey to approve the minutes of the December 11, 2023 meeting as presented.

Motion Passed 3-0-0

7. ADJOURNMENT

MOVED by Councilor Pelkey and seconded by Councilor Armstrong to adjourn the meeting at 8:53 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary