

**TOWN OF WINDSOR, CONNECTICUT**  
**Special Meeting Notice**



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**AGENCY: Town Improvements Committee**

**DATE: November 14, 2024**

**TIME: 6:30 PM**

**PLACE: Town Hall - Ludlow Room**

**AGENDA**

1. Call to Order
2. Public Comment
3. \*Review of FY 25 Capital Projects
4. Staff Reports
5. Approval of Minutes
  - a) \*July 24, 2024
6. Adjournment

\*Backup materials


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

## Agenda Item Summary

Date: November 14, 2024

To: Members of the Town Improvements Committee

Prepared By: Suzanne Choate, P.E., Town Engineer  
Mark Goossens, Public Works Director  
Marco Aglieco, Facilities Manager

Reviewed By: Peter Souza, Town Manager 

Subject: Fiscal Year 2025 Capital Projects Review

### Background

Similar to most years, the FY 2025 capital plan includes a diverse set of projects. Some of the smaller projects, studies or design phases are identified for cash funding, while other projects will be bond financed. The FY 2025 CIP also continues the town's focus on a multi-year asset management approach.

This agenda item summary provides the committee with a brief explanation of major projects and any updated status information. Staff will continue to refine project scopes and cost estimates. It is anticipated that through the first quarter of the calendar year, the Town Council will be asked to consider funding appropriations or bond authorizations for these projects.

### Discussion/Analysis

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 planned 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 required utility pole attachment agreements with Eversource and Frontier who own the poles. The utility companies are currently conducting work to allow appropriate space for the proposed town attachments. Once our portion of the project is underway, we expect the completion to be in three months.

**Wilson Park (Redevelopment Parcel)** – This project will convert the town owned vacant parcel at 458 Windsor Avenue into a public park. 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 for the construction of the park and traffic signal improvements. Construction of the park is currently in process with an anticipated completion in summer 2025. The signal part of the project is under review by the Connecticut Department of Transportation. A new signal head and span pole are required at the park entrance as well as pedestrian improvements.

**Clover Street School Field Improvements Design** – The project scope includes improvements related to drainage, re-grading of the cricket field, turf establishment, synthetic turf wicket, and the replacement of the clubhouse building. Construction is currently in process with an anticipated completion in spring of 2025. The field will likely not be usable during 2025 to allow for the establishment of natural grass.

**Millbrook Enhancement Project – Stream Stabilization** – The project objective is to stabilize the existing stream and preserve the surrounding open space for public use. In 2024 the Town worked with a consultant to conduct a hydraulic analysis and to produce a concept plan and preliminary cost estimate for the stabilization. Funds for project design and permitting are approved and design is expected to start the first quarter of 2025. Funding in the amount of \$562,000 is included in the FY 27 adopted CIP for construction.

**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, a multi-use field and potentially a small baseball diamond or second basketball court. A neighborhood meeting was held to gather community input on possible improvements. Based on resident and stakeholder input, concept plans have been developed. The Town Improvements Committee will be asked to review plans and provide design direction relative to field / court configuration in the coming 60 days or so. Funding in the amount of \$637,000 is allocated in the FY 26 CIP for construction.

**Northwest Park Parking Lot Renovations** – This project calls for renovations to the large parking lot at Northwest Park to address drainage concerns. It includes regrading and supplementing the gravel lot and installing a drainage system. Survey and preliminary design have been completed. Students in the UConn Green Stormwater Corps course, where students are paired with community partners to assist them with introducing green stormwater infrastructure/low impact development to their town, are currently evaluating the project to potentially include installation of ‘green’ stormwater infrastructure. Depending on the workload of the Department of Public Works crews, portions or all of the construction may be able to be completed in-house this summer and fall. Preliminary construction cost is estimated at \$500,000 assuming all work is contracted out.

**Riverfront Trail Project (Windsor Center to East Barber Street)** –The proposed trail segment will traverse property owned by the town, State of Connecticut, Loomis Chaffee School, and Eversource. A state grant in the amount of \$240,000 for survey, wetland identification, 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. Archeological investigation is underway and the permitting process will begin this winter. Conceptual plans have been produced for the phase II portion of the trail on Loomis Chaffee School property. Discussions continue with Loomis Chaffee regarding potential trail alignment and easement.

**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 approved \$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 awarded to Riverfront Recapture. Final permitting is anticipated this winter. Construction is expected to start fall of 2025.

Current FY 2025 projects include:

**Pavement Management Program** – This annual asset management effort involves street resurfacing, pavement reclamation or milling, thin overlays, and pavement preservation. \$180,000 of State Aid from the Local Capital Improvement Program (LoCIP) and \$845,000 from the adopted General Fund budget will be used. Approximately 5.3 centerline miles of roadway resurfacing were completed in CY 2024 and a similar amount is planned for CY 2025. Please note the General Fund budget amount reflects a \$85,000 reduction from the original FY 25 budget proposal.

**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 the removal and replacement of concrete or brick, grinding of trip hazards and installation of ADA compliant ramps. Funding is included in the adopted FY 25 General Fund budget at \$150,000. Please note the General Fund budget amount reflects a \$50,000 reduction from the original FY 25 budget proposal.

**Pavement Resurfacing at Town Facilities & Schools** – This annual asset management effort includes repaving parking lots and the repair of small sidewalk and curb sections at both town and school facilities. The adopted CIP reflects bonding in alternating years. The FY25 bond financing is proposed at \$285,000. We are currently identifying calendar year 2025 projects and anticipate requesting funding in the first quarter of the new year.

**Fleet and Public Works Equipment Replacement** – This is a multi-year, annual replacement program whose funds are utilized to replace town vehicles and large Public Works equipment including dump trucks, snowplows, and pay loaders 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 2025 General Fund appropriation is \$814,000. Please note this appropriation level will likely need to be adjusted upward in upcoming fiscal years to account for the rapidly rising cost of vehicles and equipment.

**Replacement of Engine 8** – The Fire Department is in the process of finalizing the design and specifications for the replacement of a 1993 Pierce fire engine. Several years ago the Fire Department created a committee to create a town-wide specification for pumpers. This specification is being used and slightly modified as this will be a rescue/pumper. A rescue/pumper is a multi-use vehicle that will be able to respond to structure fires and also carry equipment for vehicle rescues. The acquisition will be through a cooperative purchasing program called HGACBuy, which we have previously used for a savings of 5-8% of the purchase price. The CIP program has this purchase budgeted for \$1,196,000. We anticipate requesting funding authorization in January.

**River Street - Repair Culvert and Stream Bed (Design)** – The culvert carrying the stream under River Street in the vicinity of Bounty Way is a 72-inch asphalt coated corrugated metal pipe installed in the 1970's. It is showing signs of corrosion and silt build up at the culvert outlet. The proposed project consists of clearing the silt and repairing the pipe. An RFP is in development for survey, design and permitting. We anticipate seeking funding authorization for design from the Town Council in the first quarter of 2025. Construction is included in the FY27 of the CIP.

**Town Hall Roof Replacement Project (Design)** – This project is for the design of roof replacement. The existing Town Hall roof was installed in 2001. Both the siplast modified roof area, consisting of 14,898 square feet and the shingled area, consisting of 2,162 square feet, need to be replaced. This project will consist of a complete tear off of existing material down to the decking, new insulation boards, new roofing material, and new metal flashing. Request for proposals will be issued the 1st quarter of 2025. Design funds will be requested this winter with project design expected to be complete in the fall of 2025. Construction funding is scheduled in FY 26 of the adopted CIP.

**Town Facility Improvements – LP Wilson HVAC Improvements – North Phase 2B (Construction)** – This project consists of the replacement of tile and carpet flooring in the Board of Education portion of the building. This project will require hazardous material testing and potential abatement. Project scope and cost estimates are being developed in the next 90 days. Project construction funding will be requested this winter, with construction anticipated to start in the summer.

**Town Facility Improvements – Chaffee House Improvements** – The historic Chaffee House was built in 1767 and is leased to the Windsor Historical Society. The town is responsible for maintenance of the exterior of the building. This project will encompass the repair and/or replacement of window trim/soffits/rakeboards, exterior painting, installation of a handicap accessible ramp, and masonry work on the front steps and foundation. We are currently requesting quotes for this work to be followed by a funding request to the Town Council. Construction would begin in Spring / Summer 2025. Please note depending on construction estimates, this project may need to be funded and completed in phases.

**Town Facility Improvements – Milo Peck HVAC, Electrical, and Energy Improvements (Design)** – The PBC at the direction of the Town Council engaged 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 assessment indicated the all electric option at the time was approximately \$300,000 higher than the estimate for the natural gas option. An alternative to the larger project is to explore energy efficiency improvements to the building envelope such as window replacements and re-insulating. Please note that the existing boiler at the facility has been rebuilt this past fall.

**Pigeon Hill Road Rehabilitation (Lamberton to Marshal Phelps Rd, Construction)** – 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. An RFP for design services is being issued this month. Design work is anticipated to take approximately 3 months. We anticipate seeking funding authorization for design in December. Funding for construction would be requested late in the first quarter of 2025. If design is delayed for some reason, project funding could be delayed until FY 2026.

**Day Hill Road Pedestrian Circulation Enhancements (Day Hill from Marshall Phelps 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 required easements need to be completed prior to design and construction. These discussions will be ongoing over the next 60 to 90 days. Survey and design work would take approximately three months to complete once easements are secured. Design funds are available. Timing of construction is not yet finalized due to need for property easements.

**Prospect Hill Road Rehabilitation (Day Hill Road to Lang Road)** – Pavement rehabilitation project funded through a Local Transportation Capital Improvement Program (LOTICIP) grant. The project construction funding was awarded based on a competitive selection process. Council appropriated design funds in June 2024. CT DOT performed a review of the LOTICIP application and requested consideration of the inclusion of a sidewalk. Town staff has developed a conceptual plan for the sidewalk and is currently working with CRCOG to revise the application for additional funding for the sidewalk. Survey and geotechnical work is complete. Preliminary design has begun but is paused to allow for the addition of sidewalks if that is approved. Once a commitment to fund is obtained from CT DOT, staff will present the sidewalk consideration to Town Council as well as additional design services funding. Preliminary design will continue when the project elements have been decided which could be several months away. Including a sidewalk as part of this project will require the Town Council to hold a formal public hearing prior to deciding to incorporate a sidewalk in the design.

**Marshall Phelps Rehabilitation (Bloomfield Avenue to Day Hill Road)** – Pavement rehabilitation project funded through a grant under Local Transportation Capital Improvement Program (LOTICIP). The project construction funding was awarded based on a competitive selection process. Council appropriated design funds in June 2024. CT DOT performed a review of the LOTICIP application and requested consideration of the inclusion of a sidewalk. Town staff has determined that a complete roadway reconstruction would be required in order to include a sidewalk as well as possible impacts to wetlands. Town staff has responded to the CT DOT application comments and await their final approval and commitment to fund this project. Survey and geotechnical are complete. Preliminary design is in process. Project schedule is dependent on CT DOT's review and approval.

**Pedestrian Bridge Design Assessment** – The project includes assessment of the condition of pedestrian bridges at various town parks / trails to make recommendations for necessary repairs and replacements. Town staff will work with our on-call structural engineer to complete the assessments over the winter and spring. Funding is anticipated to be requested in December.

**Athletic Field Improvement – O'Brien Field Turf Replacement (Construction)** – The scope of work includes removal of the 10-year old turf and installation of new turf including an underlying shock pad. Also included in the project is ball safety netting behind the goal posts. The

vendor/contractor was selected via the CREC Marketplace. Town Council authorized funding in October 2024 for \$980,000. Construction will begin in June 2025 with a completion date in mid-August 2025.

**Replace Tennis/Pickleball Courts at Welch Park (Design/Build)** – This project proposes the reconstruction of the tennis courts at Welch Park to create post-tension concrete pickleball and tennis court facilities. Concept layouts and construction bid documents are currently under development. A public information meeting to discuss the proposed concept is anticipated in late November or December 2024. The project is expected to be delivered in a design-build format similar to the LP Wilson and Windsor High courts replacement projects. Construction is currently scheduled for FY25. Funding for survey and geotechnical services will be requested in December with construction funding anticipated to be requested in late winter to allow for a summer construction start. Construction period would be up to 6 months. Preliminary estimate is \$830,000

**Public Safety Equipment Fund – Wilson Firehouse Interior Renovations and Roof Replacement** – This project is a combination of interior renovations and a roof replacement. The roof replacement component was bid and awarded with construction starting this month and anticipated to be completed prior to January. The interior renovations will consist of replacement of the tile flooring, ceiling tiling and painting. The CIP has this project budgeted for \$316,000.

**BOE – Windsor High School Fieldhouse Renovation (Design)** – The existing WHS Fieldhouse was built in 1968 and measures 6,750 sq. ft. It is located at O'Brien Stadium. A building assessment report was completed in late 2022, during which the design consultant (KBA) held several meetings with the high school Athletic Director and BOE staff to review athletic program requirements for both girls and boys. The next steps are to refine the space needs and project alternatives. Request for proposals design services will be issued this winter. Design funds will be requested in the spring. It is estimated the design study will take approximately 6 to 8 months to complete.

**BOE – LPW Roof Replacement Project – (North End – Design)** – The LPW roof consists of a modified built-up roof with modified flashing. The north end of the building was installed in 2004 and is approximately 57,000 sq. ft. The roofing material is beginning to fail with blisters forming and loss of roof granules. This project will consist of a complete tear off of existing material down to the decking, new insulation boards, new roofing material, and new metal flashing. Request for proposals will be issued the 1<sup>st</sup> quarter of 2025.

**BOE – Poquonock Elementary School Roof Replacement (Design)** – Design plans are completed. The BOE is applying to the State of CT for a grant and we are waiting on the State's reply. The Town Council authorized funding in October 2024. Grant approval is anticipated in the 1<sup>st</sup> quarter of 2025, with solicitation of construction bids being issued in the spring. Construction is anticipated this summer.

**BOE – Sage Park Middle School Slab Moisture Control Project** – Extensive soil and ground water assessments were completed in 2023 and 2024 to identify the source of the water/moisture. A set of preliminary alternatives or approaches were identified by a consulting engineer. The PBC has not proceeded with full project design as it has been nearly a year since the moisture issues

have resurfaced. School and town staff continue to monitor the building conditions to observe any signs of moisture.

**BOE – Oliver Ellsworth School Building Envelope Project** – In 2023 a study was conducted to evaluate the building envelope. The study found deficiencies such as air infiltration and poor insulation that could affect the comfort and health of the building. Areas of concerns includes roof to wall transitions, external wall penetrations, roof drain, vent pipes, windows, doors, roofing expansion joints, insulation, and building air barriers. A scope of work is currently being developed with a request for proposals to be issued this winter, with project funding likely being requested in March. Depending on the final project scope and lead time for window manufacturing, construction could be phased over two summers.

**BOE – Clover Street School Code & Restroom Renovations – Phase 2 (Construction)** – The PBC has approved final construction drawings. Due to the size of the project and time frame the project was divided into two phases. This phase will complete the remaining restrooms. Request for proposals will be issued early this winter with construction anticipated over the summer break in 2025. Request for construction funding is anticipated in late February or March.

**BOE – Windsor High School Roof Replacement Project (Design)** – The existing roofs at Windsor High School were installed in 1995 and 2003. On many of the roof sections, the roofs are washing off causing the system to lose its UV protection. This is allowing UV degradation with alligating and cracking developing on the roof. Blisters and ridges are also forming which indicates that moisture and air may be infiltrating the roof system. Design Request for Proposals will be issued the 2<sup>nd</sup> quarter of 2025 with design completion expected by the end of 2025. Construction is scheduled for FY 2027. Design funding will be requested this coming spring.

**BOE – Windsor High School – HVAC Systems Replacement (Design)** – The three existing boilers, domestic hot water heating systems and water chillers were installed in 2004. This project consists of replacing three gas-fired boilers, a gas-fired domestic hot water systems and an air-cooled chilled water system. Request for Proposals for design services will be issued this spring. Design services will include assessing the feasibility of alternative energy sources. Construction funding is scheduled in the CIP for FY 2026. Design funds are included in the adopted FY 25 town operating budget.

**Broad Street Road Diet (Construction)** – 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 Stinson Place northerly to Palisado Avenue and the vicinity of the railroad overpass, a total distance of approximately 2,550 feet. The intent is to create a safer more walkable environment for pedestrians. The survey has been completed utilizing local town funds.

The proposed improvement include a single lane of traffic in each direction, turn lanes, traffic signal modifications, and on-street parking. The concept plan was completed by the town's consulting engineer and funded by a State grant.

Concept Plans have been developed for three roadway lane arrangements and an additional concept for roundabouts was developed. Several public information meetings have been held in 2024 and



the Town Council held a workshop in September of 2024. It is anticipated the Town Council will be requested to determine a preferred design in December of 2024. Once a preferred design is selected, then the project would need a referendum which could occur as soon as February/March 2025. Construction at the earliest could start in Spring/Summer of 2026 as final project design needs to be completed and approved by CT Department of Transportation prior to soliciting construction bids.



## **TOWN IMPROVEMENTS COMMITTEE**

**July 24, 2024**

**Ludlow Room**

**Special Meeting**

**HYBRID Meeting**

### **UNAPPROVED MINUTES**

#### **1. CALL TO ORDER**

Acting Chair Mary Armstrong called the meeting to order at 6:30 p.m. Present was Councilor Naeem (in place of Councilor Leroy Smith) 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; Paul Goldberg, Fire Administrator; Suzanne Choate, Town Engineer, Danielle Batchelder, Chief of Operations, Board of Education; Carlos Rosario, Facilities Manager – Board of Education

Absent: Councilor Leroy Smith

#### **2. PUBLIC COMMENT**

George Slate, 74 Ethan Drive, said he liked the chart in the CIP on Roman numeral page XII. He said the projected debt service as a percentage of the General Fund is totally static. He thought it was odd that the page before which is the General Fund projects not requiring voter approval are on the scale at one half percent. That is a lot of swing. He would find it helpful to put an estimate of costs for the new elementary school, middle and high schools. He'd like to place the item for a new senior center in the section of the CIP where there are unscheduled projects just to have it out there. This would jumpstart the conversation or that thinking process.

Darleen Klase, 318 Hitching Post Lane, stated she would like to see money put aside to evaluate schools, then also public buildings to see what the community might want and what the future costs of those might be for either significant refurbishment or new builds. She'd like to know what the plan is and how long that plan would be and start to look for some funding on that. She'd also like the town to look into consolidating the elementary schools so that we could build a new high school and place elementary students in the older high school. Her suggestion would be to have the new high school on Day Hill Road with fields and to look at the development of fields that we can use for some capital. Lastly, she'd like the town to think about the development of Day Hill Road some more with retail and recreation.

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### 3. DISCUSSION OF PROPOSED FY 25 – FY 30 CAPITAL IMPROVEMENTS PROGRAM

Town Manager Souza gave the following highlights of the proposed FY 2025-FY 2030 Capital Improvements program (CIP):

- There are \$122 million of projects in the CIP which are funded through a variety of different sources including general obligation bonds.
- The CIP includes approximately \$9.4 million for street resurfacing, pavement reclamation, milling, 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 \$28.1 million. Of the total \$37.5 million included for the asset management of town roadways, \$11.2 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.
- \$81 million is in new bonding authorization over the 6 year period.
- \$2.6 million is allocated to come from the General Fund Reserve fund balance.
- The proposed CIP identifies \$23.3 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.
- The remaining Outdoor Pool Facilities project (Veterans Pool) is scheduled for design in FY 2026 and construction in FY 2028. This project may require voter referendum depending on the scope of work and phasing approach.
- The proposed CIP forecasts \$80.9 million in new bonding authorization. The 6-year CIP cycle includes seven projects that would require voter approval due to current estimated costs. These projects are:
  - Windsor High School HVAC Systems Replacement
  - Windsor High School Roof Replacement
  - Poquonock School Ventilation Upgrade
  - Veteran's Pool Improvements
  - Windsor High School Fieldhouse Renovation
  - Broad Street Road Diet
  - Milo Pack HVAC, Electrical, and Energy Improvements
- School related projects total \$41.5 million over the 6-year period. Projects range from a fieldhouse renovation, roof replacements, window replacements, envelope improvements, and HVAC updates to boiler renovation/replacement and ventilation updates.

Town Manager Souza said there has been over the course of the last 9 months or so a number of comments made publicly regarding the long-range planning for school facilities. There are no funds in the CIP for this, but the Town Council at any point is able to, after conversations with the Board of Education, determine what that planning, study, scope and objectives could be. The Town Council can allocate funds to be able to fund a study that would look at the long term. Of the \$81 million going towards town and Board of Education facilities, about 53% is for the Board of Education.

Councilor Armstrong noted there are a lot of referendums required for projects in the CIP. Can these be part of the election calendar year? Are these separate referendums for voters? Town Manager Souza replied the Council has the opportunity to approach it on a regular elections calendar or off the elections calendar.

Councilor Armstrong asked what is the balance of the General Fund Unassigned Fund Balance? Town Manager Souza said the estimated balance at the end of the unaudited balance is approximately \$34 million which is about 27%.

Councilor Naeem asked if that number is at the end of the fiscal year? Town Manager Souza said yes.

Councilor Armstrong said that there was a discussion with the Board of Education but no planning funds were allocated in the CIP. Is that going to be assigned? Town Manager Souza said that's a discussion between the Town Council and the Board of Education and really defining what that scope of work would be. Once that is deciphered, staff from both entities could work to develop a cost estimate and bring it back to both government bodies for review and potential funding.

### **FY 2025**

Town Manager Souza gave some highlights of the FY 2025 Capital Improvements program.

Councilor Armstrong stated that she saw that at some point, generators are going to be put into schools, but she thinks that's a long-range project in 2026 or something like that. Town Manager Souza stated that if we have an opportunity we'll see if we can do it early or at least look at it and see if it's feasible or not.

Councilor Naeem said the Town Manager had mentioned that in a couple of these areas the cost had decreased. It's surprising to her knowing that costs continue to rise. Did we estimate higher and it came in lower or are we shifting the scope a bit on any of them? Town Manager Souza said it's a little bit of both.

Councilor Pelkey said we are getting down to the end of our money from the American Rescue Funds. Is there any way that the pocket change left over from all of

the expenditures can be applied to a particular project? He understands there is criteria for those. An example would be purchasing fire hydrants. Town Manager Souza said some of the projects were approved by the Council during their July 2024 meeting. If the Council wanted to use some of the unallocated (unclassified) amount, they could potentially be able to use some of those funds for design work or for the smaller \$50,000-\$60,000 projects.

Mayor Black-Burke asked if anything has been moved around since the last cycle? Is there an explanation or rationale as to why a project might be moved up? Town Manager Souza replied the two that are noted here are both funded through the state grants which is lines 12 and 13 on sheet A-1 (Prospect Hill Road rehabilitation and Marshall Phelps rehabilitation.) Those were originally in FY 26, but have moved up due to the Engineering team having successfully submitted some grant applications. Town Manager Souza gave some information on projects that were moved out of FY 25.

Councilor Armstrong asked if any of these projects are prioritized? Town Manager Souza said those listed on the sheet are our priorities for FY 25. Councilor Armstrong said these are all the priorities that are listed that have to be completed in FY 25? Town Manager Souza said yes and added that we are trying to balance how much money there is from a bonding perspective and what the General Fund can handle. This is something that we believe the Council and community can afford.

Councilor Armstrong stated she sees lots of projects that are in design. Can you explain that to me? Do they have to be designed first before the other can take place? Town Manager Souza said that was correct. This allows us to refine the cost, scope and review the project.

### **FY 2026**

Town Manager Souza stated the projects that are new or have been moved here is:

- LP Wilson HVAC improvements on line Number 10 on sheet A-2 would now be moved to the south side of the building with a cost of \$2.5 million.
- Day Hill Road pavement management at \$2.1 million for Marshall Phelps Road (between Marshall Phelps and Baker Hollow Road.)
- For referendums there is slated:
  - Milo Peck HVAC project
  - Windsor High School HVAC project

Councilor Armstrong stated she sees there are a lot of roof replacements on most of the schools. Town Manager Souza said that a roof lasts two decades or 25 years and we are in that cycle now.

Councilor Armstrong stated that she sees that Milo Peck is always a part of the agenda. Town Manager Souza said we are repairing a 50 year old cast iron boiler. We will be

replacing some sections and that equipment should be in place in town in October and we'll be able to replace that in November. This does not include the cost or handling of the ventilation and air conditioning component of it.

Councilor Pelkey asked if that number is inclusive of or is that selecting one option to give us that number or is it a rough estimate of the natural versus gas? Town Manager Souza responded that it is pretty much what the electric was at that time when we did the design. There's only about a \$200,000 difference.

Mayor Black-Burke stated regarding the Board of Education bathrooms, it's just a concern that she's making sure that it's something we're thinking about. The bathrooms look the same as when L.P. Wilson was a school. We've been talking about these bathrooms for 8-9 years now. Town Manager Souza said the Board of Education bathrooms have gone through the design stage. The bathrooms will be roughly \$900,000 to complete. The Town Council can take this project and shift it to another year if they'd like. We can look at this and potentially move some projects around.

Councilor Pelkey asked is this the plan regardless of the year? Is this doable with the vendors that are capable of doing this and available in any given year? Town Manager Souza said the biggest challenge they've seen in the last 3-4 years is in the HVAC area and the limited number of vendors in that area along with the school building only having 12 weeks to do all the construction. Mr. Aglieco added that one thing they can do is to try and get the bids out sooner. He feels that the scope they presently have is manageable if they get it out early enough for bids.

The committee discussed the possibilities of moving projects around.

Councilor Naeem asked in the estimated project costs, are we accounting for inflation? Town Manager Souza said we do it across the board. There may be some projects that we use a higher inflationary rate, but we usually use a 4% factor.

### **FY 2027**

Town Manager Souza stated that in FY 27 you start to look at some changes in funding sources on a couple of projects. There aren't a lot of changes here. The large project that's in here is the roof replacement at the high school which is about a \$10 million project. We are planning on having about 50% of that cost recovered from the State.

Councilor Pelkey asked if it would be possible to combine in a single year HVAC or other projects. Mr. Aglieco said he feels it would be difficult and would not be advantageous to us.

Councilor Armstrong said she still has a concern regarding the Sage Park water issue. She believes that this was on the list as well. Town Manager Souza stated that is slated

in fiscal year 2025. He said the town has basically done preliminary investigative work. It's a little bit of a dilemma because when we did this, there definitely was water in past years that percolated up through the gymnasium floor and some of the classrooms and administrative areas. However, when we did the investigative work this past year, the table wasn't as high. Town Manager Souza asked Mr. Rosario if there has been any indications of water in the past 6 months. Mr. Rosario responded there has not been any.

### **FY 2028**

Town Manager Souza said one new project is the Day Hill Road reconstruction at the west end of the corridor. This could be a grant application as well. There's also the emergency power generators for town facilities. We have some generators at the fire stations, town hall and the public works department. We are looking at replacing them as they age out. He added only a partial part of the high school has backup power from a generator.

Councilor Armstrong asked if the items for public safety equipment come from the General Fund? Town Manager Souza said the funds are being used in two ways. One is pay as you go and the other is done by cash financing. So, some of it is in the reserve and some is in the pay as you go right now.

Town Manager Souza said for the Veteran's Pool, this will not only be a financial decision but a programmatic and policy decision. This community has made significant investments in aquatics over the years both in capital and programmatic. For a community of 30,000 to have three outdoor pools and one indoor pool, it needs to be discussed especially since it will be a \$4 million project. It's a big investment but it's also a great amenity as well.

### **FY 2029**

Town Manager Souza stated that some of these projects come from either new identified projects or projects from the unscheduled list. It's really a place holder for the field house renovation. Decisions regarding that project will be made within the next 18-24 months on which way to go and then it may move up and the project may change. That number could change drastically.

No comments from councilors.

### **FY 2030**

Town Manager Souza said to not be deceived by the low dollar amount and bonding. That generally is what happens in the out years just because things haven't yet been solidified. Improvements to Capen Street and Sage Park Road is something that we've

identified, not necessarily from significant accidents but because we have heard from the public if we can do something different with that crazy 'Y' intersection.

Town Manager Souza stated that you can see the overall total in the bottom left hand corner of the document on page A-6. The breakdown is roughly \$81 million in new bonding and \$17 million in State and Federal aid hopefully. Then you see the different cash funding sources of \$23 million.

Town Manager Souza added that the goal is to bring this proposed CIP to the Town Council during its August 5<sup>th</sup> meeting. Years one and two are the most critical. We can get the momentum for staff to start work on that and develop an action plan for those projects in FY 26 along with some of those that might need to be in the early planning stages in FY 26.

Mayor Black-Burke was wondering about the condition of the tennis and pickleball courts at Welch Park. She's not sure how much wear and tear there is. She also asked about the Board of Education bathrooms. Mr. Norris responded we did repair the courts about 10-12 years ago. The tennis courts are not only used for tennis but as an ice rink in the winter. Because of the deterioration of the courts, we will be looking at replacing the courts altogether as there are no courts north of Sage Park Middle School. We would also be adding pickleball courts and new fencing to the location. These courts are in such bad state that they are not being currently used.

Councilor Armstrong stated that they had also discussed the Clover Street project regarding the field. She doesn't see that in the CIP. Town Manager Souza stated the Clover Street cricket project has already been funded and construction will be underway in August and September. That's why it's not reflected in here because it's already been funded by the Town Council.

MOVED by Councilor Pelkey, seconded by Councilor Naeem to recommend to the Town Council the approval of the FY 2025 – FY 2030 CIP.

Motion Passed 3-0-0

#### **4. STAFF REPORTS**

Town Manager Souza said there are a whole host of projects that are underway. The Public Building Commission provides their updates to the Council on a regular basis.

The Wilson Park is well underway. You might not have seen much for the first month or so because it's been all underground work. They're putting all the conduits in. The playground equipment has already been delivered and the Public Building Commission has approved the submittal of the prefab restroom building.





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Public Works/Engineering have combined the first phase of the street rehabilitation for milling and paving. The Mountain Road/Trent Drive area has been completed. In the next couple of weeks, we'll be starting the next phase which is the south end of town.

Baker Hollow Road's construction is substantially complete. This is the project the Town Council previously approved. That's the section that goes from Marshall Phelps to the improved section on Day Hill Road and Baker Hollow. That should be ready to be opened up in the next 3-4 weeks or so.

The playgrounds at Deerfield and Washington Park have had some improvements made to them.

Broad Street Road Diet – one of the discussions we'll be having is regarding what the next steps will be. How do we want to keep the Town Council up to speed? Do we have a full workshop? That's a conversation we'd like to be able to have to either have a full Council workshop or an additional public input over the next 60 days.

## **5. APPROVAL OF MINUTES**

a) February 28, 2024

MOVED by Councilor Pelkey and seconded by Councilor Naeem to approve the minutes of the February 28, 2024 meeting as presented.

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

## **6. ADJOURNMENT**

MOVED by Councilor Naeem and seconded by Councilor Pelkey to adjourn the meeting at 7:47 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Helene Albert  
Recording Secretary