



TOWN IMPROVEMENTS COMMITTEE

November 14, 2024

Ludlow Room

Special Meeting

HYBRID Meeting

UNAPPROVED MINUTES

1. CALL TO ORDER

Acting Chair Mary Armstrong called the meeting to order at 6:32 p.m. Present was Councilor William Pelkey and Councilor Leroy Smith

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Mark Goossens, Director of Public Works; Marco Aglieco, Building & Facilities Manager; Suzanne Choate, Town Engineer; Jenna Zinky, Engineer; Carlos Rosario, Facilities Manager – Board of Education; Ryan Matthews, Windsor Volunteer Fire Department, and Dan Savelli, Windsor Volunteer Fire Department

2. PUBLIC COMMENT - None

3. REVIEW OF FY 25 CAPITAL PROJECTS

Town Manager Souza gave an overview of the FY 25 Capital Projects:

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. Staff will continue to refine project scopes and cost estimates. It is anticipated that through the first quarter calendar year, the Town Council will be asked to consider funding appropriations or bond authorizations for these projects.

Councilor Pelkey commented about the sidewalks at Wilson Park.

Councilor Pelkey asked what we do to protect the grass over the winter for the Clover Street Field Improvements. Suzanne Choate stated there is temporary fencing to protect the field.

Councilor Pelkey asked if sod is put down at Sharshon Park as part of the field improvements project and will it allow individuals to use the field immediately. Town Manager Souza stated that it would require less than one growing season but would need some time to rest.

Councilor Smith asked if the Town Improvements Committee will review the possible options. Town Manager Souza stated that yes, they would have to make a full recommendation to the full Town Council.

Councilor Armstrong asked if the Pedestrian Bridge Assessment will be for each of the bridges within the parks. Town Manager Souza stated that depending on the need they will review each pedestrian bridge and then provide a master plan for repair and replacement.

Councilor Armstrong also asked about the traffic signal at Wilson Park.

Dan Savelli walked through the Engine 8 replacement and ensuring that this piece of apparatus was more versatile in use. Town Manager Souza spoke about the replacement of Engine 8. Councilor Armstrong asked if the vendor will lock in a price even though it is a long lead time. Town Manager Souza said yes, there would be language in the contract that would lock that pricing in. Councilor Pelkey asked what will happen with Engine 8 after the new apparatus arrives. Town Manager Souza stated that we do attempt to auction these, sometimes smaller municipalities purchase them.

Councilor Pelkey stated for the Public Works equipment, how do we decide when vehicles are replaced? Town Manager Souza said that we look at annual mileage and maintenance costs to prioritize what is getting replaced. Mark Goossens and John Marks are working on the fleet replacement for the smaller vehicles as well. Councilor Armstrong and Pelkey commented on how the vehicle fleet looks very well maintained.

Councilor Pelkey asked whether the Town has thought of getting rid of the property. Town Manager Souza stated there have been discussions of options for the building and that there are some challenges including the historic district proximity, being located on one parcel, and future use of the space/constraints.

Councilor Armstrong asked what the life expectancy was for the new boiler at Milo Peck. Marco Aglieco stated that the boiler has a 20–25-year life expectancy.

Councilor Pelkey asked if there are property concerns with the right-a-way for both Marshall Phelps and Prospect Hill Road projects. Town Manager Souza stated that he doesn't see any issues for needing to acquire property easements, but at this point it is very conceptual.

Councilor Pelkey asked if the exhaust elements of the Wilson Firehouse project will fix the icing issues. Marco Aglieco stated that they should resolve that issue.

Councilor Pelkey commented about the funding for the Broad Street Road Diet. Town Manager Souza walked through the funding sources and referendum process.

4. STAFF REPORTS - None

5. APPROVAL OF MINUTES

a) July 24, 2024

MOVED by Councilor Armstrong and seconded by Councilor Pelkey to approve the minutes of the July 24, 2024 meeting as presented.

Motion Passed 3-0-0

6. ADJOURNMENT

MOVED by Councilor Pelkey and seconded by Councilor Armstrong to adjourn the meeting at 7:54 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Scott Colby
Recording Secretary