

# TOWN OF WINDSOR, CONNECTICUT

## Special Meeting Notice



### Zoom instructions

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Please call: 301 715 8592 or 312 626 6799

1. When prompted for participant or meeting ID enter: 897 2411 4219 then press #
2. You will then enter the meeting muted. During Public Comment if you wish to speak press \*9 to raise your hand.

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3. During Public Comment if you do not wish to speak you may type your comments into the Q&A feature.

**AGENCY: Capital Improvements Committee**

**DATE: May 28, 2019**

**TIME: 6:00 PM**

**PLACE: VIRTUAL MEETING**

### AGENDA

1. Call to Order
2. Public Comment
3. Approval of Minutes
  - a) \*March 13, 2019
4. Review of Draft FY 2021-2026 Capital Improvements Plan
5. Staff Reports
6. Adjournment

To view the Capital Improvements Plan online please go to:  
<http://townofwindsorct.com/finance/documents/2021-2026-cip-draft/>

\*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.

**CAPITAL IMPROVEMENTS COMMITTEE  
SPECIAL MEETING MINUTES  
MARCH 13, 2019  
COUNCIL CHAMBERS - WINDSOR TOWN HALL**

**UNAPPROVED MINUTES**

**1. CALL TO ORDER**

Chairman Randy Graff called the meeting to order at 6:30 p.m.

Present: Randy Graff, Aaron Jubrey, Lou Morando and Jim Bennett

Staff: Bob Jarvis, Director of Public Works/Town Engineer; Whit Przech, Facilities Manager; Paul Norris, Director of Recreation Services; Jim Bourke, Finance Director; Paul Goldberg, Fire Administrator; Danielle Batchelder, BOE Business Manager; George Greco, BOE Director of Physical Plant

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF MINUTES**

Mr. Morando MOVED and Mr. Jubrey seconded to approve the unapproved minutes of April 17, 2018 minutes as presented.

Motion Passed 2-0-2 (Mr. Bennett and Mr. Jubrey abstained)

**4. REVIEW OF DRAFT FY 2020-2025 CAPITAL IMPROVEMENTS PLAN**

Town Manager Souza reviewed the Capital Improvements Plan format and noted the various funding sources for projects. The total bonding authorization in the 6 year plan is \$31.6 million, including three potential projects requiring referendums. The town and schools have over 2 million square feet of facilities. The town has multiple assets such as over 150 miles of roads, 85 miles of sidewalks and 3,000 storm drains.

Chairman Graff and committee members reviewed the draft Capital Improvements Plan starting with FY 20.

*FY 2020*

Mr. Graff asked about the delay of the Day Hill Pedestrian Circulation enhancements which was moved from FY 19 to FY 20. Mr. Jarvis explained the town was abutting property owners along Marshall Phelps Road and is still working on design and access issues. The timing of the project dictates the one year deferral.

Mr. Morando asked why the signal at Route 159 and Corey Street had been eliminated or moved. Mr. Jarvis stated a traffic study had been completed and it currently does not meet 'warrants'. The staff will continue to monitor intersection data to determine if a new study should be taken in the future.

Committee members asked a variety of questions related to the proposed electric vehicle charging stations. Town Manager Souza stated at this time, there is not a specific location identified for this project. Issues such as user fee or free use will need to be explored.

Mr. Graff asked what Department of Public Works equipment was slated to be replaced in FY 2020. Mr. Jarvis stated two large dump trucks with plows and several smaller pieces of equipment, along with a senior transportation bus.

Mr. Graff asked what is the expected life cycle of such trucks. Mr. Jarvis responded 18 years.

Mr. Graff inquired about Island Road rehabilitation. Mr. Jarvis explained the scope and stated the Army Corp of Engineers permitting may not be needed if the profile of the current road does not change significantly.

Mr. Graff asked staff to outline Northwest Park's roof replacement and facility improvements. Mr. Norris stated the project includes the repair of several tobacco sheds and the 'white barn'. One tobacco shed is recommended to be removed due to its deteriorated condition.

Mr. Graff inquired about the skate park usage and if any vandalism was occurring. Mr. Norris stated that daily usage is at a maximum of 7-10 individuals. There are no recent reports of vandalism.

#### FY 2021

Committee members asked about Route 159 median improvements. Staff stated this project is slated to be funded with state/federal grants. The grants are competitive processes. Mr. Graff inquired if median plantings were to be included. Mr. Jarvis stated they would and the design would specify hardy plants for this type of environment.

Mr. Bennett posed several questions about the fire truck replacement including if a discount could be achieved by purchasing two vehicles at the same time. Mr. Goldberg explained inflation for the apparatus can be as high as 5%. He estimated there could be a 2%-3% possible savings if two trucks were ordered together.

Mr. Bennett asked about the Board of Education Technology upgrades. Ms. Batchelder responded in recent years, funds have been used to replace student Chrome books on a five year cycle.

FY 2022

Mr. Bennett inquired about the scope of work for the Sage Park athletic field project. Mr. Jarvis explained it included re-grading, sodding and fence replacements.

Mr. Graff asked about River Street Rehabilitation. Mr. Jarvis stated it is pavement rehabilitation with the replacement of guiderails. No additional sidewalks are planned.

FY 2023

Mr. Morando inquired about the Palisado wall/corridor improvements. Staff explained the scope, which includes the possible installation of sidewalks on the east side of Route 159. This is a concept at this point and significant design work will be needed to refine the scope.

Mr. Graff asked staff to discuss the Sage Park HVAC scope of work. Mr. Greco and Mr. Przech outlined that the scope includes ductless air-conditioning units in classrooms, electrical upgrades and installing a digital control system.

Mr. Norris provided an overview of the outdoor pool project. Based on the 2016 pool facilities assessment, the scope of work includes the renovation and improvements to the bath houses at Wolcott and Goslee pools. Town Manager Souza noted that, based on preliminary cost estimates, this project could require a referendum. Mr. Bennett suggested having two phases or making them two separate/distinct projects, which would not require voter referendum.

FY 2024

The committee asked for information on the Sage Park Heating system replacement project. Mr. Greco explained the project scope included replacing three boilers, variable speed high-efficiency pumps and direct digital controls. The existing boilers, pumps and controls are original to the building and are now 50 years old.

Mr. Morando asked about the L.P. Wilson restroom ADA project. Mr. Greco stated these facilities are near the Board of Education's main office entrance and are essentially original designs from the building's construction.

The committee reviewed the unscheduled project listing. Several projects were reviewed.

Mr. Bennett suggested perhaps Northwest Park parking lot improvements could be moved to the six year schedule. This is the 'front door' into the park and it needs an improved drainage system.

MOVED by Mr. Morando and seconded by Mr. Jubrey to accept the draft Capital Improvements Program for FY 20-FY 25 as presented to reflect committee members' comments.

Mr. Bennett made a friendly amendment to recommend that Northwest Park's parking lot improvement project be moved from Unscheduled to FY 2023. Mr. Morando and Mr. Jubrey both accepted the friendly amendment.

Amended Motion Passed 4-0-0

**5. STAFF REPORTS**

None.

**6. ADJOURNMENT**

MOVED by Mr. Morando and seconded by Mr. Bennett to adjourn the meeting at 7:55 p.m.

Motion Passed 4-0-0

Respectfully Submitted,

Peter Souza  
Town Manager