

**CAPITAL IMPROVEMENTS COMMITTEE  
SPECIAL MEETING MINUTES  
MAY 28, 2020  
VIRTUAL MEETING**

**APPROVED MINUTES**

**1. CALL TO ORDER**

Chairman Randy Graff called the meeting to order at 6:00 p.m.

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

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Bob Jarvis, Director of Public Works/Town Engineer; Whit Przech, Facilities Manager; Paul Norris, Director of Recreation Services; Adam Kessler, Assistant Town Engineer; Paul Goldberg, Fire Administrator; Bill Lewis, Fire Chief

**2. PUBLIC COMMENT**

None.

**3. APPROVAL OF MINUTES**

Mr. Jubrey MOVED and Mr. Bennett seconded to approve the unapproved minutes of March 13, 2019 as presented.

Motion Passed 4-0-0

**4. REVIEW OF DRAFT FY 2021-2026 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 \$42.9 million, including two potential projects requiring referendums.

Chairman Graff and committee members reviewed the draft Capital Improvements Plan starting with FY 21.

**FY 2021**

Mr. Morando asked what the Milo Peck building is being used for. Town Manager Souza stated that is currently being used by the Montessori School as well as various after school programs.

Mr. Bennett asked if it was desirable to complete the Sage Park Middle School roof project and the alternative energy and efficiencies project simultaneously. Mr. Przech, Building and Capital Improvements Committee 2  
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Facilities Manager stated he believes that these projects can be scheduled and coordinated together.

#### FY 2022

Mr. Graff asked about the Wilson Route 159 Corridor Enhancement program and if the Town expects state funding to be coming through for this project. Town Manager Souza stated that he is uncertain of state funding at this time for this project.

Mr. Bennett asked if the Firehouse Vehicle Exhaust Systems should be moved from FY 2022 to FY 2021. Chief Lewis stated that while it would be great if it was included in FY 2021, this can wait until FY 2022.

Mr. Morando asked if the design work was completed at Sage Park Middle School. Mr. Przech stated that Phase 1 was completed and that Phase 2 still needs to be completed.

#### FY 2023

Mr. Morando asked about the Day Hill Road Capacity Improvements project and if this was strictly for I91 southbound. Mr. Jarvis stated that the widening on Day Hill Road would be in each direction from the ramps and to the ramps.

Mr. Morando asked about the Broad Street Road Diet's cost of the project and if was reasonable to believe that we would need to go to referendum for this project. Town Manager Souza stated that a project of this magnitude would be a challenge to be absorbed by the Town given the other projects that are planned. This is the reason this project is listed as being funded by state and federal aid.

Mr. Graff asked if for the River Street Roadway Rehabilitation project approval would be needed from the Army Corps of Engineers. Mr. Jarvis stated that he does not anticipate needing the Army Corps of Engineers approval.

Mr. Bennett asked if the NWP Parking Lot Renovations would include paving the lot. Mr. Norris stated that this project would not include the paving of the parking lot. He stated that this cost includes design and would be to replace the gravel, grading, and replace the timber curbing.

#### FY 2024

The committee did not have any questions or comments pertaining to projects in FY 2024.

## FY 2025

Mr. Graff asked why the Basswood Road Street Reconstruction project was so expensive compared to the International Drive Street Rehabilitation project. Mr. Jarvis stated that this was a full reconstruction project that would include the base layer as well as sidewalks.

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## FY 2026

Mr. Bennett asked when the Poquonock ladder truck is due for replacement. Chief Lewis stated that the replacement in FY 2026 is the ladder truck for the Poquonock Fire Station.

Mr. Bennett asked about the Tree Replacement Program and if they typically spend the amount requested at \$40,000 in a given year and how many trees do they replace. Mr. Jarvis stated that they do not request these funds on an annual basis and that this is for two years. Mr. Jarvis also discussed that in recent years, they have removed trees that have had diseases such as from the Emerald Ash Borer. These funds replace or supplement these trees that have been removed.

Town Manager Souza briefly discussed the list of unscheduled projects for FY 2021 – FY 2026.

MOVED by Mr. Bennett that Firehouse Vehicle Exhaust System be moved from FY 2022 to FY 2021, seconded by Mr. Morando.

Discussion ensued about the feasibility of moving this project up a fiscal year. Chief Lewis stated that it is feasible. He stated the design cost is not much. The projects consist of adding some adaptors onto the apparatuses and installing the system. Chief Lewis stated that this equipment is readily available.

Motion Passed 4-0-0

MOVED by Mr. Morando and seconded by Mr. Bennett to accept the draft Capital Improvements Program for FY 21- FY 26 as presented with the above amendment.

Motion Passed 4-0-0

## **5. STAFF REPORTS**

Town Manager Souza provided an update on the progress with the 110 Addison Road project as well as the 340 Bloomfield Avenue project.

## **6. ADJOURNMENT**

MOVED by Mr. Morando and seconded by Mr. Bennett to adjourn the meeting at 6:54 p.m.

Motion Passed 4-0-0

Respectfully Submitted,

Scott W. Colby Jr.  
Assistant Town Manager