

**CAPITAL IMPROVEMENTS COMMITTEE
SPECIAL MEETING
JUNE 7, 2023
HYBRID MEETING**

UNAPPROVED MINUTES

1. CALL TO ORDER

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

Present: Randy Graff, Jim Bennett, Lou Morando and William Pelkey.

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Suzanne Choate, Town Engineer; Whit Przech, Facilities Manager; Paul Norris, Director of Recreation Services; Paul Goldberg, Fire Administrator and Bill Lewis, Fire Chief and Jenna Zinky, Project Engineer.

2. PUBLIC COMMENT

George Slate, 74 Ethan Drive, made comments about including projects within the CIP for the Windsor Housing Authority as well as electric vehicles and equipment.

3. APPROVAL OF MINUTES

Mr. Morando MOVED and Mr. Bennett seconded to approve the unapproved minutes of May 25, 2022 as presented.

Motion Passed 3-0-1 (Mr. Pelkey abstained)

4. REVIEW OF DRAFT FY 2024-2029 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 \$112 million.

Chairman Graff and committee members reviewed the draft Capital Improvements Plan starting with FY 24.

FY 2024

Mr. Bennett asked what would happen if Milo Peck was voted down again. Town Manager Souza stated that it is too early to tell. At this time there has been no location identified should the programs need to be relocated.

Mr. Bennett also inquired about the Windsor High School Fieldhouse. Town Manager stated that further discussion with the Town Improvements Committee and the Town Council needs to take place.

FY 2025

Mr. Morando commended the efforts by the town for replacing old boilers with high efficiency ones.

Mr. Bennett asked if we had been through the design for Sharshon Park. Mr. Norris stated that it is currently underway within the current fiscal year.

Mr. Bennett asked if there is a concern with the logo at the O'Brien Field. Town Manager Souza stated that there have been no discussions or comments raised regarding this.

Mr. Pelkey asked if it was the norm to explore rooftop solar on town facilities. Town Manager Souza stated yes and that many town facilities currently have solar on them.

Mr. Bennett asked if there are any leaks at both the Wilson Firehouse and the Poquonock Elementary School. Mr. Przech stated that there have been minor leaks at the Wilson Firehouse but have been addressed. He also stated that there have been minor leaks at the Poquonock Elementary School but they have not been substantial.

FY 2026

Mr. Pelkey inquired as to when staff expects that Veteran's Cemetery would be limited on spaces. Town Manager Souza stated that staff is unsure of the exact time. There are currently two sections approximately remaining. DPW will be taking on some initial work to prepare for this project.

Mr. Morando asked what the train station was being used for. Town Manager Souza stated that currently it is leased out to the Windsor Arts Center. Mr. Morando asked a follow up asking if the train station would need to be repurposed with the anticipated increase in rail usage. Town Manager Souza stated that ticket sales are completed online or at the kiosks at the station currently. Under the current agreement the town needs to maintain public restroom access at both the train station and the freight house.

FY 2027

Mr. Pelkey commented about the Palisado Wall Repair. Ms. Choate stated that the wall is sound and that minor repairs are needed but that the work being done with the redevelopment there should not have an impact.

Mr. Graff asked if the town was keeping up with the equipment for the fire department. Chief Lewis stated that we are keeping close to replacing equipment after twenty years. Mr. Graff if we sell our equipment. Chief Lewis stated that sometimes we do and other times we utilize the equipment for parts.

Mr. Bennett asked if the Windsor High School Roof Replacement included the auditorium section. Mr. Przech stated that it is not included as it is only twelve years old.

FY 2028

Mr. Graff commented that he was surprised to see the painting of facilities on the CIP. Town Manager Souza responded that due to the scope of the project it qualified as a CIP project.

Mr. Graff inquired about the emergency generators and the emergency shelter. Town Manager Souza state that LP Wilson currently serves as the emergency shelter and that it does have an emergency generator. It was also mentioned that the high school also has an emergency generator. This project would be for other facilities.

FY 2029

Mr. Graff made comments about the sidewalk and curb replacement program.

Mr. Graff asked what was happening at the Millbrook Clubhouse currently. Town Manager Souza stated that the current primary use is for YSB ad that would be the case for the foreseeable future. Mr. Graff asked if there had been any thought to public restrooms. Town Manager Souza stated that could be explored.

Mr. Graff made a comment that he thought the Route 305 Corridor project should be placed in the unscheduled projects.

Mr. Pelkey asked about the audible pedestrian signals. Town Manager Souza stated that this project is currently in unscheduled in case the Broad Street road diet didn't proceed forward.

Mr. Pelkey commented about the Town Hall parking garage project.

Mr. Pelkey inquired as to whether the additional fire hydrants project should be moved up. Town Manager Souza stated that this was an initiative out of the Fire Marshal's Office to enhance fire protection and that we can review this item.

Mr. Pelkey also made a comment about open space.

MOVED by Mr. Morando and seconded by Mr. Pelkey to accept the draft Capital Improvements Program for FY 24- FY 29 as presented.

Motion Passed 4-0-0

5. STAFF REPORTS

6. ADJOURNMENT

MOVED by Mr. Pelkey and seconded by Mr. Graff to adjourn the meeting at 7:32 p.m.

Motion Passed 4-0-0

Respectfully Submitted,

Scott W. Colby Jr.
Assistant Town Manager