

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



Zoom instructions

Dialing in by Phone Only:

Please call: **301 715 8592** or **305 225 1968**

1. When prompted for participant or meeting ID enter: **892 2422 9616** then press #
2. You will then enter the meeting muted. During Public Comment if you wish to speak press *9 to raise your hand.

Joining in by Computer:

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2. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone you will need to call in on a phone in order to speak.
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: June 20, 2024

TIME: 5:30 PM

PLACE: HYBRID MEETING – via Zoom and in person in Ludlow Room at Town Hall

AGENDA

1. Call to Order
2. Public Comment
3. *Review of Draft FY 2025-2030 Capital Improvements Program
4. Approval of Minutes
 - a) *June 7, 2023
5. Staff Reports
6. Adjournment

To view the Capital Improvements Plan online please go to:

<https://townofwindsorct.com/finance/documents/fy-25-fy-30-draft-cip>

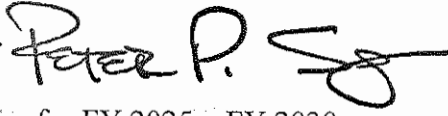
*Backup materials

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: June 20, 2024

To: Members of the Capital Improvements Committee

Prepared By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2025 – FY 2030

Background

The town's six year Capital Improvement Program (CIP) provides a means for coordinating and prioritizing the capital project requests of various departments and agencies. FY 2025 - FY 2030 includes project descriptions and projected costs by fiscal year. The Capital Improvements Committee is charged with reviewing and commenting on years two through six of the draft CIP.

Discussion/Analysis

The information that the six year CIP provides regarding the short-term and long-term financial impacts of undertaking projects enables policy makers to balance town priorities with the town's financial capability to pay for identified projects.

The development of the draft CIP has been a challenge this cycle as the macro global economics continue to put significant upward pressures on material, commodity and labor costs as well as availability.

Below are a few highlights of the proposed six-year CIP which totals approximately \$122 million in projects:

- 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.
- 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:
 - Broad Street Road Diet

- Milo Pack HVAC, Electrical, and Energy Improvements
 - Windsor High School HVAC Systems Replacement
 - Windsor High School Roof Replacement
 - Veteran's Pool Improvements
 - Windsor High School Fieldhouse Renovation
 - Poquonock School Ventilation Upgrade
- 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.

There has been public comments made in recent months concerning long range planning for school facilities. While there is currently no planning funding included in the draft CIP this topic is something to be further explored between the Town and Board of Education.

Financial Impact

If funding were to be authorized for all projects listed in the CIP as proposed, annual debt service payments would be expected to increase from roughly \$8.8 million in FY 2026 to a peak of \$12.9 million in FY 2030. The pay-as-you-go portion of the CIP (which is included in the annual operating budget) ranges from \$2.6 million to \$3.1 million per year during the 6 year period. The debt service ratios are projected to not exceed the 8% policy goal in any year of the CIP.

Other Board Action

None

Recommendations

If the Capital Improvements Committee is in agreement, the following motion is recommended for approval:

“MOVE to recommend to the Town Council the approval of the FY 2025 – FY 2030 CIP as presented.”

Attachments

6-Year CIP Schedule and Unscheduled Projects List &
Draft FY 2025- FY 2030 Capital Improvement Program online at:
<https://townofwindsorct.com/finance/documents/fy-25-fy-30-draft-cip>

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY24 Adopted CIP
FY 2025							
1 pa Pavement Management Program	1,025,000	845,000		180,000			Decreased as part of FY 25 Budget
2 pa Sidewalk and Curb Replacement Program	150,000	150,000					Decreased as part of FY 25 Budget
3 pa Pavement Resurfacing at Town Facilities & Schools	285,000		285,000				Changed Source to Bonding
4 sw River Street - Repair Culvert and Stream Bed (Design)	92,400					92,400	
5 c Fleet and Public Works Equipment Replacement	814,000	814,000					
6 c Town Hall Roof Replacement Project (Design)	41,000					41,000	
7 c Town Facility Improvements - LP Wilson HVAC Improvements - North Phase 2B (Construction)	965,000		965,000				New sub-phase
8 c Town Facility Improvements - Chaffee House Improvements	140,000					140,000	New.
9 c Town Facility Improvements - Milo Peck HVAC, Electrical, and Energy Improvements (Design)	120,000					120,000	New. Funding Source Gen. Fund Un. Fund Bal.
10 r Pigeon Hill Road Rehabilitation (Lamberton to Marshal Phelps Rd. Construction)	916,000		916,000				Added to scope
11 r Day Hill Road Pedestrian Circulation Enhancements (Day Hill from Marshall Phelps to Helmsford Way, Construction)	263,000					263,000	Moved from FY 24
12 r Prospect Hill Road Rehabilitation (Day Hill Road to Lang Road)	860,000			860,000			Moved from FY 26, Design in FY 24
13 r Marshal Phelps Rehabilitation (Bloomfield Avenue to Day Hill Road)	1,200,000			1,200,000			Moved from FY 26, Design in FY 24
14 rec Pedestrian Bridge Design Assessment	75,000					75,000	New. Funding Source Capital Outlay
15 rec Athletic Field Improvement - O'Brien Field Turf Replacement (Construction)	981,000		981,000				Cost decreased
16 rec Replace Tennis/Pickleball Courts at Welch Park (Design/Build)	832,000		832,000				Cost decreased
17 ps Public Safety Fund - Wilson Firehouse Interior Renovations and Roof Replacement	316,000	316,000					
18 ps Public Safety Equipment Fund - Replace Engine 8	1,196,000	284,000	612,000			300,000	Cost decreased
19 boe BOE - Windsor High School Fieldhouse Renovation (Design)	66,000					66,000	Moved from FY 24
20 boe BOE - LPW Roof Replacement Project - (North End - Design)	100,000					100,000	
21 boe BOE - Poquonock Elementary School Roof Replacement	2,330,000		1,281,500	1,048,500			Split Funding Source
22 boe BOE - Sage Park Middle School Slab Moisture Control Project	800,000		800,000				Construction New
23 boe BOE - Oliver Ellsworth School Building Envelope Project	1,873,000		1,873,000				New
24 boe BOE - Clover Street School Code & Restroom Renovations - Phase 2 (Construction)	1,860,000		1,860,000				New Phase
25 boe BOE - Windsor High School Roof Replacement Project (Design)	270,000	270,000					
26 boe BOE - Windsor High School - HVAC Systems Replacement (Design)	350,000					350,000	Moved from FY 24, Cost increased from \$266k
Subtotal FY 2025	17,920,400	2,679,000	10,405,500	3,286,500	-	1,547,400	
FY 2025 Projects Anticipated to Require Voter Approval							
27 r Broad Street Road Diet (Construction)	4,500,000		500,000	4,000,000			
Subtotal FY 2025	4,500,000	-	500,000	4,000,000	-	-	
GRAND TOTAL FY 2025	22,420,400	2,679,000	10,905,500	7,288,500	-	1,547,400	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$637,400)

² General Fund Unassigned (Total = \$610,000)

³ Public Safety Equipment Fund (Total = \$300,000)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY24 Adopted CIP
FY 2026							
1 pa Pavement Management Program	1,055,000	875,000		180,000			Cost decreased
2 pa Sidewalk and Curb Replacement Program	175,000	175,000					Cost decreased
3 sw Stormwater Management Improvements	400,000		400,000				Cost increased
4 c Fleet and Public Works Equipment Replacement	850,000	850,000					
5 c Tree Replacement Program	40,000					40,000	
6 c Historic Monument and Ancient Cemetery Preservation	130,000	130,000					Moved from FY 24
7 c Train Station Boiler Replacement	225,000					225,000	
8 c Town Facility Improvements - Core Server Replacements	150,000	150,000					
9 c Town Hall Roof Replacement (Construction)	567,000		567,000				
10 c Town Facility Improvements - LP Wilson HVAC Improvements - South Phase 3 (Construction)	2,555,000		2,555,000				Moved from FY 25
11 c Town Facility Improvements - Windsor Library Roof Top Unit Replacements (Design)	30,000	30,000					
12 c Town Facility Improvements - Wilson Library Roof Top Unit Replacements (Design)	30,000	30,000					
13 c Veterans Memorial Cemetery Expansion & Enhancements	210,000					210,000	
14 r Construct Sidewalks - Arterial Roads (Design)	76,000					76,000	Moved from FY 25
15 r Day Hill Road Pavement Management (Marshal Phelps Road to Baker Hollow Road, Design & Construction)	2,116,400		2,116,400				New
16 rec Athletic Field Master Plan - Sharsion Park Improvements (Construction)	637,000		637,000				Moved from FY 25
17 rec Outdoor Pool Facilities Improvements - Veterans Pool (Design)	350,000					350,000	
18 ps Public Safety Equipment - Poquonock Fire Station - Ladder Truck 2 Replacement	1,981,000	600,000	781,000			600,000	
19 boe BOE - Oliver Ellsworth Gym Floor Replacement	289,000		289,000				New
20 boe BOE - L.P. Wilson - Main Hall Restroom Renovation (Construction)	880,000		880,000				Moved from FY 25
21 boe BOE - L.P. Wilson Roof Replacement Project - North End (Construction)	2,400,000		2,400,000				
22 boe BOE - Clover Street School Roof Replacement (Construction)	2,422,000		1,332,100	1,089,900			Spill Funding Source
Subtotal FY 2026	17,568,400	2,840,000	11,957,500	1,269,900	-	1,501,000	
FY 2026 Projects Anticipated to Require Voter Approval							
23 c Town Facility Improvements - Milo Peck HVAC, Electrical, and Energy Improvements (Construction)	3,995,000		3,995,000				Moved from FY 25
24 boe BOE - Windsor High School HVAC Systems Replacement (Construction)	3,555,000		3,555,000				Moved from FY 25
Subtotal FY 2026	7,550,000	-	7,550,000	-	-	-	
GRAND TOTAL FY 2026	25,118,400	2,840,000	19,507,500	1,269,900	-	1,501,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$116,000)

² General Fund Unassigned (Total = \$785,000)

³ Public Safety Equipment Fund (Total = \$600,000)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY24 Adopted CIP
FY 2027							
1 pa Pavement Management Program	1,085,000	905,000		180,000			
2 pa Sidewalk and Curb Replacement Program	200,000	200,000					
3 pa Pavement Resurfacing at Town Facilities & Schools	299,000		299,000				
4 sw River Street - Repair Culvert and Stream Bed (Construction)	673,000		673,000				
5 sw Millbrook Enhancement Project - Stream Stabilization (Construction)	562,000		562,000				New, Changed Funding Source from GF to Bonding
6 sw Pheasant Run Drainage Improvements (Design & Construction)	196,000		196,000				New, Changed Funding Source from GF to Bonding
7 c Fleet and Public Works Equipment Replacement	850,000	850,000					
8 c Town Facility Improvements - Windsor Library Roof Top Unit Replacements (Construction)	466,000		466,000				
9 c Town Facility Improvements - Wilson Library Roof Top Unit Replacements (Construction)	240,000	240,000					
10 c Poquonock Firehouse HVAC Replacement - Design	48,000					48,000	¹
11 c Town Facilities Improvements - LP Wilson HVAC Improvements - South Phase 4 (Construction)	2,370,000		2,370,000				Moved from FY 26
12 r Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Design)	26,000					26,000	¹
13 r Day Hill Road Ped. Circulation Enhancements (Marshall Phelps from Day Hill to Orange Way, Construction)	282,500					282,500	² Moved from FY 25
14 r Street Reconstruction - Basswood Road (Design)	214,000		214,000				Additional Design
15 r River Street Road Rehabilitation - Design (Kennedy Rd - Old River St)	106,000	106,000					
16 r Palsado Avenue Corridor Improvements and Wall Repairs (Construction)	897,000		897,000				
17 r Riverfront Trail Project - Phase 1 Construction (East Barber Street to Loomis Property)	1,242,000			993,600		248,400	² Split Funding Source
18 rec Replace Tennis/Pickleball Courts at Sage Park Middle School (Design/Build)	1,168,000		1,168,000				Cost decreased
19 rec Athletic Field Master Plan - Welch Field Improvements	341,000		300,000			41,000	¹
20 ps Public Safety Equipment Fund	287,000	287,000					
21 ps Public Safety Fund - Hayden Station Utility/Mobile Cascade Vehicle Replacement	313,000	313,000					Cost Increased
22 ps Additional Fire Hydrants	275,000		275,000				Cost Increased, Changed Funding Source from GF to Bonding
23 boe BOE - Poquonock School Ventilation Upgrade	144,000	144,000					New.
24 boe BOE - School Window Replacement (Design)	102,000	102,000					
25 boe BOE - LP Wilson Window Replacement (Design)	60,000					60,000	¹
Subtotal FY 2027	12,446,500	3,147,000	7,420,000	1,173,600	-	705,900	
FY 2027 Projects Anticipated to Require Voter Approval							
26 boe BOE - Windsor High School Roof Replacement Project (Construction)	9,902,000	-	5,446,100	4,455,900	-	-	
Subtotal FY 2027	9,902,000	-	5,446,100	4,455,900	-	-	
GRAND TOTAL FY 2027	22,348,500	3,147,000	12,866,100	5,629,500	-	705,900	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$175,000)

² General Fund Unassigned (Total = \$530,900)

³ Public Safety Equipment Fund (Total = \$0)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY24 Adopted CIP
FY 2028							
1 pa Pavement Management Program	1,180,000	1,000,000		180,000			Cost increase
2 pa Sidewalk and Curb Replacement Program	245,000	245,000					
3 sw Stormwater Management Improvements	400,000		400,000				
4 c Fleet and Public Works Equipment Replacement	850,000	850,000					
5 c Tree Replacement Program	45,000					45,000	1
6 c Painting Town Facilities - Interiors and Exteriors	380,000					380,000	2
7 c Poquonock Firehouse HVAC Replacement	740,000	240,000				500,000	3
8 c HVAC Roof Top Replacement at Addison Road DPW	335,000		335,000				Changed funding source from Capital to Bonding
9 c HVAC Roof Top Replacement at 330 Windsor Ave	255,000	255,000					
10 c Emergency Power Generator's Replacement	509,000		509,000				
11 r Day Hill Road Reconstruction (Blue Hills Avenue to Great Pond Drive, Design & Construction)	2,101,000		2,101,000				New
12 r Street Reconstruction - Basswood Road (Construction)	2,143,000		2,143,000				Moved from FY 27
13 r Kennedy Road Rehabilitation (River Street to I-91)	2,082,000		2,082,000				New
14 r River Street Roadway Rehabilitation (Poquonock Ave to Old River St, Construction)	649,000		649,000				Moved from FY 25
15 r River Street Road Rehabilitation (Kennedy Rd - Old River St)	1,112,000		1,112,000				
16 r Riverfront Trail Project - Phase 2 Design (Loomis Property to Town Center)	226,000	226,000					Phased into two projects. Construction in FY 30.
17 ps Public Safety Equipment Fund	360,000	360,000					
18 boe BOE - Windsor High School Fieldhouse Renovation (Design)	300,000					300,000	2 Construction in FY 29
19 boe BOE - School Window Replacement (Construction)	1,073,000		1,073,000				
20 boe BOE - School Emergency Generators (Design)	310,000					310,000	1
Subtotal FY 2028	15,295,000	3,176,000	10,404,000	180,000	-	1,535,000	
FY 2028 Projects Anticipated to Require Voter Approval							
21 c Town Facility Improvements - Veteran's Pool Improvements	3,750,000	-	3,750,000	-	-	-	
Subtotal FY 2028	3,750,000	-	3,750,000	-	-	-	
GRAND TOTAL FY 2028	19,045,000	3,176,000	14,154,000	180,000	-	1,535,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$355,000)

² General Fund Unassigned (Total = \$680,000)

³ Public Safety Equipment Fund (Total = \$500,000)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY24 Adopted CIP
FY 2029							
1 pa Pavement Management Program	1,200,000	1,020,000		180,000			
2 pa Sidewalk and Curb Replacement Program	260,000	260,000					
3 pa Sidewalk Installation - Pogoquock Avenue (Marshall St. to Tiffany Dr., Design & Construction)	394,000		394,000				Cost increased by \$127,000
4 pa Pavement Resurfacing at Town Facilities & Schools	317,000		317,000				New.
5 c Fleet and Public Works Equipment Replacement	875,000	875,000					
6 c Historic Monument and Ancient Cemetery Preservation	150,000					150,000 ¹	New
7 c Mill Brook Clubhouse Improvements	1,585,000		1,585,000				
8 r Route 305 Corridor Improvements (Design)	645,000		645,000				
9 r Day Hill Road Pavement Management (Addison Road to Northfield Drive, Design & Construction)	1,685,000		1,685,000				New
10 rec Washington Park Improvements (Design)	100,000	100,000					New
11 ps Public Safety Equipment Fund	600,000	600,000					
12 boe BOE - Pogoquock Abandoned Boiler Demolition	383,000		383,000				New.
13 boe BOE - Pogoquock Boiler Replacement	1,525,000		1,525,000				
14 boe BOE - Oliver Ellsworth School - Code Compliance Upgrades	357,000		357,000				
Subtotal FY 2029	10,066,000	2,845,000	6,891,000	180,000	-	150,000	
FY 2029 Projects Anticipated to Require Voter Approval							
15 boe BOE - Windsor High School Fieldhouse Renovation (Construction)	10,000,000		10,000,000				
Subtotal FY 2029	10,000,000	-	10,000,000	-	-	-	
GRAND TOTAL FY 2029	20,066,000	2,845,000	16,891,000	180,000	-	150,000	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$150,000)

² General Fund Unassigned (Total = \$0)

³ Public Safety Equipment Fund (Total = \$0)

Capital Improvement Program

Project Name	Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY24 Adopted CIP
FY 2030							
1 pa Pavement Management Program	1,240,000	1,060,000		180,000			
2 pa Sidewalk and Curb Replacement Program	250,000	250,000					
3 sw Stormwater Management Improvements	450,000		450,000				
4 c Fleet and Public Works Equipment Replacement	875,000	875,000					
5 r Intersection Improvements - Capen Street & Sage Park Road (Design)	150,000	150,000					Construction in unscheduled
6 r Pleasant Street Boat Launch Reconstruction	710,000		710,000				Moved from Unscheduled
7 r Riverfront Trail Project - Phase 2 Construction (Loomis Property to Town Center)	3,052,000			3,052,000			Phased into two projects. Design in FY 28.
8 r Rainbow Neighborhood - Road Reconstruction (Design)	550,000		550,000				Moved from FY 26
9 r Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Construction)	378,500		378,500				Moved from FY 27
10 rec Washington Park Improvements (Construction)	500,000		500,000				New.
11 rec Athletic Field Improvements - Northwest Park	360,500		360,500				Moved from Unscheduled
12 ps Public Safety Equipment Fund	600,000	600,000					
13 ps Additional Fire Hydrants	284,500					284,500	Cost increase
Subtotal FY 2030	9,400,500	2,935,000	2,949,000	3,232,000	-	284,500	
FY 2030 Projects Anticipated to Require Voter Approval							
14 boe BOE - Poquonock School Ventilation Upgrade (Construction)	3,670,000		3,670,000				New
Subtotal FY 2030	3,670,000	-	3,670,000	-	-	-	
GRAND TOTAL FY 2030	13,070,500	2,935,000	6,619,000	3,232,000	-	284,500	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$284,500)							
² General Fund Unassigned (Total = \$0)							
³ Public Safety Equipment Fund (Total = \$0)							
Total CIP Program FY 25 - FY 30	122,068,800	17,522,000	60,943,100	17,779,900	-	5,723,800	

**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