

**CAPITAL IMPROVEMENTS COMMITTEE
SPECIAL MEETING
JUNE 20, 2024
HYBRID MEETING**

UNAPPROVED MINUTES

1. CALL TO ORDER

Chairman Randy Graff called the meeting to order at 5:30 p.m.

Present: Randy Graff, Jim Bennett and Brian Bosch

Staff: Peter Souza, Town Manager; Suzanne Choate, Town Engineer; Marco Agleico, Facilities Manager; Paul Norris, Director of Recreation Services (via Zoom); Todd Sealy, Town Planner; Paul Goldberg, Fire Administrator; Mark Goossens, Director of Public Works; and Carlos Rosario, BOE Physical Plant Manager

2. PUBLIC COMMENT - None

3. 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 6 year plan shows \$122 million worth in possible projects with \$81 million being suggested to be funded through bonding.

Chairman Graff and committee members reviewed the draft Capital Improvements Plan (CIP) starting with FY 25.

FY 2025

Mr. Bosch asked what is the dollar amount that would put a project into the CIP? If there's going to be something new versus repairing an existing item, would that be in the CIP? Town Manager Souza explained for actual expenditures, if it's a project that is going to be multiple years, this may not exactly apply, but roughly \$100,000. Anything \$100,000 or less we fund through some kind of operating budget. If it's a project that we have to do design. You might see design money in year one that might be \$70,000 and then year two or three you'll see the construction of whatever the project is.

Mr. Bosch asked even if something is \$100,000 it's split across years and it may be a good candidate. Town Manager Souza said yes, if it's an ongoing project like the road repaving sidewalk project, in year one that might be under \$100,000 but as recurring costs, we try to identify that here.

Mr. Bosch stated the other part of what goes in the CIP is in relationship with the Board of Education because they do some projects that would be called capital improvements at times. They are replacing a floor this year and it's in the CIP. But when does the Board of Education take something and when do we take something? Town Manager Souza said

the Board of Education has what they call major maintenance. There's always regular annual maintenance. He explained some example projects. Town Manager Souza stated they sit down with Carlos, BOE Plant Manager, and Danielle Batchelder, BOE Director of Business Services and they provide their larger capital projects and we try to weave those into the six year plan.

Mr. Bosch said it would roughly be over \$100,000 for the Board of Education. Town Manager Souza said it's generally anything over the \$100,000 mark or greater.

Mr. Bosch suggested there be a separate section for ongoing maintenance in the booklet. He also mentioned there is the same exact page six times in the booklet for projects such as the pavement management, etc.

Mr. Bosch said when he looks at the CIP he can see what is identified for roofing and HVAC but he doesn't know the quality of all the assets in town, all the building and infrastructure, and he believes a checklist for that would be nice. Town Manager Souza stated that we do have those but you want to see them in a way that can be consumed beyond an internal staff perspective. Mr. Bosch added that you can kind of know there have been some surprises. Town Manager Souza stated that he would have to disagree with that statement and explained why and stated that if we can dissuade some of that perception, he thinks that is the goal that they need to do. Town Manager Souza stated that every building roof that the town owns gets assessed on a regular schedule.

Mr. Graff asked about the Wilson Fire station roof replacement and interior renovations. This is for the old fire station? Mr. Bosch said no. Town Manager Souza then explained that this building is older but it's not the original building.

Mr. Graff was thinking that the district decided to keep that building. Town Manager Souza said that is correct. Mr. Graff then said he's not sure why they aren't contributing to it. Town Manager Souza said we do not own that building. We do not put any dollars into that except for snow plowing the drive and parking lot.

Mr. Graff asked about the Broad Street Road diet. Where are we with the state on this? Town Manager Souza responded staff has presented a variety of concepts to the state DOT. They've reviewed them and signed off on them. We're in the preliminary design phase. He explained that the community and Town Council will have to make some decisions in the next few months on this design and that there will be a public informational meeting for this on Tuesday, June 25th at 6:30 PM. Mr. Graff stated the state is on board then? Town Manager Souza responded yes they are.

Mr. Bennett stated that two projects were moved up is there a reason? Town Manager Souza said that the town has been awarded the preliminary award of grants.

Mr. Bennett stated he noticed that we are still carrying \$800,000 for Sage Park. Do we want to leave it in there because we're not seeing the moisture right now? Town Manager Souza said his suggestion is that it be left in there. He said it may get pushed out.

Mr. Bosch said there are items that did not make it into the CIP booklet due to the budget not passing until later and asked where those are going to go. He gave the example of the Chaffee House improvements. He didn't see that in the list. Town Manager Souza said that is the issue of timing. They put the budget together in March. He explained the process.

Mr. Bosch asked if there was something that didn't get into Year 2025 of the CIP will it be remapped to next year if they make it into this year's budget? Town Manager Souza explained it could be both and explained why.

Mr. Graff said it is their job to make a recommendation to the Town Manager for the adoption of the CIP based on the adjustments we make here. Mr. Graff explained the process.

Mr. Bosch had concerns about the projects that don't make it into the CIP one year and asked if they are considered and placed into next year's CIP when that happens? The committee had discussions regarding this subject.

Mr. Bennett asked about the high school field house renovations. There is \$55,000 in planning and engineering in 2025 and you've got \$250,000 in 2028. Is there a reason why you've divided it up? Town Manager Souza stated yes, the \$55,000 is essentially to advance the initial assessment work that the architects have done. They all had sticker shock when they say the \$10 million scope of work. So they thought let's do further conceptual work. The \$250,000 three years later is the actual full blown design.

Mr. Bosch asked a question using the example of River Street, a repair culvert. He said that you see the planning and engineering right of way and then we have a gap before we actually do the construction. Is that for balancing of funding? Town Manager Souza said it's a combination of all of that. You're right when you say it's just the ability to get design work or assessment work done.

Mr. Bosch stated we have six sources of funding and the projects are labeled where the funding is coming from. Is there a consistent place for 'other funding'? Where is 'other funding'? Town Manager Souza responded there's four primary ways. He explained the ways to the group.

Mr. Bosch asked so these can be asked for any year for ongoing maintenance type projects? He used sidewalks as an example. When we are looking at sidewalks are we looking at sidewalks that are maybe not necessarily by streets too or something like a path to Ellsworth to Winthrop, the walking trail across from Bart's. Are they all considered for sidewalks? Town Manager Souza stated that yes they are considered sidewalks unless they're greater than five feet as those are multi-use paths.

Mr. Bosch asked about the Palisado corridor which is a historical spot. He's thinking that perhaps there could be a path or sidewalk that goes from the center of town down that Palisado corridor. He doesn't know if that is something that could be under consideration for the CIP whether it be a part of the sidewalk's annual funding from year to year or if that would be a different line item? How do you make a request for something like that? Town

Manager Souza stated certainly the committee can review this as this is one of its roles in identifying potential projects that could be included in the CIP.

FY 2026

Mr. Bosch said he was looking at tree replacement when he asked the question what makes it capital? Town Manager Souza stated it comes from a non-general fund source and that's why it's there.

Mr. Bosch asked about ongoing maintenance tasks and if we could see which sidewalks are being repaired, what roads or parking lots. If we could have a two year plan and make it visible instead of a six year plan as he feels you can't predict that far out for maintenance items. He gave the example of parking lots. Town Manager Souza said that we can show that we have that. He said he's going to put a caveat on this. Once you put something out to the public you put as many qualifiers as you can all over it. Somebody's going to say my street is going to get done in 2027 but then that gets pushed out to 2028 because the gas company is going to put gas down in that area at that time. It's a qualifier but it shouldn't stop us. He explained the pavement management schedule.

Mr. Bosch asked if Deerfield Park's parking lot and basketball court are a part of next 1-2 year plan in the CIP. It looks like it can use a little love. Town Manager Souza said if it's the basketball area that is not in the interim.

Mr. Bosch asked if Deerfield Park had a splash pad. Mr. Norris responded that it does have a water feature. It is not operational at this time but they have ordered parts which have a delivery schedule of 12 weeks out.

Mr. Bosch asked about electric cars. He doesn't think we want to replace our police cars for electric vehicles. It's not a good place to start. Is that something that is under consideration? Town Manager Souza responded as part of the Department of Public Works Director's goals for the new fiscal year, is to begin an analysis of the fleet in terms of alternative fuels and develop a mutli-year look at that. The infrastructure on that is probably going to be the biggest hang up. Town Manager Souza stated do we put enough miles on our vehicles to justify the cost of the electric vehicle infrastructure.

Mr. Bosch asked about the Ladder 2 replacement. In the book, it states it has reached its life expectancy. Are we just going to replace this as a matter of course? He doesn't know if there are any problems with the ladder. He added that the boat at Hayden Station has been there since 1969. So this is a new ask. Is there a need for Ladder 2 or is it just okay? Mr. Goldberg, Fire Administrator, said that vehicle was purchased going on 26-27 years in Africa. By the time we get it, it will be 30 years old. We look it over to see what needs replacement. We look at safety factors as well as airbags, safety devices, ladders, etc.

Mr. Bosch asked what other pieces do we have in the main fleet that may not have the right safety devices? Mr. Goldberg said Engine 8 and the two pumpers that are over at the Rainbow Fire house.

Mr. Goldberg added to go over the boat question at the Poquonock Fire house, they now have a hard rubber type of craft that you can almost carry into the river and they use that on the Farmington River.

Mr. Bosch said he knows the Fire Department ran a safety study for the volunteer ambulance. Is that something that other Fire Departments go to? Mr. Goldberg said yes. Mr. Bosch asked when that was last done. Town Manager Souza said he misunderstood him as he thought he was asking if it's going to be done. It's not a capital project. It's more looking at overall staffing approach not particularly at capital needs.

FY 2027

Mr. Graff had a question about inflationary costs. It seems to be going up every year. What's the rate it's been going up to now? Town Manager Souza said it will vary from the type of project. So fire trucks have been in the last couple years at 10%.

Mr. Graff asked about road construction. Town Manager Souza said for road construction the pavement has been hanging in there on a per ton basis, but the labor side is up.

Mr. Graff said when we look at the years out, those numbers are there. They are obviously going to change with the inflationary factor. Town Manager Souza said unless we know of a particular project of that area that's increasing, we're basically using a 5% as a standard practice.

Mr. Bennett said regarding Palisado Corridor improvements, he has it listed as construction. Has it been designed already? Ms. Choate, Town Engineer, stated they had an assessment done on the wall that is out in front of 144 Broad Street. There is a recommendation to do some patching.

Mr. Graff asked so you don't have to replace the whole thing? Ms. Choate said no you do not.

Mr. Graff asked what is the expected life or existence of the patching work? Ms. Choate said she'd have to go and look at the report itself and see if they gave an expected life. She thinks Mr. Graff is asking that question because there is chipping going on, but she assured him the structure is sound.

Mr. Bennett asked if that will be affected by the round about? Town Manager Souza said it should not because the scope of the road diet is basically Union Street.

Mr. Graff asked how things are going with negotiations with Loomis? Town Manager Souza said it's not adversarial by any means. They've been very open to conversations. Right now, they are in the conceptual design. There are two routes, one along the water and one up along the railroad tracks. That's in the design phase as well. Some of the design work is being funded through a grant. Loomis prefers the route along the railroad tracks, which requires a lot of coordination with Amtrak.

Mr. Graff asked if Riverfront Recapture is involved with the negotiations. Town Manager said not exactly with negotiations but they're very well aware of where the project potentially stands.

Mr. Bosch asked if this would come through the Capital Improvements Committee or would that happen once negotiations are settled. Town Manager Souza said the actual route wouldn't come through the Capital Improvements Committee. It would be a Town Council decision but the project itself is incorporated in the CIP in 2027 and 2028. At least part of it is in 2027. For construction, that's going up from East Barber Street to Loomis' property.

Mr. Bennet asked about the additional fire hydrants and if someone could touch on the criteria. Are we talking distance or response patterns or a mixture of both? Mr. Goldberg said a mixture of both. It depends on the high risk areas. Mr. Goldberg gave further explanation to the group.

Mr. Bosch stated he was going to ask about the hydrants as well. He was surprised when he saw where this was in the booklet as he thought it would have been a part of the public safety equipment fund. He didn't see the Public Safety equipment fund for the first two years in the CIP. He only sees it in year three. He's wondering if there's a way to address any priority sooner. Town Manager Souza said it is in 2025 which is the contributing part of that \$285,000 to the replacement to reduce the bonding costs for engine replacement.

Mr. Bosch said he's not opposed to getting the fire hydrants to the right place. Let's get them in the right place. Town Manager Souza said this project was moved up at the recommendation of the Capital Improvements Committee last year. Mr. Graff added that the MDC is the one that would move the hydrant. We have to work with the MDC so we don't have total control. Mr. Bosch added if the Town Manager and Mr. Goldberg feels it is safe out there, then it is fine with him.

Mr. Bosch stated that he had one other item regarding the mobile cascade. He knows they are a few years out, but he's wondering if there's another use for that apparatus besides a mobile cascade. He thinks we can shuttle bottles cheaper. Three years out he feels they should look at it to see if there's other purposes for it.

FY 2028

Mr. Graff asked where the emergency center is now. Is that L.P. Wilson? Town Manager Souza stated that was correct. The high school is not fully energized where L.P. Wilson is.

Mr. Graff said if we had generators we might have an alternative site available. Town Manager Souza that would be in that design stage.

Mr. Bosch asked what are the facilities in town that are used for emergency heating or something in the winter where if someone loses power, they need a place to go to. Town Manager Souza said the primary location is L.P. Wilson. Mr. Bosch then asked that is one of the buildings that has a generator correct? Town Manager Souza said yes.

FY 2029

Mr. Graff asked about the Mill Brook club house. Who is currently using that facility? Town Manager Souza said the Youth Services Bureau over the last number of summers has been using the club house for programming their summer team programs. It gets a little use in the winter.

Mr. Graff asked with the improvements to the club house would there be any potential use by the public? Town Manager Souza said that is what they are envisioning that it'll be more of a gathering location. One idea they've been kicking around is having a consistent place where civic organizations can meet. Town Manager Souza discussed other possible ideas.

Mr. Graff asked about Route 305 Corridor improvements. Is that a joint venture between the town and state or is it going to be dictated by the state? Town Manager Souza stated it will most likely have to be something that the town can initiate and push. Unless something changes in terms of the overall operations, it's not on the state's radar.

Mr. Bosch said regarding the Millbrook Club house, is there anything that's not usable now? Town Manager Souza said it is usable. It is limited from a food perspective as the kitchen facilities are not up to snuff at this time, but the spaces are usable.

FY 2030

Mr. Graff asked about Washington Park improvements. How much use does that park get these days? Town Manager Souza said quite a bit. Mr. Norris confirmed that the park is gets used quite a lot.

Mr. Graff asked about the status of the pond? Mr. Norris said they are going to do some investigative work this coming summer into the spring. They will be checking the depth of the pond to see if it needs to be dredged and see what they can do in terms of mowing to keep the algae out of the pond.

Mr. Graff asked about Northwest Park athletic field improvements. Mr. Norris stated rehabbing that field there would involve either a removal of the top layer and then new sod and overseeing. That's what they are presently working on. It hasn't yet gotten very far in the terms of the planning stage.

Unscheduled Projects

Mr. Bosch questioned the \$65,000,000 project for I-91 that doesn't look like it has the potential for state or federal funds. He asked if that's really a CIP project or is it just something well above and beyond. Town Manager Souza explained it's there because when we go to the state to try and get that project included in their long range plans, they always look to see if it is in our local CIP and identified. He doesn't see this happening anywhere with this six year plan.

Mr. Bosch asked what the concern is. Town Manager Souza said the biggest issue is tractor trailer trucks now coming down the bottom of Day Hill Road.

Mr. Bosch asked if there was a conceptual idea of what the plan with the \$65 million would look like. Town Manager Souza said yes, they do and he explained the plan.

Mr. Bosch stated that one of the items for a few million dollars is the streetlight replacement along with other items such as energy maintenance. To him, it looks like the road repairs or sidewalk seems like we can spend that a little bit each year rather than having one big lump sum item in unscheduled projects. Town Manager Souza said about a half dozen years ago, they did a pretty significant replacement project, probably close to 8 years, where they replaced all those 35 foot lights.

Mr. Bennett asked about the three roof replacement projects. Are there any leaks that you know of? Town Manager Souza said the branch library, Milo Peck and LP Wilson. We took care of the some of the library issues. Mr. Aglieco added the Wilson library roof will need to be replaced. It's not leaking as of right now but there are lots of bubbles. Town Manager Souza said he wouldn't be surprised if that next assessment shows it needs to be moved up.

Mr. Bennett asked the Town Manager what he meant about the next assessment and what was the timeline. Town Manager Souza responded he doesn't think we do all of the assessments in one year. Mr. Aglieco commented that they just finished the assessment.

Mr. Bennett asked if it is something that should be moved up now. Town Manager Souza said they will place a note on it and take a look.

Mr. Bosch asked about ongoing maintenance. We have some things like sidewalks and roads that he doesn't feel are a CIP item. Where do replacement signs fit in? Town Manager Souza said monies are set aside in the Department of Public Works budget for them.

Mr. Bosch asked where do we clean up the river if it needs to be cleaned up and how about the logs that are lying on the ground under the old railroad bridge. How do those things get out of there? Town Manager Souza said we try and work within the parameters of Amtrak. Amtrak tends to not claim that area as their responsibility. However, they are supposed to be here to take care of the situation as we've convinced them that this is in the best interest of their infrastructure.

Mr. Bosch brought up a few items that he feels are beyond repair. At Northwest Park the shed behind the nature center where equipment is kept is not in the best state and the white building across from where Terry's living is not good either. Those couple of structures look like they need help. Town Manager Souza gave a history of the buildings and what has been suggested in the past. Mr. Norris supplied a history of the repairs done to the building. He added that the white building is safe and usable.

Mr. Bosch asked the Town Manager and Mr. Norris what they would recommend.

Mr. Graff asked what's the assessment of the buildings, what the potential cost would be and would it qualify as a CIP item. Town Manager Souza stated that we don't have enough information at this point to put it in the unscheduled section of the CIP. We could assess the buildings and see where they are.

Mr. Bosch said the committee will not be necessarily changing the plan, but will make a recommendation that before we meet again or before next year there's an assessment on this whether it goes to the plan or not. Town Manager Souza said we'll reflect that in the minutes that this is something they will look at and report back.

Mr. Bosch said another Northwest Park item has to do with a fuel tank and small furnace system that's not working under the nature center. Should this be assessed? Town Manager Souza said they had removed the furnace when they installed the geothermal system.

Mr. Bosch asked about the Mill Brook walking path. He said he believes there were areas that were a path one time but are no longer a clear path. He feels it needs some love and attention and that if it did get fixed up, many people would use it if it were assessable. What are the state of those paths? Town Manager Souza said the state of those paths are poor but we cannot have paved paths in the park which was a string that was attached to receiving \$1 million from the state for the open space purchase.

Mr. Bosch said that he'd like to see a walkway down the historic corridor.

Mr. Graff asked if the Historic District Commission would have oversight on the walkway project. Mr. Sealy stated he felt that it would fall under the district or be under the district's purview because it's typically falling under homeowner changes made to the property or structure.

Mr. Bosch brought up another item in Deerfield that he's not sure if it's called a parking lot or basketball court. It looks like it could be used for either one. He's not sure if we can look into where that can maybe fit into the paving program or perhaps just get rid of the pavement and make it a part of the field. Town Manager Souza said they can look into that.

Mr. Bosch went over his notes he took during the meeting with the committee.

Mr. Bosch said at the last meeting George Slate brought up the Windsor Housing Authority. What's the relationship with the Windsor Housing Authority in terms of Shad Run, Fitch and Mill Brook village? Do we have any obligations to those buildings? Town Manager Souza

said we don't have any legal obligation to those three facilities. We partner with them and have helped them access a couple of million dollars over the last two years but we don't have any legal obligation.

Mr. Bosch commented about the state of the buildings and asked if we as a town can get what the state of their facilities are. Town Manager Souza stated the Federal Housing and Urban Development department or agency requires housing authorities to do an

assessment every five years of their buildings. In order to qualify for certain federal or state monies, they need to have that assessment.

Mr. Bosch asked if while they do a building assessment do they do air quality tests for each of the buildings. Town Manager Souza said they do not.

MOVED by Mr. Bennett and seconded by Mr. Bosch to recommend to the Town Council the approval of the FY 2025 – FY 2030 CIP as presented.

Motion Passed 3-0-0

4. APPROVAL OF MINUTES

MOVED by Mr. Bennett and seconded by Mr. Bosch to approve the unapproved minutes of June 7, 2023 as presented.

Motion Passed 2-0-1 (Mr. Bosch abstained)

5. STAFF REPORTS

6. ADJOURNMENT

MOVED by Mr. Bennett and seconded by Mr. Bosch to adjourn the meeting at 7:21 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Helene Albert
Recording Secretary