



TOWN IMPROVEMENTS COMMITTEE

**July 15, 2025
Ludlow Room
Special Meeting
HYBRID Meeting**

UNAPPROVED MINUTES

1. CALL TO ORDER

Chair and Deputy Mayor Darleen Klase called the meeting to order at 6:30 p.m. Present was Councilor Mary Armstrong and Councilor William Pelkey

Staff: Peter Souza, Town Manager; Scott Colby, Assistant Town Manager; Paul Norris, Director of Recreation & Leisure Services; Marco Aglieco, Building & Facilities Manager; Paul Goldberg, Fire Administrator; Suzanne Choate, Town Engineer; Danielle Batchelder, Chief of Operations, Board of Education; Carlos Rosario, Physical Plant Manager, Board of Education

2. PUBLIC COMMENT

Dave Morant, 45 Prospect Road – Supports the Broad Street traffic calming measures along with the Riverfront Trail project.

Paul Panos, 48 Brookview Road – Does not support the Broad Street traffic calming measures.

Mingo Gomes, 35 Ridgewood Road – Supports the Broad Street traffic calming measures.

Susan Miller, 130 Palisado Avenue – Supports the Broad Street traffic calming measures.

Mark Harrington, 1217 Windsor Avenue – Supports the Broad Street traffic calming measures

Judy Cooke, 16 Sage Park Road – Supports the Broad Street traffic calming measures.

Jeremy Halek, 1890 Poquonock Avenue – Does not support the Broad Street traffic calming measures.

Bridget Harrington, 1217 Windsor Avenue – Supports the Broad Street traffic calming measures.

3. DISCUSSION OF PROPOSED FY 26 – FY 31 CAPITAL IMPROVEMENTS PROGRAM

The town's six year Capital Improvement Program (CIP) provides a means for planning, coordinating and prioritizing the capital project requests of various departments and agencies. FY 2026 - FY 2031 includes project descriptions and projected costs by fiscal year. Other than projects that are funded through the General Fund operating budget, funding for each of the projects needs to be subsequently authorized by the Town Council, Special Town Meeting or referendum in accordance with the *Town Charter*.

Town Manager Souza gave the following highlights of the proposed FY 2026-FY 2031 Capital Improvements program (CIP):

- The CIP includes approximately \$10.2 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 \$32.4 million. Of the total \$42.6 million included for the asset management of town roadways, \$11.1 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 projected to be within the 8% policy goal in each year of the proposed CIP.
- The proposed CIP identifies \$28.8 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 concept design in FY 2026, full design in FY 2027 and construction funding in FY 2028. This project may require voter referendum depending on the scope of work and phasing.
- The proposed CIP forecasts \$80.5 million in new bonding authorization. The 6-year CIP cycle includes three projects that would require voter approval based on current estimated costs. These projects are:
 - Milo Pack HVAC, Electrical, and Energy Improvements
 - Windsor High School Roof Replacement
 - Windsor High School Fieldhouse Renovation
- School related projects total \$41.1 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 have 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.

In addition there have been public comments relative to the incorporation of the Broad Street Traffic Calming project into the proposed CIP. Concerns of motor vehicle speeds, accidents, and pedestrian and bicyclist safety remain; therefore, staff believes it is appropriate to include the project in the CIP with a reduced scope of work and estimated cost. The revised scope of work does not include traffic roundabouts and assumes traffic signals at Maple Ave and Batchelder Road are only modified and not fully replaced.

The Capital Improvements Committee (CIC) completed their review of the proposed CIP on June 23. The Committee voted to recommend the approval of the proposed FY 2026 - FY 2031 CIP, with a recommended adjustment of moving the Luddy House Fire Protection Installation from Unscheduled to FY 27. That recommendation is incorporated in the proposed plan.

FY 2026

Councilor Pelkey made a motion in which no other councilors seconded to remove the Broad Street Traffic Calming Project entirely from the CIP.

Councilor Pelkey stated that this was essentially the same project without roundabouts with some minor tweaks. He stated that we the community just had the vote and feels that this ignoring the voters. Councilor Pelkey stated that maybe we should wait a few years before discussing this project again.

Deputy Mayor Klase understands Councilor Pelkey's concerns but can't support the removal of this project from the CIP. She stated that this would come back to the full Town Council. The public would have the opportunity to comment and vote in a Special Town Meeting. While it is difficult to bring back, without the roundabouts and revised scope this would be different.

Councilor Armstrong stated that the primary comments around the time of the referendum were around the roundabouts, while this allows another chance for public input and this should be brought back.

Councilor Pelkey then made a motion in which no other councilors seconded to move the Broad Street Traffic Calming Project to FY 2031, then to FY 2030, then to FY 2029, then to FY 2028, then to FY 2027.

Councilor Pelkey then stated that his comments are not based on the merits of the project, it's the timing of the project.

Town Manager Souza provided background about prioritization of projects, funding sources and debt service.

Councilor Armstrong asked staff to talk about the expansion of the cemetery. Town Manager Souza stated that the town has land that needs to be prepared in order to expand the cemetery to prevent reaching its capacity. The project would also include addressing some deferred maintenance. Deputy Mayor Klase asked if the Veterans Affairs Department has any available funding to assist with this. Town Manager Souza stated he was unsure but that we would be required to open it up to non-residents of Windsor.

Councilor Armstrong asked for clarification on the Train Station Boiler project. Town Manager Souza stated that we lease the building from Amtrak but that we are responsible to maintain that building.

FY 2027

Councilor Pelkey asked various questions about the Palisado Avenue Corridor Improvements and Wall Repair. Town Manager Souza indicated that the town does have the responsibility to maintain the wall. Staff does not believe this item needs to be moved up with the recent development at Founders Square. Deputy Mayor Klase asked if there were any state grants that could be secured for this. Town Manager Souza stated that he does not believe there would be.

FY 2028

Town Manager Souza mentioned that beginning in FY 28 there was a project included called Bus Shelter Replacement program. The Town has twenty-two bus shelters all of which are aging and in need of repairs/replacement. Deputy Mayor Klase asked if bus pull offs would be part of this while Councilor Armstrong asked if seats were part of this program. Town Manager Souza stated that these items would be explored for each of the shelters during this program.

Deputy Mayor Klase asked about the River Street Roadway Rehabilitation project and what the rationale was for not looking at sidewalks. Town Manager Souza indicated that we do not have enough right of way, there were some trees in the way and the proximity of the river.

Councilor Armstrong inquired which school currently has a generator. Mr. Rosario stated that only the high school has a generator which would be used for basic utilities more so for an emergency.

Deputy Mayor Klase asked about the Riverfront Trail Project and what surface type would be used for the trail. Town Manager Souza stated that it would be paved to match the other sections making it accessible.

FY 2029

Councilor Pelkey asked about the Route 305 Corridor Improvements Concept Design project being impacted by recent developments on Bloomfield Avenue. Town Manager Souza stated that would be incorporated into the design.

Councilor Armstrong commented on the Historic Monument and Ancient Cemetery Preservation.

Councilor Armstrong asked what the need was for the Data Protection Storage Replacement. Town Manager Souza stated that this was the end of its life cycle.

FY 2030

No comments.

FY 2031

Deputy Mayor Klase asked if there was consideration for re-design of the parking lots at Sage Park Middle School and Windsor High School. Town Manager Souza indicated that these lots are almost completed with repaving occurring over the last few seasons.

Councilor Pelkey mentioned something that he noticed and would like to see is a more holistic view of the facilities showing the last time we replaced the roof or completed a major project and what the life expectancy is anticipated to be.

Town Manager Souza discussed that we are currently preparing job descriptions to present to the full Town Council reallocating vacant positions to assist Facilities, Engineering, and Public Works.

MOVED by Councilor Armstrong, seconded by Councilor Klase to recommend to the Town Council the approval of the FY 2026 – FY 2031 CIP.

Motion Passed 2-1-0 (Pelkey opposed)

4. STAFF REPORTS

Town Manager Souza thanked the staff for working on these various projects and developing this plan. He also mentioned that the pickleball/tennis courts at Welch Park

are nearing completion and that staff was close to presenting to the full Town Council the next apparatus needed for replacement at the Fire Department.

5. APPROVAL OF MINUTES

a) November 14, 2024

MOVED by Councilor Armstrong, seconded by Councilor Pelkey to approve the minutes of the November 14, 2024 meeting as presented.

Motion Passed 3-0-0

6. ADJOURNMENT

MOVED by Councilor Armstrong, seconded by Councilor Pelkey to adjourn the meeting at 8:21 p.m.

Motion Passed 3-0-0

Respectfully Submitted,

Scott Colby
Recording Secretary