

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



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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 23, 2025

TIME: 6:30 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 2026-2031 Capital Improvements Program
4. Approval of Minutes
 - a) *June 20, 2024
5. Staff Reports
6. Adjournment

To view the Capital Improvements Plan online please go to:

<https://townofwindsorct.com/finance/documents/fy-2026-fy-2031-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 23, 2025

To: Members of the Capital Improvements Committee

Prepared By: Peter Souza, Town Manager 

Subject: Capital Improvement Program for FY 2026 – FY 2031

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 2026 - FY 2031 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 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 \$126 million in projects:

- 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 \$28.7 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 six projects that would require voter approval based on current estimated costs. These projects are:
 - 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 \$41.1 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.

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 \$9.28 million in FY 2027 to a peak of \$14.9 million in FY 2032. The pay-as-you-go portion of the CIP (which is included in the annual operating budget) ranges from \$2.6 million to \$3.8 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 2026 – FY 2031 CIP as presented.”

Attachments

6-Year CIP Schedule and Unscheduled Projects List

Draft FY 2026- FY 2031 Capital Improvement Program online at:

<https://townofwindsorct.com/finance/documents/fy-2026-fy-2031-draft-cip/>

Capital Improvement Program

Project Name		Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY25 Adopted CIP
FY 2026								
1	pa Pavement Management Program	1,025,000	845,000		180,000			Reduced by \$30,000 per Town Council
2	pa Sidewalk and Curb Replacement Program	150,000	150,000					Reduced by \$25,000 per Town Council
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	40,000					40,000	
6	c Historic Monument and Ancient Cemetery Preservation	130,000	130,000					
7	c Town Facility Improvements - Core Server Replacements	150,000	150,000					
8	c Town Hall Roof Replacement (Construction)	744,000		744,000				Update from Greg Ross 2/21/25: Increased from \$567,000 to \$744,000
9	c Town Facility Improvements - LP Wilson HVAC Improvements - South Phase 3 (Construction)	2,555,000		2,555,000				
10	c Town Facility Improvements - Windsor Library Roof Top Unit Replacements (Design)	30,000	30,000					
11	c Town Facility Improvements - Wilson Library Roof Top Unit Replacements (Design)	30,000	30,000					Construction in FY 28
12	c Town Facility Improvements - Wilson Library Roof Replacement (Design)	25,000					25,000	NEW based on assessment
13	c Town Facility Improvements - Milo Pack HVAC, Electrical, and Energy Improvements (Preliminary Design)	125,000					125,000	Moved from FY25 increased by 4%
14	c Veterans Memorial Cemetery Expansion & Enhancements	210,000					210,000	
15	r Construct Sidewalks - Arterial Roads (Poquonock Avenue (Marshall St. to Tiffany Dr., Design)	75,000					75,000	
16	r Day Hill Road Pavement Management (Marshall Phelps Road to Baker Hollow Road, Design)	135,000					135,000	Reduce from \$2,116,400 to \$135,000 for Design. Move Construction to FY27
17	r Marshall Phelps Road Rehabilitation (Bloomfield Ave to Day Hill)	1,353,600			1,353,600			Moved from FY25
18	r Prospect Hill Road Rehabilitation (Day Hill Road to Lang Road)	1,671,600			1,671,600			Moved from FY25
19	r Day Hill Road Pedestrian Circulation Enhancements (Marshall Phelps to Heinsford Way, Construction)	265,000					265,000	Moved from FY25
20	r Pedestrian Bridge Improvements & Replacement Program	445,000		250,000			195,000	NEW Project based on condition assessment
21	r Broad Street Traffic Calming Project	3,230,000			2,980,000		250,000	Moved from FY 25 and revised without roundabouts
22	rec Athletic Field Master Plan - Sherston Park Improvements (Construction)	694,000		694,000				Increase from \$637,000 to \$694,000
23	rec Outdoor Pool Facilities Improvements - Veterans Pool (Concept Design)	130,000					130,000	Split into concept assessment (130k FY 26) & design (250k in FY27)
24	ps Public Safety Equipment Fund - Poquonock Fire Station - Ladder Truck 2 Replacement	2,490,000	500,000	1,290,000			700,000	Increase from \$1,981,000 to \$2,489,375
25	boe BOE - L.P. Wilson - Main Hall Restroom Renovation (Construction)	880,000		880,000				
26	boe BOE - Clover Street School Partial Roof Replacement (Construction)	2,422,000		1,332,100	1,089,900			
27	boe BOE - Oliver Ellsworth School Building Envelope Project	1,948,000		1,948,000				Moved from FY25 increased by 4%, Design Summer of 2025
28	boe BOE- Poquonock Elementary School Boiler Removal	385,000					385,000	Moved from FY28 based on School Admin Priority
29	boe BOE- Poquonock Elementary School Boiler Replacement (Design)	65,000					65,000	Moved from FY29; Design in FY 26, Construction in FY 27
Subtotal FY 2026		22,653,200	2,685,000	10,093,100	7,275,100	-	2,600,000	
FY 2026 Projects Anticipated to Require Voter Approval								
30	boe BOE - Windsor High School HVAC Systems Replacement (Construction)	3,555,000		3,555,000				
Subtotal FY 2026		3,555,000	-	3,555,000	-	-	-	
GRAND TOTAL FY 2026		26,208,200	2,685,000	13,648,100	7,275,100	-	2,600,000	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$605,000)								
² General Fund Unassigned (Total = \$1,295,000)								
³ Public Safety Equipment Fund (Total = \$700,000)								

Capital Improvement Program

Project Name		Estimated Project Cost	General Fund	New Bonding Authorization	State & Federal Aid	Enterprise Funds	Other Sources	Changes from FY25 Adopted CIP
FY 2027								
1	pa Pavement Management Program	1,085,000	505,000		180,000			
2	pa Sidewalk and Curb Replacement Program	200,000	200,000					
3	pa Pavement Resurfacing at Town Facilities & Schools	300,000		300,000				
4	c Fleet and Public Works Equipment Replacement	850,000	850,000					
5	sw River Street - Repair Culvert and Stream Bed (Construction)	750,900		750,900				Increase from \$873,000 to \$750,900
6	sw Millbrook Enhancement Project - Stream Stabilization (Construction)	895,000		895,000				Increase from \$562,000. Cost to match hydraulic analysis est. & bridge repl. of \$300,000 for (2)
7	sw Pheasant Run Drainage Improvements (Design & Construction)	198,000			198,000			Changed funding source, TAR
8	c Train Station Boiler Replacement	225,000					225,000	Moved from FY 26 to get Lease Extension
9	c Town Facility Improvements - Windsor Library Roof Top Unit Replacements (Construction)	468,000		468,000				
10	c Town Facility Improvements - Wilson Library Roof Replacement (Construction)	255,000	255,000					
11	c Poquonock Firehouse HVAC Replacement - Design	48,000					48,000	NEW based on assessment
12	r Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Design)	26,000					26,000	
13	r Day Hill Road Ped. Circulation Enhancements (Marshall Phelps from Day Hill to Orange Way, Construction)	282,500					282,500	Design - FY 26 Sidewalks on Arterial Roads
14	r Street Reconstruction - Basswood Road (Design)	215,000					215,000	Changed funding source
15	r Road Rehabilitation - Design (Hayden Station from Kennedy to Archer)	105,000	105,000					
16	r Pelissade Avenue Corridor Improvements and Wall Repairs (Construction)	897,000		897,000				NEW Project identified based on condition. Construction in FY 28
17	r Riverfront Trail Project - Phase 1 Construction (East Barber Street to Loomis Property)	1,242,000			993,600		248,400	
18	r Day Hill Road Pavement Management (Marshall Phelps Road to Baker Hollow Road, Construction)	2,065,500		2,065,500				Construction moved from FY26
19	r Day Hill Road Pavement Management (Addison Road to Northfield Drive, Design)	151,000	151,000					Moved from FY 29
20	r Day Hill Road Reconstruction (Blue Hills Avenue to Great Pond Drive, Design)	140,000					140,000	Moved from FY 26, construction in FY29
21	rec Outdoor Pool Facilities Improvements - Veterans Pool (Design)	250,000					250,000	Split into concept assessment (180k FY 28) & design (250k in FY27)
22	rec Replace Tennis/Pickleball Courts at Sage Park Middle School (Design/Build)	1,188,000		1,188,000				
23	rec Athletic Field Master Plan - Welch Field Improvements	341,000		300,000			41,000	
24	ps Public Safety Equipment Fund	530,000	530,000					
25	ps Public Safety Equipment Fund - Hayden Station Utility Vehicle Replacement	70,000	70,000					
26	ps Additional Fire Hydrants	275,000		275,000				
27	boe BOE - Poquonock School Ventilation Upgrade (Design)	145,000	145,000					Construction in FY 28
28	boe BOE - School Window Replacement (Design)	105,000	105,000					Construction in FY 28
29	boe BOE - Oliver Ellsworth Gym Floor Replacement	289,000		289,000				Moved from FY 26
30	boe BOE - LP Wilson Window Replacement (Design)	60,000					60,000	
31	boe BOE - Windsor High School Baseball Field Lighting (Barry Chasen Field, Design & Construction)	370,000		370,000				
32	boe BOE - Poquonock Boiler Replacement	1,525,000		1,525,000				NEW Project based on assessment from State of CT. Changed funding source
	Subtotal FY 2027	15,522,900	3,316,000	9,301,400	1,369,600	-	1,535,900	Moved from FY 29 based on School Admin Priority
FY 2027 Projects Anticipated to Require Voter Approval								
33	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		25,424,900	3,316,000	14,747,500	5,825,500	-	1,535,900	

¹ Capital Projects Fund Assigned Fund Balance (Total = \$315,000)

² General Fund Unassigned (Total = \$1,220,900)

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 FY25 Adopted CIP
FY 2028								
1	pa Pavement Management Program	1,180,000	1,000,000		180,000			
2	pa Sidewalk and Curb Replacement Program	225,000	225,000					
3	sw Stormwater Management Improvements	400,000		400,000				
4	c Fleet and Public Works Equipment Replacement	875,000	875,000					Increase by \$25,000
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				
9	c HVAC Roof Top Replacement at 330 Windsor Ave	255,000					255,000	2
10	c Bus Shelter Replacement Program	225,000					225,000	2
11	c Town Facility Improvements - Wilson Library Roof Top Unit Replacements (Construction)	240,000	240,000					NEW based on assessment
12	c Town Facility Improvements - Windsor Library Roof Replacement (Design)	30,000	30,000					Moved from FY 27
13	c Town Facility Improvements - Emergency Power Generators Replacement	510,000		510,000				NEW based on assessment
14	c Town Facilities Improvements - LP Wilson HVAC Improvements - South Phase 4 (Construction)	2,370,000		2,370,000				Moved from FY 26
15	r Day Hill Road Pavement Management (Addison Road to Northfield Drive, Construction)	1,534,000		1,534,000				Moved from FY 29
16	r Kennedy Road Rehabilitation (River Street to I-91, Design)	140,000	140,000					Split with \$140,000 for design in FY 28 and \$1,952,000 for construction in FY29
17	r River Street Roadway Rehabilitation (Poquonock Ave to Old River St, Construction)	649,000		649,000				
18	r Road Rehabilitation - (Hayden Station from Kennedy to Archer, Construction)	1,320,000		1,320,000				NEW Project identified based on condition
19	r Riverfront Trail Project - Phase 2 Design (Loomis Property to Town Center)	228,000	228,000					
20	ps Public Safety Equipment Fund	360,000	360,000					
21	boe BOE - L.P. Wilson Roof Replacement Project - North End (Construction)	2,900,000		2,900,000				From Greg Rose 2/21/25: Increased from \$2,400,000 to \$2,900,000 Moved from FY 26
22	boe BOE - School Window Replacement (Construction)	1,073,000		1,073,000				
23	boe BOE - Windsor High School Gymnasium Bleacher Replacement	260,000	260,000					New Project
24	boe BOE - Sage Park Middle School Gymnasium Floor Replacement	180,000	180,000					New Project
25	boe BOE - School Emergency Generators (Design)	310,000					310,000	1
26	boe BOE - Oliver Ellsworth School - Code Compliance Upgrades (Design)	50,000	50,000					Split Design In FY 28 and Construction In FY 29
Subtotal FY 2028		18,812,000	3,826,000	11,081,000	180,000	-	1,715,000	
<u>FY 2028 Projects Anticipated to Require Voter Approval</u>								
27	c Town Facility Improvements - Milo Peck HVAC, Electrical, and Energy Improvements (Construction)	3,995,000		3,995,000				Moved from FY 26
28	c Town Facility Improvements - Veteran's Pool Improvements	3,750,000	-	3,750,000	-	-	-	
Subtotal FY 2028		7,745,000	-	7,745,000	-	-	-	
GRAND TOTAL FY 2028		24,557,000	3,826,000	18,836,000	180,000	-	1,715,000	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$355,000)								
² General Fund Unassigned (Total = \$860,000)								
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 FY25 Adopted CIP
<u>FY 2029</u>							
1 pa Pavement Management Program	1,200,000	1,020,000		180,000			
2 pa Sidewalk and Curb Replacement Program	250,000	250,000					
3 pa Sidewalk Installation - Poquonock Avenue (Marshall St. to Tiffany Dr., Construction)	394,000		394,000				
4 pa Pavement Resurfacing at Town Facilities & Schools	317,000		317,000				
5 c Fleet and Public Works Equipment Replacement	900,000	800,000					
6 c Historic Monument and Ancient Cemetery Preservation	150,000						Increase by \$25,000
7 c Mill Brook Clubhouse Improvements	1,585,000		1,585,000			150,000	
8 c Town Facility Improvements - Windsor Library Roof Replacement (Construction)	359,000	359,000					
9 c Bus Shelter Replacement Program	225,000					225,000	NEW based on assessment
10 c Data Production Storage Replacement	294,000					294,000	NEW based on assessment
11 r Route 305 Corridor Improvements (Concept Design)	350,000	350,000					NEW Project
12 r Day Hill Road Reconstruction (Blue Hills Avenue to Great Pond Drive, Construction)	1,971,000		1,971,000				Reduced from \$625,000. Revised scope
13 r Kennedy Road Rehabilitation (River Street to I-91, Construction)	1,952,000		1,952,000				Split with \$140,000 for design in FY 28 and \$1,971,000 for construction in FY29
14 r Street Reconstruction - Basswood Road (Construction)	2,143,000		2,143,000				Split with \$140,000 for design in FY 28 and \$1,952,000 for construction in FY29
15 r Pedestrian Bridge Program Design	100,000					100,000	Moved from FY 28
16 rec Washington Park Improvements (Design)	100,000	100,000					NEW Project based on assessment
17 ps Public Safety Equipment Fund - Engine 1 Replacement	1,800,000	800,000	1,200,000				NEW
18 boe BOE - Windsor High School Fieldhouse Renovation (Design)	300,000	300,000					Moved design from FY 28, construction in FY 31. Funding source changed
19 boe BOE - Oliver Ellsworth School - Code Compliance Upgrades (Construction)	310,000		310,000				Split Design in FY 28 and Construction in FY 29
Subtotal FY 2029	14,700,000	3,879,000	9,872,000	180,000	-	789,000	
<u>FY 2029 Projects Anticipated to Require Voter Approval</u>							
20 boe BOE - Poquonock School Ventilation Upgrade (Construction)	3,670,000		3,670,000				Moved from FY 28
Subtotal FY 2029	3,670,000	-	3,670,000	-	-	-	
GRAND TOTAL FY 2029	18,370,000	3,879,000	13,542,000	180,000	-	789,000	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$150,000)							
² General Fund Unassigned (Total = \$619,000)							
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 FY25 Adopted CIP
FY 2030								
1	pa Pavement Management Program							
2	pa Sidewalk and Curb Replacement Program	1,265,000	1,085,000		180,000			
3	sw Stormwater Management Improvements	250,000	250,000					
4	c Fleet and Public Works Equipment Replacement	450,000		450,000				
5	c Bus Shelter Replacement Program	900,000	900,000					
6	r Intersection Improvements - Capen Street & Sage Park Road (Design)	225,000					225,000	² NEW based on assessment
7	r International Drive (West End) Rehabilitation (Seymour Road to Rainbow Road, Design)	125,000	125,000					Price reduced from \$150,000 to \$125,000
8	r Pleasant Street Boat Launch Reconstruction	150,000					150,000	² NEW Construction in FY 31. Moved from Unscheduled.
9	r Riverfront Trail Project - Phase 2 Construction (Loomis Property to Town Center)	710,000		710,000				
10	r Rainbow Neighborhood - Road Reconstruction (Design)	3,052,000			3,052,000			
11	r Day Hill Road Ped. Circulation Enhancements (Old Day Hill Road, Construction)	550,000		550,000				
12	r River Trail Windsor Center Pedestrian Bridge Replacement	378,500		378,500				
13	rec Washington Park Improvements (Construction)	940,000		940,000				NEW Project based on assessment
14	rec Athletic Field Improvements - Northwest Park	500,000		500,000				
15	ps Public Safety Equipment Fund - Rescue 2 Replacement	360,500		360,500				
16	ps Public Safety Equipment Fund	2,000,000	500,000	1,500,000				NEW
17	ps Additional Fire Hydrants	600,000	600,000					
18	boe BOE - Windsor High School Emergency Power Generator Replacement	284,500					284,500	¹
Subtotal FY 2030		13,155,500	3,875,000	5,389,000	3,232,000	-	659,500	Changed funding source
FY 2030 Projects Anticipated to Require Voter Approval								
Subtotal FY 2030								
GRAND TOTAL FY 2030		13,155,500	3,875,000	5,389,000	3,232,000	-	659,500	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$284,500)								
² General Fund Unassigned (Total = \$375,000)								
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 FY25 Adopted CIP
FY 2031								
1	pa Pavement Management Program	1,880,000	1,500,000	-	180,000	-	-	
2	pa Sidewalk and Curb Replacement Program	275,000	275,000	-	-	-	-	
3	pa Pavement Resurfacing at Town Facilities & Schools	500,000	-	500,000	-	-	-	
4	c Fleet and Public Works Equipment Replacement	925,000	925,000	-	-	-	-	
5	sw Stormwater Management Improvements (Deckers Brook)	500,000	500,000	-	-	-	-	
6	r International Drive (West End) Rehabilitation (Seymour Road to Rainbow Road, Construction)	2,500,000	-	2,500,000	-	-	-	NEW
7	r Intersection Improvements - Capen Street & Sage Park Road (Construction)	867,000	-	867,000	-	-	-	NEW Design in FY 30. Moved from Unscheduled. Design in FY 30
8	c Town Facilities Improvements - Hayden Fire Station Roof Replacement (Design)	60,000	60,000	-	-	-	-	NEW Moved from Unscheduled.
9	c Town Facilities Improvements - DPW Roof Replacement (Design)	86,000	-	-	-	-	86,000	NEW Moved from Unscheduled. Changed funding source.
10	r Wilson Park & Sharshon Park Pedestrian Bridge Replacement	500,000	-	500,000	-	-	-	NEW Project based on assessment
11	ps Public Safety Equipment Fund	600,000	600,000	-	-	-	-	NEW
Subtotal FY 2031		8,493,000	3,860,000	4,367,000	180,000	-	86,000	
FY 2031 Projects Anticipated to Require Voter Approval								
12	boe BOE - Windsor High School Fieldhouse Renovation (Construction)	10,000,000	-	10,000,000	-	-	-	Moved construction from FY 29, design in FY 29
Subtotal FY 2031		10,000,000	-	10,000,000	-	-	-	
GRAND TOTAL FY 2031		18,493,000	3,860,000	14,367,000	180,000	-	86,000	
¹ Capital Projects Fund Assigned Fund Balance (Total = \$86,000)								
² General Fund Unassigned (Total = \$0)								
³ Public Safety Equipment Fund (Total = \$0)								
Total CIP Program FY 26 - FY 31		126,208,600	21,441,000	80,529,600	16,872,800	-	7,365,400	

List of Unscheduled Projects FY26 - FY31 CIP

Road Reconstruction/Transportation System Projects

Audible Pedestrian Crosswalk Signals	45,000	
Day Hill Road Capacity Improvements - Right Turn Lanes (Design)	106,000	
Day Hill Road Capacity - Right Turn Lanes (Construction)	334,000	Design FY28
Traffic Signal at Windsor Avenue and Corey Street	637,000	
Archer Road Safety Improvements	826,000	
East Granby Road Relocation	2,186,000	
Pond Road/Indian Hill Road - Street Reconstruction	2,666,000	
Plymouth Street Culvert	3,545,000	
Pedestrian Bridge Over Railroad Tracks - Windsor Center	3,717,000	
Day Hill Road/Blue Hills Ave. Extension Roundabout Construction	4,813,000	
Rainbow Road - Street Reconstruction	5,057,000	Design FY30
Construct Sidewalks Along Arterial Roads	5,135,000	Design FY27
Construct Sidewalks Along Collector Roads	5,411,000	Design FY29
Day Hill Road Capacity Improvements - Lane Widening from Addison Rd to I-91 (Const.)	5,434,000	
Route 305 Corridor Improvements	9,503,000	
Construct Sidewalks Within 1 Mile of Schools	33,892,000	
Subtotal	83,307,000	

Community Facilities and Assets

Town Facility Improvements - Luddy House Fire Protection Installation	107,000	
Silver Birch Pond Improvements	176,000	
Milo Peck Roof Replacement	312,000	
Milo Peck Discovery Center Restroom Renovation	561,000	
Streetlight Replacement, Energy, and Maint. Cost Reduction Program	3,439,000	
Town Center Parking Garage	15,728,000	
Subtotal	20,323,000	

Pavement Management

Ongoing	
Subtotal	-

Public Safety

Utility Vehicles	392,000
Rainbow Firehouse - Engine Tanker Replacement	1,019,000
Additional Fire Hydrants	1,390,000
Subtotal	2,801,000

Park Improvements

Skate Park Improvements	276,000
Northwest Park Activity Pavilion	331,000
Athletic Field Improvements - Fitch Park	603,000
Subtotal	1,210,000

Stormwater Management Improvements

None	-
Subtotal	-

I-91 Ramp Improvements

Ramp Modification at I-91 & Route 75/Day Hill Road	67,879,000	State/Federal Funds
Subtotal	67,879,000	

Board of Education

Sage Park Middle School Parking Lot Improvements	724,000
Subtotal	724,000

* Estimate in current dollars: includes 20% contingency and 1.5% bonding costs

**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 town staff sits 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 buildings 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. Is this 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 driveway and parking lot.

Mr. Graff asked about the Broad Street Road Diet. Where are we with that? 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 said 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 saw 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 said 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 to the 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 multi-year look at that. The infrastructure on that is probably going to be the biggest hang up. Town Manager Souza stated we'd have to consider 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 such 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 roundabout. 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 Souza 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 stated 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 teen 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 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 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 the next assessment shows it needs to be moved up.

Mr. Bennett asked the Town Manager what he meant about the next assessment and what the timeline was. 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 should be 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. Graff asked what's the assessment of the buildings, what would the potential cost 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 they 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 on.

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 he believed 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 at 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 Court 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