

**Capital Improvements Advisory Committee
Town Manager's Conference Room
Minutes
January 20, 2010**

Committee Members	Present	Absent	Excused
Les Cole Chairman	X		
John Mullin, Vice Chairman	X		
Louis Robitaille	X		
Robert Turgeon	X		
Peggy Wagner	X		
Liaison			
David Drake, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guest			
Jeff Bridges, Town Manager	X		
Lisa Hancock, Finance Director			X
Kathy Bagley, P&R Director	X		
Sal Cucia, P&R Asst Dir.	X		
Chuck Flynn, Fire Chief	X		
Rich Bailey, Asst Chief	X		
Phil Lombardo, Vol. Amb. Chief		X	

Chairman Les Cole called the meeting to order at 6:00 P.M.

- A. Approval of Minutes of January 6, 2010 Meeting – Motion made by Louis Robitaille seconded by John Mullin to approve minutes. **All members voted in favor.**
- B. Public Comments – None, no public present.
- C. Discussion of Parks & Recreation Needs – Kathy Bagley distributed a handout explaining the items in her power point presentation. Sal Cucia assisted her in the presentation running the computer. The projects are listed in priority of the Rec. & Park Advisory Board.
 1. Mill Woods Beach Design (Washouts) - \$26,000 – This project involves the design only of a new sand beach for Mill Woods Pond with drainage. Currently the beach washes out into the pond during heavy rainstorms in the summer. These washouts often result in closing the swimming facility periodically during the summer as pool water becomes too cloudy to safely see swimmers. On average, the pool is closed two-four days per storm. During this time, the staff works on clearing the sand and debris from the water. This project was identified in the 2002 Mill Woods Master Plan and since this report the washouts have gotten more frequent. It used to be one washout per season. Now we can have up to 4 - 6 washouts per summer. The closing of this facility impacts our swim lesson program and public swimming. These funds will hire a consultant to design a sand beach with drainage to prevent the sand from washing out into the pond.
 2. Mill Woods Beach Drainage Improvements (Construction) – \$176,000 – This project is the construction of the new beach per the design of the consultant. Refer to 1a above for description of beach design. This project was identified in the 2002 Mill Woods Master Plan. Jeff Bridges asked if there was something other than sand that could be used to cut down on the washout, such as turf. Kathy Bagley will check to see if there are other materials that can be used. Les Cole asked how many people use Mill Woods Beach. Kathy advised that more people use Mill Woods Pool than Willard Pool. Millwoods is also used for swimming lessons. Kathy will get the Committee usage numbers.
 3. Mill Woods Little League Field Parking Lot - \$180,000 – With the new lighted Little League field, additional parking spaces need to be added to the park. In the 2009-10 CIP budget, the department received \$25,000 to hire an engineer to design the parking lot. This design work is being undertaken by the Town Engineering Department and the 2009-10 CIP design funds will be used instead to help offset the construction of the new parking lot. This parking lot was identified in the 2002 Mill Woods Master Plan. John

Mullin then brought up maintenance of the fields. If the Little League volunteers could cut the grass and put down soil when needed it would help with field maintenance. Kathy explained how she and the Chairman of the Park Board have been working with the President of Little League on this issue. There are Union contract issues to work thru. Jeff Bridges advised there are also liability issues to address. If volunteers get hurt working on the fields they will come after the towns insurance. The volunteers would have to be covered under their own liability policy. Peggy Wagner then asked if some of the trees that came down from the tornado behind the new field can be cut by volunteers. He was advised no due to liability issues. John was advised that the tree warden Phil Smithwick is currently working this issue.

4. Mill Woods Park Soccer Field - \$607,000 – This project is the construction of a regulation soccer field out past the dog park. The design and bid specifications for this field were completed at the same time the new Little League field was designed and built. During the construction of the new Little League field, the irrigation line for the soccer field was installed. These funds are for the construction of the soccer field. This soccer field was identified in the 2002 Mill Woods Master Plan Phase I.
5. Cove Park Docks – Permitting Process with DEP & Final Design - \$25,000 – The final step in the approval process for replacement docks is submitting an application to the DEP and creating the final design. This process will involve additional work from the engineering firm of Ocean & Coastal Consultants.. They will prepare the final design plans to submit to DEP after all the Town Boards and Commissions have reviewed the plans. The Town will need their assistance for review by DEP, development of bid specifications and construction administration.

This project began with a recommendation from the Capital Improvement Advisory Committee to use funds from the Cove Preservation Fund to hire an engineering firm to develop a conceptual design for new docks and boat launch ramp. Ocean & Coastal was hired and they developed a conceptual design which was reviewed by the Parks and Recreation Board with members of the public invited for their input. Also, town staff, police and fire department staff and the Harbormasters have reviewed the plan. Some changes were proposed and the plan was revised. The plan was then presented to the Town Council, Planning and Zoning Commission and Historic District Commission. It is currently under review by the Inland Wetlands Commission. This plan will then go back to the Planning and Zoning Commission and the Town Council. After these presentations, it will be sent to the DEP for their review.

The conceptual design recommends one dock system located in front of the Cove warehouse. It would handle the boating traffic and the town's police, fire and harbormaster boats. The new docks would be anchored by a combination of anchor blocks, chains and elastic rodes. These elastic rodes are capable of elongation, thus allowing the floats to safely rise as water levels rise. No pylons would be needed. The estimated cost for this new system is \$390,000, however we anticipate using \$100,000 from the Cove Preservation Fund to help pay for the new dock system. Kathy advised each boat fees annually add between \$20,000 and \$25,000 to the fund. The request for the new dock system is included in the CIP plan for the 2011-12 budget year. The DEP review process can take up to one year for approval.

6. Nature Center Replace Generator - \$28,000 – The current generator needs to be replaced. It was installed in 1978 and has outlived its life expectancy. Each year we are investing more dollars for the maintenance of this unit. When the generator runs, either during its weekly test or when it provides power to the building, it exhausts black smoke into the air. Numerous calls are made to the police department because people think the building is on fire. This generator is used approximately 4 to 5 times per year when the building loses power. David Drake advised we should look to change from diesel to gas to save on energy costs and reduce the smoke outpouring from the generator.
7. Community Center – Renovate Ladies Bathroom in Main Hallway - \$32,000 – This project involves replacing the ceiling, lights, partitions, toilets, sinks and floor. The toilets

are low to the floor and the seal between the floor and toilets has corroded. The ceiling is the old 12" square tiles and is falling down in places. In order to repair it, staff has to work from one end of the ceiling and take down tiles till they get to the broken one. The lights are old and not efficient. The floor is original to the school building. This project is being requested to upgrade the bathroom because of the amount of repairs necessary and to compliment the improvements made to the 9/11 Memorial Sports Center.

8. Solomon Welles House Parking Lot - \$195,000 – The current parking lot is composed of dirt and stone dust. It has no drainage and is constantly in need of maintenance. The parking lot must be re-graded throughout the year because the stone dust washes out and creates depressions and holes. The parking lot is not used due to standing water and/or ice for many days after every rain/snow event throughout the year. In the winter season, it is always icy with an uneven surface. This project involves installing drainage and constructing a paved parking lot. No one uses this parking lot because of these conditions, forcing visitors to park on the street or in the driveway.
9. Renovate Mill Woods Softball Fields # 3 & 4 - \$30,000 – These funds will pay for the materials necessary for the renovation of these 2 ball fields. Town maintenance staff will provide the labor to upgrade these fields. These two fields have not been renovated in over 20 years. The work at these fields will involve the re-grading of the infield utilizing laser leveling and the removal of all lips, depressions and holes. Drainage will be installed to help control water on the fields and off the fields. New sod will be installed where necessary.
10. Standish Sidewalks – Phase 2 - \$30,000 – The Phase 2 sidewalk replacement program at Standish Park encompasses two different sidewalk sections. The first section involves the replacement of the existing bituminous sidewalk from Mikey's Place playground southeasterly to Hartford Avenue. This sidewalk is on a diagonal from the playground towards the basketball court on Hartford Avenue. This work is necessary because the existing sidewalk has an uneven surface with cracks and slabs lifting up out of the ground.
The second section is a new sidewalk that would extend from Mikey's Place parking lot to Hanmer School parallel to Garden Street.
These two sections would complete the sidewalk program for this park. The new sidewalk is submitted because the Town has received many requests to continue the sidewalk towards Hanmer School because of all the children walking in that area. In 2008, the main sidewalk in the park was replaced from the corner of Hartford Ave. and Nott Street to the parking lot at Mikey's Place because of the existing sidewalk's uneven conditions.
11. Replace Bleachers at Softball Field # 1 – Mill Woods - \$30,000 – The bleachers on the first base side and third base side need to be replaced. They are made of wood, need constant repair and are more than 25 years old.
12. Repair 4 Tennis Courts and 1 Basketball Court at Mill Woods - \$30,000 – The 4 tennis courts and one basketball court need to be repaired because cracks have opened up on the surface. This repair includes filling the cracks, sealing them and then applying a color coat base to the surface. The tennis courts were built in 1996 and resealed & color coated in 2006. The basketball court was sealed and color coated in 2006.

D. Discussion of Historical Society Needs –

1. Old Academy Drainage - \$25,000 – Mike Turner advised this is the Historic Society's main priority. The drainage will take water away from the building water saturating the foundation of the building.
2. Standish House – Lights Parking Lot - \$25,000 – This item was discussed at the last meeting when we discussed Public Buildings.

E. Discussion of Fire Department Needs – Chief Chuck Flynn and Asst Chief Rich Bailey were present.

1. Fire Station 1 – Infrastructure - \$150,000 – Asst Chief Rich Bailey advised the following items are included in the infrastructure repairs:

- a. New Furnace
- b. New Hot Water Heater
- c. New Generator
- d. New Air Compressor
- e. Gas Service

The above equipment is located in the basement of the Fire House and was installed in 1975 when the Fire House was built. There are pictures of the equipment to show their disrepair. The current equipment runs on fuel oil. John Mullins asked if there was natural gas in the area. He was advised the gas line has already been brought up to the street line of the property (the property side of the sidewalk). John then asked Mike Turner if the Town could excavate for the gas line installation into the building. Mike said yes. Members agreed changing from oil to gas would be more energy efficient and save the town energy costs. John Mullin will check with CNG to see if they have a rebate program. Rich Bailey was asked to provide a breakdown of the items that make up the \$150,000 and the individual cost of each item. If the Committee cannot commit the total \$150,000 this year they will try and accomplish as much as they can to increase the town's energy efficiency reducing energy costs.

- 2. Fire Station 1, 2 & 3 – Replace Windows and Lights - \$80,000 – Within the vain of energy efficiency the Fire Dept would like to replace the windows in all the Fire Houses as the current ones are drafty and leak allowing cold air into the buildings. They would also like to replace the lighting in the buildings to install more energy efficient lighting reducing energy costs to the Town. They are not eligible for a grant or rebate as the buildings are not in use full time. Les Cole asked Rich Bailey to get the Committee costs per building to replace the windows and/or lights.
- 3. Space Needs – Chief Flynn advised in the out years there is a request to build a new Fire House as Fire House 2 (Griswold Road) cannot be added on to. There is not much town property available in that end of town to build a new fire house. The current facility was built over 50 years ago when fire trucks weighted 5,000 lbs. The current trucks weight a lot more and the floor is reaching structural capacity. There was a plan to switch properties with the Volunteer Ambulance. The plan is to build a Fire House that could support all the Administrative needs of the Department as well as a single company. The plans would include a full kitchen and sleeping quarters to provide for the possibility of some day the town having a combined volunteer / paid force. The new facility would handle the paid force and the Ambulance property is in the center of town making it the perfect location for a paid force to respond to any need in town. Jeff Bridges advised there might be Stimulus Money coming to meet new Fire House Needs, Maybe the Committee should look into providing design money in the budget to get plans done so that if Stimulus money becomes available we will have a shovel ready project for them to consider.

F. Discussion of Volunteer Ambulance Needs –

- 1. Vol. Ambulance – Generator Replacement - \$40,000 – Mike Turner advised this item has been on their list for a while. They would like to replace and antiquated generator. Jeff bridges made the suggestion due to their proximity to the Nature Center to look at getting one generator to handle both facilities. Another suggestion was to get all facilities in town hooked up to receive a generator and then purchase a few portable generators that could be moved from location to location as needed.
- 2. Vol. Ambulance – Floor - \$30,000 – Mike Turner advised that the floor in the kitchen and hallways is in need of repair and it has turned into a safety issue. The facility is used as a polling place and the people working the polls use the kitchen on Election Day. Barriers are put up to keep people away from the bad areas that need replacement.

G. Staff Information –

- 1. Wayfinding Sign Samples – Mike Turner advised the samples are what the Committee is recommending. We still need approval from DOT to use these signs as they will also be installed on the Silas Deane Highway. Mike showed the Committee the design of the

sign that will be put at Town Hall. Peggy Wagner advised we need lights at the entrance to the Town Hall parking lot as people miss the entrance at night.

2. Library RFID Cost Breakdown – Attached is a cost breakdown of the Library RFID system that the members requested from Laurel.
 3. Roof PM/RM Proposal – Mike Turner went over the various proposals from TREMCO. In the past we paid them about \$35,000 per year to do the PM work and maintain the computer data base for us., and additional to perform routine maintenance and address leaks. We have used TREMCO for four years now. In the current fiscal year we had \$35,000 for preventive maintenance and \$100,000 for routine maintenance, If we opt for the five year proposal over the three year proposal we can save an additional \$20,000. Mike Turner was asked to verify with Mike Boudreau what the payment terms were going to be.
 4. BOE Office of Civil Rights Requirements – Les Cole advised that he has read thru this attachment and there is a lot of redundancy in it. He requested all members read this prior to our meeting next week with the Board of Education. Tony Martino advised he watched the BOE Meeting where the CIP Budget was discussed and they would be happy to receive \$25,000 this year to show the State we are doing due diligence in these economically hard times.
- H. Old Business – None
- I. Next Scheduled Meeting – The next meeting will be January 27, 2010 in the Town Manager's Conference Room.
- J. Adjournment - Motion by Bob Turgeon seconded by John Mullin to adjourn. **All members voted in favor.**
Meeting adjourned at 7:41 P.M.

I hereby certify that the above is a true copy of the minutes approved by the Capital Improvement Advisory Committee

Michael J. Turner
Director of Public Works
Town Staff Liaison