

**PUBLIC WORKS, FACILITIES AND SUSTAINABILITY COMMITTEE MEETING
FEBRUARY 3, 2022, 6:30 P.M.
MINUTES**

1. Call to Order

- A. Chairman Ben Wenograd called the meeting to order at 6:01 p.m.

Attendees – Mayor Shari Cantor; Chairman Ben Wenograd; Councilors Carol Blanks, Mary Fay and Mark Zydanowicz; Town Manager Matthew Hart; Director of Human Resources Rick Ledwith; Director of Public Works John Phillips; Director of Facilities Robert Palmer and Energy Specialist Catharine Diviney.

2. Business Items

- A. January 6, 2022, Meeting Minutes – Approved.
- B. Landfill Cap and Closure – Brixton Street – Mr. Phillips provided a brief update. They are in the regulatory phase of approval for landfill capping. There is an application into DEP in addition to going through the Town's Engineering Department and Inland Wetlands Cuts and Fills.
- C. Thirty Minute Free Parking – Mr. Phillips went through a PowerPoint presentation (uploaded to CivicClerk). At the start of the pandemic, the Town made adjustments to address business needs and provided approximately 35 30-minute free parking spaces in surface lots, which were spread out. To date, the businesses have utilized those spaces as intended. Coming out of the pandemic, on-street parking should be brought back into play. Instead of offering the 30-minute free parking spaces through the existing kiosk system, designate 8 spaces in each surface lot for the 30-minute free parking.
- D. Trout Brook Trail – Tree Removal – Mr. Phillips went over a letter drafted by the Engineering Division (uploaded to CivicClerk). The tree line running along Trout Brook Drive has a lot of dead or invasive trees that need to be cleared out. There will be a letter going out to the abutting property owners informing them about the removal of the dead and diseased trees, invasive trees and those trees in the way of the trail because construction will probably demise the trees anyways.

3. Communications

4. Staff Reports

- A. Public Works – Mr. Phillips went over his monthly report (uploaded to CivicClerk). Two maintenance positions have been filled with a couple vacancies remaining. Regarding the Municipal Parking Division, the revenue performance is based on December's performance and it suffered a setback due to COVID but continues to be at 85% of pre-COVID revenue

performance with signs of positive growth. An agreement had been reached with Delamar Hotel. We are now leasing 45 spaces per month to them. The target a year ago was 30. The UpSafety Permit Management System began a trial of the system for employees. It is like an EasyPass system where you register your cars for a virtual permit based on the plates. The installation of two kiosks in the auditorium was completed. Those who attend functions at the auditorium will have their parking validated for parking in the Town Hall parking lot. It is anticipated this summer the islands in the Town Hall lot will be removed with new treatments to delineate the in and out islands but replace the raised islands with speed humps. The 24 Capture West Hartford banners will remain on display on S. Main Street through March 2022. Regarding the department's productivity, there was an 80% completion rate on incoming work orders. Fewer work orders coming in due to the season.

- B. Facilities – Mr. Palmer briefly went over his written report (uploaded to CivicClerk). Regarding daily operations, the buildings continue to perform well. Staffing is being maintained. Regarding the Elmwood Community Center, five firms have been selected for the Functional Program Development and Facility Feasibility Study for interviews, which will be occurring on February 18. The underground storage tank has been removed from the Center with no sign of leakage. The building is being utilized for police training and emergency management operations (mask and testing kit distributions, etc.). Several Capital projects are out to bid and some bids have come back. There is some escalation in cost but still reasonable costs. The Animal Control facility will go out for design RFP shortly. The Town Hall sign on North Main Street is in process. The Public Safety facility RFP will be done shortly. Architects for the DPW Roof Replacement will be interviewed shortly. Regarding the Board of Ed, bids were received for the King Philip Auditorium air handler project. The bids came in higher than anticipated. The designs are being reviewed to see where any cost reductions can be made. The Hall and King Philip Auditorium seating is scheduled to be replaced this summer. Roof replacements are in design for Braeburn, Sedgwick and Hall. Floor replacement will be done at King Philip and Webster Hill this summer. The floor tile is being purchased directly now instead of having the contractor do it.

Norfeldt security improvements project went out to bid last summer with only one bid received. It was decided to rebid the project and it is currently out to bid. Masonry repairs for Hall are in design. The contracts have been awarded for the restroom renovations at Conard and Hall. The bids for Sedgwick restroom renovations came in higher than anticipated, so it was rebid as a 2-year project and those are more favorable. The Culinary lab renovation at Hall is out to bid. Finally, the designs are beginning for fresh air ventilation at Duffy and Webster Hill.

- C. Sustainability – Ms. Diviney briefly went over her written report (uploaded to CivicClerk), including charts reflecting the Energy Plan goals for FY 2022 for natural gas and electricity combined. Due to COVID, FY 2020 energy was down secondary to building and school closures; however, due to the increased ventilation and state requirements, the energy use has gone up – approximately 13% higher than anticipated, but remains lower than historically. The utility budget has been submitted, projecting no increase from 2021. Some large capital projects are coming up including school ventilation, boiler replacements and new construction. Energy-efficient and green energy options need to be pursued where available.

The Sustainability Advisory Group is working on their recommendations presentation, presenting it to the Committee or the Town Council at a future date. The HeatSmart West Hartford Community Team had its first meeting on February 1 and the official launch of the campaign will be on February 8. The campaign focuses on increasing participation in home energy assessment coupled with education about heat pumps and encouraging their installation.

5. Future Agenda Items – Item 3, letter regarding permit parking; 4C

6. Adjournment – The meeting adjourned at 6:57 p.m.

/axb