

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

MEETING MINUTES

March 4, 2013

LOWER LEVEL CONFERENCE ROOM L101, TOWN HALL

- I. Call to Order –the meeting was called to order at 5:35 PM by Chairperson McBride.
- II. Roll Call – Members present: Scott McBride, Chairperson; Myra Cohen; Beth DelBuono; Sharon Braverman; Bill DeBlasio, and Jennifer Win-Johnson. Others present: Members of the public; John Salomone, Town Manager; Lee Olsen, Olsen Design Group; Bob Korpak, Director of Facilities Management; Lou Jachimowicz, Chief Finance and Operations Officer; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – Madey Kenny, 53 Crestview Drive: Her main concern is the focus on the new Community Center building. One reason provided for a free standing building is that programs would suffer if they had to be held off site. She received the spring catalog from Parks and Recreation and counted the programs. Excluding basketball, 83 programs are off site and 37 are in the Mortensen Community Center. These are mostly dance, music and art programs. How many individuals participated in off campus programs and how many participated in on campus programs? On the dances, how many dances were there and how many participated? Will the new Community Center be controlled by Parks and Recreation? How will it be a true Community Center in meeting the needs of the residents of the Town? Will it have a kitchen and if so, have health code requirements been considered? How much money is brought in through Parks and Recreation programs? How much is paid out for rental of off campus facilities? When the time comes for a referendum vote will the total things that are being considered for other departments in the Town Hall be identified? She needs to hear about Human Services and their needs for privacy, the Town Clerk, and other offices in the building.
- IV. Approval of Prior Meeting Minutes – Mrs. Cohen made a motion that the minutes of the February 19, 2013 meeting be approved as presented. A second to the motion was provided by Mrs. Braverman. The motion passed by a vote of 5 YES to 0 NO, with Mrs. DelBuono abstaining.
- V. Executive Session - Mr. DeBlasio made a motion that the Committee enter into executive session for the purposes of discussing contract negotiations. A

second to the motion was provided by Mrs. DelBuono. The motion passed by a vote of 6 YES to 0 NO. The executive session began at 5:42 PM. Present were all committee members who were present at the Regular Meeting, Mr. Salomone, Mr. Olsen, Mr. Korpak, Mr. Jachimowicz and Mr. Baron. Mrs. Win-Johnson made a motion to exit executive session. Mrs. Cohen provided a second to the motion. The motion was approved unanimously at 5:57 PM by a vote of 6 YES to 0 NO.

- VI. Discuss and Take Action on Construction Manager Selection - Mrs. Cohen made a motion that the Town Hall Renovations Project Building Committee recommend to the Town Council that it retain Downes Construction Company of New Britain as the Construction Manager at Risk for the Town Hall Renovations and Community Center project, based on their qualifications statement, their interview with the Committee and their revised fee proposal. Mrs. Braverman made a second to the motion. The passed by a vote of 5 YES to 0 NO, with Mrs. DelBuono abstaining because she had not been present throughout the entire selection process.
- VII. Program Development – Space Needs – Mr. Salomone and Mr. Korpak have been meeting with all the Town Hall department heads and also met with Mr. Olsen to discuss their space needs. Superintendent of Parks and Recreation Bruce Till will meet with Mr. Olsen to discuss the Community Center space needs on March 5<sup>th</sup>. Most of the space needs identified three years ago at the Town Hall that were in the Kaestle Boos Associates study are still on target. There are two exceptions. The first is the Board of Education, largely because the Superintendent of Schools position was in the process of transitioning over to Dr. Collins at the time of the Kaestle Boos Associates’ report. Additional program space not identified earlier is needed. The second exception is Human Services. They have benefits distribution needs, they require a loading dock, and they also need to expand. Human Services had also requested space for the ROPEs course in Town Hall. This was removed in anticipation of its inclusion in the new Community Center instead. The overall question for the Committee is, can the Town Hall building accommodate these additional space requests? The answer is, yes it can. There is also a question on the use for the auditorium. Staff recommends keeping the space but using it as a multipurpose room without a stage.

Mrs. Cohen asked about what was going into the space vacated by Parks and Recreation, and if that would become empty space. The space being vacated is spoken for by reconfiguration of departments, and the extra space needed for Human Services and for the Board of Education. Mr. Korpak noted that the space needs study done by Kaestle Boos Associates three years ago said that the Town Hall departments needed more space, and that is what is still valid. Mr. Salomone also looked at record storage. Records storage is at three levels: items for immediate retrieval, items for periodic retrieval, and archival storage. More room is needed for storage. The bottom line is that the footprint

of the Town Hall is capable of meeting the needs of the Town general government and the Board of Education. Mrs. Cohen asked whether the Senior and Disabled Center had been considered. The Town Manager spoke with Mr. Olsen and Mr. Korpak about programs at the Community Center that will affect senior citizens. They will be incorporated into the new Community Center. Mrs. Win-Johnson inquired if, in the event the existing Mortensen Community Center was renovated and kept in Town Hall, whether the Committee would have to add on to the Town Hall. The response was that either it would or the needs of the Town Hall offices and the new Community Center would not be met. Mr. McBride noted that the Building Committee needed real numbers, which is why it is selecting a construction manager, and that it also needs to focus on proceeding with two separate buildings. The Committee knows the benefits of having a separate building for Parks and Recreation and should continue to proceed in that direction. Mr. Olsen will meet with Parks and Recreation and others on the space needs and will present his findings to the Committee. Once there is a general construction number, the Committee can determine if the Town Hall and the budget can accommodate the overall square footage requirements. Mrs. Braverman noted that the configuration of the auditorium could be modular in nature and that parking for the Town Hall needs to be addressed. Mrs. Cohen asked if she can get a modified version of Scheme I (3): with buses pictured and also the bus garage pictured; with the square footage for the Community Center building, rather than just a block; and with overlays showing Garfield Street as it exists currently and how Garfield Street will look when it is straightened out.

- VIII. Pre-referendum schedule – Mr. Olsen presented an updated project schedule leading up to a February, 2014 referendum. He is starting to work on the draft of the Request for Qualifications for the architectural competition. This competition is scheduled to run from May to August. The Committee should expect a final, hard, Guaranteed Maximum Price by December 1, 2013. The schedule will be e-mailed to all members. Staff feels that this schedule is realistic and attainable. Mrs. Braverman noted that Rensselaer Polytechnic Institute has a branch in Hartford and probably could supply one of the jurists to judge the competition.
- IX. Any Other Business Pertinent to the Committee – The Committee agreed to hold their next meeting on April 1st at 5:30 PM, and will not have a Special Meeting on March 18th.
- X. Public Participation – Madey Kenny, 53 Crestview Drive: she has 6 items. First, is it possible to have a copy of the schedule? Second, will all of Parks and recreation's currently outsourced programs be in the new Community Center, including the pre-school program? Third, she encourages the Committee to listen to the people at the Senior and Disabled Center regarding programs. Fourth, at an earlier Committee meeting, someone said that it would only cost \$500,000 more to build a separate building for the

Community Center. How was this figure decided upon? Fifth, if the project goes to referendum, will it show how all departments are impacted? Sixth, cost overruns occur. How will such cost overruns impact what is set aside for other departments?

- XI. Committee response to public participation – Mr. McBride directed Mr. Baron to provide a copy of the schedule. He also stated that Parks and Recreation needs to be dealt with first, and after that all the other dominoes of the process will fall into place. The Building Committee understands that departments do not want to be short changed. While it is good to be reminded, the Committee knows that the needs of the Town departments are to be considered. Mrs. Cohen observed that the referendum will be on the entire project even though construction will be done in steps. Mrs. Braverman stated that all offices should be accessible, open and easy to use, and that she and the rest of the Committee intend to make sure that they are.
- XII. Adjournment – the meeting adjourned at 6:50 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services