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Town Manager

TOWN OF NEWINGTON

131 Cedar Street Newington, Connecticut 06111

Parks & Recreation Department

William A. DeMaio, CPRP
Superintendent of Parks
and Recreation

Re: Space Needs Analysis

The Newington Parks and Recreation administration was asked to review the Space Needs Analysis produced by KBA in the year 2009. Neither the past nor the present administration ever participated in discussions with any KBA representatives regarding our space analysis needs. Much has changed in both the administration and the programming aspect of the Department. The initial review indicates that KBA recommended 3,675 square feet less space than their inaccurate calculation of 14,143 square feet. The report is filled with additional inaccurate information and room sizes. For example, KBA stated that the community center consists of 14,143 square feet when it actually is 18,038 square feet. Their recommendation of reducing it to 10,468 square feet would reduce our actual existing footprint by 7,570 square feet. It also does not accurately reflect the programming that is in existence today. It is our belief that the new architect and engineering firm should reanalyze the current uses and the anticipated future uses. If our existing square footage is 18,038, to reduce it to 10,468 would be absolutely crushing to this Department. This will not meet our needs today. We would have to cancel many of our existing programs, including teen center activities, staff training, CPR classes, public meetings, Departmental training, preschool classes, and more. This community should be very conscious not to under size the new community center before it is even built.

Issues to consider:

- Need for an air conditioned double gym. The committee should be aware that we presently utilize the gymnasiums in all seven schools in town from November through March any time they are available and not in use for BOE programs and functions. Even with that use, we are still unable to accommodate all the needs for gym time in the community;
- The gym should have a hydraulic storage system to be able to hoist wrestling mats, volleyball stanchions, baseball batting cage, cargo nets and ropes course systems in the ceiling area;
- It should have roll out bleachers and a roll out 16 x 30 x 2 foot high stage, see attached drawings;
- Need for acoustical wall panels in order to successfully produce large assemblies, programs, and special events;
- Need for two lane walking track around both basketball courts for daily walking program;
- Need to replace equal storage space for all the tables, chairs, gym mats and gym equipment presently stored in the hallways;
- Need for an additional 2,000 square feet space for our State licensed preschool program that grosses over \$100,000 per year. Presently the Department rents space from the Church of Christ Congregational in the amount of \$16,632 per year;
- Need to increase the size of the multipurpose room from 1,034 square feet to three accordion divided rooms totaling 1,725 square feet. The design should attach this multipurpose room to the kitchen. The first room should have a tile floor and the other two should have a forgivable wooden floor. The third part of the room should have two walls of mirrors and fitness/dance bars. The committee should be aware that we currently utilize 3-4 rooms at the Senior &

Disabled Center Monday through Friday for both day and evening Parks and Recreation programs;

- The kitchen should open on two walls. One roll up serving window would be open to the gym. The other serving window should open to the multipurpose room;
- The Teen Center should be designed in a multipurpose fashion, since that is how it is currently used;
- The Teen Center should have exterior windows and an exterior door to the road. The floor should have both tile and a portion of rug near the large screen TV;
- Need a larger arts and craft room with storage.
- The arts and craft room should include a wall of glass lockable display cabinets. The newest idea is that the Art League is going to rent space from us and leave the Kellogg Eddy House. Much coordination will need to be done by the Newington Parks and Recreation Department to continue to smoothly offer our existing art programs.
- Need for more office work stations. Since 2009, when KBA's report was completed, the Department has expanded to accommodate increase demand from residents for programs and services. The Parks and Recreation Administration Staff currently includes four new program coordinators, a Parks Supervisor, Program Intern and part-time Cemetery Clerk. Currently three people are sharing the Recreation Supervisor's office. The Department recently computerized the entire Department and everyone must work from a computer workstation;
- The new Special Events Coordinator needs a private office, totaling four private offices instead of three;
- Need for a conference room that accommodates 14 staff members for meetings;
- Need for a large lobby off the main office. We currently use the hallways several times per year for quarterly registrations, picnic registrations, pool pass registration, community gardens sign up and more;
- Need for unheated and secure outdoor storage to house utility vehicle and other recreational equipment items which are currently stored at the Parks and Grounds garage, i.e. portable basketball hoops, goals, and tables and chairs.

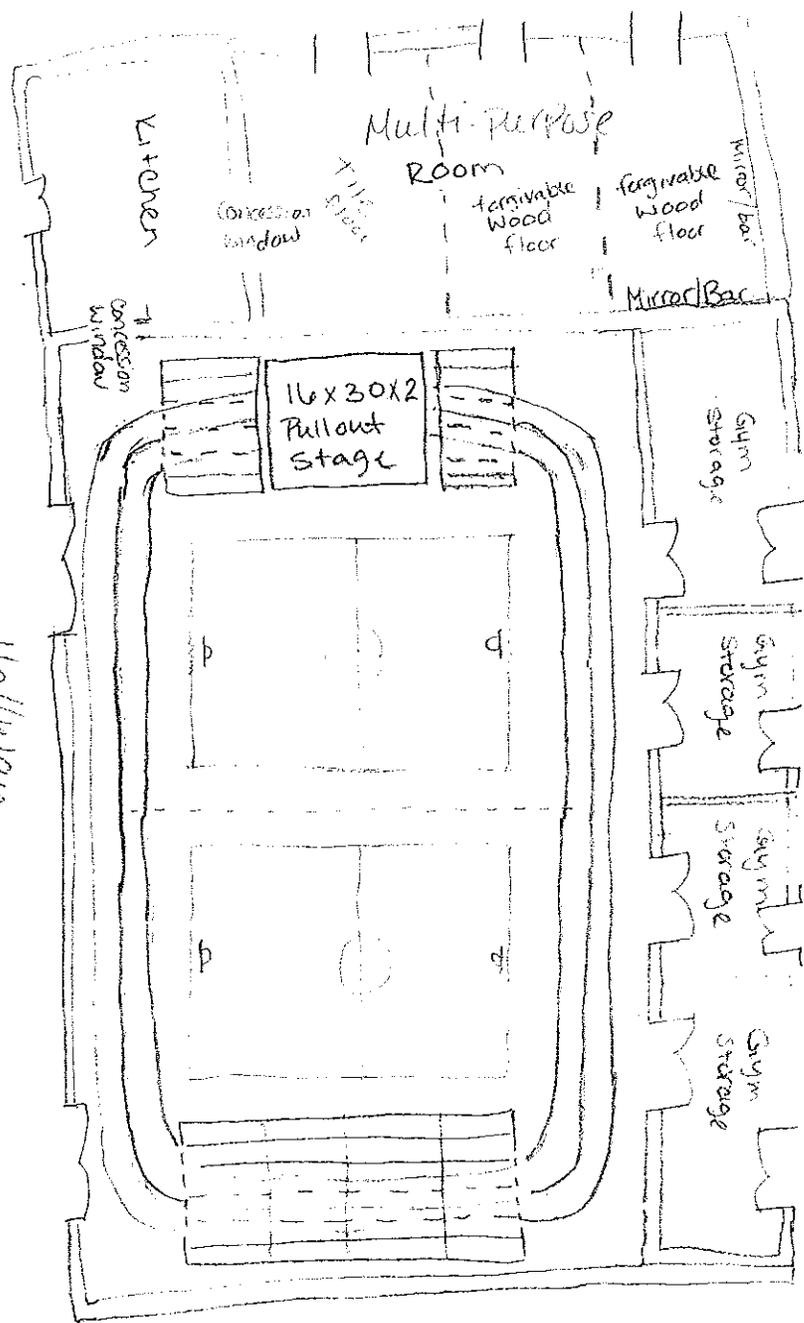
The staff has met and has a sketched idea on how to lay out the Community Center. They are attached for your review. The layout of the rooms are just as important as the size of them. Storage in every room is also critical.

The staff would relish the opportunity to meet with the new architects and/or Building Committee to explain our needs.

Updated 8/3/16 at 8:35 a.m.

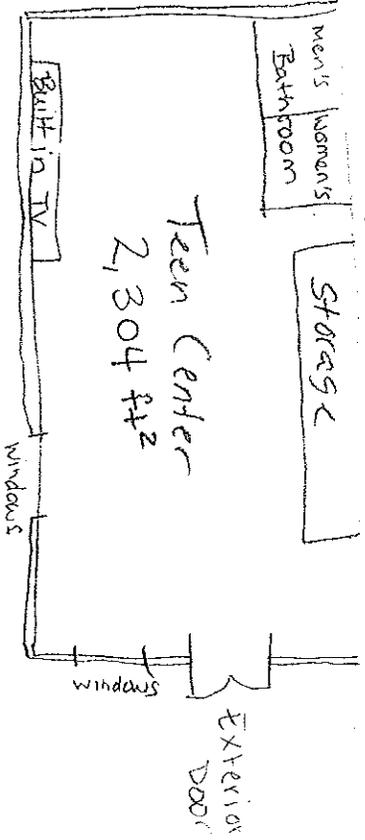
Preschool
open room
1,500 ft²
40x37.5

Preschool
classroom
25 x 20
500 ft²



Hallway

Hallway



Parks and Recreation Current and Proposed Space

Space	Kaestle Boos Original Measurement	Actual Square Footage	Kaestle Boos Proposed Dimensions	Kaestle Boos Proposed Difference	NPR Proposed Minimum Required Square Feet
Romano Room Storage Room	0	160 sq ft	0	0	256 sq ft
Romano Room (Multipurpose Room)	23' X 47' @ 1,103 sq ft? - true = 1,081	1,094 sq ft	16' X 25' @ 400 sq ft	loss of 703 sq ft	Each Room = 575 sq ft/Total = 1,125 sq ft
Storage closet - north hallway	0	175.75 sq ft	0	0	400 sq ft
Arts and Crafts Room	24' X 22' @ 528 sq ft	516 sq ft - 36 sq ft = 480 sq ft	25' X 16' @ 400 sq ft	loss of 128 sq ft	625 sq ft
Arts and Crafts Storage Room		40 sq ft			100 sq ft
Custodial Closet - north hallway	0	31.5 sq ft	0	0	45 sq ft
Archives Storage - east hallway	0	65 sq ft	0	0	104 sq ft
Handicap Entrance (used for storage) - east hallway	0	120 sq ft	0	0	120 sq ft
"Weight Room" (used for storage)	0	357 sq ft	0	0	400 sq ft
Room "44" (used for storage)	0	162 sq ft	0	0	400 sq ft
Gymnasium	96' X 75' @ 7219 sq ft - true = 7200	6,984 sq ft	96' X 75' @ 7219 sq ft???	0	1 @ 9,828 sq ft and 1 @ 8,748 sq ft/Total = 16,576 sq ft
Gym Lobby	0	790 sq ft	0	0	790 sq ft
Gym Storage Closet	18' X 8' @ 156 sq ft? - true = 144	207 sq ft - 18 sq ft = 189 sq ft	25' X 18' @ 450	0	400 sq ft
Teen Center	47' X 42' @ 2017 sq ft? - true = 1,974	2,303.75 sq ft - 273 sq ft = 2,030.75 sq ft	20' X 10' @ 200 sq ft	loss of 1,817 sq ft	2,304 sq ft
Teen Center Office	14' X 3' @ 198 sq ft? - true = 42	239.25 sq ft	10' X 10' @ 100 sq ft	loss of 99 sq ft	225 sq ft
Teen Center Storage Room	10' X 9' @ 142 sq ft? - true = 90	100 sq ft	10' X 10' @ 100 sq ft	loss of 42 sq ft	144 sq ft
Kitchen	18' X 12' @ 229 sq ft? - true = 216	252 sq ft	18' X 12' @ 229 sq ft?	0	400 sq ft
Kitchen "Storage Room"	0	66 sq ft	0	0	90 sq ft
West Hallway "Storage"	0	210 sq ft	0	0	225 sq ft
Preschool	0		0	0	2000 sq ft
Director's Office	16' X 11' @ 185 sq ft? - true = 176	173.25 sq ft	12' X 20' @ 240 sq ft	gain of 55 sq ft	240 sq ft
Supervisor's Office	12' X 11' @ 136 sq ft? - true = 132	126.5 sq ft	10' X 12' @ 120 sq ft	loss of 16 sq ft	120 sq ft
Supervisor's Office	11' X 10' @ 115 sq ft? - true = 110	132 sq ft - 12 = 120 sq ft	10' X 12' @ 120 sq ft	gain of 5 sq ft	120 sq ft
Special Events Coordinator's Office	N/A	N/A	N/A	N/A	120 sq ft
Men's Locker/Showers	39' X 18' @ 721 sq ft - true = 702	588.5 sq ft	10' X 10' @ 100 sq ft	loss of 621 sq ft	700 sq ft
Women's Locker/Showers	27' X 23' @ 646 sq ft - true = 621	392 sq ft	10' X 10' @ 100 sq ft	loss of 546 sq ft	700 sq ft
Clerks Area	26' X 20' @ 530 sq ft? - true = 520	624 sq ft - 76 sq ft = 548 sq ft	20' X 10' @ 200 sq ft	loss of 330 sq ft	484 sq ft
Public Area	6' X 15' @ 92 sq ft - true = 90	76 sq ft	12' X 20' @ 240 sq ft	gain of 148 sq ft	285 sq ft
Quad Work Space	N/A	N/A	N/A	N/A	240 sq ft
Conference Room	N/A	N/A	N/A	N/A	528 sq ft
Storage (lower level)	11' X 11' @ 126 sq ft - true = 121	0	25' X 10' @ 250 sq ft	gain of 124 sq ft	0
Garage	N/A	N/A	N/A	N/A	150 sq ft
Total	14,143 sq ft (true total -13,747)	18,038 sq ft			33,066 sq ft

Total Existing Gym Storage = 1,159.75 sq ft

NPR Proposed Minimum Required Gym Storage = 1,915 sq ft

Total Existing Storage (including Gym Storage) = 1,644.75

NPR Proposed Minimum Required Total Storage (including Gym Storage) = 2,639 sq ft