

Community Center Advisory Committee
MINUTES

These minutes are subject to the approval of the Community Center Advisory Committee

The Community Center Advisory Committee held a special meeting on Thursday, May 18, 2017 at 7pm at the Newtown Senior Center, 14 Riverside Road, Sandy Hook, CT. Brian Hartgraves called the meeting to order at 7:10pm.

Present: Brian Hartgraves, Amy Mangold, Carla Kron, Kinga Walsh, Maureen Crick Owen, Bill Buchler, Brian Leidlein

Absent: Nicole Hockey, David Wheeler

Voter Comments – None

NEW BUSINESS

Establish Leadership – Kinga Walsh moved to have Brian Hartgraves and Bill Buchler co-chair the Community Center Advisory Committee. Brian Leidlein seconded, motion unanimously approved.

Review Roles and Responsibilities – Committee members reviewed the Newtown Community Center Roles and Responsibilities (Attachment A). Kinga Walsh expressed concern regarding “Develop and execute a marketing campaign for successful launch” in Phase 2. It was articulated that this committee should provide guidance but not develop and execute. She suggested clarifying this at the beginning.

Pre-Construction Phase 1 – It was questioned why they are not one big group with the Friends of Newtown Seniors. It is a community center, bring the community together, by having separate groups brings friction. Collaboration builds a strong foundation. The focus is the community center but also be respectful and collaborate when needed.

Phase II – They will not be doing a marketing campaign for the launch. It was articulated that they need to ensure the hired director or the hired marketing person have the necessary tools and resources to do launch a successful marketing campaign

Phase III – It is key to get input from the Director for the furniture.

Establish sub-committees – Maureen Owen Crick moved to adopt 4 sub-committees (Grants donation and funding, Organizational Structure, Communications and Design Usage and Construction), Bill Buchler seconded, motion unanimously approved.

Grants Donation and Funding – Maximize and enhance dollars, grants, donations and funding.

Organizational Structure – Organizational structure, oversight, staffing, pro & cons of co-branding and marketing of senior center and community center.

Communications – Inward (feedback into the commission from commission members as liaisons), outward (to the community), Town board updates.

Design, Usage and Construction - Community alignment (cost reality), legacy area, cross commission collaboration (includes the new FFH Authority sub-committee).

Brian Hartgraves suggested that members spend time thinking about the roles and responsibilities for each subcommittee to see who would fit the best for each committee. The following members have agreed to sit on each subcommittee:

Design – Amy Mangold, Kinga Walsh, Carla Kron, Brian Leidlein

Communication – Kinga Walsh, Bill Buchler, Brian Hartgraves, Brian Leidlein

Organizational Structure – Maureen Crick Owen, Bill Buchler, Amy Mangold, Carla Kron

Grants Donation and funding –

Subcommittees will be finalized at the next meeting.

On-going regular meeting times – The following meeting dates are schedule at Town Hall South at 7PM: May 31, June 14, June 28, July 12, July 26, August 9 and August 23, 2017

Next steps – Sub committees can start organizing how they are going to proceed

Having no further business, the meeting was adjourned at 8:55pm.

Arlene Miles

Clerk Pro-Tem

Attachment A

Newtown Community Center – Roles and Responsibilities

PB&S : Public Building and Site (Robert Mitchell, commission project lead)

FS and BoS: First Selectman and Board of Selectmen (Pat Llodra, finance director Bob Tait)

QA: Quisenberry Arcari – Architects

CW : Caldwell Walsh – Construction Manager

AC: Advisory Committees (community center and senior center)

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Phase I – Pre –Construction

Programming and Schematic Design

AE/CM Develop a preliminary project budget and confirm space allocation and size against initial construction estimates.

AC Provide input to the Design Team's work in helping to align the project to the overall program scope and cost parameters including Aquatics, Interior Programmable Space, and Programmatic site development. Provide input on space specific needs, along with Park and Rec, FONS.

Design Development through Construction Documents

PB&S Guide and monitor the Design Team's work in developing the design and construction documents.

AC Provide input on specific design features related to space use and programming within project scope and cost.

PB&S/ FS/BoS Assist in value management for design documents.

FS/PB&S Represent the Town's interests throughout the development of the project and facilitate communications between all owner vendors, consultants, and boards and commissions.

Bidding and GMP

FS/PB&S Assist with CM bid process, coordinating site access, and providing required owner representation during the bid period.

QA/FS/CW Participate in scope review meetings post bid, and advise on budget impacts and any value management required.

AC Provide input and help establish priorities, as requested, regarding necessary value management, value engineering.

CW Present final GMP to the PB&S and solicit approval.

FS/BoS Revise CM contract for approved GMP. Finalize contract.

Scheduling, Budgeting, Reporting

CW Update the overall project schedule, adding new tasks as required as the project timeline evolves.

PB&S/FS Maintain and update project budget throughout the pre and construction process.

AC Provide periodic and on-going reporting to the community as to project schedule and general status. Benchmark significant events, activities (ground breaking, ribbon-cutting....).

Phase 2 – Construction and Close-Out

Construction Administration

Construction administration is the domain of the architects, the construction management firm, and Public Building and Site Commission, in concert with the Board of Selectmen and the Director of Finance.

PB&S/FS Integrate the CM's construction schedule into the overall project schedule.

PB&S/FS Track construction progress against project schedule and project budget, including tracking of all payment requisitions and change requests.

CM/PB&S /FS Provide on-going value management as necessary.

AC Provide periodic and on-going reporting to the community as to project schedule and general status. Benchmark significant events, activities (ground breaking, ribbon-cutting....).

AC Develop and execute a marketing campaign for successful launch of the new facility.

AC Provide input, along with Parks and Recreation and FONS, on plans for management and operation of the center, including recommendations regarding staffing levels, staff roles and responsibilities, and structure for general facility oversight and supervision.

Construction Closeout

QA/PB&S Coordinate commissioning services, as necessary

QA/PB&S Manage voice and Data coordination installation services for integration with Newtown IT requirements.

QA/PB&S Assist with the transfer of owner manuals and all warranties to the Town of Newtown. Ensure Training requirements are met.

CW Record Certificate of Occupancy and approvals.

CW/QA Provide final project cost accounting to the PB&S and the Town of Newtown Finance Department.

Phase 3 – FFE and Technology Procurement

Programming, Selection and Specification:

(Contingent upon funding allocation/budget)

AC/QA Compile, seeking input from P&R and FONS, a list of recommended furniture and equipment items required for the project.

AC/QA Develop with input from P&R a project budget for furniture and equipment (consult with town IT and other affected departments).

AC/QA Provide with input from P&R alternate selections for furniture and equipment – review with PB&S.

PB&S/AC /FD/QA Review bid results and award recommendations.

AC/PB&S Assist (along with P&R, IT and other affected departments) in the scheduling, delivery and installation of furniture and equipment.

Community Center Advisory Committee

Bill Buchler

Andy Clure

Maureen Crick-Owen

Brian Hartgraves

Nicole Hockley

Carla Kron

Brian Liedlein

Amy Mangold

Kinga Walsh

David Wheeler

Senior Center Advisory Committee (also members of Commission on Aging)

Barbara Bloom

John Boccuzzi

Lereine Frampton

George Guidera

Anna Wiedemann