



## TOWN OF NEWTOWN

### Community Center/Senior Center Design Team and Advisory Committee MINUTES

Caldwell & Walsh Building, 17 Berkshire Road  
Thursday July 13, 2017 10:00 AM

Present: Pat Llodra, Rusty Malik, George Guidera, Carla Kron, Joe Giacobbe, LeReine Frampton, Amy Mangold, Maureen Crick Owen, Kinga Walsh, John Boccuzzi, Andy Clure, Larry Passaro, Kevin McFarland, George Benson and Georgia Contois (clerk)

Ms. Frampton made a motion to accept the minutes of July 7, 2017. Ms. Mangold seconded and the minutes were unanimously approved.

Ms. Llodra asked Mr. Benson to clarify timeline and responsibilities of the Public Building and Site Committee. Mr. Benson explained that there is no set timing for the PB+S to receive the project, however typically it is at the Building Permit stage. They will need to receive a full and complete package. He said that it would make sense to find out how much time the PB+S will need to review the project and get it to them far enough ahead that it will not impede on the timeline.

Planning and Zoning will hear from the applicant again at the meeting of July 20<sup>th</sup> and hope to have received all reports and necessary documents prior to the hearing. This will allow all information to be complete for the Commissioners. Mr. McFarland mentioned discussing fire/building code with Mr. Frampton and Mr. Poeltl in the Town Offices to make sure they are satisfied with the necessary components before the next P+Z meeting. Ms. Walsh asked for clarification on the approval process for buildings at Fairfield Hills. She mentioned the Ambulance Garage that was created in 2014. Mr. Benson said that there was a large misunderstanding that was partially clarified at a meeting on Monday July 10. He said that the ambulance garage design was not changed by the Fairfield Hills Authority but rather was a decision between the Land Use Agency (himself), the architect and the applicant. Part of the change was due to proximity to wetlands and the need for square footage, leaving the best option to add a story. Ms. Walsh asked if there were any more necessary steps to the process for the Community Center and wanted to make sure there will not be any 'road blocks'. Mr. Benson said that the design team has done or plans to do all of the necessary steps and more because of the scale of this project. He felt confident that the project was moving forward appropriately.

Mr. Guidera had some questions regarding early bid packages and the leaps of faith taken with construction. He was concerned that if the early bids are over budget that the building would not be completed. Mr. Giacobbe explained that if an early bid package cost is substantially over budget, a re-evaluation will take place before any contracts are accepted. Secondly, he said that they have confidence and trust in the professionals that provide those cost estimates. Mr. McFarland added that yearly cost increases will be considered by contractors for their bids. Ms. Llodra expressed faith in the design team, CM and contractors to do their homework. Mr. Passaro asked for information on the bid process. Ms. Llodra said that there will be many received bids, and the CM as well as the purchasing authority (First Selectman and Finance Director), will review the packages to determine the 'lowest qualified bidder'. She explained further that the lowest qualified bidder does not mean the least costly bid.

If the Town or Caldwell and Walsh has never worked with a company they will check references and look at previous work as well as check the cost estimates to their own. This all helps to ensure that whomever is hired under contract is capable of completing the job efficiently and according to plan. As the overall design phase comes to a close, Mr. Giacobbe explained that the cost estimates will be created.

Discussion moved to the role of the CCSCDTAC once the project goes into the construction phase. Mr. Benson was cautious to say that the CCSCDTAC will not be as involved in the process as they are currently. Ms. Llodra was thinking that the CCSCDTAC will still make decisions with the PB+S as questions and cost adjustments and features come into play.

The admin space was discussed at length due to concerns over space and equipment. Ms. Walsh and Ms. Kron expected the need of about four front desk staff that will all need computers and telephones. The admin office space was described to host approximately 6-8 people with medium sized desks. Ms. Walsh wanted to make sure it was an appropriately sized area for the needs of the building.

Ms. Walsh asked about the types of sponsorship and fundraising opportunities that the outreach groups could begin working on. She mentioned services like HVAC and electronic equipment. Mr. Benson strongly advised that no mechanicals or services can be donated, as was decided during the construction of Sandy Hook Elementary School. Ms. Llodra suggested items like furniture and certain fixtures. Ms. Walsh asked about pavers or tiles. Ms. Franpton asked if the patio will be like the bricks at the library. Ms. Llodra explained that the material has not been chosen yet but that may be a good option.

Ms. Llodra mentioned that the geothermal and energy conservation features will be discussed at the next meeting as they are awaiting base packages.

Lastly, Ms. Frampton asked the design team for the dimensions of the rooms, not just the square footage. Mr. Malik will send to the clerk to distribute to the Committee. He noted that the square footage and dimensions may change to accommodate mechanicals, however the overall floorplan and layout is set.

Ms. Frampton made a motion to adjourn. Ms. Kron seconded and the meeting was adjourned at 10:55AM.

The next Design Team meeting is scheduled for Friday July 28, 2017 at 10:00 AM.

*Respectfully Submitted,  
Georgia Contois*