

**Municipal Buildings Strategic Plan
Advisory Committee
Minutes
Monday, February 1, 2016
7:00pm
CH Booth Library
25 Main Street, Newtown**

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE
MUNICIPAL BUILDINGS STRATEGIC PLAN ADVISORY COMMITTEE

The Municipal Buildings Strategic Plan Advisory Committee held a regular meeting on Monday, February 1, 2016 in the meeting room at the Multi-purpose Building. The meeting was called to order at 7:03 pm.

Present: Bill Brimmer, Walt Motyka, Scott Cicciari, Mike Marinaccio, Paul Lundquist

Absent: Jim Filan, Chairman Jay Maher, Rebekah Harriman,

Others Present: Geralyn Hoerauf of Diversified Management, Superintendent Erardi

1. Review and Approval of Minutes:

Motion: Bill Brimmer motioned to accept minutes. Walt Motyka seconded. The motion was approved unanimously.

2. Report on Legislative Council Presentation – Dec 16th

The Legislative Council was given an update on what this committee has been doing over the last year including the status of the final report, as well as the status of the three target buildings.

3. Report on Fairfield Hills Authority Presentation – Jan 25th

The initial thought in meeting with the Fairfield Hills Authority (FHA) was to present the idea of having this committee take a look at a few of the Fairfield Hills using funds that the FHA has available to them for this sort of work, but they were not interested at this time. FHA was not aware of the work this committee had already completed.

When Everwonder museum was considering Plymouth Hall as a possible space for their activities, they had hired Claris Construction to do an evaluation of the building. There are demolition plans renovation plans that exist for this building, but not much of an evaluation of the building beyond that.

There is a need for further investigation into Plymouth Hall. Geralyn suggests going back to the Board of Selectman (BOS) to inquire as to whether the BOS would fund a study on Plymouth Hall using DRA or if the BOS would be interested in speaking with FHA about using their funds to have the study done. The question needs to be answered as to what it really is going to cost to renovate Plymouth Hall and bring it up to code. Geralyn will talk with Claris and DRA in order to gather more information on Plymouth Hall.

4. Next Steps for 2016

Per Superintendent Erardi, the Board of Education hopes to have the enrollment/space study, including a final recommendation, coming to a close by July 1, 2016.

The town is hiring a few people to take over the same responsibilities that the resiliency group has been doing for the last year since their grant is expiring. The new staff will reside in the Engineer House at the entrance of the Fairfield Hills campus. There is also discussion on whether the Social Services department would be best served if they were co-located with the new staff at the engineer house. Although the social services department doesn't think there is enough room for them at the engineer house, they are willing to consider co-locating their offices as long as they can find a space for the food pantry/storage space.

6. Status of Final Report on Multipurpose Bldg, Hook & Ladder Headquarters and Town Hall South

A recommendation was made to not renovate Town Hall South for a police department. Until Park & Rec and Social Services have a different home, they will stay in THS. A real estate appraisal is needed for Town Hall South.

Walt Motyka asks about the status of the storage building by Reed. Who owns it and what is the interest of the town in it.

Final report of the 2015 findings will be submitted to the BOS. A Board of Finance member needs to be appointed to this committee.

Next meeting date will be March 7th with a meeting place to be determined.

Meeting adjourned at 7:50pm

Respectfully Submitted,

Aileen Barreto, Clerk

**FACILITIES CONDITIONS ASSESSMENT
AND
SPACE NEEDS ASSESSMENT**

MULTIPURPOSE BUILDING
HOOK AND LADDER HEADQUARTERS
TOWN HALL SOUTH

January 2016



Municipal Buildings Strategic Plan Advisory Committee

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Introduction

In the spring of 2014, planning began on a comprehensive analysis of the space available in and the current physical condition of municipal buildings in Newtown. At that time, a number of concurrent events in Newtown offered the opportunity to relocate Town functions and pointed to the need for an update to previously published space use and facilities conditions studies.

The initial concept for a community center (to be funded by a grant from GE) included new space for senior activities to replace the outdated and undersized Senior Center currently located in the Multipurpose Building on Riverside Road in Sandy Hook. The new community center was also to be planned to accommodate a future addition for Parks & Rec Department offices, presently located in the lower level of Town Hall South, 3 Main Street. As those plans progressed, it became clear that the vacated spaces in the Multipurpose Building and Town Hall South could be utilized for other municipal uses.

During the same period, the Newtown Hook and Ladder Company No. #1 announced that they would build a new firehouse on Church Hill Road and vacate the existing headquarters building behind Edmond Town Hall in 2016. The move would cause the building to revert back to municipal use and there was considerable interest in exploring whether the space could be utilized by other Town or non-profit use, appropriate to the location in the Borough Historic District.

Finally, the Board of Education and the Newtown Public School District had begun discussions on declining enrollment trends and whether a recommendation might be made in the near term to close and decertify a school building. In that event, the former school building would revert to municipal use like the Hook and Ladder headquarters and the Town would have an opportunity to occupy it or divest of the asset.

An earlier Facilities Conditions Assessment and Space Needs Study had been conducted in 1999, prior to the Town's acquisition of the Fairfield Hills Campus, in an effort to determine the future use of Edmond Town Hall as municipal offices. With the move to the renovated Municipal Center on the Fairfield Hills Campus, much of the space needs analysis contained in that report had been satisfied, but other departmental space needs deserved revisiting. Likewise, a 2008 Space Needs Assessment for the Police Department had become outdated and a review of the future space needs of the department and emergency communications center were determined to be required.

After considering all of the above circumstances, the Board of Selectmen decided to create an appointed Committee whose members would review current space needs of municipal departments, examine the physical condition of town-owned buildings and develop a master plan for the future use of those buildings.

The Municipal Buildings Strategic Plan Committee was formed in August 2014 and included members of the Board of Finance, Legislative Council, Board of Education, Board of Burgesses and other volunteers with backgrounds in government service and municipal planning.



Municipal Buildings Strategic Plan Advisory Committee

Municipal Buildings Strategic Plan Committee

After appointment by the Board of Selectmen in August 2014, the Municipal Buildings Strategic Plan Committee adopted the following Mission Statement to define their work:

Develop strategic recommendations for the re-use, renovation and/or possible disposition of all Town-owned buildings and properties based on a comprehensive analysis of both physical conditions and space need functions for each such building or property. The resulting written plan would be used to inform such decisions as to the future use of buildings and properties over the next decade.

The committee's initial objective was to make recommendations to the Board of Selectmen on the future use/reuse of the Multipurpose Building, Town Hall South, and the Hook and Ladder Headquarters and to also evaluate the near-term space needs of the Police Department and Emergency Communications Center, the Social Services Department and the Cultural Arts Commission. To that end the committee retained the services of DRA Architects to assess the cost and feasibility of renovating the three target buildings for ongoing use and to produce a space needs program for each of the identified Town departments.

Consultant Requests for Proposals

The committee initiated a comprehensive Request for Proposals process and released two RFPs on January 30, 2015. The decision to issue the Facilities Conditions Assessment RFP and the Space Needs Assessment RFP as separate documents ensured that the committee would receive the best responses for the two different scopes of services.

Eleven firms responded to the FCA RFP and both traditional architecture/engineering firms and facilities assessment consultants were well-represented. Seven architectural firms responded to the SNA RFP. Both RFPs are attached to the end of this report for reference to the Scope of Services defined.

The full MBSP Committee reviewed all submissions and selected three firms for interview. Although it was not the initial intention of the committee, the three firm identified for interview submitted both FCA and SNA proposals and the committee determined that it would be in the best interest of the Town to retain one firm to provide both scopes of services. A subcommittee of the MBSP Committee interviewed the three firms and made a recommendation to the full committee after viewing sample reports and confirming references.

FCA and SNA Consultant

Drummey Rosane and Anderson, Inc. of South Windsor, CT was selected as the Committee's FCA and SNA consultant. DRA worked closely with the Newtown DPW staff and maintenance staff at the various buildings from April through August, to document the target facilities' physical conditions and identify the potential scope of improvements necessary to retain each building for municipal use. During the same period, DRA also interviewed staff of the targeted departments and commissions and developed the parameters for the space needs study. A draft report was presented to the full MBSP Committee in late August for review and discussion.



Municipal Buildings Strategic Plan Advisory Committee

The DRA draft FCA report on the current conditions of the Multipurpose Building, the Hook and Ladder Headquarters and Town Hall South identified capital improvements required in each building along with a detailed cost estimate and a timeline for improvements. After careful consideration and discussion, the committee made the following recommendations to the Board of Selectmen in late 2015 for inclusion in the next 5-year Capital Improvement Plan.

Recommendations Regarding Building Use/Reuse

Multipurpose Building, 14 Riverside Road

Given that there is no current plan to provide alternate space for the Senior Center and that the Children's Adventure Center has a long term lease, it is likely that the Multipurpose Building will remain a Town-owned building for the foreseeable future. Built in 1972 with three subsequent additions, the building requires near-term capital improvements, as well as a regular maintenance program.

The Municipal Buildings Strategic Plan Advisory Committee recommended that \$989,000 be added to the C.I.P. for necessary capital improvements to the Multipurpose Building.

Break-down:

New Boilers, Controls, HWH	\$112,000	2017
Parking Lot Resurface	\$150,000	2017
Replace Air Handling System	\$150,000	2019
Replace Roof	\$577,000	2021

Should the Senior Center ever vacate their space, then approximately 4500sf would be available for other Town departments/commissions.

Hook and Ladder Building, 45 Main Street

The Municipal Buildings Strategic Plan Advisory Committee recommended that no additional resources be committed to the former Hook and Ladder Headquarters when vacated in 2017.

Rationale:

The committee's consultant estimated that at least \$2.5 million would be needed to restore structural stability to the building, replace the roof, resolve deferred maintenance of the exterior envelope, complete code compliance work, and replace HVAC and plumbing systems. This estimate does not include any cosmetic, "tenant improvement" work that might be required for a future use. In addition, the approximately 6000sf building does not suit the current space needs of any municipal departments or organizations.

Town Hall South, 3 Main Street

The Municipal Buildings Strategic Plan Advisory Committee recommended that a new facility be planned and built as headquarters for the Newtown Police Department rather than continue to renovate the former tractor sales building.



Rationale:

After extensive analysis by the committee and the consultant as to both the physical condition of the building and the current and future space needs of the Police Department, a new and larger facility was determined to be in the best interest of the Town and the Department. The MBSP Committee recommended that no future investment be made into 45 Main Street renovations as a police headquarters facility due to the limitations on expansion and the inadequacy of on-site parking. The building also requires extensive renovation to bring it up to current building and accessibility codes and to resolve deferred maintenance issues.

Further study is needed to determine whether the building could be repurposed as a Town facility, sold or demolished

Results of the Space Needs Assessments

Social Services Department currently occupies approximately 2000 square feet in the lower level of Town Hall South at 3 Main Street, of which 700 sf is office space and 1300sf is dedicated to storage. Based on the Space Needs study by DRA Architects, Social Services requires approximately 3200sf of administrative and program spaces, including offices for private screenings and interviews and expanded storage for donated food and household items. In addition, parking at Town Hall South (shared with the Police Department and other Town functions) is often inadequate for clientele.

Cultural Arts Commission is currently without permanent office space and is presently leasing 1600sf of storage space, primarily for arts equipment donated after 12/14. Based on the Space Needs study by DRA Architects, the Commission needs approximately 5000sf for administrative offices, minimal program spaces and storage. The CAC has self-identified the need for approximately 19,500sf in a Cultural Arts Center that would house their administrative offices, multi-use arts spaces, community performance space and storage.

Newtown Police Department is currently located on two levels of Town Hall South at 3 Main Street, and occupies about 10,000sf of the 18,500 sf building. Based on the Space Needs study by DRA Architects, the Police Department requires approximately 24,200sf – 26,500sf of space, based on a 20 year projection of growth in the Town force.

Emergency Communications Center is currently co-located in Town Hall South at 3 Main Street with the Police Department. Based on the Space Needs study by DRA Architects, a new Emergency Communications Center will require approximately 5400sf of space as part of a regionalized communications center. Space needs are based on a presumed regionalization of emergency communications centers as mandated by the State.



Continuing Work of the Municipal Buildings Strategic Plan Committee

In looking ahead to 2016 and beyond, the Municipal Building Strategic Plan Committee will continue to identify buildings for municipal occupancy needs and will match documented space needs with available space within those buildings. The Committee will also continue to engage Facilities Conditions Assessment consultants to develop renovation feasibility plans and associated cost estimates. To this end, the Committee will pursue the following tasks in collaboration with other Town of Newtown Boards, Commissions and Departments:

- Follow-up on the Committee recommendations for the future use or disposition of Town Hall South and the Hook and Ladder Headquarters
- Follow-up on the Committee recommendation for a new Police Department facility (new construction)
- Identify a potential new location for the Department of Social Services
- Identify a potential location for a permanent home for the Cultural Arts Commission and other arts-related groups
- Evaluate the potential for renovating Plymouth Hall on the Fairfield Hills Campus for use as a Town facility
- Continue to address the space needs of departments impacted by the new Community Center plans
- Accept assignment of additional facilities assessments as charged by the Board of Selectmen

Municipal Buildings Strategic Plan Committee – 2015

Bill Brimmer

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Jim Filan

Kathy Hamilton

Rebekah Harriman-Stites

Michelle Ku

Paul Lundquist

Jay Maher

Mike Marinaccio

Walt Motyka

Aileen Barreto, Clerk

Geralyn Hoerauf, STV|DPM, facilitator and consultants



Municipal Buildings Strategic Plan Advisory Committee