

**Newtown Community Center Committee**

**Sept 18, 2018 6:30 pm Town Hall South**

**THESE MINUTES ARE SUBJECT TO APPROVAL BY THE COMMUNITY CENTER COMMITTEE**

Ms Walsh called the meeting to order at 6:33.

Present –Nancy Doniger, Fred Taylor, Kinga Walsh, Brian Hartgraves, Jeff Tousignant, Bill Manfredonia

Absent – Bill Buchler, Doria Linnetz, Cheyanne Wirtz,

Also Present – Matthew Ariniello and one member of the press

**Mr Hartgraves moved to accept the minutes of the September 4<sup>th</sup> meeting. 2<sup>nd</sup> by Mr Manfredonia – approved.**

**Construction update**

Framing and roof is being worked on. Simpson Road will be closed again this week for a couple days. The building is scheduled to be sealed for winter by the end of November. The News-Times printed an article containing errors. Mr Ariniello has reached out to them to try and correct it. The Bee has been taking pictures and updating the public biweekly accurately. Mr Ariniello will share the projects construction timetable with the committee as he receives them and any updated versions.

Mr Ariniello will contact Sal at C&W to arrange a tour of the construction site for committee members and will request either Saturday October 6<sup>th</sup> or Saturday October 13<sup>th</sup> at 9am. They have been working Saturdays.

Mr Ariniello met with Ms Will and Mr Miles regarding technology. Currently there is no funding in the construction budget for the security system. Mr Ariniello noted that this is something that would need to come out of operating costs.

Mr Ariniello is to look into cost to assure power conduits are in place for future technology needs. There could be a need for wiring for additional speakers, monitors, pull down screens or smartboards in the classrooms and Legacy Room. Mr Ariniello is to check on adequacy of outlets for these rooms for technology and in hallways for charging. Mr Ariniello is waiting for the multi-purpose room drop-down screen plans from Mr Mihalak.

Mr Tousignant opened a discussion on the ability for employees to contact each other while working. Mr Ariniello advised that the current plan is a phone-intercom system. Mr Ariniello will meet with a group of town professionals to begin emergency situation planning.

The lettering designed to block sun in the pool has been replaced by tinted windows as a cost saving measure.

**Legacy Space & Boardroom**

Legacy space is currently planned in the lobby. There will be a monitor displaying information on individuals and/or foundations/scholarships etc. Legacy room is a boardroom that can be rented, however, the families have first option to use at no charge.

The families have been contacted to determine interest in participating in both spaces or only one (and which one). Their feedback was requested by October 4<sup>th</sup> (cut off date for planning purposes only). Should their needs/interest change, the areas can be updated at any time.

#### **GE acknowledgement**

Mr Hartgraves has contacted and sent our information to John Godin at GE. He is our contact there. Mr Godin was going on vacation and will be back this week. Mr Ariniello stated that a grant update was due to GE on October 24<sup>th</sup>, so if Mr Hartgraves hasn't received a response by then, he will include a note with the update.

The GE plaque will be in the entrance vestibule between the two sets of doors. There will also be a town acknowledgement plaque there.

#### **Grant application status**

The NSHCF grant decision should be known by October 15<sup>th</sup>. This is for 4 tv's: 3 for cc and community calendar informational loops and one for regular tv.

Redwoods update – total grant would be \$1,000-1,500. Possibly use to offer a water safety week since that matches their ideals. This would assist with promoting the center's swim lesson programs.

Mr Ariniello and Ms Doniger will meet next week to continue to search for grants.

Union Savings Bank – Ms Walsh and Mr Ariniello met with them and our mission statement falls in line with their guidelines for donations. We need a 501c3. Mr Ariniello has done some research with other community centers having a 501c3 and has forwarded that information to Mr Tait.

#### **Event volunteer sign up and updates**

Goal of attending various town events is to build interest in the Center and be available to answer questions. Local email addresses also to be collected at each event attending.

9/15 Art Festival – went very well. There was a lot of interest. Ms Doniger prepared a list of questions asked (attached). There was a lot of confusion about the Senior Center and those questions will be sent to the proper authorities.

9/21 Family Dinner Night – Mr Ariniello has prepared a movie basket to raffle. Ms Doniger offered to help.

9/22 Health Fair - Ms. Walsh to help at this event.

10/6 Newtown Day (last year 5000 people attended)

10/31 Halloween on Main Street – Mr Ariniello is looking into glow in the dark stickers to hand out for kids and paper handout for parents. Mr Ariniello is also looking for candy donations

**Community Connection** – Director's report attached

**Logo**

The committee received an updated design and two new options. The second drawing was overwhelmingly favored. It was the general consensus that the design clearly says "Newtown" in the design.

**Mr Hartgraves made a motion to approve design #2 (with the change of "est 2019") as the official logo for the new Community Center. Mr Tousignant 2<sup>nd</sup> the motion. Approved**

**Mr Tousignant made a motion to make teal the official color of the logo. Ms Doniger 2<sup>nd</sup> the motion. Approved**

The new logo is expected to be revealed soon.

**General marketing plans** –

Mr Ariniello is collecting costs for billboards, print ads, flyers, trifolds etc. Once he has costs, he can formulate a budget and a marketing plan. Mr Ariniello is also looking into a conceptual video to be used on social media. Caption "coming to Newtown ..."

There will be information included with the January and June tax bills. It was suggested to set up a tent on referendum day to help educate the public.

Education is the key. Mr Ariniello is collecting information from other centers as to what marketing tools they found to be effective and not effective. He is also getting recommendations for marketing firms. The firm should be in place by the end of October.

Room rates need to be established and state what is included. Is there a separate charge for pull downs, smartboards, microphones etc and what is the cost? Membership plans and costs need to be firmed up as well to give to the marketing company.

Mr Ariniello is to update the Board of Selectmen the beginning of November.

**Membership Committee**

The next task of the Membership Committee will be to work on fees and charges for the room rentals in the facility. Mr Ariniello stated that we need to designate which room will be available for rental use and need to figure out what is included with that rate (e.g., additional fee for pull downs, SmartBoards, microphones, etc. and at what cost). Membership costs are on hold until the Finance Committee meets to discuss budget needs and facility costs (meeting on 10/1).

**Motion to adjourn by Mr Hartgraves second by Mr Taylor approved**

Adjourned 7:55

Respectfully Submitted,

LeReine Frampton, clerk

Here is a list of questions people asked at the NCC booth at the Arts Festival on Sept. 15 at Fairfield Hills. Fred Taylor and I were in the booth from 10 to 2, and Matt joined us for part of the time. Many people who stopped by were interested in the Senior Center for themselves or their parents. We also got a good representation of younger people. The water bottles were a big hit.

- Why didn't we reuse an existing building for the community center?
- When is the community center opening? What will it offer besides the pools?
- Where is the Senior Center within the building? What will the Senior Center hours be? Will the Senior Center be open on weekends? Will it have the same programming as the current Senior Center?
- If you belong to the Senior Center, will the dues cover the Community Center? Will bridge be offered at the Senior Center?
- Will there be a fitness center?
- Will the Community Center be available to people who don't live in Newtown?
- Will John Reed Middle School students be able to walk across the street to after-school programs at the community center?
- One person said he was disappointed about the size of the pool and thinks it should have been competition size.
- A local woman wanted to know about access for her Scout group and other Newtown nonprofits to use the community center. I told her we would let her know once the fees are set
- Several young couples were interested in kids' swimming lessons.

—Nancy Doniger

# Community Center Directors Report

I have set up Google Calendar for all committee members to be able to track committee and sub committee meetings. Everyone should have received an invitation.

We will be visiting the Westport/Weston YMCA Thursday, we will leave from the Community Center site at 8:30 am.

Kinga and I had the opportunity to visit Q&A to start designing wall space (discussion at meeting)

Many committee members have requested to schedule a tour of the construction site. I will put together some dates and send them out

Thank You to all those who attended breakfast last week and to Brian and Kinga for their donations, we were able to serve nearly 40 site workers who were very appreciative of the efforts

I am soliciting for donations of candy for Halloween on Main Street. If anyone is interested in donating please let me know.

I am also looking for some coverage to work the Health Fair from 11-1, please let know if you are available.

## Community Connections

Arts Festival booth went over really well. Engagement of community members was well received. These events are all about educating the community on the status of the project, Nancy has put together a list of popular questions that we may need to add on to the FAQ.

October 19<sup>th</sup> is the next PTA Presidents meeting. I will be attending to present current Community Center status updates along with discussing ideas for collaboration and programming.

This Friday we get another chance to meet with Families at Newtown Parent Connections Family Dinner Night and Saturday we will have a booth at the annual Health Fair at Reed School on Saturday.

Kinga and I met and presented to Union Savings Bank about some development opportunities, more details to follow.

NCC will be sponsoring Face Painting and Tattoos at "Newtown Day" on October 6<sup>th</sup> with volunteers from NHS. This will allow parents to learn more about the center while there child is partaking in an activity.

Department heads will be meeting to begin to draw a Emergency Action Plan for the Community Center and Senior Center. Committee will be composed of (Health Department, Fire Marshall, Police Chief, Senior Center Director and Emergency Management Director).

### **Sub committee update**

Membership committee awaiting Doodle Poll results for next meeting. Focus will shift temporarily to begin research of facility rental structure/costs.

Program Task Force will meet the 24<sup>th</sup>. Currently, Committee members are helping with compiling 2016 survey results, discussions will begin on Membership value added programs.

Finance will meet October 1<sup>st</sup> at 7 pm and begin to outline budgeting details to prepare for membership committee to look at to set membership pricing.

Fundraising/Development sub committee will meet on September 26<sup>th</sup> at 6p m and continue conversations about enhancements to Community Center.