

Newtown Community Center Committee

October 2, 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 6:40.

Present –Nancy Doniger, Fred Taylor, Kinga Walsh, Doria Linnetz , Jeff Tousignant, Bill Manfredonia, Cheyenne Wirtz

Absent – Bill Buchler, Brian Hartgraves,

Also Present – Matthew Ariniello

Ms Doniger moved to accept the minutes of the September 18th meeting. 2nd by Mr Tousignant as amended – approved.

Amendment - under construction update minutes stated that the letters were being removed and it should read that the levers are being removed.

Ms Walsh moved to add Website discussion and possible action to the agenda under new business. Ms Wirtz 2nd approved

Construction update

Exterior walls have been started and are scheduled to be completed mid -November. Interior and exterior framing is on target for completion the end of October. The gasline trench in the back is being backfilled.

Mr Ariniello will be meeting with the electrician next Thursday at 10am. They will be discussing what is expected for placement and equipment to be included for audio visual support. Need to verify the conduit is in place for appropriate needs. This will reduce further costs as items are added through other sources.

Mr Ariniello will meet next week with Fire Marshall, PD and Health Dept for an emergency action plan. This is to ensure that the staff can handle anything that comes up. Discussion to include direct ambulance access to pool deck, and walkie talkies. Mr. Ariniello slated he wants the staff to have all the necessary tools and be trained to handle most situations.

GE acknowledgement

Our GE Representative will be meeting with the GE marketing department this week to share plaque wishes.

Grant application status

Mr Ariniello will be meeting with GE on the 18th to update them on the progress as per grant specifications.

Event volunteer sign up and updates

10/6 Newtown Day still need help 11-2 set up at 10:30 last year about 5000 people attended this event.

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.

Now that the logo is approved Mr Ariniello will be ordering a branded tent to help draw attention to our presence at events.

Community Connection – Director's report attached

There will be 4 walk and talks held in October. The public signs up for one of the Wednesdays in October and walks around the site with Mr Ariniello explaining the progress and processes. It is a great opportunity for the community to learn facts. 13 People are signed up for the first one. Ms Place will be there to answer questions on the Senior center side and the Bee has been invited to attend to enable residents, unable to attend, to learn as well. There are 8 signed up for the second week already. The walks will take place at 8:30am on each Wednesday in October.

Westport visit was very successful. Half of their key staff live in Newtown and are very helpful. Report is attached.

General marketing plans –

Mr Ariniello discussed costs of companies that submitted bids as well as recommendations. It is important to get what we need for the best price. Marketing is vital to the success of the center.

Mr Ariniello shared JB Designs proposal. Their proposal contained many packages and bundles that were cost efficient as well as a broad base of marketing techniques. They will attend our meeting and visit 2-3 times. Experience with Community Centers, references were checked, very easy to work with, cost effective was some feedback. Mr Ariniello suggested accepting two of the three packages in their proposal for a total of \$16,500.

Ms Walsh moved to accept the two packages for a total of \$16,500. Mr Manfredonia 2nd. Discussion on motion – motion approved

Mr Ariniello discussed the website design proposal benefits of Web Solutions. They have great references and a good non profit pricing schedule.

Ms Walsh moved to accept Web Solutions for our website at a cost of \$8640. Mr Manfredonia 2nd. Approved

Mr Ariniello will check on the copyright of our logo. Ms Walsh will meet with the town clerk on Friday regarding our presence on town website.

Time line

Mr Ariniello has a 8 month time line left and discussed next month's objectives.

October:

Choose Marketing Company

Legacy Wall template – all the families have been contacted and an October 4th deadline for opting in or out was set. This can be changed by family needs, the cutoff is for planning the initial design.

Donor Wall – Discussion on a mosaic wall. Pieces will be sold to pay for projects to expand the center. It needs to be designed so that it can continue to grow over the years.

501c3 – Mr Tait is contacting town attorney then will meet with Mr Ariniello so this can move forward. Mr. Ariniello will be discussing with Mr. Rosenthal further about the possibility.

Development Plan

November; website, marketing, rental rates, post Aquatic Director position

December; café vendor, space brochure, Programming and Aquatic Director to start

Mr Ariniello mentioned he has already sent about 25 resumes to Human Resources. He is getting resumes sent to him for just about every position we will need.

Discussion on 10/23 meeting. This will need to be cancelled and a special meeting called 10/30 due to conflicts. Mr Ariniello will request JB Designs to attend the 11/13 meeting.

Finance –

Mr Liedlien attended the meeting and discussed the 3 proformas he submitted to the original committee. It is suggested to use 15% of the family households as a baseline to start determining the budget. Discussion on annual cost of budget. Discussion on annual payment of membership versus monthly payments. Discussion on credit cards versus cash.

Programming –

Jason from the Y attended. He is an excellent resource. Do not over program in the beginning. Report attached

Determine basic membership versus paid programming. The pool is the money maker so we need to anchor the pool programming first then add other programs. Check with Park and Rec, Library,

Continuing Education, and Youth and Family to see if they have programs they would like to pass off to avoid duplication. Need to determine pool hours.

Membership –

meeting tomorrow, discussion will include rental structure for facility.

Fundraising –

See attached report

Motion to adjourn by Mr Tousignant second by Ms Doniger approved

Adjourned 8:44

Respectfully Submitted,

LeReine Frampton, clerk

Notes from Westport YMCA Visit
Sept. 20, 2018
Kinga Walsh

General observations from tour

Pool:

- sound proofing added to ceiling: long term consideration
- removable ladder in lap pool: long term consideration
- storage benches (white ones) better than standard benches
- multiple placements of pool rules (accident penalty!)
- lap lanes' "etiquette" signs
- glass at family locker room doors and glazed glass at other locker room doors. If cc locker room glass doors already ordered, then perhaps we can just glaze those that need some privacy versus buy new
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Ensure included in construction of Newtown center:

- conduit/outlet for score board/clock
- starting block anchors
- wall-anchor, conduit and drain for swim suit spinner
- plumbing in exercise pool for kid-friendly spouts (added later)

Overall building:

- tinted glass at entrance to decrease sun glare: do we need this?
- donor walls – multiple levels grouped together
- multiple placements of programming information
- use of "yoga" room – relaxation and health mirrors our goals
- ping pong tables as a play activity in a room (good for senior or kid/teen events)
- tv placement at check-in desk
- cell-free zone in locker rooms!!!! (will there be a cell phone use policy in the building???)
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NOTES From Pool/Facility/Membership/Costs Discussion at End:

POOL:

- be careful not to over-program at opening
- take time to train (and retrain) lifeguards
 - o Consider Red Cross Examiner program
- pool has 5 head life guards plus 50 or so additional on staff sept-june and 75 or so in summer
- work schedules are set for 6-9 months. It is responsibility of staff person to find replacement if need to get coverage (there are substitutes guards available)

- westport's insurance requires them to have lifeguards at water aerobics. Does ours?
- private lessons are a big revenue generator

Volunteers

- adult and high school or college interns
- all must go through abuse and prevention training

Money

- annual campaign generates a good amount of revenue
- good amount of private donors (outside of annual drives)
- how will/does Newtown account for building's depreciation? Is it under Town's budget as part of bonding? Is it something they include at all?
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QUESTIONS THOUGHT OF ONCE LEFT:

- do they have any sun glare issues in the pools? If so what and what do they do to fix?
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Q&A: Newtown Community Center Community Outreach Events

The Newtown Community Center's construction is slated for completion and doors to open to the public in June 2019. These Q&A questions are intended to give residents general information as it stands to date. All questions were created through a collaboration of the Town of Newtown, Community Center Director and the Community Center Committee with the content's final review and approval coming from the First Selectman.

<p>QUESTION</p> <p>space that brings the community together.</p>	<p>ANSWER</p> <p><i>hub that enhances our community by promoting social interaction, health and wellness, creative opportunities and personal growth.</i></p>
<p>How does the current design fit within the referendum language residents approved through a vote in April 2016?</p>	<p>The referendum language said up to a 50-meter pool and flexible space of no less than 13K square feet. The current schematic reflects these parameters and provides as much of what's believed can be built within the budget amount.</p>
<p>Why is the pool 6-lanes and 25-yards versus a 50-meter?</p>	<p>The pool is 6-lanes because that is what can be built within the budget.</p>
<p>What is the actual, total project budget?</p>	<p>There are four separate budgets connected to the center:</p> <ol style="list-style-type: none"> 1) The total CC center budget of \$15 million, 2) The SC budget of \$3million, 3) The Canaan House remaining foundation removal budget not to exceed \$500K (covered by remaining bond funds from the original foundation removal), 4) The exterior toilet facilities budget not to exceed \$75K (covered by FFHA). Final costs determined upon completion. <i>In some instances, there will be efficiencies in construction; however, these will ultimately be re-allocated to the correct budget line.</i>
<p>What percentage of the GE gift (\$10 million for construction and \$5 million over five years for operations) will the Senior Center project</p>	<p>Should not use any.</p>



Q&A: Newtown Community Center Community Outreach Events

utilize?	
Why do we need a café AND a kitchen?	Each amenity fulfills community interests and needs differently. The larger kitchen is commercial grade that should be able to be used for lessons along with prep space for varying sized gatherings/banquets.
Can a non-competition pool still host other aquatic events such as water polo, water volleyball, and synchronized swimming? If so, what spectator seating will be available or planned?	The proposed pool designs can host many events. Specific information on programming is under development. Spectator seating, in a bleacher or raised format is not being built; however, the area can likely hold 50-75 spectators standing or in regular, sideline style chairs.
What is the purpose of the many multi-purpose rooms? Why do we need more "room space" in town when current buildings have apparent vacancies?	The center strives to fulfill requests for multi-purpose, flexible space for varying types of programming and is in response to feedback gained during the NCCC's tenure in 2015. Multi-purpose rooms can hold smaller events/gatherings. When the movable wall is removed, the large room can accommodate up to 250 people seated (larger if the outdoor space is incorporated).
What events/programs can be offered in each of the pools?	Specific programming details are TBD. Programming discussed to date for the lap pool includes water aerobics, volleyball, and water basketball, and for the activity pool includes infant and toddler play, learn to swim programs, water aerobics, water volleyball, and basketball.
Why are there two kitchens in the building?	One is for the community center and one is solely for the Senior Center.



Q&A: Newtown Community Center Community Outreach Events

What groups or individuals can use the space(s)? Residents only? Non-residents?	It is fully anticipated that residents will have priority over non-residents. And it is likely that fee-based programs and general use of the community center will differentiate between resident and non-resident.
Will the Parks & Recreation Department manage the Center?	The center's new director, Matt Ariniello, will manage the community center and will have a staff to manage/organize programming, memberships, maintenance, etc. Park & Rec's offices will be in the building but the two areas will be managed independently. Some areas will be shared for efficiency.
What is the business model for the center? And what are projected revenue and expenses for the center?	The Community Center Committee and CC Director created a finance sub-committee that will be working to outline the details. Their first meeting is Oct. 1, 2018.
What will the Center's hours of operation be each day?	Most likely open early (possibly 6am) and stay open late (possibly 10pm).
Will the CC be self-sustaining?	The BoS's final recommendation, in October 2016, reflects their intent of creating a center that is a minimal tax burden to residents. The concept of "self-sustainable" was one that was recommended by the NCCC during their tenure. Not all NCCC recommendations were used. Final determinations on costs will be developed over the coming months.
Will there be a fee to use the center? If so, how much?	The CCC's membership sub-committee is currently investigating options.
What will the security level be in the entire building?	All appropriate levels of security will be included. Specifics cannot be detailed to the public for safety reasons.
How will parking be handled?	Current schematic shows an addition of approximately 150-shared spaces. Those combined with existing, general-use spaces should adequately fulfill everyday demand at FFH.
Can any resident use the Senior Center? If not, why not? If yes, when and how?	As is the case now, all residents can use the Senior Center after hours for small gatherings or meetings. All requests should go through the Senior Center Director and/or Commission on Aging.



Q&A: Newtown Community Center Community Outreach Events

What considerations were made to minimize traffic congestion as well as resident safety during drop off/pick-up?	The architects and design teams are aware of residents concerns. The final logistical decisions will be developed and managed by the CC Director.
What town department/board/council is the ultimate decision maker on all points related to the Center?	The BoS has general oversight authority on all Community Center project matters, and will be the sole determiners of how the Center will be structured and managed. For the construction aspect, municipal departments including Health, Fire, Building and Land Use agencies, Inland Wetlands and P&Z, must grant specific approvals. Feedback/input is solicited from FHA and Design Review. Once final approvals are achieved the project execution is managed by PB&S. The Community Center Committee was established in June 2018 and will be the board that collaborates with the Director moving forward.
Have the 12/14 families been reached out to and are they "on board" with the proposed design and overall concept?	Outreach to the families has happened and additional efforts are planned in the coming weeks.
What special, if any, representation will the 12/14 families receive in the center?	Communications have been sent to all of the 12/14 families asking for their interest in being a part of a "Legacy Space" (currently planned for the lobby area) and/or Legacy Boardroom usage. The "Legacy Space" will display information on individuals, their foundations and/or scholarships (it will depend on what the family would like). We are hopeful that all feedback will be received by mid-October 2018.
Why is a new building being built versus renovating one of the existing buildings at FFH?	Due to the condition and extensive remediation and renovation costs, it was more cost effective to build new.
Will there be a fitness center?	No
Are after school programs planned? If so, will bus transportation be provided from the schools to the Community Center?	Currently, Matt Ariniello is in discussions with Dr. Lorrie Rodrique (Newtown School District's School Superintendent) to discuss program options and bus transportation from NMS, NHS and RIS.
When will the center be open?	The anticipated completion and official opening is June 2019.
What is the usage plan for the many rooms?	Each room can be used for a multitude of things such as meetings, lectures, wellness classes, arts/crafts, banquets. The room's specific usages are being discussed now by the

update: 9.28.18



Q&A: Newtown Community Center Community Outreach Events

Community Center Committee and the Director. Once finalized, the details will be released to the public.

Newtown Community Center Fundraising Sub Committee

Wednesday, September 26, 2018- 6:30 p.m. Town Hall South Conference Room, Newtown, CT 06470

Ms Walsh called the meeting to order at 6:35 p.m.

Present — Kinga Walsh, Nancy Doniger, Fred Taylor

Absent — Bill Buchler, Pat Llodra, Jesse Rosenschein

Also Present — Matthew Ariniello

Discussion about fundraising items and packages

Mr. Ariniello showed the subcommittee documents he prepared following the Aug. 22 meeting.

Ms. had Llodra suggested creating a presentation to leave a lasting impression with potential donors. She said she found a presentation booklet to be effective while she was fundraising on behalf of the St. Rose Parish project.

Ms. Doniger offered to work on an introduction page to invite donors to get involved and make a difference. Mr. Ariniello and Ms. Walsh will finetune the presentation.

Broad categories where donations are needed are patio, \$96,000; landscaping, cost to be determined); Family Time (pool Wubit, Inflatable Movie Theater, etc.), \$15,000; Creative Opportunities (kilns, easels), \$5,000; Fairfield Hills Experience (benches, bike racks, etc.), \$5,000; AV presentation equipment, \$5,000; Scholarships, amount to be determined.

Discussion about donor mural ideas

The committee will reexamine the donor walls ideas Mr. Ariniello provided from a company called Presentations, Inc. Based on cost, we will consider whether to use one of the wow designs or go with a simpler approach. Presentations, Inc. offers a wide variety of approaches..

Creation of potential donors list

Mr. Ariniello assembled a Possible Donors List. The subcommittee will add to it and make a spreadsheet with contact information. The goal is for everyone to approach 10 donors. The subcommittee will look to the entire committee to add to the donor list help out with contacting them.

Nonprofit 501(c)(3)

Mr. Ariniello will proceed with finding out about establishing a nonprofit, the Friends of the Newtown Committee Center or another name of our choice. This will open more grant opportunities.

The next meeting of the Fundraising Subcommittee will be Oct. 10 at 6:30 p.m. at a place TBA. Ms. Walsh adjourned the meeting at 8:10 p.m.

NCC SURVEY RECAP FOR PROGRAMMING

Adults Focus Programming – include daytime classes

- Swimming Lessons
- Computers
- Art Focus - Painting/Pottery/Photography
- Cooking/Culinary
- Retirement Planning
- Speaker Series
- Parent's Night Out
- Dance Classes/Dance Parties
- Tax Planning
- DIY Programming – plumbing, home repair, carpenter
- Learn a Language
- Fitness/Exercise

Communal Programming

- Newcomers meetings
- Dances
- Family Nights
- Holiday Programs

Fitness /Wellness Programming

- Yoga
- Meditation
- Mommy & Me Type Classes
- Pre-K Fitness Activities
- Tai Chi
- CPR/Life Guarding Certification
- Self Defense
- Nutrition
- Swim Lessons
- Scuba Classes
- Senior Focused Exercises
- Triathlon Training

Afterschool Programming

- Must include bussing from all schools
- Homework/tutoring component
- Fitness component
- Elementary school thru high school level of programming

- Technology Based
- Culinary Classes
- Summer Camps
- Teen Nights – could be theme focused
- Arts Programming – All Ages
- General Arts Classes – Painting/Pottery/Jewelry Design/Knitting/Photography
- Music – Live Music/Battle of Bands/Instruction or Lessons
- Theater – Performing Art Focus
- Book clubs
- Art shows
- Dancing
- Culinary Classes

Other

- Inclusion programs for Special Education and Disabled
- Multigenerational Programs to bring variety of age groups together at same time
- Child Care to cover all programming throughout the day
- Mentoring Programs