

**Municipal Buildings Strategic Plan  
Advisory Committee  
Minutes  
Monday, August 24, 2015  
7:00pm  
Newtown Municipal Center  
3 Primrose 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, August 24, 2015 in the Council Chamber at the Newtown Municipal Center. The meeting was called to order at 7:04pm.

**Present:** Chairman Jay Maher, Bill Brimmer, Walt Motyka, Scott Cicciari, Mike Marinaccio, Kathy Hamilton, Jim Filan, Paul Lundquist, Michelle Ku, Rebekah Harriman

**Others Present:** Geralyn Hoerauf of Diversified Management, Ken Best of DRA, Superintendent Joe Eradi, one member of the press, and one member of the public

**1. Review and Approval of Minutes:**

**Motion:** Jay Maher motioned to accept minutes. Bill Brimmer seconded. The motion was approved unanimously.

**2. Possible Recommendations for CIP 2016-2021**

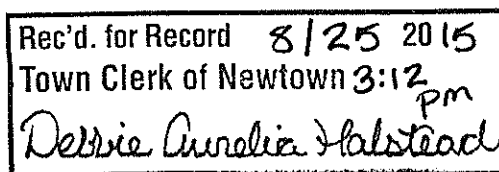
The Board of Selectman (BOS) is asking this committee to provide some input on the CIP that they will be discussing at their September meeting with regards to the 2020-2021 fiscal year. The BOS is particularly interested in if this committee has any recommendations on infrastructure improvements to any of the three targeted buildings that this committee has been working on.

Superintendent questions the committee's timeline and how it might affect the delayed discussions of possibly closing a school. Jim states that if the factor of the school closing possibility does come into play for this committee until the school is officially turned over to the town. Walt states that the Board of Education (BOE) decision to halt the process of possibly closing a school has handicapped this committee and their charge. Scott points out that this committee cannot wait for "what if" decisions and that the recommendations the committee makes need to be based on the facts as they stand today.

Agenda item tabled as Ken Best will give final presentation on Facilities Conditions Assessment and Space Needs Assessment.

**3. Presentation of Final Reports – by DRA Inc.**

Ken Best begins report by discussing the Hook and Ladder building and going over everything that would need to be done to bring that building back to code. The building is approximately 6,000 sq. ft. and



renovations and bringing the building up to code is estimated to cost approximately \$3 million. Paul asks what it would cost to demolish the two wings of the hook and ladder building and keep the center building which seems to be in okay shape. Ken estimates that it would cost approximately \$60k to demolish + cost to backfill would probably cost the town somewhere around \$200k.

Scott questions at what point the committee decides that the work that needs to go into the building is not worth the cost. It would be less expensive to build a brand new facility.

Walt feels that there is a general consensus that the committee does not need to put more time into discussing the Hook & Ladder building. The committee shouldn't spend any more time diving into this facility based on the findings of this report so far.

Paul asks if the Hook & Ladder building without the two wings is big enough for the social services space. Ken states no.

Bill referred to the Hook & Ladder building as a "cut & paste" building and has been for a long time.

(Kathy left meeting at 8:05 pm)

Ken moved on to discussing the Multipurpose building and presented an idea of putting the social services space and the cultural arts space into the Multipurpose building that also holds the Children's Adventure Center. There would need to be an addition to the building to have enough space for everyone. This plan assumes that the senior center has moved out, possibly to the future community center.

Paul questions the plan of social services being paired with the daycare and the cultural arts group as they have discretion in the area that they are located because of the nature of their business. He wondered if it was a good fit considering other factors besides square footage.

Rebekah asked if either of the groups (Cultural Arts or Social Services) would be good in the Multipurpose Building without the additions to that would be need in DRA's plan on their own. What is the square footage needed by these groups on their own. Michele asks if we will be getting a more detailed report on the space needs of the groups that were focused on.

Curt Symes, chairman of the Commission on Aging, pointed out that the social services director also acts as the municipal agent for the elderly and therefore has dual duties. He also points out that there is an importance of the social services space needing to be in close proximity to the police department. There are major shortcomings in the multi-purpose building.

Town Hall South's parking lot has 51 spaces. If it were decided to convert the space to commercial it would be required to have 54 parking spaces. DRA is recommending that the needed space for the police department should be 25,000 sq. ft. Town Hall South including space currently used by other departments is approximately 18k sq. ft.

The emergency communications current space is 565 sq. ft. The recommended space from DRA is 5,433 sq. ft assuming the regionalized dispatch center is located in Newtown. Paul asked what if the emergency communications is not regionalized. What would the square footage need be for this group?

If this group is co-located with the police department what would the space need be (as regionalized as well as if it is not regionalized)? Scott asks is regionalization is not an “if” but a “when”. GERALYN is under the impression that the state will eventually mandate towns to regionalize with each other.

Scott questioned if there was a growth factor put into the sq. ft. numbers listed in this report. Walt states that for the most part no one is building extra space for future use into buildings. As long as there is surrounding land to build on, most groups aren't accounting for a growth factor. GERALYN points out that the only exception to this may be police departments as they want to make sure their space is adequate for at least a 20 year period.

It is estimated that the Cultural Arts group will need a space that is 2,380 sq. ft. + 1,600 sq. ft. in storage space. They have artwork and sculptures that were donated after December 14<sup>th</sup> that they need to have in storage space and would like to rotate having on display.

#### **4. Questions and Committee Discussion of Report Findings**

The Hook & Ladder building, according to Ken and in agreement with the committee, is not a good building and is not worth renovating. The Multipurpose building, while a weird shape, is not a terrible building and could be renovated for future use.

Could the police department, if the only group, fit into Town Hall South? The current building is 18,000 sq. ft. What would the cost be to bring the building up to the new requirements of the police department's needs? What would be compromised by fitting the recommended 25k sq. ft. police space into the current 18k sq. ft. space? What would temporary relocation costs look like?

Curt Symes pointed out that the seniors do not anticipate vacating the multipurpose building until adequate shared space is available. There are a number of scenarios that the commission on aging has been juggling regarding the senior center.

List of things to do for DRA include distributing the report we have today and make the cosmetic adjustments to the report, to expand the analysis of Town Hall South and the police department to answer the questions asked at tonight's meeting. No more work will be done on Hook & Ladder. Also, to answer the committee's questions regarding if social services or cultural arts would work in the multipurpose building on their own without additions to building.

#### **5. Revisit of Possible Recommendations for CIP 2016-2021**

GERALYN is scheduled to report back to the Board of Selectman at their September 10 meeting. Mike recommended giving them a status report. Scott suggested recommending emergency items for the CIP to the Board of Selectman. The Board of Selectman can be made aware that the committee doesn't think any work should be done on the Hook & Ladder building. There is already \$500k listed in the last year's CIP for a police facility design as well as \$5 million for a Municipal Facility.

Recommendation to be given to the BOS is for \$814k for the multipurpose building renovations to include the roof, the boiler, and the parking lot.

## 6. Next Steps and Timeline

Bill suggests a discussion meeting to continue to talk through report findings. Scott feels that the committee should be able to wrap up round one of this committee's work and come up with some basic recommendations. Geralyn will invite a Fairfield Hills Authority member to talk to the committee at next meeting for update on what is happening at Fairfield Hills.

Next meeting date to be determined for the end of September.

**Motion: Jim Filan motioned to adjourn the meeting at 9:40pm. Chairman Jay Maher seconded. The motion was approved unanimously.**

Meeting adjourned at 9:40pm

Respectfully Submitted,  
Aileen Nosal, Clerk

**TOWN OF NEWTOWN**  
**LEGISLATIVE COUNCIL APPROVED CIP - (2015 - 2016 TO 2019 - 2020) - 01/07/2015**

RANK	2015 - 2016 (YEAR ONE)			Proposed Funding			
		Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	<b>BOARD OF SELECTMEN</b>						
	Capital Road Program	PW	1,500,000			1,500,000	
1	Bridge Replacement Program	PW	315,000	315,000			
2	Newtown H & L Fire House Construction (3 of 3)	FIRE	500,000	500,000			
2	Addition To S.H. Fire House Sub-Station	FIRE	375,000	375,000			
2	Fire Apparatus Replacement	FIRE	975,000	975,000			
3	Dickinson Parking Lots	P & R	500,000	500,000			
3	Eichlers Cove Improvements Phase (1 of 2)	P & R	325,000	325,000			
	Community Center Construction Phase (1 of 3)	P & R	9,550,000		9,550,000		
5	Town Sidewalk/Streetscape Plan	ECON DEV	350,000	100,000	250,000		
5	Open Space Acquisition Program	LAND USE	250,000	250,000			
2	FFH Building Demolition	FFH	3,500,000	3,500,000			
4	Edmond Town Hall Renovations	ETH	300,000	300,000			
4	Library Renovations	LIB	300,000	300,000			
	<b>BOARD OF EDUCATION</b>						
	High School Auditorium	BOE	3,600,000	3,066,000	534,000		
	<b>TOTALS</b>	>>>>>>>	<b>22,340,000</b>	<b>10,506,000</b>	<b>10,334,000</b>	<b>1,500,000</b>	<b>-</b>
RANK	2016 - 2017 (YEAR TWO)			Proposed Funding			
		Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	<b>BOARD OF SELECTMEN</b>						
	Capital Road Program	PW	1,750,000			1,750,000	
	Bridge Replacement Program	PW	300,000	300,000			
	Fire Apparatus Replacement	FIRE	975,000	575,000			400,000
	Community Center Construction Phase (2 of 3)	P & R	10,000,000	10,000,000			
	Town Sidewalk/Streetscape Plan	ECON DEV	350,000	350,000			
	Treadwell Park Parking	P & R	550,000	550,000			
	Senior Center Design Phase	SR CTR	500,000	500,000			
	Open Space Acquisition Program	LAND USE	250,000	250,000			
	FFH Building Demolition	FFH	3,500,000	3,500,000			
	<b>BOARD OF EDUCATION</b>						
	High School Roof - Restoration & Replacement	BOE	1,040,000	1,040,000			
	<b>TOTALS</b>	>>>>>>>	<b>19,215,000</b>	<b>17,065,000</b>	<b>-</b>	<b>1,750,000</b>	<b>400,000</b>
RANK	2017 - 2018 (YEAR THREE)			Proposed Funding			
		Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	<b>BOARD OF SELECTMEN</b>						
	Capital Road Program	PW	2,000,000			2,000,000	
	Bridge Replacement Program	PW	414,000	414,000			
	Community Center Construction Phase (3 of 3)	P & R	5,000,000	5,000,000			
	Eichlers Cove Improvements Phase (2 of 2)	P & R	500,000	500,000			
	Edmond Town Hall Renovations	ETH	250,000	250,000			
	Library Renovations	LIB	250,000	250,000			
	FFH Building Demolition / Infrastructure	FFH	3,500,000	3,500,000			
	Police Facility Design	POLICE	500,000	500,000			
	Town Sidewalk/Streetscape Plan	ECON DEV	350,000	350,000			
	Open Space Acquisition Program	LAND USE	250,000	250,000			
	<b>BOARD OF EDUCATION</b>						
	Hawley School - Roof Replacement	BOE	800,000	528,000	272,000		
	Middle School Renovation - Phase 0	BOE	100,000	100,000			
	Middle School Renovation - Phase 1	BOE	2,100,000	2,100,000			
	Middle Gate - Boiler Replacement	BOE	650,000	650,000			
	<b>TOTALS</b>	>>>>>>>	<b>16,664,000</b>	<b>14,392,000</b>	<b>272,000</b>	<b>2,000,000</b>	<b>-</b>
RANK	2018 - 2019 (YEAR FOUR)			Proposed Funding			
		Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	<b>BOARD OF SELECTMEN</b>						
	Capital Road Program	PW	2,000,000			2,000,000	
	Bridge Replacement Program	PW	350,000	350,000			
	FFH Walking Trails Phase III	FFH	500,000	500,000			
	Dickinson Park Phase III	P & R	1,300,000	1,300,000			
	Municipal Facility - Construction Phase (1 OF 2)	-	5,000,000	5,000,000			
	Town Sidewalk/Streetscape Plan	ECON DEV	350,000	350,000			
	Open Space Acquisition Program	LAND USE	250,000	250,000			
	<b>BOARD OF EDUCATION</b>						
	Middle School Renovation - Phase 2	BOE	4,805,000	4,805,000			
	<b>TOTALS</b>	>>>>>>>	<b>14,555,000</b>	<b>12,555,000</b>	<b>-</b>	<b>2,000,000</b>	<b>-</b>
RANK	2019 - 2020 (YEAR FIVE)			Proposed Funding			
		Dept.	Amount Requested	Bonding	Grants	General Fund	Other
	<b>BOARD OF SELECTMEN</b>						
	Capital Road Program	PW	2,000,000			2,000,000	
	Bridge Replacement Program	PW	400,000	400,000			
	Municipal Facility - Construction Phase (2 OF 2)	-	5,000,000	5,000,000			
	Town Sidewalk/Streetscape Plan	ECON DEV	350,000	350,000			
	Open Space Acquisition Program	LAND USE	250,000	250,000			
	FFH Building Demolition / Infrastructure	FFH	1,000,000	1,000,000			
	<b>BOARD OF EDUCATION</b>						
	Middle Gate - Roof Replacement	BOE	1,500,000	990,000	510,000		
	<b>TOTALS</b>	>>>>>>>	<b>10,500,000</b>	<b>7,990,000</b>	<b>510,000</b>	<b>2,000,000</b>	<b>-</b>
<b>GRAND TOTALS</b>			<b>83,274,000</b>	<b>62,508,000</b>	<b>11,116,000</b>	<b>9,250,000</b>	<b>400,000</b>

Town of Newtown, Connecticut  
*Capital Improvement Plan*  
 '15/'16 thru '19/'20

**PROJECTS & FUNDING SOURCES BY DEPARTMENT**

Department	Project#	Priority	'15/'16	'16/'17	'17/'18	'18/'19	'19/'20	Total
<b>Board of Education</b>								
High School Auditorium Improvements (Part 2)	BOE - 1	1	3,600,000					3,600,000
<i>Bonding</i>			3,066,000					3,066,000
<i>Grants</i>			534,000					534,000
High School Roof Restoration & Replacement	BOE - 2	1		1,040,000				1,040,000
<i>Bonding</i>				1,040,000				1,040,000
Hawley School - Roof Replacement	BOE - 3	1			800,000			800,000
<i>Bonding</i>					528,000			528,000
<i>Grants</i>					272,000			272,000
Middle Gate Boiler Replacement	BOE - 4	1			650,000			650,000
<i>Bonding</i>					650,000			650,000
Middle School Improvements	BOE - 5 & 6	1			2,200,000	4,805,000		7,005,000
<i>Bonding</i>					2,200,000	4,805,000		7,005,000
Middle Gate - Roof Replacement	BOE - 7	1					1,500,000	1,500,000
<i>Bonding</i>							990,000	990,000
<i>Grants</i>							510,000	510,000
<b>Board of Education Total</b>			3,600,000	1,040,000	3,650,000	4,805,000	1,500,000	14,595,000
<b>Economic Development</b>								
Town Sidewalk / Streetscape Plan	EDC - 2	n/a	350,000	350,000	350,000	350,000	350,000	1,750,000
<i>Bonding</i>			350,000	350,000	350,000	350,000	350,000	1,750,000
<b>Economic Development Total</b>			350,000	350,000	350,000	350,000	350,000	1,750,000
<b>Edmond Town Hall</b>								
Edmond Town Hall Building Renovations	ETH-1	n/a	300,000		250,000			550,000
<i>Bonding</i>			300,000		250,000			550,000
<b>Edmond Town Hall Total</b>			300,000		250,000			550,000
<b>FFH</b>								
FFH Walking Trails (Phase III)	FFH-1	n/a				500,000		500,000
<i>Bonding</i>						500,000		500,000
FFH Building Demolition	FFH-2	n/a	3,500,000	3,500,000	3,500,000		1,000,000	11,500,000
<i>Bonding</i>			3,500,000	3,500,000	3,500,000		1,000,000	11,500,000
<b>FFH Total</b>			3,500,000	3,500,000	3,500,000	500,000	1,000,000	12,000,000
<b>Fire</b>								
Newtown H&L Fire House Construction	Fire - 1	n/a	500,000					500,000
<i>Bonding</i>			500,000					500,000

Department	Project#	Priority	'15/'16	'16/'17	'17/'18	'18/'19	'19/'20	Total
Addition to Fire House Sub-Station <i>Bonding</i>	Fire -2	n/a	375,000 375,000					375,000 375,000
Replacement of Fire Apparatus <i>Bonding</i> <i>Other</i>	Fire -3	n/a	975,000 975,000	975,000 500,000				1,950,000 1,475,000 475,000
<b>Fire Total</b>			<b>1,850,000</b>	<b>975,000</b>				<b>2,825,000</b>
<b>Land Use</b>								
Open Space Acquisition Program <i>Bonding</i>	Land -1	n/a	250,000 250,000	250,000 250,000	250,000 250,000	250,000 250,000	250,000 250,000	1,250,000 1,250,000
<b>Land Use Total</b>			<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>1,250,000</b>
<b>Library</b>								
Library Building Renovations <i>Bonding</i>	LIB-1	n/a	300,000 300,000		250,000 250,000			550,000 550,000
<b>Library Total</b>			<b>300,000</b>		<b>250,000</b>			<b>550,000</b>
<b>Parks &amp; Recreation</b>								
Dickinson Park Playground Phase III <i>Bonding</i>	P&R-1	n/a				1,300,000 1,300,000		1,300,000 1,300,000
Community Center <i>Bonding</i> <i>Grants</i>	P&R-4	n/a	9,550,000 9,550,000	10,000,000 10,000,000	5,000,000 5,000,000			24,550,000 15,000,000 9,550,000
Eichtler's Cove Improvements <i>Bonding</i>	P&R-5	n/a	325,000 325,000		500,000 500,000			825,000 825,000
Treadwell/Dickinson Parking Lots <i>Bonding</i>	P&R-7	n/a	500,000 500,000	550,000 550,000				1,050,000 1,050,000
<b>Parks &amp; Recreation Total</b>			<b>10,375,000</b>	<b>10,550,000</b>	<b>5,500,000</b>	<b>1,300,000</b>		<b>27,725,000</b>
<b>Police</b>								
Police Facility <i>Bonding</i>	Pol -1	n/a			500,000 500,000	5,000,000 5,000,000	5,000,000 5,000,000	10,500,000 10,500,000
<b>Police Total</b>					<b>500,000</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>10,500,000</b>
<b>Public Works</b>								
Capital Road Program <i>General Fund</i>	PW -1	n/a	1,500,000 1,500,000	1,750,000 1,750,000	2,000,000 2,000,000	2,000,000 2,000,000	2,000,000 2,000,000	9,250,000 9,250,000
Bridge Replacement Program <i>Bonding</i>	PW -2	n/a	315,000 315,000	300,000 300,000	414,000 414,000	350,000 400,000	400,000 400,000	1,779,000 1,829,000
<b>Public Works Total</b>			<b>1,815,000</b>	<b>2,050,000</b>	<b>2,414,000</b>	<b>2,350,000</b>	<b>2,400,000</b>	<b>11,029,000</b>
<b>Senior Center</b>								
New Senior Center <i>Bonding</i>	SR CTR-1	n/a		500,000 500,000				500,000 500,000

Department	Project#	Priority	'15/'16	'16/'17	'17/'18	'18/'19	'19/'20	Total
Senior Center Total				500,000				500,000
<b>GRAND TOTAL</b>			22,340,000	19,215,000	16,664,000	14,555,000	10,500,000	83,274,000