

TOWN OF BLOOMFIELD

HUMAN SERVICES FACILITY BUILDING COMMITTEE MEETING

FINAL APPROVED MINUTES

There was a meeting of the above referenced committee on Monday, September 19, 2016 at 5:30pm in Room #1 of the Human Services Building located at 330 Park Avenue in Bloomfield, CT.

Committee members present were: Alan Budkofsky, Bob Berman, Lou DeSario, Kevin Hussain (via Facetime), Lucille Morisse, John Sheehan, Joe Suggs, Paula Walek, and Mark Weisman

Absent: Kenneth McClary and Elizabeth Washington

Staff (acting as Ex-Officio Members) present: Yvette Huyghue-Pannell, Director of Senior Services, Camilla Jones, Director of Social and Youth Services, and Dave Melesko, Director of Leisure Services

Also present: Mayor Joan Gamble, Nancy Haynes, Purchasing & Risk Manager, Sharron Howe (representing Philip K. Schenck, Jr., Ex-Officio Member), and Councilor Leon Rivers

Guests and residents: Joan Geeter

The meeting was called to order at 5:39 p.m.

Welcome

Mayor Joan Gamble opened with a welcome and thanks for all who could attend the meeting and participate as committee members. Mayor Gamble also discussed the selection of a Chair to the Committee. It was moved by L. Morisse and seconded by P. Walek to appoint Joe Suggs as Chair.

Review of Building Committee Charge

Mayor Gamble reviewed the committee charge as set forth by the Town Council:

The Building Committee is charged with seeking a new facility for the Alvin and Beatrice Wood Human Services Facility. The overriding objective of the project is to

effectively, economically, and responsibly maximize space, to provide the most benefit, from a senior services, leisure services, and social and youth services perspective, to the community of Bloomfield.

Mayor Gamble offered to make herself available to the committee freely and when needed.

Chair Suggs thanked the Mayor for her remarks and opened the floor to Councilor Rivers.

Councilor Rivers referenced and discussed the email from State Representative David Baram to the Democratic Town Council members, regarding information which should be assembled to help pass the Bonding Referendum.

J. Suggs discussed possible needs for a Co-chair, Vice-chair, or Secretary. M. Weisman volunteered to act as Secretary to the Committee; it was moved by B. Berman and seconded by P. Walek to appoint M. Weisman as Secretary. The motion passed unanimously.

P. Walek inquired if the Secretary is able to serve as Vice-chair in the event the Chair is not present. Chair Suggs asked the committee for those in favor of Secretary M. Weisman serving as Chair in the event Chair Suggs is unavailable. It was unanimously approved by the committee members to have M. Weisman serve as Chair in the event Chair Suggs is unavailable.

Status

Referendum/Advocacy Limitations:

- Funds were placed in the CIP (Capital Improvement Project) Budget last year
- Centerbrook Associates worked with D. Melesko, Y. Huyghue-Pannell, and C. Jones to produce a space utilization program and preliminary design concepts for a brand new building utilizing 52,000 sq ft instead of the existing building which has 92,000 sq ft

Explanatory Text Review:

N. Haynes discussed what the committee members and Town staff members can and cannot do or use (i.e. town resources and copy machines) in support of the Bond Referendum.

A. Budkofsky inquired if an environmental assessment had been completed thus far? The answer was no, only place holders have been set for items such as asbestos and lead.

P. Walek inquired if the Committee has the option of selecting an architect for the project or is Centerbrook the final and only option. N. Haynes explained that the committee/Town may select another architect and recommended that the committee begin that process immediately if that is their desire.

It was moved by B. Berman and seconded by Secretary M. Weisman to request that the Town put out an RFP for the selection of an architect. The motion passed unanimously.

N. Haynes asked if there were a few members who would like to assist in writing and reviewing the RFP; M. Weisman, K. Hussain, and L. DeSario volunteered to assist.

There was a discussion regarding the need for a detailed Phase I environmental study to be completed by a qualified consultant. N. Haynes explained that there is no money allocated prior to referendum for such services, and that proceeding with such an investigation may be construed as being in support of the referendum.

Chair Suggs requested that Town Manager, Philip Schenck, and Department Heads C. Jones, D. Melesko, and Y. Huyghue-Pannell present their thoughts and desires for the new facility at the next committee meeting.

B. Berman inquired about a Council Liaison; Councilor Rivers volunteered.

#### Schedule for Future Meetings

The statutory requirement for posting meeting notices is 48 hours in advance of the meeting.

There was a discussion regarding the agenda items for the next meeting:

- Town Manager, Phil Schenck
- Bond Counsel
- Staff report and comments/desires

- Draft and approval of RFP for new architects

There was a discussion regarding the need and desire for a staff-guided walk-thru of the existing Human Services Building led by D. Melesko, to include Howard Frydman from BATV. Those committee members interested will contact D. Melesko.

The next meeting of the Committee was scheduled for Wednesday, October 5, 2016 at 5:30pm at a location to be determined based upon phone-conferencing needs and capabilities. B. Berman would not be present but available via phone. L. DeSario will be absent at the meeting, too, but may possibly be available via phone.

Public Comments

None

At 7:04 p.m., it was moved by M. Weisman and seconded by A. Budkofsky to adjourn the