

## **Meeting Minutes**

Community Facilities Building Committee

January 10, 2024, at 7:00p.m. – Trumbull Town Hall Council Chambers

Present Members:           Lori Hayes-O'Brien, Chairman  
                                  Dawn Cantafio, Vice Chairman  
                                  Mike Buswell  
                                  Ron Foligno  
                                  Gail Ritacco  
                                  Tony Silber  
                                  Dean Fabrizio  
                                  Richard Croll  
                                  Kelly Mallozzi  
                                  Matthew Sather

Absent Members:           Dave Galla

Also Present:               Vicki A. Tesoro, First Selectman  
                                  Cynthia Katske, Chief Administrative Officer  
                                  Dan Schopick, Town Attorney  
                                  Kevin Bova, Purchase Agent

Residents:                 Richard White, 169 Church Hill Road  
                                  Marie Monks, 232 Church Hill Road  
                                  Kathryn Leudtke, 216 Church Hill Road  
                                  Kim DiCorpo, 33 Brewster Place,

The Chairman called the meeting to order at 7:01p.m.

### **Pledge of Allegiance**

### **Public Comment**

Richard White, 169 Church Hill Road, voiced concerns regarding the fact that the new contract between QA&M Architects and the Town of Trumbull was not attached to the December CFBC minutes. He questioned whether the Committee has completed or is completing the necessary application requirements for an 8-24 hearing (particularly notifying abutters within 250 feet) with the Trumbull Planning and Zoning Commission (PZC) as there is one scheduled for January 17<sup>th</sup>. See comments attached.

Marie Monks, 232 Church Hill Road, voiced concerns regarding the noticing of neighbors, informing residents of the proposed plans for Hardy Lane, and whether there is intent to share those plans with the PZC. She questioned whether building in a watershed area would create problems for the neighborhood and requested additional information on stormwater management and erosion control plans for the neighborhood.

Kathryn Leudtke, 216 Church Hill Road, supported Ms. Munts comments, adding that no residents near the Hardy Lane site were informed of the upcoming 8-24 referral to the PZC. She also voiced concerns for traffic, safety, and the increase of impervious surfaces in the area.

Kim DiCorpo, 33 Brewster Place, voiced environmental concerns for the area, noting she sat as a Trumbull conservation commissioner for four years. She also stated concerns for safety, traffic, property

values, neighborhood character / aesthetics, and the speed at which the proposed project is moving through the approval process.

Public comment closed at 7:12p.m.

### **Approval of 12/20/23 Special Meeting Minutes**

MOTION made Cantafio, seconded Fabrizio to approve the December 20, 2023, special meeting minutes as amended. The motion carried unanimously. *Abstentions: Cantafio, Croll, Sather, and Mallozzi.* The Committee requested that Dawn Cantafio be removed from the list of present members as she was not an active member at that time and that several typos be corrected.

### **Introduction of New Committee Members / Committee Assignments**

The Chairman announced the new Committee members (Richard Croll, Kelly Mallozzi, and Matthew Sather) who briefly introduced themselves to the group.

Chairman Hayes-O'Brien requested additional help from Committee members in keeping up with miscellaneous goings on related to the Committee's charge (i.e. following up on inquiries to Town staff). She clarified that members are not expected to speak to any technical information, rather primarily serve as liaisons where needed. The Committee voiced support for this and key roles were discussed. Ms. Cantafio clarified that she is no longer a member of Trumbull Town Council which is why she was removed as the Town Council Representative for the CFBC. She is now a regular member of the CFBC.

MOTION made Foligno, seconded Silber to amend the meeting agenda to include an election for Vice Chairman. The motion carried unanimously.

MOTION made Foligno, seconded Ritacco to elect Dawn Cantafio as the Vice Chairman of the CFBC. The motion carried unanimously.

The Committee identified a need to increase public engagement (i.e. listening sessions). The Chair clarified that there are two types of outreach that will happen prior to a Town referendum: outreach to (1) abutting property owners and (2) the general public. The Committee can decide when to conduct public outreach.

Mr. Silber stated that the Committee has no desire to harm the watershed in the area, rather this project is an opportunity to improve the quality of the watershed here and address hardy lane runoff issues.

### **Next Steps**

There was a request for clarification as to what an 8-24 referral is and why it is happening at this time. Atty. Schopick reviewed this process with the Committee. CT State Statute requires a municipal referral process any time a town is acquiring land or constructing on town owned land as the Town is exempt from zoning. The PZC is solely concerned with whether the Town should utilize the site in question for a community / senior center, this is why they only require the traffic study and site plan for the proposed project. They can request additional information if they feel they need it, though it must be considered pertinent to that which is relevant to site selection as that is their purview. If PZC does not support the site, the Town Council can still choose to support it given a two-third majority approval. The Town has not done a referendum in some time. A referendum will be necessary if the project is approved because the, newly revised, Town Charter states any time the Town spends more than 15 million dollars, a

referendum is required. The Chairman encouraged Committee members to attend the January 17th PZC where QA&M will present information for the 8-24 referral.

Atty. Schopick stated that it makes the most sense to go through the 8-24 referral process with PZC and share the proposal with the Town Council prior to moving forward with any additional steps for the project. This is because without these approvals, the project couldn't move forward, and the other meeting would have been for not. The Police Commission, Health Commission, and many others will be consulted on the project before it is formally approved. Mr. Sather voiced concerns for whether the Committee is following the building committee rules and for the fact that outside organizations are being paid to give their input on this project when Town professionals are available. Several members felt the PZC should have more information than that which was shared with them, but it was determined to be unnecessary to share additional information. Mr. Silber stated it is common for the PZC to seek informal assurances from other town officials when they have concerns about various project elements. He also clarified that wetlands approvals are not needed for this site because the proposed does not sit within 100 feet of a designated wetland area. The entire feasibility report is available on the Town website.

Mr. Sather asked if there was anything illegal about having the Town traffic authority or health director review the information and give their opinion to PZC in advance of the 8-24 referral decision. Atty. Schopick confirmed there is nothing prohibiting this, though it is not required. The Chairman stated that the proposal will go before many Boards as it moves forward, and it is important to stick to what is required and provide additional information as needed. The Chairman is going to work to put together a clearer timeline outlining next steps for the Committee and Hardy Lane project. The Town's standard Building Committee rules provide said timeline, though it can be confusing. Mr. Croll felt a clearer timeline would help the public better understand when there are opportunities for input.

The Committee intends to invite various town officials to upcoming CFBC meetings to garner their insights and thoughts on the project.

The Committee discussed rescheduling the next regular meeting of the CFBC. The Chair will email the final decision. Atty. Schopick reminded the Committee to be sure they are not having discussions outside of meetings and to be mindful of whether they reach a quorum when visiting other Boards / Commissions.

The Chairman recapped the most recent Town Council meeting during which she provided a quarterly report to the Council reviewing what the Committee has done over the past several months. Several members of the public spoke at this meeting, and the Committee was encouraged to listen to the recording. The new contract between the Town and QA&M Architects is in those meeting minutes.

Concerns were raised for the number of parking spaces proposed for Hardy Lane, and the Committee decided to consider expanding the parking later in the process.

### **Adjournment**

MOTION to adjourn made by Cantafio, seconded Mallozzi. The motion carried unanimously. The January 10, 2024, meeting of the Trumbull CFBC adjourned at 8:41p.m.

Respectfully Submitted,  
Gia Mentillo, Committee Clerk

During your last meeting, there was discussion of a new contract for architectural and engineering services for roughly \$1.2 Million with some sort of exit clause after the first \$150,000 if the town does not move forward with the referendum.

The contract was not included in your agenda nor in the minutes for your meeting. It finally appeared on the town website on page 79 of the next Board of Finance meeting as supporting material for a \$150,000 supplemental for "Phase IIa — Schematic Design and Detailed Cost Estimates".

The contract, dated from September, includes an additional \$300,000 for "Phase IIb — Design Development, Municipal Approvals, Estimating & Referendum Support".

Municipal Approval includes "formal submission to the Town of Trumbull's Administrative Commissions, Design Review Committee, Engineering, Inland Wetlands, and Planning and Zoning Commission".

I can't imagine that this Building Committee will be moving forward with an 8-24 Hearing and Referendum without both the Phase IIa and Phase IIb items being properly funded and completed. I can't imagine P&Z will want anything less.

I learned that the Building Committee is planning an 8-24 Hearing before Planning and Zoning next week. When did you vote to move forward with this submission? As you know there is a thirty-five day "clock" that starts with a Building Committee submitting some sort of document to Planning and Zoning. Has that clock already started?

I have printed copies of the Planning and Zoning Site Approval Application and Checklist. Which of these checklist items, if any, has the Building Committee completed and when will they be forwarded to P&Z?

I have printed a draft "Abutter Notification" letter that is to be sent to all abutters within 500-feet of any similar application. Has this most basic and common of P&Z tasks been completed?

The "public" does not want fancy renderings, 3D models, floor plans, and curtain materials AND NOTHING ELSE. The "public" wants to know that all required applications and processes, that would be required for any residential or commercial development, are being followed.