

Town Council
Town of Trumbull
CONNECTICUT
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TOWN HALL
Trumbull

TELEPHONE
(203) 452-5000



LEGISLATION & ADMINISTRATION COMMITTEE
MINUTES
JANUARY 29, 2024

CALL TO ORDER: The Chair called the meeting to order at 7:04 p.m. All present joined in a moment of silence and the Pledge of Allegiance.

ROLL CALL: The clerk called the roll and recorded it as follows:

PRESENT: Chairman Joseph Pifko, Vice Chairman Mike Buswell, Steve Lemoine, Veronica Lenzen, Jason Marsh, Nikki Satin, Alternate, Tony Scinto, Alternate

ABSENT: Ashley Gaudiano

ALSO

PRESENT: First Selectman Vicki A. Tesoro, Chief Administrative Officer Cynthia Katske, Town Attorney Daniel Schopick, Town Council Chairman Carl Massaro, Council members Tony Dorsey, Richard Wolf, Kevin Shively, (arrived at 7:18 p.m.), Director of Public Works George Estrada, Town Engineer/WPCA Administrator William Maurer, BOE Director of Operations Dave Cote, Middlebrook and Booth Hill Elementary School Roof Building Committee Chairman Patricia Borghesan, Veterans and First Responder Center Building Committee Chairman Ray Baldwin

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1. RESOLUTION TC30-17: Moved by Marsh, seconded by Satin
BE IT RESOLVED, That the final drawings and project manual along with the cost estimates for the Booth Hill Elementary School Roof Project, dated December 20th, 2023, as approved by the Board of Education on January 9, 2024, and the Middlebrook and Booth Hill Elementary School Roof Building Committee on January 10, 2024, are hereby approved.

Dave Cote BOE Director of Operations was present and explained they are preparing to go out to bid, they have their state plan completions review meeting on Wednesday morning and are hoping everything passes. This has been circulated through the town's Building Department, Fire Marshal's office and the Health Department and have received signoffs from all those departments. The project will be completed this summer, it has to be per the state students cannot be in the school during the project.

Middlebrook's roof was a much larger roof with multiple levels. Booth Hill and Jane Ryan's roofs are the two smallest roofs of the elementary schools. The hexagon shape at the front of the buildings does provide for a bit of a design challenge, but he likes how the architect addressed that. He created crickets in those valleys to provide good support, so the membrane is not worn out like they have been experiencing.

They will go down to the decking and replace the whole roof, they plan on going out to bid for a 20-year roof but will also include an add-alternate for a 30-year roof. If the increase in price is small enough it may still be within the available funds as it was for the other roof project. They will start the project just as the students get out of school mid-June and will complete it by the end of August.

Moved by Lenzen, seconded by Buswell to send to the Town Council. VOTE: Motion CARRIED unanimously.

2. RESOLUTION TC30-18: Moved by Lemoine, seconded Lenzen
WHEREAS, the State of Connecticut Bond Commission has authorized \$820,000 for the Williams Road Culverts and Reconstruction project; and
NOW, THEREFORE, BE IT RESOLVED, that Vicki A. Tesoro, First Selectman is hereby authorized to accept the State Bond Commission funds for the Williams Road Culverts and Reconstruction project, and to sign the application, assistance agreement, and all subsequent amendments, reports, and related documents in order to administer and implement the project. (Full Resolution Attached)

Mr. Maurer explained they had applied for this grant for the culverts at Edison Road and Williams Road and have been awarded \$820,000. The \$820,000 covers 50% of the total cost of the project which is \$1,6 million. Mr. Maurer requested the Town Council pass this as emergency legislation.

Moved by Lenzen, seconded by Satin to send to the Town Council. VOTE: Motion CARRIED unanimously.

3. RESOLUTION TC30-19: Moved by Buswell, seconded by Lenzen
BE IT RESOLVED, the Town Council hereby approves the preliminary plans to construct a new Veterans and First Responder Center on 1 Veterans Circle at Kaatz Pond in the Town of Trumbull and authorizes construction of the septic system, building foundation, stormwater management system and parking lot.

Chairman of the Veterans and First Responder Center Building Committee Ray Baldwin was present and explained the plans for this phase of construction were approved by the Council on May 3, 2021. They are beginning to prepare to go out to bid on phase one of construction, which includes two parts. The first part is the sitework - the septic system, stormwater remediation, removal of the old asphalt lot, site-lighting, plantings, and professional engineering fees.

They will not be doing the following during this phase:

- New paving because it doesn't make sense to put a new parking lot down during construction.
- Site lighting & plantings because there will still be on-going construction.

The second part of the phase one involves construction and backfill of the foundation. These will go out as two bids. Any company who has the capabilities can bid on both or just one. The Building Committee will meet this Wednesday to do a page-by-page review and hopefully get approval for the plans as presented by the architect and then the town purchasing agent will put the bid package together and send it out for bid.

The cost of doing this first phase is approximately \$690,000. They will be using the \$750,000 received from Representative Hines. They heard today that they have \$250,000 earmarked for the VFW that was due to expire in June of 2024, but has been extended another year to June of 2025. The STEAP money, \$69,000 is at risk. If it is not invoiced by April of this year, it will be lost. The third and final stage will take place after these first two phases - the vertical construction of the building.

Rina Bakalar received an email from Senator Moore's office asking for an update and a revised application for the \$1.2 million in supplemental bonding requested. They are hopeful that will come through in the next six months and begin construction. They are hoping to go out to bid in February. It was confirmed the septic system is included in this phase.

Dan Sacco of the Building Committee presented the Veteran and First Responders Building Committee Business Plan, (See Attached). Their goal is to get to a point where they don't have to come back to the town for funding. The operating costs were estimated on the high side. They looked at the number of days available for the two rooms, there is a day and a night part to this, and a day and night for the weekends. They backed out the dates the veterans have meetings and another 50 days for when the town might use them. They planned the rentals as one per week for days. They estimated the costs on the high side and the rentals on the low side.

The committee voted any of the revenue brought in for naming rights would be kept separate as an "in-case-they-need" account. They anticipate at the end of the year they would have \$360,000 in that account. They believe the building will cover itself.

It was suggested the reservation system be updated, possible an online reservation system implemented. Mr. Sacco noted they will have an individual hired that would have a cell

phone dedicated to scheduling events. They also have a website. At some point they will hire a manager for the facility who will oversee that.

Moved by Lenzen, seconded by Buswell to send to the Town Council. VOTE: Motion CARRIED unanimously.

4. RESOLUTION TC30-20: Moved by Lenzen, seconded by Satin
BE IT RESOLVED, That First Selectman Vicki A. Tesoro is hereby authorized to sign the Agreement entitled "Master Municipal Agreement for State Funded Construction Projects".

Mr. Maurer explained the state requires a master municipal agreement one for design and another for construction. They have a ten-year cycle. If the agreement is not in place the town can not construct. The MMA for design is already in place. Mr. Maurer requested that the Town Council pass this as emergency legislation.

Moved by Lenzen, seconded by Buswell to send to the Town Council. VOTE: Motion CARRIED unanimously.

5. RESOLUTION TC30-27: Moved by Satin, seconded by Lenzen
BE IT RESOLVED, That _____, a member of the Town Council, be and the same is hereby appointed as a member of the Middlebrook Elementary School HVAC Improvements Building Committee.

Moved by Lemoine, seconded by Marsh to amend the resolution by inserting the name Tony Dorsey.

Mr. Dorsey is replacing Mr. DeCruze

Moved by Satin, seconded by Lenzen to send to the Town Council. VOTE: Motion CARRIED unanimously.

ADJOURNMENT: There being no further business to discuss and upon motion made by Lenzen, seconded by Buswell the L&A Committee adjourned by unanimous consent at 7:26 p.m.

Respectfully Submitted,

Margaret D. Mastroni
Margaret D. Mastroni Clerk

FULL RESOLUTION

RESOLUTION TC30-18: WHEREAS, the State of Connecticut Bond Commission has authorized \$820,000 for the Williams Road Culverts and Reconstruction project; and

WHEREAS, the culverts in the area of Williams Road and Edison Road are failing and require reconstruction in order to prevent flooding that is affecting residents and the Police Station; and

WHEREAS, the project is fully designed and shovel ready; and

WHEREAS, the Town of Trumbull has committed an additional \$821,000 toward the project; and

WHEREAS, the total project budget, inclusive of the State Bond funding and the Town of Trumbull contribution is approximately, \$1,641,000,

NOW, THEREFORE, BE IT RESOLVED, that the Trumbull Town Council authorizes Vicki A. Tesoro, First Selectman, to accept the State Bond Commission funds for the Williams Road Culverts and Reconstruction project, and to sign the application, assistance agreement, and all subsequent amendments, reports, and related documents in order to administer and implement the project.

**Trumbull Veterans and First Responders
Building Committee**

Operating Budget and Plan

OVERVIEW OF EXPENSES AND INCOME

Held in reserve to assure costs coverage

CATEGORY	PRE OPENING	YEAR 1 Rental	OPERATING FUND
Pre Program Sales	308,500		
Year One Rental Income		174,500	
Year One Income - Pre and Rental			483,000
Operating Costs Year 1		172,350	
Total Funds Available End Year 1			310,650

Table 1

OPERATING BUDGET PLANNING			
CATEGORY	ITEM	EST. COST	TOTAL COST
UTILITIES	ELECTRIC	20,000	
	HEAT	15,000	
	CABLE/INTERNET	2,750	
	WATER	1,800	
	Garbage	4,000	
	Pest Control	2,000	
	TOTAL UTILITIES		
INSURANCE	BUILDING	3,500	
	LIABILTY	1,500	
	D&O Policy	3,000	
			8,000
SECURITY		1000	1000
MAINTENANCE/UPKEEP	LANDSCAPING	2,000	
	PLOWING	4,000	
	REPAIRS	2,500	
	CLEANING	32,000	
	SUPPLIES	5,000	
	TOTAL MAINTAINENCE		
MANAGEMENT	OVERSITE, RENTAL	3,800	
	VOLUNTEERS		
	RENTAL SUPERVISION AND	31,000	
	MGMT.		
	SCHEDULER	25,000	
	BOOKKEEPING FEES	12,000	
	INSPECTIONS/FEES	500	
TOTAL MANAGEMENT			72,300
TOTAL EXPENSES YR 1			172,350

Table 1

RENTAL INCOME YEAR 1					
	COST	NUMBER OF RENTALS	INCOME TOTAL	INCOME TTTL	Notes
RENTAL ESTIMATES					
DAY	500	52	26,000		
EVENING	500	52	26,000		
WEEKEND DAY	750	52	39,000		
WEEKEND EVENING	1200	45	54,000		
TOTAL RENTALS		201	145,000		201 of 1,380 rental opp.
TOWN/OFFICIAL GOV'T MEETING USE	50	50	2,500		Cleaning Costs Only
VETERAN SCH. MEETINGS VFW/A.L.		24			
BUILDING FUND RAISING EVENTS		6	27,000		Sponsored Events
TOTAL INCOME YEAR 1				174,500	

PRE OPENING INCOME - TO BE HELD

NAMING RIGHTS ALL ITEMS					100,000	100,000
INDIVIDUAL DONATION LEVELS						
FRIEND			1,000	25	25,000	
BLUE			80	200	16,000	
WHITE			3	2,500	7,500	
RED			1	5,000	5,000	
GOLD			1	10,000	10,000	
TOTAL INDIVIDUAL PROGRAMS						63,500
CORPORATE DONATION LEVELS						
REMEMBERANCE				1	10,000	
LIBERTY				1	25,000	
PATROIT				0		
STARS AND STRIPES				0		
TOTAL CORPORATE PROGRAM						35,000
	Price to Buy		Our Cost	Profit Each		
WALL OF HONOR PLAQUES	125		15	110		110,000
TOTAL ALL PROGRAMS PRE OPENING						308,500