

**TOWN OF TRUMBULL
CONNECTICUT**

Town Hall
5866 Main Street
Trumbull, Connecticut 06611



Trumbull Community Center Study and Building Committee
Thursday, May 25, 2017
7:00 pm
Long Hill Conference Room, Trumbull Town Hall

Present: Co-Chairmen Joseph Pifko and Daniel Marconi; Committee Members Richard Seaman, David Preusch, Joseph Costa (7:03 pm), Lori Hayes-O'Brien (7:04 PM), Dawn Cantafio and Jeannine Stauder

Also Present: Lynn Arnow, Chief of Staff; Thomas Arcari, Quisenberry Arcari (arrived during Executive Session); John Marsilio, Director of Public Works; Kevin Bova, Purchasing Director

The meeting was called to order at 7:00 pm by Mr. Marconi followed by the Pledge of Allegiance.

Past Minutes

Motion was made by Mr. Marconi to approve the minutes of May 11, 2017, 2017 as written. Seconded by Mr. Seaman. Motion was approved with one abstention by Mrs. Stauder.

Public Comment

No public comment.

Executive Session

Motion was made by Mr. Seaman to enter into Executive Session at 7:03pm for the purpose of reviewing bid proposals from contractors. Seconded by Mr. Marconi and approved. Those included in the Executive Session were Mr. Pifko, Mr. Marconi, Mr. Seaman, Mr. Preusch, Mr. Costa, Mrs. Hayes-O'Brien, Mrs. Cantafio, Mrs. Stauder, Mr. Marsilio, Mrs. Arnow and Mr. Bova. Mr. Arcari was expected to enter the Executive Session on his arrival.

The Committee resumed its Public Session at 9:45 PM.

Motion was made by Mr. Seaman, seconded by Mrs. Stauder, to approve the candidates selected for interviews. Approved unanimously.

Motion was made by Mrs. Stauder, seconded by Mr. Marconi, to approve the interview questions and scoring matrix as developed by the Committee. Approved unanimously.

A schedule for the interviews was determined; all would be held on June 8th, beginning at 4:00 PM. Interviewees will be notified by Kevin Bova. Candidates will also be given a list of questions that are expected to be covered in the interview process.

Discussion; review of Quisenberry Arcari proposal for additional services not included in the original scope work. Because the project will most likely be subject to referendum, even though it may not reach the legally required bonding threshold for referendum, additional services from the architect are being sought to refine the Concept Design and project cost. The scope of the additional services will include: Website Design, Marketing and Communication; Presentation Materials, Extended Concept Design, Interior Finishes and Interior Project Renderings; and Energy Model and Life Cycle Analysis; Additional Meetings and Referendum Support Services.

Mrs. Hayes-O'Brien voiced concern about the term "marketing". After discussion with the Committee, Mr. Arcari explained that he has used this language in other proposals, but is happy to alter the language to 'public education'. Mr. Arcari will forward an amended proposal to Mr. Bova reflecting the changes discussed.

Mrs. Hayes-O'Brien inquired about the placement of Concept Design renderings in the schools and whether or not the Committee had approved. There was also a letter with the design that was apparently received by some of the recreation users. Lynn Arnow explained that the First Selectman requested that a set of boards be placed in each of the public buildings throughout the Town in an effort to raise public awareness of the project.

There was discussion around establishing a date for the referendum and whether or not this was the responsibility of the Committee. Lynn Arnow explained that Town Council would determine when and if a referendum were going to place. Mr. Costa suggested that the Committee try to figure out when the referendum might take place, and then work backwards to establish a schedule/timeline for the Construction Manager to refine the project cost.

Motion was made by Mr. Marconi, seconded by Mr. Preusch, to approve the following invoices for payment: Quisenberry Arcari (last step of Phase I of Concept Design), Quality Data Service (for printing/ mailing of the last postcard), and Tighe & Bond for the Traffic Study. Mr. Preusch explained that it was needed for Planning & Zoning site approval. Lynn Arnow explained that the study was needed in order to request further input from the State for a traffic light. Discussion ensued as to whether or not the cost of the Traffic Study should come out of the Community Center budget. All invoices were approved unanimously.

Meeting adjourned at 10:00 PM

Respectfully submitted,

Barbara Crandall
Clerk

