

**TOWN OF TRUMBULL
CONNECTICUT**

Town Hall
5866 Main Street
Trumbull, Connecticut 06611



Trumbull Community Center Study and Building Committee
Monday, June 26, 2017
5:30 pm
Long Hill Conference Room, Trumbull Town Hall

Present: Co-Chairmen Joseph Pifko and Daniel Marconi, Dawn Cantafio, Joseph Costa (arrived at 5:45 pm), Richard Seaman, David Preusch and Jeannine Stauder

Also Present: Lynn Arnow, Chief of Staff

Absent: Lori Hayes-O'Brien

The meeting was called to order by Mr. Marconi at 5:40 pm followed by the Pledge of Allegiance.

Past Minutes

Mr. Seaman moved to approve the minutes of June 8, 2017 as written. Seconded by Mrs. Stauder. Motion passed with one abstention by Mr. Preusch.

Public Comment

No public comment.

Old Business

The Committee reviewed the public educational materials being distributed.

1. The informational flyer was included in the tax bills. This was sent out through the First Selectman so it did not come out of the Building Committee budget.
2. QA recommended, in addition to the FAQs and Questions sent with the tax bills, a newspaper ad in the Trumbull Times that has the same information as the flyer. This information will be a full-page ad. The Committee will be given a lay out of the ad to review. Mrs. Arnow noted there is a deadline of June 30 to get the information to the Trumbull Times in order to be run in the July 6 edition. The Committee needs to approve the cost of the ad which would be a full-page, full-color layout with diagrams. Mrs. Cantafio requested budget figures. Mrs. Arnow noted there is approximately \$45,000 unencumbered. The ad is \$2,500. The cost for an ad in the Connecticut Post is about that amount since a half page is \$1,080. Circulation is unknown for the Post. The

intention is to have this information focused on Trumbull residents where the Post would be full circulation.

Mr. Costa entered the meeting at 5:45 pm.

It was felt, at a minimum, there should be an ad in the Trumbull Times to get the word out. It would include chairs' contact information and website information.

Mrs. Cantafio asked if there are any other large bills coming in the near future. Mrs. Arnow noted one of the items to be approved was the expansion of the purchase order for QA. They have lined up the geotechnical testing. They asked for a not-to-exceed cost of \$8,000. That number is already reflected in the \$45,000 balance. This is an expansion of the purchase order the Committee voted on at the last meeting. This is specifically for the geotesting that was not in that scope. Mrs. Arnow did inquire with the architect about any other invoices for the project and they did not know of anything additional. Mrs. Arnow noted they will not be able to go back for any more funding. Although opportunities for informing the public about the project should be taken, the Committee needs to be mindful of the budget.

Mr. Costa discussed the importance of the testing being done. The more information gathered, the more accurate the estimate will be. Mrs. Arnow noted the testing is being done now. The architect and CM are not at this meeting because they do not have the results of the testing. Another meeting is scheduled for Thursday where they will update the Committee on the progress. They will share information and should have preliminary results of the borings. They may also have cost estimates to share.

Another topic for Thursday's meeting will be the grant for the installation of a trailhead on the site. A lot of site work associated with this grant for the trailhead duplicates the development of the site for the community center. Tighe and Bond is working with the town to determine what those costs and percentages are, for both the community center and the trail head, so a dollar amount can be determined. Because the work is associated with this project, the cost of the work from Tighe and Bond will come out of the Committee's budget. This information will be presented on Thursday.

Mrs. Cantafio asked why the borings are being done without approval of the Committee. Mrs. Arnow noted she did reach out to the co-chairs because QA had an opportunity to conduct the borings last Friday. Knowing that geotesting was part of the cost assessment, she did get permission to expand the purchase order to pay that fee. Mrs. Arnow noted she has copies of the invoices to be approved for this project.

Mr. Costa asked if there were any proposals, as far as services, that were put on the table from Bismarck. Mrs. Arnow noted the town does not have an agreement with them yet. The Town Attorney is working on agreements but they have come back with no cost for their assessment to the Town. According to the scope of the work, which is to verify and confirm the architect's

estimate for construction, they have been asked for a price on the work and they have come back with no cost.

It was felt the newspaper ad was appropriate and should be published on July 6. The flyer was sent to residents even if their taxes are paid by another source. The information is on the home page of the town website. The ad needs to be enlarged so that it is readable. Mrs. Arnow will have a mock-up of the ad for the Committee on Thursday for approval. Circulation of the Trumbull Times was confirmed at 3,500.

3. Draft website templates were distributed and reviewed. This site is hosted by QA. The site will be updated and refined before it is live. There is no charge for this site as it is included in the cost of the services. Suggestions and corrections were made and will be forwarded to QA. Mrs. Cantafio requested if a running total of hits on the site could be included.

Motion was made by Mrs. Stauder to put an ad in the newspaper defining the Community/Senior Center. Seconded by Mr. Marconi. Mrs. Cantafio felt the Committee should review the information before making a decision. Mrs. Arnow needs approval to place the ad contingent on final approval of the mock-up content on Thursday. Mrs. Arnow needs to book the space in the paper so that it is held for the July 6 issue. This needs to be in process to hold the space, but on Thursday, the Committee can adjust the ad. Motion passed with one abstention by Mrs. Cantafio.

New Business

Mr. Pifko noted Committee approval is needed on two invoices from QA and then an invoice for the expansion of the purchase order for the geotesting.

One invoice from QA is for the creation of the presentation boards in the public buildings. QA also ordered easels for the presentation boards not realizing they would be unable to use them. There will be a credit to the invoice for \$781. It does not change the encumbrance for the project. The second part of the invoice is for the content of the website, newspaper ad, etc. The \$45,000 reflects everything that is already encumbered. Mr. Preusch asked for a summary sheet of the costs to date. Mrs. Arnow distributed this information to the Committee for discussion.

Mrs. Arnow noted that she spoke with Attorney Kokenos regarding concerns about materials the Committee can present to the public up to the point where there is a referendum. He has been asked to attend Thursday's meeting or give a summary to the Committee to explain what those parameters are. Mrs. Arnow stated that up until a referendum date is established or announced, the Committee can do public education. Once the referendum date is set, any materials the Committee would like to distribute must be approved by the Town Attorney and the Town Council. Mrs. Arnow had a sample of an announcement of a referendum. It is clearly a factual sheet; no opinions included regarding the project.

Motion was made by Mr. Pifko to approve payment of the invoices for QA. Seconded by Mr. Seaman. Invoice 9954 is for \$7,754.63 and invoice 9955 is for \$4,400. Approved unanimously.

Next Meeting

The next meeting will be held on Thursday, June 29 at 6:30 pm.

Adjournment

There being no further business, motion was made by Mr. Pifko to adjourn the meeting at 6:25 pm.
Seconded by Mrs. Stauder and approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk