

MEETING MINUTES

Trumbull Veterans & First Responders Building Committee

Long Hill Room, Trumbull Town Hall

Wednesday, March 11, 2020

Call to Order

The meeting was called to order by Chairman Ray Baldwin at 6:34 pm.

Pledge of Allegiance

Attendance:

Ray Baldwin, Chairman
Bruce Silverstone
Dan Sacco
MaryBeth Thornton
Michael Lombardo
Steve Lemoine
Preston Merritt

Also Present:

Rina Bakalar, Town of Trumbull, Economic & Community Development Director
Sijata Wilcox, Grant Writer
Jim Nugent, Town of Trumbull Attorney
Kevin Bova, Town of Trumbull Purchasing Agent
USMC Roy Molgard, Commander of VFW
Ernie Foito, Commander of American Legion
Graham Bisset, VFW
George Wiles, Architect
Nina Boyton, Resident

Public Comment

Ms. Boynton spoke with a company that sells timber framed buildings that are affordable and exquisite. Mr. Baldwin commented that this is our first organizational meeting and premature to discuss building design at this point, but will keep in mind.

Future Meeting Schedule

The schedule for future meetings was discussed.

Moved by Ms. Thornton, seconded by Mr. Sacco to hold future meetings on the first Wednesday of each month at 6:30 pm. **Vote: 7-0-0**

Election of Committee Vice Chairman

MaryBeth Thornton was nominated to be Committee Vice Chairman.

Moved by Mr. Silverstone, seconded by Mr. Lombardo to elect Ms. Thornton as Committee Vice Chairman. **Vote: 7-0-0**

Review Building Committee Rules/Regs

Mr. Baldwin asked that the Committee go over building committee rules and regulations, with the help of Jim Nugent, Town of Trumbull Attorney and Kevin Bova, Town of Trumbull Purchasing Agent.

Attorney Nugent discussed FOI issues. Reminded Committee members that emails are public and can be requested in various FOI requests. He advised to not discuss Committee business via email. Furthermore, if a group of committee members (four, which is a quorum) are on an email, that is considered a meeting.

Mr. Baldwin stated that he wanted to divide the Committee into 3 subcommittees to work on different aspects of the project and asked if this is permissible. Atty. Nugent said that this is permissible, but the if subcommittee members meet, they are still considered public meetings, would have to create meeting minutes and would have to comply with FOI.

Mr. Baldwin proposed that if whoever is on subcommittee doing work apart from general TVFR Building Committee, they should report back at regular committee meeting. Atty. Nugent said this is permissible.

The Committee is going to proceed in compliance with Town's purchasing procedures. There are steps to follow when seeking to hire professionals, i.e., architect, in order to be in compliance. Must submit a Request for Qualification (RFQ). Criteria is set for architects interested in project, get responses, evaluate responses, set up interviews with top responders, use a scale on scoring and then rate responses. Select the architect in a public meeting. Go through similar steps when selecting a general contractor or construction manager, so you stay in compliance and there is a measure of assurance to public and town that rules are being followed and everyone is on a level playing field. Building Committee Rules were circulated to Committee members.

RFQ-Architect

Kevin Bova introduced himself and told the Committee about his role in Purchasing. Purchasing policies and procedures are posted on Town website. Mr. Bova explained how the RFQ process works. Once the Committee selects the top scorers, Mr. Bova will discuss costs with the architects and from there will write up specs. Rina Bakalar volunteered to assisted Mr. Bova with specific pieces of RFQ and future RFP. Mr. Baldwin clarified that before we go out for RFQ, the Committee would draft up what it's looking for in an architect.

Mr. Baldwin stated that a lot of preliminary work has already been done, i.e., a site has been chosen, the Health Dept. reviewed the site.

Moved by Mr. Baldwin, seconded by Ms. Thornton to hire Marisa Petriello as clerk for TVFR Building Committee. **Vote: 7-0-0**

All of the Committee members introduced themselves.

Discussion ensued on attendance at P&Z meeting in March. Use of site isn't changing, just replacing the building that is already there. The old building is ~2,500 sq. ft. and the new building will be ~4,500-5,000 sq. ft. Mr. Baldwin stated that they've been to Parks & Rec

Commission meeting, and they have no objection to this project – Parks Commission voted unanimously for it.

Mr. Bova and Ms. Bakalar will work on a proposal and will bring it back to committee for a vote. After the vote, Mr. Bova stated that the RFQ has to be out on the street for at least ten days: it will be in CT Post, CT State portal and Town of Trumbull website for bid. Bids could be back in by the May meeting.

Mr. Silverstone asked about putting together a flow chart on timing of project – project schedule. Ms. Bakalar said this is all dependent of funding. Can do a preliminary time table. Can do RFQ for architect but can't go to contract until funding is authorized. Regarding an RFP for construction, we can't even put it out until the funding is in place for construction.

Fundraising

Mr. Baldwin asked Ms. Bakalar and Ms. Wilcox to discuss the fundraising for this project.

Ms. Bakalar has drafted a fundraising plan showing a number of strategies: individual donations, corporate donations, corporate foundations, private foundations, state and federal grants, town and local contributions. She will create action steps toward fundraising and set up the ability to take electronic donations. Already have a list of potential funders and departments researching grants. If Committee members have any suggestions on potential funders, let Mr. Baldwin know.

Mr. Sacco talked about his idea for a wall for sponsors and a wall to honor veterans. Ms. Bakalar noted that the Committee must determine level of sponsorship for this.

Ms. Bakalar stated that they are going to be preparing information for potential state bond request.

A meeting is scheduled with People's Bank on March 30 regarding the project.

Mr. Baldwin crafted a letter to make a pitch to our federal delegation – Blumenthal, Murphy and Hines--to see if there is federal money available for the project.

Public Comment continued:

Roy Molgard commented that this is an excellent project on a beautiful property. Great thing for vets who have sacrificed everything. This is really doing something to help other vets in town.

Ernie Foito commented that this building is something that's really needed after meeting in various locations. It will be accessible to older veterans who have difficulty getting to meetings at other locations.

Graham Bissett said the building will also help the town – especially in alleviating the need for more meeting space.

Other Business

Pond dredging at the site was discussed. Mr. Baldwin said Dmitri Paris, Parks & Recreation Superintendent of Trumbull, submitted a proposal to have Katz's Pond dredged. This is on a

parallel course with our project, but it will not affect our project – ours will be done before they finalize dredging. Mr. Baldwin reported that he has spoken with George Estrada, Town of Trumbull Public Works Director, who has pledged his support to rebuild the road there and possibly assist with excavation and demolition in order to save money.

Mr. Baldwin remarked that we are getting cooperation from all departments involved.

Mr. Silverstone said it would be good to get some press in local papers about this. Ms. Thornton stated that reporter, Don Eng, has already been in contact with her.

Moved by Mr. Lemoine, seconded by Mr. Lombardo to adjourn the meeting at 7:20 pm.

Vote: 7-0-0

Submitted by

Marisa Petriello