

MEETING MINUTES

Trumbull Veterans & First Responders Building Committee

Zoom Meeting

Monday, July 7, 2020

Call to Order

The meeting was called to order by Chairman Ray Baldwin at 7:00 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
Sujata Wilcox, Grant Writer
Jim Nugent, Town of Trumbull Attorney
Kevin Bova, Town of Trumbull Purchasing Agent
Ernie Foito, Commander of American Legion
Kathleen McGannon, Town of Trumbull Chief Administrative Officer
Bill Chin, Town of Trumbull Director of IT
Melissa Trumbore, Public
Anna Wuchek, Public
Nina Boynton, Public

Approval of Minutes from June 22, 2020 Meeting

Moved by Ms. Thornton, seconded by Mr. Sacco to approve the June 22, 2020 Meeting Minutes. **Vote: 6-0-0** (S. Lemoine not present during vote)

Public Comments

Nina Boynton, Trumbull resident, asked whether this facility will be exclusively for vets/first responders and whether residents would be able to use the space for events.

Mr. Baldwin stated that the building will be basically for vets and first responders but there will also be a large space with a bar and fully operational kitchen available for large functions that residents will be able to rent. The functions room can accommodate up to 175 people, and funds would be generated by renting the space. Mr. Baldwin noted that this building will not be just for Trumbull vets, but for vets from the

surrounding area. This has been in the public domain for a while and has been met with enthusiasm and support from the community.

Mr. Baldwin also stated that we need to have the right mix of veterans and first responders so we that can get funding. Mr. Silverstone commented that the development sub-committee has put together a broad plan which includes the ability of residents to rent the facility. Mr. Baldwin stated that there will be a new lease drawn up for the new building.

Ms. Boynton commented that said there is no representation of Trumbull citizens on the committee. Mr. Baldwin stated that the vets are also residents of Trumbull and they support our community in a variety of ways. Mr. Baldwin said that we have a design concept of the building, but there is nothing concrete because we don't even have an architect yet.

Atty. Nugent explained that there is a process in place to get the center built and that process must be followed. An architect must have submitted an RFQ by the deadline in order to be considered for selection by the committee. We are now past this point, so we need to move forward to next step, which is for the committee to hire an architect.

Mr. Baldwin welcomed Ms. Boynton to submit the name and plan of the company she has in mind for the project and the committee will review it. Also, once an architect is selected, the committee will ask him/her to review it as well.

Ms. Boynton also suggested a name for the Veterans Center. Mr. Baldwin said that this is for some time down the road and asked her to submit the naming request to the committee.

Report of the Development Committee (B. Silverstone, D. Sacco & S. Lemoine)

The development sub-committee, Mr. Silverstone, Mr. Sacco and Mr. Lemoine put together a report which Mr. Silverstone presented to the committee. He said this was a joint effort in putting together ideas into a planning document (see attached). This document can serve as a roadmap and will allow the committee to produce a plan when asked for one. Mr. Silverstone said that this is not an official document, but a "document in spirit". Mr. Sacco reviewed the target audience section of document. Mr. Baldwin thanked the sub-committee for putting the plan together and said it is a great roadmap. Ms. Thornton commented that this is an exceptional plan that covers every base. Mr. Merritt agreed, but noted it did not contain a budget.

Discussion of RFQ for architect and selection of candidates for interviews

Mr. Baldwin stated that the RFQ process was managed by Mr. Bova and we have received 15 responses from individual architects and architecture firms.

Discussion on architects' RFQs and the narrowing down of candidates to interview to take place in Executive Session. Committee members as well as K. Bova, J. Nugent, R. Bakalar will go into Executive session. Interviews will be done under FOI and committee will disclose firms that are chosen to be interviewed.

Moved by Mr. Sacco, seconded by Mr. Merritt to move into Executive Session to discuss architects' RFQs and narrow down field of candidates to interview, starting at 7:49 pm. **Vote: 7-0-0**

Moved by Mr. Sacco, seconded by Mr. Lemoine to end Executive Session at 8:29 pm. **Vote: 7-0-0**

Moved by Mr. Sacco, seconded by Mr. Lemoine to adjourn the meeting at 8:32 pm. **Vote: 7-0-0**

Submitted by

Marisa Petriello

Veteran's and Community Center Development Plan

Objective:

Plan, initiate and execute contribution and donation programs to assist in building the new center.

Strategy:

Develop programs to identify and then solicit specific audiences within Trumbull and the local region, the State and Nationally. Based upon donation levels for each audience, we will offer recognition through press releases, various promotional programs and within the new building.

Theme:

Trumbull Remembers: Honoring those who serve.

Messaging:

1. Meeting and gathering place for local veterans and first responders.
2. A training and education facility for Trumbull emergency services including police, fire and EMS.
3. Opportunity to receive recognition for your business or organization, your family or memorialize a friend or relative.
4. Focal point for all Veteran Services
5. Meeting place for any community organization.

Target Audiences:

Corporations:

Giving Levels:

1. \$100,000 - Stars and Stripes
2. \$50,000 - Freedom
3. \$25,000 - Honor
4. \$10,000 - Independence

Corporate Benefits

- Mention in press releases
- Mention in every public gathering concerning building the center
- Mention on town and VFW Website
- Opportunity to speak at a public function
- Plaque highlighting gift (ceremony at donor location)
- Rental discount (as appropriate, ie. 10% discount for all employees)

Room naming rights to be determined as building design progresses.

Individuals

Giving Levels:

1. \$10,000 - Valor
2. \$5,000 - Patriot
3. \$2,500 - Spirit

Benefits

- Mention in Press Releases
- Framed letter of thanks from VFW and American Legion
- Reserved seating at the ribbon cutting ceremony
- \$2.5K donation for event discount

Wall Contributors - (Those who served)

1. \$100

To Highlight:

- Name of Veteran
- Family Name
- In Memoriam/Remembrance
- Name of Police, Fire or EMS Member

Separate Area - Killed in Action

“Walls” of Honor

“Thanks and Appreciation” section will highlight and display:

1. Corporate Honor Roll
2. Individual - Honor Roll of Thank You

“For those who Served”

1. “Wall of Honor” for individuals, veterans names, remembrances, family names.
 - a. “Walkway Bricks” will be able to be purchased for future naming opportunities.

Room, equipment and other naming rights examples:

1. Outdoor Benches - \$1,500
2. Pond - \$25,000
3. Trees - \$500
4. Deck - \$5,000
5. Pier - \$5,000

Other Fundraising Opportunities

1. Outdoor bench sponsorship
2. Sticker for home, door or mailbox - “Veteran Center Support”
3. Bumper Stickers
4. Fundraising Concert

Other Promotional Opportunities

1. Website (Town & VFW)
2. On-line Donations
3. Town Hall Banner
4. Lawn Signs
5. Radio Interviews

6. Annual Membership - for \$100 donation individuals will receive annual membership for which they will be billed \$25 in following years to retain membership.

BScd
6/30/20