

## MEETING MINUTES

### Trumbull Veterans & First Responders Building Committee

Via Zoom

Thursday, November 19, 2020

#### **Call to Order**

The meeting was called to order by Chairman Ray Baldwin at 7:05 pm

#### **Pledge of Allegiance**

#### **Attendance:**

##### **Present:**

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

##### **Also Present:**

Dan Martin, Town of Trumbull Purchasing  
Jim Nugent, Attorney-Town of Trumbull  
George Wiles, Wiles Architects  
Rina Bakalar, Town of Trumbull Economic & Community Development Director

#### **Approval of Minutes from Sept. 30, 2020 Meeting**

Moved by Mr. Lemoine, seconded by Mr. Sacco to approve the September 30, 2020 Meeting Minutes. **Vote: 7-0-0**

**Public Comments:** None.

#### **Discussion and vote on kitchen/bar plan**

R. Baldwin met with John Vazzano to discuss building kitchens and bars. 95% of the design already done by George Wiles Architects. Mr. Wiles presented the floor plan for comment and discussion.

Kitchen/Bar Includes: Warm-up kitchen with convection oven, 6-burner stove with grill, deep fryer; combo fridge/freezer, pot sink with 3 wells, stainless steel work tables, hand sink, shelving, ice maker.

Discussion took place on contents of the warm-up kitchen. Warm-up kitchen is needed for food prep for serving large groups where the last 10% of cooking is completed before serving, such

as warming up appetizers. In contrast, a commercial food prep kitchen is where raw meats and vegetables are prepared for cooking.

Chief Lombardo commented that if we have storm situations with concerns of officers getting to work, then to have something like this facility could also be used to keep first responders local in order to work if can't get them home. Could also function as a place to serve people in this type of situation.

Grill/bar area has dump sink, hand sink, undercounter refrigerator, cooler.

List of equipment was sent to Ray for review and also sent to engineers for review on BTUs, amp power, etc.

The finish is a tile floor and fiberglass reinforced panel walls.

If approved by the Committee, the next step is to get input from Health Dept. to ensure we meet health code.

Mr. Sacco commented on insurance liability for cooking in the kitchen. Mr. Baldwin said Health Dept. would review first and then Committee would meet with attorney to check about this. Mr. Martin will reach out to insurance carriers regarding this.

Warm-up kitchen can be used to cook for small number of people, but if there are larger gatherings, will need to cater the food. Mr. Baldwin mentioned that if in the future we want to generate revenue, we will want the ability to be able to cook on-site for large parties.

Mr. Lemoine asked how can you prevent people from cooking food instead of just warming it up – this can become a liability. Mr. Baldwin said to control this, the recommendation is that you only allow a small amount of preferred caterers to come in to use kitchen.

**Vote: Unanimous**

### **Receive building and site plan work**

Mr. Wiles presented a schematic design and went over where we are to date. The only thing lagging behind is civil engineering regarding storm water management.

Mr. Wiles sent link to Mr. Baldwin of everything he presented to the Committee, and Mr. Baldwin will forward on to Committee members.

Mr. Foito stated that he would like a door between office area and conference room.

There is nothing to vote on at this point – this is just an update on the plan. Mr. Baldwin welcomed people to ask questions.

### **Approval of invoices for work performed by Wiles Architects and their subcontractors**

Discussion ensued on invoices presented by W. Architects.

Moved by Ms. Thornton, seconded by Mr. Merritt to approve for payment Wiles Invoice #5717.

**Vote: 7-0-0**

Moved by Mr. Lemoine, seconded by Mr. Lombardo to approve for payment Wiles Invoice #5721. **Vote: 7-0-0**

### **Update on STEAP grant**

Ms. Bakalar gave an update on the STEAP grant to be used for Phase 1. Mr. Wiles' design and phase 1 demolition of existing structure, site prep, hauling away are part of Phase 1.

Ms. Bakalar would need to develop bid specs if Town of Trumbull can't do the demolition. Have to think through how to use the funds within parameters of grant. Ms. Bakalar stated this could be discussed at a future meeting.

Mr. Wiles commented that we should use the grant to get us in best possible position for construction. Mr. Wiles will get some numbers so team can make a decision.

Ms. Bakalar noted that how to use the grant money will be a committee decision.

### **Other Business**

Mr. Baldwin announced that Ms. Thornton will be stepping down from the Town Council and a resolution was passed unanimously to add another member to the TVFR Building Committee so that Ms. Thornton can remain on the committee.

### **Adjournment**

The Meeting was unanimously adjourned at 8:15 pm.

Submitted by

Marisa Petriello