

CALENDAR HOUSE BUILDING COMMITTEE MEETING
December 16, 2015

MINUTES

PAUL CHAMPAGNE, CHAIRMAN, called the meeting to order at 4:30 p.m. at the Calendar House, 388 Pleasant Street, Southington, CT with the following in attendance: Michael Fortier (arrives at 4:40 p.m.), Mark Lovely, Tom Pizzitola, Mark Sciota and Ralph Warner.

Also in attendance:
Robert Verderame, Calendar House Director

A quorum was determined.

3. Appointment of Vice Chair

Motion to appoint Mark Lovely as Vice Chairman made, seconded and voted unanimously on voice vote.

4. Hiring of Stenographer

Motion made to hire Patricia Fournier as stenographer at a rate of \$175.00 per meeting, seconded and voted unanimously on voice vote.

5. Discussion of Process - RFP for Construction Manager and RFP for Architect

Mr. Sciota gave an overview of the RFP process:

- Architect was hired for schematic plans to bring to referendum.
- RFPs will be sent out as soon as possible with interviews held by the beginning of February.
- Construction Manager will be hired first, Architect second.
- Present at interviews will be Chairman of Building Committee, Town Attorney, Town Manager, Chairman of the Town Council and the Minority Representative or designee. Other committee members are invited to attend as well. The Town Council has ultimate authority on choice.
- Once both are on board, talks will begin about program needs within the parameters of 26,000 square feet and \$9.4 million dollars. Modifications will be made to the schematic plans, it is a starting point.

Financial Process:

- The town is ultimately responsible for the budget through the office of the Town Attorney and the Finance Department. Currently there are only a couple line items, eventually will have 15-30. Most will be soft costs.
- Every invoice will require three signatures from building committee members.
- Owners Meeting committee needs to be determined and will consist of the Chairman of building committee, Mr. Sciota and one other committee member. Everyone on the committee is invited to attend. Meetings are held weekly at 1:00 p.m. and are closed to the public. All job site people attend.

Motion made that the Owners Committee consist of Paul Champagne, Mark Sciota and Mark Lovely, seconded and voted unanimously on voice vote.

Motion made that the Owners Committee has the authority to approve change orders up to \$10,000 and report back to the full committee for vote, seconded and voted unanimously on voice vote.

Mr. Verderame reviewed the schematic plans and spoke about programs needs and the study that went into making the plans. Mr. Sciota reminded everyone that these plans are not permanent and modifications will be made when the construction manager and architect are hired. Both will work closely together to make plans to match the budget.

6. Any other business to come before the Committee

Mr. Sciota stated meeting dates need to be established. It was determined that meetings will be held on the third Wednesday of each month at 4:30 p.m. at the Calendar House. All meetings are open to the public and will be posted on the town website. Always check the day of meeting to be sure it has not been cancelled.

Mark White, 396 Mulberry Street, Southington, CT – expressed his concerns with the plans as they currently are. Mr. Sciota stated these plans are not permanent. The architect will meet with all interest groups as part of the design process and make a plan based upon the budget. There will be lots of give and take and the limiting factor will be the money and working within the budget.

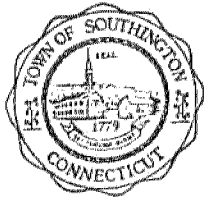
Mr. Sciota expressed his thanks to committee members on behalf of the Town Council for the time they will give to this project. He stated it is a very fulfilling job, for which you are not being compensated, but when you see the project complete will feel very proud. He stated it is important to visit the construction site as often as possible and see what is going on with the individual trades. Badges will be given to members. Mr. Champagne expressed his thanks to members for their willingness to serve on this committee.

7. Motion to Adjourn

Upon a motion made and seconded and voted unanimously on voice vote, meeting adjourned at 5:13 p.m.

Submitted,

Paul Champagne
Chairman



TOWN OF SOUTHINGTON

Senior Citizens Commission

388 Pleasant Street
Southington, Connecticut 06489
Tel. 621-3014

November 18, 2016

Ms. Carol P. Brown
548 Hobart Street
Southington, CT 06489

Dear Ms. Brown:

In response to the letter that you submitted to the Senior Citizen Advisory Board, please be advised that the letter was read in its entirety at the November 17th meeting of the Board.

The letter, outlining your concerns, will be given to the Building Committee for consideration, and any further response will be forthcoming from them.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Freeman", written in a cursive style.

Peter Freeman, Chairman

/c/jg

As a direct neighbor to the Calendar House, I would like to voice my concern about the new building being built in the existing parking lot. My home is located on 548 Hobart St. My property borders the Calendar House parking lot. If the new building is built where proposed, it will block my house from being seen from the street. I will no longer be able to enjoy the view of the mountains from my deck, and my view will then become a building. It will also decrease my property value.

I would like to request that a vinyl fence be constructed where the existing bushes are. I would like to request that the fence start low by the existing Hobart Street entrance and then be 6 ft. where my home starts to the end of the Calendar House property. My concern is that cars tend to park at night in the Calendar House parking lot. It will make it easier for cars to park between the Calendar House building and my house. I would also like you to consider installing security cameras in this area.

I would rather have you consider the first option of adding on to the existing building. I would still like to see a fence put up due to the noise of construction. Adding on to the existing building would not affect the surrounding homes. When I purchased my home I did not expect to have a new building constructed that close to my property which will then decrease the value of my home.

Thank you for your consideration of this matter.



Carol P. Brown

**TOWN OF SOUTHTON
REQUEST FOR QUALIFICATIONS**

DRAFT

The Town of Southington is seeking to engage an Architectural Design firm to provide design services for the preparation of contract plans and documents for the following project:

Southington Senior Center (Calendar House)

The New Southington Senior Center will be built on the site of the current Southington Senior Center with approximately 22,000 square feet. The existing building will remain operable until the new structure is ready for occupancy at which point the existing structure will be razed. The project cost will be \$9.4 million.

The Architect will be evaluated and selected based on design and technical competence, the capacity and capability to perform work within the time allotted, past record of performance, and knowledge of Federal, State and Town procedures, appropriately weighed in descending order of importance.

Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment described above.

The selected firm must meet all Town of Southington, State and Federal affirmative action and equal employment opportunity practices.

A letter of interest, together with general information on the firm and proposed sub consultants, the firm's brochure, current Federal GAS Forms, experience of the firm and a resume of key personnel should be addressed to Garry Brumback, Town Manager, Town of Southington, 75 Main Street, Southington, CT 06489. Additionally, all interested firms must submit a detailed statement including the organizational structure under which the firm proposes to conduct business. Proposed sub consultants should be clearly identified. The relationship to any "parent" firm or subsidiary firm, with any of the parties concerned, must be clearly defined. **Six (6) copies of the required information should be submitted.**

Personnel in responsible charge of the project will be required to possess and maintain a valid Connecticut Architect's license. A letter of interest should be identified with Southington Senior Center on the outside of the envelope and must be postmarked by a U. S. Post Office (if mailed) or in the office of the Town Manager (if hand delivered) by _____. Responses received after this date will not be considered.

Any questions concerning this project should be addressed to Mark J. Sciota,
Deputy Town Manager/Town Attorney, 75 Main Street, Southington, CT 06489.

Mark J. Sciota
Deputy Town Manager/Town Attorney

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