

**FACILITIES SUBCOMMITTEE MEETING  
MINUTES**

January 23, 2018

5:30 p.m.

Ellie's Conference Room

6254 Main Street

Trumbull, CT

In attendance:

Dr. Gary Cialfi, Superintendent

Mark Deming, Facilities Director

Lucinda Timpanelli, Board Member

Jeffrey M. Donofrio, Board Member

Michael Ward, Board Member

Michael King, Athletic Director

Meeting called to order at 5:40 pm by Mr. Donofrio.

Minutes from August 22, 2017 were approved by unanimous consent, moved by Mr. Ward and seconded by Mrs. Timpanelli.

Mark Deming provided an overview of the plan to improve parking and traffic flow at Middlebrook/TECEC. He stated that plans were being developed to push the lower parking lot towards the school and also create visitor parking by reducing the size of the traffic circle existing now. He also stated this would provide for double stacking of waiting vehicles by creating two inbound lanes. Additionally parking spaces will added to the parking area currently adjacent to the TLC circle.

Mr. Donofrio stated that he wants a review by the PD and then a final plan brought back to the board for review and approval. All members concurred.

Mr. Donofrio discussed the communications both written and verbal he had with AMC and that he was provided invoices only, with no back up provided to

substantiate the additional charges AMC is claiming. It was discussed that this matter will be further discussed at a future meeting.

Mr. Deming provided the architectural RFQ that was produced and is expected to have responses to by February 6, 2018. Mr. Ward asked if the projects could be accomplished this summer. Mr. Donofrio explained the process of reviewing responses to the RFQ, selecting the top four qualified firms, soliciting financial proposals from the top four and making a final decision on the firm. He further stated that this process could be accomplished by early March and contractors could have bid documents by April allowing for sufficient time to accomplish the work. Mr. Deming stated the process would be similar to Middlebrook project in utilizing storefront systems which have a very short lead time.

Mr. King, Athletic Director presented a conceptual layout of the proposed THS Wellness fitness center. There was discussion with regard to the size and cost, Mr. King stated that St Joes had recently built a new facility for this purpose that is 4200 sq ft. And that based on enrollment differences the THS facility would need to be larger. Costs were discussed and it was believed the facility would cost in the \$300 per sq foot range. Further discussion with both Mr. Ward and Mrs. Timpanelli that curriculum changes to PE should drive the design and needs assessment for this facility. Mr. Donofrio stated that any requests for funding either private or public should be based on an approved concept and financial backing by both the BOE and Town. He further stated that the first step once curriculum needs are assessed would be to obtain funding for design, and estimated that cost to be close to \$33,000. Also discussed were strategies to better manage soft costs for this project to help insure its financial feasibility. Dr. Cialfi stated that he has seen a rise in excitement over this project by the Touchdown Club. Mr. King stated the facility would also be available at times to faculty. And Mr. Donofrio also pointed out the mental health benefits of these facilities.

Discussion of the next meetings should be scheduled as follows:

Building Committee meeting schedule between 2-6-18 and 2-9-18 to review responses.

Sub Committee meeting could be held on 2-13-18 prior to the full BOE meeting.

It was moved (Donofrio) seconded (Timpanelli) to adjourn meeting at 6:25 p.m. – motion passes.