

Meeting Minutes Details



Project Name:	DVA - Planning & Feasibility Study for Additional Veterans Housing at the Rocky Hill Campus	Project #:	BI-C-287
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Meeting Type: Other
Meeting #: 002
Meeting Description: Study Progress Meeting



[Meeting History](#)

Date	Start Time	End Time	Next Date	Next Start Time
6/16/2015	9:00:00 AM	11:00:00 AM	6/29/2015	9:00:00 AM

Meeting Location

DVA Commissioner's Conference Room - Assembly Building No. 9, 287 West Street, Rocky Hill, CT 06067

Meeting Participants

Present	Not Present
Ames & Whitaker, Architects, P.C. - Alan Lagocki	Ames & Whitaker, Architects, P.C. - Roger Saulnier
Ames & Whitaker, Architects, P.C. - Sherry Petruccione	Ames & Whitaker, Architects, P.C. - Stephen C. Whitaker
Consulting Engineering Services, Inc - Salvatore Fazzino	Consulting Engineering Services, Inc - Douglas Lajoie
Consulting Engineering Services, Inc - Michael Bouchard	CT Green Bank - Andrew Brydges
Department of Construction Services - Sarah Tierney	Demographic Perspectives, LLC - Rena Cheskis-Gold
Department of Energy and Environmental Protection - Diane Duva	Department of Energy and Environmental Protection - Ryan Ensling
Department of Veterans' Affairs - Michael Clark	Department of Energy and Environmental Protection - David Kalafa
Department of Veterans' Affairs - Peter Negrini	Department of Veterans' Affairs - Dr. Babatunde Green
Department of Veterans' Affairs - Sean Connolly	Department of Veterans' Affairs - Usiabulu Stellamaris
Department of Veterans' Affairs - Thomas Saadi	Department of Veterans' Affairs - Tammy Marzik
Department of Veterans' Affairs - Sebastian Lisitano	Department of Veterans' Affairs - Emily Hein
Department of Veterans' Affairs - Hugo Adams	Department of Veterans' Affairs - Maria Cheney
Loureiro Engineering Associates, Inc. - Edward Shelomis	Steven Winter Associates, Inc. - Amanda Magee
	Department of Construction Services - David H. Barkin
	Department of Construction Services - Donald Ouillette

Old Business

Item	Description	Status	Due Date	Done
Unassigned				
1.1	<p>General Notes & Project Introductions</p> <p>Assigned to: Sarah Tierney</p> <p>Each attendee signed in on the Attendance Log - please see attached sign in sheet.</p> <p>The Preliminary Report Due Date is 07/23/2015. The final report will be due within 90 days of written direction to proceed by DCS after the Preliminary Report information is reviewed by DCS, DVA, and the Lt. Governor's Work Group.</p> <p>A Scope of Work description and outline was included with the 05/11/2015 Project Initiation Meeting (project kickoff meeting) minutes. The outline included a description of expectations for the demography portion of the work, community outreach options, highlighting of the positives of the campus, recommendations should include what is best for the facility as a whole and what will be needed through several years into the future, and museum planning.</p> <p>Ames & Whitaker's Contract is with DCS, and the scope cannot be changed without written authorization from DCS.</p> <p>These minutes represent the writer's understanding of what transpired at this meeting. Should there be any comments, questions, or corrections, please contact Sarah Tierney within two business days of the issuing of these minutes.</p> <p>[06/01/2015, 06/16/2015]</p>	Open		<input type="checkbox"/>

Meeting Minutes Details



Old Business

Item	Description	Status	Due Date	Done
1.2	<p>Fellowship House, Building No. 50's Future</p> <p>Assigned to: Sean Connolly</p> <p>Commissioner Connolly reported that the new budget has the programs of the Fellowship House, Building No. 50, as being put under DMHAS for the future. Future meetings between the DVA and DMHAS will dictate out any changes relating to this building. [05/11/2015]</p> <p>06/16/2015 Update - Commissioner Connolly reported that a meeting has been set with DMHAS for 06/23/2015 and an update should be able to be provided after that.</p>	Open		<input type="checkbox"/>
1.3	<p>Historical Review</p> <p>Assigned to: Alan Lagocki; Sarah Tierney</p> <p>Discussion at the 05/11/2015 kickoff meeting included a discussion on the requirements of the Connecticut State or National Register of Historic Places, the State Historic Preservation Office (SHPO) -consideration for any work involving historic buildings on this campus need to be taken with the recommendations provided for this study. Ames & Whitaker reported having difficulty connecting with this office. DCS to reach out in an effort to expedite a response. [06/01/2015]</p> <p>06/16/2015 Update: DCS has reached out in an effort to expedite a response. No responses have been received to Ames & Whitaker. DCS to follow up again for a response.</p>	Open		<input type="checkbox"/>
1.4	<p>Current Campus Projects</p> <p>Assigned to: Sarah Tierney</p> <p>Emergency Generator & Switchgear - Project No. BI-C-281 - Currently in DCS Procurement. Project has bid and the contractors are in the process of being qualified. Construction expected to begin this summer. Project information has been forwarded to Ames & Whitaker for distribution to CES. [06/01/2015, 06/16/2015]</p> <p>Boiler Blow Off System - Project No. BI-C-282 - Project is in construction and scheduled for completion by July 2015. Project information has been forwarded to Ames & Whitaker for distribution to CES. [06/01/2015]</p> <p>06/16/2015 Update - Project has completed. DCS to forward as built documentation to A&W once ready.</p> <p>Campus Fire Alarm System Upgrade and Building No. 2 Commissary Sprinklers - Project No. BI-C-285 - project is in the initiation phase pending bond funds for design. [06/01/2015, 06/16/2015]</p> <p>Building No. 2, 3, 4, & 50 ADA Study Project No. BI-C-286 - final report due in by 06/05/2015. [06/01/2015]</p> <p>06/16/2015 Update - Study has completed and reports have been forwarded to A&W for their use with this project.</p>	Open		<input type="checkbox"/>
1.5	<p>Future Meetings</p> <p>Assigned to: Sarah Tierney</p> <p>Bi-weekly meetings have started as of 06/01/2015. The next scheduled meeting will be Monday, June 29, 2015 at 9:00 am.</p> <p>The Lt. Governor's Office has requested a meeting be set up to discuss occurrences and project progress. DCS is working to coordinate, but has not yet heard back from Howard Rifkin to confirm a date and time. Previous requests were for early July to accommodate Dr. Green being away from 06/05/2015 through 06/25/2015. [06/01/2015]</p> <p>06/16/2015 Update - DCS to follow up with Howard Rifkin on setting up this meeting.</p> <p>All meetings for this project will be held in the DVA Commissioner's Conference Room of Assembly Building No. 9 (directly across the parking lot from the Administration Building No. 1). [06/01/2015, 06/16/2015]</p>	Open		<input type="checkbox"/>
1.6	<p>Updating of Site Plans & Working Drawings</p> <p>Assigned to: Alan Lagocki</p> <p>Ames & Whitaker is currently in the process of updating the site plans to incorporate items they have found from walking the site. They are also working on updating existing building drawings. They have been utilizing drawings and files distributed by DCS. [06/01/2015, 06/16/2015]</p> <p>See the attached updated "Working Drawings" to follow this minute report. [06/01/2015, 06/16/2015]</p> <p>06/16/2015 Update - A&W reported that they're analysis of the existing campus is continuing.</p>	Open		<input type="checkbox"/>

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1.7	<p>Blurring the Public / Private Line</p> <p>Assigned to: Alan Lagocki</p> <p>At the 05/11/2015 Kickoff Meeting, Commissioner Connolly commented on making sure that the community outreach programs and other federal or state programs be discussed in relation to the recommendations involved for the Domicile Buildings, or any buildings being kept on this campus. [06/01/2015]</p> <p>06/16/2015 Update - Commissioner Connolly commented on the goal to bring Veterans and their families on the campus for various opportunities not currently available to them. He referenced his visit to the Walter Reed facility and associated gyms, wide open areas, meeting spaces, music, gathering locations, food options, modern feels. This was appealing and would be a draw if utilized on the Rocky Hill campus. Also noted by the Commissioner were joint venture opportunities potential from donors visible on the walls of Walter Reed facility - that was something he wanted to look into.</p> <p>Ames & Whitaker's team have started this process by seeking out area programs which include that of community colleges. [06/01/2015, 06/16/2015]</p> <p>Area resources such as the New England Center for Homeless Veterans in Boston, Mass and similar facilities in Rhode Island, and future tours / visits were discussed. [06/01/2015]</p> <p>06/16/2015 Update - Commissioner Connolly stated that 07/08/2015 is appearing to be the best day for this visit. He is to finalize the schedule and confirm back with DCS and A&W.</p> <p>Interviews for outside organizations and suggestions of other outside individuals as well as the DVA activities in surrounding areas were suggested. [06/01/2015, 06/16/2015]</p> <p>Dr. Green is to forward the contact information for Al Montoia of the US DVA CT Health Care System for A&W to reach out to. [06/01/2015]</p> <p>06/16/2015 Update - Commissioner Connolly provided Mr. Montoia's contact information - Alfred.Montoia@va.gov, (860) 667-6837, cell - (203) 500-2983. This portion of this line item will be closed for the next meeting.</p>	Open		<input type="checkbox"/>
1.8	<p>Town of Rocky Hill Planning Office</p> <p>Assigned to: Alan Lagocki</p> <p>Ames & Whitaker has started making contact with the Town of Rocky Hill's Planning Office to make them aware of this study for potential future projects on this campus. [06/01/2015]</p> <p>06/16/2015 Update - A&W has met with the Town Planner. They typically attend the DVA Stand-downs, so they are familiar with the campus. A&W reported the Town of Rocky Hill is aware of the campus being State property, but they appreciate being kept in the loop for what is going on for the facility as a State / Institutional land use.</p>	Open		<input type="checkbox"/>
1.9	<p>Alternative Energy</p> <p>Assigned to: Alan Lagocki</p> <p>Ames & Whitaker touched on opportunities relevant to alternative, solar, energy due to the amount of sunlight that can be captured on this campus, which was of interest to those attending this meeting from DEEP. Further discussion is ongoing internally and with CES. [06/01/2015]</p> <p>06/16/2015 Update - A&W reported that have started shadow planning and patterns to maximize on solar opportunities which was of interest to the DEEP.</p> <p>Energy Conscious Construction Programs were discussed during the 05/11/2015 kickoff meeting. Recommendations for energy conscious construction shall be included with the study reports. DEEP reiterated the programs and grants that may be available. Diane Duva volunteered to serve as the main contact from DEEP to assist Ames & Whitaker if needed. [06/01/2015]</p> <p>06/16/2015 Update - CES provided an update on energy efficiency through lighting controls which are added to the Building Management System (BMS) of the campus. This will be centralized and easily accessible by the end users to operate. DEEP reported that building and lighting control systems are eligible for funding and financing, especially web-based where everyone could have access to them for research and planning purposes.</p> <p>The State of Connecticut Projects High Performance Buildings Guidelines (including Threshold Projects) were questioned by DEEP as well, and DCS confirmed that the manuals and applicable information were already provided to Ames & Whitaker, directing them to the DCS Library, documented in the 05/11/2015 kickoff meeting minutes. [06/01/2015]</p> <p>06/16/2015 Update - This portion of this line item will be closed for the next meeting.</p>	Open		<input type="checkbox"/>
1.10	<p>Starting the Staff Interviews</p>			

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Item	Description	Status	Due Date	Done
	<p>Assigned to: Alan Lagocki</p> <p>Ames & Whitaker would like to start interviewing DVA staff the week of 06/01/2015. - Dr. Green is meeting with the A&W team on Wednesday, 06/03/2015 at 7:00 am. - Demographer will be meeting with Maria Cheney on Monday, 06/08/2015 at 10:00 am. [06/01/2015]</p> <p>06/16/2015 Update - A&W reported that they have had their staff interviews with Dr. Green and Suzanna Casler, as well as Maria Cheney's staff. They are compiling their notes and information and will forward to DCS for record. They would like to meet with Maria Cheney's staff one more time. A&W would like to schedule a meeting with Commissioner Connolly - meeting date and time TBD. A&W would also like to schedule a meeting with Hugo Adams / Security Team - meeting date and time TBD.</p>	Open		<input type="checkbox"/>
1.11	<p>Starting of Resident Interviews</p> <p>Assigned to: Alan Lagocki</p> <p>The A&W team would like to start interviewing residents of the Rocky Hill campus soon. A suggestion of the residents being notified that A&W will be in the Building No. 2 Commissary during lunch hour starting at 11:00 am. Maria Cheney can notify the residents when this would occur and leave the option up to them to make contact with the A&W team. There was also a request for Maria Cheney to select a few residents she feels could best contribute to this project and set up a day and time for the A&W team to meet with them. [06/01/2015]</p> <p>06/16/2015 Update - The resident interviews are still pending. A&W to coordinate with Maria Cheney after the meeting. Discussion of speaking with veterans that do not live on the campus. A&W will arrange to get interviews through area programs.</p>	Open		<input type="checkbox"/>
1.12	<p>Status of MEP Investigations</p> <p>Assigned to: Douglas Lajoie; Salvatore Fazzino</p> <p>CES had reported that they have spent several days on site through the buildings and power plant / physical plant areas of the campus to understand existing conditions which will ultimately help in providing recommendations for the future of mechanical, electric, plumbing, utility systems. CES's staff have observed conditions at the central steam plant, existing steam tunnels and central infrastructure, electrical distribution, existing buildings without renovation, and newly renovated spaces (within the past five years). They are in the process of drafting preliminary findings and beginning initial recommendations. [06/01/2015]</p> <p>06/16/2015 Update - CES reported that they had been in just about every building for assessment. They discussed the robust steam system and the campus lacking centralized cooling. See MEP Progress Item 2.5 for further details. This line item will be closed for the next meeting.</p>	Closed		<input checked="" type="checkbox"/>
1.13	<p>Demography</p> <p>Assigned to: Rena Cheskis-Gold</p> <p>The demography sub-consultant requested time to sit with the DVA staff to understand what programs they currently offer and what they would like to offer in the future that they cannot currently accommodate, and ultimately have to turn those Veterans' away from the campus. Rena Cheskis-Gold of Demographic Perspectives, LLC discussed her scope of work and immediate needs for the demography portion of the study. DCS reiterated that this information is included with the minutes from the 05/11/2015 kickoff meeting. She will need time with DVA staff to discuss Policy, Population, and Programming as detailed on the attached agenda. This start of communication between her company and the DVA will begin next week on Monday, 06/08/2015 at 10:00 am with Maria Cheney's staff after a weekly staff meeting. [06/01/2015]</p> <p>06/16/2015 Update - A&W reported that lots of information had been gathered from the Demographer being on site last week. A&W is working on compiling all of the notes and information and will be forwarding that to DCS for record. A 2012 Demographic Study was referenced from Michael Clark - he is to forward a copy of that record so that it can be passed on to the Demographer for this project.</p>	Open		<input type="checkbox"/>
1.14	<p>Buildings to Remain in Operation for Federally Funded Past Projects</p> <p>Assigned to: Alan Lagocki</p> <p>Buildings 2, 3, and 4 are the only buildings on campus that must remain in operation for approximately 20 years due to the acceptance of federal funding of previously completed projects. They may be renovated / retrofitted / modified, but cannot be demolished. [06/01/2015]</p> <p>06/16/2015 Update - Item Closed.</p>	Closed		<input checked="" type="checkbox"/>
1.15	<p>Funding Options</p>			

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	<p>Assigned to: Michael Clark</p> <p>DCS Clarified to the DVA that while the A&W team is making recommendations for future projects, it is not in their scope of work to offer funding options for future projects. They can work with the DEEP to assist the DVA for any funding options on energy systems that may be available to the DVA.</p> <p>[06/01/2015]</p> <p>06/16/2015 Update - Item Closed.</p>	Closed		<input checked="" type="checkbox"/>

New Business

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<i>Unassigned</i>				
2.1	<p>Museum Planning</p> <p>Assigned to: Sean Connolly</p> <p>Commissioner Connolly had stated during the 06/01/2015 meeting that he is still looking into planning for a museum on site (reference the scope of work section of Item 1.1). This planning is still in progress.</p> <p>[06/16/2015]</p>	Open		<input type="checkbox"/>
2.2	<p>Building No. 5</p> <p>Assigned to: Alan Lagocki</p> <p>A&W reported that they had toured Building No. 5 and found it in better condition than initially expected. There was mainly plaster damage observed and no observed structural problems.</p> <p>[06/16/2015]</p>	Open		<input type="checkbox"/>
2.3	<p>Civil Updates</p> <p>Assigned to: Edward Shelomis</p> <p>Loureiro Engineering had provided a recap of their progress which included the following:</p> <ul style="list-style-type: none"> - Pedestrian only zones determination is in progress (humans first / vehicles second approach is being taken). - They are looking into outdoor recreation spaces, patios, and exploring other opportunities on the campus such as the rooftop balcony areas of Building No. 5. - The campus is extremely dark at night. Loureiro is working with CES on options for campus site lighting. - Site circulation was discussed a lot with vehicle and pedestrian improvements, better access for traffic to circulate, determining areas of interference, etc. - Water systems have been reviewed. Loureiro looking into long term options for localizing buildings, MDC involvement, etc. - Adding solar collectors to the existing water tower was touched on briefly. - Storm drainage upgrades, minimize silt - existing systems appear in decent condition. - Sanitary systems have started being looked at. - The easement on the North side of the property was also touched on. - Site walls were discussed by Loureiro with some of them deteriorating, some having an offensive appearance. Some walls may be eliminated, but DCS requested that when talking about any kind of elimination, DVA Administration input would be needed. <p>[06/16/2015]</p>	Open		<input type="checkbox"/>
2.4	<p>Wi-Fi</p> <p>Assigned to: Alan Lagocki</p> <p>Establishing Wi-Fi in areas where it is not accessible was discussed, as were areas of security concerns and appropriate browsing by users. Any recommendations coming from this study are to be reviewed with the DVA Security and Administration prior to draft reports.</p> <p>Hugo Adams touched on also increased levels of usage causing crashes to their system, which with existing systems in place, has occurred.</p> <p>[06/16/2015]</p>	Open		<input type="checkbox"/>
2.5	<p>MEP Progress</p> <p>Assigned to: Salvatore Fazzino</p>			

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	<p>CES reported that they are working with Loureiro Engineering on options for site lighting with how dark the campus gets at night, which ultimately increases the levels of safety.</p> <p>CES reported that they are looking into MEP equipment yards, strategically locating them, and beneficial to those technical staff and residents that may have an interest. Sal Fazzino mentioned Dashboard energy systems in the equipment yards.</p> <p>CES has been looking into the options involved in energy conservations which include fuel cells, the use of the buildings on a daily basis, high performance building goals / codes meeting 21%, geothermal options, etc.</p> <p>CES touched on seeing separate venting of air in and cooling within the buildings - two separate systems. Heat rejection equipment will be needed.</p> <p>Localized heating systems, consolidating the boilers were also touched on. Condensing boilers 90+% versus the 70-75% of the current operation of the boilers - there is funding, rebates, and incentives available for this type of work.</p> <p>Promoting lower water temperatures for the building for the heating side was also discussed by CES.</p> <p>A heating plant could be used to heat spaces and vent air. Heat recovery systems, extracting air and putting it into air tempering, using as little energy as possible was also discussed.</p> <p>CES talked about the central plant, doing a boiler per building or a boiler serving 2+ buildings, also looking into realistic availability of spaces within the buildings.</p> <p>CES has been discussing phased construction planning for when the DVA does decide to start moving forward with any recommendations, there are plans for slowly taking existing systems offline and starting with new systems.</p> <p>[06/16/2015]</p>	Open		<input type="checkbox"/>
2.6	<p>Charging Stations for Electric Wheelchairs / Scooters</p> <p>Assigned to: Salvatore Fazzino; Edward Shelomis</p> <p>CES with Loureiro started conversations on placing these throughout the campus. Additional information forthcoming.</p> <p>[06/16/2015]</p>	Open		<input type="checkbox"/>
2.7	<p>Security</p> <p>Assigned to: Alan Lagocki; Hugo Adams; Salvatore Fazzino</p> <p>Hugo Adams of the DVA with DCS began talking about resident curfews - Any recommendations on increasing activities in the evening need to be reviewed with administrative staff prior to draft reports.</p> <p>Hugo Adams discussed levels of security - making a separation system for where staff and residents have access to, tracking fobs, etc.</p> <p>Residents being victims of other residents was touched on.</p> <p>Hugo Adams referenced the DPH guard shack and the number of vehicles they're able to accommodate without interference in West Street - right now, the DVA has room for only two vehicles before they start backing up into West Street.</p> <p>CCTV camera upgrades, low profile cameras, current restriction, blind spots - there is better technology available to alleviate some of the issues they're having and possible funding sources for terrorism prevention upgrades were discussed.</p> <p>[06/16/2015]</p>	Open		<input type="checkbox"/>

CT DCS Project No.: BI-C-287
Date: ~~June 15, 2015~~ June 16, 2015
Meeting Start Time: 9:00 am
Meeting Location: DVA Commissioner's Conference Room –
 Assembly Building #9, 287 West Street, Rocky Hill, CT 06067
Meeting Purpose: Project Initiation Meeting
 Other: Study Progress Meeting

Name: Sarah Tierney	Title: Project Manager
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Name: Sean M. Connolly	Title: Commissioner
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City/State/Zip: Rocky Hill, CT 06067	FAX:

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Name: Michael Clark	Title: Fiscal Administrative Manager
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Name: Sebastian Lisitano <i>SL</i>	Title: Fiscal Administrative Supervisor
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Name: Emily E. Hein	Title: Public Information Officer
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Name: Hugo Adams <i>HA</i>	Title: Director, Safety and Security
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Name: Maria Cheney	Title: Director – Residential Programs & Services
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Name: Stellamaris Usiabulu	Title: Assistant to Dr. Green
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City/State/Zip: Rocky Hill, CT 06067	FAX:

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~~Name: Stephen Whitaker Title: Architect
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Name: Alan Lagocki Title:
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Name: Sherry Petruccione Title: Architect
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Name: Ed Shelomis *ES* Title: Structural / Civil Consultant
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~~Name: Doug Lajoie Title: Principal / MEP Engineer
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Name: Salvatore Fazzino <i>S Fazzino</i>	Title: Project Manager
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Name: Michael Bouchard <i>M Bouchard</i>	Title:
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Name: Rena Cheskis-Gold	Title: Principal
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Name: Ryan Ensling	Title: Research Analyst
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CT DCS Project No.:	BI-C-287
Date:	June 15, 2015 June 16, 2015
Meeting Start Time:	9:00 am
Meeting Location:	DVA Commissioner's Conference Room – Assembly Building #9, 287 West Street, Rocky Hill, CT 06067
Meeting Purpose:	<input type="checkbox"/> Project Initiation Meeting <input checked="" type="checkbox"/> Other: Study Progress Meeting

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