

**TOWN OF KILLINGLY  
PERMANENT BUILDING COMMISSION  
SPECIAL MEETING  
Thursday, December 9, 2021  
7:00 p.m.  
Town Meeting Room  
Killingly Town Hall  
172 Main Street  
Killingly, CT 06239**

**AGENDA**

1. Call of the Meeting and Roll Call
2. Citizen Participation  
**This is an in-person meeting. Public can attend the meeting at the Town Hall. E-mailed public comment will still be accepted and presented at the meeting.**
3. Adoption of Minutes: November 16, 2021
4. Unfinished Business:
  - a. KMS Renovation/Addition Project
5. New Business:
  - a. Westfield Avenue/Community Center Project
  - b. 2022 Meeting Dates
6. Other
7. Correspondence
8. Council Member Reports
9. Adjournment

2021 DEC 9 3 10 PM '21  
TOWN OF KILLINGLY

## **AGENDA ITEM COVER SHEET**

### **ITEM 3 : MEETING MINUTES**

**PREPARED BY:** Mary Bromm, Community Development Administrator

#### **ITEM SUMMARY:**

Attached are the minutes for October 16, 2021.

#### **ACTION REQUESTED AT DECEMBER 9, 2021 MEETING:**

Upon review, approve minutes.

#### **SUPPORTING DOCUMENTS:**

- Minutes

**TOWN OF KILLINGLY**  
**PERMANENT BUILDING COMMISSION (PBC)**  
**SPECIAL MEETING MINUTES**  
Killingly Town Hall - Room 102  
172 Main Street  
Danielson, CT 06239  
Saturday, November 16, 2021, 8:00 a.m.

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1. Call of the Meeting and Roll Call: Chairperson Thomas Weaver called the meeting to order at 8:10 a.m.

Members Present: Stewart Rivers (virtual), Thomas Weaver, Marcel Lussier  
Members Absent: Kyle Zadora, Dan Toth, both with notification

Also present: Community Development Administrator Mary Bromm, Town Manager Mary Calorio, Town Council Liaison Kevin Kerttula, Maintenance Director, Mike Vassar

2. Citizens Participation: None  
3. Adoption of Minutes: None

4. Unfinished Business:

a. KMS Renovation/Addition Project

**MOTION #1 (11/16/21):** made by Mr. Lussier SECONDED BY Mr. Weaver that the Permanent Building Commission go into Executive Session at 8:12 a.m. for the purpose of interviewing Construction Manager At Risk firms. Included in Executive Session is the Town Manager, Community Development Administrator, Town Council Liaison and Maintenance Director for the BOE.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

**MOTION #2 (11/16/21):** made by Mr. Rivers SECONDED BY Mr. Lussier that the Permanent Building Commission hire Downes Construction Company as the Construction Manager-At Risk.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

5. Other: None  
6. Correspondence: None  
7. Council Member Reports: None

8. Adjournment:

**MOTION #3 (11/16/21):** made by Mr. Lussier SECONDED BY Mr. Rivers that the Permanent Building Commission adjourns the meeting at 12:40 p.m.

**VOICE VOTE: UNANIMOUS;**

**MOTION CARRIED**

Respectfully submitted,  
**Mary Bromm**  
PBC Liaison

## AGENDA ITEM COVER SHEET

**ITEM 4(a): KILLINGLY MEMORIAL SCHOOL RENOVATION/ADDITION PROJECT**

**PREPARED BY:** Mary Bromm, CD Administrator

**ARCHITECT/ENGINEER:** Antinozzi Architects

**CONSTRUCTION MANAGER:** Downes Construction

### ITEM SUMMARY:

The Architect and Construction Manager have been working hard to prepare/review the schematic design for the project in preparation for their meeting with the Connecticut Office of School Construction later this month. The Architect and Construction Manager will be at your meeting to review the documents and the project cost estimate. At the conclusion of the presentation, the Chairman's signature will be required for the State meeting.

The Board of Education's Facilities Sub-Committee will also be attending the meeting to listen to the presentation, ask questions and provide comments.

Full size documents will be available at the meeting. The cost estimate is will also be provided.

### ACTION REQUESTED AT DECEMBER 9, 2021 MEETING:

After the presentation, resolve to authorize the PBC Chairman to sign-off on the schematic documents.

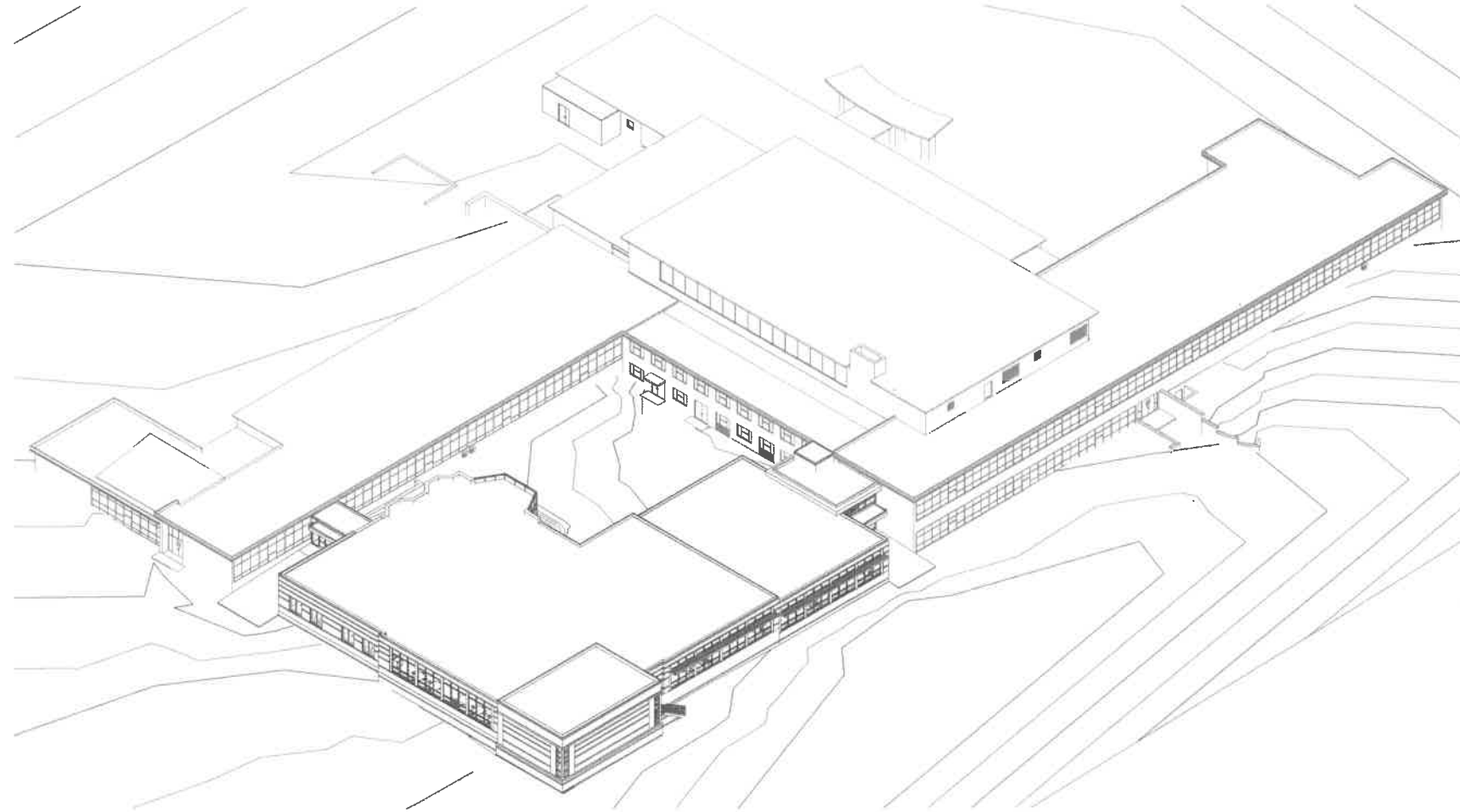
### SUPPORTING DOCUMENTS:

- Schematic Design Progress Set – drawings
- Feasibility Assessment Study

# KILLINGLY MEMORIAL SCHOOL

## ADDITION / ALTERATION 339 MAIN STREET DANIELSON, CT 06239

SCHEMATIC DESIGN PROGRESS SET  
03 NOVEMBER 2021



### HYGENIX, INC.

ENVIRONMENTAL  
CONSULTANT

49 WOODSIDE STREET  
STAMFORD, CT 06902  
TEL: (203) 324-3635

### STANTEC CONSULTING ENGINEERS

CIVIL ENGINEER &  
LANDSCAPE ARCHITECT

55 CHURCH STREET  
SUITE 601  
NEW HAVEN, CT 06510  
TEL: (203) 495-1645

### DOWN TO EARTH CONSULTING, LLC

GEOTECHNICAL  
ENGINEER

122 CHURCH STREET  
NAUGATUCK, CT 06770  
TEL: (860) 960-6716

### MICHAEL HORTON ASSOCIATES, INC.

STRUCTURAL  
ENGINEER

151 MEADOW STREET  
BRANFORD, CT 06405  
TEL: (203) 481-8600



**ANTINOZZI ASSOCIATES**  
ARCHITECTURE & INTERIORS

271 Fairfield Avenue  
Bridgeport, Connecticut 06604  
TEL (203) 377-1300  
[www.antinozzi.com](http://www.antinozzi.com)

### JAFFE HOLDEN ACOUSTICS, INC.

ACOUSTICS  
CONSULTANT

114-A WASHINGTON STREET  
NORWALK, CT 06854  
TEL: (203) 838-4167

### SALAMONE & ASSOCIATES, P.C.

MEP / FP  
ENGINEER

116 NORTH PLAINS INDUSTRIAL ROAD  
WALLINGFORD, CT 06492  
TEL: (203) 281-6895

### RAYMOND / RAYMOND ASSOCIATES

FOOD SERVICE

44 JOHN STREET  
GOSHEN, NY 10924  
TEL: (845) 360-5112

### D' AGNOSTICO & ASSOCIATES

TECHNOLOGY  
CONSULTANT

477 MAIN STREET  
SUITE 210B  
MONROE, CT 06468  
TEL: (203) 497-3064

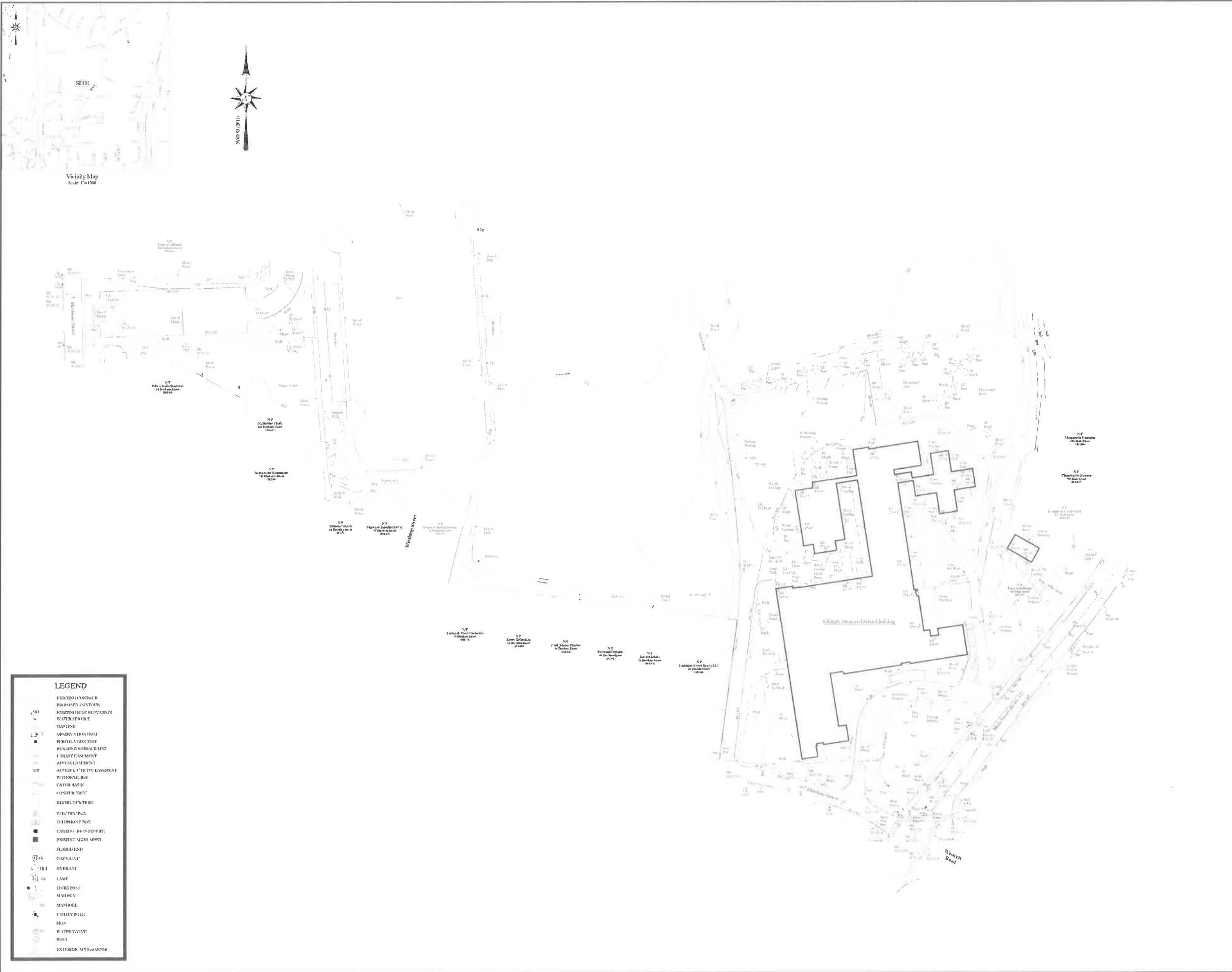












**LEGEND**

	EXISTING CONTOUR
	PROPOSED CONTOUR
	EASEMENT SURVEY FOOTPRINT
	WATER SERVICE
	GAS LINE
	OBSERVATION HOLE
	PERC. V. OBS. TEST
	BUILDING SETBACK LINE
	UTILITY EASEMENT
	ACCESS EASEMENT
	UTILITY SURVEY EASEMENT
	WATER COURSE
	CATCH BASIN
	CONSERV. TREE
	DECID. TREE
	UTILITY BOX
	TELEPHONE BOX
	EXISTING IRON FENCE
	EXISTING IRON FENCE
	FLARED END
	GAS VALVE
	HYDRANT
	LAMP
	LIGHT POST
	MAN BOX
	MANHOLE
	UTILITY POLE
	SIGN
	WATER VALVE
	WELL
	EXTERIOR ACCESS DOOR

**PROGRESS**  
5 NOVEMBER 2021  
NOT FOR CONSTRUCTION

**SHEVLIN**  
LAND SURVEYING, LLC  
100 Main Street, Suite 200  
Bridgeport, CT 06610  
Tel: (203) 378-3002

**ADDITION / ALTERATION**  
KILLING MEMORIAL SCHOOL  
339 MAIN STREET DANIELSON, CT 06239  
STATE PROJECT NO.: 069-0069 RNW

PROPERTY SURVEY

1" = 50' MS/DCH MS

**C-100**















































**PROGRESS SET**  
7 NOVEMBER 2021  
NOT FOR CONSTRUCTION

NO.	DATE	DESCRIPTION

**ADDITION / ALTERATION**  
KILLING MEMORIAL SCHOOL  
339 MAIN STREET DANIELSON, CT 06239  
STATE PROJECT NO. 069-0069 RNV

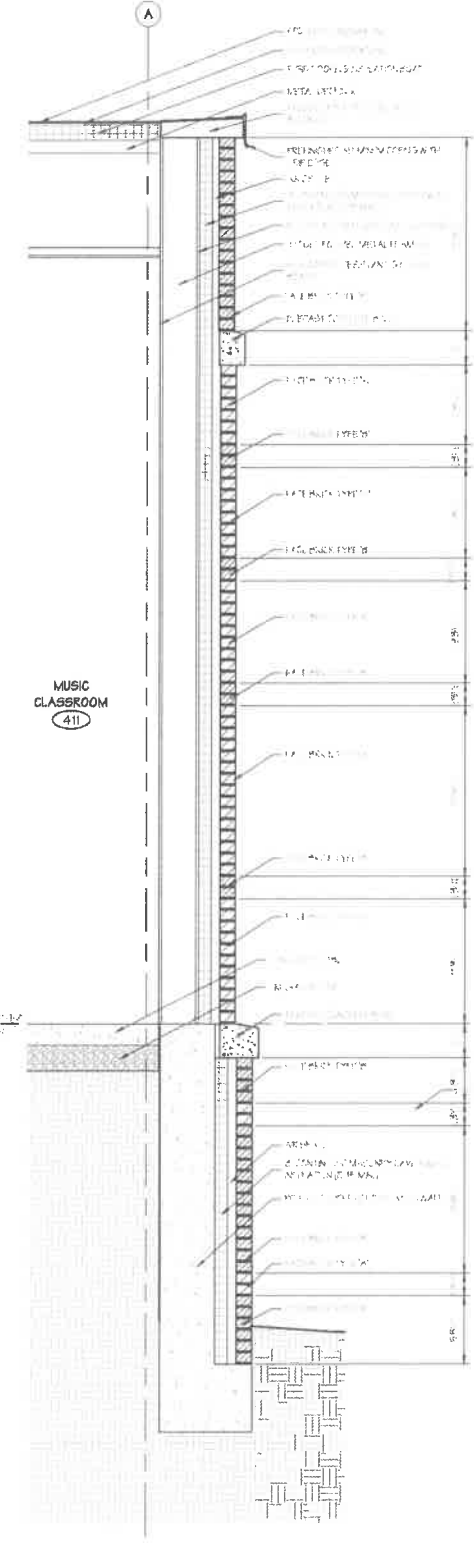
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WALL SECTIONS

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Anthea     REVIEWED BY:  
Approver

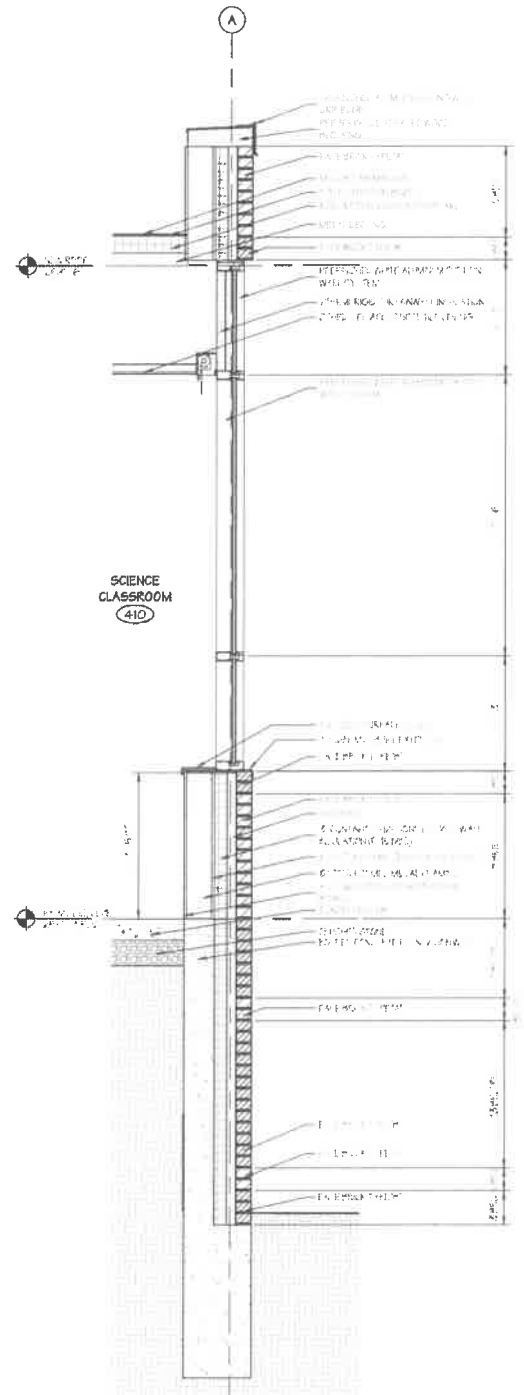
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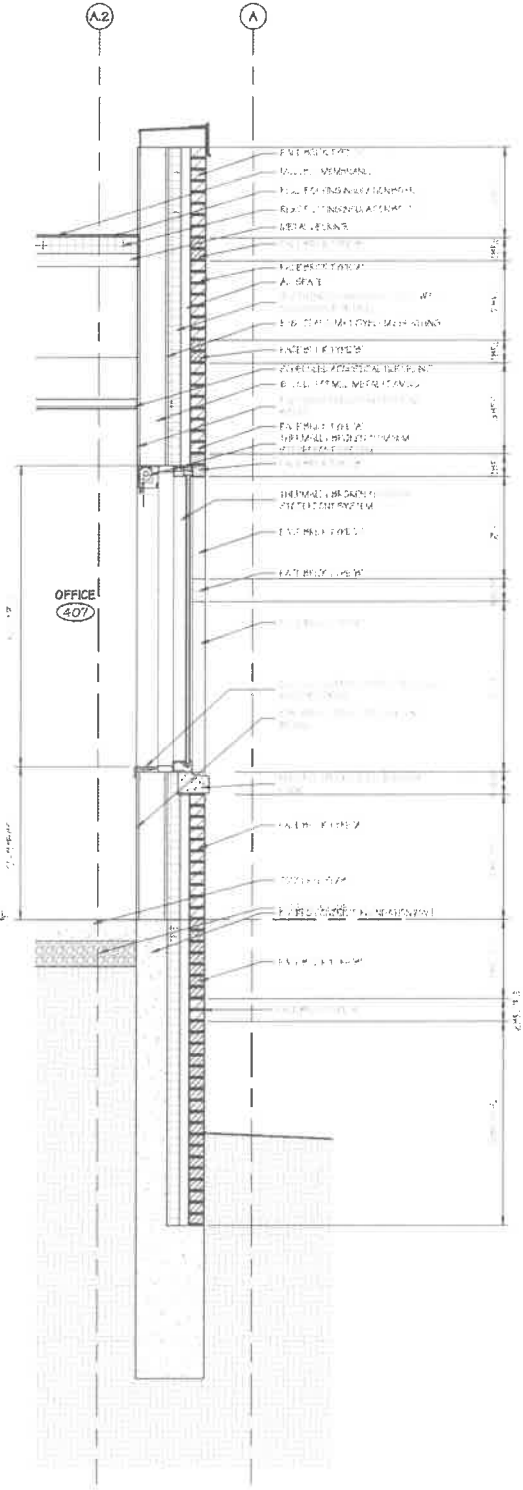
DATE     JOB NUMBER  
2.10.25



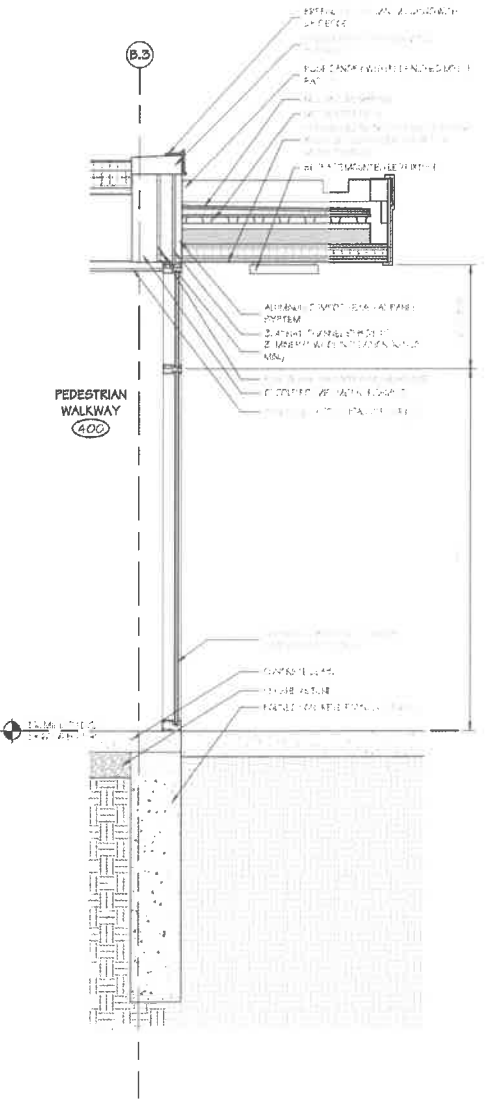
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**MUSIC CLASSROOM (411)**



**A3 WALL SECTION**  
**SCIENCE CLASSROOM (410)**



**A2 WALL SECTION**  
**OFFICE (407)**



**A1 WALL SECTION**  
**PEDESTRIAN WALKWAY (400)**

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CERTIFICATION:



CONCATENATE:

REVISIONS

NO.	DATE	DESCRIPTION

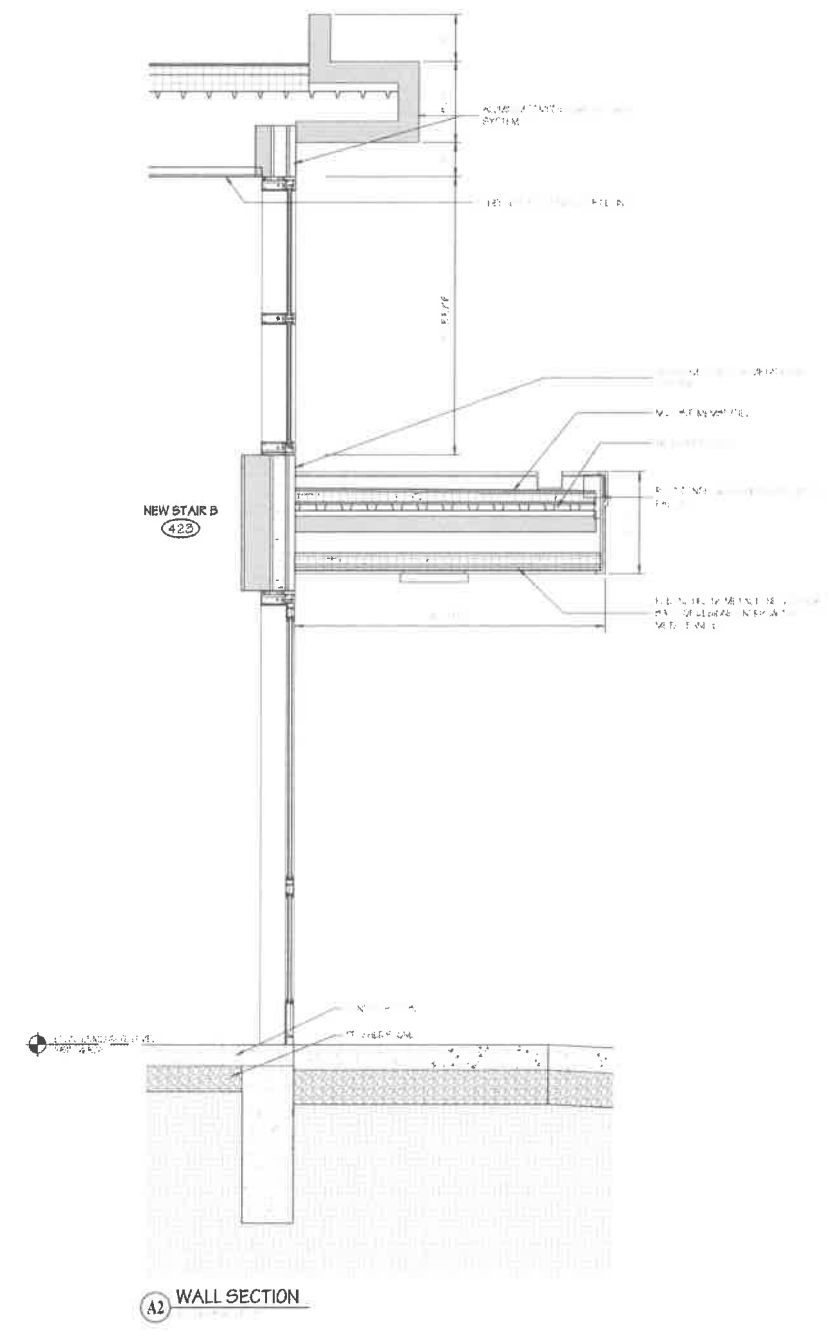
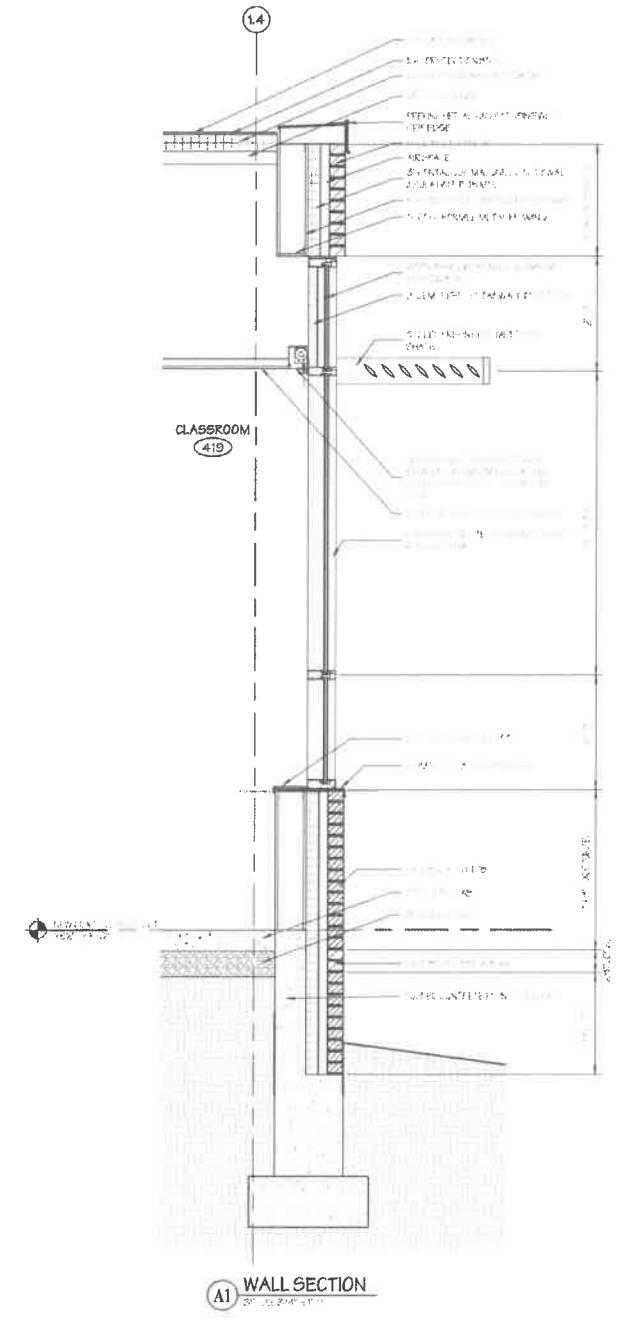
**ADDITION / ALTERATION**  
KILLINGLY MEMORIAL SCHOOL  
339 MAIN STREET DANIELSON, CT 06239  
STATE PROJECT NO.: 069-0069 RNV

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WALL SECTIONS

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REVIEWED BY: Approver

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DATE: ---  
JOB NUMBER:  
21025



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CERTIFICATION

**PROGRESS SET**  
1 NOVEMBER 2021  
NOT FOR CONSTRUCTION

CORRELATION

REVISIONS

NO.	DATE	DESCRIPTION

# ADDITION / ALTERATION

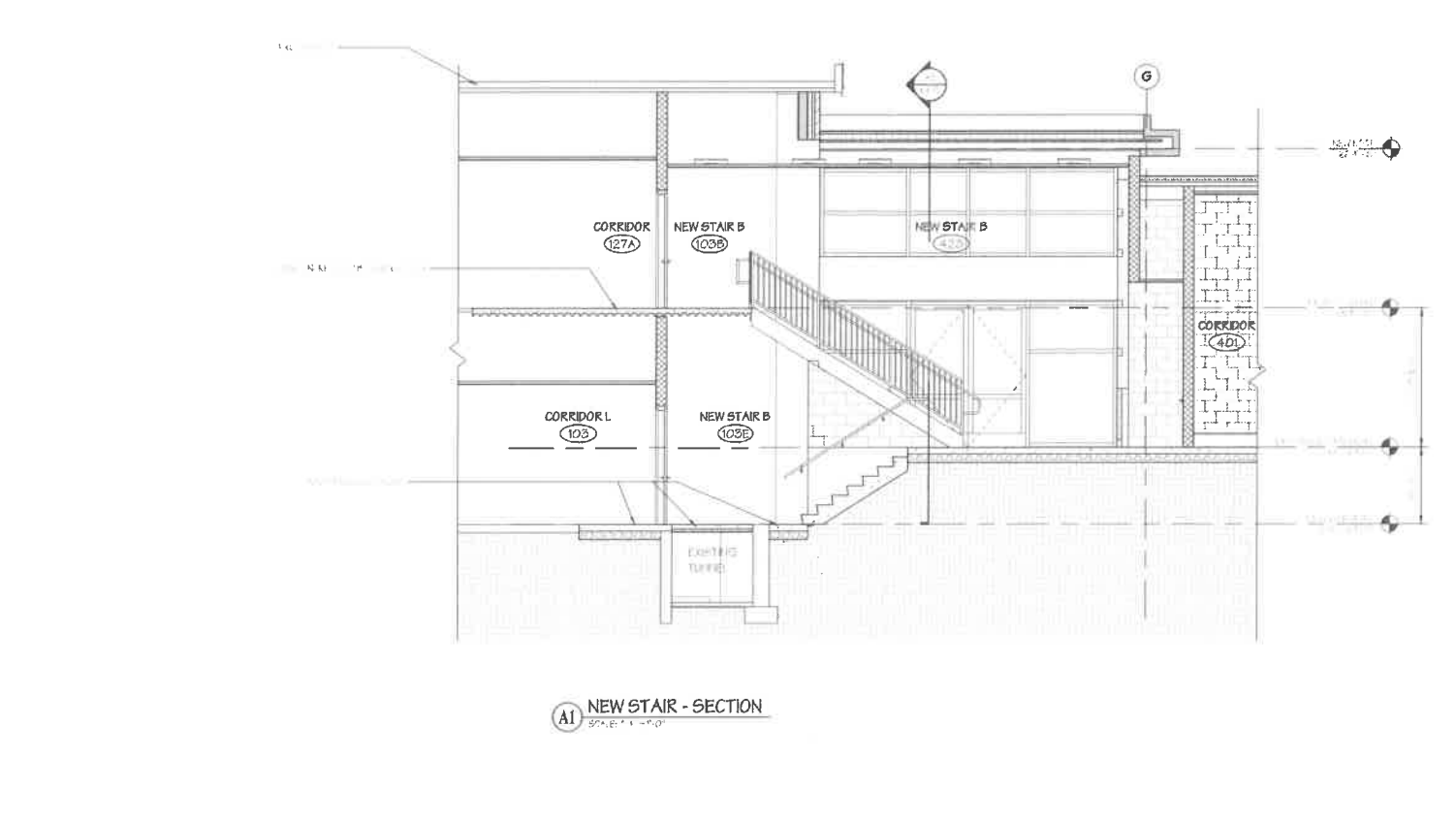
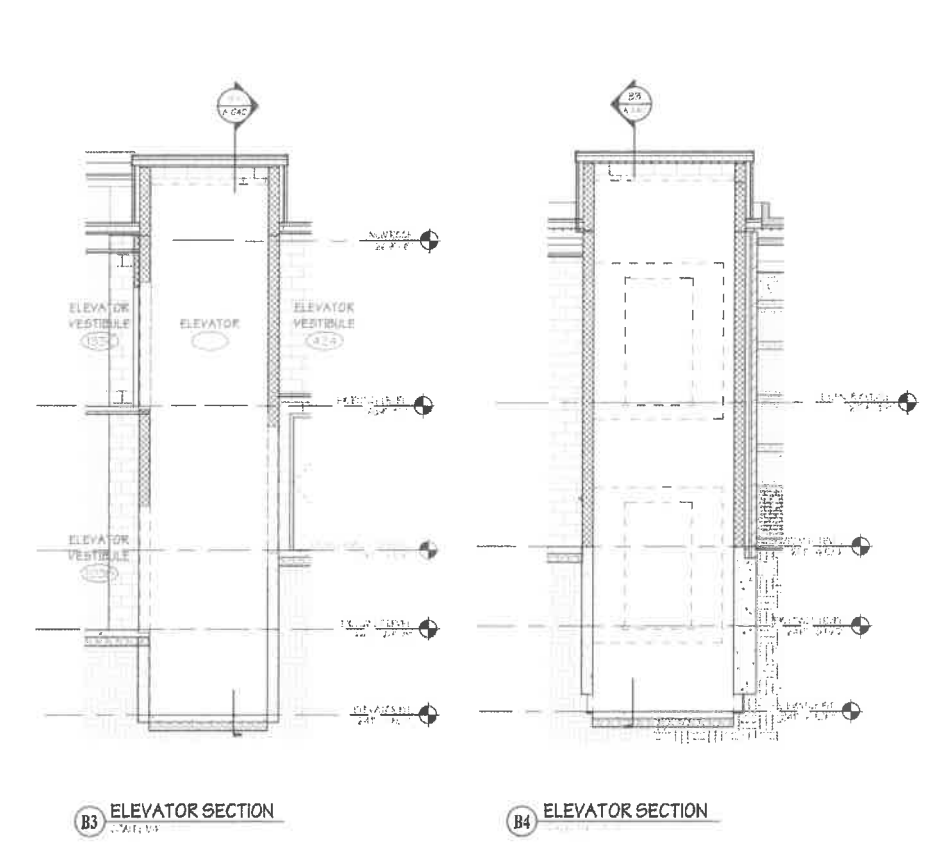
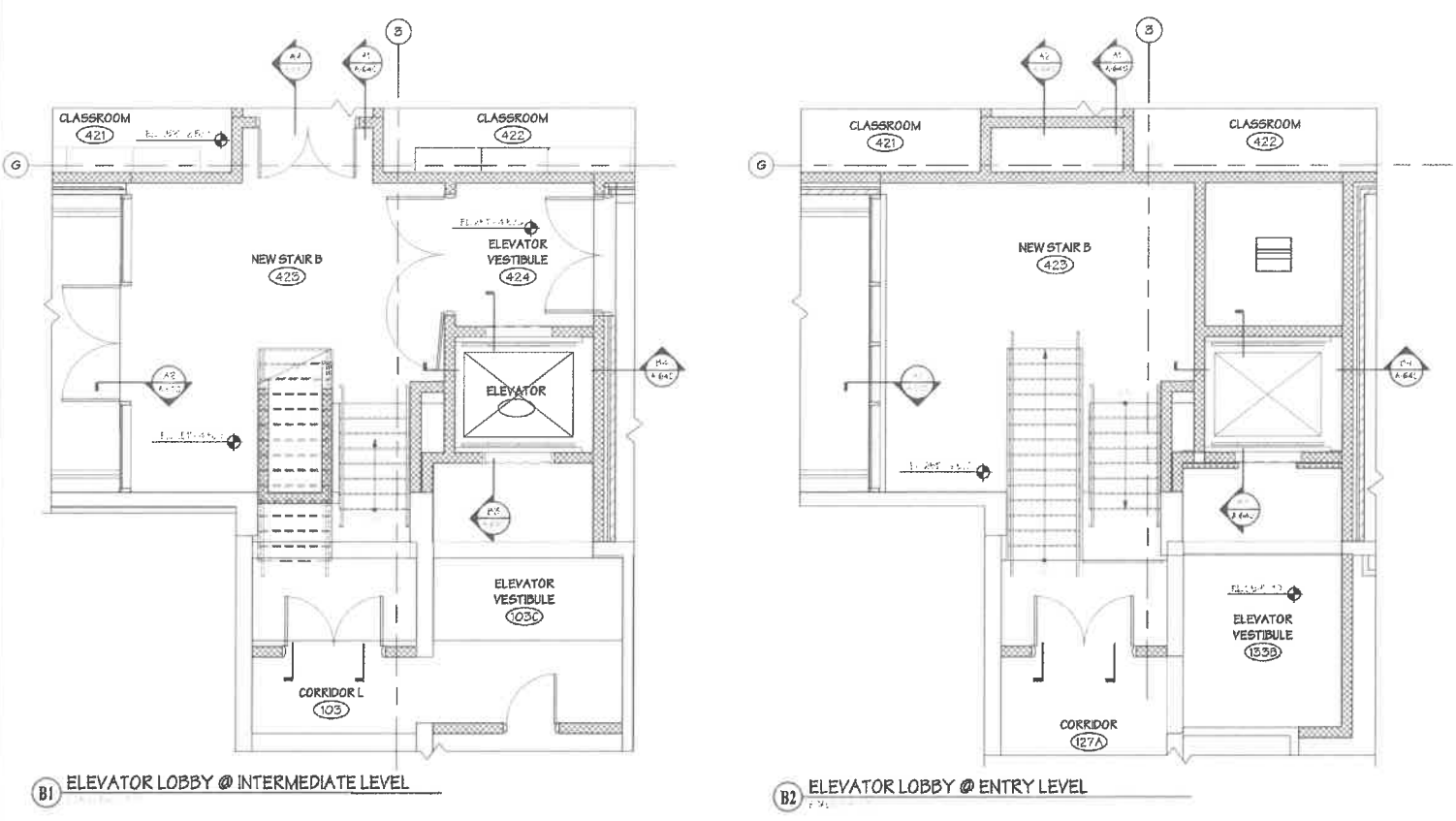
KILLINGLY MEMORIAL SCHOOL  
339 MAIN STREET DANIELSON, CT 06239  
STATE PROJECT NO.: 069-0069 RNY

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ENLARGED STAIR AND ELEVATOR  
PLANS AND SECTIONS

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REVIEWED BY: Approver

DRAWING NO.: **A-640**

DATE: JOB NUMBER: 21025



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**PROGRESS SET**  
3 NOVEMBER 2021  
NOT FOR CONSTRUCTION

CONSULTANT:

REVISIONS

NO.	DATE	DESCRIPTION

**ADDITION / ALTERATION**  
**KILLING MEMORIAL SCHOOL**  
339 MAIN STREET DANIELSON, CT 06239  
STATE PROJECT NO.: 069-0069 RNY

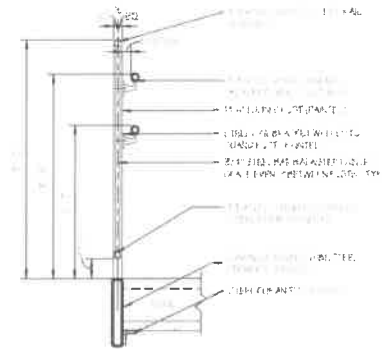
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SCALE: As indicated      DESIGN BY: Author      REVIEWED BY: Approver

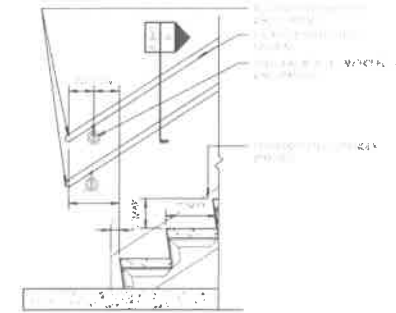
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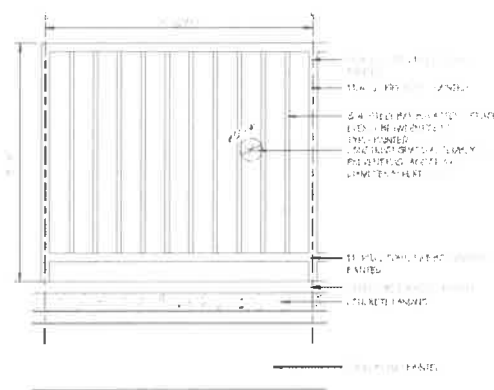
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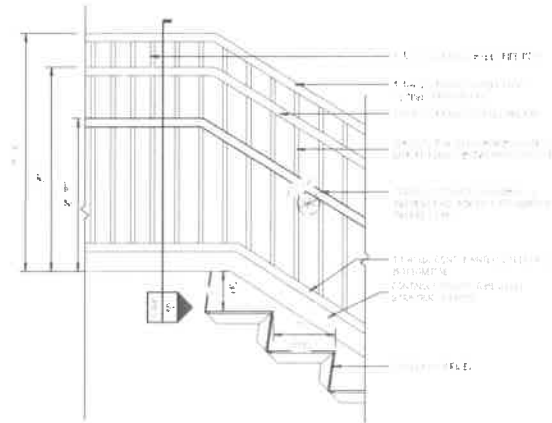
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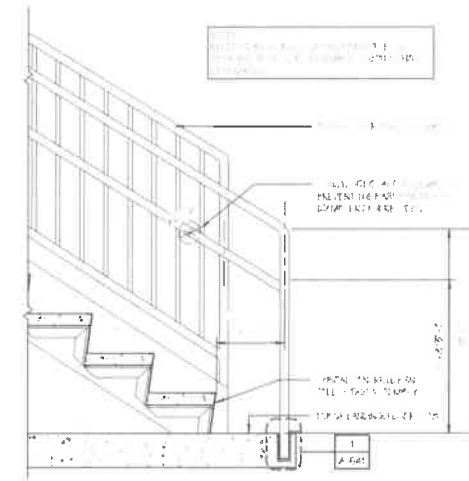
**3 BASE OF STAIR WALL MOUNTED HANDRAIL**



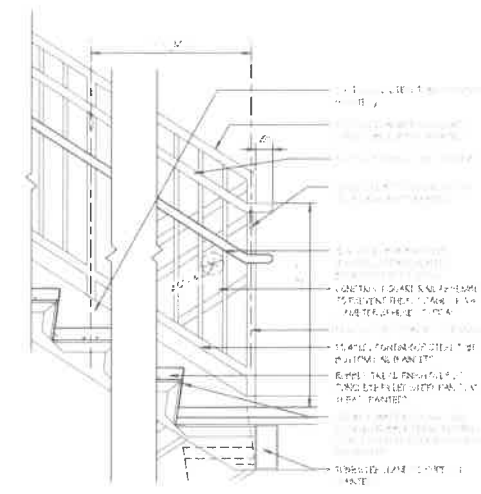
**8 TYP. LANDING GUARDRAIL ELEVATION**



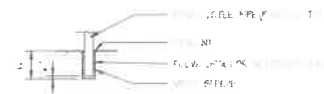
**9 STAIR TOP LANDING DETAIL**



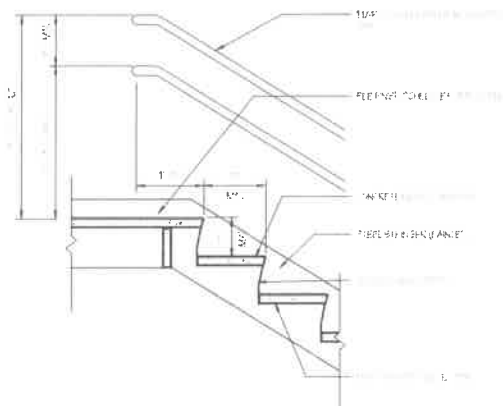
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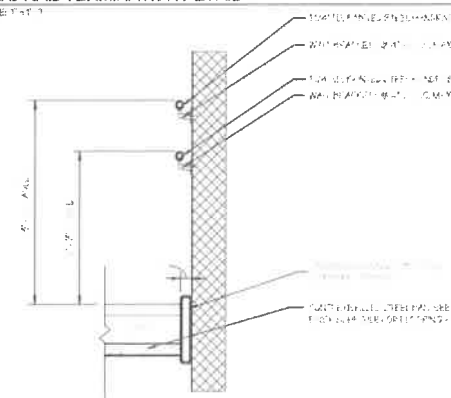
**5 GUARDRAIL DETAIL @ CONTINUOUS HAND RAIL**



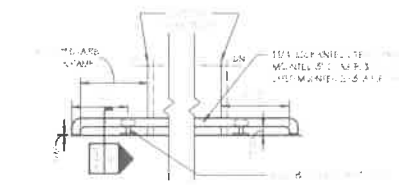
**1 TYPICAL SLEEVE DETAIL**



**7 TYP. TOP OF STAIR DETAIL**



**6 TYP. WALL MTD. HANDRAIL DETAIL**



**2 TYP. HANDRAIL PLAN DETAIL**



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CERTIFICATION

**PROGRESS SET**  
3 NOVEMBER 2021  
NOT FOR CONSTRUCTION

CONSULTANT

REVISIONS

NO.	DATE	DESCRIPTION

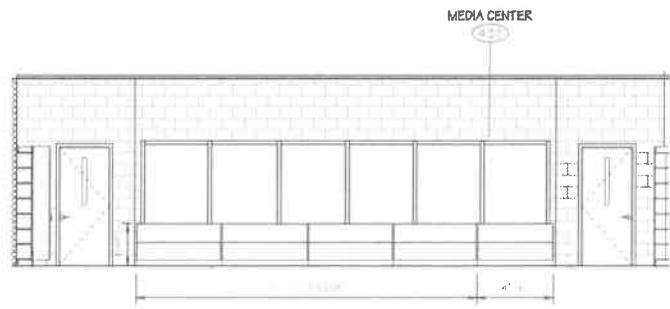
**ADDITION / ALTERATION**  
KILLINGLY MEMORIAL SCHOOL  
339 MAIN STREET DANIELSON CT 06239  
STATE PROJECT NO: 069-0069 RNY

DRAWING TITLE  
INTERIOR ELEVATIONS

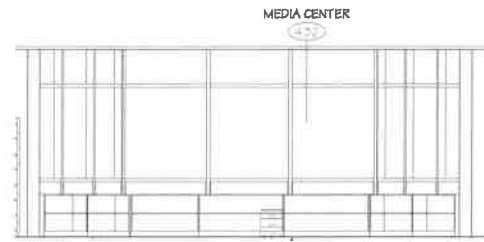
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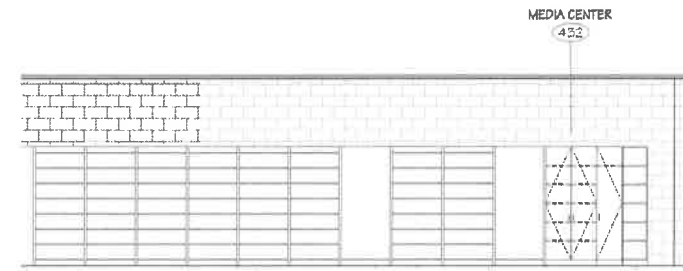
DATE: J&R NUMBER: 21025



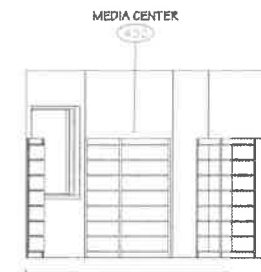
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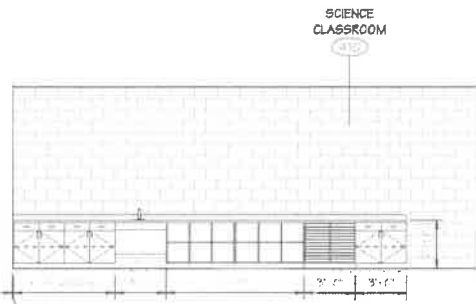
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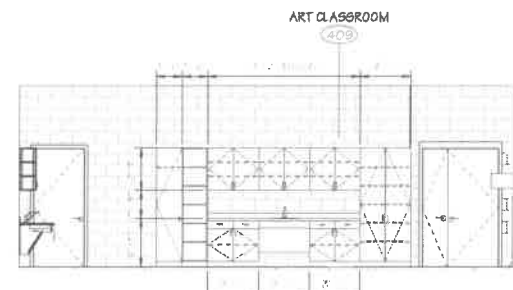
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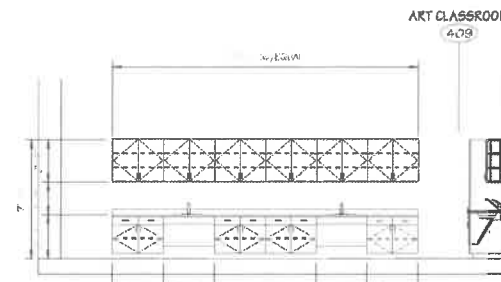
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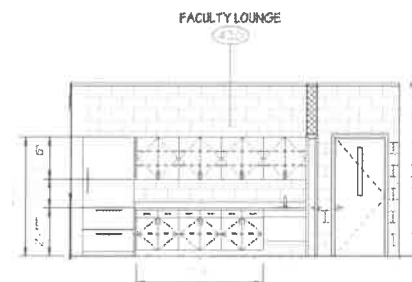
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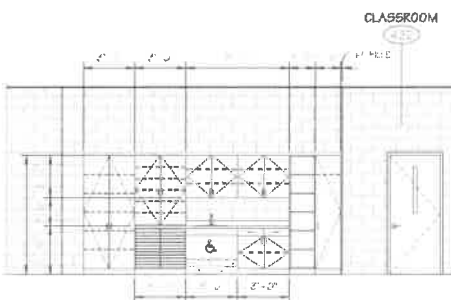
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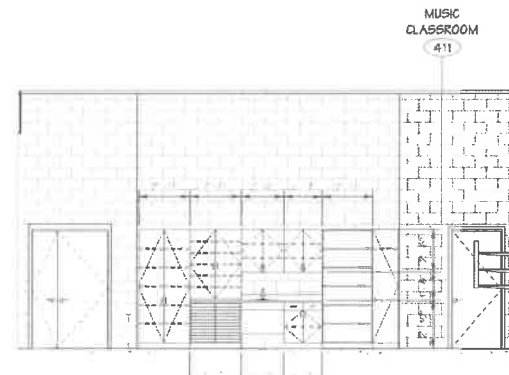
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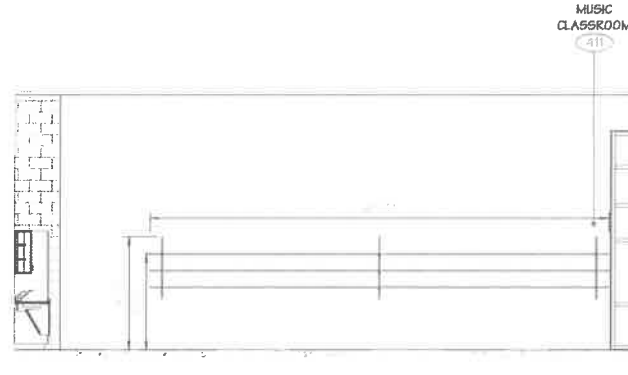
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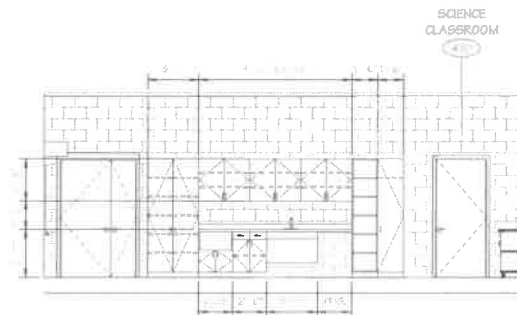
**A1** INTERIOR ELEVATION



**A2** INTERIOR ELEVATION



**A3** INTERIOR ELEVATION



**A4** INTERIOR ELEVATION







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CERTIFICATION:

PROGRESS SET  
3 NOVEMBER 2021  
NOY FUNK CONSTRUCTION

CONSULTANT:

REVISIONS

NO.	DATE	DESCRIPTION

NO.	DATE	DESCRIPTION

# ADDITION / ALTERATION

KILLINGLY MEMORIAL SCHOOL  
339 MAIN STREET DANIELSON, CT 06239  
STATE PROJECT NO.: 069-0069 RNV

DRAWING TITLE  
ENLARGED EXISTING CAFE LAYOUT

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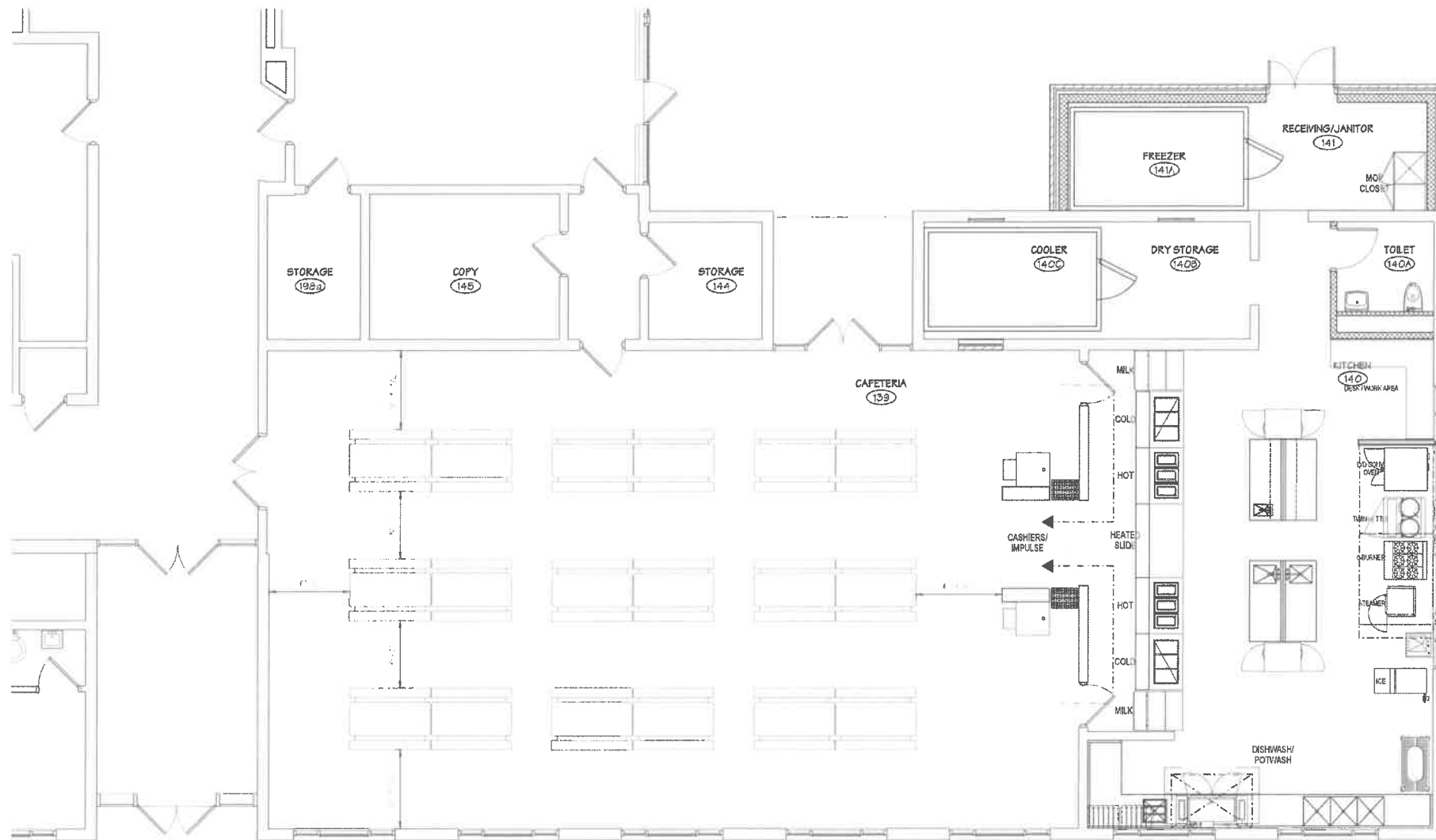
DESIGN BY  
Author

REVIEWED BY  
Approver

DRAWING NO.  
F-102

DATE  
--

JOB NUMBER  
21025



ENLARGED CAFETERIA / KITCHEN FLOOR PLAN  
2/15/21

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## AGENDA ITEM COVER SHEET

**ITEM 5(a): WESTFIELD AVENUE/COMMUNITY CENTER PROJECT**

**PREPARED BY:** Mary Bromm, CD Administrator

**ARCHITECT/ENGINEER:**

### ITEM SUMMARY:

The townspeople voted to authorize \$28 million to make the necessary renovations to the Westfield Avenue property including those to move the Killingly Community Center into the property. The first step is for the PBC to hire an architect to prepare designs for the project. Since there is no school construction reimbursement, the process will only need to meet town procurement standards.

Attached is a Request for Proposals for Architectural Services for your review and comments. Once approved, I will advertise.

### ACTION REQUESTED AT DECEMBER 9, 2021 MEETING:

If appropriate, approve the RFP and authorize staff to advertise.

### SUPPORTING DOCUMENTS:

- Request for Proposals



TOWN OF KILLINGLY  
REQUEST FOR PROPOSALS  
FOR  
ENGINEERING DESIGN/CONSTRUCTION MANAGEMENT  
SERVICES  
KILLINGLY CENTRAL SCHOOL OIL TANK  
REMOVAL/REPLACEMENT PROJECT

PROJECT DESCRIPTION

The Town of Killingly wishes to (1) complete capital renovations to 79 Westfield Avenue, Killingly, Connecticut and (2) renovate/upgrade a portion of the building to move the Killingly Community Center operations/programming. Seventy-Nine Westfield Avenue currently houses the Board of Education's Central Office, the Killingly High School Wrestling Program, a community store, Food Bank Storage and an EASTCONN regional collaborative special education day treatment program. The end goal is to move the Killingly Community Center into the property while maintain the existing uses.

Anticipated improvements to the building include new roof, new windows, new boiler and HVAC systems, repair of brick veneer, ADA compliance with entrances, ADA compliance with restrooms, updated electrical panel and fire panel, new Community Center front entrance, increase parking/lighting, renovations to the Community Center spaces, and some shared spaces. The project budget (hard and soft costs) is set at \$28,000,000. Attached is a portion of a presentation used to inform the community about the project.

The Town/Board of Education will not seek grant funds – this project will be financed from Town bonding.

A Construction Manager At Risk is anticipated to be hired for the work.

SCOPE OF SERVICES

The Town of Killingly through its Permanent Building Commission (PBC) is seeking proposals from qualified architectural/engineering firms to perform the following services for the Westfield Avenue Renovation Project:

1. Perform a site inspection to view existing conditions. Meet with Town staff to review project requirements.

2. Prepare schematic designs, design development and construction documents, each with a cost estimate.
3. Assist the Town and PBC with the Construction Manager-At Risk process.
4. Assist the Town and PBC with the procurement process.
5. Complete construction administration including the review and approval of all required shop drawings prior to construction.
6. Monitor construction work for compliance with the plans and specifications, coordinate required environmental testing, approve any change orders if necessary, and approve progress and final payments to the contractor. Also ensure that all warranty information is provided to the Town.
7. Attend PBC meetings (evenings), as necessary and other meetings as necessary to provide adequate status updates.

### SCHEDULE

The Town and PBC wish to complete the roof in the summer of 2022 with the remaining work XXXXX. .

### PROPOSALS

The Proposal should contain a letter of intent, the firm's qualifications with a list of similar projects completed, available manpower with resumes of the key personnel expected to be assigned to the project, proof of insurance and a lump sum fee proposal. The fee proposal should be broken down into at least the seven (7) items in the Scope of Services.

Twelve (12) bound copies and one (1) unbound copy (or electronic) of the proposal should be submitted to the Community Development Office, at 172 Main Street, Killingly, CT 06239, by 4:00 p.m. on Wednesday, January 6, 2022. Questions regarding the RFP should be directed to the Community Development Office at 860-779-5355 or e-mailed to [mbromm@killinglyct.org](mailto:mbromm@killinglyct.org).

A Consultant will be selected based on a combination of qualifications, expertise and cost. The Town of Killingly reserves the right to reject any and all proposals, to negotiate separately with competing consultants, and/or make no award. The Town has the right to amend the scope of work or RFP process, or terminate the process at any time with notice to the consultants.

The Town of Killingly is an affirmative action, equal opportunity employer.

Attachment:

Power point presentation

Renovation of  
79 Westfield Ave  
to include  
Relocation of Killingly  
Community Center

Town of Killingly



## Current Use of Westfield Ave Facility

- ▶ The Board of Education Central Office
  - ▶ Superintendent's Office
  - ▶ Board of Education Finance Office
  - ▶ Board of Education IT Office
  - ▶ KHS Wrestling Program
  - ▶ Community Store
  - ▶ Food Bank storage
- ▶ EASTCONN provides a regional collaborative special education day treatment program serving the needs of students in elementary, middle and high school.
  - ▶ Utilizes one hall on the first floor and majority of second floor
  - ▶ Has 5-year lease with the Board of Education

79 Westfield Avenue | Existing Exterior Conditions

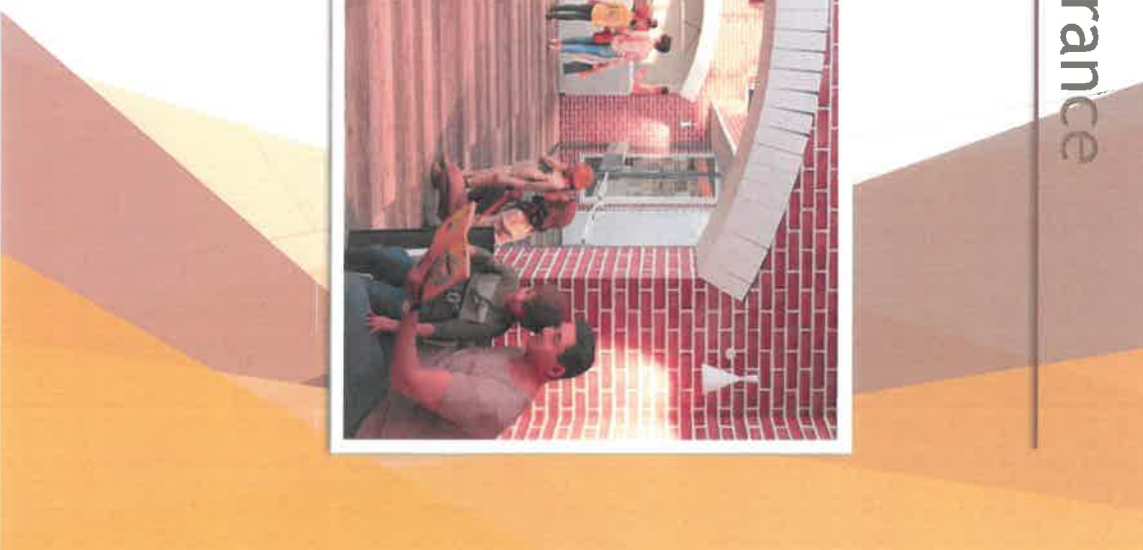




# Killingly Community Center | Site Improvements

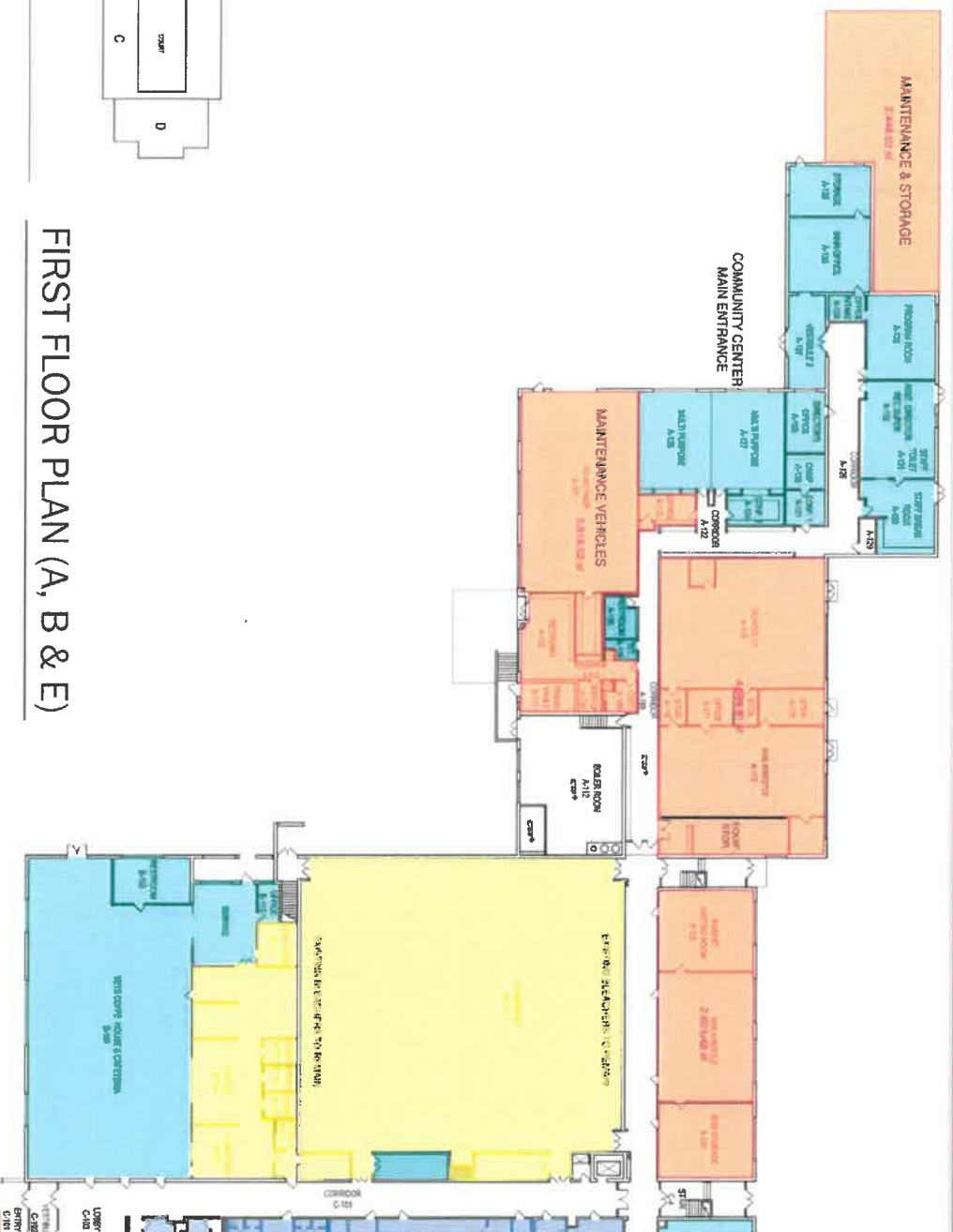


# Killingly Community Center | Main Entrance

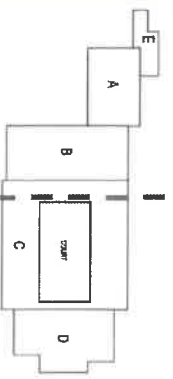




# Killingly Community Center | Learning Environments



- KILLINGLY BOARD OF EDUCATION SPACES
- KILLINGLY COMMUNITY CENTER SPACES
- EASTCONN SPACES
- SHARED COMMON SPACES



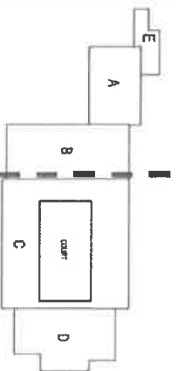
**KEY PLAN**  
NOT TO SCALE

**FIRST FLOOR PLAN (A, B & E)**




# Killingly Community Center | Learning Environments



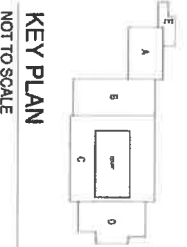
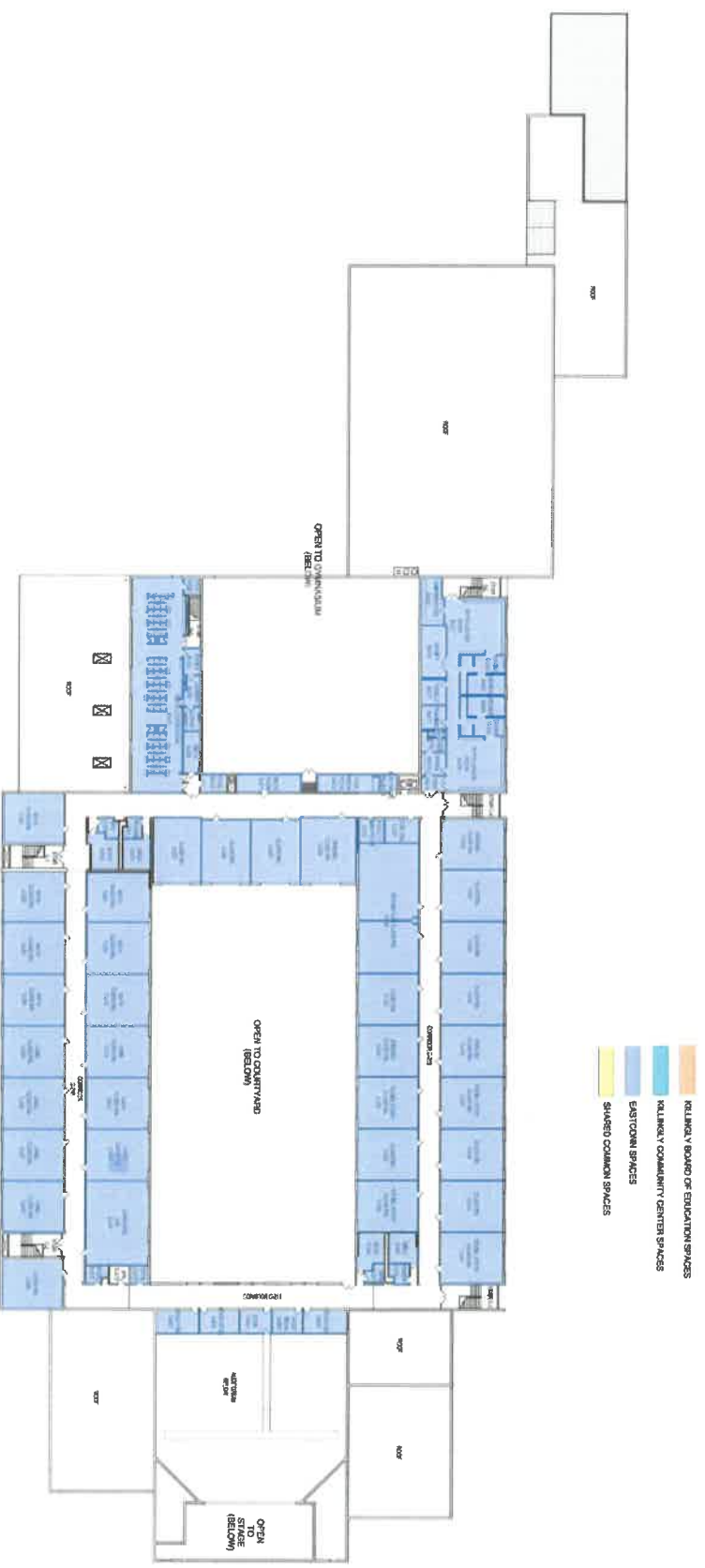
FIRST FLOOR PLAN (C & D)



KEY PLAN  
NOT TO SCALE

-  KILLINGLY BOARD OF EDUCATION SPACES
-  KILLINGLY COMMUNITY CENTER SPACES
-  SHARED COMMON SPACES

# Killingly Community Center | Learning Environments



**KEY PLAN**  
NOT TO SCALE

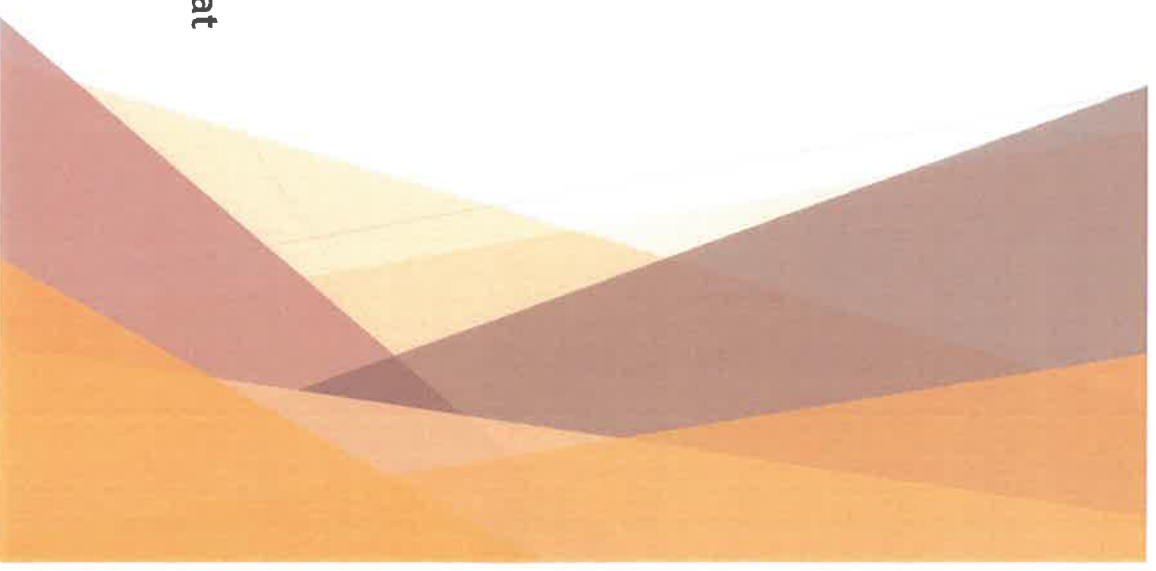
**SECOND FLOOR PLAN**  
SCALE: 1" = 20'-0"



## Building Condition - Westfield Ave

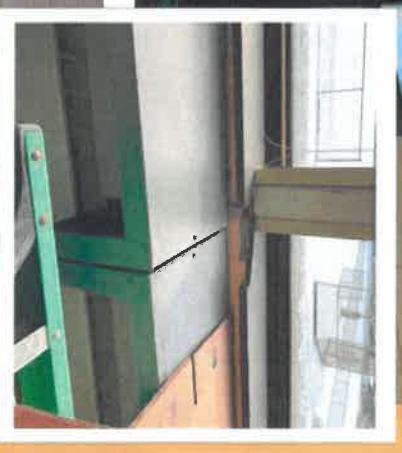
- ▶ The facility at Westfield Ave. will require capital investment in the near future to maintain use of the facility. Several major building systems need replacement. Those are:
  - ▶ Roof
  - ▶ Windows
  - ▶ Boiler & HVAC systems
  - ▶ Brick veneer is separating from the building and requires securing
  - ▶ ADA compliance with entrances
  - ▶ ADA compliance with restrooms
  - ▶ Updated electric panel and fire panel

**Note - These will be required even if the Community Center is not located at this building.**





# 79 Westfield Avenue | Existing Interior Conditions



## Killingly Community Center | Learning Environments



Coffee House: Lecture Event





Killingly Community Center | Learning Environments

Squeaky Sneakers Program

## Killingly Community Center | Civic Spaces

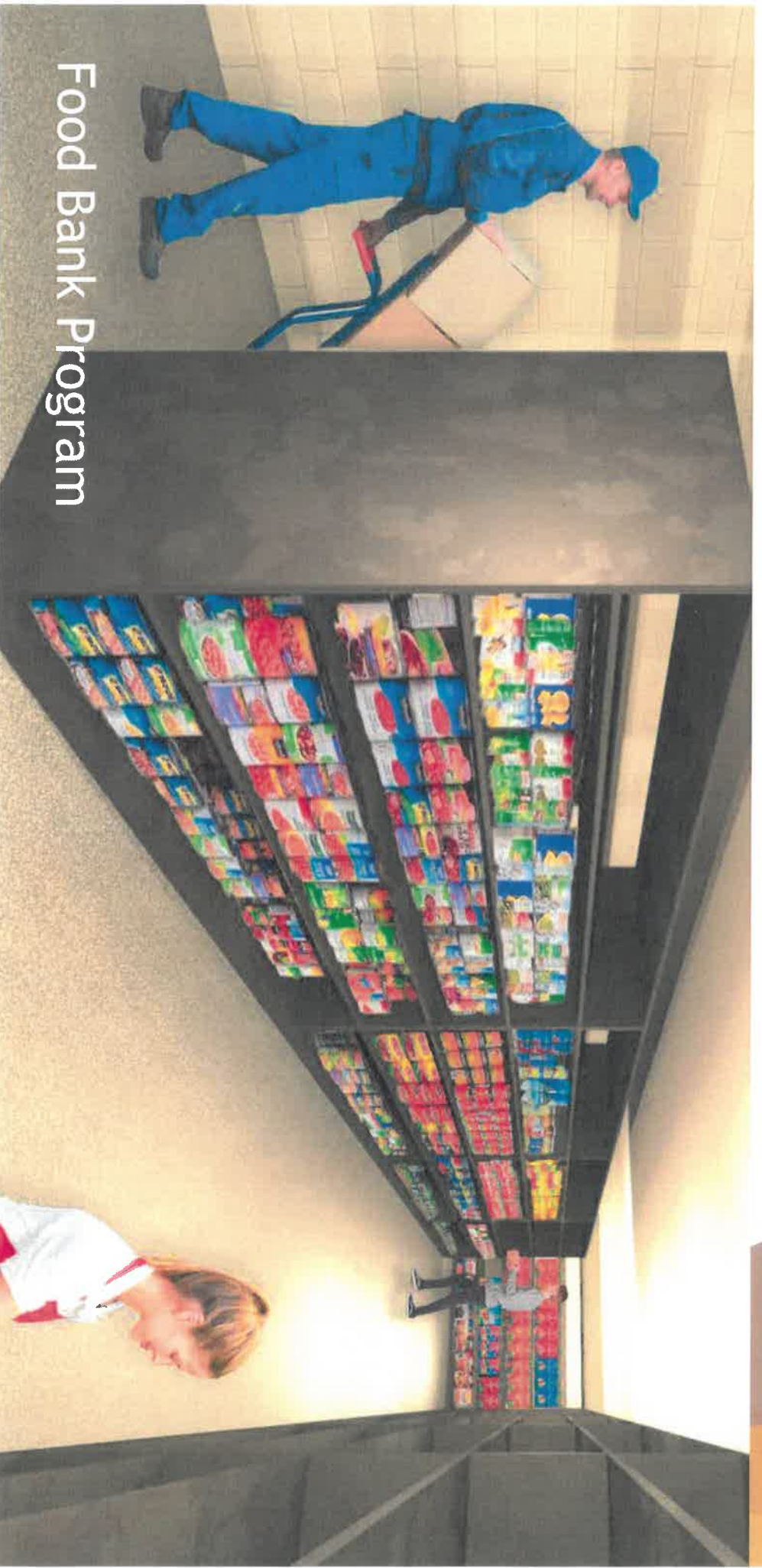
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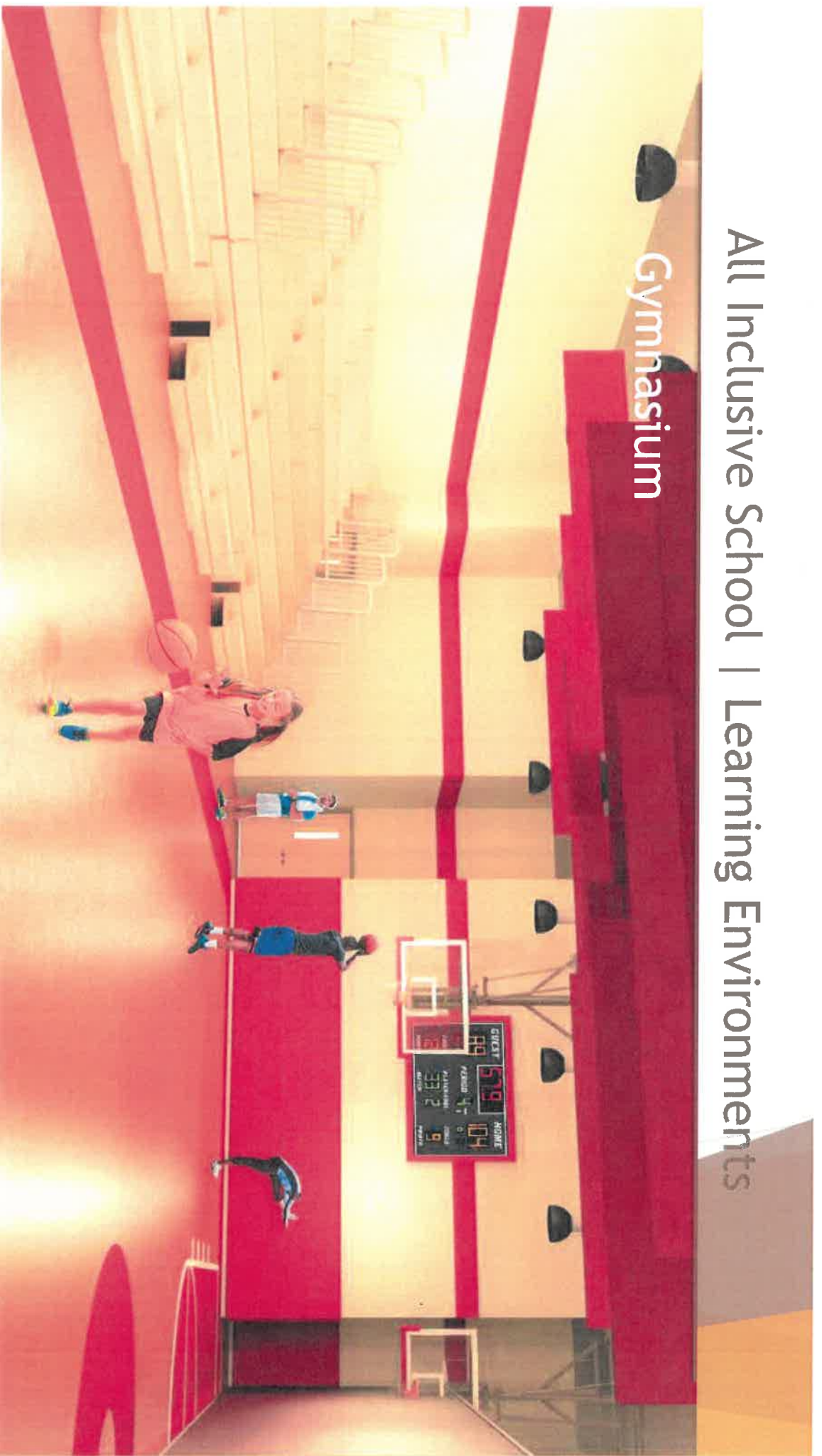
## Killingly Community Center | Civic Spaces

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Food Bank Program

## All Inclusive School | Learning Environments





## Cost Comparison

Build New Facility		Renovate as New - Broad Street	
Construction Costs	\$ 23,457,500	Construction Costs	\$ 17,985,000
Soft Cost - A/E Design, Bid Docs etc.	<u>4,265,000</u>	Soft Cost - A/E Design, Bid Docs etc.	<u>3,270,000</u>
Total Project Costs	\$ 27,722,500	Total Project Costs	\$ 21,255,000
Escalation Costs (5%/yr.) to 2023	<u>7,659,216</u>	Escalation Costs (5%/yr.) 2023	<u>5,872,365</u>
Total Project Cost Escalated 2023	\$ 35,381,716	Total Project Cost Escalated 2023	\$ 27,127,365
Renovations at Westfield Ave - Just Building	<u>\$ 14,647,427</u>	Renovations at Westfield Ave - Just Building	<u>\$ 14,647,427</u>
Total Community Investment for both bldgs	\$ 50,029,143	Total Community Investment for both bldgs	\$ 41,774,792

Note - Does not include land purchase cost or additional site work costs.

	Westfield Ave Renovation	Community Center Space	Total Project Costs
Construction Costs	\$ 12,635,725	\$ 11,208,654	\$ 23,844,379
Soft Costs - A/E Design, Bid Docs etc.	<u>2,011,702</u>	<u>1,878,817</u>	<u>3,890,519</u>
Total Project Costs	\$ 14,647,427	\$ 13,087,471	\$ 27,734,898
Request Authorization of <u>\$27,800,000</u>			
❖ Project Costs reflect 2023 pricing.		Annual Escalation at 5%	\$ 1,390,000

## Selective Upgrades | Conceptual Cost Estimate

Trade Direct Costs	Board of Education	Community Center	Eastconn	Shared Common	Project Totals
Direct Costs	\$ 2,586,260	\$ 7,719,922	\$ 176,949	\$ 6,057,170	\$ 16,540,301
Indirect Costs	\$ 977,022	\$ 2,916,388	\$ 66,846	\$ 2,288,244	\$ 6,248,500
<b>Construction Cost</b>	<b>\$ 3,563,282</b>	<b>\$ 10,636,310</b>	<b>\$ 243,795</b>	<b>\$ 8,345,414</b>	<b>\$ 22,788,801</b>
<b>Owner Soft Costs</b>					
A/E Design Fees (7.50%)	\$ 267,246	\$ 797,723	\$ 18,285	\$ 625,905	\$ 1,709,160
Owner's Representative	\$ 39,090	\$ 116,684	\$ 2,675	\$ 91,552	\$ 250,000
Furnishings, Fixtures & Equipment (FF+E)	\$ 100,000	\$ 200,000	-	-	\$ 300,000
Technology	-	-	-	-	-
Commissioning	\$ 7,818	\$ 23,337	\$ 535	\$ 18,310	\$ 50,000
Testing & Inspections	\$ 7,818	\$ 23,337	\$ 535	\$ 18,310	\$ 50,000
District & Bond Fees	\$ 10,945	\$ 32,671	\$ 749	\$ 25,634	\$ 70,000
Town Legal Fees	\$ 3,127	\$ 9,335	\$ 214	\$ 7,324	\$ 20,000
Insurance	\$ 26,725	\$ 79,772	\$ 1,828	\$ 62,591	\$ 170,916
Owner's Contingency (5.00%)	\$ 201,303	\$ 595,958	\$ 13,431	\$ 459,752	\$ 1,270,444
<b>Project Cost</b>	<b>\$ 4,227,354</b>	<b>\$ 12,515,127</b>	<b>\$ 282,046</b>	<b>\$ 9,654,793</b>	<b>\$ 26,679,321</b>
<b>Alternate Added Costs</b>					
Cafeteria Air Conditioning	-	\$ 572,344	-	-	\$ 572,344
Gymnasium Air Conditioning	-	-	-	\$ 183,234	\$ 183,234
Parking Lot Materials	-	-	-	\$ 300,000	\$ 300,000
<b>Total Project Cost</b>					<b>\$ 27,734,899</b>
					<b>~\$ 27,800,000</b>

**AGENDA ITEM COVER SHEET**

**ITEM 5 (b): 2022 MEETING DATES**

**PREPARED BY:** Mary Bromm, CD Administrator

**ITEM SUMMARY:**

The Commission must, on an annual basis, approve the meeting dates for the following year. Attached is the proposed 2022 meeting schedule.

**ACTION REQUESTED AT DECEMBER 9, 2021 MEETING:**

Review and Adopt 2022 Meeting Dates

**SUPPORTING DOCUMENTS:**

- 2022 Meeting Dates



Community Development Office

**Memorandum**

Date: December 10, 2021

To: Elizabeth M. Wilson, Town Clerk  
From: Mary E. Bromm, Community Development Administrator  
RE: **Permanent Building Commission Meeting Dates - 2022**

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During their Special Meeting on December 9, 2021, the Permanent Building Commission voted to approve the following as their 2022 meeting dates:

January 5, 2022  
February 2, 2022  
March 2, 2022  
April 6, 2022  
May 4, 2022  
June 1, 2022  
July 6, 2022  
August 3, 2022  
September 7, 2022  
October 5, 2022  
November 2, 2022  
December 7, 2022

Please contact me if you need additional information on this matter.